



## BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

November 29, 2017  
(Via teleconference)

ELC Main Office  
10 SE Central Parkway, Suite 200, Stuart

Present:	Julie Zobec	Tom Peer (via teleconference)
	Sandy Akre (via teleconference)	Richard Reilly
Excused:	Natalie Sanders	Joy Yates
Staff:	Migdalia Rosado (via teleconference)	Loretta Toth

### I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec (*formerly Bixler*) at 8:10 a.m. Roll call was taken and a quorum was present.

### II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA – None

### III. ADOPTION OF AGENDA

*Motion* was made by Tom Peer and seconded by Sandy Akre to adopt the agenda. *Motion* carried unanimously.

### IV. CONSENT AGENDA – August 30, 2017 Minutes

*Motion* was made by Richard Reilly and seconded by Sandy Akre to approve the consent agenda as presented. *Motion* carried unanimously.

### V. OLD BUSINESS

**A. Employee Handbook Review** – Attorney recommendations were reviewed for each of the sections presented and following is the recommendation of the Committee.

1. Section 218 – Probationary Period – The Committee suggested keeping the word “probationary”.
2. Section 223 – Employee Background Screening – The Committee suggested modifying the section to include the attorney’s recommendation. *Note: No changes to be made, as the current language is in compliance with OEL grant agreement.*
3. Section 303 – Medical Leave - There are no changes to this Section. The Coalition does not fall under the laws of FMLA and therefore, 8 weeks of medical leave is allowable.
4. Section 307 – Military Leave – The Committee suggested modifying the section to include the attorney’s recommendation.
5. Section 501 – Grievance Procedure – The Committee suggested modifying the section to include the attorney’s recommendation.

6. Section 512 – Workplace Violence Prevention - The Committee suggested modifying the section to include the attorney’s recommendation.
7. Section 516 – Sexual and Other Unlawful Harassment – The Committee suggested modifying the section to include the attorney’s recommendation.

***Motion** to accept the changes as presented was made by Sandy Akre. Motion was seconded by Tom Peer and approved unanimously.*

**VI. NEW BUSINESS**

**A. Performance Evaluation Goals & Objectives** – Information sent by Steve Newman was shared with the Committee. The information was very thorough. Migdalia informed the committee that there is an evaluation process in place which is geared toward the employee’s job description. The committee felt the evaluation process is a function that should be determined by the CEO. No motion is required.

**VII. BOARD MEMBER COMMENTS** – Tom Peer commented that he will be retiring at the end of December and this will be his last meeting. He thanked everyone and said it was pleasure working with everyone. Tom was thanked for his years of service. Ms. Zobec (formerly Bixler) announced her name change due to her recent marriage.

**VIII. PUBLIC COMMENTS** - None

**IX. ADJOURNMENT**

There being no further business, the meeting adjourned at 8:37 a.m. on a *Motion by Richard Reilly, seconded by Tom Peer and agreed upon.*

Respectfully submitted,

Julie Zobec, Chair  
JZ/lt



## **Early Learning Coalition of Indian River, Martin & Okeechobee Counties Job Description**

<b>Title:</b>	<b>Chief Executive Officer</b>
<b>Status:</b>	<b>Exempt – Employment Agreement</b>
<b>Salary Range:</b>	<b>\$85,000 - \$100,000</b>
<b>Reports to:</b>	<b>Coalition Chair and the Full Board</b>

### **SUMMARY OF RESPONSIBILITIES:**

This position requires a broad knowledge of program planning, community level strategic planning skills, leadership and ability to analyze and resolve complex social issues. The position requires significant skills in the areas of problem analysis and resolution, consensus building, group facilitation, strategic planning, management/leadership, finance, program planning, and contract management. The Chief Executive Officer will report to the Coalition Chair and the full board, as the chief executive in charge of operations.

### **DUTIES AND RESPONSIBILITIES:**

- Plans, develops and recommends to the Board policies and programs which will further the objectives of the Coalition. Executes all decisions, contracts, commitments as delegated by the ELC Board of Directors.
- Develops, implements and administers a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre-kindergarten program.
- Recommends methods for improving/increasing early learning services to pre-school children and parents of pre-school children.
- Provides leadership and direction to all staff to ensure that the mission and goals of the Coalition are effectively carried out while assuring that the standard of professionalism identified by the Board is maintained.
- Prepares, maintains, and submits accurate and appropriate reports describing planning and evaluation activities to the Board and officers on all activities of the Coalition.
- Works cooperatively with Coalition members and staff to assess the community's needs for early education services.
- Ensures fiscal stability of the organization through developing alternative sources of funding, including grants, contracts, and conducting fund-raising activities.
- Prepares and recommends an annual budget to the coalition to insure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with the Office of Early Learning (OEL) guidelines.
- Responsible for fiscal accounting to insure compliance with state and federal requirements under General Accepted Accounting Principles (GAAP)

**DUTIES AND RESPONSIBILITIES CONTINUED:**

- Develops and implements health promotion programs as necessary. Coordinates coalition education programs and public information services.
- Facilitates and/or participates in community activities, promotes opportunities to market coalition programs, ascertains community needs and accomplishes goals and objectives of the Coalitions three county service area.
- Hires, supervises and terminates staff based on the job performance and personnel policies adopted by the coalition.
- Develops and operates within an annual budget; is responsible for prudent management of all funds and physical assets.
- Provides training and technical assistance to staff, Coalition membership, contracted providers, community partners, etc. on issues that promote the Coalition's mission and services.
- Represent the ELC with community partners and stakeholders.
- Performs related work as assigned by the Coalition Chair and the full board.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Plans, coordinates and controls the daily operation of the organization through the organization's managers.
- Establishes current and long range goals, objectives, plans and policies, subject to Board approval.
- Knowledgeable of community organizations and capable of carrying out programs within the community structure.
- Ability to listen and communicate clearly and concisely, orally and written.
- Competent to represent the organization in a variety of public and professional forums.
- Demonstrates the ability to compile, organize, and analyze data related to early education, child care and school readiness indicators.
- Ability to reach consensus on complex issues. Self-directed, motivated, and ability to effectively manage in a multi-task environment.

**QUALIFICATIONS:**

Minimum: Bachelor's degree in human services, early education, education, business or related field.

Preferred: Master's degree in human services, early education, education, business, or related field.

**EXPERIENCE:**

Minimum: Management/leadership experience in human service, early education, or related field. Demonstrated experience with a broad range of stakeholders in a multi-county environment. Knowledge and/or experience in fiscal management of non-profit institutions and developing early education or related programs.

Preferred: Prior experience with direct board reporting relationship. Management of multi-million dollar non-profit organizations and public policy experience.

**SPECIFIC COMPETENCIES:**

Computer literacy in all currently used programs: Microsoft Office XP, Excel, Access, Statewide eligibility tracking systems, community-wide tracking databases.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively communicate and present information and respond to questions from groups of managers, clients and the general public.

**PHYSICAL ACTIVITY/WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Revised: 8/2004, 7/2005, 4/2006, 5/2017

**Early Learning Coalition of  
Indian River, Martin &  
Okeechobee Counties Inc.  
EOE/DFWP**

**CHIEF EXECUTIVE OFFICER**

Applicants should have a broad knowledge of program planning, community level strategic planning skills, leadership, finance, contract management and the ability to analyze & resolve complex social issues.

Qualifications: BA required, MA preferred in human services, early education, education, business or related field. Candidate should have management /leadership experience in human service, early education, or related field. Experience required in fiscal management of multi-million dollar non-profit institutions, supervision of staff, developing early education or related programs and experience with public policy. Prefer prior experience with direct board-reporting relationships.

Salary Range: \$85,000 - \$100,000, DOE/+benefits

Selected Candidates Interview Date: \_\_\_\_\_

Start Date: \_\_\_\_\_

Deadline: \_\_\_\_\_

Fax: 772-220-1229 or  
email [resumes@elcirmo.org](mailto:resumes@elcirmo.org)