



## BYLAWS/PERSONNEL COMMITTEE

### MEETING AGENDA

May 30, 2018  
8:00 a.m.

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

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

**\* Items require action**

<b>I. Call to Order, Roll Call, Determination of Quorum</b>	PAGES	Julie Zobec
<b>II. Announcements and Additions/Deletions to Agenda</b>		Julie Zobec
<b>III. Adoption of Agenda *</b>		Julie Zobec
<b>IV. Consent Agenda *</b> A. Minutes – April 25, 2018	1 - 2	Julie Zobec
<b>V. Old Business</b> A. CEO Search 1. Short-List Applicants		Julie Zobec
<b>VI. New Business</b>		Julie Zobec
<b>VII. Board Member Comments</b>		Julie Zobec
<b>VIII. Public Comments</b>		Julie Zobec
<b>IX. Adjournment</b>		Julie Zobec

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



## BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

April 25, 2018

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

**Present:** Julie Zobec  
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 at 8:07 a.m. Roll call was taken and a quorum was present.

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

### III. ADOPTION OF AGENDA

*Motion to adopt the agenda was made by Sandy Akre, seconded by Richard Reilly and passed.*

### IV. CONSENT AGENDA

A. Bylaws/Personnel Committee Minutes – March 28, 2018

*Motion was made by Sandy Akre to approve the consent agenda. Motion was seconded by Richard Reilly and passed.*

### V. OLD BUSINESS

#### A. CEO Search

1. **Resume Update** – Resumes are being submitted weekly to the Committee.

2. **Interview Questions** – The Executive Committee met on April 3<sup>rd</sup> and has invited the Bylaws/Personnel Committee to attend the interview process, with the Executive Committee conducting the interviews. The list of interview questions was reviewed by the Executive Committee with a recommendation by Ms. Hawker to add question #8. Ms. Zobec suggested a slight addition to question #8. The question will read as follows: *“This position will require bringing people and organizations together to achieve a common goal for improving ELCIRMO’s quality and services throughout the multi-county area. Can you tell me about your experiences in doing similar work in managing conflict between parties and how you motivated people to be part of a shared vision?”*

3. **Rating Matrix** – The following changes were made to the rating matrix: Under Education, will now read “PhD or equivalent”; under preferred criteria, the first two bulleted items will be categorized as 5 + years, 3-4 years; 1-2 years; and under the third bullet, change OMB circulars to “Uniform Guidance”. This document will be used by each of the members of the Bylaws/Personnel Committee as a guide to rate each of the applicants, in order to develop a short list. It is intended that each member of the committee will review all applicants and develop their own short list. The Bylaws/Personnel Committee will discuss all possible

short-list applicants and develop a final short list at their meeting on May 30<sup>th</sup>. The final short list will be submitted to the Executive Committee.

4. **Interview Rating Sheet** – The following changes were made: Change “charisma” to “Interpersonal/Communication Skills”; Add Question #8 for 10 points. The total score will equal 110. This form will be used by the Executive Committee when interviewing applicants.

Ms. Zobec noted that interviews are tentatively scheduled for June 12 and 13, 2018.

*Motion was made by Richard Reilly to accept all the recommended changes to the interview questions, rating matrix and interview rating sheet. Motion was seconded by Sandy Akre and passed.*

VI. **NEW BUSINESS** – None.

VII. **CHAIRMAN’S COMMENTS** – None.

VIII. **BOARD MEMBER COMMENTS** – None.

IX. **PUBLIC COMMENTS** – None.

X. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:38 a.m.

Respectfully submitted,

Julie Zobec, Chair  
JZ:lt