



EXECUTIVE COMMITTEE MEETING AGENDA

May 1, 2018
1:00 p.m.

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

*** Items require action**

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

Vision: Building Blocks for Educational Success

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|--|-----------|-------|-------------------------------|
| I. Call to Order, Roll Call, Determination of Quorum | 1:00 | PAGES | Brandon Tucker |
| II. Announcements and Additions/Deletions to Agenda | 1:01-1:02 | | Brandon Tucker |
| III. Adoption of Agenda * | 1:02-1:03 | | Brandon Tucker |
| IV. Consent Agenda * A. Minutes – April 3, 2018 B. Submission of Children’s Services Advisory Council Indian River grant application for 2018-19 for three programs | 1:03-1:04 | 1 - 2 | Brandon Tucker |
| V. New Business A. <u>Action Item 2017-18.06</u> - Slate of Officers for 2018-19 | 1:04-1:20 | 3 | Brandon Tucker |
| VI. Old Business A. CEO Search Update | 1:20-1:35 | | Brandon Tucker Julie Zobec |
| VII. Chairman’s Comments | 1:35-1:40 | | Brandon Tucker |
| VIII. Board Member Comments | 1:45-1:50 | | Brandon Tucker |
| IX. Adjournment | 1:50 | | Brandon Tucker |

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.



EXECUTIVE COMMITTEE MEETING MINUTES

April 3, 2018

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

Present: Brandon Tucker (via teleconference) Donna Rivett
Barbara Clowdus (via teleconference) Ann Rodriguez (via teleconference)
Miranda Hawker (via teleconference) Natalie Sanders (via teleconference)
Will Laughlin Julie Zobec (via teleconference)

Excused: Michelle Akins

Staff: Migdalia Rosado Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Brandon Tucker at 1:00 p.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 Will Laughlin, seconded by Natalie Sanders and passed unanimously.

IV. CONSENT AGENDA

A. Minutes – November 7, 2017

Motion to approve the consent agenda was made by Donna Rivett, seconded by Ann Rodriguez and passed unanimously.

V. NEW BUSINESS

A. CEO Search

Barbara Clowdus joined via teleconference at 1:04 p.m.

1. **Interview Questions** – Sample questions were included in the packet. The Committee was in agreement with the questions listed. Ms. Hawker suggested adding questions relating to conflict resolution, bridging the gaps by collaboratives and coalition building by bringing in additional partners. For consistency, the same questions will be asked of each candidate. Additional questions may be asked by the Committee based on the responses received.

Ms. Zobec explained the process and timeline. The Bylaws/Personnel Committee prepared the advertisement which was posted on Monday, with a deadline of May 14th. As resumes are received, Ms. Toth will record the respective criteria on a matrix to assist in pre-screening the applicants. Each Wednesday, all resumes received for that week will be emailed to the Bylaws/Personnel Committee along with the pre-screening matrix. The Bylaws/Personnel Committee will short-list the applicants (5 to 7 applicants) at their meeting on May 30th. All members were in agreement that short-listed candidates will be asked to submit verification of their degree (i.e., diploma/transcript). The Executive Committee will review the short-list at their June 5th meeting and select candidates to be interviewed. The

Executive Committee will conduct the interviews which are tentatively scheduled for June 12th and 13th, at which time a selection will be made and recommended to the Board at the June 28th board meeting. Once the approval has been made, the board can move forward with the employment agreement, with an anticipated start date in July.

Ms. Zobec questioned whether the Bylaws/Personnel Committee may be invited to the interviews as done in the past. The Executive Committee recommended the Bylaws/Personnel Committee be invited to sit in and listen to the interviews, allowing the Executive Committee to ask the questions and have the Bylaws/Personnel members involved in a collaborative discussion afterward.

2/3. Rating Matrix & Interview Rating Sheet– The members discussed the use of the sample rating matrix and interview rating sheet, questioning whether they should be used concurrently and how the scoring of each will be blended together. Ms. Zobec suggested the rating matrix could be used by the Bylaws/Personnel Committee as a guide to develop the short-list. The Bylaws/Personnel Committee will review the matrix at their April meeting. It was suggested the interview rating sheet be revised to further define the rating system.

VI. CHAIRMAN'S COMMENTS – Chairman Tucker announced he will be relinquishing his position on the ELCIRMO Board as soon as the Governor makes a new appointment. He will be assuming the position as Chair of the South Florida Water Management District. He requested that any interested candidates for Board Chair inform Ms. Rosado, who will in turn notify Mr. Tucker, and he will supply the necessary contact information with the Governor's office. He commented it has been a privilege and honor to work with everyone.

The Touch-a-Truck event will be held Saturday, April 7th. Mr. Laughlin will be assisting in the areas previously covered by Mr. Tucker, as he will be unavailable.

VII. BOARD MEMBER COMMENTS – None.

VIII. PUBLIC COMMENTS - None

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:50 p.m. on a motion by Donna Rivett.

Respectfully submitted,

Brandon Tucker, Chair
BT:lt



Early Learning Coalition of IRMO

ACTION ITEM

Action Item: 2017-18.06

Date: 5/1/18

Subject: Slate of Nominees for Officers for 2018-19

Background Information - Article V, Section 8 of the ELCIRMO bylaws (*Board Approved 6.25.15*) state that the Executive Committee shall prepare an official slate of nominees at the May board meeting at which time the Chair will entertain additional nominees from the floor for each office. Election of Officers will be held at the June board meeting. Each officer may serve up to three (3) consecutive terms in one position and committee chairs may serve up to three (3) consecutive one-year terms. All Officers serve on the Executive Committee.

Note: A copy of the bylaws is available on the website

<http://www.elcirno.org/uploads/docs/blocks/288/bylaws-approved-6-25-15.pdf>.

2017-18 Officers:

- Board Chair – Brandon Tucker
- Vice-Chair – William Laughlin (*served one year*)
- Secretary – Michelle Akins (*served two years*)
- Treasurer/Finance Chair – Ann Rodriguez (*served one year*)
- Committee Chairs:
 - Bylaws/Personnel Committee Chair – Julie Zobec (*served one year*)
 - Program Quality Committee Chair – Barbara Clowdus (*served one year*)
- Members at Large – Donna Rivett (*served one year*)
 - Miranda Hawker (*served one year*)
 - Natalie Sanders (*served one year*)

2018-19 Slate of Nominees: (Note: The Executive Committee requires an odd number of members).

- Board Chair
- Vice-Chair
- Secretary
- Treasurer/Finance Committee Chair
- Committee chairs
 - Bylaws/Personnel Committee Chair
 - Program Quality Committee Chair
- At least one Member-at-large:

All board members are eligible for appointment as an Officer or Committee Chair:

| | | | |
|-----------------|------------------|----------------|-----------------|
| Michelle Akins | Miranda Hawker | Steve Newman | Ann Rodriguez |
| Sandy Akre | Shonda Hunter | Karlette Peck | Natalie Sanders |
| Barbara Clowdus | William Laughlin | Richard Reilly | Joy Yates |
| Rhiannon Forker | Pat McCoy | Donna Rivett | Julie Zobec |

Action Required: Presentation of the slate of nominees at the May board meeting.

History of Item:

| Committee | Date of Meeting | Action |
|---------------------|-----------------|--------|
| Executive Committee | 5/1/18 | |