



## BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

March 28, 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 Loretta Toth

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### I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec at 8:05 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 unanimously.*

### IV. CONSENT AGENDA

A. Bylaws/Personnel Committee Minutes – November 29, 2017

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

### V. OLD BUSINESS – Ms. Zobec commented that the Employee Personnel Handbook was approved by the Board.

### VI. NEW BUSINESS

#### A. CEO Search

1. **CEO Job Description** – A copy of the job description was included in the packet. The job description was approved by the Board in May 2017.

The process for conducting a CEO search that was used in 2008 was reviewed.

2. **Advertisement** – A draft advertisement was included in the packet. The ad will remain as is, with the following changes:

- Remove “Selected Candidates Interview Date”
- Start Date: July 2018 tentative
- Deadline to be changed to: Cover letter, resumes and professional references to be received no later than 5/14/18.

The ad will be posted for 30 business days, in the following platforms: Indeed.com, the ELCIRMO website, CareerSource – Employ Florida, and the County (if available), as well as forwarded to the Association of Early Learning Coalitions for circulation.

***Motion** was made by Sandy Akre to accept the CEO advertisement as presented with the changes discussed and to place the advertisement in the suggested platforms. Motion was seconded by Richard Reilly and passed unanimously.*

**3. Timeline** – The following timeline was established.

- a) April 2, 2018 – Deadline for posting of ad.
  - Staff to submit advertisement to recommended platforms.
  - Staff will prepare a spreadsheet (Applicant Qualifications Matrix) with criteria and record as resumes are received.
  - Each Wednesday, Staff will forward all resumes received during that week to the Bylaws/Personnel Committee.
- b) May 14, 2018 – Deadline for applicants to submit resumes.
  - Staff to prescreen applications using the Applicant Qualifications Matrix and submit to the Bylaws/Personnel Committee via email.
- c) May 30, 2018 – Bylaws/Personnel Committee meeting. Committee will short-list the candidate pool, selecting their top candidates.
- d) June 5, 2018 – Executive Committee will review the short-list of applicants and determine which candidates they would like to interview.
- e) June 12, 2018 & June 13, 2018 – Tentative interview dates. Interviews to be conducted by the Executive Committee. Candidate selection by the Executive Committee.
  - Score and rate sheets to be prepared prior to this meeting.
  - Packets for individuals to be prepared prior to this meeting.
- f) June 28, 2018 – Board Meeting. Board approval of selected candidate.
- g) July 2018 – Special meeting to review and approve the new CEO employment agreement.
- h) Special meetings may be scheduled to facilitate this process.

**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 9:10 a.m. on a Motion by Richard Reilly, seconded by Sandy Akre.

Respectfully submitted,

***Approved 4/25/18***

Julie Zobec, Chair  
JZ:lt