



Governance Committee Meeting

Tuesday, July 19, 2016
4:30 pm until close of business
6800 N. Dale Mabry, Suite 158
Tampa, FL 33614
Call In: 866-866-2244
Access Code: 5194796

Early Learning Coalition of Hillsborough County Mission Statement

The mission of the Early Learning Coalition of Hillsborough County is to promote school and life success for all young children and their families through quality school readiness services and supports.

MEETING AGENDA

All meetings of the Early Learning Coalition of Hillsborough are audio recorded.

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of May 31, 2016 Committee Meeting Minutes (p. 2)

II. OLD BUSINESS

III. ACTION ITEMS

- A. Approval of Bylaw Revisions (p. 6)
- B. Board Officers Recommendation (p. 7)

IV. DISCUSSION

- A. Review and Selection Process for Board Applicants

V. INFORMATION ITEMS

VI. PUBLIC COMMENT

Individuals wishing to address the Early Learning Coalition Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

VII. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting – Monday, August 8, 2016 @ 5:30 pm
Executive/Finance Committee Meeting – Tuesday, September 12, 2016 @ 4:00 pm



MEETING MINUTES

Meeting Name:	Governance Committee Meeting	Date:	May 31, 2016
Facilitator:	Aakash Patel, Chair	Time:	4:30 pm
Location:	6800 N Dale Mabry, Suite 158 Tampa, Florida 33614		
Committee Members Present:	Aakash Patel, Dr. Shawn Robinson, Robert Buesing, Luke Buzard, Angela Chowning.		
Committee Members Absent:	Kelley Parris		
ELCHC Staff:	Karen Perkins, Dr. Mary Harper, Dr. Bobbi Davis and Katherine Javier.		
Other Attendees:	Board Attorney Steve Lee		

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER	
	A. Quorum Verification	Noting that a quorum had been established, Chair Patel called the meeting to order at 4:32 pm.
	B. Approval of September 21, 2016 Committee Meeting Minutes	<i>Dr. Shawn Robinson made a motion to approve the May 31, 2016 Committee meeting minutes. Robert Buesing made a second. The motion carried unanimously.</i>
II	OLD BUSINESS	
		There were no old business items discussed.
III.	ACTION ITEMS	
	A. Board Size	A discussion was held regarding Board size and attendance. It was noted that having a larger Board size requires a higher number of members to achieve a quorum and that there are currently three private sector vacancies on the Board. <i>Dr. Shawn Robinson made a motion to recommend to the Board to reduce membership size to 25 members. Angela Chowning made a second. The motion carried unanimously.</i>
	B. Board Attendance	The Committee reviewed the Board attendance record for FY 2015-2016. It was noted that the Board attendance policy states that Board members who fail to attend two meetings in a 12 month period shall receive correspondence from the Board Chair regarding those absences. <i>Aakash Patel made a motion to send letters to every Board member who has accumulated at least two absences citing the Board policy and requesting a telephonic meeting with Coalition staff. Dr. Shawn Robinson made a second. The motion carried unanimously.</i>
	C. Board Recruitment	The Committee reviewed applications from Dr. Daphne Fudge, Elizabeth Welch, and Liza Garcia.

MEETING MINUTES – Governance Committee Meeting
Tuesday, May 31, 2016 4:30 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p>It was determined that two applications would be recommended to the Board. <i>Robert Buesing made a motion to recommend Dr. Daphne Fudge and Elizabeth Welch for membership on the Board of Directors.</i></p> <p>The Committee held a discussion regarding the motion to recommend Dr. Daphne Fudge and Elizabeth Welch for membership on the Board of Directors. Luke Buzard suggested an amendment to the motion that includes that the recommendation will be made pending a discussion with Dr. Fudge and Ms. Welch regarding Board membership roles and responsibilities. Dr. Mary Harper agreed to contact the Board applicants on behalf of the Board.</p> <p><i>Robert Buesing amended his original motion to recommend Dr. Daphne Fudge and Elizabeth Welch for membership on the Board of Directors to include that the recommendation is pending a discussion with Coalition staff regarding Board roles and responsibilities. Dr. Shawn Robinson made a second. The motion carried unanimously.</i></p> <p>D. Agenda Order: Public Comment The Committee held a discussion regarding the placement of the public comment section of the agenda. It was suggested that the public comment section be held before action items are voted on. The Committee discussed establishing two sections for public comment, in which the first pertains to action items on the agenda and the second pertains to general comments. It was suggested that there be an option for each type of comment on the ELCHC Public comment cards. <i>Dr. Shawn Robinson made a motion to recommend that a public comment section be added to each Board agenda before the action items are voted upon. Luke Buzard made a second. The motion carried unanimously.</i></p>
IV.	DISCUSSION	<p>A. Demographic Questionnaire The Committee agreed to add a section for Committee interests or appointments as well as a designation section to the Board demographic questionnaire. In addition, the Committee agreed to add a Committee interest section on the ELCHC Board application.</p> <p>B. Board Policies The Committee reviewed the list of Board policies for consideration and existing Board policies. Chair Patel suggested that a media relations policy be drafted by Coalition staff for approval by the Board. It was suggested that staff review existing policies and draft a set of policies for consideration by the Board. Coalition staff requested clarification regarding the scheduling and minute-taking procedures for meetings between two Board members. Board Attorney Steve Lee stated that scheduling meetings between two Board members was not a practice he would recommend. It was noted that the Florida Sunshine Law requires that all meetings between two or more Board members be open to the public, with reasonable notice given, and meeting minutes must be taken. It was recommended that minutes for meetings held between two or more Board members be approved by the meeting attendees and subsequently posted to the Coalition website.</p>

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
	<p>C. Revision of Bylaws The Committee reviewed the Committees section of the Board bylaws, noting that the Governance Committee was not listed as a standing committee. It was suggested that the Governance Committee, in addition to a Service Delivery Committee, be added to the Board bylaws as standing Committees. It was noted that The change must be approved by the Board and The Florida Office of Early Learning. Committee Co-Chair, Dr. Shawn Robinson, agreed to draft the suggested changes to the bylaws. Attorney Steve Lee agreed to review the changes before moving them forward for recommendation to the Board.</p> <p>D. Board Meeting Location Coalition staff reported that the Board’s regular meeting location at the Children’s Board of Hillsborough County building had made changes to their reservations policy that could potentially lead to problems reserving space for Board meetings in the future. It was noted that a reservation could not be secured for the Executive/Finance Committee on July 11, 2016. Committee members suggested contacting the Children’s Board of Hillsborough County to request an exemption from the reservation policy.</p>	
V.	INFORMATION ITEMS	There were no information items discussed.
VI.	PUBLIC COMMENT	There were no public comments.
VII.	ADJOURNMENT	<p>Citing no further business, Chair Patel called for a motion to adjourn the meeting at 5:25 pm.</p> <p><i>Dr. Shawn Robinson made a motion to adjourn the meeting at 5:25 pm. Luke Buzard made a second. The motion carried unanimously.</i></p>

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Contact Board members with two or more absences regarding the Board attendance policy.	M. Harper	06/13/16
2.	Contact Daphne Fudge, Elizabeth Welch, and Liza Garcia regarding application status and Board member responsibilities.	M. Harper	06/13/16
3.	Add Public comment section on Board agendas before Action items.	K. Javier	08/08/16
4.	Add a section for Committee interests or appointments as well as a designation section to the Board demographic questionnaire.	Coalition Staff	None established
5.	Review existing policies and draft a set of policies for consideration by the Board	K. Perkins	08/08/16
6.	Draft the changes to the Board bylaws to include Governance Committee and Service Delivery Committee as standing committees.	S. Robinson	None Established
7.	Contact the Children's Board of Hillsborough County to request an exemption from the reservation policy	M. Harper	None established
8.	Add an option for each type of comment on the ELCHC Public comment cards.	K. Javier	08/08/16

Read and Approved by:

_____ Lynne T. Hildreth, Secretary

_____ DATE

ISSUE: Approval of Bylaw Revisions

FISCAL IMPACT: N/A

BACKGROUND:

Committee Co-Chair, Dr. Shawn Robinson has proposed the following revisions to the ELCHC Board Bylaws:

Governance Committee:

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Executive Director evaluation process, Executive Director communication with Board and OEL, and Coalition staff policies and procedures. Membership shall consist of board members appointed by the Board Chair.

Service Delivery and Efficiency Committee:

The Service Delivery and Efficiency Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relate to: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Service Delivery and Efficiency Committee shall collect data, information and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant. Membership shall consist of board members and community members, as deemed necessary, appointed by the Board Chair.

ISSUE:	Board Officers Recommendation
FISCAL IMPACT:	N/A
RECOMMENDED ACTION:	Recommend a slate of candidates to serve as Board officers of the ELCHC Board of Directors.

BACKGROUND:

The Governance Committee has the responsibility of recommending a slate of candidates to serve as officers to the Board of Directors. On July 15, 2016, the following Board members agreed to continue serving as officers of the ELCHC Board of Directors:

- 1.) Robert Buesing, Vice Chair
- 2.) Lynne Hildreth, Secretary
- 3.) Joe McElroy, Treasurer
- 4.) Scott Barrish, Member at large