



**GOVERNANCE
COMMITTEE MEETING
AGENDA**

Friday, March 31, 2017 at 10:00 am.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for January 4, 2017 Regular Meeting (Pg. 2)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County 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 a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. OLD BUSINESS

IV. ACTION ITEMS

V. DISCUSSION ITEMS

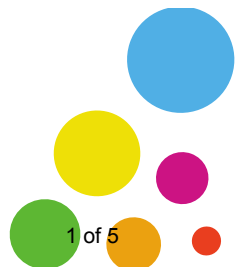
- A. Mid-Year CEO Evaluation and Plan for Sharing Data and Summary with Board
- B. Board Policies
 - i) Develop Committee's plan to review and amend as needed
 - ii) Add Chair and Vice Chair Responsibilities
- C. Review CEO Contract Duties Section
- D. Executive/Finance Committee Composition
- E. Vice Chair Vacancy
- F. 2017-2018 Board Calendar (Pg. 4)

VI. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting- Monday, April 17, 2017 at 3:30 pm.

UPCOMING EVENTS





**GOVERNANCE
COMMITTEE MEETING
UNAPPROVED MINUTES**

Wednesday, January 4, 2017 at 3:00 pm.
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Dr. Shawn Robinson, Co-Chair

Board Members Present:

Dr. Shawn Robinson, Aakash Patel*, and Luke Buzard*

Board Members Absent:

Angela Chowning and Kelley Parris

ELCHC Staff

Dr. Steve Knobl and Kelley Minney

Other Attendees:

**Indicated presence via phone.*

CALL TO ORDER

Noting a quorum had been established, Dr. Shawn Robinson called the meeting to order at 3:03 pm.

Approval of July 19, 2016 regular meeting minutes.

Luke Buzard made a motion to approve the July 19, 2016 Governance Committee meeting minutes. Aakash Patel seconded the motion. The motion carried unanimously.

ACTION ITEMS

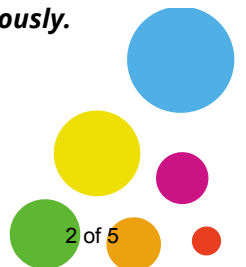
There were no Action Items.

DISCUSSION ITEMS

Board Member Applications

There was a discussion regarding the current size of the ELCHC Board of Directors. Chair Patel stated that the current Board size consisted of 26 seats, with 3 of the 26 seats open. Chair Patel recommended to reduce the board size to twenty four members. Dr. Robinson noted that a 24 member board would consist of 16 mandatory seats and 8 private sector seats.

Dr. Shawn Robinson made a motion to recommend to the full board that the ELCHC board be reduced to 24 members. Aakash Patel seconded the motion. The motion carried unanimously.



Dr. Robinson recommended that the Governance Committee meet annually to discuss board vacancies and Board applications. The Committee agreed to convene, annually, in April, to discuss vacant board seats and to review board applications.

Board Member Attendance, Involvement, Replacement Procedures, and Evaluation of Board Members

The Committee reviewed and discussed the following samples of board evaluations:

1. Board of Directors Full Board Evaluation
2. Board of Directors Self Evaluation
3. Board Member Evaluation
4. Individual Board Member Self-Evaluation

The Committee discussed that an evaluation process would help monitor how the board functions as a group, supports the CEO and organization's mission, and board member engagement and contribution. Dr. Robinson requested that the Committee review the evaluations, with a focus on sample #1 and sample #2, and determine if modifications would be needed before recommending to the full board. The Committee rejected implementing peer evaluations of individual Board members.

Interim Evaluation of New CEO

The Committee reviewed and discussed the Interim Evaluation of the Early Learning Coalition of Hillsborough County (ELCHC) Chief Executive Officer. Dr. Robinson stated that the purpose of the proposed document was to provide an overall rating for the CEO from each board member's perspective of the following questions:

1. Overall rating to date of the CEO with 10 being excellent and 1 being poor performance.
2. What has the CEO done well since becoming CEO?
3. What does the CEO need to improve upon going forward?
4. What areas of the Early Learning Coalition staff do you think the CEO should focus on providing leadership?
5. What areas of the Early Learning community do you think the CEO should focus on providing leadership?

The Committee agreed to make modifications to question #4 and question #5 on the CEO evaluation and to include the modified version of the evaluation with the February 13, 2017 Board agenda packet for the full board to review.

ADJOURNMENT

The meeting was adjourned at 4:00 pm.

ISSUE: **FY 2017-2018 Proposed/Draft Board and Executive/Finance Committee Meeting Schedule**

FISCAL IMPACT: None

FUNDING SOURCE:

RECOMMENDED ACTION:

NARRATIVE:

The attached document outlines the proposed/draft FY 2017-2018 Board and Executive/Finance Committee Meeting Schedule for the Committee's review.

FY 2017-2018 MEETING SCHEDULE

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Tuesday, August 22, 2017

Tuesday, October 17, 2017

Tuesday, January 16, 2018

Tuesday, March 27, 2018 (Budget Workshop)

Tuesday, May 22, 2018

All meetings of the Early Learning Coalition of Hillsborough County Executive/Finance Committee are held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy, Suite 134, Tampa, FL 33614 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Tuesday, September 19, 2017

Tuesday, November 14, 2017

Tuesday, February 13, 2018

(Board meeting at 9:00 am and strategic planning/retreat session follows until 3:00 pm)

Tuesday, April 24, 2018

Tuesday, June 12, 2018

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are currently held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy, Suite 134, Tampa, Florida 33614, unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at <http://www.elchc.org>. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340. 3/17 km*