

Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Administrative Committee Wednesday, June 10, 2009 at 1:30 PM Conference Call

Members Present: Sheila Nobles, Mary Victor, Jackie Rawlings
Members Absent: Candace Preston, Dr. Sharon Goodman, Paula Wilman
Staff: Anne Bouhebent, Anna Brookbank, Helena Sloan, Arvilla Brito

1. **Welcome and Introductions**

Sheila Nobles called the meeting to order at 1:35 p.m. Introductions were made.

2. **ELCFH Employee Handbook revision: Paid Leave Time (A. Bouhebent)**

Anne Bouhebent reviewed the proposed changes to the ELCFH Employee policy for paid leave time. The proposed changes further breaks down the accrual rate for those full time non exempt employees who work less than 40 hours per week as well as further stipulates the utilization of PLT until after the accrual has occurred. Anne stated the revised policy encourages employees to monitor the usage of PLT and allows PLT to accrue so that it is available for illness or unforeseen circumstances. Employees whose hours drop below 25 hours per week and whose position is moved to a part year position or whose positions are eliminated through a reduction in force or re-organization, will be paid their unused PLT up the effective date of the change or termination. These revisions to the policy ensure the employees compliance and understanding of the paid leave time.

The Committee recommends the Board approve the proposed ELCFH Employee Handbook Revision for Paid Leave Time

3. **Board Membership (A. Bouhebent)**

Anne informed the Committee of the ELCFH's concern with the decrease in Private Sector Business and compliance with the statute for Board Membership requirements. By law, the ELCFH Board Membership cannot be less than 18 members or more than 35 members. Private Sector Business members must represent more than one-third of the total Board membership. Recent efforts to support recruitment efforts include a memo sent to the Board on June 3, 2009 requesting assistance in targeting potential members who would qualify as Private Sector Business; and sending membership applications and fliers to the Chambers of Commerce and Economic Development Councils. The ELCFH will be presenting to the Punta Gorda Chamber of Commerce to further promote the ELCFH and its recruitment efforts for private sector business members. Anne referred to the current ELCFH Board Member list and noted the vacancies which are mostly Private Sector Business.

The Committee requested the ELCFH distribute the flyer to all Board members and to further discuss recruitment at the Board meeting on June 24, 2009.

4. **Nomination and Election of Officers for FY 09-10 (A. Bouhebent)**

Anne referred to page four of the meeting packet and reviewed the ELCFH bylaws for Election of Officers and noted the current voting members as well as the terming board members as of 6/30/09. Anne informed the committee that the ELCFH is still awaiting notification from the Governor's Appointment Office for the Board Chair. Anne informed the Committee that last year the ELCFH sent an email to the voting Board members requesting nominations for vacancies for election at the June board meeting and asked if a similar process should be followed this year.

The Committee agreed to have ELCFH send an email to all voting Board members along with a

description of the open positions requesting nominations for the vacancies to be voted at the June 24, 2009 Board Meeting.

5. Discussion: Governance and Operations (A. Bouhebert)

Anne informed the Committee that she attended the Early Learning Coalitions Executive Directors Retreat on May 26th. One of the topics discussed was governance and operations. Anne discussed some ideas that other coalitions were doing operationally vs getting approvals from their respective boards. An example of this would be updates to the employee handbook which do not have any fiscal impact. The ELCFH needs to include these periodic updates as applicable laws change and instead of having the Administrative Committee take the time to review and then recommend to the Board, the ELCFH would incorporate the updates and put on the Board agenda as an informational item. Another example would be the Organization Chart. Other coalitions stated their boards would develop and approve the budget, however, once in place, the Executive Director would be responsible for sculpting the organizational chart and bring any updates to the Board as an informational item. Anne asked for the Committee's thoughts on moving towards that model and thereby focusing the Administrative Committee's efforts on the board membership piece, bylaws and focus on governance items that warrant the Committee's attention.

The Committee discussed and agreed that revamping would be beneficial to the Committee as well as the Board since items with no fiscal impact bogs down not only the Committee but the Board as well. This will enable the Committee to focus on pressing issues such as reviewing and amending the current ELCFH by-laws. Anne stated as an example would be the current by law description of the Administrative Committee and its responsibility to submit changes to current policy and procedures to the ELCFH for review and approval. However, the policy and procedures could entail fiscal policy which is the responsibility of the Finance Committee. Another example would be the local community and provider forums and what the needs of the providers are and how many forums are needed.

Anne stated, the ELCFH has ordered a book entitled "Ten Basic Responsibilities of Nonprofit Boards" for the Board members and will be used at the strategic planning session.

The Committee agreed to have the discussion of Governance and Operations at the strategic planning meeting on June 24, 2009.

6. Open Forum

Anne asked the Committee for discussion of the FY09-10 Administrative Committee meeting dates and time. Anne stated the Committee has been held quarterly and at 1:30PM. She requested the Committee's input for the FY 09-10 meeting schedule.

The Committee agreed to meet quarterly (August 2009, November 2009, February, 2010 and May 2010) and as needed. The Committee also agreed to change the time from 1:30 PM to 9:00 a.m. via conference call.

Sheila Nobles adjourned the meeting at 2:02 P.M.

**The next Administrative Committee Meeting
will be announced on the ELCFH Annual
Meeting Calendar.**

This will be a conference call (1-866-448-6760; Passcode 131852).