

Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Administrative Committee Wednesday, February 10, 2010 at 9:00 AM Conference Call

Members Present: Sheila Nobles, Candace Preston, Joyce McClelland
Members Absent: Sharon Goodman, Paula Wilman, Derek Carlton
Staff: Anne Bouhebent, Helena Sloan, Arvilla Brito

1. **Welcome and Introductions**

Sheila Nobles called the meeting to order at 9:08 a.m. Introductions were made.

2. **ELCFH Employee Handbook: updates and revisions (A. Bouhebent)**

Anne referred to page 1 of the meeting packet and stated the ELCFH annually reviews the Employee Handbook in order to include any policies stipulated by law and to further clarify or add to existing policies. Anne noted the deletions are in strikeouts and additions are in red.

Helena Sloan gave an overview on the major proposed revisions:

I. **Criminal Record Check/Drug Screen** (page 12)

Changes reflect clarification on when the criminal record checks and drug screens must be done.

Candace Preston asked whether or not employees are required to inform the ELCFH of **any** violations of law. Helena referred to pages 30 & 31: F. Drug-Free Workplace; (4) Notification of Convictions. Candace stated this policy does not mention other violations such as DUI, domestic violence etc. Helena stated every new employee as well as existing employees (on an annual basis) sign an Attestation of Good Moral Character which addresses the issue of disclosing domestic violence or acts against children. Sheila Nobles stated that any arrest should be included in policy and disclosed to ELCFH.

The Committee recommended adding a 6th bullet under Criminal Record Check/Drug Screen policy to include language that would state an employee who gets arrested will need to disclose to ELCFH within a specified period of time. Sheila Nobles will submit DCF current policy language addressing this issue to the ELCFH.

Anne Bouhebent also noted the addition of the five year re-screen update for employees.

K. **Termination From Employment Notice** (page 13 & 14)

(e) Dismissal for Cause

o **Conviction of a crime**

Candace stated a lot of cases do not end up as convictions. Anne stated the ELCFH will include language in policy that employees must disclose **any arrests** within a specified period of time.

o **Insubordination**

Candace stated that the legal definition of '*assaulting*' is intentionally threatening someone with the ability to carry out the threat; '*battery*' is actually striking or hitting someone. **The ELCFH will add the word 'battery' to this policy.**

- P. **Disciplinary Action** (pages 20 & 21)
Helena stated the addition of this policy item give the employee an outline of the process. The ELCFH has the right to enter into any phase of the disciplinary action process at any time if justified.
- III. E. **Violence in the Workplace** (page 29)
Anne stated the *'battery'* language will also be added to this policy.
- M. **Cell Phone/ PDA Use** (pages 40 & 41)
Helena stated this policy addresses personal cell phone use, use of ELCFH provided cell phones. All employees will be required to bear the cost of replacement on cell phones if damaged or lost. The policy also stresses employees should not use the cell phone or text while driving.
- N. **Camera/Video and Audio Recording Devices** (page 41)
Helena stated this policy is to ensure ELCFH staff fully understand they are **not** to be video taped or audio recorded outside the ELCFH to prevent any misrepresentation. Anne stated this policy initially came up during a recent Executive Committee meeting by a provider. The provider wanted to video tape the ELCFH inspections. Anne further stated an email was issued to all ELCFH staff on 1/12/10 stating no video taping/audio recording will be allowed. The only exception to this policy is that Florida law allows for the taping of any public meeting as long as it does not disrupt the meeting.
- O. **E-mail** (pages 41 & 42)
Helena reviewed the proposed additions to the e-mail policy. A discussion ensued and it was agreed to **add a #8 addressing internet usage and the right of the ELCFH to review all emails and internet usage of employees.**
- X. **Safeguard of Coalition Property/Computers** (pages 45 & 47)
Helena reviewed the proposed changes and stated all ELCFH employees will sign the "Acknowledgement of Receipt of Summary of Policies and Procedures Regarding ELCFH Data Security" form and the "AWI Data Security Agreement".
- IV. G. **Compensation Administration** (page 56)
Helena stated the word **'Administration'** was added in place of the word **'Increases'** to further explain the compensation structure. There is also the clarification of distinction between **'Demotion'** and **'Downgrades'**.
- VI. **Code of Ethics and Conduct** (page 72)
Helena stated the Code of Ethics and Conduct was added to the employee handbook to give the employee an understanding of how the ELCFH functions. This is signed annually by each employee.
- Candace asked if ELCFH employees are required to sign a receipt acknowledging receiving and reading the ELCFH Employee Handbook each year. Helena stated the employee signs only upon initial receipt of the handbook (upon hiring).
- A discussion ensued and it was agreed ELCFH will implement a policy to have employees sign a statement acknowledging receipt of and confirmation they read the ELCFH Employee Handbook.**

Anne Bouhebert stated the proposed changes to the handbook would be emailed to ELCFH staff for comments and will also be highlighted at the all staff meeting to be held on 2/18/10.

Anne further stated the ELCFH is requesting the Committee's approval and will bring to the Board for approval at its March meeting.

The Committee recommends the Board approve the revisions as presented with additional changes noted at today's meeting to the ELCFH Employee Handbook.

3. ELCFH Board Membership term discussion (A. Bouhebert)

ELCFH staff requests Committee discussion regarding terms for mandatory and conditional Board members. Anne stated historically the ELCFH has rotated mandatory and conditional seats rotate to the next county after one term; however, ELCFH bylaws and policy state that members can serve two terms. Anne further stated another point of discussion would be if mandatory and conditional members can serve two terms, and a member chooses to serve only one, does that seat rotate to another county or stay in the present county until two full terms have expired.

A discussion ensued and it was agreed when an initial term concludes for a Board member in a mandatory or conditional seat, that Board member may elect to serve a second, three year term in the same seat. If the Board member does not choose to serve a second term, the ELCFH will attempt to fill the seat in the existing county for the second term. If a seat is not filled within a reasonable timeframe, then it will rotate to the next county and the recruitment process will begin again.

The Committee requested the ELCFH draft a revision to the existing policy and to email to the Committee for review. Upon approval by the Administrative Committee, the policy revision will be presented to the Board at March 24, 2010 meeting for recommended approval.

4. Open Forum

There was no open forum.

Sheila Nobles adjourned the meeting at 9.59 a.m.

The next ELCFH Administrative Committee Meeting:

Date: Wednesday, May 12, 2010

Time: 9:00 a.m.

This will be a conference call (1-866-628-8620 Passcode 504163)