

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

ELCFH Administrative Committee Meeting Wednesday, November 11, 2009 9 AM

1-866-628-8620; passcode 504163

- 1) **Welcome and Introductions** Sheila Nobles, ELCFH Board Officer

- 2) **ELCFH Bylaws: Section IX.4- Gifts**

- 3) **ELCFH Board Membership review**

- 4) **Open Forum**



♥ **Charlotte Office**
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: (941) 255-1650
Fax: (941) 255-5856

♥ **DeSoto Office**
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: (863) 494-5233
Fax: (863) 494-5291

♥ **Hardee Office**
324 N. 6th Avenue
Wauchula, FL 33873
Phone: (863) 767-1002
Fax: (863) 767-1007

♥ **Highlands Office**
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: (863) 314-9213
Fax: (863) 314-4480



"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." Margaret Mead



ELCFH Bylaws: Section IX.4- Gifts

The current referenced section in the ELCFH Bylaws reads as follows:

IX.4 GIFTS

The Coalition may **not** accept on behalf of the Coalition any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Coalition.

Recommendation for consideration:

1. delete the word “not” or

2. delete entire provision from bylaws as it is otherwise addressed in policy/ code of ethics for ELCFH staff and Board members.
 - a. Excerpt from ELCFH employee handbook: “Employees of the Coalition are prohibited from accepting gifts, money and/ or gratuities from persons receiving benefits or services from programs funded by or through the Coalition”.

 - b. Excerpt from ELCFH Board Member Conflict of Interest statement: “Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:
 - i. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the ELCFH which has resulted or could result in personal benefit to me.
 - ii. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the ELCFH.”

ELCFH Board Membership review

1. **Update: two new Board members have been approved for Board membership:**
 - a. Bill Weller- Private Sector Business representing Charlotte County
 - b. Derek Carlton- Dept of Health designee, seat currently house in Highlands County

2. **Recruitment activities:**
 - a. Narration for the ELCFH DVD has been finalized and taped. Board members will be issued individual copies of the DVD at the Dec 2 Board meeting with the revised Board Member Guidebook.

 - b. As an on-going activity for recruiting private sector business members, staff has established a system for connecting with civic groups, Chambers of Commerce and EDCs to facilitate an “Invest in Children” presentation. The presentation includes a powerful video clip from the First 5 Years Fund regarding the importance of the early years. Board members have been asked to provide contact information for any groups they are connected with; the applicable Board member is included in communications to the group to request time to present.

3. **Membership: term dates**
 - a. The following members are due to term on June 30, 2010
 - i. Mandatory Members
 1. Sheila Nobles, Department of Children and Families (2nd term; different representation each term)
 2. Jan Gravelin, Head Start (1st term)
 3. Becky Johnson, Representative of program under Disabilities Education Act (1st term)
 - ii. Conditional Member:
 1. Paula Wilman, Children’s Services Council Designee (2nd term; difference representation each term)
 - iii. Private Sector Business
 1. Candace Preston, Hardee County (1st term)

Question for consideration: are mandatory seats required to move to the next county or can the Board member serve a second term? (reference following two pages for applicable bylaws. OEL Policy and ELCFH policy excerpts):

Board member term supporting information:

Excerpt from the ELCFH Bylaws

III.6 TERMS OF OFFICE

III.6.1 Board members not appointed by the Governor may serve a maximum of two (2) consecutive three (3) year terms. The Coalition Board will determine the length of the terms of the initially appointed members to assure rotation among counties.

Excerpt from AWI-OEL Policy Number OEL-PI-0012-05

Membership terms; inter-county membership rotation in multicounty coalitions.—Section 411.01(5)(a)12., F.S., requires that each early learning coalition establish terms for all appointed coalition members, that the terms must be staggered, that the terms must not exceed 4 years per term, and that appointed coalition members may serve a maximum of two consecutive terms. For a multicounty early learning coalition, after a required or conditional member (see (2) and (3) above) from one county has served two consecutive terms, the coalition shall provide for the rotation of the membership position among the other counties served by the coalition.

ELCFH Policy regarding Board seat rotation:

Subject: Rotation of Counties for Board Seat Recruitment	Policy/Procedure # ADM-4
Page: 1 of 1	Adoption Date: 12.03.08
Approved by: ELCFH Board	Title: Andrew Bible, Chair
Distribution: Upper Administrative staff	Authority References: Executive Director

- I. **PURPOSE:** To establish a standardized process of rotation of counties for Board member seats to ensure mandated and conditional seats are filled and each county in the ELCFH services is equally represented.
- II. **CONTACT:** Anne Bouhebent, Executive Director.
- III. **CROSS REFERENCES:** Florida Statutes Section 411.01; AWI-OEL Policy Number OEL-PI-0012-05; ELCFH Bylaws
- IV. **POLICY:** Each Board membership seat has a specific designation and term. Within multi-county coalitions, the county that the member represents is also noted. As a term concludes for a Board member in a mandatory or conditional seat, the seat transfers to another county, thus assuring continually rotating representation.

The original county rotation chart that was developed and approved by the ELCFH Board of Directors is effective until June, 2009. The below noted rotation will ensure the continuity and consistency of rotation between counties for terming mandatory and conditional Board seats and mandatory and conditional seats that are not filled after prescribed recruitment efforts have been facilitated:

- i. Highlands County
- ii. DeSoto County
- iii. Charlotte County
- iv. Hardee County
- v. Highlands County etc.

ELCFH Board seats filled as of the effective date of this policy will start the rotation in the applicable county. For example, if a Board member represents Charlotte County and the seat term is June 30, the seat will rotate to Hardee County effective July 1 and so on.