

Early Learning Coalition of Florida's Heartland, Inc.

Subject: Policy and Process for Election and Approval of Child Care Provider Representative Board Seats		Policy/Procedure # ADM-3
Page: 1 of 2	Adoption Date: 09.24.08	
Approved by: ELCFH Board	Title: Andrew Bible, Chair	
Distribution: Administrative Staff	Authority References: Executive Director	

- I. **PURPOSE:** To establish a standardized process for provider election and ELCFH Board approval of Child Care Provider Representative Board seats.
- II. **CONTACT:** Anne Bouhebent, Executive Director.
- III. **CROSS REFERENCES:** Florida Statutes Section 411.01; Section 402.316; AWI-OEL Policy Number OEL-PI-0012-05; ELCFH Bylaws (approved 1.24.07; rev. 2.13.07)

Florida Statutes Section 411.01 lists required membership for the Board of Directors charged with the governance of the Early Learning Coalitions. Three seats are designated as child care provider representatives:

- a. Representative of private child care providers (mandatory/ non-voting member)
- b. Representative of faith based child care providers (mandatory/ non-voting member)
- c. Family home provider (optional/ non-voting member; if the mandatory member is not a family home provider)

Each of these seats has a maximum three year term and will then rotate to another county within the ELCFH service area at the conclusion of each term. The rotation of the seats will ensure concurrent representation from different counties within the ELCFH service area. Provider representatives will be elected by the provider community and the final nominee presented to the ELCFH Board for approval.

Procedure:

1. When one of the above noted seats becomes available, the ELCFH Executive Director, under the direction of the ELCFH Board Chair, will issue notice to child care providers in the county in which the seat is housed and request that providers who are interested in filling the seat contact the ELCFH office.
2. Those providers who indicate interest in the seat will be sent an ELCFH Board membership application with a deadline for submission.

Charlotte Office

3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: 941 255-1650
Fax: 941 255-5856
Toll-Free: 866-639-4979

DeSoto Office

4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: 863 494-5233
Fax: 863 494-5291
Toll Free: 866-639-4979

Hardee Office

324 N. 6th Avenue
Wauchula, FL 33873
Phone: 863-767-1002
Fax: 863-767-1007
Toll Free: 866-639-4979

Highlands Office

209 N. Ridgewood Drive
Sebring, FL 33870
Phone: 863-314-9213
Fax: 863-314-4480
Toll-Free: 866-639-4979

3. Submitted applications will be screened to ensure they meet the criteria for the applicable seat:
 - a. Representative of private child care providers: director or person of authority for a private child care facility. Child care facility must be within the applicable county.
 - b. Representative of faith based child care providers: director or person of authority for a faith-based child care facility (Reference ELCFH Policy No. ADM-2). Child care facility must be within the applicable county.
 - c. Family home provider (registered or licensed): owner of a family child care home within the applicable county.
4. Qualified applicants will be listed on a ballot. The ballots will contain the following information:
 - a. Board seat designation
 - b. County for Board seat
 - c. Term of the seat
 - d. Name of applicant
 - e. Child care facility
 - f. Applicant's statement of interest from Board membership application
5. The ballot will be sent to child care providers within the applicable county by provider type. Providers will be asked to rank in order their first choice, second choice, etc. for the provider representative seat. A deadline for completed ballot submission will be noted. Any ballots received after the deadline will not be counted.
6. One ballot per child care provider/ site/ license will be counted.
7. The ELCFH Executive Director or designee will tally the results of the submitted ballots and report the results to the Administrative Committee for review and recommendation.
8. The Administrative Committee recommendation will be presented to the ELCFH Board and/or Executive Committee for approval at the next meeting.
9. The Executive Director will notify all applicants of the results of the election after Board/ Executive Committee action.