

Approved at the June 6, 2017 Governance Meeting



Early Learning Coalition of Broward County
Governance Committee Meeting Minutes
November 3, 2016 – 10:00 am
6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Mason Jackson, Fabienne Fahnestock
Members Absent: Barrington Russell, Laurie Sallarulo (optional)
Staff in Attendance: Leticia Strasser, Doreen Moskowitz, Irene Ramos
Others in Attendance: Jacob Jackson – General Legal Council
(from sign-in sheet)

Item		Follow-up
Call to Order and Roll Call	Fabienne Fahnestock, Chair called Governance meeting to order at 9:20am. Roll call was made.	
Minutes	Fabienne requested a motion to approve the April 20, 2016 Meeting Minutes. Mason would like to see the revision to the Attendance Monitoring Procedure pointed out in the minutes and so the approval of minutes will be deferred.	

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COOP	<p>Leticia gave history of the COOP Plan August 2016 version indicating the editing made in red and added that these changes have been reviewed by Jacob Jackson Legal Council.</p> <p>Committee reviewed and provided corrective suggestions to the COOP to include consolidated statements to avoid conflicting issues and a visual for quick reference. Areas of needed revision were noted as:</p> <ul style="list-style-type: none"> • Disaster Magnitude • Travel Reimbursement Policy • Board Member notification • Alternative Facilities • Warning Conditions • Communications Chair • Designation of Authority • Mode of Communication and Storage of Data • Activation of COOP <p>Substance of COOP should be defined to include any ongoing changes and that information should be reviewed and confirmed on an annual basis with a special reference to relocation entities. Revision made for correct wording 1/24/17</p> <p>Committee members do want to see updated revisions made. Staff will refer to OEL suggestions on a good COOP policy. Revision made for correct wording 1/24/17</p>	
	<p>Motion made by Mason to table the COOP and bring back in a more concise form. Second by Fabienne.</p>	
New Business	<p>IT policy is in review regarding the COOP process and will be brought to the committee in January 2017.</p>	
	<p>Next Governance meeting to be held on January 12, 2017 at 3pm.</p>	
	<p>Motion to adjourn made by Fabienne Seconded by Mason. Meeting adjourned at 10:24am</p>	

These minutes contain the action items of the meeting of the Governance Committee of the Early Learning Coalition. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting. Submitted by Irene Ramos.