



APPROVED AT DECEMBER 10, 2020 GOVERNANCE COMMITTEE MEETING

Early Learning Coalition of Broward County
Governance Committee Meeting Minutes
September 11, 2020 – 3:00 PM
VIRTUAL MEETING

Members in Attendance: Dawn Liberta, Chair; Mason Jackson; Michael Asseff; Cara Cerchione

Members Absent: Laurie Sallarulo

Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Hubert Cesar, CIO; Elsy Silvestre, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Dawn Liberta, Chair called the meeting to order at 3:03 PM. Roll Call was done and a quorum was established. CEO welcomed everyone and introduced our new COO, Judith Merritt.
Consent Agenda: Approve August 24, 2020 meeting minutes	A Motion was made by Mason Jackson to approve the August 24, 2020 meeting minutes. Seconded by Michael Asseff. Unanimously approved.
<p>Regular Business:</p> <p>a. GOV203RB1 – Approve Return to Office Plan 2020</p>	<p>Approve Return to Office Plan 2020:</p> <p>COO thanked everyone for getting together so soon. She explained that she sent the Return to Office Plan 2020 with highlighting to show requested changes. General Counsel’s comments were highlighted in yellow,</p> <p>A Motion was made by Mason Jackson to approve the Return to Office Plan 2020. Michael Asseff Seconded. Unanimously approved. Motion Passes.</p> <p>Mason commented that at the last Governance Committee Meeting there was a suggestion that staff identify titles/positions in the COOP plan rather by name. This would eliminate the need to update the COOP and bring to the Governance Committee and Board every time a named person in the COOP separates from the ELC. CEO mentioned including the name and title may be an OEL requirement but that this would be looked into. CEO requested clarification from OEL but does not yet have a definite answer. Once more information is provided by OEL, the information will be provided to the Board.</p> <p>Follow Up: The CEO will provide an update on whether a staff person’s name is necessary in the COOP (or title alone is sufficient) at next Board Meeting.</p> <p>Committee Chair suggested that ELC attach an organizational chart. The COOP at the last meeting was approved with those names in it.</p>

Other Business	None
Matters from the Chair	None
Matters from the Committee	There was no discussion.
Public Comment	There was no comment.
Next Meeting Date	<ul style="list-style-type: none"> • TBD
Adjourn	Mason Jackson moved to adjourn the meeting. The meeting adjourned at 3:17 PM.

These minutes contain the action items of the Governance Committee meeting of the Early Learning Coalition of Broward. 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.