

**Early Learning Coalition of Broward County, Inc.**  
**Governance Meeting Agenda**  
**June 05, 2023, at 3:30 PM**  
**Zoom Meeting**

**Meeting ID: 845 3289 1955**      **Passcode: 605855**

<https://us06web.zoom.us/j/84532891955?pwd=WnlqRlk2SDROYzV0aHErN2FXRGlqUT09>

*Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.*

PAGE		
1.	<b>Call to Order</b>	Dawn Liberta, Governance Committee Chair
2.	<b>Roll Call</b>	Melody Martinez, Board Liaison
3.	<b>Consent Agenda</b> 1. Approve April 26, 2023, meeting minutes	2 Dawn Liberta, Governance Committee Chair
4.	<b>Regular Business</b> 1. GOV237RB1 - Risk Management Insurance Policy Renewals 2. GOV237RB2 - Approve Honorary Board Member Application	3 Christine Klima, CAO Mackenzie McNamara, AJ Gallagher  4 Dawn Liberta, Governance Committee Chair Judith Merritt, COO
5.	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Chair</b> <b>Matters from the Committee</b> <b>Public Comment</b>	
6.	<b>Next ELC Governance Meeting: <u>TBD</u></b>	
7.	<b>Adjourn</b>	

**Please Note:** Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

*“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”*

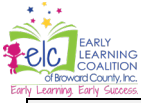


**Early Learning Coalition of Broward County, Inc.**  
**Governance Meeting Minutes**  
**April 26, 2023, at 1:00 PM**  
[Zoom Meeting](#)

Members in Attendance	Michael Asseff; Kirk Englehardt; Carol Hylton; Renee Podolsky; Amoy Reid
Members Absent	Chair Dawn Liberta; Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant;
Others in Attendance	Julie Klahr, Legal Counsel; Sharonda Bailey; Jose Melendez

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Amoy Reid called the meeting to order at 1:06 PM. The roll was called, and a quorum was established.
<b>Consent Agenda</b> 1. Approve March 23, 2023, meeting minutes	There was a <b>Motion</b> to move the Consent Agenda by Amoy Reid and <b>Seconded</b> by Renee Podolsky. <b>Unanimously approved.</b> Motion Passes.
<b>Regular Committee</b> 1. GOV236RB1- Approve DRAFT By-Laws Amendments pertaining to Honorary Board Members	COO Judith Merritt went over all the changes and edits that were made in the By-Laws. Committee members agreed with all the changes.  There was a <b>Motion</b> to approve Honorary Board Members edits and the minor non major edits made by General Counsel to the Draft ELC By-Laws by Amoy Reed and <b>Seconded</b> by Kirk Englehardt. <b>Unanimously approved.</b> Motion Passes.
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<u><a href="#">TBD</a></u>
<b>Adjourn</b>	The meeting adjourned at 1:20 PM.

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.*



<b>ITEM #/MEETING:</b>	GOV237RB1 / Governance
<b>MEETING DATE:</b>	June 5, 2023
<b>SUBJECT:</b>	Risk Management Insurance Policies
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<b>Approve Proposed FY24 Risk Management Insurance Policy Renewals and Coverage Levels</b>
<b>FINANCIAL IMPACT:</b>	TBD
<b>AS RECOMMENDED BY:</b>	NA
<b>ELC STAFF LEAD</b>	C. Klima

**Background**

In accordance with Fiscal Policies, staff prepare and present proposed commercial insurance policies and coverage levels annually for Board review. AJ Gallagher provides brokerage and advisory services for these policies.

**Current Status**

The coverage lines listed below comply with all funder contract requirements and meet ELC current business operational needs. Mackenzie McNamara from AJ Gallagher Brokers will provide a presentation to the Governance committee on the FY24 Renewal Process at the June 5<sup>th</sup> meeting.

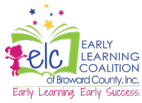
<b>Type of Policy</b>	<b>Carrier</b>	<b>Coverage</b>	<b>Term</b>
Commercial Liability	TBD	\$1M General \$3M Aggregate \$1M Hired Auto \$1M Umbrella \$500K Property Value	July 2023-June 2024
Professional Liability & Sexual Abuse & Molestation	TBD	\$1M Total	July 2023-June 2024
Cyber Coverage	TBD	\$1M Breach \$1M Liability \$1M Cyber Crime \$1M Business Interruption	July 2023-June 2024
Worker’s Compensation	TBD	\$1M Per Incident	July 2023-June 2024
Director’s & Officers	TBD	\$3M Total	July 2023-June 2024
ERISA Fidelity Bond	Travelers	\$300K	Oct 2020-Sept 2023

**Recommendation**

Approve Proposed FY24 Risk Management Insurance Policy Renewals and Coverage Levels

**Supporting Documents**

FY24 Premium Quotations will be discussed and reviewed at the meeting.



<b>ITEM #/MEETING:</b>	GOV237RB2 / Governance
<b>MEETING DATE:</b>	June 5, 2023
<b>SUBJECT:</b>	Honorary Board Members Application
<b>RECOMMENDED ACTION:</b>	Approve DRAFT By-Laws Amendments pertaining to Honorary Board Members
<b>FINANCIAL IMPACT:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

Per the Board’s recommendation at the February 13, 2023, meeting, the Governance Committee along with the Nominating and Ad Hoc Fundraising committees met on March 23<sup>rd</sup> to address the following:

- Confirm ELC’s new Board position title (Examples include Honorary Board members, Ambassador Council members, or other recommendations – see supporting documentation)
- Define the role of the Honorary Board position
- Develop related language for inclusion in the ELC By-Laws (as needed)

Based on the discussion related to the above bullet points, committee members agreed to recommend the following decisions to the full Board at the April 10<sup>th</sup> meeting:

- Agreed Honorary Board Member should be the title for this position
- Agreed there should be a condensed Application for Honorary Board members
- Agreed the Nominating process would be the same for Honorary Board members (as private members)
- Agreed an Orientation and Meet and Greet would occur with the Honorary Board members after nomination and approved by the Board
- Agreed there would be NO requirement for Honorary Board members to attend a certain number of meetings/events (but would be informed of all meetings so they can attend)

**Current Status**

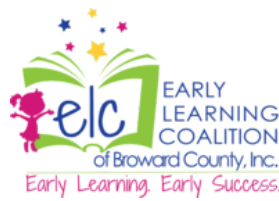
At the Board Meeting on April 10, 2023, the Board approved all the above bullets and tasked the COO and General Counsel to work on updating the ELC By-Laws to contain appropriate language around the Role of Honorary Board Members. Since that time, the By-Laws were reviewed and approved at the April 26, 2023, Governance Committee meeting and will be presented to the full Board on June 14, 2023. Additionally, the COO was tasked with development of an Honorary Board Member Application. The draft Application has been created. It is condensed version of the Board application and requests the minimum details possible so that Honorary Board members can complete easily.

**Recommendation:**

ELC staff recommend the Governance Committee approve the DRAFT Honorary Board Member Application

**Supporting Documents**

- DRAFT Honorary Board Member Application



## Early Learning Coalition of Broward County Honorary Board Application

The ELC believes early childhood education begins at birth and serves as the foundation for the child's success in kindergarten and beyond. Additionally, strong learners grow into capable adults who contribute to our community. As a result, investing in early learning provides the opportunity to leave a meaningful and lasting impact on a child's life as well as the community.

ELC Broward Honorary Board members are community leaders and influencers who are passionate about the importance of early learning and support the ELC to lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

### Benefits of Serving

Serving in an Honorary capacity allows members to contribute to an organization they love without the time commitment of the working board. As an Honorary Board member of the ELC, you will have the opportunity to:

- Impact the lives (and future) of children and their parents.
- Be recognized for your involvement with the ELC in press releases and media.
- Stay current on ELC programs and our impact on children and childcare programs.
- Provide your employees, customers, stakeholders, and/or friends with information on ELC's services, programs, events, and potential funding opportunities.

### Responsibility of Honorary Board Members

- Commit to serve a minimum of 1 year
- Recruit other members
- Permit recognition on ELC website
- Participate in Board Orientation and Meet and Greets (as your schedule allows)
- Promote and share ELC programs and early learning opportunities.

### Name

<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	-----------------------------------

### Address

<input type="text" value="Address Line 1"/>		
<input type="text" value="Address Line 2"/>		
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>

### Phone

### Email

### Company Name

### Position

### Website

Does Your Company Match Donations?

Yes  No

Does Your Company Have Grant Opportunities?

Yes  No

ELC Board of Directors Website: <https://www.elcbroward.org/boardofdirectors>

Why do you want to be an Honorary Board Member with ELC?

**Submit**