

Early Learning Coalition of Broward County, Inc.
Governance Committee Meeting Agenda
August 29, 2022 – 12:00 PM
Virtual Meeting

Meeting ID: 830 2088 3460 **Passcode:** 128661

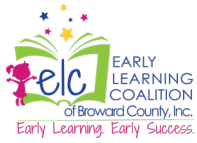
Join Zoom Meeting: <https://us06web.zoom.us/j/83020883460?pwd=WDdQeElkYXpwUjI5VmhNNVlpQjRuUT09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion 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.

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I.	Call to Order		Dawn Liberta, Governance Committee Chair
II.	Roll Call		Melody Martinez, Board Liaison
III.	Consent Agenda a. Approve April 6, 2022, meeting minutes	2	Dawn Liberta, Committee Chair
IV.	Regular Business a. GOV231RB1 – Discuss/Recommend Board Strategic Plan Goals and Metrics	4	Dawn Liberta, Committee Chair Renee Jaffe, CEO Carol Wick, Sharity Consultant
V.	New Business Matters from the Committee Matters from the Chair Public Comment Next Governance Committee Meeting: TBD Adjourn		

Please Note: Agenda subject to revisions and additions per 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 particular agenda items no later than five minutes after the Coalition meeting has been called to order.



Early Learning Coalition of Broward County
Governance Committee Meeting Minutes
April 6, 2022 – 2:00 PM
VIRTUAL MEETING

Members in Attendance: Dawn Liberta, Laurie Sallarulo, Michael Asseff, Carol Hylton, Kirk Englehardt

Members Absent:

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

Others in Attendance:

Item	Action/Discussion
Welcome & Call to Order	Chair, Dawn Liberta called the meeting to order at 2:05 PM. The roll was called, and a quorum was established.
Consent Agenda: Approve June 11, 2021, meeting minutes	A Motion was made by Michael Asseff to approve the June 11, 2021, meeting minutes. Seconded by Laurie Sallarulo. Unanimously approved.
Regular Business: a. GOV221RB1 – Approve amendment to Bylaws as it pertains to the election of ELC Board Officer	<p><u>Amendment to Bylaws:</u></p> <p>The COO provided a summary of the current Bylaws which were last modified in Dec 2019 with some adjustments made to the officer positions. ELC staff recommend the following changes to be made: <i>“No Officer may hold the same elected position for more than one (1) term of office but may be elected to the same position after a one (1) term absence from position.” To: “Officers may hold the same elected position for up to two (2) consecutive terms of office”</i></p> <p>Having two consecutive terms would promote the consistency of officers and strengthen the Board. This is what we currently do with other committees.</p> <p>Chair, Dawn Liberta asked that even after the first term, if someone else is interested in that position, it does not mean that you are going to automatically go into the 2nd term, the board still needs to vote on it.</p> <p>CEO replied yes, there will still be an election every two years. However, the current officer can automatically serve if no one runs against them.</p> <p>Kirk asked how does it work with appointment positions from the outside, like the Chair? CEO replied that this does not include the board chair, the board chair is appointed by the governor.</p> <p>Laurie Sallarulo asked what committee would onboarding fall under? What our process is once new board members get on board, and what we are doing to help and orient them?</p> <p>CEO replied that ELC staff is working on improving our orientation process and to have as many</p>

	<p>opportunities as possible for learning for both new members and existing members that want refresher courses.</p> <p>Laurie Sallarulo suggested bringing the draft to one of the committees preferably the Nominating, prior to approval, so that the Board can review the process.</p> <p>Chair, Dawn Liberta agreed with the suggestion.</p> <p>A Motion was made by Carol Hylton to approve Changes to Bylaws and seconded by Laurie Sallarulo. Unanimously approved. Motion passes.</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	• TBD
Adjourn	Kirk Englehardt moved to adjourn the meeting. The meeting adjourned at 2:26 PM.

These minutes contain the action items of the Governance Committee 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 prior to approval at the next meeting.

ITEM/MEETING	GOV231RB1 - Governance
DATE:	August 29, 2022
SUBJECT:	Board Strategic Plan Goals
FOR ACTION:	Yes
RECOMMENDED ACTION:	Review and discuss the Board Opportunities and DRAFT Goals and Metrics for recommendation to the Full Board
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background:

Over the past year ELC staff have worked with both the Board and outside consultant (Carol Wick) to establish a new 5 Year Strategic Plan. As part of the process and as outlined at the Board Retreat, given the feedback from the Board survey it was agreed that Board Goals should be established to improve the areas of opportunity.

The Ad Hoc Committee agreed that the Governance Committee would be the most suitable committee to review/establish these recommendations and DRAFT Goals and corresponding Outcome metrics, and then present their DRAFT recommendations at the September 12, 2022, Board meeting.

Current Status

After reviewing the Board Opportunities and based on discussion at the May Board Retreat, two Goals and corresponding metrics were DRAFTED for initial discussion. The Governance Committee may decide to add and/or remove any of the DRAFTED Goals or Outcome metrics.

Recommendation

Governance Committee review all attached documents, discuss the merits of each Goal and Opportunity and agree upon the DRAFT Goals and Outcome metrics to be presented to the Board on September 12, 2022.

Supporting Documents

- Board Opportunities identified by Board Survey
- Article on Rating your Meetings
- Board DRAFT Goals

Board Opportunities Identified by Board Survey

Rating Scale:

•90-100 A •80-89 B •70-79 C •60 – 69 D •59 and below F

A

Board: Follows trends and important developments – 94%

B

Board: Prepares for and participates in meetings – 87%

Board: Acts as a goodwill ambassador – 87%

Board: Understands and supports the mission of the organization - 87%

Board: Reads the organizational financial statements – 80%

C

Board: Finds serving on the board satisfying and rewarding – 73%

Board: Board members put the interests of the organization above all else when making decisions – 74%

Board: Knowledgeable about programs and services – 73%

D

Board: Board is results-oriented and evaluates the performance of major services and programs- 67%

Board: Board uses data to inform decisions and determine the impact – 66%

Board: Board members share a compelling vision for the future -60%

F

Board: Meetings provide an opportunity for respectful, constructive debate on issues - 53%

Board: We allocate enough time to the strategic priorities and issues that matter most - 47%

Staff: Board uses data to inform decisions and determine impact – 34%

Staff: Board understands the mission – 33%

Staff: Board consistently aligns decisions with a common strategy and plan – 22%

Staff: The work of the board supports and enhances the work of the staff – 22%

Staff: Board members offer their time, energy, and insight to drive the organization in a positive direction – 21%

Staff: Feedback from the Board to staff is aligned and consistent – 11%

HOW CAN YOU QUICKLY AND EFFECTIVELY RATE A MEETING WITHIN SECONDS

The [Entrepreneurial Operating System](#)® (EOS) has a meeting process and agenda for effective meetings called a Level 10 Meeting™. They are called “Level 10” because as the last item on the meeting agenda, each participant is asked to honestly rate the meeting 1-10, 10 being a perfect meeting.

To better get a quick gauge of how each meeting went based on the perception of each participant (staff or board), it is recommended that meetings are rated at the end. This involves quickly going around the room without explaining the “why” of the score and each person giving a 1-10 rating. This is then used by the governance committee to monitor how successfully you are meeting your goal of “every voice heard”, etc. Remember, the goal is to get a true rating of 10 (or at least an 8+).

Using five criteria, rate each criterion either a 0, a 1, or a 2 (0 is “heck, No!” and a 2 is “Yes, absolutely!”)

#	Criteria	Value
1	Did we come to the meeting prepared, and did we follow the agenda?	0 – 1 –2
2	Was the team/board engaged (was everyone heard?)	0 – 1 –2
3	Were we open and honest?	0 – 1 –2
4	Did we solve a <i>real</i> issue forever?	0 – 1 –2
5	Do we Have Clarity on Next Steps?	0 – 1 –2

Add them up, then share your total number with the team.

Goal 7: ELC Broward is a healthy, efficient, and effective organization.

Objective 5: The ELC board is energized, enthusiastic, educated, and participates, and partners effectively with staff.

Outcome 1: Results of the annual staff and board survey will show at least an 80% rating in all categories.

Reported: Annually

Objective 6: The ELC will have a cohesive board where every member has a voice.

Outcome 1: Board ratings after meetings will average 8 or higher

Reported: Each Meeting then Quarterly

Outcome 2: Results of the annual board self-survey will show that 90% of board report they feel they have a voice in meetings.

Reported: Annually

Next Steps:

1. Where will be on 7/1/2023?
2. What needs to happen by 11/30/2022 to get there?