



Approved on December 3, 2024, Governance Committee Meeting
Early Learning Coalition of Broward County, Inc.
Governance Meeting Minutes
Oct 7, 2024, at 11:30 AM
Zoom Meeting

Members in Attendance	Chair Dawn Liberta; Michael Asseff; Carol Hylton; Renee Podolsky; Dr. Amoy Reid
Members Absent	Kirk Englehardt; Laurie Sallarulo
Staff in Attendance	Judith Merritt, COO; Christine Klima, CAO; Melody Martinez, Board Liaison;
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Dawn Liberta called the meeting to order at 11:32 AM. The roll was called, and a quorum was established.
Consent Agenda 1. Approve May 2, 2024, meeting minutes	A Motion was made by Carol Hylton and Seconded by Michael Asseff to approve the Consent Agenda. The motion was Unanimously Approved. Motion Passes.
Regular Committee 1. GOV251RB1 – Approve Change of Name for 403b Responsible Plan Fiduciary to Early Learning Coalition of Broward Count, Inc. Board of Directors	<p><u>Approve Change of Name</u></p> <p>Christine Klima, CAO shared 403B Retirement Plan Responsible Plan Fiduciary Name.</p> <p>There was a discussion on the Fiduciary name. Carol Hylton suggested that the CEO be named the primary plan administrator and that Christine Klima be the secondary administrator added to the document when it goes to the board. Carol Hylton also suggested putting something in place so that when there is a change in leadership, it's caught at that time to be updated and not go back.</p> <p>A Motion was made by Dr. Amoy Reid and Seconded by Michael Asseff to Approve Changes of Name for 403B Responsible Plan Fiduciary to Early Learning Coalition of Broward County, Inc. Board of Directors Effective October 15, 2024, with the change that Carol stated where it states CEO as administrator to the document. The motion was Unanimously Approved. Motion Passes.</p>
2. GOV251RB2 – Approve Amendments to ELC Employment Application, Background Checks, Drug Testing and Employee Arrests Policy and the CJIS Policy & Procedure Manual	<p><u>Approve Amendments</u></p> <p>Judith Merritt, COO, went over the updates to the Employment Application, Background Checks, Drug Testing and Employee Arrests Policy</p> <p>A Motion was made by Michael Asseff and Seconded by Dr. Amoy Reid to:</p> <ol style="list-style-type: none"> 1. Approve updates to the Employment Application, Background Checks, Drug Testing and Employee arrest Policy 2. Approve the CJIS Policy & Procedure <p>The motion was Unanimously approved. Motion Passes.</p>

3. GOV251RB3 – Approve Amendments to ELC 5 Year Strategic Plan	<p><u>Approved Updated 5 Year Strategic Plan</u></p> <p>Judith Merritt, COO, presented the updated five-year strategic Plan changes and went over the changes to Goal 7.</p> <p>A Motion was made by Carol Hylton and Seconded by Dr. Amoy Reid to recommend the Board Adopt the updated 5-year Strategic Plan. The motion was Unanimously approved. Motion Passes.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	<u>December 3, 2024</u>
Adjourn	Meeting adjourned at 1:20 PM by Carol Hylton.

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.