

**Early Learning Coalition of Broward County, Inc.  
Nominating Committee Meeting Agenda  
Jun 10, 2024, at 10:00 AM  
Zoom Meeting**

**Meeting ID: 858 2690 5260      Passcode: 029253**

<https://us06web.zoom.us/j/85826905260?pwd=YMS4Axb9Be9OLY3KzpmxIUdNmL5RGX.1>

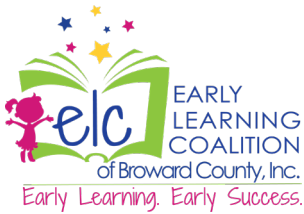
*Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also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

**PAGE**

<b>1.</b>	<b>Call to Order</b>		Michael Asseff, Nominating Committee Chair
<b>2.</b>	<b>Roll Call</b>		Melody Martinez, Board Liaison
<b>3.</b>	<b>Consent Agenda</b> 1. Approve Dec. 4, 2023, Committee meeting minutes	<b>2</b>	Michael Asseff, Nominating Committee Chair
<b>4.</b>	<b>Regular Business</b> 1. NOM243RB1 – Approve Recommendations to Board for Board Officer Nominees 2. NOM243RB2 – Approve Recommendation to Board for Honorary Board Member Applicant 3. NOM243RB3 – Identify Board Membership needs – Board Matrix Discussion	<b>3</b> <b>6</b> <b>12</b>	Michael Asseff, Nominating Committee Chair Judith Merritt, COO
<b>5.</b>	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Committee</b> <b>Matters from our Partners</b> <b>Public Comment</b>		
<b>6.</b>	<b>Next Nominating Committee: Aug 28, 2024 at 1:00 PM</b>		
<b>7.</b>	<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.**  
**Nominating Committee Meeting Minutes**  
**Dec. 4, 2023, at 2:00 PM**  
[Virtual Meeting](#)

Members in Attendance	Chair Michael Asseff; Sharonda Bailey; Melody McDonald; Dr. Amoy Reid; Twan Russell;
Members Absent	Laurie Sallarulo; Julie Winburn
Staff in Attendance	Renee Jaffee, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Hubert Cesar, CIO; Melody Martinez, Board Liaison
Others in Attendance	Julie Klahr, General Counsel; Dawn Liberta

Item	Action/Discussion
Welcome & Call to Order	Chair Michael Asseff called the meeting to order at 2:01 PM. The roll was called, and a quorum was established.
<b>Consent Agenda</b>	
1. Approve October 11, 2023, meeting minutes	A <b>Motion</b> was made by Melody McDonald and <b>Seconded</b> by Amoy Reid to approve the October 11, 2023, meeting minutes. The <b>Motion was unanimously approved. Motion Passes.</b>
<b>Regular Committee</b>	
1. NOM242RB1- Approve recommendation to bring nomination of Dawn Liberta for First Vice Chair to the Board	The COO summarized that Dawn Liberta was the only nominee.  A <b>Motion</b> was made by Sharonda Bailey and <b>Seconded</b> by Melody McDonald to Approve recommendation to bring the nomination of Dawn Liberta for First Vice Chair to the Board. The <b>Motion was unanimously approved. Motion Passes.</b>
<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="#">January 24, 2024</a></u>
<b>Adjourn</b>	Meeting adjourned at 2:07 PM by Dr. Amoy Reid

*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>	NOM243RB1 / NOMINATING
<b>MEETING DATE:</b>	June 10, 2024
<b>SUBJECT:</b>	ELC Board Officer elections
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<b>Approve Recommendation to bring Board Officer Nominations to the Board</b>
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

Section 4.1 of the ELC Bylaws state *“the Board shall elect a First Vice-Chair, a Second Vice-Chair, Secretary, and treasurer from the Members of the Coalition. The elected Members of the Board shall be considered “Officers” for the Coalition and shall be part of the Executive Committee of the Coalition.”*

Section 4.2 of the ELC Bylaws state *“Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) three (3) year term (“term of office”). Officers may hold the same elected position for up to two (2) consecutive terms of office. Terms of office shall coincide with the Coalition’s fiscal year. Election of Officers shall take place at the annual meeting in June. If an Officer has resigned from their elected position, or if an Officer has been removed from their elected position by the Board more than (60) days prior to the June election date stated herein, the Board shall have special election at the next regularly scheduled Board meeting for said vacant office. In the event of a special election for a new Officer of the Board, the Nomination Committee shall oversee the nomination process in accordance with the Coalition Bylaws. The term of an Immediate Past Chair of the Board shall not exceed one (1) term of three (3) years and said term shall coincide with the Coalition’s fiscal year.”*

The terms of the current elected Board Officer positions, which began on July 1, 2022, will end on June 30, 2024 in accordance with the prior Bylaw terms. Section 4.2 of the Bylaws was amended and adopted at the May 6, 2024 Board meeting, with new term limits.

**Current Status**

Board members were asked to submit nominations to ELC staff. The Chart below lists the Nominees for each Officer Position for the FY 24/25, FY 25/26 and FY 26/27 terms.

Officer Position	Nominees for Term (7/1/24-6/30/27)
First Vice Chair (Chair of Governance)	Dawn Liberta
Second Vice Chair	Michael Asseff
Treasurer (Chair of Finance)	Cindy Arenberg Seltzer
Secretary	Monica King

**Recommendation**

ELC staff recommend the above slate of Board Officer nominations for FY 24/25, FY 25/26 and FY 26/27 go to the full Board.

**Supporting Documentation**

- ELC Board Duties of Officers

## **ELC Board Duties of Officers**

- A. The Chair shall:
1. preside at all Board meetings;
  2. except as provided for in the Coalition Bylaws, serve as a Member of all standing and ad hoc committees of the Board;
  3. except as provided for in the Coalition Bylaws, appoint all standing and ad hoc committee members and chairs of the Board committees. The Chair may not serve as a chair of a standing committee other than the Executive Committee as set forth herein;
  4. execute all contracts, agreements, renewals, and amendments as duly approved by the Board in accordance with the policies and procedures of the Coalition, the policies and procedures of the applicable governing agencies,
  5. Florida Statutes, and the Florida Administrative Code; and
  6. perform all of the duties usually pertaining to the office of Chair and as set forth pursuant to Florida Statutes, Florida Administrative Code, the policies and procedures of the applicable governing agencies, the policy and procedures of the Coalition and as directed by the Board.
- B. The First Vice-Chair shall:
1. serve as the Chair of the Governance Committee;
  2. preside at all Board meetings in the absence of the Chair;
  3. assume the duties of the Chair in the event the office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
  4. perform such duties as designated by the Chair.
- C. The Second Vice-Chair shall:
1. preside at the Board meetings in the absence of the Chair and the First Vice Chair;
  2. assume the duties of the First Vice-Chair, in the event that office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
  3. perform such duties as designated by the Chair.
- D. The Secretary shall:
1. preside at the Board meetings in the absence of the Chair, First Vice-Chair and Second Vice-Chair;
  2. confirm recording of the official minutes at each meeting of the Board;
  3. review the minutes for accuracy prior to submission to the Board and certify the minutes after approval by the Board; and
  4. perform such duties as designated by the Chair.
- E. The Treasurer shall:
1. preside at the Board meetings in the absence of the Chair, First Vice-Chair, Second Vice-Chair and Secretary;
  2. chair the Finance Committee; and
  3. perform such duties as designated by the Chair.



<b>ITEM #/MEETING:</b>	NOM243RB2 / NOMINATING
<b>MEETING DATE:</b>	June 10, 2024
<b>SUBJECT:</b>	Honorary Board Member Application
<b>RECOMMENDED ACTION:</b>	Approve Honorary Board Member Nominee to the Board
<b>FINANCIAL IMPACT:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

At the Board Meeting on April 10, 2023, the Board approved the Role of Honorary Board Members, roles and responsibilities and tasked the COO to work with Legal Counsel to update the language (as necessary) in the By-Laws. The Bylaws were updated to include the role of Honorary Board members and were approved at the June 14, 2023 Board meeting.

**Current Status**

The Application for Honorary Board members has been posted on the ELC Website since June 2023. Additionally, the Board were provided with information so that they could help in the recruitment of Honorary members. To date we have received one Honorary Board Member application from former Faith Based Provider Representative Beverly Batson. Attached for your consideration and review is Beverly’s application. Beverly will be attending the Nominating meeting in order to answer any and all questions the Nominating Committee wishes to ask.

Beverly has shown her commitment to supporting ELC even after her role as the Faith Based Provider Representative, she has been engaged in raising awareness of the ELC and promotes the values we stand for. She has helped raise monies and has engaged in the community to ensure Early Childhood Education is at the forefront of their minds. She is passionate and is a successful advocate in the community. These are the qualities we are asking for in an Honorary Board Member.

**Recommendation:**

ELC staff recommend the Nominating Committee recommend to the Board Beverly Batson’s application for Honorary Board membership.

**Supporting Documents**

- Beverly Batson Honorary Board Application
- Honorary Board Member Role
- Honorary Board Member Organizations DRAFT



# 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's website.
- Participate in Board Orientation and Meet and Greet (as your schedule allows).
- Promote and share ELC programs and early learning opportunities.

First Name Beverley Last Name Batson

Address 8211 SW 19th St, North Lauderdale, FL 33068

Cell Phone 954-410-0097 Email beverley\_batson@bellsouth.net

Company Name Children For A Better Life Position Program Coordinator

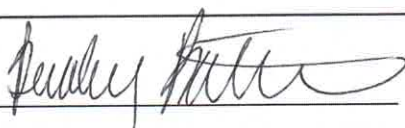
Your Companies Website \_\_\_\_\_

Does Your Company Match Donations? Yes  No  Does Your Company Have Grant Opportunities? Yes  No

Why do you want to be an Honorary Board Member, and what value will you bring to the ELC?

My previous experience as a board member allowed me the opportunity to serve the early learning community by being able to encourage other early learning business owners to become involved and know more about how the ELC could be of benefit to their business and the families they serve.

Being a board member also allow me the opportunity to bring awareness and insight, on the day to day challenges early learning business owners faced to the ELC board and legislative officials.

Signature 

Date April 16, 2024



## Role of Honorary Board Member

### Honorary Board Members

Honorary Members of the Board help the Early Learning Coalition to achieve its mission, by supporting the work of the organization and acting as an ambassador on its behalf.

ELC Honorary Board members have diverse backgrounds and are leaders, public figures, philanthropists, and/or other influential individuals who are uniquely positioned to be successful advocates and ambassadors for the organization. They are passionate about the importance of early learning and support the Coalition's mission and vision. Honorary Board members assist the ELC in creating opportunities for raising funds, friends, and awareness of ELC services and programming through member's network of contacts and/or exposure in the community.

This is a special honorary title given as a recognition of a member's valuable support of the organization, which can include helping elevate the issues and opportunities related to early childhood education in Broward, raising awareness of ELC's services and programs within the community, and/or helping raise funds for innovative new initiatives. Although honorary board members do not have voting rights, their influence and partnership play a critical role in the success of the Early Learning Coalition of Broward.

### Responsibilities of the Honorary Board Member

- Commit to service for a minimum of 1 year.
- Recruit other Honorary Board Members
- Permit recognition on ELC's website and printed materials
- Participate in ELC Honorary Board Member Orientation/Meet & Greet, where you will be provided with the information and materials needed to understand ELC's programs and services.
- Help promote/share information about ELC programs and early learning opportunities for Broward children and families within their organizations and through their external communications vehicles.

### 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. The Honorary Board members may attend any/all Board meetings as their schedule permits. 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 up to date on ELC programs and the valuable impacts we make to both children and childcare programs in Broward County
- Enjoy a boost in goodwill by having your name/organization associated with important issues having a positive impact on Broward's children, families, and our community's future.
- Provide tremendous value to your employees, customers, and/or stakeholders who may benefit from learning about the various services ELC has to offer.



HONORARY BOARD MEMBERS



SPORTS INITIATIVE

ELEVATING ELC'S PLAYBOOK

HONORARY BOARD MEMBERS

SOUTH FLORIDA  
**SunSentinel**

**NSU**

**FIU**

FLORIDA  
INTERNATIONAL  
UNIVERSITY

Florida



MEDIA INITIATIVE

SPOTLIGHTING OUR MOMENT

HONORARY BOARD MEMBERS



BROWARD CENTER  
FOR THE PERFORMING ARTS®



THE  
PARKER



BUSINESS for the ARTS  
BROWARD



HOLLYWOOD, FL



PERFORMING ARTS INITIATIVE

PAINTING ELC'S NARRATIVE



<b>ITEM #/MEETING:</b>	NOM243RB3 / Nominating
<b>MEETING DATE:</b>	June 10, 2024
<b>SUBJECT:</b>	Assess Board Composition and Needs
<b>RECOMMENDED ACTION:</b>	<ol style="list-style-type: none"> <li>1. Recommend the Board actively recruit new Board members with a focus on Banking, Finance and Fundraising.</li> <li>2. Recommend the Board actively recruit new Board members to reach a goal of 25 Board members.</li> </ol>
<b>FINANCIAL IMPACT:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

During the February 12, 2020, Board meeting, Board members agreed to analyze the composition (i.e., diversity, skills, experience, etc.) of the board in order to understand the makeup of current board members as well as identify skillsets and experience needed in new prospective board members. As a result, an ELC Board composition matrix was developed based on a framework that is used in other non-profit organizations. The tool began being used in 2020 and continues to be updated and reviewed on a regular basis.

The last review of the Board Matrix (and assessment of board member make up and member needs) took place on December 21, 2020 at the Board meeting. At that time the Nominating committee and Board agreed that Board member recruitment should be focused on the areas of Banking, Health Care, Marketing/PR and Fundraising. Additionally, of equal importance was that any potential new board members are willing to be champions of the ELC’s mission and “someone willing to help and promote ELC Fundraising and Friendraising.

**Current Status**

Currently the ELC Board consists of 20 Board members with one vacancy (1 Gubernatorial private business position (pending Gubernatorial appointment). Per ELC statute ELC’s can have as many as 30 members.

ELC Staff updated the Board Matrix as new Board members were selected and as those retired from the Board. The last update was on April 22, 2024 following the addition of Daniel Foganholi as an ELC Board member. The updated document is included in this packet for review and discussion related to specific areas of need and whether to recruit additional members at this time.

ELC staff recommends the Nominating Committee also consider the goals in the current Strategic Plan surrounding fundraising and friendraising and whether additional board members could be beneficial to these efforts. ELC staff recommend the Nominating Committee focus on the areas of Banking, Finance and Fundraising, those would appear to be areas of need. Additionally, ELC staff recommend that the Board actively recruit a board of 25 individuals.

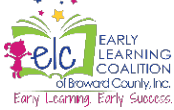
**Recommendation:**

1. Recommend the Board actively recruit new Board members with a focus on Banking, Finance and Fundraising.
2. Recommend the Board actively recruit new Board members to reach a goal of 25 Board members.

**Supporting Documents**

- ELC Board composition matrix
- Board Member Roles
- Private Sector Recruitment Process DRAFT
- Prior Board Recruitment Flyer

	<b>ELC of Broward - Board Member Matrix 2024</b>	<b>TOTAL</b>
<b>Areas of Expertise</b>	<b>Accounting</b>	<b>4</b>
	Administration/Management	14
	<b>Banking</b>	<b>1</b>
	Events	8
	Financial Management/Investments	4
	Fundraising	5
	<b>Fundraising - Planned Giving</b>	<b>4</b>
	Grant Writing	5
	Human Resources/Personnel Administration	6
	Legal	1
	Planning	8
	Public Relations/Marketing	5
	Technology	2
	Volunteer Management	4
<b>Qualities</b>	Leadership skills	19
	<b>Fundraising skills</b>	<b>5</b>
	Willingness to work	18
	Personal connection with the mission	14
<b>Sector</b>	Arts and Culture	3
	<b>Banking</b>	<b>1</b>
	Child Welfare	10
	Corporate/Large Business	5
	Early Care and Education	7
	Education (K-12)	6
	Engineering	0
	Faith-based organizations	5
	Homelessness issues	5
	Local Media	1
	Medical/Healthcare	4
	Philanthropic/Nonprofit Sector	6
	Post High school/Higher education	3
	Public	3
	Real Estate/Development	2
	Recreation	1
	Science/Research	2
	Small Business	3
	Social Services	8
	Special Needs	6
	Technology	2
	Workforce Development	5
	Youth	7



## Early Learning Coalition of Broward County - Board Member Roles and Responsibilities

### **VISION:**

All children will have high-quality early learning experiences leading to success in school and life.

### **MISSION:**

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.

### **BOARD MEMBER ROLE:**

- To serve as a volunteer voting member of the Board of Directors for the Early Learning Coalition of Broward County
- Develop and maintain focus on the ELC mission and vision
- Establish and oversee implementation of the ELC's strategic direction
- Uphold Fiduciary responsibilities as a steward of public funding in accordance with laws, regulations, contracts, governing by-laws, Board-approved policies and standard non-profit best practices.

### **TERM (for private sector member):**

In accordance with the ELC bylaws, the term of membership shall be four (4) years. Once a Member's term of service is completed, a Member shall have the option of serving for an additional four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term.

### **TIME EXPECTATIONS:**

- Attend a 60-minute orientation session to learn about organization, programs, etc.
- Attend all scheduled Board meetings
  - In person at, ELC Broward, 1475 W. Cypress Creek Rd., Suite 301 or join virtually
- Join at least 1 board committee. Attend committee meetings
- Attend, support, and participate in ELC events and program activities

### **RESPONSIBILITIES:**

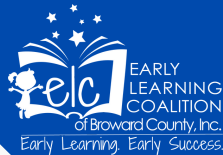
- Organization Success
  - Attend and participate in board and committee meetings
  - Understand and support the vision and mission of ELC of Broward
  - Promote the work of the Coalition
  - Participate in hiring and evaluating the CEO
  - Participate in developing strategic goals
  - Monitor the agency's progress and evaluate outcomes
  - Be engaged. Ask questions
  - Exercise fiduciary oversight
- Community
  - Inform others about ELC
  - Advocate for early learning
- Individual Responsibility
  - Bring personal/professional expertise to support the mission
  - Read meeting materials (board and committee packets) prior to the meeting
  - Appreciate and respect differing viewpoints.
  - Abide by conflict of interest policy, Sunshine law and bylaws
  - Avoid conflict of interest, real or perceived
  - Financially support and/or help secure financial contributions to the ELC of Broward

## Board Recruitment and Applicant Process for Private Sector Vacancies

To recruit and select private business members for the Early Learning Coalition Board of Directors, the following process will be followed:

- 1) For private sector openings, ELC will create an announcement/flyer to include:
  - a. a general description of the opening and board member criteria
  - b. copy of the ELC Board member role and responsibilities\*
  - c. access to the ELC Board member application
- 2) The announcement shall be:
  - a. Posted on the ELC website for a minimum of 15 days.
  - b. Posted on all ELC social media platforms
  - c. Shared with all ELC Board members via email and social media (where appropriate). The expectation is that all board members will share the opportunity with their respective networks.
  - d. Emailed to ELC community partners.
- 3) The CEO and board members should identify and seek out potential candidates.
- 4) Interested individuals will complete the required application form and submit (along with a copy of a short biography) to Melody Martinez ([mmartinez@elcbroward.org](mailto:mmartinez@elcbroward.org))
- 5) After receiving the nominations, staff will review and ensure candidates meet minimum criteria and are eligible to serve.
- 6) **If applicant meets the criteria, ELC Executive Team will meet with the candidate for an informal meet and greet at the ELC Offices, allowing the candidate to become more familiar with ELC.**
- 7) The Nominating Committee will review potential candidates and determine next steps for viable candidates which may include interviews and gathering additional information about a candidate. The review and any additional steps shall be at the discretion of the Nominating Committee.
- 8) The Nominating Committee forwards vetted candidates to the Board for approval.
- 9) The board of directors will vote on the nominated applicant(s).

# MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County  
IS SEEKING DYNAMIC INDIVIDUALS TO JOIN  
THE BOARD OF DIRECTORS



## WE'RE LOOKING FOR PROFESSIONALS WITH EXPERTISE IN:

- Banking
- Public Relations/Marketing
- Health care
- Fundraising

## QUALITIES OF AN IDEAL CANDIDATE:

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Willing to help advance ELC Broward's mission

*Additional qualifications can be found on our website*

**Apply Today!**

[www.elcbroward.org/  
boardofdirectors](http://www.elcbroward.org/boardofdirectors)



*"Early learning,  
Early success."*

[www.elcbroward.org](http://www.elcbroward.org)  
954-377-2188