

**Early Learning Coalition of Broward County, Inc.**  
**Nominating Committee Meeting Agenda**  
**December 4, 2023, at 2:00 PM**  
**Zoom Meeting**

**Meeting ID: 810 3806 5689**      **Passcode: 735372**

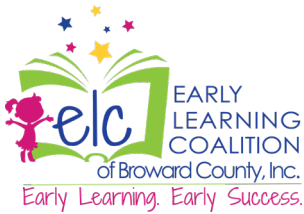
<https://us06web.zoom.us/j/81038065689?pwd=0AVA9fNPOPskLjreWAXmKkqbP9O5W.1>

*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
1.	<b>Call to Order</b>	Michael Asseff, Nominating Committee Chair
2.	<b>Roll Call</b>	Melody Martinez, Board Liaison
3.	<b>Consent Agenda</b> 1. Approve October 11, 2023, Committee meeting minutes	2 Michael Asseff, Nominating Committee Chair
4.	<b>Regular Business</b> 1. NOM242RB1 – Approve recommendation to bring the nomination of Dawn Liberta for First Vice Chair to the Board	4 Michael Asseff, Nominating Committee Chair Judith Merritt, COO
5.	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Committee</b> <b>Matters from our Partners</b> <b>Public Comment</b>	
6.	<b>Next ELC Nominating Committee: January 24, 2024</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.**  
**Nominating Committee Meeting Minutes**  
**October 11, 2023, at 12:00 PM**  
Virtual Meeting

Members in Attendance	Chair Michael Asseff; Sharonda Bailey; Melody McDonald; Dr. Amoy Reid; Twan Russell; Julie Winburn
Members Absent	Laurie Sallarulo
Staff in Attendance	Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Melody Martinez, Board Liaison
Others in Attendance	Julie Klahr, General Counsel; Beverly Batson; Dawn Liberta; Sydney Berlin; Krystie Castillo; Lisa Dodge; Kimberly Watson

Item	Action/Discussion
Welcome & Call to Order	<p>Chair Michael Asseff called the meeting to order at 12:03 PM. The roll was called, and a quorum was established.</p> <p>Chair Michael Asseff welcomed Board Member Melody McDonald to the Nominating Committee.</p>
<p><b>Consent Agenda</b></p> <p>1. Approve January 24, 2023, meeting minutes</p>	<p>A <b>Motion</b> was made by Melody McDonald and <b>Seconded</b> by Amoy Reid to approve the January 24, 2023, meeting minutes. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<p><b>Regular Committee</b></p> <p>1. NOM241RB1 – Private Business Sector Applicant Interview and Recommendation to Board</p> <ul style="list-style-type: none"> <li>• Dawn Liberta</li> </ul> <p>2. NOM241RB2 – Faith-Based Provider Representative Applicant Interviews and Recommendation to the Board</p> <ul style="list-style-type: none"> <li>• Sydney Berlin</li> <li>• Krystie Castillo</li> <li>• Lisa Dodge</li> <li>• Kimberly Watson</li> </ul>	<p>The COO summarized the Private Business Sector Board Nomination Process. The Candidate had a 10-minute opportunity to explain why she was interested in the position, and then the nominating committee members asked questions.</p> <p>The nominating committee discussed the applicant and then voted to recommend Dawn Liberta from Healthy Mothers, Healthy Babies Coalition of Broward County, Inc., to the full Board for the Private Business Sector board seat.</p> <p>A <b>Motion</b> was made by Sharonda Bailey and <b>Seconded</b> by Melody McDonald to Approve Dawn Liberta as the Private Business Sector Representative position and to bring to the Board. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The COO summarized the Board Provider Representative Nomination Process and introduced each candidate. Each Candidate had a 10-minute opportunity to explain why they were interested in the position, then nominating committee members had the opportunity to asked questions.</p> <p>Twan Russell asked if he needs to refrain or abstain from voting as he is also employed with the same organization as Lisa Dodge. Julie Klahr suggested that since he serves on the committee, there is a potential for conflict and recommended he abstain from participating and providing any input and voting.</p>

	<p>The nominating committee discussed the applicants and then voted, abstention from the voting was Twan Russell, due to his connection with the Archdiocese of Miami. During the voting Dr. Amoy Reid recommended Kristie Castillo from Viva Christian Academy for the Faith Based Provider Representative position, with the remaining members agreeing.</p> <p>A <b>Motion</b> was made by Amoy Reid and <b>Seconded</b> by Melody McDonald to Approve Krystie Castillo as the Faith-Based Provider Representative to fill the vacant position and bring to the Board. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<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>TBD</u>
<b>Adjourn</b>	Meeting adjourned at 12:57 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.*

DRAFT



<b>ITEM #/MEETING:</b>	NOM242RB1 / NOMINATING COMMITTEE
<b>MEETING DATE:</b>	December 4, 2023
<b>SUBJECT:</b>	First Vice Chair Nominations – Officer Elections
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<b>Approve recommendation to bring the nomination of Dawn Liberta for First Vice Chair to the Board</b>
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	NA
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

Per ELC Bylaws, Section 4.2, “Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) year term (“term of office”). Officers may hold the same elected position for up to two (2) consecutive terms of office.”

Dawn Liberta, who had been the ELC’s designated DCF representative on the Board, was elected as the First Vice Chair on July 1, 2022, for her second two-year term, scheduled to end on June 30, 2024. However, on September 28, 2023, she resigned from her Board position due to a new employment opportunity (outside of DCF). Per Section 4.2 of the ELC Bylaws, “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 a special election at the next regularly scheduled Board meeting for the said vacant office. In the event of a special election for a new Office of the Board, the Nominating Committee shall oversee the nominating process in accordance with the Coalition Bylaws.”

Based on the above guideline, a special election for the First Vice Chair will be held at the December 11, 2023, Board meeting to elect a new First Vice Chair. The newly elected First Vice Chair will serve in the position from December 11, 2023 (following the board vote) through the current fiscal year and then for a full two-year term that would end on June 30, 2026.

Board members were asked several times to submit applications to ELC staff after the resignation of Dawn Liberta.

**Current Status**

On October 16, 2023, Dawn Liberta was appointed as a Private Business Sector Board member. Additionally, she was nominated for the vacant First Vice Chair Officer position. No other nominations were received.

**Recommendation**

Approve the recommendation to bring the nomination of Dawn Liberta for First Vice-chair to the Board.