



**Early Learning Coalition of Broward County, Inc.**  
**Nominating Committee Meeting Agenda**  
**Dec 5, 2024, at 12:00 PM**  
[Zoom Meeting](#)

**Meeting ID: 811 5814 2577**      **Passcode: 812636**

<https://us06web.zoom.us/j/81158142577?pwd=NRZxgJlsidzbqjpaw11PLTOX4k12IG.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>		Amoy Reid, Nominating Committee Chair
<b>2.</b>	<b>Roll Call</b>		Melody Martinez, Board Liaison
<b>3.</b>	<b>Consent Agenda</b> 1. Approve Jun 10, 2024, Committee meeting minutes	2	Amoy Reid, Nominating Committee Chair
<b>4.</b>	<b>Regular Business</b> 1. NOM251RB1 –Provider Representative Applicant Interviews and Recommendation to the Board <ul style="list-style-type: none"> <li>• Genoveva Diaz-Suarez</li> <li>• Amy Hauser</li> <li>• Kimberly Martin</li> </ul>	4	Amoy Reid, 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: Jan 29, 2025, 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.”*



<p>3. NOM243RB3- Identify Board Membership needs- Board</p>	<p><b><u>Assess Board Composition and Needs</u></b></p> <p>The COO summarized the Board matrix and what areas we are looking to obtain new board members from, which are Banking Finance and Fundraising.</p> <p>There was a discussion regarding how many board members to have on the Board, and the Honorary Board members.</p> <p>Twan Rusell asked CEO if she thinks we need more board members. The CEO replied that 25 is a reasonable number. When we looked at the Board Matrix, we saw that we could use more board members in the fields mentioned earlier.</p> <p>A <b>Motion</b> was made by Amoy Reid and <b>Seconded</b> by Twan Russell to Approve:</p> <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> <p>The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>CEO asked to Amend the motion as it should not say “reach a goal of 25 board members”, but it should say up to 25 Board members.</p> <p>Dr. Amoy Reid made a new motion.</p> <p>A <b>Motion</b> was made by Amoy Reid and <b>Seconded</b> by Twan Russell to Approve:</p> <ol style="list-style-type: none"> <li>1. Recommend the Board actively recruit new Board members up to 25 Board members.</li> </ol> <p>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>	<b><u>Aug 28, 2024, at 1:00 PM</u></b>
<b>Adjourn</b>	Meeting adjourned at 10:29 AM by 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>	NOM251RB1 / NOMINATING COMMITTEE
<b>MEETING DATE:</b>	December 5, 2024
<b>SUBJECT:</b>	<b>Interview and select a Child Care Provider Representative to fill the vacant Board position.</b>
<b>FOR ACTION:</b>	Yes
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	N/A
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

Per ELC’s enacting statute, there are two board seats designated specifically for childcare providers. One seat is designated for “a representative of Private for-profit Child Care Providers including Private for-profit family day care homes.” The second seat is designated for a “Faith-Based” Child Care Provider Representative.

We received a resignation letter from Melody McDonald on September 9, 2024, indicating her last day as the Child Care Provider Representative on the ELC Board would be September 9, 2024, leaving a vacancy for this seat.

ELC staff followed the policy for filing a Provider Representative Board vacancy approved by the full Board on June 17, 2024, as detailed in the supporting documentation, including social media and email blasts to Providers and the placement on our website of the Application and Board Roles and Responsibilities documents.

**Current Status**

ELC received a total of five applications for the open Provider Representative board position. Two applicants did not meet the eligibility criteria and will not be proceeding in the process, leaving three applicants for consideration. Each of the remaining applicants submitted the required Resume, Application, and three references and were found to meet the required criteria/eligibility for the position. In addition to these required documents providers were provided the opportunity to send the ELC any feedback/comments they had on any of the applicants

The three applicants were informed about the upcoming Nominating Committee Meeting and advised they would each have 10 minutes in which to provide information about themselves and answer any questions from the Committee members. The schedule has been provided below and copies of each applicant’s resume, application, and references have been submitted to the Committee members via email. The packet will not contain specific applications, it will indicate should anyone wish to see the applications they can contact the Records Custodian at ELC.

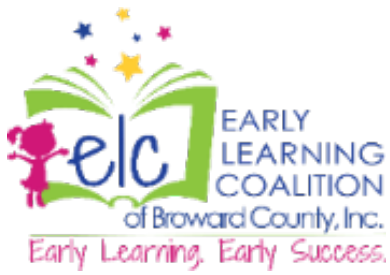
- Applicant 1 – Genoveva Diaz-Suarez from Little Village Preschool I Licensed capacity 74 & Little Village Preschool II, Licensed capacity 80, both offer SR and VPK.
- Applicant 2 – Amy Hauser from Davie Academy, Licensed capacity 252, and offer SR and VPK
- Applicant 3 – Kimberly Martin from Kiddle Academy of Coral Springs, Licensed capacity 170, and offer SR and VPK.

**Recommendation**

Staff recommend the Nominating committee select a new Provider Representative candidate to recommend to the Board at the upcoming Board Meeting scheduled for December 16, 2024.

### **Supporting Documents**

- Approved ELC Child Care Provider Nominating Process – June 17, 2024
- Board Roles and Responsibilities



See ELC Records Custodian for Provider Representative applications.

1. Genoveva Diaz-Suarez
2. Amy Hauser
3. Kimberly Martin



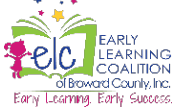
**Early Learning Coalition of Broward County**  
**Child Care Provider Nominating Process for Board of Directors**  
**Approved by Board on June 17, 2024**

The Child Care Provider applicant must be an Owner or Director. At least 10% of the applicants' early childcare center enrollment must be comprised of subsidized children (and/or VPK children). Please review the entire application prior to completing.

**Process**

To select child care providers to the Early Learning Coalition Board of Directors, the following process will be followed:

1. The ELC will post the open seat for a minimum of ten (10) business days. At a minimum, the notice will be posted on the ELC's website and via social media. Additionally, ELC will send an email notification to all child care providers with the announcement with the request for nominations.
2. Interested child-care providers will complete the required application form, provide a bio and email to the ELC.
3. After receipt of the application, ELC staff will review it to ensure the candidate meets the criteria as outlined in the application.
4. The list of interested candidates will be published so that the provider community can provide comments and feedback prior to the nominating committee meeting.
5. If applicant meets the criteria, within 30 days, 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.
6. The Nominating Committee is presented with all eligible candidate applications (and their supporting application documents) along with the feedback from the community providers.
7. The Nominating Committee will decide whether to interview some or all candidates and then make a recommendation to the Board.
8. The ELC Board of Directors will vote on the nominated provider.



## 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