

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

ELCFH Administrative Committee Meeting
Monday, November 14, 2016 @ 9:00 a.m.
1-866-628-8620; passcode 504163#

I. Welcome and Introductions

Mary Kay Burns, Committee Chair

II. Committee discussion items: (p 2-3) *minutes from 9.19.16 Administrative Committee meeting included in packet.*

<i>Item No.</i>	<i>Discussion Item</i>
1. p. 4-7	Krizner Group Audit- Employee policy update: <ul style="list-style-type: none"> a. <i>Computer usage</i> b. <i>Electronic communications</i> c. <i>Email curfew</i> d. <i>Contagious Illness</i> e. <i>Employee Corrective Action plan</i>
2. p. 7	Board Membership/ Officers: <ul style="list-style-type: none"> a. <i>ELCFH Vice Chair position</i> b. <i>Review projection for FY 17-18 Board membership and seat rotations.</i>
3.	Board Development/ Training: <i>review the Board Development item from the 10.26.16 Board meeting and discuss ideas for the 1.25.17 meeting</i>

III. Open Forum

IV. Closing