



ELCFH Executive Committee Agenda

Wednesday, December 14, 2016 @ 9:00 AM

Location: ELCFH Charlotte office (2886 Tamiami Trail, Suite 3 in Port Charlotte, FL)

Conference Calling: 866-628-8620; passcode 504163#

The mission of the Early Learning Coalition of Florida's Heartland, Inc. is to support families and children in accessing high quality early care and education services via School Readiness and Voluntary Pre-kindergarten programs. The ELCFH also serves as a point of access to resources and referrals for health care and family support services.

AGENDA

ITEM	SUBJECT	PRESENTER
1	CALL TO ORDER Introductions: Additions or Changes to the Agenda	Charlotte Heston, Board Chair
2 Action pgs 1 – 2 pgs 3 – 11 pgs 12 - 15 pg 16 pg 16	Consent Agenda: <ol style="list-style-type: none"> a. Approve minutes from the 8.3.16 Executive Committee meeting. b. FY 16-17 Executive Director Succession Plan (annual update) c. ELCFH Employee Policy updates and additions (Krizner Group) (recommended by Administrative Committee- 11.14.16) <ol style="list-style-type: none"> 1. Computer Usage policy 2. Electronic communications policy 3. Email Curfew policy 4. Contagious Illness policy d. FY 16-17 Match Waiver request to OEL e. Fiscal Policy updates <ol style="list-style-type: none"> 1. FM-18 Disbursements 2. FM-3 Procurement 	Charlotte Heston
3 Action	Officer Appointment- ELCFH Vice Chair: Approve appointment of Joe Paterno as Vice Chair for the ELCFH for the remainder of FY 16-17.	Charlotte Heston
4 Action pgs 17	School Readiness Provider contract review: JLP2 (Hardee County)	Anne Bouheben
5 Discussion pgs. 19 - 30	Preparation for Executive Director Annual Evaluation: The Executive Committee conducts the annual performance evaluation of the Executive Director. At this meeting, the tool will be reviewed and discussed. Committee members will be asked to complete the enclosed evaluation tool prior to the January 25, 2017 Board meeting; results will be reviewed and discussed in Executive Committee session immediately following the Board meeting.	Charlotte Heston
6	Open Forum	Charlotte Heston
7	Adjournment	Charlotte Heston

To obtain a copy of the Executive Committee meeting packet, please contact Marlen Mejia at mmejia@elcfh.org or via phone at 941.255.1650, ext. 127.