



**ELCFH Executive Committee Agenda**  
**Wednesday, January 25, 2017 immediately following the ELCFH Board meeting**  
**Location:** DeSoto County Health Dept Conf Room- 34 S. Baldwin St., Arcadia

*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**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PRESENTER</b>
<b>1</b>	<b>CALL TO ORDER</b> Introductions: Additions or Changes to the Agenda	Charlotte Heston, Board Chair
<b>2 Action</b> pgs 2-3	<b>Consent Agenda:</b> a. Approve minutes from the 12.14.16 Executive Committee meeting.	Charlotte Heston
<b>3 Discussion</b>	<b>Executive Director Annual Evaluation:</b> The Executive Committee will conduct the annual performance evaluation of the ELCFH Executive Director.	Charlotte Heston
<b>4</b>	<b>Open Forum</b>	Charlotte Heston
<b>5</b>	<b>Adjournment</b>	Charlotte Heston

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

## ELCFH Executive Committee Meeting Minutes

Wednesday, December 14<sup>th</sup>, 2016 @ 9:00 AM

**Executive Committee Members:** Charlotte Heston (Chair) - *via conference call*, Ron Mills (Board Secretary),  
Nancy Ebrahimi (Board Treasurer) - *via conference call*

**Staff:** Anne Bouhebert, Anna Brookbank, Lisa Toscano, Janet Lane, Pam Hillestad,  
Marlen Mejia

**Guests:** Brenda Braxton (Just Little People 2, Hardee County)- *via conference call*

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### I. Welcome and Introductions

The meeting was called to order at 9:48 a.m.

### II. Consent Agenda: The following items were presented via consent agenda:

- Minutes from the 8.3.16 Executive Committee meeting.
- FY 16-17 Executive Director Succession Plan (annual update)
- ELCFH Employee Policy updates and additions:
  - a. Computer Usage policy
  - b. Electronic communications policy
  - c. Email Curfew policy
  - d. Contagious Illness policy
- FY 16-17 Match Waiver request to OEL
- Fiscal Policy updates
  - a. FM-18 Disbursements
  - b. FM-3 Procurement

**Ron Mills made a motion to approve the Consent Agenda. Nancy Ebrahimi seconded. The motion carried.**

### III. Officer Appointment- ELCFH Vice Chair: The appointment of Joe Paterno as Vice Chair for the ELCFH for the remainder of FY 16-17 was presented.

**Nancy Ebrahimi made a motion to approve the appointment of Joe Paterno as Vice Chair. Ron Mills seconded. The motion carried.**

**IV. School Readiness Provider Contract review and action:** Just Little People 2 (Hardee County) had been placed on contractual suspension on August 3, 2016 due to citations specific to health and safety. The Committee elected to review the site within six months to determine if continued suspension was warranted. A Quality Committee and Management Team recommendation to return to regular status in response to the provider’s compliance with the suspension plan and to address limited child care availability was presented. The provider site was present via conference call and provided a written statement to the committee.

**Ron Mills made a motion to return Just Little People 2 to regular status for the School Readiness provider contract effective December 15, 2016. Nancy Ebrahimi seconded. The motion carried.**

**V. Preparation for the Executive Director Annual Evaluation:** The annual evaluation of the ELCFH Executive Director will be conducted on January 25, 2017 immediately following the Board meeting. Committee members reviewed the evaluation tool and supporting documentation. The evaluation tool will be completed by committee members and brought to the meeting for discussion. Associate Director level positions will be interviewed one-on-one by Executive Committee members and the feedback brought to the evaluation meeting.

**VI. Open Forum:**

- Committee members were asked their preference for meeting location to better enable face to face meetings. The committee asked to have meetings at the DeSoto Health Department. ELCFH staff will follow-up with the Health Department to determine if meeting space would be available.
- ELCFH management will send the approved and finalized match waiver request letter as well as the approval paperwork for a check exceeding \$5,000 to the Board Chair for review and signature.

**VII. Adjournment:** The meeting was adjourned at 10:11 a.m.

Approved:

Minutes prepared by:

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Ron Mills, Board Secretary

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Anne Bouhebent, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date