



GOVERNANCE & BYLAWS COMMITTEE MEETING AGENDA
November 12th, 2013; 3:00 p.m.

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| I. | Welcome and Introductions | Gerald K. Schwartz, Esq. |
| II. | Approval of August 26, 2013 Meeting Minutes | Gerald K. Schwartz, Esq. |
| III. | Program Policy & Provider Services Committee | Bob De La Fuente |
| IV. | Public Comment | Gerald K. Schwartz, Esq. |
| V. | Adjourn | Gerald K. Schwartz, Esq. |



Governance & Bylaws Meeting
August 26th, 2013; 8:30 a.m.
Conference Call

Committee Attendees: Gerald Schwartz, Esq.; David Lawrence, Jr.; David Williams, Jr.

Staff Attendees: Evelio Torres (President/CEO); Leeana Sanchez

General Attendees: Bob De La Fuente, Tew Cardenas

I. Welcome and Introductions **Gerald Schwartz, Esq.**

- G. Schwartz called the meeting to order and welcomed everyone.
- Quorum was established with 3 voting members.

II. Approval of August 20, 2013 Meeting Minutes **Gerald Schwartz, Esq.**

- D. Lawrence moved to approve the meeting minutes from August 20, 2013.
 - D. Williams seconded the motion.
 - Motion was unanimously passed.

III. Board Attendance **Bob De La Fuente**

- B. De La Fuente reviewed the Board attendance policy changes. Members would be required to attend 8 of the 10 meetings in person. Members would be allowed 2 excused absences. The third absence would be considered a resignation.
 - G. Schwartz moved to approve the changes.
 - D. Lawrence seconded the motion.
 - Motion was unanimously passed.

IV. Central Agency Positions **Bob De La Fuente**

- B. De La Fuente stated that to keep L. Martinez and D. Blomberg on the Board, they would have to be Optional Members. L. Martinez for Miami-Dade County and D. Blomberg for Monroe County. D. Williams could be moved to a private sector member, to allow the availability in the Optional Member Category.
 - D. Lawrence moved to approve the changes.
 - G. Schwartz seconded the motion.
 - Motion was unanimously passed.
 - D. Williams recused himself from the vote.

V. Public Comments **Gerald Schwartz, Esq.**

VI. Adjourn **Gerald Schwartz, Esq.**

Section 8.4 [INTENTIONALLY OMITTED]

Section 8.5 Program Policy & Provider Services Committee. The Program Policy & Provider Services Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to the approval of the Board of Directors. The Program Policy & Provider Services Committee Chair(s) shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

The Program Policy & Provider Services Committee is responsible for evaluating Coalition programs, formulating strategy and making policy recommendations to improve the quality of early care and education in Miami-Dade and Monroe Counties. It is also responsible for addressing the issues and concerns of both School Readiness and Voluntary Pre-kindergarten (VPK) early care and education providers in Miami-Dade and Monroe Counties.

8.5.1 The Program Policy & Provider Services Committee shall be responsible for evaluating and disseminating information concerning the Coalition's services, programs and policies impacting providers of early care and education in Miami-Dade and Monroe Counties. The Program Policy & Provider Services Committee shall review, analyze, formulate and recommend relevant policies, procedures and training requirements for participation in the Coalition's programs. The Program Policy & Provider Services Committee shall review, analyze and disseminate information concerning the child care resource and referral database, food programs, child health and development, professional associations, the availability of technical assistance, training opportunities, grants and other resources. The Program Policy & Provider Services Committee shall collect data, information and comments from providers in support of its mission. The Program Policy & Provider Services Committee shall also be responsible for instituting a process for resolving provider disputes and grievances.

8.5.2 Duties. The following outlines the duties, action steps and timelines that the Program Policy & Provider Services Committee has established to evaluate the effectiveness of services and programs. The Committee will:

- (i) Address and provide resolution, whenever possible, to concerns, requests or ideas brought forth by early child care and education providers (ECCEP).

- (ii) Report matters to the Board of Directors requiring Board action and provide feedback to providers regarding Board responses at subsequent Program Policy & Provider Services Committee meetings and via Provider News Alerts as needed.
- (iii) Review unresolved early child care education providers grievances submitted pursuant to the Coalition's grievance policies.

8.5.3 Meetings. The Program Policy & Provider Services Committee shall meet at least quarterly throughout Miami-Dade and Monroe Counties, as the Committee shall decide, and engage in dialogue with early child education providers regarding their ideas, needs, and concerns.

8.5.4 Reporting Structure. There shall be three Co-Chairs of the Program Policy & Provider Services Committee. The designated Co-Chair, or his/her designee, shall report to the Coalition's Board of Directors certain actions and/or issues pertaining to early care and education providers as deemed appropriate.

Section 8.4 ~~Program Policy and Strategy Committee. The Program Policy and Strategy Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to approval of the Board of Directors. The Program Policy and Strategy Committee Chair shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors. The Program Policy and Strategy Committee shall be responsible for evaluating Coalition programs, formulating strategy and making policy recommendations to improve the quality of early care and education in Miami-Dade and Monroe Counties.~~ [INTENTIONALLY OMITTED]

Section 8.5 ~~Providers' Service~~ Program Policy & Provider Services Committee. The ~~Providers' Service~~ Program Policy & Provider Services Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to the approval of the Board of Directors. The ~~Providers' Service~~ Program Policy & Provider Services Committee Chair(s) shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

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8.5.2 Duties. The following outlines the duties, action steps and timelines that the [Program Policy & Provider Services Committee](#) has established to evaluate the effectiveness of services and programs. The Committee will:

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