Early Learning Coalition of Manatee County
Executive & Leadership Transition
Committee Meeting
September 2, 2022

The Early Learning Coalition of Manatee County, Inc. held an ELC Executive & Leadership Transition Committee Meeting on September 2, 2022, at 11:00 am at 202 Old Main St, Bradenton, FL 34205

Committee Members Present

✓ Mr. Adam Mohammadbhoy
Exc Ms. Annette Larkin
Zoom Ms. Rachel Kendzior
✓ Mr. Robert Bell
Zoom Ms. Karen Carpenter
✓ Dr. Robin Thompson
✓ Mr. Andrew Minor
Zoom Ms. Christina Riggio
Exc Ms. Jennifer Passmore

ELC Staff Present

Mr. Darrell King

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Executive & Leadership Transition Committee Meeting on September 2, 2022.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:05.

Pre-Interview Discussion

Notes: Adam opened @ 11:05
Game plan

Interim CEO Interview

Notes: Q + A, Forever

Post-Interview Discussion
Notes:

Motion to recommend offering D.K. [redacted] C.E.O. position and make said recommendation to E.L.C. Executive Finance Committee

Upon motion duly made by R. B. ***and seconded by*** Andy Minor, ***the Executive & Leadership Transition Committee unanimously approved***

Adjournment

There was no further business before the ELC Executive and Leadership Transition Committee. The meeting adjourned at 1:13.

Minutes prepared by:

Robert M. Bell, Pres.
Robert Bell, Secretary/Treasurer

Minutes approved by:

Adam Mohammadbhoy, Esq., Chair

CEO

EARLY LEARNING COALITION OF MANATEE COUNTY

INTERVIEW

1. Mission/Vision
2. Strategic Planning and Goals/ 1-3-5 Yr. Plan
3. Business Development
4. Financial Management
5. Programs
6. Human Resources/Employee Relations
7. Community Relations/ Public Image
8. Leadership/ Professionalism
9. Job & Industry Knowledge
10. Regulatory Compliance
11. Board Collaboration/Development

MISSION &VISION

- What is your mission as CEO?
- What is your vision for ELC?
- What do you see as the priorities for ELC?
- What changes would you implement in the 1st year to meet or create the pathway for your vision?
- What do you think are the biggest challenges in our industry?
- Describe your rationale before you make any decision?

STRATEGIC PLANNING & GOALS

- What are your next 90-day short term goals for ELC?
- What changes would you implement in Year 1?
- How would you build out a 3 and 5 year plan for ELC?
- What is strategy for maintenance and growth for ELC?
- What problems/issues do you see confronting ELC? What is your plan to manage for resolution?

BUSINESS DEVELOPMENT

- What are your endeavors to maximize the revenues of ELC?
- What infrastructure modifications or developments will you make for expansion to enrich programs serving the community?
- What are your plans for attendance and involvement in meetings at state and federal level on behalf of ELC to promote opportunity and collaboration?
- What are your plans to leverage relationships in the community for further program growth and development with other nonprofits, government agencies, elected officials, funders and general public?

FINANCIAL MANAGEMENT

- What are you doing to direct and manage funds to ensure ELC is meeting OEL policy?
- What are you doing with budgeting to ensure financial efficient and effective performance while being compliant with regulatory requirements for proper utilization of resources?
- What are your plans for giving and receiving from other charities monetarily with emphasis on Nextgen Magazine and sponsorship?
- What are your strategies for attracting funds and what funds will you be focused on?
- What are your match development activities?

PROGRAMS

- How do you see the ELC programs changing or growing over the next 1-5 Years?
- What are you plans for the current programs and providers?
- How do you see the ELC's programs and services responding to the needs of our community of families, children and providers?
- What is your collaboration plan for programs with other organizations in the community and other coalitions?

HUMAN RESOURCES & EMPLOYEE RELATIONS

- What is your vision for personnel procedures and practices?
- What are your plans for staff including retention, recruitment and development?
- How will implement policies that ensure a safe, inclusive and diverse working environment?
- How will you establish clear patterns and pathways for communication, authority, supervision and responsibility?
- What is your plan to instill a customer centric culture in the Coalition?

COMMUNITY RELATIONS/PUBLIC IMAGE

- What is your plan to strengthen working relationships with elected officials, government entities, organizations and other coalitions?
- How will collaborate with business's, civic and local organizations to solve coalition issues with affected parties?
- What will you do to develop a cooperative relationship with media and achieve the status as expert and leader in early learning issues?
- How will you promote a positive image and provide community impact for the Coalition?
- What are your plans for community involvement and participation in activities and events that enhance contribution to the ELC?

LEADERSHIP & PROFESSIONALISM

- What are your policies to ensure ethics, honesty, integrity and professionalism in all matters of the Coalition?
- How will you analyze issues, problems, conflicts and concerns? How will you managed this under moments of increased stress and pressure?
- What is the biggest challenge you have faced in your career? How did you overcome it and what did you learn from it?
- Describe a time you had to make a tough decision. What did you do and what was the result?
- What are your plans for professional development?
- Do you have a mentor CEO at another coalition for consultation and guidance?
- What are your plans for leadership roles outside of the Coalition in the community?

JOB & INDUSTRY KNOWLEDGE

- What are the strengths/knowledge you will take from your COO role and apply to the CEO position?
- How will you apply a high degree of expertise and knowledge of all developments in early education and implication of early learning?
- How are you managing leadership with internal staff for execution of the following: daily operations of the business, oversight of financial management, human resources, program development, program quality and delivery and public relations?
- How will you manage future relationships with all touchpoints of ELC including the following: volunteers, government officials, community leaders, business leaders, childcare providers, clients, vendors and families that the coalition serves?

REGULATORY COMPLIANCE

- What policies and procedures will you have in place to ensure compliance with all local, state and federal regulations including OEL requirements, grants and emergency action within the Coalition and the Providers?

BOARD COLLABORATION & DEVELOPMENT

- What is your plan to appropriately apprise board members of developments, needs and issues at the coalition?
- What is goal for growing board involvement and collaboration at/with the coalition and staff?
- Do you have a protocol in place for communication with Board in a time of staff dispute, emergency, provider complication and succession plan?

LAST AND MOST IMPORTANTLY....

Why do you want to be CEO of ELC Manatee County?