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ELCFH Administrative Committee Meeting

Thursday, February 12, 2026 at 9:00 AM via ZOOM

Zoom meeting link: <https://us02web.zoom.us/j/83332477514?pwd=JOppBIK4BsLGYf0HbxuNfXsRBWEUVb.1>
Meeting ID: 833 3247 7514 Password: 187897 Phone: +1 305 224 1968

Committee Chair- Aaron Stitt

Agenda Item	Content
1. Opening	Review of 12.4.25 meeting minutes
2. Committee Recommendations to the ELCFH Board	<ul style="list-style-type: none">a. ELCFH Bylaws Amendment: Article 5- Meetings; Section 5.4- Voting Regulationsb. ELCFH Employee Handbook: Hybrid Work Schedules
3. Board Membership	<ul style="list-style-type: none">a. ELCFH Board Membership Roster by County- review of membership for FY 25-26b. An update on the most current communication with the Governor's Appointments office regarding Gubernatorial Appointment applications on file will be provided.c. Chancellor Cari Miller- visiting ELCFH and providing support for gubernatorial appointments.d. Board Membership Application review- <i>Amy Huddleston, PSB, Charlotte County (reference Attachment- application and resume)</i>e. Update: Board member visits to child care provider sites
4. Open Forum and Adjourn	<i>The next ELCFH Administrative Committee meeting will be held on Thursday, May 14, 2026 at 9:00AM in the Port Charlotte office and via ZOOM.</i>

Item 1: 12.4.25 Administrative Committee Meeting Minutes

Committee Members Present: Aaron Stitt, Dr. Joe Pepe, Asena Mott, Dr. Amy Bennett

Staff Members Present: Anne Brewer, Pam Hillestad, Peggy Martel

Agenda Items	Item Overview	Comments/ Actions
1. Opening	<p>The meeting opened at 9:00 AM. An overview of the Krizner Annual HR audit conducted on October 22nd was presented and discussed. This included a listing of all covered audit topics and resources provided by the auditor for ELCFH consideration. A relevant training was provided to the ELCFH management team.</p>	N/A
2. Krizner Audit Recommendations for policy updates for the ELCFH Employee Handbook	<p><i>Current ELCFH policies or applicable excerpts were provided for comparison with the recommended policy. Management team review and recommendation was also provided. The policies addressed the following topics:</i></p> <p>Internal Promotions- no changes to current policy recommended</p> <p><i>Self Reporting of Arrests- addition of statement requested: For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported. Any employee in violation of the reporting requirements of this policy will be dismissed.</i></p> <p>Workplace Surveillance and Monitoring: Sufficient policy exists to allow management to address individual issues should they arise.</p>	<p>Committee members agreed with management that no update was needed.</p> <p>Committee members agreed with management that the addition of the referenced statement helped to further explain/ define the existing policy.</p> <p><u>Additional statement recommended for Board/ Executive Committee approval as presented.</u></p> <p>Committee members agreed with management that implementation of this policy could be to the detriment of ELCFH employee morale.</p>

<p>3. FY 25-26 Board Membership</p>	<p>The following items were discussed: ELCFH Board Membership Roster by County was reviewed FY 25-26.</p> <p>Gubernational appointment applications continue to be a need for the ELCFH. Outreach to current private sector business members, the Appointments Office, the full Board and Community Partners will continue.</p> <p>The Membership Application for Amber Chudoba was presented and discussed for eligibility.</p> <p>Additional applicants were discussed/ identified.</p>	<p>The Committee commented on proposed recruitment efforts for FY 25-26 including outreach to individual PSB members and individuals who may qualify as PSB Board Members. .</p> <p><u>Committee members recommended approval of the application for A. Chudoba by the Board/ Executive Committee.</u></p>
<p>4. Open Forum and Adjourn</p>	<p>A member commented on the desire to visit provider sites with ELCFH staff. This will be arranged for interested members in all four counties.</p> <p>The meeting adjourned at 9:28 AM.</p>	<p>Follow-up will be provided on this item.</p>

2.a ELCFH Bylaws Excerpt- requirement per DEL; new language is underlined

NOTE: Per Article 10 of the ELCFH Bylaws, the following process must be followed when amending the ELCFH Bylaws:

1. *Notice of any proposed amendment to the Bylaws must be provided to members of the Coalition Board at least fifteen (15) days prior to the consideration of action on the proposed amendment.*
2. *The notice may include the complete text of the proposed amendment, but must include a summary of the intent of the proposed amendment, including administrative and financial implications of the amendment.*

5.4 VOTING REGULATIONS

A majority of the Coalition Board membership constitutes quorum to conduct business. The act of a majority of the members present at the meeting at which a quorum is present shall be the act of the voting members. The exception will be any business that requires the concurrence of two-thirds of the members as stated in ELCFH policy.

- 5.4.1 Fifty-one percent (51%) of the members will constitute a quorum for the transaction of business at any meeting of the Coalition Board. If less than a majority of voting members is present at said meeting, a majority of the to FS 1002.83(6), an early learning coalition may use any method of telecommunication to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate.
- 5.4.2 Any voting member who has a conflict of interest on any item brought before the Coalition Board for discussion or action will disclose that conflict in advance, complying fully with statutory rules governing conflicts of interest.
- 5.4.3 Pursuant to s. 1002.83(8), F.S., “a voting member of an early learning coalition may not appoint a designee to act in his or her place, except as otherwise provided in this subsection. A voting member may send a representative to coalition meetings, but that representative does not have voting privileges. When a regional administrator for the Department of Children and Families appoints a designee to an early learning coalition, that designee is the voting member of the coalition, and any individual attending in the designee’s place, including the district administrator, does not have voting privileges.

2.b ELCFH Employee Handbook Policy- NEW policy to address Hybrid Work Policy/ Hybrid Work Schedules

NOTE: The below policy was provided by the Krizner Group HR consultant (as the request of the ELCFH) and edited to fit the work of ELCFH.

The ELCFH is committed to creating a work environment that supports overall strategic goals and organizational values. In keeping with this commitment, we see the value in allowing flexible work arrangements that are conducive to accomplishing the goals of the agency, the individual position, as well as the individual department teams. The ELCFH understands that hybrid work arrangements will increase retention and recruitment of highly qualified employees, maintain employee productivity, and promote employee engagement. Telecommuting/ remote work and/ or hybrid work schedules are not an entitlement or an agency-wide benefit. It is a privilege; and it in no way changes the terms and conditions of employment with the ELCFH.

ELCFH Management/ direct supervisors determine whether a specific job may be performed effectively off-site and whether an individual is effectively working without in-office supervision. The Hybrid Work Policy/ Hybrid Work Schedule will include four and five-day work week options that allows for some telecommuting/ remote work.

Eligibility

Regular permanent full-time employees must meet the following criteria to qualify for a hybrid work schedule:

- Reached the one year anniversary of working for the ELCFH;
- Received an overall score of 4 or higher on the ELCFH Annual Performance Evaluation (with no score less than 3 on any individual indicators);
- Is not under an active Corrective Action Plan or other disciplinary action;
- Has the needed connection and technology requirements for secure remote work as defined by the ELCFH Technology Use & Security Policy and IT Vendor requirements;
- Demonstrated accurate and contemporaneous timekeeping skills for three consecutive months, prior to approval. To meet this requirement, time will be reviewed weekly to ensure compliance within the work week, Sunday – Saturday;
- Demonstrated use of Outlook calendaring for all meetings and personal time (e.g. doctor's appointment) during ELCFH regular business hours (including applicable after hours meeting/ trainings/ weekend events) for three consecutive months, prior to approval;

- Supervisor approves the requested plan for remote work privileges (before submitting to Executive Director);
- Demonstrated compliance with all roles and responsibilities as listed in the applicable position description.

Waiver of eligibility requirements may be granted by Executive Director under unique and extreme circumstances

Communication & Response Time Expectations

Clear communications and timely responses among staff are vital for an effective organization. Staff who are telecommuting must be attentive to communications, especially those with high importance and deadlines. A key to effective communication while working remotely is to recognize that other staff are in need of a response, input, or feedback. Responses may not be delayed until the remote employee is in the office. If a remote employee is not able to timely and effectively respond as if in the office, the employee may no longer be permitted to telecommute.

Unless otherwise discussed with their supervisor, employees who are working remotely are expected to be available to colleagues and external stakeholders by phone, virtual meeting platforms, email, and/or any other means of communication utilized by their team or in the performance of their job responsibilities.

Remote employees are expected to have the functionality and knowledge to respond to emails, voicemails, instant messages/ texts, and requests for virtual video meetings while in their remote work location. Remote employees are expected to have the ability to perform basic office functions, such as accessing the internet and utilizing video and audio devices.

Hybrid work privileges must not adversely affect relations with outside individuals or organizations, employee productivity, or progress of an individual or team assignment. At their sole discretion, supervisors may require team members who are working remotely to submit a specific work plan in advance of the remote workday(s) and/or to submit a summary of work completed. This may be important if there is an upcoming deadline that requires tight coordination between team members to meet that deadline.

Hybrid Work Location Requirements

The ELCFH requires high standards for confidentiality and properly secured information protocols apply to any remote work location. Remote work locations must have prior approval by the ELCFH Executive Director. Remote employees must ensure their designated remote work location provides for client confidentiality, enables performance of job responsibilities in a professional

manner, and that employee performance and case handling standards are met, including:

- Ensure that the remote work location has the ability to have private phone and video conversations.
- Properly safeguard all electronic data and equipment. Confidential paper files and documents may only be housed at the ELCFH office locations or approved secured storage facilities.
- Meet the minimum requirement for secure internet network access as established under ELCFH policy and by the IT Vendor/ Support.
- Meet the minimum requirement for internet speed to allow for quality phone and videocommunications.
- Use an assigned computer when possible. If not using an assigned computer, staff may not download ELCFH information to the non-organization device, must utilize up-to-date anti-virus protection, and should make sure to log out of all active sessions in applicable cloud-based systems. Where possible, the history and cache should be cleared. The use of both ELCFH-owned and non-owned equipment must adhere to the guidelines in the Policy & Procedures Manual (Employee Handbook) which includes the ELCFH Technology Use and Security Policy.
- Ensure a safe physical working environment that is free from hazards.

Security

Employees will also abide by all ELCFH policies and procedures on use of electronic devices and systems; to contact IT Support for any issues in supporting updated electronic security and measures on ELCFH equipment; and to immediately report any lost, stolen, compromised, or damaged systems or devices to a supervisor and Director- Finance & IT.

Safety & Liability

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Employees are responsible for notifying the ELCFH of any injuries sustained while at their remote work location in conjunction with their regular work duties. Employees are covered under the Workers' Compensation Act if injured in the course of performing official duties at the telecommuting site. An employee's claim for benefits or services will be governed by Chapter 440, Florida Statutes. If an injury is determined to have been caused by employee negligence or employee failure in maintaining safeworking conditions over which the employee has or had control, the employee may

be subject to disciplinary action. If an employee is injured in a work-related accident at the remote work site, the employee must notify the supervisor immediately.

Employees are not permitted to operate a motor vehicle while performing active work duties such as responding to emails/messages or participating in a video call or non-hands-free phone calls.

The ELCFH is not liable for loss, destruction, or injury that may occur in or to the employee's remote workspace. This includes family members, visitors, or others that may become injured within or around the employee's remote workspace.

Staff may not hold in-person work-related meetings at their homes or other personal/ remote work spaces.

Professional Appearance

Remote staff are expected to be fully prepared to participate in scheduled meetings in a professional manner.

- When scheduling a meeting, ensure there is a listed conference line, zoom video conferencing, or meeting link included in calendared events;
- Dress code remains consistent with the ELCFH offices and employees are expected to dress appropriately to reflect the professionalism of the ELCFH.
- The remote work location must be free of unprofessional or offensive visual distractions

Dependent Care

Employees may not use remote work time to care for a family member. If the employee must stay home to care for a family member due to illness, lack of childcare, or any other reason, it is assumed that the employee is not available for a full workday and is not working remotely. This employee would need to utilize their earned leave options for this non-working time.

During extraordinary circumstances (as experienced with the COVID-19 pandemic), an employee may be granted permission to work remotely while also being a primary caregiver to a family member if recommended by the direct supervisor and approved by the Executive Director.

Job Description and Responsibilities

Employees participating in hybrid work plans are subject to the same job description expectations and policies and procedures regarding attendance, leave, job performance, discipline, and employment separation as an employee not participating in remote work. The job description and expectations are not altered because an employee is electing to participate in a hybrid work plan.

Work Week

An eligible employee can work a maximum of 10 hours remotely on no more than two days a week in an approved, predictable schedule. The ELCFH Management Team in conjunction with the Executive Director may select one regularly scheduled day a week where telecommuting is not permitted. This is intended to ensure the office and team culture of collaboration is maintained. In-person meetings, trainings, outreach activities, and other required travel needs, and commitments of the department/ELCFH supersede any individual employee's approved hybrid schedule.

Compensation

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in a hybrid work schedule. The amount of time the employee is expected to work per day or pay period also will not change as a result of participation in a hybrid work schedule. All non-exempt employees must seek prior supervisor approval for any work over 40 hours (resulting in overtime).

Mileage Reimbursement

Mileage reimbursement will continue to be reimbursed at the rate allowable and will be calculated from the employee's assigned office or remote work location. While working remotely, employees are not reimbursed for mileage from their home to their assigned office.

Requesting Approval for a Hybrid Work Plan

The process for requesting a hybrid work plan requires a discussion with the employee's supervisor and may need to include other staff and teammates. Employees should speak directly with their supervisor if they would like to be considered for hybrid work privileges. If the supervisor determines the employee has met all the eligibility criteria, the supervisor can work with the employee to create a schedule that balances the employee's request with the needs of the position and the team and office and work for their job position. The ELCFH presumption is that a recurring hybrid schedule is most efficient when a set schedule is created and easily communicated to other colleagues.

The hybrid work plan request created by the employee and supervisor and the needed documentation would then be reviewed by Executive Director for final approval. The Executive Director approval serves to ensure the policy is being consistently applied throughout the organization and the remote work plans are meeting the overall needs of the organization. The Executive Director maintains final decision-making authority.

Requests for approval of regular hybrid work shall be made in advance in writing by the employee to his or her supervisor on the approved form. The request shall include:

- The length of the remote work arrangement;
- The hours and days proposed;
- A description of how employee will accomplish the major components of the job;
- Affirmation that the employee has provided for and will assure the proper use and safeguard of ELCFH property and confidential information while working remotely;
- Affirmation that the employee has provided for and will adhere to Technology and Security requirements; and
- Affirmation that the employee has reviewed and ensured a safe workspace.

Any approved hybrid work plan is never permanent, and may be altered, suspended or discontinued based on program need and/or employee performance.

Roles and Responsibilities

The employee's role is to:

- Consider the need, work conditions, and type of hybrid work arrangement that would meet position requirements along with the impact on clients/ providers and teammates
- Describe the benefits of this arrangement to supervisor
- Anticipate challenges and provide suggestions to address these issues
- Remain open to feedback and changes to the proposal
- Be accountable to coworkers, supervisors, clients, and outside agencies or vendors
- Maintain the required secure internet connection to allow for quality remote work
- Properly secure all client information and data and communications, both digital and paper
- Maintain a safe workspace free of hazards
- Communicate with supervisor to ensure expectations are met; and
- Regularly evaluate arrangement with supervisor and implement agreed upon changes
- Maintain contemporaneous time entry practices
- Understand those electing a hybrid work plan, may at some point be asked to forfeit their personal use of an assigned office space in favor of a shared or general workspace that best maximizes ELCFH use of building space and staff.

The supervisor's role is to:

- Ensure that hybrid work arrangements promote ELCFH values and goals of providing excellent legal services and serving our clients.
- Support the concept verbally and through personal modeling of consistent work practices
- Work collaboratively with employees to address challenges and/or obstacles
- Clearly communicate defined tasks and expectations

- Measure performance through results, behaviors, and collaboration
- Provide regular feedback on performance through evaluations, weekly or quarterly case reviewmeetings, and periodic reevaluation of remote work plan
- Be willing to reverse a hybrid work plan if it is not serving the organization, office, team, clients,or individual's needs; and
- Set expectations for procedures and guidelines for hybrid work arrangements with allemployees

Item 3.a- FY 25-26 Board Membership

Name	Affiliation	Term	
<i>Gubernatorial Appointee- Board Chair</i>	Pending application/ appointment- PSB only can apply		
<i>Gubernatorial Appointee</i>	Pending application/ appointment- PSB only can apply		
<i>Gubernatorial Appointee</i>	Pending application/ appointment- PSB only can apply		
Charlotte			
Aaron Stitt	DCF Circuit Administrator	1 st	6.30.26
Peg Elmore	CareerSource SW Florida	1 st	6.30.29
Dr. Joe Pepe	FL Department of Health-	1 st	6.30.29
Leigh Ann Moccia	IDEA	1 st	6.30.28
Mary Stewart- <i>Treasurer</i>	Private Sector Business	2 nd	6.30.27
Enrico Pucci	Private Sector Business	1 st	6.30.28
Larry Lawman	Private Sector Business	1 st	6.30.29
Amy Huddleston	Private Sector Business	1st	2.25.30
DeSoto			
Dr. Amy Bennett	School District- DeSoto County	1 st	6.30.29
Asena Mott	South Florida State College	1 st	6.30.29
Hardee			
Nancy Ebrahimi-Driggers- <i>Vice Chair</i>	DCF- Child Care Licensing	1 st	6.30.29
Amber Chudoba	Private Sector Business	1 st	1.1.30
Ashleigh Hayes	Private Sector Business	1 st	6.30.27
Highlands			
Gail Werley	Children's Service Council	1 st	6.30.28
Nancy Zachary- <i>Secretary</i>	Head Start Director (RCMA)	2 nd	6.30.27
John Stover- <i>Interim Chair</i>	For-Profit Provider Rep	2 nd	6.30.27
Susan Norris	Faith-based Provider Rep	2 nd	6.30.28

NOTES:

1002.83 F.S.- requires ELCs to have no less than 15 and no more than 30 members. With the addition of the one new member, the ELCFH will have a total of 17 members:

- 3 Gubernatorial Appts (including the Board Chair) are needed
- 11 mandatory seats filled (all)
- 6 PSB seats filled (all would qualify for the Board Chair/ Gub Appts seats).