

**Date: November 1,2021**

**To: Early Learning Board Members**

**Fr: M. Wai'ale'ale Sarsona, Governance Standing Subcommittee Chair**

**Re: Request ELB Approval of the following at its November 18,2021 meeting**

- A. Approve the Act 210 Coordinator Job Description
- B. Authorize the ELB Chair to work with the HIDOE to enable the recruitment process.
- C. Authorize the ELB chair to establish an interview panel of no more than 6 board members.

**A. Approve the Act 210 Coordinator Job Description**

At the 2021 legislative session, ELB received funding for the Act 46 Coordinator. The position shall report directly to the chair of the ELB. The GSS has reviewed the job description in alignment with the intentions of Act 46 and recommends approval.

**B. Authorize the Chair to work with the HIDOE to enable the recruitment process.**

The GSS recommends that the chair works with the HIDOE to enable the recruitment process. The position will be processed through the Office of Talent Management.

**C. Authorize the ELB chair to establish an interview panel of no more than 6 board members.**

The GSS recommends authorizing the ELB chair to establish an interview panel with no more than 6 board members. Members shall be made of the chair, affected departments and voting members. The panel shall complete interviews and make a recommendation directly to the chair.