

Date: Sep 06, 2024

From: Matthew Shim
Early Learning Board (ELB) Governance Subcommittee Chair

Re: Governance Subcommittee Update to Early Learning Board

The Governance Subcommittee met during our regularly scheduled monthly meeting on Friday, August 23, 2024 (1230p-130p).

- Members present on Friday, August 23, included: Elaine Yamashita, Matthew Shim, Dayna Luka, and Yuuko Arikawa-Cross

Subcommittee Item 1. Early Learning Board Travel Policy.

- The Subcommittee members discussed the following items and present recommendations for board approval:
 - If the elected ELB Chair or Vice Chair reside on a Neighbor Island (not Oahu), how often should they attend the monthly ELB Meeting in-person?
 - **RECOMMENDATION 1.1:**
If either the elected Chair or Vice-Chair are from Kauai County, Maui County, or Hawaii County, whichever will preside at the monthly ELB meeting can request travel to Oahu to preside in-person, EOEL budget permitting.
 - Is there a minimum number of in-person meetings for all board members?
 - **RECOMMENDATION 1.2:**
The ELB will schedule one mandatory all member in-person meeting for voting and non-voting members per calendar year, EOEL budget permitting.
 - Is there a minimum number of in-person meetings for county/at-large board members?
 - **RECOMMENDATION 1.3:**
Neighbor Island board members (county/at-large) may submit up to 11 in-person meeting travel requests per state fiscal year (July 1 – June 30), EOEL budget permitting.
 - Are there any other meetings or events besides monthly ELB meetings that may be necessary for ELB representation?
 - **RECOMMENDATION 1.4:**
There may be other meetings that require the Chair or Vice Chair to attend to represent ELB. The Chair or Vice Chair will inform the Board of the meeting invitations. The Chair or Vice Chair will determine if travel is necessary/feasible to attend, EOEL budget permitting.
 - **INFORMATION:** EOEL will craft official policy documents for administrative, business, and financial purposes for any of the above travel recommendations that are approved by the ELB.
- **ELB ACTION ITEM:** Approve the four Early Learning Board travel policy recommendations as presented to the board on September 12, 2024.

Continues on the next page...

Date: September 6, 2024

Re: Governance Subcommittee Update to Early Learning Board

Subcommittee Item 2. EOEL Executive Director Performance Evaluation Period.

- The Subcommittee members discussed the following and present a recommendation for board approval:
 - Consider a performance evaluation period that will provide the EOEL Executive Director with clear evaluation criteria and a 12-month evaluation period.
 - **RECOMMENDATION 2.1:**
EOEL Executive Director annual evaluation period is July 1 to June 30.
 - **RECOMMENDATION 2.2:**
The EOEL Executive Director will present a summary presentation of previous year's performance activities to ELB at June ELB meeting.
 - **RECOMMENDATION 2.3:**
The ELB will provide feedback on EOEL Executive Director activities to EOEL Chair by July ELB meeting.
 - **RECOMMENDATION 2.4:**
Performance evaluation criteria (selected from core performance metrics/items from board approved EOEL Director Evaluation Leadership Standards/Indicators) will be presented to EOEL Director each August.
- **ELB ACTION ITEM:** Approve the four EOEL Executive Director performance evaluation period recommendations as presented to the board on September 12, 2024.

----- End of update -----