



Public Transparency Policy

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| Name | Public Transparency Policy |
| Applicable to | All board and staff members |
| Location | ELC Manatee Website |
| Effective Date | 9/16/15 |
| Date(s) of Revision | |
| Legal and Other References | COA Standard ETH 1.; Florida’s Government-in-the Sunshine law, s. 286.011, F.S.; Title X, Chapter 119, F.S.; Confidentiality of Records and Data Policy; Communications Plan |

It is the policy of the Early Learning Coalition (ELC) to operate in an open and transparent manner, for earning the public trust through honest, truthful, responsible transactions and relationships. The ELC recognizes that the public has a right to clear, timely, accurate information about the agency's vision, mission, goals and objectives, staffing structure, governance programs, activities, aggregate data on service recipients, finances, performance, relationships, issue-based positions, grievances, and methods for obtaining stakeholder feedback.

The ELC shall maintain full compliance with Florida’s Government-in-the Sunshine law, s. 286.011, F.S., commonly referred to as the Sunshine Law. It provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels. The law is equally applicable to elected and appointed boards, and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Members-elect to such boards or commissions are also subject to the Sunshine Law, even though they have not yet taken office. There are three basic requirements of s. 286.011, F.S.: (1) Meetings of public boards or commissions must be open to the public; (2) Reasonable notice of such meetings must be given; and (3) Minutes of the meetings must be taken and promptly recorded.

The ELC will also maintain compliance with Title X, Chapter 119, F.S., as it relates to public record requests. The ELC shall ensure records, regardless of the medium, are open for personal inspection and copying by any person and in accordance with the laws governing confidentiality.

The ELC will promote and maintain the education of the Board of Directors, and staff regarding ethical practice and expectations set forth in this policy. Board and staff members will sign that they have read and understand this policy and procedures.

Board Chair Signature _____ Date _____

CEO Signature _____ Date _____