

EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC. BOARD MEETING MINUTES

Meeting: ELC of Northwest Florida, Inc. Board of Directors Meeting

Day/Date/Time: Monday, August 7, 2006 – 2:00 p.m. CST

Location: Workforce Center – Panama City, Florida

Call-in #: 1-888-296-6500, guest code 941658

ATTENDANCE

Coalition Members Present:

Elaine Chadwell, Scott Clemons, Olivia Cooley, Arthur Cullen, Sharon Gaskin, Steve Griffin (via telephone), Elizabeth Kirvin (via telephone), Al McCambry, David Melvin, Steve Southerland II, Jerry Sowell, David Warriner (via telephone)

Coalition Members Absent:

Shelly Bear, Lee Anne Case, Soudra Davis, Rick Dye, Todd Gallati, Jill Jones, Mary McKenzie, Dr. Bob McSpadden, Jerry Sewell, Leeann Shoemake, Richard Williams

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Amy Minkewicz, Amy Mitchell, Cindy Olszowy

Guests Present:

Rose Mary Everitt (via phone), Pam Fleege, Patricia Johnson, Brenda Nolind, Sam Sweazy, Retha Threatt

I. Call to Order

Steve Southerland II, Chair, called the meeting to order.

II. Roll Call

The Chair requested staff call roll to ensure quorum.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Action Items

1. Adoption of Agenda

The meeting agenda was presented. Scott Clemons made a motion to adopt the agenda and the motion carried.

2. Approval of Minutes

Minutes from the June 5 and June 20, 2006 board meetings were presented. Scott Clemons made a motion to approve the minutes of both meetings and the motion carried.

3. Financial Report

Jerry Sowell, Treasurer, presented a preliminary (unaudited) financial report for fiscal year ending June 30, 2006 (Attachment 1). Arthur Cullen made a motion to approve the report and the motion carried.

The Treasurer also presented a revised annual budget for fiscal year 2006-2007. The Treasurer stated the revisions were due to an increase staff and in services, such as PERKS and Family Support Services implemented by the Coalition in six rural counties. Scott Clemons made a motion to approve the revised budget and the motion carried.

4. Membership

Due to the Coalition's staggering of terms, several members were presented to the Board for appointment to a second term. The following private sector members were presented: Olivia Cooley, Al McCambry, and Elizabeth Kirvin. Scott Clemons made a motion to re-appoint these members to a second term and the motion carried. The following community agency representatives were presented: Richard Williams, Steve Griffin, Jill Jones, Bob McSpadden, Arthur Cullen, Sharon Gaskin, and Shelly Bear. Jerry Sowell made a motion to re-appoint these members to a second term and the motion carried.

Terms also ended for the private and faith-based child care provider representatives. Two private providers, Linda Hood and Brenda Nolind, were nominated by their peers to represent them on the Board. A vote of providers resulted in Linda Hood receiving the final nomination. Scott Clemons made a motion to accept the nomination of Linda Hood as the private child care provider representative and the motion carried. Judy Boyd was nominated as the faith-based provider representative. Arthur Cullen made a motion to accept the nomination of Judy Boyd as the faith-based child care provider representative and the motion carried.

5. Committee Appointments

The Chair presented the standing committee appointments (Attachment 2) for fiscal year 2006-2007. Arthur Cullen made a motion to approve the appointments and the motion carried.

6. Bylaw Amendments

The Board was presented with a recommended amendment to the corporate bylaws that would allow the Executive Committee to convene in the event a quorum could not be met at published board meetings. Discussion followed. Scott Clemons made a motion to approve the amendment to the bylaws that allows the Board to reconvene as the Executive Committee in the event a quorum could not be met during a regularly scheduled board meeting and the motion carried unanimously.

7. Approval of Annual Calendar

The Board reviewed the annual calendar (Attachment 3), which demonstrated scheduled board meeting dates, times, and locations. Discussion followed. Scott made a motion to approve the annual calendar with an amendment that all meetings will be full board meetings and the motion carried.

8. WAGE\$ Program Contract

Lynne Eldridge, Executive Director, stated that the Coalition received the WAGE\$ Florida Program contract from the Children's Forum for fiscal year 2006-2007. The Executive Director stated that the contract will be presented to the Finance Committee for their review and recommended approval as part of the Coalition's quality initiatives.

9. School-Age Market Rate

Olivia Cooley made a motion to table discussion of the school-age market rate until the Finance Committee could review the issue and present a recommendation to the Board at the next meeting and the motion carried.

V. Executive Director Information Report

1. At-Risk Placement Presentation

Pat Johnson, with the Dept. of Children and Families, presented information requested by the Board on the at-risk population served by the Coalition and DCF (Attachment 4).

2. Executive Director Report (Attachment 5)

The Executive Director presented a report to the Board on the following items:

- Summer 2006 VPK
- Fall 2007 VPK
- 2006-2009 Workplan Update
- Utilization Report for week ending 7/28/06
- PTO Policy Clarification
- Personnel
- Office Locations
- Contract Negotiations
- Conference Call Ruling
- Strategic Planning Summary

V. Other Business

The Executive Director stated that a board orientation will be scheduled in August or September. Staff will poll the members with three dates for them to choose from. It was also suggested to invite community leaders to the orientation so they can have the opportunity to learn more about the Coalition and its programs.

Scott Clemons announced that the Children's Campaign is coordinating a local Candidate Connection event to present 5 promises to children to local candidates. The event is tentatively scheduled for the first week in September.

Jerry Sowell stated that staff have received several responses from CPA firms for the annual audit RFP and that the Finance Committee will review the proposals and present a recommendation at the next board meeting.

VI. Scheduling of Next Meeting

The next board meeting was scheduled for:

September 6, 2006
11:00 a.m. CST
Calhoun County

Members will be notified once a meeting location has been determined.

VII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 4:13 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb