

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

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

Day/Date/Time: Wednesday, October 4, 2006 – 11:00 a.m. CST

Location: Workforce Center – Panama City, Florida

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

ATTENDANCE

Coalition Members Present:

Shelly Bear, Judy Boyd, Lee Anne Case, Scott Clemons, Olivia Cooley, Arthur Cullen (via phone), Rick Dye, Elizabeth Kirvin, Al McCambry, Mary McKenzie, Jerry Sewell, Steve Southerland II, Jerry Sowell, David Warriner, Richard Williams (via phone)

Coalition Members Absent:

Elaine Chadwell, Todd Gallati, Sharon Gaskin, Steve Griffin, Linda Hood, Jill Jones, David Melvin, Dr. Willie Spires

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Amy Minkewicz, Joe Seabrook, Ken Whittaker

Guests Present:

Pam Fleege, Kim Galant (via phone), Olivia Haines, Pam Isenberg, Haywood Shealy, Sam Sweazy

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. Rick Dye made a motion to adopt the agenda and the motion carried.

2. Approval of Minutes

Minutes from the September 6, 2006 board meeting were presented. Scott Clemons made a motion to approve the minutes and the motion carried.

3. Financial Report

Jerry Sowell, Treasurer, presented the financial report for September 2006 (Attachment 1). The Treasurer made a motion to adopt the report and the motion carried.

4. Personnel and Policy Committee Report

- Family Services Policy Manual

The committee reported that they held a meeting on October 2nd to review the Coalition's Family Services Policy Manual. The manual is part of setting up operations of the Coalition Discussion followed. It was suggested that a purpose statement be added at the beginning of the document. The criteria rating scale that is an attachment to the document was also being adjusted based on further recommendations. Scott Clemons made a motion to approve the Family Service Policy Manual and the motion carried.

5. Membership

The Executive Director stated that the Bay County Chamber of Commerce has nominated Bill Byrd, General Manager of WMBB TV, to fill one of the two vacant Bay County private sector positions on the Board. Rick Dye made a motion to approve the nomination of Bill Byrd and the motion carried.

6. CHS Agreement

The Executive Director stated that the Coalition is considering entering into contractual agreement with Children's Home Society to pilot the "Baby Basics Initiative" to increase Infant and Toddler caregiver support to reduce child expulsions and increase attachments. Discussion followed. Scott Clemons made a motion to authorize the Executive Director to enter into agreement with Children's Home Society for this initiative and the motion carried.

V. Community Partnership Initiatives (Attachment 2)

Executive Director reported on the following community partnership initiatives:

1. Fatherhood Initiative
2. Fit Kids Project
3. Community Read Aloud Pilot Project
4. Teddy Bear Bags
5. Homeless Day Center

VI. Information Items

1. Executive Director Report (Attachment 3)

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

- Fall 2007 VPK Update
- Utilization Report for week ending 9/22/06
- 2005-2006 Coalition Annual Report
- 2005-2006 Financial Monitoring Report
- Coalition Communication Audit
- Board Orientation Report
- Florida Children's Summit
- Coalition Logic Model

VI. Other Business

The Executive Director reminded board members, as part of Coalition governance best practices, to complete and submit a board member job description and conflict of interest statement.

VII. Scheduling of Next Meeting

The next board meeting is scheduled for:

November 1 2006
11:00 a.m. CST
Franklin County

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

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:23 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb