

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

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

Day/Date/Time: Wednesday, January 10, 2007 – 11:00 a.m. CST

Location: Workforce Center – Panama City, Florida

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

ATTENDANCE

Coalition Members Present:

Judy Boyd, Bill Byrd, Lee Anne Case, Scott Clemons, Olivia Cooley, Linda Hood, Elizabeth Kirvin (via phone), Al McCambry, Mary McKenzie (via phone), David Melvin (via phone), Steve Southerland II, Jerry Sowell, Dr. Willie Spires (via phone), Richard Williams (via phone)

Coalition Members Absent:

Shelly Bear, Arthur Cullen, Rick Dye, Todd Gallati, Sharon Gaskin, Steve Griffin, Jill Jones, Jerry Sewell, David Warriner

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Amy Minkewicz, Ken Whittaker

Guests Present:

Julian Bennett, Dr. Pam Fleege, Sam Sweazy, Amy Thomas, Jay Towne

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 November 1, 2006 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

3. Financial Report

Jerry Sowell, Treasurer, presented the financial report through November 2006 (Attachment 1). The report included a Profit and Loss Statement and a Balance Sheet. Discussion followed. Jerry Sowell made a motion to approve the report and the motion carried.

4. Annual Audit Presentation

The Treasurer introduced the auditors from Tipton, Marler, Garner, and Chastain to present the results of the annual audit. The auditors stated that the audit resulted in an unqualified opinion, meaning it was a clear audit. The auditors did comment on the fact that at the beginning of the year there was a lack of segregation of duties due to the fact that there was only five staff, but the Coalition has already put the proper controls in place. The audit also showed a deficit amount for the end of the year, but the Treasurer explained that this was due to the difference in the VPK budget versus the actual amount the Coalition was able to bill OEL for. Jerry Sowell made a motion to accept the audit report and the motion carried.

5. Community Partnership Agreements

Julian Bennett with the Panama City Rotary Club presented the Rotary Read Aloud program that Rotary Club is piloting in partnership with the Coalition. The Board decided that no action needed to be taken since this pilot project was already approved in the Work Plan.

6. Committee Reports

- Personnel and Policy Committee

The committee met on December 21, 2006, but there was no quorum to allow the committee to present a formal recommendation so each item was presented to the Board by the Executive Director for approval.

1. Family Support Services Policy Manual

The Executive Director presented the following changes to the Board: 1) change the word “fee” to “copayment” (as is written in statute) 2) add the language, “In the event a child changes School Readiness providers or is terminated from services and a parent/guardian owes co-payments, they will be responsible for no more than 30 days of parent co-payments” 3) add the language, “Under special circumstances determined by the Coalition, the co-payment may be reduced with written approval from the Executive Director of the Coalition, but never fully waived (based on 60BB for the Working Poor category)” unless the referring organization waives or reduces the parent copayment 4) add the language, “A copayment may be temporarily waived by the Coalition Executive Director on a case-by-case basis for foster parents and families participating in an At-Risk program during an event that limits the parent’s ability to pay (reference 60BB)” and 5) realigned priority placement categories to follow how the categories are outlined in 411.01 F.S. Discussion followed. It was recommended that the language “unless the referring organization waives or reduces the parent copayment” from the third change be stricken. Scott Clemons made a motion to adopt the staff recommended changes to the Family Support Services Policy Manual and as amended by the Board and the motion carried.

2. Disenrollment Policy and Procedures

The Executive Director presented the Coalition’s new draft disenrollment policy and procedures to the Board for approval. The Executive Director explained that the disenrollment procedures would only be implemented when all other fiscal strategies have been exhausted and the Board approves the disenrollment. Scott Clemons made a motion to approve the disenrollment policy and procedures and the motion carried.

3. Coalition Administrative Policy Manual

The Executive Director presented the following changes to the Coalition Administrative Policy Manual: 1) mileage will be reimbursed at the Board Approved rate, not to exceed the standard state rate 2) staff was asked to add a definition page to the policy 3) staff was asked to insert language allowing Coalition Directors to have signature authority on the Coalition checking account, in the event that the Executive Director was incapacitated and 4) staff positions approved for check signing authority were asked to be listed separately, rather than combined under the term “Coalition Directors.” Discussion followed. Scott Clemons made a motion to adopt the recommended changes to the Coalition Administrative Policy Manual except for the last two items C and D as described on page 5 of the overview and the motion carried.

4. Work Plan Amendments

The Executive Director presented the following amendments to the Coalition's Work Plan: 1) change the timeframe of completing health screenings from 30 to 60 days and 2) change School Readiness eligibility recertifications to no less than annually. Discussion followed. It was decided that the recertification language didn't need to be changed since the annual requirements were in Statute. Scott Clemons then made a motion to adopt the recommended changes to the Work Plan to change the health screening timeframes from 30 to 60 days and the motion carried.

7. PERI Awards

The Executive Director recommended the following providers receive Programs of Excellence Rating Initiative (PERI) Awards:

<u>Provider</u>	<u>Rating</u>	<u>Mini-Grant Award</u>
Kid's World of Chipley	On Purpose Partner	\$5,000
Along the Way	On Purpose Partner	\$5,000
Imagination Station	On Purpose Partner	\$5,000
Kid's Kingdom	On Purpose Partner	\$5,000
Bakers Child Development	Blue Ribbon	\$4,000
The Acedemy	On Purpose Partner	\$5,000
Holmes District Schools	On Purpose Partner	\$5,000
Small World	On Purpose Partner	\$5,000

Scott Clemons made a motion to approve the PERI awards with the addition of Small World and the motion carried.

V. Information Items

1. Chair's Report-ELAC Meeting Report

The Chair stated that at the December Early Learning Advisory Council (ELAC) meeting in Orlando the Board Chairs made the following developments 1) gave a directive to DOE and AWI to share data and track progress of children in the School Readiness program through the 3rd grade and their first sitting of the FCAT and 2) to send a letter to the Senate President and Speaker of the House requesting a new estimating conference to consider how much funding needed to fully implement the School Readiness program.

The Chair also stated that the Governor's appointment office is accepting applications for vacant and upcoming vacant positions on the board. The Chair asked that private sector members consider completing an application and the members whose terms were ending consider serving for second term.

2. Executive Director's Report (Attachment 2)

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

- Audits and Monitorings
- Asset Distribution Plan Schedule
- Fall VPK 2006-2007 Update
- Utilization Report for week ending 12/22/06
- Semi-Annual Work Plan Data
- Proposed 2007-2008 OEL Funding Allocation

VI. Other Business

There was no other business to present to the Board.

VII. Scheduling of Next Meeting

The next board meeting is scheduled for:

February 7, 2007
11:00 a.m. CST
Workforce Center-Panama City

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:00 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb