

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

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

**Day/Date/Time:** Wednesday, February 7, 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:**

Shelly Bear, Judy Boyd, Bill Byrd, Lee Anne Case, Olivia Cooley, Linda Hood, Jill Jones (via phone), Elizabeth Kirvin (via phone), Mary McKenzie, David Melvin, Jerry Sewell, Steve Southerland II, Jerry Sowell, David Warriner, Richard Williams

### **Coalition Members Absent:**

Scott Clemons, Arthur Cullen, Rick Dye, Todd Gallati, Sharon Gaskin, Steve Griffin, Al McCambry, Dr. Willie Spires

### **ELC Staff Present:**

Matt Bonner, Lynne Eldridge, Suzan Gage (via phone), Vanessa Hadley, Amy Minkewicz

### **Guests Present:**

Loretta Baker, Ruth Baker, Steve Bornhoft, Barbara Collier, Dr. Pam Fleege, Jeanne Hitchcock, Pam Isenberg, Cheryl Miller, Linda Savell, Mark Savell, Sam Sweazy, Angel Trejo, Stacy Waltrip, Cindy Weathersby, Pat Weyer, Ami Whittington, Reginal Williams

## **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. Recognition of Teddy Bear Bag Partners**

The Board, Jerry Sewell, and special guest Angel Trejo from DCF recognized the following partners for their generous donations for the teddy bear bags:

- Hutchinson Beach Elementary K-Kids
- Oglesby Plants International
- Diamond Corner
- Rivertown Community Church

### **V. Recognition of PERI Quality Programs**

The Board recognized the following programs for their approval as PERI quality programs:

- The Academy of Learning and Development – Linda and Mark Savell
- Along the Way – Jeanne Hitchcock and Cheryl Miller
- Baker’s Child Development Center – Ruth and Loretta Baker
- Imagination Station – Ami Whittington
- Kids Kingdom Christian Center – Barbara Collier
- Kids World of Chipley – Linda Hood

### **VI. Rotary Read Aloud Project**

Billy May, Principal of Cedar Grove Elementary School spoke to the board about his partnership with the Coalition and the Panama City Downtown Rotary Club in Rotary Read Aloud.

### **VII. Action Items**

#### **1. Adoption of Agenda**

The meeting agenda was presented. Jerry Sowell made a motion to adopt the agenda and the motion carried.

#### **2. Approval of Minutes**

Minutes from the January 10, 2007 board meeting were presented. Richard Williams made a motion to approve the minutes and the motion carried.

#### **3. Financial Report**

Jerry Sowell, Treasurer, presented the financial report through December 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. Committee Reports**

The Personnel and Policy Committee met on February 2, 2007, 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.

- **Amendments to Administrative Policy Manual**

- a) Current language of the manual states: “The Finance Director and Executive Director shall be able to procure items that are necessary and reasonable for the operation of coalition business. Any fixed asset purchases or contractual purchases or contracts will receive Board approval prior to execution by the Executive Director”. New language presented to the board for approval states “Coalition staff shall be able to procure items that are necessary and reasonable for the operation of coalition business upon approval of the employee’s supervisor, if applicable, the Executive Director, and the Board, if applicable. The Finance Director will validate by signature that proposed are appropriate designated for cost allowability and budget approval. Fixed asset purchases in excess of \$1,000 requiring funding source prior approval from Office of Early Learning, not included in the Coalition operational budget, will be approved by the Board”.
- b) Amend the Contract Signature Authority section on page 34 by renaming the section to “Program Service Delivery Contracts”.
- c) Current language of the manual states “The Executive Director for the Early Learning Coalition of Northwest Florida, Inc. (ELCONF) or designee, with approval of the ELCONF Board of Directors has the authority to sign contracts, terminate contracts, approve sole source procurements in accordance with Federal and State rules governing such procurements and take such other actions that are necessary to assure the uninterrupted flow of business for the organization.” New language presented to the board for approval states “The Executive Director for the Early Learning Coalition of Northwest Florida, Inc., (ELCONF) has the authority to sign contracts, terminate contracts, approve sole source procurements in accordance with Federal and State rules governing such procurements and take such other actions that are necessary to assure the uninterrupted flow of business for the organization as it applies to programmatic service delivery through School Readiness and/or Voluntary Pre-K Providers”.

Discussion followed. Jerry Sowell made a motion to approve the amendments to the Administrative Policy Manual and the motion carried.

- **Telecommuting Policy**

The board was presented with a draft Telecommuting policy. The

approval of this draft policy allows for the Executive Director to approve alternate work locations, to include a home office, due to specified positions and work requirements. The Executive Director would maintain the authority to decide when and where a “telecommuting” arrangement would be most beneficial to the Coalition’s successful operations. Discussion followed. Jerry Sowell made a motion to approve the telecommuting policy subject to the Coalition receiving written approval from its insurance company that people in the home are covered under another policy other than the Coalition’s policy and the motion carried.

- **Amendments to Voucher Agreement**

The board was presented with an amendment to the School Readiness provider voucher agreement that would require the same liability insurance coverage requirement that is in the provider standard contract. The requirement is \$100,000 per person and \$300,000 per incident. Discussion followed. Richard Williams made a motion to make the amendment to the voucher agreement to require liability insurance coverage and the motion carried.

## 5. 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>
Bay District Schools	On Purpose Partner	\$5,000
Bay Community School	Star Award	\$3,000

Bill Byrd made a motion to approve the PERI awards and the motion carried.

## V. Information Items

### 1. Communication Audit Presentation

Steve Bornhoft, Vice President of Marketing and Communications for Peoples First Community Bank, and Cindy Weathersby, Marketing and Communications Specialist with Peoples First Community Bank, presented the Board with the communication audit that was completed in December (Attachment 2).

### 2. Executive Director’s Report (Attachment 3)

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

- Asset Distribution Plan Schedule
- Fall VPK 2006-2007 Update
- VPK and Kindergarten Teacher Survey Results – *Overview Attachment 1*

- Utilization Report – *Overview Attachment 2*
- Board Orientation and Retreat – February 21, 2007
- Educational Programmatic Issues – The Chair introduced the appointment of a new education ad hoc committee and appointed Steve Griffin as chair of the committee. The committee will be reviewing urgent issues such as FLKRS (statewide kindergarten screening) data and how it impacts the Coalition, providers, and the children and families being served.

There was not enough time to present the Semi-Annual Workplan Data. However, the Board was given the information and the data will be covered as part of the board orientation on February 21<sup>st</sup>.

#### **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:

March 7, 2007  
11:00 a.m. CST  
Holmes County School Board Office – Bonifay, FL

#### **VIII. Adjournment**

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:47 p.m. CST.

Submitted by Elizabeth Kirvin  
Board Secretary

EK:mb