

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

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

**Day/Date/Time:** Wednesday, June 6, 2007 – 11:00 a.m. CST

**Location:** Workforce Center – Panama City, Florida

**Call-in #:** 1-888-808-6959, guest code 7475102

## **ATTENDANCE**

### **Coalition Members Present:**

Julian Bennett, Judy Boyd, Bill Byrd, Lee Anne Case, Olivia Cooley, Al McCambry, Mary McKenzie, Jerry Sewell, Steve Southerland II, Jerry Sowell, David Warriner, Richard Williams

### **Coalition Members Absent:**

Shelly Bear, Scott Clemons, Arthur Cullen, Rick Dye, Todd Gallati, Sharon Gaskin, Steve Griffin, Linda Hood, Jill Jones, Elizabeth Kirvin, David Melvin, Dr. Willie Spires

### **ELC Staff Present:**

Lynne Eldridge, Matt Bonner, Ken Whittaker, Donna Wood

### **Guests Present:**

Mary Helen Barnes, Brittney Birken, Jan Brown, Pam Fleege, John Hughes, Pam Isenberg, Amy Thomas, 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. Recognition of Teddy Bear Bag Partners**

The Board presented over 200 teddy bear bags to DCF and Big Bend Community Based Care. The Chair thanked the Board, AWI, and the countless partners for their support in meeting this need in the community.

#### **V. Action Items**

##### **1. # 062-07 – Adoption of Agenda**

The meeting agenda was presented. Olivia Cooley made a motion to adopt the agenda and the motion carried.

##### **2. # 063-07 – Meeting Minutes**

The minutes from the May 2, 2007 board meeting were presented. Richard Williams made a motion to approve the minutes and the motion carried.

##### **3. # 064-07 – Financial Report**

Jerry Sowell, Treasurer, presented the financial report through April 2007 (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**

##### **A. Finance Committee**

The Finance Committee met on May 24, 2007 to review and present the following recommendations to the Board for approval:

##### **1) # 065-07 – Calhoun Co. Library Contracts**

The Committee reviewed amendments to the 06-07 contracts with the Calhoun Co. Library. Due to an increase in health literacy services in the six rural counties, the committee recommended combining the Family Services and Health Literacy contracts into one contract with a not to exceed amount of \$100,000. Discussion followed. Jerry Sowell made a motion to combine the two contracts into one contract with a not to exceed amount of \$100,000 and the motion carried.

##### **B. Program Committee**

The Program Committee met on May 29, 2007 to review and present the Administrative Plan Amendment to the Board for approval:

##### **1) # 066-07 – Administrative Plan Amendment**

The Executive Director explained that OEL has required Coalitions to

demonstrate that policies are in place for administrative operations through an administrative plan amendment. Copies of these policies are sent to OEL along with the plan amendment. David Warriner made a motion to approve the administrative plan amendment as presented and the motion carried.

## **V. Information Items**

### **1. Executive Director's Report (Attachment 2)**

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

- Provider Contract Extensions and Timelines
- OEL 2007 Performance Review
- Communication Audit Update
- Provider Non-Compliance Update
- Summer and Fall VPK Update
- Utilization and Funding Impact

## **VI. Other Business**

### **1. Along the Way Reading Night with Rep. Marti Coley**

Steve Southerland II reported that he and Lynne attended a reading night at Along the Way in Marianna with Rep. Marti Coley.

### **2. EEC Contract**

The Executive Director stated that the Coalition is working with EEC on the modifications to the 06-07 contract. The Chair appointed Richard Williams, Jerry Sowell, and himself to lead the modifications of contract and report results to the Board.

## **VII. Scheduling of Next Meeting**

An Executive Committee meeting is scheduled for:

June 19, 2007  
11:00 a.m. CST  
Location TBA

## **VIII. Adjournment**

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:06 p.m. CST.

Submitted by Elizabeth Kirvin  
Board Secretary

EK:mb