

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

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

Day/Date/Time: Wednesday, August 8, 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:

Shelly Bear, Julian Bennett, Lee Anne Case, Olivia Cooley, Sharon Gaskin, Linda Hood, Elizabeth Kirvin (via phone), Al McCambry, Mary McKenzie, David Melvin (via phone), Steve Southerland II, Jerry Sowell, Richard Williams

Coalition Members Absent:

Judy Boyd, Bill Byrd, Arthur Cullen, Rick Dye, Steve Griffin, Jill Jones, Jerry Sewell, Dr. Willie Spires, David Warriner

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Amy Minkewicz, Joe Seabrook (via phone), Ken Whittaker

Guests Present:

Maggie Burkhalter (for Jerry Sewell), Pam Fleege, Vernita Patrick, 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. Action Items

1. # 001-08 – Adoption of Agenda

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

2. # 002-08 – Meeting Minutes

The minutes from the June 6, 2007 board meeting were presented. Elizabeth Kirvin stated minutes did not record her as being present, however, she was in attendance. Richard Williams made a motion to approve the minutes with the addition of Elizabeth Kirvin as present and the motion carried.

3. # 003-08 – Financial Report

Jerry Sowell, Treasurer, presented the pre-audited financial report through June 2007 (Attachment 1). The report included a Profit and Loss Statement and a Balance Sheet. The Treasurer stated that the books are being sent to the auditors this week. Discussion followed. The Treasurer stated that no action needed to be taken since this was a preliminary report.

4. # 004-08 – Bylaw Amendments

The Board was presented amendments to the bylaws in order to strengthen excused absences as reported in the OEL performance review. The following language was recommended:

“Board members absent from 4 meetings during the fiscal year will be reported to the Chair and Executive Committee for consideration of the member’s resignation.”

Discussion followed. Jerry Sowell made a motion to approve amending the bylaws with the recommended language and the motion carried unanimously. Richard Williams then made a motion to instruct Coalition staff to send letters to each board member’s appointing body with their record of attendance during 06-07 and the motion carried.

5. # 005-08 – Administrative Policy Manual Amendment

The Board was presented amendments to the Coalition’s administrative policy manual regarding legal review of contract as reported in the OEL performance review. The following language was recommended:

“It is the policy of the Coalition to have all initial contracts reviewed by the Coalition’s attorney prior to execution.”

Discussion followed. The amendments were tabled in order for Coalition staff to

confirm OEL's intent of their recommendation

V. Information Items

1. Executive Committee Report

The Chair reported on the following action items voted on by the Executive Committee during their June 28, 2007 meeting:

- a) 07-08 Budget – It was recommended that the fiscal year budget be approved by the full Board. Al McCambry made a motion to adopt the fiscal year 2008 budget and the motion carried.
- b) 07-08 Sliding Fee Scale – Includes increase to parent co-payments by \$.50 for full time and \$.25 for part time.
- c) 07-08 Payment Rate Schedule – Includes the reduction in the provider Gold Seal maximum rate to 10%.
- d) Approval of Independent Audit Firm – Second year the Coalition accepted the proposal of Tipton, Marler, Garner, and Chastain.
- e) Contract Approvals
 1. Provisional Provider Contracts
 2. M2IT Solutions Contract Extension
 3. Calhoun Co. Library Contract Renewal
 4. EEC Contract Amendments
 5. EEC Contract Renewal

2. Negotiating Team Report

The Chair discussed the efforts of the Negotiating Team (Steve Southerland, Jerry Sowell, and Richard Williams) to work with EEC's Chair and Executive Director to renew the contract for 07-08. The Chair stated that the contract was renewed with very little modifications and the Coalition's legal council was very involved in the process. Contract modifications will be reviewed between Executive Directors each month or each quarter while the Coalition begins the process of developing an RFP for 08-09. The Coalition's Treasurer and Finance Director presented the Board with the draft invoicing process to be implemented with all subcontractors (Attachment 2). Discussion followed. The Board agreed that all invoices are to be submitted to the Coalition by the 10th day of each month.

3. Legislative Update

Julian Bennett, Legislative Committee Chair, presented an update to the potential budget cuts to the state's general revenue as stated in a letter from Gov. Crist. Coalition staff will confirm the exercises of the cuts and the potential impact to the Coalition.

4. Executive Director's Report (Attachment 3)

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

- RFP Summary Report
- Asset Plan
- Informal Provider Liability Insurance Requirement
- At Risk School Age Rate
- OEL Performance Review Results (Attachment 1 of ED report)
- Fiscal Monitoring Report
- Subcontractor Communication Audit
- Early Learning Information System (ELIS) Site Visit
- Utilization (Attachment 2 of ED report)

VI. Other Business

There was no other business brought before the Board.

VII. Scheduling of Next Meeting

The next Coalition Board meeting is scheduled for:

September 5, 2007
11:00 a.m. CST
Chuck Wagon Restaurant in Chipley

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:30 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb