

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

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

Day/Date/Time: Tuesday, October 9, 2007 – 11:00 a.m. CST

Location: Workforce Center – Marianna, Florida

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

ATTENDANCE

Coalition Members Present:

Shelly Bear (via phone), Julian Bennett (via phone), Bill Byrd (via phone), Lee Anne Case, Olivia Cooley, Arthur Cullen (via phone), Rick Dye (via phone), Sharon Gaskin (via phone), Linda Hood, Elizabeth Kirvin (via phone), Mary McKenzie, David Melvin, Jerry Sowell, Richard Williams

Coalition Members Absent:

Judy Boyd, Steve Griffin, Jill Jones, Al McCambry, Jerry Sewell, Steve Southerland II, Dr. Willie Spires, David Warriner

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Suzan Gage, Joe Seabrook

Guests Present:

Pam Fleege, James Skipper, Sam Sweazy

I. Call to Order

David Melvin, Vice Chair, called the meeting to order.

II. Roll Call

The Vice 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 (# 006-08)

The meeting agenda was presented. Richard Williams made a motion to adopt the agenda and the motion carried.

2. Meeting Minutes (# 007-08)

The minutes from the August 8, 2007 board meeting were presented. Shelly Bear stated minutes recorded her attending by phone, however, she was physically in attendance. Richard Williams made a motion to approve the minutes as corrected and the motion carried.

3. Financial Report (# 008-08)

a) Jerry Sowell, Treasurer, presented the financial report through August 2007 (Attachment 1). The report included an addition to the Profit and Loss Statement, which showed a consolidated report to the Coalition's expenses. The Treasurer made a motion to approve the financial report and the motion carried.

b) The Treasurer also gave an update of the independent audit. The Treasurer stated that the auditors were waiting on confirmation from the state for the Coalition's 06-07 grant funding before completing the audit. It is expected to present the audit to the Finance Committee on October 16th for their review and then present the audit to the Board at the November meeting for their approval.

4. Personnel and Policy

a) Banking/Check Signature Policy (#009-08)

The Committee Co-Chair asked the Treasurer and Executive Director to review the banking policy revisions. The treasurer stated that further revisions were made to the policy after the agenda overview was sent to the Board. Revisions to the policy were presented as follows:

1. There shall be 2 signatures on all checks, regardless of check amount.
2. The Executive Director, Family Service Director, and Program Development Director are all allowable authorized signers on the Coalition checking account.
3. Check signing privilege shall be determined at the discretion of the Executive Director, the Board Chair, **[and/or] Treasurer. [If a check is signed by Coalition staff other than the Executive**

Director, a Board member with check signing authority must also sign the check.]

4. **[Delete this statement]** There shall be a minimum of five Board Members on the bank resolution available to sign checks.
5. **[Employee payroll shall be completed by a leasing company that is setup on automatic draft payroll.]** Changes in payroll shall be properly authorized by the employee, the Executive Director, **[and/or]** the Finance Director, and as necessary, the Board.
6. On line access to the banking information is available to the Finance Director **[and/or staff designated by the Executive Director].**
7. On line bank access shall be for viewing and research ability only.
8. Electronic Funds Transfer must take place by fax with 2 signatures.
9. Bank **[statements]** shall be delivered by mail to the ELCONF, Inc. The **[Contracts Manager]** shall complete bank reconciliation, supporting logs/registers, and statements **[on a monthly basis].**

Discussion followed. The Treasurer made a motion to approve the policy as revised and the motion carried.

b) Legal Review of Contracts Policy (# 010-08)

The Executive Director stated that this policy came out of OEL's performance review. The policy language presented for approval stated as follows:

[Legal Review of Contracts. The Coalition shall adhere to the procedure listed below for legal review of Coalition contracts and contractual issues:

1. **All Coalition Standard Contracts shall be reviewed by Coalition counsel.**
2. **Additional review of contracts shall be designated at the discretion of the Coalition Board.]**

Discussion followed. The Treasurer made the motion to approve the recommended policy language and the motion carried.

c) Domestic Violence Leave Policy (#011-08)

The Executive Director stated that the Coalition received notice through the human resources co-employer, Landrum Professional, of a new law, which began on July 1, 2007, requiring certain Florida employers to permit employees to request and take leave in connection with domestic violence under certain circumstances. Since Coalition staff are co-employed by Landrum Professional, this new law does apply to the Coalition. The following language was presented to be added to the Coalition's Employee Handbook:

[Effective July 1, 2007, employees who have been employed for 3 or more months are eligible to request and take leave in connection with domestic violence under certain circumstances.

Eligible employees can take up to 3 working days of leave in any 12 month period if the employee, or family or household member of the employee, is the victim of domestic violence. This leave may be with or without pay, at the discretion of the employer. This leave applies if the employee is:

- 1. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeated violence, dating violence or sexual violence;**
- 2. Obtaining medical care or mental health counseling, or both, for the employee or family or household member to address physical or psychological injuries resulting from the act of domestic violence;**
- 3. Obtaining the services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crises center as a result of a domestic violence act;**
- 4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or**
- 5. Seeking legal assistance in addressing issues arising from the domestic violence or attending and preparing for court-related proceedings arising from the domestic violence.**

Except in cases of imminent danger to the health or safety of the employee, family or household member, employees seeking such leave must provide their employer with appropriate advance notice of the leave as required by the employer's policy along with sufficient documentation of the domestic violence act as required by the employer.

Before receiving such leave, employees must exhaust all annual or vacation leave, personal leave and sick leave, if

applicable, which is available to the employees, unless the employer waives this requirement.]

Discussion followed. The Treasurer made a motion to approve the policy and the motion carried.

d) **Kinship/Informal Business Liability Insurance (#012-08)**

The Executive Director presented information gathered by staff regarding requiring informal providers to obtain business liability insurance and barriers to obtaining it. Discussion followed. Richard Williams made a motion to table the matter and refer it to the Legislative Committee for a report at the November Board meeting and the motion carried.

5. 07-08 Revised Committee Appointments (# 013-08)

The Executive Director presented revised committee appointments recommended by the Chair (Attachment 2). Discussion followed. Olivia Cooley made a motion to approve the committee appointments and the motion carried.

6. Child Enrollment and Placement (# 014-08)

The Executive Director requested that the Board approve that School Readiness placements be opened on a “one in, one out” basis in all counties and requested that an additional 20 placements be opened in Franklin County due to the low enrollment there. The Executive Director explained that the Coalition was in danger of losing the only two licensed School Readiness providers in Franklin County if they were not able to enroll children. Discussion followed. Richard Williams made a motion to approve the Executive Director’s recommendation of opening enrollments on a ‘one in, one out’ basis in all counties and opening an additional 20 slots in Franklin County and the motion carried.

V. Information Items

1. OPPAGA Governance Review Project

Richard Williams reported on his interview with the Legislature’s Office of Program Policy Analysis and Government Accountability (OPPAGA) both at the ELAC meeting in Orlando and at his office during their site visit to the Coalition. OPPAGA was directed by the legislature to examine early education program governance to determine whether the current state and local governance structures result in the efficient management and administration of early education programs, identify potential alternatives to current governance structures, and examine early education program administration expenses. OPPAGA also interviewed the Treasurer and Finance Director, the Executive Director, EEC, and School Readiness and VPK providers.

2. Executive Director's Report (Attachment 3)

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

a) RFP Summary Report

The ED presented a draft process for the RFP/ITN. The Chair appointed the following members to the RFP/ITN review committee: David Melvin, David Warriner, Mary McKenzie, Richard Williams, Julian Bennett, Olivia Cooley, and Elizabeth Kirvin. An RFP/ITN score team will be comprised of Steve Southerland, Jerry Sowell, Richard Williams, 3 Coalition Executive Directors, and 3 Workforce Board Executive Directors and/or Contract Managers.

b) Asset Plan (Attachment 1 of ED report)

c) Contract Modification Process

d) Contractor Invoice Process

e) Angel Haven Provisional Status

The ED stated that the Coalition will respond in writing to the new managers of Angel Haven stating that their provisional contract status will be removed once a new license is issued by DCF.

f) Subcontractor Communication Audit Update

g) Early Learning Information System (ELIS) Update

h) Landrum Professional Fees

i) At Risk Referral Review

j) Coalition Position Alignment

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:

November 7, 2007
11:00 a.m. CST
Calhoun Co. Public Library
Blountstown, FL

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:43 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb