

# 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 9, 2008 – 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, Janice Brown (via phone), Bill Byrd, Lee Anne Case, Olivia Cooley, Sharon Gaskin, Linda Hood, Al McCambry, Mary McKenzie, Neal Reeves, Steve Southerland II, Jerry Sowell, Richard Williams (via phone)

### **Coalition Members Absent:**

Judy Boyd, Arthur Cullen, Steve Griffin, Jill Jones, Elizabeth Kirvin, David Melvin, Dr. Willie Spires, David Warriner

### **ELC Staff Present:**

Lynne Eldridge, Matt Bonner, Ken Whittaker, Donna Wood

### **Guests Present:**

Pam Fleege, Pam Isenberg

#### **I. Call to Order**

Steve Southerland, 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 (# 024-08)**

The meeting agenda was presented. Julian Bennett made a motion to approve the agenda and the motion carried.

##### **2. Meeting Minutes (# 025-08)**

The minutes from the November 7, 2007 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

##### **3. Treasurer's Report (# 026-08)**

Jerry Sowell, Treasurer, presented the financial report through November 2007 (Attachment 1). The report included a Profit and Loss Statement and Balance Sheet. Discussion followed. Jerry Sowell made a motion to approve the financial report and the motion carried.

Due to discussions around the state regarding budget cuts in FY 09, Mr. Bennett requested that Mr. Sowell obtain information on any revenue the state is anticipating receiving from property taxes and report the information at the next board meeting.

##### **4. Membership Appointment (# 027-08)**

Lynne Eldridge introduced Neal Reeves, who was nominated by the Holmes County Chamber of Commerce to fill the private sector vacancy for Holmes County. Olivia Cooley made a motion to accept the nomination of Neal Reeves to the Board and the motion carried.

##### **5. EEC Contract Modifications (# 028-08)**

Richard Williams stated that he had been working with Lynne Eldridge on modifications to the Coalition's contract with Early Education and Care, Inc. Executive Directors of both organizations have been meeting on a regular basis to work through the modifications and present their recommendations to their respective committees and boards. Mr. Williams stated that EEC's board reviewed and approved the contract modifications and his committee is now presenting their recommendation for approval, effective January 2008. Discussion followed. Richard Williams made a motion to approve the contract modifications with EEC as recommended and the motion carried.

##### **6. Calhoun Co. Library Contract Modifications (# 029-08)**

Mr. Williams stated that Ms. Eldridge was also working with the director of the Calhoun Co. Library on modifications to that contract. The committee

recommended modifying the contract to 1) increase the maximum number of community agreements as they have already reached the previous maximum allowed in the payline and 2) adjust the payline for enrollment and goal follow ups due to the expected increase in services after opening enrollments in Calhoun County. Discussion followed. Julian Bennett made a motion to approve the contract modifications as recommended and the motion carried.

#### **7. Asset Plan (# 030-08)**

Jerry Sowell announced that the Coalition and EEC had completed reviewing the financial records going back to FY 04 and determined all items have been expended through use of the equipment and there was no equipment to collect from EEC. Jerry Sowell made a motion to approve the asset plan and the motion carried.

#### **8. Provider Liability Insurance**

After much discussion, the Board decided to table action on this topic until the next board meeting.

### **V. Information Items**

#### **1. Executive Director's Report**

Lynne Eldridge presented a report to the Board on the following items (Attachment 2):

- a. RFP/ITB Update
- b. Coalition Goal Review
- c. Fiscal Year 2008 Legislative Budget Reductions
- d. Utilizations
- e. Developmental Assessment Task Force Referrals
- f. School Readiness Provider Policies

### **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:

February 6, 2008  
11:00 a.m. CST/12:00 p.m. EST  
Franklin County  
Location TBA

## **VIII. Adjournment**

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:10 p.m. CST.

Submitted by Elizabeth Kirvin  
Board Secretary

EK:mb