

# 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 6, 2008 – 12:00 p.m. EST/11:00 a.m. CST  
**Location:** Chapman Elementary School – Apalachicola, Florida  
**Call-in #:** 1-888-808-6959, guest code 7475102

## **ATTENDANCE**

### **Coalition Members Present:**

Julian Bennett (via phone), Judy Boyd (via phone), Janice Brown (via phone), Bill Byrd, Lee Anne Case, Olivia Cooley, Sharon Gaskin (via phone), Steve Griffin (via phone), Linda Hood (via phone), Elizabeth Kirvin, Mary McKenzie (via phone), David Melvin (via phone), Jill Nance (via phone), Neal Reeves, Richard Williams

### **Coalition Members Absent:**

Shelly Bear, Arthur Cullen, Al McCambry, Steve Southerland II, Jerry Sowell, Dr. Willie Spires, David Warriner

### **ELC Staff Present:**

Lynne Eldridge, Matt Bonner, Sonja Jones (via phone), Amy Minkewicz (via phone)

### **Guests Present:**

Yvonne Goss, Nina Marks, Brenda Wilson

## **I. Call to Order**

David Melvin, Vice Chair, called the meeting to order and asked Richard Williams to facilitate meeting.

## **II. Roll Call**

Mr. Williams 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 (# 031-08)**

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

##### **2. Meeting Minutes (# 032-08)**

The minutes from the January 9, 2008 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

##### **3. Treasurer's Report (# 033-08)**

Lynne Eldridge, Executive Director, presented the financial report through December 2007 (Attachment 1) for Jerry Sowell, Treasurer. The report included a Profit and Loss Statement and Balance Sheet. Ms. Eldridge also presented the current utilization report. Discussion followed. Olivia Cooley made a motion to approve the financial report and the motion carried.

##### **4. Personnel and Policy Committee Report (Attachment 2)**

Mary McKenzie, Committee Chair, and Ms. Eldridge presented School Readiness provider policies that the committee reviewed at their January 16, 2008 meeting.

###### **a) Contract Non-compliance Consequences Provider Policy (# 034-08)**

This policy outlines financial consequences for providers being in non-compliance with Coalition's Level 1 violations: ratio, direct supervision, and staff background screenings. Providers with these violations will not be paid for any School Readiness child for each day found in non-compliance. The recommended effective date of this policy is July 1, 2008. Discussion followed. It was recommended to amend the policy to so that the Executive Director has the authority to terminate provider contracts for non-compliance as stated in the policy and require that parents are sent written notices of non-compliance violations. Olivia Cooley made the motion to adopt the recommendations of the committee as amended by the Board and the motion carried.

###### **b) Re-contracting with Coalition Provider Policy (# 035-08)**

This policy addresses providers who terminate their School Readiness Provider Standard Contract or have their contract terminated by the Coalition for breach and outlines timeframes when providers are eligible to re-contract with the Coalition. The recommended effective date of this policy is July 1, 2008. Elizabeth Kirvin made a motion to approve the recommendations of the committee and the motion carried.

###### **c) Basic Classroom Equipment and Supplies Provider Policy (# 036-08)**

This policy addresses School Readiness providers who do not replace their consumable classroom supplies, which limits learning experiences for children. The policy requires providers to follow the Coalition developed basic classroom inventory list and include this as part of the Coalition's School Readiness Provider Standard Contract. The recommended effective date of this policy is July 1, 2008. Elizabeth Kirvin made a motion to approve the recommendations of the committee and the motion carried.

## **5. Provider Liability Insurance (# 037-08)**

After much discussion, the Board decided to table action on this topic.

## **V. Information Items**

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

Lynne Eldridge presented a report to the Board on the following items (Attachment 3):

1. Gubernatorial Appointments Update
2. RFP/ITB Update
3. Match Waiver Requests
4. Legislative Updates
5. Placement of Children and Funding Utilization
6. Florida Kindergarten Readiness Screener (FLKRS) Update
7. Children's Week and Local Children's Rally

## **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:

March 5, 2008  
11:00 a.m. CST  
Workforce Center – Panama City

## **VIII. Adjournment**

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:29 p.m. EST/12:29 p.m. CST.

Submitted by Elizabeth Kirvin  
Board Secretary  
EK:mb