

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

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

Day/Date/Time: Wednesday, March 5, 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:

Julian Bennett, Judy Boyd (via phone), Janice Brown, Bill Byrd, Olivia Cooley, Sharon Gaskin, Steve Griffin (via phone), Linda Hood, Elizabeth Kirvin (via phone), Mary McKenzie, Jill Nance (via phone), Neal Reeves, Steve Southerland II, Jerry Sowell, David Warriner, Richard Williams

Coalition Members Absent:

Shelly Bear, Lee Anne Case, Arthur Cullen, Al McCambry, David Melvin, Dr. Willie Spires

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Suzan Gage (via phone), Amy Minkewicz

Guests Present:

Pam Fleege, Pam Isenberg, Sam Sweazy, Amy Thomas

I. Call to Order

Steve Southerland II, Chair, called the meeting to order.

II. Roll Call

Mr. Southerland 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 (# 037-08)

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

2. Meeting Minutes (# 038-08)

The minutes from the February 6, 2008 board meeting were presented. Richard Williams made a motion to approve the minutes and the motion carried.

3. Treasurer's Report (# 039-08)

Jerry Sowell, Treasurer, presented the financial report through January 2008 (Attachment 1). The report included a Profit and Loss Statement and Balance Sheet. Mr. Williams inquired about utilization of direct service dollars. Ms. Eldridge stated that the Coalition is currently placing eligible children into the School Readiness program to utilize as much direct service dollars as possible before June 30th. Jerry Sowell made a motion to approve the financial report and the motion carried.

4. IT Upgrades and EFS Transition Plan (# 040-08)

Ms. Eldridge stated that the following IT upgrades are necessary to be in alignment with Agency for Workforce Innovation's Information Technology Standards and the Coalition's current IT needs:

AWI/OEL Required

- | | |
|--|----------|
| 1. EFS Server Operating System Upgrade to Windows 2003 | \$ 2,000 |
| 2. Dell Service Support Renewal for EFS Server - | \$ 2,000 |
| 3. EFS Oracle 10g Upgrade - | \$14,000 |

Coalition IT Upgrades

- | | |
|---|----------|
| 1. Coalition Computer Upgrades to Interface with Windows 2007 Users - | \$ 1,000 |
| 2. Wireless Cards and Service Costs (through June 30, 2008) - | \$ 900 |

Total Proposed Budget Realignment for IT Needs: **\$ 19,900**

Discussion followed. Jerry Sowell made a motion to approve the IT upgrades and the motion carried.

5. School Readiness Utilization (# 041-08)

Ms. Eldridge explained a situation in Washington Co. where an 11 year old needs to continue receiving School Readiness services due to her current

mental capacity. The Coalition's policy, however, only allows services through age 10 and requested that the Board give the Executive Director the authority to serve children above age 10 on a case by case basis. Olivia Cooley made a motion to allow the Executive Director to place children above age 10 in the School Readiness program on a case by case basis and the motion carried.

6. 08-09 Service Delivery Options (# 042-08 and #043-08)

Ms. Eldridge stated that Coalition staff previously identified service delivery options for fiscal year 2008-09, however, they realized that the Coalition's energy and focus for the next fiscal year may best be served striving to fortify the Family Achievement Process and outcomes for parents. Ms. Eldridge presented recommendations to modify and renew contracts with EEC and Calhoun Co. Library for fiscal year 2008-09 and then enter into a pilot project with Chipola Workforce to determine if the connecting of Coalition and Workforce infrastructures may provide a bridge that supports the family in attaining established Family Achievement Goals. Discussion followed. Jerry Sowell made a motion to modify and renew the contracts with EEC and Calhoun Co. Library by March 31st and the motion carried. Jerry Sowell then made a motion to allow the Executive Director to develop a pilot partnership with the Chipola Regional Workforce Development Board for fiscal year 2008-09 and the motion carried. Richard Williams, Janice Brown, and Mary McKenzie abstained from voting on these action items and completed voting conflict form 8B (Attachment 2) as they are affiliated with the Chipola Regional Workforce Development Board.

V. Information Items

1. Legislative Committee Report

Mr. Bennett has completed much research on the Coalition's and providers' status of liability insurance coverage. Mr. Bennett stated that he would be prepared to offer motions on the general liability insurance issue at the next board meeting.

2. Executive Director's Report

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

1. CCR&R/Eligibility Peer Review
2. Children's Week Activities
3. Utilization and Placement

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:

April 1, 2008
11:00 a.m. CST/12:00 p.m. EST
Capital City Bank – Port St. Joe

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:00 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary
EK:mb