

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

**Meeting:** ELC of Northwest Florida, Inc. Board of Directors Meeting  
**Day/Date/Time:** Tuesday, April 1, 2008 –11:00 a.m. CST/12:00 p.m. EST  
**Location:** Capital City Bank – Port St. Joe, Florida  
**Call-in #:** 1-888-808-6959, guest code 7475102

**ATTENDANCE**

**Coalition Members Present:**

Julian Bennett (via phone), Janice Brown (via phone), Bill Byrd, Lee Anne Case, Olivia Cooley, Sharon Gaskin, Linda Hood (via phone), Elizabeth Kirvin, Al McCambry, Mary McKenzie (via phone), Jill Nance, Steve Southerland II, Jerry Sowell (via phone), David Warriner, Richard Williams

**Coalition Members Absent:**

Shelly Bear, Judy Boyd, Arthur Cullen, Steve Griffin, David Melvin, Neal Reeves, Dr. Willie Spires

**ELC Staff Present:**

Matt Bonner, Donna Wood

**Guests Present:**

Sam Sweazy

**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. Standing Items**

#### **a. Adoption of Agenda (# 044-08)**

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

#### **b. Meeting Minutes (# 045-08)**

The minutes from the March 5, 2008 board meeting were presented. Matt Bonner requested that the minutes reflect that Janice Brown, Mary McKenzie, and Richard Williams each completed a voting conflict Form 8B and abstained from voting on the pilot partnership agreement with the Chipola Regional Workforce Development Board as they either serve or are employed by the Workforce Board. Olivia Cooley made a motion to approve the minutes and that the minutes reflect those members who abstained from voting on the pilot partnership agreement and the motion carried.

#### **c. Treasurer's Report (# 046-08)**

Jerry Sowell, Treasurer, presented the financial report through February 2008 (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.

### **2. Old Business**

#### **a. Provider Liability Insurance Requirements (# 047-08)**

As follow up to the provider liability insurance report from the March board meeting, Mr. Bennett brought the following motions before the board:

- 1) Require all School Readiness and VPK providers to obtain and maintain commercial general liability insurance (including informal providers) by July 1, 2008.
- 2) Contact each providers insurance agent to determine the following:
  - a. Cost of adding the Coalition to providers' policies as an additional insured, with coverage limits of 100,000; 300,000; or 500,000 dollars.
  - b. Cost of increasing required coverage limit to minimum of \$1,000,000 for each occurrence
- 3) Determine if there is any merit to having Coalition be "umbrella agency" and providers being able to purchase insurance under Coalition to lower premiums.
- 4) Determine adequate coverage of the Coalition's own liability insurance coverage and change policies if necessary based on the cost estimates received by staff as provided above.

- 5) Staff shall review possible coverage problems with the informal, especially cost of coverage and ability to pay for same and make a recommendation to the Board at the next Board meeting.
- 6) Direct staff to research the subject of sovereign immunity for Coalitions as to Liability for all Torts including waiver of same under Chapter 768.28 Fla. Statutes, and the approximate cost to the Board for a Legal Binding opinion or holding thereon.

Arthur Cullen seconded the motion and discussion followed. After the discussion a vote was taken and the motion carried unanimously.

**b. EFS Terminal Set Up (# 048-08)**

Matt Bonner presented stated that part of the Coalition's contract modifications with EEC for 2008-09 was to include removing the payline for EEC to administer the EFS system and bring the server in house. Coalition staff have successfully tested the ability to access and operate the customer eligibility portion of EFS using the terminal server web-based application. The provider reimbursement portion of EFS will be tested the remainder of this week. Should the reimbursement testing prove successfully, staff requested \$12,000 for IT upgrades in order for the Coalition to set up and house the EFS server at the Coalition's Panama City office. The costs include purchase of the terminal server, software, and licenses for 30 users. Discussion followed. Olivia Cooley made a motion to approve the \$12,000 for the EFS terminal server and the motion carried.

**V. Information Items**

**1. Chair's Report**

**a. ELAC Report**

Mr. Southerland II presented budget cut information received at the March ELAC meeting in Orlando. Mr. Southerland stated that state agencies were looking at a 10% cut across the board.

**2. Legislative Committee Report**

**a. 2008 Legislative Updates**

Matt Bonner presented the early learning bills that are being considered during this year's legislative session (Attachment 2).

**3. Executive Director's Report**

Matt Bonner presented Ms. Eldridge's Executive Director report to the Board on the following items (Attachment 3):

**1. Service Delivery Statistics**

2. Children's Week Activities
3. Office Relocations

**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:

May 7, 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 2:03 p.m. EST.

Submitted by Elizabeth Kirvin  
Board Secretary  
EK:mb

ELC OF NORTHWEST FLORIDA, INC.  
APRIL 1, 2008  
BOARD MEETING MINUTES

ATTACHMENT 1

**Early Learning Coalition of NW Florida, Inc.**  
**Profit & Loss by Class**  
 July 2007 through February 2008

<b>Quality (ELC level)</b>	
Ed Scholarships	1,136.80
Fit Kids	15,505.34
Health	184.76
Mini Grant	20,000.00
PERI	24.00
Quality (ELC level) - Other	<u>16,371.68</u>
<b>Total Quality (ELC level)</b>	<b>53,222.59</b>
<b>Reconciliation Discrepancies</b> <span style="float: right;">0.00</span>	
<b>Slots</b>	
97COO Two Parent One Work (8OP)	44,156.23
97GNW Workforce/TANF (3/3R)	360,012.35
97GOO Transitional CC (5/5T/3W)	487,688.18
97GSD Quality Gold Seal	92,589.07
97POO Working Poor (8)	2,056,203.72
97PPO CC Purchasing Pool (CCPP)	111,668.14
97ROO Protective Services (1)	2,166,760.45
97TNW Transitional CC (5N)	<u>6,261.08</u>
<b>Total Slots</b>	<b>5,325,339.22</b>
<b>Slots VPK</b>	
VPPRS Program Services (slots)	2,870,118.63
VPPRSD VPK Slot Payment Differe	<u>32,411.68</u>
<b>Total Slots VPK</b>	<b>2,902,530.31</b>
<b>Travel &amp; Ent</b>	
Airfare	761.99
Car Rental/Taxis	2,689.21
Conference Fee	1,490.00
Lodging	3,007.37
Mileage	10,517.77
Per diem	1,059.00
Tolls/Parking	67.85
Travel & Ent - Other	<u>1,322.52</u>
<b>Total Travel &amp; Ent</b>	<b>20,915.71</b>
X-Admin Allocate County SR	-0.01
X-Admin Allocate County VPK	0.01
<b>X-Contracted Services</b>	
97BBD Non Direct Service	366,700.00
97BDE Eligibility	243,825.00
97INT Infant/Toddler Quality	45,250.00
97PPD CCPP Non Direct Services	8,088.00
97QI4 CCR&R	56,420.00
97QIN Inclusion	24,750.00
97QOO Quality Other	<u>305,255.00</u>
<b>Total X-Contracted Services</b>	<b>1,050,288.00</b>
<b>X - Contracted VPK</b>	
VPADM VPK Admin	45,828.00

**Early Learning Coalition of NW Florida, Inc.**  
**Profit & Loss by Class**  
 July 2007 through February 2008

VPENR Enrollment	15,750.00
Total X - Contracted VPK	<u>61,678.00</u>
 Total Expense	 <u>10,119,615.60</u>
 Net Ordinary Income	 22,150.41
 Other Income/Expense	
Other Income	
Other Income	
Community Funds	3,863.48
Interest Income	4,341.56
Local Match	3,011.36
Teddy Bear Fund	815.00
Other income - Other	50.00
Total Other Income	<u>12,081.38</u>
 Total Other Income	 12,081.38
 Other Expense	
Other Expenses	
Teddy Bear Exp	868.56
Other Expenses - Other	156.48
Total Other Expenses	<u>1,023.04</u>
 Total Other Expense	 <u>1,023.04</u>
 Net Other Income	 <u>11,058.34</u>
 Net Income	 <u><u>33,208.75</u></u>

**Early Learning Coalition of NW Florida, Inc.**  
**Balance Sheet**  
As of February 29, 2008

	<u>Feb 29, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
People's Checking	1,105,338.10
<b>Total Checking/Savings</b>	<u>1,105,338.10</u>
Accounts Receivable	
Accounts Receivable	809,841.40
<b>Total Accounts Receivable</b>	<u>809,841.40</u>
<b>Other Current Assets</b>	
Petty Cash	250.00
Prepaid Expenses	3,811.64
Prepaid VPK Slots	8,605.20
<b>Total Other Current Assets</b>	<u>12,666.84</u>
<b>Total Current Assets</b>	1,927,846.34
<b>Fixed Assets</b>	
Accumulated Depreciation	-2,244.00
Furniture, Fixtures & Equipment	21,670.48
<b>Total Fixed Assets</b>	<u>19,426.48</u>
<b>TOTAL ASSETS</b>	<u>1,947,272.82</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	839,735.56
<b>Total Accounts Payable</b>	<u>839,735.56</u>
<b>Other Current Liabilities</b>	
Grant refundable	36,415.80
OEL Advance	850,858.00
Payroll Liabilities	687.62
<b>Total Other Current Liabilities</b>	<u>887,961.42</u>
<b>Total Current Liabilities</b>	<u>1,727,696.98</u>
<b>Total Liabilities</b>	1,727,696.98
<b>Equity</b>	
Opening Bal Equity	166,074.00
Retained Earnings	20,293.09
Net Income	33,208.75
<b>Total Equity</b>	<u>219,575.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>1,947,272.82</u>

ELC OF NORTHWEST FLORIDA, INC.  
APRIL 1, 2008  
BOARD MEETING MINUTES

ATTACHMENT 2

ASSOCIATION OF EARLY LEARNING COALITIONS

Legislative Update  
March 20, 2008

Bill Number	Description	Sponsors	Update
SB 136	An act relating to child care facilities, requiring each child care facility to establish standards for training staff on matters pertaining to domestic violence, provide not less than 2 hours of training for new personnel and not less than 1 hour of training each year thereafter for experienced personnel.	Senator Wilson	Referred on 11/28/07 to Children, Families & Elder Affairs; Health & Human Services Appropriations First Reading on 3/4/08, referred to above committees
SB 148	An act relating to the VPK Education Program; revising the number of instructional hours required for school-year VPK from "at least 540" to "up to 720 instruction hours or the same number of instruction hours as is provided to a student in kindergarten and first grade" for private prekindergarten providers and to at least "the same number of instructional hours as the school provides for a student in kindergarten or first grade" for school-year VPK programs delivered by public schools; revising the determination of a full-time equivalent student in the same manner.	Senator Wilson	Referred on 11/28/07 to Education PreK-12 and Education PreK-12 Appropriations First Reading on 3/4/08, referred to above committees
SB 260	An act relating to public child care, allowing children who are under the age of kindergarten eligibility and who are under the jurisdiction of a state circuit court due to a documented case of child abuse, abandonment or neglect to receive first priority for placement into the Gold Seal Quality Care Program. In cases where this legislation creates a conflict with a priority placement identified in s. 411.01(6), a child who is at least 3 years of age but who is not eligible for kindergarten shall have first priority for placement.	Senator Wilson	Referred on 11/28/07 to Children, Families and Elder Affairs and Health and Human Services Appropriations First Reading on 3/4/08; referred to above committees
SB 280	An act, cited as the Zaniyah Hinson Act, relating to religious-exempt child care programs, requiring religious-exempt child care program to display a certificate of compliance issued by an accrediting agency recognized by the department; providing requirements for accrediting agencies; providing timeframes to meet requirements for training and credentials; requiring accrediting agencies for religious exemption to submit standards and an annual report to the department.	Senator Lynn	Referred on 11/28/07 to Children, Families & Elder Affairs; Commerce; and Health and Human Services Appropriations First Reading on 3/4/08; referred to above committees

ASSOCIATION OF EARLY LEARNING COALITIONS

SB 468	An act relating to child care facilities, requiring electronic submission of fingerprints of child care personnel and retention of fingerprints by the Department of Law Enforcement, reporting of records to the Department of Children and Families, requiring Level 2 screening of each person employed in a child care facility every 5 years.	Senator Hill	Referred on 12/13/07 to Children, Families & Elder Affairs; Criminal Justice; and Criminal & Civil Justice Appropriations. First Reading on 3/4/08; referred to above committees
SB 676	An act relating to publicly funded facilities for children; revising market rate provisions; requiring annual establishment of market rate by county; revising the number of instructional hours required for school-year VPK from "at least 540" to "up to 720 instruction hours or the same number of instruction hours as is provided to a student in kindergarten and first grade"; revising the determination of a full-time equivalent student in the same manner; requiring pre- and post-assessments of progress of students in VPK; designating that DOE, AWI or the early learning coalition must approve the assessment; requiring the lead teacher to administer the assessments within specified time periods (within 30 days of enrollment and within 15 days before the end of the program); requiring DOE or the coalition to score the assessments; and designating the use of the assessment information to identify special needs, to inform the program, and to be incorporated into the kindergarten screening and readiness rate.	Senator Fasano	Referred on 1/09/08 to Education PreK-12; Children, Families & Elder Affairs; Transportation & Economic Development Appropriations; and Education PreK-12 Appropriations First reading on 3/4/08; referred to above committees Withdrawn from consideration on 3/12/08
SB 702	An act relating to prekindergarten education; making mandatory and providing an effective date for requirements for increased levels of education for prekindergarten instructors.	Senator Rich	Referred on 1/09/08 to Education PreK-12; Education PreK-12 Appropriations; and Transportation & Economic Development Appropriations First Reading on 3/4/08; referred to above committees
HB 741	An act relating to prekindergarten education; making mandatory and providing an effective date for requirements for increased levels of education for prekindergarten instructors.	Representative Long	Referred on 2/5/08 to School & Learning Council; and Policy & Budget Council First Reading on 3/4/08; referred to above committees

ASSOCIATION OF EARLY LEARNING COALITIONS

SB 1352	An act relating to early learning; creating the Agency for Early Learning (the Agency) to be housed for administrative purposes in the DOE; providing for appointment of an agency director and agency responsibilities; providing for type two transfer of AWI OEL, DOE OEL, DCF child care licensing, and DOH Florida Infants and Toddlers Early Intervention Program to the Agency; designating the Agency as the lead agency for administering the federal Early Learning Opportunities Act; revising calculation of the kindergarten readiness rates; and providing for conforming provisions and clarification of certain duties.	Senator Rich	Referred on 2/21/08 to Education PreK-12; Children, Families & Elder Affairs; Governmental Operations; Transportation & Economic Development Appropriations; Education PreK-12 Appropriations First Reading on 3/4/08; referred to above committees
HB 629	An act relating to early learning; creating the Agency for Early Learning (the Agency) to be housed for administrative purposes in the DOE; providing for appointment of an agency director and agency responsibilities; providing for type two transfer of AWI OEL, DOE OEL, DCF child care licensing, and DOH Florida Infants and Toddlers Early Intervention Program to the Agency; designating the Agency as the lead agency for administering the federal Early Learning Opportunities Act; revising calculation of the kindergarten readiness rates; and providing for conforming provisions and clarification of certain duties.	Representative Ausley	Referred on 1/27/08 to Schools & Learning Council and Policy & Budget Council. First Reading on 3/4/08; referred to above committees
SB 1404	An act relating to child care, providing for the Office of Early Learning within AWI to establish Florida's five tier Sunshine State Stars Quality Rating System, subject to specific appropriation; providing for voluntary quality rating standards and requirements; establishing a voluntary pilot program in Broward, Duval, Hillsborough, Leon, Miami-Dade, Orange, Palm Beach, and Pinellas to expire on July 1, 2010; providing technical support and financial incentives for advancement in quality ratings; and requiring the OEL within AWI to develop an early education workforce development plan	Senator Rich	Referred on 2/21/08 to Education PreK-12; Children, Families & Elder Affairs; Commerce; and Transportation & Economic Development Appropriations First Reading on 3/4/08; referred to above committees
HB 627	An act relating to child care, providing for the Office of Early Learning within AWI to establish Florida's five tier Sunshine State Stars Quality Rating System, subject to specific appropriation; providing for voluntary quality rating standards and requirements; establishing a voluntary pilot program in Broward, Duval, Hillsborough, Leon, Miami-Dade, Orange, Palm Beach, and Pinellas to expire on July 1, 2010; providing technical support and financial incentives for advancement in quality ratings; and requiring the OEL within AWI to develop an early education workforce development plan	Representative Ausley	Referred on 1/27/08 to Schools & Learning Council and Policy & Budget Council First Reading on 3/4/08; referred to above committees

ASSOCIATION OF EARLY LEARNING COALITIONS

<p>SB 1670</p>	<p>An act relating to early learning; authorizing use of telecommunication methods in conducting early learning coalition board meetings with proper notice and reasonable access; transferring requirements for the establishment of a statewide child care resource and referral network by DCF to AWI; providing for use of early learning coalitions as child care resource and referral agencies; transferring duties of the DCF with respect to the Child Care Executive Partnership Program to AWI and early learning coalitions; requiring accreditation associations to have written accreditation standards that meet or exceed state's licensing requirements and require at least one on-site visit to provider or school for private VPK providers; removing the requirements for refingerprinting every 5 years of VPK instructors if there is no break in covered employment of more than 90 days; and providing requirements for assignment of substitute VPK instructors</p>	<p>Senator Gaetz</p>	<p>Referred on 2/27/08 to Education PreK-12; Children, Families &amp; Elder Affairs; Commerce; and Transportation &amp; Economic Development Appropriations First Reading on 3/4/08; referred to above committees Heard in Education PreK-12 on 3/19 with Committee Substitute regarding substitute VPK teachers favorably with 6 Yeas and 0 Nays Now goes to Children, Families &amp; Elder Affairs</p>
<p>HB 879</p>	<p>An act relating to early learning; authorizing use of telecommunication methods in conducting early learning coalition board meetings with proper notice and reasonable access; transferring requirements for the establishment of a statewide child care resource and referral network by DCF to AWI; providing for use of early learning coalitions as child care resource and referral agencies; transferring duties of the DCF with respect to the Child Care Executive Partnership Program to AWI and early learning coalitions; requiring accreditation associations to have written accreditation standards that meet or exceed state's licensing requirements and require at least one on-site visit to provider or school for private VPK providers; removing the requirements for refingerprinting every 5 years of VPK instructors if there is no break in covered employment of more than 90 days; and providing requirements for assignment of substitute VPK instructors</p>	<p>Representative Kelly</p>	<p>Filed on 2/8/08 Referred on 2/17/08 to Economic Expansion &amp; Infrastructure Council; Policy &amp; Budget Council Referred on 2/27/08 to Committee on Economic Development First Reading on 3/4/08; referred to Committee on Economic Development Heard in Economic Development Council on 3/13/08 favorably with 9 Yeas and 0 Nays Now in Economic Expansion &amp; Infrastructure Council</p>
<p>SB 2606</p>	<p>An act establishing a 3-year prekindergarten education pilot program in the Big Bend Region to enhance the quality of VPK by providing individuals who a baccalaureate or higher degree with the opportunity to teach in VPK; providing for voluntary participation by VPK providers; providing for the development of a curriculum and required training in coordination with community college for participating programs; does not provide funding but authorizes the ELC of Big Bend to apply for and secure grants and funds before implementing the pilot.</p>	<p>Senator Dean</p>	<p>Filed on 2/29/08</p>

ASSOCIATION OF EARLY LEARNING COALITIONS

<p>HB 1021</p>	<p>An act establishing a 3-year prekindergarten education pilot program in the Big Bend Region to enhance the quality of VPK by providing individuals who a baccalaureate or higher degree with the opportunity to teach in VPK; providing for voluntary participation by VPK providers; providing for the development of a curriculum and required training in coordination with community college for participating programs; does not provide funding but authorizes the ELC of Big Bend to apply for and secure grants and funds before implementing the pilot.</p>	<p>Representative Ausley</p>	<p>Filed on 2/20/08          First reading on 3/4/08, referred to Schools &amp; Learning Council and Policy &amp; Budget Council          Heard in Schools &amp; Learning Council on 3/18/08 favorably with 16 Yeas and 0 Nays          Now goes to Policy &amp; Budget Council</p>
----------------	---	------------------------------	---

ASSOCIATION OF EARLY LEARNING COALITIONS

Legislative Visits regarding SB 1352 and HB 629

Legislator	Visit	Comments
Galvano	Attempted	Talked with aide who was unfamiliar with HB 629
Traviesa	Scheduled for 3/13	
Weatherford	Appointment pending	
Ausley	Completed	Hopes to move the bill; recognizes the difficulties in doing so
Pickens	Attempted	
Proctor	Attempted	Talked with aide; no position or questions regarding bill
McKeel	Completed	Probably will support; but not hearing much about it
Ross	Talked with aide	Aide did not know about bill
Sansom	Scheduled for 3/13	
Gactz	Scheduled for 3/13	
Baker	Scheduled for 3/13	
Fasano	Scheduled for 3/13	
Pickens	Scheduled for 3/13	
Lynn	Completed	Indicated that it would difficult bill to pass; supports less monitoring and QRS

ELC OF NORTHWEST FLORIDA, INC.  
APRIL 1, 2008  
BOARD MEETING MINUTES

ATTACHMENT 3

## Executive Director Report

April 1, 2008

a. *Service Delivery Statistics*

VPK Stats, FLKRS results, Utilization, and Service Data will be provided in presentation format

b. *Children's Week Activities*

- The Coalition hosted "Children's Rallies" in Bay, Calhoun, Gulf (Port St. Joe and Wewahitchka), Jackson, and Holmes counties to bring community and legislative recognition and awareness to children's issues.
- School Readiness providers completed ART using the children's handprints which was collected and delivered to Tallahassee.
- Children's handprints will be hung in the capitol's rotunda during the legislative session.

**Special THANKS to the following Board members who represented the Board Chair and Board at targeted Children's Day Celebrations.**

1. **Bay County – THANKS to Steve Southerland for officiating**
  - ☞ THANKS to Dr. Fleege and EEC Board Chair- Clint Mayo
  - ☞ THANKS to Sand Box Singers and Ms. Verma Hines
  - ☞ THANKS to Chapman HS & Ms. Linda Johnson for hosting event
  - ☞ THANKS to Preschool Playhouse for representing SR providers
  - ☞ THANKS to Ms. Kimmie, Ms. Chan, and Playhouse Children's Choir
  - ☞ THANKS to Mayor Scott Clemons for Proclamation
  - ☞ THANKS to parents and grandparents for their support
2. **Calhoun County – THANKS to Ms. Mary McKenzie for officiating**
  - ☞ THANKS to Calhoun Public Library and Ms. Rita Maupin
  - ☞ THANKS to Library Children's Hour Staff
  - ☞ THANKS to Calhoun Public Library for hosting event
  - ☞ THANKS to Kid's Kingdom for representing SR providers
  - ☞ THANKS to Ms. Barbara Collier & Kid's Kingdom Children's Choir
  - ☞ THANKS to Mary McKenzie for reading proclamation
  - ☞ THANKS to parents and grandparents for their support
3. **Gulf County (PSJ) – THANKS to Mr. David Warriner for officiating**
  - ☞ THANKS to North Florida CDC Staff and Teachers
  - ☞ THANKS to North Florida CDC & Sharon Gaskin for hosting event
  - ☞ THANKS to North Florida CDC Teachers and Children's Choir
  - ☞ THANKS to David Warriner for reading children's proclamation
  - ☞ THANKS to parents and grandparents for their support
4. **Gulf County (Wewa) – THANKS to Ms. Sharon Gaskin for officiating**
  - ☞ THANKS to North Florida CDC (Wewa) - Staff and Teachers
  - ☞ THANKS to North Florida CDC - for hosting event
  - ☞ THANKS to North Florida CDC Teachers and Children's Choir
  - ☞ THANKS to Ms. Sharon Gaskin for reading children's proclamation

THANKS to parents and grandparents for their support

5. **Jackson County – THANKS to Mr. David Melvin and Richard Williams**

THANKS to School Readiness Providers and Teachers

THANKS to CRWDB for hosting event

THANKS to Character Keepers 4-H Club of Jackson Co./Patty Melvin

o Ms. Danielle Melvin “Ambulance or Fence”

o Mr. Drew Melvin “Character Changing Children”

THANKS to County Commissioner, Mr. Chuck Lockey for reading children’s proclamation

THANKS to parents and grandparents for their support

6. **Holmes County – THANKS to Mr. Steve Griffin for officiating**

THANKS to Holmes County School District & Ms. Olivia Haines

THANKS to Bethlehem VPK Teachers and Children

THANKS to Little Angels Staff, Children, and Ms. Lee

THANKS to Mayor of Bonifay, Fredrick Howell

THANKS to Mayor of Westville, Mr. Stephen Herrington

THANKS to parents and grandparents for their support

c. *Office Relocation*

At the March 2008 Board meeting, the members voted to enter into a pilot project with Chipola Regional Workforce Development Board (CRWDB) to determine if the connecting of Coalition and Workforce infrastructures enhances family support in attaining established Family Achievement Goals.

A fiscal study has been completed to determine relocation cost efficiencies and includes monthly payment of approximately **\$3,350**. Current Coalition monthly costs for Jackson and Washington County office space is **\$3,500**:

Marianna and Chipley Workforce Centers

- Fourteen (10 –Marianna, 4 – Chipley) fully furnished office spaces/cubicles
- Two fully furnished private offices (non-cubicle space with doors)
- Space to arrange specified Children’s Waiting Area
- Large Record retention and Storage Room with easy access (Coalition will need to purchase lateral filing cabinets)
- New Dell computers in each office space
- Monochrome laser printers for each of the offices
- Internet connection for all office and computer locations
- Access to public computers for customers/parents to access services
- Coalition designated telephone lines with access to 1-800 number
- Distinctive display space for Coalition parent and customer information
- Designated space and connectivity for coalition EFS server, if and when applicable
- Full access to and use of workforce Community Room, staff break rooms. Assessment and Training Area, and Smart Center Computer Lab

- Full access to the facility and resources for weekend and evening activities as needed to ensure the execution of service delivery
- Links on Workforce Web Page
- Access to technology and computer support for five county area (IT staff)
- Complete cleaning services for office shared spaces
- Access to kitchen area and accessories
- Access to designated parking space
- Outdoor area for the placement of a small storage shed
- Controlled customer/parent access
- Security