

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

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

Day/Date/Time: Wednesday, June 18, 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, Janice Brown, Bill Byrd, Lee Anne Case, Linda Hood, Elizabeth Kirvin (via phone), Al McCambry, Mary McKenzie, David Melvin (via phone), Neal Reeves, Steve Southerland II

Coalition Members Absent:

Shelly Bear, Olivia Cooley, Arthur Cullen, Sharon Gaskin, Steve Griffin, Jill Nance, Jerry Sowell, David Warriner, Richard Williams

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Suzan Gage (via phone), Vanessa Hadley, Amy Minkewicz, Joe Seabrook (via phone)

Guests Present:

Greg Allerellie, Jackie Faye Kelly, 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. Standing Items

a. Adoption of Agenda (# 055-08)

The meeting agenda was presented. Al McCambry made a motion to approve the agenda and the motion carried.

b. Meeting Minutes (# 056-08)

The minutes from the April 1 and May 9, 2008 board meetings were presented. Julian Bennett made a motion to approve the minutes and the motion carried.

c. Treasurer's Report (# 057-08)

Amy Minkewicz, Coalition Finance Director, presented the financial report through April 2008 (Attachment 1) for Jerry Sowell, Treasurer. The report included a Profit and Loss Statement and Balance Sheet. Discussion followed. Al McCambry made a motion to approve the financial report and the motion carried.

2. Old Business

None.

3. New Business

a. FY09 Sliding Fee Scale (# 058-08)

Lynne Eldridge presented the FY09 sliding fee scale (Attachment 2) on behalf of Richard Williams and the Program Committee. Ms. Eldridge explained that the sliding fee scale is used to determine parent copayments for School Readiness services and a new fee scale must be adopted each year as the Federal Poverty Guidelines are adjusted. Ms. Eldridge also explained that there were no changes to the parent copayments in the FY09 sliding fee scale being presented since the Board approved a \$.50 increase for full time care last year. Discussion followed. Al McCambry made a motion to adopt the FY09 sliding fee scale as presented with a review of the fiscal impact data in June 2009 and the motion carried.

b. Subcontractor Contract Modifications (# 059-08)

Lynne Eldridge presented contract modifications for Early Education and Care, Inc. (EEC) and the Calhoun Co. Public Library on behalf of Jerry Sowell and the RFP Committee. Ms. Eldridge stated that EEC's contract was reduced by \$25,000 since the EFS server is being moved to the Coalition's office and EEC would not be administering the server any longer. Coalition and EEC staff also worked together to modify the scopes of service for clarity. Calhoun Co. Library's scopes of service were also

modified for clarity with dollars changes. Any changes to dollars, including to the Coalition's budget, would come after the Coalition's grant award was reduced by the legislative budget cuts. Discussion followed. Bill Byrd made a motion to accept the contract modifications as recommended by staff and the motion carried.

c. Bylaw Amendments (# 060-08)

Mary McKenzie stated that in order to maintain the continuity of the current and new Board members who are committed to the purpose of the Coalition, the Personnel and Policy proposed two options for amending the bylaws: 1) To increase the membership terms to **three**-year terms or 2) To increase the membership terms to **four** years. Discussion followed. Ms. McKenzie made a motion to recommend option 2 for four-year membership terms and the motion carried unanimously.

d. FY09 Board Officers (#061-08)

Mr. Southerland stated the current board officers were being presented for reappointment for the upcoming fiscal year:

Vice Chair	David Melvin (2 nd term)
Treasurer	Jerry Sowell (4 th term)
Secretary	Olivia Cooley (2 nd term)

* Chair's appointment by the Governor ends April 30, 2009

The floor was opened for further nominations. Hearing none, Julian Bennett made a motion to approved the appointments as stated and the motion carried.

V. Information Items

1. Chair's Report

a. Board Member Recognitions

Mr. Southerland stated that the following members were not able to renew their terms and will be leaving the Coalition Board and thanked them for their service:

1. Dr. Willie Spires, Chipola College – Community College President Designee
2. Judy Boyd, Northside Christian Academy – Faith-Based Provider Representative

b. Legislative Budget Reductions

Mr. Southerland reiterated that the Coalition expects to have its budget reduced by approximately \$206,000 for the upcoming fiscal year as the 2008-09 legislative appropriation bill has been sent to the Governor for his approval.

c. 08-09 Coalition Meeting Schedule

Mr. Southerland asked the Board, in light of the increase in commitment due to the change in membership terms, if they would like to consider going to full Board meetings every other month with the Executive Committee and standing committees meeting in between Board meetings. Mr. Southerland presented the following draft Coalition Board/Committee Meeting schedule for review:

◆ July 2008	Strategic Planning Workshop
◆ August 2008	Full Board
◆ September 2008	Committee Meetings
◆ October 2008	Full Board
◆ November 2008	Committee Meetings
◆ December 2008	Full Board
◆ January 2009	Committee Meetings
◆ February 2009	Full Board
◆ March 2009	Committee Meetings
◆ April 2009	Full Board
◆ May 2009	Committee Meetings
◆ June 2009	Full Board

2. Executive Director’s Report

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

- a. Chipola RWB Pilot Partnership Update
- b. School Readiness Direct Service/Slot De-obligation
- c. Service Utilization

VI. Other Business

1. FY09 Budget Planning

Mr. Bennett requested that the Coalition hold a joint meeting of the Finance Committee and any other relevant committees to review the FY09 budget before full Board approval.

2. ELAC Report

Mr. Southerland gave a report on the ELAC meeting in Tampa on June 12th and 13th. He stated that he gave a report on the Coalition’s increased requirements for provider liability insurance and that the Chairs discussed AWI and DOE’s partnership in tracking child data from VPK through the 3rd grade to better plan for child outcomes.

VII. Scheduling of Next Meeting

The next Coalition Board meeting is scheduled for:

TBA

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:42 p.m. CST.

Submitted by Olivia Cooley
Board Secretary
OC:mb