

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

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

Day/Date/Time: Wednesday, August 6, 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, Bill Byrd, Lee Anne Case, Sharon Gaskin, Elizabeth Kirvin, Jill Nance (via phone), Neal Reeves, Jerry Sowell, David Warriner (via phone), Richard Williams

Coalition Members Absent:

Janice Brown, Olivia Cooley, Steve Griffin, Linda Hood, Al McCambry, Mary McKenzie, David Melvin, Steve Southerland II

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Suzan Gage, Amy Minkewicz, Ken Whittaker

Guests Present:

Greg Allerellie, Nancy D Pue, Pam Fleege, Kim Hart, Lee Juncker, Georgia Weaver

I. Call to Order

Jerry Sowell, Treasurer, called the meeting to order in absence of Steve Southerland II, Chair, and David Melvin, Vice Chair.

II. Roll Call

Mr. Sowell requested staff call roll to ensure quorum.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Teddy Bear Bag Check Presentation

Nancy D Pue and Lee Juncker from the Miracle Strip Good Sams Club presented a \$50 check to Mr. Sowell and the Coalition for the teddy bear bag project.

V. Action Items

1. Standing Items

a. Adoption of Agenda (# 002-09)

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

b. Meeting Minutes (# 003-09)

The minutes from the June 18, 2008 board meeting were presented. Elizabeth Kirvin made a motion to approve the minutes and the motion carried.

c. Treasurer's Report (# 004-09)

Jerry Sowell, Treasurer, presented the unaudited financial report for June 2008 (Attachment 1). The report included a Profit and Loss Statement and Balance Sheet. Mr. Sowell stated that the Coalition will be submitting a 13th invoice to AWI to close out the fiscal year. Discussion followed. Mr. Sowell stated that no action was required since the financial statements were not yet audited.

2. Old Business

None.

3. New Business

a. Independent Audit Firm Approval (# 005-09)

Mr. Sowell stated that the Coalition needed to begin preparations for the fiscal year 07-08 independent audit. The Coalition has used the firm Tipton, Marler, Garner, and Chastain the previous two years. The cost of the audit has increased from \$15,200 in 07-08 to no more than \$16,000. Bill Byrd made a motion to approve the increase from Tipton, Marler, Garner, and Chastain to perform the independent audit for FY 07-08 and the motion carried.

Mr. Sowell also stated that he would need approval from the Chair and/or the Board to sign the engagement letter with the audit firm. Richard Williams made a motion to approve Jerry Sowell, Board Treasurer, to sign the audit engagement letter on behalf of the Coalition and the motion carried.

b. Finance Committee Report (# 006-09)

Mr. Sowell stated that the Finance Committee met on July 8, 2008 to review the FY09 budget (Attachment 2). The Committee's recommendations included revising the budget based on state funding reductions and reductions to presented Coalition staffing costs. Discussion followed. Bill Byrd made a motion to approve the FY09 budget and the motion carried.

Richard Williams then made a motion to modify the contact with Early Education and Care, Inc. and approve a reduction to the contract by \$90,450 due to the grant award reduction by AWI and the motion carried.

c. Revisions to Contractor Invoicing Process (# 008-09)

Ms. Eldridge presented proposed changes to the contractor invoicing process (Attachment 3) initially approved by the Board in FY08. Ms. Eldridge stated that this document is a Board vote document and therefore any changes to the process are brought back before the Board for review and approval. Discussion followed. Richard Williams made a motion to approve the changes to the invoice process and the motion carried.

V. Information Items

1. Chair's Report

a. Executive Committee Report – Calhoun County Contract

Mr. Southerland stated that an emergency Executive Committee was called for July 29, 2008 to address continuation of the Health Literacy services. The Coalition received notice from the Calhoun County Public Library that they had experienced funding reductions for the 08-09 fiscal year and was not able to ensure completion of the Coalition's unit cost contract for the Family Support and Health Literacy services, effective August 1, 2008. The Chair requested that Coalition staff present any cost savings to the contract by providing these services directly. Mr. Southerland stated that staff anticipated a cost savings of approximately \$20,000 for the Family Support Services by not hiring additional staff and approximately \$20,000 for the Health Literacy Services by reducing costs associated with prior contact.

Mr. Southerland also stated that the RN is a family member of Coalition Executive Director and that the committee identified the following safeguards that are in place and therefore did not see the relationship as an issue:

1. Coalition has approved Nepotism Policy in place
2. Landrum is Coalition Co-employer and would address any staffing issues
3. Landrum will review current Nepotism policy and Coalition will

- make changes as directed
- 4. Include a statement in Nepotism Policy addressing role of Personnel Committee, as it relates to staff issues and family members
- 5. Personnel Committee already established and responsibilities include listed elements stated above

Mr. Southerland then stated that the Executive Committee approved to take the Health Literacy Services in-house and continue the services as-is with the current RN from the library.

2. Executive Director's Report

Lynne Eldridge presented the Executive Director report to the Board on the following items (Attachment 4):

- a. Chipola Regional Workforce Development Board Pilot Partnership Update
- b. Legislative Funding Cuts
- c. Service Utilization

VI. Other Business

There was no other business brought before the Board.

VII. Adjournment

Richard Williams made a motion to adjourn the meeting and the motion carried. This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 11:55 a.m. CST and the Board immediately convened the annual Strategic Planning Workshop.

Submitted by Olivia Cooley
Board Secretary
OC:mb