

EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC. EXECUTIVE COMMITTEE MEETING MINUTES

Meeting: ELC of Northwest Florida, Inc. Executive Committee Meeting

Day/Date/Time: Monday, March 12, 2007 – 8:30 a.m. CST

Location: Workforce Center – Panama City, Florida

Call-in #: 1-888-296-6500, guest code 941658

ATTENDANCE

Committee Members Present:

Olivia Cooley, Elizabeth Kirvin (via phone), Mary McKenzie, Steve Southerland II, Jerry Sowell, Richard Williams (via phone)

Committee Members Absent:

Scott Clemons, David Melvin, David Warriner

Coalition Members Present:

Judy Boyd

ELC Staff Present:

Matt Bonner, Lynne Eldridge, Amy Minkewicz, Ken Whittaker

Guests Present:

Tom Gallagher (via phone), Sam Sweazy (via phone)

I. Call to Order

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

II. Roll Call

The Chair 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. # 051-07 – Trending Over Utilization of Slots

The Chair asked Lynne Eldridge, Executive Director, to review the trending data with the Committee (Attachment 1). Based on the data, the Coalition's direct service allocations have increased by \$531,000 over FYE 06. The Executive Director gave possible reasons for the over utilization as explained on page 1 of the attachment. Possible solutions were then presented. Option #2 was discussed first, which was the Coalition's disenrollment policy, however; this is to be implemented only as a last resort when all other fiscal management strategies have been exhausted. As stated in the policy, the Coalition's final strategy to implement before disenrolling children is to review contractors' budgets. Option #1 was then presented, which would amend EEC's contract by \$600,000. This would bring the total EEC contract amount to \$1.7 million. Richard Williams made a motion to accept option #1 to reduce EEC's contract by \$600,000. Discussion followed. A roll call vote was taken and the motion carried with 6 yeas and 0 nays.

Jerry Sowell then made a motion that upon the fact that funding is not reduced enough to alleviate the over utilization, the Coalition will then continue with the disenrollment of slots. A roll call vote was taken and the motion carried with 6 yeas and 0 nays.

VI. Information Items

1. 07-08 Contract Amendments

The Committee reviewed options for 07-08 fiscal year services:

- 1) Amend contracts with EEC for 07-08
- 2) If amendments are not agreed upon, then Coalition will need to award an emergency contract until an RFP or ITN is developed and awarded.
- 3) Bring services in-house

It was stated that all decisions made by the Coalition must stay in compliance with State monitoring recommendations.

VII. Scheduling of Next Board Meeting

The next board meeting is scheduled for:

April 4, 2007
11:00 a.m. CST
Chipola Workforce Center One Stop – Marianna, FL

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Executive Committee was adjourned at 9:40 a.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary

EK:mb