



The Coalition's Mission is to provide leadership and advocacy that builds a community where all children are prepared for success in school

Board Meeting
Tuesday, June 16, 2009
8:30am – 12:30pm
Early Learning Coalition of the Big Bend Region
325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Board Members Present:

Chris L. Jensen, Jr., Chair
Joyce Bethea
Dr. Elsie Burton
Jeremy Cohen
Maureen Daughton
Kim Kelling Engstrom
Larry DiPietro
Ed Feaver
Willy Gamalero
Bob Gabordi
Willy Gamalero
Traci Leavine
Kim Moore
Linda Nelson
Rodney Reams
Carrie Rubenstein
Janice Sumner
Shelia Shelton
Monesia Brown

Board Members Absent:

Lynn Black
Sarah Glass
Lesia Johnson
Tana Kenny
Catie McRae
Maria Pouncey
Corvella Rosier
Eric Scott
Barbara Sloan

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Molly Lord, Community Partnerships Manager
Sam Sweazy, Compliance and Improvement Officer
Theresa Bogema, Director of Provider Services
Kathy Hayes, Finance Director
Megan Gocs, Executive Assistant

Guests Present:

Jeanne Barker, Tallahassee Community College
Steve Garden, Agency of Workforce Innovation,
Office of Early Learning

1. Welcome and Roll Call

Chris L. Jensen, Jr., Chairman, welcomed committee members, staff and guests. Roll call was taken and quorum was established at 8:34am.

2. Special Action Item #2009-7

Ratification of Approval of New Board Member: Monesia Brown

Per the By-Laws, the Board of the Early Learning Coalition of the Big Bend Region (ELC) includes private sector membership. Monesia Brown, an attorney with Akerman Senterfitt and the former Director of the Agency of Workforce Innovation (AWI), has indicated an interest in

serving on the Board and is eligible for a private sector seat. On June 10, 2009, the Executive Committee approved Monesia Brown for a Private Sector Seat on the Board of the ELC. The Board was asked to ratify this approval. The motion to approve Special Action Item #2009-7 ratifying Monesia Brown as a new board member was made by Larry DiPietro. This motion was seconded by Maureen Daughton. This motion was unanimously approved.

3. Consent Agenda – Action Item #2009-8

a. Approval of Agenda for June 16, 2009 Board Meeting

b. Approval of Minutes for March 17, 2009 Board Meeting

c. Approval of Revised Sliding Fee Scale for the 2009-2010 Fiscal Year

Each year, upon release of the updated annual Federal Poverty Guidelines, Early Learning Coalitions are required to amend their current sliding fee scales to incorporate the new Federal Poverty Guidelines. This Action Item has already been recommended for the approval of the full Board by the Program Policy and Strategy Committee on May 20, 2009 and the Executive Committee on June 10, 2009.

d. Approval of Corporate Resolution for New Bank and Signers

Per Action Item #2009-5 approved by the Board on March 17, 2009, the ELC is in the process of moving banking services from Regions Bank to Tallahassee State Bank.

Tallahassee State Bank requires that the Board pass a resolution identifying signature authorities over the accounts held with the Bank. Tallahassee State Bank also requires that the Board determine what powers are granted to each person given signature authority.

Staff requested that the Chief Executive Officer, Chris Duggan, the Chief Operating Officer, Lauren Faison and the Chairman of the Board, Chris L. Jensen, Jr., be given signature authority. The specific powers to be granted to each signer, can be found under the Corporate Authorization Resolution in the Board materials. This Action Item was recommended for approval by the full Board by the Executive Committee on June 10, 2009.

e. Approval of Relocation of Madison/Jefferson County Office

The ELC currently has a lease with Woodville Properties, Inc. for the Madison/Jefferson County Office which expires on June 30, 2009. The total square footage of the space is 2,590 and the monthly rent equates to \$3,470.17. The annualized cost for this space is \$41,642.04, which does not include phones or security.

The North Florida Workforce Development Board in Madison County has space available in downtown Madison. The total square footage of the building is 2,300 and the monthly rent would equate to \$1,200.00. Utilities would be approximately an additional \$400 per month, lawn maintenance \$80.00 per month and janitorial expenses would average \$250.00 per month. The annualized cost for this space would be \$23,160.00, which does not include phones or security. Moving costs from Greenville to Madison have been included in our 2008-2009 budget forecasts. The annualized savings would equate to \$18,482.04. This Action Item was recommended for approval by the full Board by the Executive Committee on April 10, 2009.

f. Approval of Personnel Policy Amendments

During a review of current personnel policies, staff identified issues with the annual leave carryover and the annual leave payout policies. Staff requested that the Board approve the

following amendments so that policies are in line with the business practices of the Coalition.

The current policy regarding carryover of annual leave balances, as approved by the Board on June 26, 2008, is that under normal circumstances, all annual leave should be used within the fiscal year it is earned. Under this policy all employees start with a zero balance each July thereby limiting their ability to take leave throughout the summer. The recommendation is to allow carryover of annual leave of up to eighty hours per year.

If this change is approved, the new policy will read, employees are encouraged to use their annual leave during the fiscal year in which it is earned, however, carryover of unused annual leave hours to a maximum of eighty hours per year will be permitted.

The current policy regarding annual leave payout is employees who provide adequate written notice of resignation, minimum of two weeks, are eligible to receive the balance of their unused annual leave in their final paycheck, less applicable deductions. Generally except in a case of gross misconduct, employees who are terminated by the ELC are eligible to receive the balance of their unused annual leave in their final paycheck, less applicable deductions. Under this policy employees with balances in excess of eighty hours who leave during the year will be paid the full balance in their final paycheck. The recommendation is to cap the annual leave payout for departing employees at eighty hours.

The new policy, if approved, will be, employees who provide adequate written notice of resignation, minimum of two weeks, are eligible to receive a payout of their unused annual leave in their final paycheck, up to a maximum of eighty hours. Generally, except in a case of gross misconduct (as determined by the CEO), employees who are terminated by the ELC are eligible to receive a payout of their unused annual leave in their final paycheck, up to a maximum of eighty hours.

This Action Item was recommended for approval by the full Board by the Executive Committee on April 10, 2009. The motion to approve the Consent Agenda – Action Item #2009-8 was made by Monesia Brown. This motion was seconded by Maureen D. This motion was approved.

4. Public Comment

There was no public comment

5. Coalition Reports

a. Chairman's Report

Chris J. informed the Board that he is still the Board Chairman and will be acting in this position until another Chair is appointed by the Governor. Once a new Chair is appointed, he plans to stay on the Board in a private sector seat.

Chris J. then informed the Board that he will be attending the Early Learning Advisory Council Meeting in Tampa on June 19, 2009.

b. Chief Executive Officer's Report

Chris Duggan provided the Board with a brief Chief Executive Officer's report.

c. Treasurer's Report

Joyce Bethea provided the Board with a brief Treasurer's report.

6. Action Items

a. Approval of 2009 – 2010 Continuation Budget – Action Item #2009-9

Lauren F. presented each of the following action items to the Board.

As of June 16, 2009, staff had not been given earmarks and restrictions from AWI for the 2009 – 2010 fiscal year. Staff proposed that the Board approve a continuation of the current 2008 – 2009 operating budget. This will enable the Coalition to start July 1, 2009, with an operating budget. When staff receive the 2009 – 2010 earmarks and restrictions from AWI, staff will bring the proposed 2009 – 2010 budget back to the Board on September 15, 2009 meeting for their approval. This Action Item was recommended for approval of the full Board by the Executive Committee on June 10, 2009.

The motion to approve the 2009 – 2010 Continuation Budget – Action Item #2009-9 was made by Maureen D. This motion was seconded by Shelia Shelton. This motion was approved.

b. Approval of Policy for School Readiness Services for Families Enrolled in Educational Activities – Action Item #2009-10

Early Learning Coalitions have the authority to set local policy determining eligibility guidelines for parents enrolled in educational activities. The ELC has not had the Board institute such a policy. In this tough economy there has been an increase in the number of families who are not employed but are enrolled in educational activities and are in need of child care.

In order to qualify for School Readiness services through the ARLI (at risk low income) funding category, parents must demonstrate a purpose for care, which requires an approved activity for a minimum of 20 hours per week. This Action Item was recommended for approval by the full Board by the Program Policy and Strategy Committee on May 20, 2009 and the Executive Committee on June 10, 2009.

If the Board approved this action item, the policy would read "If a parent is enrolled full-time in educational activities (as determined by the institution), the parent will be considered as meeting the minimum required hours and therefore meeting their purpose for care. Documentation of enrollment in full-time coursework from the applicable institution will be required at the time of eligibility determination. The certification period will coincide with the end of the school term plus two weeks based on documentation presented at initial eligibility".

Maureen D. questioned whether families enrolled in educational activities should be weighted equally with families working full time. This matter was discussed further by the Board. Lauren F. suggested that this discussion be taken to the Program Policy and Strategy Committee to be discussed and analyzed further.

The motion to approve the policy for School Readiness Services for families enrolled in education activities – Action Item #2009-10 was made by Ed Feaver. This motion was seconded by Shelia S. This motion was approved.

c. Approval of Amendments to the Coalition By-Laws – Action Item #2009-11

On February 27, 2009, the Executive Committee agreed to move forward with addressing the article in the Coalition By-Laws which dictates the length of time a board member can serve on the Board of the ELC.

According to Article III Section 3.7 of the By-Laws, under Membership Terms, “Subject to the limitations set forth in Section 411.01(5)(a)13., Fla. Stat., private sector members appointed by the Governor shall serve for the term specified by the Governor. Other board member terms must be staggered and of uniform length that does not exceed two (2) consecutive terms. Initial terms for all other board members will be up to two (2) years, with the option to renew the term for two (2) additional years. After a Legislatively Designated Member from one (1) county has served the maximum of two (2) consecutive terms, the ELC may provide for the rotation of the membership position among the other counties served by the ELC”.

The proposed new policy language will read as follows, “Subject to the limitations set forth in Section 411.01(5)(a)13., Fla. Stat., private sector members appointed by the Governor shall serve for the term specified by the Governor. Other board member terms must be staggered and of uniform length that does not exceed two (2) consecutive terms. Initial terms for all other board members will be up to four (4) years, with the option to renew the term for four (4) additional years. After a Legislatively Designated Member from one (1) county has served the maximum of two (2) consecutive terms, the ELC may provide for the rotation of the membership position among the other counties served by the ELC”.

This Action Item was recommended for approval by the full Board by the Executive Committee on June 10, 2009.

The motion to approve the amendments to the Coalition By-Laws – Action Item #2009-11 was made by Janice Sumner. This motion was seconded by Bob G. This motion was approved.

d. Approval of One Time Supplement Payment to all School Readiness Providers – Action Item #2009-12

The ELC is required to expend a minimum of 70% of its School Readiness award on direct child care services. Per the School Readiness Grant Award with the AWI, the ELC should not end the fiscal year with more than a 1 ½ percent surplus of their School Readiness total Grant Award. Historically, Coalitions throughout the State of Florida that had a projected surplus were asked by AWI to deobligate those dollars in order to help the Coalitions in a deficit situation. With the infusion of stimulus dollars, there is currently no pressure for Coalitions with a projected surplus to deobligate those funds.

The ELC is currently projecting a surplus in School Readiness dollars. While the ELC has been actively enrolling families to address this projected surplus in a variety of ways including extending operating hours for the past few months and while the Coalition is currently serving a record number of families, the Coalition still faces a projected surplus for the fiscal year.

In an effort to further reduce the projected surplus, the ELC proposed to take action to expend a portion of the surplus dollars within the region with a one-time supplemental payment to all School Readiness providers. The one-time payment will be a per child

allocation and the amount each provider will receive will vary depending on the number of School Readiness children they serve. In communication between the ELC and AWI we have been assured that the one-time payment would be both allowable and appropriate. This Action Item was recommended for approval by the full Board by the Executive Committee on June 10, 2009.

If approved, providers will receive this one time payment with their June reimbursement.

The motion to approve a one time supplement payment to all School Readiness Providers – Action Item #2009-12 was made by Janice Sumner. This motion was seconded by Bob G. This motion was approved.

7. Next Board Meeting: Tuesday, September 15, 2009 11:30am – 1:30pm

The next Board Meeting is scheduled for Tuesday, September 15, 2009, from 11:30am to 1:30pm.

Chris D. asked the Board to refer to page 19 of their packet. She then explained the Human Resources plan to the Board.

Pam Butler, the Chair of the Ready for School Sock Hop Committee, provided the Board with information about the upcoming 1st Annual Ready for School Sock Hop set for Saturday, August 29, 2009. Maureen D. asks the Board to provide Pam B. with names of potential sponsors.

8. Strategic Planning Session

- a. Reflections and Dreams**
- b. Board Goal Setting**
- c. Board Business: Past, Present and Future**
- d. Summary**

Chris D. informed the Board that the strategic planning session would proceed after this meeting. Details of this meeting have not been recorded with these minutes.

Meeting adjourned at 9:12am.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Tuesday, September 15, 2009

Committee Chair's Initials: _____

Board Secretary Initials: _____

A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.