



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

Executive Committee Meeting

Tuesday, January 19, 2010

4:00pm – 5:30pm

Early Learning Coalition of the Big Bend Region

325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Committee Members Present:

Larry DiPietro, Chair
Rodney Reams
Ed Feaver
Dr. Elsie Burton
Willy Gamalero
Maureen Daughton

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Sam Sweazy, Vice President of Program Services
Kathy Hayes, Controller
Kara Smith, Director of Human Resources
Megan Gocs, Executive Assistant

Committee Members Absent:

n/a

Guests Present:

Daniel Wagnon, ADW Enterprises, LLC.
Stewart Proctor, Proctor & Long Commercial Real Estate
Kim Dixon, Allen, Mooney and Barnes Investment Advisors

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed committee members, staff and guests. Roll call was taken and quorum was established at 3:59pm.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Ed Feaver. This motion was seconded by Dr. Elsie Burton. This motion was approved.

3. Approval of Minutes for November 30, 2009

The motion to approve the minutes for the Executive Committee Meeting of November 30, 2009, was made by Rodney Reams. This motion was seconded by Elise B. This motion was approved.

4. Public Comment

There was no public comment.

5. Reports

a. Chairman's Report

Larry D. provided his Chairman's Report to the Executive Committee. He informed the committee that the legislative session is soon approaching. Chris Duggan and Larry D.

went through each of the Early Learning Coalition of the Big Bend Region's (ELC) 2010 legislative priorities with the committee.

Ed F. questioned the dollar amounts being requested for each county. Chris D. said that she would email Alisa Ghazvini for more details regarding the specific amounts being requested for each county. Ed F. also requested an explanation of how the Department of Education constructed the allocation formula.

b. Chief Executive Officer's Report

Chris D. presented her Chief Executive Officer's Report to the committee. She went through her recent and upcoming travel with the committee, informing them that the Association of Early Learning Coalitions has decided to reduced the number of meetings each year from twelve to eight. Chris D. has no projected travel for February through to May, 2010.

Chris D. spoke to the Executive Committee about the Board Communication Strategic Plan Workgroup and the decision to split the workgroup into smaller sub-committees. Each sub-committee will plan for a specific target audience and propose a communication plan. The audiences that the various sub-committees will focus on are, government and policy makers, internal and external customers, businesses and business leaders, and the media and community. Chris D. suggested having more board members involved in each of these sub-committees. The Executive Committee agreed. Chris D. said that she would email board members individually about being on certain sub-committees depending on their expertise and experience.

6. Discussion Items

a. New Leon County Office Building

Larry D. introduced Stewart Proctor and Daniel Wagon to the committee. Daniel W. and Stewart P., as the Coalition's Tenant Representatives, informed the Executive Committee what has been happened to date since the Coalition engaged Proctor and Long to find the Coalition a new Leon County Office Building. Daniel W. informed the committee that he and Stewart P. have been able to short list several potential new office buildings and spaces for the Leon County Offices to move into.

Stewart P. informed the committee that on January 5, 2010, staff and Larry D. toured five sites. Sites were short listed based on their availability of space, being, 18,000 to 22,000 square feet, cost, proximity to a bus route, and location. Stewart P. went through each of the sites the committee.

One of the potential hurdles that the committee discussed, was the hesitation of some landlords to include an appropriations clause in the lease. Chris D. said that she would contact one of her counterparts to see whether they experienced any problems with having an appropriations clause in their lease when they recently moved into a new premise, and whether they are leasing from a small or large organization.

The Executive Committee may need to meet in February to discuss these matters further.

b. Provider Liability Insurance

Chris D. informed the committee that on March 17, 2009, the Board amended the Provider Network Agreement for the 2009 – 2010 fiscal year to include that providers needed to maintain general liability insurance and list the ELC as an additional insured party. Since making this amendment, there has also been some confusion regarding this requirement, so Chris D. arranged a technical assistance workshop with a local insurance agent.

On January 15, 2010, staff met with Keith Jones of the Earl Bacon Agency to discuss the requirement that providers maintain general liability insurance and listing the ELC as an additional insured party.

Chris D. recommended that the Finance Committee discuss this requirement further including what insurance the Board of Directors need to be adequately protected for the purposes of risk control.

Ed F. questioned whether we have the right to ask providers to put us on their general liability insurance. Chris D. explained that this is a standard business practice and that all of the thirty-one Coalitions around that State believe it is important for Coalitions to be included as an additional insured under the provider's general liability insurance.

c. Governance Policies

Chris D. informed the committee that staff have been working on Board Governance Policies and that a draft of these policies will be sent to the Executive Committee, as well as Board Counsel, Brian Crumbaker, for review. Once Brian Crumbaker and the Executive Committee have reviewed these policies, and made amendments where necessary, the Board will be asked to review the policies for the March 16, 2010 Board Meeting.

d. Update on the Sweetheart Raffle and the Back to School Dance

Chris D. provided the Executive Committee with an update in relation to the Sweetheart Raffle and the upcoming Back to School Dance.

e. Staff Retirement Package

Larry D. brought this item to the Executive Committee after being asked to sign a document as the Board Chair authorizing the creation of an account with John Hancock for 401K benefits for staff.

In December 2009 the Coalition engaged Allen, Mooney and Barnes Investment Advisors as the Coalition's employee benefits broker. Allen, Mooney and Barnes were asked to provide three recommendations for 401K benefits packages. Staff were presented with Nationwide, John Hancock and Principal packages to select from. After reviewing all the proposals, the Executive Team selected the John Hancock package.

Larry D. informed the committee that he brought this item to them because of his professional experience with the selected product. Larry D. and Chris D. discussed this matter with the committee. Larry D. asked Kim D. whether there are any other products that they could offer the Coalition that are not group annuities. Kim D. said that she would explore possible alternatives.

Larry D. suggested that Allen, Mooney and Barnes provide the Coalition with a new set of options and that Larry D., Willy Gamalero, Kara S., Kathy H. and Chris D. reconvene via conference call on January 25, 2010, to discuss this matter again. The committee agreed.

7. Personnel Matters

Per the ELC By-Laws, the Executive Committee is responsible for carrying out a yearly performance evaluation of the ELC's Chief Executive Officer. As is practice during this process, staff, including the Chief Executive Officer, are asked to leave the room while the Chief Executive Officer's performance, goals and objectives are initially discussed among the Executive Committee. Once the committee have discussed these items, the Board Chair will meet with the Chief Executive Officer at a later date to discuss her performance, annual goals and objectives. After discussing the preceding year's performance, goals and objectives, the Chief Executive Officer and the Board Chair will mutually agree upon goals for the year ahead.

Meeting adjourned at 5:55pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Friday, April 9, 2010

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.