



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

Monday, November 30, 2009

4:00pm to 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
Maureen Daughton
Rodney Reams
Dr. Elsie Burton
Willy Gamalero

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Megan Gocs, Executive Assistant

Committee Members Absent:

Ed Feaver

Guests Present:

n/a

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 4:15pm.

2. Approval of Agenda

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

3. Approval of Minutes for October 5, 2009

The motion to approve the minutes for the Executive Committee Meeting of October 5, 2009, was made by Maureen D. This motion was seconded by Rodney Reams. This motion was approved.

4. Public Comment

There was no public comment.

5. Reports

a. Chairman's Report

Larry D. informed the committee on the outcome of the Agency for Workforce Innovation's recent audit of the Coalition.

The committee then discussed the upcoming business breakfast on December 1, 2009, *Why Early Learning is Good For Business and Business is Good For Early Learning*.

b. Chief Executive Officer's Report

Chris Duggan informed the Executive Committee that she attended the Board Source Conference in Orlando on November 20-21, 2009. Board Source is an organization that

supports and provides resources to not-for-profit boards. Chris D. spoke to the committee about the board diversity workshop and the fundraising workshop she attended at the conference.

The committee discussed the Leon County office move, new employee benefits and how the Coalition will be taking payroll in-house starting January 2010.

6. Review of Governance Section of the New ELC Website

Chris D. spent a few minutes reviewing the governance section of the new Coalition website with the committee.

7. Action Items

a. Approval of Representation Agreement for Labor Counsel

In reviewing the needs of the Coalition, staff recently determined the need to acquire counsel in relation to matters of State and Federal labor and employment laws. On October 5, 2009, a Request for Qualifications was posted on the Coalition website soliciting responses from local attorneys to provide the Coalition with details of qualifications and services by October 12, 2009.

Submissions were received from The Krizner Group, Sniffen and Spellman, P.A. and Allen, Norton and Blue, P.A. Each firm was invited for an interview between October 19–21, 2009. Of these three firms, staff recommended Sniffen and Spellman, P.A. as the Coalition's labor and employment law counsel because of their proven expertise and excellent customer service. The Executive Committee was asked to approve the Representation Agreement for labor and employment law counsel with Sniffen and Spellman, P.A.

Maureen D. questioned whether the Coalition's present counsel Hopping Green and Sams practice labor and employment law. Chris D. informed the committee that Hopping Green and Sams does not practice labor and employment law. The motion to approve the representation agreement for labor counsel was made by Elsie B. This motion was seconded by Maureen D. This motion was approved.

b. Amendment to Corporate Resolution

Tallahassee State Bank requires that the Board pass a resolution identifying who has signature authority over the accounts the Early Learning Coalition of the Big Bend Region hold with the Bank. Tallahassee State Bank also requires that the Board determine what powers are granted to each person given signature authority. These powers were determined by the Board at the June 16, 2009 Board Meeting.

Since June 16, 2009, the Board has undergone a change of leadership from Chris L. Jensen, Jr. to Larry DiPietro as Chair. As a result, the Tallahassee State Bank requires that we amend our Corporate Resolution to reflect this. The Executive Committee was asked to approve the amendment to the Coalition's Corporate Resolution with Tallahassee State Bank to remove Chris L. Jensen, Jr.'s name and include Larry DiPietro's name as Chair with authorized signature authority. The motion to approve amendment to the Corporate Resolution was made by Rodney R. This motion was seconded by Elsie B. This motion was approved.

8. Update on 2008 – 2009 Audit by Thomson Brock Luger and Company

Rodney R. provided the committee with an update in relation to the 2008 – 2009 audit recently completed by Thomson Brock Luger and Company. Rodney R. reported that the Audit Committee reviewed the audit including, the financial statements and the management letter, on November 18,

2009, and that everything was in good order and that they were pleased with the outcome. Accordingly, the Audit Committee approved the financial statements and management letter. The management letter provided three recommendations which have already been addressed by staff. This audit was actually completed two months ahead of the previous year's audit. The audit will be presented to the Board on December 8, 2009 for acceptance.

9. Discussion Items

a. Officers and Committee Chairs

On September 15, 2009, current Board Chair Chris L. Jensen, Jr., requested that the Board approve to continue with the current Committee Chairs through to the December 8, 2009 Board Meeting. This would give the Governor time to appoint a new Coalition Board Chair. The Board approved this request. On October 16, 2009, Larry DiPietro was appointed as Chair of the Board of the Early Learning Coalition of the Big Bend Region.

Larry D. invited the Executive Committee to stay on in the roles that they are currently serving until June 30, 2010, to maintain continuity of Board leadership. Elsie B., Willy Gamalero, Rodney R. and Maureen D. agreed to continue serving in their current roles.

b. Governance Policies and Procedures

Chris D. informed the committee that with the number of concerns that were indicated with the previous draft of the Board Governance Policies and Procedures, she is now requesting a review of a new draft. This new document has been developed utilizing Board Source as a reference. She briefly went through the draft of the document with the committee. The Executive Committee was asked to provide feedback once staff have thoroughly reviewed the document.

10. Business Breakfast: Why Early Learning is Good For Business and Business is Good For Early Learning

Larry D. informed the Executive Committee that the Coalition is having its business breakfast on *Why Early Learning is Good For Business and Business is Good For Early Learning tomorrow December 1, 2009*, at the Tallahassee Democrat.

Meeting adjourned at 5:21pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Tuesday, January 19, 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.