



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, October 5, 2009

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, Interim Chair
Rodney Reams
Dr. Elsie Burton

Committee Members Absent:

Ed Feaver
Maureen Daughton

Guests Present:

Steve Gardner, Agency for Workforce
Innovation Office of Early Learning

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Kathy Hayes, Vice President of Finance
Kara Smith, Director of Human Resources
Sam Sweazy, Director of Program Services
Carrie Pafford, Director of Provider Services
Karen Moon, Director of Quality Assurance
Megan Gocs, Executive Assistant

1. Welcome and Roll Call

Larry DiPietro, Interim Chairman, 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 Dr. Elsie Burton. This motion was seconded by Rodney Reams. This motion was approved.

3. Approval of Minutes for July 31, 2009

The motion to approve the minutes for the Executive Committee Meeting of July 31, 2009, was made by Rodney R. This motion was seconded by Elsie B. This motion was approved.

4. Public Comment

There was no public comment.

5. Special Discussion Item

a. Board Communication Strategic Plan Workgroup

At the June 16, 2009, Strategic Planning Meeting, the Board approved the recommendation that the Coalition should develop a Board Communication Strategic Plan. Larry D. requested that Bob Gabordi, who made the initial recommendation and who agreed to Chair the

workgroup, speak to the Executive Committee about the proposed Board Communication Strategic Plan Workgroup.

Bob G. explained his thoughts regarding the Board Communication Strategic Plan Workgroup. The group will focus on effective communication with Coalition stakeholders including but not limited to, the business community, elected officials and residents of the Coalition's service area, as well as persons or organizations directly connected to services provided by the Coalition, including, parents, childcare providers and agency partners.

Chris D. took the committee through the proposed workgroup plan.

After the workgroup drafts a Board Communication Strategic Plan, and the Board approves this plan, the Advocacy and Resource Development Committee will be tasked with implementing this plan.

Elsie B. told the committee that she sees the Board Communication Strategic Plan as having two dimensions, where we have been and where we are going.

Chris D. informed the committee that she will contact board members about serving on this short term workgroup/committee.

6. Reports

a. Chairman's Report

Larry D. spoke to the committee about the Early Learning Advisory Council Orientation and Meeting he attended September 9-10, 2009, in Orlando.

Larry D. also informed the committee about the meeting he and Chris D had with the Liberty County School District Superintendent, Paul Dyal, on October 1, 2009.

b. Chief Executive Officer's Report

Chris D. introduced new staff members Karen Moon, the Director of Quality Assurance, and Carrie Pafford, the Director of Provider Services, to the committee.

Chris D. informed the committee that staff are currently in the process of procuring labor and employment legal services. The committee were asked whether they wanted a board member to be involved in selecting a firm. Larry D. agreed that a board member should be involved in this process.

Chris D. informed the committee that she, Linda Nelson and Bob Gabordi will be attending the Children's Campaign Pasta for a Purpose on October 6, 2009. She also informed the committee that the Coalition recently received a grant of \$4,000.00 from Target. She also informed the committee about the Madison County Open House on Friday, October 30, 2009, which will officially open the new Madison County Office.

Chris D. then went over her travel since July 2009 and up until December 2009 with the Committee.

7. Action Items

a. Approval of Willy Gamalero as Treasurer and Finance Committee Chair

Per the Coalition By-Laws, the Chairman has the authority to appoint an officer if that office is vacated prior to the completion of a term. Larry D. is nominating Willy Gamalero for the position of Treasurer and Finance Committee Chair, which are both currently vacated.

Per the By-Laws, the duties of the Treasurer is to review the financial records of the Coalition, including all funds received and disbursed, to serve as the Chair of the Finance Committee and to perform other assigned financial duties as necessary. The Treasurer is also responsible for ensuring the Coalition's financial accountability and compliance. If approved, his tenure will correspond with the rest of the officers. The motion to approve Willy Gamalero as the Treasurer and Finance Committee Chair was made by Elsie B. This motion was seconded by Rodney R. This motion was approved.

b. Approval of Recommended Tenant Representative

The current lease for the Leon County offices expires on October 10, 2010. In an effort to assist with this significant relocation from two buildings to one, the Executive Team is recommending that the Coalition engage a tenant representative to assist with the following; market knowledge and analysis, space planning and design services, support procurement preparation and implementation, site evaluation and analysis, and financial analysis and negotiation.

On September 29 and 30, 2009, the Executive Team met with two Commercial Real Estate Companies, Proctor and Long, LLC and Sperry Van Ness Commercial Real Estate Advisors. Of these two companies, staff are recommending Proctor and Long, LLC to be the Coalition's tenant representative to assist with finding a new leased office space in Leon County.

Proctor and Long's presentation included vital elements that seem best suited to the needs of this organization. These elements included, an understanding of the budgetary concerns and needs of a non-profit; an extensive background dealing with State government facilities and procurement; architectural services incorporated into their contract with the Coalition; and a focus on acquiring a facility that enables the Coalition to clearly demonstrate its mission to the community and its customers. The motion to approve the recommended tenant representative was made by Rodney R. This motion was seconded by Elsie B. This motion was approved.

c. Approval of Recommended Benefits Broker

In making the decision to move away from PMI as leased employees, the Early Learning Coalition of the Big Bend Region (ELC) began the process to secure a relationship with an employee benefits broker. On September 14, 2009, a Request for Procurement was posted on the ELC website soliciting responses from local benefits brokers to provide the ELC with a detailed account of the services and experience they offer. The deadline for submission was September 18, 2009, with in person presentations and interviews for the top three brokers on September 23, 2009.

Three submissions were received and each was invited for an interview with the Executive Team. The Executive Team then narrowed the selection to two brokers both offering excellent customer service and proven subject expertise. Of these two brokers, one

broker's service offers an employee friendly website dedicated to allowing employees the benefit and convenience of viewing their personal array of benefits. After verifying references, the Executive Team recommended Allen, Mooney and Barnes Investment Advisors, LLC as the employee benefits broker for the Coalition. Staff are hoping to have the new employee benefits program in place by February 2010. The motion to approve the recommended employee benefits broker was made by Rodney R. This motion was seconded by Elsie B. This motion was approved.

8. Discussion Items

a. Legislative Agenda

Chris D. informed the Executive Committee that the Advocacy and Resource Development Committee will work on the legislative agenda when they meet next. Larry D. reminded the committee on the importance of friend raising which will hopefully lead to effective fundraising and advocacy support.

b. Governance Policies

The Executive Committee went over the draft Board Governance Policies and Procedures document. Chris D. explained to the committee that this has been an ongoing process, and while we want to gather as much feedback from the Board as possible, this committee needs to decide the next best step.

The committee discussed how some of the items in the draft policies and procedures are quiet redundant. Chris D. explained that this current document was created from the policies and procedures that are currently being utilized by other Coalitions.

The committee decided that they wanted to review the document again to get closer to finalizing this document for approval. Elsie B. requested that the draft document be sent to Ed Feaver so he can have a chance to review it. Chris D. will meet with Rodney R. to come up with a final draft, so the Board can approve Board policies and procedures at the December 8, 2009 meeting.

c. Board Recruitment and Development

Chris D. proposed that the Coalition put on an orientation for new members, and a reception for all board members to attend. This would be an opportunity for members to get to know each other in an environment outside of Board and committee meetings.

Meeting adjourned at 4:56pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Monday, November 30, 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.