



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

## Special Called Finance Committee Meeting

Wednesday, March 3, 2010

10:00am – 11:00am

Early Learning Coalition of the Big Bend Region

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

### **Committee Members Present:**

Willy Gamalero, Chair  
Chris L. Jensen, Jr.  
Barbara Sloan

### **Staff Present:**

Chris Duggan, Chief Executive Officer  
Kathy Hayes, Controller  
Travis Gordon, Senior Accountant

### **Committee Members Absent:**

Kimberly Moore

### **Guests Present:**

Keith Jones, Earl Bacon Agency  
Brian Crumbaker, Hopping Green & Sams

#### **1. Welcome and Roll Call**

Willy Gamalero, Chair, welcomed committee members, staff and guests. Roll call was taken and quorum was established at 10:02am.

#### **2. Approval of Agenda**

The motion to approve the agenda for this meeting was made by Chris L. Jensen, Jr. This motion was seconded by Barbara Sloan. This motion was approved.

#### **3. Approval of Minutes**

As this was a special called meeting, minutes were not put before the committee for approval.

#### **4. Public Comment**

There was no public comment.

#### **5. Discussion Item**

##### **a. Liability Insurance**

As part of the Provider Network Agreement, the contractual agreement between the Coalition and providers, the Coalition requires that all providers maintain commercial general liability insurance.

Per the request of the committee at the last Finance Committee Meeting on February 24, 2010, Keith Jones of the Earl Bacon Agency, and Brian Crumbaker, legal counsel, were at this meeting to provide the committee with information and advice in relation to the requirement that providers maintain commercial general liability insurance.

The committee discussed this requirement with Keith Jones and Brian Crumbaker, including, whether the current levels of coverage would be sufficient for the 2010 – 2011 Provider Network Agreement. After discussing the required levels of coverage, a motion was made to change the levels of coverage required by providers. The level of coverages were amended as follows:

2009 – 2010  
\$100,000 Single  
\$500,000 Aggregate

2010 – 2011  
\$100,000 Single  
\$200,000 Aggregate

The motion to make this change was made by Chris J. This motion was seconded by Barbara S. This motion was approved.

The committee, staff and guests were given a copy of the relevant section of the draft 2010 – 2011 Provider Network Agreement. After reviewing the paragraph on the requirement to have general commercial liability insurance, the committee made the recommendation that this paragraph be made into two paragraphs with the inclusion of a paragraph distinguishing the requirements between public and private centers. Legal counsel would provide the amended language for this section. The motion to make this change was made by Chris J. This motion was seconded by Barbara S. This motion was approved.

The committee, staff and guests then discussed the Coalition’s commercial general liability insurance. Keith Jones recommended that the Coalition hold professional liability, abuse and molestation, and hired/non owned auto insurance. Staff were instructed to obtain quotes for the current coverages, as well quotes for the additional aforementioned coverages.

Meeting adjourned at 10:56am.

Minutes recorded by: \_\_\_\_\_  
Megan Gocs, Executive Assistant

Minutes Approved: Thursday, May 27, 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.*