



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

Friday, April 9, 2010

12:30pm – 2:00pm

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
Kimberly Moore

Staff Present:

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

Committee Members Absent:

n/a

Guests Present:

n/a

1. Welcome and Roll Call

Willy Gamalero, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 12:00pm.

2. Approval of Agenda

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

a. Approval of the Coalition's Commercial Liability Insurance Policy Renewal Effective April 22, 2010

Historically the Early Learning Coalition of the Big Bend Region has automatically renewed its existing commercial liability insurance policy. However, beginning this fiscal year, management has determined that this decision should involve input from the Finance Committee, with the final approval being made by the Board.

On March 3, 2010, at the Special Called Finance Committee Meeting, the committee discussed existing coverage and proposed new coverage with input from our legal

representative, Brian Crumbaker, and Keith Jones, an insurance expert. In this meeting staff were directed to obtain quotes from Pat Thomas Agency, the Coalition's current agent and Earl Bacon Agency. Both agencies were given a deadline to provide the requested information. The Coalition's current agent did not respond to the request for information and quotes within the requested time period, and when they did respond the information provided was incomplete.

Management has reviewed this information and is recommending that the Coalition move forward with Care Providers Insurance through the Earl Bacon Agency, with all coverages included in the quote. Management has selected this carrier based on maximum cost effectiveness and coverage provided. Kathy Hayes, the Coalition's Controller, also informed the committee that both insurance companies that provided quotes specialize in non for profit insurance coverage and understand the industry the Coalition is in.

The Finance Committee was asked to recommend to the Executive Committee, and the Board, Care Providers Insurance as the Coalition's commercial liability insurance holder for the twelve months beginning April 22, 2010. The committee supported this recommendation. The motion to recommend Care Providers Insurance as the Coalition's new commercial liability insurance provider effective April 22, 2010, was made by Chris J. This motion was seconded by Barbara S. This motion was approved.

6. Other Business

There was no other business discussed at this meeting.

Meeting adjourned at 12:08pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Full Committee Approval Date: _____

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.