



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

Board Meeting
Tuesday, June 15, 2010
11:00am – 1:00pm
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
Ed Feaver
Chris L. Jensen, Jr.
Jeanne Martin
Kim Kelling Engstrom
Marlon Hunter
Maureen Daughton
Angel Trejo
Carrie Rubenstein
Rodney Reams
Andy Jackson
Janice Sumner
Dr. Elsie Burton
Jeremy Cohen
Traci Leavine
Monesia Brown

Guests Present:

Vinette Godelia, Hopping, Green & Sams

Committee Members Absent:

Sharon Gaskin
Kimberly Moore
Bob Gabordi
Willy Gamalero
Sarah Glass
Lesia Johnson
Catie McRae
Linda Nelson
Maria Pouncey

Staff Present:

Chris Duggan, Chief Executive Officer
Lauren Faison, Chief Operating Officer
Kathy Hayes, Controller
Sam Sweazy, Vice President of Program Services
Kara Smith, Director of Human Resources
Kathy Douglas, Distance Learning & Research Director
Molly Lord, Community Partnerships Director
Megan Gocs, Executive Assistant

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed board members, staff and guests. Roll call was taken and quorum was established at 11:09am.

2. Approval of Agenda

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

3. Approval of Minutes for March 16, 2010

The motion to approve the minutes for the Board Meeting of March 16, 2010 was made by Chris J. This motion was seconded by Kim Kelling Engstrom. This motion was approved.

4. Public Comment

There was no public comment.

5. Consent Agenda – Action Item #2010-5

Larry D. presented the Consent Agenda – Action Item #2010-5 to the Board.

a. Approval of 401K Resolution

In conjunction with bringing payroll and benefits in-house, the Early Learning Coalition of the Big Bend Region (ELC) initiated a 401K Plan with John Hancock. During the course of the setup of this plan, the Coalition's broker, Allen, Mooney and Barnes Investment Advisors, LCC, indicated that staff did not need a Board resolution to initiate the plan. So staff took all necessary steps to implement the 401K Plan and began making contributions on behalf of employees starting April 2010. However, staff were recently notified by the Coalition's Third Party Administrator, Thomas Howell Ferguson, that a Board resolution is required to adopt the 401K Plan. On June 4, 2010, the Executive Committee met and recommended that the Board approve the adoption of the ELC's 401K Retirement Plan with John Hancock.

b. Approval of the Paid Time Off Policy

After reviewing the current annual and sick leave policies, management believe that combining these policies into a paid time off policy will streamline the accounting process and enrich the employee benefit package by not limiting the reasons employees can use leave. On June 4, 2010, the Executive Committee met and recommended a paid time off policy for Board approval. Approving this policy will rescind the current annual and sick leave policies.

c. Approval of Governance Policies

In consultation with staff and Board counsel, the Executive Committee developed Board governance policies. On May 11, 2010, the Executive Committee invited the full Board to attend a Board Governance Policies Workshop. In this workshop attendees reviewed the draft policies and made comments and amendments as necessary. The Board was presented with the most up to date draft of these policies.

d. Approval of Fund Development Policies

In conjunction with developing Board governance policies, staff, Board counsel, the Executive Committee and the Advocacy and Resource Development Committee, have developed fund development policies. On May 26, 2010, the Advocacy and Resource Development Committee met and recommended fund development policies for Board approval.

e. Approval of Kara Smith, Director of Human Resources as an Additional Credit Card Holder

Given that Chris Duggan, the current Chief Executive Officer, is a credit card holder, and that there will be one less credit card holder after her resignation takes affect July 1, 2010, staff have determined that there is an operational need to have another Coalition credit card. On June 4, 2010, the Executive Committee met and recommended that the Board approve Kara Smith, the Director of Human Resources, as an additional credit card holder. If the Board approves this recommendation, the Coalition will apply for an additional credit card with a limit of \$1,500 for Kara Smith.

f. Approval for Sam Sweazy, Vice President of Program Services, to sign checks on behalf of the Early Learning Coalition of the Big Bend Region

With the resignation of Chris Duggan, effective June 30, 2010, in order to maintain operations, the Coalition needs an additional executive level staff member to have the authority to sign checks on behalf of the Coalition. On June 4, 2010, the Executive Committee met and recommended that Sam Sweazy, the Vice President of Program Services, have the authority to sign checks on behalf of the ELC effective July 1, 2010.

The motion to approve the Consent Agenda – Action Item #2010-5 was made by Chris J. This motion was seconded by Jeanne M. This motion was approved.

6. Coalition Reports

a. Board Chair's Report

Larry D. presented his Board Chair's report. He informed the Board that he received the Agency for Workforce Innovation's Office of Early Learning's 2008-2009 Annual Report.

Larry D. informed the Board that on May 27, 2010, the ELC's Chief Executive Officer, Chris Duggan, submitted her letter of resignation effective June 30, 2010. Given that this was Chris D's last Board Meeting, Larry D. presented Chris D. with an award and flowers on behalf of the Board for her service to the ELC. Chris D. thanked the Board for their gift and their support over the last eight and a half years.

Larry D. informed the Board that they will be asked later in the meeting to approve the appointment of Lauren Faison as the Chief Executive Officer of the ELC effective July 1, 2010. Lauren F. briefly spoke about her prospective appointment including, her vision and mission for the ELC as an organization, and specifically for children, families and child care providers.

Larry D. asked staff about how the scholarship fund for De'Sherrime 'Dee Dee' Murray was coming along. Lauren F. informed the Board that staff will use leftover funds from last year's Ready for School Sock Hop, and this year's Back to School Dance to furnish this scholarship fund.

Larry D. also informed the Board that the ELC has signed the lease for their new building with the Northwood Center. The move to the Northwood Center will result in a significant cost saving to the ELC each year.

b. Chief Executive Officer's Report

Chris D. presented her Chief Executive Officer's report to the Board. She informed the Board that Senator Wise's bill 2014 was passed and signed by the Governor. One of the changes that will result from this bill is that all non-voting Board members will now be able to vote.

c. Treasurer's Report

In Willy Gamalero's absence, Chris J. presented the Treasurer's Report to the Board. His report included the operating expenses compared to budget for July 1, 2009 to April 30, 2010; the projected earmarks and restrictions and the utilization for that period.

The motion to approve the Treasurer's Report was made by Angel Trejo. This motion was seconded by Maureen Daughton. This motion was approved.

7. Action Items

a. Approval of the 2010 – 2011 Operating Budget – Action Item #2010-6

As of June 15, 2010, the ELC had not received their School Readiness and Voluntary PreKindergarten Notices of Award from the State of Florida for the 2010 – 2011 fiscal year. Accordingly staff developed the ELC's 2010 – 2011 fiscal operating budget based on the best information available that the School Readiness funding will not be impacted and that the Voluntary PreKindergarten funding will be decreased by half a percent. Once the final Notices of Award has been received, minor adjustments may need to be made to the ELC's 2010 – 2011 operating budget.

On May 27, 2010, the Finance Committee met and reviewed the proposed budget, and recommended that the Board approve the ELC's proposed 2010 – 2011 operating budget.

Chris D. presented the proposed 2010 – 2011 operating budget to the Board, with a copy of 2009 – 2010 fiscal budget for the purpose of comparison. Chris D. informed the Board that this is the first time that the Board has been presented with a proposed operating budget at a June Board Meeting.

The motion to approve the proposed 2010 – 2011 operating budget was made by Angel T. This motion was seconded by Maureen D. This motion was approved.

b. Approval of Enrollment Priorities for School Readiness Services – Action Item #2010-7

On April 30, 2010 a sub-committee of the Program Policy and Strategy Committee met to discuss the ELC's priorities for enrollment for School Readiness services. The sub-committee reviewed data on current waitlist and enrollment numbers and held a lengthy discussion about the ELC's mission in relation to School Readiness services and how that relates to the large number of school age children that the ELC is currently serving. After an informative discussion on funding streams, the number of children ages zero to five currently on the ELC's waitlist, and current enrollment numbers, the sub-committee recommended the enrollment priorities be revised. Implementation of the proposed revised enrollment priorities would result in the ELC no longer funding care for children ages nine to twelve through the School Readiness Program in the funding stream for low income working families.

All nine to twelve year old children currently being served from low income working families are being funded through the ARRA (American Recovery and Reinvestment Act) funds. When these families recertified with the ELC during the past six months, families were told that they may only receive six months of care due to limited ARRA funds. With the approval of the revised enrollment priorities, those families would not be recertified for tuition assistance for the 2010-2011 school year.

On May 18, 2010, the Program Policy and Strategy Committee met and reviewed the revised enrollment priorities for School Readiness services. The Program Policy and Strategy Committee recommended the following priorities be approved by the Board.

Beginning July 1, 2010, the Early Learning Coalition of the Big Bend Region's (ELC) enrollment priorities for School Readiness services will be modified to the following:

1. TANF Recipients (Ages 0-12) – children listed on child care authorizations from local Workforce partner agencies.
2. Children at risk of abuse or neglect (Ages 0-12) – protective services, foster children and children listed on child care authorizations from the Department of Children and Families.
3. Low Income Working Families (Ages 0-8) – families who meet the minimum hour requirements by going to school or working and whose income does not exceed 150% of the federal poverty level.

The motion to approve the revised enrollment priorities for School Readiness services was made by Dr. Elsie Burton. This motion was seconded by Carrie R. This motion was approved.

c. Appointment of Lauren Faison as the Chief Executive Officer of the Early Learning Coalition of the Big Bend Region Effective July 1, 2010 – Action Item #2010-8

On May 27, 2010, Chris Duggan submitted her resignation effective June 30, 2010. Per the Coalition By-Laws, the Executive Committee is 'responsible for personnel issues in relation to the Chief Executive Officer, including but not limited to, recruitment, salary and benefit package, yearly evaluation, and compliance with any needed improvement plan'. On June 4, 2010, the Executive Committee discussed Chris D.'s resignation, and the appointment of a new Chief Executive Officer for the ELC.

Since starting with the ELC in 2005, Lauren F. was identified by the current Chief Executive Officer as someone who had the experience, knowledge and leadership skills to be a possible future leader of the ELC. In consultation with the past Board Chair of the ELC, Chris J., and the current Board Chair, Larry D., Chris D. has had a succession plan in place identifying Lauren F. as the next potential Chief Executive Officer of the ELC.

When the Executive Committee met on June 4, 2010, they discussed the potential appointment of Lauren F. as the next Chief Executive Office of the ELC. While the committee fully supported her appointment, they wanted the opportunity to meet with her to discuss her leadership plan as well as her vision for the ELC, should she be appointed. At this meeting on June 8, 2010, the committee unanimously approved to move this item to the Board for approval. Subject to an agreed contract between Lauren F. and the Executive Committee, the Board was asked to approve the appointment of Lauren F. as the Chief Executive Officer of the ELC effective July 1, 2010.

The motion to approve Lauren F. as the Chief Executive Officer of the ELC effective July 1, 2010, was made by Janice Sumner. This motion was seconded by Ed F. This motion was approved.

The Board congratulated Lauren F. on her appointment.

d. Approval of Credit Card Limit for the Chief Executive Officer – Action Item #2010-9

When Chris D.'s employment ends on June 30, 2010, her Coalition credit card will be cancelled. As directed by Coalition Credit Card Authorization Procedures, the Board is asked to authorize a credit card with a limit of \$5,000 to be assigned to Lauren F., pending her appointment as the next Chief Executive Officer of the ELC effective July 1, 2010. This action item was approved by the Executive Committee at their meeting on June 4, 2010.

The motion to approve a credit card limit of \$5,000 for the Chief Executive Officer was made by Maureen D. This motion was seconded by Chris J. This motion was approved.

8. Quality Counts

Lauren F. provided the Board with a presentation on the Quality Rating Improvement System, including, an overview of our provider network, the process to date, an overview of the fatal criteria and components reviewed during monitoring, and the results from the monitoring that inform the star rating system. Lauren F. informed the Board that providers received a lot of technical assistance, free training and assistance with classroom instruction during the monitoring process.

The ELC has partnered with Whole Child Leon, Moms Like Me and United Way to market the results of the Quality Rating Improvement System, renamed Quality Counts for marketing purposes. Lauren F. emphasized the importance of publicizing the scores of the Quality Rating Improvement System to provide parents with an informational tool for choosing child care for their children. Making the Quality Rating Improvement System scores public will also promote provider accountability. Additionally, this system will enable the ELC to provide focused improvement support services to providers.

Larry D. asked Lauren F. how receptive the providers have been to the monitoring. Lauren F. informed Larry D. and the Board that overall the providers have been very supportive. Staff want to empower providers to make changes where change is necessary and most providers are seeing that.

The Board was informed that the ELC is planning on sponsoring a first aid and CPR training for providers.

Staff are currently completing the scoring and analysis, and hope to disseminate the results of the Quality Rating Improvement System to the public by the end of August.

9. Committee Reports

a. Board Communication Strategic Plan Workgroup

Chris D. provided the Board with an update on how the Board Communication Strategic Plan is progressing.

b. Advocacy and Resource Development Committee

Monesia Brown, one of the Chair's for the Back to School Dance Committee, presented the Board with an update on the Back to School Dance. She informed the Board that staff and the committee are currently looking for sponsorships. Monesia B. reached out to the Board for help finding sponsorships. She asked Board members to consider

personally providing a sponsorship. Alternatively in lieu of a sponsorship, board members could help sell tickets for the dance.

Maureen D. thanked Board members for bringing in books, diapers and wipes and asked for members to bring something to each meeting. Maureen D. also spoke to the ELC's match requirement, informing the Board that staff, with Board and community support, exceeded their match requirement goal for the 2009 – 2010 fiscal year.

Chris D. informed the Board that this year United Way is accepting two new Leon County agencies. The ELC will be presenting to the United Way Selection Committee on July 1, 2010 to become a United Way agency in Leon County.

c. Program Policy and Strategy Committee

Elsie B. informed the committee that there was nothing additional to report for the Program Policy and Strategy Committee.

d. Finance Committee

This report was already provided as part of the Treasurer's Report.

e. Audit Committee

Rodney R. informed the Board that the Audit Committee met on May 20, 2010 regarding the engagement of auditors for the 2009 – 2010 fiscal audit. The Board were informed that the Audit Committee engaged Thomson Brock Luger & Company for the audit.

10. Other Business

Vinette Godelia of Hopping Green and Sams spoke to the Board on public records and sunshine law.

Meeting adjourned at 12:53pm.

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.