



*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**  
**Tuesday, July 6, 2010**  
**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  
Rodney Reams  
Ed Feaver  
Maureen Daughton  
Willy Gamalero  
Dr. Elsie Burton

**Staff Present:**

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

**Committee Members Absent:**

n/a

**Guests Present:**

Pati Rice

**1. Welcome and Roll Call**

Larry DiPietro, Chair, 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 Maureen Daughton. This motion was approved.

**3. Approval of Minutes for June 4, 2010**

The motion to approve the minutes for the Executive Committee Meeting of June 4, 2010 was made by Ed Feaver. This motion was seconded by Wily Gamalero. This motion was approved.

**4. Public Comment**

There was no public comment.

**5. Action Items**

**a. Approval of Service Contracts for 2010 – 2011 Fiscal Year**

Per the Early Learning Coalition of the Big Bend Region's (ELC) procurement policies, the ELC's Board of Directors is required to approve service and commodity contracts in excess of \$24,999. The Executive Committee was asked to approve service contracts for Mary L. McCort for mental health and behavioral screening services in the sum of \$40,000 and Taylor County Schools for quality and parent resource services in the sum of \$98,336.

The Executive Committee was also asked to approve service contracts for Kaplan, Lakeshore and Childcraft for undetermined sums for quality materials for the 2010 – 2011 fiscal year.

In June 2009, the Coalition went through an Invitation To Bid process, as defined in Florida Statute 287, in order to establish term contracts with several providers to purchase quality materials. A term contract is an undefined quantity contract to furnish commodities or services during a defined period. Term contracts were signed with Kaplan, Lakeshore and Childcraft for the 2009 – 2010 fiscal year. As the amount for services or commodities might go above \$25,000 this fiscal year, the Executive Committee is being asked to approve these contracts for the 2010 – 2011. In order to have these contracts signed in a timely manner, the Executive Committee was also asked to approve Larry DiPietro to sign these contracts today on behalf of the Board of Directors.

Larry D. asked staff how much the Coalition has historically spent on quality materials. Kathy Hayes, the Coalition’s Controller, confirmed that in past years the Coalition has not spent over \$25,000 on quality materials. Having three vendors, forces the companies to be competitive with each other.

The motion to approve the above service contracts for the 2010 – 2011 fiscal year, was made by Elsie B. This motion was seconded by Maureen D. This motion was approved.

**6. Discussion Item**

**a. Chief Executive Officer’s Employment Agreement**

Larry D. asked Lauren Faison and Kathy H. to leave the room so that they could discuss Lauren F.’s new employment agreement with the Coalition.

The committee was provided with a draft copy of the employment agreement with comments from committee members and staff. The committee discussed the agreement and made suggestions and amendments as required. Larry D. asked Pati Rice, the Coalition’s employment attorney’s representative, to prepare the next draft of the employment agreement for final review before presenting the agreement to Lauren F. for signature.

**7. Other Business**

Larry D. informed the committee that Lauren F. will be on WCTV tonight, July 8, 2010, to promote the Coalition’s Quality Counts initiative.

Meeting adjourned at 5:25pm.

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.*