



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, August 3, 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
Ed Feaver
Willy Gamalero
Dr. Elsie Burton
Maureen Daughton

Staff Present:

Lauren Faison, Chief Executive Officer
Megan Gocs, Executive Assistant

Committee Members Absent:

Rodney Reams

Guests Present:

n/a

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 4:01pm.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Dr. Elsie Burton. This motion was seconded by Willy Gamalero. This motion was approved.

3. Approval of Minutes for July 6, 2010

The motion to approve the minutes for the Executive Committee Meeting of July 6, 2010 was made by Ed Feaver. This motion was seconded by Maureen Daughton. This motion was approved.

4. Public Comment

There was no public comment.

5. Coalition Reports

a. Chair's Report

Larry D. provided his Chair's Report to the committee. He informed the committee that tickets for the Back to School Dance are now on sale. Staff and community members organizing the Back to School Dance have secured over \$20,000 in sponsorships and over \$3,000 in in-kind donations.

Larry D. spoke to the changes that Senate Bill 2014, which was signed into law on June 4, 2010, will have on the Board. Changes include, the number of members that are able to serve on the Board, and current non-voting members will now be able to vote.

Larry D. informed the committee that he and Lauren Faison met with John Grosskopf the President of North Florida Community College, on Monday, August 2, 2010, about serving on the Board in the President of community college seat as required by Florida Statute Section 411.01(5)(a). John Grosskopf accepted Larry D. and Lauren F.'s offer to serve on the Board.

b. Chief Executive Officer's Report

Lauren F. provided her Chief Executive Officer's Report to the committee. Her report included her upcoming travel for the months of August and September. Her travel was accepted by the committee.

Lauren F. informed the committee of her new management team structure, which includes the nine managers and directors that represent the nine core departments of the organization. Any changes to key organizational practices will be vetted through this group before implementation, to ensure that decisions are not made in isolation or without consideration of all parties.

Lauren F. informed the committee that she has asked Susan Main, the Executive Director of the Early Learning Coalition of Duval, and Sue Dick, the President of the Tallahassee Chamber of Commerce, to be her Coalition and professional mentors respectively.

The committee were informed that starting October 18, 2010, the Coalition will be changing their operating hours from Monday to Friday 8:00am to 5:00pm to Monday to Thursday 7:00am to 6:00pm, and Friday 8:00am to 12:00pm. With the new schedule, the Coalition will be closed to the public on Friday, but open to conduct internal business and trainings. After considerable discussion on this matter, Lauren F. believes that these hours will be more convenient for both families and providers, and will increase staff productivity.

The committee were also provided with an update in relation to the Quality Counts initiative. Information on a provider's rating, a complete description of each component, contact information and hours of operation for each center will be made available to the public on the Coalition's website starting August 16, 2010

6. Discussion Items

a. Board Strategic Goals for 2010 – 2011

Lauren F. discussed last years Board strategic goals, and the strategic goals for 2010 -2011. These goals included, to increase the public's awareness of our unique mission and specific services across our seven county service area; to strengthen our presence and increase opportunities to interact with parents, providers, businesses and community leaders in Gadsden, Liberty, Wakulla, Taylor, Madison and Jefferson County; to provide opportunities for Board development; and to establish mission-related performance indicators as well as well defined outcome measurements.

The committee discussed the current goals in more detail.

Ed F. mentioned that he would like to see another strategic indicator that focused solely on measurable outcomes. He believes that the Coalition needs a way to measure whether the programs and services that they are providing are actually changing the lives of children and

families being served, in other words, what are the true changes that the Coalition have played a role in.

b. 2010 – 2011 Officers and Committee Chairs

Larry D. discussed the need to nominate and elect officers and committee chairs for the 2010 – 2011 fiscal year. Maureen D. agreed to Chair the Nominating Committee. Staff will organize for the Nominating Committee to meet to nominate officers.

c. Audit Plan for 2009 – 2010 Fiscal Audit

Lauren F. provided the committee with a brief update on the audit plan for the 2009 – 2010 fiscal audit.

d. Revision of By-Laws

As a result of the approval of Senate Bill 2014, staff will need to amend the Coalition’s By-Laws to reflect these changes. Some of the required changes were briefly discussed.

7. Action Items

a. Approval of 2010 – 2011 Board Meeting Schedule

In order to plan for the coming year’s Board meetings, the Executive Committee was asked to approve the following Board Meeting schedule for the 2010 – 2011 fiscal year.

Tuesday, September 14, 2010 11:30am to 1:30pm

Tuesday, December 7, 2010 11:30am to 1:30pm

Tuesday, March 15, 2011 11:30am to 1:30pm

Tuesday, June 14, 2011 8:30am to 12:30pm

The motion to approve the 2010 – 2011 Board meeting schedule was made by Willy G. This motion was seconded by Maureen D. This motion was approved.

b. Approval of Chief Executive Officer’s Employment Agreement

Staff were asked to leave the room so that the committee could discuss this item. The committee discussed this item in length before making a motion. The motion to approve the Chief Executive Officer’s employment agreement was made by Ed F. This motion was seconded by Maureen D. This motion was approved.

8. Other Business

Elsie B. requested a copy of the Early Learning Coalition of the Big Bend Region’s current organizational chart.

Meeting adjourned at 5:10pm.

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.