



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, September 14, 2010
11:30am to 1:30pm
Early Learning Coalition of the Big Bend Region
325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Board Members Present:

Larry DiPietro, Board Chair
Dr. Elsie Burton
Janice Sumner
Kim Kelling Engstrom
Chris L. Jensen, Jr.
Angel Trejo
Kimberly Moore
Jeremy Cohen
Willy Gamalero
Jeanne Martin
Linda Nelson
Maureen Daughton
Traci Leavine
Carrie Rubenstein
Sharon Gaskin
Sarah Glass
John Grosskopf

Staff Present:

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

Board Members Absent:

Rodney Reams
Marlon Hunter
Ed Feaver
Lesia Johnson
Bob Gabordi
Catie McRae
Andy Jackson
Maria Pouncey
Monesia Brown

Guests Present:

n/a

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed board members and staff. Roll call was taken and quorum was established at 11:35am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Janice Sumner. This motion was seconded by Jeanne Martin. This motion was approved.

3. Approval of Minutes for June 15, 2010

The motion to approve the minutes for the Board Meeting of June 15, 2010 was made by Jeanne M. This motion was seconded by Linda Nelson. This motion was approved.

4. Public Comment

There was no public comment.

5. Consent Agenda – Action Item #2010-10

a. Approval of 2010 – 2011 Board Meeting Schedule

In order to plan for the coming year's Board Meetings, the Board was asked to approve the following Board Meeting schedule for the 2010 – 2011 fiscal year. The Executive Committee reviewed and approved this schedule at their meeting on August 3, 2010.

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

b. Approval of Service Contracts for 2010 – 2011 Fiscal Year

Per the Early Learning Coalition of the Big Bend Region's (ELC) procurement policies, the Board is required to approve service and commodity contracts in excess of \$24,999. The following is a detailed list of contracts that the Board was asked to approve.

Contract/Lease Name	Purpose	Amount
Mary L. McCort	Mental Health and Behavioral Screening Services	\$40,000
Taylor County Schools	Quality Services/Parent Resource Services	\$98,336
Kaplan	Renewal of Term Contract for 1 Year for Quality Materials	Refer to Note 1
Lakeshore	Renewal of Term Contract for 1 Year for Quality Materials	Refer to Note 1
Childcraft	Renewal of Term Contract for 1 Year for Quality Materials	Refer to Note 1

Note, 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 Board is being asked to approve these contracts for the 2010 – 2011.

The Executive Committee reviewed and approved this action item on July 6, 2010. In order to have these contracts signed in a timely manner, the Executive Committee also approved Larry DiPietro to sign these contracts on July 6, 2010 on behalf of the Board.

c. Approval of Revenue Recognition Policy

d. Approval of Financial Management Systems Policy

e. Approval of Suspected Misconduct Policy

f. Approval of Security Policy

g. Approval of General Ledger and Chart of Accounts Policy

h. Approval of Administration of Grants and Federal Awards Policy

i. Approval of Cash Management Policy

j. Approval of Travel and Business Expense Policy

k. Approval of Accounts Payable Policy

l. Approval of Contract Management Policy

m. Approval of Administration of Other Funding Sources Policy

Staff are currently in the process of reviewing all of the ELC's policies and procedures. Staff are prioritizing the revising and/or drafting of policies and procedures that need to be created in response to recommendations from the most recent annual external audit and the most recent annual Office of Early Learning fiscal monitoring. The Finance Committee reviewed and approved the above fiscal policies at their last meeting on September 1, 2010. These policies were presented to the Board for approval.

The motion to approve Consent Agenda – Action Item #2010-10 was made by Kimberly Moore. This motion was seconded by Kim Kelling Engstrom. This motion was approved.

6. Coalition Reports

a. Board Chair's Report

Larry D. presented his Board Chair's Report to the Board.

He spoke to the Board in relation to the Board Survey that was sent out to all board members on September 9, 2010. Board members were asked to complete a survey which included questions on whether they would like to continue serving on the Board; their current contact information; which committee they would like to serve on and what additional information could be provided to them. Information collected from this survey will be used to better board members experience by informing staff about them, their interests and their experience/s thus far on the Board.

Larry D. informed the Board that the Finance Committee is currently looking for additional members. Board members interested in serving on this committee were asked to contact staff.

Larry D. provided the Board with a re-cap of the 2nd Annual Back to School Dance which took place on September 10, 2010. He thanked the Board for their support of the event. Larry D. also thanked staff and community members for organizing the event, and Kim and Mayda Williams for hosting the event.

b. Chief Executive Officer's Report

Lauren Faison presented her Chief Executive Officer's Report to the Board.

She presented the results collected from the Board Survey. She informed the Board that one hundred percent of survey respondents wished to continue serving on the Board, and one hundred percent of survey respondents wished The Board was presented with the funding awards received through CHSP and United Way for the 2010 – 2011 for all seven counties.

Lauren F. informed the Board that after reviewing the current ELC operating hours, she believes that they present a significant challenge to working families. As a service agency for working families, the ELC should be open outside of standard business hours so working families can easily make appointments with our office without having to take time off from work. However, the ELC is currently only open during standard business hours. This has presented a significant challenge for working families. So, starting October 18, 2010, the ELC will have new operating hours. These operating hours are, Monday to Friday 7:00am to 6:00pm and Friday 8:00am to 12:00am. On Fridays the ELC will be closed to customers. Fridays will be used as a time for

meetings and internal trainings. Lengthening the operating hours from Monday to Thursday, and shortening the hours on Friday, will also, decrease no-shows for customer appointments and decreased productivity on Friday afternoons, and will allow opportunity solely for staff training and development.

Lauren F. presented the new management structure to the Board. She informed the Board that since July 1, 2010, a new smaller management team has been created within the ELC with one representative from each Department.

During a recent Department Head Meeting, staff determined a need to have an ELC Customer Guarantee. The new ELC Customer Guarantee states;

1. We will greet all customers with a smile and a genuine offer to provide assistance;
2. We will be respectful of every customer's time and needs;
3. We will listen to each customer, determine how we can best help and offer all support available;
4. We will give our full attention to the customer we are serving; and
5. We will follow through with our commitments.

c. Treasurer's Report

Willy G. presented the Treasurer's Report to the Board.

His report included a review of the operating expenses to actual as of July 31, 2010; a summary of enrollments; a breakdown of fund expended according to county and category and the child care services utilization plan for 2010 – 2011.

During July 2010, the Agency for Workforce Innovation Office of Early Learning (AWI-OEL) adjusted all ELC grant awards to increase the amount of School Readiness allocation funded out of American Recovery and Reinvestment Act (ARRA) dollars. AWI-OEL decreased the ELC's base School Readiness Award allocations and simultaneously increased School Readiness ARRA awards by the same amount. This shift in funding allowed AWI-OEL to encumber all School Readiness ARRA funds by the September deadline. The impact to the ELC was a reduction of the base School Readiness award by \$ 310,341 and an increase to the School Readiness ARRA award by \$ 310,341. AWI-OEL has verbally guaranteed that these dollars will be added back to our School Readiness base allocation next year, but nothing has been received in writing.

Willy G. reported that as at As of July 31, 2010, the ELC expended 6% of their total AWI-OEL grant award, which is under the 8.33% of the year expended.

In terms of additional funds, Willy G. reported that during 2010 – 2011 the ELC will receive a 61% increase in CHSP funding for a total of \$74,550 and an overall increase of 20% in United Way funding for a total of \$57,551.90. He also reported that staff secured over \$22,000 in sponsorships for the 2nd Annual Back to School Dance.

He reiterated Larry D.'s point that additional members are needed on the Finance Committee.

Lauren F. informed the Board that staff are in the process of starting to enroll fifty new families. She also informed the Board that staff have moved more funds into slot dollars than ever.

Angel Trejo inquired about the end of the year figures for the 2009 – 2010 fiscal year. Lauren F. informed the Board that staff are still in the process of finalizing these figures. These figures will be made available to the Board at the December 7, 2010 meeting.

6. Action Items

a. Approval of New Board Member – John Grosskopf – Action Item #2010-11

Barbara Sloan’s resignation from the Board of Directors left a vacancy in the President of a community college seat.

As this seat had been occupied by Tallahassee Community College since 2006, Larry DiPietro and Lauren Faison approached North Florida Community College about being on the Board of Directors of the ELC. North Florida Community College President John Grosskopf, expressed a strong interest in serving in the community college seat on the Board of Directors.

On September 3, 2010, the Executive Committee approved John Grosskopf for the community college seat on the Board of Directors of the ELC. The Board was also asked to approve his application to become a board member on the Board of Directors of the ELC. If his application is approved, his term will be effective September 14, 2010 for a period of four years.

The motion to approve new board member John Grosskopf was made by Willy G. This motion was seconded by Kimberly M. This motion was approved.

b. Approval of 2010 – 2011 Slate of Officers and Committee Chairs – Action Item #2010-12

On Monday, August 23, 2010, the Nominating Committee met to discuss the next slate of Officers and Committee Chairs for the ELC’s Board of Directors. The Nominating Committee presented the following slate of Officers and Committee Chairs to the full Board for approval.

Board Chair	Larry DiPietro
Vice Chair	Rodney Reams
Secretary	Linda Nelson
Treasurer	Kim Kelling Engstrom
Audit Committee Chair	Rodney Reams
Program Policy and Strategy Committee Chair	Dr. Elsie Burton
Advocacy and Resource Development Committee Chair	Bob Gabordi

The motion to approve the 2010 – 2011 slate of Officers and Committee Chairs was made by Chris L. Jensen, Jr. This motion was seconded by Kimberly M. This motion was approved.

As this action item was approved, these Officers and Chairs will serve in these positions effective September 14, 2010 until June 30, 2011.

c. Approval of Amended By-Laws – Action Item #2010-13

During the 2010 legislative session, the Legislature passed Senate Bill 2014 which affected the board membership, terms of service, voting privileges, and filling board vacancies for Early Learning Coalitions around the State. Staff in consultation with Board Counsel, Hopping Green and Sams, have amended the ELC's Bylaws to reflect these changes. On September 3, 2010, the Executive Committee approved the amendments to the Bylaws per the requirements of Senate Bill 2014. The Board was also asked to approve these amendments to the Bylaws.

The motion to approve the amendments to the Bylaws was made by Chris J. This motion was seconded by Linda N. This motion was approved.

d. Approval of Amended Articles of Incorporation – Action Item #2010-14

After reviewing the ELC's Articles of Incorporation, staff in consultation with Board Counsel, determined a need to amend the Articles of Incorporation to reflect the recent appointment of Lauren Faison as Chief Executive Officer; the Coalition's upcoming office move and the passing of Senate Bill 2014. On September 3, 2010, the Executive Committee approved these amendments to the Articles of Incorporation. The Board was also asked to approve these amendments to the Articles of Incorporation.

The motion to approve the amendments to the ELC's Articles of Incorporation was made by Chris J. This motion was seconded by Linda N. This motion was approved.

7. Presentation – New Leon County Office

Lauren F. provided a presentation to the Board on the ELC's upcoming move to the Northwood Center.

Lauren F. informed the Board that the Leon County Family Service Center and Administrative Offices are scheduled to move to Northwood Centre at 1940 North Monroe Street, Suite 70, Tallahassee on October 14 and 15, 2010. She informed the Board that staff are actively working on organizing for the move.

The reasons behind the move are not only functional and programmatic purposes, but are also financial. Moving from Woodcrest to the Northwood Centre is going to bring significant cost savings.

Lauren F. provided the Board with a copy of the new office floor plan, new staffing and operational functions including triage and the Business Center. She also provided them with an overview of the design elements that will be used and incorporated in the new office.

8. Committee Reports

a. Advocacy and Resource Development Committee

Maureen Daughton provided a recap on the 2nd Annual Back to School Dance. She thanked Monesia Brown and Pam Butler for their leadership and support in putting together the event. Maureen D. encouraged more board members to get involved in next year's Back to School Dance.

b. Program Policy and Strategy Committee

The Program Policy and Strategy Committee Chair had nothing to report as this committee has not met since the last Board Meeting.

c. Finance Committee

The Finance Committee Chair provided his report as part of the Treasurer's Report.

d. Audit Committee

The Audit Committee Chair had nothing to report as this committee has not met since the last Board Meeting.

9. Other Business

No other business was discussed.

Meeting adjourned at 1:20pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Approval Date: _____

Board 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.