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*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**  
**Friday, September 3, 2010**  
**1:00pm to 2:00pm**  
**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  
Willy Gamalero  
Dr. Elsie Burton  
Maureen Daughton  
Ed Feaver

**Staff Present:**

Lauren Faison, Chief Executive Officer  
Kathy Hayes, Controlled  
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 1:05pm.

**2. Approval of Agenda**

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

**3. Approval of Minutes for August 3, 2010**

The motion to approve the minutes for the Executive Committee Meeting of August 3, 2010 was made by Ed F. 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 he will be unable to attend the Early Learning Advisory Council Meeting on September 17, 2010 in Orlando.

**b. Chief Executive Officer's Report**

Lauren Faison provided her Chief Executive Officer's Report to the committee. Lauren F. presented the new ELC customer guarantee to the committee. She informed them on how this was developed, and how it was presented to staff at the last staff meeting on August 27, 2010. According to the new ELC customer guarantee, all staff will, greet all customers with a smile and a genuine offer to provide assistance; be respectful of every customer's time and needs; listen to each customer, determine how we can best help and offer all support available; give our full attention to the customer we are serving; and follow through with our commitments. This customer guarantee will be applied not only for external customers, but also for internal customers as well. The committee was also informed and presented with a copy of a letter Lauren F. gave to all staff outlining her expectations of them, and what they should expect from her.

Lauren F. informed the committee that she attended the United Way of the Big Bend Kick Off Luncheon on September 2, 2010, and will be attending the Early Learning Advisory Council and Association of Early Learning Coalitions Meetings on September 16 and 17, 2010 in Orlando.

**6. Action Items**

**a. Approval of Exhibit B to the Chief Executive Officer's Employment Agreement**

Larry D. presented this action item to the committee. On August 3, 2010, the Executive Committee approved Lauren F.'s core Employment Agreement with the Early Learning Coalition of the Big Bend Region (ELC). This agreement referenced Exhibit B, the Performance Evaluation Form. This exhibit was developed in consultation between Pati Rice, the ELC's Human Resources Consultant, and Rob Sniffen, the ELC's Employment and Human Resources Attorney. Exhibit B was submitted to the Executive Committee for approval. Larry D. briefly went through the performance evaluation process with the committee.

The committee discussed Ed F.'s suggested revisions to Exhibit B.

The motion to approve Exhibit B of the Chief Executive Officer's Employment with Ed F.'s suggested revisions was made by Elise B. This motion was seconded by Willy G. This motion was approved.

The motion to approve the performance evaluation process was made by Maureen Daughton. This motion was seconded by Ed F. This motion was approved.

**b. Approval of Amended Bylaws**

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. The Executive Committee was asked to approve the amendments to the ELC's Bylaws per the requirements of Senate Bill 2014.

Larry D. went through the changes to the Bylaws with the committee.

The committee discussed conflict of interest and requested that board counsel present on conflict of interest at the next Board Meeting on September 14, 2010. Now that all

board members are able to vote, the committee felt that it might be worthwhile having board counsel available to answer any questions.

The motion to approve the amendments to the Bylaws was made by Elise B. This motion was seconded by Willy G. This motion was approved.

**c. Approval of Amended Articles of Incorporation**

Lauren F. presented this action item to the committee. She explained that 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 F. as Chief Executive Officer; the Coalition's upcoming office move and the passing of Senate Bill 2014. The Executive Committee was asked to approve these amendments to the Articles of Incorporation.

The motion to approve the amendments to the Articles of Incorporation was made by Ed F. This motion was seconded by Maureen D. This motion was approved.

**d. Approval of New Board Member**

Barbara Sloan's resignation from the ELC's 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 ELC's Board of Directors. North Florida Community College President John Grosskopf, expressed a strong interest in serving in the community college seat on the Board of Directors. The Executive Committee was asked to approve John Grosskopf for the community college seat on the ELC's Board of Directors.

The motion to approve John Grosskopf as a new board member on the ELC's Board of Directors was made by Willy G. This motion was seconded by Ed F. This motion was approved. Should the Board approve his application his term will start effective September 14, 2010 for a period of four years.

**7. Discussion Items**

**a. 401K Loan**

Larry D. informed the Executive Committee that former ELC employee Chris Duggan, currently has a loan against her 401K balance. This loan is held with John Hancock, the ELC's 401K provider, and was established in January 2010 when Chris Duggan was an ELC employee.

John Hancock recently corresponded with the ELC in relation to this loan. John Hancock needs to know whether the ELC will continue to facilitate the repayment of this loan now that Chris Duggan is no longer an ELC employee. Employees that separate from an employer, depending on the employer's discretion, can continue to pay off the loan through their previous employer.

The committee discussed this issue. A number of committee members expressed concern in allowing a former employee to continue repayments of a 401K loan through the ELC. Their concerns were based on accountability and risk to the ELC, and the potential implications of creating future precedents for such.

Larry D. informed the committee that this is a time sensitive item. Larry D. asked for a motion to allow staff to continue to process Chris Duggan's 401K loan.

The motion to allow staff to continue to process Chris Duggan's 401K loan was made by Ed F. This motion was not seconded. This motion was not approved.

**b. Chief Executive Officer's Job Description**

The committee did not have time to discuss this item.

Meeting adjourned at 1:47pm.

Minutes recorded by: \_\_\_\_\_  
Megan Gocs, Executive Assistant

Full Committee Approval Date: \_\_\_\_\_

Committee Chair's Initials: \_\_\_\_\_

Board Secretary Initials: \_\_\_\_\_