



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, October 29, 2010

9:00am to 10:30am

Early Learning Coalition of the Big Bend Region

Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Committee Members Present:

Larry DiPietro, Chair
Rodney Reams
Linda Nelson
Dr. Elsie Burton
Bob Gabordi
Kim Kelling Engstrom

Staff Present:

Lauren Faison, Chief Executive Officer
Megan Gocs, Executive Assistant

Committee Members Absent:

n/a

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 8:59am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Bob Gabordi. This motion was seconded by Kim Kelling Engstrom. This motion was approved.

3. Approval of Minutes for September 3, 2010

Upon the review of the minutes from September 3, 2010, Dr. Elsie Burton asked for the last sentence on page 4 to be struck from the record. The motion to approve the minutes for the Executive Committee Meeting of September 3, 2010 with the aforementioned amendment was made by Kim K. This motion was seconded by Elsie B. 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 unfortunately he was unable to attend the most recent Early Learning Advisory Council

Meeting in Orlando. He then spoke to the committee on the responsibilities and expectations of members of the Executive Committee.

b. Chief Executive Officer's Report

Lauren Faison provided her Chief Executive Officer's Report to the committee. She informed the Executive Committee on some of the projects that are taking place at the State level. As part of her membership with the Association of Early Learning Coalitions, Lauren F. has been assigned to the Legislative Committee.

Lauren F. presented her upcoming travel to the committee. The motion to approve her upcoming travel was made by Bob G. This motion was seconded by Kim K. This motion was approved.

Lauren F. informed the committee that on October 22, 2010, she was invited to speak at the Office of Early Learning on our Quality Rating System.

The Office of Early Learning recently informed Coalitions that they need to start doing health and safety inspections similar to what the Department of Children and Families currently do. Management is currently looking at how to phase this in.

Lauren F. updated the committee on how the move into the new office went. She informed them that as part of the move into the new office, management have been reviewing current processes and systems. As part of this Coalition wide review, management have decided to start utilizing cross training in the Early Learning Coalition of the Big Bend Region's (ELC) everyday business model to increase the efficiency and effectiveness of the business as a whole, and with staff individually.

Lauren F. informed the committee that since September 1, 2010, the ELC has enrolled 347 families off the waitlist.

The committee discussed the recent incident at Kids Club. Lauren F. informed the committee that the child that died was not one of the ELC's School Readiness children. Bob G. informed the committee that he was notified of the incident by the Leon County Sheriff's Office when they put out their press release.

Lauren F. informed the committee that she met with Ed Feaver and Elsie B. on October 26, 2010, to discuss the need to have performance measurements.

The committee were told that they would need to complete an online training on Sunshine Law over the coming months.

6. Action Item

a. Approval for Former Employees to Continue 401K Loan

Larry D. presented this action item to the committee.

At the last Executive Committee Meeting on September 3, 2010, the Executive Committee discussed the possibility of allowing a former employee to payback their 401K loan through the ELC to the ELC's 401K Plan Provider John Hancock. A motion was made that would allow the former employee to make loan payments through the ELC to John Hancock. The motion was not seconded and therefore, not passed.

John Hancock allows for employers to facilitate loan payments of former employees through their regular payment process. There is nothing in the plan that would prohibit the ELC from making payments on behalf of former employees. There are presently five current employees who have loans against their 401K plans. There is no administrative burden on the ELC for making these loan payments.

The Executive Committee was again asked to allow former employees regardless of the circumstances surrounding their leaving the ELC to pay back their 401K loans through the ELC as long as they adhere to the terms and conditions of their loan with John Hancock. Should they breach the terms and conditions of their loan or the arrangement established with the ELC upon completion of their employment, this arrangement would be terminated. Staff drafted procedures to facilitate loan repayment should the Executive Committee choose to allow it. These were included in the meeting materials.

Larry D. explained to the committee that if a 401K loan is not paid back within a five year period, it becomes ordinary taxable income.

Larry D. informed the committee on the reasons why this matter has come before the Executive Committee again. He informed the committee that he has spoken to the Board's Attorney Brian Crumbaker, and he does not see any issue with allowing former employees to continue paying their 401K loan through the ELC.

Kim K. told the committee that she believes that we need a policy whether we allow or do not allow former employees to pay back a 401K loan.

Bob G. asked whether this has happened before. Lauren F. informed the committee that this has not happened before.

Larry D. explained to the committee that this was a time sensitive matter.

The committee asked for Lauren F.'s opinion on the matter. She informed the committee that by allowing a former employee to continue to pay their 401K loan through the ELC extends the ELC's relationship with that person. She stated that she believes it is easier to wrap up all relationships with former employees upon their resignation or termination. Rodney Reams spoke about the unnecessary liability that is created by allowing this relationship to continue.

After a lengthy discussion, the committee made a motion. Upon separation of employment, the Early Learning Coalition of the Big Bend Region will not administer the repayment of 401K loans for separated employees, and all obligations to this employee will cease. The motion to approve the aforementioned policy was made by Linda N. This motion was seconded by Kim K. This motion was approved. Let it be noted for the record, that two members of the Executive Committee opposed this motion.

Bob G. presented to the committee that in the absence of a policy at the time of her resignation, it would be unfair to Chris Duggan, in this one circumstance, to not allow her to repay her 401K loan through the ELC.

Larry D. presented the following policy to the committee for approval. Any employee that separated from the ELC prior to the enactment of a policy addressing separation of 401K loans, will be allowed to continue payments per the schedule as long as they comply with the terms of the repayments with no exceptions. The ELC has not obligation that survives the existence of the organization or the plan. Bob G. asked to withdraw his previous opposed motion. The motion to approve this policy was made by Bob G. This motion was seconded by Kim K. This motion was approved.

7. Discussion Item

a. Orientation of New Executive Committee Members

Larry D. briefly discussed the orientation of new Executive Committee members.

8. Other Business

There was no other business to discuss.

Meeting adjourned at 10:30am.

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.