



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, June 7, 2011

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

Dr. Elsie Burton

Linda Nelson

Kim Kelling Engstrom

Committee Members Absent:

Bob Gabordi

Staff Present:

Sabrina Williams, Executive Assistant

Kathy Hayes, Director of Quality Assurance and Accountability

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 9:07am

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Lind Nelson. This motion was seconded by Dr. Burton. This motion was approved.

3. Approval of Minutes for February 22, 2011

The motion to approve the minutes for the Executive Committee Meeting of March 31, 2011 was made by Dr. Elsie Burton. This motion was seconded by Rodney R. This motion was approved.

4. Public Comment

There was no public comment.

5. Discussion Items

a. Policy Project

Kathy H. spoke on this. Kathy is working with the Coalition's attorney on reformatting and cleaning up the language on our existing policies as a start to the project. We are going section by section to make sure that no aspect is overlooked. The fiscal policies are next on the list to be examined. Rodney asked for a goal end date, to which Kathy responded the end of the calendar year.

b. Board Membership

Larry discussed board membership and what it means. He referenced an article from the Tallahassee Democrat that touched on the subject. He challenged the board members to think about why they are on the board and to think about whether they felt they were making significant contributions to the Coalition.

Larry brought up the idea of existing board members mentoring new board members and creating an ad hoc committee to review current membership and attendance. The Coalition needs to reach out to Wakulla County to seek a member from the business community. Larry stated there may be a need to reduce the number of members on the board to make it more efficient and effective. Dr. Burton brought up that fact that the Program Policy and Strategy Committee meeting did not make quorum at the last meeting and a reduction may help.

Kim E. brought up the fact that two key board members were rolling off the board today: Ed Feaver and Dr. Elsie Burton.

Larry suggested a possible policy change of if board members do not attend 50% of the meetings they are removed from the board. Committee should have an orientation to familiarize new members with the purpose and goals of the committee. The Executive Committee should be thinking about the cycle of the board members on and off of the board and how it pertains to recruitment of new members.

Larry stated that we may need a governance committee to handle some aspects of recruitment and committees. This should be brought up at the board meeting.

c. Legislative Wrap – Up

There are two main areas of impact for school readiness. First is that OEL is moving to DOE and DOE is going to become our fiscal agent instead of AWI. Lauren doesn't know what this means as of yet. No one has been appointed to head up OEL at DOE as of yet, there is no Commissioner of Education at DOE either. Lauren stated that Brittany Birken, current director of OEL is leaving effective June 30, 2011. She had the opportunity to speak with Dean Cannon, Speaker of the House, and stated that she recommended someone with historical knowledge needs to be in the position.

The bill moving the coalitions to DOE also required a study performed on governance and performance done by the Inspector General's office. They will perform audits on 10 of the coalitions and our ELC is first on the list.. They will be here for two weeks and we do not know as of yet what they are exactly going to be looking at. Kim brought up that there is always an agenda when the legislature decides to perform these studies and she was concerned what it may be. Lauren reiterated that she does not want to cut services and that is our main goal for the budget reduction.

d. Strategic Planning Update

Lauren provided a brief update as to the status of the work being done by Donna O'neal, the contracted consultant working on our Strategic Plan. Results from the survey she conducted will be shared at the full board meeting on June 21, 2011.

6. Action Items

a. 2011-2012 Budget

Lauren reviewed the proposed budget. As a result of the approved legislative budget there is an 8.5% reduction to the 2011-12 fiscal year budget. The budget allows us to maintain services to those currently enrolled, but there will not be a lot of new families enrolled. Some of the one-time projects such as the Outdoor Learning Environment Project will not be repeated this year, which will reduce spending on Quality Services. Due to cost savings from the transitions occurred this fiscal year, the ELC is well positioned to absorb the reductions in the 2011-12 fiscal year.

b. 2011 – 2012 Contracts

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 the upcoming fiscal year, the Executive Committee is being asked to approve these contracts for final term.

All of the motions were made by Kim and seconded by Linda. They all passed.

Contract/Lease Name	Purpose	Amount
Mary L. McCort	Mental Health and Behavioral Screening Services	\$40,000
Taylor County Schools	Quality Services	\$60,000
Big Bend Jobs & Education Council	Renewal of Leased Space for 3278 Crawfordville Highway in Crawfordville, Florida 32327	\$3,180
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
Wells Fargo	Leased Copiers for Leon, Madison, and Gadsden Office	Refer to Note 2
Taylor County School Board	Renewal of Leased Space for 318 North Clark Street in Perry, Florida 32347	\$4,800

c. Governance Policies

There was discussion about the need for an attendance policy for board members. The committee voted to approve the policies as is, and will further examine the need for an attendance policy at a later date if needed. Linda Nelson made the motion to approve and Kim Kelling Engstrom seconded.

7. Personnel

a. CEO Performance Review

Larry D. reminded the committee as per the by-laws of the ELC the Executive Committee is responsible for all personnel issues related to the CEO. All of the members should have received an email from Larry asking them to respond to the employee evaluation of Lauren and

submit the completed form back to Patti Rice the HR Consultant used to facilitate Lauren's evaluation. Patti has provided the compiled evaluation to Larry to report to the committee. The evaluation has Lauren evaluated at the high end of all measured indicators. Larry stated he believes everyone on the board is very happy with Lauren's work and the progress she has made so far. Larry reminded the committee that due to the initial high hiring rate and the current state of funding streams, there would be no raise tied to Lauren's raise despite such high marks on her evaluation.

Larry asked the committee if they had any further comment. All were in agreement of Lauren's good work and dedication to the Coalition. Dr. Burton made the motion to accept the evaluation and Kim Kelling Engstrom seconded. All were in favor

Meeting adjourned at 10:01 motion by Larry, seconded by Kim.

Minutes recorded by: _____
Sabrina Williams, Executive Assistant

Full Committee Approval Date: _____

Committee Chair's Initials: _____

Board Secretary Initials: _____

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A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.

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