

Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
November 14, 2008

A meeting of the Board of Directors of the **Early Learning Coalition of Manatee County** was held on November 14, 2008 at 3:00 P.M. at 3526 Ninth Street West, Bradenton, Florida 34205.

Voting members present:

Howard Veltz, Chair
Sandra Edmondson
Linda Guritz
Caroline Halfacre
Dennis Jagdmann
Janice Mee

Susan Miller
Andrew Minor
Adam Mohammadbhoy
Jennifer Radebach
Mary Beth Wehnes

Voting members absent:

Amy Cooley
Diane Kopczynski
Jahna Leinhauser

Jennifer Passmore
Melanie Shackelford
Dr. Kathy Stuckey

Non-voting members present:

Carol Hunt
Annette Larkin

Ron Russell

Non-voting members absent:

Timothy Foor
Susan Gilbert

ELC Staff:

Paul Sharff
Jay Burnell
Lisa Morrison
Pam Parmenter

Wendy Holden
Karen Holman
Marianne Foster

These minutes are a summary of discussion and actions items of the Early Learning Coalition of Manatee County Board. Details are available upon request via the recorded audio transcript.

➤ **Welcome and Introductions:**

- Mr. Veltz called the meeting to order. Mr. Sharff called roll call.

➤ **Action Items:**

▪ **Approval of Board Minutes of September 25, 2008**

Mr. Veltz called for a motion to approve the minutes of the Board meeting from September 25, 2008.

Mr. Minor motioned to approve.

Ms. Edmoundson second.

Mr. Veltz opened the floor for discussion, upon hearing none he asked for a vote. Hear that none opposed motion was carried.

▪ **Approval of Resignation of Lisa Morrison from Board of Directors effective October 17, 2008**

Mr. Veltz called for a motion to accept the resignation of Lisa Morrison from the Board of Directors.

Ms. Mee motioned to approve.

Mr. Mohammadbhoy second.

Mr. Veltz opened the floor for discussion, upon hearing none he asked for a vote. Hear that none opposed motion was carried.

▪ **Approval of by-laws revisions**

Mr. Veltz deferred to the ELC's attorney Mr. *Henbest*. Mr. *Henbest* stated that he was instructed in July when he was appointed as attorney was to revise the by-laws. He stated that he prepared an entirely new copy of the by-laws. He advised the Board as to why the by-laws were being re-written.

Mr. Veltz called for a motion to approve the by-laws.

Mr. Mohammadbhoy motioned to approve.

Mr. Minor second.

Mr. Veltz opened the floor for discussion.

Ms. Mee stated that she was concerned about the wording under the voting section, about the majority of a committee would be the act of the coalition. Mr. Henbest suggested changing the title of the article to "*Conduct of Board Meetings.*" Ms. Mee had another question about parliamentary authority, about when the Board Chair would designate when public input would be heard. Mr. Henbest suggested inserting a phrase to the by-laws that states that the chair will allow public input on an item before the Board votes and acts on it. Ms. Radebach voiced a concern with the wording under committee, specifically with Executive Committee because it says that it will act on recommendations and/or present the recommendations. Mr. Henbest suggested rewording the sentence so that it states that the Executive Committee would act only in emergency or special circumstances. Ms. Hamstra was concerned that the Appeals Board, that was developed to handle concerns coming from child care providers, that the Appeals Board's decision was final. She wanted to know if that was the intention. Mr. Henbest stated that it was the intention to have finality. Mr. Mohammadbhoy stated that he was ready to revise the motion by making the changes suggested and Mr. Henbest agreed and reviewed the changes. Ms. Mee is the new second since Mr. Minor had to leave. Mr. Veltz asked for a vote. Motion carried.

- **Approval of the ELC Board Governance Policy**

Mr. Veltz asked for a motion to approve the ELC Board Governance Policy Mr. Mohammadbhoy made the notion to approve. Ms. Wehnes seconded. After a brief discussion the vote was taken and the Motion carried.

- **Approval of the ELC Plan**

Mr. Veltz called for a motion to approve the ECL Plan. Mr. made the notion to approve. Ms. Wehnes seconded. Mr. Veltz opened the floor to discussion. After some discussion Mr. Veltz called for a vote. Motion carried.

- **Approval of the Quality Classroom Check List and FCCH Check List**

Mr. Veltz deferred to Mr. Sharff on this discussion. Mr. Sharff advised the Board that AWI stated that our providers and our staff are not ready for the ERS system. The AWI representative advised the ELC to use the checklist as a starting point. He stated that the ELC let the providers know about the ERS system and that starting in July the ELC will be using the ERS system. The checklist will be a starting point and while the ELC staff is with the providers they will inform them of what is coming in July. Mr. Sharff asked for a motion to approve the checklist. Mr. Mohammadbhoy motioned to approve the checklist. Ms. Miller seconded. Mr. Veltz asked for a vote. Motion carried.

- **Approval to move forward with licensing of all Family Home Child Care Providers**

Mr. Veltz asked for a motion to approve. Ms. Hunt motioned. Mr. Mohammadbhoy seconded. Mr. Veltz asked if there was a discussion. Ms. Wehnes stated that since DCF has no extra funding or staff to coincide with the licensing of these homes. So she cannot vote for it. Discussion ensued on what it would take for DCF to be able to license and inspect the homes. Mr. Veltz asked for a vote. 1 opposed. Motion carried.

- **Approval to move forward with the acquisition of up to 1 million extra dollars for CCEP funding**

Mr. Veltz deferred to Mr. Sharff in regard to this item. Mr. Sharff advised the Board that currently the ELC get \$400,000 from the state per year that Ms. Hunt gets the county to match with us. Ms. Hunt and Mr. Sharff will be asking for an additional \$580,000 in January. It is estimated that it will remove 150-200 children off the waiting list. Mr. Veltz asked for a motion to approve. Mr. Jagdmann motioned to approve. Ms. Wehnes seconded. Mr. Veltz opened the floor to discussion. He asked if there were any strings attached, what will it cost us. Mr. Sharff stated that there is no down side. Mr. Veltz called for a vote. Motion carried.

- **Approval of negotiating with other United Way agencies relating to afterschool care**

Mr. Veltz deferred to Mr. Sharff regarding this item. Mr. Sharff would like the approval of the Board to investigate and negotiate with some of the afterschool care programs to be able to get more children off the waiting list. Mr. Veltz called for a motion. Mr. Mohammadbhoy motioned for approval. Mr. Jagdmann seconded. Mr. Veltz called for a vote. Motion carried.

➤ **Information Items:**



▪ **Audit by AWI on Eligibility and Enrollment completed and being corrected.**

Mr. Sharff informed the Board that the ELC came out of the audit with less than 5% error.

▪ **Inventory Inspection was completed and approved**

Mr. Sharff advised the Board that Mr. Burnell conducted the inventory at the ELC and each of our contractors and all items were accounted for.

▪ **New Employee Lisa Morrison, Director of Resource & Contract Management**

Mr. Sharff informed the Board the Lisa Morrison has been hired as the New Director of Resource and Contract management. She will manage the contracts with MCAA, MCC and Family Partnership. This position is in place of Mr. Burnell's old position.

▪ **New Employee Pam Parmenter, Director of Quality Initiatives**

Mr. Sharff advised the Board that he has hired a Director of Quality Initiatives, Pam Parmenter and that she will be starting next week.

▪ **Update on ERS Training**

Mr. Sharff stated that he previously spoke about the ERS training. It did not go exactly as he planned, however the ELC has 2 employees that are reliable. He plans to have the staff reliable within the next few months and he has the state coming back at no charge to continue training.

▪ **Update of MCAA inspection and plan for future MCC and Family Partnership**

Mr. Sharff informed the Board he has visited all the departments of MCAA. He plans to visit MCC and the Family Partnership Center. He hopes to bring everything back to the Board for the February meeting to discuss the new contracts for the coming 3 years.

▪ **Chairman's Appointments of Chairs and Committee Members**

Mr. Sharff informed the Board that the Chairman has a list of the new appointments of chairs and committee members that were in the pamphlets and the ones with stars are the new members that were vacant that he appointed.

▪ **Meetings with Commissioners Brown, Getman, Whitmore, and County Administrator**

Mr. Sharff informed the Board he met with the commissioners and the county administrator regarding the CCEP funds and licensing. He has most of the commissioners on board to require the licensing. Hopefully, it will be on their agenda in December if not then January.

▪ **Meeting with Children's Service's Board, Executive Director and Staff**

Mr. Sharff advised the Board that he has met with the Children's Service's Board, Executive Director and staff regarding the CCEP money and what the future brings for that.

▪ **Applied for United Way funding to be able to receive funding**

Mr. Sharff stated that the ELC applied to the United Way to receive funding but was denied. The ELC will appeal the decision. He believes that it's a wording issue and he has placed a call to Mr. Koontz.

➤ **Reports**

MCAA:

Ms. Hunt advised the Board of MCAA's statistics for the month of October.

MCC:

Mr. Perry informed that Board of the Technical Assistance given by MCC to the School Readiness Providers and also of upcoming training events.

Family Partnership Center

Mr. Potter informed the Board that the parents that they work with range in age from 11 to 83. He informed the Board that the Coalition is helping to fund a teenage parenting program. He advised the Board that October was their busiest so far.

ELC Staff:

Ms. Holden advised the Board of all the services and donations that were provided since the last meeting. She informed the Board of all the seminars and training that staff have participated in. She stated that the ELC has a new receptionist, Gabby Sorto.

Ms. Holman advised the Board that she included in their packets a budget to actual report. It is a work in process that goes to the Finance Committee in great detail and she gave them a summarized version. It states that we are a quarter of the way through the year we should be 25% of the budget but we are at 32% because we have prepaid certain items.

➤ **Old Business:**

Mr. Veltz asked if there was any old business. Hearing none he moved on.

➤ **New Business:**

Mr. Veltz deferred to Mr. Henbest regarding this issue. Mr. Henbest informed the Board that an issue has come up with MCAA with the vision & hearing. It is an issue with MCAA and their employee. MCAA is investigating it. It is not an issue with MCAA and the Coalition. He stated that at this moment there is very little detail or information on the issue.

➤ **Public Input:**

Mr. Veltz asked if there was any Public input. Upon hearing none the meeting was adjourned.

➤ **Adjournment:**

Meeting was adjourned at 1:55 P.M.

Minutes prepared by:

Minutes approved by:

Marianne Foster

Diane Kopczynski