

**EARLY LEARNING COALITION OF MANATEE COUNTY, INC.
COMBINED EXECUTIVE AND FINANCE COMMITTEES MEETING
DECEMBER 4, 2008**

The Early Learning Coalition of Manatee County, Inc. held a joint Executive and Finance Committee meeting on December 4, 2008 at 3526 9th Street West Suite 200, in Bradenton.

Present

Executive Committee: Howard Veltz, Chair; Dennis Jagdmann; Diane Kopczynski; Susan Miller; Dr. Kathryn Stuckey, Paul Sharff (non-voting)

Finance Committee: Dianne Kopczynski, Chair; Howard Veltz, Board Chair

Absent

Executive Committee: Adam Mohmmadbhoy

Finance Committee: Melanie Shackelford; Caroline Halfacre; Andrew Minor

Also present

Karen Holman; Carol Hunt; Jennifer Radebach; Jay Burnell; Pam Parmenter

Welcome and Introductions:

1. Howard Veltz, Board Chair, called the joint meeting of the Executive and Finance Committees to order at 8:03 a.m.
2. Paul Sharff, Executive Director, called the roll. It was determined that the Executive Committee had a quorum and the Finance Committee did not. Mr. Sharff stated that the Board Chair could appoint himself to the Finance Committee. Mr. Veltz did so.

Citizen's Comments:

None

Executive Committee Action Items:

1. Motion: Approve the minutes for the November 6, 2008 combined meeting of the Executive and Finance committees.
 - a. Dianne Kopczynski so moved.
 - b. Howard Veltz seconded.
 - c. Motion carried unanimously.
2. Motion: Change the January Board meeting date to accommodate moving the Board meetings to the large conference room at Jobs, Etc. The next Board meeting would be January 14, 2009 instead of January 15, 2009 as currently scheduled.
 - a. Dianne Kopczynski so moved.
 - b. Howard Veltz seconded.
 - c. Motion carried unanimously.
3. Motion: Approve the February, March and April Board meetings to be held on the third (3rd) Wednesday of each of those months at noon – February 18, March 18 and April 15.
 - a. Dianne Kopczynski so moved.
 - b. Dr. Kathryn Stuckey seconded.
 - c. Motion carried unanimously.
4. Motion: Accept the resignation of Faith Based Provider representative Timothy Foor.
 - a. Dr. Kathryn Stuckey so moved.

- b. Howard Veltz seconded.
 - c. Motion carried unanimously.
5. Motion: Approve staff to send out a form to faith based providers seeking nominations of a replacement representative and to conduct election of same. Paul Sharff explained that precedent with the Coalition was to survey faith based providers by mail asking for nominations, assemble the results onto a ballot, then mail the ballot to faith based providers so they can elect their representative. Dr. Stuckey commented that the Sarasota Coalition accepts nominations/applications from the faith based community. They then interview the potential candidates with a committee consisting of representatives from their Board and Coalition staff. A representative is then selected by this committee. Jason Henbest advised that we can form an AD HOC committee to address this if we choose. No motion.
6. Motion: Table the selection of a Faith Based Provider Representative.
- a. Susan Miller moved.
 - b. Howard Veltz seconded.
 - c. Motion carried unanimously.
7. Motion: Approve bringing forward to the full Board on December 18th a motion to amend the contract currently held with Manatee Community College to cancel the professional support, secretarial and clerical staff funding portion, retaining the scholarships and perhaps increasing them. Discussion ensued as to voting ability of members of the Committee associated with Manatee Community College. Dr. Kathryn Stuckey stated she must abstain due to conflict of interest. Jason Henbest advised that members who would not gain special benefits from the vote were eligible to vote. Howard Veltz as an adjunct professor for accounting/business courses would not personally benefit. Dianne Kopczynski, as a member of a firm doing business with MCC, would not personally benefit. Therefore, Howard Veltz and Dianne Kopczynski could vote. Dr. Kathryn Stuckey reported she has been instructed by Manatee Community College that she is not to vote when Howard Veltz votes. It was agreed to hold this business until the arrival of Dennis Jagdmann who is en route.
8. Motion: With no Finance Committee quorum, amend the meeting schedule by moving the Finance Committee business into the Executive Committee agenda prior to Executive Committee information items to accommodate some conflicts.
- a. Dianne Kopczynski moved
 - b. Susan Miller seconded
 - c. Motion carried unanimously
9. Motion: Approve bringing forward to the full Board on December 18th a motion to authorize the Executive Director to co-sign checks with one (1) Board signatory for amounts up to \$40,000. Current policy states the Executive Director may sign checks for amounts up to \$30,000 with one (1) Board signatory, and anything over that amount requires two (2) Board signatories other than the Executive Director.
- a. Susan Miller so moved.
 - b. Dianne Kopczynski seconded.
 - c. Motion carried unanimously.
10. Motion: Approve bringing forward to the full Board on December 18th a motion to approve the updated policy manual procedures for Expenditures and Check Preparation to reflect changes in previous motion.
- a. Susan Miller so moved.
 - b. Dianne Kopczynski seconded.
 - c. Motion carried unanimously.

11. Motion: Approve bringing forward to the full Board on December 18th a motion to approve the new fax / telephone / email authorization form for Electronic Funds Transfer. This affects only the payment to Manatee Community Action Agency.
 - a. Susan Miller so moved.
 - b. Dianne Kopczynski seconded.
 - c. Motion carried unanimously.
12. Finance Committee Information Items
 - a. The Budget to Actual report through October, 2008 was presented for review. With 33% of the year behind us, the Coalition expenditures appear to be on target with the budget. The Board Treasurer and Finance Director will review the Budget to Actual in detail at the contract midway point.
 - b. The updated signature cards have been delivered and are on file at Wachovia Bank.
 - c. We now have access to Wachovia Connections for online banking.
 - d. Fieldwork for the annual Financial Statement Audit will begin December 15, 2008. The Audit will cover the period of July, 2007 through June, 2008.
13. Return to Item #7
 - a. Dennis Jagdmann so moved.
 - b. Susan Miller seconded.
 - c. Motion carried unanimously, with Dianne Kopczynski, Howard Veltz, and Dr. Kathryn Stuckey abstaining.
 - d. Jennifer Radebach questioned whether or not there was a plan in place to bring the cancelled contractor services in-house for a lower dollar amount than was being expended with the Manatee Community College contract. Paul Sharff responded that his plan does include providing those same services at a lower cost, and that the Coalition may have to import/hire staff to do so.
14. Executive Committee Information Items
 - a. Quality Committee
 - i. No mini grants are being awarded at this time.
 - ii. Environment checklists are being used for monitoring this year as a stepping stone for using the Environment Rating Scales system next year, permitting time for training to take place.
 - iii. Teacher Incentive Program (TIPS) remains active.
 - b. Executive Director
 - i. Paul Sharff attended the meeting of Executive Directors of Coalitions in Orlando. There will be monthly meetings of this group.
 - ii. Paul has been asked to be the group's liaison to AWI, and AWI has approached Paul about being their liaison. Most of the ED group are worried about the funding cuts.\
 - c. The Coalition was to perform a contract monitoring of Manatee Community Action Agency (MCAA). It was placed on hold because AWI requested Lisa Morrison, Director of Resource Development, go to ELC of SW Florida in Fort Myers for training on the review of contract files.
 - d. Carol Hunt, Director of MCAA/RC4K, reported that from November, 2007 through July, 2008, several children whose hearing and vision screenings were reported as completed were actually not completed. MCAA/RC4K through file reviews and correlations of file materials on files from August, 2007 through July, 2008, identified 375 children who actually have not been screened, 38 of which were funded by Manatee County. MCAA/RC4K is screening these identified children at MCAA/RC4K's expense. Procedural changes implemented to prevent

this from occurring in the future include having two persons handle this screening information rather than one person, and the division director contacting both parents and providers of a sampling of the children to verify that the child was screened. Responding to a question, Carol Hunt estimated the cost of screening at \$23.54 per child, adding the caveat that although this figure was calculated estimating 45 minutes per staff time per child, this varies.

- e. Pam Parmenter, Director of Quality Initiatives, reported that two of our staff have reached reliability on the Infant/Toddler Environment Rating Scale (ITERS-R). ELC has scheduled a staff training in January on the Early Childhood Environment Rating Scale (ECERS-R). Six provider overview trainings have been scheduled through the end of March. We have a Level 1 trainer scheduled to provide more in-depth training for the providers beginning in March.
 - f. The Board Chair has appointed Susan Miller and Linda Guritz as new additions to the Quality Committee.
 - g. The Board Chair has appointed Linda Guritz as the new Chair of the Governance Committee, and therefore a member of the Executive Committee. Dennis Jagdmann had requested to step down as Chair of the Governance Committee due to family commitments, but would like to remain as a member of the Board.
 - h. Paul Sharff reported having asked last year for additional CCEP funds of \$580,000. This will be awarded in addition to the funding currently received.
15. As a matter of business, Jennifer Radebach asked that the note at the bottom of the agenda be removed. The statement will be removed.

Adjournment:

The meeting was concluded at 9:23 a.m.

Minutes prepared by:

Minutes reviewed by:

Pam Parmenter, ELC staff Date

Howard Veltz, Board Chair Date