

**Early Learning Coalition of Manatee County, Inc.
Executive/Finance Committees Joint Meeting
of
February 2, 2009**

The Early Learning Coalition of Manatee County, Inc. held a joint Executive and Finance Committee meeting on February 2, 2009 at 12:00 PM at 3526 Ninth Street West, Suite 200, in Bradenton, Florida.

Executive Committee Members Present:

Howard Veltz, Chair	Diane Kopczynski
Susan Miller	Dr. Kathryn Stuckey
Adam Mohammadbhoy	Linda Guritz
Paul Sharff (non-voting).	

Finance Committee Members Present:

Dianne Kopczynski, Chair	Melanie Shackelford
Caroline Halfacre	Susan Miller

Finance Committee Member absent:

Andrew Minor

Additional Board Members Present:

Janice Mee
Carol Hunt
Jennifer Radebach

ELC Staff Present:

Karen Holman
Jay Burnell
Pamela Behr

These minutes are a summary of discussion and actions items of the Early Learning Coalition of Manatee County Executive and Finance Committees meeting of February 2, 2009. Details are available upon request via the recorded audio transcript.

Welcome and Introductions:

- Chairman Howard Veltz called the meeting of the Executive and Finance Committees to order at 12:00 PM. Mr. Veltz requested that Mr. Sharff conduct the roll call. Mr. Sharff stated that a quorum was present for the Executive and Finance Committees.
- Mr. Sharff introduced Mr. Peter Hill. Mr. Hill joined the Coalition as the Director of Technology and Information Security. Mr. Sharff stated that the Coalition had been sharing an IT employee with Jobs Etc. and it was time that the Coalition had a dedicated IT Director.
- Mr. Veltz inquired if there were Citizen Comment Cards from individuals requesting time to speak at the meeting. Mr. Sharff stated that Ms. Janet Hamstra would like to speak. Ms. Hamstra spoke on Coalition transparency, revisions of existing documents, revision of budget, additional staff, and bring services in house. Ms. Hamstra also distributed a paper and spoke briefly on "Groupthink".

Finance Information Items:

- Ms. Homan presented a review of the Actual Report for fiscal year through December 2008.
- Ms. Holman reported on the annual financial statement audit field work and the Revised 08/09 Grant Awards for School Readiness, VPK and VPK Outreach and Awareness.

Executive Committee Action Items:

- **Approval of Committee Minutes**

Mr. Veltz called for a motion for approval of the minutes of the Executive/Finance Committees meeting of December 4, 2008.

Upon motion duly made by Ms. Dianne Kopczynski and seconded by Ms. Miller the minutes of December 4, 2009 were unanimously approved as presented.

- **Approval of New Board Member(s)**

Mr. Sharff stated that there was only one application from Michael Hennesey to be considered for appointment to the Board at this time. Mr. Sharff and Ms. Guritz have spoken with Mr. Michael Hennesey and recommend his appointment. A Faith Based Provider application was received from Angela Harber of the Manatee United Methodist Preschool. Ms. Guritz has spoken with Ms. Harber; her application will be sent to the Chamber for approval and then to the Executive Committee for a recommendation to the Board. Discussion ensued regarding Mr. Hennesey's application.

Mr. Veltz requested a motion to approve Mr. Michael Hennesey to the Board of Directors.

Upon motion duly made by Mr. Mohmmadbhoy and seconded by Ms. Miller the Committee unanimously approved Mr. Hennesey's appointed to the Board of Directors

- **Approval of ELC Employee Policy Manual**

Mr. Sharff stated that the Employee Policy Manual was created to address the policies and procedures of the Early Learning Coalition. Discussion ensued regarding the new manual.

Mr. Veltz requested a motion to approve the Employee Policy Manual as presented.

Upon motion duly made by Ms. Miller and seconded by Dr. Stuckey the Committee unanimously approved the Employee Policy Manual as presented.

- **Approval of the Revised Budget**

Mr. Veltz requested a motion to approve the revised budget as presented.

Upon motion duly made by Dr. Stuckey and seconded by Ms. Miller the Committee unanimously approved the revised budget as presented.

◦ **Approval of Revision of the Mission Statement**

Mr. Sharff stated that the revisions to the Mission Statement were the addition of the words “provide and”.

Mr. Veltz called for a motion to approve the revision of the Mission Statement as presented.

Upon motion duly made by Ms. Miller and seconded by Ms. Shackelford the Committee unanimously approved the revision of the Mission Statement.

◦ **Approval of the Revisions of By-Laws**

Mr. Sharff stated that the revisions of the By-Laws were recommended by the Agency for Workforce Innovations. Discussion ensued.

Mr. Veltz requested a motion to approve the revisions of the By-Laws as presented.

Upon motion duly made by Mr. Mohmmadbhoy and seconded by Ms. Shackelford the Committee unanimously approved the revision of the By-Laws.

◦ **Approval of Executive Directors Recommendation to bring MCAA services in-house**

Mr. Sharff reported that he would like to recommend to the Board of Directors that; (1) all child care services currently outsourced to MCAA/RC4K be brought in-house, (2) authorization for the Executive Director to request matching funding and child care services funding from the Manatee County Government and the United Way, (3) authorization for the Executive Director to make and carry out a transition plan for bringing services in house with a completion date of June 30, 2009, the expiration date of the current contract, (4) grant the Executive Director the authority to cancel the contract per the contract termination clause with MCAA at any time if the Executive Director feels that the transition and/or cooperation of MCAA or RC4K fails to occur, (5) grant the Executive Director the authority to hire staff to fill all positions needed to carry out services providing the Executive Director stays within the budget of salaries and benefits of the Coalition and the contracted amounts afforded to MCAA/RC4K.

A lengthy discussion ensued regarding the recommendation.

Upon motion duly made by Ms. Miller and seconded by Mr. Mohmmadbhoy the Committee unanimously approved the recommendation as presented.

Executive Committee Information Items:

- Mr. Sharff reported that he had attended the CCEP quarterly meeting in Orland and learned that other Coalitions had not de-obligated as they had in the past. The ELC had requested \$580,000, but was granted a little less than \$28,000, and anything that was requested under \$1,000,000 will be approved. Requests over \$1,000,000 will be at a formula yet to be determined. The ELC currently receives \$400,000 in matched funding. This will be a large increase and we are currently working on getting businesses involved in this program.
- Mr. Sharff reported that the Cost Allocation Plan is a document that the Executive Director signs to state that we use the State and Federal Guidelines on how we spend our money. We have updated the old plan but will need to redo it in July. Mr. Sharff will provide a copy of the plan to each Director for review. Mr. Sharff stated he would like to submit to the Board of Directors for approval if there were no objections. The document itself does not need approval but by presenting it to the Board it will ensure that everything is done correctly.
- Mr. Sharff reported that 2 staff members are in North Carolina with the Authors of the Tool. This will provide 2 reliable employees in the ECERS Tool. The first of March there will be training in SACERS and then the Family Child Care component will be last.
- Mr. Sharff reported that he had met with all of the County Commissioners regarding our funding and changes that will be taking place to ensure that the ELC would receive match funding for the programs that MCAA and RC4K currently receive.

Adjournment:

There being no further business to come before the Executive/Finance Committees, the meeting adjourned at 1:38 PM.

Minutes prepared by:

Minutes approved by:

Pamela Behr

Howard Veltz, Chairman