

**Early Learning Coalition of Manatee County, Inc.**  
**Board of Directors Meeting**  
**February 19, 2009**

A meeting of the Board of Directors of the Early Learning Coalition of Manatee County was held on February 19, 2009 at 12:00 PM at 3526 Ninth Street West, Bradenton, Florida, 34205.

Voting members present were:

Howard Veltz, Chairman	Adam Mohammadbhoy
Amy Cooley	Jennifer Passmore
Linda Guritz	Jennifer Radebach
Caroline Halfacre	Melanie Shackelford
Michael Hennesey	Dr. Kathy Stuckey
Dennis Jagdmann	Walter Stern
Susan Miller	Andrew Minor

Voting members absent were:

Sandra Edmondson	Janice Mee
Dianne Kopczynski	Mary Beth Wehnes

Non-voting members present were:

Carol Hunt	Ron Russell
Annette Larkin	

Non-voting members absent were:

Kathy Patreka

ELC Staff members present were:

Paul Sharff  
Jay Burnell  
Karen Holman  
Pamela Behr

Also in attendance was ELC Attorney Jason Hesbest.

*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, Chairman, called the meeting to order at 12:06 PM.
- Mr. Veltz requested that Mr. Sharff conduct the roll call. Upon completion of the roll call Mr. Sharff stated that a quorum was present. Mr. Sharff further stated that item #8 on the agenda had been pulled due to incorrect and divisive information that was given by a child care community member to our providers.
- Mr. Veltz inquired if there were Citizen Comment Cards from individuals who would like to speak at this meeting. Mr. Sharff stated that Ms. Janet Hamstra would like to speak to the Board. Ms. Hamstra addressed the recommendation to bring RC4K services in-house and posting the Board meeting agenda on the website prior to the meeting.

### **Action Items:**

- **Approval of Board Minutes**

Mr. Veltz called for a motion for approval of the minutes of the Board of Directors meeting of December 18, 2008.

*Upon motion duly made by Ms. Miller, and seconded by Ms. Shackelford, the Board unanimously approved the December 18, 2008 minutes as presented.*

- **Approval of Michael Hennesey to the Board of Directors.**

Mr. Veltz requested a motion to approve the appointment of Mr. Michael Hennesey to the Board of Directors of the ELC of Manatee County, Inc.

*Upon a motion duly made by Mr. Mohammadbhoy, and seconded by Ms. Miller, the Board unanimously approved the appointment of Mr. Michael Hennesey to the Board of Directors as presented.*

- **Approval of 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 Ms. Guritz the Board unanimously approved the Employee Policy Manual as presented.***

◦ **Approval of Revised Budget**

Ms. Holman presented the finance report as of December 31, 2008 and the revised budget for fiscal year 2008/2009.

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

***Upon a motion duly made by Ms. Passmore and seconded by Mr. Minor the Board unanimously approved the financial reports as presented.***

◦ **Approval of Revision of 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. Halfacre and seconded by Mr. Jagdmann the Committee unanimously approved the revision of the Mission Statement.***

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

Mr. Sharff stated that the Agency for Workforce Innovations had recommended the revisions to the By-Laws. Discussion ensued.

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

***Upon motion duly made by Ms. Shackelford, and seconded by Ms. Cooley the Committee unanimously approved the revision to the By-Laws.***

◦ **Approval of the Bond for Retirement Account**

Mr. Sharff stated that the 403(b) plan for employees required that the Coalition obtain a Fidelity Bond in the amount of \$25,000. The three year prepaid premium for this bond is approximately \$125.00.

Mr. Veltz requested a motion to approve the purchase of the Fidelity Bond.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Ms. Shackelford, the Committee unanimously approved the purchase of the Fidelity Bond.***

◦ **Approval to Bring MCAA Services In-House**

Mr. Sharff stated that the Executive Committee had voted unanimously to recommend to the Board of Directors that all child care services currently outsourced to MCAA/RC4K be brought in-house; authorization for the Executive Director to request matching funding and child care services funding from the Manatee County Government and the United Way; 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; 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; and to 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. 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.

A lengthy discussion ensued regarding the recommendation.

***Upon motion duly made by Mr. Mohammadbhoy. and seconded by Ms. Miller, the Committee approved the recommendation to bring services in-house with one dissenting vote by Ms. Radebach.***

**Information Items: Executive Director Paul Sharff**

Mr. Sharff introduced Ms. Angela Harber who has made application as the Faith Based Provider member on the Board of Directors. Ms. Harber's application will be reviewed at the next Governance Committee meeting along with Mr. Michael Griffiths. Mr. Griffith is applying as a Private Sector member.

- Mr. Sharff reported that he had learned at the CCEP quarterly meeting that other Coalitions had not de-obligated as they had in the past. The ELC requested \$580,000, but was granted \$28,000, and requests under \$1,000,000 will be approved; however, requests over \$1,000,000 will be at a formula yet to be determined.
- Mr. Sharff introduced Mr. Peter Hill. Mr. Hill has joined the Coalition as Director of Technology and Information.
- Mr. Sharff reported that Pam Parmenter and Susan Crowley had attended training in North Carolina with the Authors of the Tool which provides employees training in the ECERS Tool. The first of March there will be training in SACERS training will around the first of March and then the Family Child Care component will be last.

- **Public Comments**

- Ms. Hamstra spoke regarding the future of child care services in our community.

- **Adjournment**

There being no further business to come before the Board of Directors, the meeting adjourned at 1:04 PM.

Minutes prepared by:

Minutes approved by:

---

Pamela Behr

---

Dianne Kopczynski