

**Early Learning Coalition of Manatee County, Inc.  
Executive/Finance Committees Joint Meeting  
of  
May 13, 2009**

The Early Learning Coalition of Manatee County, Inc. held a joint Executive and Finance Committees meeting on May 13, 2009 at 12:30 PM at 3526 Ninth Street West, Suite 200, in Bradenton, Florida.

***Executive Committee Members Present:***

Howard Veltz, Chair	Adam Mohammadbhoj
Linda Guritz	Dr. Kathy Stuckey
Dianne Kopczynski	Paul Sharff
Susan Miller	

***Finance Committee Members Present:***

Dianne Kopczynski	Andrew Minor
Caroline Halfacre	Susan Miller

***Finance Committee Member Absent:***

Melanie Shackelford

***Additional Board Member(s) Present:***

Jennifer Radebach

***ELC Staff Present:***

Karen Holman	Pamela Behr
Jay Burnell	Lisa Morrison

***These minutes are a summary of discussion and actions items of the Early Learning Coalition of Manatee County Executive and Finance Committees meeting of May 13, 2009.***

***Welcome and Introductions:***

Chairman Howard Veltz called the meeting of the Executive and Finance Committees to order at 12:34 PM. Mr. Veltz requested that Mr. Sharff conduct the roll call. Mr. Sharff stated that a quorum was present for the Finance Committee and the Executive Committee.

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.

Janet Hamstra inquired if the information that was on the agenda today was available to the public and requested a copy of the information that was before the Board. Ms. Hamstra was provided with the information that she requested.

***Finance Information Items:***

Ms. Kopczynski stated that Ms. Holman would present the Budget to Actual Report for the fiscal year through March 2009. Ms. Holman reviewed the Actual to Budget report and the revenue and expenditures report.

Ms. Holman reported that the Coalition has been awarded funds from the American Recovery and Reinvestment Act (stimulus money) in the amount of \$459,181. The money must be used to create or maintain child care slots or new income eligible families when 97POO School Readiness funds are not available. The funds must be used over a two year period.

The Annual Financial Monitoring has been completed. Requests for proposals to conduct the Annual Independent Audit of the Coalition have been sent to five CPA firms.

Mr. Veltz called for a motion for approval of the financial reports as presented.

***Upon motion duly made by Ms. Susan Miller, and seconded by Mr. Andy Minor, the financial reports were unanimously approved as presented.***

***Finance Action Items:***

Ms. Kopczynski presented for approval a request to change the capitalization policy for acquisition of tangible personal property for property exceeding \$5,000 to be capitalized and recorded as a fixed asset instead of the current \$1,000, retroactive to July 1, 2008.

Mr. Veltz called for a motion to recommend to the Board approval to change the Capitalization Policy as presented.

***Upon motion duly made by Mr. Minor and seconded by Ms. Halfacre, the approval to change the Capitalization Policy was unanimously approved as presented.***

Ms. Kopczynski presented for approval a request to change the current policy for the Executive Director to be one of the two required signers on payroll checks from a limit of up to \$40,000 to payroll checks up to a limit of \$60,000. This allows us to be timely on making payroll if any of the signers are not available. Discussion ensued regarding the request.

Mr. Veltz called for a motion to recommend to the Board approval to change the current check signing limit for the Executive Director.

***Upon motion duly made by Ms. Halfacre and seconded by Ms. Kopczynski, the approval to change the check signing limit for the Executive Director was unanimously approved as presented.***

Ms. Kopczynski presented for approval a request to allow wire transfers to the Early Learning Coalition of Manatee County's account at M&I Bank, where payments are made to pay providers by electronic transfer. Allow electronic funds transfers from M&I Bank to providers whose direct deposit forms we have on file. Payments made by wire or electronic funds transfer to remain under dual control with the Director of Finance and the ELC Executive Director each having one side of the control. Discussion ensued.

Mr. Veltz called for a motion to recommend to the Board approval to allow wire transfers to the ELC's account at M&I Bank.

***Upon motion duly made by Ms. Miller and seconded by Mr. Minor, the approval to allow wire transfers to the Coalition's account at M & I Bank.***

***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 March 11, 2009.

***Upon motion duly made by Dr. Kathy Stuckey and seconded by Ms. Susan Miller the minutes of March 11, 2009 were unanimously approved as presented.***

**Approval of Petition for Temporary Variance from Rule 60BB-4.210(1) Florida Statutes**

Mr. Sharff stated that if approved the Coalition would be permitted to extend the allowable break in employment for the purposes of determining and retaining eligibility for school readiness services financial assistance from the current allowable 30 calendar days to 60 calendar days. Discussion ensued regarding 60 days vs. 90 days.

Mr. Veltz requested a motion to recommend to the Board the approval of the Petition with allowable calendar days revised to 90.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Dr. Stuckey the Committee unanimously approved the motion with the petition being revised from 60 allowable calendar days to 90 allowable calendar days.***

**Approval of Petition for Temporary Waiver of Rule 60BB-8.201 Florida Statutes**

Mr. Sharff stated that the Coalition is required to conduct a face-to-face parent-orientation session or exhibit a parent-orientation video for a parent or group of parents registering their children for the VPK program. Reports from parents indicate that this procedure is not consumer-friendly, and the face-to-face registration requirement increases staffing costs for the Coalition. A temporary waiver of Rule would allow the Coalition to use its VPK administrative allocation in the more efficient manner and ensure a more family friendly registration process. Discussion ensued.

Mr. Veltz requested a motion to recommend to the Board the approval of Petition for Temporary Waiver of Rule 60BB-8.201.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Dr. Stuckey the Committee unanimously approved the motion as presented.***

**Approval of Resolution Providing Delegation of Authority**

Mr. Veltz requested a motion to recommend to the Board the approval of Resolution providing Delegation of Authority.

Mr. Sharff stated that the Resolution was to provide authorization for the Executive Director to carry out the functions conferred or incumbent upon the Board in a disaster or emergency, including but not limited to activation of the Continuity of Operations Plan, request aid from local, state, or federal agencies, and executive contracts, agreements and other necessary functions of the Coalition.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Dr. Stuckey the Committee unanimously approved the motion as presented.***

**Approval of Resolution Relating to the Appointment of an Executive Director Pro Tem.**

Mr. Veltz requested a motion to recommend approval of the Resolution Relating to the Appointment of an Executive Director Pro Tem.

Mr. Sharff stated that the resolution was to ensure the continuing function of the Coalition during any period of an emergency or of the Executive Director's absence or inability to serve is necessary to ensure the effective operation of the Coalition by the Executive Director Pro Tem, Fred Bruneau, Director of Operations.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Ms. Kopczynski the Committee unanimously approved the motion as presented.***

**Approval of Revision to By-Laws**

Mr. Veltz requested a motion to recommend approval of revision to the By-Laws.

Mr. Sharff started that the words "and/or Executive Director" were added to Article IX 9.3 Contracts. Discussion ensued regarding revision.

***Upon motion duly made by Dr. Stuckey, and seconded by Mr. Minor the Committee unanimously approved the motion as presented.***

**Approval of Conflict of Interest Policy**

Mr. Veltz requested a motion to recommend approval of the Conflict of Interest Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Dr. Stuckey, and seconded by Mr. Mohammadbhoy the Committee unanimously approved the motion as presented.***

**Approval of Code of Ethics Policy.**

Mr. Veltz requested a motion to recommend approval of the Code of Ethics Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Dr. Stuckey, and seconded by Mr. Mohammadbhoy the Committee unanimously approved the motion as presented.***

**Approval of Non-Discrimination Policy.**

Mr. Veltz requested a motion to recommend approval of the Non-Discrimination Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Ms. Guritz the Committee unanimously approved the motion as presented.***

**Approval of the Whistleblower Policy**

Mr. Veltz requested a motion to recommend approval of the Whistleblower Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Mr. Mohammadbhoy, and seconded by Ms. Guritz the Committee unanimously approved the motion as presented.***

**Approval of the Cost Allocation Plan.**

Mr. Veltz requested a motion to recommend to the Board approval of the Cost Allocation Plan.

Discussion ensued regarding the plan.

***Upon motion duly made by Ms. Kopczynski, and seconded by Ms. Miller the Committee unanimously approved the motion as presented.***

**Approval of the Prior Approval Policy.**

Mr. Veltz requested a motion to recommend to the Board approval of the Prior Approval Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Ms. Miller, and seconded by Mr. Mohammadbhoy the Committee unanimously approved the motion as presented.***

**Approval of Salary Grade Levels.**

**Approval of the Prior Approval Policy.**

Mr. Veltz requested a motion to recommend approval of the Prior Approval Policy.

Discussion ensued regarding the policy.

***Upon motion duly made by Ms. Miller, and seconded by Mr. Mohammadbhoy the Committee unanimously approved the motion as presented.***

**Approval of Board Meeting Schedule**

Mr. Veltz requested a motion to recommend to the Board approval of the Board Meeting Schedule.

***Upon motion duly made by Ms. Kopczynski, and seconded by Dr. Stuckey the committee unanimously approved the motion as presented.***

**Approval of Fundraiser**

Mr. Veltz requested a motion to recommend to the Board approval of the fundraiser proposed by Mr. Sharff.

Mr. Sharff stated that he would like to have a fundraiser for Mr. Charlie Wells on August 27<sup>th</sup>. Discussion ensued regarding the fundraiser.

***Upon motion duly made by Ms. Miller, and seconded by Ms. Guritz the committee unanimously approved the motion as presented.***

***Executive Committee Information Items:***

Mr. Sharff stated that VPK registration was progressing fairly smoothly, as are provider conference calls and provider monthly meetings.

Mr. Sharff informed the committees that Sharon Oakes had accepted the position of Director of Provider Payments and Eligibility and Enrollment. Ms. Oakes has over 17 years of experience at the Pinellas Coalition.

The next Executive/Finance meeting will be on June 17<sup>th</sup> at 12:30 pm.

The next Board meeting is on May 20<sup>th</sup> at 11:00 am.

**New Business**

Mr. Sharff stated that there seem to be a discrepancy on an MCAA invoice for audit fees. Discussion ensued regarding the invoice and audit fees. It was determined that the Board would request further information from MCAA regarding the fees.

***Adjournment:***

There being no further business to come before the Executive/Finance Committees, the meeting adjourned at 1:47 PM.

Minutes prepared by:

Minutes approved by:

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Pamela Behr

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Howard Veltz, Chairman