

**Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
August 21, 2008**

A meeting of the Board of Directors of the Early Learning Coalition of Manatee County was held on August 21, 2008 at 12:00 P.M. at 3526 Ninth Street West, Bradenton, Florida 34205.

Voting members present:

Paul Sharff, Chair	Adam Mohammadbhoy	Michael Roehl
Sandra Edmondson	Jennifer Passmore	Jennifer Radebach
Dianne Kopczynski	Jim Stansbury	Andrew Minor
Dennis Jagdmann	Dr. Kathy Stuckey	Mary Beth Wehnes
	Melanie Shackelford	

Voting members absent:

Jahna Leinhauser	Janice Mee	Kristi Rench
Lisa Morrison		

Non-voting members present:

Annette Larkin	
Ron Russell	Carol Hunt

Non-voting members absent:

Timothy Foor
Laurie Battle

Public attendees:

Denise Jordan, MCC	Kathy Doran, MCC	Jackie Diekmann, former RC4K
Linda Hedrick, RC4K	Daisy Vulovich, MCC	Rodriquez Perry, MCC
Alyson Ern, RC4K	Janet Hamstra, Kids Club	Melissa Mulcahy
Juan Jiminez	Barbara Patten, MCAA	Amy Palmer, MCAA
Amy Hollenbeck, Bee Happy	Jerry Camp, Bee Happy, Oneco	Mary Twitty, MCAA
Kathy Patreka, MCHS	Donna Wright, Brad. Herald	J - C ---[indecipherable]

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

➤ **Welcome and Introductions:**

Chair Paul Sharff, ELC Manatee, Inc. called the meeting to order at 12:00 P.M. and welcomed all present. Roll was called and as a quorum of voting members was present, this was determined to be an official meeting.

➤ **Action Items:**

1. July 24th, 2008 minutes were approved.
Motion: Adam Mohammedbuoy
Second: Andrew Minor.
Carried unanimously.

2. Election of officers: Chairman Sharff called for nominations from the floor for Vice Chair.
Motion to nominate Adam Mohammedbhoy by Dr. Kathy Stuckey.
Second: Jennifer Passmore.
Motion to elect Adam Mohammedbhoy by Dennis Jagdmann.
Second: Andrew Minor.
Carried unanimously.
Motion to nominate Dianne Kopzynski for Secretary/Treasurer by Dr. Stuckey.
Second: Dennis Jagdmann.
Carried unanimously.
Motion to close elections: Adam Mohammedbuoy.
Second: Jennifer Passmore.
Carried unanimously. Dianne Kopzynski is Secretary/Treasurer by acclamation.
3. Mr. Sharff asked for a motion to accept the resignation of board member Amy Bettger, due to her going back to her job with the school board.
Motion: Adam Mohammedbuoy
Second: Andrew Minor
Carried unanimously.
4. Mr. Sharff asked for approval of the minutes of the Finance committee.
Dianne Kopzynski, Melanie Shackelford, and Andrew Minor agreed to approve. Minutes will be emailed to board members.
5. ELC 2008 - 2009 budget: Mr. Sharff stated that when ELC first got the figures, they included an almost \$700,000 deficit and that after working with MCAA's financial director, corrections were made that brought the deficit down to \$237,962 - caused by a 2% cut in state funding and the cost of the building; Mr. Sharff stated that the budget will be amended to be able to move forward into the future with no deficit. Mr. Sharff stated that this is only a preliminary budget that must be sent to A.W.I. in order to be in compliance, and that it will be amended.
Motion: Adam Mohammedbuoy
Second: Andrew Minor
Carried unanimously.
6. WAGES contract was explained by Karen Holman - that it is a program to assist with caregiver training; she stated that it has been submitted. Mr. Sharff asked for approval of the contract.
Motion: Jennifer Passmore
Second: Adam Mohammedbuoy
Carried unanimously.
7. Audit plan was explained by Karen Holman; requested approval for Lawrence A. Kraujalis, CPA, past auditor to perform audit again.
Motion: Dianne Kopzynski
Second: Dennis Jagdmann
Carried unanimously.
8. Mr. Sharff called for approval of MCAA preliminary contract. explaining that this is to go to MCAA for review by their board on Thursday, August 28, 2008. Ms. Barbara Saunders explained that the budget was prepared with numbers that ELC received at 3:00 P.M. the day before.
Motion: Andrew Minor
Second: Dennis Jagdmann
Discussion: Mary Twitty stated that the numbers are very similar to those existing from last May. Barbara Saunders, Consultant, stated that the process is open to all; the contract is pending negotiations, and is to be ratified at the next meeting.
Jennifer Passmore asked for clarification regarding the transition and ability to determine future of the contract after the nine-month term is ended.
Mr. Sharff stated that the nine month contract will allow time to move forward with care.
Mr. Stansbury discussed the history of the transition.

Ms. Saunders stated that we are here to move forward and that the board will make decisions regarding the contract.

Mr. Minor stated that the board can meet to review and approve the contract before it is signed.

Mr. Sharff called for a vote to approve the contract.

Carried unanimously.

➤ **Information Items:**

▪ *Chair Report*

- Mr. Shaff stated that comments provided to the board by Mr. Stansbury were, out of collegiality, included in the minutes of the 07/24/08 meeting; he went on to clarify the nature of meeting minutes per Robert's Rules of Order; emphasizing that minutes are to be a record of what occurred, not what was said, and that they are not to contain interjected personal comments or someone's opinion of what has happened.

- Acting Director actions: Dismissed - Liz Zaganinio. Dismissed - Valerie Walton. Both were given the option of resignation with 2 weeks severance pay or immediate termination. Both chose termination. Vicki Behlke quit of her own accord. Ms. Walton was paid 80 hours PTO per policy handbook. Ms. Zaganino and Ms. Behlke were paid their entitled PTO hours. Job descriptions have been changed for some employees to encompass more responsibilities. Mr. Sharff stated that the past administration hired a woman who had stolen someone else's identity and is now gone, but that six people had been hired since then and fingerprint background checks had been done on all of them; we now have obtained our own OCA number from DCF and we are running background checks.

Mr. Sharff stated:

- that ELC staff had visited MCAA and RC4K for a tour and question and answer session. The outcome was great and the staff found it very enlightening.

- that the Strategic Planning Committee will be meeting soon and he hopes we can find a path that will allow the ELC to absorb or combine the services of the MCAA. Any recommendation will be brought to the full board for a vote. The 9 month contract will go to MCAA tomorrow for their vote.

- Freedom of information requested materials can all be found on the website.

- He and Barbara Saunders, consultant, have met with all agencies and asked for budget cuts and are meeting with the building owner's representative Tuesday morning with the hopes of more concessions.

- He has appointed the number of committee members specified by the bylaws as a starting point. Sign-up sheet is being passed to sign up for committees, and a Quality Assurance committee has been added.

- The full board will be involved in all aspects of the organization.

▪ *Agency Reports*

MCAA: Mary Twitty stated that the agency will be sending monthly reports to ELC and that the two organizations are working together and stated that according to their HHS agreement, MCAA is approved to charge a rate of 8% for indirect costs.

MCC: Rod Perry described MCC's programs and shared status report.

Family Partnership: Dave Potter described agency's goals, challenges, and a status report.

ELC: Lissa Ledbetter shared vision of ELC; gave status report, #'s of client contacts.

▪ *Consultant Report*

Barbara Saunders: Gave brief orientation, explaining funds structure, VPK program, school readiness program, referenced PowerPoint presentation contained in board meeting materials, stated that every board member needs to be trained regarding ELC. She also stated that additional committees can be created, and that reports should come to every board meeting from all contracted agencies. She invited questions and concerns to come to her.

➤ **Board Input:**

Jim Stansbury stated: He appreciates the ELC's moving forward; that reviewing potential future merger should be done with involvement of all board members, improving on what exists today; a merger may be a good option; but a central services structure may come between the agencies and the community; there should be a memorandum of understanding for collaboration/examining options/evaluation/reaching a decision - within Sunshine law - it should engage board and providers, the process should be protected, for improvement in the future. Mr. Stansbury suggested that the three terminated employees be paid two weeks' severance pay.

Motion: Dr. Kathy Stuckey

Second: Adam Mohammedbuoy

Carried unanimously.

➤ **Public Input:**

Barbara Patten: Stated she is from Indian River; encouraged and recommended networking; spoke of Manatee County's reputation for high-quality programs for children.

[] indicates speakers who did not identify themselves and could be not conclusively identified.

➤ **Adjournment:**

Meeting was adjourned at 1:30 P.M.

Minutes prepared by:

Minutes approved by:

Wendy Gaudioso

Mr. Paul Sharff