

**Early Learning Coalition of Manatee County, Inc.  
Board of Directors Meeting  
September 25, 2008**

A meeting of the Board of Directors of the **Early Learning Coalition of Manatee County** was held on September 25, 2008 at 12:00 P.M. at 3526 Ninth Street West, Bradenton, Florida 34205.

**Voting members present:**

Paul Sharff, Chair  
Dennis Jagdmann  
Dianne Kopczynski  
Michael Roehl

Adam Mohammadbhoy  
Mary Beth Wehnes  
Lisa Morrison

Michael Roehl  
Jennifer Radebach  
Janice Mee  
Melanie Shackelford

**Voting members absent:**

Dr. Kathy Stuckey  
Sandra Edmondson

Jahna Leinhauser

Andrew Minor  
Jennifer Passmore

**Non-voting members present:**

Timothy Foor

Carol Hunt

Annette Larkin

**Non-voting members absent:**

Ron Russell

Susan Gilbert

**Other attendees:**

Karen Holman, ELC  
Susan Schumacher,AWI/OEL  
Wendy Gaudioso, ELC  
Caroline Halfacre  
Barbara Brownell,  
Family Partnership Center

Jesse Toca  
Jay Burnell, ELC  
Amy Cooley  
Jason Henbest, Attorney  
Kathy Doran  
Lissa Ledbetter

Barbara Saunders, Consultant  
Wendy Holden, ELC  
Linda Guritz  
Janet Hamstra, Kids Club  
Rodriquez Perry, MCC

*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 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:**

- Approval of minutes of August 21<sup>st</sup>, 2008 board meeting.  
Motion: Melanie Shackelford  
Second: Mary Beth Wehnes  
Carried unanimously.
- Approval of new board members: Linda Guritz, Caroline Halfacre, Amy Cooley  
Motion: Adam Mohammedbhoy  
Second: Dennis Jagdmann  
Carried unanimously.

- Approval of board member resignations: Michael Roehl and Kristi Rench  
Motion: Melanie Shackelford  
Second: Dennis Jagdmann  
Carried unanimously.
- Announcement by Barbara Saunders, Consultant: Orientation presentation will be posted on the ELC website; board members are invited to review. Will be presented at next meeting.
- Approval of current 2008 - 2009 budget revisions. Finance Manager Karen Holman noted that it does not yet include the 4% cut.  
Motion: Lisa Morrison  
Second: Adam Mohammedbhoy  
Carried unanimously.
- Approval of Mr. Paul Sharff as new Executive Director. Mr. Sharff read a statement detailing his interest in and ability to complete the planned vision for the ELC, his community connections, and his statewide support. Mr. Sharff state that Mr. Mohammedbhoy has agreed to serve as interim Chair. Mr. Sharff noted that a governor appointment of a new Chair was pending. Discussion among board members occurred subsequent to Mr. Sharff leaving the board room. Conditions discussed and affirmed: 1. Security background check, 2. Serves at will, verbal contract, 3. Compensation package not to exceed total of \$77,000.00 all-inclusive, 4. term of contract is one year.  
Motion: Lisa Morrison  
Second: Melanie Shackelford  
Carried unanimously.
- Approval of Grievance policy as recommended by the Executive Committee. Governance policy postponed to next meeting for approval.  
Motion: Adam Mohammedbhoy  
Second: Mary Beth Wehnes  
Carried unanimously.
- Approval for Mr. Sharff to discuss the possibility of sub-leasing a portion of the new ELC offices to an appropriate party.  
Motion: Janice Mee  
Second: Dennis Jagdmann  
Carried unanimously.

➤ **Chair Report**

The ELC has had a good month since the last board meeting:

- We have balanced our School Readiness budget and VPK budget.
- All three MCAA contracts have been approved and signed.
- Some job descriptions and duties have been changed to provide better service.
- New contract monitoring tool has been developed.
- Staff will be trained in Environmental rating scales on October 20, 2008 and will be going onsite to providers.
- Meeting was held with board members Jennifer Radebach, Melanie Shackelford, and Annette Larkin and three MCAA board members to look at possible plans for the future and better service to community.
- At that meeting Mr. Sharff presented a plan to increase our funding by \$800,000 and will update the board with the outcome of items discussed in the meeting.
- Congratulations to Wendy Holden, CCRR Coordinator, on receiving one of the highest level evaluations in the state.

Mr. Sharff added his appreciation to Mr. Mohammedbhoy for serving as acting chair, and promised his full efforts in making the Manatee ELC a model within the state, but most importantly helping more children and families with better quality than in the past. Mr. Sharff stated that Ms. Saunders contract is up at the end of the month, but that she will be back for the October A.W.I. audit.

➤ **Agency Reports**

**MCAA:** Carol Hunt reviewed the 2007-2008 MCAA Annual Report.

**MCC:** Rodriguez Perry gave an update of MCC's contracted activities.

**Family Partnership:** Barbara Brownell discussed their current activities and announced the Musical Motion program

**ELC:** CCRR Coordinator Wendy Holden reported the numbers served since the last meeting, and noted that those numbers are up. Ms. Holden congratulated CCRR Specialist Susan Goller for having received a 92% rating on a secret shopper call. ELC Operations Manager Jay Burnell updated board members regarding current activities, including the completion and implementation of the monitoring tool and the finalization of the AWI required inventory of assets within the coalition and at all of our partner agencies.

➤ **Board Input:**

Annette Larkin requested that the board only move forward with no more discussion about the past ELC issues.

➤ **Public Input:**

Mr. Jesse Toca voiced support for the ELC and expressed optimism regarding its future.

➤ **Adjournment:**

Motion to adjourn: Mary Beth Wehnes

Second: Dennis Jagdmann

Carried unanimously.

Meeting was adjourned at 1:30 P.M.

Minutes prepared by:

Minutes approved by:

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Wendy Gaudioso

\_\_\_\_\_  
Mr. Paul Sharff

Minutes reviewed by:

Jay Burnell\_\_\_\_\_ Wendy Holden\_\_\_\_\_ Karen Holman\_\_\_\_\_ Lissa Ledbetter\_\_\_\_\_