



Governance Committee

August 19, 2009*

Welcome and Call to Order

The meeting was called to order by Linda Guritz at 10:35 AM in the ELC small meeting room.

Committee Members in Attendance:

Chair - Linda Guritz

Janice Mee

Sandra Edmondson

Committee Members Not in Attendance:

Dennis Jagdmann

Others in Attendance:

Janet Hamstra

Rebecca Bostic

Brenda Babeu

Angie Harber – Board Member

Paul Sharff – ELC

Fred Bruneau-ELC

Jay Burnell – ELC

Jason Henbest – ELC Attorney

Welcome performed by the chair – Linda Guritz

Approval of Draft Minutes

February 26, 2009 – Linda Gurtiz requested a correction - remove Jim Stansbury from the members absent list since he is no longer a member of the board.

June 8, 2009 – Linda Guritz requested a correction – change the note on past minutes date from May 2009 to February 2009 and the tabled until July 2009 to August 2009.

MOTION: Janice Mee made the motion to accept changes to the minutes from the February 2009 and June 2009 committee minutes. The motion was seconded by Sandra Edmondson and the vote was unanimous in favor of acceptance. (PASSED)

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Citizen Comment

Janet Hamstra – Ms. Hamstra expressed concerns about the ballot sent to providers for filling the position on the coalition board to represent non-faith based provider representative. The ballot was sent with an error in spelling for one of the names and it was sent in a DOX format and was not able to be opened by the majority of the providers, which all created problems for providers responding to the email vote. Ms. Hamstra mentioned that she emailed the coalition contact, Jay Burnell, about her issues opening the email and she was given another ballot to meet her request. Ms. Hamstra questioned the coalition's ability to select a provider representative and that it was not done this way in the past. She wants the vote of the providers to be the same as the person the coalition puts on the board.

Mr. Sharff responded to Ms. Hamstra's comments indicating that he asked for the opinion of the providers, but the coalition is not bound by their selection. The coalition board and process allows the coalition the ability to select the person they determine best suited for board membership. He also state there may have been a change in procedures from what may have been done in the past, but it is the coalition board that makes it's own determination on membership after reviewing the information they have to consider. Mr. Sharff stated that the coalition encouraged the development of the provider group so there would be a way for them to communicate with the coalition. He went on to explain that they took an independent vote at the last provider meeting. Mr. Sharff waited outside the provider meeting before speaking as a guest to the group only to find that the providers at the meeting determined they should not be the only votes considered because they attended the meeting, so he prepared the email ballot that was used to address their concerns. The names on the ballot were informational and not intended to be the only people to be considered for the open board position.

Brenda Babeu – Ms. Babeu expressed a similar concern to Ms. Hamstra's regarding the use of the email system to gather votes and told the committee that more providers had problems with the emails that were sent in a format they could not read. She also questioned the coalition's ability to select provider representatives.

Mr. Sharff repeated the response he gave earlier regarding the fact that the ballot was informational and only intended to gather feedback, but only 27 providers responded out of 176 possible responses. The coalition board is not mandated to approve their recommendation.

There were no additional citizen comments

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Action Items:

Board Nominations (new members)

Each of the candidate applications were reviewed by the Governance Committee. The committee members discussed the information provided on the applications. Work experience and current job duties were discussed to assist them determine the best candidate for the provider position.

Janice Mee opened the discussion and stated she reviewed the information that was provided to them and based her selection on this information. Ms. Mee explained her thought process of each of the candidates. She said that Ms. Terry appeared to have less experience than the other candidates. Ms. Babeu has experience as a teacher of teachers but not in the management of a facility. Ms Mee also said Ms. Babeu might be more appropriate as an employee of the coalition rather than a board member based on her level of experience. She added that Ms. Eckenrod has the most experience managing a center with 40+ years in the industry. She has a facility in Sarasota County, but lives in Manatee County and serves Manatee County children.

Claudine Terry – The Goddard School (see application)

Brenda Babeu – Children’s Academy of SW Florida (see application)

Margaret (Missy) Eckenrod - Children’s Haven, Selby Preschool (see application)

MOTION: Janice Mee made the motion to recommend Margaret (Missy) Eckenrod’s application be sent to the Executive /Finance Committee for the final approval which was seconded by Linda Guritz, the vote was unanimous in favor of acceptance. (PASSED)

Policies

The committee reviewed the proposed policy for Confidentiality of Data and Records. One typing issue on page five needed the letter “D.” removed but was approved with this change. Ms. Mee and Ms. Guritz also stated they would like to see the staff receive training in this area to ensure they understand the details of this policy as it relates to each of their positions with the coalition.

MOTION: Janice Mee made the motion to recommend the policy to the Executive /Finance Committee, it was seconded by Linda Guritz and the vote was unanimous. (PASSED)

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Informational Items:

Board member and provider representative Angie Harber presented a draft policy given to her at the provider meeting. The draft policy is titled the "Policy for filling child care provider representative seats, Faith based on non-faith based child care providers" regarding the nomination and election process. The purpose is to ensure peer selected representation. This item will reviewed at the next scheduled Governance Committee meeting in September 2009.

Triennial Review Update

The ELC staff member reviewed the timeline for the review and explained their role as board members in the review process. All requested documents have been sent to the review team at OEL. The next steps are as follows:

- August 17-26, 2009: CPR Team conducts pre-site phone interviews with coalition board members and staff.
- August 31-September 3, 2009: CPR Team conducts on-site activities.
- September – October 2009: OEL develops findings and recommendations; and writes the report.
- November 2009: The coalition writes its formal response including a corrective action plan.
- December 2009 –May 2010: OEL follows up on the action plan.

Mr. Burnell offered his apology for his error in scheduling the meeting on August 10, 2009 and for any additional work it created for the board members and staff

Next meeting is scheduled for September 15, 2009 at 12:30 PM to 1:30 PM at the Coalition offices

Public Comments:

None

Adjournment:

Linda Guritz entertained the motion to end the meeting, made by Janice Mee and seconded by Linda Guritz and was approved unanimously. The meeting adjourned at 11:10 AM.

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