



Board Meeting Minutes

Date: September 10, 2014

Location: CareerSource Gulf Coast, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:01 am by Jon McFatter (chair)

Full Board: Yes No Quorum: YES 15 in attendance

Executive Comm. Yes No Quorum #:

Roll Call to Include Board Members on Telephone:

I. Roll Call:

Exec. Committee	FIRST NAME	LAST NAME	ATTENDANCE		
			<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Rita	Acoba	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Tony	Bennett	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Phil	Edwards	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Wendy	Fletcher-Altman	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Kim	Gillis	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Linda	Hood	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Jackie	House	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Joe	Jernigan	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Doug	Kent	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Frank	Martin	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Jeannie	Martin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Brandie	McCabe	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Al	McCambry	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Jon	McFatter	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Mary	McKenzie	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Juliana	Melara	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Johanna	Plumber	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Neal	Reeves	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Kara	Rish	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Jerry	Sowell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Guy	Tunnell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Darrin	Wall	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Richard	Williams	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
<i>Total</i>			8 Present	7 Present via conf. call	8 Absent

11 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

15 out of 21 members present. Quorum was was not established.

Coalition Staff Present: Lynne Eldridge, Joe Seabrook, Suzan Gage,

Visitors Present: None

II. Action Items:

1. Approval of Consent Agenda

A. Minutes from August 6, 2014 Board Meeting

Motion: **To remove Item 3. Fiscal Year 2015 Budget and 4. Lease ITN Ad Hoc Committee Report from the consent agenda and approve the remaining items on the consent agenda.**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

2. Treasurer' Report

A. Treasurer Jerry Sowell reviewed:

1. Fiscal Year 2015 Budget- Treasurer Jerry Sowell summarized proposed budget including match forecast.

Motion: **To approve Fiscal Year 2015 Budget as presented.**

Motion By: Jerry Sowell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

2. Lease ITN Ad Hoc Committee Report- Treasurer Jerry Sowell described the process used to look at buildings vetted by broker and how scoring was completed. Committee recommends staying in present location and adding additional office space. This was the least expensive option and included donated office space. Discussion from members followed.

Motion: **To approve the Ad Hoc ITN Committee's recommendation for office space**

Motion By: Tony Bennett

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

3. Coalition Policy Changes

A. Coalition Designee

1. Executive Director Lynne Eldridge discussed reason to change named Coalition Designee from Matt Bonner to Joe Seabrook to complete the Executive Director's responsibilities, in the event of an emergency or unavailability of the ED.

Routine operational responsibilities include purchase order approval, mileage and/or travel approval, and check signing with another staff person or a Board Member.

Emergency responsibility includes communication with Board Chair and/or Board Members, as necessary, to ensure the on-going implementation of excellent School readiness and VPK services, at a minimum. Once the emergency has passed or the Executive Director is available, responsibilities would return to the ED.

Motion: To accept Policy Change as recommended.

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

B. Terms and Titles

1. Executive Director Lynne Eldridge discussed rationale behind request to change term Agency for Workforce Innovation (AWI) to Office of Early Learning (OEL) to reflect funding authority change for School readiness and VPK services.

2. When the Coalition's Organization Chart was updated to reflect systematic changes to organization structure, titles for key positions also changed to better reflect the expected outcome of the position.

Motion: To accept terms and title changes as recommended.

Motion By: Jerry Sowell

Motion Seconded By: Brandie McCabe

Member/s Recusing from Vote: YES NO

The motion carried.

4. Executive Director's Report

Executive Director Lynne Eldridge reviewed programmatic outcomes for Child Assessments and Health (Hearing and Vision) Screenings. Members had a robust discussion relating to the outcome results. Lynne offered to provide detailed data for any member were it to be desired.

5. DCF Child Abuse and Prevention Report

Member Wendy Fletcher-Altman reminded the members that the public can go to the DCF website and will find information about child deaths for specific counties.

6. Service Utilization and Waitlist Report

Chairman Jon McFatter instructed the members that they could find utilization information under TAB 6. Executive Director Lynne Eldridge reminded the members that a summary would be made available quarterly so members could compare utilization across the months in the designated quarter.

7. Meeting Adjourn

This meeting of the Early Learning Coalition of Northwest Florida Inc. Board of Directors was adjourned at 12:22 pm CST.

Submitted by:

Darrin Wall, Secretary

DW:sg