# 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:

<table>
<thead>
<tr>
<th>Exec. Committee</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>ATTENDANCE</th>
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<tr>
<td>☐</td>
<td>Rita</td>
<td>Acoba</td>
<td>☐ Present ☑ Present via conference call ☐ Absent</td>
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<td>☐</td>
<td>Tony</td>
<td>Bennett</td>
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<td>☐</td>
<td>Phil</td>
<td>Edwards</td>
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<td>☐</td>
<td>Wendy</td>
<td>Fletcher-Altman</td>
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<td>☐</td>
<td>Kim</td>
<td>Gillis</td>
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<td>☐</td>
<td>Linda</td>
<td>Hood</td>
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<td>Jackie</td>
<td>House</td>
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<td>Joe</td>
<td>Jernigan</td>
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<td>Doug</td>
<td>Kent</td>
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<td>Frank</td>
<td>Martin</td>
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<td>McCambry</td>
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<td>Jon</td>
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<td>Mary</td>
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<td>Juliana</td>
<td>Melara</td>
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<td>Johanna</td>
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<td>Reeves</td>
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<td>Rish</td>
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<td>☐</td>
<td>Jerry</td>
<td>Sowell</td>
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<td>☐</td>
<td>Guy</td>
<td>Tunnell</td>
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<td>☐</td>
<td>Darrin</td>
<td>Wall</td>
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<td>Richard</td>
<td>Williams</td>
<td>☑ Present ☐ Present via conference call ☐ Absent</td>
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Total: 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

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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