



Early Learning Coalition of Northwest Florida  
June 19, 2017 Board Meeting Minutes

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**Date:** June 19, 2017

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:00 a.m. by Jon McFatter

**Full Board:**  Yes  No    **Quorum:** YES    **In attendance:** 17/22 board members

**Executive Comm.**  Yes  No

**Roll Call to Include Board Members on Telephone:** Yes

**Roll-Call Attendance (Taken by Suzan Gage)**

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett		X		
	Phil	Edwards		X		
	Kim	Gillis		X		
	Linda	Hood		X		
	Jackie	House		X		
	Joe	Jernigan		X		
	Doug	Kent		X		
	Pamela	Kidwell		X		
	Frank	Martin		X		
	Jeannie	Martin		X		
●	Al	McCambry				X
●	Jon	McFatter (P)		X		
●	Mary	McKenzie (VP)			X	
	Juliana	Melara		X		
	Johanna	Plumber		X		
	Neal	Reeves				X
	Renaë	Roundtree		X		
	Parnell	Smith		X		
●	Jerry	Sowell		X		
	Guy	Tunnell		X		
●	Darrin	Wall (S)				X
●	Richard	Williams				X
<b>Total</b>			<b>0</b>	<b>17</b>	<b>1</b>	<b>4</b>

I. **CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF**

The meeting was called to order at 11:00 a.m. Suzan Gage took roll-call attendance. (See above.) Quorum was reached (17/22 board members present) after roll-call attendance was verified.

II. **APPROVAL OF MEETING AGENDA – Jon McFatter**

III. **COMMITTEE/FULL BOARD REPORTS – Jon McFatter**

A. Personnel & Policy Committee

1. Related Party Contracts Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition Governing Board Members, and relatives of either group as s. 112.3143 F.S., defines and submit to Office of Early Learning (OEL) for approval. The Coalition must comply with requirements in state statute and Office of Early Learning instructions (s. 1002.84(20) F.S.) which require the following:

- A valid vote of approval requires two-thirds vote by the governing board.
- The Coalition will need to provide a detailed breakdown of how each member voted in to ensure that two-thirds of the members voted in favor of the related party contracts.
- The impacted individual(s) must complete the necessary conflict of interest disclosure forms, and these forms must be available for presentation to the governing board at the time of the board's vote.
- Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- Coalitions are prohibited from entering into contracts in excess of \$25,000 without prior approval from the OEL.
- Coalitions are allowed to enter into contracts below \$25,000 without prior approval from OEL; however, such contracts are required to be reported to OEL within 30 days after approval by the Coalition governing board is obtained.

- a. Chipola Regional Workforce Development Board, Inc., (CRWDB) (d/b/a CareerSource Chipola) – Office Space Rental – Not To Exceed (NTE) \$15,000

**Disclosures**

- Richard Williams, CRWDB Executive Director, is also a Coalition Board Member.
- Mary McKenzie, Coalition Board Vice Chair, is also a CRWDB Board Member.

- Darrin Wall, Coalition Board Secretary, is also a CRWDB Board Member.
- By having staff from both organizations sharing office space in one facility in Chipley, the customers of both organizations will be provided access to a wider array of services housed in one facility.

**Roll-Call Vote to Approve Related Party Contract with CareerSource Chipola (Taken by Suzan Gage)**

Executive Committee	First Name	Last Name	Not Present	Yes	No	Recuse
•	Tony	Bennett		X		
	Phil	Edwards		X		
	Kim	Gillis		X		
	Linda	Hood		X		
	Jackie	House		X		
	Joe	Jernigan		X		
	Doug	Kent		X		
	Pamela	Kidwell		X		
	Frank	Martin		X		
	Jeannie	Martin		X		
•	Al	McCambry	X			
•	Jon	McFatter (P)		X		
•	Mary	McKenzie (VP)	X			
	Juliana	Melara		X		
	Johanna	Plumber		X		
	Neal	Reeves	X			
	Renae	Roundtree		X		
	Parnell	Smith		X		
•	Jerry	Sowell		X		
	Guy	Tunnell		X		
•	Darrin	Wall (S)	X			
•	Richard	Williams	X			
<b>Total</b>			<b>5</b>	<b>17</b>	<b>0</b>	<b>0</b>

**Motion: Roll-call vote to approve the related party contract between the Early Learning Coalition of Northwest Florida, Inc., and Chipola Regional Workforce Development Board, Inc., (d/b/a CareerSource Chipola) – Office Space Rental – NTE \$15,000**

Motion By: Joe Jernigan

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

The motion carried.

b. Board Strategic Planning Sessions – Consultant Service - NTE \$4,000

As the organization prepares to move into the 2017/2018 program year, it is necessary to hold a strategic planning meeting with board members and management staff. In this meeting, we will:

- Ensure alignment of purpose, vision, and mission.
- Identify current strengths, weaknesses, opportunities, and threats/challenges.
- Develop clear objectives and goals for the next 1-3 years.
- Establish agreement around intended outcomes/results and assess and adjust the organization's direction in response to a changing environment.

The staff recommendation is to utilize Gulf Coast State College’s Corporate College for the board strategic planning sessions.

**Disclosures**

- Al McCambry (Dean, Workforce Development at Gulf Coast State College) is also a Coalition Board Member.
- Pamela Kidwell (Director, Business Innovation Center at Gulf Coast State College) is also a Coalition Board Member.

**Roll-Call Vote to Approve Related Party Contract with Gulf Coast State College (Taken by Suzan Gage)**

Executive Committee	First Name	Last Name	Not Present	Yes	No	Recuse
•	Tony	Bennett		X		
	Phil	Edwards		X		
	Kim	Gillis		X		
	Linda	Hood		X		
	Jackie	House		X		
	Joe	Jernigan		X		
	Doug	Kent		X		
	Pamela	Kidwell				X
	Frank	Martin		X		
	Jeannie	Martin		X		
•	Al	McCambry	X			
•	Jon	McFatter (P)		X		
•	Mary	McKenzie (VP)	X			
	Juliana	Melara		X		
	Johanna	Plumber		X		
	Neal	Reeves	X			
	Renaë	Roundtree		X		
	Parnell	Smith		X		
•	Jerry	Sowell		X		
	Guy	Tunnell		X		

Executive Committee	First Name	Last Name	Not Present	Yes	No	Recuse
•	Darrin	Wall (S)	X			
•	Richard	Williams	X			
<b>Total</b>			<b>5</b>	<b>16</b>	<b>0</b>	<b>1</b>

**Motion: Roll-call vote to approve the related party contract between the Early Learning Coalition of Northwest Florida, Inc., and Gulf Coast State College's Corporate College – Board Strategic Planning Session – NTE \$4,000**

Motion By: Tony Bennett

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO: Pamela Kidwell recused herself from vote.

The motion carried.

#### IV. ADJOURNMENT

The meeting was adjourned at 11:09 a.m.