



ELC of Northwest Florida
December 2016 Board Meeting Minutes

Date: December 14, 2016

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:00 a.m. by Jon McFatter (chair)

Full Board: Yes No Quorum: YES In attendance: 12

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

I. BOARD ATTENDANCE

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Rita	Acoba		X		
●	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		
●	Jerry	Sowell		X		
	Parnell	Smith				X

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
	Guy	Tunnell		X		
●	Darrin	Wall (S)				X
●	Richard	Williams				X
Total			1	12	0	10

Thirteen out of 23 members were present. Quorum **was** was not established.

Coalition Staff on the Phone: Lynne Eldridge, Suzan Gage, Sallie Brosnan, Joe Seabrook

Visitors Present: None

II. INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

III. APPROVAL OF MEETING AGENDA-*Jon McFatter*

Motion: **To approve the meeting agenda**

Motion By: Rita Acoba

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

IV. COALITION POLICIES - *Jon McFatter*

Explanation:

The Coalition continues to work with Florida Office of Early Learning in developing Coalition policies AND procedures that align with the increased requirements of the Office of Management and Budget and the updated Child Care Block Grant. These federal changes directly impact the policy and procedures of local organization.

Two major Coalition policies- Purchasing, Procurements and Contracts and Disbursement Controls required a complete re-work after receiving feedback from Office of Early Learning. Staff have completed the Office of Early Learning's recommendation for both policies.

1. Purchasing, Procurements and Contracts Policy
2. Disbursement Controls Policy

There was general discussion about the impact of these changes on the local Coalition. Executive Director Lynne Eldridge explained that she anticipated some systemic changes based on the new requirements. Staff will review these requirement changes in depth, and provide any feedback during the January board meeting of anything that will significantly impact the Coalition.

Motion: To approve Purchasing, Procurements and Contracts Policy and Disbursement Controls Policy as presented

Motion By: Mary McKenzie

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

The motion carried.

V. PUBLIC COMMENT

1. There was no public comment as there were no visitors present.
2. Board Member Linda Hood addressed the board about a fundraising opportunity. Board Member Hood shared that her family would be opening a bingo hall this month, Great American Bingo Hall. A portion of money raised must be donated to local non-profits, and Board Member Hood would like to add the Coalition to the list of donation recipients. Board Member Guy Tunnell asked if there would need to be representatives present when money was raised, and Board Member Hood said that we would need to supply volunteers at these events where money was specifically raised for the Coalition. Both Board Chairman Jon McFatter and Board Member Tony Bennett asked that this discussion be tabled until the Coalition staff had ample time to research this issue and enter it as a formal item on a future board agenda. Board members were in agreement that this item should be researched, a presentation prepared, and the proposal entered as a formal board item at a future meeting. Executive Director Eldridge thanked Board Member Hood for considering the Coalition as a funding recipient, and said she looked forward to researching the issue further.

VI. NEXT MEETING

The next meeting is scheduled for January 11, 2017.

VII. ADJOURNMENT

The meeting was adjourned at 11:16 a.m.