

**Early Learning Coalition of Florida's Gateway, Inc.**  
**Board Meeting Minutes**  
**Columbia County School Board, Room 130**  
**Lake City, Florida**  
**April 12, 2006**

**Members Present:**

Chris Bond, Charles Carroll, Anita Franklin, Hugh Giebeig, Linda Johns, Sandy Looney, Carol Milton, John Pierce, Jennifer Roberts, Nancy Roberts, David Rountree, Kathleen Townsend, Sheryll Walker, Michele Ward, John Wheeler and Paula G. Williams.

**Others in Attendance:**

Laura Caley (Kiddie Land Mini School), Janora Crow (Even Start), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Jamie Witzman (Enrollment Manager), Jessie Tampoc (IT Manager), Heidi Moore (Executive Assistant) and Melissa Brady (Senior Program Specialist).

**Members Absent:**

John Burns, John Hewett, Bill Howard, Raymond Logan, Marion McCray and Richard Mitchell.

**Welcome and Call to Order**

John Wheeler called the meeting to order at 9:10 a.m. Charles Carroll led the Pledge of Allegiance.

Mr. Wheeler informed the Board of the need to replace Richard Mitchell on the Board. He has requested to be replaced due to lack of time to devote to the Board. Current members have been asked to look for a replacement preferably in Hamilton or Union Counties to keep representation of all counties.

John Wheeler also informed the Board that Mike Deming has resigned from the Workforce Development Board and the interim person will be Bill Howard.

**Board Meeting Minutes (3/8/2006)**

John Wheeler instructed the members to review the minutes. David Rountree made a motion to accept the minutes. Kathleen Townsend seconded the motion. The minutes were approved without objection.

**Executive Committee Minutes (4/10/06)**

John Wheeler reported that there were many items for discussion. One of the items will be presented as a Board Action.

- An Executive/Finance Committee meeting was scheduled to discuss the new Federal Poverty Guidelines and Sliding Fee Scale.
- A meeting of the Ad Hoc Committee is scheduled to discuss the Personnel Policy and Procedures Manual that was returned from the attorney for the finalization by the Board.
- The Coalition Plan which will be presented as a Board Action.
- Updates were provided regarding the potential office space and the CCEP program status.

- The Committee evaluated Dr. Logan's salary and amended his pay range to reflect the increase.

### **Program Quality Committee (4-3-06)**

Carol Milton reported that the Committee discussed the Coalition Plan and the Needs Assessment. They focused on prioritizing the goals as brought forth by the Committee and Coalition staff.

### **Financial Report - February**

- Shannon Bryant highlighted the points of interest on the income/payables statement for School Readiness.
  - Payments to providers are declining due to efforts to reduce the projected deficit. Shannon announced that due to this fact we may be able to take the 3 & 4 year olds off the waiting list for the remaining few months of this fiscal year.
  - Worker's Compensation quarterly invoice was paid.
  - Purchases for Spring Conference and Children's Day.
  - Phone book ad to fulfill R&R contract.
  - D&O insurance payment.
- Shannon then explained the VPK payables/income statement.
  - January and February payments were both paid in February because the state was late in giving us the money.
- Shannon requested to explain her report. She reported that as per the decision of the Board at the last meeting, she showed the transfer of funds from county to county to utilize the Coalition budget.

### **Board Action**

2006-002 – 2006-2009 Coalition Plan and Community Assessment – John Wheeler asked for an explanation of why these priorities were chosen. Sheryll explained that the committee chose these topics based on our ability to achieve these goals. Nancy Roberts stated that most of the information included in the Community Needs Assessment drove the decision of the Committee. John Wheeler reminded the members that although an approved version of the Plan needs to be to AWI by May 1, the Board can always change anything in the Plan through the form of an amendment.

John Wheeler called for a vote on the 3 year Plan. The Plan passed without objection.

### **Coalition Board Orientation**

Sandy Looney gave a presentation on Child Care Licensing and Inspection

**Executive Director Report** - John Wheeler informed the Board of the absence of Dr. Logan. He had surgery and was not feeling up to attending the meeting. The members wanted to get a card and so a paper was passed around for each member to write well wishes to Dr. Logan.

### **Staff Reports**

The staff reports are included in the packet for the review of the Board. John Wheeler informed the Board that if they have questions they should feel free to contact the staff.

John Wheeler invited Carrie Sapp to address the Board regarding the “Making a Difference” Conference. She encouraged everyone to participate and volunteer. Sheryll Walker also encouraged the members to attend and let the providers meet the Board Members of the Coalition.

- Carrie also reported on the second annual “Children’s Day” which was a huge success.
- LaShone recognized Melissa Brady on her promotion to Senior Program Specialist. Melissa explained that this is a growing position and she is looking forward to the new challenges.

### **New Business**

John Wheeler announced an Ad Hoc Committee meeting on April 26<sup>th</sup> at 2:00 pm for the continuing review of the Personnel Policy and Procedures manual.

A meeting of the Executive/Finance Committee is scheduled for May 8<sup>th</sup> at 3:00 pm to discuss the Sliding Fee Scale.

Hugh Giebeig made a motion to adjourn the meeting. Kathleen Townsend seconded the motion. Meeting adjourned at 10:30 a.m.