



COALITION BOARD REGULAR MEETING MINUTES

November 17, 2016

Northern Trust Bank
755 Beachland Blvd., Vero Beach

Present:	Brandon Tucker (via teleconference) Michelle Akins (via teleconference) Sandy Akre (via teleconference) Jennifer Corkern (via teleconference) Susan Curtis Brooke Flood Sabina Guthrie (via teleconference)	William Laughlin Lison Philor-Jonnassaint (via teleconference) Donna Rivett Deborah Schooley (via teleconference) Richard Stetson (via teleconference) Joy Yates
Excused:	Cathleen Blair Tom Peer	Ann Rodriguez
Staff:	Jacki Jackson Zack Hackley	Migdalia Rosado Loretta Toth

I. CALL TO ORDER

At the request of Chairman Tucker, the meeting was called to order by Vice-Chair, Donna Rivett, at 1:35 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

Brooke Flood arrived at 1:37 p.m.

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Lison Philor-Jonnassaint, seconded by William Laughlin and passed unanimously.

IV. CONSENT AGENDA

- A. Board Meeting Minutes – September 15, 2016
- B. Plan Element II.F. - Sliding Fee Scale
- C. Administrative Policies

Motion to approve the consent agenda was made by William Laughlin, seconded by Michelle Akins and passed unanimously.

Richard Stetson joined via teleconference at 1:39 p.m.

V. CEO's REPORT – Ms. Jackson reviewed the report which was included in the agenda packet.

Susan Curtis arrived at 1:40 p.m.

VI. OLD BUSINESS - None

- A. Holiday Schedule** – Ms. Jackson explained that the Bylaws/Personnel Committee had requested the holiday schedule be reviewed and compared with other ELC's. A comparison was included in the agenda packet and Ms. Jackson suggested the current schedule remain as is. Ms. Rivett questioned the PTO. Ms. Rosado responded that PTO is tiered and includes sick time and vacation time. There were no other questions.

- B. Comparative Reports** – The information included in the reports comparing information from 2008 through 2015 was requested by the Board at the September meeting. Gold Seal information was only available beginning in 2010. There were no questions.

VII. NEW BUSINESS

A. Membership & Acceptance – Julie Bixler

The Board Membership Application submitted by Julie Bixler, Private Sector Member representing Martin County, was reviewed and approved by the Executive Committee at the meeting held November 8, 2016.

Motion was made by William Laughlin to accept Julie Bixler's application for board membership. Motion was seconded by Susan Curtis and passed unanimously.

- B. Board Vacancies & Recruiting Responsibilities** – Prior to the current bylaws, Ms. Jackson explained it was the CEO's responsibility to recruit board members and conduct board orientations. The current bylaws now delegate these responsibilities to the Executive Committee. The Coalition has been out of compliance with statute requirements due to board composition. In order to comply with statute and the timelines involved, it was Ms. Jackson's suggestion to delegate these responsibilities to the CEO, which would also alleviate the burden on volunteer board members. Ms. Akre commented that the board is responsible for meeting board membership requirements and the CEO should not be recruiting "his/her own boss". It was noted that any staff member may recruit board members, with the final decision being placed on the board. Ms. Curtis commented that it makes sense for the CEO to conduct the board orientations, but everyone should take a role in recruitment. Additional private sector members are required from Indian River and Okeechobee Counties. It was recommended this item be presented to the Bylaws/Personnel Committee for further consideration.

Follow-up/Action:

- 1) Bylaws/Personnel Committee to review recruitment of board members and board orientation responsibilities.
- C. Virtual Meetings and/or Centralized Location** – Ms. Jackson requested feedback on a centralized location for meetings, such as CareerSource in St. Lucie County. Ms. Curtis commented that Martin County is not a centralized location and would prove to be just as challenging. Mr. Stetson suggested Ms. Jackson contact him to discuss the possibility of using CareerSource as a centralized location. Ms. Guthrie commented that a centralized location would make it easier for members, however, teleconferencing works for her regardless of the location. Ms. Akre suggested trying a centralized location for a year.

Motion was made by Lison Philor-Jonnassaint to work out the details of a centralized location to begin in January and try for a year. Motion was seconded by Sandy Akre. Motion passed unanimously.

Follow-up/Action:

- 1) Centralized meeting location to be determined, with a tentative January start date.

VIII. COMMITTEE REPORTS

- A. Finance Committee Report** – Mr. Laughlin informed the board of a recent finding regarding the auditing firm noting that further discussions will include whether to continue using the auditing firm. Mr. Hackley further explained the finding sanctioned by the PCOAB. As a result of the finding, one of the partners has been barred from practicing for two years. The auditors have completed most of the audit for the year ending 6/30/16.

An additional \$232,000 was received from OEL which has alleviated the problem of being over-enrolled. As a result, the coalition is currently enrolling in all three counties. There were no questions regarding the financial reports.

Lison Philor-Jonnassaint left the call at 2:02 p.m.

B. Bylaws/Personnel Committee Report – No meeting was held.

C. Executive Committee Report – Mr. Tucker reported that the board application for Julie Bixler was accepted.

D. Program Quality Committee Report – No meeting was held.

IX. CHAIRMAN'S COMMENTS – None

X. BOARD MEMBER COMMENTS – Mr. Tucker thanked Ms. Rivett for chairing the meeting and wished everyone a Happy Thanksgiving.

XI. PUBLIC COMMENTS - None

XII. INFORMATION – The following items were included in the packet for information purposes only.

A. Children Served / Wait List

B. OEL Desk Review March 2016

C. United Way Okeechobee 2016 Allocation Team Report Children Served/Wait List

XIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:07 p.m.

Respectfully submitted,

Approved 1/26/17

Donna Rivett, Vice-Chair

DR:lt