



COALITION BOARD REGULAR / ANNUAL MEETING MINUTES

September 28, 2017

CareerSource Research Coast
584 NW University Blvd., Port St. Lucie, FL

Present:	Brandon Tucker Sandy Akre (via teleconference) Julie Bixler Barbara Clowdus Rhiannon Forker William Laughlin Pat McCoy	Steve Newman (via teleconference) Tom Peer Richard Reilly Donna Rivett Ann Rodriguez Shonda Hunter Joy Yates (via teleconference)
Excused:	Michelle Akins Miranda Hawker	Karlette Peck Natalie Sanders
Staff:	Migdalia Rosado Pat Houston Zack Hackley	Samantha Reed Loretta Toth
Others:	Jennifer Corkern, MCSD	

I. CALL TO ORDER

The meeting was called to order by Chair, Brandon Tucker at 1:30 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA

Mr. Tucker announced that Shonda Hunter has been appointed as the representative for CareerSource and private sector member, Sabina Guthrie, has resigned.

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Tom Peer, seconded by Donna Rivett and passed unanimously.

IV. CONSENT AGENDA

- A. Board Meeting Minutes – June 22, 2017
- B. Annual Report 2016-2017
- C. COOP 2017-2018
- D. Coalition Anti-Fraud Plan
- E. Administrative Policies
- F. Employee Personnel Handbook
 - 1) Exceptions: Sections 218, 307 and 501, pending attorney review
- G. Records Disposition – Destruction of Archived Documents (No. 0123 & Archives Management Inventory – September 2017)
- H. Records Disposition – Destruction of Electronic Documents (No. 0124)

Motion to approve the consent agenda was made by Donna Rivett. Motion was seconded by Tom Peer and passed unanimously.

- ### V. INTERIM CEO'S REPORT
- Ms. Rosado reported that ELCIRMO's offices were all operational by Wednesday, September 13th, after Hurricane IRMA. Most providers were operational prior to or by September 18th. One provider is still experiencing problems and

opened a temporary location. The Coalition has been awarded for the 2nd year a grant from the Martin County Board of County Commissioners for the 2018-2019 VPK Completer's Program. A vacant Quality Monitoring position will be filled in Indian River County for which there is an interested internal candidate. The single audit will begin October 2nd, the OEL Fiscal Monitoring will begin October 10th, and in a few weeks, the Accountability Monitoring.

Steve Newman requested to address the Employee Handbook, which will be discussed during Item VIII.B.-Bylaws/Personnel Committee Report.

VI. OLD BUSINESS

A. Status – Potential Merger – A copy of the report, "OEL's Recommendations of Changes to the Locations of ELC's", was included in the packet. Mr. Tucker reported that the Joint Advisory Merger Committee has not met as they were awaiting receipt of the attached report. He provided a background of events leading up to discussions regarding a possible merger, explaining that it is a 2-step process which includes the following questions: Should we merge? And, if yes, how do we facilitate the merger?

Jennifer Corkern (public) joined via teleconference at 1:44 p.m.

There has been no further report regarding the draft RFP which was submitted in August.

VII. NEW BUSINESS - None

VIII. COMMITTEE REPORTS

A. Finance Committee Report – The September 11th Finance Committee meeting was cancelled. There were no questions regarding the 7/31/17 financial reports. Mr. Newman thanked Mr. Hackley for presenting the Aged Receivables and Payables Report, suggesting the report should only include those that are more than 30 days past-due.

B. Bylaws/Personnel Committee Report – Ms. Bixler reviewed the changes to the Employee Personnel Handbook, which was approved under Consent Agenda. Members recommended review/changes to the following sections:

- a) Section 222-Performance Evaluations: Add goals and objectives. Mr. Newman will provide verbiage which will be reviewed by the Committee.
- b) Section 501-Grievance Procedure: Ms. Rivett suggested review of the last sentence under #1.
- c) Section 529-Whistleblower Policy: Discussed adding that a staff member may report to a member of the board when reporting violations.

***Motion** was made by Julie Bixler add language to Section 529, Item c to now read: When this reporting policy is inappropriate for a particular situation, the Coalition Board Chair, "or any member of the Executive Committee" can be contacted directly.*

***Follow-up Action:** Additional revisions to the Employee Personnel Handbook to be reviewed by the Bylaws/Personnel Committee.*

C. Executive Committee Report – No report.

D. Program Committee Report – Ms. Clowdus reported the committee has been discussing the number of children not being served. Ms. Houston will give a presentation at the next board meeting. Mr. Newman will share some of his suggestions with Ms. Houston.

E. Ad-Hoc – Joint Advisory Merger Committee – No report.

IX. CHAIRMAN'S COMMENTS – None

X. BOARD MEMBER COMMENTS – Mr. Peer announced that disaster food stamps will be offered in Indian River, Martin, Okeechobee and St. Lucie Counties, among others. Individuals may apply through the DCF website. The program is available for families not currently receiving food assistance. Ms. Clowdus thanked Ms. Houston for attending the Martin County Board of Commissioners meeting on Tuesday, thanking them for their grant which funded the VPK Completer's Program.

XI. PUBLIC COMMENTS - None

XII. INFORMATION – The Children Served/Wait List was included in the packet for information purposes only.

XIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m. on a ***Motion*** by Julie Bixler, ***seconded by Shonda Hunter***.

Respectfully submitted,

Approved 11/16/17

Brandon Tucker, Chair
BT:lt