



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

BOARD REGULAR MEETING MINUTES

September 27, 2018

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart, FL

Present:	Michelle Akins (phone) Sandy Akre (phone) Barbara Clowdus (phone) Rhiannon Forker (phone) Linda Halpin (phone) Miranda Hawker (phone)	William Laughlin Steve Newman (phone) Richard Reilly Natalie Sanders (phone) Joy Yates (phone) Julie Zobec (phone)
Excused:	Brandon Tucker Shonda Hunter Pat McCoy	Donna Rivett Ann Rodriguez
Staff:	Marsha Powers Zack Hackley Carla Herron	Pat Houston Loretta Toth
Others:	Malissa Morgan, A Child's World	Deborah Schooley, Tender Care Preschool

I. CALL TO ORDER

The special meeting was called to order by Vice-Chair, Will Laughlin, at 1:36 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA – Mr. Laughlin

acknowledged the resignations of Karlette Peck and Shonda Hunter, as well as the appointment of Donna Doubleday. Mr. Laughlin also submitted his letter of resignation from the Board, effective September 28, 2018.

Mr. Laughlin requested to add to the agenda under Committee Reports E. – House Bill 1091, and the potential risks to providers.

III. ADOPTION OF AGENDA

Motion to adopt the agenda as amended was made by Julie Zobec, seconded by Sandy Akre and passed unanimously.

IV. CONSENT AGENDA

Motion to accept the consent agenda was made by Natalie Sanders, seconded by Sandy Akre and passed unanimously.

V. CEO's Report

A. Symposium – Early Education and Business – Ms. Powers invited all board members to attend the symposium on October 17th. All those interested should email Ms. Powers and she will register everyone together.

All ELCIRMO offices will be open from 8:00 a.m. to 5:00 p.m., except Okeechobee which remains closed on Fridays. A new timeclock process will be implemented through ELCIRMO's payroll provider. Ms. Powers will be attending the OEL ED meeting in Miami on October 24-25.

Two new positions have been filled; Literacy Coach in Indian River and Receptionist/Office Assistant in Martin County.

VI. OLD BUSINESS – None.

VII. NEW BUSINESS

A. Approval of Employee Handbook Revisions – Ms. Zobec reviewed the recommended changes as proposed by the Bylaws/Personnel Committee.

1. Section 223 – Background Screening – This section was changed to comply with the OEL grant agreement and approved by the Bylaws/Personnel Committee.

Richard Reilly arrived at 1:48 p.m.

***Motion** to accept the revisions to Section 223-Background Screening was made by Sandy Akre, seconded by Natalie Sanders and passed unanimously.*

2. Section 301 – PTO – The Bylaws/Personnel Committee recommended PTO payout be limited to a maximum of 120 hours upon termination.

***Motion** to accept the revisions to Section 301-PTO was made by Sandy Akre, seconded by Richard Reilly and passed unanimously.*

3. Section 300 – Holidays – The Bylaws/Personnel Committee recommended deleting President's Day and Columbus Day from the list of paid holidays. In addition, the unofficial past practice of closing the offices between Christmas and New Year's Day will be eliminated.

Motion was made by Sandy Akre and seconded by Richard Reilly to approve the above recommendation. After discussion, it was suggested adding Christmas Eve and New Year's Eve to the list of deleted paid holidays.

***Amended Motion** was made by Sandy Akre to approve the four deleted holidays as listed. Motion was seconded by Steve Newman and passed by a roll call vote of 7 yeas, 4 nays (R. Forker, N. Sanders, J. Yates, J. Zobec) and 1 abstained (W. Laughlin).*

B. Establish CEO's Performance Goals – Ms. Akre asked that the item be tabled to the next meeting. Ms. Clowdus suggested the Executive Committee submit a list of performance goals to be reviewed. It was suggested by Ms. Akre that Ms. Powers also submit goals she would like to accomplish. The item will be added to the October Bylaws/Personnel Committee, the November Executive Committee and then to the November Board meeting.

VIII. COMMITTEE REPORTS

A. Finance Committee Report – Mr. Hackley reported that the attendance component of the provider portal is not operating properly, and providers are unable to input their attendance. As a result, ELCIRMO has been reimbursing providers based on estimates. In September, ELCIRMO will begin obtaining information from providers and compare the information to ELCIRMO's records to have a more accurate count of the number of children served and will reimburse accordingly. Ms. Morgan commented that ELCIRMO's relationship with providers and staff has been wonderful during this time.

Ms. Akre left the call at 2:35 p.m.

B. Bylaws Committee Report – Ms. Zobec reported that all items were covered under New Business.

C. Executive Committee Report – No report.

- D. Program Committee Report** – The minutes from the August and September meetings were included in the packet.
- E. Provider Report** – Ms. Forker discussed the issues facing providers in the community; i.e. VPK Providers with the 2016-17 readiness rates and school readiness providers with contradictions to House Bill 7055.

Steve Newman left and rejoined the call at 2:45 p.m.

Discussion continued regarding low readiness rates which will deem a provider as “low performing”, requiring more training for the provider. Continued low scores will prohibit the provider from offering the VPK program.

Miranda Hawker left the call at 2:54 p.m.

House Bill 1091 – Mr. Laughlin entertained discussion regarding the bill and the training requirements imposed on providers.

Michelle Akins left the call at 2:57 p.m. and Linda Halpin at 2:58 p.m.

Mr. Laughlin expressed concern that the bill could cause major loss of profitability for the providers, forcing them out of business. Different programs and financial support are required to keep the providers “on the battlefield”. Mr. Newman referenced the letter that was sent to many legislators regarding House Bill 1091, with no response. He recommended sending another letter to communicate the need for additional resources, as well as including all local legislators.

Mr. Laughlin was thanked for his great service and support.

- IX. CHAIRMAN’S COMMENTS** – None.
- X. BOARD MEMBER COMMENTS** – None.
- XI. PUBLIC COMMENTS** – None.
- XII. ADJOURNMENT** - The meeting was adjourned at 3:13 p.m. on a motion by Julie Zobec, seconded by Richard Reilly.

Respectfully submitted,

Approved 11/15/18

Will Laughlin, Vice-Chair
WL:lt