

Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Executive Committee Meeting
Tuesday, October 20, 2009 – 9:00 a.m.

Members Present: Ed Osborne, Alan Grimes (Conference Call), Sheila Nobles (Conference Call), Deb DeKeulenaere (Conference Call)
Staff: Anne Bouhebert, Anna Brookbank, Helena Sloan, Arvilla Brito
Guests: Derek Carlton, Highlands County Health Department

1. Call to Order (Ed Osborne)

Ed Osborne called the meeting to order at 9:03 a.m.

Ed stated there is an addendum to the agenda with reference to the expansion of ELCFH-DeSoto office space. Anne stated the agenda addendum along with a memo detailing information to support this item was emailed to Committee members. Ed stated this addendum will be placed between items 4 and 5 on the agenda.

2. ELCFH Board Membership (Anne Bouhebert)

Anne stated the Executive Committee is asked to review and approve the appointment of Derek Carlton to the ELCFH Board as the County Health Department designee for Highlands County. Anna Brookbank referred to page two of the meeting packet which is a letter from the Department of Health dated September 21, 2009 stating Jackie Rawlings will be retiring on September 30, 2009 and requesting the approval of Derek Carlton to be appointed to the Highlands County Health Department's seat on the ELCFH Board.

Deb DeKeulenaere made a motion to approve the appointment of Derek Carlton to the ELCFH Board as the Highland's County Health Department designee. Alan Grimes seconded. The motion carried.

3. United Way of Charlotte County – Charlotte County Board of County Commissioner Partner Agreement (Anne Bouhebert)

Anne stated the Executive Committee is asked to review and approve the partner agreement. The fund award amount is \$56,500 for BG8 childcare scholarship match effective 10.1.09 – 9.30.10. Anne noted that this is an increase of \$5,500 from last year.

Sheila Nobles made a motion to approve the United Way of Charlotte County-Charlotte County Board of County Commissioner Partner Agreement. Deb DeKeulenaere seconded. The motion carried.

4. ELCFH Emergency Executive Director Succession Plan (Anne Bouhebert)

Anne stated the Executive Committee is asked to review and approve the Emergency Succession Plan in the event of a temporary or permanent loss of the ELCFH Executive Director. Anne noted this plan was developed as a result of the ELCFH Strategic Planning retreat on June 24, 2009. Anne reviewed the succession plan and a discussion ensued. The Committee requested the ELCFH to further define the short term and long term time frames as follows:

Short Term Succession Plan in Event of a Temporary, Unplanned Absence (page 8)

A temporary absence is a not to exceed time period of three months in which it is expected that the Executive Director will return to his/her position once the event precipitating the absence are resolved.

Long Term Succession Plan in Event of a Temporary, Unplanned Absence (page 10)

A long-term absence is one that is expected to last more than three months but not to exceed six months.

Deb DeKeulenaere made a motion to recommend the Board approve the ELCFH Emergency Executive Director Succession Plan with agreed upon revisions. Alan Grimes seconded. The motion carried.

Addendum 1

Expansion of ELCFH-DeSoto Office Space (Anne Bouhebert)

Anne stated the ELCFH has the opportunity to acquire the office space adjacent to the existing office space in DeSoto County. Anne reviewed the ELCFH rationale for acquiring the additional space which would enable Client Services staff to have private office space for meeting with clients; provide a training/meeting room as well as the addition of one restroom. Anne stated the new space would provide an additional 950 square feet. The current annual cost of the DeSoto office space is \$16,800 in base rent (\$9.655 per square foot). The additional cost would be \$9,600 (\$10.10 per square foot). The total amount of square feet would be 2690; the total cost for both spaces combined would be \$26,400 (average of \$9.81 per square foot). Anne also noted that the landlord has agreed that the current lease rate for FY 09-10 will be applied for FY 10-11 with no increase in the lease for FY 10-11. Anna Brookbank stated there is no issue with the budget and the amount will be split between school readiness and vpk contracts as well as departmentally. The existing front entrance would still be used and no construction would be needed with acquiring the new space. Helena stated the landlord will be extending the open walls to be full length. Anne stated the ELCFH will need to obtain approval from OEL prior to finalizing. The ELCFH is requesting the Committee approve the expansion of the DeSoto Office and to proceed with the OEL approval process.

Deb DeKeulenaere made a motion to approve the expansion of the ELCFH DeSoto Office once approved by OEL. Ed Osborne seconded. The motion carried.

5. ELCFH Policy No. ADM-7: Upper Administrative Staff severance package (Anne Bouhebert)

Anne informed the Committee that this policy was sent to the ELCFH lawyer for review and legal opinion, however, to date a response has not been received. As a result of this, Anne stated this agenda item will be a discussion item only. Anne reviewed ELCFH Policy No. ADM-7. A discussion ensued and the Committee agreed to have the ELCFH do more research and await for legal opinion before bringing the policy back to the Committee for review and approval.

6. ELCFH Executive Director annual evaluation and contract renewal (Ed Osborne)

Anne Bouhebert excused herself from the meeting so that the Committee could discuss her performance evaluations received and a recommended salary increase. Ed Osborne stated there were 20 evaluations received with an average score of 4.8% of a possible 5%. A discussion ensued and it was agreed by the Committee to approve a 4.8% salary increase and to renew the employment contract of the Executive Director.

Alan Grimes made a motion to approve an annual salary increase of 4.8% for the ELCFH Executive Director as well as renew the employment contract. Deb DeKeulenaere seconded. The motion carried.

7. Open Forum

EdOsborne welcomed Derek Carlton to the ELCFH Board of Directors.

Anna gave an update on the final phase of the annual audit. She stated the audit is going very well and the final report will be presented to the committee. Anna also stated that Finance is preparing for the fiscal monitoring in December.

8. Adjournment

Ed Osborne adjourned the meeting at 10:08 a.m.