

# Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Executive Committee Meeting  
Wednesday, April 28, 2010 @ 9:00 a.m.

**Members Present:** Ed Osborne, Alan Grimes (conference call), Sheila Nobles (conference call), Deb DeKeulenaere (conference call)  
**Staff:** Anne Bouhebent, Anna Brookbank, Arvilla Brito  
**Guests:**

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1. **Call to Order (Ed Osborne)**

Ed Osborne called the meeting to order at 8:50 a.m.

2. **FY 09-10 VPK & SR Budget Modifications** (*Anne Bouhebent*)

Anne referred to pages 3-7 in the meeting packet and stated staff requests approval of the FY 09-10 VPK & SR Budget Modifications reviewed and recommended by the Finance Committee on March 23, 2010. Anne stated the budget alignments are due to the notice of award from OEL reducing the VPK award by \$911,000.

**Deb DeKeulenaere made a motion to approve the FY 09-10 VPK & SR Budget Modifications as presented. Sheila Nobles seconded. The motion carried.**

3. **Proposed Policy Revision: FM-15: Amendments and Revisions to the Approved Budget** (*Anne Bouhebent*)

Anne referred to pages 8-9 in the meeting packet and stated the propose revisions were reviewed at the Finance Committee on April 27, 2010. The Finance Committee agreed to accept the proposed revisions with the exception of one sentence under Amendments to the Approved Budget, item #2; page 9 – removal of the word ‘tentatively’.

**Deb DeKeulenaere made a motion to approve the Proposed Policy Revision: FM-15: Amendments and Revisions to the Approved Budget to include the Finance Committee’s recommended word change. Sheila Nobles seconded. The motion carried.**

4. **Proposed Policy Revision: FM-14: Utilization of Line of Credit** (*Anne Bouhebent*)

Anne referred to page 10 in the packet and reviewed the proposed revision to FM-14 Utilization of approved Line of Credit. The Finance Committee reviewed and recommended this policy revision on April 27, 2010. Anne stated the revision changes the wording to utilize the line of credit up to an amount not to exceed \$1,000,000 as opposed to utilizing the full amount each year.

**Sheila Nobles made a motion to approve the Proposed Policy Revisions: FM-14: Utilization of Line of Credit. Deb DeKeulenaere seconded. The motion carried**

5. **Annual Line of Credit renewal with Wachovia Bank** (*Anna Brookbank*)

Anna Brookbank stated the ELCFH maintains a line of credit with Wachovia to ensure timely payments of provider payments and operational expenses during the cross over of one fiscal year to the next. Anna further stated the Board approved the line of credit and staff is requesting the Committee’s approval for a line of credit with Wachovia to be utilized as stipulated in policy (FM-14: Utilization of Line of Credit). Anna further stated this request was reviewed and recommended by the Finance Committee on March 23, 2010.

**Deb DeKeulenaere made a motion to approve the annual line of credit renewal with Wachovia Bank. Sheila Nobles seconded. The motion carried.**

6. **Open Forum**

Ed Osborne mentioned the importance of the upcoming joint meeting with the ELCFH Executive Committee and the ELC-Southwest Florida on May 5, 2010. Anne stated a meeting packet will be sent to the Committee prior to the meeting. Information will include a chronological communication discussing questions and issues regarding license exempt. Anne further stated additional information will be chronological issues that the ELCFH has had with three facilities located in Charlotte, DeSoto and Highlands counties which are currently being reviewed by ELC-Southwest Florida.

7. **Adjournment**

Ed Osborne adjourned the meeting at 9:22 a.m.