



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Executive Committee Meeting

January 27, 2010

1560 North Meadowcrest Blvd.

Crystal River, Fl. 34429

1-800-444-2801 Access Code 7125663

10:00 AM.

AGENDA

- | | | | |
|-----|---|----|--------------------|
| I | Call to Order, Welcome and Introductions | | Robert Wardlow III |
| II | Approval of Agenda | | |
| III | Approval of Minutes- December 16, 2010 | 2 | |
| IV | Action Items | | |
| | Action Item #2009-10-34: By-Laws Amendment | 3 | Sonya Bosanko |
| | Action Item #2009-10-35: Executive Direct Performance Appraisal | 4 | J.R. Gorentz |
| | Action Item #2009-10-36: Budget Amendment #5 | 16 | Sonya Bosanko |
| | Action Item #2009-10-37: Board Member Terms | 20 | Sonya Bosanko |
| | Action Item #2009-10-38: Board Membership (DuWayne Sipper) | 22 | Sonya Bosanko |
| | Action Item #2009-10-39: Revision to the Standard Agenda | 23 | Sonya Bosanko |
| | Action Item #2009-10-40: Board Membership (Heidi Rand) | 24 | |
| V | New/Unfinished Business | | |
| VI | Public Input | | |

Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker's card must be completed and submitted to the Council Chair. The Council Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.

**Executive Committee Meeting Minutes
December 16, 2009**

Members Present

Phil Bumgarner Charlie Richer Rob Wardlow

Staff Present

Sonya Bosanko Lynne Coughlin Amber Donahoe Ingrid Ellis
J.R. Gorentz Tonya Hiers Wendy Lokan Desirae Rickman
Tom Scheffey Sandra Woodard

Others Present

Charlotte Eadler Jo Geib Cassie Romanik Debbie Waller
Ginger Washburn

Via Telephone

Tommy Harrington

Call to Order, Welcome and Introductions

Chair Wardlow called the meeting to order at 10:05a.m.

Approval of Agenda

Phil Bumgarner motioned to approve the agenda as presented. Charlie Richer seconded the motion. Motion carried unanimously.

Executive Director's Performance Appraisal

J.R. Gorentz presented the Executive Director's Performance Appraisal handbook to the committee. Phil Bumgarner submitted a list of minor recommendations to Mr. Gorentz for review. The committee asked that Mr. Gorentz submit a second draft to the committee for review and final approval.

New/Unfinished Business

Direct Services Deficit Plan:

Ms. Bosanko gave an overview of the Direct Services Deficit Plan that was discussed during the Administrative Committee meeting. Mr. Harrington felt strongly that the Deficit plan needed to be implemented as soon as possible in an effort to reduce the deficit.

Tommy Harrington motioned to approve the Direct Services Deficit Plan. Charlie Richer seconded the motion. Motion carried unanimously.

Advisory Council Suspension:

During the Administrative Committee meeting, Mr. Bumgarner recommended the temporary suspension of Advisory Councils due to the suspension of the quality initiative programs.

Charlie Richer motioned to approve the temporary suspension of all Advisory Councils meetings until further notice. Phil Bumgarner seconded the motion. Motion carried unanimously.

Public Input

None

Charlie Richer motioned to adjourn at 10:15a.m. Phil Bumgarner seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's main office.**



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-34

Date: February 3, 2010 Subject: Bylaws Amendment

Proposed Board Action

Adopt the following amendment to the ELCNC Bylaws:

Article IV Management

4.2.1 Voting and non-voting members who are unable to attend meetings in person may attend by teleconference when available. All membership rights, responsibilities and voting privileges are retained during teleconference attendance.

Budget Considerations:

None

Background Information:

The ELCNC adopted Robert's Rule of Order as the Board's parliamentary procedure. Robert's Rule of Order states that the Board may hold meetings by conference telephone call only if the Bylaws specifically authorize the practice.

Currently, the ELCNC makes teleconferencing available; however, the Bylaws do not specifically authorize Board members to attend meetings through teleconferencing.

Points of Consideration:

Reference: Roberts Rule of Order Newly Revised In Brief, First Da Capo Press edition 2004, p. 121, (question 19) to p. 122; also p. 159.

Notice of this amendment was provided to the Board Members on January 14, 2010.

The Bylaws require a 2/3 majority to pass this amendment,

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-35

Date: February 3, 2010 Subject: Executive Director Performance Appraisal and Handbook

Proposed Board Action

Adopt the attached Executive Director Performance Appraisal and Handbook.

Budget Considerations:

None

Background Information:

The ELCNC is responsible for evaluating the performance of the Executive Director on an annual basis. The Administrative Policy and Procedure states the following:

3.8: Roles of Officers: A 7: The Chairman facilitates the performance review of the Executive Director.

3.9: Committee Structure D: Executive Committee: 2 d: [The Executive Committee is responsible for] Performance review and recommendation to the Board of personnel issues related to the Executive Director.

Points of Consideration:

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

The performance appraisal was developed utilizing critical elements which are designed to hold the Executive Director accountable for the work assignments and responsibilities for the position. A critical element is an assignment of responsibility of such importance that unsatisfactory performance in any element would result in a determination that the overall performance of the Executive Director is unsatisfactory.

The performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) and must be met for each element at a particular level of performance. They are focused on results and include credible measures.

Effective Date:

February 3, 2010

Supporting Documentation: Executive Director Performance Appraisal and Handbook

Prepared by: J.R. Gorentz, Deputy Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	

**Part A:
Instructions for Completing the Executive Director Appraisal (EDA)**

Introduction:

Managing employee performance is an integral part of the work that all rating officials perform throughout the year. It is as important as managing financial resources and program outcomes because employee performance, or the lack thereof, has a profound effect on both the financial and program components of any organization.

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

To accomplish these objectives, rating officials need to identify organizational goals to be accomplished, communicate individual and organizational goals to the Executive Director that support the overall strategic mission and goals of the organization, monitor and evaluate the Executive Director's performance, and use performance as a basis for appropriate personnel actions, including rewarding significant performance and taking action to improve less than successful performance.

Rating Critical Elements:

Rating officials should compile performance data from various sources as a part of the rating process.

The rating assigned reflects the level of the employee's performance as compared to the standards established. If an employee does not have an opportunity to perform a critical element during the rating period, no rating will be assigned and the words "Not Rated" should be written on the EDA for that element.

When assigning a rating for each element, the rating official should consider the following:

1. Read carefully each performance standard guideline level beginning with the Fully Successful one. It is to be considered the base level standard.
2. Determine the level that best describes the Executive Director's performance on the element. Each and every criterion in the standard does not have to be met by the employee in absolute terms to assign a particular rating level. The sum of the Executive Director's performance of the element must, in the rater's judgment, meet the assigned level's criteria.

Critical Elements and Performance Standards:

Critical elements should be established with the Executive Director by the Executive Committee Chair at the start of the performance year. Through these elements, the Executive Director is held accountable for work assignments and responsibilities for the position.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures.

Assigning the Summary Rating:

A specific rating is required for each critical element to reflect the level of performance demonstrated by the Executive Director throughout the rating period. Only one numerical rating level is assigned for each critical element. The summary rating is assigned as follows:

- A. Review the EDA and assess how the employee performed relative to the described performance standard Guidelines.

- B. Appropriately document the Executive Director's performance with a narrative summary that describes the Executive Director's achievements for the critical elements as compared to the performance standard guidelines. A narrative must be written for each critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory. This narrative should contain examples of the Executive Director's performance that substantiate and explain how the Executive Director's performance falls within the level assigned. There is a block provided for the narrative summary for each critical element.
- C. In Part B of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, Unsatisfactory = 0 points, and Not Rated = NR).
- D. Add up the numerical rating levels to get a total.
- E. Divide the total by the number of critical elements to get an average. (Elements that are "not rated" because the Executive Director has not had a chance to perform them during the rating year or was not observed by the rating official are not assigned any points and should not be used to determine the average rating.)

Part B

Employee Name:		Sonya Bosanko
Appraisal Period	From:	

Section A: Notification of Standards: Signatures certify that critical elements/standards were discussed.

Employee:
Date:

Section B: Summary Rating Determination: Assign the numerical rating level that accurately reflects the employee's performance for each of the

Element Number
1
2
3
4
5
6
7
8
Total:

Total Numerical Rating

Section C: Overall Summary Rating: Use conversion chart below by marking an "X" in the row that matches the Numerical Summary to determine

	Exceptional 4.6 – 5.00
	Superior 3.6 – 4.59 AND No critical element rated lower than "Fully Successful"
	Fully Successful 3.0 – 3.59 AND No critical element rated lower than "Minimally Successful"
	Minimally Successful 2.0 – 2.99 AND No critical element rated lower than "Unsatisfactory"
	Unsatisfactory One or more critical elements rated "Unsatisfactory"

Employee Comments:

Employee Name: Sonya Bosanko
Date:

Employee's signature above certifies that the overall summary rating was discussed. The Executive Committee Chairman's signature is required.

Executive Director Appraisal

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

Critical Element 2:	Performance on Agency for Workforce Innovations *See attached "Exhibit B" for audit summary.
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Exceptional	Zero Percent (0%) Error Rate.
Superior	One to Two Percent (1 - 2%) Error Rate.
Fully Successful	Three to Five Percent (3 - 5%) Error Rate.
Minimally Successful	Six to Nine Percent (6 - 9%) Error Rate.
Unsatisfactory	Ten Percent (10%) or More Error Rate.

Describe the Executive Director's performance for Critical Element #2: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #2:
 Unsatisfactory - 0

Executive Director Appraisal

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

Critical Element 3:	Performance on annual Single Independent Audit *See attached "Exhibit C" for audit summary.
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Exceptional	Zero Percent (0%) Error Rate.
Superior	One to Two Percent (1 - 2%) Error Rate.
Fully Successful	Three to Five Percent (3 - 5%) Error Rate.
Minimally Successful	Six to Nine Percent (6 - 9%) Error Rate.
Unsatisfactory	Ten Percent (10%) or More Error Rate.

Describe the Executive Director's performance for Critical Element #3: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #3:
 Unsatisfactory - 0

Executive Director Appraisal

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

Critical Element 4:	Fiscal Management
	A. Prepares annual budget in conjunction w
	B. Ensures that the Coalition operates withi
	C. Provides overall financial management a
	D. Displays common sense and good judgm *See attached "Exhibit D" for budget sum

Exceptional	Completed year end closeouts within one (1) perce
Superior	Completed year end closeouts within one and one
Fully Successful	Completed year end closeouts within one and one
Minimally Successful	Completed year end closeouts within one and thre
Unsatisfactory	Completed year end closeouts above one and thre

Describe the Executive Director's performance for Critical Element #4: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #4:
 Unsatisfactory – 0

Executive Director Appraisal

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

<p>Critical Element 5:</p>	<p>Maintains contact and strong relationships with fun *See attached "Exhibit E" for Match Summary.</p>
<p>Exceptional</p>	<p>Exceeded Match Fund Requirement by Five Percent</p>
<p>Superior</p>	<p>Exceeded Match Fund Requirement by Two to Four</p>
<p>Fully Successful</p>	<p>Met Match Funding Requirement or was able to pr</p>
<p>Minimally Successful</p>	<p>Able to Secure Match Funding within Five Percent</p>
<p>Unsatisfactory</p>	<p>Not able to Obtain or Secure Match Funding within</p>

Describe the Executive Director's performance for Critical Element #5: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #5:
 Unsatisfactory - 0

Executive Director Appraisal	
Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p	
Critical Element 6:	Community and Public Relations A. Acts as an articulate and knowledgeable B. Serves as an effective spokesperson for C. Participates with community agencies and *See attached "Exhibit F" for calendar of
Exceptional	Performed 12 or more speaking engagements or p
Superior	Performed nine (9) or more speaking engagements
Fully Successful	Performed six (6) or more speaking engagements
Minimally Successful	Performed four (4) or more speaking engagements
Unsatisfactory	Performed three (3) or less speaking engagements
Describe the Executive Director's performance for Critical Element #6: A narrative summary must be written for each element assigned a rating of E	
<hr/> <hr/> <hr/> <hr/> <hr/>	
Rating for Critical Element #6: <input type="checkbox"/> Unsatisfactory - 0	
Executive Director Appraisal	

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

<p>Critical Element 7:</p>	<p>Administrative/Management/Leadership</p> <ul style="list-style-type: none"> A. Maintains a smooth-running administrative B. Oversees compliance with organizational C. Ensures the Coalition has quality staff m D. Oversees contracting and monitoring of p E. Prepares policy recommendations and ir <p>See attached "Exhibit G" for employee r</p>
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<p>Exceptional</p>	<p>Greeted professionally and properly in person or o</p>
<p>Superior</p>	<p>Greeted professionally and properly in person or o</p>
<p>Fully Successful</p>	<p>Greeted professionally and properly in person or o</p>
<p>Minimally Successful</p>	<p>Greeted professionally and properly a majority of ti</p>
<p>Unsatisfactory</p>	<p>Greeted unprofessionally in person or on the telep</p>

Describe the Executive Director's performance for Critical Element #7: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #7:
 Unsatisfactory - 0

Executive Director Appraisal

Part B: Critical Elements and Performance Standards: listed below is one of eight Executive Director critical elements and their corresponding p

<p>Critical Element 8:</p>	<p>Board and Committee Relationships</p> <ul style="list-style-type: none"> A. Works effectively with the Coalition Board B. Ensures appropriate quorums are met at C. Keeps the Coalition Board and Committe D. Approachable and easy to work with, ma
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<p>Exceptional</p>	<p>At all times is well prepared and keeps Board Mem</p>
<p>Superior</p>	<p>A majority of time is well prepared and keeps Board</p>
<p>Fully Successful</p>	<p>Is well prepared and able to articulate concerning i</p>
<p>Minimally Successful</p>	<p>Is minimally prepared and able to articulate concer</p>
<p>Unsatisfactory</p>	<p>Not prepared or able to articulate concerning issue</p>

Describe the Executive Director's performance for Critical Element #8: A narrative summary must be written for each element assigned a rating of E

Rating for Critical Element #8:
 Unsatisfactory - 0



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-36

Date: January 27, 2010 Subject: Budget Amendment #5

Proposed Board Action

Adopt the attached Budget Amendment #5

Budget Considerations:

The purpose of the budget amendment is to reallocate portions of the Coalition Operating budget based on current expenses.

Background Information:

The Coalition's governance policy states that the Administrative Committee is responsible for the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of funds, and to ensure adequate financial controls in coordination with appropriate staff. In addition the Administrative Committee is responsible for direction and oversight regarding the overall financial management of the ELCNC. Functions of the Administrative Committee include the development and recommendation of budget amendments to the Board.

Points of Consideration:

The Administrative Committee reviews the Coalition's Early Learning Budget during every regularly scheduled meeting. Budget Amendment #5 is a result of the Committee's most recent review.

Effective Date:

January 27, 2010

Supporting Documentation: Budget Amendment # 5

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Phil Bumgarner, Administrative Committee Chairman
Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	January 27, 2010	
Executive Committee	January 27, 2010	

**Early Learning Coalition of the Nature Coast
Budget Amendment #5**

	Budget	Amendment Amount	Amended Budget
10 Quality Initiatives			
10-001 Citrus County	18,544.00	0.00	18,544.00
10-002 Dixie County	4,737.00	0.00	4,737.00
10-003 Gilchrist County	9,770.00	0.00	9,770.00
10-004 Levy County	12,444.00	0.00	12,444.00
10-005 Sumter County	6,277.00	580.00	6,857.00
Total 10 Quality Initiatives	51,772.00	580.00	52,352.00
20 Coalition Operating			
20-100 Advertising			
20-100-101 Advertise General	7,200.00	0.00	7,200.00
20-100-102-1000 Legal Notice	3,000.00		3,000.00
20-100-103-1600 VPK Out Reach	5,824.00		5,824.00
Total 20-100 Advertising	16,024.00	0.00	16,024.00
20-200 Employee Costs			
20-200-201 Benefit Bank	156,020.00	0.00	156,020.00
20-200-202-1100 Pre Employ.	1,000.00	197.00	1,197.00
20-200-203 Retirement	143,608.00	0.00	143,608.00
20-200-204 Salaries	1,440,146.00	0.00	1,440,146.00
20-200-205-1100 Workers Comp	14,050.00	429.00	14,479.00
Total 20-200 Employee Costs	1,754,824.00	626.00	1,755,450.00
20-300 Emp. Training/Resources			
20-300-301 Conferences	11,000.00	-3,900.00	7,100.00
20-300-302 Emp. Certifications	0.00	50.00	
20-300-303 Subscriptions	1,200.00	-100.00	1,100.00
Total 20-300 Emp. Training/Resources	12,200.00	-3,950.00	8,250.00
20-400 Property/Inventory			
20-400-401-1100 Computers	5,000.00		5,000.00
20-400-402-1100 EFS	7,750.00		7,750.00
20-400-403-1100 Maintenance	18,000.00		18,000.00
20-400-404-1100 Non-Fixed Asset	5,000.00	5,000.00	10,000.00
20-400-405-1100 Fixed Assets			
20-400-406-1100 Software	5,000.00		5,000.00
20-400-407-1100 Electronic Equi	8,000.00		8,000.00
Total 20-400 Property/Inventory	48,750.00	5,000.00	53,750.00
20-500 Occupancy			
20-500-501 Cell Phones	16,500.00	0.00	16,500.00
20-500-502 Electricity	26,922.00	0.00	26,922.00
20-500-503 Facility Maintenance	27,000.00	0.00	27,000.00
20-500-504 Internet	39,740.00	0.00	39,740.00

	Budget	Amendment Amount	Amended Budget
20-500-505 Lease	109,162.00	0.00	109,162.00
20-500-506 Liability Insurance	3,934.00	44.00	3,978.00
20-500-507 Office Phones	19,700.00	0.00	19,700.00
20-500-508 Waste	2,700.00	0.00	2,700.00
20-500-509 Water	3,820.00	0.00	3,820.00
20-500-510 Storage	1,335.00	0.00	1,335.00
20-500-511 Sewer	4,700.00	0.00	4,700.00
Total 20-500 Occupancy	255,513.00	44.00	255,557.00
20-600 Office Supplies			
20-600-602 General Office Supp	39,200.00	3,000.00	42,200.00
20-600-603 Postage	14,000.00	3,400.00	17,400.00
Total 20-600 Office Supplies	53,200.00	6,400.00	59,600.00
20-700- Professional Services			
20-700-701-1200 ACH Fees	500.00	500.00	1,000.00
20-700-702-1200 Audit	15,800.00		15,800.00
20-700-703-1200 Bank Fees		500.00	
20-700-704-1000 Board Insurance	3,100.00		3,100.00
20-700-706-1100 IT Contract	61,425.00		61,425.00
20-700-707-1000 Legal Counsel	5,000.00		5,000.00
20-700-708 Printing	8,000.00	-3,900.00	4,100.00
Total 20-700- Professional Services	93,825.00	-2,900.00	90,925.00
20-800 Travel			
20-800-801 Travel Board Member	3,000.00	-500.00	2,500.00
20-800-802 Local Travel	37,500.00	5,700.00	43,200.00
20-800-803 Out of Area	21,000.00	-11,000.00	10,000.00
Total 20-800 Travel	61,500.00	-5,800.00	55,700.00
Total 40 Unallocated Expenditures	0.00	0.00	0.00
Total 20 Coalition Operating	2,295,836.00	-580.00	2,295,256.00
30 Provider Payments			
30-900-901 SR Reimbursement			
30-900-901-1500	2,539,570.00		2,539,570.00
30-900-901-1600	2,004,576.00		2,004,576.00
30-900-901-1700	1,564,269.00		1,564,269.00
Total 30-900-901 SR Reimbursement	6,108,415.00	0.00	6,108,415.00
30-900-903 VPK Reimbursement			
30-900-903-1500	1,258,284.00		1,258,284.00
30-900-903-1600	751,006.00		751,006.00
30-900-903-1700	858,311.00		858,311.00
Total 30-900-903 VPK Reimbursement	2,867,601.00	0.00	2,867,601.00
30-900-904 SR ARRA			
30-900-904-1500	274,152.00		274,152.00

	Budget	Amendment Amount	Amended Budget
30-900-904-1600	296,379.00		296,379.00
30-900-904-1700	170,418.00		170,418.00
Total 30-900-904 SR ARRA	740,949.00	0.00	740,949.00
30-900-905 VPK ARRA			
30-900-905-1500	442,100.00		442,100.00
30-900-905-1600	263,866.00		263,866.00
30-900-905-1700	301,569.00		301,569.00
Total 30-900-905 VPK ARRA	1,007,535.00		1,007,535.00
Total 30 Provider Payments	10,724,500.00	0.00	10,724,500.00
Total	13,072,108.00	0.00	13,072,108.00



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-37

Date: January 27, 2010 Subject: Board Membership Term Dates

Proposed Board Action

Adopt the following revision to Board Member terms:

Board Member	Current Term	Revised Term
Richer, Charlie	09/05/2009 06/30/2013	09/05/2009 09/05/2013
Sipper, Duwayne	02/01/2006 06/30/2010	02/01/2006 02/01/2010
Munkittrick, Cynthia	05/07/2008 06/30/2012	05/07/2008 05/07/2012
Bumgarner, Charles	09/06/2006 06/30/2010	09/06/2006 09/06/2010
Ferguson, Ruth Dr.	01/09/2008 06/30/2012	01/09/2008 01/09/2012
Barricko, Regina Dr.	03/05/2008 06/30/2011	03/05/2008 03/05/2012
Veldof, Marilyn	08/05/2009 06/30/2013	08/05/2009 08/05/2013
Maggie Crane	08/05/2009 06/30/2013	08/05/2009 08/05/2013

Budget Considerations:

None

Background Information:

On January 14, 2010 the Coalition received notice from the Agency for Workforce Innovation stating the following:

The Agency for Workforce Innovation (the Agency) has received multiple inquiries regarding the meaning of the term "uniform term lengths" for purposes of section 411.01, Florida Statutes, and regarding which early learning coalition board members are subject to the uniform term length requirements.

"Uniform term lengths" are terms of service which are identical in length for all appointed early learning coalition board members. Appointed members of the coalition include Governor appointees and private sector business members. Individuals who participate as members of the early learning coalition board as required by section 411.01(5)(a)6., Florida Statutes are not appointed members.

Therefore, each early learning coalition is required to establish uniform term lengths for all board members appointed as private sector business members by the early learning coalition or by the Governor. Individuals who participate as members of the early learning coalition board as required by section 411.01(5)(a)6., Florida Statutes are not required to serve for uniform term lengths.

Currently, private sector Board Member Terms expired on the last day of the fiscal year instead of four years from the date of appointment.

Points of Consideration:

The above recommendation is designed to maintain compliance with the Agency for Workforce Innovations notice.

Effective Date:

January 27, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-38

Date: January 27, 2010 Subject: Board Membership- DuWayne Sipper

Proposed Board Action

Appoint DuWayne Sipper to serve on the Coalition Board for a second term (02/01/2010 to 02/01/2014).

Budget Considerations:

None

Background Information:

Chapter 411.01 (5) (a) 2, Florida Statue states:

More than one-third of the coalition members must be from the private sector, and neither they nor their families may earn an income from the early education and child care industry. To meet this requirement a coalition must appoint additional members from a list of nominees presented to the coalition by a chamber of commerce or economic development council within the geographic area of the coalition.

In addition, Chapter 411.01 authorizes private sector members to serve two consecutive terms.

Points of Consideration:

Mr. Sipper was originally nominated by the Citrus County Economic Development Council in February 2006.

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-39

Date: February 3, 2010 Subject: Revision to the Standard Board Agenda

Proposed Board Action

Approve the removal of Committee Updates from the standard Board agenda

Budget Considerations:

None

Background Information:

Currently, the standard Board agenda includes a section for Committee Updates; however, most actions taken by Committee require Board approval and are included in the agenda as Action Items. Action items are addressed prior to the Committee updates often resulting in many of the Chairman stating they have no further updates.

Other discussion or work of the Committee, not included in the Action Items, will be addressed, based on the preference of the Committee Chairman, under New/Old Business or within the Executive Director's report.

Points of Consideration:

None

Effective Date:

February 3, 2010

Supporting Documentation: None

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-40

Date: January 27, 2010 Subject: Board Membership- Heidi Rand

Proposed Board Action

Transfer the appointment of the Sumter County Head Start Program of Judy Maloy to Heidi Rand to serve on the ELCNC Board.

Budget Considerations:

None

Background Information:

Florida Statute 411.01 requires Coalition membership to include a Head Start Director who shall be a non-voting member.

The Coalition's Bylaws mandate the County rotation of public positions on a four year cycle. As a result, the Head Start Director position rotated from Levy County to Sumter County in July 2008. The Sumter County Head Start Program originally appointment of Judy Maloy to serve on the Coalition Board; however, the appointment has been transferred to Heidi Rand as a result of Ms. Maloy's retirement.

Points of Consideration:

If this Action Item is approved the term dates for Ms. Rand are January 27, 2010 to June 30, 2012

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	