



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Executive Committee Meeting

February 22, 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- January 27, 2010 | 2 | |
| IV | Action Items | | |
| | Action Item #2009-10-42: Executive Director Appraisal | 5 | J.R. Gorentz |
| 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
January 27, 2010**

Members Present

Phil Bumgarner Tommy Harrington Rob Wardlow

Staff Present

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

Others Present

Duwayne Sipper Lori Barnes Jeannie Davis Penny Hanson

Via Telephone

Kathy Spears

Call to Order, Welcome and Introductions

Chair Wardlow called the meeting to order at 9:42 a.m.

Approval of Agenda

Tommy Harrington motioned to approve the agenda as presented. Phil Bumgarner seconded the motion. Motion carried unanimously.

Approval of Minutes – January 27, 2010

Phil Bumgarner motioned to approve the agenda as presented. Tommy Harrington seconded the motion. Motion carried unanimously

Action Items

- Action Item #2009-10-34: By-Laws Amendment
- Action Item #2009-10-35: Executive Direct Performance Appraisal
- Action Item #2009-10-36: Budget Amendment #5
- Action Item #2009-10-37: Board Member Terms
- Action Item #2009-10-38: Board Membership (DuWayne Sipper)
- Action Item #2009-10-39: Revision to the Standard Agenda
- Action Item #2009-10-40: Board Membership (Heidi Rand)

By-Laws Amendment

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

Notice of this amendment was provided to the Board Members on January 14, 2010. The effective date of this amendment is February 3, 2010.

Tommy Harrington motioned to approve the agenda as presented. Phil Bumgarner 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, with the revisions as suggested by Phil Bumgarner at the Executive Committee meeting, December 16, 2010. The revised document was present to the Executive Director and the Committee members.

Phil Bumgarner motioned to approve the Executive Director's Evaluation tool. Tommy Harrington seconded the motion. Motion carried unanimously.

Budget Amendment #5

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

Phil Bumgarner motioned to approve Budget Amendment #5, as presented. Tommy Harrington seconded the motion. Motion carried unanimously.

Board Member Terms

On January 14, 2010 the Coalition received notice from the Agency for Workforce Innovation regarding Board Member uniform term lengths. The Coalition's current terms expire upon the end of the fiscal year. The Coalition adopted the new term ending date to be at the end of the four (4) year term calendar date to maintain compliance with the Agency for Workforce Innovations notice.

Tommy Harrington motioned to approve Board Member terms, as presented. Phil Bumgarner seconded the motion. Motion carried unanimously.

Board Membership (DuWayne Sipper)

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

Mr. Sipper declined the recommendation for appointment of a second term in serving on any and all Boards.

The board accepted the resignation of Mr. Sipper and stated that there would be someone selected from the waiting list.

No Action taken.

Revision to the Standard Agenda

Approve the removal of Committee Updates from the standard Board agenda.

Mrs. Bosanko stated that 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 Chairmen 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.

Tommy Harrington motioned to approve Action Item 200-10-39, as presented. Phil Bumgarner seconded the motion. Motion carried unanimously.

Board Membership (Heidi Rand)

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

The appointment of Heidi Rand was approved with the term dates of January 27, 2010 to June 30, 2012.

Phil Bumgarner motioned to approve Action Item 200-10-40, as presented. Tommy Harrington seconded the motion. Motion carried unanimously.

New/Unfinished Business

Mrs. Bosanko discussed the Agency for Workforce Innovation's finance audit and the disclosure of Third Party Expenditures; the payment of labor for moving expenses during the transition. Mrs. Bosanko disclosed these transactions to the Board and asked that the Board do a "motion after the fact".

Tommy Harrington motioned and Phil Bumgarner seconded the motion. Motion carried unanimously.

Public Input

None

Tommy Harrington motioned to adjourn at 10:02a.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 # 2009-10-42

Date: April 7, 2010 **Subject:** Executive Director Performance Appraisal

Proposed Board Action

Adopt the attached Executive Director Appraisal Summary.

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.

On February 3, 2010 the ELCNC Board approved Action Item # 2009-10-35 adopting the revised Executive Director Performance Appraisal tool and related procedures. The 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. 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.

Points of Consideration:

The performance appraisal was conducted in accordance with the ELCNC Administrative Operating Procedure and the Performance Appraisal Procedures.

A copy of the Executive Director Performance Appraisal Summary and the supporting exhibits were provided to each Board member prior to the presentation of this Action Item.

The supporting exhibits are available to the public upon request.

Effective Date:

April 7, 2010

Available Supporting Documentation:

- Exhibit A: Agency For Workforce Innovation's Program Audit
- Exhibit B: Agency For Workforce Innovation's Financial Audit
- Exhibit C: Single Independent Audit
- Exhibit D: Early Learning Coalition of the Nature Coast Profit & Loss Budget vs. Actual July 2009-June 2009
- Exhibit E: FY2008-2009 Match Summary
- Exhibit F: Calendar of Events
- Exhibit G: Employee Positions by Department, Education Level and Experience and Early Learning Provider Roster

Prepared by: J.R. Gorentz
Submitted by: Robert Wardlow III, Chairman, Executive Committee

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	February 22, 2010	

Executive Director Appraisal Summary 2009

Robert Wardlow III		Phil Bumgarner		Charlie Richer		Tommy Harrington	
CE # 1	4	CE # 1	3	CE # 1	4	CE # 1	3
CE # 2	4	CE # 2	4	CE # 2	4	CE # 2	4
CE # 3	5	CE # 3	5	CE # 3	5	CE # 3	5
CE # 4	5	CE # 4	5	CE # 4	4	CE # 4	3
CE # 5	3	CE # 5	3	CE # 5	3	CE # 5	3
CE # 6	5	CE # 6	5	CE # 6	5	CE # 6	4
CE # 7	4	CE # 7	5	CE # 7	4	CE # 7	4
CE # 8	5	CE # 8	5	CE # 8	5	CE # 8	5
Total	35	Total	35	Total	34	Total	31
Numerical Summary	4.38	Numerical Summary	4.37	Numerical Summary	4.25	Numerical Summary	3.875

Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, Unsatisfactory = 0 points, and Not Rated = NR).

Critical Elements	Total Points Awarded for Each Critical Element	Total: Critical Element Numerical Summary Rating
CE # 1	14	3.5
CE # 2	16	4
CE # 3	20	5
CE # 4	17	4.25
CE # 5	12	3
CE # 6	19	4.75
CE # 7	17	4.25
CE # 8	20	5
Total	135	
Total: Overall Numerical Summary Rating	4.219	

(Executive Director) Sonya Bosanko: _____ Date: _____
Signature

(Chairman) Robert Wardlow III: _____ Date: _____
Signature

Critical Elements

Critical Element # 1 (CE #1): Performance on Agency for Workforce Innovation's Program (School Readiness and Voluntary Pre-Kindergarten) Audits.

Critical Element #2 (CE #2): Performance on Agency for Workforce Innovations Financial Audit.

Critical Element #3 (CE #3): Performance on annual Single Independent Audit (financial).

Critical Element #4 (CE #4): Fiscal Management

- A. Prepares annual budget in conjunction with Board and completes the year with a balanced budget.
- B. Ensures that the Coalition operates within the annual budget.
- C. Provides overall financial management and direction for all funding consistent with Board directives.
- D. Displays common sense and good judgment in business transactions and recommendations to the Board.

Critical Element #5 (CE #5): Maintains contact and strong relationships with funding sources to sufficiently meet match funding requirements and explores new funding sources for current and future needs.

Critical Element #6 (CE 36): Community and Public Relations

- A. Acts as an articulate and knowledgeable spokesperson and actively promotes the Coalition's mission and goals in the community.
- B. Serves as an effective spokesperson for the Coalition representing the programs and Coalition needs to the private sector, government agencies, donors and prospects.
- C. Participates with community agencies and organizations to build partnerships that positively impact the early childhood care and educational systems.

Critical Element #7 (CE #7): Administrative/Management/Leadership

- A. Maintains a smooth-running administrative office and friendly environment.
- B. Oversees compliance with organizational, state, federal and agency policies, procedures, laws and regulations.
- C. Ensures the Coalition has quality staff members that meet or exceed job expectations and takes appropriate action when necessary.
- D. Oversees contracting and monitoring of providers.
- E. Prepares policy recommendations and implementation.

Critical Element #8 (CE #8): Board and Committee Relationships

- A. Works effectively with the Coalition Board, Board Officers, and Committee Chairs to bring issues and action items before them in a timely manner.
- B. Ensures appropriate quorums are met at meetings including providing appropriate staff support.
- C. Keeps the Coalition Board and Committees fully informed of proposed or potential changes at the state level in a timely manner.
- D. Approachable and easy to work with, maintains and facilitates purposeful relationships with Coalition Board Members.

Robert Wardlow III	
CE # 1	4
CE # 2	4
CE # 3	5
CE # 4	5
CE # 5	3
CE # 6	5
CE # 7	4
CE # 8	5
Total	35
Numerical Summary	4.38

Comments:

Critical Element #1: No Comment

Critical Element #2: No Comment

Critical Element #3: 0% error rate in 10 yrs!

Critical Element #4: Sonya has demonstrated strong fiscal management skills and direction to staff. She has always exceeded AWI guidelines for direct Services.

Critical Element #5: No Comment

Critical Element #6: Sonya has always demonstrated a very high degree of professionalism and is very articulate at communicating our mission to the community. Has assumed the duties of Public Relations after the departure of Fred Clark.

Critical Element #7: No Comment

Critical Element #8: As Board Chair, Sonya has always worked effectively with me and brought issues to me and the board in a very timely manner.

Phil Bumgarner	
CE # 1	3
CE # 2	4
CE # 3	5
CE # 4	5
CE # 5	3
CE # 6	5
CE # 7	5
CE # 8	5
Total	35
Numerical Summary	4.37

Comments:

- Critical Element #1:** AWI's Audit noted 10 overall errors for inaccurate Program Compliance. Within the 10 were several high error rates dealing with compliance. S.R. client files 6% error rate; VPK client files 10% error rate; VPK provider files 9.5% error rate and attendance monitoring and payment variance 20.6% error rate.
- Critical Element #2:** Excellent job overall considering the number of checks that are written and accounted for, only 5 checks were identified as non-compliance. All other areas of financial monitoring were in compliance.
- Critical Element #3:** The Purvis Gray and Company audit revealed no deficiencies and had zero errors. This is an exceptional performance by the Executive Director.
- Critical Element #4:** Two state budget reductions created challenging financial conditions for the Executive Director. Several steps were taken and adjustments made to bring the Coalition in on budget without affecting the overall operation. Executive Director worked with the Administrative Committee and Board to insure proper controls over spending.
- Critical Element #5:** Received Match Waiver
- Critical Element #6:** Maintains a professional working relationship with vendors and providers. Integrates systems, best of kind practices with providers. Actively promotes Coalition Goals through numerous speaking engagements and community activities.
- Critical Element #7:** Recruits and employees highly qualified staff that meet or exceed job expectations. Encourages staff initiatives an associate growth. Provides direction and leadership consistent with a highly effective Executive.
- Critical Element #8:** Communicates and responds to the board, committee members and chairs in a professional timely manner. Provides board training when appropriate. Excellent communication skills and very organized. Executive Director is well liked and highly respected by board and committee members.

Charlie Richer	
CE # 1	4
CE # 2	4
CE # 3	5
CE # 4	4
CE # 5	3
CE # 6	5
CE # 7	4
CE # 8	5
Total	34
Numerical Summary	4.25

Comments:

Critical Element #1: No Comment

Critical Element #2: No Comment

Critical Element #3: Rating of 5 was deserved and in its own way reflects the Executive Director's love for her position. Her work hours are strenuous to say the least and the audit errors reflect her desire to "Be the Best".

Critical Element #4: No Comment

Critical Element #5: No Comment

Critical Element #6: As mandated by "Exceptional" guidelines met and exceeded listed requirements definition.

Critical Element #7: No Comment

Critical Element #8: Have never attended a board meeting that was not totally organized. Speaks with confidence regarding the subject(s) and has shown consistently a desire for everyone to understand any and all issues.

Tommy Harrington	
CE # 1	3
CE # 2	4
CE # 3	5
CE # 4	3
CE # 5	3
CE # 6	4
CE # 7	4
CE # 8	5
Total	31
Numerical Summary	3.875

Comments:

Critical Element #1: No Comment

Critical Element #2: No Comment

Critical Element #3: See the 2008 Purvis Gray and Company audit.

Critical Element #4: No Comment

Critical Element #5: No Comment

Critical Element #6: No Comment

Critical Element #7: No Comment

Critical Element #8: Ms Bosanko continues to impress me with her ability to do the great job she does in an exceptional manner.