

Early Learning Coalition of Pinellas County, Inc.
Working for the Success of Pinellas County's Children

BOARD OF DIRECTORS' MEETING

Thursday, September 10, 2009

APPROVED MINUTES

PRESENT

Voting Members: Dr. Ken Peluso, Chair; Craig Phillips, Treasurer; Michael Pachik, Secretary; Jack Geller, Vice Chair, Nancy Bostock, Steve Overton, Anne Sullivan, Carla Recker, Jeff Joyner, Donna Rippley, Gayle Guidash representing Dr. Claude Dharamraj

Non-Voting Members: Guy Cooley, Judith Miller-Bruckner, Diane Brown

ABSENT

Juanita Heinzen; Kevin Mekler; Le Ann Elliott; Lourdes Benedict; Cindy Jameson; Cindy Seletos; Ellen Lasher; Joanie Siga; Gay Lancaster; Lounell Britt; Edward Peachey; Louise Boothby-Llorente

STAFF

Janet Chapman; Lindsay Carson; Carol Tryon

IN ATTENDANCE

Paul Runyon; Gary Cernan; Lynne Faimalie; Katie Yeates; Sharon Carie; Bonnie Mettetal; Julie Ulibarri; Charles Harris-Attorney; Sheila Sosnowski; Art O'Hara

OFFICIAL RECORDER

Carol Tryon

I. CALL TO ORDER

A quorum was not present and Chair, Ken Peluso called the meeting to order at 4:04 p.m. All agenda items were presented as discussion only.

A. Adoption of Agenda

Chair Peluso asked for the Board Members to review the agenda for the September 2009 meeting.

B. Approval of Minutes

The minutes of the July 9, 2009 Board Meeting were presented and no additional discussion took place.

II. CHAIRMAN'S REPORT

Chair, Ken Peluso had no report at this time.

III. EXECUTIVE DIRECTOR'S REPORT

Fiscal

Ms. Chapman explained that all of the Coalition grants have been refunded for this year and the gross increase is close to a million dollars in School Readiness supported by American Reinvestment and Recovery Act funds. New enrollments are closed except for children at risk of abuse, neglect and Welfare Transition clients collecting cash assistance

Interagency Taskforce

Janet Chapman informed the Board that the Coalition is working at thinking smarter, looking at cost efficiencies, ensuring every penny is spent wisely, eliminating duplication of efforts, and ensuring clients/families receive services and support. The Coalition has called together an interagency taskforce composed of the Coalition, Health Department, Pinellas County Licensing Board, Juvenile Welfare Board and Coordinated Child Care. The task force will examine all expenditures that are not direct child care to ensure the program is not duplicative, inefficient and helps parents.

Ms. Chapman also updated the Board on the new Challenge Grants approved at the federal level. The allocation is \$10 billion for 10 years, Florida is eligible and planning to apply for a Challenge Grant when they are available, focus is on quality enhancements

Current Status of Enrollments and Wait List

Wait List as of July 30, 2009	<u>Total</u>	3717
School Readiness children served	Children birth to 13 years	5672
School Readiness ARRA funds	Children birth to 13 years	1385
	<u>Total</u>	7057
Voluntary Prekindergarten Program	# of Programs	242
	Capacity	6,193
	Actual Enrollments	4,925
	State established goal	5,855

III. COMMITTEE REPORTS AND ACTION ITEMS

A) Enrollment Data Report – Guy Cooley explained the Data Enrollment Report

B) Attendance Monitoring Report – no report.

C) Conferences & Training Report

The Coalition sponsored Early Childhood Conference was attended by 268 preschool teachers and directors.

Registration fees for trainings and conferences and CEU's during the first quarter equaled \$6,850.00 and \$5,092.00 were spent on conference costs.

D) AWI Finance Desk Review Results

There were no questioned costs, documentation was attached to packet. There was no further discussion.

IV. Presentation

A) 2008-2009 Year in Review

Lindsay Carson presented a slide show for the Board on the Annual Review 2008-2009. She informed the Board in regards to School Readiness numbers for children who have been abused or neglected, School Readiness ages groups and the children served. Ms. Carson also discussed VPK children with wrap around care, child assessment of School Readiness Program showing grow of the children participating. Additional items of discussion were the Child Care Provider Assessment of the 5 Start program in partnership with JWB, Professional Development Department collecting \$10,314 for CEU's.

V. Committee Reports and Action items

A. Executive Committee

1) Chair, Ken Peluso stated that the Coalition had results of the VPK Provider Audit conducted at Coordinated Child Care by Coalition staff. The audit indicated that there are additional processes not corrected. Coordinated Child Care will write a check to AWI for \$58,000 for disallowed costs identified during the audit.

2) Triennial Assessment is completed every 3 years by AWI. Several issues were identified relative to By Laws, board quorum language and Child Care Resource and Referral. The Coalition has responded to all identified issue and the Triennial Assessment is now complete.

B. Finance/Audit Committee

3) Report

FY 2008-2009

The Coalition utilized 99.95% of School Readiness funds for the year 2008-09 serving children in Pinellas County. The Coalition worked closely with Coordinated Child Care to efficiently manage slot utilization and to expend CCEP dollars serving the maximum number of children. The Coalition met all its School Readiness earmarks and restrictions for the fiscal year ending June 30, 2009.

The Coalition utilized 100% of VPK funds for the year 2008-09 serving children in Pinellas County. As of June 30, 2009, VPK administration and enrollment expenditures totaled \$684,356 which was 4.78% of total VPK slot expenditures. The Coalition met its VPK earmarks and restrictions for fiscal year ending June 30, 2009.

Fiscal Monitoring – Quarter 4 review

As previously reported, the Agency for Workforce Innovation/Office of Early Learning performs quarterly desk reviews of Coalition's expenditures. The tentative desk audit results for June 2009 were sent to the Coalition on August 24, 2009. There were no question costs or comments regarding this review.

Interim Financial Statements

Financial statements for the period ending on June 30, 2009 are attached

The Coalition's financial position is sound as of June 30, 2009, and cash, prepaid VPK slots, and grant receivable exceed its accounts payable due to providers and advances due back to grantors by \$369,513.22. As of June 30, 2009 total Coalition expenditures were within budgeted amounts. Co-Chair

Jack Geller raised the question are we addressing multiple absences by board Members. Jack stated that this was an issue in the Triennial Assessment. Janet Chapman will send an email informing Board members that we did not have quorum.

4) 2009/2010 Budget 09.09.01

BACKGROUND

The Fiscal Year 2009-2010 estimated budget is \$50,134,288 including \$33,745,521 for the School Readiness program; \$1,110,439 for the CCEP; \$15,063,747 for the VPK program; \$85,000 for the VPK Regional Facilitator; \$44,581 for the VPK Outreach and Awareness and Monitoring Initiative program, and \$85,000 for the Inclusion Grant.

Chair Peluso informed that Board that the Finance Committee had approved the revised budget.

5) Executive Directors Authority to Expend Funds 09.09.02

BACKGROUND

The Coalition prepares an annual budget each year; it is presented to the Finance Committee for discussion, and approval. The approved draft is submitted to the entire Board of Directors for final approval.

Through the year some expense lines may be over expended, while others may be under utilized. The transfer of funds from one line item in the Coalition administrative budget to another currently requires a budget amendment that is approved through the process described in paragraph 1 above

Board members suggested the Executive Director be given limited authority to make changes without the Board approval. The Executive Director has the authority to approve Budget Amendments transferring funds among budgeted expense lines in the administrative budget of \$10,000 or less

Chair Peluso informed the Board that the Finance Committee had discussed and approved this issue.

C. Board Development Committee Update 09.09.03 6) Executive Officer Nominations –

BACKGROUND

The Early Learning Coalition of Pinellas County, Inc. Bylaws state the Executive Officers will change during the annual meeting of the Coalition to be held during the first quarter of the fiscal year. The chairperson has been appointed by the governor.

The Board Development and Nominating Committee has met and proposes re-electing the following slate of officers:

Vice Chair	Jack Geller
Treasurer	Craig Phillips
Secretary	Michael Pachik

These nominees have accepted their nominations.

Discussion: The Action Item will be presented at the next Board Meeting.

7) Board Member Appointment 09.09.04

BACKGROUND

The Coalition may appoint a Family Child Care Home representative as an optional member. This is a non-voting member of the Board. The Coalition has received an application for Board Membership from Winona Anne Brooks.

Approved by the Board Development Committee.

Discussion: The Action Item will be presented at the next Board Meeting.

D. Communications Committee

8) Mission and Vision Statements 09.09.05

BACKGROUND

Ms. Cindy Jameson, Communications Chair was not present at the Board Meeting. Lindsay Carson informed the group that the Communications Committee is working to streamline communications efforts on behalf of the Coalition. A review of the Coalition 's mission and vision statement suggested it could be simplified. The Committee developed and approved the following revised mission and vision statements.

Our Mission

To ensure a comprehensive, high quality system of school readiness programs that enhance the emotional, social, cognitive and physical development of children is provided through collaboration with the community, early care providers and families.

Our Vision

To unite the community in the development and delivery of a high quality integrated school readiness system and family support services in order to maximize each child's school readiness potential and promote the economic self-sufficiency of families.

Art O'Hara commented that school age children are not included and that it needs to be stated in the mission statement. Community comment will be noted and discussed.

Discussion: The Action Item will be presented at the next Board Meeting.

E. Strategic Planning Taskforce

9) Report – Janet Chapman informed the Board that with our economic times being very gloomy we as a Coalition needed to start thinking smart, constantly looking at efficiencies. Coordinated Child Care, Juvenile Welfare Board, Pinellas County Licensing Board, the Coalition and the County Health Department have been designated as key participants on an Interagency Taskforce whose purpose is to identify cost efficiencies and savings.

F. Service Delivery Advisory Council

10) School Readiness compliance Policy for Child Care Centers and Family Child Care Homes 09.09.06

BACKGROUND

The intent of this policy and procedure developed by the Early Learning Coalition of Pinellas County, Inc. (Coalition) is to provide interpretive guidelines for applicable services and standards as outlined in of F.S. 411, D.S. 1002 and the Child Care Development Fund (federal).

The policy was presented at two public hearings on August 14, 2008. Implementation of this policy on a trial basis was approved by the Coalition Board on September 11, 2008.

A workgroup comprised of Coalition and Coordinated Child Care staff have monitored the implementation of this policy and are recommending the changes outlined in the attached draft. Staffs have consulted with Child Care Licensing to ensure appropriate implementation. The revised policy is closely aligned with the Child Care Licensing Enforcement Plan taking affect October 1, 2009. The recommended changes have also been vetted through the Provider Support Committee.

Recommended by the Service Delivery Advisory Council

Discussion: The Action Item will be presented at the next Board Meeting.

11) Coalition Plan Amendment – Section 3.5 09.09.07

BACKGROUND

Currently, School Readiness families that do not have a community-based case manager receive a Social Services Checklist at eligibility intake and re-determination. Parents needing assistance with social, educational, health or economic services are referred to the appropriate agency. Then, a staff member follows-up via phone after 6 months to determine if the parent was receiving services. It is often difficult to get a response from families and may take several attempts. The follow-up tracking is very time consuming and has little to no additional impact on families. The proposed recommendation still identifies families in need of referral and provides them with the appropriate resources.

Discussion: The Action Item will be presented at the next Board Meeting.

VI. Informational Items

- A. Public Meeting Notices
- B. Representative Darryl E. Rouson – Town Hall Meeting
- C. Gubernatorial Board Chair Appointment
- D. Summary of Early Learning Challenge Fund

VI. OTHER BUSINESS

None

VII. PUBLIC COMMENT

Lynne Faimalie of Florida First Start suggested to attendees that if there are people who do not know what we do please contact us through Lindsay Carson. Come visit some of our families and see what we do.

IX. ADJOURNMENT

There being no other business, the meeting ended at 5:37 pm.

Approved by:

Dr. Ken Peluso Date
Chair

Michael Pachik Date
Secretary