

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

BOARD OF DIRECTORS' MEETING

Thursday, November 12, 2009

UNAPPROVED MINUTES

PRESENT

Voting Members: Dr. Ken Peluso, Chair; Craig Phillips, Treasurer; Michael Pachik, Secretary; Jack Geller, Vice Chair; Lourdes Benedict; Nancy Bostock; Lounell Britt; Dr. Claude Dharamraj; LeAnn Elliott; Cindy Jameson; Jeff Joyner; Gay Lancaster; Ellen Lasher; Kevin Mekler; Steve Overton; Edward Peachey; Cindy Seletos; Joanie Sigal; Anne Sullivan,

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

ABSENT

Juanita Heinzen; Louise Boothby-Llorente; Carla Recker

STAFF

Janet Chapman; Lindsay Carson; Barbara Scarsbrook

IN ATTENDANCE

Jenifer McKee; Anne Brooks; Beth Gettig; Paul Runyon; Gary Cernan; Lynne Faimalie; Katie Yeates; Lisa Easler-Attorney; Sheila Sosnowski; Art O'Hara

OFFICIAL RECORDER

Lindsay Carson

I. CALL TO ORDER

A quorum was present and Chair, Ken Peluso called the meeting to order at 4:20 p.m.

A. Adoption of Agenda

Chair Peluso called for approval of the agenda for the November 2009 meeting.

A motion was made by Jack Geller and seconded by Cindy Jameson to:

Approve the revised November 2009 agenda.

Discussion: None

The motion passed unanimously.

B. Approval of Minutes

Chair Peluso called for approval of the July 2009 minutes.

A motion was made by Jack Geller and seconded by Cindy Seletos to:

Approve the July 2009 minutes.

The motion passed unanimously.

Chair Peluso called for approval of the September 2009 minutes.

A motion was made by Ellen Lasher and seconded by Cindy Jameson to:

Approve the September 2009 minutes.

The motion passed unanimously.

II. CHAIRMAN'S REPORT

Chair, Ken Peluso reported that the Executive Committee conducted the annual performance evaluation for Executive Director, Janet Chapman. The committee renewed her contract with no merit increase due to budget constraints. He shared that her healthcare benefits had been modified to mirror other executive directors throughout the state.

III. EXECUTIVE DIRECTOR'S REPORT

Fiscal

This year we are currently showing a small surplus and are closely monitoring our dollars to determine if we can open enrollment.

Considerations:

The Agency for Workforce Innovation has prepared and submitted Legislative Budget Requests (LBR's) to the Governor's office. If approved the requests will not replace the lost general revenue and potential federal dollars they match. AWI is of the impression, as are many of our Legislators; that the Stimulus Dollars we received would cover 2 years of services. Most Coalitions project they will spend all their stimulus dollars this year, including us. This could/will potentially put us in a deficit posture July 1, 2010.

The Association of Early Learning Coalitions has prepared their own budget document to be distributed to legislators presenting the true story of what will happen to Coalitions next year if the \$37 million replaced by Stimulus dollars are not reinstated with General Revenue. It also jeopardizes Florida's ability to draw down federal funds.

Legislative Update

Bills have been filed again by Janet Long and Senator Rich to require all VPK teachers to have degrees. The VPK program has been fully implemented for 4 years. Data from the Department of Education strongly demonstrates children who enter kindergarten after attending a VPK program are more "school ready" than their peers who did not attend a VPK program. The Association has asked DOE to examine if children in VPK classrooms with 4 year degreed teachers do better than those children attending a class taught by a teacher with an Associate Degree or no degree.

Bills have been filed also to address background screening of classroom teachers and caregivers in all child care settings. Currently only VPK programs must screen the teacher and have the results back before a teacher can actually teach in a classroom. Also the bills will limit the waivers/exemptions that are granted by Department and Children Families to known felons with certain classes of criminal offenses.

We are anticipating a strong probability that legislation will appear again this year to abolish the Coalitions.

Other

Later in the agenda we will report on the transition of VPK Provider Certification from Coordinated Child Care to the Coalition and ultimately to Child Care Licensing.

The Strategic Planning Work Group continues to meet. We have identified efficiencies that can result in cost savings. We will have recommendations to be presented to the Board during our January meeting.

III. COMMITTEE REPORTS AND ACTION ITEMS

A. Executive Committee

1) VPK Provider File Audit

Chair Peluso presented the final response to the summer 2009 VPK Provider File Audit from Coordinated Child Care.

2) VPK Provider Certification 09.11.01

Chair Peluso presented the Coalition contracts with Coordinated Child Care of Pinellas, Inc. to administer the VPK Provider Certification process. Coalition or its designee must demonstrate compliance with 60BB-8 F.A.C. To this end documentation of all background screening, educational credentials must be maintained by CCC. Most of these documents are also tracked by Child Care Licensing.

At the request of the Executive Committee, Coalition staff have explored an alternative service delivery model that reduces duplication while creating cost efficiencies.

Approved by Executive Committee for immediate implementation November 5, 2009.

A motion was made by Ellen Lasher and seconded by Jack Geller to:

Ratify resolution of the Executive Committee to approve reassignment of VPK Provider certification to the Pinellas County Health Department, Child Care Licensing Program beginning with the Summer 2010 program. The Early Learning Coalition will serve as the transition agency, assuming responsibility of the 2009-2010 School Year VPK programs effective November 15, 2009.

Discussion: None

The motion passed unanimously with Dr. Dharamraj abstaining due to conflict of interest. Dr. Dharamraj is the Medical Director for the Pinellas County Health Department. Carla Recker, Executive Director of the Pinellas County License Board for Child Care Centers and Family Day Care Homes was absent.

B. Finance/Audit Committee

3) Report

Treasurer Philips presented the Finance Report included in the Board packet. The Coalition's financial status is sound. He noted that the administration expenses currently over-budget will be corrected in the coming months as some administrative functions are cyclical.

4) 2009/2010 Budget 09.11.02

Treasurer Philips presented the Fiscal Year 2009-2010 estimated total combined 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.

The budget addresses two major programs; School Readiness program and Voluntary Prekindergarten program.

The proposed Coalition budget for FY 2009-10 has been developed with the following goals:

- 77.03% of the Coalition's SR allocation will be expended on direct child care, while 9.87% is designated for quality initiatives, 4.49% for administration, 8.59% for non-direct services, and .28% is unallocated.
- 95.15% of the Coalition's VPK grant allocation is expended on direct child care, while 4.85% of the VPK grant allocation is expended on administration and non-direct services.
- Maximum accountability of federal and state funds
- Serving an average of 7,000 SR children per month giving priority to children at risk of abuse, neglect, and children in families that are receiving temporary cash assistance.
- Serving 5,550 VPK 4 year old children
- Effective and lean administrative support.

Approved by the Finance/Audit Committee

A motion was made by Jack Geller and seconded by Jeff Joyner to:

Approve the Coalition Budget for 2009-2010 as proposed by the Coalition Staff.

Discussion: None

The motion passed unanimously.

5) 2009-2010 Coalition Budget Amendment #1 09.11.03

Treasurer Philips presented the Early Learning Coalition of Pinellas County Inc. Budget Amendment # 1 for the following reasons:

1. To reallocate \$76,000 from the Coordinated Child Care VPK Contract, to the Coalition, VPK program, unallocated line item. The amount will be used to cover expenditures

associated with the transition of the VPK Provider Certification process from CCC to the Early Learning Coalition of Pinellas County, Inc. and then to the Pinellas County Health Department/Licensing Board beginning January 2010.

2. To reallocate \$47,485 from the Unallocated/ARRA line item to the Quality programs line items with the Coalition budget..
3. To reallocate \$41,918 from the Unallocated/ARRA line item to the Coordinated Child Care of Pinellas/SR/ARRA contract, Direct Child Care (Slots) line item.
4. To reallocate \$22,985 from the Coalition Administrative budget/Equipment line item to the Coordinated Child Care of Pinellas/SR contract, Direct Child Care (Slots) line item.

Adjustments to Coalition's Expenditure Budget

The Coalition's expenditure budget will be modified as follows:

| | |
|---|-------------------------|
| 1. Coordinated Child Care contract | Decrease of \$76,000.00 |
| Unallocated/VPK | Increase of \$76,000.00 |
| 2. Unallocated/ARRA | Decrease of \$47,485.00 |
| Professional Development | Increase of \$12,000.00 |
| Books for the Community Event | Increase of \$10,000.00 |
| Equipment/Board room | Increase of \$22,985.00 |
| Mental Health Conference | Increase of \$2,500.00 |
| Total Quality programs | Increase of \$47,485.00 |
| 3. Unallocated/ARRA | Decrease of \$41,918.00 |
| CCC SR/ARRA Contract/ Direct Child Care | Increase of \$41,918.00 |
| 4. Coalition Administrative/ Equipment | Decrease of \$22,985.00 |
| CCC SR Contract/ Direct Child Care | Increase of \$22,985.00 |

Approved by the Finance/Audit Committee

A motion was made by Ellen Lasher and seconded by Jack Geller to:

Approve amendments to the Coalition Budget as presented by the Coalition staff.

Discussion:

Nancy Bostock clarified that the amendments were affecting multiple funding streams.

The motion passed unanimously.

6) Executive Directors Authority to Expend Funds 09.11.04

Treasurer Philips presented 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.

Approved by the Finance/Audit Committee

A motion was made by Gay Lancaster and seconded by Jeff Joyner to:

The Executive Director has the authority to approve Budget Amendments related to transferring of funds among budgeted expense lines in the Coalition administrative budget in the amount of \$10,000 or less.

The transfer of funds between line items will be reported at the next scheduled Finance/ Audit Committee meeting.

Discussion: None.

The motion passed unanimously.

C. Board Development Committee

7) Executive Officer Nominations 09.11.05

Ellen Lasher presented 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.

A motion was made by Anne Sullivan and seconded by Cindy Jameson to:

Approve the slate of nominees as recommended to the Board by the Board Development and Nominating Committee.

Discussion: None.

The motion passed unanimously.

8) Board Member Appointment 09.11.06

Ellen Lasher presented 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.

A motion was made by Ellen Lasher and seconded by Gay Lancaster to:

Approve the appointment of Winona Anne Brooks to the Board of Directors.

Discussion: None

The motion passed unanimously.

D. Communications Committee

9) Mission and Vision Statements 09.11.07

Ms. Cindy Jameson, Communications Chair presented 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. She noted that the mission statement presented in the packet contained an error and advised that "is provided" should be stricken.

Our Mission

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

Our Vision

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

Approved by the Communications Committee

A motion was made by Jack Geller and seconded by Ed Peachey to:

Approve the revised Coalition mission and vision statements with noted correction.

Discussion: None

The motion passed unanimously.

E. Bylaws Committee

10) Bylaws Amendment 09.11.08

Kevin Mekler presented a review of the Coalition Bylaws amendment adopted by the Board on May 14, 2009 by the Agency for Workforce Innovation revealed additional inconsistencies in statute and committee references. Additional revisions were required in the following sections:

3.3.3 *Membership Duties*

4.1 *Board Indemnification*

A motion was made by Cindy Jameson and seconded by Jack Geller to:

Approve amendment of the Coalition Bylaws as presented.

Discussion: None

The motion passed unanimously.

F. Strategic Planning Taskforce

11) Report – Janet Chapman shared the Strategic Planning Taskforce is continuing to review programs, procedures and services for efficiency and effectiveness. She distributed a table illustrating cost efficiencies of changes implemented or proposed. She highlighted that the taskforce is currently exploring a reduction or elimination of the sibling discount for School Readiness recipients. Savings is estimated to be over \$600,000 that could be used to fund additional slots.

G. Service Delivery Advisory Council

12) School Readiness compliance Policy for Child Care Centers and Family Child Care Homes 09.11.09

BACKGROUND

Jenifer McKee presented 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, F.S. 1002 and the Child Care Development Fund (federal).

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. Staff 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

A motion was made by Craig Philips and seconded by Ellen Lasher to:

To approve the revised School Readiness Compliance Policy for Child Care Centers and Licensed Family Child Care Homes as presented by staff.

Discussion: None

The motion passed unanimously.

11) Coalition Plan Amendment – Section 3.5 09.11.10

Jenifer McKee presented, 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 is 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.

A motion was made by Jack Geller and seconded by Jeff Joyner to:

Approve of the Coalition Plan Amendment as presented.

Discussion: Nancy Bostock clarified that this change will not impact services. Lindsay Carson confirmed that the change is only related to the tracking and measurement. Families will still be referred as needed. She added that this function is a duplication of 211 Tampa Bay.

Lourdes Benedict suggested the Coalition partner with DCF to provide more direct access to services. DCF can possibly provide computers for the intake offices allowing parents immediate access to resources.

The motion passed unanimously.

12) VPK Compliance Policy 09.11.11

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 [60BB-8](#) and the VPK Provider Agreement (AWI-VPK 20). This Coalition policy and procedure is inclusive of all VPK providers.

This policy and procedure provides clear definitions and guidelines for VPK requirements, monitoring process and enforcement in the areas of:

- Staff Qualifications
- Program Requirements
- Child File Documentation

A motion was made by Ellen Lasher and seconded by Ed Peachey to:

Approve the VPK Compliance Policy.

Discussion: Lindsay Carson shared that the draft policy has been posted on the Coalition website and was discussed on the VPK Provider Monthly Conference Call.

The motion passed unanimously.

VI. INFORMATION ITEMS

- A. Public Meeting Notices were presented.

VI. OTHER BUSINESS

A. Pinellas County Health Department Grant

Dr. Claude Dharamraj announced the Pinellas County Health Department is applying for a competitive grant funded through the American Reinvestment Recovery Act. The \$10 million

grant is designed to implement community-wide system to address obesity, poor nutrition and lack of activity.

She has requested a letter of support from the Early Learning Coalition.

A motion was made by Jack Geller and seconded by Ed Peachey to:

Support the grant initiative of the Pinellas County Health Department

The motion passed unanimously.

B. VPK Provider Certification

Guy Cooley offered praise and thanks to the VPK transition team comprised of ELC and CCC staff.

VII. PUBLIC COMMENT

Jenifer McKee announced the Pinellas Advocates for Children and Families will be meeting at 6:30 tonight at Coordinated Child Care.

IX. ADJOURNMENT

There being no other business, the meeting ended at 5:30 p.m.

Approved by:

Dr. Ken Peluso Date
Chair

Michael Pachik Date
Secretary