



## BOARD OF DIRECTORS SPECIAL MEETING

Thursday, April 8, 2010

4:00 P.M. to 6:00 P.M. (or until business is concluded)

5735 Rio Vista Drive, Clearwater, FL 33760

### AGENDA

#### I. CALL TO ORDER

- A. Approval of April 2010 Agenda
- B. Approval of Minutes for March 2010

#### II. EXECUTIVE DIRECTOR'S REPORT (*Janet Chapman*)

- A. RFP #2009-001
- B. Enrollment Data Report

#### III. COMMITTEE REPORTS AND ACTION ITEMS

- A. Executive Committee
  - 1) Repeal Action Item 03.02.02 10.04.01
  - 2) Core Business Practice 10.04.02
  - 3) Service Delivery Model 10.04.03

#### IV. INFORMATIONAL ITEMS

#### V. OTHER BUSINESS

#### VI. PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

#### VII. ADJOURNMENT

Next meeting – **May 13, 2010 at 4:00 p.m.**

Early Learning Coalition, 5735 Rio Vista Drive, Clearwater, FL 33760

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

**BOARD OF DIRECTORS' MEETING**

Thursday, March 11, 2010

**UNAPPROVED MINUTES**

**PRESENT**

**Voting Members:** Dr. Ken Peluso, Chair; Michael Pachik, Secretary; Jack Geller, Vice Chair; Dr. Claude Dharamraj; Gay Lancaster; Ellen Lasher; Edward Peachey; Cindy Seletos; Joanie Sigal; Carla Recker.

**Non-Voting Members:** Guy Cooley; Donna Rippley; Anne Brooks; Louise Boothby-LLorente; Judith Miller-Bruckner.

**ABSENT:** Cindy Jameson; Juanita Heinzen; Craig Phillips, Treasurer; Nancy Bostock; Lounell Britt; Diane Brown; Jenifer McKee; Anne Sullivan; Kevin Mekler; Steve Overton; Jeff Joyner; Lourdes Benedict.

**STAFF:** Janet Chapman; Lindsay Carson; Barbara Scarsbrook; Carol Tryon; Carrie Culbertson; Lisa Zawistowski

**IN ATTENDANCE**

Paul Runyon; Gary Cernan; Lynne Faimalie; Katie Yeates; Sheila Sosnowski; Art O'Hara; Julie Ulibarri; Gayle Guidash; Doug Oakes, Susan Weber

**OFFICIAL RECORDER**

Carol Tryon

**I. CALL TO ORDER**

A quorum was present and Chair, Ken Peluso called the meeting to order at 4:05p.m.

**A. Adoption of Agenda**

Chair Peluso called for approval of the agenda for the March 2010 meeting.

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

*Approve the March 2010 agenda.*

Discussion: Mr. Cooley asked if the RFP would be addressed. It is addressed in the Executive Director's Report

The motion passed unanimously.

**B. Approval of Minutes**

Chair Peluso called for approval of the January 2010 minutes.

A motion was made by Mike Pachik and seconded by Ed Peachey to:

*Approve the January 2010 minutes.*

Discussion: None

The motion passed unanimously.

## II. EXECUTIVE DIRECTOR'S REPORT

### Fiscal

Janet Chapman informed Board members and Community Partners that LeAnn Elliott had resigned from the Early Learning Coalition Board of Directors. LeAnn had been a charter member and past Chair of the Board, the Coalition wishes her well in her future endeavors.

The Coalition is projecting a surplus in the School Readiness program. Approximately 600 letters were mailed to families for a total of 800 children on the wait list. As a result 246 children were enrolled. The money is nonrecurring; families are informed and sign a waiver acknowledging their funding may end June 30<sup>th</sup>.

Ms. Chapman stated as of the end January 2010, 6,586 school readiness children were enrolled and 5,022 Voluntary Prekindergarten children enrolled. This includes a duplication of approximately 800 children enrolled in both programs.

### Request For Proposals

Chair Peluso informed the Board the Coalition issued a RFP. Only one response to the request was received. Charles Harris, Coalition counsel informed the Board that his firm consulted with staff who reviewed the single response. The response was voluminous. He stated this could be attributed to how the RFP was written. A decision was made to return the response.

Open discussion took place clarifying the RFP process and action taken. Coalition counsel confirmed that the decision to reject the response was of a procedural nature and therefore made appropriately by Coalition staff. The decision to reissue the RFP in its entirety or in part would ultimately be a Board decision.

Chair Peluso called for an Executive Committee meeting on Thursday, March 25, 2010 at 4 p.m. to explore possible service delivery models and future action. He also called a special Board of Directors meeting on Thursday, April 8, 2010 at 4 p.m. The Executive Committee will present their recommendation to the Board for approval at this time.

Gay Lancaster urged that in the event that the Board decides to redesign service delivery, they should involve community stakeholders and allow time for a careful and thoughtful transition so not to interrupt services to families.

Dr. Dharamraj reminded the Board that it had made a decision many years ago to not provide services. This would be a change of direction.

### Voluntary Prekindergarten Certification Update

The Coalition has facilitated 8 meetings with 220 VPK providers. There are 7 VPK programs/providers approved to date and 28 are awaiting approval. The number of possible low performing providers is: 15 school year programs, 6 summer programs. Final determination will be pending DOE Board decision in March 2010.

### Legislative Update

The Coalition facilitated a meeting on February 25<sup>th</sup>, regarding 2 bills being sponsored by local legislators. Both bills address Family Home Child Care and the supervision of the operators own children. Bill 411 will impact the state and bill 953 aligns the local Special Act for Licensing to the Chapter 411 definition and changes. Representative Nehr is sponsoring both house bills; Senator Charlie Justice is the Senate co sponsor. The Pinellas County Licensing Board is calling a special meeting to discuss the bills.

### Grant Application

The Coalition submitted a grant application to the Helios Education Foundation for a 3 year project totaling \$500,000. The program would focus on developing early literacy and language skills in teachers employed in early childhood education programs. The population served would be high risk children in impoverished areas of the county. The award will be announced in June 2010. There is no match required.

## **III. COMMITTEE REPORTS AND ACTION ITEMS**

### **A. Executive Committee**

#### **1) VPK Provider Certification 10.03.01**

Chair Peluso presented in November 2009; the Board ratified the resolution of the Executive Committee to approve reassignment of VPK Provider Certification to the Pinellas County Health Department, Child Care Licensing Program. The Coalition serving as the transition agency, assumed responsibility of the 2009-2010 School Year VPK programs effective November 15, 2009. A contract with Child Care Licensing was to be negotiated and executed by January 1, 2010. January 1<sup>st</sup> did not result in a signed contract. The Coalition continues to administer the VPK Certification process for VPK 2010 summer and fall sessions.

The Coalition currently employs a VPK Program Specialist (temp) providing programmatic monitoring and enforcement of VPK Policies. The Deputy Director provides oversight to the VPK program policy interpretation; the Director of Contract Services oversees VPK Provider certification. This position and its processes require a specialized skill set beyond clerical filing and tracking paperwork functions.

Approved by the Executive Committee contingent upon availability of funding July 1, 2010.

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

*Approve the Coalition to maintain the responsibility of the VPK Provider Certification process. Establish one FTE effective July 1, 2010 contingent upon availability of funding.*

Discussion: None

The motion passed. Dr. Claude Dharamraj and Carla Recker abstained from voting stating a conflict of interest. Dr. Dharamraj and Ms. Recker are both employed by the Pinellas County Health Department who had previously responded to a request for applications to provide this service.

#### **2) Developmental Screening Presentation**

Carrie Culbertson presented a presentation on current and proposed Developmental Screening and Intervention Services. Questions and answers period concluded the presentation.

### **3) Developmental Screening Services 10.03.02**

Chair Peluso presented the Coalition is required to screen all School Readiness funded children ages birth to kindergarten for developmental progress. School Readiness funded children are screened using the Ages and Stages Questionnaire (ASQ) 2<sup>nd</sup> version annually for children ages 4 months – 30 months and biannually for children 36 months – 60 months.

The Coalition currently contracts with Coordinated Child Care to facilitate the screening process. There are 4.3 FTE's at CCC dedicated to this process. Effective July 1, 2010 this function will be directly handled by the Coalition. Approximately 800 ASQs are distributed each month to child care providers. The provider completes the ASQ and returns it to CCC for scoring. The Parent Advocate at the Coalition reviews the results of each screening with any identified concerns and consults with the teachers and families to determine the next appropriate step.

Brookes Publishing, publishers of the ASQ have developed a newer version, the ASQ-3, with additional measures to better identify autism spectrum disorder. The Agency for Workforce Innovation currently has a statewide contract with Brookes Publishing establishing the adoption and purchase of the new tool statewide. The ASQ-3 now offers a web based option but does not yet have the ability to import or export data.

Approved by Executive Committee

A motion was made by Jack Geller and seconded by Mike Pachik to:

*Approve to effectively adopt the new tool and to administer the screening, the Coalition will need to establish one additional FTE to serve as a data administrator effective July 1, 2010 contingent upon availability of funding.*

Discussion: Ed Peachey asked for the motion to be tabled. Mr. Peachey also asked for the remaining action items to be tabled until the RFP issue was resolved. Jack Geller withdrew his motion to approve the FTE for a data administrator.

Open discussion took place and it was unanimously decided by Board members to have a Special Executive Committee meeting on Thursday, March 25<sup>th</sup> at 4:00 P.M. at the Coalition. This meeting will address how the Coalition will move forward, what services the Coalition is considering in house, clarification on the future of the RFP and the transition of services. This information will then be taken to the Special Board of Directors meeting on Thursday, April 8<sup>th</sup> at 4:00pm in the Coalition offices.

The motion was withdrawn and tabled.

### **4) Intervention Services 10.03.03**

Action Item 10.03.02 was tabled. Mr. Peachey also asked for the remaining action items to be tabled until the RFP issue was resolved.

## **B. Finance/Audit Committee**

### **5) Report**

#### **Finance Report as of January 31, 2010**

##### **Child Care Slots**

Child Care slot expenditures for the State School Readiness contract for January 2010 totaled \$2,003,770. The number of children served was 5889. The Coalition is forecasting surplus of

approximately \$1.1 million. These excess funds will serve an additional 550 children given priority to the children 0-5 years of age.

Year to date expenditures for the ARRA (American Reinvestment and Recovery Act) funds totaled \$2,870,351. The number of children served 929; the percentage of ARRA funds expended was 83.30 %.

**6) Amendment #2 of FY 2009-10 Budget**

Janet Chapman presented total budgeted revenue has increased from \$50,134,288 to \$50,554,356 equaling an overall increase of \$420,068.00. Increase in funds and proposed utilization of these funds is as follows:

**Changes in Revenue Budget:**

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

School Readiness Grant	Increase of \$420,068.00
CCEP Funding	Increase of \$420,068.00

**Adjustments to Coalition's Expenditure Budget:**

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

Contractual Service	Increase of \$420,068.00
Coordinated Child Care of Pinellas, Inc.	Increase of \$420,068.00

Approved by the Finance Committee

To approve amendment # 2 to the Coalition's Budget.

A motion was made by Jack Geller and seconded by Mike Pachik to:

*Approve amendment #2 to the Coalition's Budget.*

Discussion: None

The motion passed unanimously.

**C. Service Delivery Advisory Council**

**8) Report**

Jenifer McKee, Chair of the Service Delivery Advisory Council was not present and Lindsay Carson informed the group that the Council has adopted a new roll as a networking and information exchange.

**IV. INFORMATION ITEMS**

- A. Public Meeting Notices were presented.
- B. Article: Log Term Studies Show Lasting Gains from PreK
- C. Proposed Staff Organization Chart

**VI. OTHER BUSINESS**

None

**VII. PUBLIC COMMENT**

None

**IX. ADJOURNMENT**

There being no other business, the meeting ended at 5:26 p.m.

Approved by:

\_\_\_\_\_  
Dr. Ken Peluso  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Pachik  
Secretary

\_\_\_\_\_  
Date

**Early Learning Coalition of Pinellas County, Inc.**  
**April 8, 2010**

**Subject: Action Item 03.02.02**

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**BACKGROUND**

Action Item 03.02.02 approved February 27, 2003 defined the role of the Pinellas County School Readiness Coalition as a coordinator and funder of services.

It resolved that:

Resource development is an appropriate function of the School Readiness Coalition and is consistent with its mission subject to the following conditions:

1. Resource development activities should be conducted with time and resources available after the completion of the coalition's primary responsibilities.
2. Operation of direct service programs or activities is not an appropriate function of the School Readiness Coalition; however, it is appropriate to seek resources that can be passed through the Coalition to existing service providers.
3. Seeking additional resources for core functions such as (but not limited to) planning, evaluation, data system development is an appropriate function of the Coalition.
4. Resource development activities should always be focused on developing existing community capacity and capabilities wherever possible.
5. Resource development activities should always seek to avoid or eliminate the duplication of service or capacity.

Since the passing of this action item, the nature of services provided by the Coalition has evolved. Under Board direction, in an effort to enhance services, meet the changing needs of the community and to find cost efficiencies the Coalition begun providing some direct services.

The following direct services are currently provided by the Coalition. Transition of identified services and establishment of any related FTEs have been approved by the Board of Directors.

- Inclusion Warm Line
- Professional Development
- Developmental Screening Navigation
- Program for Inclusive Early Care and Education (PIECE)
- VPK Provider Certification

It was recently brought to the attention of the Board that while obsolete, this Action Item was still in effect. To align with the Coalition's current operating plan it is necessary to formally repeal this Action Item.

Approved by Executive Committee.

**PROPOSED COALITION ACTION**

To repeal Action Item 03.02.02.

**Supporting Documentation Attached:**

Action Item 03.02.02

**Approval**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

**Pinellas School Readiness Coalition, Inc.**  
**February 27, 2003**

**Subject:** To determine the role of the Pinellas County School Readiness Coalition as a direct service provider or a coordinator and funder of services.

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**PROPOSED COALITION ACTION**

Resource development is an appropriate function of the School Readiness Coalition and is consistent with its mission subject to the following conditions:

1. Resource development activities should be conducted with time and resources available after the completion of the coalition's primary responsibilities.
2. Operation of direct service programs or activities is not an appropriate function of the School Readiness Coalition; however, it is appropriate to seek resources that can be passed through the Coalition to existing service providers.
3. Seeking additional resources for core functions such as (but not limited to) planning, evaluation, data system development is an appropriate function of the Coalition.
4. Resource development activities should always be focused on developing existing community capacity and capabilities wherever possible.
5. Resource development activities should always seek to avoid or eliminate the duplication of service or capacity.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Susan J. Lewis*  
*3/11/03*

**Early Learning Coalition of Pinellas County, Inc.**  
**April 8, 2010**

**Subject: Core Business Practice**

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**BACKGROUND**

The Coalition is considering alternative Service Delivery Models. As a guiding principle and core business practice the Coalition will seek the best service delivery model to provide effective and quality services while maximizing cost efficiencies.

Approved by Executive Committee.

**PROPOSED COALITION ACTION**

To adopt the core business practice:

The Coalition will seek the best service delivery model to provide effective and quality services while maximizing cost efficiencies.

**Supporting Documentation Attached: None**

**Approval**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

**Early Learning Coalition of Pinellas County, Inc.**  
**April 8, 2010**

**Subject: Service Delivery Model**

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**BACKGROUND**

The Early Learning Coalition currently contracts out most major services with Coordinated Child Care of Pinellas, Inc. Since 2004 the Coalition has provided some direct services in-house.

The Coalition issued RFP #2009-001. One response was submitted from Coordinated Child Care of Pinellas, Inc. for all major service areas. The response was rejected by the Coalition.

Coalition staff have collaborated with CCC staff in the development of an alternative Service Delivery Model.

Staff of Coordinated Child Care of Pinellas, Inc. who would be impacted by the change in services would be encouraged to apply for positions transitioned to the Coalition.

**PROPOSED COALITION ACTION**

To adopt the service delivery model as presented by staff to include:

1. Transition of designated Quality Services to the Coalition.
2. Possible extension of CCC 2009-2010 Contract to October 1, 2010.
3. Negotiation of FY2010-2011 Contract with Coordinated Child Care of Pinellas for Core Services.
4. Establishment of related FTEs described in the proposal.
5. Approves expansion of office space
6. Proposed FY2010-2011 Coalition Budget contingent upon availability of funds.

**Supporting Documentation Attached: Service Delivery Model Proposal**

**Approval**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date