

Early Learning Coalition



of Pinellas County, Inc.

Executive Committee Meeting
January 19, 2017 Minutes – Unapproved
(4:00 P.M. until business is concluded)
2536 Countryside Blvd, Suite 500
Clearwater, FL 33763

Committee Members In attendance: Elliott Stern, Jack Geller, Craig Phillips, Patsy Buker and Yvonne Malague.

Members Conference Call: Phillip Russell

Coalition Staff: Lindsay Carson, Merita Kafexhiu and Eva Mathews

I. CALL TO ORDER

A quorum was present.

Chair Craig Phillips called the meeting to order at 4:30 P.M.

- A.** Chair Craig Phillips called for approval of the agenda for the January 19, 2017 Executive Committee Meeting.

A motion was made by Jack Geller and seconded by Elliott Stern to:

Approve the January 19, 2017 Agenda.

The motion passed unanimously.

- B.** Chair Craig Phillips called for approval of the November 15, 2016 minutes.

A motion was made by Jack Geller and seconded by Elliott Stern to:

Approve the November 15, 2016 Minutes.

The motion passed unanimously.

II. ACTION ITEMS

- A.** Approval of the Fiscal Policy & Procedures

The Fiscal Policy and Procedures are part of the Coalition's Standard Operating procedures. They summarize the fiscal policies and procedures of the Coalition.

The policies are consistent with the accounting principles prescribed by the American Institute of Certified Public Accountants. Sections are designed to give a comprehensive overview of the Coalition organization, nature authority, accounting system, internal controls, and fiscal policies and procedures.

The Coalition has updated the fiscal policy and procedures related to purchasing and disbursements in accordance with the OEL requirements. The Office of Management and Budget (OMB) released final guidance, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards also known as Uniform Grant Guidance or 2 CFR Part (200). They were approved by the OEL.

A motion was made by Jack Geller and seconded by Elliott Stern to:

Approve the Fiscal Policy and Procedures as presented

The motion passed unanimously.

B. Approval for Form 990

Form 990, Return of Organization Exempt from Income Taxes is an annual reporting return that certain federally tax-exempt organization must file with the IRS. It provides the public with financial information about the organization and is often the only source of such information.

Attached are Form 990 and the applicable schedules for taxable year ended June 30, 2016:

- Schedule A: Public Charity Status and Public Support
- Schedule D: Supplemental Financial Statements
- Schedule I: Grants and Other Assistance to Organizations, Government, and Individuals in the US
- Schedule O: Supplemental Information to form 990 or 990-EZ

The Form 990 shows no balance due; therefore no remittance to IRS is required.

A motion was made by Jack Geller and seconded by Elliott Stern to:

Approve Form 990 as presented.

The motion passed unanimously.

C. School Readiness Provider Enforcement Policy

The Office of Early Learning (OEL) recently released rule changes to the School Readiness (SR) Health and Safety Checklists and the Statewide SR Provider Contract. The rules establish health and safety standards and training requirements for providers and personnel participating in the School Readiness Program through provider-specific Health and Safety Checklist(s) and corresponding Health and Safety Handbook(s).

The rules allow the Pinellas County Licensing Board (PCLB) to monitor School Readiness Program providers specifically for compliance with these standards. Each of the handbooks outlines the process and procedures for these inspections, as well as procedures for early learning coalitions to manage progressive enforcement of compliance pursuant to the Statewide Provider Contract for the School Readiness Program.

The revised SR Provider Enforcement Policy that is enclosed includes the additional health and safety enforcement processes. The Coalition and PCLB will work together to eliminate duplication of efforts regarding technical assistance to SR providers.

This Policy was reviewed and recommended by Program Development Committee. *However, subsequent to the review by the Program Development Committee, the highlighted revisions have been made to reflect recent Florida Administrative Code and OEL guidance.*

A motion was made by Yvonne Malague and seconded by Jack Geller to:

Approve the School Readiness Provider Enforcement Policy as presented.

Discussion: Elliott Stern asked how often are the early learning facilities checked for health and safety violations and Patsy Buker answered with twice a year. Lindsay and Patsy further explained that based on complaints and violation findings, inspections can be more frequent and if necessary, monthly. Lindsay added that when ELC staff make site visits and notice any health or safety concerns, they contact Licensing. Craig Phillips asked Lindsay if this was the new rule that she mentioned previously during the Happy Worker's discussions and she affirmed.

The most significant change is that our policy previously stated that if a Provider's license went on probation, that the Provider would be terminated from the School Readiness program. Since then, we have received guidance from Counsel at the Office of Early Learning that it is outside our scope of authority specifically to have a blanket statement regarding probation; specifically, because a Provider could be placed on Probation for non-Health and Safety issue. Lindsay went on to say that even though we cannot have that particular clause, it doesn't stop us from saying regardless the status of probation. The contract gives us the ability to terminate for cause if we determine that the actions or inactions endanger children. The definition of probation doesn't allow us to terminate but the action that lands a provider on probation does. Patsy offered for those not aware of Licensing's authority, that when a Provider is placed on probation, it is prescribed in law and regulations. Providers will receive formal notification of these policy and state rule changes so they will understand the full implementation of the rule once approved by the Office of Early Learning..

The motion passed unanimously.

III. DISCUSSION ITEM

A. Finance Report

There was no discussion. Elliott Stern deferred members to the Finance Committee minutes for more information.

B. Legal Services

Based on Board member recommendations, locality and service criteria, Lindsay Carson sent out informal bid requests to Baskin Fleece, Michael Faehner, James Denhardt, Randy Mora, Kiefner Law Offices and delaParte & Gilbert. We have received a bid from James Denhardt and expressed interest from others and expect more in with tomorrow's deadline. Phillip Russell offered to assist Lindsay with initial phone contacts and interviews. Materials received will be forwarded to Phillip Russell for review.

C. Executive Committee Functions

Craig Phillips solicited comments and discussion from the members regarding the functions of an Executive Committee and redundancy of items on the agenda.

Elliott Stern and Yvonne Malague shared that they look at the Executive Committee as a good filter through discussion and questions that assists the Board with clarity as to the issues and processes that are presented to them for review and approval. All actions, with the exception of the CEO's evaluation and salary must go to the Board for approval or ratification. Jack Geller spoke to the discussions just held at this meeting speaks to the need for Executive Committee for those very reasons mentioned. Currently, all actions from all the Committees are rolling through the Executive Committee to the Board as a whole. It was decided that actions that are not generated at the Executive Committee will go directly to the Board agenda, unless the CEO feels the need to bring it to the Executive Committee for further discussion. Patsy Buker spoke to the result of removing the Executive Committee as a safety net and the Board not feeling like the rubber stamp, that the Board may be more engaged to ask questions and discuss leading to stronger Board involvement. The Executive Committee will still review the Board agenda for discussion purposes.

The Chair informed the Committee of the new Board member, Comm. Karen Seel replacing Comm. Pat Gerard.

And as a sneak preview, Lindsay shared two new grants awards. A capital award of \$62,000 was granted the Juvenile Welfare Board and will be used for training room improvements and a class set of iPads that the Board will also benefit from use during their meetings. The Community Foundation of Tampa Bay also awarded a grant to us in the amount of \$15,000 which will be used to provide Ready to Read Lending Libraries which will be located at select pre-schools in high need areas.

D. Happy Workers

Lindsay reported to the Committee that additional violations. ELC will terminate the contract. Happy Workers will then have the choice to operate serving only private pay children, or close, or cease to exist and be acquired by another entity which would have to be a new license. There are confirmed conversations that Happy Workers might be acquired by R'Club who has a good long standing reputation of quality and services. If acquired by R'Club, only the name Happy Workers will remain for historical value. Lindsay has talked with Art O'Hara regarding the services and resources available to bring quality care to the community and we will continue to work closely with R'Club during the transition.

Yvonne Malague asked what the current status is regarding children enrolled and ELC funding. Lindsay stated that the enrollment is waning. If no further issues arise, the Happy Workers contract would terminate on January 26, 2017 leaving 10 days for parents to find alternative care with our assistance.

Lindsay spoke of the numerous calls and conversations with elected officials and community leaders, Happy Worker Board Members and Lutheran Services regarding the violations, actions and possible resources to better the situation, but it has come down to the time for our appropriate enforcement action.

IV. PUBLIC COMMENT

There was no public comment.

V. ADJOURNMENT: The meeting adjourned at 5:30P.M.

The next meeting is scheduled for: Thursday, March 16, 2017 at 4:00P.M.
2536 Countryside Blvd., Suite 500, Clearwater FL 33763
Conference Calling will be available to 727-400-4400 PIN 1245

Chair Signature

Date