

BOARD MEETING MINUTES

Date: April 24, 2008
Place: ARC Marion, 2800 SE Maricamp Rd., Board Room, Ocala
Time: 8:30 a.m.

MEMBERS PRESENT

Bill D'Aiuto, Carroll Lewis, Marsha Carpenter, Donna Dodson, Dr. Nate Grossman, Commissioner Barbara Fitos, Judy Johnson, John Sotomayor, Mark Imes, Mary Beth Kyle, Angie Lewis, Roberta Brant, Brenda Ford, Cheri Erskin, Gwen Wilson, Chris Sandy for School Superintendent Jim Yancey, Linda Foy, Mike Jordan, Thelma Griffith

MEMBERS ABSENT

Ayesha Fuhr, Pam Mitchell, Rusty Skinner, Dr. Cecil Wilson, Katrina Waters

STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Elizabeth Moore (Operations Director), Anita Winter (Community Resource Manager), Sherry Doyle (Finance Director), Tee Rosario (Support Services Director)

GUESTS

Brandi Cooney (Childhood Development Services, Inc. (CDS) Early Learning Manager), Jack Hamilton (Agency for Workforce Innovation/Office of Early Learning (AWI/OEL) Grant Analyst)

CALL TO ORDER

Carroll Lewis called the meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

Consent Agenda

Commissioner Barbara Fitos moved and Dr. Nate Grossman seconded the approval of the Consent Agenda. The Consent Agenda includes: February 28, 2008 Full Board Meeting Minutes; Executive Director Reports for February and March 2008; Financials for January and February 2008; School Readiness Program Enrollment Report as of January and February 2008; Children Served by Care Level for February and March 2008; Wait List Report as of April 14, 2008; Community Outreach Report for March, April and May 2008; and Materials Distribution List for February and March 2008. The motion carried unanimously.

RATIFICATION ITEMS

OPERATING

Procurement Policy and Procedures

Requested ratification of action by the Executive Committee on April 9, 2008 to approve the revised Procurement Policy and Procedures. Letter dated February 4, 2008 from AWI/OEL was received regarding additional information or clarification needed on the Administrative Plan Amendment before ELCMC can receive final approval. OEL recommends that ELCMC consider incorporating the requirements of OMB Circular A-110 into ELCMC's Procurement Policies and Procedures. The Policy has been revised as follows:

The procurement procedure conforms to Chapter 287.057 of Florida Statutes, Procurement of Commodities or Contractual Services and OMB Circular A-110, Procurement Standards. Procedures vary dependent upon the amount of the purchase of goods or services. Fair competition for procurement is encouraged in each level of purchasing. The Coalition shall document the conditions and circumstances used to determine the method of procurement and may choose any of the following: Invitation to Bid (ITB); Request for Proposal (RFP) or Invitation to Negotiate (ITN).

On April 9, 2008, the Executive Committee unanimously approved as stated above.

The revised Procurement Policy and Procedures was included for review.

Donna Dodson moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

June 2007 Monitoring Response

Requested ratification of action by the Executive Committee on April 9, 2008 to approve the ELCMC Plan Amendment for July 1, 2006 – June 30, 2009 to be in compliance with F.S. 411 and F.S. 1002, as directed by the OEL.

On April 27, 2006, the Full Board unanimously approved the ELCMC Plan for July 1, 2006 – June 30, 2009.

OEL/AWI approved the ELCMC Plan for FY 2006 – 2009 on November 22, 2006.

OEL/AWI informed Coalitions that an Amendment to the approved Coalition Plan must be submitted by June 18, 2007. The amendment is an Administrative element in Part 4, Program Elements section 1.1 Program Administration: Support Services, which adds 13 elements of administration to the ELCMC's Plan.

On June 28, 2007, the Full Board unanimously approved the Administrative Plan Amendment.

Letter dated February 4, 2008 from AWI/OEL was received regarding additional information or clarification needed on the Administrative Plan Amendment before ELCMC can receive final approval. The following elements require additional information or clarification:

- | | |
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| 1.1.3. Procurement | 1.1.12. Confidentiality of Data |
| 1.1.13. Electronic Transmission of Confidential Data | 1.1.8. Oversight & Monitoring Resolution Process |
| 1.1.9. Prior Approval Procedures | 1.1.10. Sarbanes-Oxley Act (2002) |

On April 9, 2008, the Executive Committee unanimously approved as stated above.

Dr. Nate Grossman moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

ACTION ITEMS

OPERATING

March 2008 Financials

Requested approval of the March 2008 Financials. Roseann Fricks discussed the March 2008 Financials in detail.

Judy Johnson moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

Budget Revision #4 for FY 2007 – 2008

Requested approval of \$91,785 reduction in VPK funding allocation by the AWI. On March 19, 2008 AWI issued a revised Notice of Award for VPK funding reducing Marion County's funding by \$91,785 as required by legislative appropriation.

At the April 9, 2008 Executive Committee meeting, the motion failed. An amended motion was unanimously approved that in the event AWI/OEL provides ELCMC in writing insuring that children receiving VPK services will be funded for the remainder of FY 2007 – 2008 the proposed action will be approved.

On April 9, 2008, ELCMC received e-mail communication from William Ammons, AWI Budget Services Manager, that "Florida will pay for all qualified VPK services". The following documents were included for review: AWI revised Notice of Award dated March 18, 2008; revised Budget by OCA as submitted to AWI on March 21, 2008; FY 2007-2008 line item budget revision #4; and e-mail communication dated April 9, 2008 from William Ammons from OEL.

Judy Johnson moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

CDS Contract Amendment 0003

Requested approval of \$1,157 reduction in VPK enrollment funding allocation in response to the revised Notice of Award from the AWI dated March 18, 2008.

On March 19, 2008 AWI issued a revised Notice of Award for VPK funding reducing Marion County's funding by \$91,785 as required by legislative appropriation. Of this reduction, \$1,157 will reduce funding to CDS for contracted VPK eligibility services to \$55,435. The CDS Contract Amendment #0003 was included for review.

Judy Johnson moved and John Sotomayer seconded the approval as stated above. The motion carried unanimously.

Roseann Fricks will write a letter to Linda Foy, CDS CEO ensuring that CDS will receive VPK funds to serve the children in the program for FY 2007 – 2008.

PERKS Contract

Requested approval of termination of PERKS Contract effective June 30, 2008. At the August 18, 2005 Board meeting, ELCMC staff announced the grant funding awarded to The Children's Forum from the U.S. Department of Education for Professional Development grant. ELCMC has partnered with The Children's Forum on the grant and hired the PERKS Technical Assistance Specialist for this program.

The PERKS project is a three-year grant that began on September 1, 2005 ending August 31, 2008. Year one was completely funded by The Children's Forum. Year two of the project was funded partially by the grant through The Children's Forum and partially by ELCMC. Year three (FY 2007 – 2008) is being funded 100% by ELCMC. The PERKS Grant provides for a ten-day termination clause. The components of the program will be completed by June 30, 2008, as the VPK classes participating in the PERKS grant are school-year programs and will be completed by mid-June 2008.

Because the program will be complete and the anticipated budget reduction from AWI/OEL for FY 2008 – 2009 staff is recommending terminating the PERKS program at the conclusion of this fiscal year, June 30, 2008.

On April 9, 2008, the Executive Committee unanimously approved to terminate the PERKS Contract effective June 30, 2008. Page 3 (Termination section) of PERKS Contract was included for review.

Judy Johnson moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

Federal Poverty Level Guidelines (FPLG)

Requested approval of using Option B, 2008 FPLG effective January 23, 2008, for client determination by CDS effective May 1, 2008 for new eligibility determination. Families currently receiving service would be affected by the Sliding Fee Schedule, Option B, 2008 FPLG upon eligibility re-determination.

According to 2008 FPLG, Option B effective January 23, 2008, the impact on families is minimal as compared with other options. Option B for 2008 allows a family of three to remain in the program with an income not to exceed \$35,200 (200% Poverty Level) while the previous maximum income level was \$34,340, for participation through CCEP (Child Care Executive Partnership). School Readiness eligibility is at a maximum of 150% of poverty level (\$26,400 for a family of three), while the previous maximum income level for a family of three was \$25,755.

On June 28, 2007, the Full Board unanimously approved using Option B, 2007 FPLG effective January 24, 2007, for client determination by CDS effective July 1, 2007 through June 30, 2008 for new eligibility determination.

The following documents were included for review: Sliding Fee Schedule, Option B, 2008 FPLG effective in Marion County May 1, 2008; Sliding Fee Schedule, Option C, 2008 FPLG; and Sliding Fee Schedule, Option B, 2007 FPLG effective in Marion County July 1, 2007.

John Sotomayer moved and Commissioner Fitos seconded the approval as stated above. The motion carried unanimously.

Board Resignation for Dr. Cecil Wilson, Faith-Based Representative

Requested resignation of ELCMC Board of Directors member, Dr. Cecil Wilson. On April 26, 2007, the ELCMC Board of Directors nominated Dr. Cecil Wilson to serve on the ELCMC Board for a term through June 30, 2008. Dr. Wilson was in attendance as a guest on April 26, 2007.

ELCMC staff has been unsuccessful in contacting Dr. Wilson via phone and e-mail communication. Several messages have been left with Dr. Wilson's assistant, Barbara at New Zion Childcare Learning Center. Dr. Wilson has not attended any ELCMC Board Meetings this current FY.

According to the ELCMC By-Laws section 3.5.1.: Absences from three (3) consecutive meetings or six (6) meetings within a twelve month period by a representative or appointed member, without excuses, may be considered equivalent to resignation from the Coalition.

Letter dated February 28, 2008 from Roseann Fricks to Dr. Cecil Wilson was sent regarding missed Board meetings.

On April 9, 2008, the Executive Committee unanimously approved the resignation of ELCMC Board of Directors member, Dr. Cecil Wilson.

Judy Johnson moved and Donna Dodson seconded the approval as stated above. The motion carried unanimously.

A letter will be mailed to the faith-based child care center directors indicating that the ELCMC Board of Directors has a faith-based child care representative vacant seat. The Nomination forms received will be presented at the Nominating Committee meeting on May 27, 2008 for review and recommendation to the Executive Committee.

Board Appointment for Chris Sandy, Designee to the School Superintendent

Requested approval of nomination for ELCMC Board of Directors for Chris Sandy, Designee for School Superintendent (Term N/A). School Superintendent, Jim Yancey is requesting appointment of Chris Sandy, Executive Director for Elementary Curriculum as his designee on the ELCMC Board.

According to the ELCMC By-Laws: Section 3.2. MANDATED MEMBERS

... These individuals serve continuously while they are in their respective positions. A member who no longer represents the constituency he or she represents shall notify the chair in writing and their seat shall remain vacant until a new representative is identified by the organization or group they represent. These are:

3.2.1. *The district superintendent of schools or his or her designee who is authorized to make decisions on behalf of the district, who shall be a nonvoting member.*

Chris Sandy has regularly attended the ELCMC Board meetings when Mr. Jim Yancey has been unavailable to attend.

Chris Sandy has expressed an interest in attending the ELCMC Board meetings.

On April 9, 2008, the Executive Committee unanimously approved as stated above.

The following documents were included for review: e-mail communication dated February 27, 2008 from Roseann Fricks to School Superintendent, Jim Yancey regarding Board seat and letter dated February 29, 2008 from Mr. Jim Yancey, School Superintendent appointing Chris Sandy as his designee.

John Sotomayer moved and Dr. Nate Grossman seconded the approval as stated above. The motion carried unanimously.

FY 2008 – 2009 Cost Allocation Plan

Requested approval of Cost Allocation Plan due to the AWI on May 15, 2008. AWI and OMB Circular A-122 (Cost Principles for Non-Profit Organizations) requires coalitions to submit a cost allocation plan annually or a cost allocation plan certification form if there have been no changes to the previous year's plan. ELCMC completed and submitted the last plan for FY 2005-2006 and the certification form for FYs 2006-2007 and 2007-2008. Due to changes projected to occur July 1, 2008, a revised cost allocation plan is required. Sherry Doyle discussed the Cost Allocation Plan in detail. The ELCMC Cost Allocation Plan was included for review.

John Sotomayer moved and Commissioner Fitos seconded the approval as stated above. The motion carried unanimously.

PROGRAMMING

Responses to RFP for 2008 Summer Programs

Requested approval of recommendation of the RFP Committee to fund the summer programs listed below responding to the RFP for 2008 Summer Programs. Six programs are being recommended for funding:

1. Fessenden ES – Summer Success
2. Shores Assembly of God (Grades 1 – 5)
3. Shores Assembly of God (Ages 3 – 6)
4. Marion County Children's Alliance (Reassuring Educational Achievements with Caring Hearts program) in partnership with: Blitchon Station Apartments; Silver Oaks Apartments; Spring Manor Apartments; and Steeplechase Apartments.
5. Marion County Children's Alliance (Beyond the School Bell Program) in partnership with: Lillian F. Bryant Community Center; and New Saint John Baptist Church.
6. Marion County Children's Alliance (Children Academically Reaching Excellence (C.A.R.E.) Program) in partnership with: Green Gables Apartments; Laurel Park Apartments; and Thomas Center.

The ELCMC Board of Directors previously allocated \$65,000 for several summer programs for eligible children for FY 2007 – 2008. The program period is June 11, 2008 through July 9, 2008. Funding is intended for programs to provide services for eligible children not already receiving services through school readiness or Voluntary PreKindergarten (VPK) funds.

Based on the result of several conversations with KCI (Kids Central, Inc.), they indicated their interest and ability to partner with ELCMC for funding summer programs in Marion County for children ages birth to thirteen years. On February 22, 2008, received confirmation from KCI of \$49,999.99 in funding for summer programs. The total available for funding the summer programs is \$115,000.

On April 7, 2008, the RFP Committee discussed and gave a preliminary score to the RFP responses for 2008 Summer Programs. The Committee requested that Roseann Fricks contact the proposers and request that they submit additional information/clarification on specific items. Their deadline to submit the information was Friday, April 11, 2008 by COB.

As the information was received from the proposers it was forwarded to the RFP Committee for their review and discussion at the April 17, 2008 RFP Committee meeting.

On April 17, 2008, the RFP Committee finalized the scores to the RFP responses for 2008 Summer Programs. The proposed action is the recommendation of the Committee. The Boys and Girls Club was not recommended for funding due to inaccurate/unrealistic information received.

The RFP for 2008 Summer Programs Summary was included for review. Judy Johnson discussed the recommendations of the RFP Committee in detail.

Requested ratification of action by the Executive Committee on May 14, 2008 to consider waiving requirement for signature of Board of Directors Chair and waive the requirement that the budgets needed to be under \$20,000.

Dr. Nate Grossman moved and Mark Imes seconded the approval to waive the requirement for signature of Board of Directors Chair and waive the requirement that the budgets needed to be under \$20,000 as discussed by Judy Johnson. The motion carried unanimously.

Dr. Nate Grossman moved and Mary Beth Kyle seconded the approval of the recommendations of the RFP Committee to fund the summer programs listed above as discussed by Judy Johnson. The motion carried unanimously.

Additional funding for the summer programs was made possible from KCI.

Roseann Fricks will meet with Jerry Lane from the Boys and Girls Club to discuss the issues discussed at the RFP Committee meeting regarding the proposal received.

Health and Safety Checklist

Requested approval of Health & Safety Procedure and Checklist for implementation in licensed exempt, registered, and informal childcare settings. The Florida State Plan for Child Care Development Fund (CCDF) Plan services for October 1, 2007 – September 30, 2009 states: "...Section 411.01(5)(c)2.f., Florida Statutes, requires each early learning coalition's CCDF-funded school readiness program to provide a "healthy and safe environment."

To implement this requirement, ELCMC must adopt local health and safety requirements that may meet but not exceed state licensing standards. This is applicable to all school readiness (CCDF-funded) providers in Marion County. This procedure and checklist are to be utilized in licensed exempt, registered, and informal childcare settings.

The locally adopted health and safety requirements are required to address the prevention and control of infectious diseases, childhood immunizations, building and physical premises safety, and minimum health and safety training. On January 9, 2008, the Executive Committee reviewed and discussed the first draft of the Health & Safety Procedure and Checklist. Committee members made several suggestions. ELCMC staff implemented those suggestions and has updated the procedure and the checklist.

On April 9, 2008, the Executive Committee unanimously approved as stated above.

The draft Health & Safety Procedure and Checklist were included for review.

Judy Johnson moved and Commissioner Barbara Fitos seconded the approval as stated above. The motion carried unanimously.

DISCUSSION ITEMS

VPK LPP (Low Performing Providers) Update

The VPK LPP update dated April 21, 2008 was included for review. Elizabeth Moore discussed in detail. Highlights include:

- Total Low Performing Providers - 9
- Provider Acknowledgement due on March 11 - 8 of 9 providers submitted on time; Heavenly Hope did not submit their Acknowledgement on time – they are not a current VPK provider this year. Their acknowledgement has been submitted and accepted on April 9.
- Provider Improvement Plan due by April 10 - 9 of 9 providers have submitted on time.
- VPK LPP Improvement Grant has been submitted and ELCMC is awaiting approval from the Department of Education (DOE).

SB6 Leadership Council Update

- The March 9, 2008 SB6 Leadership Council Meeting draft Minutes were included for review.
- The next Powerful Parenting series is scheduled for May 2, 2008. There are 22 individuals and 9 children registered to attend.
- Dr. Nate Grossman presented Angie Lewis and Karen Ferrone (Angie Lewis' assistant) a Certificate of Appreciation for her presentation at the April 4, 2008 Powerful Parenting series on car safety for children.

Public Policy Institute (PPI) Survey

A request from PPI was included for review. PPI is conducting a survey of community leaders to determine future study topics. The survey question is "In your opinion, what is the most critical issue facing Marion County?" The responses are to be e-mailed to Karen Rodgers, Executive Director of PPI at rodgersk@cf.edu.

INFORMATION ITEMS

March 2008 AELC (Association of Early Learning Coalitions) Meeting

- Roberta Brant and Roseann Fricks attended the ELAC (Early Learning Advisory Council) meetings in Tallahassee from March 12 to March 14, 2008. On March 13, 2008, they met with State Representative Kurt Kelly regarding the budget for FY 2008 – 2009 and proposed Early Learning Bills.
 - Roberta Brant discussed the meeting she attended with Roseann Fricks and State Representative Kurt Kelly. Roberta Brant also discussed the ELAC meeting she attended on March 14, 2008.

Legislative Updates

The following were included for review:

- **PSA - Representative Kurt Kelly Dating Violence Bill Passes House**
- **08-09 SR ALLOCATION Proposed Reductions**
- An e-mail communication was received from OEL on Monday, April 21, 2008 that indicated that early learning coalitions may receive information on the FY 2008 – 2009 Budget this week. ELCMC staff did not receive additional information.

Annual School Readiness and Voluntary PreKindergarten Eligibility Reviews

Letter dated April 16, 2008 from OEL was included for review.

OTHER BUSINESS

Eligibility Re-determination for Income Eligible Families

Effective May 1, 2008 through June 30, 2009, approve eligibility re-determination for income eligible parents to be in compliance with the federal law (CCDF). "Eligibility re-determination must, at a minimum, be conducted annually for every family that receives financially assisted early learning services. Re-determination for an additional 50% of a ELCMC's enrollment must be conducted during the same fiscal year, through a statistically valid random sample."

In 2004 ELCMC approved eligibility re-determination of all families receiving assistance through the income eligible (working poor) category every six months.

In February 2008 the ELCMC Board approved clearing the wait list. Over 700 families were contacted for scheduling appointments to begin to receive services.

In addition to the above families requiring individual assistance, eligibility re-determination continued for those families receiving services, as well as families "walking in" at CDS to schedule an appointment. During the last six weeks there have been families that have not been able to receive an appointment timely for eligibility re-determination.

CDS extended their office hours to meet the needs of the families during the month of March and into the month of April. During the month of March 1,052 families were served for school readiness services at the offices of Childhood CDS. This does not include the families that came to the CDS offices for VPK, Head Start, or child care information.

Approval of this action will allow the ELCMC to remain in compliance with the law and reduce budget costs for this line item in anticipation of budget cuts for FY 2008 – 2009.

Mark Imes moved and John Sotomayer seconded the approval as stated above. The motion carried unanimously.

The Full Board requested that ELCMC staff track the re-determination process for six months to determine if other re-determination options should be explored. If so, ELCMC staff should share two different options explored. The Full Board also requested that ELCMC staff sample size what percentage of families are ineligible for services.

- United Way of Marion County awarded ELCMC \$92,385 for FY 2008 – 2009. The funds will be utilized for School Readiness match funds.
- A funding request has been submitted to the County Commissioners for match funds for FY 2008 -2009.
- A funding request is being finalized to the City of Ocala for match funds for FY 2008 – 2009.
- Roberta Brant discussed some options for the Full Board to consider regarding using a laptop to view the Full Board meeting packet as oppose to a hard copy. Roberta Brant's employer will donate memory sticks to ELCMC to copy meeting packets onto a laptop in an effort to "go green". Discussion on the floor. The consensus of the Full Board was to review the packet at meetings on a LCD projector.
- Linda Foy and Roseann Fricks attended the RCMA (Redlands Christian Migrant Association) open house in Kendrick. The VPK program was discussed with the RCMA director. Options will be explored in possibility providing the VPK program at RCMA.
- There are 15 elementary schools that will be offering the VPK program at schools that are more accessible to parents to travel to. There are 1,400 children enrolled in the summer VPK program at the elementary schools.
- Cheri Erskin will soon be celebrating nine years in business. Cheri Erskin is the owner of Together for Children, Inc.

PUBLIC COMMENT

No public comment.

Adjournment

Dr. Nate Grossman moved and Judy Johnson seconded the approval to adjourn the meeting. The motion carried unanimously.

Note taker: Tee Rosario

(Signature on file)	6/26/08
Approved by	Date