

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 11, 2008  
Time: 8:30 a.m.  
Location: 1320 SE 25<sup>th</sup> Loop, Suite 101, Ocala

### MEMBERS PRESENT

Judy Johnson, Pam Michell (Past Vice Chair), Mark Imes (Treasurer), Brenda Ford (Secretary), Donna Dodson (Vice Chair)

### MEMBERS ABSENT

Carroll Lewis (Chair)

### STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Sherry Doyle (Finance Director), Elizabeth Moore (Operations Director), Nasseam McPherson (Quality Assurance Director), Tee Rosario (Support Services Director)

### OTHER ATTENDEES

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

### CALL TO ORDER

Donna Dodson called the meeting to order.

### ROLL CALL

Tee Rosario called roll and a quorum was present.

### CONSENT AGENDA

*Judy Johnson moved and Brenda Ford seconded the approval of the Consent Agenda. The Consent Agenda includes: May 14, 2008 Executive Committee Meeting Minutes; Financials for April 2008; School Readiness Program Enrollment Report as of April 2008; Wait List Report as of June 4, 2008; Community Outreach Report for June 2008; and Materials Distribution List for May 2008. The motion carried unanimously.*

### ACTION ITEMS

#### OPERATING

##### **AWI/OEL Grant Agreement**

Requested approval for the Board Chair/Vice Chair to obligate the ELCMC with AWI/OEL for FY 2008 – 2009. In order to submit the contract paperwork and attachments for FY 2008-2009 to AWI/OEL within the required timeframe, it is necessary to have the Board Chair/Vice Chair sign without bringing this as an action item to the Board of Directors. Roseann Fricks discussed the modifications to the Agreement from AWI/OEL in detail.

*Judy Johnson moved and Brenda Ford seconded the approval to accept the proposed Agreement with reservation. In the event ELCMC is unable to comply with specific requirements of the Agreement, ELCMC will notify AWI regarding those items. The motion carried unanimously.*

The AWI/OEL Grant Agreement will be presented at the Board meeting on June 26, 2008 as a ratification item.

##### **CCEP (Child Care Executive Partnership) Policy and Procedure**

Requested approval of Policy and Procedure for families/children receiving services through the CCEP program in Marion County. The CCEP program is an alternative resource available to Marion County to provide financial assistance for child care to low-income working families. In order to effectively utilize funds allocated by the ELCMC Board of Directors for eligible families and children, as well as comply with the intent of the CCEP program, as defined in Florida Statutes 409.178, the Policy and Procedure was submitted for consideration and approval.

Parents who are receiving services through the CCEP program may apply for the school readiness program waitlist, and be placed on the waitlist, but may not transfer to the school readiness program unless all CCEP funds are exhausted for that fiscal year.

The Policy and Procedure clarifies that a parent may not receive services from the school readiness program budget line items and the CCEP program simultaneously. The effective date of the Policy and Procedure included for review for families/children receiving services through the CCEP program in Marion County is July 1, 2008.

*Judy Johnson moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.*

### **Officers for FY 2008 – 2009**

Requested approval of the following Slate of Officers for FY 2008 -2009 for the Coalition Board of Directors: Mark Imes – Vice Chair; Brenda Ford – Treasurer; and Secretary – Judy Johnson.

As stated in the ELCMC By-Laws approved August 24, 2006: Section 5.1. ELECTION OF OFFICERS, A Coalition member in good standing shall be eligible for nomination and election to elective office of this

Below is background information on nominees:

Mark Imes - Mr. Imes is currently the Finance Committee Chair, SB6 Leadership Council member, and Personnel Committee member.

Brenda Ford - Ms. Ford is currently a Finance Committee member, and RFP Committee member.

Judy Johnson – Ms. Johnson is currently the Chair of the Program/VPK Committee and the RFP Committee.

These Board members have expressed interest in serving as an ELCMC officer and understand the commitment required to the ELCMC through the current succession plan.

On May 27, 2008, the Nominating Committee unanimously approved the Slate of Officers for FY 2008 – 2009 as stated above.

*Judy Johnson moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.*

### **Board Member Terms**

Requested approval of the following terms for current ELCMC Board Members:

Three year term (July 1, 2008 through June 30, 2011) for Brenda Ford - private sector representative as approved by the Board in December 2006.

Three year term (July 1, 2008 through June 30, 2011) for Pam Michell - private sector representative as approved by the Board in July 2003.

Three year term (July 1, 2008 through June 30, 2011) for Mike Jordan - private sector representative as approved by the Board in July 2003.

Each of the above have expressed interest and are eligible (according to ELCMC By-Laws) to remain on the ELCMC Board of Directors.

Ayesha Fuhr's term expired in April 2008. Ayesha Fuhr has re-applied to be appointed as a gubernatorial appointee.

As stated in our By-Laws approved August 24, 2006 Ms. Fuhr may remain on the Board: Section 3.1.

NUMBER OF MEMBERS - The gubernatorial appointees may remain as private sector business members, subject to Section 3.5.1, following the expiration of their gubernatorial appointment.

On May 27, 2008, the Nominating Committee unanimously approved the Board Member nominations and terms for Brenda Ford, Pam Michell and Mike Jordan as stated above.

*Mark Imes moved and Judy Johnson seconded the approval as stated above. The motion carried unanimously.*

### **Committee Chair Appointment**

As per the ELCMC By-Laws under Section 6.1. - COMMITTEE MEMBERSHIP - *Each committee shall consist of the Chair and at least two (2) additional members of the Coalition appointed by the Chair of the Coalition.*

Donna Dodson, ELCMC Vice-Chair appointed the following Board members as Chair of the respective Committee:

1. Judy Johnson to the Program/VPK Committee.
2. Dr. Nate Grossman to the Success By 6 Leadership Council.
3. Rusty Skinner to the Nominating Committee.
4. Brenda Ford to the Finance Committee.
5. Rusty Skinner to the Personnel Committee.

The Board members have expressed an interest in chairing the respective Committee.

### **Faith-Based Representative Appointment**

Requested approval of nomination for ELCMC Board of Directors for: Pastor John L. Delcamp, Faith-Based Child Care Representative, term through June 30, 2011.

ELCMC Board of Directors currently has the Faith-Based Child Care Representative vacancy with a term through June 30, 2008.

The following have expressed an interest in serving on the ELCMC Board: Pastor John L. Delcamp; Lisa D. Dickens; Louniece Jalishia Brown; and Jessica Joyce Guntrum.

On May 27, 2008, the Nominating Committee unanimously approved recommending Pastor John L. Delcamp to the ELCMC Board as Faith-Based Child Care Representative, term through June 30, 2011.

The letter dated April 25, 2008 from Roseann Fricks to Marion County faith-based child care providers was included for review.

*Judy Johnson moved and Pam Michell seconded the approval as stated above. The motion carried unanimously.*

### **Resignation of ELCMC Board Member, John Sotomayor**

Requested approval to accept the resignation of ELCMC Board of Directors John Sotomayor effective June 30, 2008.

On January 10, 2008, John Sotomayor notified ELCMC staff via e-mail that he would decline consideration for reappointment to the ELCMC Board of Directors. John Sotomayor's career goals and opportunities are keeping him busy. John Sotomayor served one three-year term on the ELCMC Board of Directors.

The ELCMC Board of Directors will have one private sector vacancy with a term through June 30, 2011 effective June 30, 2008.

On May 27, 2008, the Nominating Committee unanimously approved the resignation of ELCMC Board of Directors member John Sotomayor.

The e-mail dated January 10, 2008 from John Sotomayor was included for review.

*Pam Michell moved and Judy Johnson seconded with regret the approval as stated above. The motion carried unanimously.*

### **Board Member Appointment**

Requested approval of recommendation of nomination for ELCMC Board of Directors for: George D. Gibson III, Private Sector - term through June 30, 2011. The ELCMC Board of Directors will have one private sector vacancy as of July 1, 2008 with a term through June 30, 2011.

Roseann Fricks met with George D. Gibson III on February 7, 2008 to discuss potential Board membership.

George D. Gibson III has expressed his interest in serving on the ELCMC Board. Mr. Gibson mailed his nomination form to ELCMC on February 20, 2008. George D. Gibson III is a Manager of Surveying and Mapping at Bowyer-Singleton & Assoc. George D. Gibson III currently serves as the president on the Leadership Ocala Class 21.

On May 27, 2008, the Nominating Committee unanimously approved the recommendation of nomination for membership to the ELCMC Board of Directors for George D. Gibson III, Private Sector member with a term through June 30, 2011, effective July 1, 2008.

The FY 2007-2008 Board Membership List was included for review.

*Pam Michell moved and Judy Johnson seconded the approval as stated above. The motion carried unanimously.*

### **Travel Authorization for Executive Director and Officers**

Requested approval of all necessary and appropriate travel expenses within the State of Florida for Executive Committee and Executive Director to conduct business on behalf of ELCMC, as well as represent ELCMC at those events, meetings, and conferences held throughout the fiscal year. Authorization includes travel to attend the AWI/OEL Technical Assistance trainings, various Committee Meetings, Association Meetings, and ELAC (Early Learning Advisory Council) Meetings through June 30, 2009.

Effective January 1, 2005, the AWI/OEL adopted all policies and rules of the Florida Partnership for School Readiness. In April, 2004, Florida Partnership for School Readiness provided ELCMC staff with a copy of Reference Guide for State Expenditures issued by the Department of Financial Services through the Division of Accounting and Auditing. Pursuant to this document, Page 71, Section entitled TRAVEL FORMS states, "Section 112.061 (11), F.S., requires DFS to provide uniform Travel Authorization and Voucher Reimbursement Forms." OEL Coalition Analyst has advised ELCMC staff and Board members need to comply with this Reference Guide regarding the requirements applicable to various categories of expenditures. In order to be in compliance with this requirement, ELCMC Board of Directors needs to approve travel as stated above.

ELCMC Executive Director is authorized to approve travel requests for staff of ELCMC.

On June 28, 2007, the Full Board unanimously approved the travel authorization for the Executive Committee and the Executive Director as stated above for FY 2007 – 2008.

*Mark Imes moved and Pam Michell seconded the approval as stated above. The motion carried unanimously.*

### **Job Descriptions**

Requested approval of modifying all ELCMC Job Descriptions. The ELCMC Job Descriptions were last approved at the October 11, 2006 Full Board meeting. Staff recommends changes to the job descriptions for the following reasons:

1. The Community Resource Manager reports to the Executive Director
2. Responsibilities revised on several job descriptions
3. Salary range adjustments made to several job descriptions based on salary study
4. Minor revisions made to the remaining job descriptions such as grammatical, acronyms, etc.

The recommended changes noted are underlined.

On May 12, 2008, the Personnel Committee arrived at a consensus to recommend changes as noted to the Executive Committee.

On May 14, 2008, the Executive Committee recommended postponing the requested action in order to review the draft job descriptions. The draft job descriptions were sent to the Executive Committee on May 14, 2008 via e-mail for review by the members.

The Job Descriptions Summary and the job descriptions were included for review.

*Judy Johnson moved and Pam Michell seconded the approval as stated above. The motion carried unanimously.*

### **FY 2007-2008 Temporary School Readiness Provider Rate Increase**

Requested approval of temporary school readiness provider rate increase for FY 2007-2008. Due to the wait list for school readiness services in effect from July 2007 through February 2008 for the "working poor" category (OCA 97P00), excess direct service funds remain available for FY 2007-2008. ELCMC staff recommends utilizing a maximum of \$140,000 toward a provider reimbursement rate increase of \$2.00 per child, per day for services provided during the month of June 2008.

The Analysis of expenditure costs by care level and 6-year school readiness slot comparison were included for review.

*Judy Johnson moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.*

### **FY 2007 – 2008 Budget Revision # 7**

Requested approval of FY 2007-2008 budget revision #7 based on the background below.

- \$180,344 funds reallocation from AWI/OEL to increase funding for potential VPK deficit for FY 2007-2008.
  - A revised Notice of Award for VPK was processed on June 5, 2008 for the balance of the projected 2007-2008 deficit.
- Reallocation of Quality line items as presented to Program/VPK Committee on June 6, 2008
- Reallocation of contracted amounts to CDS for non-direct line items based on year-to-date spending

The FY 2007-2008 line item budget revision #7 was included for review.

*Judy Johnson moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.*

### **CDS Contract Amendment #0006**

Requested approval of the changes below to the FY 2007-2008 CDS School Readiness/Voluntary Pre-Kindergarten contract:

- Increase VPK enrollment funding allocation by \$2,146 in response to the revised Notice of Award from the AWI dated June 5, 2008. This will increase the funding to CDS for contracted VPK eligibility services to \$64,709.
- Realign contract line item allocations to adjust for year-to-date spending as follows:
  - Decrease provider payments by \$20,000 (new amount \$102,071)
  - Increase SR eligibility determination by \$55,000 (new amount \$388,706)
  - Decrease parent & child services by \$5,000 (new amount \$215,226)
  - Decrease provider training by \$30,000 (new amount \$52,762)

The FY 2007-2008 CDS SR-VPK Contract Amendment #0006 was included for review.

*Judy Johnson moved and Brenda Ford seconded the approval as stated above. The motion carried unanimously.*

### **FY 2008 – 2009 Budget**

Requested approval of revised, proposed ELCMC budget for FY 2008-2009. The AWI released final funding allocations for FY 2008-2009. ELCMC staff has prepared a proposed budget including \$270,000 reserved as "unallocated" in the event additional budget reductions or re-allocations are required.

Original proposed budget based on AWI's anticipated funding allocations was presented to and approved by Finance Committee on May 12, 2008 and Executive Committee on May 14, 2008.

Proposed quality line items were presented to Program/VPK Committee on June 6, 2008. The Program/VPK Committee reached a consensus on the quality budget.

Proposed budget for Success By 6 was presented to the Leadership Council and approved on May 9, 2008.

The FY 2008-2009 proposed budget was included for review.

Roseann Fricks discussed the FY 2008 – 2009 Budget in detail. Discussion on the floor. The Executive Committee requested that unallocated funds be transferred to direct services (Slots) and have a contingency plan in the event of additional budget reductions or re-allocations are required. The FY 2008 – 2009 Budget will reflect the change for the Board meeting on June 26, 2008.

*Pam Michell moved and Judy Johnson seconded the approval as amended stated above. The motion carried unanimously.*

### **FY 2008 - 2009 CDS Contract**

The Executive Committee approved Roseann Fricks to work with ELCMC Board of Directors member, Judy Johnson on the CDS Contracts for FY 2008 – 2009 Scope of Services. The Contracts between ELCMC and CDS will provide:

- School Readiness and Voluntary Pre-Kindergarten Eligibility Determination
- School Readiness and Voluntary Pre-Kindergarten Provider Payment Services
- Parent and Child Services
- Child Care Resource & Referral (CCR&R)

for the time period of July 1, 2008 through June 30, 2009.

## **PROGRAMMING**

### **Amended Health and Safety Checklist**

Requested approval of updates to Health & Safety Procedure and Checklist for implementation in licensed exempt, registered, and informal childcare settings.

At the April 9, 2008 Executive Committee meeting staff brought before the Committee a request to revise the approved Health & Safety Checklist due to receiving a written concern from a faith based provider in regards to distributing the completed checklist to parents. Staff conducted further research and located further information in the CCD&F (Child Care Development and Fund) Plan which did not require a licensed exempt child care provider to supply each parent with a completed checklist. At that time, the Committee asked that staff revisit this request after further research was completed. On June 3, 2008, Board Member, Judy Johnson met with staff to modify the Health & Safety Checklist and Procedure. The recommended changes are highlighted on the draft Health & Safety Procedure and Health & Safety Checklist that were included for review.

On June 6, 2008, the Program/VPK Committee accepted the proposed action as presented.

Discussion on the floor. The Executive Committee recommended that a disclaimer be added to the Checklist. The child care providers will not be reimbursed for School Readiness services without proper background screening documentation (Level II).

*Judy Johnson moved and Pam Michell seconded the approval as stated above. The motion carried unanimously.*

*Pam Michell moved and Mark Imes seconded the approval that a disclaimer be added to the Checklist and the child care providers will not be reimbursed for School Readiness services without proper background screening documentation (Level II). The motion carried unanimously.*

### **Reimbursement Rate for Providers for FY 2008 – 2009**

Requested approval to maintain current reimbursement rates for school readiness providers for FY 2008-2009 as approved by the ELCMC Full Board on June 28, 2007. Per the FY 2008-2009 CCDF Plan, Effective October 1, 2007, "A market rate survey is conducted biennially to determine maximum county rates by age category and type of provider. Maximum rates are set by coalitions and must be reasonably related to the market rate survey. The Child Care Resource and Referral Network surveys the total provider population to obtain data by which a state market rate is established."

The AWI/OEL then compiles the data and provides Coalitions with the Market Rates set at the 75<sup>th</sup> percentile of the highest private pay rate. The most recent Market Rate Survey was conducted in May 2007 and is due to be conducted again in May 2009.

ELCMC is not looking to increase rates at this time due to budget cuts received and further anticipated budget cuts during the fiscal year. ELCMC will revisit the current rates and the possibility to raise reimbursement rates before the end of the calendar year.

On June 6, 2008, the Program/VPK Committee accepted the proposed action as presented.

The proposed Rate Schedule, effective July 1, 2008 and the current Rate Schedule, effective July 1, 2007 were included for review.

*Pam Michell moved and Brenda Ford seconded the approval as stated above. The motion carried unanimously.*

### **Eligibility and Disenrollment Policy and Procedure**

Requested approval of continued use of Eligibility & Disenrollment Policy and Procedure updated August 23, 2007 for FY 2008-2009. On August 23, 2007, the Board approved the updated Eligibility & Disenrollment Policy and Procedure.

On November 14, 2003, at the OEL Board Meeting, the following was discussed: "Require local school readiness coalitions to have written disenrollment policies and protocols, including provisions for advance notification of parents and the Office of Early Learning, prior to disenrollment of non-priority participants".

On June 6, 2008, the Program/VPK Committee accepted the proposed action as presented.

The Eligibility & Disenrollment Policy & Procedure was included for review.

*Pam Michell moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.*

## **DISCUSSION ITEMS**

### **Board Retreat**

The last Board Retreat was held on May 7, 2007 and at that time the Board members requested that a Board Retreat be held on an annual basis. Discussion on the floor. The Executive Committee requested that the Board Retreat be held on October 23, 2008 after the Full Board meeting. The theme of the Board Retreat will be "Back to Basics".

Roseann Fricks discussed the OEL monitoring interviewing questions conducted in July 2007 received. Several items from the interview will be incorporated in the Board Retreat. The interviewing questions are available for review upon request.

### **Review of Executive Director Evaluations**

The Executive Committee members present discussed general comments about the performance of the Executive Director and agreed that the Executive Director had done an outstanding job during the past year, particularly in the area

of raising match funds.

After looking at salary ranges and bonuses of other Early Learning Coalition Directors it was agreed that The Committee recommend to the Board a salary increase of 6% plus a bonus of \$2500 for FY 2008-2009 was appropriate and in line with similar agencies. Discussion also centered around the relationship between a percentage of salary increase and any bonus availability.

### **INFORMATION ITEMS**

#### **May 2008 Executive Director's Report**

The May 2008 Executive Director's Report was included for review.

#### **City of Ocala FY 2008 – 2009 CDBG CDAC (Community Development Advisory Council) Recommendations**

The City of Ocala presented to the CDAC on the ELCMC funding request. The funding recommendation has been posted at \$10,000.

#### **KPMG FY 2007 – 2008 Financial Monitoring Report**

ELCMC received a week long monitoring from KPMG contracted by OEL for a financial monitoring. The initial draft report has been received by ELCMC staff with no findings. Additional information has been submitted by ELCMC staff as requested by KPMG.

### **OTHER BUSINESS**

- As of June 11, there are a total of 432 children that have been issued a Certificate of Eligibility to begin the 2008 summer VPK program; out of which, 287 children are enrolled in the VPK program for the 2008 summer program.
- As per recommendation by the Program/VPK Committee, the ELLM (Early Literacy and Learning Model) program will be upgraded in September 2008. It is anticipated a part-time ELLM Coach will be hired for the program. Focus will be on phonemic awareness in correlation to the school readiness standards.
- The Ocala Star Banner article "Putting baby to bed safely is as easy as ABC" (Success By 6) was included for review.
- The ELAC (Early Learning Advisory Council) meeting will be held on Friday, June 13, 2008 in Tampa.
- ELCMC is conducting an Early Literacy and Learning Skills training in June 30, 2008 at the Marion County Public Library for child care providers.
- ELCMC Legal Council, Frank Amatea has reviewed the lease on the new office space. Mr. Amatea has recommended some language revisions. Roseann Fricks has discussed with the new landlord. He has agreed to incorporate the changes recommended by Frank Amatea in the lease.
- The Finance and Personnel Committees requested that ELCMC staff explore options for additional membership. Madelynn Heise has resigned from these Committees.

### **PUBLIC COMMENT**

No public comment.

### **ADJOURNMENT**

*The meeting adjourned with no further discussion.*

Note taker: Tee Rosario

Approved By

Signature on file \_\_\_\_\_ 8/13/08  
Signature \_\_\_\_\_ Date