



1320 SE 25th Loop, Suite 101
Ocala, FL 34471
352-369-2315 FAX 352-369-2475



www.elc-marion.org

BOARD MEETING MINUTES

Date: June 26, 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, John Sotomayor, Mark Imes, Roberta Brant, Brenda Ford, Chris Sandy, Linda Foy, Mike Jordan, Thelma Griffith, Ayesha Fuhr, Rusty Skinner

MEMBERS ABSENT

Dr. Nate Grossman, County Commissioner Barbara Fitos, Judy Johnson, Mary Beth Kyle, Angie Lewis, Cheri Erskin, Gwen Wilson, Pam Michell, Katrina Waters

STAFF MEMBERS PRESENT

Roseann Fricks (Executive 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), Pastor John Delcamp (Shores Assembly of God), George Gibson (Bowyer-Singleton & Assoc. Manager of Surveying and Mapping)

CALL TO ORDER

Carroll Lewis called the meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

INTRODUCTIONS

Roseann Fricks introduced Pastor Delcamp and George Gibson. Their Board of Directors nomination is being presented at today's Board meeting for the Board's consideration.

Consent Agenda

Rusty Skinner moved and John Sotomayor seconded the approval of the Consent Agenda. The Consent Agenda includes: April 24, 2008 Full Board Meeting Minutes; Executive Director Reports for April and May 2008; Financials for April and May 2008; Children Served by Care Level for March, April and May 2008; School Readiness Program Enrollment Report as of March and April 2008; School Readiness File Monitoring Summary; Wait List Report as of June 20, 2008; Community Outreach Report for May and June 2008; and Materials Distribution List for April and May 2008.

The motion carried unanimously.

ACTION ITEMS

OPERATING

Faith-Based Representative Appointment

Requested approval of nomination for ELCMC Board of Directors for Pastor John L. Delcamp, Faith-Based Child Care Representative with a 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 as the Faith-Based Child Care Representative:

- Pastor John L. Delcamp - Lisa D. Dickens - Louniece Jalishia Brown - 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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

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

Rusty Skinner moved and John Sotomayor seconded the approval as stated above. The motion carried unanimously.

Resignation of ELCMC Board Member, John Sotomayor

Requested acceptance of the resignation of ELCMC Board of Director's member 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.

This resignation will create one private sector vacancy with a term through June 30, 2011 effective June 30, 2008.

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

On June 11, 2008, the Executive Committee unanimously approved as stated above.

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

Rusty Skinner moved and Brenda Ford 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 with a term through June 30, 2011. The ELCMC Board of Directors currently has one private sector vacancy with a term July 1, 2008 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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

Rusty Skinner moved and John Sotomayor 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 ELCMC Board of Directors:

Mark Imes – Vice Chair Brenda Ford – Treasurer Secretary – Judy Johnson

Mark Imes will be eligible for another term according to the ELCMC By-Laws. Mr. Imes is currently the Finance Committee Chair, SB6 Leadership Council member, and Personnel Committee member.

Brenda Ford will be eligible for another term according to the ELCMC By-Laws. Ms. Ford is currently a Finance Committee member, and RFP Committee member.

Judy Johnson will be eligible for another term according to the ELCMC By-Laws. Ms. Johnson is currently the Chair to the following Committees: Program/VPK and RFP.

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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

Rusty Skinner moved and John Sotomayor seconded the approval as stated above. The motion carried unanimously.

Board Member Terms

Requested approval of the following terms for Board Members:

Three year term (July 1, 2008 through June 30, 2011) - Brenda Ford is currently an ELCMC Board of Directors as a private sector representative as approved by the Board in December 2006.

Three year term (July 1, 2008 through June 30, 2011) - Pam Michell is currently an ELCMC Board of Directors as a private sector representative as approved by the Board in July 2003.

Three year term (July 1, 2008 through June 30, 2011) - Mike Jordan is currently an ELCMC Board of Directors as a 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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

The AWI/OEL, issued a CORRECTED COPY of Policy Number OEL-PI-0012-15, dated May 11, 2005, on the subject: EARLY LEARNING COALITION MEMBERSHIP was included for review.

Rusty Skinner moved and John Sotomayor seconded the approval as stated above. The motion carried unanimously.

Committee Chair Appointment

Carroll Lewis appointed the following Board members as chairs to their respective Committee:

- Judy Johnson to the Program/VPK Committee
- Dr. Nate Grossman to the Success By 6 Leadership Council
- Rusty Skinner to the Nominating Committee
- Brenda Ford to the Finance Committee
 - Brenda is currently the Secretary of the Executive Committee and as per the ELCMC succession plan, Brenda becomes the Treasurer.
- Rusty Skinner to the Personnel Committee

The Board members have expressed an interest in chairing their respective Committee

Travel Authorization for Executive Committee and Executive Director

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 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/Office of Early Learning 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 11, 2008, the Executive Committee unanimously approved as stated above.

Rusty Skinner moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.

Budget Revisions # 5-E, 6-E and 7-E for FY 2007 – 2008

Requested approval of FY 2007-2008 budget revisions # 5-E, 6-E and 7-E based on the background information below.

Revision # 5-E

On April 24, 2008 AWI issued a revised Notice of Award for VPK funding increasing Marion County's funding by \$300,000 for FY 2007-2008. On May 12, 2008, the Finance Committee unanimously approved to forward the budget revision # 5 to the Executive Committee. On May 14, 2008, the Executive Committee unanimously approved budget revision # 5-E.

Revision # 6-E

Increase funding to CDS for contracted VPK eligibility services by \$2,146 in response to the revised Notice of Award from the AWI dated June 5, 2008. The new total will be \$64,709.

On June 11, 2008, the Executive Committee unanimously approved budget revision #6-E.

Revision # 7-E

- A revised Notice of Award for was processed by AWI/OEL on May 13, 2008 for de-obligation of \$300,000 in School Readiness funds not anticipated to be spent due to Marion County's wait list earlier this fiscal year.
- A revised Notice of Award was processed by AWI/OEL on June 5, 2008 to increase VPK funding by an additional \$180,344 to meet the anticipated direct service deficit for FY 2007-2008.
- 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

On June 11, 2008, the Executive Committee unanimously approved the budget revision #7-E.

The following documents were included for review: FY 2007-2008 line item budget revision #7-B; AWI VPK Notice of Award dated April 24, 2008 (award # SV328); AWI VPK Notice of Award dated May 13, 2008 (award # SR328); and AWI VPK Notice of Award dated June 5, 2008 (award # SV328).

Rusty Skinner moved and Bill D'Aiuto seconded the approval as stated above. The motion carried unanimously.

Proposed Budget for FY 2008 - 2009

Requested approval of proposed ELCMC budget for FY 2008-2009. AWI has released final funding allocations for FY 2008-2009. Proposed quality line items were presented to Program/VPK Committee on June 6, 2008 and the full budget was approved by Executive Committee on June 11, 2008.

On May 9, 2008, the Success By 6 (SB6) Leadership Council unanimously approved the SB6 budget.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

The SB6 budget was approved by the United Way of Marion County (UWMC) Executive Committee meeting in June 2008.

The SB6 budget was presented at the June 18, 2008 UWMC Board meeting for approval. A vote was not taken at the meeting due to lack of quorum. UWMC Board will have an emergency Board meeting on July 1, 2008. The SB6 budget is an agenda item.

On June 17, 2008, the ELCMC received notification from the AWI of anticipated allocations for VPK monitoring activities and VPK outreach activities for FY 2008 – 2009. These items are included in the budget included for review.

Sherry Doyle and Roseann Fricks discussed the FY 2008 – 2009 proposed budget in detail. The following documents were included for review: FY 2008-2009 proposed budget, as amended on June 17, 2008; and e-mail communication dated June 17, 2008 from AWI, (Bill Ammons).

Mark Imes moved and Ayesha Fuhr seconded the approval as stated above. The motion carried unanimously.

In the event that additional funds are required to continue CCR&R Eligibility services, the funds will be made available to continue the service.

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.

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 the members review.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

The Job Descriptions Summary was included for review. The draft Job Descriptions were available for review upon request.

Rusty Skinner moved and John Sotomayor seconded the approval as stated above. The motion carried unanimously.

Organization Chart for FY 2008 – 2009

Requested approval of modification of the ELCMC organization chart for fiscal year 2008 – 2009. The change to the organization is as follows: Delete the PERKS TA Specialist position.

As approved at the April 24, 2008 Full Board meeting, the PERKS contract will be terminated on June 30, 2008.

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 unanimously approved as stated above.

The following documents were included for review: amended Organizational Chart for FY 2008 – 2009 and original Organizational Chart for FY 2007-2008 as approved by the Board on December 13, 2007.

John Sotomayor moved and Ayesha Fuhr seconded the approval as stated above. The motion carried unanimously.

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 included for review is 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 FY.

The Policy and Procedure and 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 for families/children receiving services through the CCEP program in Marion County is July 1, 2008.

On June 11, 2008, the Executive Committee unanimously approved as stated above. The Policy and Procedure for families/children receiving services through the CCEP Program in Marion County was included for review.

Mark Imes discussed the CCEP program in detail.

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

CDS Contract for FY 2008 - 2009

Requested approval of Contracts between ELCMC and CDS to provide:

- School Readiness and Voluntary Pre-Kindergarten Eligibility Determination
- School Readiness and Voluntary Pre-Kindergarten Provider Payment Services
- Parent and Child Services

for \$14,599,532

- Child Care Resource & Referral (CCR&R) -
for (not to exceed) \$64,990

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

The contract period will begin July 1, 2008, with an option of an annual renewal effective July 1, 2009 contingent upon performance and funding availability. Continuation of all services is contingent upon the availability of funds appropriated annually by the Florida State Legislature, the availability of federal funds and the ability of the contractor to achieve required performance standards.

On June 27, 2007, the Full Board unanimously approved the Contracts between ELCMC and CDS for a period ending June 30, 2008.

On June 11, 2008, the Executive Committee approved Roseann Fricks to work with ELCMC Board of Directors member, Judy Johnson on the CDS Contracts for FY 2008 – 2009. Judy Johnson has reviewed and recommends approval of the Contracts. The Contracts were available for review. Mark Imes discussed the history of CDS.

Mark Imes moved and Bill D’Aiuto seconded the approval as stated above. The motion carried unanimously.

Review of Executive Director Evaluations

Mark Imes provided an overview of Roseann Fricks’ performance evaluation. Some of the highlights included:

- The Executive Committee worked on the Executive Director’s performance evaluation.
- The process includes a performance evaluation and a recommendation for salary increase payment.
- Very good comments were received on the performance evaluation.
 - Acquired grant funds to oddment quality, summer programs, and other programs in order for ELCMC to direct additional funds received from AWI in direct services (slots for child care).
 - Partnership with CDS
 - \$100,000 was received from the County Commissioners for match funds for FY 2007-08.
 - Executive Director has been contacted in the past to assist other early learning coalitions in need.
 - ELCMC is the only organization in the country that United Way has partnered with for the Success By 6 Initiative.

Mark Imes moved and Rusty Skinner seconded the approval to accept the performance evaluation for the Executive Director, Roseann Fricks. The motion carried unanimously.

PROGRAMMING

Amended Health and Safety Checklist

Request 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 CCDF (Child Care Development 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 June 6, 2008, the Program/VPK Committee accepted the proposed action as presented.

On June 11, 2008, the Executive Committee unanimously approved as stated above and the following:

1. Disclaimer
2. Child care providers will not be reimbursed for School Readiness services without proper background screening documentation (Level II).

The following documents were included for review: draft Health & Safety Procedure and draft Health & Safety Checklist. Discussion on the floor. To be in compliance with the Florida Public Records Law, the word “written” will be omitted from the Health and Safety Procedure (under Procedure, second sentence). An individual may request public records in any form (written, verbal) without identifying themselves or providing a purpose.

John Sotomayor moved and Rusty Skinner seconded the approval as amended omitting the word "written" in the Health and Safety Procedure. The motion carried unanimously.

Rusty Skinner moved and Mark Imes seconded the approval not to reimburse for School Readiness services without proper background screening documentation (Level II). The motion carried unanimously.

ELCMC is exploring options to offer LiveScan to the child care providers to timely acquire their background screenings.

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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

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

Rusty Skinner moved and Brenda Ford 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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

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

Rusty Skinner moved and John Sotomayor seconded the approval as stated above. 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 75th 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.

The ELCMC is not looking to increase rates at this time due to budget cuts received and further anticipated budget cuts within 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.

On June 11, 2008, the Executive Committee unanimously approved as stated above.

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

Rusty Skinner moved and Bill D'Aiuto seconded the approval as stated above. The motion carried unanimously.

The Board requested that a Market Rate Survey be conducted for FY 2008 – 2009. Roseann Fricks will contact Monesia Brown, Director at AWI and Brittany Birken at OEL to discuss the Board's request for a Market Rate Survey to be conducted.

Linda Foy explained how a Market Rate Survey is conducted and what is the criteria to be a Gold Seal provider.

SB6 (SUCCESS BY 6)

SB6 Leadership Council Membership

Requested approval to:

1. renew the Leadership Council membership of Troy Strawder, ARC Marion
Status: ELCMC Board Appointee
Current Term: Term ends June 30, 2008
New Term: Requesting term renewal effective July 1, 2008 through June 30, 2011.
2. replace Leadership Council member Linda Foy, CDS with her designated staff member Brandi Cooney
Status: ELCMC Board Appointee
Current Term: Term ends June 30, 2008
New Term: Requesting Brandi Cooney replace Linda Foy effective July 1, 2008 through June 30, 2011.

Section C, #2 of the Agreement between United Way of Marion County, Inc. and Early Learning Coalition of Marion County, Inc. states:

2. Fifty percent (50%) of the members of the Leadership Council will be appointed by the United Way of Marion County, Inc., board of directors. Fifty percent (50%) of the members will be appointed by the Early Learning Coalition of Marion County, Inc.'s board of directors. The term for members on the Leadership Council will be three (3) years. Members may serve no more than two (2) consecutive three (3) year terms.

On May 9, 2008, the Leadership Council unanimously approved as stated above.

On May 14, 2008, the Executive Committee unanimously approved as stated above.

Rusty Skinner moved and Brenda Ford seconded the approval as stated above. The motion carried unanimously.

RATIFICATION ITEMS

OPERATING

CDS Contract Amendments # 0004, 0005 and 0006

Request ratification of action by the Executive Committee on May 14, 2008 (contract amendments # 0004 and 0005) and June 11, 2008 (contract amendment # 0006) for approval of amendments # 0004, 0005 and 0006 below to the FY 2007-2008 CDS SR-VPK contract, based on budget revisions # 5-E, 6-E, and 7-E.

CDS contract amendment 0004

- Increase VPK enrollment funding allocation by \$3,571 in response to the revised Notice of Award from the AWI dated April 24, 2008.

CDS contract amendment 0005

- Decrease school readiness direct services (slots) funding allocation by \$300,000 in response to the revised Notice of Award from the awi dated May 13, 2008.

CDS contract amendment 0006

- 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 school readiness administration costs by \$20,000 (new amount \$214,129)
 - Increase SR eligibility determination by \$55,000 (new amount \$388,706)
 - Decrease quality initiative services \$35,000 (new amount \$267,988)

The FY 2007-2008 CDS SR-VPK contract amendments # 0004, 0005 & 0006 were included for review.

Rusty Skinner moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.

AWI/OEL Grant Agreement

Request ratification of action by the Executive Committee on June 11, 2008 of authorization for the Board Chair/Vice Chair to obligate the ELCMC to the agreement with the 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 was necessary to have the Board Chair/Vice Chair sign without bringing this as an action item to the Board of Directors.

Rusty Skinner moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.

Potential Office Space Relocation

Request ratification of action by the Executive Committee on May 14, 2008 to relocate the ELCMC office to building on Lake Weir Avenue as presented to Executive Committee on May 14, 2008.

In light of proposed budget reductions for FY 2008-2009 and the expiration of the current office lease on October 31, 2008, staff has investigated and prepared a cost analysis of options for office space. By relocating, the ELCMC will realize an annual cost savings of approximately \$17,600 for year one while maintaining approximately the same square footage. In addition, a reduction from \$12,211 (three month's rent) in lease security deposit to \$3,000 (one month's rent) will allow ELCMC to pay one-time relocation costs of \$7,000 without incurring additional out of pocket administrative expenditures. Over three years a minimum of \$40,010 will be saved by this option.

On May 12, 2008, the Finance Committee unanimously approved to forward the proposed action to the Executive Committee.

The Finance Committee requested staff pursue a five-year lease and secure annual increase amount for presenting to Executive Committee. Information has been acquired – five-year lease with annual increase of 3%.

On May 14, 2008, the Executive Committee unanimously approved as stated above.

On June 10, 2008, faxed letter was received by ELCMC staff from ELCMC Legal Counsel, Frank Amatea providing legal advice regarding the lease.

On June 18, 2008, ELCMC staff e-mailed potential landlord regarding the legal changes as noted on letter from Legal Council. A response from potential landlord was received that the changes would be made to the lease agreement.

The following documents were included for review: Cost comparison worksheet; e-mail dated May 12, 2008 from potential landlord; and e-mail dated June 18, 2008 from potential landlord.

Rusty Skinner moved and Mark Imes seconded the approval as stated above. The motion carried unanimously.

INFORMATION ITEMS

KPMG FY 2007 – 2008 Financial Monitoring Report

ELCMC received a financial monitoring through the OEL through a contract OEL has with KPMG. ELCMC has received a response from KPMG with no findings or concerns.

Media/Correspondence

The following Ocala Star Banner articles were included for review:

1. "Putting baby to bed safely is as easy as ABC" published June 9, 2008
2. "Free books for children" published June 12, 2008

OTHER BUSINESS

- The Personnel Committee will review procedures to conduct the performance evaluation for the Executive Director. The information will be provided to the Board of Directors when it becomes available.
- Yesterday, June 25, 2008, ELCMC received notification from OEL concerning the three-year review conducted July 2007. The review has been accepted by OEL. The next review will be conducted in July 2010.
- Scott Hackmyer at Fessenden ES contacted Roseann Fricks regarding the number of children enrolled in the summer programs. Fessenden ES had originally anticipated serving at least 40 children in their summer program. Due to the economy (parents unable to transport children to the school, etc.) Fessenden ES is serving 29 children. Roseann Fricks requested that Scott Hackmyer continue the summer programs in spite of not serving the number of children originally anticipated to serve. Since the funds have been allocated to the summer programs and the need for children to be in a summer program the Board agreed with Roseann Fricks that Fessenden ES continue the summer programs with the number of children currently enrolled.
- The Board received a Board Retreat "save the date" card. The Board Retreat will be held after the October 23, 2008 Board meeting.
- HB879 was introduced by State Representative Kurt Kelly on Early Learning. The Bill was signed by the Governor on June 24, 2008. Additional information will be available at a later time.
- On behalf of John Sotomayor's commitment to ELCMC during his term as a Board member, ELCMC is donating a children's book to the Marion County Children's Library in his honor.

PUBLIC COMMENT

No public comment.

Adjournment

Note taker: Tee Rosario

(Signature on file	8/28/08)
Approved by _____	Date