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www.elc-marion.org

EXECUTIVE COMMITTEE MEETING MINUTES

Date: January 13, 2010
Time: 8:30 a.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

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

MEMBERS ABSENT

Rusty Skinner (Personnel Committee Chair)

STAFF MEMBERS PRESENT

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

OTHER ATTENDEES

Brandi Cooney (Early Learning Manager, Childhood Development Services, Inc. (CDS))

CALL TO ORDER

Mark Imes called the meeting to order.

ROLL CALL

Tee Rosario announced the meeting had been properly noticed; she 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: December 2, 2009 Executive Committee Meeting Minutes; December 2009 Executive Director's Report; Wait List Report as of January 8, 2010; Children Served By Care Level for November 2009; Community Outreach Report for January 2010; and Materials Distribution List for December 2009.

The motion carried unanimously.

Discussion on the floor regarding finalizing the process for serving the children that were on the Wait List prior to mid December 2009. Brandi Cooney reported that there are approximately thirty more families to process their paperwork for SRS eligibility.

The number of children currently on the Wait List for SRS are parents/caregivers that applied since mid December 2009.

The Executive Committee thanked Brandi Cooney for CDS's efforts on the above noted.

ACTION ITEMS

Operating

November 2009 Financials

Requested approval of the financial reports for November 2009. Roseann Fricks reviewed the November 2009 financials in detail. The following reports include information for FY 2009-2010 through the month of November 2009: Income Statement; Balance Sheet; Monthly Billing Analysis July 1, 2009 through June 30, 2010; VPK Report; and 8-year school readiness slot comparison.

The November 2009 Financial Reports were included for review.

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

The Child Care Executive Partnership (CCEP) Board met yesterday, January 12th and awarded an additional \$18,300 to ELCMC as requested.

Program

Revised Provider Training Fee Policy & Procedure

Requested approval of revision of the Training Fee policy and procedure regarding returned checks and the collection of funds from a training participant after a check has been returned to ELCMC for insufficient funds. Revisions are indicated by strikethrough and red font. Judy Johnson discussed in detail.

On June 4, 2009 the Program/VPK Committee consented to ELCMC charging a nominal fee to child care providers who wish to attend ELCMC sponsored training.

On June 25, 2009, the Policy was presented to the ELCMC Board of Directors and approved.

On August 1, 2009, ELCMC began collecting fees for ELCMC sponsored training events.

In November 2009, ELCMC received the first returned check due to insufficient funds. Upon reviewing the procedure, staff is recommending the following revisions.

On January 7, 2010, the Program/VPK Committee consented to forward the above as amended to the Executive Committee for review and approval.

The draft Policy and Procedure for Provider Training Fee Collection with updates was included for review.

Donna Dodson moved and George Gibson seconded the approval as stated above. The motion carried unanimously.

DISCUSSION ITEMS

Board Terms

The Board Term Information sheet was distributed to the Executive Committee for review. Roseann Fricks discussed the Board Terms situation in detail. ELCMC is still receiving direction from AWI that all Board members need to have a four year term. This does not include Governor's appointees which are two, three and four year terms. Discussion on the floor. The Executive Committee requested that ELCMC legal counsel, Frank Amatea review the memo received from Michele Watson, AWI regarding Board terms and provide his legal opinion on any actions that need to be taken by ELCMC concerning the memo. The Executive Committee is interested in confirming that ELCMC is in compliance with F.S. 411.01. If ELCMC is not in compliance with F.S. 411.01, Frank Amatea should suggest the steps needed for ELCMC to be in compliance. Roseann Fricks will present information received from Frank Amatea at the February 2010 Executive Committee meeting.

Legislative Update

- Roseann Fricks attended the Association of Early Learning Coalitions (AELC) meeting in Orlando yesterday, January 12th.
 - It is anticipated that one Bill will be introduced that takes the VPK responsibilities currently under the Florida Department of Education (FDOE) and moves them over to AWI. The other part of the Bill takes the licensing and training portion from the Department of Children and Families (DCF) and also moves to AWI. The Bill has not been filed to date.
 - There is clean up language with another Bill for Early Learning Coalitions re: the procurement process.
- Representative Kurt Kelly continues to support the Early Learning Coalitions.
- The Early Learning Coalition Chairs will meet in Tallahassee in March 2010 and part of the goal will be an opportunity for the Chairs to meet with legislators.

INFORMATION ITEMS

RFP for SRS and VPK Services FY 2010 – 13 Update

The RFP for SRS and VPK Services was released on January 4, 2010 in accordance with the RFP Timeline. Notice of Intent is not required by responders. The RFP includes responders to notify Roseann Fricks of their interest in receiving a copy of the RFP. To date, ELCMC has received indication of interest from Childhood Development Services, Inc., Marion County Children's Alliance, ResCare, and several Early Learning Coalitions that will forward it to their current service providers. Another request was received this a.m.

Success By 6 Program Update

Elizabeth Moore discussed the SB6 Program Update. Highlights included:

- The next SB6 Leadership Council meeting will be held on Friday, January 15, 2010. The Leadership Council will be presented with the draft Agreement between United Way of Marion County (UWMC) and ELCMC. The major change in the Agreement is the funding for the next three years. If the Agreement is approved by the Leadership Council it will be presented at the February 2010 Executive Committee meeting. Once the Agreement is presented at the respective Executive Committee and Boards of the UWMC and ELCMC, ELCMC will make the final decision on the Agreement. The current Agreement expires on June 30, 2010.
- The pajama and book drive was a success. There were 2,818 pajamas and 3,222 children's books donated to children and teens residing in shelters and group homes in Marion County. The flyer of participants of the event was included for review.

- Two RFPs were completed and submitted to UWMC for the Caring through Cribs program in the amount of \$56,223 and for Imagination Library in the amount of \$43,520.
- SB6 was awarded \$6,250 from UWMC Endowment fund for the Powerful Parenting Series scheduled to begin in January 2010 through June 2010.
- The Caring through Cribs program continues to be offered. The program is being offered in partnership with Kids Central, Inc. The cribs are quickly being distributed to families that attend the class. A crib cost approximately \$80. Pack and Sacks are still available through SB6 for families in need of a crib until they attend the Caring through Cribs class.

Program/VPK Committee Update

Elizabeth Moore discussed the SB6 Update. Highlights included:

- The Provider Training Update summary from July 2009 to December 2009 was included for review. Seven trainings have been offered for the first half of the FY, 168 teachers/directors (duplicated) have attended the trainings with 100% positive evaluation outcome.
- The Accreditation Renewal and Conference/Training Registration Reimbursement Update were included for review. There are still funds available for both reimbursement options.
- Chris Sandy and Michelle Kernan from the Marion County School System will attend the next Provider Task Force meeting to help bridge the gap between VPK/early learning and kindergarten. The next meeting is scheduled for Tuesday, January 19, 2010.
- ELCMC received an honorable mention award for their gingerbread book entry at the Arnette House event in November 2009.

Letter dated 12/29/09 from CDS re: Annual Financial/Compliance Audit for FYE 6/30/09

Letter Dated December 29, 2009 from Duggan, Joiner and Company was included for review.

Media/Correspondence

The following Media/Correspondence were included for review:

- Ocala Star Banner article dated December 23, 2009 re: Grants awarded to area nonprofits.
- Ocala Star Banner article dated December 28, 2009 re: News and notes from the Marion business community from the January 2010 issue.
 - The Marion County Building Industry Association recently installed officers for 2010 including George Gibson.
 - Brenda Ford became an equity partner of accounting firm Crippen, Trice & Hornby, LLP effective January 1, 2010.

OTHER BUSINESS

- Roseann Fricks introduced Lindsay Dubose and Maclain Howse, Reps from KPMG (firm retained by AWI to provide monitoring services to Early Learning Coalitions) conducting a week long fiscal monitoring. This is their second consecutive year visiting ELCMC to conduct an audit. The contract for services by KPMG with AWI ends this year. This is the third year in a row that KPMG has provided monitoring services for AWI.
- Roseann Fricks and Sherry Doyle are meeting with KPMG reps tomorrow, January 14, 2010 for the exit monitoring interview. The Executive Committee was extended an invitation to attend the exit interview.
- United Way site visit for ELCMC's FY 2010 - 2011 funding request for match will be in February 2010 at United Way. Roseann Fricks will contact Board members for their interest in participating in the site visit.
- Roseann Fricks discussed the situation with Kids Zone with the Executive Committee.
- George Gibson discussed his safety concerns in regards to ELCMC staff while in the office. Discussion on the floor. Roseann Fricks requires staff to leave the office by 5:30 p.m. unless, there is a training scheduled in which at least two staff are required to be in the office. Mark Imes recommended the use of a surveillance camera or that staff leave the office with their cell phone readily available.
- Information on the Annual Kindergarten Readiness Scores was distributed and discussed by Roseann Fricks.
 - Detailed information will be presented to the SB6 Leadership Council at their upcoming meeting to assess to insure the attendance zones with the most need are receiving services through SB6 dependent on available funding.
- One of the items being discussed on behalf of ELCMC with the Marion County School Board is to attempt to pilot where children entering the school readiness or VPK program receive a student identification number. Teachers will have educational background information on the children when they enter kindergarten. Roseann Fricks will keep the Executive Committee informed of the progress.
- Mark Imes discussed that Independent Bank is closing their 14th Street office (3400 square feet) on March 31, 2010. The building will be leased to a non profit organization for \$500 monthly (\$1000 in-kind donation) until December 2011.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

Approved By

(Signature on file) February 10, 2010
Signature Date