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[www.elc-marion.org](http://www.elc-marion.org)

## EXECUTIVE COMMITTEE MEETING MINUTES

Date: October 14, 2009  
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 (Childhood Development Services, Inc. (CDS) Early Learning Manager) via conference call

### 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 Donna Dodson seconded the approval of the Consent Agenda.* The Consent Agenda includes: September 9, 2009 Executive Committee Meeting Minutes; September 2009 Executive Director's Report; August 2009 Financials; School Readiness Program Enrollment Report as of August 2009; Children Served By Care Level for August 2009; Wait List Report as of October 6, 2009; Community Outreach Report for October - November 2009; and Materials Distribution List for September 2009.

*The motion carried unanimously.*

- As of October 13, 2009, there are 2,035 children in the VPK program. The target number in Marion County of children to be served in the VPK program is 2,078.
- There are two faith-based child care providers that are finalizing the process to become VPK providers.
- In the state of Florida, 85% of the VPK providers are private; 15% are public schools.
- There are nine Marion County Public elementary schools providing the VPK program during the fall session.
- As of October 6, 2009, there are 959 children on the wait list for school readiness services.
  - As per Brandi Cooney at CDS, parents of children that have been on the wait list for school readiness services have until Friday, October 16, 2009 to contact CDS for Services.
- The One Stop Workforce Connection has applied for a second grant to continue to assist parents with child care costs.

### ACTION ITEMS

#### **Operating**

#### **Executive Director's Performance Evaluation**

Finalized discussion on the performance of the Executive Director during 2008 – 2009 FY (July 1 – June 30). Mark Imes led a discussion concerning salary for 2009 – 2010 FY. A recommendation as approved by the Executive Committee will be presented at the October 22, 2009 Board meeting.

#### **Revised Receipt of Funds Policy**

Requested approval of revisions to the Receipt of Funds policy contained in ELCMC's Fiscal Policy & Procedure manual approved by the Board of Directors on June 25, 2009.

On June 25, 2009 the Board voted to adopt the Provider Training Fee policy as proposed by the Program/VPK Committee. As this policy involves the collection of training fees by cash, check and online payments through the ELCMC's website utilizing PayPal, updated procedures outlining the proper handling of these and other funds received by the ELCMC are necessary in order to ensure proper internal controls are in place.

The revised Receipt of Funds Policy was included for review.

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

### **Child Care Executive Partnership (CCEP)**

Requested approval to substitute the CCEP Program Policy approved in June 2008 by the ELCMC Board of Directors for the Agency for Workforce Innovation (AWI) guidance as amended and enforced.

1. Employer enters into an agreement for a specific financial commitment for the CCEP program. For example, an employer agrees to contribute \$5,000 towards child care costs for their employees. The CCEP Act, once approved by their Board of Directors, matches that commitment dollar for dollar.
2. Currently an employer (child care provider) has exceeded the amount in that agreement for this fiscal year.
3. Additional funds are currently not available through the CCEP Board. It is anticipated additional CCEP funds can be requested in January, 2010.
4. In order to avoid children not receiving services (thereby potentially negatively affecting employment of the parent), ELCMC has directed CDS to determine if these children are eligible to continue to receive services through a different OCA.
5. By implementing this procedure, the other employers in Marion County who are participating in this program and have not exceeded their financial commitment, are able to continue to receive the state dollar-for-dollar match for assisting employees with child care costs.

For example:

Business A enters into an agreement for \$5,000 for this fiscal year. Those funds are matched by the CCEP Board of Directors.

Business B enters into an agreement for \$3,000 for this fiscal year. Those funds are matched by the CCEP Board of Directors.

As of the end of September 2009 Business A has spent \$5,000 on childcare for employees, so no additional CCEP funds are currently available for these children through this agreement.

As of the end of September 2009 Business B has spent \$500 on childcare for employees, having a balance of \$2,500 available for these children this fiscal year.

Current policy states that ELCMC would use the \$2,500 from Business B to supplement Business A child care costs. This would potentially negatively impact Business B by not having enough CCEP funds available for child care if Business B requires additional funds in the fiscal year before ELCMC can request (if permitted) additional funds for this fiscal year from the CCEP Board of Directors de-ob/re-ob process.

The Policy and procedure for families/children receiving services through the CCEP Program in Marion County, approved June 26, 2008 was included for review.

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

### **DISCUSSION ITEMS**

#### **First Call for Help (FCFH) RFP**

Roseann Fricks thanked George Gibson and Brenda Ford for participating in the site visit at CDS as required by United Way of Marion County (UWMC).

As per Mark Imes, the UWMC Executive Committee met last week and approved a recommendation to award the FCFH program. The UWMC Board will meet next week for final approval of the FCFH program.

#### **990 Questionnaire**

ELCMC staff has basic samples of the 990 Questionnaire and will be working with Brenda Ford to finalize a 990 Questionnaire that ELCMC Board members will complete.

#### **Board Member Terms**

As discussed at the September 9, 2009 Executive Committee meeting, to date, Roseann Fricks has not received a response from Michelle Watson at AWI regarding the Board member term issue. This item will continue to be noted on the Executive Committee agenda as an official record that ELCMC continues to communicate with AWI for clarification on Board terms per the direction of AWI. ELCMC remains in compliance with their By-Laws.

## **INFORMATION ITEMS**

### **2009 - 2010 Match Funds for School Readiness**

E-mail communication dated September 29, 2009 from Roseann Fricks to the Board members was included for Board members regarding match funds for school readiness services for FY 2009 – 2010.

### **9<sup>th</sup> Annual Children First Breakfast**

The 9<sup>th</sup> Annual Children First Breakfast event will be held on November 17, 2009 at 7:30 a.m. at the Holiday Inn. The keynote speaker is Dr. Wil Blechman; he will be addressing the benefits of meeting the needs of early learning for the economic success of the community. Tickets for the Breakfast are available for \$10 each.

### **AWI Director's Announcement**

E-mail communication dated September 9, 2009 from Cynthia Lorenzo, Director at AWI was included for review. The announcement was made that Cathy Schroeder is AWI's Chief of Staff.

### **Our Mission is Serving Children – YouTube.com**

Video was shown.

### **Times Digest article dated September 20, 2009 – Push to Improve Early Learning Programs**

Newspaper article dated September 20, 2009 from Times Digest was included for review entitled Push to Improve Early Learning Programs.

## **OTHER BUSINESS**

- Roseann Fricks attended the Florida Chamber meeting in Orlando on October 12<sup>th</sup> and 13<sup>th</sup>. For the first time, the Florida Chamber discussed early learning issues.
- After the last ELAC (Early learning Advisory Council) meeting that Roseann Fricks attended with Mark Imes, Roseann Fricks has met with Representative Kelly twice to discuss VPK and quality early learning.
- ELCMC is in year three of the RFP for services with CDS for school readiness, VPK and CCR&R services. Roseann Fricks is creating a timeline for the RFP for Services and will make information available at the November or December 2009 Executive Committee meeting. The RFP for Services can be released December 10, 2009.
- Elizabeth Moore discussed the swine flu flyer distributed for review. Different locations throughout Marion County will be offering the swine flu shot. The flyer will be distributed to child care providers for the families they serve.

## **PUBLIC COMMENT**

None

## **ADJOURNMENT**

*The meeting adjourned with no further discussion.*

Note taker: Tee Rosario

Approved By

Signature on file \_\_\_\_\_ 11/20/09  
Signature \_\_\_\_\_ Date