



3304 SE Lake Weir Avenue, Suite 2  
Ocala, FL 34471  
352-369-2315 FAX 352-369-2475



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

## BOARD MEETING MINUTES

Date: October 22, 2009  
Place: ARC Marion, 2800 SE Maricamp Rd., Board Room, Ocala  
Time: 8:30 a.m.

### **MEMBERS PRESENT**

Ayesha Fuhr, Bill D'Aiuto, Brenda Ford, Mark Imes, Commissioner Barbara Fitos, Donna Dodson, Marsha Carpenter, Judy Johnson, Lola Gonzalez, Mary Beth Kyle, Roberta Brant, Cheri Erskin, Chris Sandy, Gwen Wilson, Daniel Jaime, Pastor John Delcamp, Thelma Griffith

### **MEMBERS ABSENT**

Angie Lewis, Dr. Nate Grossman, George Gibson, Pam Michell, Rusty Skinner, Mike Jordan

### **STAFF MEMBERS PRESENT**

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

### **GUESTS**

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

### **CALL TO ORDER**

Mark Imes called the meeting to order.

### **ROLL CALL**

Tee Rosario announced that this meeting was properly noticed; she called roll and a quorum was present.

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

Video was shown. The Board of Directors requested the link to the video be e-mailed to them to share with other individuals.

### **CONSENT AGENDA**

*Donna Dodson moved and Judy Johnson seconded the approval of the Consent Agenda.* The Consent Agenda includes: August 27, 2009 Full Board Meeting Minutes; August 27, 2009 Annual Meeting Minutes; August and September 2009 Executive Director's Report; August 2009 Financials; Children Served By Care Level for August and September 2009; School Readiness Program Enrollment Report as of July and August 2009; Wait List Report as of October 16, 2009; Community Outreach Report for September – November 2009 and; Materials Distribution List for August and September 2009. *The motion carried unanimously.*

There are currently 2,058 children served in the VPK program. The goal in Marion County is to serve 2,078 children in the program. It is anticipated that 75 children will be removed from the waitlist for school readiness services next week.

### **ACTION ITEMS**

#### **Operating**

#### **ELCMC By-Laws Revision**

Requested approval of the modifications of the By-Laws recommended by the By-Laws Committee on August 3, 2009 and amended at the September 9, 2009 Executive Committee meeting. Judy Johnson discussed the By-Laws revisions in detail.

On May 13, 2009, the Nominating Committee met and recommended that ELCMC staff re-evaluate the responsibilities and duties of the Treasurer and Secretary as stated in the ELCMC By-Laws under section 5.2.

as approved by the Board in August 2006 and make a recommendation to the Executive Committee for revision purposes.

On August 3, 2009, the By-Laws Committee met and Judy Johnson made the following recommendations (additions are underlined and deletions are strikethrough) in Section 5.2. Officers of the Coalition:

Section 5.2. OFFICERS OF THE COALITION

5.2.1. The Chair shall preside at all meetings of the Coalition. The Chair shall appoint, with the approval of the Coalition, chairs of all committees and perform such other duties as prescribed by the Coalition.

5.2.2. The Vice-Chair shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as ~~may be designated when called upon~~ by the Chair or in the absence of a gubernatorial appointment of the Chair.

5.2.3. The Treasurer shall ~~keep~~ cause to be maintained an account of monies received and expended for the use of the Coalition and should make a report at the annual meeting or when called upon by the Chair. The Treasurer will also ensure an independent audit is conducted on an annual basis. The Treasurer shall preside at all Board meetings of the Coalition in the absence of the Chair and Vice Chair and Secretary and perform all such duties usually pertaining to the office of the Treasurer. Serve in any capacity as designated by the Chair.

5.2.4. The Secretary shall ensure that notice required by these bylaws is given and keep records of all proceedings of the Coalition. The Secretary ~~may~~ shall perform any other duties incident to the Office of Secretary or assigned by the Chair of the Coalition. The Secretary shall preside at all Board meetings of the Coalition in the absence of the Chair, Vice Chair and the Treasurer and perform all such duties usually pertaining to the office of the Secretary. Serve in any capacity as designated by the Chair.

Tee Rosario will announce at the start of ELCMC meetings "This meeting has been properly Noticed".

The modifications to the By-Laws were forwarded via e-mail to Carol Eurton and Judy Johnson for their review and feedback to Roseann Fricks before presentation to the Executive Committee.

On August 10, 2009, Carol Eurton responded via e-mail to Roseann Fricks that the By-Laws were fine.

The Executive Committee meeting was canceled due to conflicting appointments of the Officers.

On August 18, 2009, Judy Johnson responded via e-mail to Roseann Fricks with input on the By-Laws. The By-Laws were revised with Judy Johnson's revisions.

On September 9, 2009, the Executive Committee unanimously approved the revised By-Laws as amended stated below:

*under 5.2.4.: The phrase "and the Treasurer" was deleted.*

5.2.4. The Secretary shall ensure that notice required by these bylaws is given and keep records of all proceedings of the Coalition. The Secretary ~~may~~ shall perform any other duties incident to the Office of Secretary or assigned by the Chair of the Coalition. The Secretary shall preside at all Board meetings of the Coalition in the absence of the Chair, Vice Chair ~~and the Treasurer~~ and perform all such duties usually pertaining to the office of the Secretary. Serve in any capacity as designated by the Chair.

On October 6, 2009, the revised By-Laws were sent to the Board of Directors via e-mail for their review as stated in the ELCMC By-Laws.

The By-Laws revised August 18, 2009, updated September 9, 2009 were included for review.

The word "and" noted in bold, will be included under Section 5.2.4. The Secretary ...absence of the Chair **and** Vice Chair ... pertaining to the office of the Secretary.

*Donna Dodson moved and Brenda Ford seconded the approval as stated above as amended. The motion carried unanimously.*

A final copy of the By-Laws, as approved today, will be sent via e-mail to the Board members.

### **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 ELCMC's website utilizing PayPal, updated procedures outlining the proper handling of these and other funds received by ELCMC are necessary in order to ensure proper internal controls are in place.

On October 14, 2009, the Executive Committee unanimously approved as stated above.

The revised Receipt of Funds Policy was included for review.

*Mary Beth Kyle moved and Brenda Ford 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 State (AWI) guidance as amended and enforced.

The current situation requires rescinding the policy adopted by the Board in June 2008.

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 Child

Care Executive Partnership 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.

On October 14, 2009, the Executive Committee unanimously approved as stated above.

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

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

## **Programming**

### **Final Monitoring Plan Update**

Requested approval of the Monitoring Plan for FY 2009 – 2010. Judy Johnson discussed in detail. AWI (Agency for Workforce Innovation) conducted an audit through KPMG the week of March 23, 2009.

The draft monitoring report was received and made available upon request to the ELCMC Board of Directors at the April 23, 2009 meeting.

On June 25, 2009, the Full Board unanimously approved the KPMG final monitoring report and ELCMC response. The ELCMC final monitoring response report incorporates all recommendations of the KPMG monitoring report.

On July 8, 2009, the Executive Committee requested that the Monitoring Plan for FY 2009 – 2010 be referred to the Program/VPK Committee for initial review and then recommendations forwarded to the Executive Committee. The Monitoring Plan for FY 2009 – 2010 was included for review.

On July 9, 2009, the draft Monitoring Plan for FY 2009 – 2010 was distributed to the Program/VPK Committee for review. The Program/VPK Committee made the following recommendations to the draft Monitoring Plan for FY 2009 – 2010:

- Page 2 – eliminate the word “Daily” and move items (Coalition Process Monitoring (monitoring all coalition activities to determine if improvement is needed • Monitoring Coalition website as needed to verify accuracy of all information)) to Weekly or Monthly section.
- Page 2 – eliminate the “Semi-Annually” section since it is included under the Sub-recipient Monitoring Outline.
- Page 4 – under Sub-recipient Monitoring Activities, change *Quality Assurance Director to Executive Director* will notify the Coalition’s Board of Directors if any concerns arise that continue to affect the quality of services being delivered to the children and families in the service area.

The Program/VPK Committee came to a consensus to forward the Monitoring Plan as amended to the Executive Committee for review and approval.

On September 9, 2009, the Executive Committee unanimously approved as stated above.

The draft Monitoring Plan for FY 2009 – 2010 was included for review.

*Judy Johnson moved and Mary Beth Kyle seconded the approval as stated above. The motion carried unanimously.*

At the August 2009 Market Days, staff distributed the draft school readiness Monitoring Tool to child care providers in attendance. Staff requested input/feedback on the tool from the child care providers that attended Market Days. At the September 2009 Market Days, the final school readiness Monitoring Tool was distributed to child care providers.

Elizabeth Moore will discuss with her Provider Task Force options on other means of communicating information to the child care providers.

## **DISCUSSION ITEMS**

### **First Call for Help RFP**

Mark Imes discussed that United Way of Marion County (UWMC) awarded the Heart of Florida United Way in Orlando the funds for the First Call for Help program. Heart of Florida United Way has a 211 program which is a one stop source of referrals. They answer calls 24/7 by highly trained bilingual operators to connect the community with child care, affordable housing, food, rent assistance, help with a disabled or elderly family member, and much more.

In the Heart of Florida United Way's response to the RFP, they offered a full time person dedicated to Marion County and a part time person working in Marion County to work with local providers to see what services are available. If there's a disaster in Marion County it gives the ability to have the 211 service available for recovery. ELCMC responded to the RFP for First Call for Help. The child care resource & referral program at CDS was going to be used in conjunction with First Call for Help.

### **Marion County Public School (MCPS) Report**

Chris Sandy's report includes:

- The data on pre-k/early childhood available reports that if those children attended a MCPS preschool program at that time, 97% of those children passed the third grade FCAT (Florida Comprehensive Assessment Test®).
- The MCPS is looking at the drop out rate data to see if those children received early childhood education.
- The MCPS in partnership with ELCMC are piloting a VPK progress monitoring assessment tool. The MCPS trained three of their sites involved in the pilot program. The children in the program will be monitored three times a year in print knowledge, phonetic awareness and math skills. The pilot program will begin as a voluntary participation in the fall 2010.
- MCPS is going to create a new blended program model of VPK and ESE (Exceptional Student Ed). In school year, 2010 – 2011, the VPK children will be with ESE/handicap children in an inclusion model.
  - Cheri Erskin discussed that her center, Together for Children, already has blended children in her VPK classrooms.

## **INFORMATION ITEMS**

### **Marion Legislative Delegation Meeting**

Save the Date - the Marion County Legislative Delegation Meeting will be held November 17, 2009 from 1:00 pm - 6:00 pm at the Klein Conference Center at Central Florida Community College.

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

E-mail communication dated September 29, 2009 from Roseann Fricks to the Board members was included for review.

### **Success By 6 Update / 9<sup>th</sup> Annual Children First Breakfast**

#### **• Second Annual Pajama and Book Drive**

The Second Annual Pajama and Books for Bedtime flyer was included for review and distribution to the community. The event has been renamed to include the Book Drive as well because of the partnership with the Marion County Public Library (MCPL). Some of the drop off sites include the MCPL, Ocala Civic Theater and ARC Marion. KTK radio station is also participating in the event. Included for review was media information regarding the Pajamas and Book drive.

#### **• Imagination Library**

Over 300 children are enrolled in the program. Funds are available through December 2009 due to the funds (\$3,000) awarded from Target.

#### **• Caring through Cribs**

Kids Central, Inc. funded cribs for the Caring through Cribs program. To date, 82 parents/caregivers have received the SIDS education and crib along with a onesie, and two crib sheets.

#### **• Powerful Parenting**

There are approximately 20 - 30 parents/caregivers attending the Powerful Parenting classes offered monthly.

- **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.

**Letter dated August 18, 2009 from AWI re: Annual Eligibility & Fraud Prevention Review**

Letter was included for review.

**Media/Correspondence**

- **University of Florida**

Letters from the University of Florida dated August 26, 2009 and September 9, 2009 were included for review.

- **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.

- **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.

**ACTION ITEM**

**Executive Director's Performance Evaluation**

Mark Imes discussed the Executive Director's performance evaluation. The Executive Committee went through a process to review the Executive Director's performance evaluation. The Executive Committee provided their input/comments to the template and rated each category. Some of the categories included: administration of the organization, Board and staff relation, what is being achieved in the community and results achieved, and impact at the state level. The input from the Executive Committee were rated at a score of 4 or 5. Roseann Fricks has an outstanding reputation throughout the state. She has assumed leadership roles with various Boards locally and is currently serving as the vice-chair of the State Association of Early Learning Coalitions. The Board approved a 2.5% salary increase retroactive to July 1, 2009 plus a \$5,000 bonus.

**OTHER BUSINESS**

- In Marion County, the QRIS (Quality Rating Information System) is not a discussion item at this time. The Office of Early Learning (OEL) is looking at options regarding the QRIS. They have hired Dr. Jennifer Park to review options. Roseann Fricks will keep the Board posted.
- The Board received information on the Barnes and Noble fundraiser. The event will be held from November 16<sup>th</sup> through the 20<sup>th</sup>. A percentage of the purchases made at Barnes and Noble during the 16<sup>th</sup> through 20<sup>th</sup> will benefit ELCMC. ELCMC is seeking celebrity readers to read to children during the fundraiser.
- Elizabeth Moore discussed the Swine Flu vaccination schedule in Marion County.
- Handout distributed from Cynthia Lorenzo at AWI dated October 16, 2009 regarding the reporting conducted supporting the funds available under the Recovery Act.
- The Board members received the ELCMC 2008 – 2009 Annual Report distributed to the community; it is a condensed version of the first annual report they received at the August 2009 meeting.
- In the month of October 2009, four child care sites went out-of-business. Children receiving the VPK program at said sites are receiving the program at other child care sites.

**PUBLIC COMMENT**

No public comment.

**Adjournment**

*The meeting adjourned with no further discussion.*

Note taker: Tee Rosario

(signature on file) \_\_\_\_\_ 12/10/09  
Approved by \_\_\_\_\_ Date