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In partnership with



www.elc-marion.org

Success By 6 (SB6) Partnership Agreement Committee Meeting Minutes

Date: October 27, 2009
Time: 10:00 a.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

Tom Dewey (SB6 Vice Chair), Toni James, Chris Sandy

MEMBERS ABSENT

Jane Fontaine

STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Teresita Rosario (Support Services Director)

OTHER ATTENDEES

Maureen Quinlan (United Way of Marion County (UWMC) President), Amber Stinski (Elementary Education of the Marion County Public Schools)

CALL TO ORDER

Tom Dewey called the meeting to order.

ROLL CALL

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

Committee Chair Election

Chris Sandy moved and Toni James seconded the approval to elect Tom Dewey as Chair of the SB6 Partnership Agreement Committee. The motion carried unanimously.

MEETING MINUTES

Toni James moved and Chris Sandy seconded the approval of the SB6 Partnership Agreement Committee Meeting Minutes from June 4, 2006. The motion carried unanimously.

DISCUSSION ITEM

Agreement between United Way of Marion County, Inc. and Early Learning Coalition of Marion County, Inc.

The Committee met to review and modify the Agreement that expires June 30, 2010. The recommendations of today's meeting will be presented at the various committees and Boards of the UWMC and ELCMC. Maureen Quinlan and Roseann Fricks met previously regarding the Agreement. The following revisions were recommended by the Partnership Agreement Committee: noted in bold strikethrough and underline:

A. The purpose of this Agreement is to continue the Success by 6 initiative originally funded by Bank of America through the United Way of America (~~now known as United Way WorldWide~~). This Agreement supersedes and amends the previous Agreement entered into by the parties.

B. Locally the Success By 6 ~~initiative is sponsored by a partnership initiative of United Way WorldWide and United Way of America~~ **Marion County, Inc.** and operated by the Early Learning Coalition of Marion County, Inc.

C. Both parties desire to have the Success by 6 initiative continue in Marion County. In 2005 the parties entered into an agreement for this purpose.

Now, therefore, both parties agree:

1. That a Leadership Council shall continue to exist for the Success by 6 initiative. The initiative must be governed by a multi-sector Leadership Committee whose membership includes representatives from the business, government, and non-profit sectors. The Leadership Council will be comprised of not less than eight (8) and no more than twelve (12) members.

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.

3. The purpose of the Leadership Council is to establish goals, objectives, mission and vision of Success by 6 to ensure that the following principles as outlined in Exhibit A per United Way ~~of America~~ WorldWide are met:

- Success By 6 will work collaboratively. United Way of Marion County, Inc. and the Early Learning Coalition of Marion County, Inc. will share responsibility and accountability for the initiative's success.
- Success By 6 will be outcome-focused.
- Success By 6 will pursue community change that benefits specific populations of children in Marion County. Here 'community' is defined by geography.
- Success By 6 will measure its impact. Success By 6 measures outcomes and improvements in community or state-wide systems. A measurement plan includes: 1) targeted outcomes/improvements, 2) indicators of success in achieving the outcomes/indicators, and 3) data collection protocol.

~~54.~~ Incorporated as a part of this agreement are the licensing requirements of Success By 6 as mandated by United Way ~~of America~~ WorldWide. (Attached as exhibit A) Quarterly reporting to the United Way of Marion County is a part of this agreement. (attached as exhibit A) *(Exhibit A is the licensing requirement for the use of the name Success By 6 – Geraldine Lochren will conduct the on-line research of the licensing requirement to include with the Agreement.)*

~~45.~~ The annual budget for Success by 6 will be developed by the Leadership Council based on the goals, objectives, mission and vision and recommended to the United Way of Marion County, Inc., board of directors for approval. United Way of Marion County Board may recommend changes to the budget for consideration by the Early Learning Coalition of Marion County Board. The budget will then be presented to the Early Learning Coalition of Marion County, Inc., which will have final approval of all budgetary matters.

6. United Way of Marion County, Inc. will continue to contribute the following:

(a) The logo for Success by 6 and authorization for its use.

(b) Financial support as recommended by ELCMC and approved by the two Boards no less than \$20,000.00 to be based on budget submitted each year of ~~\$20,000.00~~ for fiscal years ~~2007—2010~~ 2011 - 2014. Early Learning Coalition of Marion County will invoice United Way of Marion County in July of each year for said funds.

~~(c) Equipment originally purchased by the Success by 6 initiative with funds provided by Bank of America.~~ Promotional and marketing activities to enhance the objectives of Success By 6.

(d) Use of the "Breakfast with the United Way Online" for informational purposes of Success by 6 and the national resources of Success by 6.

(e) Use of the "Breakfast with the United Way Online" for informational purposes of Success by 6 and the national resources of Success by 6.

7. The Early Learning Coalition of Marion County, Inc. will continue to:

(a) Contribute office space for Success by 6 together with needed daily office supplies.

(b) Contribute financial support for the program as approved by the Early Learning Coalition of Marion County, Inc., board of directors.

(c) Employ and supervise appropriate staff for Success By 6 approved in the annual budget.

(d) Provide annual financial audits conducted by an independent auditing firm with the Success by 6 initiative identified as a separate programmatic funding stream. A copy of the audit will be presented to United Way of Marion County ~~Executive Committee~~ within 30 days after submission of said audit to the State of Florida, but no later than May 1st of each year.

(e) Provide quarterly updates to the United Way of Marion County Board.

8. The Early Learning Coalition of Marion County staff and United Way of Marion County, Inc., will cooperate to develop and pursue additional financial resources for Success by 6.

9. Either party can withdraw from this agreement with thirty (30) days' written notice. If this occurs, Early Learning Coalition of Marion County will complete and submit a full accounting disclosure of funds. Any remaining funds will be submitted to the appropriate funder.

10. If funding to run the Success By 6 program is not available to the Early Learning Coalition of Marion County, Inc. there will be no obligation with either party to continue the Success by 6 initiative.

11. Effective date: July 1, ~~2007~~ 10.

12. NOTICES:

Early Learning Coalition of Marion County, Inc.
~~1320 S. E. 25th Loop, Suite 101~~ 3304 SE Lake Weir Avenue, Suite 2
Ocala, FL 34471

United Way of Marion County, Inc.
1401 N. E. 2nd Street
P. O. Box 1086
Ocala, FL 34478

- ELCMC is responsible for determining the budget to operate the Success by 6 initiative and submit that information to UWMC for recommendations. ELCMC has the final budget approval for implementation of the Success by 6 initiative.
- UWMC has continued to contribute \$20,000.00 annually without an increase. The Leadership Council continues to have greater and higher expectations without the flexibility of UWMC providing additional funds for the Success By 6 initiative.
- The SB6 Coordinator continues to receive an annual performance evaluation salary increase and ELCMC continues to sustain the Success By 6 initiative by allocating the funds necessary to continue the program.
- Geraldine Lochren's salary and benefits are approximately \$42,000 - \$44,000. ELCMC contributes approximately \$30,000 towards Success By 6 which includes the remainder of her salary (and other administrative items, ex. space, computer, travel reimbursement, etc.) and benefits after the UWMC funds and approximately \$11,654 towards in-kind/match for Success By 6.
- ELCMC will present the need for additional funding as needed on a yearly basis for possible increase by UWMC.
- The Committee will receive the draft Agreement with today's revisions for review and the opportunity to provide additional input as needed to Roseann Fricks.
- Roseann Fricks will check whether or not the UWMC financial audit has to be presented to the ELCMC Board.
- It is anticipated that a follow-up Committee meeting will be scheduled for mid-November 2009 to finalize the draft agreement for presentation to the Success by 6 Leadership Council and the committees and board of UWMC and ELCMC.

PUBLIC COMMENT

None

Adjournment

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

Approved By

<u>Signature on file</u>	<u>11/24/09</u>
Signature	Date