



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

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EXECUTIVE COMMITTEE MEETING MINUTES

Date: November 12, 2009
Time: 8:30 a.m.
Location: 3304 SE Lake Weir Avenue, Suite 2, Ocala

MEMBERS PRESENT

Mark Imes (Chair), Rusty Skinner (Personnel Committee Chair) via conference call, Judy Johnson (Treasurer), George Gibson (Secretary), Donna Dodson (Past Vice Chair)

MEMBERS ABSENT

Brenda Ford (Vice 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

Roberta Brant (ELCMC Board and IT Committee member), 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 the meeting had been properly noticed; she called roll and a quorum was present.

CONSENT AGENDA

Judy Johnson moved and George Gibson seconded the approval of the Consent Agenda. The Consent Agenda includes: October 14, 2009 Executive Committee Meeting Minutes; October 2009 Executive Director's Report; September 2009 Financials; School Readiness Program Enrollment Report as of September 2009; Wait List Report as of November 6, 2009; Community Outreach Report for November - December 2009; and Materials Distribution List for October 2009. The motion carried unanimously.

- o An additional 200 children are being removed from the wait list for school readiness services. As per Brandi Cooney, the parents of the 200 children being removed from the wait list have been notified. The number of children placed in service will be available the week of November 16th.
- o The number of children enrolled in the VPK program in Marion County has exceeded the funded allocated number from the state. The state allocation of children to be served for FY 2009 – 2010 is 2,078 and the last number reviewed shows 2,112 children served in the VPK program. Mark Imes will be discussing the VPK children enrollment numbers and funding requirements at the Legislative Delegation meeting on November 17th at the Klein Conference Center at CFCC.
- o Four small business child care providers went out of business in Marion County in October 2009. These child care providers were also offering the VPK program.
- o ELCMC staff conducted the financial analysis of CDS's overall spending during the first quarter. An e-mail was sent to CDS notifying them that their spending for the first quarter was 27.41%. Specific expenditures were broken down into percentages. The highest expenditure was 60.73% for VPK administration. CDS responded to ELCMC via e-mail on November 4th indicating that they had evaluated expenditures and at this point they had sufficient funds for the remainder of the year.

ACTION ITEM

Improving Customer Service

The IT Committee met in July 2009 to discuss the needs of parents and child care providers concerning modifying the current process of determination of eligibility for the school readiness program.

The goal is to improve customer service for the parent and the provider by:

- Implementing a program that is customer friendly for the parent in completing required paperwork for eligibility determination and eligibility re-determination, allowing the parent to complete and submit the paperwork when it is convenient for them and around their work schedule.
- Decrease the amount of time a parent needs away from work for school readiness program eligibility determination and eligibility re-determination thereby meeting the needs of the parent and employer
- Reduce allocation of funds necessary for school readiness eligibility determination thereby potentially re-allocating some of those funds to direct services for children

After receiving two quotes (previously forwarded to Executive Committee members) for creation of a web-based school readiness software program the IT Committee met on October 30, 2009. This software program will allow parents to securely complete the school readiness eligibility and re-eligibility process via the internet.

On October 30, 2009, the IT Committee met and unanimously approved ELCMC entering into an agreement with Sun Digital, Inc. for creation of the web-based school readiness eligibility software.

Discussion on the floor. The following questions were raised: Will the software be proprietary? How will it be hosted? What will the maintenance cost be? How does it line up with ELCMC requirements via AWI? What are the needs of ELCMC in regards to the above item? Conduct research on the vendors including their capabilities and qualities.

Donna Dodson will provide Roseann Fricks with specific questions today, November 12, 2009 in the afternoon. Roseann Fricks can forward the questions to Jim Bolain by tomorrow possibly having an IT Committee meeting next week.

Judy Johnson moved and George Gibson seconded the approval to refer this discussion item back to the IT Committee for additional clarification and authorize the IT Committee to direct staff to proceed if that is the appropriate move to take. The motion carried unanimously.

The funds for the recreation of web-based school readiness eligibility software will come from the Quality funds. The Executive Committee approved the IT Committee to move forward with this project (contracting and expenditure of funds up to \$47,500) once all questions have been answered.

DISCUSSION ITEMS

FY 2009 – 2010 Fiscal Analysis

Discussed under the Consent Agenda.

Monitoring Activity Update

Nasseam McPherson James discussed the monitoring activity report. Highlights include:

- To date, 23 VPK child care provider sites have been monitored.
 - 65% of said sites scored at 90% or above.
 - The ELCMC goal is 100% compliance from all sites after the follow-up visit.
- Over 300 school readiness files have been monitored.
 - AWI requires that Marion County monitor approximately 120 school readiness files per FY.
- Brandi Cooney stated that for FY 2008 – 2009, CDS randomly monitored school readiness parent files to determine eligibility.
- At the last quarterly review of CDS, ELCMC reviewed the following including the preliminary compliance rate:
 - School readiness providers – 95%
 - Health and Safety – 100%
 - School readiness and VPK eligibility – 81.03%
 - Contract between ELCMC and CDS for FY 2009 – 2010 – 89%
 - Human resources files – 50%
 - There were a few local background screenings missing from files.
 - CDS has the opportunity to provide additional documentation regarding the above.
- AWI is conducting a monitoring visit in December 2009.
 - Roseann Fricks notified Judy Johnson and Mark Imes of the monitoring visit in December 2009 in the event AWI requests to interview Board members.

FY 2010 – 2011 Services

- Roseann Fricks discussed that ELCMC is releasing an RFP for school readiness and VPK services this FY for services for FY 2010 – 2011.
- CDS is providing detailed information of their expenditures for the above services.
- Currently, ELCMC pays \$27,500 for IT services at CDS per FY

FY 2010 – 2011 Legislative Budget Requests

- For FY 2010 – 2011 the VPK requirements submitted to legislators is \$780,384,057.
- The current VPK deficit for FY 2008 – 2009 that was paid from FY 2009 – 2010 is \$8.3 million.
- The projected increase due to the enrollment in the state of Florida for FY 2009 – 2010 requires an additional \$9.5 million.
- For FY 2010 – 2011, the state anticipates an additional \$22.5 million needed to cover the VPK program.
- The Association of Early Learning Coalitions (AELC) met and their legislative priorities are going to coincide with the above.
- AELC's other legislative priority is to streamline the state agencies that oversee early learning.

INFORMATION ITEMS

Board Member Terms

AWI will be releasing a legal opinion memo regarding the board member term requirements.

Program/VPK Committee Report

Judy Johnson discussed the Program/VPK Committee Report. Highlights include:

- The Committee viewed the Change the First 5 Years and You Change Everything YouTube video.
- Nasseam McPherson James discussed the VPK update.
- Reviewed the market days evaluation completed by child care providers; approximately 95% of the child care providers view market days as a productive and positive experience.
 - The days and times of market days are being analyzed to possibly reduce. There are less child care providers attending the second market day.
- Barnes & Noble (B&N) fundraiser from November 16th through the 20th. Commissioner Barbara Fitos is a scheduled reader at B&N on Monday, November 16th at 6:30 p.m. Commissioner Fitos is reading My Grandmother's Journey by John Cech. John Cech will be at B&N.
- PJ party collection; the goal is to collect 3,000 PJs and children's books to distribute to children/young adults in shelters and to case workers for their clientele.
 - KTK radio station is assisting with collecting PJs.

Children First Breakfast

The 9th Annual Children First Breakfast event will be held next Tuesday, November 17, 2009 at 7:30 a.m. at the Holiday Inn. Tickets for the Breakfast are available for \$10 each. 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. Mark Imes is welcoming everyone and Dr. Nate Grossman is introducing Dr. Blechman.

Media

The following media were included for review: The Miami Herald dated October 29, 2009, Invest in kids when they're very young and Ocala Star Banner dated November 5, 2009, DCF investigating Kids Zone USA day-care center.

OTHER BUSINESS

- Pastor Delcamp sent Roseann Fricks an e-mail communication after the last Board meeting requesting that ELCMC look further into the timeline when child care providers receive their payment from CDS. Child care providers are struggling during these economic times and conducting business from paycheck to paycheck. ELCMC and CDS staff met to discuss Pastor Delcamp's request. CDS is potentially starting a pilot program in January 2010 to process attendance sheets sooner therefore payments being made sooner to child care providers. VPK child care providers will be asked to submit their attendance sheets half way in the month and at the end of the month for data entry purposes.
- Pastor Delcamp communicated with Roseann Fricks regarding the Kids Zone USA investigation. ELCMC is monitoring this site very closely.
- There was an article in the newspaper regarding a child left in the parking lot at CDS. CDS is following their protocol and conducting an internal investigation regarding this.
 - Roseann Fricks received an anonymous letter with a return address from DCF in Wildwood. The letter requests that CDS be further investigated.
- The TV 20 news clip of Geraldine Lochren's interview regarding the PJ and book drive will be shown at the December 2009 Executive and Board meetings.

PUBLIC COMMENT

None

ADJOURNMENT

