

**PROGRAM/VPK COMMITTEE
MEETING MINUTES**

Date: November 5, 2009
Place: 3304 SE Lake Weir Avenue, Suite 2, Ocala
Time: 8:30 a.m.

MEMBERS PRESENT

Brandi Cooney, Gerry Brent, Judy Johnson (Program/VPK Committee Chair), Mary Beth Kyle, Scott Hackmyer

MEMBERS ABSENT

Cheri Erskin, Gwen Wilson, George Gibson, Liz Ferreira

GUESTS

None

STAFF

Roseann Fricks (Executive Director), Geraldine Lochren (Success By 6 (SB6) Coordinator), Nasseam McPherson James (Quality Assurance Director), Anita Winter (Community Resource Manager), Tee Rosario (Support Services Director)

CALL TO ORDER

Judy Johnson called the meeting to order.

ROLL CALL

Tee Rosario announced that this meeting was properly noticed and she called roll.

CONSENT AGENDA

The Consent Agenda was accepted into the record as submitted. The Consent Agenda included: September 3, 2009 Program/VPK Committee Meeting Minutes; Executive Director's Report for August and September 2009; School Readiness Program Enrollment Report for July, August, and September 2009; Children Served by Care Level for August and September 2009; Waitlist Report as of October 28, 2009; VPK Information Report Comparison through September 2009; Community Outreach Report September through November 2009; and Materials Distribution List for August and September 2009.

- o As of October 28, 2009, there were 1,090 children on the waitlist for school readiness services. In September 2009, ELCMC made the decision to pull 75 children off the waitlist for school readiness services. An additional 200 children are being removed from the waitlist to begin receiving school readiness services.
- o Staff from ELCMC and CDS will schedule a meeting with Scott Hackmyer to discuss funding options in order to serve children in school readiness.

CHAIR REPORT

- o The RFP for the First Call for Help program in Marion County was not awarded to ELCMC. The 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. Calls are answered 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.
- o Board member, Ayesha Fuhr sent the Our Mission is Serving Children video link to her address book recipients. Judy Johnson read the e-mail Ms. Fuhr sent to the them.

Our Mission is Serving Children Video

Video was shown. The Program/VPK Committee requested the link to the video be e-mailed to them to share with other individuals. At the October 22, 2009 Board meeting, ELCMC Board member, County Commissioner Chairwoman Barbara Fitos requested that ELCMC staff show the video at the December County Commissioners meeting.

INFORMATION ITEMS

OPERATING:

FY 09-10 Provider Market Rate

ELCMC has received the provider Market Rate for FY 2009 – 2010 and has compiled a spreadsheet to review the information. The goal is to pay child care providers 75% of the current Provider Market Rate. Child care providers are currently being paid between 42% to 75%. Roseann Fricks has discussed the above information with Judy Johnson.

AWI Coalition Monitoring Schedule

- At the end of October 2009, ELCMC had their independent audit conducted. The goal is to present the independent audit report to the Board at the December 2009 meeting.
- AWI is conducting a programmatic monitoring visit on December 7, 2009.
- During the week of January 11, 2010, the KPMG firm hired by AWI is conducting a monitoring visit.

PROGRAM:

Revised Receipt of Funds Policy

The revised Receipt of Funds Policy was included for review. The Board approved the policy on October 22, 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.

22nd Annual Early Childhood Conference

- Mary Beth Kyle discussed the 22nd Annual Early Childhood Conference to be held on March 27, 2010 at Central Florida Community College Ewers Century Center. Dr. Pamela Phelps is the keynote presenter. Currently seeking speakers and co-sponsors for the conference. Mary Beth Kyle would like presenters from the school system because there are early childhood individuals that attend.
- ELCMC is providing scholarships for parents/caregivers and child care providers to attend the conference.
- Volunteers needed to provide information and direct traffic at the conference.

Preliminary First Quarter CDS Review

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

- 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 before the Review is finalized.

H1N1 Flu Vaccination

H1N1 (Swine Flu) vaccine information was included for review. ELCMC informed the child care providers of the vaccine information schedule.

Barnes and Noble (B&N) Book Fair

- Book Fair information included for review and distribution. B&N fundraiser from November 16th through the 20th. Board member, County Commissioner Chairwoman 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. Board member, Ayesha Fuhr is reading on Wednesday, November 18th. ELCMC will receive a gift card from proceeds earned to purchase additional quality materials.

Provider Market Days Evaluations

- Reviewed the market days evaluation for October 2009 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 the operating hours. There are less child care providers attending the second day.

Provider Task Force Update

The August 18th Provider Task Force Minutes were included for review. The September 15th meeting was cancelled.

The Provider Task Force is active and very much interested in moving forward with items discussed.

VPK:

VPK Program Update

- Nasseam McPherson James discussed the VPK Program Update handout in detail. As of October 30, 2009, there were 2,080 children enrolled in VPK. The state allocation of children to be served for FY 2009 – 2010 is 2,078 children.
- 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.
- 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.

SUCCESS BY 6:

SB6 Program Update

Geraldine Lochren discussed the SB6 Program update. Highlights included:

- **Powerful Parenting Series** – There are two classes left in the current Series, November 12th and December 9th. There has been up to 46 parents/caregivers attending a class.
 - The evaluation results for October 14th were included for review. The topics included Childhood Nutrition, Health and Wellness and Vehicle Safety for Your Family.
- **Imagination Library** – There are currently over 400 children receiving the children's book.
- **Caring through Cribs** – The classes are held at Kids Central, Inc. Currently participants attend on a referral only basis.
 - In the last two days, Geraldine Lochren has received seven referrals from the Department of Children and Families. The referrals are for parents/caregivers that do not have a safe sleeping environment for their child (ranging from one to three months old).
- **Grant writing** – Geraldine Lochren has submitted an endowment fund application through United Way of Marion County, Inc. for the Powerful Parenting Series (January 2010 through June 2010).
- **RFP** – Geraldine Lochren is currently working on two RFPs to help fund the following programs:
 - Imagination Library (requesting \$43,000) – to expand the program.
 - Caring through Cribs – to continue the program.
- **PJ's and Books for Bedtime** – Included for review and distribution was the flyer and letter sent by Geraldine Lochren to organizations regarding the drive. The goal is to collect 3,000 PJs and children's books to distribute to children/young adults (age zero to 18) in shelters and to case workers for their clientele.
 - Several of the organizations that will receive PJs and children's books for their clientele include: Kids Central, Inc., Department of Children and Families, Devereux Kids, Inc. PACE, Healthy Start and Healthy Families.
 - Article dated October 25, 2009 from the Ocala Star Banner entitled "Coordinators have big dreams for donation drive" was included for review.
 - The Ocala Civic Theatre (OCT) collected 525 PJs and 673 children's books.
 - Munroe Regional Medical Center began collecting PJs for the event in July 2009.
 - Closet Maid and ARC Marion are participating as well.
 - Geraldine Lochren requested that the Program/VPK Committee contact her if they have other organizations that should be contacted to receive PJs.
 - Roseann Fricks requested that the Program/VPK Committee contact Geraldine Lochren if they can refer volunteers to assist sorting PJs and children's books.
 - Scott Hackmyer offered his volunteer from AmeriCorps Vista.

- **9th Annual Children First Breakfast** - The 9th Annual Children First Breakfast event will be held 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. Sponsorships are needed for the event.

OTHER BUSINESS

- The Program/VPK Committee received the condensed version of the ELCMC Annual Report for FY 2008 - 2009.
- ELCMC is beginning to receive information from the Florida Department of Education for the FY 2007 – 2008 on the number of VPK completers and non-completers and demographic information.
- Scott Hackmyer discussed the following:
 - ELCMC staff prepare the best meeting agendas
 - Anita Winter and Geraldine Lochren do a great job in the community regarding awareness and stated his appreciation for the newsletter financial support
 - Anita Winter announced that Scott Hackmyer was recognized by The Circle.
 - Roseann Fricks announced that previous Board member Daniel Jaime resigned from the Board. Mr. Jaime located to Polk County because he received a job promotion there. Mr. Jaime resigned from RCMA in Ocala.

PUBLIC COMMENT

None

Adjournment

The meeting adjourned with no further discussion.

Recorder: Tee Rosario

<u>(signature on file)</u>	<u>1/7/10</u>
Accepted By	Date