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## BOARD MEETING MINUTES

Date: February 25, 2010  
Place: ARC Marion, 2800 SE Maricamp Rd., Board Room, Ocala  
Time: 8:30 a.m.

### **MEMBERS PRESENT**

Angie Lewis, Ayesha Fuhr, Bill D'Aiuto, Brenda Ford, Mark Imes, Donna Dodson, George Gibson, Judy Johnson, Lola Gonzalez, Marsha Carpenter, Bebe Rahaman for Mary Beth Kyle, Chris Sandy, Carol Eurtan, Pastor Delcamp, Thelma Griffith

### **MEMBERS ABSENT**

Commissioner Jim Payton, Dr. Nate Grossman, Pam Mitchell, Roberta Brant, Rusty Skinner, Cheri Erskin, Gwen Wilson, Mike Jordan

### **STAFF MEMBERS PRESENT**

Roseann Fricks (Executive Director), Sherry Doyle (Finance Director), Anita Winter (Community Resource Manager), Tee Rosario (Support Services 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.

### **Introduction of Elizabeth Ballehr from Redlands Christian Migrant Association**

Elizabeth Ballehr is the Early Childhood Specialist at Redlands Christian Migrant Association RCMA in Ocala, FL., a non-profit childcare center.

### **CONSENT AGENDA**

*Judy Johnson moved and George Gibson seconded the approval of the Consent Agenda.* The Consent Agenda includes: December 10, 2009 Board Meeting Minutes; December 2009 and January 2010 Executive Director's Report; Wait List Report as of February 19, 2010; School Readiness Program Enrollment Report as of November and December 2009; Children Served By Care Level for November and December 2009 and January 2010; November and December 2009 and January 2010 Financials; Community Outreach Report for January and February 2010; and Materials Distribution List for December 2009 and January 2010. *The motion carried unanimously.*

The Wait List for School Readiness Services will remain open until further notice from ELCMC to CDS.

In January 2010, there were 263 children enrolled in school readiness services under the ARRA (federal stimulus) funding category.

### **RATIFICATION ITEMS**

#### **Operating**

#### **Budget Revision 2-E**

Requested ratification of action taken by the Executive Committee on February 10, 2010 to approve the changes below to the FY 2009 - 2010 ELCMC line item budget.

1. On July 22, 2009 revised Notices of Award were received from the Agency for Workforce Innovation reallocating ARRA funds for FY 2009-2010. Based on these changes, realignment of school readiness and VPK allocations are necessary. (lines 9, 10, 74)
2. On February 4, 2010 a revised Notice of Award was received reallocating an additional \$18,300 in CCEP (Child Care Executive Partnership) funds. (lines 15, 143)
3. Based on utilization of school readiness direct service funding through December 31, 2009, reallocations between OCAs are required. (lines 140, 141, 142, 144, 145, 147)
4. \$6,250 funding received from the United Way Endowment Fund for Powerful Parenting. (lines 34, 107)
5. Adjust Children First breakfast line-item to recognize actual receipts. (lines 26, 122)

On February 10, 2010, the Executive Committee unanimously approved as stated above, to be presented as a ratification item at the February 25, 2010 Board meeting.

The FY 2009-2010 ELCMC line item budget was included for review.

*Donna Dodson moved and Bill D'Aiuto seconded the approval as stated above. The motion carried unanimously.*

### **CDS Contract Amendment for SR and VPK Services #2**

Requested ratification of action taken by the Executive Committee on February 10, 2010 to approve changes to the FY 2009-2010 CDS SR/VPK contract.

On February 4, 2010 a revised Notice of Award was received reallocating an additional \$18,300 in CCEP funds.

On February 10, 2010, the Executive Committee unanimously approved as stated above to be presented as a ratification item at the February 25, 2010 Board meeting.

The FY 2009-2010 CDS SR/VPK Contract Amendment 0002 was included for review.

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

### **ACTION ITEMS**

#### **Operating**

#### **Board Member Nomination (Representative of program Under Disabilities Education Act) Program**

Requested approval of Board Nomination for Elizabeth Ballehr as the Representative of Program under Disabilities Education Act for a two year term (July 1, 2009 – June 30, 2011).

In order for Marion County to be in compliance with F.S. 411 and the Early Learning Coalition Membership Policy issued by the Office of Early Learning (OEL), the Board Member appointment noted above must be presented.

The ELCMC Board of Directors currently has one vacancy: Representative of program Under Disabilities Education Act.

Roseann Fricks met with Elizabeth Ballehr on February 5, 2010 to discuss potential Board membership.

Ms. Ballehr expressed her interest in serving on the ELCMC Board in December 2009 and submitted her nomination form. Ms. Ballehr is the Early Childhood Specialist at RCMA in Ocala, FL., a non-profit childcare center. She currently serves on Girl Scouts and Region IV Headstart Association.

Ms. Ballehr is eligible for this position as at least 10% of the children served through RCMA have a disability.

On February 10, 2010, the Executive Committee unanimously approved as stated above.

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

#### **Revised Provider Training Fee Policy & Procedure**

Requested approval of revision of the Training Fee policy and procedure regarding returned checks and the collection of funds from a training participant after a check has been returned to ELCMC for insufficient funds. Judy Johnson discussed in detail. Revisions are indicated by strikethrough and red font.

On June 25, 2009, the Policy was presented to the ELCMC Board of Directors and approved.

On August 1, 2009, ELCMC began collecting fees for ELCMC sponsored training events.

In November 2009, ELCMC received the first returned check due to insufficient funds. Upon reviewing the procedure, staff is recommending the following revisions.

On January 7, 2010, the Program/VPK Committee consented to forward the above as amended to the Executive Committee for review and approval.

On January 13, 2010, the Executive Committee unanimously approved as stated above.

The draft Policy and Procedure for Provider Training Fee Collection with updates was included for review.

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

## SB6

### Powerful Parenting Targeted Area

Requested approval of targeted area for Powerful Parenting Series January through June 2010. A final report regarding Powerful Parenting Series July through December 2009 was included for review. The past three Powerful Parenting Series have been held in Marion Oaks, the northeast side of Ocala at Eagle Medical and centrally located at the Marion County Public Library headquarters in Ocala. ELCMC/SB6 staff are recommending that the next parenting series be held in an outreach location to target a specific at-risk community to maximize outcomes for at-risk children.

On January 15, 2010, the SB6 Leadership Council unanimously approved as stated above. The motion included to hold two or three classes in the north area of the county to determine what type of response/attendance is received before committing to a location. Staff to determine a meeting location.

On January 29, 2010, the Powerful Parenting Series began and the class was held at the Anthony's Woman Club.

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

Discussion on the floor. Highlights included: Sparr Elementary school has the lowest school readiness scores in the Marion County school district. There are no private child care provider sites in the Sparr area. The second Powerful Parenting class was held at Anthony's Women Club and 16 parents/caregivers attended the class. A billboard in the Anthony area will advertise the SB6 Initiative utilizing the United Way Endowment funds received.

### EXECUTIVE DIRECTOR'S REPORT

Roseann Fricks reported as follows:

- ELCMC entered into an agreement with MTI (Marion Technical Institute) for a student in a temporary part time job for six weeks up to ten hours a week. The student will be paid minimum wage (\$7.25 per hour), MTI pays \$4.00 per hour and ELCMC pays \$3.25 per hour. The grant program ends June 8, 2010. Deanna McNeish has been hired to assist SB6 and began working on Tuesday, February 23<sup>rd</sup>. Ms. McNeish currently has a 3.5 GPA, is interested in a career in business, attends school full time and also works at Burger King.
- The current Agreement for the SB6 Initiative between ELCMC and the United Way of Marion County (UWMC) ends June 30, 2010. The draft Agreement was presented at the January 15<sup>th</sup> Leadership Council meeting. The Leadership Council recommended one change regarding invoicing timeline. The agreement will be presented at the April 2010 UWMC and ELCMC respective Executive Committee meetings.
- The Federal Poverty Level (FPL) for 2010 was delayed by the federal government. Normally new guidelines are released in January 2010. Until further notice from AWI, ELCMC will continue to use Option C, 2009 FPL guidelines.
- The CDS financial audit for FYE June 30, 2009 was presented at the February 10, 2010 Executive Committee meeting. A copy of the audit is available upon request.
- At the November 30, 2009 Audit Committee meeting, the Committee agreed that in order to add another quality control to the ELCMC financial department, it will begin quarterly independent reviews of the general ledger balances and activity, balance sheet reconciliations. Audit Committee Chair, Brenda Ford conducted the audit on February 9, 2010.
  - Brenda Ford reported that she reviewed the first two quarters of the general ledger, balance sheet, check register and reconciliation for FY 2009 – 2010.
- ELCMC had two UWMC site visits. One was for school readiness match funds (February 5<sup>th</sup>) and the second for the SB6 Initiative (February 19<sup>th</sup>). Board Members, Judy Johnson, Donna Dodson and Brenda Ford attended the match funds visit and Board member, Chris Sandy and Program/VPK Committee member, Scott Hackmyer attended the SB6 Initiative visit. The visits were held at the UWMC office.
- ELCMC has launched a new website. The Board was asked to visit the ELCMC website.
- ELCMC has received two responses (CDS and Episcopal Children's Services) to date for the RFP for SR and VPK Services released. Deadline to submit responses is tomorrow, February 26, 2010 by 4:00 p.m. Staff will go through the fatal flaw checklist tomorrow as well.
- Legislative Update –
  - A presentation by AWI was held in front of various legislative committees in Tallahassee on what would happen if anywhere from 15% to 25% was cut in school readiness budget.
  - Senator Wise from Duval County has filed a Bill on early learning. The companion Bill is from Representative Nelson.
  - There is a background screening Bill for the Department of Children and Families.
  - Roseann Fricks will be writing a letter to the editor of the Ocala Star Banner regarding the proposal school readiness budget cut for FY 2010 - 2011.

- In January 2010, ELCMC received a visit from the firm (KPMG) hired by AWI to conduct a monitoring of files. The draft monitoring results have been received from KPMG and ELCMC has prepared their draft response. The final draft monitoring results are available for review upon request. The final monitoring report will be presented at the March 2010 Executive Committee meeting if received by ELCMC.
- The Provider Task Force will be joining Roseann Fricks on a trip to Tallahassee during Children's Week on April 13<sup>th</sup>. Meetings will be scheduled with legislators to discuss early learning. Board members should notify Roseann Fricks if they are interested in joining the Provider Task Force and Roseann Fricks on the trip to Tallahassee.
- Board member term – Roseann Fricks requested to speak to several Board members after the meeting regarding their term.

## **INFORMATION ITEMS**

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

Chris Sandy provided the MCPS Report and highlights included:

- The MCPS is waiting for the final school readiness scores to be released.
- Overall the VPK program held at the MCPS were very well conducted.
- The MCPS is gearing up for next school year VPK program. A press release has been published regarding this. The school year VPK program offers transportation and this is a plus for parents/caregivers.
- The MCPS is trying something new for the summer VPK program and partnering with the private child care providers. Children participating in the VPK program at private child care providers will be enrolled in kindergarten before they complete the VPK program. Several private child care providers have been approached with this idea and they are interested in this concept.
- The MCPS is partnering with ELCMC and is hosting a VPK/Kindergarten round up event on May 8<sup>th</sup>. at the Marion County Public Library (MCPL).
  - Childrens activities will be held during the round up event.
- Roseann Fricks and Chris Sandy have discussed how the children that participate in the VPK program can be identified at the early learning level. When they enter the MCPS they would already have identification and the teachers have an advantage of knowing some of their student's history in early learning.

### **SB6 Update**

Discussed under Program/VPK Committee Update.

### **Program/VPK Committee Update**

Judy Johnson discussed the Program/VPK Committee Update. The Committee met on January 7, 2010, highlights included:

- The Provider trainings are going well, good attendance, good evaluations.
- The Committee agreed to continue Market Days on the first two business days of the month. The Committee suggested one or two provider meetings throughout the course of the year to promote networking.
- The Committee recommended continued funding (Quality funds) of The Voice newsletter. The publication is distributed by Devereux Kids. The newsletter is reaching about 4,000 individuals primarily in west Ocala.
- An additional \$18,300 was received that will service approximately 30 children that are receiving assistance through the CCEP program.
- Through SB6 there were 2,818 pajamas and 3,222 children's books donated to children and teens residing in shelters and group homes in Marion County during the holiday season in December.
- Barnes and Noble Book Fair results - ELCMC earned \$144.09 in B&N gift cards from the raising program event held from November 16 through the 20, 2009. Board members, Ayesha Fuhr and Commissioner Barbara Fitos were the celebrity readers at the event.
- Currently there are 75 private child care providers offering the VPK program in Marion County. Out of this, 41 sites have been visited by the Compliance Coordinator in which 18 have received a 100% score from the monitoring results.

### **Plan Amendment Approval**

Letter dated January 28, 2010 from AWI regarding a plan amendment approval was included for review.

### **Media/Correspondence**

The Washington Post article dated November 5, 2009 entitled: Girding for an uphill battle for recruits; press release dated January 15, 2010 from AWI Director Lorenzo entitled: Director Lorenzo announces AWI 2009 year in review; Ocala Star Banner article dated January 24, 2010 entitled: Getting Floridians back to work;

Opinion article dated January 28, 2010 entitled Pre-K: A perfect fit; Ocala Star Banner article dated December 23, 2009 re: Grants awarded to area nonprofits; and Ocala Star Banner article dated December 28, 2009 re: News and notes from the Marion business community from the January 2010 issue.

- o The Marion County Building Industry Association recently installed officers for 2010 including George Gibson.
- o Brenda Ford became an equity partner of accounting firm Crippen, Trice, Hornby & Ford, LLP effective January 1, 2010.

#### **OTHER BUSINESS**

- o Discussion on the floor regarding Ocala Kids Zone. Ocala Star Banner is publishing a three-part series on Ocala Kids Zone the week of March 1, 2010.
- o RCMA has a site in Anthony on NE Jacksonville Road. Construction of the building should be complete in April 2010 and anticipate opening doors in May 2010.
- o RCMA currently has three centers and serves approximately 70 children.
- o Marion County has exceeded the number of children targeted by the state to be served in the VPK program.
- o As of January 31, 2010, 118% has been spent of the VPK budget allocation.
- o To date, the final school readiness scores have not been released from the Department of Education. The preliminary scores have been released. The initial scores show there are several low performing providers. Debra Poole received a perfect score.
- o Lola Gonzalez discussed the function of background screening agencies.
- o Thelma Griffith discussed that CDS was awarded funds for an additional 144 children to be served in the six counties (Marion, Citrus, Dixie/Levy/Gilchrist and Alachua) they are serving in early Headstart. Out of the 144 slots 72 will be for Marion County. Approximately 440 children will be served in the six county area for early Headstart services. This was made possible with ARRA funds received. A structure will be built in Marion County for this purpose at the current CDS location.

#### **PUBLIC COMMENT**

No public comment.

#### **Adjournment**

*The meeting adjourned with no further discussion.*

Note taker: Tee Rosario

(signature on file) \_\_\_\_\_ 5/20/10  
Approved by \_\_\_\_\_ Date