



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

www.elc-marion.org

Our Vision Statement

Children and Families in our community will have access to quality early learning programs that nurture their learning potential and prepare them for their educational success.

**EXECUTIVE COMMITTEE
 MEETING AGENDA
 April 22, 2009
 4:00 p.m.**

4:00 p.m. Call to Order M. Imes, Vice-Chair
 4:01 p.m. Roll Call T. Rosario

4:02 p.m. **CONSENT AGENDA** Section 1

ACTION ITEMS

Operating

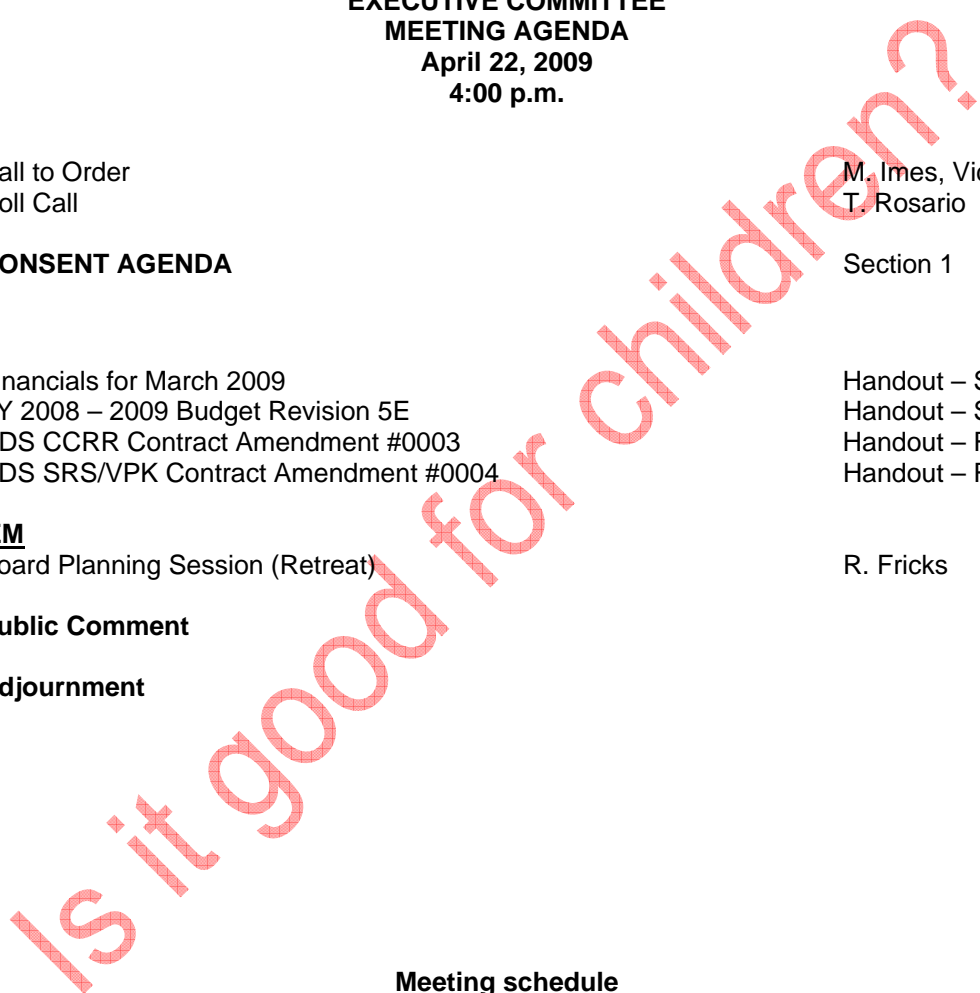
4:05 p.m. Financials for March 2009 Handout – S. Doyle
 4:08 p.m. FY 2008 – 2009 Budget Revision 5E Handout – S. Doyle/R. Fricks
 4:17 p.m. CDS CCRR Contract Amendment #0003 Handout – R. Fricks
 4:20 p.m. CDS SRS/VPK Contract Amendment #0004 Handout – R. Fricks

DISCUSSION ITEM

4:23 p.m. Board Planning Session (Retreat) R. Fricks

4:28 p.m. **Public Comment**

4:33 p.m. **Adjournment**



Meeting schedule

Program/VPK Committee 8:30 a.m., Thurs.	SB6 Leadership Council 10:00 a.m., Fri.	Executive Committee 8:30 a.m., Wed.	Board 8:30 a.m., Thurs.
		4/22/09 @ 4 p.m.	4/23/09
5/7/09	5/15/09	5/13/09	
		6/10/09	6/25/09

Board Meetings will be held at ARC Marion, 2800 S.E. Maricamp Rd., Ocala, 34471 (Administrative Office – first building on the right). Parking is located behind the Administrative office building.
Other meetings will be held at the ELCMC office.

Section

1



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In partnership with



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EXECUTIVE COMMITTEE MEETING MINUTES

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

MEMBERS PRESENT

Mark Imes (Vice Chair), Brenda Ford (Treasurer), Donna Dodson (Past Vice Chair), Rusty Skinner (Personnel Committee Chair), Judy Johnson (Secretary)

MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Roseann Fricks (Executive Director), Sherry Doyle (Finance Director), Elizabeth Moore (Operations Director), Nasseam McPherson James (Quality Assurance Director), Anita Winter (Community Resource Manager), Tee Rosario (Support Services Director)

OTHER ATTENDEES

Brandi Cooney (Childhood Development Services, Inc. (CDS) Early Learning Manager), Jack Hamilton (Office of Early Learning/Agency for Workforce Innovation (OEL/AWI) Grant Analyst)

CALL TO ORDER

Mark Imes called the meeting to order.

ROLL CALL

Tee Rosario called roll and a quorum was present.

CONSENT AGENDA

Rusty Skinner moved and Judy Johnson seconded the approval of the Consent Agenda. The Consent Agenda includes: March 11, 2009 Executive Committee Meeting Minutes; March 2009 Executive Director's Report; Community Match Status Report for FY 2008 – 2009; Financials for February 2009; Wait List Report as of April 2, 2009; School Readiness Program Enrollment Report as of February 2009; Children Served By Care Level for February 2009; Community Outreach Report for April – May 2009; and Materials Distribution List for March 2009.

The motion carried unanimously.

ACTION ITEMS

Operating

FY 2007-2008 Form 990

Requested approval of the FY 2007-2008 IRS Form 990 draft as prepared by Purvis Gray & Co. As the final step in completion of the engagement for the FY 2007-2008 independent financial audit performed by Purvis Gray & Co., a draft of the Form 990 Federal Tax Return has been submitted for review, discussion, and approval (if appropriate).

On March 31, 2009, the Audit Committee approved the FY 2007 – 2008 IRS Form 990 draft as prepared by Purvis Gray & Co. as amended. The ELCMC website address noted on page 1 will be updated to the current website address and information on the ELLM (Early Literacy Learning Model) program will be deleted. The FY 2007-2008 IRS Form 990 draft was included for review. Form 990s are public record and can be found on the searchable database website guidestar.org.

Judy Johnson moved and Rusty Skinner seconded the approval as noted above. The motion carried unanimously.

FY 2008 – 2009 Budget Revision 5E

Requested approval of revisions to the FY 2008-2009 ELCMC budget. In response to the following:

- notification received from AWI regarding available school readiness funding for the period April 1, 2009 through June 30, 2009
- low attrition of children being served through school readiness funds
- spending in excess of the contracted amounts for non-direct school readiness services this fiscal year by CDS

- anticipated additional school readiness funding through CCEP matched by Kids Central, Inc.
- utilization of all available school readiness local match funds
- anticipated funding deficit for direct services based on children currently receiving school readiness services

budget line item reallocations are proposed by staff per the attached budget revision. All line items have been reviewed for year-to-date revenue and expenditures through February 28, 2009 and anticipated utilization through June 30, 2009.

The following documents were included for review: FY 2008-2009 ELCMC revised line item budget; March 17, 2009 communication from the Governor's office regarding 4th quarter holdback; and March 20, 2009 spreadsheet from Bill Ammons from AWI regarding holdback amounts by county.

Discussion on the floor.

- Sherry Doyle discussed the budget revisions in detail.
- ELCMC has entered into a partnership with Kids Central, Inc. for an additional \$164,800 that is going to the CCEP Board next week for dollar for dollar match. This will increase ELCMC's slot funds by over \$324,000. ELCMC is currently in a deficit of \$934,000. A disenrollment plan will be activated for FY 2008 – 2009 if needed. ELCMC initially anticipated disenrolling children as of May 1, 2009. With funds received from Kids Central, Inc. ELCMC is currently able to serve children in school readiness services through May 1, 2009.
- Additionally, ELCMC is anticipating funds from the Federal economic stimulus packet. ELCMC has not received additional direction from AWI regarding the economic stimulus funds other than its coming.
- ELCMC has implemented no contribution for staff retirement plans for the months of April, May and June 2009.
- After realigning services provided through CDS, CDS will continue to operate in a deficit in spite of realigning \$125,000 over to CDS. CDS original funding request was for over \$164,000. CDS accrued a large expense in February 2009 when they modified their medical insurance plan.
- In an effort to reduce costs, CDS changed health care plan (which includes a schedule of funding for employees on HSH accounts based on length of service), moved staff out of the program budget, have not purchased educational materials and Brandi Cooney has not been reimbursed for travel since July 1, 2008.
- There were 49 children out of 200 phone calls in one day identified as not eligible for school readiness services. Approximately 50 phone calls are made monthly that require additional contacts to inquire on their present employment/schooling situation.
- Parent and Child services (which includes: child assessments, health screenings, and development screenings on children ages zero to five, program assessment on child care providers and health and safety monitoring) and shared agency costs increased dramatically in February. Parent and Child services went from \$15,000 to \$47,000 and shared agency from \$8,000 to \$17,000.
- The Executive Committee requested that CDS present a plan to realign line items/funds for FY 2008 – 2009 and FY 2009 – 2010 to contemplate the reductions that may be faced.
- AWI stated that there are Early Learning Coalitions (ELCs) operating in a surplus. De-ob requests have been sent out. April 15, 2009 is when AWI anticipates having additional de-obligation information.
- A timeline has been created for the disenrollment process in the event it must be activated.
- The Executive Committee requested that Roseann Fricks write a letter to AWI notifying them of ELCMC's current deficit and unless ELCMC hears from AWI in writing by April 21, 2009 (to present to the Executive Committee on April 22nd) regarding funding availability, ELCMC will initiate disenrolling school age children. Approximately 1,500 school age children will need to be disenrolled from school readiness services this FY. The letter to AWI will also include reference to the OPPAGA report and the percentage Marion County allocates to slots. The letter will reflect that disenrolling children from school readiness services will have an impact on small businesses (which includes child care providers). The letter will be carbon copied to the local legislatures. *Rusty Skinner moved and Judy Johnson seconded the approval as stated above. The motion carried unanimously.*
- Jack Hamilton stated that after his review of ELC budgets there are sufficient funds to cover ELCs deficits. AWI does not require ELCs to return surplus funds back to AWI for re-obligation.
- The other plan is to activate the disenrollment policy effective June 1, 2009 for school age children and provide parents with sufficient time now to find alternative child care services for the summer months. A plan will be presented at the Executive Committee to activate the disenrollment process effective June 1, 2009.
- The budget revision will be approved with a provision that provides funds to CDS through April 2009. *Judy Johnson moved and Rusty Skinner seconded as stated above. The motion carried unanimously.*
- An Executive Committee meeting will be scheduled for April 22, 2009 at 4 p.m. to review anticipated funding information as requested in the letter to AWI discussed today, April 8, 2009. The meeting will be noticed with a specific agenda item to review budget and cost limitations.

CDS Contract Amendments – CCR&R #0003 and SRS-VPK #0004

The CDS Contract Amendments are postponed due to previous approval to provide CDS with funds for operation through April 2009.

Cell Phone Usage Policy

Requested approval of the Cell Phone Usage Policy to be included in the Personnel Policies and Procedures Manual. It is appropriate for ELCMC to establish and implement a cell phone usage policy restricting the use of cell phones or other wireless devices (i.e., blackberry, etc.) for the purpose of ELCMC activities while driving. In order to protect ELCMC and aim at decreasing the level of exposure, the cell phone usage policy includes a statement that ELCMC staff will read and sign stating that they will abide by the policy.

In order to include correct language in the cell phone usage policy a service provided by ELCMC's liability insurance company was utilized. Darwin National Assurance Company (Darwin) utilizes employment law attorneys to answer HR related questions.

The draft cell phone usage policy was also forwarded to ELCMC's liability insurance carrier, Lossing Insurance for input. Mr. Lossing's response is included for review.

The draft Cell Phone Usage Policy and e-mail communication dated March 18, 2009 from Lossing Insurance were included for review.

Rusty Skinner moved and Judy Johnson seconded the approval as stated above. The motion carried unanimously.

DISCUSSION ITEMS

FY 2009 - 2010 School Readiness Agreement for Providers

Historically in Marion County, ELCMC has had child care providers that contracted with CDS and in return for contracting they were able to receive additional services, perks, etc. through CDS and ELCMC. The Agreement for FY 2009 – 2010 will change to include that child care providers interested in receiving school readiness funds must enter into an Agreement. Nasseam McPherson James and Brandi Cooney are working on the draft Agreement. A draft Agreement was available upon request for review. The draft Agreement will be discussed at the next Program/VPK Committee meeting.

Disenrollment Policy

Included for review is an e-mail communication from Carol Eurton at CDS and Roseann Fricks regarding the steps CDS has implemented regarding the disenrollment policy.

KPMG Audit

AWI conducted an audit through KPMG the week of March 23, 2009. On Monday, April 6, 2009, Roseann Fricks and Sherry Doyle attended a conference call meeting with KPMG monitors regarding the audit conducted at ELCMC. Roseann Fricks and Sherry Doyle have issues with some of the items KPMG monitors noted on their draft monitoring report. The draft monitoring report will be available at the April 23, 2009 Board meeting for discussion. In KPMG's original draft monitoring report ELCMC had four findings and two observations. Roseann Fricks discussed the draft monitoring report in detail.

Raising Program Income

- For FY 2009 – 2010, ELCMC:
 - has applied for funds through the United Way of Marion County
 - will submit a grant application through the County Commissioners and City of Ocala

At a later date, Anita Winter will discuss ideas to be considered to assist with raising program income.

INFORMATION ITEMS

Legislative Update

Roseann Fricks provided the Executive Committee an update on SB 2570 and HB 501. It is anticipated that there is going to be a meeting on Monday, April 13, 2009 in reference to a small portion of SB 2570 which changes the Board composition at the local level. Roseann Fricks will be attending the April 13th meeting via conference call since she will be attending another meeting in Orlando.

DOE VPK Website Update

E-mail communication dated March 17, 2009 from Shan Goff from the Florida Department of Education (FDOE) was included for review. The FDOE website has been updated to include: a new page entitled Florida Kindergarten Readiness Screener (FLKRS) and links regarding the new Florida Assessments for Instruction in Reading. This information will also be presented at the Program/VPK Committee and Board meetings.

DOE/OEL Percentage of K Ready

Information regarding the FDOE Kindergarten Children Ready was included for review.

Success By 6 Update

- The draft minutes from the March 20, 2009 Success By 6 meeting were included for review.

- Caring Through Cribs update
 - Cynthia Schuler from Kids Central, Inc. stated that Kids Central, Inc. will fund the Caring Through Cribs program. Kids Central, Inc. is interested in offering the Caring Through Cribs program in their five district area. Additional information regarding this will be available at the April 23, 2009 Board meeting.

Correspondence/Media

The following articles were included for review:

- The Children's Forum - March 11, 2009 entitled The Ocala Woman Receives National Public Policy Leadership Award.
- The Ocala Star Banner - March 19, 2009 entitled United Way of Marion counts blessings.

OTHER BUSINESS

- Yesterday, April 7, 2009, ELCMC received notification from AWI that the ELCMC independent audit was accepted.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

Approved By

Signature

Date

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority