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BOARD MEETING MINUTES

Date: April 22, 2010
Place: ARC Marion, 2800 SE Maricamp Rd., Board Room, Ocala
Time: 8:30 a.m.

MEMBERS PRESENT

Angie Lewis, Brenda Ford, Mark Imes, Donna Dodson, George Gibson, Marsha Carpenter, Mary Beth Kyle, Gwen Wilson, Chris Sandy, Carol Eurtan, Mike Jordan, Pastor John Delcamp, Thelma Griffith

MEMBERS ABSENT

Ayesha Fuhr, Bill D'Aiuto, Commissioner Jim Payton, Dr. Nate Grossman, Judy Johnson, Lola Gonzalez, Pam Michell, Roberta Brant, Rusty Skinner, Cheri Erskin, Elizabeth Ballehr

STAFF MEMBERS PRESENT

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

GUESTS

Brandi Cooney (Childhood Development Services, Inc. (CDS) Early Learning Manager), Laurie Walker (Purvis Gray & Co.), Mark White (Purvis Gray & Co.), Richard Forrester (Department of Children and Families)

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 not present.

PRESENTATION OF THE DRAFT FORM 990

Laurie Walker and Mark White from Purvis Gray & Co. discussed the draft Form 990 in detail. The Form 990 is filed with the IRS and becomes available for public inspection on demand. Additional minor editing changes will be made to the draft Form 990. The draft Form 990 will be emailed to the Board members not in attendance today and request that they respond with any comments to ELCMC staff by Wednesday, April 28, 2010 in order for the Form 990 to be filed no later than Friday, April 30, 2010.

The Board thanked Laurie Walker and Mark White for their presentation on the draft Form 990.

CONSENT AGENDA

The Consent Agenda includes: February 25, 2010 Board Meeting Minutes; February and March 2010 Executive Director's Report; Wait List Report as of April 19, 2010 (No Wait List); Financials for February 2010; School Readiness Program Enrollment Report as of January and February 2010; Children Served By Care Level for February and March 2010; Community Outreach Report for March and April 2010; and Materials Distribution List for February and March 2010.

Due to lack of a quorum the above will be presented at the May 20th special Board meeting.

RATIFICATION ITEMS

Budget Revision 3-E

Requested ratification of action taken by the Executive Committee on April 14, 2010 to approve the changes below to the FY 2009-2010 ELCMC line item budget.

On March 10, 2010 the Agency for Workforce Innovation (AWI) notified coalitions that in order to ensure sufficient funds are available to pay VPK invoices **through the month of May 2010**, allocations will be deobligated/reobligated among coalitions. The statewide funding shortfall for the current FY will be addressed

with legislators by AWI and coalitions will be notified as to what steps will be taken to fund VPK programs for the month of June. According to our enrollment projections, ELCMC is still anticipated to exceed our original FY 2009-2010 allocation. Based on the Notice of Award received from AWI on March 10, 2010 for FY 2009-2010, revision of VPK allocations are necessary.

On April 14, 2010, the Executive Committee unanimously approved as stated above. The Executive Committee also requested that Roseann Fricks acquire additional clarification from AWI, in writing, concerning availability of funds for payment of VPK services through this FY. AWI has responded, stating in part: Please be assured that the coalitions will have funds available for the payment of VPK services provided through June 30, 2010.

The following were included for review: FY 2009-2010 ELCMC line item budget; March 10, 2010 email from Ken Sasser – AWI; March 10, 2010 AWI Notice of Award for VPK; and April 15, 2010 email from Marlin Seay, AWI. *Due to lack of a quorum the above will be presented at the May 20th special Board meeting. Since the above was approved by the Executive Committee on April 14th, ELCMC will move forward with the budget revision.*

CDS Contract Amendment for VPK Services #3

Requested ratification of action taken by the Executive Committee on April 14, 2010 to approve changes to the FY 2009-2010 CDS SR/VPK contract.

Based on budget revision 3-E, an amendment to the FY 2009-2010 CDS SR/VPK contract is required reducing VPK funding for the 2009-2010 FY by a total of \$140,643. In addition, due to year to date spending through February 2010, based on ELCMC Fiscal Analysis, CDS has requested a budget reallocation between VPK non-direct OCAs which does not affect the contract total: VPK direct services - \$5,070,782 (decrease -\$138,977 - new total \$4,931,805); VPK administration \$6,629 (decrease - \$183 - increase (reallocate from enrollment +1,632) - new total \$8,078; VPK enrollment & provider payment services - \$57,330 (decrease - \$1,483 - decrease (reallocate to enrollment - \$1,632) - new total \$54,215.

The FY 2009-2010 CDS SR/VPK Contract Amendment 0003 and an email dated January 22, 2010 from Ed Jones at CDS were included for review.

Due to lack of a quorum the above will be presented at the May 20th special Board meeting. Since the above was approved by the Executive Committee on April 14th, ELCMC will move forward with the CDS Contract Amendment for VPK Services #3.

ACTION ITEMS

Operating

Revised Employee Benefits Policy

Requested approval of the revisions to the ELCMC Employee Benefits Policy & Procedure contained in the Human Resource Manual.

In an effort to implement cost savings in the area of employee benefits, coalitions have formed a "large group" to secure quotes from insurance companies. As a result of the combined purchasing power of this multi-coalition group, ELCMC has the opportunity to enhance the employer-paid benefits to staff while recognizing an annual savings of over \$2,000. In order to participate in options proposed by Lincoln Financial, the following changes to the employee benefits policy are required: Increase group life insurance from \$25,000 to \$50,000 per employee; add a group vision plan; and expand voluntary (employee paid) coverage options to include: additional life insurance for employee and family; pre-paid legal plan; Allstate group accident plan; and Allstate group critical illness plan. The above changes would become effective July 1, 2010.

On April 14, 2010, the Executive Committee unanimously approved as stated above.

The revised employee benefits P&P and Employee benefits cost analysis were included for review.

Due to lack of a quorum the above will be presented at the May 20th special Board meeting.

Responses to the RFP for 2010 Summer Programs

Requested approval of the recommendation of the Executive Committee to fund the summer programs responding to the RFP for 2010 Summer Programs as follows: Marion County Children's Alliance (MCCA) (two responses received) and Shores Assembly of God (SAOG). Detailed information was included for review.

On June 25, 2009, the ELCMC Board of Directors allocated \$100,000 for several summer programs for eligible children for FY 2009 – 2010. The program period is June 10, 2010 through July 8, 2010 with a planning period of June 7, 2010 to June 9, 2010. The RFP requires services for children birth to nine years old. Funding is intended for programs to provide services for eligible children not already receiving services through school readiness or Voluntary PreKindergarten (VPK) funds.

On April 5, 2010, the RFP Committee discussed the responses to the RFP for 2010 Summer Programs. The Committee requested that Roseann Fricks contact the proposers and request that they submit additional information/clarification on specific items. The RFP Committee approved to recommend to the Executive Committee to fund the MCCA programs and the SAOG program contingent upon receipt of the additional information requested.

Additionally, RFP Committee approved requesting an additional proposal for summer programs from MCCA if the total of approved proposals was below \$100,000 (amount approved by ELCMC Board).

Original proposals totaled approximately \$60,000. Roseann Fricks contacted MCCA for submission of an additional summer program.

On April 14, 2010, the Executive Committee unanimously approved as stated above.

Due to lack of a quorum the above will be presented at the May 20th special Board meeting as a ratification item. Since the above was approved by the Executive Committee on April 14th, ELCMC will move forward with the recommendation of the Executive Committee to fund the summer programs responding to the RFP for 2010 Summer Programs as follows: MCCA (two responses received) and SAOG.

Brenda Ford thanked Mike Jordan and Pastor John Delcamp for the submission of their response to the RFP for Summer Programs.

The Summer Activity Guide will be announcing the summer programs.

Success By 6 (SB6)

ELCMC/UWMC Agreement for SB6 for FYs 2010 – 2013

Requested approval of the revised ELCMC/UWMC Agreement for SB6 for FY 2010 – 2013. UWMC and ELCMC has partnered for the SB6 initiative since December 1, 2005.

On October 27, 2009, the SB6 ad hoc Committee met to begin discussion of the Agreement and recommended changes to the Agreement.

On November 24, 2009, the SB6 ad hoc Committee met and finalized discussion and revisions to the Agreement. The major change recommended is financial support in an amount approved annually equal to at least 50% of the budget less any anticipated community support will be provided by UWMC. Documentation was presented to the ad hoc Committee that demonstrated the continued increase level of financial contribution from ELCMC toward SB6 as well as the increased number of children/families receiving services. Approximately 500 children/families received services at the beginning of the Partnership. It is anticipated that this FY over 4,100 children/families will be served. A three year Agreement is being recommended effective July 1, 2010 through June 30, 2013.

On January 15, 2010, the SB6 Leadership Council approved the draft Agreement as amended.

On March 17, 2010, the UWMC Board approved the Agreement subject to some minor changes on payment of the invoice, clarification to indicate when payment is to be made. As reported by Tom Dewey there is no need to go back to the UWMC Board for another approval.

On April 14, 2010, the Executive Committee unanimously approved as stated above.

The modified Agreement between ELCMC and UWMC for SB6 for FY 2010–2013, effective July 1, 2010 was included for review and the changes are highlighted.

Due to lack of a quorum the above will be presented at the May 20th special Board meeting.

EXECUTIVE DIRECTOR'S REPORT

- The **Children First Breakfast event will be held on October 27, 2010** in partnership with the Marion County Children's Alliance. The event will be held at the Hilton at 7:30 a.m. The keynote speaker is Dr. Wil Blechman. Dr. Blechman will report on what has happened with early learning and community support since the 2009 Children First Breakfast.
- AWI has notified ELCMC that the Independent Audit was accepted by AWI.
- The KPMG final report was received. ELCMC submitted a corrective action plan and is awaiting a response from AWI as to their acceptance of the plan.
- Board members whose term was affected by AWI have been contacted for an extension to four years. The members have agreed to extend their term. A plan amendment was submitted to AWI regarding the term extensions.
- Legislative Update –
 - The school readiness budget will be funded at the same level for next FY as it is for the current FY.
 - SB1203 and HB2401 are in the final stages and one of the changes includes Board member voting rights.
 - In 2009, ELCMC had nine volunteers assisting staff. Volunteer, Susan Dewey (Tom Dewey's wife) volunteered over 200 hours at ELCMC and a high school student volunteered over 128 hours at ELCMC. ELCMC honored the volunteers in recognition of Volunteers Week.
- ELCMC is finalizing the web-based on-line school readiness eligibility process.

DISCUSSION ITEMS

March 2010 ELAC (Early Learning Advisory Council) meeting

George Gibson discussed the March 4th ELAC meeting he attended in Tallahassee. George Gibson learned that changes/impact begin at the local level.

George Gibson stated that there are early learning coalitions concerned about VPK funding for the remainder of this FY. There is an early learning coalition that will be in a deficit for VPK by the end of April 2010.

Mark Imes discussed the concern of the funds for payment of VPK services through this FY. Additional clarification was acquired from AWI ensuring that AWI has the authority to utilize funds from FY 2010 – 2011 to pay for VPK services this FY.

INFORMATION ITEMS

Marion County Public School (MCPS) Report

- Chris Sandy reported that the MCPS is reaching out to private child care providers. The MCPS took the largest child care providers that have existing VPK enrollment, identified seven of the child care providers and MCPS is going to meet the parents/caregivers at the child care center to enroll children into kindergarten.
- On May 8th, the MCPS and ELCMC are partnering to host a VPK/Kindergarten Roundup event at the Marion County Public Library (MCPL).
- The MCPS is conducting an ESE (Exceptional Student Education)/VPK blended classroom. The MCPS is going to take a classroom of 18 with nine ESE and nine VPK students. Additional information will be available at a later date.

SB6 Update

The SB6 Leadership Council met on March 19th. Highlights from the meeting include:

- The Powerful Parenting Series is in its' second set of classes. The classes are being held in the Anthony area at Unity Methodist Church. There are approximately 20 – 25 parents/caregivers that attend each class.
- HOME (Hands of Mercy Everywhere) in Belleview requested services (Powerful Parenting Series) from SB6. Diane Schofield, Executive Director of HOME, discussed the request at the Leadership Council meeting. HOME provides a home for pregnant and/or unwed teenage mothers and their babies. The Leadership Council agreed to hold a Powerful Parenting Series in Belleview from July through December 2010.
- 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 (Learning without Walls) program ends June 8, 2010. Deanna McNeish has been hired to assist SB6. Ms. McNeish attends school full time and also works at Burger King.
- On March 17, 2010, the United Way of Marion County Board approved the partnership Agreement subject to some minor changes on payment of the invoice including clarification to indicate when payment is to be made.

Program/VPK Committee Update

The Program/VPK Committee met on March 4th. Highlights from the meeting include:

- The Committee welcomed Terri Harper to the meeting as a potential member of the Program/VPK Committee. Ms. Harper is the Manager at CDS for Head Start and Early Head Start.
- The Federal Poverty Level for 2010 was delayed by the issuance 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 Provider Task Force (16 child care providers) and ELCMC staff met with legislators and participated in the Children's Week events at the Capitol in Tallahassee.
- Until further notice, Market Days will continue to be offered on the first two business days of the month.
- The VPK Readiness Rates were received from the Florida Department of Education. Marion County had four perfect scores of 200: Shores Assembly of God, SEED Pre-School, Counts Academy and Debra Poole Large Family Child Care Home.

OTHER BUSINESS

- Lola Gonzalez has been hired by Devereux Kids to conduct outreach in the Marion Oaks area. The outreach is similar to the work Scott Hackmyer does in the West Ocala area.
- **A special Board meeting will be held on May 20, 2010 at 8:30 a.m. at ARC Marion.**

- Mark Imes discussed the responses received to the RFP for SR and VPK Services in detail. The **RFP Committee is meeting on May 4th to continue discussing the responses received for SR and VPK Services.**
- Mary Beth Kyle thanked Roseann Fricks, Elizabeth Moore and staff for their assistance with the early learning conference. There were 694 registrations at the conference.
- Marsha Carpenter introduced her supervisor, Richard Forrester to the Board. Mr. Forrester is new to the region and works in the Orlando office. Mr. Forrester introduced his daughter, Brooke to the Board.
- Chris Sandy discussed that she attended a conference that looked at children that were drop outs and their commonalities. Research shows that what might have had an impact is that these children did not master the alphabetic principle.
- Pastor John Delcamp discussed a research project that took children who had normal, abused, neglected and lacked discipline circumstances and at the age of six they conducted a brain scan that showed that the normal set of children had a full brain development. The other groups had front lobes underdeveloped on both sides. The research conducted the brain scan again at the age of 12 and their lobes never closed. The brain scan is being conducted again at 18 years of age (next year).
- Elizabeth Moore discussed that there are early learning standards for children zero to three. Elizabeth Moore conducted her first early learning standards training a few weeks ago and it was well received by the child care providers that attended the training. Angie Lewis requested a copy of the early learning standards.

PUBLIC COMMENT

No public comment.

Adjournment

The meeting adjourned with no further discussion.

Note taker: Tee Rosario

<u>(signature on file)</u>	<u>5/20/10</u>
Approved by	Date