

Early Learning Coalition of Brevard County, Inc.  
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**Board of Directors Meeting**  
**Tuesday, April 21, 2009 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 3-17-09
  - b. Directors report
  - c. Fund Development / Outreach report
- IV. Committee Reports
  - a. Executive / Finance Committee
- V. Old Business
  - a. Temporary reimbursement increase for providers
  - b. Board membership recruitment
- VI. New Business
  - a. School Readiness FY 08.09 slot utilization and enrollment
  - b. Summer services for Head Start children
- VII. Public Comment
- VIII. Adjourn – **Next meeting May 19, 2009 at 4pm.**

## **Director's Report**

### **April 2009**

#### **Agency for Workforce Innovation (AWI) / Office of Early Learning (OEL) Update:**

- The finalized Coalition Performance Review has been received; a copy will be distributed to Board Members. Staff has submitted its Corrective Action Plan as required in the report. The report indicates:
  - Governance:
    - In general, the Brevard Coalition's approach to Coalition governance is commendable.
    - Issues with board membership (minimum board membership requirements) and committee meeting minutes were cited in the report.
  - Operations and Management:
    - The Coalition has an efficient and effective method for procuring goods and services and has comprehensive policies and procedures to effectively handle information management and for managing Coalition personnel.
    - The Coalition fully complies with all applicable laws and the recommendations of AWI.
  - Child Care Resource and Referral:
    - The Coalition contracted with Devereux for R&R services through November 30, 2008.
    - The Coalition has several areas in R&R that need to be addressed. Many of the areas have been resolved with the transition of services in house as of December 1, 2008.
  - Educational Service Delivery:
    - In evaluating key aspects of the educational services delivery, the review team concluded that the Coalition does not comply with its plan in only one area (tracking follow-up services to families receiving referrals). All other areas were in compliance.
- American Recovery and Reinvestment Act (ARRA) – The Coalition has received an amended grant award with \$910,065 in additional funding. Additional funds may be allocated next fiscal year; however it is staffs understanding that current year ARRA funds may roll over to next year. Working poor families must continue to be served under School Readiness funding as funds are available. Staff is awaiting guidance on use of these funds for unemployed families seeking employment. Additional reporting requirements for these funds will be required.

#### **Coalition Update:**

- The following proposals were received by 3:00pm on April 20, 2009 in accordance with the guidelines outlined in the Early Learning Coalition of Brevard County, Inc.'s Request for Proposal (ELCRFP09.10.01):
  - Component 1: Quality assessments, training and technical assistance for School Readiness Providers
    - Children's Forum, Inc.
    - Devereux Florida
  - Component 2: Quality initiative home visiting / family literacy program
    - Brevard Public Schools

At least two (2) Board members will be solicited to sit on the Evaluation Committee.

- The 2<sup>nd</sup> Annual Family Expo will be held on May 9, 2009 at the Cocoa Expo Center. May 9<sup>th</sup> will be the first day certificates of eligibility will be issued for the VPK school year program (09.10).
- Future VPK registration will be held throughout the County at designated locations throughout the months of May – August. Postcards have been mailed to over 5,000 potential families, posters are available and radio / newspapers are spreading the word.

### **Committees:**

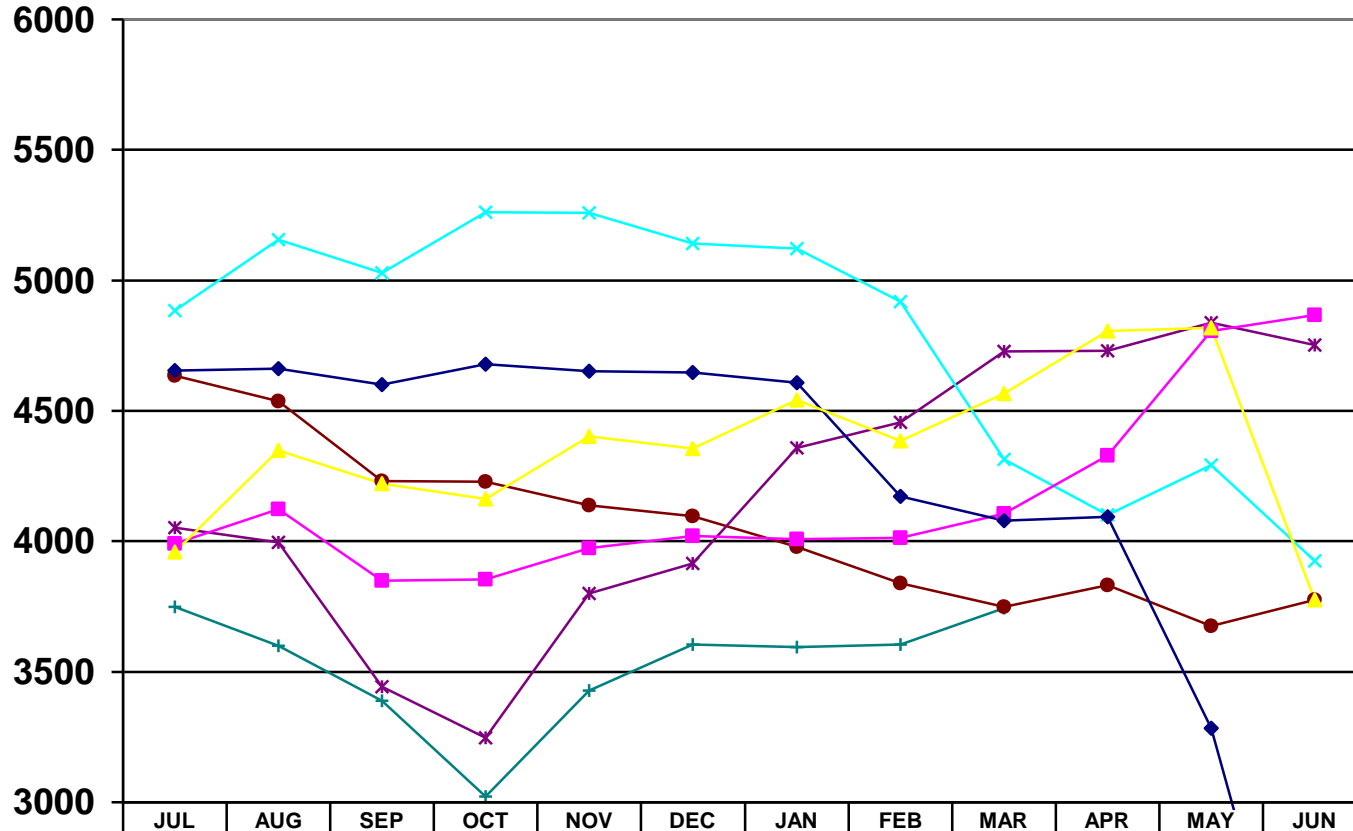
**Executive / Finance Committee:** The committee met on April 13<sup>th</sup>. A report will be provided at the Board meeting.

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## **Fund Development / Outreach Report April 2009**

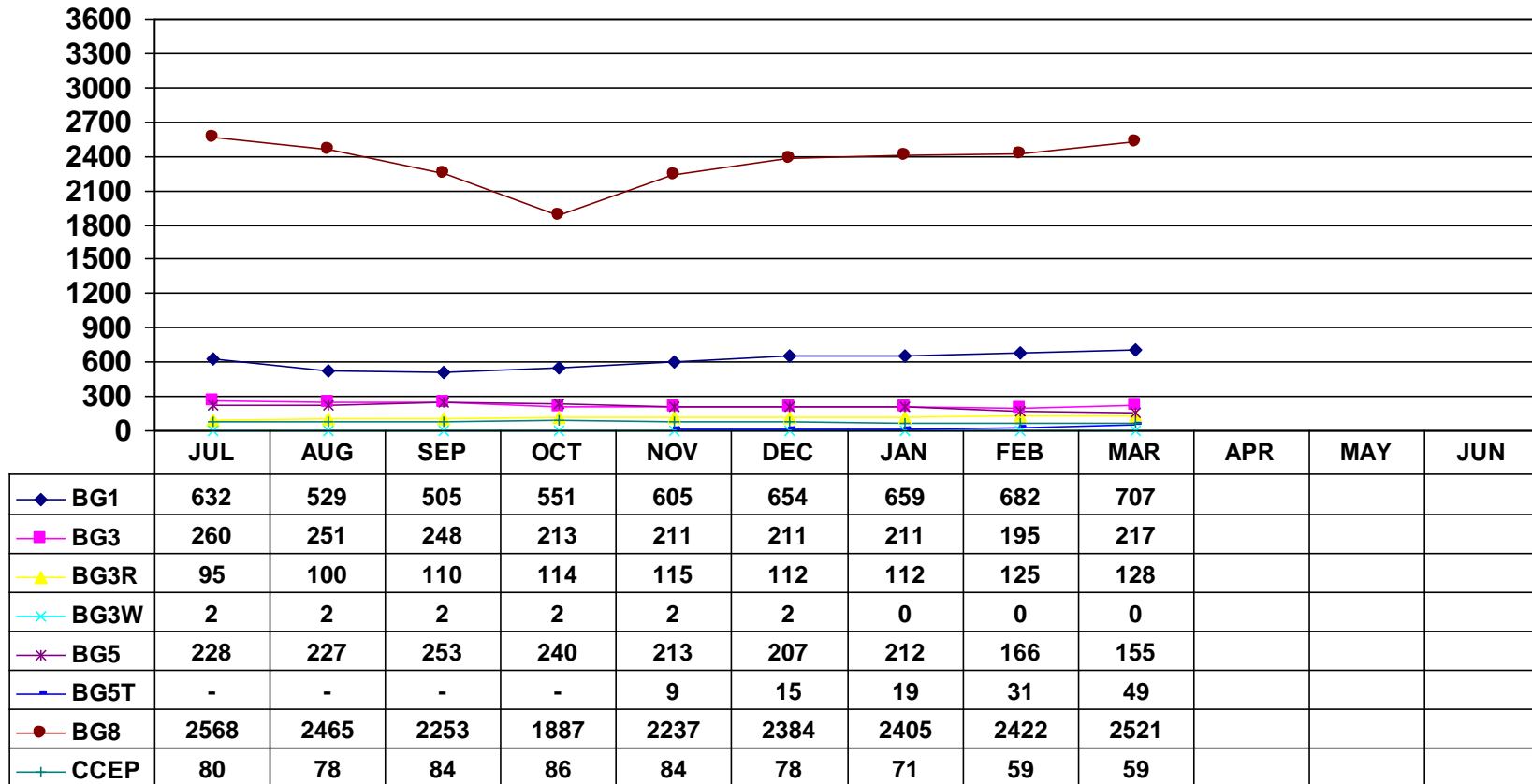
- The Coalition is participating in the following events to raise funds for School Readiness match:
  - Fiesta Brevard - Friday, May 8, 2009 from 5:30 p.m. to 9:00 p.m. at the Holiday Inn Cocoa Beach Oceanfront Resort on A1A in Cocoa Beach. Festivities include live entertainment with Latin music, salsa dancing, games, drawings, raffles, salsa contest, fiesta hat parade and contest, lots of food and more! Tickets are available in advance for \$10.00 or \$15.00 at the door. Tickets can be purchased through the Coalition. All tickets sold by the Coalition benefit us. Admission includes four (4) food tickets. Raffle tickets are on sale through the Coalition as well. This year's grand prizes include Fiesta Treasure Basket valued at over \$1,000 (contains a variety of gift certificates and gift cards for products and services in Brevard County), Visa Gift Card, Orlando Family Fun Package and Cocoa Beach Stay & Play Day Packages. Drawing Tickets cost \$5.00 for one and \$20.00 for five.
  - Derby Day (Rockledge Rotary) – Saturday, May 2, 2009 from 3:00 p.m. to 8:00 p.m. at the Holiday Inn Viera. Proceeds benefit the Coalition and the Rockledge Rotary Foundation. A reverse raffle will be held for \$5,000. Tickets are \$75.00 (max 250 to be sold) and are available through the Coalition. Derby Day tickets are also available.
  - Collection Boxes – “Sweet Sixteen” – to be discussed
  - Family Expo – sponsor / vendor opportunities still available. We encourage all Board Members to stop by the event.

## NUMBER OF CHILDREN SERVED (Unduplicated Count) by Fiscal Year



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Children Served (2008-2009)	3750	3599	3389	3022	3429	3604	3594	3605	3745			
Children Served (2007-2008)	4635	4536	4231	4229	4138	4097	3980	3839	3748	3831	3675	3776
Children Served (2006-2007)	4052	3996	3442	3246	3800	3915	4358	4457	4727	4731	4838	4751
Children Served (2005-2006)	4885	5157	5028	5261	5258	5140	5121	4919	4315	4100	4291	3924
Children Served (2004-2005)	3990	4122	3849	3853	3973	4020	4008	4012	4106	4329	4806	4868
Children Served (2003-2004)	4653	4661	4600	4678	4651	4648	4608	4173	4080	4093	3283	1858
Children Served (2002-2003)	3960	4349	4221	4162	4403	4355	4542	4386	4566	4806	4817	3775

**Early Learning Coalition of Brevard County, Inc.**  
**NUMBER OF CHILDREN SERVED BY BILLING GROUP (Duplicated Count)**  
**Fiscal Year 2008-2009**

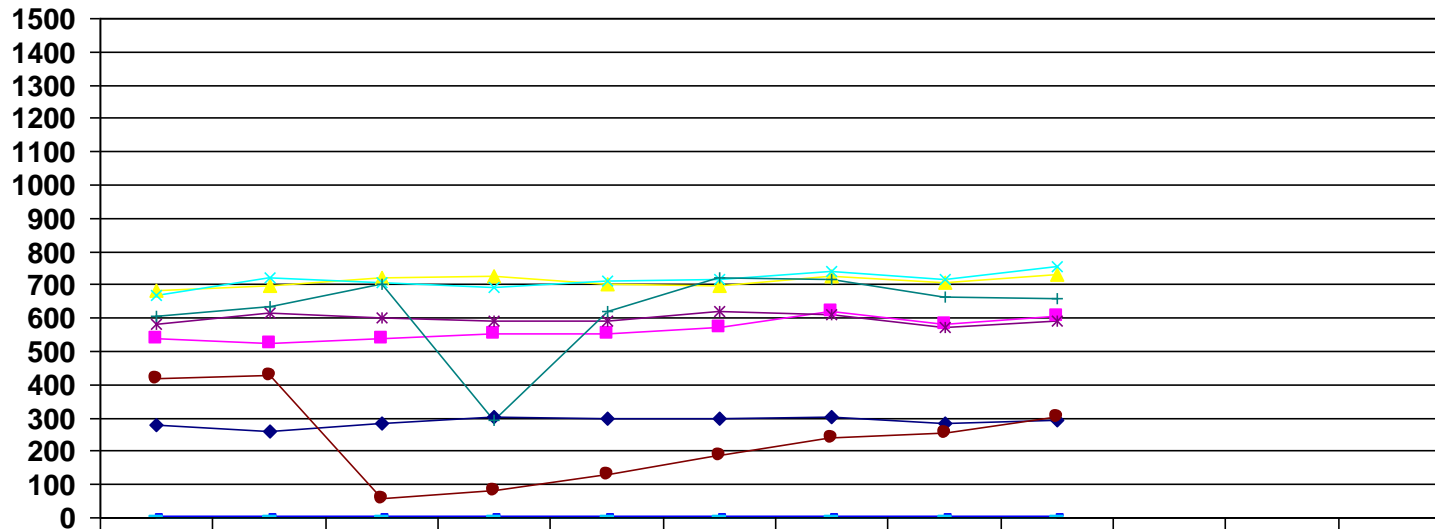


**Billing Codes:**

**BG1** Protective Services  
**BG3** Workforce Development Participants/TANF  
**BG8** Income Eligible Families/Working Poor  
**CCEP** Child Care Executive Partnership

**BG5** Transitional Child Care Year 1  
**BG5T** Transitional Child Care Year 2  
**BG3R** TANF At-Risk (Relative Care Program)  
**BG3W** Workforce Development Participants

**EARLY LEARNING COALITION OF BREVARD COUNTY, INC.  
NUMBER OF CHILDREN SERVED BY CARE LEVEL (Duplicated Count)  
Fiscal Year 2008-2009**



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
◆ Infant	280	261	284	302	300	298	305	285	295			
■ Toddler	538	525	538	551	554	573	619	584	604			
▲ 2YR	685	695	722	728	704	697	724	706	730			
× PR3	668	722	709	691	711	718	739	718	753			
* PR4	582	613	600	589	593	618	611	571	593			
● PR5	418	430	60	84	131	188	239	253	302			
+ SCH	606	637	702	293	620	723	716	665	658			
- SPCR	3	3	4	4	5	5	5	5	5			
- SPTN	0	0	1	0	0	1	1	1	0			

**Care Level Codes:**

INF < 12 Months  
TOD 12 to < 24 Months  
2YR 24 to < 36 Months

PR3 36 to < 48 Months  
PR4 48 to < 60 Months  
PR5 60 to < 72 Months

SCH School Age  
SPCR Special Needs  
SPTN Special Needs Teen

ELC FY 08.09  
Direct Service Utilization Report

Billing Period	Children SERVED (unduplicated)	Per child Cost	97PP0	97R00	97G00	97GSD	97P00	97GNW	89J00	Total Direct Service Expenditures*	Monthly Direct Service Allocation	Match required**	Match obtained
July-08	3,750	\$ 334.18	\$ 11,922	\$ 214,920	\$ 76,161	\$ 84,358	\$ 758,122	\$ 110,173	\$ 9,425	\$ 1,253,158.07	\$ 1,349,198	\$ 48,192.30	\$ 45,083.39
August-08	3,599	\$ 276.36	\$ 8,685	\$ 151,458	\$ 65,203	\$ 67,459	\$ 606,463	\$ 96,878	\$ 7,149	\$ 994,609.07	\$ 1,381,726	\$ 36,387.76	\$ 16,666.67
September-08	3,389	\$ 270.16	\$ 10,701	\$ 149,286	\$ 71,737	\$ 62,333	\$ 535,735	\$ 89,796	\$ 6,682	\$ 915,568.40	\$ 1,117,744	\$ 32,144.12	\$ 17,301.33
October-08	3,022	\$ 325.14	\$ 10,899	\$ 172,924	\$ 71,883	\$ 76,326	\$ 558,067	\$ 92,715	\$ 10,649	\$ 982,564.36	\$ 1,294,526	\$ 33,484.01	\$ 26,965.42
November-08	3,429	\$ 270.33	\$ 9,585	\$ 177,921	\$ 63,186	\$ 69,405	\$ 521,805	\$ 85,641	\$ 9,005	\$ 926,962.21	\$ 1,301,198	\$ 31,308.31	\$ 21,092.21
December-08	3,604	\$ 309.82	\$ 10,651	\$ 218,138	\$ 72,649	\$ 81,476	\$ 639,455	\$ 95,756	\$ 9,115	\$ 1,116,588.85	\$ 1,256,671	\$ 38,367.27	\$ 30,195.92
January-09	3,594	\$ 300.80	\$ 8,885	\$ 195,422	\$ 60,266	\$ 81,480	\$ 649,043	\$ 85,692	\$ 9,165	\$ 1,081,067.14	\$ 1,364,926	\$ 38,942.56	\$ 21,679.37
February-09	3,605	\$ 285.88	\$ 6,932	\$ 190,951	\$ 50,735	\$ 89,548	\$ 604,992	\$ 89,282	\$ 5,077	\$ 1,030,585.73	\$ 1,239,871	\$ 36,299.53	\$ 22,290.54
March-09	3,745	\$ 315.35	\$ 7,181	\$ 220,976	\$ 60,266	\$ 94,770	\$ 703,599	\$ 96,371	\$ 5,000	\$ 1,180,981.76	\$ 1,176,671	\$ 42,215.92	\$ 20,676.11
April-09		#DIV/0!								\$ -	\$ 1,308,398	\$ -	
May-09		#DIV/0!								\$ -	\$ 1,301,198	\$ -	
June-09		#DIV/0!								\$ -	\$ 1,287,872	\$ -	
Final Invoice		#DIV/0!								\$ -	\$ -	\$ -	
<b>TOTALS</b>		#DIV/0!	\$ 85,441	\$ 1,691,996	\$ 592,086	\$ 707,155	\$ 5,577,280	\$ 842,304	\$ 71,266	\$ 9,482,085.59	\$ 15,380,000	\$ 337,341.78	\$ 221,950.96
											Remaining Match Required	\$ 115,390.82	

\* For internal utilization purposes - includes Gold Seal and Project Safety Net expenses; does not include CCEP.

\*\* Match required does not have to be obtained monthly, overall total must be obtained by end of fiscal year and may include in-kind.

OCA above	Billing Group
97PPO	CCEP (Child Care Executive Partnership)
97ROO	BG-1 (Protective Services / DCF referrals)
97GOO	BG3W, BG-5 (TANF / TCC (transitional child care) referrals)
97GSD	GOLD SEAL DIFFERENTIAL
97POO	BG-8 (working poor / income eligible)
97GNW	BG-3, BG-3R (TANF referrals)
89J00	PROJECT SAFETY NET (case management services)

YTD Spending Rate (overall)	61.65%	Expected YTD Spending Rate	74.66%
YTD Surplus / Deficit (overall)	\$2,000,445.61		

**Revised Budget  
Effective 10/2008**

Month	# of Children Served	Avg Daily Rate / Child	# of Days	Overall Expected Child Care	Overall Actual Child Care	Spending Rate	Surplus / Deficit	YTD Expected	YTD Actual
July	3750	\$15.19	22	\$1,349,198.40	\$1,253,158.07	92.88%	\$96,040.33	\$1,349,198.40	\$1,253,158.07
August	3599	\$ 12.02	23	\$1,381,725.60	\$994,609.07	71.98%	\$387,116.53	\$2,730,924.00	\$2,247,767.14
September	3389	\$13.51	20	\$1,117,744.00	\$915,568.40	81.91%	\$202,175.60	\$3,848,668.00	\$3,163,335.54
October	3022	\$14.14	23	\$1,294,525.60	\$982,564.36	75.90%	\$311,961.24	\$5,143,193.60	\$4,145,899.90
November	3429	\$12.29	22	\$1,301,198.40	\$926,962.21	71.24%	\$374,236.19	\$6,444,392.00	\$5,072,862.11
December	3604	\$14.75	21	\$1,256,671.20	\$1,116,588.85	88.85%	\$140,082.35	\$7,701,063.20	\$6,189,450.96
January	3594	\$13.08	23	\$1,364,925.60	\$1,081,067.14	79.20%	\$283,858.46	\$9,065,988.80	\$7,270,518.10
February	3605	\$13.61	21	\$1,239,871.20	\$1,030,585.73	83.12%	\$209,285.47	\$10,305,860.00	\$8,301,103.83
March	3745	\$15.02	21	\$1,176,671.20	\$1,180,981.76	100.37%	(\$4,310.56)	\$11,482,531.20	
April		#DIV/0!	22	\$1,308,398.40		0.00%		\$12,790,929.60	
May		#DIV/0!	22	\$1,301,198.40		0.00%		\$14,092,128.00	
June		#DIV/0!	21	\$1,287,872.00		0.00%		\$15,380,000.00	
Final Invoice									
<b>YTD Totals</b>		<b>\$13.57</b>	<b>261</b>	<b>\$15,380,000.00</b>	<b>\$9,482,085.59</b>	<b>61.65%</b>	<b>\$2,000,445.61</b>		

Methodolgy for expected childcare: total allocation (\$15,380,000 divided by 261 days = daily rate of \$58,927.20). Adjustments may be made at a later date due to school holidays / vacations.

Early Learning Coalition of Brevard County, Inc. – Tuesday, March 17, 2009

Early Learning Coalition Conference Room

4:00 p.m. to 6:00 p.m.

Meeting Minutes

**Members Present:** Marci Brilley, Verner R. Buchanan, Sherry Covell, Mildred Coyne, Lori Duester, Nancy Grzesik, Hugh Halsey, Pamela C. Hamilton, Chenita Joiner, Althea Puzio, Myrna Shimei, Shannon Smithwick, Michelle Vincent, Doug Workman, Teresa Wright.

**Excused Absences:** Mike Durante

**Absences:** *Linda Graham*

**Administrative Staff:** Sky Beard, Ann Beecham, Sandra Diaz, Richelle Holmes, Melissa Murphy, Cathie Odom, Ethel Pinkerton.

**Guests:** Gloria Bartley, Elaine DeRiso, Gabriele DiTota, Andrea Larson, Mona Potter, Susan Schumacher.

Shannon Smithwick, Chairperson called the meeting to order at 4:03 p.m. Self-introductions were conducted and quorum was established.

**Consent Items:**

*Minutes 2-17-09: see file handout*

*Director's Report: see file handout*

*Melissa Murphy highlighted the following items:*

**AWI:**

Brittany Birken has been named Interim Deputy Director for the Agency for Workforce Innovation. Brittany is the current Office of Early Learning Director.

Staff has reviewed the draft report for the eligibility review conducted during November 2008. The report indicates a substantial improvement in eligibility records once services were brought in house. Comments were submitted to AWI; a final report will be published in March and distributed to Board members.

Approximately \$105 million in stimulus funding will be available for Florida school readiness services. Of this 13% is earmarked for quality (including infant and toddler earmarks). Approximately \$37 million will be used to return Coalition funding to the level of funding in FY 07.08 prior to Federal and State funding reductions. The remaining funds will be allocated by a set funding formula to serve an anticipated 20,000 additional children. Additional details will be provided as information becomes available.

**Coalition Update:**

The City of Melbourne approved the Coalition's Community Development Block Grant application in the amount of \$15,000 for FY 09.10. The City of Titusville has approved the Coalition's application in the amount of \$18,000 for FY 09.10. The 2<sup>nd</sup> Annual family Expo will be held on May 9, 2009 at the Cocoa Expo Center. Sponsorship packages and marketing opportunities were presented at the Board meeting (*see file handout*). May 9<sup>th</sup> will be the first day certificates of eligibility will be issued for the VPK school year program (09.10).

*Fund Development – Richelle Holmes presented the following:*

Children's Week: The Coalition is participating in children's week which is March 29-April 5<sup>th</sup> with the following events:

- ❖ Collection of children's handprints to be sent to Tallahassee to hang in the Legislative Rotunda to remember children's issues during session. We had a great response from our providers and received hundreds of hands.
- ❖ The Coalition is collaborating with CBC Brevard in National Child Abuse Prevention Awareness Month with the official kickoff event at the new Palm Bay mall opening on April 4<sup>th</sup> with a reading of the proclamation by Commissioner Anderson declaring April as National Child Abuse Prevention Awareness Month and April 5<sup>th</sup> as Parent and Children's Day. We will be planting pinwheels from the "Ounce of Prevention" for display for the community to remember children.
- ❖ Coalition and CBC Brevard staff will be wearing pedometers during children's week to calculate the number of steps children's advocates take during that week. The total will be sent to Tallahassee and combined with others throughout the state and placed on the "One Voice Database". Pedometers were distributed to board members.

Family Expo: Family Expo will be held on May 9<sup>th</sup> at the Cocoa Expo center; we are still seeking sponsorships and family friendly vendors. Sponsorship packets were handed out to all board members.

Other upcoming events: Ethel reported that the Coalition is participating in Fiesta Brevard scheduled for May 8<sup>th</sup>. Ethel also talked about and handed out information regarding the Rockledge Rotary "Derby Day" and that the Rotary has decided that the Coalition would be the beneficiary of funds raised at the event.

**Sherry Covell made a motion to approve the Consent Items as presented. Pamela Hamilton seconded the motion. The motion passed unanimously.**

## **Committee Reports**

**Executive Committee** – Shannon Smithwick reported the committee met on March 9, 2009. Melissa reviewed the Draft Eligibility report from OEL. A final report will be issued within 30 days. The report was positive indicating "SR eligibility has improved significantly when compared to the 2006-2007 annual review."

The timeline for procurement of direct services for FY 09.10 has been extended. The projected date for release of the request for proposal is now March 18<sup>th</sup> with applications due back on April 20<sup>th</sup>.

Melissa indicated that the variance request to allow a 90 day break in employment (currently 30 days) while receiving school readiness services was submitted to OEL. The request must be posted in Florida Administrative Weekly prior to approval. *Note: the request was posted 3/13/09.*

## **New Business**

*School Readiness FY 08.09 slot utilization/enrollment: Melissa Murphy reported the following:*

Melissa reported BG-8 (working poor) enrollment increased slightly for the month of February to 3,605.

Melissa indicated there is a continual increase in enrollment under Protective Services (BG1). The other

enrollment categories have remained steady. Overall, we've maintained enrollment. Utilization continues to project a surplus at \$2,000,000.00 YTD. However, during the month of February the spending rate did go up from 79.2% in January to 83.4%. There is a match shortage; however we have about \$70,000 of in-kind donations that haven't been applied to match as of yet. Melissa stated she spoke with the AWI which indicated they will not penalize for having a match shortage this year as long as overall the state is able to obtain the match requirement (projected).

*Temporary provider reimbursement rate increase (April -- June): Melissa presented the following:*

Melissa discussed the fact that many childcare providers are having a difficult time maintaining enrollment and parents are struggling in paying their portion due to the current economy with reductions in workforce. Melissa presented the idea of a stimulus package to help providers and parents by requesting a temporary rate increase. The state has approved other Coalitions in the past for this; we could request approval for the period of April – June allowing a temporary 15% rate increase. Discussion ensued. Board members wanted to ensure providers and parents were made aware that this is temporary and will revert back to the current rates on July 1<sup>st</sup>. Melissa stated she will send out letters with payments to this effect. Board members requested that providers sign indicating they are aware this is temporary and agreeing to credit parents with the differential received by the Coalition. In addition, a press release will be posted on the Coalition website and other outlets announcing this.

**Michelle Vincent made a motion to approve a Temporary provider reimbursement rate increase as presented. Sherry Covell seconded the motion. The motion passed unanimously.**

***Public Comment***

*Shannon opened the floor for comment from the Board and the public.*

Loris Duester announced the "World's Greatest Baby Shower" will be held at The Children's Center in Titusville on May 9, 2009.

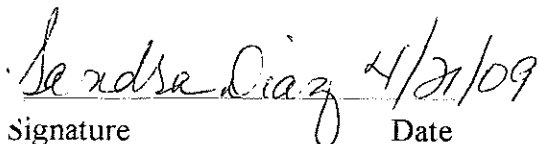
The President of the local Family Child Care Association was present and thankful for the support of the family child care providers through sponsorship of attendance at the annual statewide conference.

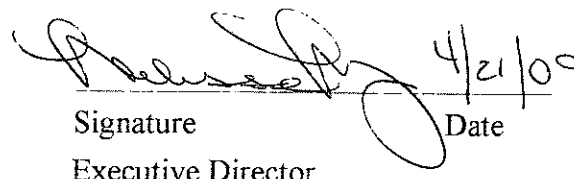
**Theresa Wright motioned to adjourn; Mildred Coyne seconded the motion. The motion passed unanimously. The meeting adjourned at 5:00 p.m.**

**The next meeting is scheduled for April 21, 2009 at ELC Conference Room.**

*Respectfully Submitted,*

*Approved*

 4/21/09  
Signature Date

 4/21/09  
Signature Date

Executive Assistant

Executive Director