



Early Learning Coalition of Brevard County, Inc.  
P.O. Box 560692 ♦ Rockledge, FL 32956

Phone: 321-637-1800 ♦ Fax: 321-637-7244  
Website: [www.elcbrevard.org](http://www.elcbrevard.org)

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**Board of Directors Meeting  
Tuesday, August 18, 2009 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 7-21-09
  - b. Directors Report
  - c. Fundraising / Outreach Report
- IV. Committee Reports
  - a. Nominating Committee
  - b. Executive Committee
- V. Old Business
  - a. School Readiness FY 08.09 utilization (closeout)
- VI. New Business
  - a. School Readiness FY 09.10 slot utilization and enrollment
  - b. Approval to apply for grant / city / county funding on behalf of the Coalition
- VII. Public Comment
- VIII. Adjourn

Next Meeting: Tuesday, September 15, 2009

**Early Learning Coalition of Brevard County, Inc. – Tuesday, July 21, 2009**

**Early Learning Coalition Conference Room**

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

**Meeting Minutes**

**Members Present:** Marci Brilley, Mildred Coyne, Sherry Covell, Mike Durante, Nancy Grzesik, Pamela C. Hamilton, Hugh Halsey, Mona Potter, Shannon Smithwick,

**Excused Absences:** Verner R. Buchanan, Lori Duester, Chenita Joiner, Myrna Shimei, Althea Puzio, Doug Workman

**Absences:** Linda Graham

**Staff:** Sky Beard, Dennise Corder-Sarnese, Sandra Diaz, Michelle Janetka, Melissa Murphy, Cathie Odom.

**Guests:** Tammy Beaulieu, Gabriele DiTota, Andrea Larson, Susan Schumacher.

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

**Consent Items:**

*Minutes 5-19-09: see file handout*

*Director's Report: see file handout*

*Melissa Murphy highlighted the following items:*

**AWI:**

The Coalitions annual financial monitoring was completed during the week of April 27<sup>th</sup> by AWI's contracted agency KPMG. A copy of the report has been provided to Board Members.

Shannon Smithwick has been re-appointed by the governor's Office as Board Chair through April 30, 2013. One Governor Appointed vacancy remains. Melissa has received an application and will be submitting to the Governor's Office for review.

Marci Brilley and Melissa Murphy attended the Early Learning Advisory Council Meeting in Tampa on June 19, 2009. The next meeting is scheduled for September 11, 2009 in Orlando. At that time a general orientation will be provided for all Governor Appointed Board Members.

**Coalition Update:**

ELC hosted a Provider Appreciation Conference on June 20<sup>th</sup> at the Space Coast Convention Center in Cocoa. Many providers attended and positive feedback was received.

Providers were very appreciative of the playground equipment mini-grants offered this spring and for scholarships provided by the Coalition to attend BCC classes or the National director's Conference in Orlando.

Customer satisfaction surveys have been received and reviewed. A summary is provided today for review by the Board. A grant from the Boeing Company Charitable Trust has been received in the amount of \$7,765.00

for FY 09.10 match purposes and Early Childhood Training.

*Survey Results Summary (see file handout)* - Sky provided the results of the survey conducted of providers on the impact of the temporary reimbursement rate increase and how it benefited them as a childcare provider. Most providers said the increase in reimbursement will benefit their center by allowing purchasing of much needed material for the children as well as helping the parents with their co-pays. General thank you notes were received stating appreciation of ELC's efforts, for remembering the providers, for any and all help provided.

Sky provided information (*see file handout*) on the many thanks we received for providing scholarships to the NACCP National Conference. They were very appreciative of the generous Scholarship opportunities and many noted that without this gift it would not have been possible to pursue their early childhood education.

Sky has also put together a Summary of an annual survey (*see file handout*) of parent satisfaction. The responses of this survey will help the Coalition improve our services and identify areas where we are doing well. Sky indicated families are pleased with staff's knowledgeable and indicated they are treated with respect. Sky said we compared this survey to a previous one we had done in April following the transition to services in-house and was pleased with the responses. Previously, we had issues with families not bringing required information to their appointments. It was nice to see how staff is working with families in what to bring prior to their appointment.

*Customer Satisfaction Survey results (see file handout)* – The Customer Satisfaction Surveys are mailed out to families receiving Child Care Resource and Referral services. The majority of families we serve through Childcare Resource and Referral are mostly through phone contact. Sky mentioned we received a 4% return rate, which is low; however OEL reported that if we have a 3% return rate we're doing well. Overall, we received good responses; Sky mentioned we are looking at other ways to increase the volume of responses.

Finance Report – Melissa reported on the end of year utilization. Previously, the finance committee had authorized to de-obligate \$250,000.00 and then \$600,000.00. In a total of \$850,000.00 was de-obligated to other Coalitions experiencing deficits.

Fund Development – Melissa provided an overview of some activities supporting the Coalition: Cinema World in Melbourne has a "Summer Kid Fest" for families. Children are free and the parents are \$2.00 or they can donate a book for the Coalition. On July 30<sup>th</sup> a cruise ship is hosting a lunch and tour with the Cocoa Beach Commerce of Chamber; all proceeds will benefit the Coalition, many Chamber members are also conducting 50/50 raffles at their ribbon cuttings with proceeds benefiting the Coalition. As a reminder, Ethel is looking for more locations to put out the Collection boxes, if you have any ideas please contact Ethel.

Melissa reported that Ethel is working on our marketing plan for this year. We are attempting to venture into social marketing and we are now on FaceBook and we have our video on YouTube. Our commercial will soon be running through BPSTV station. Melissa mentioned we will also be launching our new website soon.

Melissa is looking for members for the fund Development committee.

**Sherry Covell made a motion to approve the Consent Items as presented. Nancy Grzesik seconded. The Motion passed unanimously.**

## **Committee Reports**

**The Executive Committee** met on June 8, 2009. Shannon reported the Committee conducted its annual review of Melissa as Executive Director. Goals are under development for performance measures this fiscal year.

**The Finance Committee** met on June 8, 2009 to review FY 08.09 expenditures. The Committee authorized staff to de-obligate additional dollars to assist Coalitions experiencing deficits this year. The Committee also approved the distribution of incentive compensation for staff. An update on procurement was provided by staff. Contracts with Brevard Public Schools and the Children's Forum have been completed.

**The Executive Committee** met on July 13, 2009 to review and approve staff recommendations for service priorities utilizing stimulus dollars (to be discussed under new business).

**The Finance Committee** met on July 13, 2009 to review and approve a revised Coalition operational budget for FY 09.10 as well as updated finance policies. An overall agency budget will be presented to the Board for approval.

## **Old Business**

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

Melissa reviewed the Direct Service Utilization report for FY 08.09. For June, utilization was close to \$1.5 million, higher than expected. The unduplicated number of children served for the month was 3,933. Enrollment continues to increase which is good. Staff recently implemented new internal procedures which will help us maintain utilization in all of the working poor families - re-determination will occur every 9 months rather than 6 months.

## **New Business**

*School Readiness enrollment priorities:* Melissa reported we have received \$2,254,219 in stimulus (ARRA) funding. OF this amount, \$1,101,102 is new funding. The remainder covers a reduction in state general revenue funding for FY 07.08 and FY 08.09. We have allocated \$125,000 of this for staffing related costs in FY 09.10 to serve these clients. ARRA funds may be carried over into FY 10.11 with the following requirements 50% of the funding needs to be utilized by June 30, 2010. (\$1,127,109.50) and 75% utilized by December 31, 2010.

Enrollment Priorities for ARRA funding must be established. Staff is recommending we serve children of families with one or more parent receiving unemployment compensation effective July 1, 2009 and children of income eligible families (working poor) who document they are homeless, living in a homeless shelter or in a domestic violence shelter, limited to 12 months effective August 1, 2009. In the event funding remains available, it is recommended the Board approve enrollment from the current SR enrollment Priorities under



## **Director's Report August 2009**

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

- The Office of Early Learning will be conducting its annual eligibility review of school readiness and voluntary pre-kindergarten files September 14-17, 2009. Staff is gathering the requested documents in preparation for the review.

### **Coalition Update:**

- Match funding has been received from the USA Employee's One Fund in the amount of \$2,500.
- The Coalition's employee United Way Campaign has kicked off. Our goal is 100% participation this year.
- Hoyman, Dobson & Company will initiate the Coalition annual independent audit in September.
- Staff attended the technical assistance workshop for Brevard County Community Based Organizations interested in applying for funding. Applications are due August 28<sup>th</sup>. The Coalition will be submitting an application for match funding. Awards will be announced the end of September.
- The majority of VPK classes began on August 10<sup>th</sup>. As of that date we had issued approximately 3,800 certificates. We anticipate many last minute requests for certificates now that classes have begun. For comparison, last year we served 4,615 children in VPK.
- Current job vacancies exist for: Quality Assurance Administrator; Contract Assistant; Reimbursements Specialist and Child Care Resource and Referral Specialist. Employment listings are posted online: [www.elcbrevard.org/positions.jhtml?method=jobList](http://www.elcbrevard.org/positions.jhtml?method=jobList).

### **Committees:**

**Executive Committee:** The committee is meeting immediately prior to the Board meeting on August 18<sup>th</sup> to establish annual goals for Melissa.

**Nominating Committee:** The Committee will meet via conference call on August 13<sup>th</sup> at 2pm to review applications received.