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Board of Directors Meeting
Tuesday, September 15, 2009 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 8-18-09
 - b. Directors Report
 - c. Fundraising / Outreach Report
- IV. Committee Reports
None
- V. Old Business
 - a. School Readiness FY 09.10 slot utilization and enrollment
- VI. New Business
 - a. Annual Report to AWI / OEL (needs vote)
 - b. Nominations for Board Officers (Vice Chair, Treasurer, Secretary) – to committee prior to annual meeting (October)
- VII. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
 - c. Kindergarten readiness screening overview (Mona Potter)
- VIII. Public Comment
- IX. Adjourn

Next Meeting: Tuesday, October 20, 2009 (ANNUAL MEETING)

A Board survey will be sent to all members electronically for completion prior to the October meeting.

LAUNCHING A CHILD'S FUTURE!

Director's Report September 2009

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

- The Office of Early Learning is conducting an annual eligibility review of school readiness and voluntary pre-kindergarten files September 14-16, 2009.
- The Early Learning Advisory Council is meeting on September 10th and 11th in Orlando. The first day will consist of an orientation for Governor Appointees. Nancy Grzesik will be attending on behalf of the Coalition.
- Coalition annual reports are due to OEL on October 1, 2009. Staff will be presenting the report to the Board for approval at its meeting September 15th.

Coalition Update:

- The Coalition submitted an application to Brevard County for Community Based Organization funding in the amount of \$104,000 for school readiness match funds. Awards will be announced the end of September.
- A Provider meeting was held on September 3rd at Rockledge City Hall. Over 200 providers were in attendance. Thank you to Pam Hamilton and Vern Buchanan for presenting information on the H1N1 flu and changes to licensing requirements to providers.
- The Coalition website (www.elcbrevard.org) has had a face lift. Please check it out!
- Enrollment of clients receiving unemployment compensation continues, utilizing ARRA funds. Currently 33 children are receiving services under this funding category.

Committees:

Executive / Finance Committee: The committee did not meet this month.

Nominating Committee: The Committee will be scheduling a meeting to develop a slate of officers for 2009-10 and presentation at the October meeting.

Early Learning Coalition of Brevard County, Inc. – Tuesday, August 18, 2009

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Verner R. Buchanan, Sherry Covell, Mildred Coyne, Lori Duester, Mike Durante, Nancy Grzesik, Hugh Halsey, Pamela C. Hamilton, Mona Potter, Althea Puzio, Myrna Shimei, Shannon Smithwick, Doug Workman.

Excused Absences: Marci Brilley

Absences: Linda Graham, Chenita Joiner

Administrative Staff: Sky Beard, Sandra Diaz, Melissa Murphy, Cathie Odom.

Guests: Tammy Beaulieu, Debbie Conley, Gabriele DiTota, Andrea Larson

Shannon Smithwick, Chairperson called the meeting to order at 4:00 p.m. Self-introductions were conducted and quorum was established.

Consent Items:

Minutes 7-21-09: see file handout

Director's Report: see file handout

Melissa Murphy highlighted the following items:

AWI:

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 28th. 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 10th. 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.

Fundraising/Outreach Report:

Melissa reported Ethel is still working on the marketing plan and she has a lot of the collection boxes out.

Pamelia Hamilton made a motion to approve the Consent Items and the Minutes as presented. Myrna Shimei seconded the motion. The motion passed unanimously.

Committee Reports

Executive Committee – Shannon reported that the committee met immediately prior to the Board meeting August 18th to establish annual goals for Melissa.

Nominating Committee – The Committee met via conference call on August 13th at 2:00 pm to review applications received. The Committee is recommending approval of Scott Armstrong, Director and Partner for Commercial Investment Real Estate and Len Farias President of CMIT Solutions of South Brevard for Private Sector membership. Len is a member of the Rockledge Rotary and Cocoa Beach Chamber. Melissa wanted to make members aware that the Coalition does currently contract with CMIT for IT services. The contract is for less than \$25,000.00. Melissa did some research and reported that there are some policies by the Office of Early Learning about the appointment of Private Sector members and substantial financial interest. Melissa said they define substantial financial interest as a member who if during the prior 2 years more than 5% of the income of that person is from that of the Coalition, AWI, or one of our providers, etc. Melissa and Len have spoken about this and he has assured her that not more than 5% of the income of the company or himself is generated from the Coalition or related entities. The Committee is recommending the approval of Scott Armstrong and Len Farias as Private Sector Members for a term of four years effective with the September Board meeting.

Nominating Committee is recommending approval of Scott Armstrong and Len Farias for Private Sector Members. The recommendation was accepted unanimously by the board.

Old Business

School Readiness FY 08.09 utilization (closeout) *will be presented at the next board meeting.*

New Business

School Readiness FY 09.10 slot utilization/enrollment: Melissa Murphy reported the following:

Melissa presented the FY 09.10 slot utilization and indicated in July there was a surplus of \$18,000.00 based on the projected monthly cost for child care services. For comparison purposes, in FY 08.09 – FY 09.10 Melissa reviewed enrollment statistics, surplus, match and direct service utilization. Melissa added a column to the utilization report reflecting the target enrollment by month which will help visualize what our expected childcare cost each month should be to increase enrollment. *(See file handout)*

There are 510 children on the waiting list. We are currently enrolling from February and March, and about 120 children were added last month.

Approval to apply for grant / city / county funding on behalf of the Coalition: Melissa is asking for the approval from the Board to apply for grant, city, and county funding on behalf of the Coalition. Many times grant applications request documentation of such approval. In the past, the Executive Committee has approved submission of grants however with the approval being needed more frequently a request for ongoing approval is requested.

Mildred Coyne motioned to allow the Executive Director to apply for grant, city and county funding on behalf of the Coalition with reporting back to the Executive Committee prior to acceptance of grants if limitations or additional requirements of the Coalition exist. Pam Hamilton seconded the motion. The motion was accepted unanimously by the board.

Public Comment

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

- ❖ Shannon Smithwick asked if Lori and Doug had any feedback from the providers and Doug took the opportunity to share his experience at the Cocoa Expo and commended the Coalition staff for such an exceptional job. Lori agreed and stated she had a wonderful experience during the VPK Round-ups. At the next meeting Doug and Lori will continue to update us on any feedback or concerns regarding childcare providers.
- ❖ Pamela Hamilton said she will be sending Melissa a letter with information to be distributed to the Private childcare centers to be sent home to parents in what to do if their child is sick and info on the H1N1 virus.
- ❖ Vern talked about revisions to childcare centers food preparation requirements and licensing; childcare centers that serve food or portion out snacks from bulk containers require a separate food service permit in addition to their childcare license. Vern will update us of any changes at the next board meeting.
- ❖ Mona Potter said this school year a new Assessment called “Fair K” will be utilized to determine kindergarten readiness. Mona will give an update at the next board meeting.

Nancy Grzesik motioned to adjourn; Myrna Shimei seconded. The meeting adjourned at 5:10 p.m. The next meeting is scheduled for September 15, 2009 at ELC Conference Room.

Respectfully Submitted,

Approved

Signature Date
Executive Assistant

Signature Date
Executive Director