

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

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Audit Presentation: Deborah Bradley-Goode  
Hoyman, Dobson & Company, P.A.
- IV. Consent Items
  - a. Minutes: 10-20-09
  - b. Directors Report
- V. Committee Reports
  - a. Fundraising / Outreach Committee
- VI. Old Business
  - a. School Readiness FY 09.10 slot utilization and enrollment
- VII. New Business
  - a. Proposed bylaw / article of incorporation revisions
- VIII. Board Education
  - a. Overview of services provided
- IX. Board Updates
  - a. Providers (Lori Duester and Doug Workman)
  - b. Licensing (Vern Buchanan)
- X. Public Comment
- XI. Adjourn - **Next meeting: January**

**Early Learning Coalition of Brevard County, Inc. – Tuesday, October 20, 2009**

**Early Learning Coalition Conference Room**

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

**Annual Meeting Minutes**

**Members Present:** Scott Armstrong, Marci Brilley, Verner R. Buchanan, Sherry Covell, Mildred Coyne, Mike Durante, Len Farias, Nancy Grzesik, Mona Potter, Myrna Shimei, Doug Workman.

**Excused Absences:** Lori Duester, Hugh Halsey, Althea Puzio, Pamela Hamilton

**Absences:** Linda Graham, Chenita Joiner

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

**Guests:** Tammie Beaulieu, Debbie Conley, Gabriele DiTota, Susan Schumacher, Andrea Larson,

Shannon Smithwick, Chairperson, called the meeting to order at 4:02 p.m. Self-introductions were conducted and quorum was established.

Shannon Smithwick welcomed new board member Scott Armstrong who was present and briefly introduced himself and talked about his experiences and reasons for wishing to sit on the board.

**Consent Items:**

*Meeting Minutes – 09-15-2009*

*Director's Report: see file handout*

*Melissa Murphy highlighted the following items:*

**AWI:**

The Coalition Annual Report and Continuity of Operations Plan were submitted on time to OEL. (Both due on October 1, 2009).

**Coalition Update:**

Auditors from Homan, Dobson and Company were onsite during the week of September 28<sup>th</sup> conducting the single audit. Once the audit is drafted and reviewed by the Finance Committee Debbie Bradley Goode will present to the full board for approval at the December Board meeting.

Enrollment of clients receiving unemployment compensation continues, utilizing ARRA funds. Many were enrolled during the past 30 days with over 70 children currently receiving services under this funding category. Thank you to Brevard Workforce for referring clients to ELC for these services.

ELC was recognized at the United Way Campaign Kick-off Luncheon for being a campaign pacesetter with over \$4,000 in employee contributions.

*Fundraising/Outreach Report – Ethel reported the following:*

Ethel talked about the ELC bargain card; this is a card that people will be able to purchase on our website or through the mail and allows them to take advantage of many discount opportunities throughout the county. The card costs \$20.00 and never expires. It is available on our website; for more information you can contact Ethel Pinkerton. Ethel also mentioned the Bowl-a-thon it allows an opportunity for businesses to sponsor the event for only \$200.00. Ethel is asking to please come out and join us for a great day while raising money for ELC! Please see Sarah Adkison or Ethel Pinkerton for tickets.

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

## **Committee Reports**

**Executive Committee** – Shannon Smithwick reported – The committee met on October 13, 2009 to review the agenda for today's meeting. In addition, the committee discussed the current board meeting schedule. A suggestion had been made to look at bi-monthly meetings. After discussion, the committee agreed to maintain the current monthly schedule as is but to request a revision to the bylaws allowing the executive committee to change/cancel regularly scheduled board meetings if no agenda items exist. The proposed revision is in members' board packets for review and will be placed on the agenda for approval at the next board meeting.

**Finance Committee** – Mildred Coyne reported - The committee met on Tuesday, October 13, 2009 to review slot utilization and local match dollars secured to date. Slot utilization is looking great and will be reviewed under old business. Three new finance policies were reviewed and approved by the committee (Revenue Recognition, Improper Payments, Program and Interest Income). If anyone would like a copy of the policies please see Melissa. The committee also reviewed a request from Devereux for the coalition to pay a portion of their lease termination fee. The fee was a result of early lease termination upon non renewal of their contract with ELC. ELC paid July rent as part of the contract closeout. Devereux requested additional payment for August. The committee agreed this was not a cost ELC should absorb as contract renewal was not guaranteed and was based on a competitive request for proposals.

**Mike Durante made a motion to approve the Committee reports. Len Farias seconded the motion. The Motion passed unanimously.**

**Nominating Committee** – Sherry Covell reported the following: The Committee met via conference call on Wednesday, October 14, 2009 to discuss Officer Elections and a private sector membership application. This year's slate of officers is as follows: Vice Chair – Marci Brilley, Treasurer – Nancy Grzesik, and the Secretary to be Myrna Shimei. The Committee is recommending approval of the slate of officers as presented. In addition, the committee presented an overview of a private sector member application submitted by Marsha Packard. After careful review and discussion, the committee is recommending Marsha Packard, Circles of Care to be offered the board seat for Private Sector membership. Melissa announced Mike Durante was appointed by the governor for a term of 4 years.

**The Nominating committee is recommending approval of the approval of Slate of Officers for a one year term and approval of Marsha Packard, Circles of Care for a private sector board membership position for a term of four years. The recommendation passed unanimously.**

**Curriculum Committee** – Sky Beard reported - The committee met on September 22, 2009 to review waivers submitted by child care providers requesting use of curriculum and/or character development programs. It was recommended that two additional curricula be added to the approved list (Montessori and All About Preschoolers Curriculum). The Coalition currently contracts with one Montessori School Readiness provider. All Montessori schools who obtain a School Readiness agreement in the future would be utilizing a Montessori curriculum. Sky reported the committee is recommending the All About Preschoolers Curriculum be approved as it is aligned with the environment rating scale used to assess quality of all contracted providers. Providers have been asking about the Curriculum and whether it would be approved. We currently have 7 providers that are using the curriculum. *(See file handout)* In addition, the curriculum parallels the Florida State Standards for VPK and preschool.

**The Curriculum Committee is recommending the approval of the two curriculums as presented. Mildred Coyne made a motion to approve the Montessori and All About Preschoolers Curriculum. Sherry Covell seconded the motion. The motion passed unanimously.**

## **Old Business**

*School Readiness: FY 09.10 Slot Utilization/Enrollment – Melissa reported the following: (see file handout)*

Melissa provided the year to date comparison on slot utilization and was pleased to announce direct services are 97% expended year to date compared to 82% the same time last fiscal year. Enrollment from September this fiscal year compared to last fiscal year shows 553 more children enrolled with 3,942 children served during the month. Staff is continuing to enroll from the waiting list; there are currently 550 children on the waiting list.

## **New Business**

*Board Survey Results – Melissa reported the following:*

Melissa provided an overview of the board survey results. Ideas discussed to increase participation in becoming an active member with one or more committee and fundraising include:

- Provide reminders on oncoming Committee's such as the ones that don't meet regularly. (Ex. Curriculum committee).
- Webinars
- Holding meetings at different locations
- Fundraising – let members know in advance of Board meetings so they can be better prepared; ask members directly for participation
- Mildred suggested members participating in the United Way campaign to select ELC as the recipient

- Additional training for new board members and ongoing board education
- Tours of child care centers
- Video presentations on child care / early education needs and services
- Client stories
- Update Strategic Plan
- Discuss best practices (Other ELC's throughout the State).
- More feedback from Childcare providers
- Assign members to one committee if they have not yet volunteered; send via email a list of committees with members names

*Government in the Sunshine Law* – Melissa provided an overview of the sunshine law and public records law to members as a reminder that the Coalition and board falls under both. All Coalition meetings are open for public input and review of minutes and also that two or more Board Members must never discuss a matter that comes before the board outside of a duly noticed public meeting.

## **Board Updates**

Doug Workman talked about the VPK program and how it is making a difference and giving the opportunity for children to perform better in school. Doug is pleased with the quality of the program.

Vern Buchanan gave an update on Licensing and reported that during recently several sites have closed including: six (6) Home Day Care and two (2) child care centers; two new sites have opened including: one (1) center and one (1) family daycare. Vern indicated DCF is revising guidelines for renewing inspection and fingerprinting.

## **Public Comment**

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

- ❖ *Mona Potter gives kudos to the Coalition for the training that was provided on Saturday and expressed that it was high quality training.*
- ❖ *Shannon asked the board for the approval of November's Board Meeting to be cancelled (approved)*

**The meeting adjourned at 5:26 p.m. The next meeting is scheduled for December 15, 2009 at the ELC Conference Room.**

*Respectfully Submitted,*

*Approved*

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Signature                      Date  
Executive Assistant

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Signature                      Date  
Executive Director