



Early Learning Coalition of Brevard County, Inc.
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**Board of Directors Meeting
Tuesday, January 20, 2009 4:00 pm**

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 12-16-08
 - b. Directors report
- IV. New Business
 - a. School Readiness FY 08.09 slot utilization and enrollment
 - b. VPK Readiness Rates
 - c. Board Membership
- V. Board Education
 - a. Child Care Executive Partnership Program
- VI. Public Comment
- VII. Adjourn – **Next meeting February 17, 2009 at 4pm.**

Early Learning Coalition of Brevard County, Inc. – Tuesday, December 16, 2008

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, Mike Durante, Linda Graham, Nancy Grzesik, Hugh Halsey, Pamela C. Hamilton, Chenita Joiner, Myrna Shimei, Shannon Smithwick, Michelle Vincent, Teresa Wright.

Excused Absences: Althea Puzio

Administrative Staff: Sky Beard, Sandra Diaz, Dee Haynes, Richelle Holmes, Melissa Murphy, Cathie Odom.

Guests: Gloria Bartley, Gabriele DiToto, Andrea Larson, Mona Potter, Susan Schumacher, Ted Smith, Doug Workman.

Shannon Smithwick, Chairperson, called the meeting to order at 4:05 p.m. Self-introductions were conducted and quorum was established.

Debbie Goode, Audit Manager for Hoyman, Dobson & Company, P.A. presented the FY 07.08 Audit.

(See file handout)

Debbie reported: In the opinion of the auditors, ELC Financial statements present fairly in all materials aspects, the financial position of the Early Learning Coalition of Brevard as of June 30, 2008 and 2007, and the changes in its net assets and its cash flows for the years then ended are in conformity with General Accepted Accounting Principles in the USA. The Summary of the Auditors' results report indicates no non-material weaknesses, reportable conditions, non-compliance, fraud or findings in the Coalition's financial statements or compliance with Federal or State awards. Debbie reviewed one non-material condition on page 27 in regards to the files received from the Coalition's former sub-recipient (Child Care Association). Debbie noted a revision on pages 8 and 14 and stated these pages will be replaced and a corrected copy of the audit will be provided to Board Members at its next meeting. No corrective action plain is required under the Federal Single Audit.

Marci Brilley recommended acceptance of the audit as presented, Pam Hamilton seconded the motion; the audit was unanimously accepted by Board Members.

Consent Items:

Minutes 11-18-2008: see file handout

Director's Report: see file handout

Melissa Murphy highlighted the following items:

AWI:

The requested provider rate increase approved at the October board meeting was approved by AWI effective November 1, 2008.

Coalition Update:

Resource and Referral services were successfully brought in house on December 1, 2008. The Coalition received a \$2,500.00 grant from the Margaret Heins Foundation; a donation through United Way on behalf of Sherry and Wes Covell; and an –in-kind donation of office furniture from Shannon Smithwick for application to our School Readiness match funding. The Coalition offices will be closed December 24-26, 2008 for the holiday. Sponsor a Child Holiday Ornaments are still available for a donation of \$15.00.

Sherry Covell made a motion to approve the Consent Items as presented. Michelle Vincent seconded the motion. The motion passed unanimously.

Committee Reports

Nominating Committee – The Committee met via conference call prior to the November Board meeting to review applications received for the position of Faith-based Provider Representative. After careful review, the committee recommended that Doug Workman, Principal at Ascension Catholic School be offered the board seat effective with the January 2009 board meeting.

Nominating Committee is recommending approval of Doug Workman for Faith-based provider representative board membership position effective January 2009. Doug’s term will run through January 30, 2013. The recommendation passed unanimously.

QI Committee – *Devereux FY 08.09 Monitoring Summary – Sky reported the following: (See File handout)*

Sky presented an overview of the on-site monitoring of Devereux Florida Early Childhood program held on September 25, 2008 at the Devereux office in Orlando. A follow up visit was made to the local Devereux office in Rockledge in order to complete a physical inventory. Sky stated Devereux was well prepared allowing for a positive monitoring to be conducted by the Coalition staff. Sky reported that the committee looked at various aspects of Devereux fiscal management such as check review, payroll, internal controls, financial policies and procedures, payments and fixed assets. Areas of Strength were identified and Best Practice Recommendations were made including: defacing documents upon payment by stamping the documents “Paid” along with the pay date and check number in order to limit exposure to the possibility of duplicate payments. *(See file handout)* There were two corrective action items requiring a response from Devereux which will be forthcoming.

Sky reported on the monitoring of Brevard Public Schools Florida First Start program conducted on September 30, 2008 attended by ELC staff as well as Brevard Public School staff. The review was conducted in order to

determine fiscal compliance as established by the Agency for Workforce Innovation/Office of Early Learning as well as additional State and contractual requirements. The monitoring team reviewed documents related to fiscal policies and procedures, payroll, back up documentation and internal controls. A physical inventory of vision and hearing screening equipment was also conducted. Overall, Florida First Start was in compliance. There is one corrective action requiring a response.

Executive/Finance Committee: Shannon reported that both committees met jointly on December 8th. The committees reviewed the Coalition audit conducted by Hoyman and Dobson in preparation for the Board meeting today. In addition, administrative budget revisions were reviewed and approved by the committee to incorporate Resource and Referral, new positions previously approved as well as other line item adjustments. Melissa provided an update on match funding for this fiscal year and next. Several RFP's are being submitted this month for CDBG funding through local cities. Recommendations for enrollment to maintain utilization were discussed. Further information will be provided under new business.

Old Business

Annual Report (FY 07.08) Melissa Murphy reported the following: (See File Handout)

Melissa presented the Annual Report (FY 07.08) for Board approval; members had received the report in October and approval had been postponed from October and November meetings due to lack of quorum. Melissa asked the Board Members if they had any questions and for the approval of the Annual Report FY 07.08. No questions were asked.

Nancy Grzesik made a motion to approve the Annual Report as presented. Michelle Vincent seconded the motion. The motion passed unanimously.

New Business

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

Melissa reported the total number of children on the waiting is representative of 511 families. The total SR waiting list as of December 16, 2008 total is 663. We are currently enrolling families added to the waiting list in April and May 2008. Sixty-three families applied for the waiting list since the last Board meeting. Enrollment remains below monthly projections. Melissa stated other coalitions are reporting a reduction in eligibility of working poor families due to: reduction in employment hours and loss of employment of one or more family members. Orange County reports turning away over 100 families a week due to loss of eligibility related to employment requirements. Coalitions are also reporting loss of eligibility for client's on the waiting list for the same reason. However, many Coalitions are reporting an increase in protective service referrals offsetting the reduction in working poor enrollments. Brevard has not seen this same increase in protective service referrals as we have worked closely with referring agencies to ensure appropriate referrals for child care services. Enrollment in November for protective services children (BG1) did increase by 54 children, likely due to the recent approval of enrollment for school age children up to age 9. On the slot utilization report; Melissa

reported the total direct services expenditure for the month of November is \$926,962.21 – over \$300k less than projected. After meeting with the Executive and Finance committee; Melissa stated staff’s recommendation was not to change our enrollment priorities but to reinstate before/after care for school age children currently receiving reduced services under BG-8 up to age 9. There are approximately 400 children currently in care and receiving the reduced services. Melissa mentioned if we initiate January through May it would cost approximately \$472,720.00. This will allow the Coalition to continue enrollment from the waiting list and reinstate the children who are already in care.

Pamelia Hamilton made a motion to approve the recommendation to reinstate the before/after care for school age children up to age 9 currently receiving reduced services under BG-8 effective January 1, 2009. Marci Brilley seconded the motion. The motion passed unanimously.

Public Comment

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

- Melissa Murphy displayed the framed holiday ornament which has been presented to the City of Melbourne, City of Palm Bay and City of Titusville thanking them for their support of the Coalition by providing funding for SR match and will be also be presenting one to United Way of Brevard.
- Andrea Larson presented a donation to ELC from her reading group in support of the Sponsor a Child Program.
- Michelle Vincent presented a donation from Application Software Training in support of the Sponsor a Child Program.

The meeting adjourned at 4:50 p.m.

The next meeting is scheduled for January 20, 2009 at the ELC Rockledge Conference Room.

Respectfully Submitted,

Approved

Signature Date
Executive Assistant

Signature Date
Executive Director

Director's Report January 2009

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

- On Tuesday, January 13th AWI Director Monesia Brown announced her resignation effective February 1, 2009. The Governor has not yet named a new Director.
- AWI released revised grant awards for School Readiness reflecting a budget reduction of \$173,312 for Brevard (previously budgeted). No further budget reductions are expected this fiscal year at the state level; however funds were moved from General Revenue to Non-recurring funds during special session which may lead to a reduction next fiscal year if funds aren't moved back to General Revenue. The State is also watching the Economic Stimulus Package as it contains \$2 Billion in additional funding for the Child Care Development Fund; a portion of this will flow to Florida for School Readiness.
- Legislative special session resulted in several budget changes for VPK including:
 - Reduction in the annual full time equivalent per VPK student attending the 2008-09 school year program by \$52.17 effective February 1, 2009
 - Reduction in the annual full time equivalent per VPK student attending the 2008-09 summer program by \$431.12. The maximum class size per teacher increased from 10 students to 12 students.
 - Reduction in allowable administrative / non-direct expenditures by Coalitions from 5% to 4.85% of direct service expenditures.
 - Brevard enrollment projections exceed the number originally budgeted by AWI, therefore the budget provided for an additional \$591,727 to serve children enrolled in VPK this fiscal year.

Coalition Update:

- Ethel Pinkerton joined the Coalition as Partnership Development Manager this month. Ethel has many years experience working with local businesses and is a Chamber Ambassador with the Cocoa Beach Chamber of Commerce. Ethel joins Richelle in our Fund Development Department.
- The 2nd Annual Family Expo will be held on May 9, 2009 at the Cocoa Expo Center. Sponsorship packages and marketing opportunities will be presented at the February Board meeting.
- The City of Cocoa is recommending approval of the Coalition's Community Development Block Grant application in the amount of \$5,000 for FY 09.10. Presentations to Melbourne, Titusville and Palm Bay continue. Additional requests and grants are under development for submission within the next month.

Committees:

No Committee meetings were held this month.