



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

Board of Directors Meeting
Tuesday, July 21, 2009 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 5-19-09
 - b. Directors Report
 - c. Finance Report
 - d. Fundraising / Outreach Report
- IV. Committee Reports
 - a. Executive / Finance Committee
- V. Old Business
 - a. School Readiness FY 08.09 slot utilization and enrollment
- VI. New Business
 - a. American Recovery and Reinvestment Act (ARRA) Funding priority recommendations (vote required)
 - b. Meeting schedule – FY 09.10
- VII. Public Comment
- VIII. Adjourn

Next Meeting: Tuesday, August 18, 2009

Early Learning Coalition of Brevard County, Inc. – Tuesday, May 19, 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, Lori Duester, Nancy Grzesik, Hugh Halsey, Pamela C. Hamilton, Althea Puzio, Myrna Shimei, Doug Workman.

Excused Absences: Mildred Coyne, Mike Durante, Chenita Joiner, Shannon Smithwick, Michelle Vincent, Teresa Wright.

Absences: Linda Graham.

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

Guests: Gloria Bartley, Debbie Conley, Beverly Esposito, Andrea Larson, Margaret Leddin, Doreen Moskowitz, Mona Potter.

Marci Brilley called the meeting to order at 4:06 p.m. Self-introductions were conducted and quorum was established.

Consent Items:

Minutes 4-21-09: see file handout

Director's Report: see file handout

Melissa Murphy highlighted the following items:

AWI:

The Coalition's annual financial monitoring was completed during the week of April 27th by AWI's contracted agency KPMG. A draft report has been received by staff for review and comment prior to final approval by AWI. The draft report indicates that all prior year findings have been resolved and no current year findings exist. Board members will be provided with the final copy upon receipt from AWI.

Coalition Update:

The 2nd Annual Family Expo was held on May 9, at the Cocoa Expo Center. This was the first day certificates of eligibility were issued for the VPK school year program (09.10). Turnout for the event was much greater than we anticipated. The Center was filled to capacity and parking was at a premium by 10:30 a.m. We were able to issue 820 certificates this day.

Future VPK registration will be held throughout the County at designated locations throughout the months of May – August. On May 15, 2009 two round-ups were held, one in Rockledge and one in Titusville. Approximately 675 certificates were issued this day. Thank you to Lori Duester and the Children's Center for assisting with VPK on May 15th. The next round-up is scheduled for May 29th at the Melbourne Mall (10-4)

and the Rockledge ELC (9-4).

Staff is planning for the June Provider Appreciation Conference. A date of June 20th has been set for the conference to be held at the Space Coast Convention Center in Cocoa. More information will be provided shortly.

Fund Development: Ethel Pinkerton presented the following:

Ethel Pinkerton presented the ELC Launching a Child's Future video that will be utilized in multiple presentations locally as well as being posted on Facebook, YouTube, and the ELC website. Ethel reported many new childcare providers and the School Board have agreed to participate in the Child Care Executive Partnership Program (CCEP) this coming year. As a reminder, if you know anyone or a business willing to place a donation box, please contact Ethel or email:epinkerton@elcbrevard.org.

QI Committee—*Florida First Start FY 08.09 Monitoring Summary - Sky reported the following:*

(See File handout)

Sky reported on the monitoring of Brevard Public Schools Florida First Start program conducted on February 5, 2009 attended by ELC Staff and Board members and one community volunteer. The monitoring was held in order to determine compliance with contract requirements as well as to observe services provided under the contract. The monitoring team visited the Teen age parent program (TAP) at Titusville High School. Sky stated it was a wonderful experience; the Team went on a home visit. Sky stated the addition of the nurse from the Brevard County Health Dept. continues to be a tremendous asset to the program. The monitoring team reviewed (18) participant files. The services provided were consistent and appropriate for their needs and strengths. It is evident that the program staff has built relationship with families and is able to engage them in home visits and discussions. Overall, Florida First Start was in compliance and no corrective action items have been identified at this time.

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

Committee Reports

Executive / Finance Committee – The committee met via conference call on May 12th to discuss personnel related issues. The Committee held its regular monthly meeting on May 14th. The Committee reviewed the operational budget for FY 09.10 and the draft organizational budget for FY 09.10.

Procurement Committee: The Committee met on May 6th to receive copies of the proposals in response to ELCRP.09.10.01. Members were provided an overview of the scoring process and were provided opportunity for questions and answers. The Committee met again on May 14th to confirm scores and select the proposal with the highest score for recommendation to the Board on May 19th.

Old Business

Summer services for Head Start children:

Melissa reminded the Board of its discussion in April regarding providing School Readiness services to eligible children enrolled in 9 month Head Start programs. In prior years, approval has been provided to offer services during the summer. Melissa requested the Board provide final approval for Summer Services for Head Start children enrolled in 9 month Head Start programs, which was previously approved by the Executive/Finance Committee.

Nancy Grzesik made a motion to approve the summer services for Head Start children. Myrna Shimei seconded the motion. The motion passed unanimously.

New Business

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

Melissa stated enrollment went from 3745 in March to 3926 children served in April. This was the most children served during one month all year. An increase in enrollment was noted for Protective Services Referrals (BG1) and TANF (BG3) which is to be expected with the economy and more people receiving cash assistance. We also saw a large increase in our working poor category (BG8) as enrollment from the waiting list continues. Melissa reported that April is the 1st month of the provider increase and we saw a \$200,000.00 increase in total direct services.

Procurement Committee – Melissa reported the following:

Melissa reported a review committee of five: consisting of board members and ELC staff included Kevin Carraro from Community Based Care of Brevard, who will be joining ELC soon as the Provider Services Administrator. The request for proposal posted included two components: the first component is the home visiting program; the Brevard Public Schools was the only respondent for the component. Staff will proceed contracting with the Brevard Public Schools for Florida First Start. The second component we received two proposals for quality assessment, child care technical assistance for providers and training. Each component was scored with high and low scores removed for both respondents. The final scores were: 962 for Devereux and 1,015 for Children's Forum. Based on the scoring the committee is recommending The Children's Forum be contracted with for services effective July 1, 2009. Once the recommendation is approved by the Board, staff will post notice on the ELC website no later than noon tomorrow and will the 72 hours protest period will commence. If no protest is received, staff will then proceed with contract negotiations.

Pamelia Hamilton made a motion to approve the contract recommendations as presented. Myrna Shimei seconded the motion. The motion passed unanimously.

Public Comment

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

- ❖ Melissa took an opportunity to report that Michelle Vincent has submitted her resignation from the Board and will be moving out of state at the end of the month. We are currently in a need of two board members for private sector membership. For more information please contact Melissa Murphy.

The meeting adjourned at 4:45 p.m.

The next meeting is scheduled for June 16, 2009 at the ELC Conference Room.

Respectfully Submitted,

Approved

Signature Date
Executive Assistant

Signature Date
Executive Director