

Early Learning Coalition of Brevard County, Inc.  
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**Board of Directors Meeting  
Tuesday, March 17, 2009 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 2-17-09
  - b. Directors report
  - c. Fund development report
- IV. Committee Reports
  - a. Executive Committee
- V. New Business
  - a. School Readiness FY 08.09 slot utilization and enrollment
  - b. Temporary provider reimbursement rate increase (April – June)
- VI. Public Comment
- VII. Adjourn – **Next meeting April 21, 2009 at 4pm.**

## **Director's Report March 2009**

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

- Brittany Birken has been named Interim Deputy Director for the Agency for Workforce Innovation. Brittany is the current Office of Early Learning Director.
- Staff has reviewed the DRAFT report for the eligibility review conducted during November 2008. The report indicates a substantial improvement in eligibility records once services were brought in house. Comments were submitted to AWI; a final report will be published in March and distributed to Board members.
- Stimulus funds – approximately \$105 million in funding will be available for Florida school readiness services. Of this – 13% is earmarked for quality (including infant and toddler earmarks). Approximately \$37 million will be used to return Coalition funding to the level of funding in FY 07.08 prior to Federal and State funding reductions. The remaining funds will be allocated by a set funding formula to serve an anticipated 20,000 additional children.

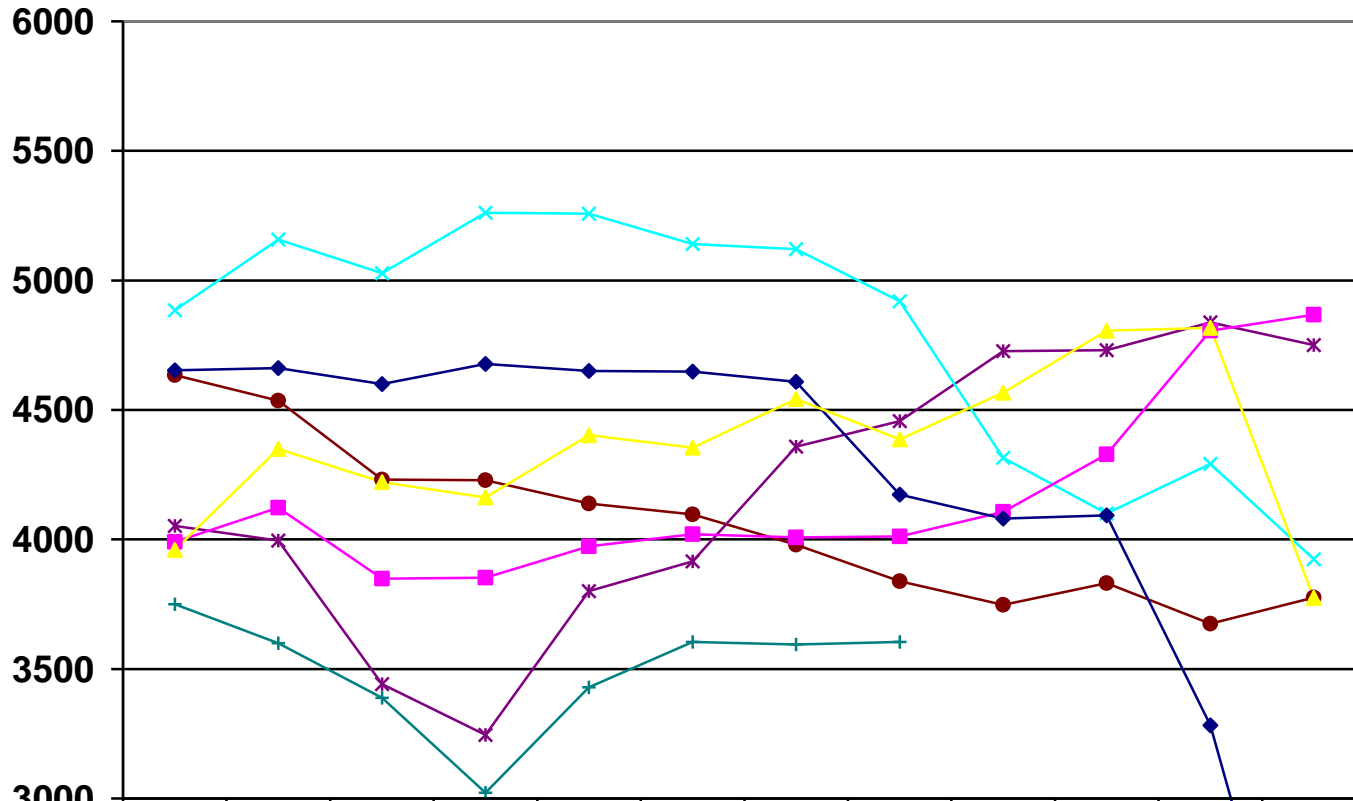
### **Coalition Update:**

- The City of Melbourne approved the Coalition's Community Development Block Grant application in the amount of \$15,000 for FY 09.10. The City of Titusville has approved the Coalition's application in the amount of \$18,000 for FY 09.10.
- The Coalition will submit a Community Development Block Grant application to Brevard County – due on March 20.
- The 2<sup>nd</sup> 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 Board meeting. May 9<sup>th</sup> will be the first day certificates of eligibility will be issued for the VPK school year program (09.10).

### **Committees:**

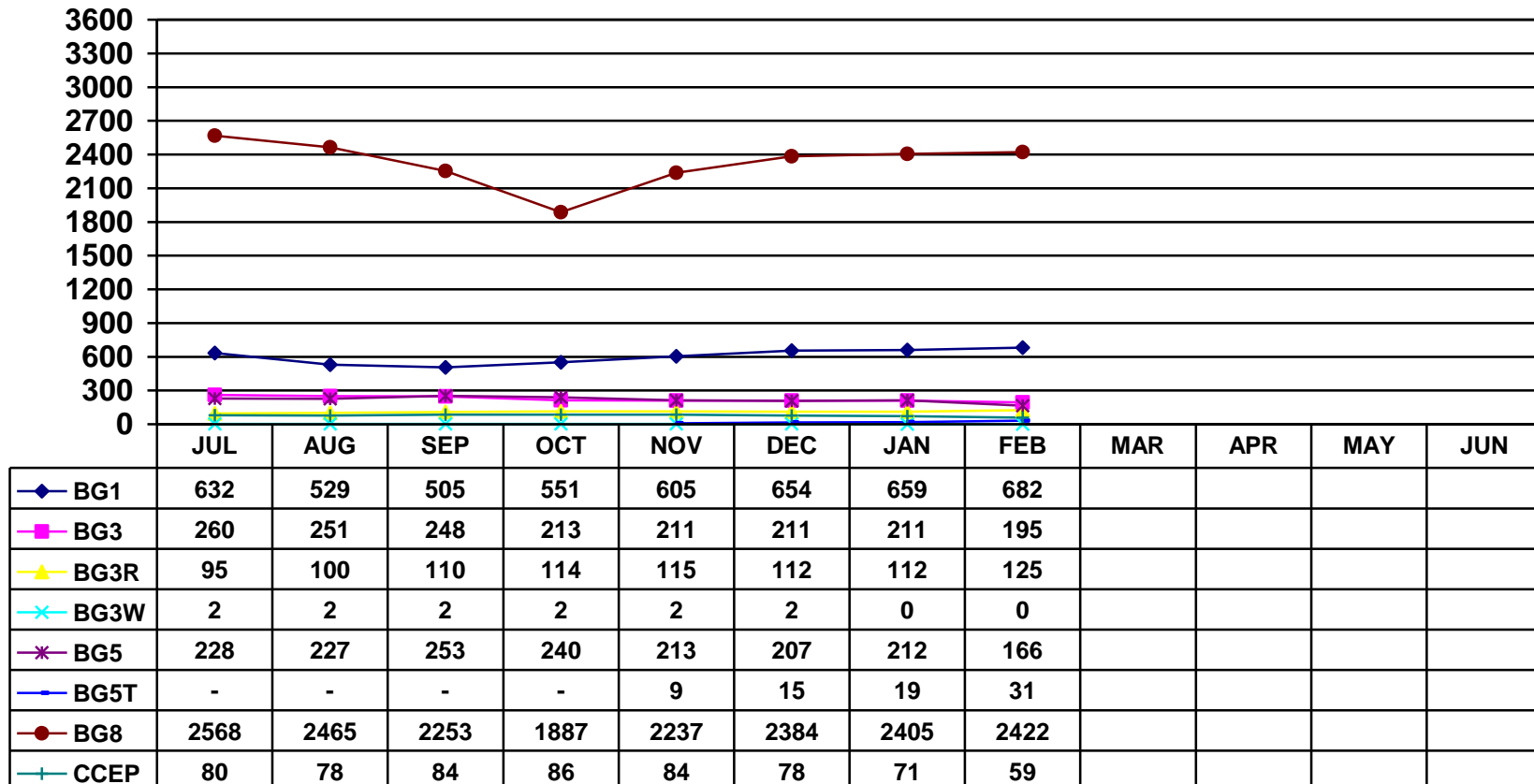
**Executive Committee:** The committee met on March 9<sup>th</sup>. A report will be provided at the Board meeting.

## NUMBER OF CHILDREN SERVED (Unduplicated Count) by Fiscal Year



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
—+— Children Served (2008-2009)	3750	3599	3389	3022	3429	3604	3594	3605				
—●— Children Served (2007-2008)	4635	4536	4231	4229	4138	4097	3980	3839	3748	3831	3675	3776
—*— Children Served (2006-2007)	4052	3996	3442	3246	3800	3915	4358	4457	4727	4731	4838	4751
—x— Children Served (2005-2006)	4885	5157	5028	5261	5258	5140	5121	4919	4315	4100	4291	3924
—■— Children Served (2004-2005)	3990	4122	3849	3853	3973	4020	4008	4012	4106	4329	4806	4868
—◆— Children Served (2003-2004)	4653	4661	4600	4678	4651	4648	4608	4173	4080	4093	3283	1858
—▲— Children Served (2002-2003)	3960	4349	4221	4162	4403	4355	4542	4386	4566	4806	4817	3775

**Early Learning Coalition of Brevard County, Inc.**  
**NUMBER OF CHILDREN SERVED BY BILLING GROUP (Duplicated Count)**  
**Fiscal Year 2008-2009**

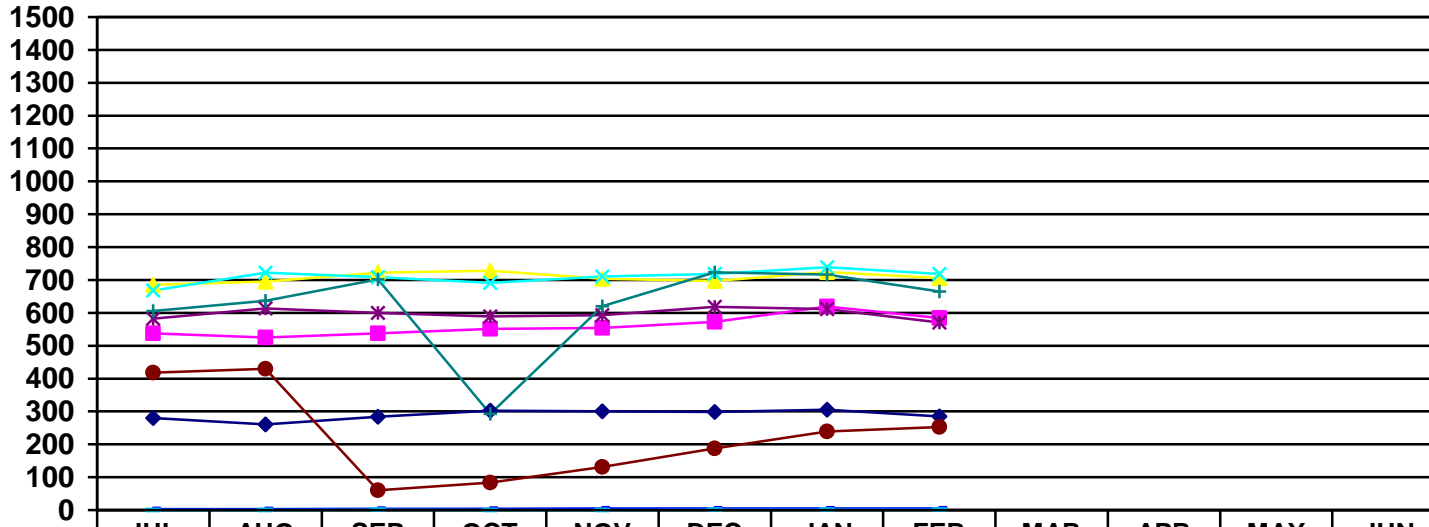


**Billing Codes:**

**BG1** Protective Services  
**BG3** Workforce Development Participants/TANF  
**BG8** Income Eligible Families/Working Poor  
**CCEP** Child Care Executive Partnership

**BG5** Transitional Child Care Year 1  
**BG5T** Transitional Child Care Year 2  
**BG3R** TANF At-Risk (Relative Care Program)  
**BG3W** Workforce Development Participants

**EARLY LEARNING COALITION OF BREVARD COUNTY, INC.**  
**NUMBER OF CHILDREN SERVED BY CARE LEVEL (Duplicated Count)**  
**Fiscal Year 2008-2009**



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
◆ Infant	280	261	284	302	300	298	305	285				
■ Toddler	538	525	538	551	554	573	619	584				
▲ 2YR	685	695	722	728	704	697	724	706				
× PR3	668	722	709	691	711	718	739	718				
* PR4	582	613	600	589	593	618	611	571				
● PR5	418	430	60	84	131	188	239	253				
+ SCH	606	637	702	293	620	723	716	665				
— SPCR	3	3	4	4	5	5	5	5				
— SPTN	0	0	1	0	0	1	1	1				

**Care Level Codes:**

INF < 12 Months  
 TOD 12 to < 24 Months  
 2YR 24 to < 36 Months

PR3 36 to < 48 Months  
 PR4 48 to < 60 Months  
 PR5 60 to < 72 Months

SCH School Age  
 SPCR Special Needs  
 SPTN Special Needs Teen

ELC FY 08.09  
Direct Service Utilization Report

Billing Period	Children SERVED (unduplicated)	Per child Cost	97PP0	97R00	97G00	97GSD	97P00	97GNW	89J00	Total Direct Service Expenditures*	Monthly Direct Service Allocation	Match required**	Match obtained
July-08	3,750	\$ 334.18	\$ 11,922	\$ 214,920	\$ 76,161	\$ 84,358	\$ 758,122	\$ 110,173	\$ 9,425	\$ 1,253,158.07	\$ 1,349,198	\$ 48,192.30	\$ 45,083.39
August-08	3,599	\$ 276.36	\$ 8,685	\$ 151,458	\$ 65,203	\$ 67,459	\$ 606,463	\$ 96,878	\$ 7,149	\$ 994,609.07	\$ 1,381,726	\$ 36,387.76	\$ 16,666.67
September-08	3,389	\$ 270.16	\$ 10,701	\$ 149,286	\$ 71,737	\$ 62,333	\$ 535,735	\$ 89,796	\$ 6,682	\$ 915,568.40	\$ 1,117,744	\$ 32,144.12	\$ 17,301.33
October-08	3,022	\$ 325.14	\$ 10,899	\$ 172,924	\$ 71,883	\$ 76,326	\$ 558,067	\$ 92,715	\$ 10,649	\$ 982,564.36	\$ 1,294,526	\$ 33,484.01	\$ 26,965.42
November-08	3,429	\$ 270.33	\$ 9,585	\$ 177,921	\$ 63,186	\$ 69,405	\$ 521,805	\$ 85,641	\$ 9,005	\$ 926,962.21	\$ 1,301,198	\$ 31,308.31	\$ 21,092.21
December-08	3,604	\$ 309.82	\$ 10,651	\$ 218,138	\$ 72,649	\$ 81,476	\$ 639,455	\$ 95,756	\$ 9,115	\$ 1,116,588.85	\$ 1,256,671	\$ 38,367.27	\$ 30,195.92
January-09	3,594	\$ 300.80	\$ 8,885	\$ 195,422	\$ 60,266	\$ 81,480	\$ 649,043	\$ 85,692	\$ 9,165	\$ 1,081,067.14	\$ 1,364,926	\$ 38,942.56	\$ 21,679.37
February-09	3,605	\$ 286.96	\$ 6,932	\$ 190,951	\$ 50,735	\$ 89,548	\$ 604,992	\$ 89,282	\$ 9,000	\$ 1,034,508.58	\$ 1,239,871	\$ 36,299.53	\$ 22,290.54
March-09		#DIV/0!								\$ -	\$ 1,176,671	\$ -	
April-09		#DIV/0!								\$ -	\$ 1,308,398	\$ -	
May-09		#DIV/0!								\$ -	\$ 1,301,198	\$ -	
June-09		#DIV/0!								\$ -	\$ 1,287,872	\$ -	
Final Invoice		#DIV/0!								\$ -	\$ -	\$ -	
<b>TOTALS</b>		#DIV/0!	\$ 78,260	\$ 1,471,019	\$ 531,820	\$ 612,385	\$ 4,873,681	\$ 745,933	\$ 70,189	\$ 8,305,026.68	\$ 15,380,000	\$ 295,125.86	\$ 201,274.85
												Remaining Match Required	\$ 93,851.01

\* For internal utilization purposes - includes Gold Seal and Project Safety Net expenses; does not include CCEP.

\*\* Match required does not have to be obtained monthly, overall total must be obtained by end of fiscal year and may include in-kind.

OCA above	Billing Group
97PPO	CCEP (Child Care Executive Partnership)
97ROO	BG-1 (Protective Services / DCF referrals)
97GOO	BG3W, BG-5 (TANF / TCC (transitional child care) referrals)
97GSD	GOLD SEAL DIFFERENTIAL
97POO	BG-8 (working poor / income eligible)
97GNW	BG-3, BG-3R (TANF referrals)
89J00	PROJECT SAFETY NET (case management services)

YTD Spending Rate (overall)	54.00%	Expected YTD Spending Rate	67.01%
YTD Surplus / Deficit (overall)	\$2,000,833.32		

**Revised Budget  
Effective 10/2008**

Month	# of Children Served	Avg Daily Rate / Child	# of Days	Overall Expected Child Care	Overall Actual Child Care	Spending Rate	Surplus / Deficit	YTD Expected	YTD Actual
July	3750	\$15.19	22	\$1,349,198.40	\$1,253,158.07	92.88%	\$96,040.33	\$1,349,198.40	\$1,253,158.07
August	3599	\$ 12.02	23	\$1,381,725.60	\$994,609.07	71.98%	\$387,116.53	\$2,730,924.00	\$2,247,767.14
September	3389	\$13.51	20	\$1,117,744.00	\$915,568.40	81.91%	\$202,175.60	\$3,848,668.00	\$3,163,335.54
October	3022	\$14.14	23	\$1,294,525.60	\$982,564.36	75.90%	\$311,961.24	\$5,143,193.60	\$4,145,899.90
November	3429	\$12.29	22	\$1,301,198.40	\$926,962.21	71.24%	\$374,236.19	\$6,444,392.00	\$5,072,862.11
December	3604	\$14.75	21	\$1,256,671.20	\$1,116,588.85	88.85%	\$140,082.35	\$7,701,063.20	\$6,189,450.96
January	3594	\$13.08	23	\$1,364,925.60	\$1,081,067.14	79.20%	\$283,858.46	\$9,065,988.80	\$7,270,518.10
February	3605	\$13.66	21	\$1,239,871.20	\$1,034,508.58	83.44%	\$205,362.62	\$10,305,860.00	\$8,305,026.68
March		#DIV/0!	21	\$1,176,671.20		0.00%		\$11,482,531.20	
April		#DIV/0!	22	\$1,308,398.40		0.00%		\$12,790,929.60	
May		#DIV/0!	22	\$1,301,198.40		0.00%		\$14,092,128.00	
June		#DIV/0!	21	\$1,287,872.00		0.00%		\$15,380,000.00	
Final Invoice									
<b>YTD Totals</b>		<b>\$13.57</b>	<b>261</b>	<b>\$15,380,000.00</b>	<b>\$8,305,026.68</b>	<b>54.00%</b>	<b>\$2,000,833.32</b>		

Methodolgy for expected childcare: total allocation (\$15,380,000 divided by 261 days = daily rate of \$58,927.20). Adjustments may be made at a later date due to school holidays / vacations.

**Temporary Rate Increase Proposal  
April - June 2009**

ELC Brevard	0 - 12 Months (Infants)				12-23 Months				24-35 Months				36-47 Months				48-59 Months				Elementary School Age (Summer/Holidays) FT				Elementary School Age (Before/After School) PT			
	Centers		Licensed Homes		Centers		Licensed Homes		Centers		Licensed Homes		Centers		Licensed Homes		Centers		Licensed Homes		Centers		Licensed Homes		Centers		Licensed Homes	
	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median	count	Median
Brevard Market Rate (Countywide)	86	153.00	73	125.00	111	140.00	75	120.00	127	129.00	80	115.00	130	125.00	81	110.00	128	120.00	71	107.00	79	100.00	43	95.00	115	n/a	36	n/a
Average Brevard Rates (CCR&R)		147.45		120.72		131.75		111.86		120.79		109.98		113.87		107.34		110.38		104.04		99.91		91.43		61.57		51.75
ELC Current reimbursement rates	131	123.70	36	101.75	131	108.10	36	91.05	131	98.45	36	91.05	131	93.85	36	91.05	131	93.85	36	91.05	131	83.15	36	76.50	131	62.20	36	57.40
Difference (market: reimb)		(29.30)		(23.25)		(31.90)		(28.95)		(30.55)		(23.95)		(31.15)		(18.95)		(26.15)		(15.95)		(16.85)		(18.50)		0.63		5.65
Difference (average: reimb)		(23.75)		(18.97)		(23.65)		(20.81)		(22.34)		(18.93)		(20.02)		(16.29)		(16.53)		(12.99)		(16.76)		(14.93)		0.63		5.65

15% temporary rate increase	\$ 142.25	\$ 117.00	\$ 124.30	\$ 104.70	\$ 113.20	\$ 104.70	\$ 107.90	\$ 104.70	\$ 107.90	\$ 104.70	\$ 107.90	\$ 104.70	\$ 95.60	\$ 88.00														
Overall weekly \$\$ increase	\$ 18.55	\$ 15.25	\$ 16.20	\$ 13.65	\$ 14.75	\$ 13.65	\$ 14.05	\$ 13.65	\$ 14.05	\$ 13.65	\$ 14.05	\$ 13.65	\$ 12.45	\$ 11.50														

\* rates rounded for consistency

\*\*\* No market rate published for B/A school age care. Increase will bring reim. rate above average rate.

15% rate increase on overall direct service budget: for every \$1 million utilized, an extra \$150,000 is expended. For the months of April - June expect a minimum of \$500,000 additional utilized.

**Early Learning Coalition of Brevard County, Inc. – Tuesday, February 17, 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, Chenita Joiner, Myrna Shimei, Shannon Smithwick, Michelle Vincent, Doug Workman, Teresa Wright.

**Excused Absences:** Marci Brilley and Althea Puzio.

**Absences:** Linda Graham

**Administrative Staff:** Sky Beard, Sandra Diaz, Dee Haynes, Melissa Murphy, Ethel Pinkerton.

**Guests:** Gloria Bartley, Gabriele DiTota, Andrea Larson, Mona Potter.

Pamela Hamilton, Vice Chairperson called the meeting to order at 4:06 p.m. Self-introductions were conducted and quorum was established.

**Consent Items:**

*Minutes 1-20-2009: see file handout*

*Director's Report: see file handout*

*Melissa Murphy highlighted the following items:*

**AWI:**

Cynthia Lorenzo has been named Interim Director for the Agency for Workforce Innovation.

Melissa provided a brief overview of the Draft report for the program performance review conducted during November 2008. Staff felt the report was very positive. Staff had the opportunity to review the draft and submit comments to AWI; a final report will be published in March and distributed to Board members. The March Early Learning Advisory Council meeting will be held in Tallahassee on March 13, 2009. Melissa will be attending.

**Coalition Update:**

The Coalition was named Non-Profit of the Year 2009 for the Melbourne-Palm Bay Area Chamber of Commerce. The Coalition went through a laborious nomination process to obtain this honor. The review committee looked at all aspects of the organization from our fiscal records to staff satisfaction and interviews. Melissa accepted the award at the 2009 State of the Chamber on February 13.

The City of Cocoa approved the Coalition's Community Development Block Grant application in the amount of \$5,000 for FY 09.10. Presentations have been made to Melbourne and Titusville with the presentation to Palm Bay scheduled for February 18.

The United Way proposal has been submitted for FY 09.10; site visits and presentations will be scheduled shortly. The Coalition will submit a Community Development Block Grant application to Brevard County due on March 20. The 2<sup>nd</sup> 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 Board meeting. May 9<sup>th</sup> will be the first day certificates of eligibility will be issued for the VPK school year program (09.10).

**Mildred Coyne recommended approval of the Committee Report as presented. Michelle Vincent seconded the motion; the report was unanimously approved.**

### **Committee Reports**

**Executive Committee** – Met on February 12<sup>th</sup> to review the Draft Performance Review report from OEL along with staff's response to the report. The Timeline for procurement of direct services for FY 09.10 was reviewed. The projected date for release of the request for proposal is February 27<sup>th</sup> with applications due back on March 31<sup>st</sup>.

**Finance Committee** – Met on February 12<sup>th</sup> - AWI will be conducting its annual fiscal audit the week of April 27<sup>th</sup>. Administrative line item budget revisions were reviewed and approved by the Committee to move funds from unallocated to public education, computer/networking (for website upgrade) and insurance and telephone expenses. The 2009 Federal Poverty Level and Sliding Fee Scale were reviewed for implementation March 1, 2009. Further information will be provided under new business.

**Pamelia Hamilton made a motion to approve the Consent Items as presented. Michelle Vincent seconded the motion. The motion passed unanimously.**

**Financial Report:** Melissa Murphy (*on behalf of Cathie Odom's absence*) encourages members to review FY 08.09 YTD Financial Report for the 2<sup>nd</sup> Quarter (October – November) and to contact Cathie with any questions.

### **New Business**

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

Melissa reported BG-8 (working poor) enrollment increased again for this month - number of children served in January increased from 2,384 to 2,405. The other enrollment categories have remained steady. Overall, we've maintained enrollment. Utilization continues to project a surplus at \$1,804,635.20. There is currently about 400 children on the waiting list. Enrollment from the waiting list continues; the Finance Committee approved overtime for staff to work extended hours on Monday and Thursday evenings for the purpose of serving waiting list families.

*Sliding Fee Scale: (See File Handout)*

Melissa presented the annual update to Federal Poverty Guidelines utilized to determine school readiness income eligibility and parent fees effective on March 1, 2009. The Finance Committee is recommending approval of the sliding fee scale as presented.

**Nancy Grzesik made a motion to approve the Sliding Fee Scale for approval effective March 1, 2009. Myrna Shimei seconded the motion. The motion passed unanimously.**

*Variance Request:* Melissa stated we will be submitting this week a variance request (Eligibility Guidelines) asking for flexibility to allow a 90 day break in employment; currently only a 30 day break in employment is allowable to continue receiving services before families are no longer eligible for services.

### **Board Education**

*Legislative Session - Melissa Murphy presented the following: (see file handout)*

Melissa spoke on House Bill 501 and indicated there will be another bill on the Senate side introduced with the intent to reduce the number of Coalitions statewide. Melissa spoke about how important local governance is in determining how each area serves children and how we generate a tremendous amount of local match and continue to serve more children on that same dollar year to year. Melissa encourages members in taking the handouts provided by AWI and the Association of Early Learning Coalitions speaking about Florida School Readiness; key legislative messages and talking points. Melissa will be meeting with our Legislators in getting the message out. For additional information you may contact Melissa Murphy ([mmurphy@elcbrevard.org](mailto:mmurphy@elcbrevard.org)).

### **Public Comment**

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

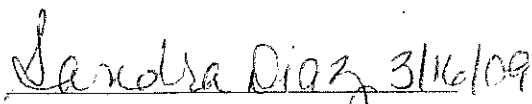
Mildred asked about the Stimulus Bill. Melissa stated that approximately \$2 billion is allocated for the Child Development Block Grant for subsidized childcare and of this approximately \$105 million is directed for School Readiness Programs in Florida including earmarks for Quality Initiatives.

**Theresa Wright motioned to adjourn; Hugh Halsey seconded the motion. The motion passed unanimously. The meeting adjourned at 4:55 p.m.**


**The next meeting is scheduled for March 17, 2009 at ELC Conference Room.**

*Respectfully Submitted,*

*Approved*

  
Signature Date

Executive Assistant

  
Signature Date

Executive Director