



Early Learning Coalition of Brevard County, Inc.  
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**Board of Directors Meeting**  
**Tuesday, May 19, 2009 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 4-21-09
  - b. Directors report
  - c. Quality Assurance Report – Contractors
- IV. Committee Reports
  - a. Executive / Finance Committee
- V. Old Business
  - a. Summer services for Head Start children (approval)
- VI. New Business
  - a. School Readiness FY 08.09 slot utilization and enrollment
  - b. Procurement Committee – recommendation for intent to contract for quality services FY 09.10
- VII. Public Comment
- VIII. Adjourn – **Next meeting June 16 , 2009 at 4pm**

**Early Learning Coalition of Brevard County, Inc. – Tuesday, April 21, 2009**

**Early Learning Coalition Conference Room**

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

**Meeting Minutes**

**Members Present:** Verner R. Buchanan, Sherry Covell, Nancy Grzesik, Pamela C. Hamilton, Shannon Smithwick, Doug Workman, Teresa Wright.

**Excused Absences:** Marci Brilley, Mildred Coyne, Mike Durante, Chenita Joiner, Myrna Shimei, Althea Puzio, Lori Duester

**Absences:** Linda Graham, Hugh Halsey, Michelle Vincent.

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

**Guests:** Gloria Bartley, Andrea Larson, Mona Potter, Susan Schumacher.

Shannon Smithwick called the meeting to order at 4:05 p.m. Self-introductions were conducted; quorum was not established.

**Consent Items:**

*Minutes 3-17-09: see file handout*

*Director's Report: see file handout*

*Melissa Murphy highlighted the following items:*

**AWI:**

The finalized Coalition Performance Review has been received; a copy was distributed to Board Members (*see file*). Staff has submitted its Corrective Action Plan as required in the report. The report indicated:

**Governance:** In general, the Brevard Coalition's approach to Coalition governance is commendable. Issues with board membership (minimum board membership requirements) and committee meeting minutes were cited in the report.

**Operations and Management:** The Coalition has an efficient and effective method for procuring goods and services and has comprehensive policies and procedures to effectively handle information management and for managing Coalition personnel. The coalition fully complies with all applicable laws and the recommendations of AWI.

**Child Care Resource and Referral:** Several areas of concern regarding R&R need to be addressed. Many of the areas have been resolved with transition of services in house as of December 1, 2008.

**Educational Service Delivery:** In evaluating key aspects of the educational services delivery, the review team concluded that the Coalition does not comply with its plan in only one area (tracking follow-up services to families receiving referrals). All other areas were in compliance.

American Recovery and Reinvestment Act (ARRA) – The Coalition has received an amended grant award with \$910,065 in additional funding. Additional funds may be allocated next fiscal year; staff understands that current year ARRA funds may roll over to next year as well. Working poor families must continue to be served under School Readiness funding as funds are available. Staff is awaiting guidance on use of these funds for unemployed families seeking employment. Additional reporting requirements for these funds will be required.

### **Coalition Update:**

The following proposals were received by 3:00 pm on April 20, 2009 in accordance with the guidelines outlined in the Early Learning Coalition of Brevard County, Inc.'s Request for Proposal (ELCRFP09.10.01):

- Component 1: Quality assessments, training and technical assistance for School Readiness Providers
  - o Children's Forum Inc.
  - o Devereux Florida
- Component 2: Quality initiative home visiting/family literacy program
  - o Brevard Public Schools

At least two (2) Board members will be solicited to sit on the Evaluation Committee. Melissa reported that the Coalition will move forward with contracting with Brevard Public Schools for component 2 as there were no other respondents to the RFP for this component.

*Fund Development: Ethel Pinkerton presented the following:*

The Coalition is participating in the following events to raise funds for School Readiness match:

Fiesta Brevard – Friday, May 8, 2009 from 5:30 – 9:00 pm at the Holiday Inn Cocoa Beach Oceanfront Resort on AIA in Cocoa Beach, Tickets can be purchased through the Coalition. All tickets sold by the Coalition benefit us. Admission includes four (4) food tickets. Raffle tickets are on sale through the Coalition as well. Derby Day (Rockledge Rotary) – Saturday, May 2, 2009 from 3:00pm to 8:00pm at the Holiday Inn Viera. Proceeds benefit the Coalition and the Rockledge Rotary Foundation. A reverse raffle will be held for \$5,000. Collection Boxes – “Sweet Sixteen” for every \$1.00 donated by a member of the community, the Coalition receives \$16.00 in matching federal funds for school readiness services in Brevard. Staff will be placing the donation boxes at childcare centers, Spa's, Salon's, restaurants, etc. Ethel asked the board if they know anyone or businesses that would be willing to place a donation box at their location to please contact Ethel or email:epinkerton@elcbrevard.org.

Family Expo – sponsor/vendor opportunities still available. We encourage all Board Members to stop by the event.

**Shannon Smithwick recommended postponing the vote for the approval of Consent Items until May due to not meeting quorum.**

### **Committee Reports**

**Executive / Finance Committee** – met on April 13, 2009. *To be discussed under New Business.*

## Old Business

*Temporary reimbursement increase for providers:*

Melissa reported the temporary reimbursement increase for providers is being reviewed and we are awaiting approval from the state.

*Board membership recruitment:*

Melissa mentioned as a reminder the Coalition needs one or two more board members for private sector membership. For more information please contact Melissa or email: [mmurphy@elcbrevard.org](mailto:mmurphy@elcbrevard.org).

## New Business

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

Melissa was very pleased to announce that enrollment increased by 145 as a result of children being enrolled from the waiting list, unemployment referrals, and protective service referrals. The majority of the increase was seen in the working poor category (BG8) and all age groups. Melissa said we were 100.37% utilized for the month. Waiting list is at a total of approximately 300 children.

*Summer services for Head Start Children:* The Executive/Finance Committee approved providing School Readiness services to eligible children who are in the head start 9 month program with private child care centers to allow continuity of services. Providers will be instructed that children should be referred to VPK prior to School Readiness for the summer. Melissa said last year the board approved the same services for the summer. Melissa asked for the Board's approval to begin sending out letters to those providers in getting families enrolled by May.

**Shannon Smithwick recommended allowing staff to mail letters to providers regarding the summer services for Head Start children. The Executive / Finance Committee has approved this and the Board can provide final approval at its June meeting. The recommendation was accepted unanimously by the members present.**

### ***Public Comment***

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

- ❖ Melissa talked about the positive article that came out in Hometown News that said how local dollars are utilized to draw down matching funds for School Readiness. Recently, the Interact Club, a community service organization at Rockledge High School sponsored by the Rockledge Rotary, donated \$750 to the ELC. The Rockledge Rotary Foundation matched the Interact Club's donation; bringing the total to \$1,500.00 (*See file handout*)
- ❖ Theresa asked if the School Board would be able to transition summer VPK children to childcare providers if the Brevard Schools did not fill due to budget cuts. Melissa stated yes; for more information contact Cassandra Pasos.

**The meeting adjourned at 4:37 p.m.**

**The next meeting is scheduled for May 19, 2009 at ELC Conference Room.**

*Respectfully Submitted,*

*Approved*

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Signature                      Date  
Executive Assistant

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Signature                      Date  
Executive Director