

**Board of Directors Meeting  
Tuesday, August 17, 2010 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 6-15-10
  - b. Directors Report
  - c. Fundraising/Outreach Report
  - d. Finance Report
- IV. Committee Reports
  - a. Executive / Finance Committee
  - b. Quality Improvement Committee
- V. New Business
  - a. Head Start Update
  - b. Coalition Plan Amendments
  - c. Final FY 2010 – 2011 Budget Approval
  - d. Annual Form 990 Questionnaire
- VI. Old Business
  - a. School Readiness Provider Agreements and Quality - Update
- VII. Board Updates
  - a. Providers (Lori Duester and Doug Workman)
  - b. Licensing (Vern Buchanan)
- VIII. Public Comment
- IX. Adjourn

Next Meeting: September 21, 2010

**LAUNCHING A CHILD'S FUTURE!**

Early Learning Coalition of Brevard County, Inc. – Tuesday, June 15, 2010

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Marci Brilley, Vern Buchanan, Sherry Covell, Mildred Coyne, Len Farias, Nancy Grzesik, Hugh Halsey, Mona Potter, Althea Puzio, Joanne Scaringe, Debby Settle, Myrna Shimei, Shannon Smithwick, Karen Street Doug Workman.

Excused Absences: Lori Duester, Mike Durante.

Unexcused Absences: Scott Armstrong, Chenita Joiner.

Administrative Staff: Sky Beard, Kelly Calvacca, Kevin Carraro, Sandra Diaz, Sue Falcioni, Michelle Janetka, Jennifer Kondash, Cathie Odom, Ethel Pinkerton.

Guests: Debbie Conley, Denise Griffith, Sally Shinn.

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

Consent Items:

Meeting Minutes – 5-18-2010

Director's Report: see file handout

Sky Beard highlighted the following items:

AWI:

The Coalition has received the final report pertaining to the fiscal audit conducted by KPMG in February 2010. The monitoring was conducted by KPMG through a contract with AWI to determine fiscal compliance.

VPK:

Coalition staff issued approximately 3,300 VPK certificates in the months of April and May. Since the VPK round ups finished on May 19, approximately 100 additional appointments for VPK certificates have been made at Coalition offices and many more families have been served on a walk-in basis. Families will continue to be able to receive a VPK certificate at our offices through the summer and as school begins in August. Planning is underway to offer an opportunity to issue VPK certificates to families at the August 2<sup>nd</sup> Brevard County Manatees game. This event is being coordinated in conjunction with the Brevard Health Alliance and Florida KidCare Coalition and will be involving other community resources.

SR:

As of June 9, 2010 there were 772 children, representing 578 families on the waiting list. During the month of

May, 115 children (90 families) were added to the waiting list. Children added to the waiting list during the month of December 2009 are currently being offered appointments in June and July. The Coalition scheduled 117 appointments in May for families coming off of the waiting list.

#### Coalition Update:

Notification has been received that an allocation of \$206,000 has been awarded to the Coalition from the United Way of Brevard. This is in response to our request for \$280,000 in local match for the 2010-2011 fiscal year. For FY 09.10, the Coalition received \$188,000 in match funding. The One Goal Summer Conference is scheduled for July 2010. The conference provides professional development opportunities in the areas of child development, management, cultural diversity, family involvement, public policy and many others. Many staff from the Coalition and the Children's Forum will be attending. In addition, the Coalition is sponsoring scholarships for two staff from each contracted provider (School Readiness and/or VPK) to be able to attend. The BCC scholarships will cover the cost of the conference registrations as well as hotel accommodations while in Tampa.

Marci Brilley made a motion to approve the Directors Report and Consent Items as presented. Len Farias seconded the motion. The motion passed unanimously by Board Members.

#### Committee Reports

Executive/Finance Committee: The Committee did not meet during June due to scheduling conflicts.

QI Committee Report: *Jennifer Kondash reported the following: (see file handout)*

Jennifer presented a summary of the Quality Committee Report indicating Quality activities from FY 09.10. Coalition staff is currently reviewing and updating the Coalition Plan and revising policies, as needed. Jennifer talked about upcoming meetings scheduled for FY 10.11 and will continue to give a monthly report.

Fundraising/Outreach Report: Ethel Pinkerton presented the following:

Ethel Pinkerton provided a full report to Board Members on outreach events for the month of July. Ethel reported a total of \$6,250.00 was raised at Derby Day. Ethel talked about upcoming fundraiser events: (see file handout)

- o Non-Profit Appreciation night at the Space Coast Stadium held on Saturday, July 17, 2010.
- o First annual "Come as you Are" Casino Night & Poker Tournament, tentatively set for September 11, 2010 at the Cocoa Civic Center

Financial Report: School Readiness: FY09.10 Slot Utilization/Enrollment-Cathie Odom reported the following: Cathie presented the FY 09.10 slot utilization and stated 4,202 children received SR services during the month of May. An increase in enrollment was noted for (BG-3) Workforce Development Participants/TANF which is to be expected with more people receiving cash assistance. Slot expenditures for May were approximately \$1,299,000.00 and a (\$150,000.00) surplus. Overall, we have maintained enrollment. For comparison purposes FY 08.09 – FY 09.10, Cathie reviewed enrollment statistics, surplus, match and direct services utilization.

## New Business

FY 2010-2011 Grant Agreement: Sky presented the grant agreement (FY 10.11) for Board approval; members were encouraged to review the document prior to the meeting. Sky gave an overview and requested approval of the FY 10.11 grant agreement. *(See file handout)*

Mildred Coyne made a motion to approve the FY 2010-2011 Grant Agreement as presented. Joanne Scaringe seconded the motion. The motion passed unanimously by Board Members.

*Fund Allocations FY 2010-2011: Cathie Odom reported the following (see file handout)*

### Overview:

SR Funding total (\$18,067,083)

Brevard Public School Florida First Start (\$258,773) *(final numbers-to be determined)*

Children's Forum: Monitoring/Training (685,033) *(final numbers-to be determined)*

Resource/Referral (\$125,000)

Quality funds including Inclusion: (\$410,078) allocated funds for BCC Scholarships (\$30,000)

Learn to Earn (\$75,000) and Provider Training & Development (\$90,078)

Direct Services SR (\$14,325,000); Direct Services (ARRA) (\$975,000); Direct Services (CCEP) (\$407,083)

VPK is estimated at (\$11,571,826)

**Vern Buchanan noted to recommend approving the Fund Allocation FY 2010.2011 as presented. Myrna Shimei seconded the recommendation. The Board can provide final approval at its August meeting for final numbers. The recommendation was accepted unanimously by the members present.**

*AWI Fiscal Monitoring Report: Cathie presented the following-see file handout*

Cathie reviewed the 2010 AWI Fiscal Monitoring Summary-findings have been resolved. A final copy of the report has been provided to Board Members to review on their own for approval at August's Board meeting.

*FY 2010-2011 Board Meeting Schedule:*

Sky Beard asked the Board for the approval of July's Board Meeting to be cancelled.

Sherry Covell made a motion to approve cancellation of July's meeting Board Meeting. Nancy Grzesik seconded the motion. The motion passed unanimously by Board Members.

School Readiness Provider Agreements and Quality: Sky reported the following: (see file handout)

Sky presented a PowerPoint presentation on School Readiness Provider Agreements Quality. Sky talked about the quality of early learning programs and about some of the concerns we are facing with SR providers that are continually scoring below the minimum quality standard. School Readiness provider agreements are required to be signed annually in conjunction with ELC's fiscal year July 1-June 30. The Provider Agreement refers to healthy and safe standards; program assessment/monitoring; reporting neglect and abuse, curriculum and character development. Discussion ensued: The Board agreed that providers not meeting contractual

requirements should be held accountable. It was requested that the Executive Director consult with attorney regarding ability to term agreements. The Quality Rating Improvement System (QRIS) is a systemic approach to assess, improve and communicate the level of quality in early and school age care and education programs. QRIS award quality ratings to early and school-age care and education programs that meet a set of defined program standards. By participating in their State's QRIS, early and school-age care providers embark on a path of continuous quality improvement. Options for implementing a QRIS program will be discussed at the next Board meeting.

Joanne Scaringe made a motion to allow the Executive Director to initiate next steps based on the guidance of ELC's attorney as presented. Len Farias seconded the motion. The motion passed unanimously by Board Members.

#### Board Updates

Debbie announced a provider meeting that will take place the Parrish Children Center on August 31, 2010 from 9:30 – 11:00 am.

Vern Buchanan gave an overview and provided a handout on Child Care Licensing, Facilities and Home Child Care Centers. *(See file handout)*

#### Public Comment

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

There were no public comments.

The meeting adjourned 6:35 p.m. The next meeting is scheduled for August 17, 2010 at ELC Conference Room.

Respectfully Submitted,

Approved

---

Signature

Date

Executive Assistant

---

Signature

Date

Executive Director



## Director's Report August 2010

LAUNCHING A CHILD'S FUTURE

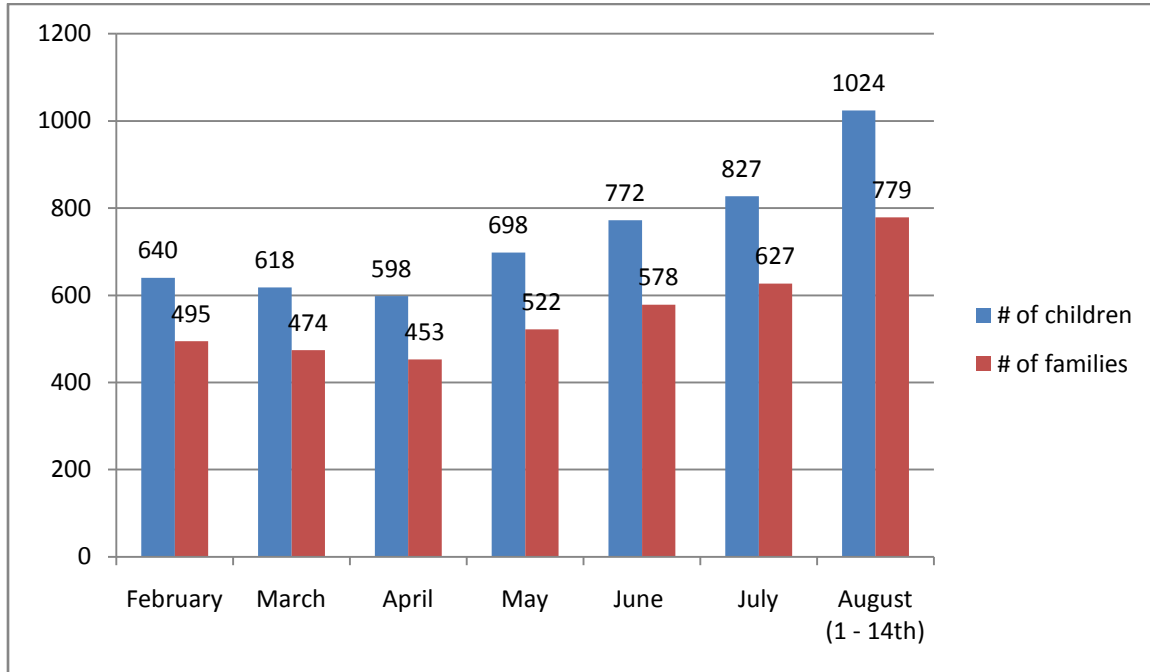
### **Agency for Workforce Innovation (AWI) / Office of Early Learning (OEL) Update:**

- The Coalition's auditing firm, Hoyman Dobson, is scheduled to conduct the preliminary walk-throughs in early September. The Coalition has completed all required documents for this initial step which will allow the auditors to interview staff and observe practices related to financial procedures and internal controls. The full audit is scheduled for mid-October.
- The next Early Learning Advisory Council (ELAC) meeting is being held on September 17, 2010 in Orlando. Myrna Shimei will be attending to represent the Board of Directors from Brevard. In addition, Sky Beard will be attending the Executive Director and Child Care Executive Partnership (CCEP) meetings in Orlando on September 16.
- The Association of Early Learning Coalition's (AELC) will be conducting a webinar on August 27<sup>th</sup> centered on the issue of revenue and resource maximization. Coalition's will be sharing strategies with the goal of establishing ways to make the most out of current and potential funding streams.

### **Coalition Update:**

- Coalition staff has issued approximately 4,400 VPK certificates for the Fall 2010 – 2011 program. Approximately 150 certificates were issued at the August 2<sup>nd</sup> Brevard County Manatees game. The baseball game round up was a collaborated community event in which the Coalition partnered with the Brevard Health Alliance, Florida KidCare Coalition, DCF ACCESS and other social service agencies in order to provide outreach to families who may be in need of services.
- The One Goal Summer Conference was held on July 21 – 23, 2010 in Tampa. The conference provided professional development opportunities in the areas of child development, management, cultural diversity, family involvement, public policy and many others. In addition to staff from the Coalition and the Children's Forum, the Coalition also sponsored registration and hotel expenses for 37 early childhood instructors to attend.
- The Coalition has approved scholarships for approximately 20 Brevard Community College students for the Fall term. Coalition staff reviewed the scholarship applications provided scores based on a standardized tool that is tied to the established scholarship criteria.
- Coalition staff attended a United Way fundraising event on August 12, 2010. The event was held to provide additional awareness in the community about the value in giving to the United Way. The Coalition believes strongly in the mission of the United Way and will continue to support the organization whenever possible. In addition, Sky Beard will be attending the United Way Campaign Manager Training on August 24 in order to better support the Coalition's internal United Way campaign.
- As of August 13, 2010 there were 1,024 children, representing 779 families on the waiting list. During the month of June, 122 children representing 98 families were added to the waiting list. In July, 157 children (124 families) were added and from August 1 – 13, 61 additional children (51 families) were added to the waiting list. Families that went on the waiting list in December have been contacted for appointments. The Coalition scheduled 68 initial wait list appointments in June, 41 appointments in July and 22 from August 1 – 13.

### Waiting List Status February – August 2010



### Number of New Children/Families Added to the Waiting List

