

**Board of Directors Meeting**  
**Tuesday, February 16, 2010 4:00 pm**

**AGENDA**

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
  - a. Minutes: 1-19-10
  - b. Directors Report
  - c. Finance Report
- IV. Committee Reports
  - a. Executive / Finance Committee
  - b. Fundraising / Outreach Committee
- V. Old Business
  - a. School Readiness FY 09.10 slot utilization and enrollment
- VI. New Business
  - a. Annual update of conflict of interest statements
  - b. 2008 Form 990 / Financial Disclosure
- VII. Board Education
  - a. Voluntary Pre-Kindergarten
- VIII. Board Updates
  - a. Providers (Lori Duester and Doug Workman)
  - b. Licensing (Vern Buchanan)
- IX. Public Comment
- X. Adjourn - Next meeting: March 16, 2010



LAUNCHING A CHILD'S FUTURE

## Director's Report February 2010

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

- KPMG auditors will be onsite the week of February 15<sup>th</sup> for the Coalition annual fiscal monitoring.
- Early Learning Advisory Council meeting will be held on March 3<sup>rd</sup> and 4<sup>th</sup> in Tallahassee. Sky Beard will be attending on behalf of the Coalition.

### **Coalition Update:**

- A Community Development Block grant application was submitted to the city of Palm Bay this month for school readiness match funding. Presentations to City Councils have begun; the City of Cocoa approved our request for \$5,000; others are pending. The application for United Way funding will be submitted prior to February 16<sup>th</sup>.
- The Coalition lost its appeal to the decision of the Community Advisory Board in regards to the Brevard County Community Based Organization funding application. The County Commission recognized faults in the approval process and assured organizations that changes would be made for the following year.
- Sky Beard has been appointed as the Interim Executive Director upon Melissa's last day on February 16<sup>th</sup>. The Executive Committee will be reviewing resumes and conducting interviews on February 23<sup>rd</sup>. The Committee anticipates an offer being made shortly thereafter.
- Waiting list update: As of February 1, 2010 there were 640 children, representing 495 families on the waiting list. 140 children were added to the waiting list during the month of January 2010. Children added to the waiting list during the months of August and September 2009 are currently being enrolled.

### **Committees:**

**Executive / Finance Committee:** The Committees met during the month of February. A report will be provided at the Board meeting.

**Outreach / Fund Development Committee:** The Committee will provide an overview of the Auction and looks forward to seeing Board Members in attendance on February 12<sup>th</sup>!

**Early Learning Coalition of Brevard County, Inc. – Tuesday, January 19, 2010**

**Early Learning Coalition Conference Room**

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

**Meeting Minutes**

**Members Present:** Scott Armstrong, Marci Brilley, Verner R. Buchanan, Sherry Covell, Mildred Coyne, Mike Durante, Len Farias, Nancy Grzesik, Hugh Halsey, Pamela Hamilton, Marsha Packard, Mona Potter, Myrna Shimei, Doug Workman.

**Excused Absences:** Lori Duester, Althea Puzio, Shannon Smithwick

**Absences:** Linda Graham, Chenita Joiner

**Administrative Staff:** Sky Beard, Sandra Diaz, Jennifer Kondash, Melissa Murphy, Cathie Odom.

**Guests:** Debbie Conley, Gabriele DiTota, Denise Griffith, Sally Shinn.

Marci Brilley, Vice Chairperson, called the meeting to order at 4:04 p.m. Self-introductions were conducted and quorum was established.

**Consent Items:**

*Meeting Minutes – 12-15-2009*

*Director's Report: see file handout*

Melissa Murphy highlighted the following items:

**AWI:**

KPMG auditors will be onsite the week of February 15<sup>th</sup> for the Coalition annual fiscal monitoring.

**Coalition Update:**

The Coalition received grants for school readiness match funding from the Margaret Binz Foundation and the Margaret Heins Foundation. In addition, Boeing Employee Charitable Fund provided a \$2,500 sponsorship for the Early Education through the Arts Auction. Thank you to Sherry and Wes Covell for their United Way donation in support of school readiness match.

Community Development Block grant applications were submitted to the cities of Titusville, Cocoa and Melbourne during the month of December for school readiness match funding. Presentations to City Councils begin in January. Applications will be submitted to the city of Palm Bay and United Way during the month of February. The Coalition is appealing the decision of the Community Advisory Board in regards to the Brevard County Community Based Organization funding application. The next step in the appeals process is a presentation to the County Commission on the 26<sup>th</sup> of January.

## **Committee Reports**

**Executive/Finance Committee:** Marci reported the Committees met jointly on Monday, January 11<sup>th</sup> to review a new format for financial reports and discuss next year's local match. The Finance Committee approved an increased limit for single signature on checks under ten thousand dollars (\$10,000.00) - Executive Director may approve and act as single signatory and in the event the Executive Director is not available to sign or approve a payment the Director of Program Operations may approve a payment under three thousand dollars (\$3,000.00).

**Outreach/Fund Development Committee:** Melissa and Sherry reported the Committee met multiple times during the months via conference call to review planning of the Early Education through the Arts Auction. Melissa is encouraging everyone to come out and support the Early Education through the Arts; art auction tickets are available for purchase at the meeting or online at [www.elcbrevard.org](http://www.elcbrevard.org). Melissa also talked about the Silent Auction and asked if members know anyone who is interested in donating to the Early Education through the Arts to can contact Sarah Adkison or [sadkison@elcbrevard.org](mailto:sadkison@elcbrevard.org). Items will need to be submitted no later than Friday, February 5, 2010.

### **QI Committee:**

*Children's Forum FY 09.10 Monitoring Summary-Sky reported the following: (see file handout)*

Sky presented an overview of the on-site monitoring of Children's Forum held November 12, 2009. Sky stated Children's Forum was well prepared allowing for a positive monitoring to be conducted by the Coalition staff and volunteers of the QI Committee. The Committee looked at various aspects of services, training and support services, and monitoring of child care providers. Current challenges identified by Children's Forum included handling ongoing confusion from providers to the roles of various agencies involved in early childhood services, assisting providers in understanding the CEU process and the need for ongoing communication between the Forum and environmental Health in order to reduce confusion of provider and ensure accuracy of information provided. Sky mentioned since the majority of personnel and fiscal documentation is housed at the Forum's office in Tallahassee, the remaining items unable to be reviewed during the monitoring will occur in Tallahassee during the third quarter. Recommendations were made in the report for best practices. There was one Corrective Action required - for the remainder of the contract year, it is requested that the forum ensures all required reports are submitted in a timely manner and contain the required components.

**Brevard Public Schools** – The Coalition conducted a fiscal monitoring of the Brevard Public Schools, Florida First Start program on Monday, September 21, 2009. The Brevard Public Schools staff was knowledgeable about their internal policies and procedures and could explain their fiscal processes to the monitoring team. Overall, Florida First Start was in compliance, with no corrective actions required at this time.

*Brevard Public Schools FY 09.10 Monitoring Summary: Sky reported-see file handout*

Sky reported on the monitoring of Brevard Public Schools Florida First Start/Even Start program conducted on December 2-3, 2009 attended by ELC staff and board members. The monitoring was held to determine compliance with contract requirements as well as to observe services provided under the contract. Members of the monitoring team visited the Teen Parent programs at Cocoa High School and Titusville High school as well shadowing a home visit. 31 participant files and associated documentation were reviewed. The average age of the participant at the time their first child was born was 16 years old (oldest was 19 and youngest was 14). During the visits to the high school sites, it was observed that the staff interacting with children has a solid understanding of child development and the importance of interaction put into action with the student and children. Sky said the 31 participant files reviewed, all contained documentation to demonstrate that the participant met the program eligibility requirements. Best practice recommendations were made in regards to use of the Environment Rating Scales which Florida first Start has incorporated that into their program. 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 Minutes with minor revision (add Nancy Grzesik to list of excused absences) and Consent Items. Len Farias seconded the motion. The motion passed unanimously.**

## **Old Business**

*School Readiness: FY 09.10 Slot Utilization/Enrollment – Melissa reported the following: (see file handout)*

Melissa provided an updated on FY 09.10 slot utilization and indicated we saw approximately \$100,000.00 surplus for the month of December. Melissa stated in the year to date comparison we are 97% utilized compared to last year when we were at 80%. Overall, we have maintained enrollment. Melissa stated we are behind in local match but that is expected to increase for the month of January and February from the grants, Art Auction, and in-kind donations.

*Proposed bylaw/article incorporation revisions-Melissa reported the following: (see file handout)*

Melissa presented and asked the board for the approval of the revisions to the Coalition by-laws as presented at the last meeting.

**Sherry Covell made a motion to approve the proposed bylaw/article of incorporation revisions as presented. Marsha Packard seconded the motion. The motion passed unanimously.**

## **Board Education**

*Coalition programs and services - Sky reported the following: (see file handout)*

Sky previously presented an overview of services provided by ELC School Readiness Services FY 09.10. Sky provided a handout with additional information outlining training's offered by the Children's Forum and the Coalition. Sky briefly talked about how the Forum's focus is more on the Rating Scales, Personal Care

