

Early Learning Coalition of Brevard County, Inc. – Tuesday, November 16, 2010

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Vern Buchanan, Sherry Covell, Mildred Coyne, Mike Durante, Len Farias, Hugh Halsey, Natalie Jackson, Mona Potter, Myrna Shimei, Karen Street

Excused Absences: Marci Brilley, Lori Duester, Nancy Grzesik, Shannon Smithwick

Unexcused Absences: Ian Golden, Althea Puzio, Doug Workman

Administrative Staff: Sky Beard, Sandra Diaz, Karen Heinly, Gwen Hertlein-Haber, Jennifer Kondash, Cathie Odom

Guests: Priscilla De Nino, Tammy Fears, Denise Griffith, Denise Lang, Reggie Levine, Sally Shinn

Myrna Shimei, Secretary called the meeting to order at 4:10 p.m. Self-introductions were conducted and quorum was established.

Consent Items:

Meeting Minutes – 10-19-2010

Director's Report: see file handout

Sky Beard highlighted the following items:

AWI:

AWI/OEL conducted an off-site ARRA Eligibility Audit during the week of September 27, 2010. An exit interview was conducted and the report has been received. The Coalition had one reporting error, which required a corrective action. The revised 1512 Jobs Created/Retained From was submitted to AWI on November 8, 2010 and was accepted. The review is now closed.

Coalition staff participated in a webinar conducted by AWI on November 15, 2010 regarding internal controls. A questionnaire has been created by AWI to help Coalitions perform a self-assessment of the internal controls within the organization. The responses that ELC provides through the self-assessment process will be utilized as a tool during the 2010-11 monitoring process for AWI and its monitors to understand the organization.

SR:

As of November 10, 2010 there were 1,350 children representing 1,051 families on the waiting list. During the month of October, 131 children representing 99 families were added to the waiting list.

Coalition Update:

Brevard Public Schools is currently working on the development of priority projects related to increasing opportunities for family engagement. Sky Beard, Executive Director, has been participating in the focus group addressing how the community and social service agencies can assist in fostering an increase in family engagement at the public school level. At a meeting held on October 27, a variety of ideas were discussed and the members of the focus group were asked to submit priorities for implementation. One of the points of discussion focused on the number of children attending VPK and the opportunity that exists to have parents and child care provider's partner with the public schools prior to children starting kindergarten. The Coalition will likely be an active partner in that initiative if it is selected to be presented to the Superintendent in April 2011.

Coalition staff continues to actively participate in the planning and implementation of a variety of quality initiatives that are under development at the state level. Along with staff of the Children's Forum, Coalition staff attended a meeting in Tampa on October 28 to discuss the plans for implementing a comprehensive professional development system for the field of early childhood education. In addition, Coalition Screening and Assessment staff attended a train-the-trainer workshop on October 27 – 29 in Orlando to learn more about the statewide implementation of the Ages and States Questionnaire 3 and ASQ-Social Emotional (SE).

The Coalition submitted an application to Service Leadership Brevard and have been invited to participate in the next series beginning on November 15. The purpose of Service Leadership Brevard is to “assist nonprofits with strengthening organizational effectiveness (or capacity) to better fulfill missions and to create and sustain high-impact programs and services”. LEAD Brevard is offering the program through a grant from HHS – Office of Community Services.

On November 12, 2010, Coalition staff participated in a Quest, which provided the opportunity for community engagement and teambuilding. Staff visited the Florida First Start programs at Eau Gallie and Cocoa High Schools as well as participating in a presentation on the program at the School Board conducted by Dr. Sally Shinn. Staff also visited a selection of childcare providers and collected non-perishable items, which were donated to the South Brevard Sharing Center.

Sherry Covell made a motion to approve the Consent Items and Minutes with revision as presented. Mildred Coyne seconded the motion. The motion passed unanimously by Board Members.

Committee Reports

Executive/Finance Committee met on October 11, 2010. Myrna reported on the ELAC Meeting and it was mentioned that if the Chairperson is not able to attend then a governor appointee should attend on behalf of the Chairperson. The Committee discussed School Readiness eligibility. Currently a 60-day break in employment is allowable to continue receiving services before families' are no longer eligible for services. The Coalition staff is recommending that timeline be adjusted back to the State guidelines within 30 days in order to service more children from the Wait List. The Committee recommended the families receiving unemployment be offered ARRA services and current families be allowed into the 60 day term and the 30 day timeframe would only apply to new families. In addition, the December Board meeting is re-scheduled to December 14, 2010.

Len Farias made a motion to approve the Committee Report as presented. Hugh Halsey seconded the motion. The motion passed unanimously by Board Members.

Financial Report: *Cathie Odom reported the following: (see file handout)*

Cathie mentioned the Slot Utilization and enrollment was not completed for October as attendance processing is not yet finished for the month. Cathie presented the Earmarks/Restriction test financial reporting for the month of September and reviewed the School Readiness/ VPK Direct Services and School Readiness/ VPK Administration Costs.

New Business

For-Profit Provider Representative Presentations:

Sky presented and welcomed the following privately owned Child Care Providers: Denise Lang, Bear Hugs of Melbourne Accredited Preschool, Priscilla De Nino, The Learning Tree, Tammy Fears, Apollo Preschool of Melbourne, and Reggie Levine, Patch Learning Center, Patch II, and Child's Play who were present and briefly introduced themselves and talked about their experiences and reasons for wishing to sit on the board. The Nominating Committee will meet to review membership applications and a recommendation will be made for membership at the next scheduled Board meeting.

Quality Assessment Update: *Sky Presented the flowing (see file handout)*

Sky presented and reviewed the FY 10.11 Status of Quality Assessments. Since July 132, classrooms have been assessed. Of the 132 classroom assessed, 22 (17%) received scores below 3.5. Two are family child care providers (scores 2.79 and 3.22) and the 20 remaining continue to all be infant classrooms (ITERS).

Monitoring of Unlicensed Providers:

Sky gave an overview of the monitoring of unlicensed providers statewide. Sky mentioned there is a segment of the child care providers that they are not require to have a license. We currently contract with two in Brevard. One is affiliated with a local church and the second is the Patrick Airforce Base. The State has also looked at this category of unlicensed providers. Discussion ensued. AWI has created a template to monitor health and safety indicators and purchased Tough Books for Coalition staff. A couple of options that were presented included continuing to with contract with child care providers until a decision is made in early of the year or we can start now using the template. The Committee made a recommendation to continue services with the two childcare centers and wait until a final decision has been made through the rule development process.

Mildred Coyne made a motion to approve the Executive Committee recommendation as presented. Sherri Covell seconded the motion. The motion passed unanimously by Board Members.

Board Updates

Providers:

There were no updates regarding the Providers due to the absences of Lori Duester and Doug Workman.

Licensing:

Vern Buchanan gave an update on licensing and reported that Brevard currently has one hundred and eighty-one (180) child care centers, twenty five (25) family daycares and six (6) large family daycares.

Public Comment

Myrna Shimei opened the floor for comment from the Board and the public.

Sky took the opportunity to thank Hugh Halsey for his commitment and his time with the Early Learning coalition. Applications for the Private Sector are being accepted if anyone knows of someone interested in applying please contact Sky Beard sbeard@elcbrevard.org for further information.

The meeting adjourned 5:30 p.m. The next meeting is scheduled for December 14, 2010 at ELC Conference Room.

Respectfully Submitted,

Approved

 12/02/10
Signature Date

 12/2/10
Signature Date

Executive Coordinator

Executive Director

Board of Directors Meeting
Tuesday, November 16, 2010 4:00 pm
Annual Meeting

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: October 19, 2010
 - b. Director Report
 - c. Fundraising/Outreach Report
 - d. Finance Report
- IV. Committee Reports
 - a. Executive / Finance Committee
- V. New Business
 - a. For-Profit Provider Representative Presentations
 - b. Quality Assessment Update
 - c. Monitoring of Unlicensed Providers
- VI. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
- VII. Public Comment
- VIII. Adjourn

Next Meeting: December 14, 2010

LAUNCHING A CHILD'S FUTURE!

Early Learning Coalition of Brevard County, Inc. – Tuesday, October 19, 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, Sandra Deveaux (representative for Natalie Jackson), Mike Durante, Ian Golden, Nancy Grzesik, Mona Potter, Althea Puzio, Shannon Smithwick, Karen Street,

Excused Absences: Lori Duester, Len Farias, Hugh Halsey, Myrna Shimei, and Doug Workman

Unexcused Absences: Susan Schumacher

Administrative Staff: Sky Beard (via conference phone), Jessica Beecham, Juliet Fletcher, Gwen Haber and Cathie Odom,

Guests: Cathy Barhold, and Denise Griffith

Shannon Smithwick, Chairperson, called the meeting to order at 3:59 p.m. Self-introductions were conducted and quorum was established. Cathie Odom introduced two new Early Learning Coalition staff members, Juliet Fletcher, Director of Resource Development and Gwen Haber, Director of Program Initiatives.

Consent Items:

Meeting Minutes – 9.19.2010

Director's Report: see file handout

Cathie Odom highlighted the following items on behalf of Sky Beard:

AWI/OEL Update:

AWI/OEL conducted an off-site ARRA Eligibility Audit during the week of September 27, 2010. An exit interview is scheduled with AWI/OEL for October 21st to discuss any feedback.

Coalition staff attended a one-day Child Care Resource and Referral training in Orlando on October 13, 2010. The training was conducted by AWI/OEL staff and provided an overview of CCR&R services as well as technical assistance to Coalition staff.

SR:

As of October 11, 2010 there were 1,229 children representing 956 families on the waiting list. During the month of September, 202 children representing 159 families were added to the waiting list. No additional children have been called off the waiting list since last month when 50 children were approved to be contacted for appointments.

Coalition Update:

Coalition staff held a Provider Meeting on September 23 at Rockledge City Hall. The meeting afforded an opportunity for staff to provide updated information and clarify requirements regarding School Readiness and VPK services. Each Provider also received new digital cameras, tripods and other camera equipment for use in their centers. Items were purchased with FY 09.10 Quality funds.

Fundraising/Outreach Report: Juliet Fletcher presented the following: *(see file handout)*

Juliet Fletcher provided a report to board members on outreach events for October 2010 Marketing/Outreach Report. Juliet discussed and handed out a report of the different fundraising events the Coalition has participated in during the last month as well as will be collaborating with in the future. Juliet informed the Board that the Coalition will be participating in the United Way Downtown Disney Shopping Fundraiser to be held on November 6th. For every voucher sold the Coalition receive \$4.00 back from the \$5.00 total cost. Currently Providers are helping with these sales and have sold several vouchers already. Outreach events for the month of October include TropStock, which took place on October 1 through the 3, in Cocoa Village. On October 21, a Coalition staff member will be representing the Coalition at the Lights on After School event at Croton Elementary School. This event will help bring awareness of the children of Brevard going home alone. Juliet informed the Board that the Coalition is looking at dates and locations for the Early Education Through the Arts fundraiser. The Coalition is still attending Momtopia, Kidgits and Radio Disney this month. ELC will continue advertising with the local media outlets with a revolving focus on information and services for outreach ads, articles, etc. The collected stories and testimonials will continue to be present in the advertising. Juliet hopes to collect more success stories from clients that have been able to no longer need assistance.

Finance Report: Cathie Odom reported the following: *(see file handout)*

Cathie reviewed the Coalition's FY 10.11 Direct Service Utilization Report with the Board and explained that although the report shows a surplus of about \$78,200 for the month of September, the target enrollment was over by about 200 children. This will be monitored during the next months. Sky mentioned that there is discussion at the Federal level regarding reauthorizing federal funds for childcare; Florida is requesting to receive about 38 million additional dollars in School Readiness funding. There is hope that if these funds become available, they will assist Coalition's once ARRA funding will no long be available. The Coalition will be monitoring this information and report back to the Board when more information comes available.

When looking at the School Readiness Match-Actual to Forecast and Comparison to FY 09.10 graph, Cathie explained that for the FY 10.11, match is not quite as high as the previous year. With the hiring of the new Director of Resource Development, the Coalition is looking at ways to help raise matching funds for the current year.

Ian Golden made a motion to approve the minutes from September 19, 2010, Directors Report, Fundraising/Outreach Report and the Finance Report as presented. Sherry Covell seconded the motion. The motion passed unanimously by board members.

Committee Reports:

Executive/Finance Committee Report: *Shannon Smithwick Reported the following:*

Executive/Finance Committee did not meet on October 11, 2010.

QI Committee Report: *Vern Buchanan reported the following:*

Vern Buchanan reviewed the monitoring report that resulted from the onsite monitoring of the Children's Forum conducted on August 30, 2010. There were no areas of required correction; however, there were several recommendations (see report).

Nominating Committee Report: *Sherry Covell reported the following:*

On Thursday, October 14, 2010, the Nominating Committee met via conference call. The Committee discussed two applications that had been received to date for the For-profit Provider Representative on the board. It was decided to have the applicants attend the Board of Directors meeting on November 16th and meet with the board

to give a brief presentation to discuss why they are interested in the position and what they hope to accomplish if they were elected.

New Business:

Election of Board Officers: Cathie Odom reported on the following

Cathie informed the Board that the Officers were to be elected for the term of October 1, 2010 to September 30, 2011. All board members were provided a ballot with nominees for a silent vote (see attached). It was unanimously voted that all current Officers were to continue in their current positions for FY 2010.11 term.

Priority Exercise and Discussion: Cathie Odom reported on the following:

In Our Hands was shown to the Board. Cathie gave a brief description of the video and explained there were four different areas in regards to quality childcare that covered in the video: knowledgeable, responsive caregivers; close, caring relationships; health and safety; and connection to family.

The board was encouraged to discuss the topics and was asked to consider several questions. Mona Potter expressed that if we, as a community, do not do something for children at the preschool age, there is a chance that developmental opportunities will be lost. The impact of developing a local Quality Improvement Rating System was discussed. Sky discussed that the Coalition and Forum work with Providers who have received low scores to help improve the scores. Sky informed the board she would send out the procedure used to help the lower scoring providers. When looking that the scores from the beginning of the FY, the Coalition has seen an improvement in the rating scores.

Also discussed were the possible barriers Providers may be facing in order provide quality care. Many felt that money would be the most common reason providers might have difficulty in this area. With a Quality Improvement Rating System, Providers with high rating scores are able to have higher reimbursement rates. The last increase in reimbursement rates was in 2008 when services were taken in-house. Sky informed the Board that the Coalition would look to see if it is possible to have an additional increase in the reimbursement rates in the future. Several members feel that the Coalition should have more infant and toddler trainings. It was suggested that the Coalition collaborate with Brevard Community College for trainings. Sky did inform the Board that currently the Coalition is looking for more training ideas for the infant and toddler age. However, there are not many training available for this age group.

Sky discussed that the purpose of this exercise and discussion was to provide the Coalition with some starting ideas to go back do some research and provide the Board with concrete ideas how to move forward. The categories discussed provided the knowledge to narrow the major issues or topics to look at when looking at the issues related to quality childcare.

Board Updates:

Providers:

There were no updates regarding the Providers due to the absences of Lori Duester and Doug Workman.

Licensing: Reported by Vern Buchanan

Vern informed the Board that the Health Department has extended the agreement to help support the food services with the Providers until June 2011. For more information, Vern encourages you to visit: www.myflorida.com/childcare.

Public Comment:

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

Mona Potter informed the Board that the School Board has held VPK trainings. Mona also mentioned that November is Family Engagement month.

Sherry Covell discussed that the Harris Foundations has offered twenty tickets for children to attend an Orlando Magic game. Sky mentioned the Coalition was excited about this opportunity and is looking for ways to involve the Providers in order to distribute the tickets appropriately.

Ian Golden mentioned that the RFP process would be close at 3:00pm on the following day, Wednesday, October 19th.

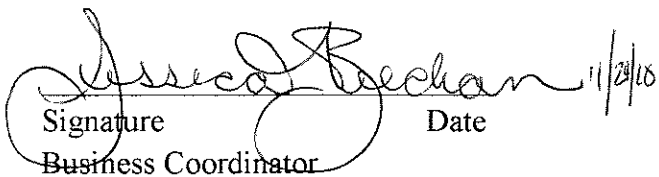
Cathie Odom informed the Board that this week, the Coalition's Single Audit was taking place at the Rockledge office.

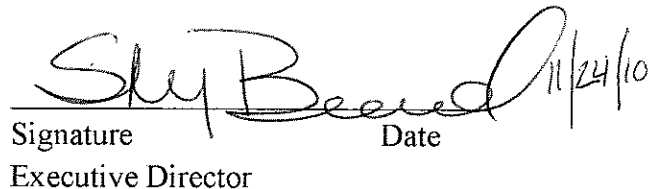
Nancy Grzesik asked if there was to be a November Board of Directors meeting. Shannon Smithwick informed the Board that there would be a November meeting; however, the December meeting may be cancelled.

The meeting adjourned 5:01 p.m. The next meeting is scheduled for November 16, 2010 at ELC Conference Room.

Respectfully Submitted,

Approved


Signature _____ Date 11/24/10
Business Coordinator


Signature _____ Date 11/24/10
Executive Director



LAUNCHING A CHILD'S FUTURE

Director's Report November 2010

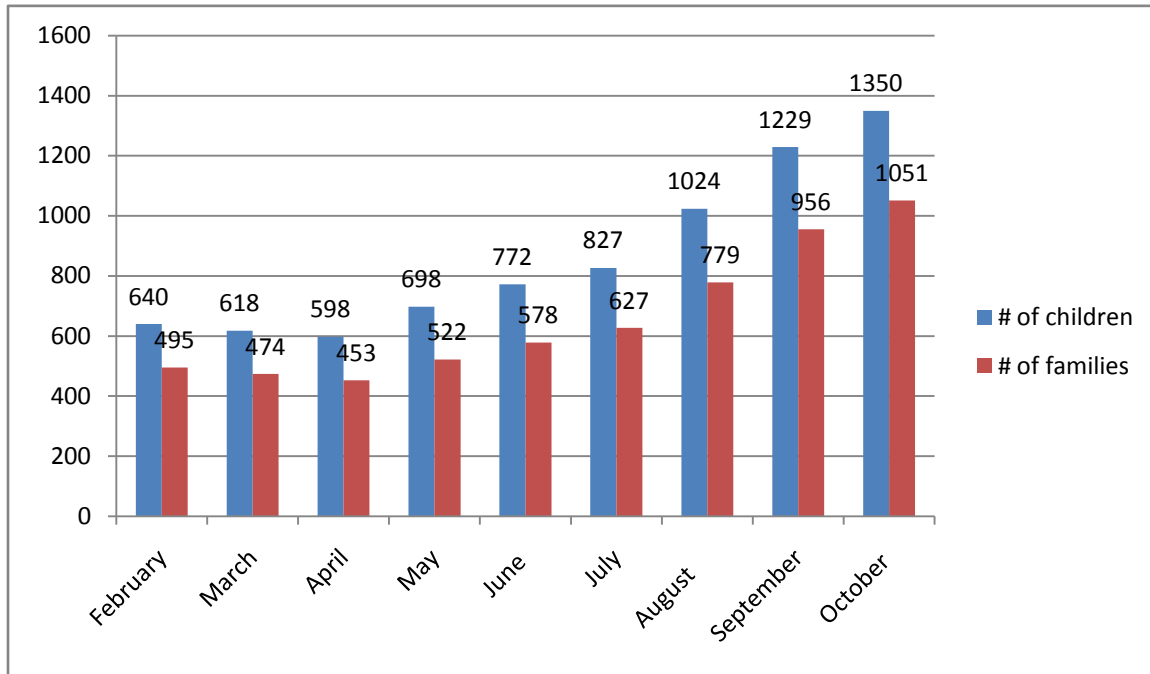
Agency for Workforce Innovation (AWI) / Office of Early Learning (OEL) Update:

- AWI/OEL conducted an off-site ARRA Eligibility Audit during the week of September 27th. An exit interview was conducted and the report has been received. The Coalition had one reporting error which required a corrective action. The revised 1512 Jobs Created/Retained From was submitted to AWI on November 8, 2010 and was accepted. The review is now closed.
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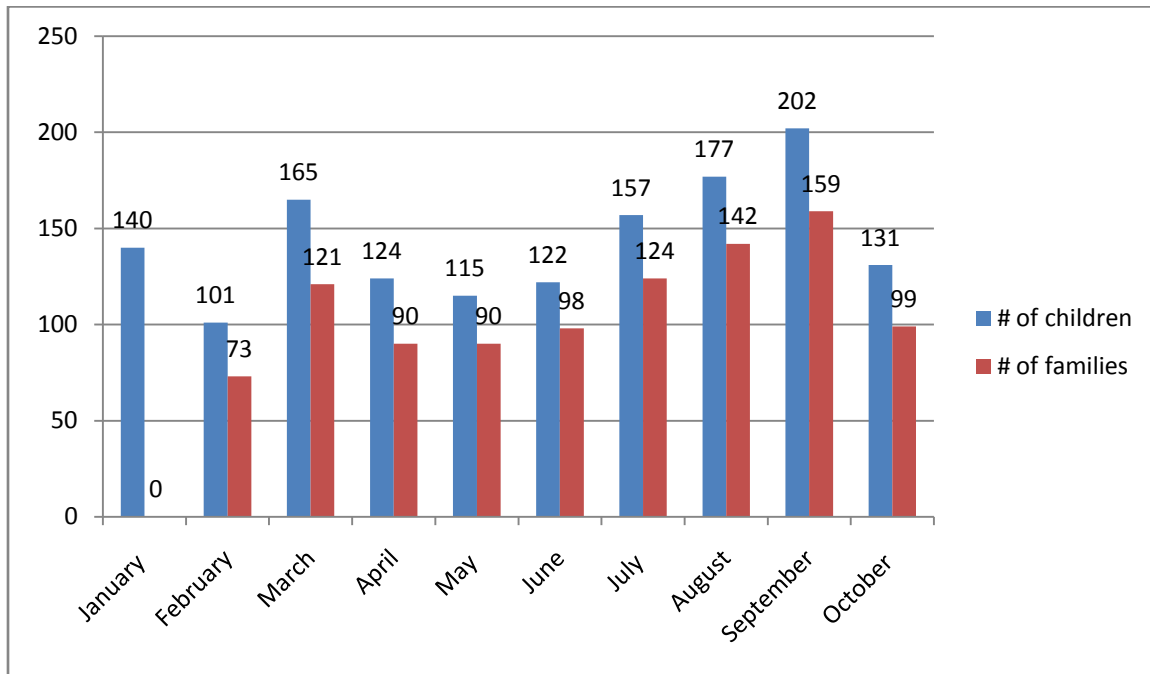
Coalition Update:

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- As of November 10, 2010 there were 1,350 children representing 1,051 families on the waiting list. During the month of October, 131 children representing 99 families were added to the waiting list.

Waiting List Status February – October 2010



Number of New Children/Families Added to the Waiting List



FY 10.11 Status of Quality Assessments
(Information provided is cumulative)

September Meeting:

- To date, 69 individual classrooms have been assessed (ITERS, ECERS and FCCRS). The 69 classrooms represent 37 providers having been assessed.
- Of the 69 classrooms assessed, 13 received scores below 3.5:
 - 1 is a family child care provider (score of 2.79)
 - The remaining 12 are infant classrooms (ITERS):
 - Lowest score = 2.12
 - Highest of the lowest score = 3.45
 - Number of classrooms scoring in the 2's: 4
 - Number of classrooms scoring between 3 and 3.5: 8

November Meeting:

- To date, 126 classrooms have been assessed (representing ITERS, ECERS and FCCRS). The 126 classrooms represent 132 providers having been assessed.
- Of the 126 classrooms assessed, 22 (17%) received scores below 3.5:
 - 2 are family child care providers (scores 2.79 and 3.22)
 - The 20 remaining continue to all be infant classrooms (ITERS):
 - Lowest score = 1.93
 - Highest of the lowest score = 3.47
 - Number of classrooms scoring in the 1's: 1 (1.93)
 - Number of classrooms scoring in the 2's: 9
 - Number of classrooms scoring between 3 and 3.5: 10