

Board of Directors Meeting
Tuesday, June 15, 2010 4:00 pm

AGENDA

- I. Call to Order
- II. Coalition Roll Call by Self Introduction
- III. Consent Items
 - a. Minutes: 4-20-10 and 5-18-10
 - b. Directors Reports (May and June)
 - c. Fundraising/Outreach Report (May and June)
 - c. Finance Report (May and June)
 - d. QI Committee Report (June)
- IV. Committee Reports
 - a. Executive / Finance Committee
- V. New Business
 - a. FY 2010 – 2011 Grant Agreement
 - b. FY 2010 – 2011 Budget
 - c. AWI Fiscal Monitoring Report
 - d. FY 2010 – 2011 Board Meeting Schedule
- VI. Old Business
 - a. School Readiness Provider Agreements and Quality
- VII. Board Updates
 - a. Providers (Lori Duester and Doug Workman)
 - b. Licensing (Vern Buchanan)
- VIII. Public Comment
- IX. Adjourn - Next meeting?

Early Learning Coalition of Brevard County, Inc. – Tuesday, May 18, 2010

Early Learning Coalition Conference Room

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

Meeting Minutes

Members Present: Sherry Covell, Len Farias, Nancy Grzesik, Mona Potter, Joanne Scaringe, Myrna Shimei, Shannon Smithwick, Doug Workman.

Excused Absences: Marci Brilley, Lori Duester, Mike Durante, Althea Puzio.

Unexcused Absences: Scott Armstrong, Vern Buchanan, Mildred Coyne, Hugh Halsey, Karen Street, Chenita Joiner.

Administrative Staff: Sky Beard, Kevin Carraro, Sandra Diaz, Jennifer Kondash, Cathie Odom, Ethel Pinkerton.

Guests: Debbie Conley, Denise Griffith.

Shannon Smithwick, Chairperson, called the meeting to order at 4:06 p.m. Self-introductions were conducted and quorum was not established.

Consent Items:

Meeting Minutes – 4-20-2010

Director's Report: see file handout

Sky Beard highlighted the following items:

AWI:

The next Early Learning Advisory Council (ELAC) meeting will be held on June 17-18, 2010 in Tampa. Myrna Shimei will be attending as the representative for Brevard. Sky will be attending the Executive Director and Association of Early Learning coalitions (AELC) meetings on June 16 and 17 and well as the ELAC meetings to follow.

The Coalition has received the funding allocation for School Readiness and VPK services for FY 2010-2011. The Base student Allocation for fall will be \$2,562 per student (4.71/hour) and \$2,179 per student (7.21/hour) for summer. In addition, the student to instructor ratio will remain the same as the current year. Allocation for School Readiness Services will be discussed in conjunction with FY 2010-2011 budget.

VPK:

The Coalition has completed the VPK public school round ups. Over 650 VPK certificates were issued during the round ups held in April and early May. In addition, 120 appointments to receive VPK certificates were scheduled at Coalition offices from May 3 – 14, 2010. This two week period was designated as the time for families to obtain certificates if they missed the public school round ups. Round ups for those wanting to attend

a private provider VPK program are occurring during the month of May. Appointments will be scheduled at Coalition offices for those that are in need of a certificate after the round ups have been completed.

SR:

As of May 14, 2010 there were 698 children, representing 522 families on the waiting list. During the month of April, 124 children (90 families) were added to the waiting list. Children added to the waiting list during the month of November 2009 are currently being enrolled. The Coalition had 102 appointments in April scheduled for families coming off of the waiting list.

Coalition Update:

Coalition staff conducted a presentation to United Way on May 13, 2010. The presentation is a component of the funding allocation process and a follow up to the request for \$280,000 in matching funds submitted to United Way by the Coalition.

On April 30, 2010, the Coalition staff participated in a community assistance project that allowed ELC to assist other social service organizations with needed supplies. Staff had the opportunity to listen to a motivational speaker focusing on community involvement and developing good self-help skills. Staff then organized items that they donated and distributed them to local organizations in need. The outreach exercise allowed the agencies to share information about their services and build relationships within the social services community. Coalition management will be planning quarterly activities to occur in FY 10.11 focusing on assisting others outside of ELC.

Coalition staff previously participated in Business Writing training in partnership with Brevard Community College. The class focused on the Coalition's primary goals of addressing consistency and professionalism in the areas of case notes, emails forms and letter writing. Staff has been divided into groups and is continuing to develop internal guidance and protocols in each of the priority areas. This project is a component of the Coalition's overall focus on enhancing internal quality standards.

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

Committee Reports

Executive/Finance Committee: The Committees met on Monday, May 10, 2010. The Committees reviewed and approved a revised operating budget for FY 10.11. In addition, the Committee approved for recommendation to the board the overall budget allocations for FY 10.11. The Committee also discussed the School Readiness Provider Agreements and Terminations; to be presented to the full board at the June 15, 2010 board meeting.

Fundraising/Outreach Report: Ethel Pinkerton presented the following: see file handout

Ethel Pinkerton provided a full report to Board Members on outreach events. Ethel talked about Derby Day and Fiesta Brevard. At this time we do not have the final numbers. Overall, we had a good turnout.

Financial Report: Cathie Odom reported the following:
The Financial Report will be presented at the June meeting.

School Readiness: FY09.10 Slot Utilization/Enrollment-Cathie reported the following:
Cathie provided an updated on FY 09.10 slot utilization and stated 4,141 children received SR services during the month of April. Slot expenditures for April were approximately \$1,329,000.00. Cathie reports the expenditures for this fiscal year are on track. (See file handout)

New Business

Board Composition, Voting and Vacancy: Sky reported to the board that we are currently required to have 18 board members but no more than 35. New legislation will require board membership consisting of a minimum of 15 members and a maximum of 30. Therefore, changes will be made in how to vote.

School Readiness Provider Agreements and Quality: Sky reported the following: (see file handout)
The School Readiness Provider Agreements and Quality will presented at the June meeting due to not meeting quorum.

Board Updates

None at this time

Public Comment

Shannon Smithwick opened the floor for comment from the Board and the public.
There were no public comments.

The meeting adjourned 4:40 p.m. The next meeting is scheduled for June 15, 2010 at ELC Conference Room.

Respectfully Submitted,

Approved

Signature Date
Executive Assistant

Signature Date
Executive Director



LAUNCHING A CHILD'S FUTURE

Director's Report June 2010

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

- 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. A summary of the report findings will be presented at the board meeting.

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.
- 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 2nd 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.
- 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 attendance. 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 scholarships will cover the cost of the conference registrations as well as hotel accommodations while in Tampa.
- ELC staff has been in communication with staff from the BCC Foundation regarding the early childhood education scholarships that have been funded by the Coalition. It has been determined that the Coalition will continue to fund the scholarships in FY 10.11 and the application has been revised. Coalition staff is involved in the process of reviewing the applications and approving the selected candidates.
- 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.

Committees:

Executive / Finance Committee: The Committees will meet on June 14, 2010. A report will be provided at the Board meeting.