



## Early Learning Coalition of Lake County

Innovative Services For Lake County's Children

These minutes summarize the key issues of the ELCLC Board of Directors' meeting on August 3, 2011 held at the Early Learning Coalition of Lake County.

Mr. Pruitt called the meeting to order at 9:05 a.m. The following members were present: Dr. Hugh Brockington, Mr. Eric English, Mr. Oscar Palau, Ms. Kim Grabert, Mr. Will Pruitt, Ms. Porcha Green, Ms. Michele Rawls, Ms. Kathryn Sutherin, Mr. Eddy Workinger, Mr. Hays Ginn, Ms. Jeanie Rowin, Ms. Jennifer Walz, and Mr. Patrick Smith. The following members were absent: Ms. Erica Mott, Dr. Barbara Howard, Ms. Marsha Carpenter, Mr. Jimmy Conner, Ms. Melissa Lyford, and Ms. Marie Carlberg. The following guests were present: Ms. Doreen Chatelier, Ms. Cindy Winkle, and Ms. Rosemary Wigmore. The following staff was present: Ms. Lesha Buchbinder, Ms. Patricia Pierce, and Mr. Bill Hartman.

Mr. Pruitt began the meeting with a discussion regarding the Just Match It Campaign. The members shared their thoughts and ideas about ways to increase the Coalition's outreach efforts throughout Lake County communities, organizations such as CSC and Shared Services Network, civic organizations and the business community at large.

### CONSENT CONSIDERATION

Ms. Buchbinder presented the Action Items 765-767 for consideration and requested that Items 766 and 767 be pulled for discussion. A motion was made and seconded to pull Items 766 and 767. Motion carried. A motion was made and seconded to approve 765. Motion carried

Item 766: Ms. Buchbinder provided a brief overview of the enclosed ELCLC Disenrollment Policy that was adopted in 2008. Ms. Buchbinder commented that during the recent performance monitoring it was noticed that several statements required by OEL were missing. The statements in red relate to timelines mandated by the state for proper notification to parents and providers regarding a future action. Additional changes reflect the removal of the term Contractor and inserting the Coalition as we no longer have a subcontractor. There were no questions on this action item. A motion was made and seconded to approve the recommended revision. Motion carried.

### Item 767:

Ms. Buchbinder presented the 2011-2012 Cost Allocation Plan (CAP) and reviewed some of the changes that would be needed resulting from the transition of services from LifeStream/Child Care Choice Services. Many of the changes would be removing the "contractor" or CCCS language and replacing it with ELC/Coalition. Other changes would be an up-to-date organizational chart and current structure. Ms. Buchbinder reviewed other changes which had previously been approved by the Board and/or AWI/OEL staff if any. This action item requested that the Board give the Executive Director the authority to make necessary changes and submit the final document to AWI/OEL for consideration and approval. A copy of the revised CAP will be distributed at the board meeting following submission to OEL, with a tentative deadline of October. A motion was made and seconded to authorize Ms. Buchbinder to make necessary changes and submit the revised document to the state. Motion carried.

### EXECUTIVE DIRECTOR REPORT

#### Action Items 768A and 768B

Ms. Buchbinder informed the Board that there are a couple of important items in the Executive Director's report that will require board action. These items relate to the discussion held in January and again at the

July 13, 2011 board meeting regarding the potential of decreasing provider reimbursements for school age children as well as the possible increase in parent fees for other selected children.

Ms. Buchbinder reviewed the information and spreadsheets that had been provided indicating various levels of reductions for provider reimbursements in licensed centers, gold seals, registered homes and licensed homes. Ms. Buchbinder reminded members that this would be applied to school age children only and 0-3 would not be affected. The members also discussed the amount of increase for parent fees and determined that, based on the amount of current funding, the Coalition would need to save an estimated \$150,000 to place 2,000 children in care each month. The Board members decided that there would be no change in fees for families in the 0-100% FPL however, a small increase would be set for families 101-150% FPL. These families would receive a 25 cent increase per child per day and those families in the 151-200% FPL would receive anywhere from 50 – 75 cents increase, not to exceed \$1.00, depending on the amount of savings accumulated. Ms. Buchbinder commented that based on the market rate, the increase should remain static so parents would not receive a fee adjustment in the future on a child's birthday.

After further discussion, a motion was made and seconded to approve action items 768A and 768B. ELCLC providers Ms. Kathryn Sutherin and Ms. Michele Rawls abstained from voting. Motion carried. Ms. Buchbinder commented that letters will be prepared and mailed to notify providers and parents of the changes effective September 2, 2011.

Ms. Buchbinder reported that Ms. Laura Close had submitted her resignation in July. Ms. Buchbinder stated that Dr. Brockington had contacted her regarding his interest in the position of Quality Operations Director. Ms. Buchbinder and Ms. Close held several meetings with Dr. Brockington to discuss the position. Dr. Brockington who has served on the Coalition's Board since 2003, has a vast knowledge about the mission and goals of the Coalition since its inception. Ms. Buchbinder stated that an offer had been presented to and accepted by Dr. Brockington. A letter of resignation from the Board was submitted to the Board Chair effective August 3, 2011. Dr. Brockington will report to the coalition on Monday, August 8, 2011. Ms. Buchbinder stated that Ms. Close, who has taken another position part time, offered her assistance during the transition and would be available on a consulting basis.

Mr. Pruitt stated that in light of Dr. Brockington's resignation, a motion would be necessary to fill the Vice Chair position. A motion was made and seconded to name Mr. Eric English as Vice Chair. Mr. English nominated Ms. Jeanie Rowin to fill the position of 2<sup>nd</sup> Vice Chair. A motion was made and seconded to approve Ms. Jeanie Rowin as 2<sup>nd</sup> Vice Chair. The motion carried.

Ms. Buchbinder stated that currently there is a \$160,000 surplus in SR and no surplus in VPK. Ms. Buchbinder also stated that the June 2011 fiscal information had been submitted electronically prior to the meeting adding that a recap of the 2010-2011 fiscal year end figures will be available at the October 5, 2011 meeting.

The next meeting will be held on October 5, 2011 at 9:00 a.m.

A motion was made and seconded to adjourn the meeting at 10:55 a.m.

Respectfully submitted  
Patricia Pierce, Executive Assistant

Approved October 5, 2011