



Early Learning Coalition of Lake County  
Innovative services for Children of Lake County

These minutes summarize the key issues of the Board meeting of the Early Learning Coalition Lake County, Inc. An audio recording of this meeting is available upon request.

**CALL TO ORDER**

Mr. B. E. Thompson, Vice-Chair, called the meeting to order at 9:05 a.m. **The following members were in attendance:** Mr. B. E. Thompson, Mr. Hays Ginn, Mr. Eddy Workinger, Ms. Jeanie Rowin, Ms. Marie Carlberg, Ms. Donna Gregory, Ms. Nancy Allison, Ms. Michele Rawls, Dr. Barbara Howard, Ms. Sherry Olszanski, Commissioner Linda Stewart, Ms. Dawn Mainville, Ms. Marsha Carpenter, Ms. Porcha Green, Ms. Cheryl Ridley, and Dr. Hugh Brockington. **The following members were absent:** Ms. Stephanie Ellis, Ms. Darnell Stewart and Mr. Will Pruitt. **The following staff was present:** Ms. Leshia Buchbinder, and Ms. Patricia Pierce. **Guests present:** Ms. Denise Lancaster, Ms. Cindy Winkle, Ms. Betsy Mae Wilson, Ms. Betsy Harrington and Ms. Michelle Reid, State Analyst for AWI.

**CONSENT CONSIDERATIONS**

Mr. Thompson proceeded with the Action Items for consideration. Mr. Thompson asked if anyone wanted to pull item for discussion. Being none, Mr. Thompson called for a motion on Action Item 460. Ms. Ridley moved to approve Action item 460, seconded by Ms. Rowin. Motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Buchbinder proceeded with the Executive Director's report. Ms. Buchbinder referred to the two letters from Ms. Kimberly McClenton included in the Board Packet. Ms. Buchbinder reported that Ms. McClenton specifically requested that these letters be presented to the Coalition's Board of Directors as her SR contract may be terminated for non-compliance regarding insufficient meeting/training attendance. Ms. Buchbinder read the letters aloud. The letters claimed unfair and unprofessional treatment she had received from Ms. Laura Close, ELCLC Quality Operations Manager. The main concern voiced in the letters was in regards to the communication between Ms. Close and Ms. McClenton in June. Ms. McClenton stated that one of the reasons that she did not attend the required meeting/training was due to the fact that her sub had lost the paperwork that was mailed to her and when she called Ms. Close to confirm the meeting dates and to clarify her attendance at previous meetings Ms. Close did not return her call as promised. Ms. McClenton stated that she attempted several times to contact Ms. Close, leaving messages, though Ms. Close stated she did not receive the calls or the messages.

Ms. Buchbinder informed the Board that she had spoken with Ms. Close about the importance of returning calls to providers and it was top priority; however, it is not the responsibility of the Coalition to continue to remind via phone or mail about meeting dates or call if a provider loses the information sent by the Coalition. Ms. Buchbinder commented that due to the importance of attending meetings as stated in the SR contract, Ms. McClenton could have come to the office to obtain the information instead of waiting on a return phone call. Ms. Buchbinder stated that it was because of situations like this, that the Board was made aware of the number of providers pending non-compliance status at the May Board meeting. The decision was made to allow several providers another opportunity to attend special meetings to fulfill their requirements for the contract. Ms. Buchbinder informed the Board that Ms. McClenton does still have an SR contract at this time.

Ms. Buchbinder commented that the same day she was given these letters, copies were delivered by Ms. McClenton to Mr. B.E. Thompson and that he had a conversation with Ms. McClenton on that day. Ms. Buchbinder reported that she met with Ms. McClenton soon after receiving the letters at the Coalition; the meeting was also attended by Ms. Close and Ms. Parrish, who is Ms. McClenton's Early Education Specialist. Ms. Buchbinder commented to Mr.

Thompson and the Board members that she didn't know if any further action was needed as she felt the situation had been resolved for the Provider and ELCLC staff. Ms. Buchbinder added that in her opinion Ms. Close does a phenomenal job working with the providers and continues to go above and beyond. Ms. Buchbinder stated that it is her opinion that there is no cause for any official reprimand and for clarification Ms. Buchbinder added that Ms. Close did not deny that Ms. McClenton called; only that she did not receive any messages.

Mr. Thompson commented that he met with Ms. Close and Ms. McClenton a month ago (prior to the June Board meeting) and a decision was made to allow Ms. McClenton to attend several trainings that normally would not be included in the required trainings. Mr. Thompson stated that Ms. Close did everything possible to permit the provider to keep her SR contract for this year. Mr. Thompson said Ms. Close was absolutely professional and courteous the entire time and was shocked to receive these letters. Mr. Thompson further commented that regardless of the proof that outgoing phone calls were indicated on Ms. McClenton phone bill, there was no recorded message left on Ms. Close's phone or with any staff member.

Ms. Allison added that providers need to be aware that trainings are posted on the website and they can contact another provider to inquire about future meetings. Mr. Thompson commented that all providers need to take more responsibility for their actions. Ms. Buchbinder added that Ms. McClenton has the same SR contract as all the providers and there are a number of issues that could result in termination of an SR contract other than lack of attending meetings.

Ms. Rowin inquired about the nature of third letter that was received from Ms. McClenton. Ms. Buchbinder said the letter referenced her hours of operation at the family child care home being 6:00 a.m. to 6:00 p.m. Ms. Buchbinder reported that on a recent visit to the home by ELCLC staff, they did not have access as required by the contract. Ms. Allison commented that family child care homes are different from regular centers and that they may have business to take care of outside the home. In closing, Ms. Buchbinder commented that the Board will begin to see more information in the board packet that will show the status of providers in relation to the requirements of their SR contract.

Ms. Buchbinder continued with the Executive Director's report. Ms. Buchbinder referred to the enclosed document addressing the H1N1 (Swine) influenza. The Power Point slides were developed by the Orange County Health Department and sent by AWI. The slides provided information on how the H1N1 virus spreads, as well as the signs and symptoms of the virus. Ms. Buchbinder commented that Ms. Sheri Hutchinson from Lake County Health Department did a presentation on H1N1 at the recent SR provider meeting. Ms. Hutchinson emphasized the importance of proper cough etiquette, hand washing and staying home if you are sick. She also emphasized the importance of sanitizing the high traffic areas, such as sinks, door knobs, press bars, etc. Ms. Buchbinder commented that one provider in Umatilla volunteered to close for one day due to illness of a child. The provider used the time to clean and thoroughly sanitized the center. Ms. Allison agreed that providers need to be proactive in their centers and take all precautions in sanitizing their facilities. Ms. Allison further commented that the preferred means for sanitizing is bleach more than just hand sanitizers. If using the hand sanitizers, Ms. Allison said it is required that the container is up and out of the reach of children. Ms. Allison also addressed the issue of insurance as providers may not have coverage that will pay for loss of income due to a closing. Ms. Buchbinder inquired as to how the Coalition should respond regarding payment if closures were necessary because a center had 50% of their staff out due to illness. Should a policy be developed and put into place to address this issue or should it be done on an individual basis? The board agreed that the Coalition should address facility closures on a case by case basis. Ms. Marsha Carpenter commented that the state has information available that can be printed and distributed to parents and providers. Ms. Carpenter also discussed the new requirement in which providers must notify parents of the causes, symptoms and transmission of the flu virus. This requirement includes an acknowledgement that each parent must sign and the provider must keep on file. Ms. Carpenter stated that the forms are available on the DCF website.

Ms. Buchbinder continued the report stating that training flyers are included in the packet and encouraged members to review them at their leisure. Ms. Buchbinder also reported that Ms. Close is in the process of finalizing the paperwork to be certified to offer CEU's for Coalition trainings. The cost of CEU's when Ms. Babb did them for the Coalition through Lake Tech was \$5.00 and we are not sure if the cost will stay the same or increase. Dr. Brockington suggested that maybe L-SCC would be willing to partner with the Coalition to offer CEU's for Coalition trainings. Ms. Buchbinder asked Dr. Howard if there was any possibility that the college could facilitate processing of CEU's for the Coalition. Dr. Howard asked Ms. Buchbinder to have the information sent to her for review and she would look into the possibility of assisting the Coalition in this endeavor. Ms. Buchbinder gave a quick analysis of what the process entailed; i.e. reviewing credentials of potential trainers to determine if they meet the requirements outlined for issuing CEUs for providers. Ms. Buchbinder stated that she will have Ms. Close contact her and send her the pertinent information.

Ms. Buchbinder reported that Ms. Cheryl Ridley from Workforce Central did a presentation at the Enrichment Session recently held at the Coalition. Ms. Buchbinder commented that she was surprised to hear about all the services available to help parents; particularly with computer skills and office programs. The Coalition is familiar with the TANF requirements, but had no idea about the bus that is available to go out in the community to assist local businesses and their employees. Mr. Leo Blatz from SCORE also attended the Enrichment Session and did a presentation on maintaining businesses, raising capital for loans, and the information was well received. Ms. Buchbinder commented that breakouts for the attendees were done by the type of facility, i.e. religious exempt centers, family child care homes, and regular licensed facilities. This breakout session provided an opportunity for the attendees to share thoughts and ideas with centers of the same type facing similar situations. Each table had five questions that had to be addressed and then the facilitator had to review what was discussed. There were about 20 providers at this first meeting and Ms. Buchbinder expects the numbers will increase for the next session.

Ms. Buchbinder referred to the OEL/AWI policy release that was included in the packet. AWI provided a "Notice of Proposed Rule Development" 60BB-4.211. This proposed rule relates to the eligibility and funding for children in families receiving or applying for unemployment compensation.

Ms. Buchbinder continued with the Coalition's response to OEL/AWI's 2007-2008 performance review that was sent to the State on August 14, 2009. Ms. Buchbinder commented that all the information included in the response had previously been presented to the Board. Also included in the packet was a letter sent on August 27<sup>th</sup> to Sherry Olszanski at LifeStream Behavioral Center regarding the results of the 4<sup>th</sup> quarter 08-09 ELC3 contract monitoring conducted by Ms. Patsy Grant. Ms. Buchbinder stated that all the issues addressed in the report have been previously presented to the Board. Ms. Buchbinder asked members to review the additional information that is in the packet and to please contact her with any questions or concerns.

Ms. Buchbinder reviewed the letter received August 17<sup>th</sup> from Ms. Sandy Stura, acknowledging her resignation from the ELC's Board of Directors. Ms. Stura confirmed that her attendance records, as presented, were correct and that she hadn't realized she missed so many meetings. Ms. Stura did ask to continue working with the Coalition on the Day in the Park event. Ms. Buchbinder commented that previously there were two applications reviewed by the Nominating Committee who did not meet the private sector requirements, and perhaps one of those may be considered for the at-large position. In summary, there are 3 private sector positions available and Ms. Buchbinder commented that there are several candidates who expressed an interest and she will follow-up with those to see if they want to submit an official application for membership. Ms. Buchbinder reported that Ms. Reid had contacted the Coalition to verify the names of applicants for consideration for governor appointments to the Coalition's Board. Once those were verified, it raised some questions about current members being designated for those positions.

Ms. Buchbinder stated that she requested Ms. Reid to research what the precedent would be if a current member whose term would be ending in a few months, was appointed by the governor. Ms. Buchbinder asked if the new

appointment would supersede the existing ELCLC bylaws. Ms. Reid will notify the Coalition as soon as the appropriate response has been identified at the state.

### **FISCAL /UTILIZATION REPORT**

Mr. Thompson asked Ms. Buchbinder to proceed with the Financial Report for July. Ms. Buchbinder stated that the narrative page for July 2009 is included in the packet for review. Ms. Buchbinder commented that the total expenditures for ARRA for the month of July were at \$6,009 or .6% of the total award which leaves \$983,178 or 99.4% for the remaining 23 months of the two years. The state is requiring that 50% of the allotment be spent before the end of the first year; any remaining funds could be sent to other coalitions needing additional funds. Ms. Buchbinder will have Ms. Adderley break out the ARRA funding to track expenditures individually. Ms. Buchbinder commented that though children are being enrolled in care, there are still currently 248 children on the waitlist.

Ms. Buchbinder reviewed the locally generated funds for the Big Blue Bus program received from the Citizen's Commission for Children Grant period. Initially, \$17,395 was awarded in October 2008, and in the month of July 2009 \$676.38 was spent on fuel maintenance and repairs on the Big Blue Bus. There is still \$5,061.13 or 29% remaining for the 2 months of the grant year.

Ms. Buchbinder also commented that \$17,000 had been received from the Orlando Sentinel Family Foundation for the Big Blue Bus and there are 11 months remaining in the program year. The Coalition also received \$2,500 from the Mt. Dora Community Trust in July 2009 for the bus program. Ms. Buchbinder commented that \$945.80 or 37.8%, of the Mt. Dora Community Trust grant was spent in July for repairs on the Big Blue Bus, with a balance of \$1,554.20 or 62.2% for the remaining 11 months of the program year.

Ms. Buchbinder continued the utilization report stating that there were 1,868 children enrolled in VPK with a capacity for another 465 children throughout the county. Ms. Buchbinder encouraged members to review the remaining fiscal and utilization reports and to contact here with any questions or concerns.

### **COMMITTEE UPDATES**

#### **PROFESSIONAL DEVELOPMENT COMMITTEE**

Mr. Ginn stated that the Professional Development Committee did not meet in August and the meeting that was scheduled for today had to be postponed due to a conflict with another Committee meeting. Mr. Ginn reported that regular meetings will be scheduled over the next several months. Mr. Ginn commented that the committee will meet in early October to review applications for the fall semester.

#### **SCREENING AND ASSESSMENT COMMITTEE**

Ms. Rawls reported that the Screening and Assessment Committee did not meet in August. Ms. Buchbinder commented that she met with Ms. Brittany Birken for about two hours and had some good dialogue about what the state is doing going forward with quality and potential changes of the statewide assessment tool. The state is going forward with their quality professional development program, using ARRA funding, to identify training opportunities for teachers, managing what teachers are attending trainings and identifying the locations of trained professionals. The state is also looking at a statewide pre and post assessment and screening tools. Ms. Buchbinder told Ms. Birken that the Coalition has a plan amendment on file at the state requesting authorization for us to identify a new pre and post assessment tool for Lake County. Knowing that the state is looking at a pre and post assessment that will be used statewide for next year, Ms. Buchbinder asked how the Coalition should proceed. Ms. Birken commented that the Coalition should expect to see some guidance at the Executive Director level stating that if we are in the process of researching an assessment tool, to hold tight pending the state's decision. Ms. Buchbinder commented that if we find a tool, it should be in tandem with what is being considered at the state level. The 30 day response time on the Coalition's Plan Amendment is due next week. Ms. Buchbinder commented that if the amendment is approved, she will contact Ms. Birken to determine what we should do at that point. Ms. Buchbinder commented that the Screening and Assessment Committee will not meet until further guidance is received.

### **CURRICULUM ADVISORY COUNCIL**

Ms. Carlberg reported that the Curriculum Advisory Council is scheduled to meet immediately following the Board meetings.

### **PROVIDER GROWTH AND DEVELOPMENT**

Ms. Buchbinder commented that the Provider Growth and Development Committee was scheduled to meet following the Board meeting and retreat. Ms. Buchbinder reported that the meeting has been postponed to allow board members to attend the Curriculum Advisory Council meeting to discuss the curriculum for school readiness providers as this issue needed immediate attention.

### **PROGRAMMATIC REPORTS**

Ms. Buchbinder said the Programmatic reports are in the packet for review and members are encouraged to call if they have any questions. The Quality Report includes the number of new children served and the number of provider visits completed during June through August 2009. Ms. Buchbinder also commented that the individual trainings and meetings have been posted to the ELCLC website calendar for members to review. Ms. Buchbinder encouraged members to review the VPK report, program outreach and the Big Blue Bus reports that were also included in the packet.

### **OLD BUSINESS**

Mr. Thompson called for Old Business. Ms. Olszanski reminded the Board that Ms. Carol Hoban retired at the end of August. Ms. Olszanski further commented that there has been some restructuring of staff at CCCS and that Ms. Denise Lancaster, who has been with LifeStream for 15 years and CCCS for 5 years, will oversee the day to day operations working with providers. Ms. Lancaster is very knowledgeable regarding eligibility determination, reimbursement and CCR&R. The Board congratulated Ms. Lancaster who was present at the meeting.

### **NEW BUSINESS**

Mr. Thompson asked for New Business. There was none.

There was no other business. Dr. Brockington moved to adjourn the regular meeting, seconded by Mr. Ginn.

Ms. Buchbinder asked members to take a five minute break and then the Board Retreat will begin.

Respectfully submitted by:  
Patricia Pierce  
Executive Assistant

Approved October 7, 2009