



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

These minutes summarize the key issues of the ELCLC Board of Directors' meeting on June 2, 2010 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 in attendance: Ms. Cheryl Ridley, Ms. Marsha Carpenter, Ms. Kathryn Sutherin, Ms. Jennifer Walz, Ms. Michele Rawls, Ms. Sherry Olszanski, Mr. B. E. Thompson, Mr. Will Pruitt, Ms. Melissa Lyford, Mr. Hays Ginn, Ms. Dawn Mainville, Mr. Eric English, Ms. Sabrina Ciceri, Mr. Oscar Palau, Dr. Barbara Howard, Ms. Porcha Green, and Dr. Hugh Brockington. The following members were absent: Ms. Marie Carlberg, Ms. Kimberly Grabert, Ms. Maureen Jergins, Ms. Jeanie Rowin, Commissioner Linda Stewart and Mr. Eddy Workinger. The following staff was present: Ms. Leshia Buchbinder and Ms. Patricia Pierce. The following guests were present: Ms. Denise Lancaster, Ms. Laura Close and Mr. Bill Hartman.

Ms. Pierce determined a quorum was present.

CONSENT CONSIDERATION

Mr. Pruitt presented action items 584 through 590 for consideration and asked if anyone had questions or wanted to pull items for discussion. Ms. Buchbinder asked that items 586 and 587 be pulled for discussion. A motion was made and seconded to approve action items 584, 585, 588, 589 and 590. Mr. Thompson abstained and submitted a conflict of interest document regarding action item 587.

Ms. Buchbinder initiated dialogue on action item 586, regarding the ITN procurement process. The ITN Committee met to review the one proposal that was submitted by LifeStream Behavioral Center. Ms. Buchbinder stated that the committee members did a good job on scoring the various components. Ms. Buchbinder commented that LifeStream has provided SR eligibility determination, VPK eligibility, enrollment, CCR&R and the Behavioral Specialist/Inclusion program for the past three years. Ms. Buchbinder shared her concerns regarding the proposed budget submitted from LifeStream, as there was a significant increase in the SR and VPK direct budgets. There were also considerable increases in Life Stream's overall administrative costs. Ms. Buchbinder reported that the main areas of concern related to mortgage depreciation as well as allocation of space charged to the ELC for the 2010-2011 program year. Ms. Buchbinder reported that she has been working back and forth for several weeks with LifeStream's fiscal department requesting clarification on some of the issues relating to the increases.

Ms. Buchbinder commented that the current contract expires July 1, 2010; however, based on the items mentioned, she was not ready to recommend the budget until LifeStream provides proper justification for the increased request in funding. Ms. Buchbinder reported that policy and procedures do allow for an extension by the Board to allow additional time to resolve the questions. Mr. Pruitt suggested that a meeting be held with Mr. Jon Cherry and other key people as soon as possible.

Dr. Brockington inquired as to the status regarding previous discussions about the Coalition bringing the programmatic services in-house. Ms. Buchbinder stated that there was some research done as well as discussions both locally and at the state regarding Coalitions moving to services in-house. Ms. Mainville asked if the increase in LifeStream's allocation for the mortgage was partly due to the economy. Ms.

Buchbinder commented that in past years, there had been no charge to the Coalition relating to usage of space. Ms. Buchbinder commented that there definitely would be some cost savings in shared staff, space, utilities, etc. if services were brought in house. Ms. Mainville stated she would be interested in seeing a comparison of costs. Dr. Brockington also stated he would like to see how much the Coalition would save on by bringing services in house. Mr. Pruitt commented that LifeStream has done a great job partnering with the Coalition for many years and it has been a successful partnership. However, Mr. Pruitt commented that he did not want to approve any increase that would potentially reduce slots for children. Ms. Carpenter suggested looking at other Coalitions to get more insight from those who have gone through that process to see how it is working for them now. Ms. Buchbinder asked Ms. Sutherin and Ms. Mainville if they would like to assist in completing a cost analysis relating a potential transition of services. Both board members agreed to assist.

Ms. Buchbinder asked the Board if they wanted to consider approving an extension of the current contract for 3 months during which time the Coalition and LifeStream could try and resolve the issues discussed. Dr. Brockington agreed that an extension of the contract would give the Coalition more time to get transparent clarification from LifeStream regarding the increases.

Mr. Pruitt requested that a meeting be scheduled with Mr. Jon Cherry immediately to get the answers that are needed to make a determination on the contract. Ms. Buchbinder suggested that Mr. Pruitt, Mr. Cherry, ITN committee members, Ms. Mainville, Ms. Sutherin and herself be included in the meeting. A motion was made and seconded to: 1) schedule a face-to-face meeting as soon as possible with Mr. Cherry and other Board members; 2) to approve a 90-day extension of the current contract effective July 1, 2010 with LifeStream to resolve issues regarding the contract proposal; 3) the Board is to receive a report on the meeting with Mr. Cherry by the end of the week, and the board will reconvene to make a determination on how to proceed. Motion carried.

Ms. Olszanski left the room to contact Mr. Cherry and confirmed a meeting with Mr. Cherry to be held on Tuesday, June 8<sup>th</sup> at 1:30 at the Coalition offices. There was no further discussion on item 586.

Ms. Buchbinder proceeded to review action item 587 and distributed a draft 2010-2011 ELCLC budget, emphasizing that this is only a draft of the proposed budget. Ms. Buchbinder reviewed the several pages of programmatic funding and funds allocated to each area. Ms. Buchbinder commented on the Coalition's operating budget for the 2009-2010 program year and compared line items to the proposed budgets for the 2010-2011, explaining the variances of each administrative and programmatic budget by OCA. Also included in the document was the approved budget allocation for child care slots, comparing 2009-2010 to the proposed 2010-2011. Ms. Buchbinder stated that the Board will receive the actual figures for May and the June projected figures at the August meeting. Ms. Buchbinder commented that the proposed budget for Coalition staff included the 2010-2011 proposed salaries, cost of benefits, etc. stating that a 2% performance/merit increase was included in the budget based on the employee's date of hire not calendar year.

Ms. Buchbinder moved on to the budget proposed for 2010-2011 relating to the quality improvement campaign, referencing the various trainings and/or conferences planned for the next program year. This included figures for the Professional Development Reimbursement program and the proposed mini grants that are being considered by the Provider Growth and Development Committee. Ms. Buchbinder reviewed the last piece of the proposed budget regarding the 2010-2011 Program Outreach/Marketing which is used for salary/benefit of the Coordinator position, TV/Radio spots, printed media/publications, chamber or other

organization dues and maintenance of the ELC website.

Ms. Buchbinder encouraged members to review the information and to contact her if they had any questions. Ms. Buchbinder emphasized that this is a draft ELCLC Budget but would like a motion to approve the budget as presented pending resolution with LifeStream. A motion was made and seconded. Motion carried.

### COMMITTEE REPORTS

Professional Development: Mr. Ginn commented that the Committee will meet in a few days to review the five applications for the spring semester to ensure that all requirements have been met prior to issuance of a reimbursement check. Mr. Ginn commented that last year we had 13 applicants and this year there were eight but only five completed the necessary paperwork to be considered for reimbursement.

Screening & Assessment: Ms. Rawls commented that there has been no movement with the Committee. Ms. Buchbinder reported that the State is in the procurement process for the Ages and Stages Questionnaire and OEL staff has inquired as to how many ASQ kits we would need. Ms. Buchbinder also commented that the State has not made a decision on a statewide pre and post assessment tool. There has been some discussion at the State that there could be a duplication of services with using the ERS as a provider quality assessment tool for licensed providers as DCF already conducts 2 annual facility checks per year. Ms. Buchbinder commented that an independent agency is working on a cross walk between the ERS and DCF Licensing requirements.

Curriculum Advisory Council: Ms. Buchbinder commented that the members are looking at the Montessori curriculum to make a final decision whether or not this should be added to the Coalition's DAP list. Ms. Buchbinder added that here have been 5-7 other curriculums submitted by providers requesting a review. Ms. Buchbinder commented that the majority of the providers who have previously requested approval to use a non ELC approved curriculum had now purchased tools from the DAP list.

Provider Growth & Development: Ms. Buchbinder informed the Board that due to time constraints on the ITN, she has not been able to get with the Provider Growth & Development Committee to complete and finalize the resources available for the providers who have an ERS score of 4.5 or higher. Ms. Buchbinder commented that the \$7,500 is in the budget and staff will be working on a potential resource list for these providers. Ms. Buchbinder did inform the Board that six of the eight family child care homes, who scored 4.5 or higher will be going to Clearwater the last week of June to attend a 3-day conference specifically for family child care homes.

### OLD BUSINESS

Ms. Buchbinder informed the Board about a complaint she had received from Pastor Langley at Over the Rainbow child care facility. This facility was one of the centers who was recently put on probation for non-compliance of the SR contract. Pastor Langley was aware that the Administrative/Grievance subcommittee had met in May and he requested the minutes from that meeting. Ms. Buchbinder commented that Over the Rainbow was a repeat offender from last year and Pastor Langley was unhappy with the low scores his center received. Pastor Langley expressed his frustration and asked why he had not been informed of the accountability requirements for this year. Ms. Buchbinder informed the Board that they did not receive option one which was a one year termination for SR services, but got option two which is six months probation with the two month stipulation and when eligible to re-sign a contract they could keep the SR kids

enrolled prior to the probation period. Ms. Buchbinder stated Pastor Langley threatened to go to the news media, the Governor, etc, and members should be aware that they may hear from the media. To date, she has not been contacted by any of the media.

Ms. Buchbinder reported that currently there are approximately 15 providers who must attend the June 10<sup>th</sup> SR meeting or be in jeopardy of being terminated or put on probation. There will be no special notification as these providers already know they must attend. Ms. Buchbinder stated that depending on how many don't attend, there may be a need to schedule another Administrative/Grievance subcommittee meeting.

#### NEW BUSINESS

Ms. Buchbinder reported that the Coalition will be looking at restructuring some of the responsibilities of the early education staff to enhance services in the field as well as satisfying the needs for a clerical support individual to do the administrative functions of the department. Ms. Buchbinder also reported that Ms. Noelle Nicolas has recently received her state certificate for Infant/Toddler and will be focus on child screenings and pre and post assessments for children 0-5; this would also facilitate a more child centered partnership Behavior and Inclusion Specialist at Child Care Choice Services.

There was no further business.

A motion was made and seconded to adjourn at 10:40 a.m.

Respectfully submitted:  
Patricia Pierce  
Executive Assistant

Approved 8-4-2010