



## 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 July 13, 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, Ms. Marsha Carpenter, Mr. Eric English, Ms. Erica Mott, Mr. Oscar Palau, Mr. Will Pruitt, Ms. Michele Rawls, Ms. Kathryn Sutherin, Dr. Barbara Howard, Mr. Eddy Workinger, Mr. Hays Ginn, (via phone), Ms. Jeanie Rowin (via phone), Ms. Jennifer Walz (via phone) and Ms. Jackie Atkinson for Marie Carlberg. The following members were absent: Ms. Kim Grabert, Mr. Jimmy Conner, Ms. Melissa Lyford, and Ms. Porcha Green. The following guests were present: Ms. Doreen Chatelier, Ms. Cindy Winkle, Ms. Michelle Currie and Mr. Patrick Smith. The following staff was present: Ms. Leshia Buchbinder, Ms. Patricia Pierce, and Mr. Bill Hartman.

### CONSENT CONSIDERATION

Ms. Buchbinder presented the Actions Items 755-758 for consideration and requested that Items 757 and 758 be pulled for discussion. A motion was made and seconded to pull Items 757 and 758. Motion carried. A motion was made and seconded to approve items 755 and 756. Motion carried

Item 757: Ms. Buchbinder provided a brief overview of the current IT contract with Central Florida Help Desk, stating that the three year contract and the one month extension is due to end on July 31, 2011. The Coalition contacted several contractors requesting contract proposals and three were submitted: Central Florida Help Desk, Sun Digital and Naile Computer Systems. Ms. Buchbinder reviewed the details of the proposals and associated fees. Naile Computer Systems offered unlimited services on all equipment at \$1,100 per month. Central Florida Help Desk's proposal was higher at approximately \$2,700 per month with the potential for additional fees for services not covered in the base contract. Sun Digital came in at \$1,275 per month for a total of 10 hours of support each month, with additional fees at \$100 per hour for services in excess of the contracted hours.

Ms. Buchbinder commented that based on the monthly cost and the unlimited services Naile Computer Systems presented the most cost efficient proposal. Ms. Buchbinder also stated that if any ELC equipment fails or needs to be replaced, the Coalition has an option of leasing vs. purchasing replacement equipment. After further discussion, a motion was made and seconded to proceed with a contract with Naile Computer Systems effective August 1, 2011. Motion carried.

### Item 758:

Ms. Buchbinder presented a summary of the revised proposed ELCLC Budget for 2011-2012. Ms. Buchbinder stated the difference from the 2010-2011 Approved SR budget and the Proposed 2011-2012 SR budget is \$879,320. The reduction is due to the loss of ARRA and TANF dollars. Ms. Buchbinder commented that there was a lot of work put into streamlining the budget to reduce the impact on child care services. Ms. Buchbinder stated that cuts up to 50% were put in place regarding line items such as travel, supplies, and quality resources. There are several vacant staff positions, but due to budget constraints only the Quality Operations Director and the Early Education Specialist position will be posted and considered for rehire. Ms. Buchbinder commented that due to the transition of services coupled with this year's budget reductions the impact on slots for the 2011-2012 program year was decreased by nearly \$200,000. The budget for VPK for 2011-2012 was based on actual children served during the last program year and includes a projected increase of 10%. Ms. Buchbinder reported that proposed budget does not include any increases to the employer contributions for health and dental benefits. Ms. Buchbinder further commented that due to a substantial increase in the health insurance rates offered to the Coalition, employees will have the option to select a lower cost plan if desired. Ms. Buchbinder stated that she received renewal quotes from both Faison Group, the Coalition's current agent of record and Brown & Brown Insurance Company, a local insurance broker. After further

discussion a motion was made and seconded to approve the proposed budget for 2011-2012. Motion carried. Ms. Sutherin asked if there would be more discussion on the budget and Ms. Buchbinder replied that there would be further discussion. Ms. Buchbinder encouraged the board to consider reviewing the budget in December to reassess the reductions. There were no additional questions. A motion was made and seconded to approve the proposed 2011-2012 budget. Motion carried.

### EXECUTIVE DIRECTOR REPORT

Ms. Buchbinder informed the Board that there are some additional important items in the Executive Director's report that will require board action.

Item 759A: Ms. Buchbinder reported on a Grievance Letter received from a provider regarding an issue with their application for a mini grant. Ms. Buchbinder summarized the initial grievance and the determination by the Board in May. In compliance with the established Grievance Policies and Procedures, the provider submitted an appeal letter which was included in the packet for review. Ms. Buchbinder explained the formal grievance and included information that she had received from the staff members involved. Ms. Buchbinder also commented that the Grievance Committee did meet to discuss the grievance and detailed the Committee's recommendation. Both Mr. Pruitt, along with Dr. Brockington, commented on the Grievance Committee meeting and confirmed their recommendation that the initial board action item which was passed in May 2011 be upheld and the grievance letter from the provider be denied. After further discussion of the situation, a motion was made and seconded to deny the grievance; the provider will not be granted any additional dollars as requested and the initial determination from May 4, 2011 will be the final decision.

Item 759B: Ms. Buchbinder reported that Faison Group has been our Agent of Record for health and dental care for several years; however, Brown and Brown Insurance of Leesburg has been our Agent of Record for the Coalition's Liability Policies for approximately 8 years. Ms. Buchbinder commented that in an effort to streamline the process and create efficiencies she is requesting that the Board consider changing the Coalition's Agent of Record for employee benefits. Ms. Buchbinder added that during the health and dental review process, Brown and Brown was very helpful and supplied the Coalition with competitive rates for health and dental coverage with the current providers. Ms. Buchbinder commented that by selecting a local company the employees will have the ability to reach out to the benefit manager to maximize their individual benefits. After some discussion, a motion was made to approve Brown and Brown Insurance as the Coalition's new Agent of Record for employee benefits. Mr. Eric English abstained. The motion was seconded and motion carried.

Item 759C: Ms. Buchbinder began dialogue with members regarding the Dolly Parton Imagination Library project that was granted up to \$3,000 in funding to Sunrise Rotary of Leesburg for 2009-2010. The project was implemented in the Leesburg Library as a literacy program that served about 120 children in the 34748 zip code. Ms. Buchbinder requested the Board to consider providing additional funding in the amount of \$3,000 for this program year. Ms. Buchbinder reported that through the Disney Shine which supports literacy there are some funds that could be used for this project. Ms. Sutherin began dialogue regarding the use of funds in one specific area instead of branching out to other areas in Lake County. After further discussion, a motion was made to authorize the Executive Director to determine the best way to allocate the funds for the project. A vote was taken and of the 13 in attendance, nine members voted yes and four voted no. The motion carried. Ms. Buchbinder commented that she will conduct some research in other areas throughout Lake County to see if there is an interest in the library program.

Ms. Buchbinder did a brief review of the additional information in the Executive Director's report and encouraged members to review the information and contact her if they had any questions or concerns.

### New Business:

Item 764: Ms. Buchbinder reported that the Nominating Committee met on July 7<sup>th</sup> to review five applications for Board membership and recommended Mr. Patrick Smith, Attorney as a Private Sector member and Ms. Michelle Currie, Central Florida Health Alliance as the At Large representative. Ms. Buchbinder commented that they are both active in

the community and are dedicated to helping young children. A motion was made and seconded to approve Mr. Patrick Smith and Ms. Michelle Currie to the ELC Board of Directors effective July 13, 2011. Motion carried.

There were no other action items for review.

Ms. Buchbinder reopened additional dialogue regarding the 2011-2012 SR/VPK budget. Ms. Buchbinder distributed additional information regarding 2011-2012 projections on the number of children that would be served based on the projected budget. These documents included information regarding current market rates, current reimbursement rates, for Licensed-Gold Seal Centers, Licensed Centers, Licensed Homes and Registered Homes. Ms. Buchbinder reported that she had researched to see what other Coalitions are doing regarding services for 2011-2012. Ms. Buchbinder stated that other Coalitions are considering reducing services to school age children, reducing or eliminating Gold Seal reimbursements and reducing quality expenditures.

Ms. Buchbinder reminded members that in March, the Board discussed the feasibility of decreasing the reimbursement rates for school age children along with the increasing reimbursement rates for birth – PR3. Ms. Buchbinder also commented on some preliminary research that staff had completed on a potential increase in parent fees. The members discussed various levels of potential decreases in school age reimbursements and increases in parent fees and how the changes would impact the families. Ms. Sutherin and Ms. Rawls commented that it would not be that difficult for many parents to adjust to a small increase in parent fees; however, the impact of a potential cut of child care for schoolers could be more severe on families as some children could be left at home if slots were cut. Ms. Rawls and Ms. Sutherin further commented that if the increase was implemented on the parent fee side the parents would be more receptive to the change. The members reviewed a summary of cost savings with both a reduction in school age reimbursements and an increase in parent fees. Ms. Buchbinder commented that based on the numbers that were discussed in March a reduction in school age reimbursements only, with an effective date of September 2011, the savings could reach as high as \$590,000.00 for the fiscal year depending on enrollments. Ms. Buchbinder also commented that based on the preliminary research of a parent fee increase ranging from \$.35 to \$.75 the minimum savings per month would be estimated between \$13,629 and up to \$29,207 maximum. The estimated average savings per year would be \$163,559 to \$350,485. Ms. Buchbinder commented that if the Coalition approved these changes a notice would be sent to parents to allow 30 days prior to implementing the rate/fee change. Ms. Buchbinder commented that the Coalition can only increase a certain percentage and she would need to check the formulas at the state level prior to any increases. Several providers at the meeting were in favor of a modest increase to everyone and it would also help maintain the market rate.

Dr. Brockington made the recommendation to review the proposed reductions as presented by staff in August. The motion was seconded and carried.

Mr. Pruitt asked for additional comments from board members: Ms. Rowin recommended that we look at \$1.00 a day for parent increases; Mr. Palau stated that you can't run a program without necessary funds; Mr. English was in agreement with the suggested increases; Dr. Howard thought that the Coalition was heading in the right direction with the focus being on 0-5 and to reduce or increase fees for the 4-5 year categories to be in line with the 0-3 year olds.

The next meeting will be held on August 3, 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 August 3, 2011