



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 August 4, 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. Marie Carlberg, Ms. Marsha Carpenter, Mr. Eric English, Mr. Hays Ginn, Ms. Kimberly Grabert, Ms. Melissa Lyford, Ms. Dawn Mainville, Ms. Sherry Olszanski, Mr. Oscar Palau, Mr. Will Pruitt, Ms. Michele Rawls, Ms. Cheryl Ridley, Ms. Linda Stewart, Mr. B. E. Thompson, Ms. Jennifer Walz and Mr. Eddy Workinger. The following members were absent: Dr. Hugh Brockington, Ms. Sabrina Ciceri, Ms. Porcha Green, Dr. Barbara Howard, Ms. Maureen Jergins, Ms. Kathryn Sutherin and Ms. Jeanie Rowin. The following staff was present: Ms. Leshia Buchbinder and Ms. Patricia Pierce. The following guests were present: Ms. Cindy Winkle, Ms. Doreen Chatelier, Ms. Chelcie White, Ms. Nakia Myles, Ms. Kimberly McClenton, Ms. Sharon Hatcher, Ms. Cathleen Chadbourne, DCF, and Ms. Erica Mott, Workforce Central.

Ms. Pierce determined a quorum was present.

CONSENT CONSIDERATION

Mr. Pruitt presented action items 606 through 610 asking members if they have questions or would like to pull an item for discussion. Ms. Buchbinder commented that action item 608, ELCLC Bylaws, were sent to Mr. Stephen Lee, Esq. for review. Ms. Buchbinder also commented that action item 610, ELCLC Draft Organizational chart, was a draft only and the final would be presented to the Board at the September meeting. There were no questions. A motion was made and seconded to approve action items 606-610. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

Ms. Buchbinder stated that as a result of the Board's approval on July 15, 2010 to bring services in house, she had developed a timeline which documented Phase 1 of the transition process. Ms. Buchbinder commented that a meeting was held on July 22nd with the First National Bank of Mt. Dora to discuss the necessary changes to our banking structure to allow for the timely payments for providers. Ms. Buchbinder commented that dialogue had been initiated with LifeStream regarding the possibility and cost involved if the Coalition wanted to lease the 1017 Dixie Ave (CCCS) space from LifeStream. Ms. Buchbinder commented that she had been offered a lease rate of \$13.00 per square foot for the current location. Ms. Buchbinder commented that she discussed the proposal with Mr. Workinger who commented that though the figure was higher than expected, the figure was equitable to comparable space in the area.

Ms. Buchbinder informed the Board that she and Mr. Workinger had been doing considerable research on available space in the area and found an available location in Leesburg at 1300 Citizens Boulevard. Ms. Buchbinder commented that the space available would accommodate both current and future ELC staff. Ms. Buchbinder reported that upon discussion with the realtor of the building, a quote for leasing the building to include utilities, maintenance etc. would be approximately \$12 per square foot. Mr. Workinger commented that there is a little more than 14,000 square feet of space on the second floor that is already built out with adequate space for offices, boardroom and training rooms. Ms. Buchbinder commented that there is adequate space that the Coalition could consider inviting outside partners to possible outpost to provide services for parents. Mr. Workinger commented that with further negotiations we may be able to get the cost down, but stated that \$12 a square foot is a great deal particularly if it includes all utilities,

maintenance, common area upkeep, etc. Mr. Workinger commented that those types of services typically run close to \$27,000 per year.

Mr. Pruitt thanked Mr. Workinger for doing a great job in researching space options for the Coalition. Mr. Thompson commented that LifeStream is in a lease agreement for one of their programs and if the Coalition chooses not to lease space from LifeStream, current staff could move into the Child Care Choice Services building on Dixie Avenue if necessary.

Mr. Pruitt asked if members wanted more research done or if someone would like to make a motion regarding a lease at the building at 1300 Citizens Boulevard. Mr. English commented that the Board should trust the research that has been presented by Ms. Buchbinder and Mr. Workinger; and with that said Mr. English made a motion to approve going forward with the leasing of the building located at 1300 Citizens Boulevard. The motion was seconded. Motion carried.

Ms. Buchbinder reviewed the remainder of the timeline in preparation for the transition. Ms. Buchbinder commented that she had contacted our health insurance provider to arrange for a zero waiting period for any new hires prior to November 1, 2010, stating that this would cover any CCCS member or a new finance manager hired by that date. Anyone hired on or after November 1st would be subject to a 90 day waiting period. Letters will be sent to all LifeStream/CCCS staff that would be affected by the transition to give them the opportunity of coming to the Coalition as well as the entire benefit package that would be available.

Ms. Buchbinder provided an update on match dollars, stating that KCI had confirmed a grant award to ELCLC for \$60,000 for this program year. Also, Ms. Buchbinder reported that she, Mr. Pruitt and Mr. Hartman met with the Mr. Jay Evans, City of Leesburg, who stated that the City will finalize a grant for match dollars in the amount of \$6,300 payable directly to the Coalition. Ms. Buchbinder asked Mr. Thompson if it would be possible to get a list of businesses that LifeStream has already contacted regarding match dollars so that the Coalition would not be duplicating LifeStream's efforts. Mr. Pruitt commented that Board members can also have some influence in their communities, adding that members are invited to go with ELCLC staff to meetings where requests for match dollars take place. Ms. Winkle asked Ms. Buchbinder if she would like for providers to assist with requesting donations in their perspective communities. Ms. Buchbinder said this would be helpful as they could talk directly on the need for more school readiness dollars for the children in their community. Ms. Winkle reported that her facility has seen a 6% increase in subsidized services. Ms. Buchbinder commented that currently staff is working on an "adopt a child" program to encourage individual donors and small businesses to reach out on a more personal level.

Ms. Buchbinder referred to Reciprocal Agreement that was included in the packet received from Orange County. This agreement states that ELC of Lake County and ELC of Orange County agree to accept programmatic processes such as evaluations and monitoring, the provider curriculum list, development screening and pre/post assessment protocols that have been approved by each Coalition's Board respectively. Ms. Buchbinder commented that this document is similar to one that the Coalition has done in previous years, and thought it would be a good idea to continue the process as it will help reduce and streamline administrative costs across county lines. The agreements can be made part of the Coalition's plan and can be renewed annually. A motion was made and seconded to approve the Reciprocal Agreement with Orange County as presented. Motion carried.

Ms. Buchbinder commented that the ELCLC Budget, revised table of organization and the 2010 Sliding Fee Scale (if it is received from the state) will also be included in the September Board packet. We are currently using the 2009 Sliding Fee scale until the 2010 is submitted. Ms. Buchbinder commented that there will be several amendments to the Coalition Plan due to the transition of services as well as recent legislation that will also need to be reviewed at the September meeting.

Ms. Buchbinder commented that the 4th Quarter Monitoring Report was included in the August packet for review. Ms. Buchbinder stated that the 4th Qtr Monitoring will be completed by Ms. Grant and there will be no delays resulting from the transition process.

Mr. Pruitt inquired as to the status of the providers who were placed on probation a few months ago and if they would be allowed to renew their contract at this time. Ms. Buchbinder commented that there are two providers on a Level 2 probation status and they will be allowed to reapply for an SR Contract effective August 12 with the ability to serve the same children enrolled prior to the probation status. Ms. Carpenter from DCF Licensing commented on some important changes which will impact all providers. These changes relate to new requirements for background screenings, health inspections, annual site visit protocols, etc. Ms. Carpenter commented that a member of the DCF Licensing team had been invited to present at the upcoming SR/VPK provider meetings to be held on August 12th at the Coalition. Ms. Buchbinder commented reminders will be sent to providers of the upcoming meeting as well as the agenda scheduled for the meeting

FISCAL/UTILIZATION:

Ms. Buchbinder commented that the fiscal analysis for May and June were in the packet for review by members. Ms. Buchbinder stated that we are in the process of completing the year end fiscal and utilization reports and these will be included in the September 2010 Board packet.

Ms. Buchbinder reported that LifeStream has submitted a reimbursement request for approximately \$5,000 relating to VPK expenses that exceeded their initial allocation and budget. Ms. Buchbinder commented that the Coalition had not expended the entire allowed 4.85% admin budget and if the board approved there would be enough money to compensate LifeStream for a portion of their expenditures. After some discussion, a motion was made and seconded to authorize the Coalition to pay what we can from administration without negatively affecting the remainder of the budget. Mr. Thompson and Ms. Olszanski abstained from the motion. Motion carried.

Ms. Buchbinder reported that the same situation exist in SR in which LifeStream due to unexpected program activity during the fiscal year had over expended their budget. A motion was moved to authorize the Coalition to pay what we can from administration without negatively affecting the remainder of the budget. Mr. Thompson and Ms. Olszanski abstained from the motion. Ms. Buchbinder continued with the utilization report and stated that currently there are approximately 86 children on the waitlist for SR services. Ms. Buchbinder commented that the children are being taken off the waitlist on weekly basis.

COMMITTEE REPORTS

Professional Development: Mr. Ginn commented that there was no need for the Committee to meet the past couple of months. The Committee will schedule a time to meet in September 2010.

Ms. Buchbinder commented that the other three committees had not met; however, each committee will be contacted to schedule a meeting to get ready to review objectives for the upcoming year.

PROGRAM REPORTS:

Ms. Buchbinder commented that the program reports were sent out as part of the Board packets and encouraged members to review them. Ms. Buchbinder commented that there were 80 children enrolled in the Summer VPK program. Ms. Buchbinder reported that for the 2010-2011 program year the Coalition has 65 VPK contracted providers, which includes a total of 84 VPK sites (63 Private Providers, 20 Public Schools and 1 Family Home).

Ms. Buchbinder referred to the Big Blue Bus report and the Program Outreach Coordinator report for June and July stating that the Eagle bus has been out on 15 visits to child care facilities and/or community functions. Ms. Buchbinder commented that on occasion an ELCLC Educational Specialist had traveled with Ms. Diop to assist on the bus visits. Mr. Pruitt encouraged Board members to contact Ms. Buchbinder to schedule a trip out on the bus.

Ms. Buchbinder asked Ms. Ridley to introduce her guest Ms. Erica Mott from the Agency Workforce Central/One Stop Center in Leesburg. Ms. Ridley reported that Ms. Mott will be the Director of the Welfare Transition (WTD) Department and will oversee all counties in this region. Ms. Mott reported that the new name for the department is Zucan. Her task is to reach out to all counties and organizations in an effort to educate them on the new program and develop new processes, forms, etc. for all customers. Ms. Mott commented that some of the local Zucan offices had over 1,000 customers walk in the doors within the first month and of those, 500 people had been seen by Zucan staff.

OLD BUSINESS:

None

NEW BUSINESS:

None

Ms. Winkle asked if the Coalition was going to host the annual Day in the Park event this year. Ms. Buchbinder confirmed that the event will take place on Thursday, October 28, 2010. Ms. Buchbinder commented that there will be a training day scheduled for any new teachers. Mr. Pruitt encouraged members to get involved in this special annual event. Ms. Walz said that she would like to be part of the Committee. Ms. Buchbinder commented that Ms. Jergins had also volunteered to be on the Committee. A meeting date will be scheduled in the near future to get plans in motion.

There was no other discussion. A motion was made adjourn at 10:07 a.m.

Respectfully submitted by:

Patricia Pierce
Executive Assistant

Approved September 1, 2010