



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.

Mr. Will Pruitt, Chair, called the meeting to order at 9:05 a.m. Mr. Pruitt asked the Board members and guests to introduce themselves.

The following members were in attendance: Mr. Will Pruitt, Mr. B. E. Thompson, Mr. Hays Ginn, Mr. Eddy Workinger, Ms. Jeanie Rowin, Ms. Marie Carlberg, Ms. Donna Gregory, Ms. Michele Rawls, Dr. Barbara Howard, Ms. Cheryl Ridley, Ms. Porcha Green, Ms. Nancy Allison, Ms. Sherry Olszanski, Commissioner Linda Stewart, Ms. Darnell Stewart and Dr. Hugh Brockington. **The following members were absent:** Ms. Sandra Stura, Ms. Stephanie Ellis and Ms. Marsha Carpenter. **The following staff was present:** Ms. Laura Close, and Ms. Patricia Pierce. **Guests present:** Ms. Michele Reid OEL State Analyst, Ms. Betsy Harrington of Healthy Start, and Ms. Dawn Mainville from the Private Sector. Also present were Ms. Carol Hoban, Ms. Denise Lancaster, and Ms. Rissa Elliott from CCCS. ELCLC providers included Ms. Cindy Winkle, Ms. Doreen Chatelier, Ms. Connie Mitchell, Ms. Jada Harris, Ms. Nakia Myles, Ms. Jennifer Hamman and Ms. Contessa Jasper.

Mr. Pruitt commented that Ms. Lesha Buchbinder is on a leave of absence. Ms. Laura Close, Quality Operations Manager is attending the meeting on behalf of Ms. Buchbinder.

Mr. Pruitt presented the Action Items for consideration and asked if anyone wanted to pull any item for discussion. Ms. Close requested to pull Action Items 429 and 430 for discussion. Mr. Thompson asked to pull the item 434, the Executive Director's report, as Ms. Buchbinder is on leave of absence. Mr. Pruitt asked for a motion on Action Items 428, 431, 432 and 433. Mr. Ginn moved to approve Action Items 428,431,432 and 433, seconded by Ms. Rowin. Motion carried.

Mr. Pruitt asked Ms. Close to proceed with Action Item 429, the 2009/2010 SR Provider Contract-Agreement / Revisions. Ms. Close informed the Board that for 2009-2010 program year, there are specific areas stating if a provider is found to be out of compliance, they will be at risk of termination. These are: a provider's failure to utilize the Coalitions approved curricula, or a provider's failure to attend the required number of meetings per year as stated in the SR contract. The revised SR contract also states that if a contract is terminated, the provider must wait one year before reapplying, and may only reapply after following the New Provider Prequalification Process Guidelines. Ms. Close also stated that the revisions included ELCLC and/or CCCS may terminate this contract at will, due to the lack of funds or for breach or failure to satisfactorily perform this contract. The contract also stated that 72 hours notice must be provided in writing and this notice shall be the final authority as to the availability and adequacy of funds. Ms. Close commented that Mr. Lee reiterated that clarification of the terminations surrounding these items are specifically noted in sections I and J as well as sections T and W of the contract agreement.

Mr. Pruitt called for a motion on Action Item 429. Commissioner Stewart moved to approve Action Item 429, seconded by Mr. Thompson. Motion carried. Ms. Olszanski asked if anyone thought that a one-year

waiting period was too long and suggested maybe six months would be more reasonable. Many members commented that one year was reasonable. The members discussed the one year waiting period at length and the majority felt that one year was fair, as providers have been given numerous opportunities to comply with the contract and that Ms. Close had gone above and beyond in scheduling trainings and meetings into mid June as the program year is about to end.

Ms. Close proceeded to review Action Item 430, Authorization to Terminate 2008-2009 SR Providers for Noncompliance. Ms. Close stated that at the May Board meeting Ms. Buchbinder had reported that there were several providers who were out of compliance regarding their attendance for SR required meetings. Ms. Close referenced a letter that was sent to several providers offering make-up meetings they could attend to fulfill the contract. The letter included a corrective action plan stating that the provider must be represented at three of the four meetings listed plus the Enrichment Session on June 18, 2009. Ms. Close commented that a meeting was held for family home providers, and they should be given credit for attendance. Ms. Close said the letter stated that at-risk providers would be able to earn credit for attending the Provider Appreciation Night as well as the June 3 Board meeting. The letter stated that providers must submit in writing which meetings they will attend. If the provider fails to attend the indicated meetings by June 18, they may be terminated. Dr. Brockington commented that if they come to the referenced meetings they should be permitted to continue; however, Dr. Brockington also commented that if a provider fails to meet all the requirements by June 18, they should be terminated.

Ms. Allison commented that Ms. Close had given providers ample opportunities to meet the contract requirements. Ms. Chatelier and Ms. Winkle also agreed that Ms. Close has gone above and beyond to help the providers through trainings, meetings and technical assistance and felt termination was appropriate. Mr. Thompson asked if a Director or any staff member could attend meetings and receive credit. Ms. Close commented that anyone can represent the center. Ms. Winkle commented that maybe the Provider Growth and Development Committee could discuss the feasibility of doing a three-tiered program for providers as well as recommending additional trainings that could be put in place and then do a re-evaluation on providers. Ms. Rawls suggested that if providers only have to attend a minimum of three meetings in a year, plus the contract signing meeting, maybe technical assistance could be provided through additional meetings that would count to help them meet the requirements. Mr. Pruitt commented that if a provider is receiving state dollars for serving children then they should be held accountable. Ms. Allison commented that technical assistance meetings through Provider Growth and Development could be held several times during the year which would give providers additional opportunities to attend and get the credit toward the contract requirements. Ms. Hoban commented that Child Care Choice Services has held 22 trainings for providers this year to help raise their ECERS and ITTERS scores. The deadline is June 30 and providers had 12 months to comply with the contract requirements.

Ms. Close referred to the listing that was in the packet, stating that there is still time for non-compliant providers to attend several meetings by June 18th and prevent termination. Ms. Close commented that she knows of one provider who stated that she did not plan to attend any of the special meetings, knowing that termination of her contract would be possible.

Ms. Close reported that Mr. Stephen Lee, attorney for the Coalition had reviewed the recommended revisions for the 2009-2010 SR Contract-Agreement. Mr. Lee suggested rather than terminating a 08-09 provider for non-compliance with only a short time left before the end of the contract year, the Coalition could notify the parents of those non-compliant providers that the facility will no longer be able to provide the SR services for the 2009-2010 program year. Ms. Olszanski agreed with carrying the providers through

June 30th; however, since the last deadline for training is June 18th, the Coalition should notify parents immediately to give them the earliest opportunity to seek child care elsewhere.

Mr. Pruitt called for a motion on Action Item 430. Mr. Thompson moved to approve Action Item 430, seconded by Mr. Hays. Motion carried.

Ms. Rowin suggested that for the 2009-2010 program year, the contract should state that providers must fulfill all their meeting requirements by May 2010 instead of June 2010 and that no trainings or meetings should be scheduled during the month of June 2010. Ms. Rowin said this will allow the Coalition ample time to review providers for compliance and if a provider is to be terminated, it will give parents more time to look for alternate childcare. Ms. Winkle agreed with this recommendation.

The Board members discussed several options for the upcoming program year on notifying providers of their status on meeting attendance so they are not waiting until the last month to catch up. Also, this will help the Coalition identify those at risk of termination and will be able to contact parents sooner so they will have more time to make other arrangements for their child care. Ms. Rawls commended Ms. Close for her ongoing efforts to assist the providers during this current program year.

Mr. Pruitt moved on to Item 435, the Fiscal Report for April 2009. Ms. Close said the Fiscal Analysis and other related documents are in the report for review by the board members. Ms. Close commented that members could call the Coalition if they have any questions. Ms. Allison inquired about the remaining funds for the Infant/Toddler budget. Mr. Thompson added that the funds for SR and VPK slots as well as Infant/Toddler will be used and there will be no surplus. .

Ms. Betsy Harrington provided copies of the curriculum that was purchased by the Coalition, that will be distributed by the Healthy Start. In a previous Board action, the Coalition was authorized to collaborate with Healthy Start to purchase the curriculum

Mr. Pruitt moved on to Item 436 Professional Development Committee Report. Mr. Ginn commented that the Committee did not meet in May as there was nothing to discuss. The group will meet immediately following the Board meeting to do the final review of the spring applications for the Professional Development Reimbursement Program. Ms. Close commented that a meeting will be scheduled on June 24th to make plans for future meetings and to discuss agenda, etc.

Ms. Close commented that the Screening/Assessment, and the Provider Growth and Development Committee all have vacant positions and asked Mr. Pruitt to appoint members to fill those seats. Mr. Pruitt asked Ms. Michele Rawls to serve as Chair of the Screening/Assessment Committee as she has been on that committee; Dr. Brockington who serves as vice-chair of the Provider Growth and Development Committee was asked to serve as Chair. Ms. Rawls and Dr. Brockington both accepted their role as Chairs of the two committees. Ms. Close also commented that there is a vacant chair position on the Curriculum Advisory Council. Mr. Pruitt asked Ms. Carlberg if she would like to serve as Chair on that committee. Mr. Pruitt also asked Mr. Workinger if he would like to sit on that committee and he accepted the challenge. Ms. Close stated that she would be contacting the Chairs of all the committees to schedule individual times to meet prior to June 30, and begin the process of scheduling meetings and forming agendas for the coming months.

Mr. Pruitt commented that he wanted to clarify the issue of board member travel reimbursement that was discussed at the May 2009 Board meeting. Ms. Close commented that previously, Ms. Buchbinder mentioned that members could be reimbursed for travel to workshops and/or conferences, however, Ms. Close reported that she had received an email stating this was not accurate. Ms. Michele Reid explained that reimbursements for travel by the Board must be part of the approved Coalition Plan as Board Development and that a Board member's attendance would benefit the Coalition and the community. The funds would have to have been previously approved in the Coalition Plan. Ms. Olszanski added the funds would come out of the same OCA used for staff development.

Mr. Pruitt commented that Ms. Carlberg asked to make a statement to the Board. Ms. Carlberg reported that Lake County Schools is submitting a federal Early Reading First grant. Ms. Carlberg stated that the grant is due June 16 and Lake County Schools will be notified by the end of September if they will receive the funding. The focus of this grant is literacy in early childhood programs and will allow the school system to provide more intensive services for our VPK students, literacy training for our teachers, and the purchase of curriculum. Mr. Pruitt asked if the providers would be allowed to apply for the same grant and Mr. Thompson commented that this is a federal grant and would probably exclude for profit providers.

Mr. Pruitt moved on to the Program Reports.

Ms. Close commented that the reports are included in the packet for review and members were encouraged to contact the Coalition with any questions. Ms. Close did comment on the Provider Appreciation Dessert Night held on May 15, 2009. Providers who attended the meeting were treated to a large variety of desserts that were donated by many of the local businesses. The event was held at the Lake County Inn & Suites in Tavares. The evening went very well. Providers also received special recognition and resource gifts for their centers. Ms. Winkle and Ms. Allison commented on how well the providers enjoyed the evening and commended Ms. Close and her staff for their hard work in planning the meeting.

Ms. Close reported that the small Big Blue Bus is in the shop being renovated and that it will resemble the larger bus with new cabinets, better seating, etc when it is finished. Ms. Close stated that the VPK and the Program Outreach reports are in the packet for review.
There was no old business.

Mr. Pruitt called for new business. Ms. Olszanski reported that on Saturday June 13, there will be a big community event for child abuse awareness held at Gator Harley-Davidson. Ms. Olszanski commented that LifeStream/CCCS and the Coalition will have a table at the event and invited board members to join with staff and help pass out brochures and information to those attending the event.

There was no Chair report.

Mr. Pruitt called for a motion to adjourn. Mr. Thompson so moved. Meeting adjourned at 9:55 a.m.

Respectfully submitted by:
Patricia Pierce
Executive Assistant
APPROVED AUGUST 5, 2009