



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 May 4, 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, Mr. Hays Ginn, Mr. Oscar Palau, Mr. Will Pruitt, Ms. Kathryn Sutherin, Dr. Barbara Howard, Ms. Jeanie Rowin, Mr. Eddy Workinger, Ms. Marie Carlberg, Ms. Jennifer Walz and Ms. Porcha Green. The following members were absent: Ms. Erica Mott, Ms. Kim Grabert, Mr. Jimmy Conner, Ms. Melissa Lyford, and Ms. Michele Rawls. The following guests were present: Ms. Cindy Winkle, Ms. Cindi Butler, and Ms. Roxanne Lester. The following staff was present: Ms. Lesha Buchbinder, Ms. Patricia Pierce, and Mr. Bill Hartman.

CONSENT CONSIDERATION

Ms. Buchbinder began with an urgent matter relating to our IT contract. Ms. Buchbinder informed the Board that our current three year contract with Central Florida Helpdesk was due to expire at the end of May, 2011. Ms. Buchbinder reported that she has been talking with other IT service companies, but requested that the Board authorize her to extend the current IT contract for an additional 30 days to allow her more time to complete the procurement process. A motion was made and seconded to extend the current contract with Central Florida Helpdesk for one month. Motion carried.

Mr. Pruitt proceeded to present Items 751-759 on the revised agenda for consideration and asked if anyone wanted to pull action items for discussion. Ms. Buchbinder requested a motion be made to allow discussion on action items 753 through 759 be pulled for discussion. A motion was made and seconded to approve items 751-752 and pull items 753-759 for discussion.

Item 753: Ms. Buchbinder pointed out to members who were not at the annual meeting in March, that the Board recommended that there be two vice-chairs elected to serve as officers on the Board. In the event that the Chair was not available, the 1st Vice Chair, Dr. Brockington, would assume the duties of the Chair during his absence. In the event that the Chair and Vice-Chair were not available, the second Vice-Chair, Eric English would assume the duties of the Chair during his absence. The recommended changes were reviewed by Mr. Stephen Lee, Attorney for the Coalition and his recommendations were presented for approval by the Board. A motion was made and seconded to approve the revised ByLaws as presented. Motion Carried.

Item 754A: Ms. Buchbinder reported that the Association of Early Learning Coalitions has completed its review of the SR Provider Agreement and has submitted a new statewide SR Provider Agreement that will be used by eleven ELCs across Florida. The new agreement will help Coalitions when working with providers across-county lines. Ms. Buchbinder commented that the revised contract will be very beneficial as we all will be using the same guidelines. Ms. Buchbinder commented that it allows for a lot of local control with ERS, Health and Safety checks, etc. Ms. Buchbinder reported that the proposed SR contract has been reviewed by Stephen Lee who recommended approval of the 2011-2012 SR contract which does give Coalitions the authority to make changes to addendums or the application as required.

Items 754B-754C: Ms. Buchbinder proceeded to review the SR agreement application document and 754C which is the addendum to the SR contract and has embedded all the procedures of the state contract. After further discussion, a motion was made and seconded to approve Item 754A, the SR Provider Agreement. A second motion was made and seconded to pull Items 754B and 754C for further review by the attorney and a follow-up meeting is to be scheduled via teleconference in two weeks.

Item 755: Ms. Buchbinder referenced the VPK Contract 2011-2012 stating that this is a statewide contract and that there have been no changes from 2010-2011 program year. A motion was made and seconded to approve Item 755. Motion carried.

Item 756: Ms. Buchbinder commented on the AWI/OEL Grant Agreement for 2011-2012 stating that the contract was based on legislation and that there was very little change. A motion was made and seconded to approve Item 756. Motion carried.

Item 757: Ms. Buchbinder reported that this item serves as an amendment to the ELCLC Coalition Plan regarding the new federal sliding fee scale effective June 1, 2011. Ms. Buchbinder commented that there were minor changes to the federal guidelines and there are no changes in parent fees. A motion was made and seconded to approve Item 757. Motion carried.

Item 758: Ms. Buchbinder reported that there were some minor changes to the ELCLC Policies and Procedures specifically regarding Administrative Operating Procedures. The first amendment references information technology. Another change is clarification regarding the previous change last year in ELC's payroll cycle going from payroll being processed on the 1st and 15th of each month to every two weeks. Ms. Buchbinder reported that there is one significant change being made due to a request from Brown and Brown Insurance requesting that a Workplace Safety Policy be developed for the Coalition as required by Worker's Compensation. The Coalition's account representative from Brown and Brown created a good Safety Policy for our review and it will be implemented effective May 4, 2011. A motion was made and seconded to approve Item 758. Motion carried.

Item 759: Ms. Buchbinder provided the results of the 2010-2011 ERS Mini Grant program developed by the Provider Growth & Development Committee. Ms. Buchbinder commented that there were 37 grant applications submitted by the deadline. Many of the applications were incomplete. Ms. Buchbinder met with Dr. Brockington and Ms. Close to review and discuss the applications. It was determined that all applicants would have a second chance to complete and resubmit their applications by a specific date. The Provider Growth & Development Committee determined that the maximum score for a completed application would be 170 and that any correct submission scoring above 55 would be considered. The final review determined that 28 providers would receive an award. A motion was made and seconded to approve the ERS Mini Grant for 2010-2011 as presented. Motion carried.

Item 760: Ms. Buchbinder commented that it is time to review our current contract for legal services with Ms. Stephen Lee, Esq. Ms. Buchbinder stated that in the pack was a proposed letter of engagement from Mr. Lee for the 2011-2012 program year. The agreement is the same as previous years and there is no increase in the hourly rate going forward. Ms. Buchbinder stated that Mr. Lee contracts with five other Coalitions and has a good knowledge about what we do. A motion was made and seconded to approve Item 760. Motion carried.

Ms. Buchbinder requested to move an item from New Business to action items. Ms. Buchbinder reported to the Board that she has been in conversations with our account representatives from First National Bank of Mt. Dora regarding our sweep account. Ms. Buchbinder explained the need to keep our funds safe and secured with FDIC. Ms. Buchbinder reported that she met with Ms. Roxanne Lester from First National Bank and Trust to discuss doing a reverse sweep for funds over \$250,000 in our low interest account, where the funds could be saved and then transferred as needed for various payments. Ms. Buchbinder and Ms. Lester discussed state regulations as well as the fact that FDIC dropped the percentage on interest bearing accounts effective January 1, 2011. Ms. Buchbinder reported that she had met with Ms. Rowin to review the pro and cons of this action and found that it would be all positive and our cost would be minimal. Ms. Lester would be the prime person responsible for monitoring the funds and would contact ELC immediately if any problems would occur. Making this change would have very little risk and is the closest thing to a money market. After further discussion a motion was made and seconded to move the ELC funds to a trust account at First National Bank of Mt. Dora who will be responsible for protecting and monitoring ELC funds. Motion carried.

There were no more action items for review.

EXECUTIVE DIRECTOR REPORT

Ms. Buchbinder proceeded with the Executive Director's report that was distributed in the Board binders. Ms. Buchbinder commented briefly on the recent 3-day performance review audit that will begin on June 6, 2011. Ms. Buchbinder commented that there will be interviews conducted with board members and a provider focus group will be established for interviews as well. Ms. Buchbinder also commented on the KPMG audit covering December 2009-February 2011. The

audit went well with one finding made regarding the logging in of March dollars to the wrong account. There were three observations noted but no response is required. One observation was adding the "cost pool" to the PARS for state purposes. The second observation was regarding late submission of reports from LifeStream; the last observation referenced the lack of an EEOC Policy in the Coalition's contract with Central Florida Helpdesk. An EEOC policy will be part of any contract in the future. Ms. Buchbinder reported that a second desk audit was done in February 2011 and there were no findings. The KPMG representatives said that overall the audit was very good and complimented the organization, saying that the timely and smooth handling of the agency's transition was done very well.

Ms. Buchbinder reported that a notification letter regarding the SR provider rate increase had been sent to appropriate providers. The letter stated that the SR provider increase was intended to be permanent, however that would be based on any future funding changes made by the State.

Ms. Buchbinder briefly talked about the overpayment situation with Pat's Kidz World. Ms. Buchbinder informed the Board that the State reviewed and rejected use of specific funds to assist a provider with repayment. The State said that overpayments must be received from the Provider. Ms. Buchbinder commented that a meeting will be scheduled with Ms. Scott to discuss a payment schedule.

Ms. Buchbinder reviewed the chart that was in the packets from AWI outlining the SR funding conference. The chart indicated the potential cuts by County and the impact those cuts would have on serving children. Potential cuts relating to ELC's administrative budget on staffing and future job duties. These administrative cuts will also impact the providers. Also included in the packet was a listing of Florida Legislative Bills of Interest for 2011 for the Board members review. Ms. Buchbinder encouraged members to write or call legislators in the last few days of legislative session.

Ms. Buchbinder provided a Match Update, stating that currently the Coalition is \$44,000 ahead of where we were this time last year. Ms. Buchbinder encouraged members to call or send letters to their perspective city managers, mayors, etc. asking for match donations that could help their political impact in their areas. Ms. Buchbinder commented that if the state budget is cut, it will lower our prospects to draw down federal match dollars.

Ms. Buchbinder also reported that on April 29, 2011 the senate announced that a decision had been made that OEL will be a stand-alone agency under DOE, and that DOE will serve as fiscal agent for OEL. Ms. Buchbinder commented that some groups wanted Religious Exempt providers to be reorganized under the DCF model, but to date nothing has been finalized.

Ms. Buchbinder reported that Mr. Hartman had submitted an application to the Northeast Florida-Southeast Georgia Regional Combined Federal Campaign requesting that the Coalition be included in the 2011 combined federal campaign. A letter was received on April 27 informing the Coalition that our request had been approved. The Coalition will receive a specific code that will enable state employees to make donations to charities through United Way.

Ms. Buchbinder referred to a letter from AWI acknowledging National Provider Appreciation Day on May 6, 2011. To coincide with the national event, Ms. Buchbinder stated that the Coalition will hold its annual event on May 6th and extended an invitation to members to join in the fun at the Community Center in Eustis. Ms. Buchbinder commented that this year the event will be causal with games, food and a carnival atmosphere.

COMMITTEE REPORTS

Professional Development Reimbursement Committee:

Mr. Ginn reported that the Committee met on April 13th to review the four applications that had been submitted for reimbursement of the fall semester. Three of the applications were approved.

Screening & Assessment/Quality Programs Committee:

Ms. Buchbinder reported that Pre/Post assessments are not being done by the Coalition at this time as we do not have the 280 children needed to do a random sample. Ms. Buchbinder also reported that Devereux came to do assessments on children in care. There are some dollars for IT and SR that can be used for the purchase of more tools that can be used for doing a random sample. Ms. Buchbinder stated that the LAP-D is not working effectively.

Curriculum Advisory Council:

Ms. Buchbinder reported that the Curriculum Advisory Council will be getting together to review of curriculum that was previously submitted. Ms. Winkle commented that she was still waiting on a response from the Committee regarding the curriculum she submitted.

Provider Growth & Development Committee:

Ms. Buchbinder briefly reminded members that the Coalition received ARRA funds last year and that the dollars were to be used for quality initiatives. The Coalition moved some SR funds into the ARRA funds which were used for children and families. Dr. Brockington and the committee put together an application process whereby providers scoring above a certain ERS score could submit an application for a grant. The application and the process was very good; however, providers did have some problems completing the applications. A suggestion was made that providers applying for mini grants in the future should be required to attend a mandatory training meeting on how to do the grant application.

Ms. Winkle referred to the Enrichment Sessions that have been held the past year and commented on getting more directors involved and suggested that maybe they should be required to attend more than 1 or 2. Ms. Winkle also commented that the Enrichment Sessions should include Pre/Post tests and the proper use of curriculum.

Mr. Pruitt reminded the Board that there is a vacancy on the Board Nominating Committee due to the resignation of Mr. Thompson. Mr. Pruitt asked Mr. Eddy Workinger to serve on the Committee as Chair along with Ms. Carlberg and Ms. Rawls. Mr. Workinger accepted the position and Mr. Pruitt requested that the Committee could meet in a couple of weeks to review current application for membership.

FISCAL/UTILIZATION REPORT

Ms. Buchbinder stated that the Item 763, the fiscal analysis and utilization reports, were in the packet and encouraged members to review the information and to contact her if they have any questions.

Ms. Buchbinder reported that the final budget for 2011-2012 has not been received from the State at this time. The current budget expires on June 30, 2011 and Ms. Buchbinder asked members if they wanted to meet in June when the budget is received or to extend the current budget an extra week into July pending the receipt of the revised budget. A motion was made and seconded to extend the 2010-11 SR budget one week. Motion carried. Mr. Pruitt commented that due to the July 4 holiday and people traveling, it might be better to move the Board meeting another week. A motion was made and seconded to hold the **Board meeting on July 13** and not July 6, 2011. Motion carried.

A motion was made and seconded to adjourn the meeting at 10:55 a.m.

Respectfully submitted

Patricia Pierce
Executive Assistant