

**Early Learning Coalition of Florida's Gateway, Inc.**  
**Board Meeting Minutes**  
**Columbia County School Board, Room 130**  
**Lake City, Florida**  
**June 14, 2006**

**Members Present:**

Chris Bond, John Burns, Charles Carroll, Hugh Giebeig, Raymond Logan, Carol Milton, Jennifer Roberts, David Rountree, Sheryll Walker and Michele Ward.

**Others in Attendance:**

Dr. Thomas Logan (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Jamie Witzman (Enrollment Manager), Jessie Tamoc (IT Manager), Heidi Moore (Executive Assistant), Marge Company (DOE/OEL) and Deirdre Raggins (Coalition Analyst).

**Members Absent:**

Anita Franklin, John Hewett, Bill Howard, Linda Johns, Sandy Looney, Marion McCray, Richard Mitchell, John Pierce, Nancy Roberts, Kathleen Townsend, John Wheeler and Paula G. Williams.

**Welcome and Call to Order**

Chairman John Wheeler was not in attendance therefore Vice Chair Raymond Logan presided. Raymond Logan called the meeting to order at 9:17 a.m. Sheryll Walker led the Pledge of Allegiance.

Dr. Logan stated that Dave Mullis from Gold Kist will be joining the Coalition Board as a Private Sector member beginning next Board Meeting. He will be representing Suwannee County. The Live Oak Chamber of Commerce has nominated him to the Board.

**Board Meeting Minutes (5/10/2006)**

Raymond Logan instructed the members to review the minutes. David Rountree made a motion to accept the minutes. Hugh Giebeig seconded the motion. The minutes were approved without objection.

**Program/Quality Committee Minutes (5/30/06)**

- Carol Milton explained that there was discussion about collaborating with the Alachua County Coalition on a Fall Conference. Alachua County Coalition has recently become their own Central Agency and has looked to ELC-FG for guidance and our experience.
- The Committee discussed an additional employee for the Program Department. There was concern with regard to this issue so an additional person will not be hired at this time.

- Shannon presented the Committee with an estimated FY 2005-2006 surplus amount. The Committee discussed items for purchase with these dollars. Sheryll reminded the Board that the waiting list had been decreased; therefore, these funds were available for buying supplies fro providers. One of the things the Committee wanted to purchase was a Hurricane Preparedness Kit. AWI has not been able to inform Shannon as to whether or not they are an allowable expense. Dr. Logan asked Deirdre to check into this on our behalf.
- Dr, Logan informed the Board that, due to the diligence of LaShone and the enrollment department, more children were served in May than anticipated and the surplus would be smaller than expected.

#### **Finance Committee Minutes (6-8-06)**

- John Burns explained that AWI requires documentation in our minutes that the State has a requirement that any single item over \$5000 must have prior approval from AWI.
- The Travel reimbursement rates have been increased. The Finance Committee will recommend the acceptance of these new amounts.
- The salary range for the Family Services Analyst has been expanded to allow for the salary increases.
- The VPK rates increased 2.4% for FY 2006-2007
- There are approximately 40-50 children enrolled in Summer VPK.
- The Finance Committee discussed the 2006-2007 budget in detail. John Burns advised the Board that John Wheeler appointed an Ad Hoc Committee to discuss the expenditures for next year's budget. Slots will be 81% of the total budget (the state requirement is 72%). John reminded the Board that some of the dollars in the budget are restricted (e.g., \$45,000 for Inclusion) and cannot be moved into slots.

#### **Financial Report - May**

- John Burns highlighted the points of interest on the income/payables statement for School Readiness.
  - There is an increase in travel due to the pre-payment for the July, 2006 "One Goal" Conference.
- Mr. Burns then explained the VPK payables/income statement.
  - The payments to providers were zero because we did not receive our funds from the State until June. All of our providers of Summer VPK have opted to be paid in a reimbursement rather than an advance.

**Board Actions** – The Actions could not be voted on due to lack of a quorum. We will have to schedule an Emergency Executive Committee meeting to vote on these items.

2006-005 Travel Reimbursement Rate

2006-006 State Prior Approval Limit

### **Executive Director Report**

- Dr. Logan explained that the Enrollment numbers usually go down at this time of year but since we are enrolling, we still have 1950. The wait list is at 98; although not all of those children would be eligible. Summer VPK is at 47. The May School Readiness reimbursement was \$499,001.40.
- AWI-OEL Guidance regarding VPK Eligibility. This applies mostly to faith based providers. Since the faith based providers are not “licensed”, they may have to go to a higher level of accreditation within their faith based accrediting agency. It does allow Coalitions to accept all faith based providers as accredited, if we have accepted them as accredited in the past. AWI will be preparing a booklet that will make the levels apparent.
- The Coalition Plan needs some corrections. Deirdre will be meeting with the staff on June 29<sup>th</sup>.
- ELC-FG was funded for the CCEP program. Happy Hearts for \$6000 and Happy House for \$5,000. Dr. Logan met with S&S management and they seem interested in the program as well.

### **Staff Reports**

The staff reports are included in the packet for the review of the Board. Raymond Logan informed the Board that, if they have questions, they should feel free to contact the staff.

### **New Business**

Dr. Logan stated that the Board meeting schedule for the coming year needs to be confirmed. John Burns relayed the pleasure of John Wheeler, which was to keep it the same day and time as it has been. Carol Milton requested that the July meeting be cancelled due to many members being out of town in the summer and many school board reps not being available that week due to a meeting. Raymond Logan recommended that the Executive Committee make the final determination with regard to the cancellation of the July meeting.

Hugh Giebeig made a motion to adjourn the meeting.  
Meeting adjourned at 10:12 a.m.