

**Gateway School Readiness Coalition, Inc.**  
**Minutes**  
**August 7, 2003**

**Members Present:** Chris Bond, Randy Cox, Hugh Giebeig, Ray Logan, Carol Milton, Pam Norman, Nancy Roberts, Sheryll Walker, and John Wheeler.

**Members Absent:** John Burns, John Chastain, Kathy Daugherty, Carlton Faulk, Sandy Looney, Lorenzo Mills, Richard Mitchell, Sharon Mooneyham, Jeannette Peters, Gil Roser, and Paula Williams.

**Others Present:** Prudence Pate (Executive Director), Mary Anne Norris (Finance Director), Lenora Geiger (Provider – Little Ones), Jessie Durden (Provider – Love & Learn), and Michele Ward (SV4Cs).

**Welcome:** Randy Cox, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:20 a.m. Randy asked the Board and the public if anyone would like to address any of the items listed on the agenda. There was no response. Randy reminded everyone that the next two meetings would be in Live Oak, and the November meeting will be held in Hamilton County (Jasper). Notices with locations will be mailed.

**Minutes:** Nancy indicated that Paula Williams was listed as present and absent. Carol indicated that she was absent and the corrections were noted. Ray Logan moved to approve the minutes with corrections. Hugh Giebeig seconded the motion. **The motion passed unanimously.**

**Financial Report:**

Financial Report from 07/01/03 – 07/31/03

John Wheeler presented the Financial report indicating Coalition expenses by program. It was noted that the expenses for two notebook computers were for personnel to use in the outreach offices. Additionally, the \$6900 expense with Kennedy Communications was for networking computers and phone lines between the two offices. Expenses to Envision Consultants were for training on new software program. Mary Anne Norris, Finance Director, clarified that the total of about \$20,000 was expended overall for software. John Wheeler reviewed operating expenses, travel and meeting expenses, occupancy expenses for two offices, and outside services for consulting fees for Evelyn Perkins. The payment to Fred Eichler was for coalition training for staff in the areas of customer service, conflict resolution, and effective management. Under the Quality expenses, the largest expense was for a vision screener. Ray Logan asked for clarification on lease expenses. The Executive Director explained that the GSRC offices were located in Westfield Square and we are renting both office locations. Randy indicated to the Board members that they may want to hold PSN expense page for further discussion later in the agenda. Carol asked if program names (billing groups) could be added to the operating expenses budget. Mary Anne indicated that would not be a problem. The Executive Director reviewed the names of each billing group for clarification.

In reference to the end-of-the-year Financial Report for 2002-2003, Randy stated that there was not one at this time. This report should be ready for board presentation at the September meeting.

## **Staff and Committee Reports:**

### **Executive Director's Report**

- **Board Member Binders**
  - Updated with provider listing, standing committee list, and list of meeting dates
  - Please take out your monthly meeting packet and take with you. A new packet is inserted for each month's meeting.
- **Staff Update**
  - Beth Turner – resignation (8-14-03)
  - Poinsetta Williams – resignation (8-1-03)
  - LaShone Surrency – Deputy Director (7-21-03)
  - Carla Eatmon – Enrollment Manager (7-14-03)
- **Plan Update**
  - Meeting planned for Tuesday, August 19, 2003 with Partnership appointed team to assist with and submit for approval. 9:30-2:30 – GSRC Office
  - Quality/Program Committee Members are strongly encouraged to attend.
- **Member Orientation Update**
  - Overview of program and materials scheduled for September 18, 2003 at Coalition Chairs Meeting in Orlando
- **AWI – Inspector General's Office Update (Transfer of Property)**
  - Inspector General's Office final report complete with findings and recommendations received
  - Response sent to Katherine Kamiya with copies to all board members and IG's office
  - Contacted IG office on Tuesday, August 5<sup>th</sup> – indicated the Partnership will be completing their response by Wednesday, August 13, 2003.
- **Coalition Audit by Auditor General and OPPAGA**
  - Auditor General's audit is complete – no report has been received
  - OPPAGA will be sending a survey via email to every coalition member – please complete appropriately and return (copy of letter of intention attached)
- **Provider Meeting – August 12, 2003**
  - 6:00pm – Columbia County School Board Office
  - Speaker – Sandy Looney – DCF Licensing
- **Quality Services Agreement Update**
  - Completed – all proposals received requested amount
  - Final authorized signatures pending – school board meetings
  - Will complete Agreements this month
- **Coalitions Coming Together Initiative**
  - Developed by the Incentive Workgroup Committee Partnership in support of local school readiness efforts and identification of potential methods for coalition structuring that best serve children and families. (documents attached)
  - Participated in phone interview with Lynn Groves, Project Contractor for this initiative, sharing the development of Gateway School Readiness Coalition
  - Regional facilitation meetings set up for participation and implementation of coalitions coming together
  - Summary of each coalition's interview shared at facilitation meetings (copy attached)

- Fair Labor Standards Act Update
  - All job descriptions and Personnel Policies and Procedures manual updated to include language regarding FLSA. The Executive Committee will meet following today's meeting to finalize one section in the manual regarding this issue.
  - Fact Summary attached
- Upcoming Dates
  - Thursday, August 7, 2003 – Emergency Executive Committee Meeting – following Board Meeting
  - Tuesday, August 12, 2003 – Provider Meeting - 6:00pm – CCSB, SOS Bldg., Rm. 130
  - Wednesday, August 13, 2003 – Program/Quality Committee Meeting – GSRC Office – 4:00pm
  - Friday, August 15, 2003 – Coalitions Coming Together – Episcopal Children's Services, Jacksonville – 10:00am – 2:00pm
  - Tuesday, August 19, 2003 – Plan Review/Revisions – 9:30am – 2:30pm – GSRC Office

**Executive Committee Report:**

July 21, 2003

Randy reviewed the minutes which indicated action taken by the Executive Committee to respond to the Inspector General's report regarding property to be transferred from SV4Cs. All the items that were in the old conference room are in storage. The Coalition is waiting on authorization from the Partnership to dispose of those items that are not usable. Additionally, the committee approved the immediate termination of PSN services to include transportation and case management of at-risk children. This issue will be addressed in the action items.

August 5, 2003

Randy reviewed the minutes which indicated that the Executive Committee reviewed the Policies and Procedures manual for final approval. The Committee will meet again today following the board meeting to finalize some of the issues regarding exempt and non-exempt employees.

**Contract Committee Report:**

July 10, 2003

Randy reviewed the minutes indicating the awarded amounts for the Quality Service Agreements by County/Provider. Additionally, over \$20,000 of the \$60,000 proposal for Happy House will be charged to Infant/Toddler dollars. Prudence shared that she will distribute proposals to Board members next month when finalized. Hugh asked if quality dollars were dollars earmarked for certain activities that we had to spend. Prudence indicated that quality dollars will be distributed between the Quality Services Agreement, employee salaries, School Readiness Conferences, and mini-grants. Sheryll asked if we could take some of the proposals and give out to providers for samples to help them apply for quality dollars next time. Sheryll indicated that it was a shame that we had so few proposals with so many providers. Prudence stated to the board that it may have been better received if the proposal had been put out in the form of a grant application. The Coalition will provide some training. Mary Anne indicated that there would be more infant toddler dollars available they could possibly apply for this year.

### **Program Quality Committee Report:**

July 18, 2003

Committee Reviewed what was funded for 02-03 from April 1 – June 30 in order to ensure that we had met our obligations. 1) Nancy indicated that SureSight Vision screeners had been purchased and were now housed at FDLRS. As soon as the screeners get logged in, FDLRS will have them available for checkout. Carol and Nancy discussed who would be allowed to check out the screeners and whether or not training was needed. They will add to agenda to discuss at next meeting. Nancy shared that this truly is a “suresight” screener. You put it up to the child’s eyes and it gives you a print out of vision needs. 2) Peabody Picture Vocabulary Test – May need training to administer. Nancy indicated that she might be able to do this if needed. Prudence suggested a train-the-trainer. Nancy shared that the PPVT is one of the assessments that they are looking at for the universal prek programs. A discussion ensued regarding the need to purchase additional scoresheets. 3) Dial R – couldn’t get score booklets. Pam Norman and Carol Milton mentioned that they had recently ordered the scoresheets and would share the contact information with the Coalition.

Carol Milton indicated that Batelle was purchased by FDLRS. This tool is used as a follow-up to Dial. Carol indicated that Batelle is also used for Headstart screenings. Pam asked if Union County could benefit from this since they are served out of FDLRS-NEFEC. Nancy indicated yes. Nancy asked if we had a list of what is available for providers that can be shared. Prudence indicated that an inventory list was available for distribution to the providers at the next provider meeting. Prudence also asked Nancy to give this update to providers at the September meeting. Nancy agreed.

DLM – Letters of interest were mailed to all providers to determine interest of those who would be willing to implement and pilot the DLM Express Curriculum. The goal was to target and serve as many 4 year olds as possible. Training is tentatively scheduled for August 30<sup>th</sup> from 9:00 –12:00. Hugh pointed out this was Labor Day weekend. Committee asked if the following weekend was available. Nancy will try to get this finalized and out to everyone. The next committee meeting is scheduled for August 13, 2003 to review applications/agreements to determine participants for the DLM Express Curriculum pilot.

### **Partnership Coalition Analyst Report:**

Michael Reneke is on vacation and no report was available. Randy asked Prudence is there was anything we needed to know that was new from the Partnership.

### **ACTION ITEMS**

#### **Item #2002-078 – Transportation of At-Risk Children Policy (Tab G)**

At the last Board meeting, this item was discussed in length. The Board decided to wait for a response from Esther Tibbs regarding the authority to provide transportation. Randy indicated that there was an issue that required immediate attention. The Executive Committee was presented with some information defined as staff activity which resulted in inappropriate case management. The Committee voted to terminate transportation within 24 hours with notice to Esther Tibbs, providers, and participating parents. Since this time, Prudence talked with Lin Pelter at DCF. DCF is willing to enter into an agreement with the Coalition to enable the coalition with the authority to

provide transportation; however, there is no money available to fund this agreement. It was additionally noted that the Coalition was actively transporting only one child when transportation was discontinued. Transportation was expensive for the Coalition due to excessive costs of staff, gas, insurance, maintenance etc. due to number of children involved.

Mary Anne shared that we have two vans, which cost the Coalition about \$1000 a month due to transporting children. The PSN program was running about \$7200 per month. There used to be a legal mandate that was repealed. Now there is no money or legal authority for this. Ray Logan recommended that we accept the motion of executive committee to terminate all agreements and processes for transportation of children. Chris asked for clarification that the only thing that PSN has done is transport children. No services otherwise. Sheryll asked if this was only done in Columbia County and Prudence indicated it was. Nancy asked about staff members involved. Prudence shared that staff members were being cross-trained so they are now working in eligibility and intake. No positions will be eliminated from the Coalition staff. Hugh Giebeig seconded the motion. Ray indicated that he wanted to clarify with the Board members that he is not opposed to transporting children - - is simply does not seem to be economically feasible to do this at this time. **The motion was approved unanimously.**

Item #2002-079 – Policy for Wrap-Around Care (Tab H)

Randy asked for everyone to read the policy prior to discussion. Prudence shared that we have had some issues that have resulted in the need for devising a policy. Hugh asked for definition of wrap-around care. Full-time care is defined at least 6 hours and up to 11 hours of care. If child goes to program from 7:30 – 5:30 – that's a full time program. If a child goes to a program from 8:00 – 2:00 – that's also a full time program. Upon determining that a family needs more than 11 hours of service, the family may be deemed eligible for additional part-time service. Suwannee Valley Learning Center is a Head Start program. In the past we have combined this program with EI and Head Start program. We have an agreement with Head Start for providing services from 7:30 – 5:30. We have had parents come in and ask for part time payment from 2:30 – 5:30 since the core program is being offered from 8:00 – 2:30. Prudence has asked for clarification of what is a full-time program for Head Start for federal funds. No one has answered that question. There is concern regarding setting a precedence for school readiness providers to request a full time and part time rate for programs less than 11 and a half hours in a 24 hour period. Randy shared that we cannot cross funding streams when providing the same service. The executive committee has recommended the policy as stated: *Wrap-around services shall be available, contingent on funding and availability, to all eligible families, provided the wrap-around services are not part of a core program consisting of less than eleven (11) hours at the same facility. In compliance with Chapter 60BB-4, Florida Administrative Code, full-time (FT) means at least six (6) hours or greater and up to and including eleven (11) hours of care in a twenty-four (24) hour period. Wrap-around services shall also be made available for school-age children participating in public school programs provided the wrap-around service chosen is not located at the same facility as the full-time service.* The motion was seconded by Hugh Giebeig. Nancy asked for clarification. She has 3 and 4 year old children at the Douglass Center until 2:30. Nancy contracts with Jesse to provide the after school care for those children that need this service. The center could get part-time funding for this service. Sheryll indicated that she would never ask for a full time and part time rate for the same child when she is open all day anyway. That just takes money away from other children.

**The motion was approved unanimously.**

Item #2002-080 – Columbia County Fair Exhibition Booth

Prudence shared that GSRC received a letter asking if the coalition would be interested in purchasing a booth at the fair. Space is limited. Hugh asked how this would benefit the coalition. Prudence shared that it would serve as public/community awareness. We could put out flyers, advertise, etc. Nancy pointed out that this conflicts with our conference. Carol asked if booths were open at a certain time. Carol shared that she has this as a grant activity (fairs and rodeos) and if it pleases the Coalition she would cost-share this expense with the Coalition. Hugh recommended in the form of a motion that we partner with FDLRS to proceed pursuing a booth at the fair. GSRC will purchase a booth. If we can get one, FDLRS will reimburse for their share. The motion was seconded by Chris Bond. John Wheeler volunteered to man the booth for a couple of days. He thinks this is a great opportunity to get the word out about school readiness. **The motion was approved unanimously.** Randy asked for volunteers to serve on a committee for this project. Those named were Janet Driggers, Mary Anne Norris, Chris Bond, John Burns, and additional coalition staff.

**Comments:**

**New Business**

Carol recommended that we pursue purchasing a display and promotional items. Prudence will pursue.

Pam Norman asked if anyone attended the Universal PreK meeting? No one was able to attend. Prudence indicated that she would send out the information on the meetings.

**Agenda Items for September**

Update on Display  
Quality Agreements  
Conference Update  
Report on DLM Pilot Sites

**Public Comment**

Guest thanked the Coalition for the warm greeting. She's worked with the Coalition in the Central Florida area. She expressed that GSRC staff was very helpful this past week. She's opening a day care in the Five Points area.

Hugh moved to adjourn. Nancy seconded. **The motion was approved unanimously** and the meeting adjourned at 10:40a.m.