

**Gateway School Readiness Coalition Meeting Minutes
Douglass Center Conference Building
September 4, 2003**

Members Present: Chris Bond, John Burns, Mike Deming, Randy Cox, Ray Logan, Sandy Looney, Carol Milton, Sharon Mooneyham, Pam Norman, Nancy Roberts, Gil Roser, Sheryll Walker, Paula Williams.

Members Absent: Kathy Daugherty, Carlton Faulk, Hugh Giebeig, Lorenzo Mills, Richard Mitchell, Jeannette Peters, John Wheeler.

Staff Present: Prudence Pate (Executive Director), Mary Anne Norris (Finance Director), Melissa McGee (Operations Manager)

Others Present: Jessie Durden (Love & Learn Pre School), Susie Boyd (Boyd's FCCH), Jeanne Duffy (Episcopal Children's Services), Darlene Galloway (The Douglass Center), Janet Balance (Pride & Joy), Angela Turbeville (Happy Hearts), Marcia Benton (Aunt Marcia's)

Welcome and Call to Order

Randy Cox called the meeting to order at 9:43 a.m. by welcoming everyone to the meeting. He asked if anyone in the audience would like to address an agenda item. No one expressed an interest.

Minutes

Motion to approve as written by Ray Logan. Motion seconded by Chris Bond. Approved unanimously.

Financial Reports

Financial Report from 08/01/03 – 8/31/03

Financial Reports were presented by Mary Anne Norris, Finance Director, in the absence of John Wheeler, Treasurer.

- 97INT – new budget line -- Quality line item for infants and toddlers.
- Mary Anne reviewed the definition of each heading (Reminder at last board meeting we asked that this be added to report on spreadsheet)
- Money in red due to canceling insurance on vans.
- Quality expenses -- Contract with Evelyn Perkins is due to expire 9-30-03. Ray Logan asked about Evelyn Perkins and what she did for Coalition. Shared that she previously worked for the Partnership. Asked about paying her hotel and mileage since we are contracting with her. Mary Anne shared that hotel is not a recurring expense. Cheaper to pay hotel than mileage. This cost is part of her contract agreement.

End of the Year Financial Report 02-03

- Total came out with about a \$500 difference. Now need to reconcile between our numbers and the Partnership's numbers.

D R A F T

- The 13th invoice, allows us to invoice the state for any items that might be adjustments to previous invoices
- We are within our 1% allowed so we should not have any problems accessing our money for this year. Chris asked if dollars would be rolled forward. As long as it is within the 1% threshold per Partnership policy.
- Conference call with Partnership Finance Committee being held today -- Mary Anne will be leaving to participate.
- Mike Deming complimented Coalition and staff for staying within budget. He serves on several coalitions and they have all gone over their funding allocations.

Staff and Committee Reports

Executive Director's Report

Prudence Pate, Executive Director, presented the monthly report as follows:

- Board Member Binders
 - Updated on a monthly basis.
 - Please take out your monthly meeting packet and take with you. A new packet is inserted for each month's meeting.
- Staff Update
 - Susan Sweat – resignation (9-9-03)
 - Bobbie Houston – resignation (8-26-03)
 - Heidi Moore – promoted to Executive Assistant (9-1-03)
 - Melissa Mapp McGee – Program Manager (9-2-03)
 - Interested in writing grants.
 - VanLeesa Lynn – Data Management Specialist (9-2-03)
 - Setting up user manual for all applications and reporting
 - Helping with networking
 - State reports
 - Maintaining computer hardware and servers
 - Hope to eliminate fee for outside contracting computer services.
 - Melody Henderson – GSRC Analyst (9-2-03)
 - Accountant I – vacant to date
- Plan Update
 - Met with Partnership staff (Michael Reneke, Tom Imholt, and Caroline Smith) on Tuesday, August 19, 2003 and completed the revisions to the plan. To date, I am still waiting on final approval for submission to the Partnership Board on September 18, 2003.
- Member Orientation Update
 - Overview of program and materials scheduled for September 18, 2003 at Coalition Chairs Meeting in Orlando – will receive two manuals and 2 CDs for training purposes.
 - Materials are available for viewing on the website at www.fpsr-qi.com/

- 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
 - Received response from Partnership following verbal conversation on telephone. A memo was sent to Gateway School Readiness Coalition and a memo was sent to SV4Cs and copied to the Coalition. The information regarding advance interest payment was omitted and other issues were unclear. (Copy attached)
 - Not completely satisfied with memo. Did not address the interest issue and resource and referral van. Following a phone conversation, the Partnership agreed to issue an addendum page to the letter.
 - Prudence shared that she has had tremendous trouble getting a response from the Partnership staff.
 - Pat Shuler issued an email clarifying the issues and requesting dates from the Coalition in order to schedule the physical transfer. (Copy attached)
 - Prudence shared that she had given the Partnership dates in September and October that she was not available to participate in the property transfer.

- Coalition Audit by Auditor General and OPPAGA
 - Auditor General’s audit is complete – no report has been received
 - OPPAGA has scheduled a two-hour interview with Executive Director via telephone for September 10, 2003. – Meeting was cancelled.

- Provider Meeting – September 9, 2003
 - 6:00pm – The School Board Room, Suwannee County, Live Oak, FL
Douglass Center Conference Room
 - Speaker – Sandy Looney – DCF Licensing – not available; will schedule for October meeting
 - Speaker – Nancy Roberts – Curriculum and resources

- Enrollment Update
 - As of August 18, 2003, total enrolled = 2,625
 - Includes school-based enrollments as follows (estimated):
 - Columbia – 100
 - Hamilton – 60
 - Suwannee – 136
 - Union - 36
 - We are developing a process by which to maintain a weekly count of new enrollments, terminations, waiting list, and re-determinations.
 - Enrollment is currently limited to referrals from DCF and Workforce
 - Staff will be conducting employment verification on all working poor (BG8) next week – anticipate terminations from parents not working

- Will recalculate after employment verification, and analyze the new count for other possibilities to decrease enrollment.
- Darlene Galloway asked to clarify that children once eligible stayed eligible for the early intervention program. Prudence indicated this was true but what may change is the amount of the parent fee. Continued eligibility requires annual review of economic history.
- Randy shared the Riyla Wilson Act that went into effect recently pertaining to DCF referrals for children ages 3 to school age. All children receiving a referral are required to be placed in childcare – will be impacting our numbers.
- Jeanne Duffy asked how many school age children in care – Prudence indicated that we are not sure of those numbers at the current time. She also asked how often eligibility occurs. Prudence shared that it has to be at least annually; however, Coalition staff are trying to complete random reviews every 6 months.
- Prudence indicated to the Board to be aware that we are currently about 400 children overenrolled; therefore, we will be watching our numbers. We are almost double serving what we served last year with the same amount of funding. We will have to keep a constant watch on this so we don't create a deficit.
- Once a child becomes eligible for a program, the parent still has an obligation to fulfill their responsibilities concerning their parent agreement. This includes, but is not limited to maintaining a job (30 days to find another job in the event they become unemployment after determination of eligibility), reporting change in income, and reporting family size status.
- Sandy Looney inquired as to how the Coalition will address parent and/or provider fraud.
- It was indicated that all providers sign a “no-fraud” statement and would jeopardize their agreement with the Coalition in the event fraud is committed and proven.
- Randy Cox indicated that the Executive Committee would address procedures for implementing a fraud investigative process for parental fraud.
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- 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
 - Participated in a Regional facilitation meeting set up for participation and implementation of coalitions coming together – discussed the various models across the state pertaining to coalitions.
 - Summary of each coalition's interview shared at facilitation meetings.
 - Opportunity for coalitions to submit a request for one-time funding assistance

- Grant application process proposing methods for coalition collaboration in order to best serve children and families in Florida (Summary attached)
 - Applications being received from August 15 through November 1, 2003.
 - Awards will be made beginning September 15, 2003
 - Program Manager will begin and meet with the Program Committee.
- Universal PreK Council Website/Update:
 - www.upkcouncil.org/
 - Very informative site to visit and receive updated information
 - Upcoming Dates
 - Tuesday, September 9, 2003 – Provider Meeting, Live Oak, FL 6:00 p.m.
 - Wednesday, September 10, 2003 – Universal PreK Meeting, Tallahassee, FL
 - Thursday, September 11, 2003 – Meet with Gloria Spivey, Project CATCH
 - Wednesday, September 17, 2003 – Universal PreK Meeting, Tampa, FL – hosted by USF
 - Thursday, September 18, 2003 – Partnership Board Meeting, Orlando, FL
 - Friday, September 19, 2003 – Coalition R&R Staff training 9:00am – 3:00pm

Executive Committee Report

Randy Cox provided an update of the executive committee meeting that was held on August 7, 2003. The purpose of this meeting was to review legal clarification for maintenance of time sheets for exempt employees. Based on information obtained from the Coalition attorney, it was determined that no federal or state regulations require salary exempt employees to maintain timesheets. The Committee determined that the Executive Director should implement in-house procedures for all personnel to maintain and submit a weekly calendar indicating their activities on a daily basis. Randy Cox shared that this procedure will also apply to the Executive Director. Prudence Pate will be submitting a weekly calendar to Randy Cox. If she needs to take time off she calls Randy Cox, John Burns or Pam Norman.

Randy Cox provided an update of the emergency executive committee meeting that was held on August 21, 2003, to address a concern by a provider that she didn't have an opportunity to apply for the Quality dollars. After discussion, the provider did acknowledge that she received the information as a part of her contract but had not read it. Based on the concerns shared, the committee acknowledged that the wording of the opportunity could have been in the form of a mini-grant as opposed to a formal proposal. The committee discussed the need to change the wording and how the dollars are advertised in the future. The consensus was that the dollars would be advertised as Mini grants rather than Requests for Proposals. It was determined that Randy Cox would send the provider a letter acknowledging her concerns.

In addition, Jeanne Duffy attended the meeting and expressed an interest in participating as a member on the Gateway School Readiness Board.

Finance Committee Report

August 21, 2003 – Prudence Pate shared that the finance committee has been working with Lake City Community College to provide a CDA program to help providers get certification. The Coalition is working with Lake City Community College who has submitted a grant to Work Force in an effort to offset the cost for participants. At present, the Coalition has agreed to pay \$200 per student for a maximum of 20 students (\$4000). Tim Atkinson with LCCC informed the committee that the grant has yet to be approved and the time is drawing near for the class to begin (September 29, 2003). The total cost for the class per student is \$850 less the commitment from GSRC of \$200, which leaves a remaining balance of \$650. Mr. Atkinson believes this will be too costly for students to bear.

LCCC is encouraging possible participants to apply for TEACH Scholarships in addition. The TEACH Scholarship is a partnership between the individual, their sponsor (employer), and TEACH. As a recipient of the TEACH Scholarship, the applicant would have to pay 10%, the sponsor 20%, and TEACH pays 70%.

A motion was made and approved at the Finance Committee meeting that if Work Force was unable to obtain the Grant and the applicant was unsuccessful in obtaining the TEACH Scholarship, that the Coalition will contribute \$325/student of the remaining \$650, provided the student would have originally been eligible under the Work Force Grant criteria. To support the Coalition's contribution, the employer would commit to funding \$200/student and the student would then be responsible for \$125.

John Burns asked if any providers in attendance had any questions about what Prudence just shared. No one responded.

It was further noted that the cost includes the books and two outside observations. Additionally, the credit hours can count towards an AA degree. Santa Fe Community College offers this course for \$1350 without books.

Randy asked about the finalization of the Envision contract for the Accounting system. Mary Anne indicated that there is still a little work that still needs to be done and the conversion of data is yet to be completed. The services will continue with the Partner that resigned from Envision, Inc.

Program Quality Committee Report

Nancy Roberts shared that the Program Quality committee met on August 13, 2003, to review proposals to pilot the DLM express. There were no provider applications from Hamilton or Union; the distribution of kits was altered in the awards. The focus of this pilot was to fund programs that had the largest number of 4 year olds that could be impacted. Training for centers receiving awards will be held on September 6, 2003 from

8:30 – 11:30. Location for the training will be finalized and forwarded to appropriate individuals. Training is mandatory for receipt of the curriculum.

Nancy Roberts shared that the vision machines purchased by the Coalition have been most helpful. They are being checked out through FDLRS/Gateway for all counties except Union. Union County will access use through FDLRS/NEFEC.

A list of resource materials was distributed to the committee for information. These items are available for check-out through the Coalition office. If providers want or need any of the materials, they can call Melissa McGee at the Coalition meeting.

Nancy Roberts shared that the Peabody Picture Vocabulary Test Training has been rescheduled to October 15, 2003, from 1:00 – 4:00 at the Columbia County School Board Student Outreach Services Building in Room 153.

In addition, the Program Quality Meeting will meet again to plan for the next conference. The meeting date and time will be forwarded to Board members and other individuals serving on this committee. The conference is scheduled for November 1, 2003, at Camp Weed. Nancy Roberts apologized for the conflict with other activities on that date, but indicated that it was the only date Camp Weed had available.

Partnership Coalition Analyst Report

No report was provided since there was not a representative from the Partnership in attendance at today's meeting.

Action Items:

Proposed Board Action – Item #2002-081 – Membership

This item was moved up in the agenda after the approval of minutes. Prudence Pate shared that Jeanne Duffy serves as Director of Head Start for Union County and has expressed an interest in serving on the Board. She previously met with the Executive Committee. Prudence Pate shared that Jeanette Peters has resigned from Suwannee Valley 4Cs effective September 30, 2003 and will no longer serve as Head Start Director for the other four counties in the Coalition. This will leave an open space on the Coalition for the required Head Start representative. Prudence Pate shared that she and Jeanne Duffy have talked with Francesca Whitener and agreed that if Jeanne Duffy serves on the Board, they will work together to maintain an open line of communication.

Prudence Pate also shared that John Chastain, Florida Crown Workforce assumed the representation of Workforce on the Coalition, but has been unable to attend due to personal reasons. Mike Deming expressed an interest in returning to the coalition now that other responsibilities have been released from him and the coalition is meeting in various counties. This affords him the opportunity to participate more actively and he would like to be reappointed.

A motion was made by John Burns and seconded by Nancy Roberts to approve Jeanne Duffy as Head Start representative and Mike Deming as Workforce Representative to serve on the Coalition Board. The motion was approved unanimously.

Comments

New Business – John Burns requested that the minutes reflect that there is not a Partnership Analyst or a member from the Partnership Board in attendance at this meeting. He feels that it is disheartening for our Coalition. Randy Cox indicated that we have not had a representative at the last three meetings of the Board.

Agenda Items for October

Follow up by Pam Norman and Jeanne Duffy to provide information shared at the Universal Pre-K meeting at the next board meeting.

Conference Plans Update

Fair Booth

Public Comment

Owner of Aunt Marsha’s Daycare thanked the Board for being chosen for DLM pilot site. She also expressed her appreciation for the number of children being served by the Coalition. She wanted to publicly apologize for her lack of understanding about the availability of the quality dollars. She felt like the request for proposal was “over her head”. She wanted the Board members to know that she would always want to take advantage of opportunities to better her center.

Angela from Happy Heart asked if everyone that applied to be a DLM pilot site was selected. Sheryll Walker indicated that the ones that were selected had to at least have eight 4 -year olds that would be served through the pilot. Angela indicated that both of her centers had applied but she had not received anything. The Committee indicated that they did not receive her applications. Angela indicated that the proposals were delivered to the Coalition office. She agreed to follow up with the person that delivered them to find out which Coalition staff member they were given to. Prudence Pate agreed to follow-up with office personnel as well. Angela also asked if information pertaining to the curriculums could be shared so that other providers could purchase them for their children.

Jessie Durham from Love and Learn asked the Coalition to consider having a subcommittee of providers to assist Board members with information dissemination to better help providers understand what is going on. John Burns shared that this was a good idea but he thought that was the purpose of the provider meetings. Jessie shared that she’s been involved for over many years and they just don’t speak up when they should. John shared that if they are public for profit, they have to speak up for themselves and take some ownership. John Burns shared that he didn’t know how much more the Coalition or Board could do to meet the needs of the providers. He further stated that regardless of what the Coalition did, he thought there would be providers that wouldn’t ever be professional enough to achieve the level of her center. Randy Cox and Prudence Pate indicated that it seemed that more business was conducted after the

meetings in an informal question/answer at the last meeting than was conducted in the official part of the meeting. Randy Cox encouraged Board members to attend more of the provider meetings if possible. Prudence Pate shared that having the Coalition staff attend last time was helpful. John Burns suggested that we restructure the provider meetings as a compromise to the issues that Jessie raised today. John Burns further stated that the providers had a representative on the Board that they do not appear to be using to express their concerns. Sheryll Walker indicated that she is only getting phone calls from one person. When she tries to follow up, she gets nowhere. Angie shared that in the past, if they had a question, they were given a cut and dry answer with no discussion. If they did try to provide input, there were repercussions for their centers; therefore, over the years they have learned that it is best not to voice too many concerns. Randy shared that the Coalition would work to restructure the provider meetings and the information disseminated to better meet the needs of the providers. Sheryll Walker pointed out that the information regarding how every dollar is spent and what is being done is now available and accessible for all providers. This should encourage them to participate and share when given the opportunity. Prudence Pate finalized the discussion by sharing that every provider will have a Coalition staff member as an analyst enabling the provider to utilize this method of communication to funnel questions and obtain needed answers to questions.

A discussion ensued regarding providers appointed to Coalition Standing committees. Prudence stated Anna Friar was on Program Quality Committee and Jessie Durden is on the Monitoring Committee.

Jessie also shared that she is getting paperwork for many different providers since so many of them have familiar daycare names. She is currently forwarding the paperwork to the appropriate parties. She requested that Prudence help with this issue.

Mike Deming asked if we had a grievance procedure that the providers could use if they had any issues. Randy shared that he felt it was more fear for voicing concerns than actual grievances on behalf of providers. Mike Deming said our Board was the most pleasant Coalition Board of any he attends.

A motion to adjourn was made by John Burns and seconded by Gil Roser. The meeting adjourned at 10:55 a.m.