

GATEWAY SCHOOL READINESS COALITION, INC.

Thursday, March 6, 2003

Minutes

Members Present: John Burns, Randy Cox, Chris Bond, Sandy Looney, Carol Milton, Sharon Mooneyham, Pam Norman, Jeanette Peters, Gil Roser, Sheryll Walker and John Wheeler.

Members Absent: Mike Deming, Hugh Giebeig, Carlton Faulk, Lorenzo Mills, Nancy Roberts and Francesca Whitener.

Others Present: Janet Balance (Pride and Joy), Wendy Bray (Learning Station), Marie Brian (FDLRS), Sherry Bullard (Children's Workshop), Anna Carroll (Columbia County School Board), Janora Crow (Even Start), Jessie Durden (Love and Learn), Anna Friar (Chatterbox), Darlene Galloway (Douglass Center), Elizabeth Skipper (Suwannee County One Stop), Lisa Walker (Mayo), Michelle Ward (SV4Cs), Michael Reneke (Coalition Analyst), Prudence Pate (Executive Director), Mary Anne Norris (Finance Director) and Beth Turner (Operations Manager).

Welcome: John Burns, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:10 a.m.

Approval of Minutes:

The minutes from the regular board meeting held Thursday, February 6, 2003 were submitted for review and approval. A motion to approve the minutes was made by Pam Norman and seconded by John Wheeler. **The motion passed unanimously.**

The minutes from the special board meeting held on Friday, February 14, 2003 were submitted for review and approval. A motion to approve the minutes was made by Randy Cox and seconded by John Wheeler. **The motion passed unanimously.**

The minutes from the special board meeting held on Thursday, February 20, 2003 were submitted for review and approval. It was noted that the last special board meeting was held on February 14, 2003, the minutes state February 12, 2003. A motion was made by Randy Cox and seconded by Sandy Looney to accept the minutes with the correction of the date. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of February was submitted by Randy Cox, Treasurer. Distributed for review was a profit and loss detail report, an expenditure report and a fixed asset report.

John stated that the enrollment numbers from SV4Cs indicated an increase in enrollment. The report showed that school based enrollment was at 341 as of January 31, 2003. As of March 3, 2003 the total number of children enrolled was 2256. This is up 76 children from the week before.

Michael Reneke stressed the numbers John presented were not reflected on the Statewide Reporting System, so he could not verify the numbers.

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Approved _____ Denied _____
Date _____

REPORTS

Executive Director's Report: The monthly report was presented by Prudence Pate to include the following information:

- Transition – the previous plans for transitioning services effective July 1, 2003 were accelerated to March 14, 2003 due to the termination of the current contract with Suwannee Valley 4Cs.
- Securing Staff – positions have been posted and advertised according to the approved organizational chart. Interviews are ongoing this week and hiring is scheduled to begin early next week.
- Facilities – office space in the same complex that the Coalition office is currently in has been acquired to serve as the Resource and Referral, Eligibility, Education, Training, Monitoring and Case Management. The office will be complete in the coming week for operation to begin March 14, 2003.
- New employees – two new employees have been added to the Coalition Staff. Beverly Scott as Administrative Assistant and Lynn Williams as Data Entry Clerk. The Coalition has also entered into agreement with Evelyn Perkins as an Administrative/Fiscal Consultant.
- Contract Monitoring – the Coalition has a requirement to complete monitoring of all contracts within the contract year. Due to the termination of the contract with SV4Cs, this process must be complete before the termination date.
- Parent Fee Reconciliation – Evelyn is very close to completing the research necessary to reconcile the parent fees for the school-based sites. Coalition Staff will be contacting the school district Coalition representative very soon to complete this process.
- EFS (Data System) – Coalition Staff has explored various options for securing access to the data system for processing payments. Staff has engaged in conversation with Episcopal Children's Services regarding the possibility of a host site. The Coalition was able to secure dial-up access to SV4Cs. Long term, permanent plans for the database are to be determined.
- File Duplication – the process of copying/duplicating files at SV4Cs is ongoing.
- Resource and Referral/Quality Initiatives Contracts – both agreements are currently held with SV4Cs and the Florida Children's Forum. Due to the Coalition's decision to assume all services at the Coalition level, both contracts will be initiated with the Coalition effective April 1, 2003.
- Providers – the first provider meeting for informational purposes was February 18, 2003. The second provider meeting will be Tuesday, March 11, 2003.
- New Providers – Staff has received numerous calls from new providers. Some are established providers, but have not been involved in subsidized care; others are providers who are opening new facilities.
- Staff Participation – Coalition Staff is participating in Interagency Council meetings where available. Staff is also participating in FDLRS Screenings over the next few months.
- Training – Staff participated in a Technical Assistance Forum held February 25 – 26, 2003 in Orlando entitled School Readiness in Action: Fundamentals of Program, Planning, Financing and Evaluation.

- Upcoming Events – a Spring Provider Conference is being planned. Nancy Roberts and Sheryll Walker have agreed to lead the planning process for this conference.

At this time Sheryll Walker gave an update of the Spring Provider Conference planning. She stated that the conference was going to focus on birth to two year old. A date has not been set yet, but right now it looks like Saturday, April 26, 2003 or any Saturday after April 26, 2003. Coalition members and providers were encouraged to join the committee. Coalition member, Carol Milton and Provider, Anna Friar volunteered to participate on the Conference Committee.

Executive, Finance and Contract Committee Report:

On Tuesday, February 11, 2003 the Executive, Finance and Contract Committee met. The purpose of this meeting was to discuss the market rate extension, the waiting list and the contract with SV4Cs. A motion to approve the minutes was made by Randy Cox and seconded by Pam Norman. **The motion passed unanimously.**

Partnership Coalition Analyst Report:

Michael Reneke stated that the Coalition has three issues to focus on: 1) resource and referral, 2) options for delivering EFS system and 3) non-direct services and how that works.

Michael stated that the Florida Children’s Forum has requested written approval or disapproval from the Partnership on the Resource and Referral contract. He explained that if changes are going to be made to sub-contracts it has go through the Partnership.

Action Items:

- Membership – Proposal # 2003-054

The recommendation was to:

1. Extend the termination date to June 30, 2004 for Gil Roser in an effort to maintain board continuity through out the transition phase.
2. Approve the appointment of Paula Williams as school board appointee replacing Brenda Graham for Hamilton County.
3. Accept the resignation of Michelle Turner, Lafayette County.

A motion was made by Carol Milton and seconded by Chris Bond to approve the recommendation. **The motion passed unanimously.**

- Group Health Plan – Proposal #2003-055

The recommendation was to approve the recommendation of Staff to purchase the Blue Cross Blue Shield of Florida Plan 606 for employee coverage.

A motion was made by Randy Cox and seconded by Pam Norman to approve the recommendation. **The motion passed unanimously.**

- Sliding Fee Schedule – Proposal # 2003-056

The recommendation was to approve the adoption of the revised Sliding Fee Schedule (Option B – Standard Income Guidelines with standardized parent fees), which establishes a co-payment for parents based upon their ability to pay according to family income.

A motion was made by Chris Bond and seconded by Sheryll Walker to approve the recommendation. **The motion passed unanimously.**

- Signature Authority – Proposal # 2003-057

The recommendation was to give signature authority to the Executive Director for purchases up to \$5,000.

A motion was made Carol Milton and seconded by Chris Bond to approve the recommendation. **The motion passed unanimously.**

- By-Laws – Proposal # 2003-058

The recommendation was to approve the language revisions related to “family” to define family as “immediate family (parents, spouse, siblings and children).

At this time there was discussion about the proper procedures of changing the by-laws. Jeannette Peters indicated that the current by-laws require a first reading and notice of the meeting.

A motion was made by Chris Bond and seconded by Pam Norman that this be considered the first reading of the change and the vote on the change be taken at the next board meeting on April 3, 2003. **The motion passed unanimously.**

- Quality Initiative Work Plan – Proposal # 2003-059

The recommendation was to approve one of two options for continuing the quality services through the Quality Initiatives Contract with the Florida Children’s Forum as follows:

Option 1: Assume the Quality Initiative work plan as written by SV4Cs (with Coalition approval).

Option 2: Develop a revised Quality Initiative work plan indicating the utilization of Quality Initiative funds. This option requires approval of a revised plan and submission to the Florida Children’s Forum.

A motion was made by Sheryll Walker and seconded by Pam Norman to refer Option 2 to the Plan Writing Committee for 4th quarter and give final approval to the Contract Committee by March 28th. **The motion passed unanimously.**

- Executive Authority – Proposal # 2003-060

The recommendation was to give authority to the Executive Director to implement all services delivered as previously approved by the Board. This includes, but is not limited to, hiring, writing, and publishing job descriptions, setting salary ranges, developing budgets and office set-up and procedures. Upon approval of said recommendation, the Executive Director will be required to report to the Coalition on a monthly basis regarding the implementation and management of such services.

A motion was made by Chris Bond and seconded by Jeanette Peters to approve the recommendation as written. All voted no. Motion failed.

A motion was made by John Wheeler and seconded by Gil Roser to approve the recommendation as written with stipulation that the authority will expire in six months and the salary ranges will be referred to the Finance Committee for final approval. **The motion passed unanimously.**

New Business:

Sandy Looney asked if letters were sent to those providers who received rate extension to March 31, 2003. Michelle Ward with SV4Cs said she would look into it and get back with Sandy.

Agenda Item for April:

- By-Law Revision
- Conference Update
- Quality Initiative Revised Plan
- Monitoring Report

A motion was made by Pam Norman and seconded by Randy Cox to adjourn the meeting. The meeting was adjourned at 10:40 a.m.

The next meeting will be held, Thursday, April 3, 2003 at 9:00 a.m., at the Columbia County School Board Administrative Office, SOS Building (Student Outreach Service Center), Room 153, 528 West Duval Street, Lake City, Florida.