

GATEWAY SCHOOL READINESS COALITION
Thursday, July 25, 2002
Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Pam Norman, Jeannette Peters, Nancy Roberts, John Wheeler, Sandy Looney, Francesca Whitener, and Marilyn Rossborough,

Members Absent: Gil Roser, Hugh Giebeig, Brenda Graham, Jean Graham, Sheryll Walker, Carol Milton, and Mike Deming.

Others Present: Anna Friar, Michael Reneke (Partnership Contract Manager), Roger Williams (GSRC Fiscal Admin. / Contract Manager), Prudence Pate (GSRC Executive Director), and Kelli Strawder (GSRC Admin Assist.)Janice Dunlap (Partnership Contract Manager.

Welcome: John Burns, Chair, welcomed members and guests. Also, he extended thanks and gratitude to Nancy Roberts for her dedicated and committed work as Coalition Chair during the past fiscal year. The meeting was called to order at 9:10 a.m.

A quorum was declared.

Approval of Minutes: The minutes from the regular board meeting held June 6, 2002 were submitted for review and approval, as well as the two Finance and Contract Committee meetings held on June 18 and 19, 2002. Minutes from the Contract Committee meeting held on June 24, 2002 were also presented. The Executive Director also distributed an attachment to the Contract Committee Minutes from June 24, 2002. This attachment was a narrative outlining the effects of parent fee procedures for the new year. The Contract Committee unanimously approved to revert to the previous method of parent fee collection for the subsidized childcare program. The parent fees will be deducted from the providers' reimbursement on a monthly basis instead of reimbursement being made at 100%. It is still a requirement for all providers to collect parent fees. A motion was made by Francesca Whitener and seconded by John Wheeler to approve the minutes as presented. **The motion passed unanimously.**

Financial Report: Randy Cox, Treasurer, presented the financial reports for June 1, 2002 through June 30, 2002. A motion was made by Francesca Whitener, and seconded by John Wheeler to approve the report as presented. **The motion passed unanimously.**

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

The Executive Director reported attendance at the Florida Partnership's monthly board meeting, held on July 16, 2002. Prudence Pate, Sheryll Walker, Francesca Whitener and Roger Williams represented the Gateway Coalition. Minutes from the Partnership Board Meeting were included.

The Executive Director also reported attendance at the Technical Assistance session held on July 17, 2002. The session presented information relating to assessment and screening to include Performance Standards, Principles of Assessment, and Kindergarten Screening and Assessment Coalition attendees were Prudence Pate, Pam Norman, Sheryll Walker and Roger Williams.

The Executive Director notified the coalition of a Pre K curriculum (Doors to Discovery) purchased by the Coalition, to be used by providers within the Gateway School Readiness Coalition area. Any curriculum and/or training provided by the Coalition is not mandatory, but made available as a resource as needed.

The Executive Director's report also mentioned the Invoice Training Session that is currently being developed for attendance and invoicing at the school districts.

Contract Negotiations were all completed by June 20, 2002.

Coalition Contract Manager's Report: Roger Williams presented the Contract Manager's report to include:

- District Contracts were negotiated and signed successfully.
- Data Processing component has been integrated into the SV4C's
- Contract Monitoring completed during June. Looking at the new District contracts indicates that there is more documentation needed for '02 – '03 Monitoring.
- Still awaiting word from the Union County School Board regarding staff employment in order to provide benefits.

Central Agency Spending Trend and Enrollment Report: Francesca Whitener presented the report, which indicated a projected amount of \$ 183,000.00 unexpended at the end of the FY '01 – '02. Michael Reneke added that if they are within 3% of the funded amount at FY-end closeout, the money could be retained as unrestricted funds.

Monthly Program Reports: Kelli Strawder presented monthly program reports, which included some concerns expressed by Suwannee Co. School District regarding possibly adding another Pre K class in order to accommodate the migrant population.

There are concerns over the increase in WAGES and Protective Supervision clients being referred in the subsidized Childcare programs.

There is a need for clarification on whether or not to allow rate increases with providers. Providers have some specific problems with the new parent fee procedures, which were addressed in the Minutes from the Contract Committee Meeting held July 24.

Partnership Contract Manager's Report: Michael Reneke presented the report and introduced the new Contract Manager, Janice Dunlap. He also stated that there is still a lot of reorganization happening on the state level as to the responsibilities of contract managers.

FDLRS Screening: Postponed until future meeting.

Action Items:

- **Proposed Bylaws revisions #2002-021:**

Deletion of Section 8 in Article II. Section not compliant with Government in the Sunshine Law. A motion to approve was made by Randy Cox and seconded by Francesca Whitener. **The motion passed unanimously.**

- **Market Rate '02 – '03 #2002-022:**

Monumental changes were made to the Rate Schedule regarding unregulated Family Care Homes and Informal Care situations.

Rates for Registered Homes were dropped considerably, reflecting the Coalition's acknowledgment that unregulated, unlicensed, unaccredited child care providers should not be reimbursed at the same rate as licensed and accredited facilities who are striving to provide quality child care. This step by the Coalition Board will hopefully provide true incentive for unregulated, unlicensed caregivers to become licensed and take the necessary steps to become quality childcare providers.

It was noted that the Central Agency would be available to assist these providers with the information and the resources they need in order to become licensed caregivers.

Jeannette Peters suggested that a press release might be in order, given the impact that this decision will have on the childcare provider community.

A motion to approve the market rate for the fiscal year 2002-2003 was made by Jeannette Peters and seconded by John Wheeler. **The motion passed unanimously.**

A motion was made by Randy Cox to make the approved market rate effective August 1, 2002, and implement the reduced rates for Registered Homes effective January 1, 2003. Nancy Roberts seconded the motion. **The motion passed unanimously.**

- **Provider Assessment Tool #2002-023:** Staff recommended that a committee be appointed to develop and implement an assessment tool for use in on-site monitoring of contracted childcare sites. The coalition members recommended for the committee are:

1. Sandy Looney (Chair)
2. Marilyn Rossborough
3. Francesca Whitener
4. Pam Norman

A request to include childcare providers for input on the committee was made. A motion to approve the appointment of the committee was made by Chris Bond, and seconded by Jeannette Peters. **The motion passed unanimously.**

- **Proposed Plan Committee Meeting #2002-024:** A meeting was scheduled for August 1, 2002 at 3:00 p.m. at SV4C's. No motion or second was required for this item of action.
- **Coalition Point of Contact for Partnership #2002-025:** The proposed point of Coalition contact for the Partnership is Prudence C. Pate, Executive Director. In her absence Roger Williams, Coalition Fiscal Administrator/Contract Manager is to be the initial point of contact for the Florida Partnership. Emails and correspondence should be sent to both of the approved contacts. Additionally, it will be requested that the Partnership conduct all contact through the Partnership's Contract Manger assigned to the Gateway School Readiness Coalition, Inc. A motion to approve was made by Francesca Whitener, and seconded by Chris Bond. The motion passed unanimously.
- **Proposed Contract for Coalition Employees:** (Moved to Discussion Item).
- **Coalition Signature Authority #2002-026:** After some discussion on this item it was recommended that the Coalition Treasurer, Randy Cox and the Coalition Executive Director, Prudence Pate have check signing authority. In the absence of one or the other, the Coalition Chair, John Burns will have the authority to sign. The one exception to this policy will be checks made payable to the Executive Director. The Treasurer and the Chair will sign these checks. By default, the Vice-Chair would have signature authority in the absence of the Chair. The motion to approve this proposal was made by Francesca Whitener, and seconded by Jeannette Peters. **The motion passed unanimously.**

- **Proposed Contract Negotiation Schedule for 2003-2004 #2002-027:** Roger Williams, Contract Manager, presented the Coalition with a proposed contract negotiation schedule for '03-'04. He stressed the importance of implementing a time line in which to proceed with next year's negotiations.

Upon approval, the schedule will be forwarded to the Florida Partnership for School Readiness. A motion to approve the negotiation schedule was made by Francesca Whitener and seconded by Nancy Roberts. **The motion passed unanimously.**

- **EFS/Invoicing Contract #2002-028:** The Contract Committee made a recommendation to the Coalition to amend the Central Agency's contract to provide data processing and invoicing services for the school districts in the Coalition service area. Final approval of the amendment will be pending the Contract Committee's approval of the Central Agency's line-item budget for this service. A motion was made by Randy Cox to approve the recommendation and seconded by Chris Bond. **The motion passed unanimously.**

Discussion Items:

1. Prudence Pate asked the board members if there were any changes they would like to see in the Monthly Program Reports. No changes were recommended. There was only a suggestion that the monthly summaries continue, and that they include the barriers, concerns/questions and activities for each month.
2. The contract for Coalition Employees is still in the process of negotiation with Union County School District.

New Business:

Quality Initiatives – Francesca Whitener announced to the Coalition that quality initiatives are being provided through the *Florida Children's Forum* this year. A form to report outcomes and measures will be due by the 15th of the month, and requires Coalition Chair approval.

School Based Eligibility Issues – Pam Norman, (Coalition Board Member) asked for clarification on the issue of eligibility concerning two-parent homes, with only one working parent. Historically, Pre K EI only required one working parent. With the repeal of the Pre K statute, Early Intervention children will be categorized as Working Poor, which requires both parents working in a two-parent home. Coalition recommends serving these children until further clarification is made and/or rules are developed.

There were also two children who live in the Baker and Bradford County, but enroll in Union County School Readiness EI. In both cases, the families live closer to Union County, but actual residence is in Baker or Bradford County. The Coalition suggested voucher processing for those two children, in order for them to receive care in Union county.

Meeting adjourned at 12:10 p.m.

The next meeting will be held, Thursday September 5, 2002 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.