

Early Learning Coalition of Florida's Gateway, Inc.
Board Meeting Minutes
Columbia County School Board, Room 130
Lake City, Florida
May 10, 2006

Members Present:

Chris Bond, John Burns, Charles Carroll, Hugh Giebeig, Sandy Looney, Carol Milton, Jennifer Roberts, Nancy Roberts, David Rountree, Kathleen Townsend, Sheryll Walker and John Wheeler.

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) and Heidi Moore (Executive Assistant)

Members Absent:

Anita Franklin, John Hewett, Bill Howard, Linda Johns, Raymond Logan, Marion McCray, Richard Mitchell, John Pierce, Michele Ward, and Paula G. Williams.

Welcome and Call to Order

John Wheeler called the meeting to order at 9:07 a.m. Sheryll Walker led the Pledge of Allegiance.

John Wheeler informed the members that Dr. Logan will be attending the statewide Executive Director's meeting on May 18th and that he will be attending the meeting of the Coalition chairs on May 19th. They would like to give Gateway Coalition members the opportunity to share any comments or questions that they would like have addressed at either of these meeting. Mr. Carroll would like to have them address the concerns relating to summer VPK and the impact of the school systems being mandated to offer VPK with a limited amount of child participation.

Mr. Wheeler reminded the Board that we still need to replace Richard Mitchell on the Board. He has requested to be replaced due to lack of time to devote to the Board. Current members have been asked to look for a replacement, preferably in Hamilton or Union Counties to keep representation of all counties. Dr. Logan was given a name of a person by David Rountree but she has declined the offer. Dr. Logan will contact Mike Deming for a potential member from Gold Kist and David Rountree will supply a contact at PCS.

Board Meeting Minutes (4/12/2006)

John Wheeler 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.

Executive Committee Minutes (5/8/06)

Kathleen Townsend's name was omitted from the attendance roster. She was in attendance at this meeting. John Wheeler reported that there were many items for discussion. Two of the items will be presented as Board Actions.

- The School Readiness budget was discussed and seems to be on target. Dr. Logan reported that the 2, 3 and 4 year olds are being enrolled from the waiting list.
- There are several Quality mini-grants still outstanding. The providers have until the end of May to claim them, or else they will be forfeited. The Quality Committee will determine how the forfeited funds will be spent.
- John Burns explained that, since the cost of health insurance has risen yet again, the Executive Committee approved an increase of \$500 from the Coalition toward the employees' health insurance benefit. This changed the Coalition's contributions from \$3000 to \$3500 per year.
- John Wheeler explained that the Committee wanted to replace the debit card with credit cards. The limit needed to be increased due to the volume of travel and expenses in any given month.
- John Burns explained that the landlord (Westfield Group) would only lease us the available space if he could substantially increase all existing leases as well. The subject of moving office space is closed.

Ad Hoc Policy and Procedures Committee (4-26-06)

John Wheeler explained that this committee went through the Employee Policy and Procedures Manual that was submitted by the Deputy Director and reviewed by the attorney. They are still working on some issues with regard to annual leave and vacation and sick time. They will reconvene. There is a Policy and Procedure Manual currently in effect, so there is no reason to hurry the new Manual.

Financial Report - April

- John Burns highlighted the points of interest on the income/payables statement for School Readiness.
 - The annual licensing fee for our accounting software was paid.
 - Shannon explained that the line for Payments to Providers is higher because it includes payments for mini grants as well.
- Mr. Burns then explained the VPK payables/income statement. The statement was standard for the month.

Board Actions

2006-03 2006 Sliding Fee Schedule and 10% justification.

The parent's portion of the child's cost of care is determined by the parents' ability to pay based on the family income. Every year the Federal Department of Health and Human Services publishes the Federal Poverty Level (FPL) guidelines for determining a family's eligibility for assistance. The Sliding Fee Schedule that the Coalition uses is the same as last year except that we have made adjustments for the current FPL.

This Action is being presented by the Executive Committee. The Board approved unanimously to pass this Action.

- 2006-04 School Readiness Provider Services Contractual Agreement FY 2006-2007
Dr. Logan explained that this contract was presented to the Executive/Finance Committee and the discussion is available for review in the minutes of the meeting. The final version is now being presented to the full Board for approval. Sheryll is extremely concerned about allowing the providers the option of paying back the overpayment of VPK funds with School Readiness dollars. Shannon confirmed that this is the preferred method of repayment as recommended by AWI.
Nancy Roberts had several concerns regarding payments for VPK children that John Wheeler and Dr. Logan will address in their meetings in Tallahassee.
The motion passed unanimously.

Executive Director Report

- AWI-OEL Update –
 - Dr. Logan informed the Board that the VPK allotment was increased to 2560 to allow for a cost of living increase.
 - There is a Rule Hearing on Tuesday on how attendance is done for VPK and Dr. Logan will be attending.
 - Susan Pareigis has resigned as head of AWI, and the Governor has appointed a new director, Linda H. South.
- CCEP – Currently, the only participant is Happy House. There was interest by others but nothing confirmed.

Staff Reports

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

New Business

John Wheeler reminded the Board to keep seeking private sector members.
Dr. Logan stated that the Board meeting schedule for the coming year needs to be confirmed. Sheryll and Kathleen need confirmation of attendance from the members for a “special” board meeting for the entire day in either September or October. The members decided on September 13th from approximately 9:00-3:30.

Hugh Giebeig made a motion to adjourn the meeting.
Meeting adjourned at 10:40 a.m.