

Gateway School Readiness Coalition Meeting Minutes
Gateway School Readiness Coalition Training Room, Suite 140
Lake City, Florida
November 10, 2004

Members Present: John Burns, Kathy Daugherty, Mike Deming, Hugh Giebeig, Sandy Looney, Carol Milton, Richard Mitchell, Pam Norman, Nancy Roberts, Sheryll Walker and John Wheeler.

Others in Attendance: Thomas F. Logan, Ph.D. (Executive Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Carla Eatmon (Enrollment Manager), Heidi Moore (Executive Assistant) and Cindy Kent for Jeanne Duffy.

Members Absent: Chris Bond, Randy Cox, Ray Logan, Prudence Pate, John Pierce, Jennifer Roberts, David Rountree and Paula Williams.

Welcome and Call to Order

John Burns called the meeting to order at 9:15 a.m. Mr. Burns welcomed everyone and asked if there were any public requests to speak that he should put on the agenda for the end of the meeting. There were no requests.

Minutes

John Burns started the meeting with a review of the minutes from the previous board meeting. Hugh Giebeig motioned to approve the minutes and Pam Norman seconded. Motion approved unanimously.

Financial Report

- John Wheeler reported that there was good stability with routine expenditures.
- John Wheeler stated that there are two parts to the Financial Report:
 - The first is the Income Statement for three months to see trends.
 - The second two pages are a general ledger.
- John Wheeler points out the four items Shannon has explained.
 - Supplies are higher due to the purchase of equipment for the monitoring tool. John feels this was money well spent.
 - Copies are higher this month because this is billed quarterly.
 - Travel was increased due the Program Department attending a conference.
 - Sheryll notices the cost for occupancy was lower. Shannon explains it was because the landlord applied our deposit to the rent.
 - John explains the larger amounts on the ledger are quality expenditures. The Quality mini-grants are labeled as such in the description.
 - John Burns asks if they recipients received the funding in a full amount or a portion. Carrie explains that they were given the option to allow the Coalition to purchase for them.

Staff and Committee Reports

Executive Director's Report

- Personnel Update
 - Dr. Logan explained that Carla Eatmon has opted to shift to Senior Analyst and step down as Enrollment Manager. We have classified ads in both the Gainesville Sun and The Lake City Reporter. Dr. Logan asks the Board that, if they know of anyone, to send their resumes. They must have a minimum of 3 years experience in supervision in a department of at least that size (10-12) doing a very complicated business. Tom wanted to thank Carla for all of her hard work. The range is \$30,000-\$45,000.
 - Damaris Neely has joined the staff as an Analyst and is doing very well. She is bilingual and is an asset.
 - Tangela Bell has transferred to the Quality Department as a Specialist I.
 - Ramona Phillips came to GSRC from DCF and is working as a Program Specialist II.
 - The IT Manager will report on Monday. His name is Jessie Tampoc. His former employer Baker County Courthouse gave him rave reviews but let him go upon his notice.

The Organizational Chart has changed but this should be the last change for some time. The Program Department still has an open position but Dr. Logan does not expect to fill it this year due to all the new staff in this department.

- Taylor County Merger
 - Dr. Logan had an email and conversation with Sharon Hathcock. The Taylor County Board met again with the other Coalition option (AMC). Taylor County is not going to make a decision until their regularly scheduled board meeting December 2, 2004.
 - They asked us for a comparison budget to show how our percentages compare to theirs. Shannon defined the billing group abbreviations in the budget for the Board. John Burns wanted Mike Deming to make sure that Taylor County was aware of the cost center being charged for the administration of funds. They have it categorized as Enrollment when in fact it is administrative which then makes their admin budget out of compliance.
 - Mike Deming sits on both Coalition boards, and he and Dr. Logan have had several conversations regarding the merger.
 - John Burns wants to make sure that Taylor County know that this offer is not on an unlimited timeframe. GSRC still has to maintain the integrity of our Coalition. The decision cannot wait until VUPK takes effect.

- Sheryll Walker suggests that if Taylor County has not offered to merge by GSRC's board meeting on December 8, 2004, that the offer to merge be retracted, since the Coalition Plan has to be submitted by February.
- Dr. Logan gave the Board a map of the counties involved in various stages of merger.
- COOP
Dr. Logan reminded the Board to review the COOP and make any revisions or changes to it and return it to GSRC so Dr. Logan can submit the revised version to the Partnership.
- Partnership for Strong Families (PSF)
Dr. Logan met with Dan Wilson and discussed with him our obligation to report absences under the Rilya Wilson law. Tom is scheduled to meet with Anita Franklin and Mariana Cotter who are in charge of our five counties. Dr. Logan made the Board aware of PSF meetings being held in Lake City (11/16) and Starke (11/18) regarding the DCF to PSF transition. GSRC needs a Memorandum of Agreement with Partnership for Strong Families on the Rilya Wilson law. Dr. Logan said that GSRC would retain the policy it has now for reporting the absences of Protective Service children.
- Partnership Board Meeting
 - The Quality Committee needs to set a meeting to complete the Coalition Plan (due 2/15/2005). There is a new format that was presented at the Partnership meeting. Last year the Plan was in table form. The new plan combines narrative with the table format. Dr. Logan informs the Board that there are three options that are acceptable; Table, Table and Narrative or Narrative alone.
 - Fiscal Monitoring for GSRC will be in January conducted by Vessie Felton.
 - The Partnership will be hiring their own IT staff to transition to WEB EFS. In the spring the final transition will be complete. The Partnership is going to develop a School Readiness Information System (SRIS) and phase out EFS. This will be completed by July 2006.
 - There is an additional pre-kindergarten screening being utilized. Dynamic Indicators of Basic Early Learning Skills (DIBELS). Dr. Logan does not think it is developmentally appropriate for five-year-olds, and the Board concurs.
 - John Burns wanted the Board to know that GSRC is an incredible Coalition as compared to the other Coalitions at the meeting.

Deputy Director's Report

LaShone was not present at the meeting; however she asked that Carrie Sapp present these issues on her behalf.

- LaShone has become certified as a Family Child Care Observer. She will not be able to validate our local programs on an official basis due to a conflict of interest; however she is available to inform them.
- Michele Cobb and Julia Koberlein have received their Level II certification as Family Resource Specialists.

Finance Director's Report

- The Quality Mini-Grant amounts were reported. \$55,000 of the \$200,000 has been reimbursed. The names of each center were omitted from the report but are available upon request. They directly correlate to a provider's income and were reported on the General Ledger. Carol Milton asked if there was a deadline for submission. The answer is that there is no deadline except that they must be expended within this fiscal year.
- Shannon reported the Powel & Jones audit is in progress. The onsite work was finished yesterday afternoon. Marion Powell hopes to have the written report presented at the board meeting in December. The Partnership has not yet supplied the information needed for Grants. Mike Deming brought up the need to change auditors every three years. Shannon is talking to the Partnership regarding this issue due to the fact that it is difficult to find a firm with expertise in this field. They suggested she write a proposal to get our new audit contract that would skew it toward selecting a different firm. John Burns suggests we contact the school boards to see who they use. The current contract with Powell & Jones is over after this audit.

Program Manager's Report

- Gateway provides scholarships to all informal and substitute teachers or care givers for family child care homes for a 3-Hour Fundamental of Child Care class. LaShone is certified to teach this class. We had one in October and will continue to do so every other month.
- Mary, Andrea and Claudia, program specialists, gave a USDA Food and Safety Guideline training. It was a huge success. Dr. Logan was very impressed with their performance.
- Mary and Andrea went to a After-School Seminar in Tallahassee and will be doing a provider training from what they learned on November 18th
- The entire Program Department went to the FL Children's Forum 13th Annual Leadership Conference in Orlando.
- CPR/First Aid is an ongoing training offered by GSRC.

Enrollment Manager's Report

- Carla Eatmon presented a Reimbursement Attendance History. Dr. Logan told the Board that in the past GSRC has reported the "unduplicated" count from the EFS system. Shannon brought to Dr. Logan's attention that the EFS count does not correspond to the number of children invoiced. We will begin to report actual numbers to the Board for this reason. The numbers in EFS are not accurate due to the fact that some children are in the system but do not attend and need to be terminated. Dr. Logan asked this history be presented to the board for the last 3 years. The reimbursable attendance has gone down dramatically over the last two years. Since children have been placed from the waiting list, the reimbursable attendance number is now at 1988. There are no 2, 3 or 4 year olds on the waiting list.
- It appears that the population of children under five may be down.
- John Burns reminds the board that 2 year olds cost more; therefore, the financial impact as well as number of children needs to be considered carefully as GSRC enrolls younger children. The funding for the one year olds is even higher.
- GSRC has created a flyer to be distributed to the providers and various sources to notify the community of the open enrollment 2's, 3's and 4's.

- Sheryll states that some of these families are just missing eligibility because of income. Sheryll's concern is that when minimum wage goes up, more families will not qualify for GSRC services.
- John Burns wants to have this issue addressed at the next meeting to vote on changing the sliding fee scale.
- Shannon suggests we see the impact of the open enrollment before we make any changes.
- Richard Mitchell asks if there are any demographics with regard to the number of children under five in the area. Mike Deming said he will have some data to bring to the next meeting.
- BG1 Enrollment has not changed much this month.

Program Quality Committee Report

- Nancy reported that this committee met for approximately 2 ½ hours on a variety of subjects. They discussed developmental screenings since this is required by the Partnership Statute. After much discussion, they realized that providers are using different screening assessments, and many are not doing them at all. It was decided that GSRC would adopt Ages and Stages and let the Enrollment Department assist with these as the parents come in.
- GSRC is going to pilot the LAP-3 Assessment on about 200 four year old children from a variety of centers.
- Dr. Logan will schedule training on Creative Curriculum for Infants and Toddlers in collaboration with LCCC.
- The content of monitoring tool is an ongoing process that will be addressed after the Coalition Plan has been written.
- The Inclusion Conference will be held at LCCC on January 15 in a collaborative effort with GSRC, LCCC and FDLRS. Carol Milton suggested Dr. Lucker who is a Behavioral Specialist as a guest speaker. Sandra Powers of First Steps will be approached to be the keynote speaker.
- The Committee is still looking for a date to discuss the Coalition Plan.
- They discussed how to give parents better advice in R&R without infringing on parental choice. John Burns said that Gladys Wilson said that everything needs to be done in the best interest of the children. We cannot say that one center is better than another but we can tell them about the attributes of the centers with regard to all of them.
- The next Quality Committee meeting is scheduled for November 18 @3:30 pm.

Executive Committee

- John Burns discussed the topics from the meeting. The Committee agreed to compensate employees for absences during disasters.
- The Providers need to be compensated as well however there needs to be a written affidavit for the providers to sign to make sure the monies are being applied appropriately. Sheryll Walker and Tom Logan are going to work on the details as it pertains to providers.

Finance Committee

- John Wheeler had Dr. Logan explain the context of the meeting. Dr. Logan would like to offer another benefit to GSRC staff, the ability to have a 403(b) retirement plan. There is no cost to the Coalition except for the time to cut a check. We are interviewing providers of these plans. John Kasak has presented and one more will come each week for the next two weeks. Sheryll Walker recommends John Kasak because he doesn't have an administrative fee.
- Alarm Systems – The Committee approved a security system for all of the suites.
- The Committee reviewed the budget.
- The Committee discussed the ability for GSRC to utilize direct deposit. However, since then, Shannon has contacted People State Bank, and they do not have that capacity.
- The Partnership has been asking Shannon to break out the funding groups by county. She has been breaking it out by percentage of slots per county. The Partnership is going to accept that method. John Burns wanted Shannon to utilize the formula from the Partnership for our own internal statistical data. Nancy reminds John that this formula was created by our own consultant and the Coalition Analyst at that time. This may not be the same formula that the Partnership uses. Shannon made them aware that, even though this Coalition has five counties, all business is handled out of one office.

Proposed Board Action

Item #2004-022: Proposed policy for payroll and benefit variances due to disaster/emergencies.

John Burns informs the Board that there needs to be a formal policy in place. Mike Deming made a motion to accept this policy. Hugh Giegbeig seconded the motion. The motion carried unanimously.

Information and Discussion Items

The Board will continue to discuss the possibility of amending the sliding fee schedule.

Hugh Giebeig makes a motion to adjourn the meeting.

Meeting adjourned at 11:50 a.m.