

Gateway School Readiness Coalition Meeting Minutes  
Douglass Center Conference Building  
Suwannee County – Live Oak, FL  
October 2, 2003

Welcome and Call to Order – Randy Cox called the meeting to order at 9:42 a.m. Randy asked if anyone would like to address the board regarding items on the agenda or new business. B. Jones, Family Daycare home would like to address the Board regarding grant opportunities. Randy welcomed Tom Imholt to the meeting. Tom is the Lead Coalition Analyst for the Florida Partnership, thus supervises Michael Reneke (Analyst for Gateway School Readiness Coalition).

### **Minutes**

The minutes were presented from the September 4, 2003 Coalition meeting. A motion was made by Ray Logan and seconded by Gil Roser to approve the minutes as presented. *The motion passed unanimously.*

### **Financial Report**

John Wheeler presented the September 2003 financial report.

Several items were noted by the Treasurer to include the following:

- Travel and Expense does not have a detailed report. An update will be provided at the next meeting.
- Fixed Assets addition – It was noted that this expense was higher this month due to the completion of the purchase of our financial software. Payment has been submitted to two different providers of services (Envision Consulting and Integrated Nonprofit Services) due to the transitioning of personnel from one service provider to another. The implementation and training will continue to be conducted by Traci Rinaldo, who was originally with Envision Consulting, but established her own business (INS). The staff and board members involved continue to have a lot of confidence in Traci and the work she is doing.
- The Accounting software has already been purchased. The remaining expenses involved in the accounting system implementation will consist of training. The Coalition anticipates two weeks of training prior to the live implementation of the system, which is currently scheduled for November.
- General Operating Expenses – It was noted that postage expenditures are high. It was indicated by staff that postage is paid for in advance. Additionally, Prudence Pate, Executive Director, indicated that staff is developing a system in-house for weekly mail-out by establishing a provider mail system.
- Mike Deming asked about the possibility of bulk permit. Carol Milton indicated that the permit requires a minimum of 200 items of the same thing to utilize bulk. The Coalition's mail does not consist of the same thing on a daily basis.
- Ray Logan asked why the BellSouth expenditures are charged in multiple places. Prudence shared that this shows the allocation across the budgets. John explained the payment codes and the need to allocate to various programs for effective expenditure and management of all the programs.
- Insurance expenses refer to semi-annual coverage for the year.

- Outside Services include the Coalition Attorney, as needed. The Coalition recently sought legal advice regarding Fair Labor Standards. Additionally, outside services include expenses for a consultant, Evelyn Perkins, whose contract is scheduled to terminate December 31, 2003. We will have no more recurring expenses with JEO, prior technology consultant.
- Quality dollars expended include payments made to Happy House under the Quality Services Agreement. Invoices for the other three Agreements have not been received to date.

### **Staff and Committee Reports**

Prudence Pate, Executive Director, introduced staff members present at the Coalition meeting as follows:

- Melissa McGee, Program Manager, has the responsibility for writing grants, managing and maintaining curriculum, pilot projects, oversight of monitoring and assessments, and collaboration with outside service providers.
- Leesa Lynn, Data Management Specialist, is a huge asset to our office. She has been successful in securing contracts with BellSouth for T-1 internet access, developing data management procedures, and will work with the development of networking the office and managing/maintaining the servers and technological management systems.
- LaShone Surrency, Deputy Director, manages Eligibility and Enrollment and finance department. LaShone has a very strong background in Resource and Referral and the subsidized child care program.
- Heidi Moore, Executive Assistant, assists the Executive Director and other managers in maintaining the daily routine and duties of the office, preparing for meetings, training, presentations, etc. Heidi is a large asset to this coalition as displayed by her strong organizational skills, dedication, and ability to be a positive team player.

### **Executive Director's Report**

- Board Member Binders – Updates are in the binders, related to Board Member Contact List and 2003-2004 CCDF Block Grant.
- Personnel Policy & Procedure Update - Organizational Chart revised; Job positions deleted to include Monitoring Specialist and Accounts Payable/Payroll Clerk. Monitoring duties will be completed by Analysts and the Accounts Payable was deleted due to the creation and implementation of the Accountant I position.
- Fair Booth – The Coalition was able to secure a booth for the fair in collaboration with FDLRS. Beverly Scott (GSRC) has worked hard organizing the scheduling and ordering materials. A committee meeting needs to be scheduled to complete the planning process. Committee members include Janet Driggers (FDLRS), Mary Anne Norris (GSRC), Chris Bond, John Burns, and Beverly Scott (GSRC).

- Plan Update – The plan was approved at the Partnership Board Meeting on Thursday, September 18, 2003. The Grant Award is scheduled for 10/1/03 (more from Coalition Analyst).
- Member Orientation Update – Completed by the Florida Children’s Forum and the materials have been received. The presentation will be previewed at the conclusion of today’s meeting.
- AWI – Inspector General’s Office Update (Transfer of Property). The transfer of property was scheduled by AWI-OIG for Friday, September 26, 2003; however, SV4Cs indicated they were not available for that date due to the need for SV4Cs board to approve transfer of items less than \$1,000. In continuation, the OIG is working on completing the actual transfer. A copy of the final report of AWI – Office of the Inspector General is attached in board packet – bound report.
- Coalition Audit by Auditor General and OPPAGA – The Auditor General’s audit is complete – no report has been received to date. We completed the OPPAGA questionnaire and returned to OPPAGA for compilation in their report to the Legislature (attached).
- Provider Meeting – October 7, 2003
  - 6:00pm – The Douglass Center Conference Building, Suwannee County, Live Oak, FL
  - Speaker – Sandy Looney – DCF Licensing
- Enrollment Update
  - As of September 8, 2003, total enrolled = 2,305
  - Staff conducting employment verification – many terminations were due to non-compliance
  - Increase in at-risk referrals
  - Expect continued increase due to Rilya Wilson Act
- Interagency Agreement – DCF – Rilya Wilson Act – A Conference Call was held with DCF to develop an interagency agreement for the implementation of the Rilya Wilson Act. Those participating included LaShone Surrency, Carla Eatmon, Laura Trowell, and Prudence Pate from the Coalition. Others included Child Care Resources (Betty Flagg), PWD Solutions (Cindy Grable-Miles), and Episcopal Children’s Services (name unknown).

The Gateway School Readiness Coalition’s response to the draft agreement was completed by Laura Trowell and Prudence Pate and is attached in your board packet. This process was ceased due to the direction of legal and the need to review from the Florida Partnership.

- Public Awareness – The Coalition placed an ad in Lafayette County for School Readiness services (attached).
- Upcoming Dates
  - Tuesday, October 7, 2003 – Provider Meeting, Live Oak, FL 6:00 p.m.
  - Tuesday, October 14, 2003 – Staff R&R Evaluation 1:00-5:00, GSRC
  - Monday, October 13 – Tuesday, October 14, 2003 – Infant/Toddler Symposium, Orlando, FL
  - Wednesday, October 15 – Friday, October 17, 2003 – Florida Children’s Forum Annual Conference, Orlando, FL
  - Wednesday, October 15, 2003 – Universal PreK Meeting, Final Report, Tallahassee, FL, 9:30-3:30
  - Wednesday, October 15, 2003 – Peabody Picture Vocabulary Test Training, CCSB – SOS Bldg., Rm. 153, 1:00 – 4:00 (providers and GSRC staff) PPVT training – open to all providers. Final count for attendance is due by October 6. This is assessment for children. Carla Eatmon will train the staff that are unable to attend. Training is from 1:00 – 4:00.
  - Tuesday, October 21, 2003 – Universal PreK Meeting, State Board Meeting, TBA
  - Tuesday, October 28 – Sunday, November 2, 2003 – Columbia County Fair
  - Saturday, November 1, 2003 – GSRC Conference, Camp Weed, Live Oak, FL

### **Operations Manager Report**

Melissa McGee reported submission of two grants for the 3 to 5 years old. It is expected that we will receive the Coalitions Coming Together Grant that will fund the PALS – anti-violence training, targeting the service of 5,000 children.

The Resource Library is up and going and available for checkout. Thanks to Nancy Roberts for collaboration with DOE for free resources and supplies.

We are currently working on the November and January provider conferences. If providers or Coalition members have a specific training need, please let Melissa know.

Training for the DLM Express Curriculum has been completed and is being piloted by 15 providers. Providers in attendance totaled 49. For accountability and tracking of the dollars, the DLM reviews will be conducted soon by staff. Hugh Giebeig requested clarification regarding the name of DLM. Jeanne Duffy shared that it is Direct Learning Material. Darlene Galloway indicated it is a subdivision of SRA. Melissa indicated that while staff are monitoring, they will be taking pictures so please have releases.

### **Universal PreK Council Report**

Jeanne gave an update pertaining to the status of the Universal PreK Council. The meeting held October 1, 2003 addressed the issue of governance of the UPK program.

Discussion continues to indicate the placement of UPK under a Chancellor for Early Education in the Department of Education. There was also discussion surrounding the need for an Early Childcare Advisory Board with reporting requirements to advise the Chancellor.

Other discussion from the UPK Council meeting included having local Board of Trustees involved that do not have a vested interest in early childcare, conflicting board members abstaining from voting, and allowing more flexibility in membership requirements to allow retired individuals to participate on local coalitions. This will be one of the recommendations to be made to legislative. Discussion clarified the need to maintain current members with the addition of Family Child Care representation.

The committee reviewed the CDA requirement indicating the need for classrooms to have one staff with a national CDA and one staff with a CDA equivalency. It was determined that Florida's CDA requirement meets and/or exceeds the national requirements except for the requirement mandating ongoing continuing education. There was also discussion concerning revising funding, so that higher qualified instructors would receive more funds.

Prudence inquired about the latest development concerning funding of the UPK program. Jeanne replied there was no discussion concerning funding; the plan and the charge is for the legislature to determine the funding issues. However, it was estimated that the amount of funding needed for the implementation of UPK varied from \$450 million to \$625 million.

Jeanne reminded all members that information is available daily on the UPK Council website. [www.upkcouncil.org](http://www.upkcouncil.org) Prudence asked Lisa to add this link to the Coalition's website. Sandy requested a link to DCF licensing/childcare also be added.

### **Executive Committee Report**

The minutes from the October 1, 2003 meeting were reviewed. Providers in attendance were made aware that reimbursement checks would be available by the 20<sup>th</sup> of each month following the month of service; however, in the event the checks are ready early, providers would be notified and checks would be distributed.

### **Program Quality Committee Report**

Sheryll gave an update concerning the conference. Pam Phelps will be the keynote speaker for the conference on November 1st. John Wheeler has agreed to do another session by popular demand. Circle time by PreK teachers from Westside were also asked to present again.

Janet Ballance (Pride & Joy) made available information pertaining to USDA session available for directors or designated staff. Janet Allen will be doing this session.

The conference will be held from 7:45 am – 3:00 pm. Lunch is included and the conference will be provided to all providers at no cost.

Registration forms have been sent out and the final date to register is 10/17. If anyone has not received this information, please see Melissa so that she can add your name to the list.

### **Partnership Coalition Analyst Report**

Michael addressed the implementation of a new accounting system and recommended that we utilize a parallel system for the first few months. Randy asked if Mary Anne had discussed this option with Traci Rinaldo (consultant for new system). Mary Anne stated she had not, but would do so.

OMB Circular Training will be available for each coalition to have two participants. He stressed the urgency in ensuring that Gateway School Readiness Coalition is represented.

As part of the agreement with the comptroller, we are allowed to submit a single page invoice as long as back-up and verifiable documentation is maintained for each expenditure submitted for reimbursement.

Michael indicated he is in the process of reviewing accounting records. Preliminary findings indicate approximately \$33,000 was expended, not billed to the Partnership. This was due to changes in staff and problems with data entry. However, much improvement has occurred since February. The difference now is \$100.20. His goal is to be completed with the review by October 31, 2003. Randy inquired concerning the possibility of the \$100 not considered an allowable expense. Michael responded by indicating that the \$100 (approximately) has not been submitted to the Partnership for reimbursement. In response to the original finding, a supplemental invoice was created last April requesting reimbursement for the \$33,000 expended, but not drawn down.

Randy asked if Tom Imholt would like to address the Coalition, but Tom indicated he had no comments.

### **Action Items:**

#### **Proposed Board Action – Item #2002-082 – Employee Travel Advance**

Motion to Approve: Hugh Giebeig

Second: Jeanne Duffy

*Approved unanimously*

#### **Proposed Board Action – Item #2003-083 – Enrollment Priority Policy**

Motion to Approve: Executive Committee

Second: Mike Deming

Discussion: The Partnership will also be setting a policy on enrollment concerning priorities and disenrollment. Tom indicated that our proposal is clean and simple.

Michael shared that at the last Partnership meeting there were recommendations regarding billing groups based on priority.

*Approved unanimously*

## **Program**

Coalition Member Orientation – Florida Children’s Forum

Due to time constraints, the presentation to Board members was postponed until the next Coalition meeting. Prudence indicated her desire for each member to have a copy of the presentation for review. Ray Logan suggested that Board members get the information to review prior to a presentation. Randy shared that he feels like it is very important and requested an abbreviated presentation at the next meeting. Carol indicated she will have the LCD Projector and laptop setup and available for use at the next meeting.

## **Comments**

New Business – none

Agenda Items for November – Provider Conference Report

Public Comment:

Benita Jelks addressed the board indicating that she has been a family daycare home owner for 14 years. She has a mobile home that she has purchased. She could not be licensed because she has paneling on her walls. She stated that she was told that all daycare providers must be licensed according to Coalition. Prudence clarified that the coalition did not mandate licensing requirements of FCCH, but did adopt a market rate with a decrease in Registered FCCH. She was told she would have to shut down or buy another mobile home. She’s pursued her CDA without having a requirement. Ray Logan questioned Ms. Jelks and asked her what paneling had to do with licensing. She responded that she was told that paneling was a fire safety hazard. Sandy Looney confirmed that paneling was considered failure to successfully pass a fire inspection. Benita further stated that she missed the deadline for financial assistance through a grant opportunity with SV4Cs for by a week. She received notice of the grant availability.

Prudence responded to Ms. Jelks and the board that all providers were notified in August of the market rate reduction for Registered FCCH. A provider was required to submit application for licensing by December to be eligible for the rate reduction extension to March 1, 2003.

Hugh Giebeig made a motion to adjourn 11:16.

Raymond Logan seconded.

*Approved unanimously*