

GATEWAY SCHOOL READINESS COALITION, INC.
Thursday, February 6, 2003
Minutes

Members Present: John Burns, Randy Cox, Kathy Daugherty, Hugh Giebeig, Sandy Looney, Pam Norman, Jeanette Peters, Nancy Roberts, Sheryll Walker, John Wheeler and Francesca Whitener.

Members Absent: Chris Bond, Mike Deming, Carlton Faulk, Lorenzo Mills, Carol Milton, Sharon Mooneyham and Gil Roser.

Others Present: Marie Brian (FDLRS), Sherry Bullard (Children's Workshop), Anne Carroll (Columbia County School Board), Butch Cronan (FPSR Board Member), Janora Crow (Even Start), Janet Driggers (FDLRS), Darlene Galloway (Douglass Center), Lisa Walker (Lake City Development Center), 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.

John Burns introduced Butch Cronan, Florida Partnership for School Readiness Board Member and member of the Orange County Coalition. Mr. Cronan addressed the group regarding the role of the coalitions and its statutory responsibilities. He encouraged board members not to be shy about their role, to take advantage of things learned in the past, not to be afraid of new things, and to always remember that "it is a new day."

Approval of Minutes: The minutes from the regular board meeting held Thursday, January 9, 2003 were submitted for review and approval. A motion to approve the minutes was made by Hugh Giebeig and seconded by John Wheeler. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of January was submitted by Randy Cox, Treasurer. Distributed for review was a profit and loss detail report, an expenditure report, a fixed asset report and a SV4Cs Revenue/Expenditure report.

REPORTS

Central Agency: Francesca Whitener stated that she submitted the Spending Trend and Enrollment Report to the Executive Director and inquired as to the copies. The Executive Director stated that no one had asked staff to provide the copies; they have always been provided in the past by the Central Agency.

At this time Francesca stated that enrollment is up to 1675 and that the Central Agency is projecting a \$227,000 deficit. She further stated that there will be a huge deficit if the Central Agency goes to full enrollment.

Michael Reneke stated that his projections show a \$530,000 surplus as a whole (Coalition). He stated that he is going to meet with Coalition Staff on Friday, February 7, 2003 to look at dollars

GSRC Minutes
02/06/03

1

Approved _____ Denied _____
Date _____

and budgeted amounts in an effort to work toward an analysis of the Coalition's overall fiscal position. Michael stressed that funds need to be utilized and the number of children being served needed to be brought up.

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

- Committee Meetings – Participated in several committee meetings during the month to include Executive Committee, Finance Committee, Contract Committee and Ad Hoc Committee meeting.
- Funding Agreement Amendment - Completed and approved by the Finance/Contract Committee for submission to Florida Partnership for School Readiness.
- Staff Update – The Coalition hired Blanche Jordan as an Eligibility/Resource and Referral Specialist. Blanche began on Feb. 3, 2003 and will be responsible for overseeing and implementing the Eligibility, Resource and Referral and EFS process for the Coalition. The Coalition also hired Beverly Scott as an Administrative Assistant. She will begin work on February 7, 2003.
- Local Match – A letter was sent to the Florida Partnership for School Readiness on January 24, 2003 requesting a waiver on both in-kind and cash match for the current fiscal year. (A copy of the letter was attached)
- Partnership Board Meetings –
 - ✓ The Florida Partnership for School Readiness has secured a new website apart from myflorida.com. The new web address is www.schoolreadiness.org and includes links to other agencies and local coalitions.
 - ✓ The issue concerning Universal Pre-K is being addressed statewide by various groups of interested parties. The Partnership has yet to place their stamp of approval on any position by any group, and made the decision to hold their own consensus meeting for presentation to the legislature. This meeting will be held on Monday, February 10, 2003 in Orlando, beginning at 10:00 a.m. and ending at 1:00 p.m.
 - ✓ A Technical Assistance Forum will be held on February 25 – 26, 2003 in Orlando, entitled *School Readiness in Action: Fundamentals of Program, Planning, Financing and Evaluation*.
- Amendments – Contract Amendment and Enrollment Plan Amendment
- Public Awareness – Spoke at Rotary Club in Lake City on Thursday, January 30, 2003.
- Activities for February

Executive, Finance, Contract and Ad Hoc Committee Report:

On Wednesday, January 8, 2003 the Ad Hoc Committee held their first meeting. The purpose of this meeting was to determine a schedule of Committee meetings, determine objectives and determine a timeline.

The Executive Committee met on Wednesday, January 8, 2003. The purpose of this meeting was to discuss the following: rate extension, staff update and Ad Hoc Committee.

The Ad Hoc Transition Committee met on Wednesday, January 14, 2003. It was decided at this meeting that the two main objectives of the transition would be Management Information System and Development of Delivery System.

On Tuesday, January 21, 2003 the Finance and Contract Committee met to discuss the contract amendment, operation budget amendment and the funding agreement amendment.

The Executive Committee Meeting met on Monday, January 27, 2003 to discuss the Policy and Procedures Manual as it related to time sheets, amendment to the enrollment plan and the transition.

On Wednesday, January 29, 2003 the Ad Hoc Transition Committee met. The purpose of this meeting was to discuss the organizational chart, the service of delivery plan and the management information system framework.

The Executive Committee met on Tuesday, February 4, 2003. The Committee met to discuss a recommendation from a FCCH provider for exemption from rate reduction for the period of January 1, 2003 through January 21, 2003. The Committee also met to discuss a letter that was sent to Francesca Whitener and the Organizational Chart.

The Ad Hoc Transition Committee met on Tuesday, February 4, 2003. The purpose of this meeting was to discuss the type of delivery service for July 1, 2003, proposed job descriptions and the next steps to take.

Action Items:

- Membership – Proposal # 2003-047

The recommendation was to:

1. Extend the termination date to June 30, 2004 for the board members listed below in an effort to maintain board continuity through out the transition phase.
Carol Milton
Nancy Roberts
Gil Roser
Sheryll Walker
2. Approve the recommendation of Staff to appoint Michelle Turner as member at large representing Lafayette County.

Discussion: Francesca Whitener commented regarding the faith based and private provider representatives. She stated that the Coalition historically had these groups vote among themselves to determine their representative for the Coalition. Prudence Pate indicated that the private providers had presented a consensus for Sheryll Walker to continue as the representative for an additional year. Butch Cronon further commented that there is no

statutory requirement that these representatives be approved by any vote of any group. The law does not dictate how mandated positions are secured on the coalition.

A motion was made by Randy Cox and seconded by Pam Norman to accept the recommendation with the exception of Gil Roser, since he has not responded. **The motion passed unanimously.**

- Ad Hoc Committee Recommendations – Proposal #2003-048

The recommendation was to approve the recommendation of the Ad Hoc Committee to enter into service agreements July 1, 2003 with individual agreements July 1, 2003 with individual provider through 1) a *Purchase of Service Agreement* or 2) *Certificate Voucher Agreement*.

A motion was made by Sheryll Walker and seconded by Randy Cox to approve the recommendation of the Ad Hoc Committee to enter into service agreements July 1, 2003 with individual providers through 1) a *Purchase of Service Agreement* or 2) *Certificate Voucher Agreement*. **The motion passed unanimously.**

COMMENTS

Anna Friar expressed her concern of the *Purchase of Service Agreement* vs. *Certificate Voucher Agreement*. Prudence Pate stated that the Coalition would be scheduling a meeting for providers to get their ideas and address their concerns.

A motion was made by Sheryll Walker and seconded by Nancy Roberts to adjourn the meeting. The meeting was adjourned at 11:00 a.m.

The next meeting will be held, Thursday, March 6, 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.