

# GATEWAY SCHOOL READINESS COALITION, INC.

Thursday, July 10, 2003

## Minutes

**Members Present:** John Burns, John Chastain, Randy Cox, Kathy Daugherty, Carlton Faulk, Raymond Logan, Sandy Looney, Carol Milton, Richard Mitchell, Pam Norman, Jeanette Peters, Nancy Roberts, Sheryll Walker, and John Wheeler.

**Members Absent:** Chris Bond, Carlton Faulk, Hugh Giebeig, Lorenzo Mills, Sharon Mooneyham, and Paula G. Williams.

**Others Present:** Ann Carroll (CCSB), Jessie Durden (Love & Learn), Darlene Galloway (Douglass Center), Chris Miller (United Way), Juanita Torres (SREC), Nolan Townsend (SV4Cs), Joyce Tunsil (RPS & Nursery), Prudence Pate (Executive Director), Beth Turner (Program Manager) and Mary Anne Norris (Finance Director).

**Welcome:** Randy Cox, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:08 a.m.

**Presentation:** John Burns presented each 2002-2003 Executive Committee member with a plaque expressing the Coalition's appreciation for their service as an Executive member of the Coalition for the Fiscal Year 2002-2003.

**Approval of Minutes:** The minutes from the regular board meeting held Thursday, June 5, 2003 were submitted for review and approval. A motion to approve the minutes was made by Carol Milton and seconded by Richard Mitchell. **The motion passed unanimously.**

**Financial Report:** The Financial Report for the month of June was submitted by John Wheeler, Treasurer. Randy Cox asked the Finance Director if the postage expense of \$945 was consistent with past months. Mary Anne explained that postage has increased due to mass mail outs to providers and parents. It was also noted by the Treasurer that the final year-end report would be available at the September meeting due to the fact adjustments for June services are expected to be submitted in the July invoice.

## **REPORTS**

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

- Board Member Binders – The binders were developed to assist board members with reference materials and readily available information. Board members may come to the Coalition office to pick up their binder at any time. Monthly board packets will be inserted the week of the board meeting for.
- Contract Information – Attached to the report was a breakdown of providers who have signed agreements and who still need to provide information.
- Provider Letter – Attached to the board packet was a letter from V.I.C. Learning Center expressing appreciation for the work of the Coalition.
- New Member Orientation – Packets are currently being developed by the Florida Children's Forum. Each Coalition is scheduled to receive 10 packets for use. Orientation sessions can be developed by individual coalitions or the Florida Children's Forum will provide Orientation sessions upon request. These packets are due to be completed and distributed sometime at the end of July.

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Date   8-7-03

- Partnership Contract Information 2003 – 2004 – An agreement has been signed for funding for 120 days until plan receives final approval.
- Plan Update – The Plan Writing Committee has made revisions and submitted the Plan for final approval.
- AWI – Inspector General’s Office Update – Letter dated May 27, 2003 regarding an update on review progress was attached; letter dated June 25, 2003 regarding the release of exhibits to be attached to audit final report was attached and letter dated July 2, 2003 regarding a notice of final report information was attached.
- Coalition Audit by Auditor General and OPPAGA – The Coalition was one of ten selected for an intense audit. The audit is scheduled to be completed within three weeks.
- Provider Assessments – attached to the report was a memo developed by Coalition Staff of a breakdown of how many assessments were completed, how many providers scored 95% or greater, how many scored less than 95% and how many improvement agreements were done.
- Upcoming Dates – a list of upcoming dates was distributed with the report.

**Contract Committee Report:** On Monday, June 16, 2003 the Contract Committee met to review the Quality Services Agreement and to decide how to proceed with proposals submitted by Providers. At this time only two proposals had been received, Happy House and Union County School Board. Prudence stated to the Committee that she had met with Columbia County School Board and they would be submitting their proposal the first week in July and Suwannee County School Board would be submitting by July 1<sup>st</sup>. It was decided by the Committee that a deadline of July 1<sup>st</sup> would be given to Columbia County School Board to have their proposal submitted and the Contract Committee would hold a meeting on July 10<sup>th</sup> following the board meeting to review the proposals submitted and award the dollar amounts for the Quality Services Agreements.

**Finance Committee Report:** On Thursday, June 5, 2003 the Finance Committee met to discuss the budget for FY 03-04. At this time a motion was made by Hugh Giebeig and seconded by Sandy Looney to accept the budget as written. The motion passed unanimously.

On Tuesday, June 24, 2003 the Finance Committee met to discuss adjusting employee salaries for the new fiscal year. A proposal of increases was distributed to Committee members for review. The proposal included 15%, 10% and 5% for most staff. A motion was made by John Burns and seconded by Pam Norman to accept the 15% increase for all positions except Executive Director, Program Manager, Provider Services Coordinator and Executive Assistant. The motion included changes in the proposal to increase the Finance Director position to \$42,000 and increase the Accountant I position to \$35,000. The motion passed unanimously.

**Conference Update:** The Infant/Toddler Conference was held on June 14, 2003 at Camp Weed, with 93 providers in attendance. Butch Cronan, FPSR Board Member was the guest speaker. Sheryll Walker stated that she had already contacted Camp Weed for dates available for the next conference. Camp Weed only has two dates available November 1, 2003 and January 10, 2004. Sheryll stated that she would call Camp Weed and tentatively schedule both dates. Carol Milton stated that she is planning a Pre-K Conference in the summer and asked if we might want to partner with FDLRS.

**Executive Committee Report:** John Burns presented the Board with a transition update to include:

- restructuring of staff
- new organization chart
- physical move of staff amongst offices
- policy and procedures put together

- office management trainings set up for staff

**Action Items:**

- Standing Committee List – Proposal # 2003-076

The recommendation was to approve the standing committee list for FY 03-04 as presented by the Executive Director.

A motion to approve the recommendation was made by Nancy Roberts and seconded by Sheryll Walker. **The motion passed unanimously.**

**Discussion Items:**

**PSN – Transportation and Case Management:** Randy Cox asked the Board to look at the letter written by Prudence Pate to Esther Tibbs asking DCF to clarify their role regarding transportation and case management that was attached to the board packet. Randy stated to the board members that we do not have the legislative authority or a contract with any agency to provide transportation for children, and that the Coalition is assuming a liability in continuing such services. A lengthy discussion ensued to include additional comments regarding the number of children the Coalition is currently transporting, the need for transportation in our Coalition area, and the costs associated with running a transportation (PSN) program. A motion was made by John Burns and seconded by Ray Logan to continue PSN services until the Executive Director receives a reply from DCF. If the Executive Director has not received a reply from DCF by the next board meeting then the board will have to look at other options. **The motion passed unanimously.**

**Fair Labor Standards Act:** John Wheeler stated that he attended a seminar in Orlando recently on Fair Labor Standards Act. Discussion at the seminar included: payment of overtime, record keeping, minimum wage, compensating appropriately, exempt v. non-exempt employees, etc. John asked Mary Anne to explain the difference between exempt v. non-exempt employees. An exempt employee is one that is salaried, supervises at least two employees and serves in a management position. A non-exempt employee is one that is an hourly employee in a non-supervisory position. Richard Mitchell indicated the availability of resources related to the Fair Labor Standards Act on the MyFlorida.com website. Randy Cox asked Prudence to review the Fair Labor Standards within the organization and report back to the board at the August meeting.

**New Business:**

Randy Cox stated that the Coalition is a multi county Coalition and that we need to reach out to every community. He suggests that the board meetings be rotated within each community. The new board meeting schedule is as follows: August – Columbia County, September and October – Suwannee County, November – Hamilton County, December – Columbia County. Randy asked that all providers be notified of the meeting changes. The meetings held in Suwannee and Hamilton will begin at 9:30 a.m. Randy also asked that the provider meeting for September be held in Suwannee County.

Randy asked each county representative to coordinate with their local Kiwanis, Rotary, etc. a time for the Executive Director to speak.

**Agenda Items for August:**

1. PSN Transportation Update
2. Fair Labor Standards Update
3. Coalition Board Meeting Calendar (place & time)

A motion was made by John Burns and seconded by Sheryll Walker to adjourn the meeting. The meeting was adjourned at 10:35 a.m.

***The next meeting will be held, Thursday, August 7, 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.***