

GATEWAY SCHOOL READINESS COALITION, INC.

Thursday, May 1, 2003

Minutes

Members Present: John Burns, Randy Cox, Kathy Daugherty, Hugh Giebeig, Pam Norman, Sheryll Walker, John Wheeler, and Paula G. Williams.

Members Absent: Chris Bond, Mike Deming, Carlton Faulk, Ray Logan, Sandy Looney, Lorenzo Mills, Carol Milton, Sharon Mooneyham, Jeanette Peters, Nancy Roberts, and Gil Roser.

Others Present: Shirley Bennett (Land of Sunshine Property), Ruth Fran (First Presbyterian Church), Anna Friar (Chatterbox), Blondell Johnson (RCCC), Ellen Maxson (EzNet Biz Solutions), Tyrone Taylor (RCCC), Nolan Townsend (SV4Cs), 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 9:20 a.m.

Approval of Minutes: The minutes from the regular board meeting held Thursday, April 3, 2003 were submitted for review and approval. A motion to approve the minutes was made by Hugh Giebeig and seconded by Randy Cox. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of April was submitted by Randy Cox, Treasurer. Randy pointed out the automobile insurance of \$2,000 included three vehicles and was the binder only. The high cost of automobile insurance is attributed to the fact that we transport children. He also pointed out the State Farm insurance was through John Kasak, not John Burns.

REPORTS

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

- Staff Update – attached to the report was a list of current staff.
- Communications 101 – Mary Anne and Beth participated in training last week in Jacksonville. The training included information on community awareness and public involvement.
- Trainings – attached to the report was a flyer with training opportunities for providers and parents.
- Provider Meeting – due to Provider Appreciation Day on May 9th the monthly Provider meeting has been moved to May 6th.
- Outreach Posts – attached to the report was a list of outreach sites. Currently the Coalition is using the Hamilton One Stop until another location can be secured.
- In Kind Match – Coalition Staff still has not received In Kind Match reports. A request was made at the April board meeting for the In Kind Match reports and a letter was sent on April 21, 2003. The Executive Director stressed the importance of this information being submitted.
- Monthly Program Reports – Coalition Staff still has not received Monthly Program reports. A request was made at the April board meeting for these reports. On April 21, 2003 a reminder and blank form was distributed via e-mail.

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Approved _____ Denied _____
Date _____

- Committee Information – a new standing committee list for 2003 – 2004 will be distributed at the July meeting. A contract committee needs to be scheduled for next week to review draft provider agreements and service agreements. A by-laws committee meeting needs to be scheduled in the month of May to submit revisions at the June meeting. The Executive Director requested chairs of those committees to schedule the meetings and have them posted/advertised through the Coalition office.
- Upcoming Dates – a list of upcoming dates was submitted.

Finance Committee Report:

On Tuesday, April 29, 2003 the Finance Committee met. The purpose of this meeting was to discuss the projected budget surplus. The projected surplus is \$172,460. It was approved by the Committee to redistribute \$62,000 of the projected surplus to administration for the purchase of an accounting system to include individual purchases for software, professional services, and training. The \$62,000 will also encumber the purchase of a new server to support the accounting system. The remaining \$110,460 of surplus dollars were redistributed to quality (97Q00).

Conference Committee Report:

Sheryll Walker stated that pre-registration forms will be handed out at the Provider Meeting on May 6th. The conference is open to 180 participants. There will be CPR training following the conference. The CPR training is open to the first 30 who sign up. Participants will have to pay \$5 for their CPR card.

Partnership Coalition Analyst Report:

The monthly report was presented by Michael Reneke, Coalition Analyst to include the following information:

- The Partnership Finance Committee has been looking at new allocation formulas for Quality dollars. Each Coalition will get a base of \$35,000 for each county. There has been some discussion across the state concerning the equitable distribution of these dollars. A lengthy discussion ensued concerning the number of infants/toddlers in the service areas of the Gateway School Readiness Coalition, particularly Lafayette County. Kathy Daugherty (DCF), Coalition Board Member, offered assistance in providing coalition staff with numbers of infant/toddlers in Lafayette County.
- All Coalitions have been audited to look for disallowed expenses in 97BBA (Administration). Michael indicated that many coalitions were expending administrative dollars on disallowed expenses such as refrigerators, microwaves, etc. The Gateway School Readiness Coalition did not have any disallowed expenses for BBA (Administration).
- The Partnership Finance Committee is in the process of developing a policy for Coalitions to pay back disallowed expenses. This will be discussed at the meeting on May 8th. Participation in this committee meeting may be through conference call.

Action Items:

- Provider Attendance Monitoring – Proposal # 2003-064

The recommendation was to require that all provider attendance sheets be accompanied by parent sign-in/sign-out sheets to verify actual attendance for reimbursement.

Discussion: Sheryll Walker suggested that the Coalition randomly pick three child care centers a month and do random checks on the day before attendance sheets are due randomly call three centers and tell them to bring in sign-in/sign-out sheets.

A motion was made by Randy Cox and seconded by Hugh Giebeig to adopt the policy for 2 months and in the meantime adopt policy for random monitoring. The motion further stated that any policy developed be placed in the Provider Service Agreements. **The motion passed unanimously.**

- Membership – Proposal #2003-065

The recommendation was to approve the membership of Richard Mitchell, Private Sector.

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

- Policy and Procedure Update – Proposal #2003-066

Executive Director, Prudence Pate stated that this board action would be tabled until the next meeting. The wrong draft was attached to the proposal.

- Nominations for Coalition Officers 2003-2004 – Proposal #2003-067

The recommendation was to:

1. Elect the proposed slate of officers as presented by the Nominating Committee: Chair: Randy Cox; Vice Chair: Pam Norman; Treasurer: John Wheeler; Secretary: Carol Milton
2. Defer election of officers to June 5, 2003 Coalition meeting.

A motion was made by Sheryll Walker and seconded by Hugh Giebeig to approve recommendation #1 and accept the proposed slate of officers as presented to serve as the Executive Committee effective July 1, 2003. **The motion passed unanimously.**

- Policy Update for School Board Reimbursement for 2002-2003 – Proposal #2003-068

The recommendation was to approve updated policy for reimbursement for school-based school readiness programs to include policy for parent fee reconciliation for July – November 2002.

A motion was made by Pam Norman and seconded by Paula G. Williams to approve the recommendation. **The motion passed unanimously.**

- Distribution of Quality Dollars (97Q00) – Proposal #2003-069

The recommendation was to give the Curriculum/Training/Quality Committee the authority to earmark dollars redistributed to quality (97Q00).

A motion was made by Randy Cox and seconded by Hugh Giebeig to approve the recommendation. **The motion passed unanimously.**

Agenda Item for April:

- By-law revisions
- Budget Realignment
- Policy and Procedures for Eligibility, Resource and Referral and PSN

A motion was made by Sheryll Walker and seconded by Paula G. Williams to adjourn the meeting. The meeting was adjourned at 10:30 a.m.

The next meeting will be held, Thursday, June 5, 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.