

**Gateway School Readiness Coalition
Board Meeting Minutes
Gateway School Readiness Coalition Training Room, Suite 140
Lake City, Florida
January 13, 2005**

Members Present: Chris Bond, John Burns, Hugh Giebeig, Ray Logan, Carol Milton, Richard Mitchell, Pam Norman, John Pierce, Jennifer Roberts, Nancy Roberts, David Rountree, Sheryll Walker and John Wheeler and Paula Williams.

Others in Attendance: Sam Sweazy (AWI), Janet Driggers (FDLRS), Cecilia Ellis (FDLRS), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Manager), Carla Eatmon (Enrollment Manager), Jessie Tampoc (IT Manager) and Heidi Moore (Executive Assistant).

Members Absent: Kathy Daugherty, Mike Deming, Jeanne Duffy, Sandy Looney, and Prudence Pate.

Welcome and Call to Order

John Burns called the meeting to order at 9:10 a.m. Mr. Burns welcomed everyone and introduced our visitors. Vessie Felton and Rose Mary Everitt were here doing a Partnership Fiscal Monitoring and had to leave after their introduction. John also introduced Sam Sweazy as our new Coalition Program Analyst. Carol Milton introduced her Child Find Specialists from FDLRS; Janet Driggers and Cecilia Ellis.

Minutes

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

Financial Report

- John Wheeler reported that there was good stability with routine expenditures. John stated the financial department is doing a great job organizing things.

- John Wheeler directed the Board to the Income Statement. The month of December had no interest income due to timing issues. Payroll is higher this month due to having three pay periods in the month. Quarterly Workers Comp payment was made in this month. John asked Shannon to explain about Traci Rinoldo with regard to professional fees. Traci is the accounting software computer consultant for Blackbaud from Tampa. Tom explained that there are many modules that we are transitioning into and Traci will continue to work with us in the implementation of the fixed asset and budget preparation modules, for example. There have been some advertising costs due to the classifieds for Enrollment Manager and Fiscal/Administrative Assistant in the Lake City Reporter and the Gainesville Sun.

Postage fluctuates month to month because of the billing sequence. There is a new addition to the expenses which is the cost of the alarm system. David Rountree asked about the increase in payroll and the answer was that there were three pay periods last month. Sheryll Walker asked if the advertised positions were new. Tom informed her that they were just vacant. Sheryll also inquired about the acquisition of a safe deposit box. John Burns will handle this matter.

Proposed Board Action

Item #2005-001: Proposal for approval of the change of the name of the Gateway School Readiness Coalition, Inc. to the Gateway Early Learning Coalition, Inc.

John Burns and Dr. Logan were in Orlando with the Executive Directors where they voted to have each Coalition in the State of Florida use the same three words so if a child moved from one service area to another service area, the child's caregiver would have an easier time finding services. Every Coalition in the state will start out "Early learning Coalition of....." The Board deliberated and decided upon *Early Learning Coalition of Florida's Gateway*. Richard Mitchell asked the cost affiliated with this change and John Burns explained that everything will need to be changed including the incorporation papers to reflect the new name and he estimated the cost to be about \$3000. Richard Mitchell made a motion to accept the name Early Learning Coalition of Florida's Gateway, Inc.

Jennifer Roberts seconded the motion. The motion carried unanimously. Dr. Logan explained that as of January 2, 2005 when the Governor signed the bill, we ceased to have the name, the Board or anything related to the former.

Item #2005-002: Proposal for approval of the Memorandum of Agreement between Gateway School Readiness Coalition, Inc. and the Partnership for Strong Families.

John Burns asked Dr. Logan to give the Board the background on this agreement. The Board tabled this agreement back to the Executive Committee and they made a few changes and then approved it. The Executive Committee then recommended it to be approved by the Board. The amended version went to Partnership for Strong Families. They have assumed responsibility for protective services contracted to them from DCF in all five of our counties. We have an obligation to notify PSF if a child goes missing and they have an obligation to inform us of the follow up on that child. It is a reciprocal agreement. Partnership for Strong Families has already signed the revised version. Dr. Logan reiterates that the Coalitions procedures have not changed. Hugh Giebeig asked if an attorney had reviewed the document. Dr. Logan said it was drafted from a template for Child Care Resources in Alachua County and had been reviewed by their attorney. Hugh Giebeig made a motion to approve this agreement. Sheryll Walker seconded the motion. The motion passed unanimously.

Item #2005-003: Proposed Policy for Provider Reimbursements due to Disasters.

Dr. Logan explained that last fall this policy was brought to the Board and he was asked to provide more detail to the policy. Sheryll and Dr. Logan made some changes and added a model letter for providers if they should seek to have children reimbursed by the Coalition. The letter asks that providers, who wish to receive reimbursement for children who are absent because of a disaster, provide a notarized letter stating the children were out due to a disaster, but the provider continued to meet their normal expenses and they will not claim reimbursement from any other source. John

wanted to be sure that there is a provision that funds are available, and there is. David Rountree asked if the state had to declare the county an emergency, and there is that provision. David Rountree made a motion to accept this policy and John Pierce seconded the motion.

Item #2005-004 Policy for approval to ensure appropriate age documentation for eligibility determination is obtained and retained in client files.

John Burns explained that this is a procedure that sets forth how we will determine the child's age. The child must be four by September 1 to qualify for VPK, and there would be no exceptions. Sheryll Walker made a motion to accept the policy. Chris Bond seconded the motion. The motion passed unanimously.

Staff and Committee Reports

Executive Director's Report

- VPK – John Burns wanted to discuss this topic further since he and Dr. Logan just returned from a meeting devoted to VPK.
 - John stated that one concern from the executive directors at the meeting was distinguishing the difference of the goals between VPK and the subsidized program. The focus for VPK is *literacy*.
 - Pam was unclear about the summer programs for school systems. The school system must provide a summer program.
 - Carol has concerns as well about the ESE children with regard for the VPK program.
 - John has concerns about double monies being given to the same child.
 - Sheryll wanted clarification on who will be held accountable for that child if that child attends readiness programs and VPK. The provider who had that child for VPK will be held accountable for their VPK score.
 - The summer program cannot be completed in 300 hours as the law states.
 - Many of the details are still being worked out, and AWI will provide guidance.
 - Sheryll Walker thanked John Burns and Dr. Logan for attending this meeting in Orlando.
 - AWI will have weekly conference calls to share as much information as possible. They are available for questions.
- Personnel Update
Jamie Witzman was hired as Enrollment Manager. She had been Child Care Resource and Referral Network Coordinator for the Florida Children's Forum. Her first day will be January 18, 2005.
- QA Monitoring Dr. Logan provided his summary of the Monitoring that took place on December 9 and 10, 2004. The formal, written report will be submitted to the Board when available.

Deputy Director's Report

- Community Awareness LaShone has made contact with several businesses in our five counties. We will be setting up booths at several places in these communities to make parents aware of the services provided by GSRC.

- Florida Children's Forum R&R Evaluation Results – Damaris Neely achieved a Level II certification.
- WEB-EFS – This program has been discontinued by Covansys.
- Quarterly Inter-Departmental Workshops – LaShone will bring the Enrollment Department and Enrollment Department together on a quarterly basis to cross train.
- R&R Forum Assessment – This was a recent call to ensure compliance on a quarterly basis. Michael Townsend performed well during this call.
- R&R Satisfaction Roll-up – This is a check to see how our Analysts are providing customer service to our parents and providers.
- Inclusion Report The Forum requires these reports but GSRC will maintain its own database to track this information.

Finance Director's Report

Shannon Bryant reports that we had a fixed asset audit last week by Vessie Felton. Vessie Felton and Rose Mary Everitt are here currently completing a fiscal audit. They are auditing the first quarter of the current fiscal year.

We still have not received the Audit Report from Powell & Jones because they are still waiting for the Grant Summary from the State.

Program Manager's Report

- Carrie Sapp reported that we had our standard trainings. The Partnership has created a new bound booklet, The Florida Birth to Three Learning and Developmental Standards, and we have these available for parents and providers.
- Carrie invited everyone to the Inclusion Conference. Several Board members will be participating in the conference. Sheryll reminded the Board that this is all free to the public and providers.

Enrollment Manager's Report

- Carla reported the unduplicated EFS count as of December 31, 2004 is 2020. The invoiced enrollment for December 2004 is 1989 and the current EFS Unduplicated Enrollment Count as of January 10, 2005 is 2033. Dr. Logan notes that he hopes to empty the wait list of all children by this spring.
- As of November 1, 2004 the BG1 enrollment is 165. There were 21 new enrollments and 12 terminations during the month. As of December 31, 2004, the unduplicated BG1 enrollment was 174.

IT Manager Report

Jessie Tampoc informed the Board of the databases he has completed. There is access to all this information via the website. Jessie gave the Board a PowerPoint presentation of the website complete with all the changes he has made. He would like the Board's input on the new look. The children's photos were courtesy of Happy House, Inc. and many thanks were given to Sheryll Walker for sharing them with us. The Board as a whole was pleased with the changes and was impressed with the website.

Nominating Committee

Carol Milton made a motion to appoint Anita Franklin to the Board. Esther Tibbs has appointed Anita Franklin as the DCF designee. Anita Franklin will replace Kathy Daugherty. Nancy Roberts seconded the motion. The motion carried unanimously.

Finance Committee Report

The Finance Committee met on January 5, 2005.

- John Wheeler asked Dr. Logan to explain the implementation of the 403(b). This is strictly an employee contribution plan. Sixteen out of twenty employees are enrolled.
- The Committee decided to get written confirmation as to the limitation the Coalition can retain an auditing firm.
- Direct deposit was discussed for provider checks but since this service was not offered by the banks in this area, it was deemed to economical at this time.
- Dr. Logan explained that there were a couple findings in a 2002 audit that AWI wanted clarification on. Dr. Logan is addressing these issues and asking for guidance regarding this from AWI.
- John Wheeler explained that we met the target last year and although we are projecting a surplus at the current time, Shannon is constantly working on the plan as figures change daily due to conferences and other events.
- John Burns informed the Board that the Finance Committee is watching the percentages paid to each county and that they will continue to track it.

Information and Discussion Items

Nancy Roberts reminded the Board that the Program/Quality Committee will meet immediately following this Board meeting.

Jessie wanted to know a live date for the website. John Burns deferred to Sam Sweazy of AWI, and he told us to put it up now.

John Pierce made a motion to adjourn the meeting. John Wheeler seconded the motion.

Meeting adjourned at 11:07 a.m.