

# GATEWAY SCHOOL READINESS COALITION, INC.

Thursday, April 3, 2003

## Minutes

**Members Present:** John Burns, Chris Bond, Randy Cox, Kathy Daugherty, Mike Deming, Hugh Giebeig, Carol Milton, Sharon Mooneyham, Nancy Roberts, Sheryll Walker.

**Members Absent:** Carlton Faulk, Sandy Looney, Lorenzo Mills, Pam Norman, Jeanette Peters, John Wheeler and Paula G. Williams.

**Others Present:** Janora Crow (Even Start), Jessie Durden (Love & Learn), Anna Friar (Chatterbox), Darlene Galloway (Douglass Center), Raymond Logan (Columbia County Storage Units), Janice Dunlap (Partnership Quality Assurance Coordinator), Prudence Pate (Executive 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 9:15 a.m.

**Approval of Minutes:** The minutes from the regular board meeting held Thursday, March 6, 2003 were submitted for review and approval. A motion to approve the minutes was made by Randy Cox and seconded by Sheryll Walker. **The motion passed unanimously.**

**Financial Report:** The Financial Report for the month of March was submitted by Randy Cox, Treasurer. Submitted for review was a summary of Coalition expenses and Coalition expense reports, including furniture and fixture purchases, leasehold improvements, telephone system purchases, payroll, fixed asset purchases, travel expenses, outside services purchased and general operating expenses. Randy passed out a letter written to Francesca Whitener regarding pending issues.

## **REPORTS**

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

- Transition Update – a complete list of staff to date was submitted.
- Resource and Referral and Eligibility – eligibility services began on Friday, March 14, 2003 and R&R services began on Tuesday, April 1, 2003.
- Partnership Involvement – a letter from the FPSR has been issued to the Coalition and SV4Cs addressing the disposition of assets (letter was attached to report). A request has been forwarded to Katherine Kamiya indicating areas of assistance needed during the transition period (copy of request was attached to report).
- Outreach Posts – Coalition staff is in the process of completing the development of outreach posts for the other counties in the Coalition service area.
- Policy and Procedures – Coalition staff is in the process of drafting policies and procedures pertaining to the operation of the Coalition to include, eligibility, resource and referral and project safety net.
- Provider Update – provider meetings are scheduled for the second Tuesday of each month to be held from 6:00 – 8:00 p.m. at the CCSB, SOS Building, Room 130.
- Upcoming Dates – a list of upcoming dates was submitted.

The Executive Director passed out a letter written to Katherine Kamiya regarding a request for waiver from the local match requirements.

**Executive and Contract Committee Report:**

On Wednesday, March 26, 2003 the Executive and Contract Committee met. The purpose of this meeting was to discuss the final payments to SV4Cs, membership, the Quality Initiative Plan and the transitional assistance from the Florida Partnership. A motion to approve the minutes was made by Carol Milton and seconded by Nancy Roberts. **The motion passed unanimously.**

**Quality Initiative Plan:**

The Quality Initiative Plan that was approved on Wednesday, March 26, 2003 was submitted for review. Sheryll Walker explained that the Plan was only for the fourth quarter.

**Finance Committee Report:**

On Friday, March 7, 2003 the Finance Committee met for the purpose of setting salary ranges for all job positions. Randy Cox noted that the Committee recognized the organization chart as a work in progress and gave the Executive Director the flexibility to change the Chart as needed as long as the salary ranges stay within the total salary budget constraints established and approved by the Finance Committee. The following changes need to be made to the minutes: there are two positions for R&R Counselor, there are two positions for R&R Outreach Counselor and there are two positions for Technical Assistant. Monitoring/Assessment Specialists were left off the list. There are two positions and the salary range is \$20,000 - \$24,000.

**Conference Committee Report:**

Sheryll Walker reported the Infant/Toddler Conference will be held June 14, 2003, 7:45 a.m. – 2:15 p.m. at Camp Weed. The guest speaker will be Butch Cronan. He is a private provider and member of the Florida Partnership for School Readiness. The Conference will be open to 180 providers, who will be able to attend for free. The providers will get materials from each session of the conference to take back to their centers. Following the conference (2:15 p.m. – 6:15 p.m.) Infant/Toddler CPR/First Aid will be offered to the first 30 providers who sign up. Distributed for review was a break down of how the money is allocated for the Conference.

**Partnership Coalition Analyst Report:**

The monthly report was presented by Janice Dunlap, Quality Assurance Coordinator to include the following information:

- The Auditor General’s Office and OPPAGA will be auditing Coalitions and the Partnership. They will be interviewing staff and board members. Janice encouraged staff and board members to be open with the auditors.
- The Partnership has agreed to contract with Covansys for another year.
- The Partnership Finance Committee is looking at new allocation formulas. The Finance Committee will present the formulas at the May meeting.
- The May Partnership meeting will be held in Tallahassee.
- Quality Initiative dollars will go directly to the Coalitions for the new fiscal year.
- Advanced fund repayment, must be paid in full before new funds can be distributed.

## Monthly Program Reports

Distributed was a memo from Executive Director, Prudence Pate, reminding school readiness programs to submit their quarterly program reports. Attached to the memo was a blank quarterly program report form.

## Contractual Agreements

The Coalition executed contractual agreements for Quality Initiative and Resource and Referral to be effective April 1, 2003. These contracts are only for the fourth quarter; new contracts will be submitted for the new fiscal year.

## In-Kind Match Reports

There have been no in-kind match reports submitted from the school districts. Chris Bond suggested that Prudence send a letter to the school districts as a reminder.

## Nomination of Officers for 2003-2004

Executive Director, Prudence Pate reminded the Nominating Committee that they need to meet to nominate new officers for the fiscal year 2003-2004. The Nominating Committee will present to the Coalition members nominations at the May meeting and a vote will be taken at the June meeting.

## Standing Committees

Distributed for review was a proposed standing committee list for July 1, 2003 – June 30, 2004.

## Action Items:

- By-Laws Revisions – Proposal # 2003-061

The recommendation was to approve the revision of Article III, Section 13, Conflict of Interest of Members to add as the last sentence the following statement:

*Family members are defined as immediate family members (parents, spouse, siblings, and children).*

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

- Membership – Proposal #2003-062

The recommendation was to:

1. Approve the membership of Ray Logan, Private Sector
2. Read into the minutes the automatic resignation of Francesca Whitener as Central Child Care Agency Administrator member

John read the letter written to Francesca Whitener regarding her membership being no longer applicable, according to Florida Statute 411.01(5)(a)2.j.

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

- Early Reading First Grant Opportunity – Proposal # 2003-063

The recommendation was to grant approval to the Coalition staff to enter into a contractual agreement with Suwannee County School Board's Grant Writer for the purpose of submitting an application for the Early Reading First Grant for all five counties of the Gateway School Readiness Coalition area.

Discussion: Nancy Roberts stated this grant is an opportunity to apply for federal dollars. The application is a very extensive two stage process. The first stage is due April 11, 2003. Nancy expressed that this grant will be a wonderful opportunity to provide literacy. Last year only one was approved in Florida. Executive Director, Prudence Pate stated that compensation had not been discussed with the Suwannee County School Board's Grant Writer. Chris Bond stated that she received a call from NEFEC wanting to know if Columbia County was going to apply for grant, because they were going to apply for counties.

A motion was made by Mike Deming and seconded by Sheryll Walker to give Executive Director final authority to approve. **The motion passed unanimously.**

**New Business:**

- New board member contact list was distributed.
- Randy Cox expressed his gratitude to the Coalition staff on such a great job during the transition.
- Provider, Anna Friar also expressed her appreciation to the Coalition staff for their hard work.
- Darlene Galloway with the Douglass Center stated what a wonderful job the Coalition staff had done with Outreach.
- Carol Milton reminded everyone of the screening coming up

**Agenda Item for April:**

- Nomination of Officers for 2003-2004

A motion was made by Randy Cox and seconded by Mike Deming to adjourn the meeting. The meeting was adjourned at 10:40 a.m.

***The next meeting will be held, Thursday, May 1, 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.***