

**Gateway School Readiness Coalition Meeting Minutes**  
**Gateway School Readiness Coalition Training Room, Suite 140**  
**Lake City, Florida**  
**October 13, 2004**

**Members Present:** Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Ray Logan, Carol Milton, Prudence Pate, John Pierce, Jennifer Roberts, Sheryll Walker, John Wheeler and Paula Williams.

**Others in Attendance:** Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Carrie Sapp (Program Director), Carla Eatmon (Enrollment Manager), Heidi Moore (Executive Assistant) and Darlene Galloway from the Douglass Center.

**Members Absent:** Kathy Daugherty, Mike Deming, Jeanne Duffy, Sandy Looney, Richard Mitchell, Pam Norman, Nancy Roberts and David Rountree.

**Welcome and Call to Order**

John Burns called the meeting to order at 9:13 a.m. Mr. Burns welcomed everyone and asked if there were any public requests to speak that he should put on the agenda for the end of the meeting. There were no requests.

**Minutes**

John Burns started the meeting with a review of the minutes from the previous board meeting. Ray Logan motioned to approve the minutes and John Wheeler seconded. Motion approved unanimously.

**Financial Report**

John Wheeler stated that there are two parts; the first two pages are the general ledger, the third page is the summary. John Wheeler advised the Board to review the ledger at their convenience and, if they had a question regarding an expenditure, to contact the Coalition so that we could look into it. John Wheeler reported that this was a routine report.

- Income Statement – Shannon provided notes to explain certain line items. The investment income was zero because it hasn't been posted yet. The payroll tax fluctuates because it is paid quarterly and posts at different times. The Office Supplies are high because we replaced several expensive group printer cartridges and bought a PDA for Dr. Logan.

*Finance Director's Report*

- Powell & Jones is coming on October 25 for the annual Audit for fiscal year 2003-3004.
- Shannon Bryant gave an update on the Quality Mini Grants. Approximately \$40,000 has been submitted by providers.

- Shannon reported that some of our staff was unable to get to work due to hurricanes Frances and Jeanne. We paid their regular salaries and did not deduct leave benefits. A list of payroll for these people was included.
- The last Local Match Waiver was received from Hamilton County and the match waiver was granted by the Partnership. The Partnership will be returning the match monies, which total a little over \$27,000, from July and August that were deducted from the invoice.

## **Staff and Committee Reports**

### *Executive Director's Report*

- Revised Organizational Chart. Dr. Logan explained the changes in the Organizational Chart. The Finance Director is now a direct report to the Executive Director. Two positions from the Enrollment Department were removed and two positions were added to the Program Department. These changes have no budget implications.
- Personnel Update  
We are still actively interviewing for the IT Manager position. Interviews are still being conducted for the Analyst positions and the Program Specialists positions.
  - New employees
    - Rashan Harris, Analyst (resigned after 2 days)
- Taylor County Merger  
Dr. Logan provided the Guide on Coalition mergers from the Partnership. He also distributed a color coded map to show the potential mergers. John Burns thanked the Board members who accompanied Dr. Logan and LaShone to the Taylor County Board meeting. John Burns wanted to inform the Board that Gateway and Taylor have many more similarities than differences. John made them aware of the monetary difference between paying a central agency and being your own central agency. The savings is about 15%. Prudence told the Board that Taylor County is going to keep their appointment to meet with AMC at their next regular Board meeting and then come back to both groups with a decision. Prudence stated that one of their concerns was their Board members being on Gateway's Board. They told them their members were very welcome to sit on Gateways Board. Sheryll Walker was impressed with their passion for the children. The Taylor Board realized that the Taylor Coalition is going to have to merge. Gateway Coalition members made sure understood that we would not change the way we currently do business. Tom expects that Taylor County Coalition will have made a decision by the end of November. Taylor County would like to not merge until the end of the fiscal year so that they do not have to do two audits or lay off their two school staff mid year. Tom is not averse to waiting as long as it is acceptable to the Partnership.
- Continuity of Operations Plan (COOP)  
Dr. Logan provided the Board with a copy of the COOP. He explained that he took the format provided by the Partnership and filled in the information that he thought would work for our five counties (in bold). Dr. Logan would like any input from the board regarding the information provided and would be happy to make any changes necessary. Once it is in its

final form, the staff and providers will be trained on its contents. John Burns would like the second draft to be brought to the Executive Committee before being brought to the Board.

- Provider Hurricane/Flood Damage

Dr. Logan stated there may be funds available above and beyond the Partnership monies that would reimburse providers that suffered damage that could not be recovered from insurance. Neither Dr. Logan nor the GSRC staff knew of any providers that this would apply to. Randy Cox suggested the providers be instructed to contact FEMA.

- DCF Transition to Partnership for Strong Families

The functions of protective services and foster care services are going to transition from DCF into a private non-profit called Partnership for Strong Families. The main office is in Gainesville, with regional offices in Starke, Live Oak and Lake City. DCF will be reduced to abuse and neglect investigation. Dr. Logan reports that ten percent of our children are in protective services and he wants to make sure the transition to this new agency goes smoothly. Dr. Logan will meet with the new director to begin the dialogue. Dr. Logan will create a Memorandum of Understanding between us and PSF with regard to how the process will work. Randy Cox is concerned that it is mandating a procedure and a process for these private providers to follow without any enforcement. Dr. Logan agrees that there is no real way to monitor this. John Burns reiterated that it is not the business of this coalition to monitor that. From a fiscal stand point we have to be aware and from the stand point of trying to be responsible and serve our children properly. Sheryll Walker is concerned with the fact that everyone passes the buck before someone claims responsibility and by then more time has passed that these children have been absent. Randy Cox believes there will be some major positive changes. John Burns wants GSRC to give the Providers the contact information of the proper authorities to make sure these children are protected. Dr. Logan will meet with Dan Wilson to obtain this information. Prudence Pate would like to see the staff well trained before we train the providers.

- Partnership TA Meeting

Dr. Logan attended this meeting a couple of weeks ago.

- Most of it was regarding children who suffered trauma related to all the hurricanes. He obtained literature which Carrie will pass along to the providers.
- There was a brief presentation on the fiscal implications of mergers.
- There was a brief presentation on where the Partnership is evolving in terms of fiscal monitoring.
- There is another Partnership meeting on October 28, 2004.

- UPK

The Executive Directors spent a lot of time talking about UPK again. Gladys Wilson is of the opinion that not much will be done with UPK because of all of the fiscal issues that arose from the hurricanes. There are six criteria for quality UPK that are being proposed. The Executive Directors suggested to the membership that they should go back to their coalitions and say to their boards that if their board would support these six positions in public then we can aggregate all of the board support for this position and present it to the legislature and say, for example, that of 47 coalitions, 39 supported these criteria for

quality UPK. The Taylor County Board declined to support. Pasco County added a seventh criteria that there must be adequate funding. John Burns is concerned with where the money and teachers are going to come from. Sheryll Walker is afraid they are just setting us up to fail. John Burns feels this will have no bearing on legislature. Randy Cox makes a motion to not respond to Seminole County on endorsing this petition. Prudence Pate seconds the motion. The motion passes unanimously.

- Quality Assurance Review – Week of February 21, 2005

#### *Deputy Director's Report*

- At the last Board meeting, LaShone T. Surrency reviewed a draft copy of the Annual Report with the exception of the Letter from the Chair and the Summary Report. Prudence Pate and John Burns agreed to collaborate on these items before the deadline. Those items were completed and LaShone presented each Board member with a copy of the completed Annual Report.

#### *Program Manager's Report*

- Carrie Sapp informed the Board that GSRC hosts a STEPS meeting held in this room for 4 counties and then a separate meeting for Union County. They are an inter-agency group working together to provide a smooth transition from one agency to another with regard to children with disabilities.
- Carrie and Mary Gamble just returned from the ECA Conference. They brought back plenty of good information.
- Carrie mentioned that Claudia Zamora and Andrea Ritch who were recently hired as Technical Assistants have now been re-titled to Program Specialists, and that they have been doing an awesome job.
- The Lending Library is up and running with the hours provided to the Board. Claudia and Andrea have been taking the van to Family Child Care Homes, and they have been very receptive.
- There are several trainings that the Program Department will be involved with in the Month of October.
- The entire Program Department will be attending the Florida Children's Forum 13<sup>th</sup> Annual Leadership Conference in Orlando.

#### *Enrollment Manager's Report*

- Carla reported to the Board that in August and September a total of 124 three and four year olds were contacted from the Unified Waiting List. Of this total, 50 children were placed. John Burns asked if a 3 or 4 year old child came in for services, they would be placed immediately. The answer is yes. Dr. Logan explained that we will begin to place two year olds.

### *Program Quality Committee Report*

- Nancy Roberts was not in attendance so Carrie informed the Board that this meeting was designed for Dr. Logan to talk about his visions for the Program Department. She said they discussed the Department changes and all that has been completed. Developmental Screening, Pre- and Post-Assessment and provider monitoring are three of the things this department is focusing on.
- Randy Cox asked about the Monitoring Tool and John Burns assured him that an improved tool is on the horizon.
- The Quality Meeting that was planned for today is being postponed due to the absence of Nancy Roberts and Pam Norman. The meeting has been rescheduled for November 5, 2004 at 3pm.

### *Other Committees*

- The Executive and Finance Committees need to schedule meetings. The Finance Committee meeting is scheduled for 9:00 am on Monday, November 1, 2004, and the Executive Committee will meet after the Board meeting to set a time to meet.

### **Proposed Board Action**

*Item #2004-022: Proposed policy for payroll and benefit variances due to disaster/emergencies.* John Burns informs the Board that there needs to be a formal policy in place. Prudence Pate makes a motion to defer it to the Executive Committee for approval. Randy Cox seconded the motion. The motion carried unanimously.

### **Information and Discussion Items**

Carol Milton wanted the Board members to know that a few years ago with Program dollars, GSRC bought Sure Sight Vision Screeners that are housed at FDLRS for check out, and they are being used all the time, and they are wonderful. These are being provided at no charge.

Hugh Giebeig makes a motion to adjourn the meeting.  
Meeting adjourned at 10:45 a.m.