

**Gateway School Readiness Coalition Meeting Minutes
Union County Board of County Commissioners Meeting Room
Lake Butler, Florida
March 11, 2004**

Members Present: Chris Bond, John Burns, Kathy Daugherty, Ray Logan, Sandy Looney, Carol Milton, Pam Norman, Nancy Roberts, Sheryll Walker, and John Wheeler.

Others in attendance: Prudence Pate (Executive Director), LaShone Surrency (Deputy Director), Shannon Bryant (Finance Director), Leesa Lynn (Data Management Specialist), Heidi Moore (Executive Assistant), Michael Townsend (GSRC Analyst), Carrie Cox (Quality Service Specialist), Betty Wallace (FPSR Coalition Analyst) and Kathy Baker (FDLRS/NEFEC)

Members Absent: Randy Cox, Mike Deming, Carlton Faulk, Hugh Giebeig, Lorenzo Mills, Richard Mitchell, Sharon Mooneyham, Jeannie Duffy, Gil Roser, and Paula Williams

Welcome and Call to Order

Pam Norman called the meeting to order at 9:40 a.m. She welcomed Kathy Baker, Child Find Specialist from FDLRS/NEFEC to the meeting.

Financial Report

John Wheeler reported that the transition to the Blackbaud software program was complete. Board members were provided with a printout showing the expenses for the month, which John Wheeler reviewed. This new accounting system merges EFS with the financial records. Prudence Pate indicated that Tracy from Blackbaud only bills eight hours a day even though she puts in 10 - 12 or more hours each time she provides technical assistance. In addition, Tracy provides free telephone technical assistance and email consultation. John Wheeler noted OCA corrections for expenses October 2003 – January 2004 were internal adjustments to shift expenses to Infant and Toddler Quality Dollars so expenses would be correctly coded.

Proposed Board Action

Item # 2004-005 Sliding Fee Schedule

Prudence Pate presented the revised sliding fee scale based on the 2004 Federal Poverty Level data for adoption by the Coalition. Motion to approve by Carol Milton; second by Nancy Roberts. Motion approved unanimously.

Item #2004-006 Membership

Prudence Pate presented Chamber of Commerce nominations for new private sector members. John Burns made a motion to approve the nomination of David Rountree and John Pierce; second by John Wheeler. Motion approved unanimously.

Item #2004-007 Waiting List Policy

LaShone Surrency presented information pertaining to the waiting list policy. The Coalition will transfer from EFS (Enhanced Field System) to UWL (Unified Waiting List). Leesa Lynn explained

that the UWL would allow the state to review/monitor the number of children that are on the waiting list and allow parents the opportunity to apply on-line. Sheryll Walker made a motion to accept the recommendation to approve the proposed waiting list policy integrating UWL. John Wheeler seconded the motion. Motion approved unanimously.

Staff and Committee Reports

Executive Director's Report

Prudence Pate reviewed her report with Board members regarding the following topics:

- Board Member Binder Update - Organizational Chart updated to reflect revised and new job descriptions including 1)Fiscal/Administrative Assistant – revised from Accountant I; 2)Quality Technical Assistant; 3)Infant/Toddler Specialist; 4)Infant/Toddler Technical Assistant; 5)Senior Analyst – revised from one Analyst position. P&P Manual revision – p. 26 – eliminate flex time clause.
- Personnel Update
 - Two employees no longer with GSRC
 - Shantina Wilson effective 2/27/04
 - Beverly Scott effective 3/19/04
 - New employees
 - Tangela Bell – Analyst
 - Katherine Farris – Analyst
 - Sequeta Camiel – Analyst
 - Dawn Copeland – Fiscal/Administrative Assistant (begins 3-15-04)
- Committee Meetings to be Scheduled in March 2004 - Contract Committee – approved amendment for Happy House Quality Agreement
- CEU Update – GSRC was approved as an authorized provider for CEU. John Burns asked for clarification regarding how often we will have to recertify as a CEU authorized agent. Prudence Pate indicated annually and the fee is currently \$695 per year. Prudence Pate commended Melissa McGee and Carrie Cox for all their hard work in achieving this accomplishment.
- Even Start Grant - Completed and submitted March 1, 2004
- Staff Training – Staff participated in Beyond Centers and Circle Time and Staff Technology Training on Outlook and GSRC Network.
- Resource Directory - Completed Resource directory as a collaboration project with STEPS program. The directory is ready for print, but we are waiting on final quotes from printers. The distribution date is scheduled for the end of March.
- Provider Meeting - Next meeting will be held on Tuesday, April 13, 2004 – Douglass Center, Live Oak, FL
- Enrollment Update (Chart Attached) - Staff tracking report of enrollment indicated 1912 for week of February 23, 2004. The month of February notes 160 terminations with 55 reinstated and 37 new enrollments. Melody Henderson, Analyst, will be tracking enrollment on a weekly basis utilizing staff daily logs, Statewide Reporting System, EFS and other available resources. John Burns commended the efforts of Prudence Pate for ensuring that Board members have accurate up-to-date information pertaining to our enrollment.
- Upcoming Dates for March 2004 – Calendar available

Deputy Director's Report

LaShone Surrency updated Board members on her activities. She indicated that her trip to Washington was a huge success and quite an event. Her department is currently in the process of comparing information in the EFS with the state system. We currently have a difference in numbers. John Burns reminded Board members that the state system is typically about two months behind so that could cause the discrepancy in numbers.

Executive Committee Report

Prudence Pate reviewed the minutes from the Executive Committee meeting held on March 5, 2004. A detailed discussion regarding the relocation of the GSRC office space to eventually bring all of the offices and training room together was held. Coalition staff are currently notifying parents that school-based services at Love N Learn will terminate on May 22, 2004 due to the fact that Jesse Durden sold the center to Head Start. Parents will be allowed to come in and request a transfer to another provider in order to stay in the system. Sheryll Walker commented that if the children qualify for Head Start, parents might choose to stay at the center for services.

Finance Committee Report

Prudence Pate reviewed the minutes. She indicated that a budget amendment had to be sent to Florida Children's Forum to shift dollars in the Resource and Referral budget by line item. This will not increase our total funds but will allow the Coalition to move dollars to the correct programs/categories.

Program Quality Committee Report

Nancy Roberts reviewed the minutes and shared that Kaplan will be providing lunch at the Director's Conference in April. She reviewed the Infant/Toddler budget that the Quality committee prepared and approved as given the authority to do so by the finance committee.

Ad Hoc Committee – UPK Preparedness

Prudence Pate reviewed the minutes from the Ad Hoc Committee meeting held on February 20, 2004. The committee agreed to wait for more information and decisions from the legislature before proceeding with any action.

Staff Report of At-Risk Enrollment

Prudence Pate shared that she delegated the review and management of at-risk enrollment to Analyst Mike Townsend in an effort to clean up the data related to at-risk cases. Mike shared the process that was utilized for this task. Current data reflects 53 funding transfers, 57 terminations of at-risk cases, and 43 new enrollments. From January 29, 2004 to March 8, 2004, the unduplicated count for the BG1 at-risk funding groups decreased from 217 to 150.

Partnership Coalition Analyst Report

Betty Wallace shared that they are preparing for the next State Partnership meeting. There have been additional staff changes. Betty Wallace indicated that she and Michael Reneke would begin the BBA review audits. Prudence Pate asked for clarification regarding the purpose of this audit. Betty Wallace confirmed that the purpose is to ensure that Coalition is spending money appropriately according to state guidelines. In addition, they will be going back to review previous invoices and expenditures to ensure that all the records match. John Burns wanted to verify that the actual purpose is to ensure that the Coalition has not purchased any disallowable expenses.

Betty Wallace confirmed his clarification. Betty Wallace shared that they were recently notified that Coalitions could purchase plaques and/or trophies, which do not exceed \$100 for volunteer (private sector) Board members.

FDLRS Awareness Materials for Screenings

Carol Milton requested donations for "goody" bags for parents and children that participate in the preschool screenings.

New Business

Sandy Looney shared that she had provided LaShone Surrency with their complaint policy for licensing. She requested that the Coalition Analysts be trained in this policy so that appropriate referrals will be made to the Abuse Registry. Discussion ensued regarding the methodology of faxing or phoning in possible abuse cases should an Analyst need to advocate for children in the event that a case really should be investigated.

Motion to adjourn by John Wheeler; second by Sheryll Walker.
Meeting adjourned at 11:35 a.m.