

**Early Learning Coalition of Florida's Gateway, Inc.**  
**Board Meeting Minutes**  
**Columbia County School Board, Room 130**  
**Lake City, Florida**  
**October 12, 2005**

**Members Present:**

John Burns, Charles Carroll, Hugh Giebeig, John Hewett, Linda Johns, Raymond Logan, Sandy Looney, Carol Milton, John Pierce, Jennifer Roberts, Nancy Roberts David Rountree, Kathleen Townsend, Michele Ward, Sheryll Walker and John Wheeler.

**Others in Attendance:**

Marge Company (DOE Regional VPK), Kim Galant (DOE/TATS), Deirdre Raggins (AWI/OEL), Janora Crow (Columbia County Even Start), Thomas F. Logan, Ph.D. (Executive Director), LaShone T. Surrency (Deputy Director), Shannon Bryant (Finance Director), Jamie Witzman (Enrollment Manager), Jessie Tampoc (IT Manager), Heidi Moore (Executive Assistant) and Toni Griffin (Family Services Analyst).

**Members Absent:**

Chris Bond, Mike Deming, Anita Franklin, Marion McCray, Richard Mitchell and Paula G. Williams.

**Welcome and Call to Order**

John Wheeler called the meeting to order at 9:05 a.m. Charles Carroll led the Pledge of Allegiance. John Wheeler introduced visitors and guests.

- John Wheeler explained that he and Dr. Logan attended a meeting of Coalition Chairs along with the head of AWI and Lt. Gov Toni Jennings in Orlando last month.
  - One of the topics discussed was the Sunshine Law.
  - There was some talk of putting together some best practices with other Coalitions. It made Mr. Wheeler aware of how smoothly our Coalition runs.
  - There was some talk of collective purchasing.
  - These meetings will be held quarterly.
  
- John Wheeler asked David Rountree to report on the subject of sexual offenders/predators buffer zones from the County Commissioners meeting. Mr. Rountree spoke on behalf of the ordinance. The proposed ordinance dealt with the definition of daycare centers. It referenced the Florida statute which pertained to licensed daycare centers. Because the Coalition works with both *licensed* and *registered*, Mr. Rountree wanted to make sure they were included in that ordinance. He believes we were successful in getting the amendment to the ordinance. The ordinance will be re-advertised and debated at the first meeting in November. John Wheeler complimented Mr. Rountree for providing the Commissioners with pertinent information.

- Mr. Wheeler complimented and thanked Kathleen Townsend for supplying the Board with refreshments.
- Mr. Wheeler announced that there is a vacancy on the Executive Committee. Richard Mitchell was holding that position but due to other obligations agreed to resign from that position. It was suggested that a member from outside Columbia County sit on that Committee to add some diversity. John Wheeler asked Carol Milton who is on the Nominating Committee if she had any recommendations. Carol Milton made a motion to nominate Kathleen Townsend. Kathleen was hesitant due to her inexperience but agreed to accept this position.  
Raymond Logan called for a question. John Wheeler asked if there were any objections from members. John Wheeler saw no objections so the motion passes. Kathleen Townsend was welcomed to the Executive Committee.

#### **Board Meeting Minutes (9/14/2005)**

John Wheeler asked the members to review the minutes from the previous board meeting. John Burns wanted to correct the amount of scholarships being given to Suwannee Vo-Tech to four. David Rountree made a motion to accept the minutes. John Pierce seconded the motion. The minutes were approved with correction.

#### **Executive/Finance Committee Meeting (9/12/2005)**

John Wheeler informed the Board that many of the items in these minutes were discussed at the last Board meeting since it was held prior to the Board meeting, though the minutes were not available.

- John Wheeler stated that the Cost Allocation Plan had not been amended in years and that it was time to amend it. He explained the Cost Allocation Plan is formatted in words rather than numbers. The budget is explained in numbers.
- John Wheeler informed the Board that the Executive Committee amended the salary range for the Executive Assistant position to \$20,000 to \$37,000.

The other points will be discussed and perhaps voted on in this meeting.

#### **Executive Committee Meeting (10/10/2005)**

Minutes will be available at the November 9<sup>th</sup> meeting.

#### **AdHoc Committee Meeting (10/11/2005)**

John Burns reported that the process is finished. There were 23 applicants that will be receiving funds. All of the providers that submitted applications will get some portion of the funds. The total amount is \$143,000. He thanked the Committee for their time and consideration in this effort. Dr. Logan stated that the Program Department will be notifying the providers of their awards.

#### **Financial Report**

John Burns highlighted the points of interest on the income statement for school readiness.

- The CPA moved the revenue from July back to June for their year end journal. This made it appear as if the salaries were inconsistent.
- The program enhancement category was high due to the model classroom at LCCC.

Mr. Burns then explained the VPK income statement.

- There was no reimbursement received in September. The Coalition used the advance money to pay the providers their September prepayments.

### **Board Actions**

- 2005-014 Guidelines for implementation of school readiness extended day wrap-around services and extended year services – This action had been tabled at the previous Board meeting. AWI has given us a directive which has been presented in the form of a new action item.  
John Burns made a motion to remove this item from the table and the agenda. The motion passed without objection.
- 2005-016- Guidelines for implementation of school readiness extended day wrap-around services and extended year services – John Wheeler explained that Dr. Logan has received the policy from AWI. Dr. Logan explained that this is directed at the school board, school-day length programs. The school board programs with the exception of Suwannee County end at 2:30, thus the need for additional care at an alternate facility. There are 13 children that are affected by this issue. In the past, the full time rate has been paid to the school board and a part time rate to the second provider. AWI has stated that this is not an allowable practice. They have found a policy from the Florida Partnership for School Readiness which would still be effective. The policy states that parents will be responsible for the additional hours if they opt for the shorter program. These parents have not yet been notified. Linda Johns asked what the time frame would be to transition these 13 children. John Burns seemed to remember that David Lawrence addressed this issue and gave us an exception. John Wheeler asked Deirdre (Coalition Analyst) if we understood the intent of AWI, and she said yes. The best scenario would be for the other counties to follow Suwannee County's lead and extend the day to accommodate these children. Dr. Logan assured the Board that the families of these children will be counseled on their options.  
Carol Milton suggested that the Board ask for a waiver citing the higher standards offered by these programs. John Wheeler asked Deirdre her thoughts on sending a letter. She suggested approaching it on a case by case basis. She stated that if we wish to pursue this, we needed to send the letter to Tom Imholt.  
The Executive Committee has brought this motion before the Board. John Wheeler called for a voice vote but it was too diverse, so a roll call vote was implemented. John Wheeler explained to the members that they are voting to no longer pay a second provider according to the AWI directive. The voting member vote was split so John Wheeler (chairman) broke the tie by voting yes. The motion passed with a 6-5 vote.
  - Carol Milton made a motion to have Dr. Logan request a waiver from AWI in order to allow the children who are benefiting from this program to finish out the school year while we look at the implications of the policy. Dr. Logan stated that he would ask that these 13 children be left in place for this year while he negotiates with the school board for an extended day program next year. No new children with extended needs would be added to these school board programs that currently do not offer it. Kathleen Townsend seconded the motion. The motion passed unanimously.

- John Burns made a motion to adopt an implementation date for Proposal 2005-016 to begin at the end of the 2005-2006 school year pending notification of AWI and their acceptance of our waiver request. Hugh Giebeig seconded the motion. Dr. Logan clarified his instruction from the Board. He is not to tell the second providers that they will not be receiving their reimbursement. He is not to tell the school board providers that these families will be responsible for payment of a second provider. The Coalition will not change the program until the end of this school year unless AWI tells Dr. Logan otherwise. The motion passed without objection.
  - David Rountree made a motion not to enroll any additional children into this situation until such time as this issue is resolved. John Pierce seconded the motion. The motion passed without objection.
- 2005-017 – Proposed Provider Services Contractual Agreement Amendment (Verifying and Monitoring Immunization Records) – Dr. Logan explained that there have been correspondence between AWI and OEL and some of the Executive Directors regarding the requirement that Coalitions verify that children’s physical and immunization records have been submitted to the providers before we pay them as School Readiness providers. This is a new provision that went into effect in January. It has not in the past been the job of the Coalition to verify that immunization and physical health records are on file with providers. That has in the past been a function of DCF or Health Department. The statute that was amended in January now requires the Coalition to do it. The motion recognizes that state statute now requires us to insert this process in our monitoring tool. We will inform providers that these records must be on file when the child is enrolled and the Coalition will be empowered to monitor that they do.  
The Executive Committee made a motion to accept this item. The motion passed unanimously.
  - 2005-018 – Teen Parent Program Provider Services Agreement for County School Boards  
Dr. Logan explained that there is a category of school readiness reimbursement for which the Coalition is not funded. That category is “teen parent program”, programs that school boards operate. Teen parent programs provide child care for the children of teen parents. The school boards have been funding this program. Suwannee County School Board requested that we handle the placement of these children in the future. Since we do not have funding for this program, the Coalition will invoice the School Board and the School Board will reimburse the Coalition. We currently do not have any reimbursement agreements with anyone except the State of Florida. This Action will empower us to set up new accounts receivables with school boards to handle their teen parent programs. Nancy Roberts explained that the school board will still be responsible for administering the program. They will provide the Coalition with a referral. They need the Coalition to provide R&R to these teen parents. The Coalition will reimburse the providers and the school board will reimburse the Coalition. Nancy stated that her office can no longer provide R&R, and, since one of the Coalition’s staff is on site, this seems like a logical progression. John Wheeler stated this will just be an administrative function.  
The Executive Committee has brought this item to the Board. The motion passed unanimously.

## **Coalition Board Orientation**

The orientation was postponed due to time constraints.

## **Staff Reports**

The staff reports are included in the packet for the review of the Board. John Wheeler informed the Board that if they have questions they should feel free to contact the staff.

- **Policy & Procedures Manual**

The members were given a draft copy of this manual. John Wheeler explained that this manual will need to be adopted by the Board. The thought is to give the members until the next meeting to review it. The Executive Committee will meet the Monday before the Board meeting to make any final corrections. John encouraged the Board to forward any amendments, corrections, comments or changes to Dr. Logan or attend the Executive Committee meeting. The final version will be presented at the November meeting for a vote.

- **Inclusion Conference**

The Fall Inclusion Conference will be held on Saturday, October 22, 2005 at the Lake City Community College. The feature speaker will be Dr. Matthew Timm. Dr. Logan invited all to attend or volunteer to help with the event. He referred any interested parties to Carrie Sapp or Dottie Stone.

- **Annual Report**

Dr. Logan explained that LaShone put together, at his request, an Annual Report that is submitted to AWI/OEL every year. Dr. Logan complimented LaShone along with other staff on the quality of the report. The Board agreed. John Wheeler announced that this will also be used as a prospectus and shared with the community about what the Coalition has been doing. Deirdre Raggins stated that she needs to review the report to make sure it meets all the criteria.

- **Personnel Update**

Dr. Logan gave the floor to Jamie Witzman, Enrollment Manager. Jamie introduced her new staff member, Toni Griffin. Toni will be joining the Coalition in the capacity of Family Services Analyst. Toni brings several years of child care provider experience, and we are delighted to have her perspective.

John Wheeler announced that the Coalition and Board Members received a thank-you note for their generous donations to Happy House in honor of Sheryll Walker's father, David Walker.

## **New Business**

Sheryll Walker suggested the scheduling of a Quality Committee meeting to address the Monitoring Tool.

Hugh Giebeig made a motion to adjourn the meeting. David Rountree seconded the motion. Meeting adjourned at 11:02 a.m.