

GATEWAY SCHOOL READINESS COALITION
Thursday, May 2, 2002
Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Brenda Graham, Jean Graham, Pam Norman, Jeannette Peters, Nancy Roberts, Sheryll Walker, John Wheeler, Carol Milton, Gil Roser, and Francesca Whitener.

Members Absent: Mike Deming, JoAnn Hendricks, Lorenzo Mills, Marilyn Rossborough, and Sandy Looney.

Others Present: Anna Friar (Chatterbox Daycare), Michele Ward (SV4Cs), Lisa Holliday (SV4Cs), Sherry Bullard (Children's Workshop), Kim Scurti (Florida Partnership Contract Manager), Michael Reneke (Florida Partnership Contract Manager), Prudence Pate (GSRC Executive Director), and Kelli Strawder (GSRC Admin Assist.)

Welcome: Nancy Roberts, Chair, welcomed the members, guests and the new Florida Partnership Contract Manager Kim Scurti.

A quorum was declared.

Approval of Minutes: The minutes from the regular meeting held April 4, 2002 were submitted for review and approval. A motion was made by John Burns and seconded by Hugh Giebeig to approve the minutes. **The motion passed unanimously.**

The minutes from the two Executive Committee meetings held on April 4 and 26, 2002, the Finance Committee meeting held on April 23, 2002, and the minutes from the Informational Meeting held at SV4C's on April 17, 2002 were submitted for review and approval. A motion was made by John Burns and seconded by Hugh Giebeig to approve the minutes. **The motion passed unanimously.**

Financial Report: John Burns presented the financial reports for April 1, 2002 through April 30, 2002. A motion was made by Francesca Whitener, and seconded by Randy Cox to approve the report as presented. **The motion passed unanimously.**

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

- **RULES DEVELOPMENT WORKSHOP**
The Florida Partnership for School Readiness is holding another Rules Development Workshop, May 6, 2002. Prudence Pate, Executive Director for the Gateway Coalition, will be participating on the Rules Development Panel for developing draft rules.

- **ALACHUA COUNTY MONITORING**

The Executive Director participated in administrative and program monitoring for Alachua County School Readiness Coalition on April 15, 2002. Additionally, Alachua County Coalition has reciprocated and agreed to provide two people to participate in the monitoring of sub-contractors of the Gateway Coalition. The Executive Director requested that the Coalition Chair appoint a monitoring committee in order to review and revise the draft documents to be used for monitoring tools, and make a recommendation to the coalition to adopt said tools. A committee was appointed to include Randy Cox, John Wheeler, Francesca Whitener, Chris Bond, Pam Norman, and Jean Graham.

- **PARTNERSHIP BOARD MEETING**

Prudence Pate, Executive Director, and Sheryll Walker, Coalition Executive Board member will attend the May 21, 2002 Partnership Board meeting in Orlando Florida.

- **LETTER OF SUPPORT FOR EARLY HEAD START GRANT**

The Executive Director for the Gateway Coalition, Prudence Pate submitted a letter to Suwannee Valley Community Coordinated Child Care, Inc. in support of the Early Head Start Program Grant.

- **MEMBERSHIP RESIGNATION**

Joanne Hendricks submitted her letter of resignation from the Gateway School Readiness Coalition, Inc. Board of Directors on April 25, 2002.

Members were reminded that the documents requested at last months board meeting to complete their member files need to be submitted to Coalition staff as soon as possible.

- **INVOICE DOCUMENTATION REVIEW REPORT**

Caroline Smith, Operations Management Consultant III for the Partnership, conducted an Invoice Documentation Review at SV4C's on February 20, 2002. The Partnership issued a report indicating that no discrepancies were found in the review. Appreciation to Francesca Whitener and the staff at SV4Cs was extended for their hard work and cooperation with the review.

The Executive Director reminded members of the board that monthly PreK invoices are due by the 10th day of the month following the reporting month. Pam Norman, representing Union County, was asked to follow up on the Union County Pre-K invoice

Chair, Nancy Roberts asked if it would be easier for the parties involved if we moved the invoice due date to the 15th of the month. After some discussion it was decided that it would not be any easier, and we should continue with the 10th.

Mention was also made that Pre-K Migrant monies are available. Counties who have not submitted their invoices for the 3rd quarter should do so now.

Central Agency Spending Trend and Enrollment Report: Francesca Whitener presented the Spending Trend and Enrollment Report for review, and provided copies for each member.

Project Safety Net Quarterly Report: Francesca Whitener also presented the PSN quarterly report. The report was mostly informational, indicating PSN referrals come from the Department Children and Families. Francesca then provided an overall description of the Project Safety Net program, indicating that the children served by the program are of ages 1 – 5 years old, and are considered to be in abusive or neglectful situations. They are then placed in childcare and monitored on a regular basis. John Burns asked for clarification of PSN funding. Francesca informed the board that funding comes from the Child Care dollars. An agency wide line item Revenues and Expenditures Report was included.

SPE Workshop Report (April 8 – 9): Francesca Whitener presented the Board with a basic description of Simplified Point of Entry. The function is to “simplify” the method of making contact with the Central Agency to determine eligibility for services. There will be a website established and implemented by July 2002. There are still some details to be worked out such as where the applicants are to go in order to make initial contact. The system is to be used for all categories: Child Care, Pre-K Migrant, and Pre-K Early Intervention. There were some concerns about the system’s ability to actually succeed.

Monthly Program Reports: Prudence Pate presented the Monthly Program Reports.

Contract Manager Report: Kim Scurti provided the following information to the Coalition:

Advance dollars are currently being calculated, and will be presented to the Executive Committee.

Kim assured board that she would be and available to Coalition staff and would do her best to ensure that the transitions in the new fiscal year go as smoothly as possible.

The question was asked regarding the reason there had been such delay in the Coalition receiving the Child Care check. Michael Reneke replied with possible reasons for delay such as; new staff, plus the fact that things are changing as far as the steps of admin for processing those invoices once they are received.

“My Florida Alphabet” Workshop: Nancy Roberts Discussed the Workshop that took Place on April 27, 2002. Mrs. Roberts indicated that the workshop was successful. However, due to other public events that weekend, the turnout was not what they had hoped for. Plans are being made for another workshop in the future.

Carol Milton asked how the workshop had been funded, and Nancy explained that the Workshop was funded through the Multi-County Grant.

ACTION ITEMS

Proposals

1. Amended Administrative Budget for FY 2001-2002 - John Burns
Motion to approve was made by Francesca Whitener and seconded by Chris Bond.
Motion passed unanimously
2. Coalition Operational Budget for 2002-2003 – John Burns
Motion to approve was made by Francesca Whitener, and seconded by John Burns
Motion passed unanimously
3. Coalition Staff Positions (2) – Nancy Roberts
Jeannette Peters recommended that the position be filled with someone with at least a Bachelors Degree and/or sufficient experience in a related fields. Randy Cox made motion to amend the job qualifications to reflect Bachelor’s Degree with at least 2 yrs. experience in related field or 5 yrs. minimum experience as Fiscal Administrator and or Contract Manager. Pam Norman seconded the motion.
Motion passed unanimously
4. Unexpended Administrative Funds for FY 2001-2002 – Nancy Roberts
Motion to approve made by Chris Bond, seconded by John Burns.
Motion passed unanimously
5. Unallocated Reserve for FY 2002-2003- John Burns
Francesca expressed concern that if there is going to be 5% of the total budget being withheld in reserve that we may ultimately end up serving less children if there is not a 5% raise in the funding in order to cover the loss of the 5% that will be withheld.
Motion to approve made by Chris Bond, seconded by Jean Graham.
Motion passed unanimously
6. GSRC Slate of Officers for 2002- 2003 – Carol Milton
Carol Milton requested that this item be tabled for later discussion.
Action Item was tabled
7. Proposal for Pre-K 3% Hold Back Dollars – Nancy Roberts
It was proposed by the Coalition Executive Committee to use the \$ 26,594.00 in hold back dollars to fund a time limited Pre-K Summer program in Suwannee County and for PreK Program curriculum, materials, and training. Union, Columbia, and Hamilton County did not wish to offer the program at their school-based sites. Happy House Child Care, Inc. and The Learning Center have already been contracted and funded through June 30, 2002. Lafayette Pre K will be continued through June 30, 2002.

Motion to approve proposal was made by Chris Bond, and seconded by Sheryll Walker.
Motion passed unanimously

8. Proposed Timelines- Prudence Pate
After a lengthy discussion the proposed Timeline was amended. A final copy will be disseminated via e-mail.
Motion to approve amended timeline was made by Hugh Giebeig, and seconded by Randy Cox.
Motion passed unanimously
9. Membership Extension Request – Prudence Pate
John Burns' request for extension of membership passed unanimously.
Motion to approve was made by Chris Bond and seconded by Hugh Giebeig.
Motion passed unanimously
10. Coalition Meeting Dates for FY 2002-2003- Prudence Pate
Motion to approve was made by Carol Milton, and seconded by Sheryll Walker.
Motion passed unanimously
11. Coalition Staff – Prudence Pate
Proposal of authorization for the Executive Committee to approve job postings, advertisements, interviews, hiring, and staff evaluations for the Gateway School Readiness Coalition, Inc.
Motion passed unanimously
12. Executive Director Contract Renewal for FY 2002-2003 – Nancy Roberts
The proposal for Executive Director Contract renewal passed unanimously, pending State approval of proposed reimbursement rates.
Motion to approve was made by John Burns, and seconded by Randy Cox.
Motion passed unanimously
13. Amendment for Sub-contract with Central Agency – Nancy Roberts
Central Agency Sub-contract has been amended to include the “Hold Harmless” dollars and dollars from the 1st quarter sub-contract.
Motion to approve was made by Sheryll Walker, and seconded by Hugh Giebeig.
Motion passed unanimously

Discussion Items: Eligibility – Randy Cox

There was some discussion on re-determination and eligibility issues as to CCDF and TANF guidelines. It was stated that there needs to be much clearer communication between Agencies, Contractors, Providers and Parents in order for process to work.

Comments:

John Burns and John Wheeler participated in a “Mock” interview for eligibility at Suwannee Valley Community Coordinated Child Care, Inc. on Wednesday, April 4th. Both stated that the staff was very cordial and informative. They extended their gratitude and thanks to Francesca Whitener and staff.

Adjourn:

A motion was made by John Burns and seconded by Sheryll Walker to adjourn. The meeting adjourned at 11:20 a.m.

The next meeting will be held Thursday, June 6, 2002 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.

Approved _____
Date _____