

GATEWAY SCHOOL READINESS COALITION, INC.
Thursday, November 7, 2002
Minutes

Members Present: Chris Bond, John Burns, Randy Cox, Hugh Giebeig, Sandy Looney, Pam Norman, Jeannette Peters, Nancy Roberts, Sheryll Walker, and John Wheeler.

Members Absent: Mike Deming, Brenda Graham, Jean Graham, Carol Milton, Gil Roser, Marilyn Rossborough, and Francesca Whitener.

Others Present: Sandy Swilley (SV4Cs), Diana Roder (SV4Cs), Darlene Galloway (Douglass Center – Suwannee Co. Schools), Anna Friar (Chatterbox Child Care), Charalee Bullard (Children’s Workshop), Ann Caroll (CCSB), Chris Sharpe (Columbia Co. Sheriff’s Office), Lisa Holliday (SV4Cs), Michele Ward (SV4Cs), Prudence Pate (Executive Director, GSRC, Inc.), Kelli Strawder (Fisc./Admin. Asst. GSRC, Inc.), and Michael Reneke (Coalition Analyst)

Welcome: John Burns, Chair, welcomed members and guests. **A quorum was declared** and the meeting was called to order at 9:05 a.m.

Approval of Minutes: The minutes from the regular board meeting held Thursday, October 3, 2002 were submitted for review and approval. The motion to approve the minutes was made by Hugh Giebeig, and seconded by Nancy Roberts. **The motion passed unanimously.**

Financial Report: The Financial Report for the month of October was submitted by Randy Cox, Treasurer. A report indicating Coalition operations expenses was submitted along with monthly deposits and expenses. Also included in the report was a copy of the end of the fiscal year finance report for 2001-2002. A motion to approve the Financial Report was made by Hugh Giebeig and seconded by Pam Norman. **The motion passed unanimously.**

REPORTS

Central Agency: Lisa Holliday presented the Central Agency Spending Trends/Enrollment report for the month. The report indicated a projected surplus of \$145,481 is no changes occur. Jeannette Peters indicated that projections for next month appear to be maintaining. Randy Cox questioned why enrollment was reduced by 100. Jeannette Peters responded that enrollment is reducing by not replacing slots as they become vacant.

Project Safety Net: The Central Agency presented the quarterly report for PSN. Indication was made that personnel are still not being notified by DCF of staffings.

Quarterly Program Activity Report: Michele Ward of SV4Cs presented a written report related to the Infant Toddler Quality Initiative Plan. It was clarified that the number of technical assistance visits was only for the Infant/Toddler program and is not reflective of the entire technical assistance function. A discussion took place regarding the Infant/Toddler program. Michele indicated that once a center participates in the program, they cannot participate the following year – the program is a one-year program. Section 2 of the report addressed the

market rate change implemented by the Coalition effective January 1, 2003. Sandy Looney indicated that three centers have applied for licensing in the last month. DCF is working hard on completing the assessments for licensing and the technical assistants of SV4Cs are participating in preliminary assessment of those applicants. Sheryll Walker asked who the TA was conducting technical assistance as school-age contact. It was indicated that Marvene is the contact within the agency, but other TAs visit centers with school-age. Sheryll Walker also inquired concerning an update on accreditation grants. It was indicated that the applicants received their accreditation packets and are working on surveys/packets. The target for completion is February with evaluation visits in August.

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

- Attendance at the Director's Meeting on October 8, 2002
- Provider Assessment Tool Training – completed Suwannee County Schools and Columbia County Schools. Training for the centers was conducted by SV4Cs on October 29, 2002. Implementation of the tool was November 1, 2002.
- Coalition Plan Amendment – After meeting with Partnership staff on November 6, 2002, the coalition has been advised to incorporate amendments into the Revised Coalition Plan due December 31, 2002.
- At Risk Reviews and Meetings – conducted review and research of case load to determine a course of action for reducing the cost of care in this category. A proposal is part of the action items on the agenda.
- Committee Meetings – Participated in several committee meetings during the month to include Executive Committee, Finance Committee, Contract Committee, and Ad-Hoc Committee (conference planning).
 - Committee chairs will report on meetings.
 - The Contract/Finance committee has agreed to hold committee meetings on a monthly basis with the Program Analyst.
 - The Plan Writing Committee will need to schedule meetings ASAP to complete the Plan.
 - Committee Chairs were asked to schedule meetings and notify members. The coalition office will advertise scheduled meetings.
- Kiwanis Resolution – The National Kiwanis Club devised a resolution to become intricately involved in School Readiness. Document was attached.
- Participation in workshops and trainings – EFS Seminar and Cost Allocation Training. The Cost Allocation Plan is due January 31, 2003.
- Document presented regarding eligibility categories, billing groups, and OCAs.
- Invoicing – The members were presented with schedule of due dates regarding the invoice process. Also included was the current status of payment of parent fees to the Coalition. Chris Bond requested that the Executive Director meet with Bonnie Pinder, CCSB Finance Director, regarding the invoice process.
- The coalition was represented by the Executive Director and John Wheeler on the Mini-Grants Selection Committee to review applications.
- Curriculum Training – The Wright Group will be providing training on November 8, 2002 for *Doors to Discovery*, the curriculum purchased by the coalition as an additional resource in the school readiness programs.

- A list of meeting dates for November was made available to members. The list did not include the conference scheduled for November 23, 2002 at Lake City Community College from 7:45 – 3:00.

Ad-Hoc Committee: Nancy Roberts and Sheryll Walker updated the coalition members on the planning process for the coalition conference scheduled for November 23, 2002. An updated conference agenda was provided. Minutes from the committee meetings held October 3, 2002 and October 28, 2002 were also presented.

Executive Committee Report: John Burns presented the minutes from the October 11, 2002 meeting and the October 30, 2002 meeting to include the following issues:

- Release of Contract Manager/Fiscal Administrator
- Renegotiation of Provider Rate with Central Agency
- Market Rate Implications
- Central Agency Contract Amendment – Advance dollars language
- Suwannee County Schools Contract Amendment – title change
- Coalition staff issues – continuity of coalition responsibilities
- Policy and Procedure manual
- Private consulting for Cost Allocation Plan
- Final payment request for Roger Williams

Contract Committee Report: Prudence Pate presented the minutes from the October 30, 2002 meeting and presented copies of the contract amendments. Some of the issues included:

- Coalition expenditures projections
- Number of children served
- Availability of EFS
- Hamilton County Schools Amendment – Migrant dollars
- Central Agency Amendment – deleting data processing element
- New Central Agency Contract – for data processing
- Suwannee County Schools Amendment – additional dollars for 10 slots
- Budget summary - coalition

Monthly Program Reports: Reports were presented by Kelli Strawder. No comments were made.

Program Analyst Report: Michael Reneke addressed the new constitutional amendment regarding Universal Pre-K. He indicated that the end result is unknown; however, the players have looked at the Georgia model in going forward with the amendment. He also stated that the amendment is being placed in the Education Section of the Constitution. One scenario maintains the existence of the coalitions, but again the results are unknown. He further indicated that F.S. 411 will have to be addressed.

Michael stressed the need to review and research the same issues with WAGES as the Coalition has been doing with At-Risk, because the state can disallow funding for ineligible services taking place during the current fiscal year.

A discussion took place concerning the Unified Wait List. Michael indicated that it is necessary for the UWL to be set up so it is functional. Nancy Roberts inquired regarding state guidelines for the UWL and made a statement regarding the large task in managing such a list for five counties.

There was also discussion concerning the parent fee process. It was clarified that the coalition is invoicing at 100%. Michael indicated that the issue needs detailed discussion with staff and is not appropriate for a board meeting. The Executive Director will follow up on this issue with Michael.

Action Items:

- Sub-Contract Negotiations for Rate Changes – Proposal # 2002-034

The recommendation is to allow providers to re-negotiate their sub-contracts with the Central Agency due to the change in the Market Rate effective January 1, 2003. The motion also included the statement that the Finance and Contract committees would meet in February and evaluate the effect of the Market Rate changes. A motion was made by Sheryll Walker and seconded by Randy Cox to accept the recommendation. **The motion passed unanimously.**

- Employer/Employee Relation – Proposal # 2002-035

The recommendation of the Executive Committee is to terminate all employment contracts effective December 31, 2002 and enter into an employer/employee relationship by hiring staff effective January 1, 2003. A motion was made by Randy Cox and seconded by Sandy Looney to accept the recommendation. **The motion passed unanimously.**

- Coalition Policy and Procedure Manual – Proposal # 2002-036

The recommendation of the Executive Committee to adopt attached Policy and Procedure Manual. A motion was made by Randy Cox and seconded by Chris Bond to approve the recommendation. **The motion passed unanimously.**

- At-Risk Referral and Policy – Proposal # 2002-037

A motion was made by Hugh Giebeig and seconded by Jeannette Peters to approve the proposed At-Risk Referral and Policy for At-Risk children with recommended changes in the language of the policy and type of application on the Application/Authorization form. Upon approval the coalition will enter into an agreement with DCF and the Central Agency for implementation of said policy. **The motion passed unanimously.**

- Membership – Proposal #2002-038

A motion was made by John Wheeler and seconded by Nancy Roberts to approve the reappointment of Lorenzo Mills to the coalition as a Private Sector member. **The motion passed unanimously.**

- Determination of Eligibility Request – Proposal #2002-039

A motion was made by Nancy Roberts and seconded by Pam Norman to approve the proposed document regarding determination of eligibility and to give authority to the Executive Committee to review and approve/disapprove said request when presented.

Comments:

New Business:

- Sheryll Walker reminded Committee Chairs of their responsibility to schedule and notify members of committee meetings when necessary.
- John Burns stated that as chair he would like to be notified of all committee meetings.

Comments:

- Michele Ward asked if providers are to be able to renegotiate at the time of a change in status, i.e. registered to licensed. The response was yes and that this is an ongoing process.
- Michael Reneke commented to the coalition that with all the processes going on simultaneously (Plan, Cost Allocation Plan, Contracts, Funding Agreement Amendment, etc.); it is imperative that coalition members and staff make all efforts to make each element work with the other and that all aspects of operation work together.
- Kelli Strawder asked a question regarding the number of CEUs being issued for the conference. Nancy Roberts indicated that she is working on this issue with Michele Ward and certificates will be issued to participants of the conference.

A motion was made by Jeannette Peters and seconded by Sheryll Walker to adjourn the meeting. The meeting was adjourned at 11:10 a.m.

The next meeting will be held, Thursday, December 5, 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.