



The Coalition's Mission is to provide leadership and advocacy that builds a community where all children are prepared for success in school

Board Meeting
Tuesday, March 16, 2010
11:30am – 1:30pm
Early Learning Coalition of the Big Bend Region
325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Board Members Present:

Larry DiPietro, Chair
Ed Feaver
Dr. Elsie Burton
Barbara Sloan
Monesia Brown
Willy Gamalero
Chris L. Jensen, Jr.
Angel Trejo
Bob Gabordi
Rodney Reams
Janice Sumner
Jeremy Cohen
Marlon Hunter
Linda Nelson
Traci Leavine
Maria Pouncey
Carrie Rubenstein
Kimberly Moore
Jeanne Martin
Andy Jackson
Catie McRae
Shelia Shelton
Sharon Gaskin

Board Members Absent:

Kim Kelling Engstrom
Lesia Johnson
Sarah Glass
Maureen Daughton

Staff Present:

Chris Duggan, Chief Executive Officer
Kathy Hayes, Controller
Sam Sweazy, Vice President of Program Services
Kara Smith, Director of Human Resources
Molly Lord, Community Partnership Director
Carrie Pafford, Director of Provider Services
Megan Gocs, Executive Assistant

Guests Present:

n/a

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed board members and staff. Roll call was taken and quorum was established at 11:36am.

2. Approval of Agenda

Larry D. requested that three changes be made to the agenda. To move Action Item #2010-1, approval of a new board member to after public comment, to move the Finance Committee Report to after the Treasurer's Report, and to include an additional discussion item in the agenda,

creating a scholarship fund for De'Sherrime 'Dee Dee' Murray. The motion to approve the agenda with the aforementioned amendments was made by Kimberly Moore. This motion was seconded by Janice Sumner. This motion was approved.

3. Approval of Minutes for December 8, 2009

The motion to approve the minutes for the Board Meeting of December 8, 2009 was made by Willy Gamalero. This motion was seconded by Carrie Rubenstein. This motion was approved.

4. Public Comment

There was no public comment.

Angel Trejo, a board member, used this opportunity to inform the Board about an upcoming event. On April 9, 2010, several community agencies, including the Early Learning Coalition, are putting on an Infant, Toddler and Preschool Developmental Screening Day at Children's Medical Services.

5. Action Item

a. Approval of New Board Member – Andy Jackson – Action Item #2010-1

Per the By-Laws, the Board of Directors of the Early Learning Coalition of the Big Bend Region includes private sector membership. Andy Jackson, a Partner at Perry Connections in Taylor County, has indicated an interest in serving on the Board of Directors in a private sector seat. If approved by the Board, Andy Jackson's term of membership would be four years.

Larry D. introduced Andy Jackson to the Board.

The motion to approve Andy Jackson as a board member was made by Linda Nelson. This motion was seconded by Janice S. This motion was approved.

6. Coalition Reports

a. Chairman's Report

Larry D. provided his Chairman's Report to the Board. He informed the Board that at the Early Learning Advisory Council Meeting he attended on March 4, 2010, the group discussed the importance of advocacy to our local senators and representatives. He was also informed at the meeting that the Association of Early Learning Coalitions is currently working on a uniform Provider Network Agreement for the thirty-one Coalitions around the State to use in place of their current agreement.

Larry D. provided the Board with an overview of the events happening during Children's Week from April 11 to 14, 2010. Staff will email a listing of these events to the Board.

Both the House and Senate Transportation and Economic Development and Appropriations Committees have released their anticipated reductions to the School Readiness and Voluntary PreKindergarten Programs. Larry D. provided the Board with information and figures regarding the anticipated reductions. This information was provided to staff from Brittany Birken, the Director of the Office of Early Learning.

Larry D. informed the Board that the Early Learning Coalition is currently working with Sunrise Rotary on a baby book bag literacy project. To support new parents in positively impacting their child's literacy development, the Early Learning Coalition and Sunrise

Rotary are putting together baby book bags with an age appropriate book for infants, a baby bib that says 'start smart... read to me', parent activity cards that provide fun ways for parent's to support their child's literacy development and a resource book that provides important information on child development milestones. These book bags will be given to new and expecting mothers who come into one of the Coalition's Family Service Centers.

Staff have also been working on an operational work plan to assist child care providers in improving their business practices. Larry D. shared this work plan with the Board.

All board members were invited to attend an upcoming information session called Building Better Boards on May 3, 2010. Board members were told to let Chris Duggan know if they would like to attend.

b. Chief Executive Officer's Report

Chris D. provided her Chief Executive Officer's Report to the Board. The Board was given informational materials that she received at the National Economic Forum in Washington DC on Early Childhood Investment. The meeting focused on techniques of how to bring the business community on as early childhood partners and advocates.

On Friday, February 12, 2010, the Coalition had their My First Books Literacy Celebration and the Sweetheart Raffle Drawing. Superintendent Jackie Pons attended the literacy celebration and drawing as a Celebrity Reader. Superintendent Pons read the book *Biscuit's Valentine's Day* to children from Bright Stars Child Development Center and All Stars II with the assistance of his special friend, Biscuit the Dog. The Coalition raised just over \$5,000 from the Sweetheart Raffle, and brought in over 13,713 new and gently used children's books through book drives, community collections and from Disney's Give a Day Get a Day promotion. This result surpassed the Coalition's goal for this annual project.

c. Treasurer's Report

Willy Gamalero provided his Treasurer's Report to the Board. This report included the operating expenditures compared to budget, projected earmarks and restrictions, various graphs and tables analyzing utilization, Voluntary PreKindergarten enrollment comparisons and the School Readiness waitlist figures as at January 31, 2010.

Willy G. informed the Board that the current number of children the Coalition are able to serve from the School Readiness base funding stream has decreased to approximately 3,500 from 4,100, as the average cost per child for child care has increased.

Ed Feaver asked for an explanation of 8.c. on page 14 of the packet. 8.c. states that from the options available if needed to relieve actual deficit, the Coalition will expand the age level that they fund through the ARRA funds to seven and eight year olds if needed. Chris D. explained to Ed F. and the Board that the American Recovery and Reinvestment Act (ARRA) funds are purposely being used to fund school age children that will naturally attrition out of the School Readiness Program before the funds are depleted.

Willy G. informed the Board that staff has deobligated \$35,000 of Child Care Executive Partnership funds due to the lack of participation from the local businesses.

Ed F. questioned why none of the ARRA funds was going to Gadsden County. Kathy Hayes, the Coalition's Controller, informed Ed F. and the Board, that as of January 2010,

Gadsden County started receiving ARRA funds. The Coalition is told by the State which Counties are able to utilize ARRA funds. Carrie R. asked about Jefferson County. Kathy H informed Carrie and the Board that Jefferson County does not receive ARRA funds.

To bring the budget inline so the Coalition can complete the fiscal year with a nil deficit, the Coalition has had to stop enrolling low income working families. As of January 31, 2010, the Coalition had 1,571 families on the School Readiness waitlist.

The Board approved the Treasurer's Report.

d. Finance Committee Report

Willy G. provided the Finance Committee Report to the Board which included an overview of the Coalition's current commercial liability, directors and officers, finance bonds and workmen's compensation insurance coverage.

7. Old Business

a. Property Lease for the Leon County Family Service and Administrative Centers

Larry D. provided the Board with an update in relation to the status of the property lease for the Leon County Family Service and Administrative Centers. He informed the Board that three properties have been short listed and that the Coalition's tenant representatives, Proctor and Long, are currently in negotiations with each of the properties owners or managers. Staff are hoping to have a lease executed in the next four to six weeks.

Larry D. asked the Board for the authority as Chair to negotiate the new lease for the Leon County Service and Administrative Centers with the assistance of executive level staff and Proctor and Long. The motion to give Larry D. the authority as Chair to negotiate a new lease for the Leon County Services and Administrative Centers was made by Barbara Sloan. This motion was seconded by Chris L. Jensen, Jr. This motion was approved.

Larry D. also asked the Board for the Executive Committee to have the authority to sign a new lease when a lease is ready to be executed. The motion to have the Executive Committee sign the new lease for the Leon County Service and Administrative Centers when it is ready to be executed was made by Barbara S. This motion was seconded by Chris J. This motion was approved.

8. New Business

a. Scholarship Fund for De'Sherrime 'Dee Dee' Murray

Larry D. spoke to the Board about creating a memorial scholarship fund for De'Sherrime 'Dee Dee' Murray. Larry D. asked for a motion to create a scholarship fund for De'Sherrime 'Dee Dee' Murray. The motion to support this submission was made by Kimberly Moore. This motion was seconded by Chris J. This motion was approved.

9. Action Items

a. Approval of Endowment Fund Rollover – Action Item #2010-2

During the 2006-2007 fiscal year, the Coalition entered into an Endowment Fund Agreement with the Community Foundation of North Florida, Inc and United Way of the Big Bend, Inc. for the purpose of establishing an Endowment Fund for the Coalition. United Way of the Big Bend, Inc. made an initial contribution to this fund in the amount of \$3,974.07. The agreement required that the Coalition match this initial contribution by no

later than June 30, 2010. The matching contribution was made in January 2009 from the Coalition's unrestricted funds.

The Community Foundation of North Florida, Inc manages and owns this fund. The Coalition is eligible to receive distributions from this fund in the calendar year following the year of the matching contribution. The Coalition received its first notice of funds available for distribution. The Coalition has the option to take a distribution of funds or reinvest the funds and allow the endowment fund to grow. This item was discussed at the Finance Committee Meeting on February 24, 2010, and the Finance Committee recommended that the Board reinvest the funds.

The motion to approve that the endowment fund be rolled over was made by Chris J. This motion was seconded by Linda N. This motion was approved.

b. Approval of Change to the Provider Liability Insurance Requirement – Action Item #2010-3

As part of the Provider Network Agreement, the contractual agreement between the Coalition and providers, the Coalition requires that all providers maintain commercial general liability insurance.

At the Finance Committee Meeting on March 3, 2010, the committee discussed two current issues regarding the requirement that providers maintain commercial general liability insurance. The first issue being, the distinction between public and private providers in the Provider Network Agreement in terms of insurance, and the second issue being, the level of coverage and whether the amounts stated in the 2009 – 2010 Provider Network Agreement would be sufficient for the 2010 – 2011 agreement. The current level of coverage required is \$100,000 single and \$500,000 aggregate, with the requirement that the Coalition be named as an additional insured.

With the advisement of Keith Jones of the Earl Bacon Agency, and Brian Crumbaker, legal counsel, the Finance Committee recommended that the Board approve the following amendments to the 2010 – 2011 Provider Network Agreement in relation to commercial general liability insurance. The recommended level of coverage is \$100,000 single and \$200,000 aggregate, with the requirement that the Coalition be named as an additional insured.

The recommended language to be inserted at Section 10.c., 10.d. and 10.f. of the 2010 – 2011 Provider Network Agreement is:

“The PROVIDER agrees to maintain commercial general liability insurance coverage that is current and sufficient. The PROVIDER agrees to maintain coverage limits of \$100,000 each occurrence, and \$200,000 general aggregate at a minimum, and to add the COALITION as both a certificate holder and an additional insured to the commercial general liability policy.

If PROVIDER is a state agency or subdivision thereof, PROVIDER agrees to file with the COALITION proof of commercial general liability insurance coverage satisfactory to the COALITION and in compliance with the law which, at a minimum, shall provide coverage limits of \$100,000 each occurrence and \$200,00 general aggregate at a minimum. The

insurance required by this provision shall be and remain in full force and effect for the entire Agreement period.

If PROVIDER is a state agency or subdivision thereof, PROVIDER shall only be subject to the liability referenced in subsection 10.E. to the extent sovereign immunity is waived by Section 768.28, F.S”.

The following paragraph will replace Section 10.e. of the 2010 – 2011 of the Provider Network Agreement.

“The PROVIDER is fully liable for the actions of its agents, employees, partners, contractors, and subcontractors and shall indemnify, defend and hold harmless the COALITION, AWI and their officers, agents, employees, contractors, and subcontractors from suits, actions, damages, and costs of every name and description, including attorneys’ fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the PROVIDER”.

Jeremy Cohen asked Chris D. whether we have checked with other Coalitions around the State about their liability insurance requirements of their providers. Chris D. informed Jeremy and the Board that staff have discussed liability insurance with various other Coalition Directors.

Willy G. explained to the Board the importance of having the Coalition listed as an additional insured on the provider’s commercial general liability insurance

Chris D. informed the Board that seventeen providers are currently not in compliance with this policy and will be receiving a certified letter from her shortly. The Board discussed this issue as well as the enforcement and the ramifications of non-compliance after April 1.

Ed F. asked if we could pay the additional cost/s associated with the provider having to list the Coalition as an additional insured and a certificate holder on their policy. Chris D. told Ed F. that she would find out and get back with him.

The motion to approve the changes to the provider liability insurance requirement of the 2010 – 2011 Provider Network Agreement was made by Chris J. This motion was seconded by Ed F. This motion was approved.

c. Approval of the 2010 – 2011 Provider Network Agreement – Action Item #2010-4

Each fiscal year, all providers participating in the School Readiness Program must sign a Provider Network Agreement which serves as the contract between the Early Learning Coalition and each provider. The agreement clearly states all program requirements, expectations, and funding terms and conditions for participation in the School Readiness Program as defined by Florida Statute, the Office of Early Learning, and the Early Learning Coalition Board of Directors. Each year the agreement is reviewed and revised to include new requirements, provide clarification, and encompass any new Board policies.

The 2010 – 2011 Provider Network Agreement presented to the Board includes the following recommended changes from the 2009 – 2010 agreement;

- 4.C. Changed language regarding sign in/out sheets to "parent or authorized adult". This change is an effort to prohibit staff (van drivers specifically) from

- signing children out when they drop them off at home. Staff must now obtain an authorized signature to verify who they are leaving the child with;
- 6.D. In relation to the holiday schedule, holidays are allowed based on the number of months a provider chooses to operate their program. Providers who operate nine months (school year only programs) are given seven pre-selected holidays and two additional holidays. Providers who operate twelve months are given seven pre-selected holidays and five additional holidays;
 - 6.G. Change in the process for submitting attendance rosters. Rosters submitted by COB of scheduled Market Day will be paid within 2 business days after the Coalition receives reimbursement from AWI. Rosters submitted after COB of scheduled Market Day, but before noon on 3rd business day, will be reimbursed on the last business day of the month (which is when we release VPK pre-payment). Rosters submitted after noon on 3rd business day will be reimbursed the following month;
 - 7.E. Waiver of a Provider's compliance with one or more provisions of the agreement upon showing of good cause ; and
 - 10.C. Changed language regarding provider liability insurance will be inserted once board approval is obtained.

Board Counsel as well as the Program Policy and Strategy Committee reviewed and approved each of these changes to the 2010 – 2011 Provider Network Agreement.

Chris D. referred to the addition of Section 7.E. of the agreement. She explained to the Board that staff needs the flexibility to make exceptions to the agreement on a case by case basis. This cause would allow staff to do this.

Chris D. explained to the Board, that if the 2010 – 2011 Provider Network Agreement is approved today, staff will have a roll out period where they will have meetings in each county explaining the new agreement to providers. Staff would like to have all Provider Network Agreements signed by June 30, 2010.

Ed F. asked Chris D. a question about the health and safety policy regarding ratio passed on December 9, 2008, after talking to providers in Gadsden County. The Board discussed this policy further. The Board requested that a copy of this policy be sent to them.

Ed F. suggested that the language for 5.J. be reworded as it was a little confusing. After some discussion regarding the language in 5.J., Ed F. suggested that if a number of providers identified 5.J. as confusing during the rollout, the language would be amended at the June 15, 2010 Board Meeting. He would also like the Program Policy and Strategy Committee to review the Provider Network Agreement again in a future meeting.

Kimberly Moore suggested having a frequently asked questions section or handout to go with the Provider Network Agreement.

The motion to approve the 2010 – 2011 Provider Network Agreement was made by Chris J. This motion was seconded by Dr. Elsie Burton. This motion was approved.

Larry D. informed the Board that the Association of Early Learning Coalitions, in conjunction with the Agency for Workforce Innovation, are working to create a uniform Provider Network Agreement to be utilized by each of the thirty-one Coalition's around the

State. Lauren Faison, the Coalition's Chief Operating Officer, is at a work group today in Orlando about this potential future agreement.

10. Committee Reports

a. Board Communication Strategic Plan Workgroup

Chris D. provided the Board with a matrix with a summary of key details and information from each of the sub-committee meetings held during the months of February and March.

b. Advocacy and Resource Development Committee

Monesia Brown, the Co-Chair of the Back to School Dance Committee, provided the Board with an update in relation to the Back to School Dance. The Back to School Dance is scheduled to take place at Goodwood Carriage House on Friday, September 10, 2010 from 7:00pm to 11:00pm. Kim and Maida Williams have agreed to be the host and hostess for the evening. The Back to School Dance Committee is in the process of finalizing the sponsorship packets, and hope to start approaching potential sponsors over the coming weeks. The two levels of sponsorships available are a Varsity sponsorship at \$1,000 and Junior Varsity Sponsorship at \$500. The Coalition currently has two Varsity sponsors, Angel Trejo and WTWC-40.

c. Program Policy and Strategy Committee

Elsie B. provided the Board with an update on the Program Policy and Strategy Committee. In the last meeting on February 18, 2010, the committee established a sub-committee to look at eligibility priorities for School Readiness services. Elsie B. invited board members to sign up for this sub-committee.

d. Audit Committee

Rodney Reams provided the Board with an update on the Audit Committee. The Audit Committee will have their next meeting in either April or May to engage auditors for the next fiscal year.

11. Other Business

Larry D. spoke to the Board about officer nominations for 2010 – 2011 fiscal year. Board members who would like to be an officer or serve on the Executive Committee were encouraged to speak to Chris D.

Meeting adjourned at 1:15pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Tuesday, June 15, 2010

Committee Chair's Initials: _____

Board Secretary Initials: _____

A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.