



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

Executive Committee Meeting

Tuesday, February 22, 2011

3:00pm to 4:30pm

Early Learning Coalition of the Big Bend Region

Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Committee Members Present:

Larry DiPietro, Chair
Dr. Elsie Burton
Rodney Reams
Kim Kelling Engstrom

Staff Present:

Lauren Faison, Chief Executive Officer
Carrie Pafford, Program Director (Provider Services)
Amy Mitchell, Program Director (Family Services)
Regina D'Souza, Program Director (Contracts and Reimbursement)
Kathy Hayes, Director of Quality Assurance and Accountability
Travis Gordon, Director of Finance
Liz Murphy, Director of Operations
Maurice Gosby, Director of Information Technology
Megan Gocs, Executive Assistant

Committee Members Absent:

Bob Gabordi
Linda Nelson

Guests Present:

n/a

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 3:03pm.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Dr. Elsie Burton. This motion was seconded by Rodney Reams. This motion was approved.

3. Approval of Minutes for October 29, 2010

The motion to approve the minutes for the Executive Committee Meeting of October 29, 2010 was made by Rodney R. This motion was seconded by Elsie B. This motion was approved.

4. Public Comment

There was no public comment.

5. Coalition Reports

a. Chair's Report

Larry D. provided the committee with a legislative update. He informed the committee that the initial budget projections for the 2011 – 2012 fiscal year show that funding to Early Learning Coalitions will remain at a similar level to this fiscal year. While this is positive, Larry emphasized the importance of continuing to raise awareness about the critical services we provide.

Larry D. then provided the committee with an update on the Early Learning Advisory Council Meeting he attended in Orlando on January 7, 2011. Their next meeting will be on March 11, 2011.

b. Chief Executive Officer's Report

Lauren Faison presented her Chief Executive Officer's Report to the committee.

She informed the committee that there has been some discussion at the State level about Early Learning Coalitions moving from under the umbrella of the Agency for Workforce Innovation to under the Department of Education. The Coalitions have discussed this matter, and feel that it is best if the School Readiness Program and the Voluntary Prekindergarten fall under the same department.

Lauren F. informed the committee that she is working to get the House Committee on Transportation and Economic Development Appropriations Committee (TEDA) here to tour our office to see first hand the impact that this Coalition has on the children and families we serve. TEDA is the committee in the House that will be voting on the Early Learning Coalition's budget for the 2011 – 2012 fiscal year. Lauren F. also informed the committee that the Legislators Wives Group will be visiting our office on April 5, 2011. This will be an opportunity to educate these ladies on what we do.

The committee briefly reviewed the Economic Impact Report that was prepared for, and presented at the Coalition's Open House on February 2, 2011.

Lauren F. informed the committee that Capital City Kiwanis will be turning one of the rooms in our office into a room for older children to play while in our office. Capital City Kiwanis will be providing \$2,500 in sponsorship for this project. The committee was also informed that the ELC has formed a partnership with Earth Fare, and are providing the ELC with free fresh fruit to give to families.

6. 2011 – 2012 Contract for School Readiness Services

Lauren F. informed the committee that the Board will need to approve the 2011 – 2012 School Readiness Provider Network Contract at their next meeting of March 15, 2011. At this meeting, staff will be proposing that there be an initial application process, where the provider will be asked to provide all required information before completing a contract with the Coalition.

The committee was also informed that staff are working with the Program Policy and Strategy Committee on a contract enforcement policy.

7. Review of Updated Organizational Structure

a. Presentation by the ELC Leadership Team

Lauren F. informed the committee that she has recently implemented various organizational structure changes within the ELC. One of these changes includes the creation of the Quality Assurance and Accountability Department. This unit, which is being directed by Kathy Hayes, will implement performance measurements, internal auditing tools, data collection, reporting and training. Kathy H., the ELC's previous Finance Controller, was able to successfully set up systems, controls and performance measurements in the Finance Department, and now Lauren F. would like her to utilize these skills and tools throughout the Coalition. With performance based funding being utilized more and more, we need frameworks and systems that can demonstrate and show the impact the ELC is having in the community. The ELC provides vital and necessary services, we just need to be able to capture these through measurable data.

Lauren F. asked each department head to introduce themselves and explain the functions of their particular department. She informed the committee that Operations and Finance are jointly taking care of the ELC's human resources.

Larry D. inquired as to the management structure of the satellite offices. Lauren F. informed the committee that each of the satellite offices has an office manager.

Lauren F. reviewed the recent staffing changes with the committee. She also informed the committee that the change of operating hours is working well for staff and customers.

The committee were provided with a utilization update. Even with no wait list and families being enrolled straight away upon confirmation of eligibility, staff are still projecting a surplus for the 2010 – 2011 fiscal year. To date, the ELC has spent 76.5% of their School Readiness budget on child care slots, which is the most the ELC has ever spent on direct slots. Unfortunately families continue to be terminated because they are working less than twenty hours a week. In order to combat this issue, staff are in the process of writing a waiver for families whose hours fall below twenty, and above fifteen.

Lauren F. informed the committee that an analysis of the results of the 2009 – 2010 Quality Rating Improvement Scores for all providers identified that the safety and quality of their outdoor play environments is as a key challenge. Therefore, staff are proposing that the ELC undertake a short term project to provide twenty-five contracted School Readiness providers with intense, short term focused training to address the safety and quality of their outdoor play environments. The projected results will be immediate, measurable, and of benefit to the teachers and children in the participating early learning programs. A key element of this project is the research study which will look at the impact of negative behaviors, teacher interaction, health and safety incident reports, and child outcomes, as a result of the interventions, which include teacher training, materials and equipment, and onsite technical assistance. Due to the short timeframe and scope of work, the ELC will utilize a contracted service provider to implement the project. This project will be hugely beneficial to providers and the children they serve, as well make a great study for the ELC.

8. Legislative Efforts

Lauren F. informed the committee on the Coalition's recent legislative efforts.

9. Outreach Update

a. PowerPoint Presentation

Lauren F. provided a PowerPoint presentation to the committee as part of her Chief Executive Officer's Report.

b. Evening with the Stars

Lauren F. informed the committee that the ELC will again be putting on their annual Evening with the Stars.

c. Sock Hop

The committee were provided with an update on prospective plans for the ELC's 3rd Annual Sock Hop which will tentatively take place in either February or March 2012.

d. Directors Forum

Staff are working on planning the 2011 Directors Forum. Traditionally this has been an informational lunch however, staff are looking at moving this event to an afternoon/evening timeslot.

10. Other Business

There was no other business discussed.

Meeting adjourned at 4:25pm.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Full Committee Approval Date: _____

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.