



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, December 7, 2010
11:30am to 1:30pm
Early Learning Coalition of the Big Bend Region
Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Board Members Present:

Larry DiPietro, Chair
Kim Kelling Engstrom
Carrie Rubenstein
Bob Gabordi
Maria Pouncey
Rodney Reams
Traci Leavine
Catie McRae
Janice Sumner
Ed Feaver
Dr. Elsie Burton
Chris L. Jensen, Jr.
Willy Gamalero
Jeanne Martin
Maureen Daughton
John Grosskopf
Linda Nelson

Staff Present:

Lauren Faison, Chief Executive Officer
Kathy Hayes, Controller
Kara Smith, Director of Human Resources
Carrie Pafford, Director of Provider Services
Liz Murphy, Operations Director
Megan Gocs, Executive Assistant

Board Members Absent:

Marlon Hunter
Sarah Glass
Lesia Johnson
Monesia Brown
Andy Jackson
Angel Trejo
Jeremy Cohen
Kimberly Moore
Sharon Gaskin

Guests Present:

Otis Young, Innovation School of Excellence
Matt Hansard, Thomson Brock Luger & Company
Sarah Hinson, Department of Health

1. Welcome and Roll Call

Larry DiPietro, Chair, welcomed board members, staff and guests. Roll call was taken and quorum was established at 11:37am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Willy Gamalero. This motion was seconded by Janice Sumner. This motion was approved.

3. Approval of Minutes for September 14, 2010

The motion to approve the minutes for the Board Meeting of September 14, 2010 was made by Catie McRae. This motion was seconded by Kim Kelling Engstrom. This motion was approved.

4. Public Comment

There was no public comment.

5. Special Action Item

a. Acceptance of 2009 – 2010 Audit – Action Item #2010-15

Rodney R. informed the committee, that in compliance with the School Readiness and Voluntary PreKindergarten Grant Agreement with the Agency of Workforce Innovation (AWI), the Early Learning Coalition of the Big Bend Region (ELC) is required to provide AWI with an annual single audit in accordance with single audit requirements contained in Section 215.97, Florida Statutes, and the Federal Single Audit Act. The Coalition's auditors, Thomson Brock Luger and Company, recently completed their 2009 – 2010 audit of the ELC.

On November 29, 2010, the Audit Committee reviewed the financial statements and draft management letter prepared by Thomson Brock Luger & Company. The Audit Committee approved the 2009 – 2010 audit. Upon recommendation from the Audit Committee, the Board was asked to accept the 2009 – 2010 as presented.

Matt H. briefly reviewed the results of the audit with the Board, including the financial statements and the management letter.

The motion to accept the 2009 – 2010 audit was made by Chris L. Jensen, Jr. This motion was seconded by Willy G. This motion was approved.

6. Consent Agenda – Action Item#2010-16

a. Approval of Telecommuting Policy

Staff are currently in the process of reviewing all Coalition policies and procedures. Currently the ELC does not have a policy in relation to telecommuting. Telecommuting is defined as a voluntary work arrangement whereby selected employees are allowed to perform the normal duties and responsibilities of their position, through the use of computers or other telecommunications, at home or another place apart from the employees' usual and official place of work. This policy clarifies which employees are eligible to telecommute.

On December 2, 2010, the Program Policy and Strategy Committee reviewed, and approved this policy, and recommend it for Board approval.

Lauren Faison briefly clarified the parameters of this policy for the Board.

Dr. Elsie Burton voiced her endorsement of this policy. John Grosskopf suggested that staff establish a detailed policy and procedure in relation to telecommuting and workers compensation insurance.

b. Approval of Volunteers and Interns Policy

Currently The ELC currently does not have a policy in relation to volunteers and interns. The presented policy addresses how the ELC will utilize and manage volunteers and interns.

On December 2, 2010, the Program Policy and Strategy Committee reviewed, and approved this policy, and recommend it for Board approval. The motion to approve the Consent Agenda – Action Item #2010-16 which included the Telecommuting Policy and the Volunteers and Interns Policy was made by Chris J. This motion was seconded by Carrie Rubenstein. This motion was approved.

7. Coalition Reports

a. Board Chair's Report

Larry D. provided his Board Chair's report to the Board. He spoke about the American Recovery and Reinvestment Act (ARRA) funds and how these funds will soon be completely exhausted. He emphasized the need and importance of advocating for the ELC and the services we provide. He also discussed the need to measure what we are doing for the children, families and child care providers we serve.

b. Chief Executive Officer's Report

Lauren F. informed the committee that on February 2, 2011, we will be having an Open House for the Leon County Service Center. She asked each of the board members to save this date.

She informed the Board that we currently have fifty-four full time employees, and nine part time staff. The ELC is currently looking for a fulltime Information Technology Director.

The Association of Early Learning Coalitions is continuing their work in developing their School Readiness core contract. It is hoped that this contract will be ready to disseminate for the 2011 – 2012 fiscal year. This contract will provide the basic structure and agreement for Coalitions and providers statewide. As a local Coalition, the Board will still have the option of enforcing additional rules and conditions on providers in our region.

Lauren F. informed the Board that staff are in the middle of rewriting the Coalition Plan. This plan will provide a breakdown of how the ELC will meet the statewide goals locally. A draft of this plan will be presented to the Board at the March 15, 2011 Board Meeting.

Lauren F. presented a draft of the 2009 – 2010 Annual Report to the Board. The Board reviewed the Annual Report and made a few minor suggestions. Ed F. suggested having a section on the Annual Report that reviewed the unmet needs of the ELC.

c. Treasurer's Report

Kim Kelling E. provided her Treasurer's Report to the Board. She reviewed the operating expenses to budget for the 2009 – 2010 fiscal year. She then reviewed the operating expenses as well as the School Readiness budget to actual as of October 31, 2010. Kim Kelling E. informed the committee that staff will be reclassing some of the Gold Seal dollars to the American Recovery and Reinvestment Act (ARRA) funding stream, which explains why Gold Seal is high for this quarter.

The ELC has seen an 8.7% increase in paid/served children since July 1, 2010. As of October 31, 2010, the ELC served 3,546 School Readiness children.

Kim Kelling E. reviewed the Child Care Services Utilization Plan with the Board. She reported that it is the ELC's objective for the 2010 – 2011 fiscal year to expend a minimum of 75% of the base School Readiness funding on direct child care services. This equates to \$12,283,184 in slot dollars which will pay for approximately 3,500 children.

Lauren F. informed the committee that an internal Utilization Management Team has been established. This team meets weekly to monitor and discuss utilization to ensure that funds are managed as accurately as possible. The Utilization Management Team has developed a tool to assist in managing utilization. This tool allows the team to see the projected financial impact of enrollments on future months. The tool is built on several assumptions that provide a conservative projection; however, the tool is flexible enough to allow certain assumptions to be changed to look at potential “best” and “worst” case scenarios. Each month the team will review monthly expenditures for direct services and send a directive to the Family Services Director if additional children are able to be enrolled.

In relation to ARRA funds, the ELC are currently utilizing these funds to maintain services and provide funds for time-limited new enrollments for low income working poor families. The ELC will expend 83% of the ARRA allocation on direct child care services. In an effort to utilize School Readiness ARRA dollars as early in the fiscal year as possible (per conversations with the Office of Early Learning), the ELC will be making adjustments to dollars previously charged to the School Readiness Working Poor funding stream to the School Readiness ARRA funding stream. This will allow the ELC to maximize the utilization of ARRA funds and will also present the least impact to parents and providers. The ELC has discussed this plan with the Office of Early Learning and they have presented no objections.

The Board was also informed that the ELC has recently hired six temporary staff in order to utilize ARRA dollars. These staff are working in various roles throughout the ELC.

Larry D. informed the Board that he believes that it is important that the Board and the ELC work towards creating an additional funding stream that is more flexible.

The Board discussed the importance of the ELC, and its vital part in the community. Bob Gabordi told the Board that he believes it is important that we tell the community what the ELC means to job creation and that the ELC is a part of the economic engine of this community. Willy Gamalero felt that is important to provide adequate information to the community, that families need a job and our services are not just a hand out. He believes that some people don't understand this.

The Board then discussed the unmet needs within the community. Ed Feaver told the Board that he would like to discuss the unmet needs further at the next Program Policy and Strategy Committee.

8. Action Items

a. Approval of 401K Loan Continuation Policy – Action Item #2010-17

Staff are currently in the process of reviewing all Coalition policies and procedures.

John Hancock, the ELC's 401K Provider, allows for employers to facilitate loan payments of former employees through their regular payment process. There are presently five current employees who have loans against their 401K plans. Currently the ELC does not have a policy in regards to whether the ELC facilitates the 401K loan payments of former employees after they cease employment with the ELC.

On October 29, 2010, the Executive Committee met to review this matter. After lengthy discussion, the Executive Committee approved the action that upon separation of employment from the ELC, all obligations related to the 401K plan of the former employee

will cease, including the facilitation of 401K loan repayments. The ELC will not facilitate the repayment of any separated employee's 401K loan. Any outstanding balance of a 401K loan at the time of separation becomes the full and total liability of the former employee.

The Board was asked to approve this action item and the presented policy. The motion to approve the 401K Loan Continuation Policy was made by Bob G. This motion was seconded by Maureen D. This motion was approved.

b. Approval of 401K Loan Continuation for Employees that Separated Prior to December 7, 2010 – Action Item #2010-18

Staff are currently in the process of reviewing all Coalition policies and procedures.

On October 29, 2010, the Executive Committee approved a policy that upon separation of employment from the ELC, all obligations related to the 401K plan of the former employee will cease, including the facilitation of the 401K loan repayments to the ELC's 401K Provider, John Hancock. When the Executive Committee approved this item, they also approved that any employee that separated from the ELC prior to the enactment of a policy addressing separation of 401K loans, will be allowed to continue payments per the schedule as long as they comply with the terms of the repayments with no exceptions. The committee felt that in the absence of a policy, that it would be unfair to any former employees to not allow them to repay their 401K loan through the ELC.

Maureen Daughton made the comment that she wished this action item would have stated how this item went before two different Executive Committees, on two different occasions, on September 3, 2010 and October 29, 2010.

Both Willy G. and Maureen D. discussed liability issues in allowing a former employer to continue making payments on a 401K loan through the ELC. Bob G. told the Board that from his understanding that this does not create a liability or a burden for staff.

The Board was asked to approve this action item and the presented policy. The motion to approve the 401K Loan Continuation for Employees that Separated Prior to December 7, 2010 was made by Bob G. This motion was seconded by Chris L. Jensen, Jr. This motion was approved. Let it be noted for the record that Willy G., Maureen D., and Dr. Elsie Burton were against this motion.

c. Approval of Amended to the Bylaws – Action Item #2010-19

Recently the Agency for Workforce Innovation's Office of Early Learning communicated with staff that they would like an amended made to the ELC's Bylaws. The amended requested is the addition of the following sentence to Article 3.3d, "Notwithstanding Section 112.3134, Fla. Stat. this member may have a substantial interest in the design or delivery of the VPK Program or the coalition's School Readiness Program". This paragraph would then read, "A member may be appointed from a Family Child Care Home as long as they are not already represented on the ELC Board. Notwithstanding Section 112.3134, Fla. Stat. this member may have a substantial interest in the design or delivery of the VPK Program or the coalition's School Readiness Program".

There was a question about whether the Board's attorney, Brian Crumbaker, had reviewed this change. Lauren F. informed the Board that he has not reviewed this amendment.

The Board was asked to approve this amended to the Bylaws. The motion to approve the amendment to the Bylaws, pending approval by Board counsel was made by Willy G. This motion was seconded by Chris J. This motion was approved.

9. Committee Reports

a. Advocacy and Resource Development Committee

Bob G. informed the Board that the next Advocacy and Resource Development Committee Meeting will be held on January 12, 2011.

Lauren F. informed the Board that Children’s Week will be April 3-6, 2011. She also informed the Board that she will be contact legislative delegates over the coming weeks to come and tour our new Leon County facility. Several Board members requested a copy of the most recent Children’s Movement of Florida newsletter.

b. Program Policy and Strategy Committee

Elsie B. provided a brief update on the last Program Policy and Strategy Committee Meeting on December 2, 2010.

10. Other Business

Lauren F. invited the Board on a guided tour of our building.

Meeting adjourned at 1:05pm.

Minutes recorded by Megan Gocs, Executive Assistant

Board Approval Date: _____

Board 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.