



**BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, DECEMBER 5, 2006**

MEMBERS PRESENT

Ben Shirley
Tana Ebbole
Dr. Marsha Fishbane
Patrick Cannan
Phillipe Jeck
Ruth Doran
Commissioner Jeff Koons
Dr. Roanne Moreno
John O'Malley
Christina Worley
Wanda Baldwin
Leondrae Camel
Traver Gruen-Kennedy
Kristy Pressly

MEMBERS ABSENT

Dr. Carmen Nicholas
M.J. Steele
Elizabeth Jackson
Dr. Barbara Weinstein
Ken Kahn

Guests

Ken Dresner
Diane Simmons
Ann de las Pozas
Doreen Moskowitz
Karen Deringer
Kathy Haight
Jeanne Brossell
Karen Brandi
Beverly Auerbach
Seth Bernstein
Ilene Silber
Pat Martin

Ex-Officio

Warren Eldridge
Christie Young
Mike Sothen
Vivian B-Taylor
Pam Gambrell
Diana Zapata
(recorder)

These minutes summarize key action items of the meeting of the Board of Directors for the Early Learning Coalition. They do not include all issues discussed. A transcript of the meeting by recorded audiotape is the official record and is available to all interested parties.

1. Call to Order

Chair Traver Gruen-Kennedy called the meeting to order at 1:05 p.m. A quorum was established.

2. Chair Receives Public Comment Cards and Disclosures of Voting Conflict

Neither public comment cards nor voting conflicts were received.

3. Regular Agenda

Chair Gruen-Kennedy proposed to move the Multi-County Quality Initiative agenda item to be discussed first.

Commissioner Jeff Koons made a motion to approve the change in the agenda as proposed. Tana Ebbole seconded and the motion carried unanimously.

4. Introductions and/or Presentations

Special recognition was given to Cheryl Godbout for her 5 years of service to the Coalition. Chair Gruen-Kennedy and Board members publicly thanked Cheryl and commended her for her dedication and contribution for so many years.

5. Consent Agenda

Tana Ebbole made a motion to approve the consent agenda. Christina Worley seconded and the motion carried unanimously.

The items below were voted upon first:

- **Multi-County Quality Initiative Report**

Christie Young reported that as discussed at the first Board Workshop, Coalition staff was directed to look at a model that would support a legislative mandate for the School Readiness Program. The Early Learning Coalition of Palm Beach County is looking into implementing the same Quality Initiative Model that has been implemented in Orange County. In this initiative they use the Environmental Rating Scale (ERS) in order to check on the health & safety standards of their providers. This is a program that Orange County has implemented with success. Five other counties are also considering implementing this model. Warren Eldridge commented that this will also help meet legislative mandates cited in Chapter 411.01 (Florida Statutes) as it relates to School Readiness.

Tana Ebbole made a motion to approve the recommendation of the Coalition staff to move forward with the Multi-County Quality Initiative model. Commissioner Jeff Koons seconded and the motion carried unanimously.

- **Presentation of Audit Financial Statements**

Debbie Diaz, CPA from Rampell and Rampell conducted the annual audit of the Early Learning Coalition and presented the Board with a report of the Coalition's audited Financial Statements for Year-Ended June 30, 2006. Also presented was a letter to the Board communicating if there were any significant matters related to the conduct of the audit and a Financial Highlights Brochure which summarizes the financial information. Ms. Diaz reported that most importantly, the Coalition had no adjusting journal entries, this is an indication that the Coalition's Finance Department provided the auditors with all the information they needed and the information was materially correct and they did not need to make any adjustments to the information given to the auditors. Also, the auditors did not have any disagreements with management.

A summary of the auditors' results, key highlights included are as follows:

- The auditors' report issued was an unqualified opinion, this is the highest level of assurance that an organization can receive.

Internal control over reporting:

- There were no material weaknesses,
- There were no reportable conditions, and
- There was no non-compliance that was material to the financial statements.

Internal control over major programs/projects:

- There were no material weaknesses identified,
- There were no reportable conditions identified, and
- The auditors' report issued was an unqualified opinion.

The auditors' had three findings in the single audit. Detailed information about recommendations and management's response is found on page 26 of the Financial Statements Report.

Chair Gruen-Kennedy thanked Mike Sothen, Coalition's Finance Director and staff for all the hard work that went into the audit and for a job well done.

Christina Worley made a motion to approve the annual audit for year-ended June 30, 2006. Dr. Marsha Fishbane seconded and the motion carried unanimously.

- **Budget Amendments**

Mike Sothen presented a Budget Amendments Narrative that explains all the changes he made from the previous budget he submitted in June 2006 that the Board approved. The items revised in the budget are as follows:

- Actual total enrollment of VPK children will be approximately 6,300 instead of 8,200 as previously projected. Therefore, as projected enrollment decreased, the Coalition made a budget adjustment to reduce the AWI Grant Revenue budget by \$5.1 million and the AWI VPK slot budget by \$4.9 million.
- The VPK Administrative Budget was reduced by \$176,047 due to lower than projected enrollments. With the revision of the VPK Administrative Budget, the slot expenditures are at 5.46%. Coalition and Family Central staff are working together to reduced the VPK administrative budget to less than 5% of VPK slot costs.
- Added an AWI VPK Outreach and Awareness grant increasing VPK revenue by \$51,594. This grant was received after the Board approved the original budget.
- Added the VPK Facilitator Grant received from the Department of Education increasing revenue in the amount of \$92,000.
- Increased School Readiness Slots by \$490,000 to a one-time CCEP allocation funded from Children's Services Council under the personnel enhancements and continue to care contracts.
- The Coalition was awarded a decrease in State funded slot budget, a reduction of \$467,803 in the CCEP grant revenue line item.
- Moved \$25,000 out of budgeted slots into the Coalition Quality line item in order to fund the DECA assessment tool.

There was discussion between Board members about increasing private sector business contributions.

FUTURE AGENDA ITEM:

Chair Gruen-Kennedy requested that Ben Wilcox from Family Central give an informational presentation regarding CCEP at the next Board meeting.

Christina Worley made a motion to approve the Budget Amendments. Tana Ebbole seconded and the motion carried unanimously.

6. Old Business

- **Legislative Agenda**

Warren Eldridge commented that the legislative key issues were already passed out to Board members at previous Board meetings and workshops. He reported that a matrix of key contacts of the Palm Beach County Delegation was sent to all Coalition Board members and asked for volunteers to sign-up to contact a member of the delegation that they might know, as the State will be presenting key legislative issues on Thursday, December 7th. Once the Coalition receives the information from the State, the matrix will be helpful to know who can contact whom. Mr. Eldridge submitted to the State many of the issues, regarding equity, Gold Seal, etc., and is waiting for a response from the State.

ACTION

Mr. Eldridge said that when House & Senate Committees are formed, he will send an e-mail to Board members to advice who the key committee members are.

7. **New Business**

• **Child Care Research Project Presentation**

In April 2006, Tana Ebbole, CEO of the Children's Services Council, Warren Eldridge, Executive Director of the Early Learning Coalition, and others requested a project team to research whether Palm Beach County's high cost of real estate coupled with its strict land use/zoning laws hampered child care centers' ability to open or expand. A PowerPoint presentation was presented by the research team, which consist of the following people: Irene Apolinar from Family Central; Shana Gruskin from Children's Services Council; Christie Young from Early Learning Coalition; Arlene Williams of the Early Learning Coalition; and Doris Lockett formerly of the Early Learning Coalition (not present).

Tana Ebbole made a motion that at the next Board meeting, they need to identify the critical questions to be asked in order to further research this issue and to discuss the direction of the Board regarding a program to support of informal caregivers, such as the Family Friends and Neighbors Childcare Program in CA that was presented to the Board. Dr. Marsha Fishbane seconded and the motion carried unanimously.

FUTURE AGENDA ITEM:

Identify what are the questions that need to be answered in regards to the Child Care Research Project and what direction to take in regards to supporting informal and formal caregivers.

ACTION:

Marsha Fishbane requested some resources and information sent out to Board members to review so that they are more informed and prepared when they discuss this at the next Board meeting.

7. **Reports, Updates, & Committee Chairs' Reports**

Chair Gruen-Kennedy made a motion to table the Reports, Updates, and Committee Chairs' Reports for discussion at the next Board meeting. Tana Ebbole seconded and the motion carried unanimously.

9. **Comments**

There were none.

10. **Proposed 2007 Meetings**

A calendar of proposed dates for 2007 Board meetings was enclosed for all board members to plan accordingly. The proposed meeting dates for 2007 are as follows:

| | |
|------------|-------------|
| February 7 | September 4 |
| April 3 | December 4 |
| June 5 | |

11. **Adjournment**

Meeting adjourned at 3:15 p.m.

Respectfully Submitted,

Diana Zapata
Executive Assistant