



**APPROVED BOARD OF DIRECTORS MEETING MINUTES OF  
June 18, 2009**

**Members Present**

Christina Worley  
Tana Ebbole  
John O'Malley  
Kenneth Kahn  
MJ Steele  
Perry Borman  
Philippe Jeck  
Dr. Roanne Moreno  
Dr. Barbara Weinstein  
Patrick Cannan  
Nicole Matlock  
Wanda Baldwin  
Commissioner Shelley  
Vana  
Helene Rosen  
Kristy Pressly  
Dr. Marsha Fishbane

**Members Absent**

Alvin Leaks  
Dr. Carmen Nicholas  
Leondrae Camel  
Kerry Perl  
Traver Gruen-Kennedy

**Guests**

Doreen Moskowitz  
Beverly Sears  
Richard Schagrin  
Terrie Ellis  
Laura Coffy  
Karen Deringer  
Sally Laws  
Gail Fabian  
Arlene Williams  
Matthew Ladika  
Barry Miller  
Reinier Potts

**Ex-officio**

Warren Eldridge  
Vivian Blackmon-Taylor  
Mike Sothen  
Christie Young  
Ginger Gladden

*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.*

**CALL TO ORDER**

Dr. Marsha Fishbane called the meeting to order at 1:03 p.m. A quorum of voting members was established.

**INTRODUCTIONS**

Dr. Fishbane welcomed Helene Rosen as the newest member of the board. Ms. Rosen represents the South Palm Beach County area.

**CHANGES, ADDITIONS, DELETIONS TO THE AGENDA**

Addition to New Business: VIII.E - Bylaws Review. Changes to agenda: Move new business ahead of Old Business.

Tana Ebbole motioned, Ken Kahn seconded, and the Board unanimously voted to approve the additions and changes listed above.

**PRESENTATIONS**

M.J. Steele reported on the stimulus funds and Early Childhood Education of the School District of Palm Beach County. At the District the stimulus money will be used in three different models of VPK this year. The first is funding the Title 1 schools. The second model is Parent Fee Enrichment. The third model is a VPK grant funded model in partnership with the Children's Services Council. Ken Kahn mentioned that there is a lot of federal demonstration project money available.

**ACTION: The Coalition is to coordinate with the School District regarding demonstration or evaluation projects.**

Wanda Baldwin presented on the Early Steps program of Easter Seals Florida. The Early Steps program serves the new born to age 3 for the developmentally delayed under the Individuals with Disabilities Act (IDEA). Four and a half million dollars of the stimulus funds were allocated for the local early steps program. The American Recovery and Reinvestment Act (ARRA) stimulus funds are to be used by December 2011.

**ACTION: MJ Steele to facilitate a meeting regarding the connecting of databases with the Early Steps program and Early Care and Education of the School District.**

#### **CHAIR COMMENTS**

The Executive Director Evaluation committee meeting is scheduled for June 23, 2009.

#### **EXECUTIVE DIRECTOR REPORT**

Warren Eldridge reported that the Dept. of Children and Families is currently rewriting the rules as it relates to licensing. One of the rules that are being written addresses Gold Seal. Mr. Eldridge will be speaking in favor of the Early Learning Coalition of Palm Beach County that it pays the most of all the coalitions in Gold Seal. Mr. Eldridge wants to make sure the coalition is receiving the most quality for the money it is paying.

#### **CONSENT ITEMS**

- A. Plan Amendment
  - 1. Revised Sliding Fee Scale
  - 2. Developmental Screening
- B. Approval of Board Meeting Minutes of March 19, 2009
- C. Governance Reports
  - 1. Letter - Executive Director
  - 2. Letter - Delegating Executive in Absence of Executive Director
  - 3. Letter - Documenting No Staff Grievances
  - 4. Board Survey
- D. Contracts
  - 1. PBC School District Teenage Parent Program
  - 2. Home Safe, Inc. (Developmental Screening and Assessment)
  - 3. Family Central, Inc.
  - 4. Agency for Workforce Innovation (Early Learning Grant Agreement)
- E. Finance Report

Tana Ebbole motioned, Philippe Jeck seconded, and the Board unanimously voted to approve the Consent Items with the exceptions of the pulled items A2, D1, and E.

Philippe Jeck pulled the following items from the consent agenda to discuss further. Items A2-Developmental Screening, D1-Teen Parent Program, and E-Finance Report. Mr. Jeck inquired why only 75% of the children are receiving referrals in developmental screening. Christie Young responded that the coalition has contracted with the Healthy Beginnings system along with a new vendor and wanted to make sure they could reach their goals the first year. Ms. Young agreed to change the Coalition's Plan to include 100% of the children with identified needs to receive referrals in the developmental screening process.

Philippe Jeck motioned, Tana Ebbole seconded, and the Board unanimously voted to approve the Developmental Screening and Assessment to include the goal of 100% of children to receive referrals.

Mr. Jeck also inquired if we used all of the money last year on the Teenage Parent Program contract and budget amount. Mike Sothen responded that we used all of the money with the exception of \$80,000. Mr. Jeck questioned if it is possible for the money to be deemed CCEP money. Mike Sothen responded that unfortunately the money cannot be used as CCEP funds.

Philippe Jeck motioned, Tana Ebbole seconded, and the Board unanimously voted to approve the Teenage Parent Program contract.

Mr. Jeck inquired on the Finance Report. The percentage of administration expense in the new budget is 3.22% of the coalition money. Last year it was 3.1%. Also, VPK was 4.1% this year but we are budgeting for 4.73%. It is moving upward. Mike Sothen reported that AWI came up with a change in the terms of classified administrative costs. In previous years if the central agency had administration costs Human Resources, Finance, etc. they had us book it to non direct funds. Midway through the year the state changed the School Readiness rules to require central agency administrative expenses to be charged to administration. For Volunteer Prekindergarten and School Readiness the Coalition's budget includes additional provider monitoring, curriculum, reviews, and technical assistance. Mr. Jeck also inquired why the CCEP budgeted amount is less than last years amount by \$1 million. Warren Eldridge replied that our request to the state was higher than the prior year but three other coalitions came in with substantially higher requests this year which affected the amount we requested.

Philippe Jeck motioned, Ken Kahn seconded, and the Board unanimously voted to approve the Finance Report.

## **NEW BUSINESS**

### ***Family Central Monitoring Report***

Warren Eldridge reported that the Agency for Workforce Innovation's monitoring report of Family Central, Inc. (FCI) was released on May 18, 2009. FCI was noted for many best practices. However, FCI was documented for corrections made to VPK provider files. Sally Laws reported that an FCI staff member was working on behalf of the providers but realized that corrections to files can only be made by the provider themselves. FCI has verbally instructed the staff and has implemented the corrective action. They are writing new policies to ensure it will not happen again.

**ACTION: An update on FCIs corrective action plan at the next ELC board meeting.**

### ***Proposed Budget for the Fiscal Year Ending June 30, 2010.***

Mike Sothen reported on the proposed budget for 2009-2010 fiscal year. The Coalition's budget provides for the provision of \$9,539,288 or 14.3% more in additional services to children in Palm Beach County. The Coalition has worked with Family Central to achieve a budget where core administrative services were increased by less than one percent. In addition, included in Family Central's budget are enhancements to carry out key Coalition quality initiatives such as provider training and technical assistance, implementation of curriculum review and oversight, and enhanced monitoring of providers for compliance with their rate agreement and Florida Statutes. Family Central's increase for the year ended June 30, 2010 is \$106,907 or 1.85%. The Coalition's management is proposing a Coalition administration budget that will increase by only

\$8,264 or 0.74% despite a 9% increase in health insurance costs and all Coalition employees being eligible for all benefits during the fiscal year ending June 30, 2010. The Coalition staff has worked with its community partners and grantors to provide a budget that maximizes services to children in Palm Beach County.

Ken Kahn motioned, Tana Ebbole seconded, and the Board unanimously voted to approve the Proposed Budget for the Fiscal Year Ending June 30, 2010 subject to the recommendation of the Evaluation Committee's final consideration of the Executive Director's annual salary increase.

### ***Eligibility Priorities and Waitlist***

Christie Young reported on the full list of waitlist priorities. Priority 1 is the temporary assistance for needy families. They are categorized as Protective Supervision, Foster Care for Children, Formal Relative Caregiver Program and Informal Relative Caregiver Program. Priority 2 is Transitional Child Care. Priority 3 and 4 are broken down. The working poor eligible includes 0-3 year olds and siblings with parents working a minimum of 20 hours per week and also participating in a minimum of 20 hours of education also, to include SSI and SSA recipients, migrant farm workers and Native Americans. Priority 4 is the Working-poor eligible four year olds, five year olds not eligible for kindergarten and siblings, also, to include SSI and SSA recipients, migrant farm workers and Native Americans. Priority 5 is the Teen Parents who are not in the DOE program. Priority 6 are the working poor eligible school age children under the age 13 to include parents working a minimum of 20 hours per week and also participating in a minimum of 20 hours of education, also, to include SSI and SSA recipients, migrant farm workers and Native Americans. Priority 7 is a new priority. Clients that are nonworking but participating in a minimum of 20 hours of education programs. Priority 8 is also new. The unemployment compensation clients will fall under the ARRA act. This is clients to be served with the stimulus dollars that we received. The service provider shall prioritize the waitlist based on the Coalition's eligibility priorities as listed above.

Philippe Jeck motioned, Perry Borman seconded, and the Board unanimously voted to approve the Eligibility Priorities and Waitlist.

### ***Plan Amendment***

Vivian Blackmon-Taylor reported that the Coalition will need to amend the Early Learning Coalition Plan with the new eligibility priorities and waitlists.

Philippe Jeck motioned, Perry Borman seconded, and the Board unanimously voted to approve the updated Plan Amendment for Eligibility Priorities and Waitlist.

Warren Eldridge reported that one of our funders requires that our Bylaws are reviewed once a year. Mr. Eldridge would like to recommend to the Board to change the policy to review the Bylaws every year instead of every three years. The Coalition staff will send out the Bylaws to the Board of Directors for review each year.

Philippe Jeck motioned, Ken Kahn seconded, and the Board unanimously voted to approve to review the Bylaws with the Coalition every year.

## **OLD BUSINESS**

### ***Child Care Slot Utilization***

Mike Sothen reported that the Coalition is at 100% utilization at this time.

### ***Legislative Update***

Warren Eldridge reported that the bill that was introduced by Representative Evers and proposed by Senator Wise that would have affected the Early Learning Coalitions was only heard by one committee and was never heard in the house. However, we expect it to come up again next year.

In regards to the Stimulus funds, the \$80 million that you continue to hear about is not all going to slot funds. A lot of that money is required to replace nonrecurring funds. The new money is \$2.7 million that Mike Sothen talked about which is a relatively small amount.

### ***VPK Update***

Warren Eldridge reported that VPK enrollment increased by 20% for the second year in a row.

### ***DOE VPK Regional Facilitator Grant***

Warren Eldridge reported that we are in the process of negotiating with the Department of Education who lost approximately \$1 million in their budget as it relates to Volunteer Prekindergarten. The ELC is not in a position to absorb the 50% cost reduction. The State will have to come up with the difference if the Coalition is to continue with the regional facilitator program.

### **BOARD MEMBER COMMENTS**

Philippe Jeck inquired if the Unemployment Variance rule was approved. Mr. Eldridge responded that it was approved. Mr. Jeck suggested since we have former legal council sitting on the board, as a cost cutting measure the Coalition eliminate the default rule that the ELC legal council attend all the board meetings unless requested. Mr. Jeck also requested that water be available at the meetings.

### **PUBLIC COMMENTS**

Terrie Ellis was concerned that the \$3.5 million Title 1 stimulus funds deferred to the School District was in the best interest of the children to spend that money at the school district versus the private child care VPK providers. Warren Eldridge responded he was unsure how much flexibility they had with the Title 1 funds.

**ACTION: The Coalition to meet with MJ Steele and gather more information regarding the flexibility with Title 1 funds and private child care providers.**

### **NEXT MEETING**

September 17, 2009

### **ADJOURNMENT**

Philippe Jeck motioned, Commissioner Shelley Vana seconded, and the Board unanimously voted to adjourn the meeting. The meeting was adjourned at approximately 2:50 p.m.