



COALITION BOARD MEETING

October 22, 2009
1:30 p.m.

American Red Cross
323 N. Parrott Avenue
Okeechobee, FL

*** Items Require Action**

1:30 – 1:35	I. Call to Order - Pledge of Allegiance - Roll Call - Determination of Quorum - Adoption of Agenda* A. Membership & Acceptance * - Libbie DeLosh – Private Sector Business - Susan Green – Private Sector Business	Pages N/A	Filiberto Valero Chairman
1:35 – 1:40	II. Consent Agenda Items * A. September 24, 2009 Minutes B. September 24, 2009 Minutes – Annual Meeting	1-4 5	Filiberto Valero
1:40 – 1:55	III. Financial Reports A. September 2009 Financial Report	6-8	Tom Peer
1:55 – 2:40	IV. Committee/Council Reports A. Finance Committee B. Executive Committee C. Bylaws Committee 1. Amendments to the Bylaws – First Reading* Article III, Section 9 – Governor appointment resignations. Article VII, Section 8 – Addition to Bylaws – Inclusion of responsibilities of Finance Committee. Article VII, Section 9 – Addition to Bylaws – Inclusion of responsibilities of Bylaws Committee. Article VII, Section 10 – Addition to Bylaws – Inclusion of responsibilities of Personnel Committee. Article VII, Section 11 – Addition to Bylaws – Inclusion of responsibilities of Program Quality Committee. D. Personnel Committee E. Program Quality Committee F. Martin Advisory Council G. Okeechobee Advisory Council	9-10 11-22 23-26 27-29	Tom Peer Filiberto Valero Gwenda Thompson Sandy Perry Sam Smith Filiberto Valero Smith/Peer

	H. Indian River Advisory Council	30-32	-----
2:40 – 2:50	V. Chairman’s Comments		Filiberto Valero
2:50 – 2:55	VI. Executive Director’s Comments		Jacki Jackson
2:55 – 3:00	VII. Old Business A. Executive Director’s Bi-Annual Evaluation		Filiberto Valero
3:00 – 3:15	VIII. New Business A. Strategic Planning/Retreat		Filiberto Valero
3:15 – 3:20	IX. Informational Items A. Wait-list by Age-County B. SR Served / VPK Enrolled by County C. Audit Plan FYE 6/30/09 Approval D. List of Legislators E. Early Learning – The Key to a Strong Workplace F. ELAC – Commonly Used Terms and Acronyms G. Funding Flow for the Early Learning Program	33 34 35 36 37-38 39-42 43	Jacki Jackson
3:20 – 3:30	X. Member/Public Comments/Concerns		Filiberto Valero
3:30	XI. Adjournment		Filiberto Valero

Public comments may be offered at every Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director’s or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Coalitions Chief Executive Officer in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.

Due to Board composition being out of compliance, any actions taken at this meeting will need to be ratified at a future meeting when Board Composition meets compliance.

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**COALITION BOARD MEETING
Emerson Center
1590 27th Avenue, Vero Beach, FL**

SEPTEMBER 24, 2009

Present:	Filiberto Valero Mark Chittum Cathleen Blair for Dr. Patricia Cooper	Jacqueline Crighton Vern Melvin Charlene Oakowsky-Vasquez Tom Peer	Sandy Perry Wendy San Martin Sam Smith Miranda Swanson
Excused:	Sandy Akre Leonard Edwards	Jan Huffert Patti Pelletier	Gwenda Thompson Tabitha Trent
Others:	Raphael Gomez		
Staff:	Jacki Jackson	Andrea Fedock	Migdalia Rosado

I. CALL TO ORDER

The meeting was called to order by Chairman Filiberto Valero approximately 1:35 p.m. Roll was taken and a quorum present.

The following additional items were distributed:

- Executive Director's Report
- ELAC Meeting Dates
- ELAC Chair's
- AWI-OEL Comprehensive System Improvements

Motion was made by Sandy Perry to adopt the agenda, seconded by Mark Chittum. Motion carried.

II. CONSENT AGENDA ITEMS

- A. August 27, 2009 Minutes
- B. Annual Report 2008-2009
- C. COOP Plan 2009-2010

Motion was made by Mark Chittum, seconded by Tom Peer to accept the Consent Agenda Items as presented. Motion carried. Mark commented that the COOP Plan does not address an operation plan if 40% of the staff is out ill. This is something to be considered for future COOP Plans.

III. FINANCIAL REPORTS

Agenda items were addressed out of sequence, skipping to Item IV.

IV. COMMITTEE/COUNCIL REPORTS

- A. Finance Committee – Chairman Peer noted the Finance Committee did not meet today. He reported on the September 11th conference call reviewing the Conflict of Interest Policy and the Procurement Policy which are still in draft form until the Committee meets in October. Meeting minutes were distributed with the agenda packet.
- B. Executive Committee – Chairman Valero gave a summary of items addressed at the ELAC meeting in Orlando. He requested Jacki become very proactive in the community to raise funds in order to continue to serve children. He further asked for the Board's assistance to provide to Jacki any personal contacts they have and any relationships they may have with legislators in an effort to promote the ELC. Jacki will provide a list of names of the legislators to all Board members. Tom Peer commented on the Legislative Summit he and Jacki attended this morning. Jacki is attempting to get on the TCAC Board. Two vice-chair positions are needed for Board composition. Bank Atlantic is donating \$5,000 to ELCIRMO and the Wachovia Foundation is trying to donate \$500.
- C. Bylaws Committee – Miranda Swanson noted that some small edits were made to the bylaws, which will be submitted to the Board in October for the first reading. Meeting minutes were distributed with the agenda packet.
- D. Personnel Committee – Chairman Perry noted the committee has not met. However, a teleconference has been scheduled for October 19th at 4:00 p.m.
- E. Program Quality Committee – Chairman Smith noted the committee did not meet last month or today. There is nothing currently to be addressed.
- F. Martin Advisory Council – Acting Chairman Peer briefly commented on items discussed at the August 19th meeting. Meeting minutes were distributed with the agenda packet.
- G. Okeechobee Advisory Council – Acting Chairman Smith briefly commented on items discussed at the September 9th meeting. Meeting minutes were distributed with the agenda packet.
- H. Indian River Advisory Council – No meeting held.

The sequence of the agenda items was changed to accommodate the missed item: Item III – Financial Reports

III. FINANCIAL REPORTS

A. June and July 2009 Revised Financial Reports

Andrea Fedock explained the June and July revised reports were the result of an error in recording reimbursements for VPK services. The June balance sheet now reflects a positive equity.

B. August 2009 Financial Reports

Andrea Fedock reviewed in brief the August activity and the year-to-date activity. August reports reflect a positive equity of \$118,638.90. A reduction in the number of users of the assessment software, resulted in (\$7,234.20) in Other Program Costs.

The order of the agenda items was resumed with Item V.

V. CHAIRMAN'S COMMENTS

A. Response to Complaint Letter of 11/20/08

Chairman Valero informed the Board that a final answer has been received from Sandy Perry and Cheryl Dunn with respect to the complaint letter. The response letter has been sent to the attorney and to Brittany Birken. No response has been received from Brittany. Discussion ensued.

Tom questioned the 4th allegation. Filiberto replied this was already addressed and no longer an issue.

VI. EXECUTIVE DIRECTOR'S REPORT

Jacki Jackson reviewed the "Executive Director's Report – Status of the Coalition dated September 24, 2009", which was distributed. Highlights included:

- ✓ Two vice-chair positions are required for Board compliance.
- ✓ Representation is needed from Indian River County (Miranda Swanson will assist in making contacts).
- ✓ Marketing avenues have been explored and pursued.
- ✓ CCR&R Training has been scheduled (Raphael Gomez commented that CCR&R is a big part of the coalition, in helping parents address their needs).
- ✓ Relationship building by attending Chamber meetings, Economic Council meetings, etc. (Filiberto expressed the importance of Jacki being a presenter at these meetings).

VII. OLD BUSINESS

At the August Board meeting, Executive Director evaluations were distributed and Board members were asked to complete. Filiberto asked that completed evaluations be given to him at the conclusion of today's meeting.

VIII. NEW BUSINESS

Jacque Crighton questioned whether a strategic plan has been developed for the coalition as a whole, which would enable us to define objectives and priorities and focus time appropriately.

Chairman Valero excused himself from the meeting at 3:00 p.m. Acting Chairman Tom Peer resided.

Jacki Jackson explained the focus is the four-year olds. We are already thinking about next year. The Director of Finance will start giving budgets to each department for their input in order to focus and prioritize. Raphael Gomez commented that things are spelled out in the "Coalition Plan". Discussion ensued, with the following items for consideration:

- ✓ Make sure goal is defined
- ✓ Do you want the Executive Director to present to the Board what the goals are or have the Board develop the goals and make her accountable?
- ✓ Two-fold: for the organization and for the Board to evaluate
- ✓ Align all job duties under those goals

Chairman Valero rejoined the meeting at 3:10 p.m. and resumed the Chair position.

- ✓ Utilize one meeting (such as the Mini Retreat) to focus on this subject
- ✓ Concentrate on three or four major items
- ✓ Jacqueline Crighton offered to assist
- ✓ This item should be placed on the agenda

IX. INFORMATIONAL ITEMS

The following items were provided for review/information.

- A. Wait-list by Age-County
- B. SR Served / VPK Enrolled by County

Jacki Jackson informed the Board that CSCMC is very pleased with the direction the wait list is going.

Chairman Valero shared the following handouts:

- List of ELAC Meeting Dates
- List of ELAC Chair's
- AWI-OEL Comprehensive System Improvements

X. MEMBER/PUBLIC COMMENTS/CONCERNS

None

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 3:20 p.m.

Respectfully submitted,

Filiberto Valero
 Chairman

FV/lt

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**COALITION BOARD ANNUAL MEETING
Emerson Center
1590 27th Avenue, Vero Beach, FL**

SEPTEMBER 24, 2009

Present:	Filiberto Valero Mark Chittum Cathleen Blair for Dr. Patricia Cooper	Jacqueline Crighton Charlene Oakowsky-Vasquez Tom Peer Sandy Perry	Wendy San Martin Sam Smith Miranda Swanson
Excused:	Sandy Akre Leonard Edwards Jan Huffert	Vern Melvin Patti Pelletier	Gwenda Thompson Tabitha Trent
Others:	Raphael Gomez		
Staff:	Jacki Jackson	Migdalia Rosado	

I. CALL TO ORDER

The meeting was called to order by Chairman Filiberto Valero approximately 3:30 p.m. Roll was taken and a quorum present.

Motion was made by Tom Peer to adopt the agenda, seconded by Sandy Perry. Motion carried.

Agenda items were addressed out of sequence, addressing Items III and then Item II.

III. DISTRIBUTION OF BOARD ORIENTATION MANUAL

A condensed version of the Board Orientation Manual was distributed. Executive Director Jackson suggested members focus on the sunshine law.

II. EXECUTIVE DIRECTOR'S COMMENTS

Jacki Jackson thanked the Board Members for all their support. She expressed her interest and enjoyment working with State legislators and is looking forward to working with the Board, legislators, and the community to make the community better.

IV. CHAIRMAN'S COMMENTS

Chairman Valero had no further comments.

V. ADJOURNMENT

Chairman Valero adjourned the meeting approximately 3:33 p.m.

Respectfully submitted,

Filiberto Valero
Chairman
FV/lt

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN, & OKEECHOBEE**

TO: FINANCE COMMITTEE & ADVISORY BOARD MEMBERS

FROM: ANDREA FEDOCK, FINANCE DIRECTOR/ASSOCIATE EXECUTIVE DIRECTOR

SUBJECT: FINANCIAL STATEMENTS SEPTEMBER 2009

DATE: October 22, 2009

Three months ended September 30, 2009, the Coalition is reporting a decrease to net assets of \$948 for the month and an increase to net assets of \$34,006 for the year-to-date. The month decrease includes depreciation expense offset by the reversal of prior month accounting transaction. The \$34,006 increase to net assets for the year to date is mainly due to the July reversal of the year end payroll accruals; employee benefit paid time off reimbursed by the lead agency when the benefit is paid and 2 days of wages incurred in June but paid in July. Depreciation expense offsets the payroll accruals as part of the total change to net assets.

Revenues:

Total revenues are \$1,235,613 for the month of September and approximately \$2.9 million for the year-to-date.

The School Readiness program reported income of \$545,349 and utilized 85% of the month's budget and approximately \$1.8 million of for the year-to-date or 23% of the annual budget. 1,688 unduplicated children were served during September. ARRA (Stimulus) funding under the School Readiness grant reported \$36,119 spent in childcare services for September and \$112,465 for the year-to-date. 129 children were served with the ARRA funding.

The Voluntary Pre-Kindergarten program reports income of \$551,950 utilizing 123% of the month's budget and \$855,361 million for the year-to-date. There were 1,832 children served during the month of September starting the school year program. VPK-ARRA utilized \$50,968 for the month and \$53,822 year-to-date. AWI provided stimulus funding to assist public schools without Head Start programs with VPK services. 144 children were served in Okeechobee and Indian River at the public schools during September with VPK-ARRA funding.

Expenses:

Total expenses for the month of September approximated \$1,236,561 or 94% of the monthly budget and \$2.89 million for the year-to-date or 18.3% of the annual budget. The variance is mainly due to the under enrollment in School Readiness. Additional enrollments in the School Readiness program are being prioritized from the waitlist to correct the under enrollment situation. Expense categories supplies, telephone and communication and other contracted services were over budget as a result of the move out of the additional rental space in the Martin County office.

2:47 PM
0/16/09
accrual Basis

ELC of IRMO Counties
Balance Sheet
As of September 30, 2009

	Sep 30, 09
ASSETS	
Current Assets	
Checking/Savings	
1010 · Bank Atlantic 8176	37,694.33
1012 · Bank Atlantic Interest 8272	635,356.30
1014 · Bank Atlantic Payroll 8322	4,215.63
1021 · Bank of America 3426	2,420.95
Total Checking/Savings	679,687.21
Accounts Receivable	
1100 · Accounts Receivable	1,445,564.03
Total Accounts Receivable	1,445,564.03
Other Current Assets	
1110 · Accounts Receivable - Other	580.68
1450 · Prepaid Expenses	28,552.09
1460 · Deposits	4,199.53
1500 · Provider Advances - VPK	71,962.67
Total Other Current Assets	105,294.97
Total Current Assets	2,230,546.21
Fixed Assets	
1600 · Fixed Assets	94,421.64
Total Fixed Assets	94,421.64
TOTAL ASSETS	2,324,967.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	1,021,759.89
Total Accounts Payable	1,021,759.89
Other Current Liabilities	
2011 · Accounts Payable - Other	55.12
2020 · Other Payables	2,835.58
2100 · Payroll Liabilities	2,027.49
2200 · Due to Office of Early Learning	1,051,819.50
2250 · Deferred Revenue - VPK	131,694.39
Total Other Current Liabilities	1,188,432.08
Total Current Liabilities	2,210,191.97
Total Liabilities	2,210,191.97
Equity	
3011 · Unrestricted Net Assets - IRC	54,106.00
3012 · Unrestricted Net Assets - MC	78,760.46
3013 · Unrestricted Net Assets - OC	35,035.00
3998 · Retained Earnings	-87,131.18
Net Income	34,005.60
Total Equity	114,775.88
TOTAL LIABILITIES & EQUITY	2,324,967.85

ELC of IRMO Counties
Statement of Activity
Budget vs. Actual
September 2009

	September 2009			July 2009-Sept 2009			Annual Budget		
	Budget	\$ Over Budget	% of Budget	\$	\$ Over Budget	% of Budget	Budget	\$ Over Budget	% of Budget
Income									
School Readiness Revenue	545,349.47	\$ 641,412.25	86.02%	\$ 1,784,778.98	\$ 7,696,947.00	23.19%	\$ 7,696,947.00	\$ (5,912,170.02)	23.19%
SR-ARRA Grant Revenue	36,118.84	85,115.42	42.44%	112,465.50	1,021,385.00	11.01%	1,021,385.00	(908,919.50)	11.01%
Voluntary Pro-K	551,949.93	449,558.42	122.78%	655,360.89	5,394,701.00	15.86%	5,394,701.00	(4,539,340.11)	15.86%
VPK-SFSF	50,967.96	40,098.67	127.11%	53,822.04	481,184.00	11.19%	481,184.00	(427,361.96)	11.19%
Other Grant Revenue	51,226.70	100,471.67	50.99%	127,543.95	1,205,660.00	10.59%	1,205,660.00	(1,078,116.04)	10.59%
Contribution Income	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Income	<u>1,235,612.90</u>	<u>1,316,656.42</u>	<u>93.85%</u>	<u>2,933,969.37</u>	<u>15,799,877.00</u>	<u>18.57%</u>	<u>15,799,877.00</u>	<u>(12,865,907.63)</u>	<u>18.57%</u>
Gross Profit	1,235,612.90	1,316,656.42	93.85%	2,933,969.37	15,799,877.00	18.57%	15,799,877.00	(12,865,907.63)	18.57%
Expense									
Provider Payments - SR	456,931.80	591,109.33	78.63%	1,488,835.96	6,973,312.00	21.35%	6,973,312.00	(5,484,476.04)	21.35%
Provider Payments -ARRA	36,118.84	123,198.58	29.32%	112,465.50	1,478,383.00	7.61%	1,478,383.00	(1,365,917.50)	7.61%
Provider Payments -VPK	536,030.47	387,916.42	138.18%	812,898.89	4,654,997.00	17.46%	4,654,997.00	(3,842,098.11)	17.46%
Provider Payments - VPK-SFSF	50,967.96	40,098.67	127.11%	53,822.04	481,184.00	11.19%	481,184.00	(427,361.96)	11.19%
Salaries & Wages	94,247.16	103,888.59	90.72%	265,956.71	1,246,663.03	21.33%	1,246,663.03	(980,706.32)	21.33%
Payroll Taxes and Benefits	25,307.48	29,814.62	84.88%	39,442.95	357,775.48	11.02%	357,775.48	(318,332.53)	11.02%
Professional Fees	1,118.92	2,918.83	38.33%	3,047.18	35,026.00	8.7%	35,026.00	(31,978.82)	8.7%
Other Program Costs	2,641.09	10,062.25	26.25%	32,814.95	120,747.00	27.18%	120,747.00	(87,932.05)	27.18%
Other Contracted Services	4,940.50	4,583.33	107.79%	7,248.65	55,000.00	13.18%	55,000.00	(47,751.35)	13.18%
Non-Reimbursable Expenses	0.00	-	0.0%	(3.63)	0.00	100.0%	0.00	(3.63)	100.0%
Education and Training	0.00	833.33	0.0%	-	10,000.00	0.0%	10,000.00	(10,000.00)	0.0%
Advertising	908.00	2,130.42	42.53%	2,573.78	25,565.00	10.07%	25,565.00	(22,991.22)	10.07%
Computer	0.00	416.67	0.0%	870.65	5,000.00	17.41%	5,000.00	(4,129.35)	17.41%
Dues & Subscriptions	75.00	416.67	18.0%	2,820.00	5,000.00	56.4%	5,000.00	(2,180.00)	56.4%
Equipment Purchase & Rental	1,180.11	4,583.33	25.75%	3,059.55	55,000.00	5.56%	55,000.00	(51,940.45)	5.56%
Insurance	277.08	708.33	39.12%	1,097.90	8,500.00	12.92%	8,500.00	(7,402.10)	12.92%
Licenses, Permits & Taxes	0.00	41.67	0.0%	-	500.00	0.0%	500.00	(500.00)	0.0%
Miscellaneous Expense	1,492.50	291.67	511.71%	1,492.50	3,500.00	42.64%	3,500.00	(2,007.50)	42.64%
Office Supplies & Expenses	2,189.36	2,083.33	105.09%	4,824.18	25,000.00	19.3%	25,000.00	(20,175.82)	19.3%
Postage, Shipping, Delivery	1,049.08	49.08	104.31%	2,084.47	12,000.00	17.37%	12,000.00	(9,915.53)	17.37%
Printing & Copying	829.93	1,166.67	71.14%	3,198.00	14,000.00	22.84%	14,000.00	(10,802.00)	22.84%
Rent and Occupancy	10,019.92	12,500.00	80.16%	33,526.45	150,000.00	22.35%	150,000.00	(116,473.55)	22.35%
Telephone & Communication	2,777.27	2,500.00	111.09%	7,963.79	30,000.00	26.61%	30,000.00	(22,016.21)	26.61%
Travel, Meals & Lodging	3,951.73	4,166.67	94.84%	9,359.44	50,000.00	18.72%	50,000.00	(40,640.56)	18.72%
Depreciation	3,514.62	3,281.92	107.09%	10,543.86	39,883.00	26.77%	39,883.00	(28,839.14)	26.77%
Total Expense	<u>1,236,560.82</u>	<u>1,319,711.29</u>	<u>93.7%</u>	<u>2,899,963.77</u>	<u>15,836,535.51</u>	<u>18.31%</u>	<u>15,836,535.51</u>	<u>(12,896,571.74)</u>	<u>18.31%</u>
Change to Net Assets	<u>(947.92)</u>	<u>(3,054.88)</u>	<u>0.15%</u>	<u>34,005.60</u>	<u>(96,658.51)</u>	<u>0.26%</u>	<u>(96,658.51)</u>	<u>70,864.11</u>	<u>0.26%</u>

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN AND OKEECHOBEE COUNTIES, INC.**

**EXECUTIVE COMMITTEE MEETING
Emerson Center
1590 27th Avenue, Vero Beach, Florida**

SEPTEMBER 24, 2009

Present: Filiberto Valero Sandy Perry Sam Smith
 Tom Peer

Excused: Gwenda Thompson

Also Present: Jacki Jackson Migdalia Rosado Raphael Gomez

I. CALL TO ORDER

The meeting was called to order by Chairman Filiberto Valero at approximately 1:07 p.m. Roll call was taken and a quorum was present.

Motion was made by Sam Smith to adopt the agenda, seconded by Sandy Perry. Motion carried.

II. CONSENT AGENDA ITEM

A. August 27, 2009 Minutes

Motion was made by Sandy Perry to approve the Consent Agenda Item as presented, seconded by Sam Smith. Motion carried.

III. OLD BUSINESS

A. Response to Complaint Letter of 11/20/08 - Chairman Valero commented that the response from Sandy Perry and Cheryl Dunn was received and sent to the attorney. The letter was forwarded to Brittany Birken one day last week and there has been no response from Brittany to date. Sandy and Cheryl were thanked for the nice job on the letter.

Sandy noted that the records request still needs to be addressed. Discussion ensued regarding employees' concerns with regard to confidentiality. Raphael Gomez commented on the sensitivity of the subject and the fact that all records are public.

Tom Peer arrived at 1:15 p.m.

Chairman Valero commented that the attorney is claiming a couple items have not been addressed. Migdalia Rosado responded that those items were in the original complaint letter.

Tom Peer did not feel everything was addressed because everyone was not interviewed.

The Committee was in agreement to wait for a response from Brittany Birken.

IV. NEW BUSINESS

Chairman Valero reported on the September ELAC Conference in Orlando, stressing the budget challenges in the next two years. ELAC is paying for Filiberto's travel expenses. Jacki needs to recruit two Vice-Chairs to the ELC Board. Bank Atlantic will be donating \$5,000 to ELCIRMO.

V. MEMBER/PUBLIC COMMENTS CONCERNS

None

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Filiberto Valero
Chairman
FV/lt

**EARLY LEARNING COALITION OF
INDIAN RIVER, MARTIN & OKEECHOBEE COUNTIES, INC.**

BYLAWS

ARTICLE I

Name and Location of Organization

Section 1. The name of this organization shall be the Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc., hereinafter sometimes referred to as the Coalition.

Section 2. The principal office of the organization shall be located in any of the three counties served. The Coalition may have offices within Indian River, Martin and Okeechobee Counties, as the members may determine, or as the affairs of the organization may require.

ARTICLE II

Mission, Purpose and Responsibilities

Section 1. The mission of the Coalition is to provide quality opportunities for social, physical, emotional and intellectual development of children by partnering with parents, providers and communities.

Section 2. The purpose of the Coalition is to provide oversight and develop a plan, which facilitates the stated goals of the Voluntary Universal Pre-kindergarten Statute and School Readiness Act (As codified in Chapter 1002 and Sections 411.01-411.0101, Florida Statutes, and hereinafter referenced to as the Governing Statutes), making adequate provision for the education of all children residing in Indian River, Martin and Okeechobee Counties; recognizing the primacy of parents, as their children's first teachers, and the importance of children entering the educational system ready to learn; and, assisting parents by providing opportunities for the state's at-risk birth to kindergarten population and enhance their chances for educational success by participating in quality early learning programs that can better prepare them for school.

Section 3. In carrying out the intent of the Governing Statutes, the Coalition shall develop a plan for implementing the early learning program to meet the requirements of the act and the performance standards and outcome measures established by the Agency for Workforce Innovation/Office of Early Learning. The early learning program shall provide the elements necessary to prepare children for school, including mental and physical health and educational services. The plan for the early learning program must include the minimum standards and provisions set forth in the Governing Statutes and in any subsequent legislative revisions.

ARTICLE III

Membership

Section 1. The Coalition shall have 18-35 members or such other number as permitted by law and approved by the Coalition by a majority vote. (Attachment A - Merger Membership Structure)

Section 2. Membership in the Coalition shall be of four types: 1) Legislatively mandated members as noted in Florida Statute 411.01(5)(a)6; 2) three members appointed by the Governor; 3) private-sector business members; and 4) optional members

A. Certain members of the Coalition are mandated in the Governing Statutes, Florida Statutes 411.01(5)(a) 6, in their individual capacity. The individuals listed below as 1, 3, 6, and 11 serve continuously while they are in their respective positions. A member, who no longer represents the constituency he or she represents, shall notify the Chair in writing and his/her seat shall remain vacant until a new representative is identified by the organization or group they represent. The statutorily mandated members applicable to the coalition are:

1. Department of Children & Family Services district administrator or his/her designee who is authorized to make decisions on behalf of the department (voting member).
2. A district superintendent of schools or his or her designee who is authorized to make decisions on behalf of the district (non-voting member).
3. A regional workforce board executive director or his or her designee (voting member).
4. A county health department director or his or her designee (voting member).
5. Children's Services Council Chair or Chief Executive. This person shall be a voting member of the Coalition unless the council is the fiscal agent or the council contracts with and receives funds from the Coalition, in which case representative is a nonvoting member.
6. A President of a community college or his or her designee (voting member).
7. One member appointed by a board of county commissioners (voting member).
8. A Head Start Director (non-voting member).
9. A representative of private child care providers (non-voting member).
10. A representative of faith-based childcare providers (non-voting member).
11. A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act (non-voting member).

Rev. 9.14.09 – 2nd revision

- Positions held by county representatives shall rotate by county at the end of each two year term.
 - In the event that a vacancy exists for the representative from the Department of Children and Family Services, or board of county commissioners, said agency shall be notified of the vacancy and given up to 30 days in which to select their representative to fill the new or expired term.
 - In the event that a vacancy exists for the representative of the private child-care providers or faith-based care providers, the Coalition shall notify all providers in the area qualified to fill the vacancy and shall allow up to 30 days for interested persons to submit letters expressing interest. The Coalition will also notify related/pertinent associations of the existing vacancy to identify potential representatives. The Coalition may, at its discretion, request additional relevant information from all applicants.
- B. Three members appointed by the Governor serve as the Chair, First Vice Chair, and Second Vice Chair, and must meet the same qualifications as private sector business members under Paragraph C.
- C. Private Sector Members: At all times, more than one-third, inclusive of the three members appointed by the Governor under Paragraph B, of the members of the Coalition must have been elected from nominees presented to the Coalition by local chamber(s) of commerce and/or economic development council(s) within Indian River, Martin and Okeechobee Counties, Florida. These members must be from the private sector, and neither they nor their families may earn an income from the early education and child care industry. Upon a vacancy of a seat held by a private sector member, the local chamber(s) of commerce and/or economic development council(s) shall be notified and given up to 30 days in which to submit a name or list of names to the Coalition from which the Coalition will elect the person to fill the vacancy. Interested persons may be required to complete an application and provide such other information as deemed relevant. The Executive Director will notify the current members, no later than the regular Coalition meeting in April, of their term expiration. The Executive Director will notify those members who are eligible that if they wish to be re-elected to submit their name to the local chamber(s) of commerce and/or economic development council(s) within Indian River, Martin and Okeechobee Counties, Florida. When the applications are received from the Chamber of Commerce and/or Economic Development Council within Indian River, Martin and Okeechobee Counties, Florida, the Nominating Committee, along with the Executive Director, will then review all applications and make recommendations to the Coalition.
- D. Optional Members: The Board may appoint the following optional members. Neither they nor their relatives may have a substantial financial interest in the delivery of services
1. DCF Licensing Unit Staff (voting member).

Section 3. No member of a coalition may appoint a designee to act in his or her place. A member may send a representative to coalition meetings, but that representative will have no voting privileges. When a district administrator for the Department of Children and Family Services appoints a designee to an Early Learning Coalition, the designee will be the voting member of the coalition, and any individual attending in his or her place, including the district administrator, will have no voting privileges. When a district superintendent of schools appoints a designee to a school readiness coalition, the designee will be the non-voting member of the coalition.

Section 4. The Chair and the two additional private sector business members shall be appointed by the Governor for the years specified by the Governor. Additional private sector members shall be elected so that there are always three classes, of approximately equal size, with the term of each class ending in consecutive years. To achieve the required consecutive three-year terms, the initial members shall be elected or otherwise selected for initial terms of two, three and four years, each which shall be considered one term. Members elected after the initial terms shall be elected for a term of two years.

Section 5. With the exception of specified gubernatorial appointed positions, a term for representatives or appointed members specified in Section 2 - A, (7) (9), and (10) shall be two (2) years. Appointed members specified in Section 2 – C elected to fill a position for one year or less will be eligible to serve two additional two-year terms. Members specified in Section 2-C may be nominated to serve additional terms after a one year break in service.

Section 6. Any representative or appointed member specified in Section 2 - A, (7), (9), (10), and Section 2 - C - may be removed by a two-thirds (2/3rds) vote of a quorum of the voting members whenever, in their judgment, the best interests of the organization would be served. Notice of removal shall be given, in writing, to the member by the Chair prior to the next Coalition meeting.

Section 7. Unexcused absences from three (3) consecutive meetings or any absences from six (6) meetings within a twelve-month period by a representative or appointed member specified in Section 2 - A, (7), (9), (10), and Section 2 – C is equivalent to resignation from the Coalition.

Section 8. Mandated members specified in Section 2 - A, (1), (2), (3), (4), (5), (6), (8) absent from three (3) consecutive meetings or six (6) meetings within a twelve-month period, without due cause, shall be notified by the Chair in writing that their membership is not in good standing. A copy of the letter shall also be forwarded to the mandated member's appointing authority, supervisory board or other appropriate governing agency.

Section 9. Any member other than Governor Appointments may resign by giving written notice to the Chair. Governor appointments must give written notice of resignation to the Appointments Office as well as the Chair. Such resignation shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Members shall not receive any compensation for their services on the Coalition.

ARTICLE IV

Coalition Meetings

Section 1. The powers, management and control of the Coalition and all of its affairs, shall be vested in the members as outlined in the Governing Statutes and any of its legislative revisions.

Section 2. Members of the Coalition are subject to the ethics provisions in Part III of Chapter 112 of the Florida Statutes, more generally referred to as the Code of Ethics.

Section 3. The act of a simple majority of the voting members at a meeting, at which a quorum is present either physically or via a form of communications technology shall be the act of the voting members.

Section 4. Fifty-one percent (51%) of the voting members shall constitute a quorum for the transaction of business at any meeting of the Coalition. If less than fifty-one percent (51%) of the voting members are present either physically or via a form of communications technology at said meeting, a majority of the members present may adjourn the meeting without further notice.

Section 5. Pursuant to the Conflict of Interest provisions of Florida Statute §112.3143(2), 112.313 and 112.3135, no Coalition voting member is prohibited from voting, in an official capacity, on any matter. However, any voting member voting in an official capacity upon any measure which would inure to the member's special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the member is retained or to the parent organization or subsidiary of a corporate principal by which the member is retained; or which the member knows would inure to the special private gain or loss of a relative or business associate of the public officer shall, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

Section 6. Regular meetings shall be held at a time and place to be decided by the members.

Section 7. The annual meeting of the Coalition shall be held each year in the first quarter of the fiscal year.

Section 8. Special meetings may be called by the Chair or by the agreement of any seven voting members. The person or persons authorized to call special meetings may fix any place within Indian River, Martin, Okeechobee or St. Lucie Counties as the venue.

Section 9. The agenda and order of business at all Coalition meetings shall be determined by the Chair in conjunction with the Executive Committee.

Section 10. Minutes of all Coalition meetings shall be kept. These minutes shall be provided to members at least five (5) days prior to the next scheduled meeting.

Article IV, Coalition Meetings, Continued:

Section 11. Notice of all Coalition meetings shall be made in accordance with the requirements of Florida law.

Section 12. The Coalition shall have the authority to employ an executive director or to contract for such services as determined necessary to carry out the mission of the Coalition. For the purposes of these Bylaws, reference to a chief executive officer shall refer to a person employed by the Coalition and approved by the Coalition to serve as executive director.

Section 13. The executive director shall have the authority to employ, supervise, discipline, and terminate persons hired for positions approved by the Coalition and funded as part of the Coalition's annual budget. The position of executive director shall be referred to as "Executive Director."

Section 14. The Coalition will conduct an annual evaluation of the Executive Director by a process decided by the Board. The evaluation may be the basis for the Board to consider additional compensation.

Section 15. Robert's Rules of Order, Newly Revised, shall govern the Coalition in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Coalition may adopt.

ARTICLE V

Officers

Section 1. The Governor shall appoint the Chair and 2 members of the coalition pursuant to Section 411.01(5)(a) 4, Florida Statutes.

Section 2. The officers of the Coalition shall be a Chair, Vice-Chair, Advisory Council Chairs and Committee Chairs and such other officers as may be deemed necessary. The offices of Chair, Vice-Chair and Second Vice-Chair shall be held by the three gubernatorial appointees for the years as specified by the governor.

Section 3. The Chair shall preside at all meetings of the Coalition and perform the duties which are usually executed by a chief policy official. The Chair shall appoint, with the approval of the Coalition, chairpersons of all committees and perform such other duties, as required by the Coalition.

Section 4. The Vice-Chair shall perform the duties of the Chair when the Chair is absent and have such other responsibilities, as may be designated by the Chair.

Section 5. The Second Vice-Chair shall perform the duties of the Chair when the Chair and the Vice-Chair are absent and shall have other responsibilities as may be designated by

the Chair.

Article V, Officers, Continued:

Section 6. The officers and Executive Director of the Coalition may execute documentation on behalf of the Coalition consistent with policies of the Coalition.

Section 7. The Nominating Committee will present a slate of officers at the May meeting, at which time, the Chair will entertain additional nominations from the floor for each office. Election of Officers will be held at the June meeting. The candidate who receives the majority of the ballots passed, shall be deemed duly elected. In the event a runoff is necessary, such runoff election shall be held immediately.

ARTICLE VI

Executive Committee

Section 1. The officers of the Coalition shall serve as members of the Executive Committee. At the discretion of the Chair, the Executive Committee will also include the Chair of each Standing Committee and the Chair of the Advisory Councils in each County, and may also include the Immediate Past Chair of the Coalition and two (2) additional Coalition members. These additional members must be approved by a majority vote at a Coalition meeting. The membership of the Executive Committee shall be comprised of an odd number of voting members. The Executive Director of the Coalition shall serve as an ex-officio, non-voting member of the Executive Committee.

Section 2. The Chair of the Coalition shall serve as Chair of the Executive Committee.

Section 3. During the intervals between the meetings of the Board of Directors, the Executive Committee shall possess and may exercise all the powers and functions of the Board of Directors in the management and direction of the affairs of the Corporation in all cases in which specific directions have not been given by the Board of Directors. All actions by the Executive Committee shall be reported to the Board of Directors at its next meeting following such actions.

Section 4. Fifty-one percent (51%) of the voting members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee. If less than fifty-one percent (51%) of the voting members are present either physically or via a form of communications technology at said meeting, a majority of the members present may adjourn the meeting without further notice.

ARTICLE VII

Committees

Section 1. Standing and/or special committees may be established by the Coalition as they deem necessary. The Coalition Chairman shall have the authority to appoint members.

Section 2. The Chair of each committee shall be a voting member of the Coalition and shall be appointed by the Chair of the Coalition and approved by the membership to serve for one year. Committee chairs may serve more than one term.

Section 3. Each committee shall consist of the committee chair and at least two (2) additional voting members of the Coalition. Representatives from the community are encouraged to serve as members of committees, as needed, to carry on the work of the committee but will serve as non-voting members. Membership of each committee shall be determined by the Coalition.

Section 4. Each committee shall meet, as necessary, at meeting times designated by the committee Chair.

Section 5. A quorum at a committee meeting shall be established with the presence either physically or via a form of communications technology of fifty-one percent (51%) of the Coalition voting members serving on the committee.

Section 6. A written report, in the form of an action item, of committee recommendations shall be provided to the Coalition members before the next regularly scheduled meeting if official action is required by the Coalition.

Section 7. Notice of all committee meetings shall be made in accordance with the requirements of Florida law.

Section 8. Standing Committees shall include the Finance/Audit Committee, a By-Laws Committee, a Personnel Committee, and a Program/Quality Committee. The Finance/~~Audit Operations~~ Committee ~~Chair~~ shall keep an account of monies received and expended for the use of the Coalition and the Chair shall should make a report at all regularly scheduled coalition meetings. This Committee will provide regular monitoring of financial and utilization reports and provide budgetary and fiscal policy oversight. The Committee will ensure Coalition Board financial accountability and prudence. Primary duties and responsibilities are as follows:

- Review and recommend to the Board for approval an annual operating budget for the Coalition and its components.
- Review and recommend to the Board for approval an annual capital expenditures budget for the Coalition and its components.
- Review and recommend to the Board for approval the Coalition's risk management policies and procedures.
- Review and recommend to the Board for approval the Coalition's insurance coverages, including (1) identity and rating of carriers; (2) premiums; (3) all aspects of insurance coverage for healthcare institutions.

- Issue requests for proposals for auditing services, review submitted proposals, and make a recommendation of an auditing provider to the Coalition.
- Review all financial audit findings and corrective action plans and make recommendations to the Coalition for improvements and/or approval.

Section 9. The Bylaws Committee ~~meets as needed and~~ is responsible for the Coalitions Bylaws and polices/procedures. Duties of this committee shall include:

- At a minimum yearly review of the Bylaws, Departmental polices and procedures.
- Review of polices and procedures prior to Board approval.

Section 10. The Personnel Committee ~~meets as needed and is~~ responsible for establishing the Executive Director's evaluation process, as well as review and recommend personnel policies. Duties shall include:

- Establish evaluation process for the Executive Director.
- At a minimum yearly review the Employee Personnel Handbook and make recommendations as necessary.
- Address any personnel policy issues.

Section 11. The Program Quality Committee ~~meets monthly and~~ is responsible for overseeing Coalition programs to improve the quality of early care and education in Indian River, Martin and Okeechobee Counties. Duties shall include:

- At a minimum, yearly review respective sections of the Coalition Plan and recommend amendments as necessary.
- Provide input and guidance for Coalition programs.
- Evaluate programs and recommend changes for improvement.

ARTICLE VIII

Books and Records

Section 1. Correct and complete books and records of the proceedings of the Coalition and its committees are the responsibility of Coalition staff. Records of the Coalition's financial accounts are the responsibility of the Coalition staff. All records will be kept and maintained at the principal office of the Coalition and will be subject to the inspection of any member of the Coalition or the public at any reasonable time. The organization shall keep a current and accurate record of the names and addresses of the Coalition members.

ARTICLE IX

Financial Management

Section 1. The fiscal year of the organization shall begin on July 1st and end on June 30th.

Section 2. The Coalition shall approve a budget and fiscal plan for the upcoming fiscal year prior to the end of the current fiscal year. The Coalition shall use sound fiscal management procedures in accounting for all Coalition funds. The Coalition shall review financial reports monthly.

Section 3. An audit of the books and records of the organization shall be conducted annually. The Audit Report shall be presented to the members no later than thirty (30) days after its completion.

Section 4. The Coalition may authorize the executive director to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Coalition and such authority may be general or confined to specific instances.

Section 5. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Coalition shall be signed by such officer(s) and/or agent(s) of the Coalition as determined by resolution of the members.

Section 6. All funds of the corporation shall be deposited in a timely manner to the credit of the Coalition in such depositories as the members may select and as authorized by statute.

ARTICLE X

Effective Date, Amendment and Repeal

Section 1. These Bylaws shall become effective immediately upon adoption. The Coalition's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote of eligible voting members.

Section 2. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the voting members present at any regular meeting or at any meeting of the voting members, if at least thirty (30) days written notice is given of an intention to alter, amend, or repeal these Bylaws at such meeting.

Section 3. These Bylaws are a part of the Coalition's Plan and any amendments to them constitute an amendment to the plan.

Adopted:

Date: October 6, 2005

Early Learning Coalition of Indian River, Martin, and Okeechobee Counties, Inc.

Revisions/Amendments:

Rev: 5/8/06, 8/23/06, 12/15/06, 6/8/07, 8/23/07, 3/27/08, 5/22/08, 10/23/08, 12/4/08

Approved On: January 22, 2009

By: _____
Chairman

ATTACHMENT A
MERGER MEMBERSHIP STRUCTURE
INDIAN RIVER, MARTIN, OKEECHOBEE

Membership Slot	Term: April 1, 2005 - June 30, 2007	Term: July 1, 2007 - June 30, 2009	Term: July 1, 2009 - June 30, 2011
MANDATED MEMBERS			
DCF Administrator or Designee (V)		<i>Common Individual</i>	
School Superintendent or Designee (N)	Martin	Indian River	Okeechobee
Workforce CEO or Designee (V)		<i>Common Individual</i>	
Health Dept. Dir. or Designee (V)	Indian River	Okeechobee	Martin
President of a Community College or Designee (V)		<i>Common Individual</i>	
Head Start Director (N)	Okeechobee	Martin	Indian River
CSC or JWB Chair or E.D. (V)	Martin	Okeechobee	Indian River
REPRESENTATIVE MEMBERS			
Private Provider Rep. (N)	Indian River	Okeechobee	Martin
Faith-Based Provider Rep. (N)	Martin	Indian River	Okeechobee
Rep. of Programs for Children with disabilities (N)		<i>Common Individual</i>	
APPOINTED MEMBERS			
County Commissioner Appointee (V)	Okeechobee	Indian River	Martin
OPTIONAL			
DCF Licensing Coordinator (V)		<i>Common Individual</i>	
PRIVATE SECTOR MEMBERS			
Chairman Appointed by Governor (V)			
Appointed by Governor (V)			
Appointed by Governor (V)			
County Chamber of Commerce – List (V)	(2) Martin (A) (2) Okeechobee (A) (2) Indian River (A)		

Notes:

- 1) Of the 16 voting members, 4 are common to all counties; 3 each are from the private sector in each county (if the Governor appoints one from each county); and the final 3 are rotated evenly among the 3 counties.
- 2) Of the 5 non-voting members, 1 is common to all counties; the other 4 are rotated among the counties (each county has two during one term).
- 3) A = To be appointed from list submitted by County Chamber of Commerce and/or EDC.
- 4) Terms of private sector members were staggered using one-year, two-year, and three-year initial appointments to create the required changes in membership at years 4, 5, and 6. All second term and new appointee terms will be two years in duration.
- 5) Merged entity may choose to add or delete members in accordance with Bylaws.



Program Services Recap

Fiscal Year 2008-2009

Accomplishments

- 25 newly-contracted providers from 7/1/08 all passed curriculum monitoring
- Environmental assessments in 105 classrooms for 57 contracted providers with average score of 4.76
- All child care providers administering pre/post developmental assessments on ELCIRMO children: 1,339 pre-assessments / 1,418 post-assessments / 955 children with pre- and post-assessments
- Analysis of pre-assessment data and targeted technical assistance served to strengthen weak developmental domains
- Child developmental assessments showed improvement in 83% of children when comparing pre/post assessments
- Professional development included providing 102 trainings with 1,422 participants; designed to improve classroom practices, improve child outcomes and increase quality
- Quality Initiatives included 3 mini grants for Providers:
 - Literacy/Writing Training by Lois Watchel, “Look Mommy I’m an Author” @ \$1,909
 - Infant/Toddler Nonfiction Book Sets for 77 Providers @ \$2,557
 - Literacy Science Bag Sets for 95 Providers @ \$18,749
- Treasure Coast Children’s Conference partially funded 349 participants (\$20 of \$25 fee), totaled \$6,980; +650 attended event
- 155 Warm Line calls resulted in 58 observations and 54 children referred to agencies
- 485 hearing and vision screenings resulted in referrals of 14% for BMI, 38% for vision, and 54% for hearing issues
- Staff attended Children’s Week Hanging of the Hands in Tallahassee, with child handprint displays
- Local initiatives for Children’s Week, including Proclamations received in each of the 3 counties; “Kids Can Count on Me” handprint pins worn by child care Providers, ELCIRMO staff and presented to County Commissioners in each of the 3 counties; an ELCIRMO staff member created a display with a poem she wrote and presented it to the county commission in her county when Proclamations were received

Environmental Assessments

	FY '07/'08	FY '08/'09
Average Score*	4.60	4.76
Average ITERS Score:	4.28	4.39
Average FCCERS Score:	4.48	4.59
Average ECERS Score:	4.80	4.87

* on a scale of zero to seven, seven as the best; 3.5 minimum score required to be contracted with ELCIRMO

Inclusion Year-End Report

Through June 30th, 2009

Referrals Made	Observations	Referred to: Early Steps			Referred to: FDLRS			Referred to: HPS(Martin Only)			Referred Totals
		Dev.	Beh.	Totals	Dev.	Beh.	Totals	Dev.	Beh.	Totals	
Martin County	38	7	0	7	9	3	12	1	13	14	33
Indian River County	16	1	2	3	8	4	12				15
Okeechobee County	4	0	0	0	6	0	6				6
Totals	58	8	2	10	23	7	30	1	13	14	54
<i>*some are multi-day observations</i>		17%			52%			24%			93%

Warm Line Calls	County	Count
Total Calls: 166 <i>through 6/30</i>	Martin County	118
	Indian River County	36
	Okeechobee County	12

Monthly Stats Per County	Martin		Indian River		Okeechobee		Totals	
	Calls	Obs.	Calls	Obs.	Calls	Obs.	Calls	Obs.
July	9	3	2	2	2	0	13	5
August	6	1	4	1	1	1	11	3
Sept	9	3	2	1	2	1	13	5
October	21	7	3	1	1	0	25	8
November	22	4	3	3	5	2	30	9
December	12	4	1	0	0	0	13	4
January	11	1	12	3	0	0	23	4
February	11	4	4	1	0	0	15	5
March	8	5	2	3	0	0	10	8
April	2	3	1	0	0	0	3	3
May	3	1	1	1	1	0	5	2
June	4	2	1	0	0	0	5	2
Totals	118	38	36	16	12	4	166	58

Total Screened: 1,339

Observations from Developmental Screenings/Assessments			
	# Referred to IS	# Observed	# Referred by IS
Indian River	67	53	6
Martin	64	40	2
Okeechobee	11	11	2
TOTALS	142	104	10

Developmental Assessments

Developmental Assessments Administered (Pre-) 1,339
 Developmental Assessments Administered (Post-) 1,418

The following graph depicts the percent of school readiness children that passed each domain on the Pre/Post E-LAP assessment:

Indian River E-Lap Results						
	GM	FM	CG	LN	SH	SE
Pre	84%	60%	61%	66%	77%	77%
Post	95%	83%	80%	81%	89%	89%

Martin County E-Lap Results						
	GM	FM	CG	LN	SH	SE
Pre	93%	78%	75%	76%	84%	86%
Post	96%	86%	83%	79%	93%	94%

Okeechobee E-Lap Results						
	GM	FM	CG	LN	SH	SE
Pre	80%	60%	54%	56%	73%	66%
Post	84%	75%	71%	75%	87%	88%

The following graph depicts the percent of school readiness children that passed each domain on the Pre/Post LAP-3 assessment:

Indian River Lap-3 Results							
	GM	FM	PW	CG	LN	SH	PS
Pre	94%	89%	83%	77%	66%	93%	89%
Post	98%	97%	94%	81%	75%	98%	94%

Martin County Lap-3 Results							
	GM	FM	PW	CG	LN	SH	PS
Pre	98%	96%	91%	83%	74%	98%	96%
Post	99%	97%	93%	89%	82%	99%	98%

Okeechobee Lap-3 Results							
	GM	FM	PW	CG	LN	SH	PS
Pre	97%	95%	81%	82%	76%	97%	97%
Post	94%	91%	85%	84%	78%	99%	97%

Health Screening Referrals for 08-09			
Total Screened	BMI	Vision	Hearing
174 - Martin County	19 (11%)	71 (41%)	95 (55%)
148- Indian River	15 (11%)	60 (41%)	81 (55%)
163 - Okeechobee	33 (20%)	52 (32%)	85 (52%)
485 -Total Screened	67 (14%)	183 (38%)	261 (54%)



Early Learning Coalition of Indian River, Martin, and Okeechobee Counties

Martin Advisory Council Meeting Minutes Children's Services Council

September 16, 2009

Present:

Board Members: Tom Peer (DCF), Charlene Oakowsky-Vasquez, Patti Pelletier (NBLA)

Council Members : Lena Kasliner (MCSD), , Linda Gentry (IRSC), Mary King (Hobe Sound CC), Susan Perez (MC Library), Jennifer Everett (Kids First), Scott Berry (CSCMC), Natalie Lee (MCSD), Deana Newson (MCSD), Shawn Keil (YMCA), Patrick Murray

Staff: Jacki Jackson (Executive Director), Pat Houston (Director of Programs), Andrea Fedock (Director of Finance/Associated ED), Sheila Ettehadieh (Resource Specialist/ Inclusion Coordinator)

I. Welcome

Acting Chairman, Tom Peer called the meeting to order at 1:20 p.m.

II. Approval of Minutes

Motion was made by Susan Perez, seconded by Linda Gentry, to approve the August 19, 2009 minutes as presented. Motion carried.

III. Old Business

Tom Peer questioned whether the situation which was discussed at last month's meeting with regard to Indiantown was settled. Shawn Keil indicated it had been settled and more children were added to their program

- **ELCIRMO Updates: wait list, enrollment**

Andrea Fedock shared a graph showing the comparison of wait list numbers from October, 2008 to September, 2009 with a wait list of 291 for Martin County. The status of other counties was also shown.

The number of SR children served is down. As a result, the wait list numbers should go down because we are enrolling. The number of school age children has been reduced, since we now only serve up to age 8. We are still in the process of making sure we get enrollments in, now that school age children have been terminated from the SR program.

Tom Peer questioned our projection regarding the numbers we expect to serve. Andrea Fedock commented that we expect to enroll 200 more to our current enrollment of 700, bringing the total to about 900. Jacki Jackson commented, however, that our goal for Martin County is about 1,000. We are actively enrolling and many appointments are pending, but those children have not yet been served.

There has been a decrease of 367 SR children being served in MC between August, 2008 and August, 2009. Jacki has redirected staff to accomplish enrollment as quickly as possible and to consider scheduling a Saturday enrollment.

The number of VPK children served for August, 2009 has increased from August, 2008. There are more classes at the school district.

Linda Gentry asked whether we are looking for children to enroll. Jacki Jackson explained that we have the funds, we have the children, but we need the time to get them enrolled. We are trying to do the enrollments quickly. Jacki also commented that we are trying to spend enough of the CCEP funding to be on track for the mid-year analysis. Jacki commented on her recent meeting in Orlando with respect to CCEP, and the change to focus more on businesses.

IV. New Business

- **VPK Readiness Rate Rule Workshop Update**

Pat Houston gave an overview of items reviewed at the workshop:

- ✓ FLKRS screening instrument which is administered in Kindergarten has a new component, the FAIR-K. FLKRS is the score which is associated with each child care provider that the respective kindergartner came from.
- ✓ Changes in the measurement of a child's growth and ability will need to be addressed legislatively.
- ✓ FAIR-K is an instrument written for English language speakers as opposed to non-English speakers. Concern was raised for the 30% whose native language is not English.
- ✓ FAIR-K is not in perfect alignment with VPK standards. The instrument was not developed specifically for this purpose; it has a variety of applications through school age years. Our concern with not having a visual component was discussed and they acknowledged it is not the most appropriate way for the test to be administered, but the instrument was designed in that way and it will not be changed. The suggestion was made for Providers to train the children in a way so they will develop the onset and rhyme skill auditorily only.
- ✓ Score will only go up to 200 as opposed to 300 when there was a DIBELS component. DIBELS had two parts, which is another concern, if parents and funders are comparing a score from one year to another. We'll do our part in communicating this through parent education.

Scott Berry questioned if this was the version they had settled on. Pat Houston verified that is was, indicating it is a multi-year commitment.

V. Board Member Topics

Please advise Tom Peer if Advisory Council members have any topics you would like discussed at the Coalition Board meetings.

VI. Child Care Provider Topics

Sheila Ettehadieh commented on the amount of centers that are struggling. Tom commented on the number of calls he receives regarding those who want to open new centers.

A conference on playgrounds was attended by Tom Peer and his staff. They will be visiting centers to look at playgrounds and make suggestions to reduce accidents.

VII. Future Agenda Items

Nothing discussed.

VIII. Adjournment

There being no further business, the meeting was adjourned at 1:40 p.m.

Respectfully submitted,

Tom Peer
Acting Chairman
TP/lt



Early Learning Coalition of Indian River, Martin, and Okeechobee Counties

Indian River Advisory Council Meeting Minutes United Way of Vero Beach

October 13, 2009

Present:

Coalition Members: Tom Peer (Acting Chairperson), Leonard Edwards (Board Member)

Council Members: Rachael Moshman (Childcare Resources), Valerie Edwards (Roseland Christian Preschool), Michael Kint (United Way), Juelie Perry (TLC)

Staff: Jacki Jackson (Exec. Dir.), Andrea Fedock, (Director of Finance/Assoc. ED), Pat Houston (Director of Programs), Cherie Marciniak (Resource Coordinator)

I. Call to Order and Approval of Minutes

Chairman, Tom Peer called the meeting to order at 2:30 p.m.

Motion was made by Michael Kint, seconded by Leonard Edwards to approve the minutes of the July 14, 2009 meeting.

II. Old Business

A. Bank Referral Program – Jacki Jackson requested this item be postponed for approximately six months until the economy gets better.

Motion was made by Leonard Edwards, seconded by Rachael Moshman to table the Bank Referral Program until April, 2010. Motion carried.

B. Board Membership Update: IR County Private Sector

Jacki Jackson commented that we are still recruiting board members for Indian River County. An application was just received yesterday from Susan Green, and we are hoping to have her accepted at the next meeting. A private sector representative is still needed from Indian River. We will now have 19 board members and will be in compliance. The goal is to have between 20-24 board members, with some of those being Governor appointments. Kevin Grady, PNC, is a possible candidate for Indian River.

C. Hardship Committee

Pat Houston questioned whether things were operating smoothly with regard to the Hardship Committee, forms, etc. Andrea commented that revisions were made to the Hardship form to reflect various suggestions and issues that have arisen. The revised forms will be shared with the Advisory Council at the next meeting.

Leonard Edwards requested the form be e-mailed to the Committee for review and to make any suggestions for additions, revisions, etc.

Pat commented that we have not applied for additional Family in Crisis funds from the United Way since we have not consumed much of the \$2,000 Family In Crisis fund and do not want to take money away from other agencies who may need it. Michael Kint explained there is no timeline imposed by the United Way. Funds are refilled July 1 of each year. Generally the funds last until January or February. Pat indicated we will reconsider our application for funds in December before the funds are expended, depending on our activity.

III. **New Business**

A. **ELCIRMO Reports - # Served & Wait List by Age Group**

Andrea Fedock commented that wait list numbers for IR have gone down considerably; previously near 700 and now down to 391. The reduction is a result of stimulus dollars and the change in policy of only serving up to age 8. She indicated the budget is being reviewed to determine if more children can be served with the stimulus funds. In the past month, we served 748 in IR for School Readiness. Funds are kept separate for stimulus and School Readiness.

Leonard Edwards questioned the low numbers of infants and toddlers on the wait list compared to the birth rate of the county. This is a result of the current job situation and people not bothering to get on the wait list. There is no wait list in MC because funds were available through CSCMC. Currently there are still infant beds in MC. Leonard expressed a concern with respect to the low numbers not being a true representation of the need, which will allow for adequate funding. Jacki explained that the numbers do not represent the complete need in the county and should not be used as a needs assessment. Clarification or a disclaimer may be needed.

Michael remarked about the absence of a wait list for infants/toddlers in MC, and questioned why there are so few infant slots in IR County compared to MC. Jacki suggested ELCIRMO do a survey to see how many infant beds are available in IR as compared to MC. Rachael did a survey of licensed centers about 6 months ago which revealed 120 spots for infants for IR, down from 150 from the previous year.

Rachael commented that Child Care Resources is opening a center next year, contingent on fundraising, specializing in infants/toddlers, with 35 slots available.

B. **ELCIRMO Updates**

Pat suggested the tour of the centers be conducted after the new board members have been appointed.

Motion was made by Leonard Edwards to establish the tours of the facilities in January, seconded by Juelie Perry. Motion carried.

C. **Next Meeting Date**

Pat inquired whether another meeting date should be chosen for Advisory meetings to allow Jacki's attendance at future meetings, due to scheduling conflicts with ELAC. The next meeting was scheduled for Tuesday, January 12, 2010. Jacki is unable to attend in January, but will attend in March.

IV. Provider Topics

- ✓ H1N1 – Juelie Perry commented the H1N1 has taken on a more low key status than anticipated. Vaccines are available free through the Health Department. Under age 9, two doses are required. Providers have been doing a great job with regard to prevention.
- ✓ NAEYC (National Association for the Education of Young Children) - Juelie is promoting all of Treasure Coast (Martin, St. Lucie, Okeechobee and Indian River), to build a NAEYC affiliate of the former ECA. Currently, training and free CEUs are available, but we need enough members in order to become an affiliate of our State. Currently there are 36 members, but 50 are required, as well as a Board, bylaws, etc. Juelie is encouraging child care staff members to join. It was recommended to contact Natalie Sanders. Maitland Community teachers are members and may also be a good source for contact.
- ✓ Policy issues – with the influx of social networking sites (twitters, facebook, cell phone cameras, etc.), directors are starting to look at policies. Technological policies have been rewritten as situations arise. Code of Conduct and confidentiality were discussed and the relationship to these items.
- ✓ Centers continue to close and new centers are opening. Tom Peer discussed the problems associated with the new centers opening.

V. Board Member Items

- ✓ Leonard expressed a concern that approximately 77 of the 303 four-year olds enrolled were experiencing problems with social skills, and problems adjusting in the classroom, some of which have been in other centers. Some may have been referrals, but the information was not provided with the child. He suggested some type of transition so that documentation follows the child, which will allow for earlier identification of problems. Appropriateness of environments was discussed.

Pat commented that last year only 36 calls from IR came in through the Warm Line for School Readiness out of the a total of 155 calls. Pat stressed the importance of calling the Warm Line to allow for observation of the environment and routines, and work with the providers. With regard to developmental screens, there were red flags on 67 children from IR: 53 were observed and only 6 were referred to an outside agency.

VI. Future Agenda Items

None

VII. Adjournment

There being no further business, the meeting was adjourned approximately 3:40 p.m.

Respectfully submitted,

Tom Peer
Acting Chairman
TP/lt



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

Wait-list by Age by County

As of 10/8/09

	Indian River	Martin	Okeechobee
Infant	62	0	27
Toddler	110	0	22
2 year olds	133	0	44
3 year olds	78	0	29
4 year olds	8	0	1
5 year olds	0	0	0
Total	391	0	123



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

**Early Learning Coalition
of Indian River, Martin & Okeechobee Counties, Inc.
Comparison of Number of Children Served by County**

School Readiness			
	Sep-08	Sep-09	Difference
Indian River	772	748	(24)
Martin	984	674	(310)
Okeechobee	422	395	(27)
Totals	2,178	1,817	(361)

VPK			
	Sep-08	Sep-09	Difference
Indian River	771	788	17
Martin	814	913	99
Okeechobee	262	276	14
Totals	1,847	1,977	130



ELCIRMOC

OCT 12 2008

Charlie Crist
Governor
Cynthia R. Lorenzo
Director
James F. Mathews
Inspector General

September 17, 2009

Ms. Jacki Jackson, Executive Director
Early Learning Coalition of Indian River,
Martin, and Okeechobee County
10 SE Central Parkway, Suite 400
Stuart, Florida 34994

Dear Ms. Jackson:

We are in receipt of your annual Audit Plan for the fiscal year ending June 30, 2009. The Audit Plan is approved. In accordance with the Plan, the Agency for Workforce Innovation (AWI) should receive your audit report by the mandatory due date.

The mandatory due date and allowable timeframe pursuant to the circular are the **earlier** of 30 days from the date the report is provided to the audited entity or nine (9) months from the end of the period audited. As in the past, we encourage you to complete your reports as early as possible in order to allow for timely processing. The report **must be received by AWI within 30 days of its submission to the Board unless the report is submitted after March 1, which will require that the report be forwarded immediately to AWI to ensure that it reaches us before March 31, 2010.**

A copy of the reporting packages, which is detailed in the next paragraph, should be mailed to the following address:

Mr. James F. Mathews, Inspector General
Agency for Workforce Innovation
MSC #130, Caldwell Building
107 East Madison Street
Tallahassee, FL 32399-4126

Your completed audit package must include the audit report, a corrective action plan, if there are audit findings, the auditor's management letter, if issued, and **some form of documentation from the auditor evidencing the delivery date of the audit report**. The date that your entity **received the audit report must be documented** and readily verifiable by the Office of Inspector General.

If you have questions, please contact Sherita Keys-Addison, at (850) 245-7146 or sherita.keys-addison@flaawi.com. Thank you in advance for your assistance.

Sincerely,

James F. Mathews, C.I.G.
Inspector General

JFM/sk-a

cc: Ms. Carolyn McGriff

Office of Inspector General
MSC #130, Caldwell Building • 107 East Madison Street • Tallahassee • Florida 32399-4126
Phone 850-245-7135 • Fax 850-245-7144 • TTY/TDD 1-800-955-8771-Voice 1-800-955-8770
www.floridajobs.org

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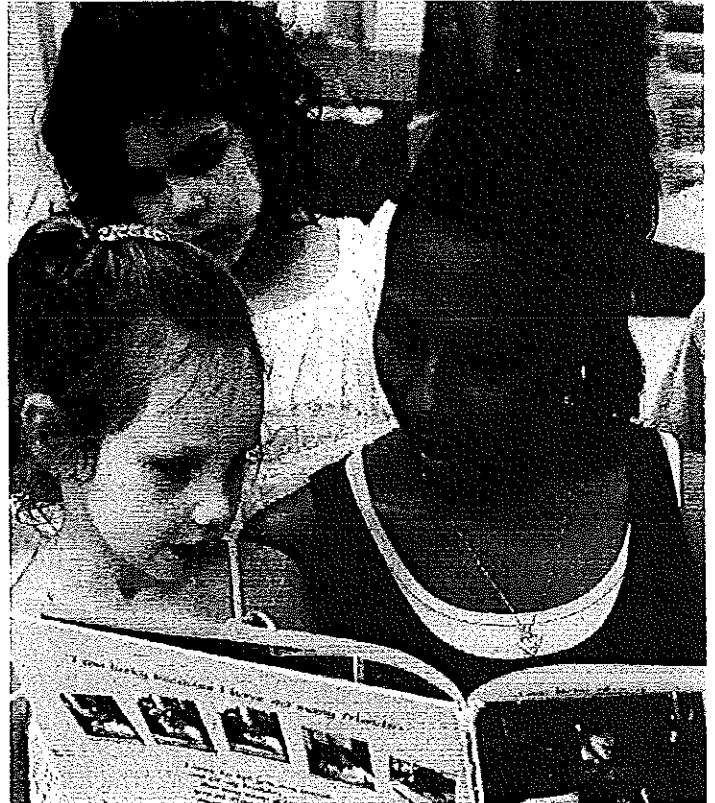
Early Learning

The Key to a Strong Workforce

Ensuring dynamic economic and workforce development is one of our state's primary priorities. Investing in quality early learning programs in every community is essential for two important reasons: 1) community and business development today depends on access to affordable child care; 2) quality early learning is critical to successfully creating a world-class workforce for tomorrow.

Businesses Need Quality Early Learning Programs for Employees

- In Florida communities in 2007, 64% of children younger than age six lived in households where all available parents worked—making accessible, affordable, high quality child care essential to working parents.
- The lack of available, stable child care leads to employee absences costing U.S. businesses \$3 billion annually.
- Employers need available child care settings in the community to attract and retain skilled employees.
- Employers with policies that support early learning receive increased productivity in return.



Early Learning Paves the Way for a Lifetime of Success for Children

- Learning begins at birth. Talking with children every day could mean the difference between a child knowing 3,000 or 15,000 words by the time they enter kindergarten.
- As adults, children who were in quality early learning programs have higher monthly incomes, higher employment rates, and higher rates of home ownership.
- Participation in early learning programs increases graduation rates and access to higher learning.
- Early learning programs increase children's cognitive and socio-emotional development, increasing their chances of leading healthy, productive lives.

Investing in Early Learning is Sound Economic Policy

Early Learning Makes a Difference

Early Learning is a Profitable Investment for Communities

- The early learning system is a critical sector of Florida's workforce and includes more than 20,000 local child care businesses.
- Access to child care programs helps families become self-sufficient through employment and education, thereby breaking inter-generational cycles of poverty and reliance on community assistance.
- Participation in high quality early learning programs has been shown to prevent future youth violence and crime, saving the community more than \$70,000 per child.
- For every \$1 invested in early learning programs, up to \$16 is returned to communities.
- Early identification and intervention for disabilities, health problems and learning differences save community health spending in the future and maximizes public education spending.

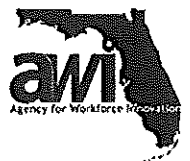
Florida has a unique and effective approach to early learning which engages local communities. Early learning coalitions are local, private businesses providing communities with many benefits in addition to early education. Communities benefit from early intervention for public health problems, disability screening and intervention, parenting education, family services, community resource referral, and economic stimulus. The early learning system supports families and offers children opportunities to succeed.



Early Learning Advisory Council

Florida's Early Learning Advisory Council (ELAC) provides state level oversight to the early learning system and acts as an advisory board for the Agency for Workforce Innovation. Members include the governor-appointed chairs from local early learning coalition boards of directors, a member appointed by the President of the Senate, and one member appointed by the Speaker of the House of Representatives. ELAC supports the Governor's vision by creating partnerships, establishing standards and applying business acumen to the efficient management of Florida's early learning system.

For information about the Agency for Workforce Innovation's Office of Early Learning or your local early learning coalition, please call 1-866-357-3239 or visit www.flready.com.



Investing in Early Learning is Sound Economic Policy

Early Learning Advisory Council

Commonly Used Terms and Acronyms

411 F.S: The Florida Statute that governs School Readiness programs.

1002 F.S: The Florida Statute that governs the Voluntary PreKindergarten Program.

A-ELC: The Association of Early Learning Coalitions, the professional association of Coalition Executive Directors.

AWI: Agency for Workforce Innovation

Amendment: A document by which substantial changes are made to their terms of an executed contract.

Caregiver: An individual or organization contracted to deliver services or materials under contract with the Contractor.

Contract: An agreement between the Coalition and the Contractor for the procurement of services.

Contract Manager: Either a Coalition or Contractor employee designated by the contract signer to be responsible for the success of the contract. The Contract Manager enforces performance of the contract terms and conditions and often serves as a liaison between the Coalition and the Contractor.

Contractor: The entity providing services under the contract.

CCDF: Child Development Fund. Federal funding (from the Department of Health and Human Services – DHHS) that assists low-income families, families receiving temporary public assistance, and those transitioning from public assistance in obtaining child care so they can work or attend training/education and is the largest source of funding for School Readiness.

CCEP: Child Care Executive Partnership: Expands the child care subsidies for low-income working families by utilizing state and federal funds as incentive for matching local funds from local governments, employers, charitable foundations and other sources.

CCR&R: Child Care Resource and Referral: offers a seamless system to address the childcare needs of parents/guardians, the community and school readiness providers.

CCPP: Childcare Purchasing Pool: Purchasing Pool funds are used to provide low income working parents/guardians, who are eligible for childcare, with a 50% dollar cash match from employers, local government and other contributors. These funds are awarded based on the amount of matching funds secured by the coalition. Allowable expenditures are

limited to the purchase of school readiness slots. Low-income families are eligible up to 200% of the federal poverty level.

CDA: Child Development Associate, a national credential issued by the Council for Professional Recognition reflecting advanced training in providing child care services.

DCF: Department of Children & Families, responsible for the state's child care licensing organization through the Child Care Program Office.

DHHS: Department of Health and Human Services. The federal agency, in which is located the Child Care Bureau, which issues CCDF funding for School Readiness.

DOE: Department of Education which oversees K-12 public schools, Community Colleges and Colleges/Universities. It has a limited role in overseeing VPK.

DQI : Data Quality Instruction, issued to users of EFS

EFS: Enhanced Field System, the Agency and ELC's current networked database system, to be replaced by ELIS.

ELAC: Early Learning Advisory Council

ELC: Early Learning Coalition

ELIS: Early Learning Information System, currently in development

FACCM : Florida Association for Child Care Management, the professional association for private child care centers.

Fact Book: Information about Florida's early learning programs, updated monthly. <http://www.floridajobs.org/earlylearning/factbook/>

FCCH: Family Child Care Home: a private home that is either licensed or registered to care for children.

FCCPC: Florida Child Care Professional Credential, issued by DCF, is a Florida equivalent to the national CDA professional development credential.

FLAIR: The State's general ledger system for electronic disbursement of funds by grant source.

FLKRS: The Florida Kindergarten Readiness Screen: A battery of three assessments (ECHOS – Early Childhood Observation System; and the first two measures of the DIBELS – Dynamic Indicators of Basic Early Literacy Skills, specifically, Letter Naming Fluency and Initial Sound Fluency) given to all children entering kindergarten to determine their readiness for kindergarten level work.

FPL: Federal Poverty Level – The amount, determined each year by the federal government that a family must earn to be considered to be living in poverty; a family may earn up to 150% of the FPL to qualify for School Readiness assistance.

Gold Seal: A DCF program granting exceptional status to accredited child care homes and centers and permitting them to receive additional School Readiness reimbursements based on coalition decision.

GR: General Revenue: State, as opposed to federal or local, appropriations used to support programs, e.g., VPK is funded almost entirely by GR; School Readiness is funded mostly by federal funds (TANF and CCDF).

HH&S: United States Department of Health and Human Services

HIPPY: Home Instruction for Parents of Preschool Youngsters

LBR: Legislative Budget Request

OCA: Other Cost Accumulator Codes, which are coded budget categories used to track expenditures for the School Readiness and Voluntary Pre-Kindergarten programs.

OEL: Office of Early Learning. Two agencies, Department of Children & Families and Department of Education, have Offices of Early Learning.

OPPAGA : Office of Program Policy and Government Analysis, the office of the Florida Legislature that does research and policy analysis at the request of legislators. Their reports may result in legislated changes to state programs.

RMCA: Redlands Christian Migrant Association

Reob and Deob: Reobligation and Deobligation of unused money in a budget that was funded by a state agency.

SR: School Readiness Program

SPE: Single Point of Entry, both the concept and practice through website and CCR&R services that by making one contact with our agency a family may access a myriad of early learning services. <https://spe.schoolreadiness.org/pe/>

Standard Codes: published compilation of codes to be used by all users of EFS.

TANF: Temporary Assistance for Needy Families: Part of the WAGES program that provides Temporary Cash Assistance (TCA), child care assistance and other support services to families to help them become self-sufficient.

TCA: Temporary Cash Assistance: Provides temporary cash benefits for needy pregnant women and families with minor children.

TCC: Transitional Child Care: Transitional child care benefits are available to assist former WAGES participants who no longer receive Temporary Cash Assistance (TCA) to transition from dependence on public assistance to an employed, self-sufficient lifestyle. To be eligible for TCC, a person must be employed.

T.E.A.C.H and WAGE\$: scholarship program offering assistance to child care practitioners who are seeking advanced professional development.

VPK: Voluntary Prekindergarten Program

WAGES: Work and Gain Economic Self-Sufficiency: State program designed to help families transition to employment and self-sufficiency, including TANF, TCA and TCC.

Funding Flow for the Early Learning Program

