MONTHLY COALITION BOARD INFORMATION PACKET

August, 2010

A monthly Board meeting has not been scheduled for August. In the absence of a Board meeting, the monthly information packet is attached.

		Pages
I.	**Coalition Board Minutes -** June 24, 2010	1-5
II.	**Financial Reports**	
	A. June 2010 Financial Report	6-8
	B. July 2010 Financial Report	9-11
III.	**Committee/Council Reports**	
	A. Finance Committee – June 24, 2010 Minutes	12-13
	B. Executive Committee – June 24, 2010 Minutes	14-15
	C. Bylaws Committee – no meeting held	
	D. Personnel Committee – no meeting held	
	E. Program Quality Committee – June 24, 2010 Minutes	16-18
	F. Martin Advisory Council * – August 18, 2010 Minutes	19-21
	G. Okeechobee Advisory Council * – August 11, 2010 Minutes	22-23
	H. Indian River Advisory Council * – August 10, 2010 Minutes	24-25
	* No meetings were held in June or July	
IV.	**Chairman's Comments**	
	Chairman Valero, on behalf of the Board, would like to express gratitude to Tom Peer for accepting the position of Okeechobee Advisory Council Chair and to Sam Smith for his contributions to the Council while serving as Chair.	
V.	**Executive Director Updates**	
	A. A donation has been received from Zeno Office Solutions in the amount of $1,000 (unrestricted funds)	
	B. A $500 grant has been received from the Wachovia Wells Fargo Foundation.	
	C. Children's Services Advisory Council of Indian River County has reduced funding to ELCIRMO from $12,100 to $8,888.	
VI.	**Informational Items**	
	A. AWI Letter – Single Audit FY end 6/30/09 – No findings	26
	B. Wait List by Age-County and # of Children Served – July 2010	27

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

COALITION BOARD MEETING
ELCIRMO Office
10 SE Central Parkway, Stuart, FL

JUNE 24, 2010

Present:	Filiberto Valero	Leonard Edwards	Sandy Perry
	Sandy Akre	Gloria Friedman	Sam Smith
	Mark Chittum	Susan Green	Gwenda Thompson
	Jacque Crighton	Vern Melvin	
	Libbie DeLosh	Dr. Patti Pelletier	
Excused:	Dr. Patricia Cooper	Tom Peer	Miranda Swanson
	Charlene Oakowsky	Wendy San Martin	Tabitha Trent
Staff:	Jacki Jackson	Pat Houston	Elizabeth Appleton
	Renee Fournier		
Others:	Juelie Perry		

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chairman Filiberto Valero at 1:36 p.m. Roll call was taken and a quorum was present.

Motion *was made by Vern Melvin to adopt the agenda, seconded by Jacque Crighton. Motion passed.*

II. MEMBER / PUBLIC COMMENTS / CONCERNS - None

III. CONSENT AGENDA ITEMS

A. May 27, 2010 Minutes
B. General Policies

Motion *was made by Jacque Crighton to approve the Consent Agenda Items. The motion was seconded by Vern Melvin.*

Discussion ensued with regard to the "Complaints" at the top of page 34 of the General Policies. The statement will be changed to read as follows: "Complaints concerning ELC staff will be handled by the Director of Human Resource and will adhere to agency procedure."

Motion was amended *by Jacque Crighton to accept the Consent Agenda Items with the change as discussed. Motion was seconded by Vern Melvin and passed unanimously.*

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IV. FINANCIAL REPORTS

A. May, 2010 Financial Report

Mr. Powery was excused from the meeting in order to adhere to year-end deadlines. In Mr. Powery's absence, Renee Fournier reviewed the Balance Sheet showing a comparison of the May 2010/April 2010 figures. The two notable items were a decrease in cash, which was offset by the increased liabilities, mainly due to the payback of the School Readiness advance. One more payment remains in the advance pay-back to the Office of Early Learning. In 2010-2011, the re-payments will begin in September to alleviate the large monthly pay-backs.

The Statement of Activity notes an increase in A/C 4400 Other Program Costs, which is a reflection of program provider incentives and A/C 7200 Insurance, which is due cobra.

B. Draft Proposed Budget FY 2010-2011

School Readiness: There is no expected increase in the total allocation award for 2010-2011. ELC requested $71k from the United Way of Indian River and was awarded $60k. Children's Services Council of Martin County CCPP approved an award of $519k, which will be matched from the State. The School Readiness ARRA funding for the 2010-2011 year is based on the usage from the 2009-10 year. Page 53 indicates that usage is within the grant guidelines. Operating expenses shows an increase in Workman's Compensation Insurance. The reduction in salaries is the result of lower salaries of new employees replacing higher salaries of former employees. Page 55 reflects the SR budget broken down by county. The Grant Reserve correlates to the depreciation.

VPK: The VPK Grant includes the ARRA funding. Page 59 reflects the VPK budget broken down by county. ARRA funding must be allocated by September and used by June 30, 2011. Children enrolled under ARRA will continue through December, at which time the situation will be evaluated. The Grant Reserve correlates to the depreciation.

Sandy Akre arrived at 1:55 p.m.

Page 60 reflects both SR and VPK budgets, broken down by county.

***Motion** was made by Jacque Crighton to accept the budget as presented. Motion was seconded by Susan Green and passed unanimously.*

V. COMMITTEE/COUNCIL REPORTS

A. Finance Committee – Filiberto Valero, Acting Chair, reported that a quorum was not present at today's meeting. However, the financial reports and Draft Proposed Budget for 2010-2011 were reviewed.

B. Executive Committee – Chairman Valero commented that the Executive Director's annual evaluation was discussed.

C. Bylaws Committee – No meeting

D. Personnel Committee – No meeting

E. Program Quality Committee – Quality initiatives and the 2009-10 training summary were discussed at today's meeting. The Committee approved a $150

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education stipend for employees of childcare providers in all three counties and is recommending Board approval.

***Motion** was made by Sam Smith, seconded by Sandy Perry, to approve the $150 education stipend for employees of childcare providers.*

Discussion ensued. It was explained that funds were available and need to be spent by year end. This is a way to give back to the providers under Quality. There are 29 childcare providers that have qualified for the stipend. Based on the availability of funds, there was discussion on increasing the amount of the stipend.

Motion was rescinded by Sam Smith.

***Motion** was made by Sam Smith to give Jacki Jackson and staff the flexibility to develop an education stipend of $150 - $400 (based on availability of funds), to be given to the 29 eligible employees of childcare providers. Motion was seconded by Sandy Perry and passed unanimously.*

F. Martin Advisory Council – No meeting.

G. Okeechobee Advisory Council – No meeting.

H. Indian River Advisory Council – No meeting.

VI. OLD BUSINESS

A. Update on "The Plan" from the Strategic Planning Meeting – Jacki Jackson explained that ELCIRMO will be receiving a new template from the State. ELCIRMO will contract out to have a "needs assessment" performed.

VII. NEW BUSINESS

Chairman Valero expressed his gratitude to all Board Members for their time commitment to the Board and the committees on which they served. Effective July 1, 2010, all Board members will have voting privileges. In an effort to utilize the experience of the members and give a well-deserved break to members, Chairman Valero announced Committee reassignments, as follows:

Gwenda Thompson, Chair, Bylaws Committee (same)
Jacque Crighton, Chair, Personnel Committee
Leonard Edwards, Chair, Program Quality Committee
Filiberto Valero, Chair, Finance Committee
Sam Smith, Chair, Okeechobee Advisory Council (same)
Susan Green, Chair, Indian River Advisory Council
Gloria Friedman, Chair, Martin County Advisory Council
Libbie DeLosh, Finance Committee
Gloria Friedman, Finance Committee
Dr. Patti Pelletier, Bylaws Committee
Dr. Patti Pelletier, Personnel Committee

Note: All Chairpersons automatically serve on the Executive Committee.

Sandy Perry was presented with a "Certificate of Appreciation", in recognition of her many years of service to the Board. On behalf of the Board Members, Filiberto thanked her for her

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time and contributions. Sandy's term expires June 30, 2010. Sandy is in the process of completing the paperwork to apply for the position of 2nd Vice Chair.

VIII. CHAIRMAN'S COMMENTS

All non-Board members were excused.

A. Executive Director Evaluation – Chairman Valero explained that the ED Evaluation was discussed at today's Executive Committee meeting. The Committee is recommending the Board continue with the renewal of the Executive Director's contract and provide a one-time supplement that mirrors that which was presented to the employees, based on years of service. Chairman Valero will prepare a summary showing the evaluation ratings in each category and will email to Loretta, for distribution to the Board. The September Board Agenda will include a discussion on the general comments and the direction of the Executive Director.

***Motion** was made by Jacque Crighton to accept the one-year renewal of the Executive Director's contract and the one-time, same, non-recurring supplement forwarded to all employees. Motion was seconded by Sandy Perry and approved unanimously.*

The next annual evaluation will be completed in order to allow time for the compilation of all evaluations prior to the end of the contract.

All non-Board members returned to the meeting.

Chairman Valero informed Jacki of the Board's motion.

IX. EXECUTIVE DIRECTOR'S COMMENTS

A. Donation - Publix - Jacki Jackson informed the Board that a $3,000 donation was received from Publix.

The CCEP Grant was just awarded in the amount of $519k, which will be matched by the State.

ELCIRMO will not be eligible for the re-ob/de-ob. Palm Beach and Broward Counties are the only ELC's eligible. Jacki will inform the Indian River County Commissioners. Discussion ensued.

Jacki informed the members regarding updates on legislation:

- Board membership – Effective July 1, 2010, all Board members have voting privileges. However, rule promulgation must be done first.
- Background screening – Effective August 1, 2010. In order to speed the process, attempts are being made to process screenings through the school boards.

X. INFORMATIONAL ITEMS

Items were distributed in the agenda packet as informational.

Pat Houston explained the Year-End Quality Initiatives and Quality Learning Experiences handouts. Educational materials that were given to the contracted providers were on display at the meeting.

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Jacki Jackson pointed out the marketing items recently purchased.

Elizabeth Appleton reviewed the Training Summary for 2009-2010, as well as upcoming trainings. She explained that Florida Core Competencies will be used statewide to ensure the use of quality trainers and trainings throughout the State.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Filiberto Valero
Chairman

FV/lt

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Early Learning Coalition of
Indian River, Martin, & Okeechobee

To: Finance Committee
From: Leslie D. Powery
Subject: Financial Statements June & May 2010

Note: Explanations are given for unfavorable variances exceeding **$2,500** and **10%** per Account Balances.

Balance Sheet
Balance sheet items have been reviewed and reconciled through bank reconciliations, subsidiary ledgers, and where applicable the monthly billing reports to AWI as of June 30, 2010.

Assets

Acct(s) 1010-1021 Cash, overall, decreased by $304k (81%). This was a result of an increase in June 2010 SR & VPK Provider payouts provided for May 2010 service as well as the repayment of 271k VPK Advances in May 2010

Acct 1110-Accounts Receivable-Other decreased by $5k (64%). This account consists of the various small deposits that have to be remitted to AWI and were reclassified as a liability Acct 2020 at year end.

Acct 1500 Provider Advances VPK decreased by $4k (19%). This resulted from VPK Provider Advances paid in June were lower for July 2010 than paid in May for June 2010. Note: Most VPK Providers end their VPK program in May 2010.

Acct 1600 Fixed Assets increased by $76k (183%). This resulted from purchasing Desktop/Laptops/Scanners in June 2010 to replace older equipment/software and the attempt to go greener.

Liabilities

Acct 2020 Other Payable increased by $6k (228%). Refer to expalanation in Acct 1110-Accounts Receivable-Other

Acct 2100 Payroll decreased by $9k (45%). This was due to the timing when payroll benefits were paid until July 2010.

Acct 2120 Accrued Pay Leave increased by $35k (21461%). This resulted from the year-end payroll accrued at 100% for June 2010. These are employees paid-time-off days that were unused at year end and carried over to next year FY10/11.

Acct 2118 Accrued Payroll increased by $6k (150%). This resulted from the month end payroll accrued at 30% for June 2010 as compared to 10% for May 2010.

Acct 2200 Due to Office of Early Learning decreased by $237k (87%). This is the final 272k owed to Due to Early Learning for SR. The balance of $34k amount is due to the VPK overpayment for Jan 2010 invoice which has to be paid to AWI.

Acct 2250 Deferred Revenue VPK decreased by $21k (100%). See Acct 1500 Provider Advances VPK for explanation.

Income Statement

Note: Review the Projected Usage column (last one); it indicates that all revenues & expenses meet our Annual Budget usage target of **100% YTD**. This correlates to us maximizing our earning potential from our services.

Revenues are under budget by $432k (23%) for the month to date and are still significantly under for the year to date by $743k (5%). This is due to SR ARRA funds not used in FY09/10 and will be carried forward in FY10/11 in the amount $517k.

Expenses-Provider Payments are under budget by 40k (4%) for the month to date and significantly under for the year to date by $662k (5%). See Revenue explanation.

Expenses-G & A are over budget by 225k (116%) for the month to date and under by $85k (4%) for the year to date. MTD: Acct 4150/4155 increased due to employee merit bonuses and year-end paid-time-off accrual; Acct 4400 increased due to quality dollars being spent for the SR program; Acct 7000 increased to promote SR/VPK services to the public; and Acct 7080/7100 increased due to purchase of desktops/laptops/scanners for all locations. YTD: None noted.

ELC of IRMO Counties
Balance Sheet
As of June 30, 2010 w/
May 31, 2010 Figures

	June 30, 10	May 31, 10	$ Change	% Change
ASSETS				
Current Assets				
Cash				
1010 · Bank Atlantic 8176	-55,680.32	36,268.07	-91,948.39	-254%
1012 · Bank Atlantic Interest 8272	91,175.08	321,901.55	-230,726.47	-72%
1014 · Bank Atlantic Payroll 8322	16,039.79	5,051.98	10,987.81	217%
1021 · Bank of America 3426	21,350.41	14,571.62	6,778.79	47%
Total Cash	72,884.96	377,793.22	-304,908.26	-81%
Accounts Receivable				
1100 · Accounts Receivable	1,154,880.00	1,168,976.74	-14,096.74	-1%
Other Current Assets				
1110 · Accounts Receivable - Other	-3,048.45	-8,517.78	5,469.33	-64%
1450 · Prepaid Expenses	2,945.72	3,351.21	-405.49	-12%
1460 · Deposits	4,199.53	4,199.53	0.00	0%
1500 · Provider Advances - VPK	17,388.00	21,530.73	-4,142.73	-19%
Total Other Current Assets	21,484.80	20,563.69	921.11	4%
Total Current Assets	**1,249,249.76**	**1,567,333.65**	**-318,083.89**	**-20%**
Fixed Assets				
1600 · Fixed Assets (Net accum depr.)	118,540.05	41,950.30	76,589.75	183%
TOTAL ASSETS	**1,367,789.81**	**1,609,283.95**	**-241,494.14**	**-15%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	1,165,310.18	1,183,351.39	-18,041.21	-2%
Other Current Liabilities				
2011 · Accounts Payable - Other	55.12	55.12	0.00	0%
2015 · Interest Payable	64.71	57.87	6.84	12%
2020 · Other Payables	9,290.32	2,835.58	6,454.74	228%
2100 · Payroll Liabilities	11,413.74	20,892.62	-9,478.88	-45%
2118 · Accrued Payroll	10,842.03	4,333.38	6,508.65	150%
2120 · Accrued Pay Leave	35,275.27	163.61	35,111.66	21461%
2200 · Due to Office of Early Learning	34,678.11	271,826.43	-237,148.32	-87%
2250 · Deferred Revenue - VPK	0.00	21,530.63	-21,530.63	-100%
Total Other Current Liabilities	101,619.30	321,695.24	-220,075.94	-68%
Total Liabilities	**1,266,929.48**	**1,505,046.63**	**-238,117.15**	**-16%**
Equity				
3011 · Unrestricted Net Assets - IRC	54,106.00	54,106.00	0.00	0%
3012 · Unrestricted Net Assets - MC	78,760.46	78,760.46	0.00	0%
3013 · Unrestricted Net Assets - OC	35,035.00	35,035.00	0.00	0%
3998 · Retained Earnings	-113,251.61	-113,251.61	0.00	0%
Net Income	46,210.48	49,587.47	-3,376.99	-7%
Total Equity	**100,860.33**	**104,237.32**	**-3,376.99**	**-3%**
TOTAL LIABILITIES & EQUITY	**1,367,789.81**	**1,609,283.95**	**-241,494.14**	**-15%**

ELC of IRMO Counties
Statement of Activity
Budget vs. Actual
JUNE 2010
MTD/YTD/ANNUAL
Analysis

	JUNE '10 Actual vs. Budget $ and % Variances				JUNE '10 YTD Actual vs. Budget $ and % Variances					Annual Budget $ & % vs YTD Actual		Projected
	JUNE 10	JUNE 10	$ Variance	% Variance	Jul09 - June10	YTD Budget	$ Over Budget	% of Budget	Annual Budget	$ +/- Budget	% of Budget	*YTD Usage
Ordinary Income/Expense	(a)	(b)	(a) - (b) =' (c)	(c) / (b)	(d)	(e)	(d) - (e) = (f)	(f) / (e)	(g)	(d) - (g)	(d) / (g)	100%
Income												Over/(Short)
4001 · School Readiness Revenue	1,009,869	1,128,293	(118,424)	-10%	8,141,304	8,183,828	(42,524)	-1%	8,183,828	(42,524)	99%	-1%
4009 · ARRA Grant	32,800	85,115	(52,315)	-61%	503,407	1,021,385	(517,978)	-51%	1,021,385	(517,978)	49%	-51%
4010 · Voluntary Pre-K	296,258	578,483	(282,225)	-49%	5,766,841	5,916,795	(149,954)	-3%	5,916,795	(149,954)	97%	-3%
4020 · Other Grant Revenue	77,283	59,876	17,407	29%	724,321	768,509	(44,188)	-6%	768,509	(44,188)	94%	-6%
4030 · In-Kind Contributions	0	0	0	0%	419	0	419	100%	0	419	100%	0%
4050 · Misc Revenue	0	0	0	0%	14	0	14	100%	0	14	100%	0%
4058 · Contribution Income	3,000	0	3,000	100%	10,516	0	10,516	100%	0	10,516	100%	0%
Total Income	1,419,211	1,851,767	(432,557)	-23%	15,146,823	15,890,517	(743,695)	-5%	15,890,517	(743,695)	95%	**-5%**
Expense-Provider Payments												
4100 · Provider Payments - SR	779,050	569,701	209,349	37%	6,850,755	6,906,917	(56,162)	-1%	6,906,917	(56,162)	99%	-1%
4105 · ARRA Provider Payments	5,729	83,100	(77,371)	-93%	503,407	997,199	(493,792)	-50%	997,199	(493,792)	50%	-50%
4120 · Provider Payments - VPK	316,122	421,379	(105,257)	-25%	4,943,544	5,056,552	(113,008)	-2%	5,056,552	(113,008)	98%	-2%
4125 · Pre-K Ed -SFS - ARRA	(16,256)	50,627	(66,883)	-132%	607,525	607,525	0	0%	607,525	0	100%	0%
Total Provider Payments	1,084,644	1,124,807	(40,163)	-4%	12,905,230	13,568,193	(662,963)	-5%	13,568,193	(662,963)	95%	-5%
Gross Profit Margin $ and %	**334,566**	**726,960**	**(392,394)**	**-54%**	**2,241,592**	**2,322,324**	**(80,732)**	**-3%**	**2,322,324**	**(80,732)**	**97%**	-3%
Expense-ELC G & A												
4130 · Pilot Program	0	0	0	0%	(22)	0	(22)	100%	0	(22)	100%	0%
4131 · Local Match Head Start	0	0	0	0%	50,000	50,000	0	0%	50,000	0	100%	0%
4150 · Salaries & Wages	168,780	113,889	54,891	48%	1,256,141	1,326,663	(70,522)	-5%	1,326,663	(70,522)	95%	-5%
4155 · Payroll Taxes and Benefits	65,642	28,815	36,827	128%	330,212	380,309	(50,097)	-13%	380,309	(50,097)	87%	-13%
4300 · Professional Fees	285	2,969	(2,685)	-90%	31,294	35,627	(4,333)	-12%	35,627	(4,333)	88%	-12%
4400 · Other Program Costs	40,557	12,500	28,057	224%	144,620	150,000	(5,380)	-4%	150,000	(5,380)	96%	-4%
4450 · Other Contracted Services	4,686	3,085	1,601	52%	28,622	37,025	(8,403)	-23%	37,025	(8,403)	77%	-23%
5055 · Non-Reimbursable Expenses	(61)	433	(494)	-114%	5,042	5,300	(258)	-5%	5,300	(258)	95%	-5%
5600 · Education and Training	1,435	333	1,102	331%	1,475	4,000	(2,525)	-63%	4,000	(2,525)	37%	-63%
7000 · Advertising	18,573	2,500	16,073	643%	24,878	30,000	(5,122)	-17%	30,000	(5,122)	83%	-17%
7080 · Computer	33,000	833	32,167	3862%	37,254	10,000	27,254	273%	10,000	27,254	373%	273%
7090 · Dues & Subscriptions	0	417	(417)	-100%	4,335	5,000	(665)	-13%	5,000	(665)	87%	-13%
7100 · Equipment Purchase & Rental	55,506	3,083	52,423	1700%	76,749	37,000	39,749	107%	37,000	39,749	207%	107%
7200 · Insurance	1,465	1,059	406	38%	8,054	8,400	(346)	-4%	8,400	(346)	96%	-4%
7315 · Licenses, Permits & Taxes	0	83	(83)	-100%	872	1,000	(128)	-13%	1,000	(128)	87%	-13%
7320 · Miscellaneous Expense	140	167	(27)	-16%	1,816	2,000	(184)	-9%	2,000	(184)	91%	-9%
7350 · Office Supplies & Expenses	1,869	1,500	369	25%	16,972	18,000	(1,028)	-6%	18,000	(1,028)	94%	-6%
7410 · Postage, Shipping, Delivery	2,019	750	1,269	169%	8,911	9,000	(89)	-1%	9,000	(89)	99%	-1%
7420 · Printing & Copying	1,097	1,250	(153)	-12%	13,033	15,000	(1,967)	-13%	15,000	(1,967)	87%	-13%
7440 · Rent and Occupancy	13,008	11,083	1,925	17%	132,839	133,000	(161)	0%	133,000	(161)	100%	0%
7460 · Telephone & Communication	3,062	2,667	395	15%	31,625	32,000	(375)	-1%	32,000	(375)	99%	-1%
7480 · Travel, Meals & Lodging	3,470	2,750	720	26%	32,104	33,000	(896)	-3%	33,000	(896)	97%	-3%
8200 · Depreciation Expense	4,168	3,282	886	27%	39,314	39,383	(69)	0%	39,383	(69)	100%	0%
Total Expense-ELC G & A	418,700	193,448	225,252	116%	2,276,140	2,361,707	(85,567)	-4%	2,361,707	(85,567)	96%	-4%
Total ELC Expenses	**1,503,344**	**1,318,255**	**185,089**	**14%**	**15,181,370**	**15,929,900**	**(748,530)**	**-5%**	**15,929,900**	**(748,530)**	**95%**	
Change to Net Assets before BS Adjustments-(i.e Capitalization)	**(84,134)**	**533,512**	**(617,646)**	**-116%**	**(34,548)**	**(39,383)**	**4,836**	**-12%**	**(39,383)**	**4,836**	**88%**	
Adj Capitaliztion of Equipment/Software	(80,758)	(50,000)	(30,758)	62%	(80,758)	(50,000)	(30,758)	62%	(50,000)	(30,758)	62%	
Change to Net Assets after BS Adjustments-(i.e Capitalization)	**(3,376)**	**583,512**	**(586,888)**	**-177%**	**46,210**	**10,617**	**35,593**	**-74%**	**10,617**	**35,593**	**26%**	

Early Learning Coalition of
Indian River, Martin, & Okeechobee

To: Finance Committee
From: Leslie D. Powery
Subject: Financial Statements July & June 2010

Note: Explanations are given for unfavorable variances exceeding **$2,500** and **10%** per Account Balances.

Balance Sheet
Balance sheet items have been reviewed and reconciled through bank reconciliations, subsidiary ledgers, and where applicable the monthly billing reports to AWI as of July 31, 2010.

Assets

Acct(s) 1010-1021 Cash, overall, increase by $949k (1302%). This was a result in reciept of the SR & VPK Advances for FY10/11.

Acct 1100-Accounts Receivable increased by $134k (12%). This is due to increased SR enrollment for July 2010 as well as $66k CSCMC Payment for June 2010 has not been received. Note: A/R is current except CSCMC.

Acct 1500 Provider Advances VPK increased by $18k (108%). This resulted from VPK Provider Advances paid in July were more for August 2010 than paid in June for July 2010. Note: Most VPK Providers start their VPK program in August 2010 for the FY10/11 school year.

Liabilities

Acct 2100 Payroll decreased by $6k (54%). This was due to the timing when payroll benefits were paid until Aug. 2010.

Acct 2118 Accrued Payroll increased by $11k (103%). This resulted from the month end payroll accrued at 50% for July 2010 as compared to 30% for June 2010.

Acct 2200 Due to Office of Early Learning increased by $1.1m (3238%). See Acct(s) 1010-1021 Cash explanation.

Acct 2250 Deferred Revenue VPK increased by $59k (100%). See Acct 1500 Provider Advances VPK for explanation.

Income Statement

Note: Review the Projected Usage column (last one); it indicates that all revenues & expenses meet our Annual Budget usage target of 8**% YTD**. This correlates to us maximizing our earning potential from our services.

Revenues are under budget by $100k (8%) for the month to date and under for the year to date by $100k (8%).

Expenses-Provider Payments are under budget by $89k (8%) for the month to date and under for the year to date by $89k (8%).

Expenses-G & A are under budget by $10k (6%) for the month to date and under by $10k (6%) for the year to date. MTD: Acct 4150/4155 increased due to month end payroll accrual. YTD: See MTD explanation.

ELC of IRMO Counties
Balance Sheet
As of July 31, 2010 w/ June 30, 2010 Figures

	July 31, 10	June 30, 10	$ Change	% Change
ASSETS				
Current Assets				
Cash				
1010 · Bank Atlantic 8176	94,732.53	-55,680.32	150,412.85	-270%
1012 · Bank Atlantic Interest 8272	895,008.70	91,175.08	803,833.62	882%
1014 · Bank Atlantic Payroll 8322	11,730.84	16,039.79	-4,308.95	-27%
1021 · Bank of America 3426	20,694.49	21,350.41	-655.92	-3%
Total Cash	1,022,166.56	72,884.96	949,281.60	1302%
Accounts Receivable				
1100 · Accounts Receivable	1,288,902.18	1,154,880.00	134,022.18	12%
Other Current Assets				
1110 · Accounts Receivable - Other	-5,353.74	-3,048.45	-2,305.29	76%
1450 · Prepaid Expenses	2,540.23	2,945.72	-405.49	-14%
1460 · Deposits	4,199.53	4,199.53	0.00	0%
1500 · Provider Advances - VPK	36,200.70	17,388.00	18,812.70	108%
Total Other Current Assets	37,586.72	21,484.80	16,101.92	75%
Total Current Assets	**2,348,655.46**	**1,249,249.76**	**1,099,405.70**	**88%**
Fixed Assets				
1600 · Fixed Assets (Net accum depr.)	113,502.78	118,540.05	-5,037.27	-4%
TOTAL ASSETS	**2,462,158.24**	**1,367,789.81**	**1,094,368.43**	**80%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	1,071,200.98	1,165,310.18	-94,109.20	-8%
Other Current Liabilities				
2011 · Accounts Payable - Other	55.12	55.12	0.00	0%
2015 · Interest Payable	8.90	64.71	-55.81	-86%
2020 · Other Payables	9,400.55	9,290.32	110.23	1%
2100 · Payroll Liabilities	5,278.59	11,413.74	-6,135.15	-54%
2118 · Accrued Payroll	22,020.00	10,842.03	11,177.97	103%
2120 · Accrued Pay Leave	37,134.27	35,275.27	1,859.00	5%
2200 · Due to Office of Early Learning	1,157,666.11	34,678.11	1,122,988.00	3238%
2250 · Deferred Revenue - VPK	59,538.84	0.00	59,538.84	100%
Total Other Current Liabilities	1,291,102.38	101,619.30	1,189,483.08	1171%
Total Liabilities	**2,362,303.36**	**1,266,929.48**	**1,095,373.88**	**86%**
Equity				
3011 · Unrestricted Net Assets - IRC	54,106.00	54,106.00	0.00	0%
3012 · Unrestricted Net Assets - MC	78,760.46	78,760.46	0.00	0%
3013 · Unrestricted Net Assets - OC	35,035.00	35,035.00	0.00	0%
3998 · Retained Earnings	-67,041.13	-113,251.61	46,210.48	-41%
Net Income	-1,005.45	46,210.48	-47,215.93	-102%
Total Equity	**99,854.88**	**100,860.33**	**-1,005.45**	**-1%**
TOTAL LIABILITIES & EQUITY	**2,462,158.24**	**1,367,789.81**	**1,094,368.43**	**80%**

ELC of IRMO Counties
Statement of Activity
Budget vs. Actual
JULY 2010
MTD/YTD/ANNUAL
Analysis

	JULY '10 Actual vs. Budget $ and % Variances				JULY '10 YTD Actual vs. Budget $ and % Variances					Annual Budget $ & % vs YTD Actual		Projected
	JULY 10	JULY 10	$ Variance	% Variance	Jul10 - June11	YTD Budget	$ Over Budget	% of Budget	Annual Budget	$ +/- Budget	% of Budget	*YTD Usage
Ordinary Income/Expense	(a)	(b)	(a) - (b) =' (c)	(c) / (b)	(d)	(e)	(d) - (e) = (f)	(f) / (e)	(g)	(d) - (g)	(d) / (g)	8%
Income												Over/(Short)
4001 · School Readiness Revenue	720,686	672,823	47,863	7%	720,686	672,823	47,863	7%	8,073,877	(7,353,191)	9%	1%
4009 · ARRA Grant	192,693	54,157	138,536	256%	192,693	54,157	138,536	256%	649,888	(457,195)	30%	21%
4010 · Voluntary Pre-K	234,790	518,458	(283,668)	-55%	234,790	518,458	(283,668)	-55%	6,221,506	(5,986,716)	4%	-5%
4020 · Other Grant Revenue	58,234	61,075	(2,841)	-5%	58,234	61,075	(2,841)	-5%	702,165	(643,931)	8%	0%
4030 · In-Kind Contributions	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
4050 · Misc Revenue	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
4058 · Contribution Income	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
Total Income	1,206,403	1,306,513	(100,110)	-8%	1,206,403	1,306,513	(100,110)	-8%	15,647,436	(14,441,033)	8%	-1%
Expense-Provider Payments												
5010 · SR Provider Payments	610,559	532,036	78,523	15%	610,559	532,036	78,523	15%	6,384,428	(5,773,869)	10%	1%
5009 · SR ARRA - Provider Payments	192,693	48,025	144,668	301%	192,693	48,025	144,668	301%	576,304	(383,611)	33%	25%
5021 · VPK - Provider Payments	185,399	498,180	(312,781)	-63%	185,399	498,180	(312,781)	-63%	5,978,165	(5,792,766)	3%	-5%
5030 · Local Grants Provider Payments	58,234	58,483	(249)	0%	58,234	58,483	(249)	0%	701,795	(643,561)	8%	0%
Total Provider Payments	1,046,885	1,136,724	(89,839)	-8%	1,046,885	1,136,724	(89,839)	-8%	13,640,692	(12,593,807)	8%	-1%
Gross Profit Margin $ and %	159,518	169,789	(10,271)	-6%	159,518	169,789	(10,271)	-6%	2,006,744	(1,847,226)	8%	0%
Expense-ELC G & A												
4130 · Pilot Program	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
4131 · Local Match Head Start	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
4150 · Salaries & Wages	94,733	93,077	1,656	2%	94,733	93,077	1,656	2%	1,116,929	(1,022,196)	8%	0%
4155 · Payroll Taxes and Benefits	36,071	29,411	6,660	23%	36,071	29,411	6,660	23%	352,935	(316,864)	10%	2%
4300 · Professional Fees	521	2,923	(2,402)	-82%	521	2,923	(2,402)	-82%	35,080	(34,559)	1%	-7%
4400 · Other Program Costs	50	10,846	(10,796)	-100%	50	10,846	(10,796)	-100%	130,151	(130,101)	0%	-8%
4450 · Other Contracted Services	0	3,750	(3,750)	-100%	0	3,750	(3,750)	-100%	45,000	(45,000)	0%	-8%
5055 · Non-Reimbursable Expenses	0	0	0	0%	0	0	0	0%	0	0	0%	-8%
5600 · Education and Training	0	833	(833)	-100%	0	833	(833)	-100%	10,000	(10,000)	0%	-8%
7000 · Advertising	213	1,671	(1,458)	-87%	213	1,671	(1,458)	-87%	20,047	(19,834)	1%	-7%
7080 · Computer	958	417	541	130%	958	417	541	130%	5,000	(4,042)	19%	11%
7090 · Dues & Subscriptions	250	417	(167)	-40%	250	417	(167)	-40%	5,000	(4,750)	5%	-3%
7100 · Equipment Purchase & Rental	3,562	2,500	1,062	42%	3,562	2,500	1,062	42%	30,000	(26,438)	12%	4%
7200 · Insurance	3,072	625	2,447	392%	3,072	625	2,447	392%	7,500	(4,428)	41%	33%
7315 · Licenses, Permits & Taxes	0	63	(63)	-100%	0	63	(63)	-100%	750	(750)	0%	-8%
7320 · Miscellaneous Expense	0	292	(292)	-100%	0	292	(292)	-100%	3,500	(3,500)	0%	-8%
7350 · Office Supplies & Expenses	1,485	1,875	(390)	-21%	1,485	1,875	(390)	-21%	22,500	(21,015)	7%	-2%
7410 · Postage, Shipping, Delivery	68	750	(682)	-91%	68	750	(682)	-91%	9,000	(8,932)	1%	-8%
7420 · Printing & Copying	439	833	(394)	-47%	439	833	(394)	-47%	10,000	(9,561)	4%	-4%
7440 · Rent and Occupancy	9,811	11,288	(1,477)	-13%	9,811	11,288	(1,477)	-13%	135,452	(125,641)	7%	-1%
7460 · Telephone & Communication	2,724	2,753	(29)	-1%	2,724	2,753	(29)	-1%	33,032	(30,308)	8%	0%
7480 · Travel, Meals & Lodging	1,530	2,692	(1,162)	-43%	1,530	2,692	(1,162)	-43%	32,298	(30,768)	5%	-4%
8200 · Depreciation Expense	4,168	3,557	611	17%	5,037	3,557	1,480	42%	42,680	(37,643)	12%	3%
Total Expense-ELC G & A	159,654	170,573	(10,918)	-6%	160,524	170,573	(10,049)	-6%	2,046,854	(1,886,330)	8%	0%
Total ELC Expenses	1,206,539	1,307,297	(100,757)	-8%	1,207,409	1,307,297	(99,888)	-8%	15,687,546	(14,480,137)	8%	
Net Ordinary Income/(Loss)	(136)	(784)	647	-83%	(1,006)	(784)	(222)	28%	(40,110)	39,104	3%	

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

FINANCE COMMITTEE MEETING

ELCIRMO Office
10 SE Central Parkway, Stuart, FL

JUNE 24, 2010

Present:	Filiberto Valero	Mark Chittum	
Excused:	Tom Peer	Tabitha Trent	
Staff:	Jacki Jackson	Migdalia Rosado	Renee Fourier

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I. CALL TO ORDER – ADOPTION OF THE AGENDA

Acting Chair, Filiberto Valero, called the meeting to order at approximately 11:40 a.m. Roll call was taken, but a quorum was NOT established. The meeting continued for information purposes only.

The Agenda was not approved as there was no quorum.

II. MEMBER / PUBLIC COMMENTS / CONCERNS

None

III. CONSENT AGENDA ITEMS

The consent agenda items were not approved as there was no quorum.

IV. FINANCIAL REPORT

A. May, 2010 Financial Report

Mr. Powery was excused from the meeting in order to adhere to year-end deadlines. In Mr. Powery's absence, Renee Fournier reviewed the Balance Sheet showing a comparison of the May 2010/April 2010 figures. The two notable items were a decrease in cash, which was offset by the increased liabilities, mainly due to the payback of the School Readiness advance. One more payment remains in the advance pay-back to the Office of Early Learning. Next year the re-payments will begin in September to alleviate the large monthly pay-backs.

The Statement of Activity notes an increase in A/C 4400 Other Program Costs, which is a reflection of program provider incentives and A/C 7200 Insurance, which is due cobra.

Jacki Jackson commented that children will stay enrolled through December, due to the remaining ARRA funds.

B. Draft Proposed Budget FY 2010-2011

Renee reviewed the changes in the proposed budget which were highlighted in red.

School Readiness: ELC requested $71k from the United Way of Indian River and was awarded $60k. Children's Services Council of Martin County CCPP approved an award of $519k, which will be matched from the State. The School Readiness ARRA funding for the 2010-2011 year is based on the usage from the 2009-10 year. Page 11 indicates that usage is within the grant guidelines. Operating expenses shows an increase in Workman's Compensation Insurance, due to our loss ratio. The new workman's comp contract will begin July 1. The Committee queried the length of time the increased workman's comp premium will be affected by the loss

ratio and if it is based on a calendar year, fiscal year, or from the time of the occurrence. The reduction in salaries is the result of lower salaries of new employees replacing higher salaries of former employees. Page 14 reflects the SR budget broken down by county. The Grant Reserve correlates to the deprecation.

VPK: The VPK Grant includes the ARRA funding. Page 18 reflects the VPK budget broken down by county. Once again, the Grant Reserve correlates to the depreciation.

Salaries are charged to VPK or SR based on the items the individual employees are working on and are reflected on their bi-weekly timesheets.

Page 19 reflects both SR and VPK budgets, broken down by county.

This proposed budget, as presented, will be presented to the Board for approval.

V. OLD BUSINESS – None

VI. NEW BUSINESS – None

VII. INFORMATIONAL - None

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Filiberto Valero
Acting Chair

FV/lt

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

EXECUTIVE COMMITTEE MEETING
ELCIRMO Office
10 SE Central Parkway, Stuart, FL

JUNE 24, 2010

Present:	Filiberto Valero Jacque Crighton Leonard Edwards	Sam Smith Sandy Perry	Gwenda Thompson Mark Chittum
Excused:	Charlene Oakowsky	Tom Peer	
Staff:	Jacki Jackson	Migdalia Rosado	
Others:	Robert Wise, Citizen		

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chairman Filiberto Valero at 12:45 p.m. Roll call was taken and a quorum was present.

Motion *was made by Sandy Perry to adopt the agenda, seconded by Gwenda Thompson. Motion carried.*

II. MEMBER/PUBLIC COMMENTS/CONCERNS - None

III. CONSENT AGENDA ITEMS

A. March 25, 2010 Minutes
B. April 29, 2010 Minutes - Teleconference

Motion *was made by Gwenda Thompson to approve the Consent Agenda Items as presented, seconded by Sandy Perry. Motion carried.*

IV. OLD BUSINESS

Jacki Jackson and Migdalia Rosado were excused.

A. Executive Director Evaluation – Prior to today's meeting, 15 out of 19 evaluations had been received. Chairman Valero will compile all evaluations into one evaluation and email to Loretta for distribution. A recommendation was made to add an item to the next evaluation: "ED's communication skills with the Board" (not notices and mailings), in order for the Board to be kept abreast of any issues, concerns, etc. Filiberto reviewed the items listed under "Communications".

Mr. Robert Wise arrived at 12:55 p.m.

The current ED contract expires June 30th and a new contract is required by July 1st. Executive Committee members were in favor of continuing the ED's contract. A 3-month extension was suggested in order to have the contract terminate at a different time.

Motion *was made by Gwenda Thompson to continue the contract until it can be addressed at the next meeting in September, when it can be discussed and voted on as a new contract. Motion was seconded by Sandy Perry.* ***(Motion was later withdrawn).***

Mark Chittum arrived at 1:00 p.m.

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Copies of the ED's contract were distributed to the Committee members. The contract is a 2-year contract with a 1-year renewal. Because Jacki was hired in December, a 6-month evaluation was performed for 2009-10. Her 12-month renewal starts July 1, 2010 and expires June 30, 2011. Chairman Valero reviewed the contract renewal.

Motion was withdrawn by Gwenda Thompson.

Motion *was made by Gwenda Thompson to execute the renewal that exists in the contract. The motion was seconded by Sandy Perry and passed unanimously.*

Discussion ensued regarding a salary increase. Jacque Crighton suggested that an increase is deserved, based on the results of the evaluations. Sam suggested that a bonus be given, which should follow that which was given to the employees. Loretta explained the bonus tier system.

Motion *was made by Sandy Perry to pay a one-time, non-recurring supplement to the Executive Director. Motion was seconded by Jacque Crighton and passed unanimously.*

The Executive Committee will make a recommendation to the Board to renew the ED's contract and give a one-time bonus.

Motion *was made by Jacque Crighton, seconded by Sandy Perry, to review the final report of the evaluations in September and develop a Professional Development Plan.*

Leonard Edwards arrived at 1:25 p.m.

V. NEW BUSINESS

Chairman Valero expressed his gratitude to all Board Members for their time commitment to the Board and the committees on which they served. Effective July 1, 2010, all Board members will have voting privileges. In an effort to utilize the experience of the members and give a well-deserved break to members, Chairman Valero announced Committee reassignments, as follows:

Gwenda Thompson, Chair, Bylaws Committee (same)
Jacque Crighton, Chair, Personnel Committee
Leonard Edwards, Chair, Program Quality Committee
Filiberto Valero, Chair, Finance Committee
Sam Smith, Chair, Okeechobee Advisory Council (same)
Susan Green, Chair, Indian River Advisory Council
Gloria Friedman, Chair, Martin County Advisory Council
Libbie DeLosh, Finance Committee
Gloria Friedman, Finance Committee
Dr. Patti Pelletier, Bylaws Committee
Dr. Patti Pelletier, Personnel Committee

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:28 p.m.

Respectfully submitted,

Filiberto Valero
Chairman
FV/lt

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

PROGRAM QUALITY COMMITTEE MEETING MINUTES

ELCIRMO Office
10 SE Central Parkway, Stuart, FL

June 24, 2010

Present:	Sam Smith Libbie DeLosh Leonard Edwards	Susan Green Vern Melvin
Excused:	Dr. Patricia Cooper Wendy San Martin	Dr. Patti Pelletier
ELCIRMO Staff:	Pat Houston	Elizabeth Appleton
Others:	Juelie Perry	

I. CALL TO ORDER
The meeting was called to order at 11:43 a.m. by Chair, Sam Smith. Roll call was taken and a quorum was established.

II. APPROVAL OF MINUTES – 4.22.10

Motion *was made by Susan Green, seconded by Libbie DeLosh, to approve the minutes of April 22, 2010 as presented. Motion carried.*

III. OLD BUSINESS
None

IV. NEW BUSINESS
A. Overview of Year-End Quality Initiatives – Pat Houston reviewed the initiatives. The childcare provider materials and resources were distributed to the providers along with information explaining how to integrate the materials.

Leonard Edwards arrived at 11:53 a.m.

Due to funds being available, Pat informed the Committee that an education stipend was offered to contracted providers' staff that completed a 3-credit course during the 2009-10 fiscal year. All counties are well represented with a total of 29 eligible applicants @ $150 each for $4,350. Because this did not go through the normal process for Quality Initiatives, Pat would like the Committee to approve the educational stipend and ask the Board for approval as well. The funds have been appropriated properly to Quality.

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***Motion** was made by Vern Melvin to approve the appropriation of the educational stipend. Motion was seconded by Libbie DeLosh and passed unanimously.*

Family literacy educational activities designed around the "Take 5 booklets" and parent involvement have been held in Martin and Indian River Counties. "A Child's World" in Okeechobee will host the training on Tuesday.

The "Take 5" booklets were also provided to libraries and Healthy Start Coalitions in all three counties, as well as Safe Space in Martin and Indian River counties.

Additionally, ELC donated White on Black books to Healthy Start Coalitions in all three counties, and related resource information for parents. Goodnight Moon books and related resource information were donated to Safe Space agencies in Martin and Indian River counties

B. Training Summary for 2009-10 – Elizabeth Appleton reviewed the 2009-2010 Training Summary. Incentives were provided to encourage attendance and timeliness at trainings. Attendance tracking was instituted during the 2009-10 fiscal year. The 10% of the providers who did not attend were contacted to encourage attendance. Providers are required to have 10 hours of training, which they can obtain elsewhere. The upcoming training calendar includes VPK standards, phonological awareness, environmental rating scale, as well as other items of interest to the providers. Two inclusion trainings are required every quarter.

Elizabeth Appleton explained the Florida Core Competencies. Palm Beach State College will be the registry for the Core Competencies. This is different from the DCF registry. The State wants those who are doing the training for early childhood to be qualified teachers and the trainings to align to the core competencies. There are three different tiers to the core competencies and we need to conform to their requirements.

C. Program Updates

1. Program Changes for 2010-11 – Pat discussed how ELC will be handling duties performed by former employees. ELC will be hiring a receptionist, who will be handling some data entry. We are losing a grant-funded position in Martin County, which was staffed by Susann Thompson.
2. Early Learning Partner Initiative – Pat Houston reviewed the chart, which lists the **Early Learning and Developmental Standards** as the umbrella from which the areas of Professional Development, Child Progress and Program Assessment stem from. **Professional Development** was discussed to include the Florida Core Competencies. **Child Progress** components include the developmental screening and assessment of school readiness children. The State has determined that Coalitions are to use the ASQ-3 instrument. The State will absorb the cost for all ASQ3's requested by ELCIRMO. Training should be completed prior to the screenings. The assessment instrument has not yet been determined. We expect to continue administering assessments as we have previously, until the State notifies us officially of the change. It is expected to be finalized in the next few months. They are suggesting that a random sampling of children will be required, vs. doing all children. There was discussion regarding the use of certified trainers, as opposed to having the childcare providers perform the assessment. Discussion ensued. **Program Assessment** was discussed and the possibility of the environmental rating scale being used as the recommended tool to measure quality**. ELIS** was represented at the bottom of the chart, illustrating information

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from the 3 areas flowing into the new computer system, which will be integrated and is on schedule.

New legislation with regard to Level 2 background screening is effective August 1. Discussion ensued regarding the concerns associated with the timeliness of the receipt of the results of the screenings. Live Scan plays an important role in the timeliness of the screenings.

Sam Smith left the meeting at 12:44 p.m. Vern Melvin assumed the position as Acting Chair.

V. FUTURE AGENDA ITEMS

- Follow-up on assessments
- Follow-up on LiveScan and background screenings and how other coalitions are planning to implement.
- Florida Core Competencies

VI. ADJOURNMENT

There being no further business, the meeting was adjourned approximately 12:50 p.m.

Respectfully submitted,

Sam Smith, Chair
Vern Melvin, Acting Chair
SS/VM/lt

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

Martin Advisory Council Meeting Minutes
Children's Services Council
August 18, 2010

Present:

Board Members: Dr. Patti Pelletier, Mark Chittum, Tom Peer

Council Members :
Sister Katherine Kinnally (Hope Rural), Mary King (HSCC), Deana Newson (MCSD), Angelina Francisco (Indiantown YMCA)

Staff: Pat Houston (Director of Programs), Sheila Ettehadieh (Resource/Inclusion Coord.)

I. Welcome / Call to Order
Acting Chair, Patti Pelletier, called the meeting to order at 1:57 pm. A sign-in sheet was distributed.

II. Approval of Minutes – May

By consensus of the Committee, the minutes of the May19, 2010 meeting were accepted as presented.

III. Old Business
Pat Houston addressed training for providers and space availability. Priority is given to contracted providers. A new training management system, which is an on-line system through DCF, is now being utilized for many of the trainings. ELC does not have direct access to manage that system, and sign-ups are first-come, first-served.

IV. New Business

- **ELCIRMO Reports: enrollment, wait list**
  Pat Houston explained that we are on track in Martin County for School Readiness enrollment at 1,049. VPK enrollment appears to be low. This could be attributable to a combination of things: providers are still getting paperwork in order to announce that they have VPK classes and there are a number of certificates still outstanding. There is no wait list in Martin County.

  Deana Newson inquired about ELCIRMO's presence in Indiantown. Because a staff member is present at the YMCA Indiantown every other Thursday, she suggested alternating weeks between Perkins and the YMCA. She was referred to Judy Livingston for further discussion on this.

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Sister Katherine, Hope Rural, contacted ELC to schedule a round-up, but has not received confirmation. They have a full classroom of 18. Sister indicated that messages have been left with Judy. Pat will follow-up.

- **ELCIRMO Updates: legislative items, AWI funding/ARRA, staffing changes & training**

  Background screening legislation went into effect August 1, 2010. Discussion ensued. Tom Peer discussed the legislation relating to the inspection of food programs. All DCF staff will attend a "FDA food service course" by September 7th. There was discussion regarding the impact on child care providers, especially those newly opened. Legislation impacting licensing fees was discussed, with rates as follows: large family homes ($60), licensed family homes ($50), and registered homes ($25).

  AWI will be funding Quality Initiatives with ARRA funding, including a new developmental screening instrument (ASQ 3rd edition) for child care providers and a new developmental assessment tool. The tool has not yet been determined. Our child care providers will continue using the E-LAP and LAP-3 tools this fiscal year. There will also be some funding with regard to program evaluation, but details are not yet finalized. Additionally, AWI is funding a new computer system, ELIS, which will replace the EFS system and will interface with DCF.

  With regard to staffing changes this fiscal year, Susann Thompson's grant ended and she is no longer with ELC. Elizabeth Appleton is pursuing her Graduate studies and has moved to Tampa. Remaining staff are absorbing additional duties and streamlining where possible. With these changes, Sheila Ettehadieh will be handling all of the Martin County Providers. Karen Kravitz will assist Sheila with Inclusion. Jennifer Mitchell who handles the provider end of VPK is out on medical leave until the end of August. Jackie Ortiz is assisting in this area. A new temporary employee, Jeri Lynn O'Brien, is also assisting. The Martin County office now has a receptionist, Madelyn Goodner, which is expected to decrease the number of calls that roll onto voice mail. All phone calls in the Martin office are now recorded, so you first hear an announcement to that affect, and then the receptionist answers. In the event you dial an employee directly, the announcement is played and then the call rings directly to the person you dialed.

V. Board Member Topics

None

VI. Child Care Provider Topics

Patti Pelletier commented that House of Hope still has funds available.
Sister Katherine commented on Hope Rural's full day program. In the past, they have received funds to assist with wrap-around care. Because parents cannot produce 6 pay stubs in a row, they are not eligible for School Readiness funds. This is causing extreme hardship for Hope Rural. Discussion ensued with regard to the migrant farm community and funding exceptions for Indiantown. Further research will be done on this topic.
There was discussion regarding the start date for VPK; several providers indicated that ELCIRMO employees notified them that their VPK program cannot start until the county's school district classes begin.
Mary King notified the Council that her employees sent in CDA renewal documentation which included CARE courses, and were notified that they are no longer acceptable. Tom Peer addressed this item, and will try to get more information.

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VII. Future Agenda Items

- Funding for Hope Rural wrap around
- Roundup for Hope Rural
- Start date for VPK
- CARE courses – renewals rejected – Tom will contact Ron Cox in Tallahassee. CARE website still shows "approved" for renewals.

VIII. Adjournment

There being no further business, the meeting was adjourned at 2:35 p.m.

Next meeting: October 20, 2010 @ Children's Services Council at 1:30 p.m.

Respectfully submitted,

Patti Pelletier
Acting Chair
PP/lt

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

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

Okeechobee Advisory Council Meeting Minutes
American Red Cross

August 11, 2010

Present:

Board Members: Sam Smith
Tom Peer
Wendy San Martin (Faith Academy)

Child Care Providers:
Leo Garcia – Bright Futures
Tammie Henderson - Little Peoples Academy II
Donna Kersey – New Endeavors
Amanda Lay – Rock Solid CA
Beth White – A Child's World CCC
Kalonia Harden – Stepping Stones I
Debbie Schooley – Tender Care

Staff: Pat Houston
Leslie Powery
Pat Hickman

I. Call to Order and Approval of Minutes – May

Chairman, Sam Smith, called the meeting to order at: 2:20 p.m.

Motion was made by Wendy San Martin, seconded by Sam Smith, to accept the minutes of the May 12, 2010 meeting as presented. Motion carried.

II. Old Business

A. ELCIRMO Sponsored Trainings – Elizabeth Appleton has moved to Tampa and is no longer with ELC. Trainings are being streamlined**.** Providers are being asked to contact Pat Hickman if they are signed up but unable to attend trainings. Suggestions were discussed with regard to holding trainings. Community Partner trainings/presentations will be held during months when Provider meetings are not held. Video taping of trainings was discussed as a possible tool. Sam Smith suggested utilizing IRSC's live TV (VBrick), which allows interaction between members in other facilities, eliminating travel time and costs.

III. New Business

A. ELCIRMO Reports / Enrollment, Wait List – As of July 1, there were 103 children on the wait list in Okeechobee County. Pat explained that a year-end push to enroll children to utilize funds resulted in a slight over-enrollment. The 16 four-year olds will most likely be removed with the start of VPK. Pat referenced the 536 School Readiness children served in June, 2010 vs. 478 served one year ago. Discussion took place with regard to a concern relating to ARRA and SR funding and the billing

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categories utilized, as well as the switch between BG8 and ARRA. Sam requested a common procedure be utilized. Pat will follow-up.

B. ELCIRMO Updates

- Legislation – The background screening law went into affect August 1. DOH will no longer do health inspections for the Food Program.
- Staffing Changes – Elizabeth Appleton has resigned. Susan Thompson's position ended as of 6/30/10. Remaining staff are absorbing additional duties and streamlining where possible. Sheila Ettehadieh is handling all MC providers. Karen Kravitz is assisting with Inclusion. Sam expressed concern regarding employee morale due to staffing changes. Staff has pulled together tremendously to cover essential assignments. There is a new receptionist (Madelyn) in Martin County. A temporary hire is assisting in the Fiscal Department while an employee is on medical leave. A new telephone listing was distributed for ELC staff.

IV. Child Care Provider Topics

- Debbie Schooley's (Tendercare) concern relating to the ARRA and SR funding and the communication with parents.
- Connie (Stepping Stones I) – TANF referral, payment issue

V. Board Member Items - None

VI. Future Agenda Items

- Debbie Schooley's (Tendercare) concern relating to the ARRA and SR funding and the communication with parents.
- Connie (Stepping Stones I) – TANF referral, payment issue

VII. Adjournment

There being no further business, the meeting was adjourned 2:45 p.m. on a motion by Tom Peer, seconded by Sam Smith and agreed upon unanimously.

Respectfully submitted,

Sam Smith
Chairman
SS/lt

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

Indian River Advisory Council Meeting Minutes
United Way of Vero Beach

August 10, 2010

Present

Coalition Members: Susan Green, Tom Peer

Council Members:
Rachael Moshman (Childcare Resources IR), Juelie Perry (TLC Preschool)
Michael Kint (United Way IR)

Staff: Pat Houston (Director of Programs), Cherie Marciniak (Resource Coordinator)

I. Call to Order and Approval of Minutes - May

Chair, Susan Green, called the meeting to order at 2:15 p.m.

By consensus of the Council, the minutes of the May 11, 2010 meeting were accepted as presented.

II. Old Business

A. Bank Referral Program – There is nothing new to report at this time. Pat explained how the Bank Referral Program works.

III. New Business

A. ELCIRMO Reports - # Served & Wait List by Age Group – In an effort to utilize the remaining School Readiness funds, staff concentrated on enrolling children in Indian River. As a result, in June 2010 we served 1,113 children in the School Readiness program, which is an increase of 295 children as compared to June last year. In VPK there were 1,035 children served in the month of June, which is 300 less than June, 2009. Discussion ensued. Tom Peer questioned the number 4-year olds on the wait list. Pat explained some parents want their child to attend a particular center that may not have openings and some children turn 4 years old, but are unable to start based on the September 1 rule. The old wait list was purged, making sure that all persons on the wait list had been called. ELC has generated a new wait list. Currently there are 246 families on the wait list in Indian River. It was questioned how long families remain on the wait list. Pat explained that it varies, based upon the age of the child; priorities start with 4-year olds. Rachael commented that clients continue to state that ELC tells them the wait list is 2 years. Pat will follow-up regarding the average length of time someone remains on the wait list.

B. ELCIRMO Updates – Pat commented that Board membership and composition legislative changes have gone into effect resulting in all Board members now having voting privileges.

ELC is unable to expand services, but will be using up the remaining ARRA funds. AWI Quality Initiative funding will begin in October, beginning with the funding for the screening instrument. AWI is also funding the ELIS System, which will replace the EFS system. ELC will attempt to obtain additional grants to compensate for reduced funds.

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Elizabeth Appleton, Director of Training, recently resigned. The Inclusion Coordinator will now be the only Resource Coordinator in Martin County. Within the Program Department, as staff members leave, they are not being replaced. The services to our providers will change to accommodate staffing. The staff in the Program Department must be more efficient and creative, as duties will be spread among them.

Michael Kint questioned Webinar training opportunities and suggested contacting Michael Pelletier at IRSC: green room. Pat explained that ELC has explored the possibility of video-taping the trainings. Pat further commented that the number of Provider Meetings has been reduced and on the "off" months, arrangements are being made with community partners for educational trainings/presentations. Presentations will include high-interest topics, encouraging providers make it a priority to rework their schedule in order to attend. Discussion ensued regarding no shows for trainings. At year end, the language and reasoning kits ($400 each) were distributed to the providers. As an example, there were still three providers in MC who did not attend the training, hence did not receive the kit. Pat explained the 80/20 rule: 80% always attend, 20% do not. Letters were sent to those providers to discuss the importance of attending the training or call ELC to cancel.

IV. Provider Topics

- Background screening was discussed with regard to the length of time it takes to receive results.
- Recent legislation results in additional inspection fees for large family homes ($60), licensed family homes ($50), and registered homes ($25).
- E-mail accounts are not held by all providers, resulting in missed communications.
- DOH will not be inspecting the food program.
- Childcare Resources has obtained their license and is scheduled to open with infants and 1-year olds on September 7, followed by other ages the following week, for a total of 5 classrooms. (35 IT, 18 preschoolers, 11 teachers). Displaced families from ELC: 6 to 8.

V. Board Member Items – Board composition has been met, however, balance among the three counties must be attained. A new meeting schedule has been released. Michael Kint suggested that Tom Tierney of Rossway, Moore & Taylor may know of an attorney candidate. Tom Peer suggested that three names are to be submitted when sending applications for Governor Appointees.

VI. Future Agenda Items - None

VII. Adjournment

By consensus of the Council, the meeting was adjourned approximately 3:15 p.m.

Respectfully submitted,

Susan Green
Chair
SG/lt

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Single Audit

ELCIRMOC
JUL 26 2010

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

July 16, 2010

Certified Mail
Return Receipt Requested

Ms. Jacki Jackson, Executive Director
Early Learning Coalition of Indian River, Martin,
and Okeechobee Counties, Inc.
10 SE Central Parkway, Suite 400
Stuart, Florida 33994

Subject: Audit of Federal and State Funds (Awarded through the Agency for Workforce Innovation) for the Year Ended June 30, 2009 – Early Learning Coalition of Indian River, Martin and Okeechobee Counties, Inc.

Dear Ms. Jackson:

We have reviewed your audit report (pursuant to funds awarded through the Agency for Workforce Innovation) for the fiscal year ending June 30, 2009. This correspondence is our Management Decision regarding the audit.

There were no findings and/or questioned costs related to the financial statements, internal controls, or major programs and projects compliance requirements that are specified to be reported in accordance with Government Auditing Standards, Office of Management and Budget (OMB) Circular A-133, and the Florida Single Audit Act. Also, unqualified opinions were issued on the financial statements and on compliance for major programs and projects. A management letter was sent to the Board of Directors; however, no recommendations were made.

We have determined that there were no identified reportable conditions or specific audit findings in the report; therefore, the resolution process pursuant to this audit is complete.

Please be advised that this resolution is subject to further review by the appropriate federal awarding agencies.

If you have questions regarding our Management Decision, please contact Carolyn McGriff, C.P.A. at Carolyn.McGriff@flaawi.com or (850) 245-7136.

Sincerely,

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

JFM/cm

cc: Ms. Barbara Griffin
Ms. Rosa McNaughton
Mr. Marlin Seay
Dr. Brittany Birken
Mr. Kevin Thompson
Ms. Stephanie Gehres
Mr. Matt Guse
Mr. Wayne Summerlin
Ms. Laura McKinley

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

School Readiness			
	July-09	**July-10**	**Difference**
Indian River	785	1133	348
Martin	696	988	292
Okeechobee	400	546	146
Totals	1881	2667	786

VPK			
	July-09	**July-10**	**Difference**
Indian River	75	85	10
Martin	56	63	7
Okeechobee	29	18	-11
Totals	160	166	6

Wait-list by Age by County

As of 7/30/10

	Indian River	**Martin**	**Okeechobee**
Infant	15	0	16
Toddler	53	0	24
2 year olds	75	0	26
3 year olds	66	0	36
4 year olds	24	0	18
5 year olds	3	0	3
Total	236	0	123