



MONTHLY COALITION BOARD INFORMATION PACKET

October, 2010

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

	Pages
I. Coalition Board Minutes – September 29, 2010	1-4
II. Financial Reports	
A. September 2010 Financial Report	5-7
III. Committee/Council Reports	
A. Finance Committee – September meeting was cancelled. No October meeting	
B. Executive Committee – September meeting was cancelled. October 28, 2010 Minutes	8-9
C. Bylaws Committee – September 23, 2010 Minutes were included in the September Board packet. 2 nd reading of the Bylaws - December 2, 2010	
D. Personnel Committee – Meeting scheduled for 11/4/10	
E. Program Quality Committee – September 9, 2010 Minutes were included in the September Board packet. No October meeting.	
F. Martin Advisory Council – October 20, 2010 Minutes	10-11
G. Okeechobee Advisory Council – October 13, 2010 Minutes	12-13
H. Indian River Advisory Council – October 12, 2010 Minutes	14-16
IV. Chairman’s Comments - None	
V. Executive Director Updates	
A. A donation has been received from Wells Fargo Community Support Campaign - \$95.00	
B. Donations have been received from gifts donated via the United Way of Indian River County for the 2009-2010 campaign year - \$65.00.	
C. ELCIRMO has applied for the following grants:	
1. Grand Harbor Community Outreach Program (Indian River County) - \$4,814. Summer Fun Book Bag Program for four-year olds which will provide reading materials during the summer.	
2. John’s Island Community Service League (Indian River County) - \$6,882. To promote parenting programs for families.	
VI. Informational Items	
A. No. of Children Served and Wait List – Sept/Oct 2010	17

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

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

SEPTEMBER 29, 2010

Present:	Jacque Crighton Mark Chittum Leonard Edwards (via teleconference) Susan Green (via teleconference) Vern Melvin	Charlene Oakowsky Tom Peer (via teleconference) Dr. Patti Pelletier Wendy San Martin (via teleconference) Miranda Swanson (via teleconference)
Excused:	Filiberto Valero Sandy Akre Dr. Patricia Cooper	Sam Smith Gwenda Thompson
Absent:	Libbie DeLosh	
Staff:	Jacki Jackson Renee Fournier Pat Houston	Migdalia Rosado Leslie Powery
Others:	Juelie Perry Judi Snyder	Sandy Perry

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Vice-Chair Jacque Crighton at 1:35 p.m. Roll call was taken and a quorum was present. A revised agenda was distributed.

***Motion** was made by Vern Melvin to adopt the revised agenda, seconded by Charlene Oakowsky. Motion passed.*

A. Membership Resignation – the following resignations have been received:

- Gloria Friedman, Martin County Board of Commissioners
- Tabitha Trent, Private Sector, Okeechobee

Amendment to the Agenda: It was requested that “Review of the Organizational Chart” be added to the agenda after Item III-Consent Agenda Items.

***Motion** was made by Charlene Oakowsky to accept the resignations and amend the agenda as requested. Motion was seconded by Mark Chittum and passed unanimously.*

II. MEMBER / PUBLIC COMMENTS / CONCERNS - None

III. CONSENT AGENDA ITEMS

- A. June 24, 2010 Minutes
- B. Annual Report 2009-2010
- C. COOP Plan 2010-2011
- D. Sliding Fee Scale 2010-2011
- E. Plan Elements Amendments
 - 1. Part 2 Community Plan, Section 1 and Section 2
 - 2. Part 3 Coalition Governance, Section 1, Elements 0.1.1 and 0.2.1
 - 3. Part 4 Program Elements, Section 1, Element 1.06.1
- F. New Plan Elements
 - 1. Part 4 Program Elements, Section 1, Element 1.03.5
 - 2. Part 4 Program Elements, Section 1, Element 1.03.6
 - 3. Part 4 Program Elements, Section 1, Element 1.9.3
- G. Part 4 Program Elements, Section 1, Element 1.9.4

Motion was made by Vern Melvin, seconded by Susan Green to approve the consent agenda items. Motion carried.

IV. REVIEW OF THE ORGANIZATIONAL CHART

A handout of the new organizational chart was distributed. Jacki Jackson explained the changes within the organization. The Director of Training has resigned and moved from the area and the Quality Specialist position is no longer being funded by the grant. In anticipation of possible future budget reductions, it is anticipated that these positions will not be filled. The Director of Programs has assumed responsibility for the staff previously under the Director of Training and duties have been reorganized.

Motion was made by Mark Chittum, seconded by Miranda Swanson, to accept the organizational chart as presented.

V. FINANCIAL REPORTS

A. August, 2010 Financial Report

Leslie Powery reviewed the financial reports as of August 31, 2010. The August balance sheet reflects a decrease of \$191k from July financials. Provider Advances-VPK (A/C 1500) reflects a \$39k increase, as a result of more provider advances being paid out for October. Account 2200-Due to Office of Early Learning decreased by 9% due to repayments of the second SR Advance of \$61k and the initial VPK Advance of \$41k. Deferred Revenue (A/C 2250) increased by \$60k, which directly correlates to A/C 1500.

The Statement of Activity for the month of August reveals total income of \$1.1 million vs. budgeted \$1.3 million, and YTD actual of \$2.3 million vs. YTD of \$2.7 million. Provider payments were made totaling \$964k, under budget by \$221k. G&A Expenses for August were \$173k, similar to July. YTD G&A expenses total \$334k, under budget by \$10k.

Leslie distributed copies of the Award Notices for School Readiness and VPK. The notices reflect the changes as directed by the State to shift regular School Readiness dollars to ARRA School Readiness in the amount of \$142,341. In September, an additional adjustment was made to the SR base award in the amount of \$39,424.

Susan Green exited the teleconference at 2:03 p.m.

Jacki Jackson explained that due to these changes, ARRA children are unable to be served through December as planned, and services will be discontinued as of the end of October. The change in funding affects 441 children in Indian River, who will now be placed on the wait list, increasing the wait list in Indian River to over 800 children. In response to questions raised, Jacki explained that any shifts in billing groups have been made where possible and services to ARRA children will cease, regardless of their redetermination date. Patti Pelletier commented that centers will be affected, causing more centers to close.

Jacki commented that she has met with Indian River County Commissioners explaining how to utilize funds through CCEP. They are open to the idea for next year.

The VPK Award has been reduced by \$29k.

Leslie distributed the Slot Forecasting for the period September through November, 2010. The report reflects the changes as directed by the State. Along with the budget shift requested by the State, we have also been instructed to move expenses into ARRA. For July and August, approximately \$90k has been moved into Gold Seal. Gold Seal is still at 20% for all counties. Patti Pelletier commented that it would behoove providers to keep Gold Seal at a lesser amount than to lose children altogether and recommended the Finance Committee research this.

Leslie distributed the Unrestricted Funds Detail for the period July 2009 through August 2010, which has a balance of \$7k.

VI. COMMITTEE/COUNCIL REPORTS

A. Finance Committee – No meeting held today.

B. Executive Committee – No meeting held today.

C. Bylaws Committee – In the absence of Chair Gwenda Thompson, Miranda Swanson gave a report on the Bylaws Teleconference held September 23, 2010. The changes made to the bylaws reflect that all Board members are now voting members. Attachment A-Merger Membership Structure was revised in accordance with changes by the State. The following changes were requested: 1) Page 8- Article VI-Executive Committee, Section 1, "The membership of the Executive Committee shall be comprised of an odd number of voting members." 2) Attachment A-Merger Membership Structure, where "Common Individual" is indicated, it should be indicated across all three columns. This is the first reading of the amendments. The second reading will be on the next meeting agenda.

Leonard Edwards exited the teleconference at 2:30 p.m.

D. Personnel Committee – No meeting

E. Program Quality Committee – No meeting held today. Pat Houston reported on the Program Quality Committee teleconference which was held September 9, 2010. The teleconference was held to approve Plan Elements. The items were included in the agenda packet for Board approval under "Consent Agenda Items".

F. Martin Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

G. Okeechobee Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

H. Indian River Advisory Council – No September meeting. The August meeting minutes were included in the August Information Packet which was posted on the website.

VII. OLD BUSINESS

A. Summary of Executive Director Evaluation – Due to the absence of Chairman Valero, this item was deferred.

VIII. NEW BUSINESS - None

IX. CHAIRMAN'S COMMENTS

A. Update on ELAC Meeting – Due to the absence of Chairman Valero, this item was deferred.

X. EXECUTIVE DIRECTOR'S COMMENTS

- Jacki attended the September AELC meeting in Orlando. She is a member of the Legislative Committee for the Association.
- Jacki is meeting with CSCMC regarding a change in they way they want to allocate dollars, which could lead to additional funds.

XI. INFORMATIONAL ITEMS

Items were distributed in the agenda packet as informational.

XII. ADJOURNMENT

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

Respectfully submitted,

Jacqueline Crighton
Vice-Chair

JC/lt

**Early Learning Coalition of
Indian River, Martin, & Okeechobee**

To: Finance Committee
From: Leslie D. Powery
Subject: Financial Statements September & August 2010

Note: Explanations are given for notable 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 September 30, 2010.

Assets

Acct 1100-Accounts Receivable increased by **\$216k (18%)**. This is due to full month VPK enrollment for Sept. 2010 as well as \$43k CSCMC Payment for August 2010 has not been received. Note: A/R is current except noted.

Acct 1110-Accounts Receivable-Other decreased by **\$3k (252%)**. This account consists of the various small deposits that cannot be identified timely and usually have to be remitted to AWI or to offset other accounts.

Acct 1500 Provider Advances VPK increased by **\$23k (31%)**. This resulted from VPK Provider Advances paid in Sept. were more for Oct. 2010 than paid in Aug. for Sept. 2010.

Liabilities

Acct 2010 Accounts Payable increased by **\$307k (33%)**. This is due to full month VPK enrollment for Sept. 2010. Note: A/P is current (0-30 days) and will be paid in Oct. 2010.

Acct 2118 Accrued Payroll increased by **\$6k (38%)**. This resulted from the month end payroll accrued at 90% for Sept. 2010 as compared to 70% for Aug. 2010.

Acct 2200 Due to Office of Early Learning decreased by **\$102k (10%)**. Resulted from the repayments of the third SR Advance of \$61k and second VPK Advance of \$41k in Sept. 2010.

Acct 2250 Deferred Revenue VPK increased by **\$14k (12%)**. 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 **25% YTD**. This correlates to us maximizing our earning potential from our services.

Revenues are under budget by **\$16k (1%)** for the month to date and over for the year to date by **\$194k (5%)**. **MTD & YTD:** No explanations noted.

Expenses-Provider Payments are over budget by **\$60k (5%)** for the month to date and over for the year to date by **\$185k (6%)**. **MTD & YTD:** No explanations noted.

Expenses-G & A are under budget by **\$40k (22%)** for the month to date and under by **\$65k (12%)** for the year to date. **MTD & YTD:** No explanations noted.

ELC of IRMO Counties
Balance Sheet
 As of September 30, 2010 w/
 August 31, 2010 Figures

	Sept. 30, 10	Aug 31, 10	\$ Change	% Change
ASSETS				
Current Assets				
Cash				
1010 · Bank Atlantic 8176	21,643.92	207,564.08	(185,920.16)	-90%
1012 · Bank Atlantic Interest 8272	804,015.24	627,121.56	176,893.68	28%
1014 · Bank Atlantic Payroll 8322	8,988.75	18,866.15	(9,877.40)	-52%
1021 · Bank of America 3426	27,427.16	22,841.63	4,585.53	20%
Total Cash	<u>862,075.07</u>	<u>876,393.42</u>	<u>(14,318.35)</u>	<u>-2%</u>
Accounts Receivable				
1100 · Accounts Receivable	1,425,689.45	1,208,729.17	216,960.28	18%
Other Current Assets				
1110 · Accounts Receivable - Other	(2,094.89)	1,382.61	(3,477.50)	-252%
1450 · Prepaid Expenses	4,977.16	5,477.16	(500.00)	-9%
1460 · Deposits	4,199.53	4,199.53	0.00	0%
1500 · Provider Advances - VPK	98,878.62	75,455.10	23,423.52	31%
Total Other Current Assets	<u>105,960.42</u>	<u>86,514.40</u>	<u>19,446.02</u>	<u>22%</u>
Total Current Assets	<u>2,393,724.94</u>	<u>2,171,636.99</u>	<u>222,087.95</u>	<u>10%</u>
Fixed Assets				
1600 · Fixed Assets (Net accum depr.)	103,628.88	108,565.83	(4,936.95)	-5%
TOTAL ASSETS	<u>2,497,353.82</u>	<u>2,280,202.82</u>	<u>217,151.00</u>	<u>10%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	1,232,147.46	924,456.22	307,691.24	33%
Other Current Liabilities				
2011 · Accounts Payable - Other	55.12	55.12	0.00	0%
2015 · Interest Payable	43.73	12.63	31.10	246%
2020 · Other Payables	10,850.92	9,510.78	1,140.14	12%
2100 · Payroll Liabilities	1,177.04	5,236.96	(4,059.92)	-78%
2118 · Accrued Payroll	24,815.97	18,019.97	6,796.00	38%
2120 · Accrued Pay Leave	35,275.27	35,275.27	0.00	0%
2200 · Due to Office of Early Learning	954,057.30	1,056,147.30	(102,090.00)	-10%
2250 · Deferred Revenue - VPK	134,455.65	119,734.98	14,720.67	12%
Total Other Current Liabilities	<u>1,160,531.00</u>	<u>1,243,993.01</u>	<u>(83,462.01)</u>	<u>-7%</u>
Total Liabilities	<u>2,392,678.46</u>	<u>2,168,449.23</u>	<u>224,229.23</u>	<u>10%</u>
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	(60,136.81)	(60,136.81)	0.00	0%
Net Income	(3,089.29)	3,988.94	(7,078.23)	-177%
Total Equity	<u>104,675.36</u>	<u>111,753.59</u>	<u>(7,078.23)</u>	<u>-6%</u>
TOTAL LIABILITIES & EQUITY	<u>2,497,353.82</u>	<u>2,280,202.82</u>	<u>217,151.00</u>	<u>10%</u>

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

	SEPT '10 MTD Actual vs. Budget \$ and % Variances				SEPT '10 YTD Actual vs. Budget \$ and % Variances				Annual Budget \$ & % vs YTD Actual			Projected
	SEPT 10	SEPT 10	\$ Variance	% Variance	JUL10 - SEPT10	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	\$ +/- Budget	% of Budget	*YTD Usage
	(a)	(b)	(a) - (b) = (c)	(c) / (b)	(d)	(e)	(d) - (e) = (f)	(f) / (e)	(g)	(d) - (g)	(d) / (g)	25%
Ordinary Income/Expense												Over(Short)
Income												
4001 · School Readiness Revenue	677,894	668,881	9,013	1%	2,000,172	2,014,527	(14,355)	-1%	8,034,453	(6,034,281)	25%	0%
4009 · ARRA Grant	118,419	146,682	(28,263)	-19%	585,039	254,996	330,043	129%	695,041	(110,002)	84%	59%
4010 · Voluntary Pre-K	621,129	604,519	16,610	3%	1,058,318	1,155,075	(95,757)	-8%	6,221,506	(5,162,188)	17%	-8%
4020 · Other Grant Revenue	51,791	58,199	(6,408)	-11%	157,606	178,004	(20,398)	-11%	701,795	(544,189)	22%	-3%
4030 · In-Kind Contributions	0	0	0	0%	0	0	0	0%	0	0	0%	-25%
4050 · Misc Revenue	0	0	0	0%	0	0	0	0%	0	0	0%	-25%
4058 · Contribution Income	4	7,022	(7,018)	-100%	1,504	7,022	(5,518)	-79%	7,022	(5,518)	21%	-4%
Total Income	1,469,237	1,485,303	(16,066)	-1%	3,803,639	3,609,624	194,015	5%	15,659,817	(11,856,178)	24%	-1%
Expense-Provider Payments												
5010 · SR Provider Payments	555,109	521,219	33,890	7%	1,711,749	1,585,290	126,459	8%	6,276,247	(4,564,498)	27%	2%
5009 · SR ARRA - Provider Payments	118,394	106,861	11,533	11%	493,395	300,873	192,522	64%	621,457	(128,062)	79%	54%
5021 · VPK - Provider Payments	606,556	585,227	21,329	4%	980,043	1,095,227	(115,184)	-11%	5,988,029	(5,007,986)	16%	-9%
5030 · Local Grants Provider Payments	51,791	58,483	(6,692)	-11%	157,606	175,449	(17,843)	-10%	701,795	(544,189)	22%	-3%
Total Provider Payments	1,331,850	1,271,790	60,060	5%	3,342,793	3,156,839	185,954	6%	13,587,528	(10,244,735)	25%	0%
Gross Profit Margin \$ and %	137,387	213,513	(76,126)	-36%	460,846	452,785	8,061	2%	2,072,289	(1,611,443)	22%	-3%
Expense-ELC G & A												
4150 · Salaries & Wages	88,144	100,274	(12,130)	-12%	260,693	286,429	(25,736)	-9%	1,188,895	(928,202)	22%	-3%
4155 · Payroll Taxes and Benefits	25,756	29,411	(3,655)	-12%	88,887	88,234	653	1%	352,935	(264,048)	25%	0%
4300 · Professional Fees	249	2,923	(2,674)	-91%	771	8,770	(7,999)	-91%	35,080	(34,309)	2%	-23%
4400 · Other Program Costs	2,130	8,569	(6,439)	-75%	22,162	27,881	(5,719)	-21%	105,000	(82,838)	21%	-4%
4450 · Other Contracted Services	4,082	3,750	332	9%	8,322	11,250	(2,928)	-26%	45,000	(36,678)	18%	-7%
5055 · Non-Reimbursable Expenses	26	7,022	(6,996)	-100%	26	7,022	(6,996)	-100%	7,022	(6,996)	0%	-25%
5600 · Education and Training	0	833	(833)	-100%	0	2,500	(2,500)	-100%	10,000	(10,000)	0%	-25%
7000 · Advertising	349	2,860	(2,511)	-88%	1,019	8,581	(7,562)	-88%	34,324	(33,305)	3%	-22%
7090 · Dues & Subscriptions	25	417	(392)	-94%	2,775	1,250	1,525	122%	5,000	(2,225)	56%	31%
7100 · Equipment Purchase & Rental	2,894	2,917	(23)	-1%	10,985	8,750	2,235	26%	35,000	(24,015)	31%	6%
7200 · Insurance	(2,667)	625	(3,292)	-527%	811	1,875	(1,064)	-57%	7,500	(6,689)	11%	-14%
7315 · Licenses, Permits & Taxes	0	63	(63)	-100%	0	188	(188)	-100%	750	(750)	0%	-25%
7320 · Miscellaneous Expense	0	292	(292)	-100%	160	875	(715)	-82%	3,500	(3,340)	5%	-20%
7350 · Office Supplies & Expenses	1,638	1,875	(237)	-13%	4,068	5,625	(1,557)	-28%	22,500	(18,432)	18%	-7%
7410 · Postage, Shipping, Delivery	964	750	214	29%	1,996	2,250	(254)	-11%	9,000	(7,004)	22%	-3%
7420 · Printing & Copying	439	833	(394)	-47%	1,316	2,500	(1,184)	-47%	10,000	(8,684)	13%	-12%
7440 · Rent and Occupancy	10,979	11,288	(309)	-3%	31,307	33,863	(2,556)	-8%	135,452	(104,145)	23%	-2%
7480 · Telephone & Communication	3,025	2,753	272	10%	8,295	8,258	37	0%	33,032	(24,737)	25%	0%
7480 · Travel, Meals & Lodging	1,494	2,692	(1,198)	-45%	5,432	8,075	(2,643)	-33%	32,298	(26,866)	17%	-8%
8200 · Depreciation Expense	4,937	4,937	0	0%	14,911	14,911	0	0%	59,343	(44,432)	25%	0%
Total Expense-ELC G & A	144,465	185,084	(40,619)	-22%	463,935	529,087	(65,152)	-12%	2,131,631	(1,667,696)	22%	-3%
Total ELC Expenses	1,476,315	1,456,874	19,441	1%	3,806,728	3,685,926	120,802	3%	15,719,159	(11,912,431)	24%	
Net Ordinary Income/(Loss)	(7,078)	28,429	(35,507)	-125%	(3,089)	(76,302)	73,213	-96%	(59,342)	56,253	5%	

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

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

OCTOBER 28, 2010

Present:	Jacque Crighton Leonard Edwards (via teleconference)	Susan Green (via teleconference) Tom Peer (via teleconference)
Excused:	Filiberto Valero	Gwenda Thompson
Staff:	Jacki Jackson	Migdalia Rosado
Others:	Juelie Perry	

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Vice-Chair, Jacque Crighton at 1:05 p.m. Roll call was taken and a quorum was present.

Motion was made by Leonard Edwards to adopt the agenda, seconded by Susan Green. Motion carried.

II. MEMBER/PUBLIC COMMENTS/CONCERNS - None

III. CONSENT AGENDA ITEM

A. June 24, 2010 Minutes

Motion was made by Leonard Edwards to approve the Consent Agenda Item as presented, seconded by Susan Green. Motion carried.

IV. OLD BUSINESS – None

V. NEW BUSINESS

A. ARRA Dollars and Enrollment Options – Jacki Jackson provided an overview. At the last Board meeting a discussion took place regarding the discontinuation of services for ARRA children and the impact on Indian River and Okeechobee Counties. Jacki spoke at the Indian River County Board of Commissioners meeting to inform them about the impact this will have on the community. Services for all ARRA children will end October 31st. These children will be placed on the wait list in the order in which they came off. Letters have been sent to the ARRA families informing them of the discontinuation of services.

Jacki explained the three different scenarios as proposed, based on whether to disenroll the 6 and 7-year olds in order to serve our target group of birth to 5. We disenrolled 8, 9, 10 and 11-year olds last year, but the Board decided to continue services for the 6 and 7-year olds due to their age and there was no alternative care for this age group. The three scenarios discussed were as follows:

1. Disenroll 6 and 7-year olds effective 12/1/10 and start enrolling from the wait list according to priority groups as funding permits.
2. Disenroll 6 and 7-year olds at the end of the school year. Beginning July 1, 2011 only serve birth to kindergarten ready.

3. Beginning in 2011-2012, only serve children up until they are kindergarten ready and allow the current school age children to roll off when they reach their 8th birthday.

Comments regarding the three scenarios:

- a. December does not allow adequate time for parents to find services.
- b. There is no guarantee that 3-year olds will replace 6 and 7-year olds.
- c. June allows for more time to evaluate finances.
- d. Some 3-year olds will roll into the VPK program, possibly receiving services within 9 months.
- e. The 6 and 7-year olds are already receiving services and parents have no idea that they may lose services.

Jacki Jackson explained that our award has been reduced, which we could not forecast. By continuing to serve the 6 and 7-year olds and following the target numbers, we would only be serving this age group until they roll off naturally, which should not be a financial risk. Jacki further clarified that this only pertains to Indian River and Okeechobee Counties.

Board members were in agreement that Scenario 3 was the best option.

Motion was made by Leonard Edwards, seconded by Susan Green to accept Scenario 3. Motion passed.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:27 p.m.

Respectfully submitted,

Jacque Crighton
Vice-Chair
JC/lt



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

Martin Advisory Council Meeting Minutes Children's Services Council October 20, 2010

Present:

Board Members: Dr. Patti Pelletier Tom Peer
Mark Chittum

Council Members :

Laura Haase (CSCMC) Mary King (HSCC)
Deana Newson (MCSD) Angelina Francisco (Indiantown YMCA)
Scott Berry (MCHS)

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

I. **Welcome / Call to Order**

Acting Chair, Dr. Patti Pelletier, called the meeting to order at 1:25 pm.

II. **Approval of Minutes – May**

By consensus of the Committee, the minutes of the August 18, 2010 meeting were accepted as presented.

III. **Old Business - None**

Scott Berry arrived at 1:30 pm.

IV. **New Business**

- ◆ **ELCIRMO Reports: enrollment, wait list** – Pat Houston reviewed the enrollments. During the month of September, 1,082 children were served in School Readiness and 1,023 children in VPK. Due to a concern that we are close to being over-enrolled, a wait list was started in Martin County last week. As of October 11, 2010, there was a zero wait list. As of today, there are 20 children on the wait list. Pat explained that ARRA dollars from Martin County had been transferred to Indian River County because they were not needed in Martin County. Discussion ensued with regard to the comparison of enrollment between 2009 and 2010.
- ◆ **ELCIRMO Updates** - Because we did not utilize the ARRA funds in Martin County, big changes in enrollment are not expected. We expect to stabilize around the 1,100 target number for School Readiness. A strong year is expected.

V. **Board Member Topics**

Tom suggested that Pat address the emergency Executive Committee meeting that is scheduled for next week to discuss the exhaustion of the ARRA funding, and the affect it will have on the other counties. Pat explained that in Indian River and Okeechobee the ARRA funding has been exhausted, as all ARRA dollars have been spent. During the month of October we are consuming the School Readiness dollars in order to give the 30-day notice of discontinuation of funds to the parents as required. Those counties will have a large loss of children because of the ARRA funding being discontinued. Pat explained the significant impact on the community. Jacki Jackson spoke at the Indian River County Commission meeting on Tuesday to inform them of the situation. The same impact is being felt in Okeechobee. ELCIRMO has discussed the possibility of disenrolling the school-agers in order to accommodate the 3-year olds that presently would be terminated on 10/31/10, as well as the pros and cons associated with same. Tom thanked CSCMC noting that because of CSCMC, we fortunately don't have to deal with this situation in Martin County.

- VI. Child Care Provider Topics** – Sheila commented that ELC has downsized which will have an impact on the providers. Pat Houston explained that the amount of technical assistance and training hours available has been reduced. Tom Peer suggested that providers take advantage of the Treasure Coast Conference and on-line courses. Two inclusion trainings per quarter are a requirement, and will continue to be offered. Patti Pelletier volunteered her services to assist with trainings in Martin County, as she trains her staff monthly. Deana Newson offered to extending ESL resources and training to providers – “I’m Moving, I’m Learning”. Susan Perez provides literacy support for parents or staff.

Phonological Awareness Training is October 26th in Martin County.

With the increase in population of ESL children, literacy programs were discussed.

- VII. Future Agenda Items** - None

VIII. Adjournment

There being no further business, the meeting was adjourned at 2:00 p.m.

Next meeting: January 19, 2011 @ Children’s Services Council at 1:30 p.m.

Respectfully submitted,

Patti Pelletier
Acting Chair
PP/lt



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

Okeechobee Advisory Council Meeting Minutes American Red Cross

October 13, 2010

Present:

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

Child Care Providers:

Tammie Henderson - Little Peoples Academy II Trenda Matheny - Stepping Stones II
Donna Kersey – New Endeavors Debbie Schooley – Tender Care
Joy Yates – Rock Solid CA

Staff: Pat Houston Pat Hickman

I. **Call to Order and Approval of Minutes – August**

Chairman, Tom Peer, called the meeting to order at: 1:15 p.m.

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

II. **Old Business**

- **ARRA/SR Funding** – discussed during the Provider meeting.
- **Protective services referral process** – A handout was distributed which includes contact information.

III. **New Business**

- **ELCIRMO Reports / # served & wait list by age group** – Pat Houston referenced the enrollment numbers. During the month of September, 525 School Readiness children were served in Okeechobee, compared to 409 children the previous year. There were 291 VPK children served in September, compared to 275 in 2009. Currently there are 159 children on the wait list.
- **ELCIRMO Updates**
 - **ARRA funding exhausted** – discussed during the Provider meeting.
 - **Okeechobee Halloween Festival – October 31** – The providers felt ELCIRMO should not participate in the Halloween Festival this year, which is held on Sunday. Pat questioned whether the Council felt it was important to have representation by ELCIRMO. In January, ELCIRMO will be participating in the Okeechobee Health &

Safety Fair. Last year ELCIRMO participated in this event in an effort to get our name out in the community. The Council felt participation in the event was not necessary. Rock Solid Christian Academy will have a booth at the festival and offered to hand out ELCIRMO brochures.

Sam Smith arrived at 1:25 p.m.

IV. Child Care Provider Topics - None

V. Board Member Items - None

VI. Future Agenda Items – Pat Houston briefed Sam on the ARRA funding issues discussed at the Provider meeting. Providers have been asked to share success stories with regard to the ARRA funding, which will be shared in a press release. The impact as a result of losing this funding was discussed. In some cases, providers are losing an entire classroom of children. Currently there are 159 children on the wait list, which will increase to approximately 259 next month. Pat Hickman explained the process for children being taken off the wait list, based on billing group and those in most need. Discussion ensued.

Pat explained the idea in Indian River County to disenroll the school-age children in order to accommodate the three-year olds and four-year olds. In Indian River County there is a reasonable alternative care for school-age children. We are currently researching to see if the same alternative care exists in Okeechobee County. Previously, school-age children continued to be served because there was no alternative care. Donna Kersey explained the options, as low as \$25/week.

Providers were interested in pursuing a similar analysis regarding continuing three-year olds and four-year olds in place of funding school agers. Sam Smith reminded the council that our focus is to be “birth to 5”. This decision would require Executive Committee approval, as well as approval from the State.

Discussion ensued with regard to obtaining additional funds. Obtaining grants and establishing a foundation were two ideas. Jacki Jackson is on the agenda to speak to the Indian River Board of County Commissioners next week, and she will be scheduled for the County Commissioners meeting in Okeechobee as well.

VII. Adjournment

There being no further business, the meeting was adjourned 1:55 p.m.

Respectfully submitted,

Tom Peer
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 12, 2010

Present

Coalition Members: Tom Peer

Susan Green

Council Members: 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 - August**

Chair, Tom Peer, called the meeting to order at 2:20 p.m.

By consensus of the Council, the minutes of the August 10, 2010 meeting were accepted as presented.

II. **Old Business - None**

III. **New Business**

- **ELCIRMO Reports - # Served & Wait List by Age Group** – The reports were provided for informational purposes and discussed further under ARRA funding.

Susan Green joined the meeting at 2:25 p.m.

- **ELCIRMO Updates**

- **ARRA funding exhausted** – Pat explained the situation with ARRA funds being exhausted. Originally it was anticipated that funds would last through the end of the year (December, 2010). In Indian River County, during the month of October, funds are already consumed. We are currently spending School Readiness dollars in order to fund the 30-day notice to the families. Initially there were 441 letters ready to be distributed, but once VPK wrap was eliminated, the numbers were reduced to approximately 300. There are approximately 250 children remaining for which services will be stopped during the month of October. During the month of September in Indian River we served 1,025 children, as opposed to 795 the prior year. Because funds had already been received the prior year and we started to serve more children, the 795 number is higher than normal. The typical number of children served is between 700-750.

A couple ideas were discussed during the Provider meeting. Pat asked Providers to write down or email any success stories from the ARRA program and what the end of the ARRA funding will mean. Pat has received phone calls from Providers that have had to lay off employees or close classrooms. Jacki Jackson has contacted the State to see if there may be additional funds available. Jacki will be speaking at the next County Commission meeting next week. Another idea by the Providers is to inform the press about what is happening.

There are a large number of school age children in School Readiness that are being funded for after-school care. There are currently 60 three-year olds that are receiving ARRA funding whose funding will end. Because our priority is birth to 5, the question was raised as to whether to disenroll the school-agers and add the three-year olds. Because the cost for wrap-around care is much less, it was thought it may be feasible for parents to pay this amount versus the parents of three-year olds paying for full-time care for three-year olds. An Executive Board meeting could be convened if needed. Approval from the State would also be required. There are 149 children ages 6-8 that are receiving funding. A cost comparison should be done to determine the financial impact before a decision is made to disenroll school-age and enroll three-year olds. Tom suggested contacting Workforce Solutions regarding the programs they offer that may assist some families who have been affected by the exhaustion of ARRA funding.

Juelie commented regarding her conversations with concerned Providers. One provider is losing 28 ARRA children and will be forced to terminate two teachers at the end of the month. Juelie's program is losing 10 ARRA children and will be required to terminate a teacher at the end of the month. Ideas were discussed on ways to increase funding, business and awareness:

- Scholarships for childcare slots vs. fundraising.
- Establish a Non-profit foundation to obtain additional support (long-range goal)
- Involve the media
- Success stories to generate scholarships and/or develop stories into a scrapbook to provide to county commissioners/legislators at the state and national level.
- Childcare centers leasing out space for outside functions to generate additional revenue
- Attend Board of County Commissioner meetings

It was suggested that this be a provider/coalition joint initiative. Providers are planning to attend the Board of County Commissioners meeting next week – October 19th. Michael Kint will address the issue for discussion at an upcoming United Way of Florida meeting.

- **Grants Pending**

- Impact 100 Grant – due November 7. Consideration is being given toward writing the grant requesting \$100,000 to go toward the purchase of a building for an Indian River office, which will incorporate a parent resource room, with the materials for the room being supplied by ELCIRMO. Then the \$2,000 current monthly lease expenditure could be put toward the cost of childcare slots. Last year's grant was submitted for childcare slots and denied. The grant must be transformational. Pat requested any leads on realtors who could assist with this endeavor. The building would require approximately 2,000 sq. ft. and parking for approximately 12 vehicles. Michael Kint will email Pat with some ideas. Juelie recommended Goldsmith Realty, who has dealt with non-profit real estate. There may be property owners who may be willing to donate space.
- Grand Harbor Community Outreach Program Grant – submitted for the purchase of children's books in a "Grand Harbor book bag" for 175 VPK wrap around children.
- John's Island Community Service League Grant – submitted for parenting programs with Ginny Luther. Six programs for 25 people which would benefit 150 parents.

IV. Provider Topics

- Juelie questioned the possibility of providing a business luncheon for providers to discuss business topics. Pat explained that ELC is currently working on Director Trainings with Jack Burns.

- DOH is continuing to provide some food inspections. New start-ups are also being done by DOH for 90 days, which ends November 1. Food inspections have not yet been turned over to another agency.

V. Board Member Items

The Board has lost representatives from both Martin County and Okeechobee County.

VI. Future Agenda Items - None

VII. Adjournment

There being no further business, the meeting adjourned at 3:20 pm.

Respectfully submitted,

Tom Peer
Acting Chair
TP/lt

DRAFT



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

<i>School Readiness</i>			
	September-09	September-10	Difference
Indian River	795	1025	230
Martin	796	1082	286
Okeechobee	409	525	116
Totals	2000	2632	632

<i>VPK</i>			
	September-09	September-10	Difference
Indian River	788	867	79
Martin	913	1023	110
Okeechobee	275	291	16
Totals	1976	2181	205

Wait-list by Age by County
As of 10/11/10

	Indian River	Martin	Okeechobee
Infant	47		29
Toddler	99		37
2 year olds	133		36
3 year olds	134		54
4 year olds	20 Non-VPK		3 Non-VPK
5 year olds	0		0
Total	433		159

Disclaimer: "These numbers may not be an accurate representation of the need in the community".