



MONTHLY COALITION BOARD INFORMATION PACKET

February, 2011

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

	Pages
I. Coalition Board Minutes – January 27, 2011	1-5
II. Financial Reports	
A. January, 2011 Financial Report	6-8
B. Slot Forecasting, January-April, 2011	9
III. Committee/Council Reports	
A. Finance Committee – January 26, 2011 Minutes	10-12
February 9, 2011 teleconference Minutes	13
B. Executive Committee – January 27, 2011 Minutes	14
C. Bylaws Committee – No meeting	
D. Personnel Committee – No meeting	
E. Program Quality Committee – January 27, 2011 Minutes	15-17
F. Martin Advisory Council – January 19, 2011 Minutes	18-20
No meeting scheduled in February.	
G. Okeechobee Advisory Council – January meeting was cancelled. No meeting scheduled in February.	
H. Indian River Advisory Council – January 11, 2011 meeting minutes were included in the January 27 th Board packet. No meeting scheduled in February.	
IV. Chairman’s Comments	
A. ED Evaluations are due February 24, 2011. Please send your completed evaluation to Loretta.	
V. Executive Director Updates	
A. Governor Scott released his budget recommendations on 2/7/11. As it relates to School Readiness, in addition to the recurring base budget, the Governor is recommending \$45,073,640 to restore nonrecurring School Readiness state and federal funds, as well as \$6,676,595 for continuation of ELIS. As it relates to Voluntary Prekindergarten, in addition to the recurring base budget, the Governor is recommending \$72,762,557 to restore nonrecurring federal funds and an additional \$10,458,142 to address projected enrollment growth for VPK, which maintains the current Base Student Allocations (BSA) for the school year and summer programs.	

Pages

B. A donation has been received from Wells Fargo Community Support Campaign - \$20.00

C. ELCIRMO participated in the following outreach events, with great response:
1. EOC/Head Start 1st Annual Health Fair (IR)
2. Okeechobee Health & Safety Fair

VI. Informational Items

A. No. of Children Served and Wait List – Jan/Feb 2011

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

**COALITION BOARD MEETING
ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL**

JANUARY 27, 2011

Present:	Filiberto Valero Sandy Akre Dr. Patricia Cooper Jacqueline Crighton Leonard Edwards Susan Green (via teleconference) Vern Melvin	Charlene Oakowsky Wendy San Martin Sam Smith Judi Snyder Miranda Swanson Richard Stetson
Excused:	Tom Peer Carolann Wegener	Dr. Patti Pelletier
Staff:	Jacki Jackson Renee Fournier	Pat Houston Migdalia Rosado
Others:	Brian Elwell	Juelie Perry (via teleconference)

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:32 p.m. Roll call was taken and a quorum present.

***Motion** was made by Vern Melvin to adopt the agenda, seconded by Sam Smith. Motion passed.*

A. Membership Acceptance –
- Carolann Wegener, Martin County Department of Health

Carolann Wegener was accepted as the representative fulfilling the State mandated position of the Health Department, replacing Mark Chittum.

Richard Stetson has been appointed CEO for Workforce Solutions, replacing Gwenda Thompson.

II. MEMBER / PUBLIC COMMENTS / CONCERNS - None

III. CONSENT AGENDA ITEMS

- A. December 2, 2010 Minutes**
- B. Cover Page 2011-2012 CSCMC Grant – CCEP**
- C. Cover Page 2011-2012 CSCMC Grant – BG8**
- D. General Policies (pgs. 6, 7, 17)**

***Motion** was made by Leonard Edwards, seconded by Miranda Swanson to approve the consent agenda items. Motion carried.*

IV. FINANCIAL REPORTS

A. 2009-2010 Draft Single Audit Report Presentation

Mr. Brian Elwell, CPA, Kmetz, Nuttall, Elwell, Graham, was introduced and briefly reviewed the report noting it was a “clean audit” with no compliance issues and no internal control issues. Unrestricted net assets increased to \$116k, which is relatively strong in comparison to previous years. Brian commended Jacki and her staff on ELCIRMO’s 2nd consecutive clean audit.

Juelie Perry joined via teleconference at 1:38 p.m.

Chairman Valero congratulated Jacki and her staff for an outstanding job. Vern Melvin and Richard Stetson also congratulated Jacki and her staff for a great job. Richard Stetson was welcomed by Chairman Valero as the new CEO for Workforce Solutions. Dr. Cooper commended Richard for the fabulous job of handling his own duties while stepping in for Gwenda, resulting in a smooth transition.

Motion was made by Dr. Patricia Cooper to approve the audit as presented. Motion was seconded by Jacque Crighton and passed.

B. December 2010 Financial Report

Renee Fournier reviewed the December report. The balance in A/C 2200-Due to the Office of Early Learning is \$574k and continues to be paid down monthly. Professional fees, Insurance and Equipment Purchase & Rental accounts were over expended for the month. Year-to-Date expenses are on target. Provider payments for SR are up slightly for the month. Renee explained the \$106k posted under SR ARRA Provider Payments is budgeted in Quick Books on a monthly basis but is completely 100% spent for the year. Beginning with the next fiscal year, the allocations will be reported on a month-to-month basis. Brian Elwell commended Renee for a great job in the midst of the audit.

Brian Elwell left the meeting at 1:43 p.m.

V. EXECUTIVE DIRECTOR’S REPORT

A. Revised Organizational Chart

Jacki reviewed the proposed changes and reasons for the changes.

Motion was made by Jacque Crighton to approve the organizational chart as presented. Motion was seconded by Charlene Oakowsky and passed unanimously.

B. Worker’s Compensation Settlement

Jacki gave a brief overview of the case and noted the case was settled out of court between the worker’s compensation carrier and the employee at no cost to the coalition.

Susan Green exited the meeting at 1:55 p.m.

C. Update on Tallahassee Meeting – Fundraising/Grants

During a meeting with other ELC ED’s and AWI, it was confirmed that staff time may be utilized toward fundraising if the funds will go toward the 6% match. Staff time may also be used to apply for grants. Federal funds may not be used toward fundraising to hire someone to run a casino night or have a dinner. “Seed money” is needed in order to do a fundraiser to raise funds.

Susan Green joined the meeting at 1:57 p.m.

D. Update on Meeting with Legislators

Appointments are being made for Jacki to meet with local legislators and commissioners. Filiberto and Jacki will be meeting with legislators in Tallahassee in March regarding the importance of early

learning. Jacki has met with Indian River County Administrator, Joe Baird, regarding funding. A meeting is scheduled with Commissioner Peter O'Bryan next week to further discuss funding.

E. Indian River Leadership Program

Jacki was not chosen for the program. Jacki applied for the scholarship through the United Way which put her in a different pool of applicants. She will apply again next year.

F. Donation

A \$2,000 private donation was received and will go toward unrestricted funds.

Susan Green exited the meeting at 2:00 p.m.

Chairman Valero will contact Bank Atlantic regarding a donation.

VI. COMMITTEE/COUNCIL REPORTS

A. Finance Committee – Filiberto highlighted items of discussion at yesterday's Finance Committee meeting, which predominantly consisted of the audit.

B. Executive Committee – Filiberto provided to Migdalia, last year's completed evaluation forms for Jacki.

C. Bylaws Committee – No meeting

D. Personnel Committee – No meeting

E. Program Quality Committee – Pat Houston reported on the Committee meeting held today. Revisions to the Program Quality Budget were approved. Purchase orders for the infant/toddler mini-grant were approved.

Susan Green joined the meeting at 1:07 p.m.

The following Program updates were discussed:

- Upcoming preliminary FLKRS results will be announced 2/1/11
- TCCC is scheduled for 3/5/11 at Ft. Pierce High School. Co-sponsor with the St. Lucie Coalition. Participation is limited to 600 participants. \$15 of the \$25 fee is reimbursable from the Program Budget.
- Reviewed developmental assessment data (pre-assessment results)
- Revised procedure for environment assessment was approved

F. Martin Advisory Council – Pat Houston reported on the meeting held January 19, 2011. In addition to the same items discussed at the Indian River Advisory meeting, notable items included enrollment and discussion of the wait list; a request was made for number of school-age children enrolled in Martin County; the State is in the process of determining what developmental assessment tool will be used statewide; and, providers attended the meeting to express their concerns with the difficulties in administering pre-assessment tests for the School Readiness children.

G. Okeechobee Advisory Council – The meeting scheduled for January 12, 2011 was cancelled.

H. Indian River Advisory Council – Pat Houston reported on the meeting held January 11, 2011. The meeting minutes were included in the agenda packet.

VII. OLD BUSINESS - None

VIII. NEW BUSINESS

Advisory Councils

In a continued effort to streamline and become more efficient, Chairman Valero requested input from the Board regarding the efficiency of continuing with Advisory Council meetings in each county. In Okeechobee it was noted that the Provider and Advisory Council meetings seem to be redundant since the same people are in attendance at both the Provider and Advisory meetings.

The following question was raised: What is the purpose of the Committees and are they meeting that purpose?

Pat Houston commented that the Advisory Councils in Martin County and Indian River County are highly-functional councils, which consist of members of community agencies and collaborating partners. Meetings have resulted in additional opportunities for collaborations, grant opportunities and a \$2,000 hardship fund for Indian River. Pat agreed that the Okeechobee Advisory meeting is redundant. She is in favor of continuing with the Advisory Councils in Martin County and Indian River County.

Jacki Jackson suggested not having Advisory committees, but rather combining the providers and collaborative agencies into one meeting. This could start in the new fiscal year. Leonard Edwards commented that the Indian River provider meeting is attended by many providers; however, Advisory Council members are not interested in the day-to-day functions or the “nuts and bolts” that are covered in those meetings. ELC Staff attend the provider meetings and sometimes provide training. Jacque Crighton suggested that a more “targeted” Advisory meeting held less often may be more efficient. Vern Melvin commented that quarterly meetings do not work and suggested we receive input from the Advisory Council Committee members. Each county may have a different opinion as to what is working. Sam Smith requested knowing who is on the Indian River Advisory Council and perhaps enlisting those members for Okeechobee.

Chairman Valero recommended Jacki obtain feedback from the Advisory Councils and report back to the Board.

Committee Appointments

Chairman Valero appointed Charlene Oakowsky as Chair for the Martin County Advisory Council and Richard Stetson as Chair for the Bylaws Committee. As there are currently only two members on the Finance Committee, Carolann Wegener will be asked to join the Finance Committee.

IX. CHAIRMAN'S COMMENTS

A. Executive Director Title Change

In order to be more aligned with the business world, Chairman Valero questioned whether the Executive Director's title should be changed to Chief Executive Officer (CEO). The Board suggested a recommendation be made to the State that this change be made to all ELC's across the state. Chairman Valero will address the matter at the ELAC meeting. Dr. Cooper suggested a survey of titles of the other coalitions be completed.

B/C. Combine Finance and Executive Committees

Combine Personnel and Bylaws Committees

Chairman Valero provided background from the 2008 audit, reporting on the challenges that ELCIRMO faced, which resulted in the recommended that the Finance and Executive Committees be separated. Now that ELCIRMO has received two consecutive clean audits, and in the effort to become more efficient, Filiberto is suggesting the two committees be combined. Jacque Crighton commented that combining the committees

will assist in providing additional checks and balances and is in favor of combining the committees. Dr. Cooper recommended the bylaws be reviewed to address the purpose of each committee, ensuring that the purpose of each committee is not lost if committees are combined. The Bylaws Committee makes recommendations regarding the changes to the bylaws and the Board has the authority to approve the changes to the bylaws.

The Bylaws will need to be rewritten to ensure that the Finance and Executive Committees will become one committee and the Bylaws and Personnel Committees will become one committee.

In Summary, the Bylaws Committee will meet and make recommendations to the Board about combining committees and defining the purposes of the committees. Richard Stetson will report at the next Board meeting.

D. ED Evaluations due February 24, 2011

Chairman Valero requested all evaluations be completed and sent to Loretta by February 24, 2011. Jacque Crighton felt some questions were not appropriate for the Board and should be assessed for future evaluations. Dr. Cooper suggested a report of accomplishments of the coalition be supplied to the Board prior to their completion of the evaluations. In response to this request, a "Mid-Year" report will be prepared and forwarded to the Board by next week. If Board members have already submitted their evaluations but feel they would like to make changes to their evaluations based on comments heard today or the "Mid-Year" report received, they have the opportunity to do so prior to February 24th.

X. INFORMATIONAL ITEMS

A. AWI Letter – Desk Audit / Financial Monitoring

B. Number of Children Served by County / Wait List

Jacki explained that the wait list is in existence because funding is not available to serve these children.

Finance Forecasting

Filiberto informed the Board that there has been a spike in the number of mandated children being served. There is the possibility that if the spike continues at the same level, funds will not be available. As an example, currently there are 423 mandated children enrolled in Indian River out of a total enrollment of 757. ELCIRMO has plans in place to address the problem and the State is aware of the current status. The slot forecasting report prepared by the Finance Department provides the information required to anticipate any funding issues.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Filiberto Valero
Chair

FV/lt



Early Learning Coalition of Indian River, Martin, & Okeechobee

To: Finance Committee
From: Renee Fournier
Subject: Financial Statements January 2011
Date: 02/21/10

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 January 31, 2011.

Assets

- Cash decreased in the current month due to repayment of the SR (\$61,138) & VPK (\$40,952) advances.

Liabilities

- Acct 2200 – Due to Office of Early Learning decreased by \$105,155.
- Acct 2250 – Deferred Revenue VPK increased due to January advances being more than the previous month.

Income Statement

Revenue

- Overall Revenues were under budget 4% MTD and are on target at 59% expended YTD

Expenses

- MTD Provider payments were on target with 93% expended, YTD 59% expended.
- Acct 5055 – Non-reimbursable Expenses due to payment for December Staff Luncheon
- Acct 7460 – Telephone & Communication Due to new AT&T contract agreement not yet in place, credit is due
- MTD expenses are 78% consumed of MTD budget we are currently under budget, YTD at 50%.

ELC of IRMO Counties
Balance Sheet
As of January 31, 2011

	<u>Jan 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Bank Atlantic 8176	68,632.64
1012 · Bank Atlantic Interest 8272	332,660.67
1014 · Bank Atlantic Payroll 8322	25,374.89
1021 · Bank of America 3426	18,044.23
Total Checking/Savings	<u>444,712.43</u>
Accounts Receivable	
1100 · Accounts Receivable	1,194,027.70
Total Accounts Receivable	<u>1,194,027.70</u>
Other Current Assets	
1110 · Accounts Receivable - Other	-2,394.89
1450 · Prepaid Expenses	3,015.55
1460 · Deposits	4,049.53
1500 · Provider Advances - VPK	110,408.28
Total Other Current Assets	<u>115,078.47</u>
Total Current Assets	1,753,818.60
Fixed Assets	
1600 · Fixed Assets	105,327.07
Total Fixed Assets	<u>105,327.07</u>
TOTAL ASSETS	<u><u>1,859,145.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	1,133,050.44
Total Accounts Payable	<u>1,133,050.44</u>
Other Current Liabilities	
2015 · Interest Payable	7.02
2020 · Other Payables	6,049.85
2100 · Payroll Liabilities	3,076.75
2120 · Accrued Pay Leave	35,275.27
2200 · Due to Office of Early Learning	513,513.04
2250 · Deferred Revenue - VPK	90,538.60
Total Other Current Liabilities	<u>648,460.53</u>
Total Current Liabilities	<u>1,781,510.97</u>
Total Liabilities	1,781,510.97
Equity	
3011 · Unrestricted Net Assets - IR	54,106.00
3012 · Unrestricted Net Assets - MC	78,760.46
3013 · Unrestricted Net Assets - OK	35,035.00
3998 · Retained Earnings	-54,693.22
Net Income	-35,573.54
Total Equity	<u>77,634.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,859,145.67</u></u>

ELC of IRMO Counties
Statement of Activity vs Budget
JANUARY 2011

	Jan 11	Monthly Budget	Monthly Over/Under Budget	Mthly % Budget Expended	Jul '10 - Jan 11	YTD Budget	YTD Over/Under Budget	Annual Budget	% of Annual Budget Expended
Income									
4001 - SR Revenue	627,267	668,881	(41,614)	94%	4,748,307	4,690,050	58,257	8,034,453	59%
4009 - SR ARRA Revenue	0			0%	650,106	695,041	(44,935)	695,041	94%
4010 - VPK Revenue	602,782	604,519	(1,737)	100%	3,365,010	3,573,151	(208,141)	6,221,506	54%
4020 - Local Grants Revenue	57,616	61,199	(3,583)	94%	400,303	416,264	(15,961)	707,260	57%
4058 - Contribution Income	0			0%	3,622	9,140	(5,518)	9,140	40%
Total Income	1,287,665	1,334,599	(46,934)	96%	9,167,348	9,383,646	(216,298)	15,667,400	59%
Provider Expense									
5010 - SR Provider Payments	502,425	593,773	(91,348)	85%	3,846,007	3,742,715	103,292	6,348,802	61%
5009 - SR ARRA - Provider Payments	(682)	0		0%	620,750	621,457	(707)	621,457	100%
5021 - VPK - Provider Payments	597,119	585,227	11,892	102%	3,262,416	3,436,135	(173,719)	5,988,029	54%
5030 - Local Grants Provider Payments	54,616	61,483	(6,867)	89%	397,960	414,845	(16,885)	707,260	56%
Total Provider Expense	1,153,478	1,240,483	(87,005)	93%	8,127,133	8,215,152	(88,019)	13,665,548	59%
Expense									
4150 - Salaries & Wages	75,660	96,072	(20,412)	79%	586,352	602,579	(16,227)	1,116,340	53%
4155 - Payroll Taxes and Benefits	29,697	29,811	(114)	100%	203,018	205,078	(2,060)	352,935	58%
4300 - Professional Fees	0	2,923	(2,923)	0%	15,858	20,463	(4,605)	35,080	45%
4400 - Program Costs	1,222	8,569	(7,347)	14%	24,988	62,156	(37,168)	105,000	24%
4450 - Contracted Services	3,766	3,775	(9)	100%	23,386	26,125	(2,739)	45,000	52%
5055 - Non-Reimbursable Expenses	713	0	713	0%	930	9,140	(8,210)	9,140	10%
5600 - Education and Training	929	1,175	(246)	79%	2,689	5,983	(3,294)	10,000	27%
7000 - Advertising	124	2,860	(2,736)	4%	3,048	20,022	(16,974)	34,324	9%
7090 - Dues & Subscriptions	85	417	(332)	20%	2,860	2,917	(57)	5,000	57%
7100 - Equipment Rental & Purchase	2,212	2,917	(705)	76%	20,610	20,417	193	35,000	59%
7200 - Insurance	594	625	(31)	95%	6,448	4,375	2,073	7,500	86%
7315 - Licenses, Permits & Taxes	0	63	(63)	0%	28	438	(410)	750	4%
7320 - Miscellaneous Expense	87	292	(205)	30%	358	2,042	(1,684)	3,500	10%
7350 - Office Supplies & Expenses	901	1,875	(974)	48%	7,019	13,125	(6,106)	22,500	31%
7410 - Postage, Shipping, Delivery	966	970	(4)	100%	4,040	5,250	(1,210)	9,000	45%
7420 - Printing & Copying	445	833	(388)	53%	3,285	5,833	(2,548)	10,000	33%
7440 - Rent and Occupancy	10,826	11,288	(462)	96%	73,894	79,014	(5,120)	135,452	55%
7460 - Telephone & Communication	2,796	2,753	43	102%	17,702	19,269	(1,567)	33,032	54%
7480 - Travel, Meals & Lodging	1,337	2,692	(1,355)	50%	13,967	18,841	(4,874)	32,298	43%
8200 - Depreciation Expense	3,515	4,937	(1,422)	71%	30,392	34,659	(4,267)	59,343	51%
Total Expense	135,875	174,847	(38,972)	78%	1,040,872	1,157,726	(116,854)	2,061,194	50%
Total Expenses & Provider Payments	1,289,353	1,415,330	(125,977)	91%	9,168,005	9,372,878	(204,873)	15,726,742	58%
Change in Net Income(Loss)	(1,688)	(80,731)	79,043	2%	(657)	10,768	(11,425)	(59,342)	

Early Learning Coalition of Indian River, Martin and Okeechobee Counties

Slot Forecasting

For Fiscal Year Ending June 30, 2011

		BG1 97R00	BG3W, 5, 5T 96G00	3, 3R, 3T 97GNW	BG8 97P00	BG8/Local CSAC	BG8/Local IR United Way			BG8OP 97C00	Gold Seal 97GSD	SR-TOTALS
INDIAN RIVER												
Budget \$	ANN	424,541.49	280,269.33	487,349.19	851,169.66	8,888.00	60,000.00			31,342.87	120,064.09	2,194,736.63
Expended \$	ETD	277,564.39	249,003.91	253,793.60	523,284.61	2,600.05	28,304.54			3,927.24	45,278.81	1,352,852.56
Rmning \$	RTD	146,977.10	31,265.42	233,555.59	327,885.05	6,287.95	31,695.46			27,415.63	74,785.28	841,884.07
February		36,170.77	38,520.97	45,951.48	70,660.86	425.00	4,060.37			409.40	15,358.51	207,071.99
March		31,968.00	39,538.50	42,722.00	68,264.00	425.00	3,670.84			411.00	14,632.28	197,535.78
April		30,192.00	37,699.50	45,587.50	65,720.00	425.00	3,518.20			411.00	13,470.75	193,080.75
		48,646.33	(84,493.55)	99,294.61	123,240.19	5,012.95	20,446.05			26,184.23	31,323.74	244,195.55
MARTIN												
		BG1 97R00	BG3W, 5, 5T 96G00	3, 3R, 3T 97GNW	BG8 97P00	BG8/Local CSC	CCPP 97PPO	CCPP/Local CCPP	SafeSpace Local Funding	BG8OP 97C00	Gold Seal 97GSD	
Budget \$	ANN	276,428.52	54,276.87	109,681.21	1,434,282.75	86,520.00	519,271.00	519,271.00	12,116.00	114,127.81	107,581.05	3,134,920.21
Expended \$	ETD	156,684.19	26,801.11	41,243.50	907,960.32	47,421.47	302,635.29	302,174.69	0.00	74,838.11	35,471.97	1,847,809.18
Rmning \$	RTD	119,744.33	27,475.76	68,437.71	526,322.43	39,098.53	216,635.71	217,096.31	12,116.00	39,289.70	72,109.08	1,287,111.03
February		20,904.23	3,117.61	7,345.95	105,250.00	5,418.16	43,300.00	43,300.00	0.00	8,856.44	8,728.45	240,802.68
March		22,113.00	4,520.00	5,500.00	112,125.00	5,606.25	41,800.00	41,800.00	0.00	9,700.00	8,313.73	245,871.73
April		23,478.00	3,955.00	6,160.00	110,175.00	5,508.75	42,560.00	42,560.00	0.00	9,118.00	7,950.07	245,956.07
		53,249.10	15,883.15	49,431.76	198,772.43	22,565.37	88,975.71	89,436.31	12,116.00	11,615.26	47,116.82	554,480.54
OKEECHOBEE												
		BG1 97R00	BG3W, 5, 5T 96G00	3, 3R, 3T 97GNW	BG8 97P00	BG8/Local CSC	BG8/Local UW-Okeechobee			BG8OP 97C00	Gold Seal 97GSD	
Budget \$	ANN	296,652.39	75,654.23	96,473.64	833,409.17	15,000.00	3,000.00			15,692.35	147,979.40	1,468,861.18
Expended \$	ETD	196,700.47	43,949.52	91,637.58	463,024.51	15,000.00	0.00			9,443.94	70,551.20	875,307.22
Rmning \$	RTD	99,951.92	31,704.71	4,836.06	370,384.66	0.00	3,000.00			6,248.41	77,428.20	593,553.96
February		23,003.49	6,015.80	11,516.25	49,665.44	0.00	3,000.00			949.20	16,771.63	110,921.81
March		26,746.00	8,176.00	12,300.00	59,998.00					988.00	18,828.19	127,036.19
April		27,679.00	7,300.00	11,070.00	59,474.00					741.00	17,427.30	123,691.30
		22,523.43	10,212.91	(30,050.19)	201,247.22	0.00	0.00			3,570.21	24,401.08	231,904.66
All Counties Surplus/(Deficit) Totals												1,030,580.75

												SR-TOTALS
Budget \$	ANN	997,622.40	410,200.43	693,504.04	3,118,861.58	110,408.00	582,271.00	519,271.00	12,116.00	161,163.03	375,624.54	6,798,518.02
Expended \$	ETD	630,949.05	319,754.54	386,674.68	1,894,269.44	65,021.52	330,939.83	302,174.69	0.00	88,209.29	151,301.98	4,075,968.96
Rmning \$	RTD	366,673.35	90,445.89	306,829.36	1,224,592.14	45,386.48	251,331.17	217,096.31	12,116.00	72,953.74	224,322.56	2,722,549.06
Expended %	ETD	63%	78%	56%	61%	59%	57%	58%	0%	55%	40%	60%
Rmning %	RTD	37%	22%	44%	39%	41%	43%	42%	100%	45%	60%	40%
Monthly Burn Rate	7	90,135.58	45,679.22	55,239.24	270,609.92	9,288.79	47,277.12	43,167.81	0.00	12,601.33	21,614.57	582,281.28
February Totals	Est	80,078.49	47,654.38	64,813.68	225,576.30	5,843.16	50,360.37	43,300.00	0.00	10,215.04	40,858.60	558,796.49
March Totals	Est	80,827.00	52,234.50	60,522.00	240,387.00	6,031.25	45,470.84	41,800.00	0.00	11,099.00	41,774.20	570,443.70
April Totals	Est	81,349.00	48,954.50	62,817.50	235,369.00	5,933.75	46,078.20	42,560.00	0.00	10,270.00	38,848.12	562,728.12
+ Burn % vs. Next Month		-11%	4%	17%	-17%	-37%	7%	0%	0%	-19%	100%	-4%

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

FINANCE COMMITTEE MEETING

ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL

JANUARY 26, 2011

Present:	Filiberto Valero	Tom Peer	
Staff:	Jacki Jackson	Migdalia Rosado	Renee Fourier
Other:	Brian Elwell		

I. CALL TO ORDER – ADOPTION OF THE AGENDA

Chair, Filiberto Valero, called the meeting to order at approximately 2:08 pm. Roll call was taken and a quorum established.

Motion was made by Tom Peer, seconded by Filiberto Valero and passed, to adopt the agenda.

II. MEMBER / PUBLIC COMMENTS / CONCERNS

None

III. CONSENT AGENDA ITEMS

A. December 2, 2010 Minutes

Motion was made by Tom Peer, seconded by Filiberto Valero and passed, to approve the consent agenda item.

IV. FINANCIAL REPORTS

A. 2009-2010 Draft Single Audit Report Presentation

Mr. Brian Elwell, CPA, Kmetz, Nuttall, Elwell, Graham, was introduced and reviewed the report in detail, noting it was a “clean audit with no findings or weaknesses”. Cash decreased significantly, directly correlating to the increase in Grants Receivable. Property and Equipment increased as a result of computers purchased at year-end. Unrestricted net assets increased to \$116k, due to the profit of \$60k. The Statement of Activities is consistent with prior years. Net assets reveal a profit of \$61k compared to a loss of \$76 the prior year. Only one-fifth of depreciation is being charged to expenses.

The Statement of Functional Expenses shows a breakdown of expenses for School Readiness, VPK and Supporting Services, which are consistent with the prior year. The Statement of Cash Flow explains the decrease in cash. The Schedule of Expenditures of Federal Awards comes directly from the State.

Brian explained that the federal and state awards are confirmed. Programs are then tested that contain 50% of actual dollars spent. The programs tested are listed in the Summary of Audit Results. Each year approximately 40 items from each program are tested. A copy of the Management Letter concludes the audit report.

Motion was made by Tom Peer to accept the report as presented. Motion was seconded by Filiberto Valero and passed.

After approval by the Board, the Single Audit Report will be submitted to the State and Federal Government. Brian commented that the Tax Return 990 is 99% complete and will also require Board approval. Brian thanked the team for all their assistance and Renee's help in taking over in the midst of the audit.

B. December 2010 Financial Report

Renee Fournier reviewed the Balance Sheet noting that the advance to the State is being paid down every month and monitored closely. The Statement of Activity includes a private donation of \$2,000, listed under Account 4058. Chairman Valero requested the individual be invited to the Board meeting tomorrow, to be thanked personally. The increase in Professional Fees (A/C 4300) is due to half of the financial audit being paid. Equipment Purchase & Rental (A/C 7100) included payments for QuickBooks and Citrix renewal. Insurance (A/C 7200) included payment for the property and liability insurance. Year-to-date expenses are on target. Renee further commented that provider payments for School Readiness have increased due to an increase in enrollment.

C. Slot Forecasting: December 2010-March 2011

Renee Fournier reviewed the Slot Forecasting through March, 2011. The first three columns are "mandated" groups and year-to-date expenses are at 56%, 67% and 47% respectively. Overall year-to-date expenses are at 53%. Currently all expense line items are being reviewed, reports are being generated on the attrition of children, terminations and enrollments are being monitored, and we are looking at re-ob funds. The current trend indicates we will be overspent if we continue on the same path. Chairman Valero questioned if there is a Plan B in place. Renee explained that we are currently looking at obtaining re-ob funds. If we are not awarded re-ob funds, we must go through the specific State requirements, following our priority groups. Jacki explained other options that are available internally: 1) use funds from available expenses; 2) borrow funds from next year; 3) borrow from Children's Services Grant from next year. Jacki commented that the State is aware of our request for re-ob funds. Funds cannot be taken from the BG8 billing group (local dollars) in order to serve the mandated groups. Of the current 757 children served in Indian River, 423 are mandated.

Knowing there are many variables, Chairman Valero questioned whether contingency plans could be provided to the Board on a calendar by steps. Jacki explained that changes are made daily and would be more efficiently addressed through conversation or by scheduling meetings with the Finance Committee more often, if needed.

Jacki has met with Joe Baird in Indian River where she is continuing to request CCEP funding. In order to meet State requirements, we must receive notification from Indian River by May that funds will be awarded.

V. OLD BUSINESS – None

VI. NEW BUSINESS

A. Procurement – Infant/Toddler Mini-Grant

Renee explained this is part of the Infant/Toddler ARRA grant monies. The items purchased will be utilized by the Indian River and Okeechobee providers. Due to the dollar amount, approval is required by the Finance Committee. Tom Peer commented on the new legislation requiring "no drop-down sides" on cribs, noting that providers will be required to replace these items.

***Motion** was made by Tom Peer, seconded by Filiberto to approve the procurement items as proposed. Motion passed.*

B. Finance Policy Manual

Tom Peer commented that a previous audit from the State indicated a "Policy and Procedure Manual" was required, which was the reason for the document. Migdalia indicated the State still requires internal procedures and policies. We have separated the internal procedures from the policy manual. She explained that the Board determines the policy and the staff determines the procedures. When an audit is performed, the auditors request to review the internal procedures, which are imbedded in the policy manual, which is the reason for separating the two.

In order to save time, the Committee requested further clarification as to whether the internal procedures and policies should be included in the same document.

Renee explained that the internal control survey was utilized to find what was missing, which resulted in additions to the manual. Clarifications were also made based on auditing criteria. The Policy Manual relates back to the Internal Procedure Manual for specific areas addressed. The Finance Policy Manual requires Board approval at the March meeting. The Committee reviewed the document. Once confirmation is received regarding the separation of the two documents, the Finance Policy Manual will be approved.

VII. INFORMATIONAL

Jacki indicated we are looking at bringing the IT services in-house on a part-time basis of 32 hours per week. This would allow for additional services at a reduced cost. The Finance Committee was in agreement.

The lease space is currently being reviewed based on the cost and amount of space utilized. The lease in Martin County expires in December and in October for Indian River.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Filiberto Valero
Chair

FV/lt

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

FINANCE COMMITTEE MEETING (via teleconference)

**ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL**

FEBRUARY 9, 2011

Present: Filiberto Valero (via teleconference) Tom Peer (via teleconference)

Staff: Jacki Jackson Migdalia Rosado Renee Fournier

I. CALL TO ORDER – ADOPTION OF THE AGENDA

Chair, Filiberto Valero, called the meeting to order at 9:05 a.m. Roll call was taken and a quorum established.

Motion was made by Tom Peer, seconded by Filiberto Valero and passed, to adopt the agenda.

II. MEMBER / PUBLIC COMMENTS / CONCERNS

None

III. OLD BUSINESS

A. Finance Policy Manual

Members of the Finance Committee previously reviewed the Revised Draft Finance Policy Manual at the January 26, 2011 meeting, at which time the Finance Committee questioned whether it was allowable to separate the policies and the procedures. After researched further by Migdalia, it was determined it is permissible to separate the two. The Committee had no further changes to the policy as presented.

Motion was made by Tom Peer, seconded by Filiberto Valero and passed, to approve the Revised Draft Finance Policy Manual as presented, thereby deleting the previous version of the "Finance Policy & Procedure Manual".

IV. NEW BUSINESS

A. IRS Form 990

The tax return (IRS Form 990) for the fiscal year 2009-2010 was prepared by auditors Kmetz, Nutall, Elwell, Graham PLLC. Included with the return were corresponding schedules: Schedule A, Schedule D, Schedule L, Schedule O, and Form 4562. The report was reviewed and verified by the Finance Director. Chairman Valero reviewed the report and gave his approval.

Motion was made by Tom Peer, seconded by Filiberto Valero to accept the tax return (IRS 990) for the fiscal year 7/1/09-6/30/10, as presented. Motion passed.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Filiberto Valero, Chair

FV:lt

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

**EXECUTIVE COMMITTEE MEETING
ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL**

JANUARY 27, 2011

Present: Filiberto Valero
Jacqueline Crighton
Leonard Edwards
Susan Green (via teleconference)

Excused: Tom Peer

Staff: Jacki Jackson
Migdalia Rosado

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:15 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 ITEMS

A. December 2, 2010 Minutes

Motion was made by Leonard Edwards to approve the Consent Agenda Item as presented. Motion was seconded by Jacque Crighton and passed.

IV. OLD BUSINESS

A. Summary of Executive Director Evaluation – Chairman Valero will forward to Migdalia, last year's completed evaluation forms for Jacki.

V. NEW BUSINESS

A. Procurement – Infant/Toddler Mini-Grant

Due to the dollar amount, the procurement items require Executive Committee approval. Approval was granted by the Finance Committee yesterday and the Program Quality Committee today.

Motion was made by Leonard Edwards to approve the two purchase orders to Lakeshore Learning Materials as presented. Motion was seconded by Susan Green and passed.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:19 p.m.

Respectfully submitted,

Filiberto Valero
Chair
FV/lt

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

**PROGRAM QUALITY COMMITTEE MEETING
MINUTES**

ELC Office
10 SE Central Parkway, Suite 400, Stuart, FL

January 27, 2011

Present:	Leonard Edwards Dr. Patricia Cooper Susan Green (via teleconference) Vern Melvin	Wendy San Martin Sam Smith Judi Snyder
ELCIRMO Staff:	Jacki Jackson	Pat Houston
Others:	Juelie Perry (via teleconference)	

I. CALL TO ORDER

The meeting was called to order at 12:25 p.m. by Chair, Leonard Edwards. Roll call was taken and a quorum established.

II. APPROVAL OF MINUTES

Motion was made by Wendy San Martin, seconded by Susan Green, to approve the minutes of the December 2, 2010 meeting as presented. Motion carried.

III. OLD BUSINESS

A. Program Quality Budget Revisions

Pat Houston reviewed the changes as noted. Outreach Activities (\$2,000) and Unique Population Support (\$3,000) were deleted and replaced with Education Stipends (\$5,000). Billboards discussed at the last meeting (Outreach Activities line account) are removed from the Program Quality budget and will be charged to the G&A budget under the Advertising line account. A breakdown by category was shown as follows: Providers (63.5%), Families (12.5%), Staff (2%) and Technology (22%). An Infant/Toddler mini-grant that is ARRA-funded was added in the amount of \$11,376, which will be used to purchase materials for Indian River and Okeechobee providers. The purchase orders are included in the agenda for approval under Item III.B.

B. Infant/Toddler Mini-Grant Approval

Pat gave an overview of the mini-grant and explained the items listed on the purchase orders. These materials will be delivered to 15 Infant/Toddler providers in Okeechobee and 35 Infant/Toddler providers in Indian River, and will be paid from the ARRA mini-grant. A bid-list was attached. Vendor #1 was chosen based on the materials requested. Some of the items from Vendors #2 and #3 were not comparable to the items requested.

Motion was made by Dr. Cooper to approve the Program Quality Budget Revisions in addition to the ARRA mini-grant for providers. Motion was seconded by Sam Smith and approved.

C. Program Updates

Developmental Screens – AWI/ARRA-funded Quality Initiative

The screening instrument funded by AWI, the ASQ-3, was received and distributed to Providers at the Provider Meeting in January. A subsequent screening instrument, the ASQ-SE has been received, which is a supplemental tool for more in-depth screening of the Social Emotional domain. Distribution to providers is planned as part of the Provider Meeting in March.

Developmental assessments – AWI/ARRA-funded Quality Initiative

AWI is still in the formative stages of this initiative. Work groups are planned so input can be provided for the assessment process and the tool to be used. Pat Houston shared that Providers expressed discontent with the instrument currently being used, E-LAP and LAP-3, during the Advisory Council Meeting in Martin County in January. Pat Houston will look for a forum in which to express their concerns. Ultimately, AWI will dictate which instrument is to be used.

Professional Development – AWI/ARRA-funded Quality Initiative

AWI has contracted with Palm Beach State College to assist coalitions in collaborating with community partners to help determine a professional development plan for the community. The consultant recommended starting in Indian River County, as the Indian River Advisory Council is well-established. During the Advisory Council Meeting in January, however, the Council declined to participate due to time constraints and the lack of an apparent need for the plan.

Program Assessment – AWI/ARRA-funded Quality Initiative

It has been determined that the coalitions will use two tools: ERS and CLASS. Program staff is discussing how to best use the instrument. Kits will be sent to all providers.

FLKRS Scores – Anticipate that preliminary data for the new scores will be released February 1. There will be a two-week window for childcare providers to dispute any discrepancies.

TCCC – scheduled for Saturday, March 5 at Ft. Pierce Central High School. The cost will be \$25, of which \$15 is reimbursable. This is accounted for in the Program Quality budget. We worked with Jack Burns at IRSC to include a module from the newly-developed Director Training track.

Scores for Developmental Assessments – Pat distributed copies and reviewed the pre-assessment scores for 2010-11 compared to 2009-10. Dr. Cooper expressed an interest in having the tracking continue once children attend kindergarten. Sam Smith questioned some of the scores for Okeechobee. Pat Houston will have the scores reviewed further. This item will be addressed at the next Advisory Meeting and the next Program Quality Meeting.

Filiberto Valero arrived at 12:45 p.m.

Susan Green exited the meeting at 12:56 p.m.

IV. NEW BUSINESS

A. Revised Procedure for Environment Assessments

Pat Houston explained the reason for the revisions. Currently one assessor is also doing inclusion. With the current staffing situation, ELCIRMO cannot sustain doing 50% of all classrooms. This revised procedure will allow for a modified schedule while still providing an adequate sampling.

***Motion** was made by Vern Melvin to accept the revised procedure as presented. Motion was seconded by Dr. Cooper and passed unanimously.*

V. FUTURE AGENDA ITEMS

- Developmental Assessment Scores
- Revised Environment Assessment Procedure – how is it progressing?

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:05 pm.

Respectfully submitted,

Leonard Edwards, Chair

LE/lt

DRAFT



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

Martin Advisory Council Meeting Minutes Children's Services Council January 19, 2011

Present:

Board Members: Tom Peer

Council Members :

Laura Haase (CSCMC)

Scott Berry (MCHS)

Corrie Allesandro (Apple Tree)

Denise Michael (Apple Tree)

Lauren Edwards (Apple Tree)

Julie Chambers (Apple Tree)

Angelina Francisco (Indiantown YMCA)

Natalie Lee

Rengin Pecci (FDLRS)

Staff: Pat Houston (Director of Programs)

Sheila Ettehadieh (Resource/Inclusion Coord.)

I. Welcome / Call to Order

Acting Chair, Tom Peer, called the meeting to order at 1:34 pm.

II. Approval of Minutes – October

By consensus of the Committee, the minutes of the October 20, 2010 meeting were accepted as presented.

III. Old Business - None

IV. New Business

- ◆ **ELCIRMO Reports: enrollment, wait list** – Pat Houston reviewed the Children Served and Wait List reports. In Martin County, there were 1,100 School Readiness children enrolled, which is a large increase over December 2009. There were 965 children enrolled in VPK. There are currently 161 children on the wait list in Martin County, 10 of which are school-age. Scott Berry requested that the Advisory Council be advised of the number of school aged children enrolled in School Readiness in Martin County.
- ◆ **ELCIRMO Updates**
 - **Phone Directory / Office Hours** - An updated telephone directory was included in the packet. Leslie Powery is no longer with ELCIRMO. The new Finance Director is Renee Fournier. Jennifer Mitchell has returned from medical leave. Jennifer handles the provider updates for the VPK program. Office hours have been changed to 9-hour workdays with a 1/2-day on Fridays, effective January 1, 2011.

This allows for more appointments to be scheduled for clients before the previously scheduled start time of 8:30, and after the previously scheduled ending time of 5pm. Clients are being urged to make and keep their appointments. Office hours end at 12:30 pm on Fridays, and no appointments will be scheduled those days.

- o **Vision & Mission Statements** – New statements have been approved by the State, were included on the agenda, and were read to the Council.

- ◆ **VPK FLKRS Preliminary Rates 2/1/11** – VPK Florida Kindergarten Readiness Screener preliminary rates are expected to be released on 2/1/11. There will be a two-week window for providers to dispute any discrepancies. In Martin County last year, there were a number of hyphenated last names that were corrected, resulting in an increase of matched students. Providers are urged to review same.
- ◆ **Treasure Coast Children's Conference** – Scheduled for Saturday, March 5, 2011 at Ft. Pierce Central High School. 600 attendees are expected. There will be three keynote speakers and two different shifts of presenters. We have worked with Jack Burns at IRSC to include a module from the newly-developed Director Training track. To obtain information regarding TCCC registration, please go to the ELCIRMO website in mid-February to download the registration form. Sheila Ettehadieh will email you with a reminder after the information is posted on the website.

V. Board Member Topics

- ◆ Mark Chittum, Martin County Health Department, has retired as of December, 2010.

VI. Child Care Provider Topics

- ◆ **Developmental Assessment Process** – Providers expressed that they are feeling pressured by doing the assessments: working with a palm pilot for 1-1/2 hours, two suitcases of props in the classroom, palm pilot issues, reduced training. Staffing has been reduced in many sites, causing directors to spend more time in the classroom. ELCIRMO has been extremely supportive. Other counties take a random sampling of assessments. Pat offered to take this concern to the Program Committee which meets next week. AWI will be directing us on developmental assessments within the next year. AWI has finished the ARRA funding on the screener, they are in the process of rolling out the new program assessment tool, the collaborative professional development segment, and then they are expected to finalize the developmental assessment. Pat's understanding is that the State is leaning toward making the requirement less than 100% of all school readiness children and many Coalitions are electing to use random sampling. If the State's requirement is random sampling, it will then be up to each individual coalition to determine whether they will require more. Tom Peer suggested contacting other ELC's. Scott Berry shared his thoughts on random sampling, noting it may not be much of a time-saver. The State will be directing all Coalitions as to what instrument is to be used. It may not be E-Lap and Lap-3.

Scott questioned if there was any conduit through which providers can contribute input at the State level. Pat indicated that there is a workgroup that is currently working on the assessments and the final decision will be made by the State. The screener is required once, within 45 days of enrollment. The developmental assessment is performed within 90 days of enrollment for the pre-assessment and by May 15th for the post-assessment. Pat offered to contact AWI to find out when the workgroup meeting is and if there is an avenue for voicing opinions and concerns.

Updated screening instruments were distributed at the Provider meeting. AWI paid for the 3rd edition for all providers, which is being used for the first time this year. Previously the 2nd edition was used. Pat commented that AWI is also funding the ASQ3 SE kit, which should be received shortly. This screener will not be used on all school readiness children, just those for which a social / emotional screening is needed.

VII. Future Agenda Items - None

VIII. Adjournment

There being no further business, the meeting was adjourned at 2:10 p.m.

Next meeting: March 16, 2011 @ Children's Services Council at 1:30 p.m.

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**

School Readiness			
	January-10	January-11	Difference
Indian River	809	728	-81
Martin	889	1060	171
Okeechobee	397	401	4
Totals	2095	2189	94

VPK			
	January-10	January-11	Difference
Indian River	893	851	-42
Martin	944	967	23
Okeechobee	289	314	25
Totals	2126	2132	6

Wait List by Age by County
As of 2/02/11

	Indian River	Martin	Okeechobee
Infant	73	41	30
Toddler	116	44	47
2 year olds	165	47	57
3 year olds	173	43	58
4 year olds	59 Non-VPK	13 Non-VPK	21 Non-VPK
5 year olds	0	0	3
School Age	N/A	35	N/A
Total	586	223	216

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