



COALITION BOARD MEETING AGENDA

**June 23, 2011
1:30 p.m.**

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

*** Items Require Action**

1:30 – 1:35	I. Call to Order - Pledge of Allegiance - Roll Call - Determination of Quorum – Adoption of Agenda *	Pages N/A	Filiberto Valero Chairman
1:35 – 1:38	II. Member/Public Comments/Concerns		Filiberto Valero
1:38 – 1:40	III. Consent Agenda Items * A. April 28, 2011 Minutes B. May 13, 2011 Minutes C. Revisions to Plan Amendments <ul style="list-style-type: none"> • 2.3.1 – Coordination with DCF • 4.2.1 – Age-appropriate Screening and Assessments • 5.3.1 – Infant-Toddler Early Learning 	1-5 6 7-8 9-10 11-12	Filiberto Valero
1:40 – 2:15	V. Financial Reports A. May 2011 Financial Report B. Discussion – Gold Seal C. Draft Proposed Budget FY 2011-2012 *	13-15 16 17-27	Renee Fournier
2:15 – 2:45	VI. Committee/Council Reports A. Finance Committee B. Executive Committee C. Bylaws Committee – No meeting D. Personnel Committee – No meeting E. Program Quality Committee F. Indian River Advisory Council – No meeting G. Okeechobee Advisory Council – No meeting H. Martin Advisory Council - No meeting	28-30 31-33 34-35	Filiberto Valero Filiberto Valero Richard Stetson Jacque Crighton Leonard Edwards Susan Green Tom Peer Charlene Oakowsky
2:45 – 2:50	VII. Old Business A. 2011-2012 Meeting Schedule and Rotation *	36	Filiberto Valero
2:50 – 3:15	VIII. New Business A. Bank Check Signers *		Filiberto Valero
3:15 – 3:25	IX. Chairman's Comments A. List of Board Members, Effective July 1, 2011	37	Filiberto Valero
3:25 – 3:30	X. Informational Items A. AWI Letter of Closure - Accountability Report AU09-10.26 B. Number of Children Served by County / Wait List	38 39-40	Informational
3:30	XI. Adjournment		Filiberto Valero

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

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

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

April 28, 2011

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

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:35 p.m. Roll call was taken.

A quorum was not present. However, the meeting continued with information items until a quorum could be established.

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

Due to no quorum, items were addressed out of sequence.

IV. FINANCIAL REPORTS

A. March 2011 Financial Report

Renee Fournier reviewed the March report, highlighting the following: The balance in Account 2200-Due to the Office of Early Learning is \$411k, which will be paid back to the State by June 30, 2011.

The Statement of Activity shows increased payments for A/C 7090 Dues & Subscriptions and A/C 7480 Travel. Month-to-date and year-to-date expenses are on target.

*Dr. Patti Pelletier joined the meeting at 1:38 p.m.
Sandy Akre joined the meeting at 1:39 p.m.*

A quorum was now established and the meeting continued with the regular sequence of agenda items.

Motion to adopt the agenda was made by Vern Melvin, seconded by Carolann Wegener and passed.

III. CONSENT AGENDA ITEMS

A. March 24, 2011 Minutes

- B. Draft 2011-2012 Provider Agreement
- C. Revisions to Plan Elements
 - 2.5.1 – Collaborations
 - 3.4.1 – Parent Involvement
 - 3.6.1 – Unique Population Groups
 - 4.3.1 – Developmentally Appropriate Curriculum, with revised attachments 4.3.1, 4.3.2, 4.3.1C and 4.3.3
 - 4.3.2 – Character Development
 - 4.3.3 – Assurance of Curricula

Filiberto announced the inclusion of two purchase orders for approval to be added to the agenda under Finance Committee Report.

Motion was made by Vern Melvin to modify the agenda and approve the consent agenda items. Motion was seconded by Dr. Pelletier and passed.

V. EXECUTIVE DIRECTOR'S REPORT

A. Legislative Update

Jacki provided an update on the budget. The House appears willing to accept the Senate SR budget which is a \$38 million reduction. This is much better than the original House proposal. With regard to the placement of the Office of Early Learning, neither the House nor the Senate is willing to change their recommendations. The Senate wants to move OEL to the Department of Education as a Title 2 transfer, which would keep everything intact. The House would like OEL to remain with AWI under the new Department of Economic Opportunity.

- B. **Staff Team Building** – A second team building session was held with staff on “Compliments, Complaints and Conflicts”. The staff learned how to communicate with customers and each other while dealing with conflict. Staff team building sessions will continue.

VI. COMMITTEE/COUNCIL REPORTS

- A. **Finance Committee** – Renee Fournier explained the two purchase orders which were added to the agenda for approval.

The State awarded \$6,200 to cover the cost of two Toughbooks (computers/printers) for the health and safety monitoring that we are required to do on the providers that DCF does not monitor. Because we have three counties, we are requesting to purchase a third Toughbook. The total cost of the purchase order is \$9,213.

The second purchase order is for the purchase of 26 cribs (1 for each provider), in order to meet the new CPSC standards which are coming out July 1, 2011. The Finance Committee approved the purchase with the stipulation that a “Certificate of Compliance” be received from the manufacturer to ensure the cribs meet the recommended standards. The total cost of the purchase order is \$5,199.48.

Motion was made by Sam Smith to approve the two purchase orders presented. The motion was seconded by Wendy San Martin and passed.

The Finance Policy Manual was reviewed and approved by the Finance Committee. Changes were made to ensure compliance with past audit committee recommendations. This change will be presented to the Board at the May meeting.

- B. **Executive Committee** – A quorum was not present at the Executive Committee meeting held today, but the meeting was held for informational purposes. Two items addressed will be discussed under New Business.

- C. Bylaws Committee** – Miranda Swanson reported that the Bylaws were presented for the second reading. No additional changes were recommended.

Motion was made by Miranda Swanson to approve the Bylaws as presented, seconded by Dr. Pelletier. Motion passed.

- D. Personnel Committee** – No meeting.

- E. Program Quality Committee** – Sam Smith reported on the Committee meeting held today. Highlights included:

- The purchase orders for a Toughbook computer and crib mini-grant were reviewed and approved.
- TCCC reimbursements were down from last year.
- Ads will be placed in the local newspapers in the three counties in honor of Provider Appreciation Day on May 6th.
- ELC was awarded the Grand Harbor Community Outreach Grant in Indian River County. 253 book bags will be distributed.
- Applications for educational stipends for contracted providers should be completed by June 3rd.
- Program Quality initiatives for May and June were on display and will be distributed to providers. For the benefit of the Board members, Pat Houston described each of the items, which included: teachable touchable textured squares; spindle puzzles; block people; and “How I Learn” poster. Star performing providers will receive an additional item – a set of “how to dress” dolls.
- A special meeting of the Program Committee was scheduled for May 12th to review the final aspects of the Plan Elements.

- F. Indian River Advisory Council** – No meeting was held.

- G. Okeechobee Advisory Council** – No meeting was held.

- H. Martin County Advisory Council** – No meeting was held.

VII. OLD BUSINESS - None

VIII. NEW BUSINESS

Jacki Jackson and ELC Staff members were excused from the meeting.

ED Contract – A copy of the ED Contract was sent to all Board members via email prior to today's meeting. Chair Valero reviewed the suggested changes:

- Changed from 1-year to 3-year contract ending in 2014
- Reference to the probationary period has been deleted. Health insurance premiums will be covered by ELCIRMO.
- Entitlement to ten additional days of vacation at the commencement of each fiscal year.

Filiberto explained that in order to provide compensation to Jacki in lieu of a bonus or salary increase, he suggested the addition of ten vacation days (paragraph 5.4). At the Executive Committee meeting today, it was suggested that instead of adding the vacation days to the contract, it be reviewed on a year-by-year basis. Chairman Valero asked each Board member for their input.

Sandy Akre left the meeting at 2:00 p.m.

Discussion ensued. After hearing from all Board members, all were in agreement to remove reference to the additional ten days of vacation from the contract in paragraph 5.4, ending the paragraph after the word "handbook".

Chair Valero noted that a motion was not required.

ED Evaluation – A copy of the results of the ED evaluation was sent to all Board members via email prior to today's meeting.

Chair Valero explained that in the past the average score was rounded to the nearest rating. However, this year the Executive Committee is recommending the average score remain as is, in order to provide a more accurate rating for Jacki's benefit. The importance of the comments/feedback listed on the last page was discussed. Overall, the rating was above expectations. Since there are a few areas on the evaluation form which are not appropriate, the Personnel Committee will revise the evaluation form for future use.

Filiberto commented that the Board establishes expectations of Jacki and in return Jacki will prepare two reports throughout the year detailing accomplishments of ELCIRMO. Members discussed the importance of establishing goals by which Jacki can be evaluated and the importance of a strategic plan to identify the goals of the organization. It was recommended that Jacki develop three goals, substantiated by measureable objectives and strategies for the May Board meeting.

Jacki Jackson was requested to rejoin the meeting.

A. CSAC IR Grant 2011-2012 Cover Page – Jacki reported that we typically apply for this grant. This current fiscal year the grant award was \$8,888. For 2011-12, Jacki is requesting to apply for the grant for CCEP (Child Care Executive Partnership) in the amount of \$100k, whereby we can apply for match funds. However, in order to apply for match funds, the State requires a commitment letter by May 20th. Jacki has met with members of CSAC, the IR County Administrator and the IR Commissioners to keep them informed of our actions and notify them that in the event their decision to award this grant changes, the funds can be sent back to the State.

Motion was made by Sam Smith to approve the grant request as presented. Motion was seconded by Jacque Crighton and passed.

B. Draft Proposed Sliding Fee Scale – As a result of ELCIRMO's request for additional funds from the State (re-ob), the State recommended ELCIRMO increase the parent fees to be more in line with other coalitions. The proposed rate increase is \$.50 per day for part-time and \$1.00 per day for full-time, which is close to the 10% recommendation from the State. Discussion ensued regarding the impact the increased rates will have on parents and providers. Dr. Pelletier questioned the income levels, noting they appeared different. Jacki will confirm the income levels. The increased rates will become effective as parents are re-determined, which is essentially a method of phasing-in the increase rather than the rate being effective across the board at one time.

Motion was made by Vern Melvin to approve the proposed sliding fee scale. Motion was seconded by Sam Smith and passed.

IX. CHAIRMAN'S COMMENTS

A. ED Evaluation – discussed earlier.

Vern Melvin left the meeting at 3:02 p.m.

B. List of Board Member Terms Expiring – Chair Valero reviewed the list of board members whose terms will be expiring effective June 30, 2011, and the county that will be fulfilling that role, as per our Merger Membership Structure.

- Dr. Cooper, Okeechobee Superintendent, will be replaced by Martin County Superintendent, Nancy Kline.
- Carolann Wegener, Martin County Health Department, will be replaced by Indian River Health Department, Miranda Swanson.
- Judi Snyder, Appointee of Martin County Board of Commissioners, will be replaced by an appointee from Okeechobee Board of Commissioners.
- Leonard Edwards, Indian River Head Start Director, will remain in this capacity representing Okeechobee Head Start.
- Dr. Patti Pelletier, Private Childcare Provider for Martin County will be replaced by a representative from Indian River County.
- Wendy San Martin, Faith-Based Childcare Provider from Okeechobee County, will be replaced by a representative from Martin County.
- Miranda Swanson, CSAC Chair representing Indian River County, will be replaced by Children Services Council of Martin County, Dave Heaton.

Tom Peer joined the meeting at 3:04 p.m.

X. INFORMATIONAL ITEMS

- Number of Children Served by County / Wait List – supplied for informational purposes
- Sam Smith announced his retirement from Indian River State College effective the end of July.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Filiberto Valero
Chair

FV/lt

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

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

May 13, 2011 - Teleconference

Present: Filiberto Valero (via teleconference) Wendy San Martin (via teleconference)
Jacque Crighton (via teleconference) Miranda Swanson (via teleconference)
Susan Green (via teleconference) Richard Stetson (via teleconference)
Vern Melvin (via teleconference) Carolann Wegener (via teleconference)
Tom Peer (via teleconference)

Excused: Sandy Akre Dr. Patti Pelletier
Dr. Patricia Cooper Sam Smith
Leonard Edwards Judi Snyder
Charlene Oakowsky

Staff: Jacki Jackson Pat Houston
Renee Fournier Migdalia Rosado

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 7:59 a.m. Roll call was taken and a quorum present.

***Motion** was made by Jacque Crighton to adopt the agenda. Motion was seconded by Richard Stetson and passed.*

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

III. NEW BUSINESS

A. Procurement - Cribs

Jacki Jackson noted that due to the re-obligation of funds from AWI to offset the projected deficit in Indian River County, that the operating expense funds previously set aside can now be utilized. Hence, ELCIRMO would like to purchase additional cribs at a cost of no more than \$24,997.50. Twenty-four providers throughout the three counties will be receiving cribs.

Pat Houston and Jacki Jackson confirmed the receipt of a Certificate of Compliance from the vendors.

***Motion** was made by Vern Melvin to approve the purchase of additional cribs. Motion was seconded by Richard Stetson and passed.*

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:08 a.m.

Respectfully submitted,

Filiberto Valero, Chair
FV/lt

2.3.1 Coordination with the Department of Children and Families Section 1002.67(3)(d), F.S., s. 411.01(2)(c), F.S. requires that coalitions, AWI, and the Department of Education coordinate with the Child Care Services Program Office of the Department of Children and Family Services (DCF) to minimize interagency duplication of activities for monitoring providers for compliance with requirements of all early learning programs, including how CCR&R coordinates with DCF according to the *Standard Levels of Service*.

If the coalition coordinates with DCF, check “Yes” and explain your coordination efforts. If the coalition does not coordinate with these entities, check “No” and describe how the coalition will conform to this requirement.

2.3 Coordination with the Department of Children and Families

2.3.1. Does the coalition coordinate monitoring activities with the Department of Children and Families to minimize duplication, including adherence to the Standard Levels of Service? (s. 1002.67(3)(d), F.S.)(s. 411.01(2)(c), F.S.)

Yes, and the following describes coordination efforts:

~~The Coalition coordinates with DCF to minimize monitoring duplication by utilizing reports and information from DCF including scheduling, monitoring, complaints filed, and progress with improvement plans.~~

~~ELCIRMO conducts an Environmental Assessment (ITERS/ECERS/FCCERS) for providers who wish to be contracted for School Readiness services and monitors their progress. Any licensing violations and concerns that are identified during that process are reported to DCF/ Health and Safety for follow-up. When the Coalition receives a complaint about providers from parents, a form is completed by the ELCIRMO staff member and sent to DCF for investigation. DCF attends monthly Provider Meetings in three counties to answer provider questions and to disseminate new information, and meets with ELCIRMO staff after the meeting to discuss any concerns. DCF communicates immediate concerns with ELCIRMO staff upon discovery, when appropriate.~~

~~ELCIRMO holds the responsibility for updating the Child Care Information System.~~

The Coalition coordinates with DCF to minimize monitoring duplication. Reports and information shared between DCF and ELCIRMO includes complaints filed regarding health and safety, and progress with Provider Improvement Plans. If licensing violations or health and safety concerns are identified during site visits by ELCIRMO staff, DCF is notified. DCF communicates concerns with ELCIRMO staff, as appropriate. ELCIRMO updates Provider data in the Child Care Information System, as required in the Standard Levels of Service.

No, and the following describes how the coalition will completely conform to the requirement:

4.2. Screening and Assessment	<p>Providers shall conduct screening and assessment on all children in the School Readiness program. (s. 411.01(5)(c)2.c., F.S.)</p> <p>A <u>developmental screening</u> is defined as a brief, relatively inexpensive, standardized procedure designed to quickly appraise a large number of children to find out which individuals should be referred for further assessment.</p> <p>A <u>child assessment</u> is defined as an ongoing, systematic process of finding out what the children in programs, both individually and as groups, know and can do in relation to their optimal development and to the goals of the program to assist teacher planning and program evaluation.</p>
4.2.1 Screening	<p>Section. 411.01(5)(c)2.c., F.S., requires that a coalition implement a comprehensive program of school readiness services that contains an age-appropriate assessment (screening) of each child's development.</p> <p><u>Criteria:</u> At a minimum, the coalition must:</p> <ul style="list-style-type: none"> • Describe how the coalition <u>ensures</u> that <u>all children</u> birth to five years old in school readiness programs <u>receive age-appropriate developmental screening;</u> and • Provide a measurable <u>Objective(s)</u> that directly correlates to age appropriate developmental screening, along with <u>Current Situation</u>, <u>Activities</u>, and <u>Outcome(s)</u> that assess whether the objective was achieved.

4.2 Age-appropriate Screening and Assessments

4.2.1 Describe how the coalition ensures that all children birth to five years old in school readiness programs receive an age-appropriate developmental assessment(screening) (s. 411.01(5)(c)2.c., F.S.) The description should also include information on how children with screening results outside the developmental norm receive further evaluation and services, if needed.

~~The Coalition approved the purchase of a new screening tool for our 3 and 4 year olds in 2006. The Lap-D screen replaced the Speed Dial being used in Indian River and Okeechobee counties, and the ESI-P, ESI-K being used in Martin. for all 3 and 4 year olds. All three counties continue to use Ages and Stages Screenings for birth to 3 year olds. The DECA is being used for social/emotional screens, as needed. Providers report results to parents and make referrals to the Inclusion Specialist, FDLRS, Tykes & Teens, and other community resources for follow-up.~~

School Readiness Providers use the newly-issued Ages and Stages Questionnaires - Third Edition developmental screening tool on all School Readiness children up to the age of 60 months. This tool was provided by AWI in FY10/11.

Providers forward the completed screens to the Inclusion Coordinator. The screens are reviewed and data is compiled. If concerns, the Provider is contacted. Based upon Provider input and parent consent, an observation may be scheduled. If necessary, referrals to other community agencies for more in-depth assessment is recommended.

Identify expected results relative to this element in the chart below:

Required Element	Current Situation	Objective	Activities	Outcome
4.2.1. Age-appropriate screening	<p>The Coalition replaced speed dial and ESI P with LAP D for 3 and 4 year olds, and continues to use Ages & Stages (ASQ) for 0-3 years.</p> <p>Screening results were not consistently tracked as of 10/06, but are in the 2007-2008 school year.</p> <p><u>School Readiness Providers screen all School Readiness children up to the age of five-years old. ELCIRMO staff reviews all screens and recommends referrals, as appropriate.</u></p>	<p>1. To phase in new instruments creating a unified service delivery system with tracking for developmental screening.</p> <p>2. Children birth to five years of age will receive an age appropriate developmental screen.</p> <p>3. A tracking and follow up system will be used to monitor provider compliance in completion of screens, and to generate referrals.</p> <p><u>To maintain the developmental screening process, whereby all School Readiness children up to the age of five-years old are screened, and referrals are recommended, as appropriate.</u></p>	<p>1. Train staff and providers in use of LAP D screen tool.</p> <p>2. Research various tracking software programs including SAMIS, make appropriate selection, and train staff and providers.</p> <p><u>School Readiness Providers administer developmental screens on all School Readiness children up to the age of five-years old.</u></p> <p><u>Providers forward summary page of screen to ELCIRMO staff.</u></p> <p><u>ELCIRMO staff reviews the results of each screen and schedules observations or makes referral recommendations, as appropriate.</u></p>	<p>1. In the 2007-2008 school year 100% of providers will be trained and will use the new screening tool (LAP D) for 3- and 4 year olds as well as ASQ for 0-3 year olds.</p> <p>2. In the 2007-2008 school year, a tracking and follow up system in Excel and/or SAMIS will be used for monitoring provider compliance and for identifying children in need of referrals.</p> <p>3. All children whose scores indicate a need for referral will be referred to our Inclusion Specialist.</p> <p><u>All School Readiness Providers will screen all School Readiness children up to the age of five-years old.</u></p> <p><u>Referrals will be recommended, as appropriate.</u></p>

5.3.1 Discretionary Funds Activities Related to Infant and Toddler Early Learning 45 CFR 98.51(2)(i) identifies the activities to improve the quality of early learning services and may include “operating directly or providing financial assistance to organizations (including private non-profit organizations, public organizations, and units of general purpose local government) for the development, establishment, expansion, operation, and coordination of resource and referral programs specifically related to infant and toddler early learning.”

Criteria:
At a minimum, the coalition must:

- Describe activities the coalition will **implement to enhance the quality of infant and toddler early learning**; and
- Provide a measurable **Objective(s)** that directly correlates to **discretionary funds activities related to infant and toddler early learning**, along with **Current Situation**, **Activities**, and **Outcome(s)** that assess whether the objective was achieved.

5.3 Discretionary Funds Related to Infant and Toddler Early Learning

5.3.1. Describe activities the coalition will implement to enhance the quality of infant and toddler early learning. (ACYF-PI-CC-99-05)

~~ELCIRMO has an Infant Toddler specialist on staff who serves the 3 county area with limited resources. The focus of her work has been on the development of action plans, training, and technical assistance for teachers and their programs. The Infant Toddler Environmental Rating Scale (ITERS) is being used to assess the infant/toddler environment.~~

Our Assessment Specialists administer the environment assessment, Infant Toddler Environment Rating Scale (ITERS), to monitor infant/toddler classrooms of School Readiness Providers. A Provider Improvement Plan is developed by ELC staff, in conjunction with the Provider, to improve any weak subscales in this assessment. Technical assistance is offered, as appropriate.

Identify expected results relative to this element in the chart below:

Required Element	Current Situation	Objective	Activities	Outcome
5.3.1. Infant and Toddler Quality Improvement Activities	<p>Directors & teachers are showing increased interest in professionalism in their programs by requesting higher levels of technical assistance & training.</p> <p>ELCIRMO has increased the contract requirement of 3.0 to 3.5 on the ITERS assessment.</p> <p>Coalition resources are limited for use by the Infant Toddler specialist & providers.</p> <p><u>The ITERS assessment is administered in School Readiness classrooms by our Assessment Specialists.</u></p>	<p>1. To improve ITERS scores —in contracted programs.</p> <p>2. To provide a series of trainings with on-going mentoring & support for infant/toddler programs.</p> <p><u>To maintain or improve ITERS scores, when compared to the previous year.</u></p>	<p>1.a. All providers will receive training & technical assistance on the ITERS tool.</p> <p>1.b. Infant/Toddler mini-grants will be given to enhance infant/toddler programs in the 2006-2007 school year. See attachment 5.1.1.</p> <p>1.c. Purchase resources, including book bags, for loan from ELCIRMO that directly respond to needs identified in program improvement plans.</p> <p>2.a. Quarterly trainings focused on infant/toddler growth and development will occur.</p> <p>2.b. To provide a resource notebook for each site to include Zero to 3 professional journals.</p> <p><u>Administer ITERS assessment in School Readiness Provider classrooms.</u></p> <p><u>Develop Provider Improvement Plan to address any weak subscales on the assessment.</u></p> <p><u>Provide technical assistance related to improving weak subscales, as appropriate.</u></p>	<p>1. In the 3-year cycle, implementation of resources, training, & technical assistance, will result in all contracted sites achieving an ITERS score of at least 3.5 to remain contracted.</p> <p>2.a. 100 infant/toddler teachers received face-to-face training by June 30, 2007.</p> <p>2.b. 50% of providers will have items for an infant/toddler resource area by June 30, 2007 which may include quarterly training content, developmental activities, and resource materials.</p> <p><u>Assessment scores will be the same or improve, when compared to the previous year.</u></p>



Early Learning Coalition of Indian River, Martin, & Okeechobee

To: Finance Committee
From: Renee Fournier
Subject: Financial Statements May 2011
Date: 06/14/11

Balance Sheet

Balance sheet items have been reviewed and reconciled through bank reconciliations, subsidiary ledgers, and where applicable the monthly invoicing reports to AWI, as of May 31, 2011

Assets

- Cash continues to decrease due to repayment of the Voluntary Pre K advance

Liabilities

- Acct 2200 – Due to Office of Early Learning – outstanding amount due as of May 2011 \$244,552 (SR) and \$0 (VPK)
- Acct 2250 – Deferred Revenue - VPK has reduced due to a decrease in May provider advances from the previous month

Income Statement

Revenue

- Overall Revenues were 96% MTD and are on target at 91% expended YTD

Expenses

- MTD Provider payments are under budget at 90% expended, with YTD expended at 92%
- Acct 4400 – Program Costs - due to purchase of program supplies and training materials
- Acct 7000 – Advertising – Due to VPK outreach, radio and newspaper ads
- MTD expenses are 100% consumed due to an additional payroll we are currently under budget YTD at 88%

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

	<u>May 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Bank Atlantic 8176	55,666.47
1012 - Bank Atlantic Interest 8272	94,027.98
1014 - Bank Atlantic Payroll 8322	20,430.85
1021 - Bank of America 3426 (Bank of America)	736.43
Total Checking/Savings	<u>170,861.73</u>
Accounts Receivable	
1100 - Accounts Receivable	1,261,445.86
Total Accounts Receivable	<u>1,261,445.86</u>
Other Current Assets	
1110 - Accounts Receivable - Other	-2,394.89
1450 - Prepaid Expenses	3,548.37
1460 - Deposits	3,999.53
1500 - Provider Advances - VPK	26,199.57
Total Other Current Assets	<u>31,352.58</u>
Total Current Assets	1,463,660.17
Fixed Assets	
1600 - Fixed Assets	91,900.48
Total Fixed Assets	<u>91,900.48</u>
TOTAL ASSETS	<u><u>1,555,560.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 - Accounts Payable	1,172,311.51
Total Accounts Payable	<u>1,172,311.51</u>
Other Current Liabilities	
2015 - Interest Payable	25.60
2020 - Other Payables	3,643.72
2100 - Payroll Liabilities	14,520.98
2120 - Accrued Pay Leave	35,275.27
2200 - Due to Office of Early Learning	244,552.00
2250 - Deferred Revenue - VPK	9,834.66
Total Other Current Liabilities	<u>307,852.23</u>
Total Current Liabilities	<u>1,480,163.74</u>
Total Liabilities	1,480,163.74
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	<u>-37,811.33</u>
Total Equity	<u>75,396.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,555,560.65</u></u>

ELC of IRMO Counties
Statement of Activity vs Budget
for the Month and Year-to-Date

	May 11	Monthly Budget	Monthly Over/Under Budget	Mthly % Budget Expended	Jul '10 - May 11	YTD Budget	YTD Over/Under Budget	Annual Budget	% of Annual Budget Expended
Income									
4001 - SR Revenue	753,538	768,881	(15,343)	98%	7,436,026	7,559,360	(123,334)	8,228,241	90%
4009 - SR ARRA Revenue	0	0	0	0%	695,041	695,041	0	695,041	100%
4010 - VPK Revenue	570,498	604,519	(34,021)	94%	5,642,323	5,991,228	(348,905)	6,161,170	92%
4020 - Local Grants Revenue	54,920	58,199	(3,279)	94%	613,965	652,260	(38,295)	710,460	86%
4058 - Contribution Income	1,123	0	0	0%	7,965	9,160	(1,195)	9,160	87%
Total Income	1,380,079	1,431,599	(51,520)	96%	14,395,320	14,907,049	(511,729)	15,804,072	91%
Provider Expense									
5010 - SR Provider Payments	525,619	583,747	(58,128)	90%	5,891,845	5,953,590	(61,745)	6,537,336	90%
5009 - SR ARRA - Provider Payments	0	0	0		620,416	620,750	(334)	620,750	100%
5021 - VPK - Provider Payments	528,202	585,227	(57,025)	90%	5,506,056	5,777,042	(270,986)	5,930,291	93%
5030 - Local Grants Provider Payments	54,920	58,483	(3,563)	94%	613,751	648,777	(35,026)	707,260	87%
Total Provider Expense	1,108,741	1,227,457	(118,716)	90%	12,632,068	13,000,159	(368,091)	13,795,637	92%
Expense									
4150 - Salaries & Wages	168,005	171,072	(3,067)	98%	1,029,004	1,041,868	(12,864)	1,131,340	91%
4155 - Payroll Taxes and Benefits	43,439	44,227	(788)	98%	333,232	324,230	9,002	358,696	93%
4300 - Professional Fees	0	2,923	(2,923)	0%	23,358	22,157	1,201	25,080	93%
4400 - Program Costs	24,557	11,769	12,788	209%	85,606	105,831	(20,225)	129,400	66%
4450 - Contracted Services	260	300	(40)	87%	38,710	39,000	(290)	39,000	99%
5055 - Non-Reimbursable Expenses	113	0	113	0%	1,242	9,160	(7,918)	9,160	14%
5600 - Education and Training	1,900	1,918	(18)	99%	4,989	4,217	772	5,000	100%
7000 - Advertising	4,526	2,860	1,666	158%	9,295	21,364	(12,069)	24,224	38%
7090 - Dues & Subscriptions	445	450	(5)	99%	4,010	3,683	327	4,100	98%
7100 - Equipment Rental & Purchase	9,371	9,917	(546)	94%	38,727	32,583	6,144	41,500	93%
7200 - Insurance	494	625	(131)	79%	5,004	6,125	(1,121)	6,750	74%
7315 - Licenses, Permits & Taxes	0	200	(200)	0%	538	938	(400)	1,000	54%
7320 - Miscellaneous Expense	0	292	(292)	0%	1,119	3,208	(2,089)	3,500	32%
7350 - Office Supplies & Expenses	2,545	2,509	36	101%	12,414	18,393	(5,979)	19,902	62%
7410 - Postage, Shipping, Delivery	0	750	(750)	0%	5,980	8,250	(2,270)	9,000	66%
7420 - Printing & Copying	742	833	(91)	89%	5,509	9,167	(3,658)	10,000	55%
7440 - Rent and Occupancy	10,928	11,288	(360)	97%	117,281	114,165	3,116	125,452	93%
7460 - Telephone & Communication	1,589	2,753	(1,164)	58%	26,566	30,280	(3,714)	33,032	80%
7480 - Travel, Meals & Lodging	998	2,692	(1,694)	37%	22,824	29,607	(6,783)	32,298	71%
8200 - Depreciation Expense	3,515	4,937	(1,422)	71%	44,450	54,406	(9,956)	59,343	75%
Total Expense	273,427	272,315	1,112	100%	1,809,858	1,878,632	(68,774)	2,067,777	88%
Total Expenses & Provider Payments	58,435	63,420	(4,985)	92%	658,201	703,183	(44,982)	766,603	86%
Net Income(Loss)	(2,089)	(68,173)	66,084		(46,606)	28,258	(74,864)	(59,342)	

Gold Seal

Providers who are accredited receive the additional reimbursement (up to 20%) due to increased expenditures. Most of our Providers who are accredited are with NAEYC, APPLE, NAC or ACSI, which have increased expenses in the following areas:

- Ratio – accredited Providers are held to different teacher/child ratios, which increases payroll expenses when compared to non-accredited Providers
- Educational requirements – most accredited Providers are required to have minimum educational requirements for teachers, which increases payroll expenses when compared to non-accredited Providers
- Materials – most accredited Providers are required to have increased educational materials, which increases operating costs when compared to non-accredited Providers
- Accreditation fees – accreditation fees are assessed annually

6/8/11

FISCAL YEAR 2011-2012 Budget



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





Overview

- COMPARISON OF SCHOOL READINESS GRANT FOR FY 2010/2011 & 2011/2012
- SCHOOL READINESS ARRA FUNDING
- LOCAL MATCH SOURCES REQUESTED & COMMITTED
- SCHOOL READINESS GRANT USE PROJECTIONS
- COMPARISON OF VPK GRANT FOR FY 2010/2011 & 2011/2012
- VOLUNTARY PRE KINDERGARTEN ARRA FUNDING
- COALITION PROGRAM SUMMARY OF ACTIVITY BY PROGRAM & COUNTY

SR - Comparison of School Readiness Grant for FY 2010/2011 and FY 2011/2012



SCHOOL READINESS ALLOCATION	2010/2011	2011/2012	INCREASE (DECREASE)
INDIAN RIVER	2,975,737	2,829,209	(146,528)
MARTIN	2,868,706	2,727,439	(141,267)
OKEECHOBEE	1,852,504	1,761,279	(91,225)
TOTAL	\$7,696,947	7,317,927	(\$379,020)

SR ARRA - School Readiness ARRA Funding



AMERICAN RECOVERY REINVESTMENT ACT SRARRA	2010/2011	2011/2012	INCREASE (DECREASE)
INDIAN RIVER	173,841	0	(173,841)
MARTIN	167,470	0	(167,470)
OKEECHOBEE	107,428	0	(107,428)
TOTAL	\$448,739	\$0	(\$448,739)

Local Match Grants



COUNTY	WORKING POOR 6% MATCH – BG8	2010/2011 RECEIVED	2011/2012 REQUESTED	INCREASE (DECREASE)	FY 2011-2012 BUDGETED
IR	UNITED WAY	60,000	71,000	(11000)	50,000*
IR	CHILDREN’ S SERVICES ADVISORY COMMITTEE	8,888	0	(8,888)	0
MC	CHILDREN SERVICES COUNCIL	86,520	86,520	0	86,520*
OK	CHILDREN SERVICES COUNCIL	15,000	30,000	0	15,000
OK	UNITED WAY	3,000	30,000	0	3,000
TOTAL		\$173,408	\$217,520	(\$8,888)	\$164,520

COUNTY	CHILD CARE EXECUTIVE PARTNERSHIP 100% MATCH - CCEP	2010/2011	2011/2012	INCREASE (DECREASE)	FY 2011-2012 BUDGETED
MC	CHILDREN SERVICES COUNCIL	519,271	566,901	47,630	566,901*
IR	CHILDREN’ S SERVICES ADVISORY	0	100,000	100,000	0
Total		\$519,271	\$666,901	\$143,370	\$566,901

* Committed local funds as of 5.19.11

SR - School Readiness Grant Use Projections



PROJECTED GRANT AMOUNT \$7,317,927	ALLOWABLE MAXIMUM 2011-2012	BUDGET AMOUNT 2010-2011	BUDGET AMOUNT 2011-2012	INCREASE (DECREASE)
ADMINISTRATIVE EXPENSE	365,896 5% Max	351,260 4.80%	347,601 4.75%	(3,659) (.05%)
ELIGIBILITY & OPERATIONS	1,044,618 14% Max	870,629 11.06%	847,818 11.58%	(22,811) .64
QUALITY	292,717 4% Min	663,774 8.08%	591,288 8.08%	(72,486) 0%
CHILDCARE SLOTS	5,122,107 70% Min	5,445,780 72.08%	5,195,728 71%	(250,052) (1.08%)
GOLD-SEAL	20% Max of Provider Payment	382,150 4.01%	335,492 4.60%	46,658 0.60%

VPK - Comparison of Voluntary Pre Kindergarten Grant for FY 2010/2011 and FY 2011/2012



VPK TOTAL ALLOCATION	2010/2011	2011/2012	INCREASE (DECREASE)
INDIAN RIVER	2,247,446	2,595,410	347,964
MARTIN	2,201,950	2,536,424	334,474
OKEECHOBEE	640,909	766,826	125,917
Total	\$5,090,305	\$5,898,660	808,355

VPK ARRA - Voluntary Pre Kindergarten ARRA Funding



AMERICAN RECOVERY REINVESTMENT ACT - ARRA	2010/2011 SLOTS	2011/2012	INCREASE (DECREASE)
INDIAN RIVER	\$493,139	0	(\$493,139)
MARTIN	\$483,156	0	(\$483,156)
OKEECHOBEE	\$140,629	0	(\$140,629)
Total	\$1,116,924	\$0	(\$1,116,924)

VPK - Voluntary Pre Kindergarten Grant Use Projections



PROJECTED TOTAL GRANT AMOUNT \$5,898,660	BUDGET AMOUNT 2010-2011	BUDGET AMOUNT 2011-2012	INCREASE (DECREASE)
ALLOWABLE MAXIMUMS	4.5%	4.0%	(.5%)
ADMINISTRATION	124,676	125,052	375
ELIGIBILITY	63,514	63,705	191
MONITORING	47,049	47,189	140
Total	\$235,239	\$235,946	\$706

SR & VPK Funding Summary by Program and County



FUNDING	School Readiness			VPK			Totals
	Indian River	Martin	Okeechobee	Indian River	Martin	Okeechobee	
School Readiness Grant	\$2,829,209	\$2,727,439	\$1,761,279				\$7,317,927
6% Local Match	50,000	86,520	18,000				\$154,520
CCEP Grant		566,901					\$566,901
CSC CCEP		566,901					\$566,901
VPK Grant				2,595,410	2,536,424	766,826	\$5,898,660
OAMIVPK Grant	-	-	-	5,996	5,853	2,428	\$14,277
Total Revenue	<u>2,879,209</u>	<u>3,947,761</u>	<u>1,779,279</u>	<u>2,564,292</u>	<u>2,462,123</u>	<u>832,387</u>	<u>\$14,519,186</u>
PROVIDER PAYMENTS							
School Readiness/CCEP	2,450,214	2,481,749	1,166,158				\$6,098,121
Local Match	50,000	653,421	18,000				\$721,421
Voluntary Pre Kindergarten				2,491,594	2,434,967	736,151	\$5,662,712
Total Provider Payments	<u>2,422,066</u>	<u>3,059,849</u>	<u>1,135,694</u>	<u>2,491,594</u>	<u>2,434,967</u>	<u>736,151</u>	<u>\$12,482,254</u>

FY Budget 2010-2011 & 2011-2012



Income	2010-2011	2011-2012
4001 · SR Revenue	8,664,957	7,884,828
4010 · VPK Revenue	6,222,001	5,912,937
4020 · Local Grants Revenue	982,907	721,421
Total Income	15,869,865	14,529,186
Provider Payments		
5010 · SR Provider Payments	6,808,981	6,098,121
5021 · VPK - Provider Payments	5,978,165	5,662,712
5030 · Local Grants Provider Payments	692,907	721,421
Total Provider Payments	13,480,053	12,492,254
Expense		
4150 · Salaries & Wages	1,270,807	1,131,466
4155 · Payroll Taxes and Benefits	308,969	391,474
4300 · Professional Fees	35,080	25,850
4400 · Program Costs	115,874	149,277
4450 · Contracted Services	45,000	10,000
5600 · Education and Training	10,000	15,000
7000 · Advertising	20,047	25,000
7090 · Dues & Subscriptions		2,000
7100 · Equipment Rental & Purchase	30,000	36,000
7200 · Insurance	7,500	10,000
7315 · Licenses, Permits & Taxes	750	5,000
7320 · Miscellaneous Expense	2,500	2,000
7350 · Office Supplies & Expenses	22,500	15,000
7410 · Postage, Shipping, Delivery	9,000	9,000
7420 · Printing & Copying	10,000	11,600
7440 · Rent and Occupancy	135,452	133,865
7460 · Telephone & Communication	33,032	33,200
7480 · Travel, Meals & Lodging	32,298	31,200
Total Expense	2,147,411	2,036,932

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

FINANCE COMMITTEE MEETING

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

MAY 26, 2011

Present:	Filiberto Valero	Tom Peer
Excused:	Carolann Wegener	
Staff:	Jacki Jackson Renee Fournier	Migdalia Rosado
Others:	Klif Gehring, Gehring Insurance Diana Ursu, Gehring Insurance Alex Yanchura, Gehring Insurance	

I. CALL TO ORDER – ADOPTION OF THE AGENDA

Chair, Filiberto Valero, called the meeting to order at 11:33 a.m. Roll call was taken and a quorum established.

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

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

III. CONSENT AGENDA ITEMS

- A. April 28, 2011 Minutes**
- B. May 13, 2011 Minutes (teleconference)**

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

IV. FINANCIAL REPORTS

- A. April 2011 Financial Report** – Renee Fournier reviewed the Balance Sheet noting that of the \$335k Due to the Office of Early Learning, approximately \$81k is VPK, which will be paid off this month and the remainder are SR funds. In reviewing the Statement of Activity, Renee highlighted some of the monthly expenses. Salaries & wages were higher due to three pay periods in the month. Supplies and Training costs contributed to higher Programs costs (A/C 4400). Miscellaneous expenses included a \$200 hardship payment. Telephone expenses (A/C 7460) were higher due to an overcharge from AT&T which will be credited next month.
- B. Budget Realignment FY 2010-2011** – Renee Fournier explained the budget re-alignment. Other items highlighted in the re-alignment were local grant funds and the CSAC grant carryover. Jacki pointed out that under salaries and wages, \$57k was moved and put into slots. Due to additional funds available in salaries, Jacki informed the committee that a one-time bonus would be given to the employees based on criteria that will be established. Chairman Valero requested that the Executive Director be included in the bonus. The additional dollars in salaries must be utilized by June 30th or returned to the State. The Committee requested Jacki provide within the next two weeks the percentage criteria used to

award the one-time bonus. There have been additional items purchased such as cribs, computer monitors and a back-up server.

***Motion** was made by Tom Peer to approve the Budget Re-alignment as presented. Motion was seconded by Filiberto Valero and passed.*

- C. Draft Proposed Budget FY 2011-2012** – Renee Fournier explained the proposed 2011-2012 budget in detail. The School Readiness allocation shows a decrease of \$379k due to the anticipated reduction in TANF funds, which will affect about 111 children. An additional decrease of \$448k in SR ARRA funding brings the total reduction in SR to over \$800k. Commitments on local match grants have not yet been received from all agencies. It is anticipated the \$100k requested from Indian River County under the CCEP match will not be awarded since the dollar for dollar match time frame has expired. Children's Services of Martin County has awarded an additional \$100k in order to allow for additional matching of funds. This resulted in a net increase of \$47k. Tom Peer informed the Committee that the Children's Services Council of Okeechobee has committed to a \$15k award.

In order to maintain a 20% maximum payment to Gold Seal providers, an increase of \$46k is noted in this category. Discussion ensued regarding the Gold Seal percentage and the possibility of reducing the percentage in order to serve more children. Jacki explained her criteria for choosing to budget the money into Gold Seal mentioning that the providers have not received an increase in a few years, it promotes quality, providers receive more money with less children, and the purpose of ELCIRMO is to serve children in quality centers. Jacki's recommendation is to leave Gold Seal at the 20% payment, which also allows an opportunity to make changes should the State reduce the award. This subject will be further discussed at today's Executive Committee meeting.

While there appears to be an increase in VPK for 2011-2012 of \$808k, the decrease in ARRA funding of \$1,116,924 equates to a loss in VPK of \$308,569. The allowable admin cost is being reduced to 4%.

Chair Valero requested that a column showing the budget for 2010-2011 be added to the report for presentation at the June meeting in order to identify the changes.

- D. Bank of America Account** – The Committee recommended closing the account with Bank of America. Bank Atlantic is utilized for all other accounts. Discussion ensued regarding the Bank of America account. Tom Peer is the only signer on that account and because of his possible departure, Chairman Valero directed him to close the account. A \$1,000 donation was received from Bank Atlantic, with another \$1,000 donation to be received in the near future. Chair Valero informed the Committee that a representative from Bank Atlantic will be joining the Board.

V. OLD BUSINESS - None

VI. NEW BUSINESS

The order of the agenda was changed to accommodate Item B.

- B. Medical Benefits 2011-2012** - Klif Gehring, Diana Ursu and Alex Yanchura, Gehring Insurance, were in attendance to discuss the medical benefits. Mr. Gehring noted that Blue Cross/Blue Shield was the most competitive package. Renewal of the current package (Plan 5465) would result in an increased cost of 13%. An Alternate Plan (Plan 5466) was presented which resulted in a 6.3% increase. It was recommended the Coalition offer the Alternate Plan (5466) paid at 100%, but to allow staff the option to choose the Renewal Plan (5465), with the difference in cost between the two plans to be paid by the employee via payroll deduction. The differences between the two plans were explained. Renee Fournier commented that the 6.3% increase has been budgeted for 2011-2012.

***Motion** was made by Tom Peer to accept the recommendation to offer the Alternate Plan (5466) at no cost to employees, but allow employees the option to choose the Renewal Plan (5465) with the difference in cost to be paid by the employee through payroll deduction. Motion was seconded by Filiberto Valero and passed.*

The order of the agenda resumed with Item A.

- A. Procurement – Cribs** – Jacki Jackson explained that the Finance Committee and the Board approved the purchase of cribs on May 13th in the amount of \$24,997.50. Because the vendor was unable to guarantee the delivery date, the cribs were purchased from another vendor at a slightly higher cost per crib (\$199 vs. \$223 per crib). In order to purchase the required number of cribs, it was requested that the Committee approve an additional \$2,911.35 for the remainder of the cribs needed.

***Motion** was made by Tom Peer to approve the additional \$2,911.35. Motion was seconded by Filiberto Valero and passed.*

- C. Worker’s Compensation Renewal** – Migdalia Rosado reported that the renewal represented a premium decrease of 32.1%. The current premium is \$23,045 and the renewal premium is \$15,650. This is the only company who was willing to quote and accept the risk, due to ELCIRMO’s past claims history.

***Motion** was made by Tom Peer, seconded by Filiberto Valero and passed, to accept the worker’s compensation renewal as presented.*

- VII. INFORMATIONAL** – Tom Peer informed the Committee that his position as Licensing Supervisor with DCF is being eliminated effective June 30, 2011 and he will no longer serve on the ELCIRMO Board.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:26 p.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**

MAY 26, 2011

Present:	Filiberto Valero Leonard Edwards Susan Green (via teleconference)	Tom Peer Richard Stetson
Excused:	Jacque Crighton	Charlene Oakowsky
Staff:	Jacki Jackson Renee Fournier	Migdalia Rosado
Others:	Klif Gehring, Gehring Insurance Diana Ursu, Gehring Insurance Alex Yanchura, Gehring Insurance	

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:03 p.m. Roll call was taken and a quorum established. *Due to the failure to obtain a quorum for the Board, the Executive Committee acted on all items on behalf of the Board. A revised agenda was distributed which included the additional Board items.*

***Motion** to adopt the agenda was made by Leonard Edwards, seconded by Susan Green and passed.*

II. MEMBER/PUBLIC COMMENTS/CONCERNS - None

III. CONSENT AGENDA ITEMS

A. January 27, 2011 Minutes

B. April 28, 2011 Minutes

***Motion** to approve the Consent Agenda Items was made by Leonard Edwards, seconded by Tom Peer and passed.*

IV. EXECUTIVE DIRECTOR'S REPORT

A. Legislative Update – Jacki informed the Committee that School Readiness is expecting a reduction of \$30 million statewide, along with a TANF reduction of \$30 million. In VPK, a 7% reduction is expected. Admin costs have been reduced from 4.5% to 4%. Revised teacher/child ratios are 1:10 to 1:11 or 2:20, effective July 1, 2011. AWI will be eliminated and the Office of Early Learning will move to the Department of Education, with a director to be appointed who will report directly to the Governor.

Tom Peer informed the Committee that his position as Licensing Supervisor with DCF has been eliminated effective June 30, 2011 and as a result, he will no longer serve on the ELCIRMO Board. Tom has been with ELCIRMO since it was formed.

B. Donations – A \$1,000 donation was received from Bank Atlantic, as well as a private donation in the amount of \$123.47 which was received through the United Way. An additional \$1,000 donation is expected from Bank Atlantic. Effective July, ELCIRMO will have a new Board member from Bank Atlantic, Alfonso Perez.

- C. Electronic Billboard** – ELCIRMO advertised on the billboard in May, an in kind donation from the office of Attorney Phillip DeBerard. Jacki will research whether ELCIRMO experienced an increase in call volume as a result of the advertisement.

V. FINANCIAL REPORTS

- A. April 2011 Financial Report** – Renee Fournier reviewed the balance sheet noting that \$335k remains due to the Office of Early Learning. VPK will be paid back this month and SR will be paid next month, in order to receive the new advance for next fiscal year. The Statement of Activity was reviewed, highlighting those expenses that were higher than normal.
- B. Budget Realignment FY 2010-2011** - Renee Fournier explained the 2010-2011 budget re-alignment. Jacki pointed out that under Salaries and Wages, \$57k was moved and put into slots. The remaining dollars in salaries must be utilized by June 30th or returned to the State. In order to utilize these additional funds Jacki informed the committee that a one-time bonus would be given to the employees based on criteria that will be established. Chairman Valero requested that the Executive Director be included in the bonus. The Committee requested Jacki provide within the next two weeks the percentage criteria used to award the one-time bonus. Additional items purchased, including the cribs and computer equipment were noted and reflected in the budget re-alignment.

Motion was made by Tom Peer to approve the 2010-11 budget re-alignments. Motion was seconded by Richard Stetson and passed.

- C. Draft Proposed Budget FY 2011-2012** – Renee Fournier reviewed the proposed budget. The School Readiness allocation will be decreased by \$379k due to a reduction in TANF and the ARRA funding has been eliminated, resulting in an additional decrease of \$448k. A commitment in local match grants has been received from the Children’s Services Council of Martin County which includes an additional \$100k for the CCEP 100% match.

In order to maintain the Gold Seal provider payments at 20%, a budget increase of \$46k is shown. Chairman Valero referred to discussions from the Finance Committee meeting held earlier today and requested Board members to give thought to whether ELCIRMO should continue to pay Gold Seal providers at 20% or put these funds into slots. Jacki was requested to email all Board members advising that this will be a discussion item at the next meeting.

The VPK Program shows an increase in allocation of \$808k, offset by the ARRA reduction of \$1.1 million, resulting in a net decrease of \$308k. Chairman Valero asked that a column be added to show a comparison with the 2010-2011 budget. The Draft Budget will be presented to the June Board meeting for approval.

VI. OLD BUSINESS

- A. Goals of the ED** – At the April Board meeting, Jacki was requested to set three goals for the coming year. Jacki reviewed the three goals she developed. The Executive Committee requested Jacki provide measureable objectives to all Board members within the next two weeks on how she is planning to accomplish the goals. A special Board meeting was scheduled for Tuesday, June 28 at 1:00 p.m. to discuss and set the goals of the Executive Director.

Susan Green exited the meeting at 2:08 p.m.

VII. NEW BUSINESS

The order of the agenda was changed to accommodate Item B.

- B. Medical Benefits 2011-2012** - Klif Gehring, Diana Ursu and Alex Yanchura, Gehring Insurance, were in attendance to discuss the medical benefits. Mr. Gehring noted that Blue Cross/Blue Shield was the most competitive package. Renewal of the current package (Plan 5465) would result in a 13% increase, while the Alternate Plan (Plan 5466) is a 6.3% increase. Mr. Gehring explained the positive and negative impacts of both plans. It was recommended the Coalition offer the Alternate Plan (5466) paid at 100%, but to allow staff the option to choose the Renewal

Plan (5465), with the difference in cost between the two plans to be paid by the employee via payroll deduction. The 6.3% increase has been budgeted for 2011-2012. The Dental program is offered through Florida Combined Life and is totally voluntary through payroll deduction.

***Motion** was made by Leonard Edwards to accept the recommendation to offer the Alternate Plan (5466) at no cost to employees, but allow employees the option to choose the Renewal Plan (5465) with the difference in cost to be paid by the employee through payroll deduction. Motion was seconded by Tom Peer and passed.*

The order of the agenda resumed with Item A.

- A. Procurement – Cribs** - Jacki Jackson explained that the Finance Committee and the Board approved the purchase of 125 cribs on May 13th in the amount of \$24,997.50. Because the vendor was unable to guarantee the delivery date, the cribs were purchased from another vendor at a slightly higher cost per crib. It was requested that the Executive Committee approve \$2,911.35 for the additional cribs needed.

***Motion** was made by Leonard Edwards to approve the additional \$2,911.35. Motion was seconded by Tom Peer and passed.*

- C. Worker's Compensation Renewal** – Migdalia Rosado reported that the renewal represented a premium decrease of 32.1%. The current premium is \$23,045 and the renewal premium is \$15,650. This is the only company who was willing to quote and accept the risk, due to ELCIRMO's past claims history.

***Motion** was made by Richard Stetson, seconded by Leonard Edwards to accept the renewal as presented. Motion passed.*

- D. ED Contract Negotiations**

Migdalia Rosado and Renee Fournier left the meeting.

Copies of the Executive Director Employment Contract were distributed with recommended changes. Discussion ensued.

***Motion** was made by Richard Stetson to increase the ED salary \$5,000 from current salary and that the suggested changes to the benefit plan listed in paragraph 5.2 are stricken from the document. All other items remained as listed. Motion was seconded by Leonard Edwards. Upon being put to a vote, Motion passed with Tom Peer opposing.*

VIII. CHAIRMAN'S COMMENTS

- A. Meeting Locations** – Discussion was held regarding holding meetings at a central location or continuing to rotate meetings between counties. Committee members commented on the importance of allowing community members the opportunity to attend. Recommendation was made to continue the six meetings per year on a rotating basis by county.

IX. INFORMATIONAL ITEMS – Supplied for informational purposes.

- A. Number of Children Served by County/Wait List**

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 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**

May 26, 2011

Present:	Leonard Edwards Vern Melvin	Wendy San Martin (via teleconference) Sam Smith (via teleconference) Tom Peer
Excused:	Dr. Patricia Cooper Susan Green	Judi Snyder
ELCIRMO Staff:	Pat Houston	

I. CALL TO ORDER

The meeting was called to order at 12:32 p.m. by Chair, Leonard Edwards. Roll call was taken and a quorum established.

II. APPROVAL OF MINUTES

Motion was made by Vern Melvin, seconded by Wendy San martin, to approve the minutes of the April 28, 2011 meeting as presented. Motion carried.

III. OLD BUSINESS

A. Crib Mini-Grant Update – Pat Houston explained that due to a change in vendors and pricing, the order was placed for 111 cribs instead of 125. The Finance Committee, at their meeting today, approved the purchase of 13 additional cribs. Funds are available in the Program Quality Budget and it is requested the Committee approve funding for the additional cribs.

Motion was made by Vern Melvin to approve the purchase of 13 additional cribs. Motion was seconded by Sam Smith and passed.

IV. NEW BUSINESS

A. VPK Data Book – Pat Houston highlighted some of the data as recorded in the 2009-2010 Data Book, which included students with disabilities accounted for 5% and 49% of students received free and reduced lunch. The report compared the performance of students broken down by quartiles, based on the average Readiness Rate. Copies of the report will be emailed to the Committee.

B. Plan Elements for Review and Approval

- 2.3.1 – Coordination with DCF
- 4.2.1 – Age-appropriate Screening and Assessments
- 5.3.1 – Infant Toddler Early Learning

Pat Houston read the new verbiage for each of the new Plan Elements. There were no questions from the Committee.

***Motion** was made by Vern Melvin to approve the Plan Elements as presented. Motion was seconded by Sam Smith and passed.*

V. FUTURE AGENDA ITEMS - None

VI. ADJOURNMENT

***Motion** for adjournment was made by Vern Melvin, seconded by Sam Smith and passed at 12:42 p.m.*

Respectfully submitted,

Leonard Edwards, Chair
LE/lt

DRAFT



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

10 SE Central Parkway, Ste 400 Stuart, FL 34994
Telephone (772) 220-1220 (877) 220-1223, Fax: (772) 220-1229

**BOARD & COMMITTEES
MEETING SCHEDULE & LOCATION**

FY 2011-2012

July 28, 2011 – Board Orientation	ELC Office, 10 SE Central Parkway, Suite 400, Stuart, FL
September 22, 2011	American Red Cross, 323 N. Parrott Avenue, Okeechobee, FL
December 1, 2011	United Way of Indian River, 1836 14 th Avenue, Vero Beach, FL
January 26, 2012	ELC Office, 10 SE Central Parkway, Suite 400, Stuart, FL
March 22, 2012	American Red Cross, 323 N. Parrott Avenue, Okeechobee, FL
May 24, 2012	Supervisor of Elections Office, 4375 43 rd Avenue, Vero Beach, FL 32967
June 28, 2012	ELC Office, 10 SE Central Parkway, Suite 400, Stuart, FL

MEETING TIMES

Finance Committee	11:30 a.m. – 12:15 p.m.
Program Quality Committee	12:15 p.m. – 1:00 p.m.
Executive Committee	1:00 p.m. – 1:30 p.m.
Board Meeting	1:30 p.m. – 3:30 p.m.

Note: In the event additional meetings are required throughout the year, the meetings will be held at the Martin County office on the following dates. You will be notified in advance if a meeting is required on any of these dates.

August 25, 2011
October 27, 2011
February 23, 2012
April 26, 2012

Mission

Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

LIST OF BOARD MEMBERS 2011-2013

New Members

Membership Slot (R) = Required Member (C) = Conditional Member (PS) = Private Sector Member	Name & Affiliation	County Represented	Term
District Superintendent of Schools or designee (R)	Nancy Kline Martin County School District Superintendent	Martin	Rotational 7/1/11 – 6/30/13
County Health Dept. Director or designee (R)	To Be Announced Indian River County Health Dept.	Indian River	Rotational 7/1/11 – 6/30/13
Member appointed by Board of County Commissioners (R)	To Be Announced	Okeechobee	Rotational 7/1/11 – 6/30/13
Head Start Director (R)	Leonard Edwards Head Start Director	Okeechobee	Rotational 7/1/11 – 6/30/13
Representative of Private Childcare Providers (R)	Julie Perry TLC Preschool, Owner/ Director	Indian River	Rotational 7/1/11 – 6/30/13
Representative of Faith-Based Childcare Providers (R)	Amy Blechman Temple Beit HaYam, Director	Martin	Rotational 7/1/11 – 6/30/13
Children Services Council or Juvenile Welfare Board Chair or Executive Director, if applicable (C)	Dave Heaton Children's Services Council, Executive Director	Martin	Rotational 7/1/11 – 6/30/13
President of Community College or designee (R)	To Be Announced Indian River State College Provost	Indian River, Martin, Okeechobee	Indefinite

Continuing Members

Membership Slot (R) = Required Member (C) = Conditional Member (PS) = Private Sector Member	Name & Affiliation	County Represented	Term
Chair, Appointed by Governor (R) (PS)	Filiberto Valero	Martin	1/25/2008 – 4/30/2013
Vice-Chair, Appointed by Governor (R) (PS)	Jacque Crighton Business Manager, Office of Dr. Kathy Santoriello	Martin	10/16/2009 – 4/30/2012
DCF Circuit Administrator or designee (R)	Vern Melvin	Indian River, Martin Okeechobee	Indefinite
Regional Workforce CEO or designee (R)	Richard Stetson, CEO Workforce Solutions	Indian River, Martin, Okeechobee	Indefinite
Rep. of Programs for Children with Disabilities (R)	Sandy Akre FDLRS, Director	Indian River, Martin, Okeechobee	Indefinite
Agency Head of Local Licensing Agency (C)	Pending State Resolution	Indian River, Martin, Okeechobee	Indefinite
Private Sector	Charlene Oakowsky Oakowsky Management, Inc.	Martin	8/2009 – 8/31/2009
Private Sector	Susan Green Operations & Supply Chain Analyst Piper Aircraft	Indian River	10/2009 – 10/31/2009



Rick Scott
Governor
Cynthia R. Lorenzo
Director

June 14, 2011

Jacki Jackson, Executive Director
Early Learning Coalition of IRMO
10 SE Central Parkway, Suite 400
Stuart, FL 34994

Dear Ms. Jackson:

The Office of Early Learning Accountability Unit confirms your successful conclusion of all necessary corrective actions in response to the IRMO accountability report **AU09-10.26** published May 9, 2011. The administrative record for the accountability review for the Early Learning Coalition of IRMO was closed effective June 14, 2011.

Should you have any questions or concerns regarding the original report or the close-out process, please feel free to call Tamara Akins Price at (850) 921-3472 or Renee Liss at (850) 921-3448.

Sincerely,

Stephanie L. Gehres, CPA
Accountability Manager
Office of Early Learning

cc: Filiberto Valero, Chair, Early Learning Coalition of IRMO
Brittany Olivieri Birken, Director, Office of Early Learning
Rosa McNaughton, General Counsel, Agency for Workforce Innovation
Tamara Akins Price, Accountability Review Supervisor, Office of Early Learning
Reginal Williams, Accountability Review Supervisor, Office of Early Learning
Ed Hachenberger, Accountability Review Team Lead, Office of Early Learning.

Agency for Workforce Innovation

The Caldwell Building, Suite 100•107 East Madison Street•Tallahassee, Florida•32399-4120
Telephone (850) 245-7105•Fax (850) 921-3223•TTY/TDD 1-800-955-8771-Voice1-800-955-8770

www.floridajobs.org

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

School Readiness			
	May-10	May-11	Difference
Indian River	915	706	-209
Martin	1024	1084	60
Okeechobee	476	406	-70
Totals	2415	2196	-219

VPK			
	May-11	May-11	Difference
Indian River	808	895	87
Martin	858	1045	187
Okeechobee	229	349	120
Totals	1895	2289	394

Wait-list by Age by County
As of 6/7/11

	Indian River	Martin	Okeechobee
Infant	53		30
Toddler	135		48
2 year olds	177		69
3 year olds	195		37
4 year olds	116 Non-VPK	Non-VPK	8 Non-VPK
5 year olds	1		3
School Age	N/A		N/A
Total	677		195

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



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

<i>School Readiness</i>											
	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11
Indian River	1133	1114	1025	966	744	757	728	703	743	698	706
Martin	988	1057	1082	1146	1121	1100	1060	1017	993	977	1084
Okeechobee	546	555	525	490	421	414	401	385	394	401	406
Totals	2667	2726	2632	2602	2286	2271	2189	2105	2130	2076	2196

