

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

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

June 23, 2011 - Teleconference

Present:	Filiberto Valero (via teleconference) Jacque Crighton Leonard Edwards (via teleconference) Susan Green (via teleconference) Charlene Oakowsky (via teleconference)	Tom Peer Sam Smith Richard Stetson (via teleconference) Miranda Swanson (via teleconference)
Excused:	Sandy Akre Mary Hurley Vern Melvin Dr. Patti Pelletier	Wendy San Martin Judi Snyder Carolann Wegener
Staff:	Renee Fournier	Pat Houston
Others:	Alfonso Perez Juelie Perry	Donna Rivett

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:40 p.m. Roll call was taken and a quorum present.

Motion was made by Jacque Crighton to adopt the agenda. Motion was seconded by Susan Green and passed.

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

III. CONSENT AGENDA ITEMS

A. April 28, 2011 Minutes

B. May 13, 2011 Minutes

C. Revisions to Plan Elements

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

Motion was made by Leonard Edwards to approve the consent agenda items. Motion was seconded by Richard Stetson and passed.

Pat Houston joined the meeting at 1:45 p.m.

Introductions: Chair Valero introduced Donna Rivett, Dean of Industrial Education and Early Childhood Education at IRSC, who will be replacing Sam Smith, effective July 1. Alfonso Perez, Branch Manager of Bank Atlantic was introduced as a potential new Board member and upon acceptance by the Board, will represent the Martin County Private Sector.

IV. FINANCIAL REPORTS

- A. May 2011 Financial Report** – Renee Fournier reviewed the report highlighting program costs, office supplies and advertising expenses. In response to questions raised by the Board, Renee confirmed that the coalition is tax exempt and the radio advertisement was completed prior to June 30th.
- B. Discussion – Gold Seal** – Chair Valero deferred this item to the Executive Committee Report.
- C. Draft Proposed Budget FY 2011-2012** – Renee Fournier reviewed the report in detail, pointing out that \$50,000 was awarded by the Indian River United Way, which is \$10,000 less than requested. Corrections were noted to page 21. A corrected copy of the report will be sent to all Board Members. Overall, there is a decrease of 5.4% in expenses from last year. Tom Peer suggested that a column showing last year's Actual Budget be added to the report in the future to highlight where changes have occurred.

Motion to approve the Budget for 2011-2012 as presented was made by Tom Peer, seconded by Miranda Swanson and passed.

V. COMMITTEE/COUNCIL REPORTS

- A. Finance Committee** – The Committee Chair highlighted the items reviewed at today's meeting, which consisted of review of the financial reports and approval of the Budget.
- B. Executive Committee** - The Committee Chair reviewed the items discussed at today's meeting. The Committee approved the removal of Miranda Swanson as authorized check signer, due to her term expiration on June 30th. A discussion on Gold Seal led to the committee recommendation to continue paying 20% for Gold Seal and defer discussions until the first meeting of the new fiscal year.

After further discussion of the Board members, it was recommended that a letter be sent to all providers informing them of possible changes to Gold Seal reimbursements in the future.

- C. Bylaws Committee** – No meeting.
- D. Personnel Committee** – No meeting.
- E. Program Quality Committee** – The Committee Chair noted that today's meeting was cancelled. The minutes of the May 26th meeting were included in the Board packet.
- F. Indian River Advisory Council** – No meeting.
- G. Okeechobee Advisory Council** – No meeting.
- H. Martin County Advisory Council** – No meeting.

VI. OLD BUSINESS

- A. 2011-2012 Meeting Schedule and Rotation** – The members agreed that the reduced number of meetings and rotation has been working, as long as teleconferencing is available. ELCIRMO will confirm that teleconferencing is available at all locations.

Motion was made by Jacque Crighton to accept the Meeting Schedule and Rotation for 2011-2012 as presented. Motion was seconded by Tom Peer and passed.

Susan Green left the meeting at 2:20 p.m.

VII. NEW BUSINESS

- A. Bank Check Signers** – Chair Valero informed the Board that the Finance and Executive Committees approved the removal of Miranda Swanson as an authorized check signer, due to her term expiration of June 30, 2011. Tom Peer and Jacque Crighton remain as authorized check signers. The Finance and Executive Committees will address adding an additional authorized signer at a future meeting.

VIII. CHAIRMAN'S COMMENTS

- A. List of Board Members** – Chair Valero announced the new Board Members, effective July 1, 2011. He also announced the Board Members whose terms expire and thanked them for their time and contributions to the Coalition, with Certificates of Appreciation.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:36 p.m.

Respectfully submitted,

Filiberto Valero, Chair
FV/lt

DRAFT

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

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

June 28, 2011

Present:	Filiberto Valero Sandy Akre (via teleconference) Jacque Crighton Leonard Edwards (via teleconference) Susan Green (via teleconference) Mary Hurley (via teleconference)	Tom Peer Dr. Patti Pelletier (via teleconference) Sam Smith Miranda Swanson (via teleconference)
Excused:	Vern Melvin Charlene Oakowsky Wendy San Martin	Judi Snyder Richard Stetson Carolann Wegener
Staff:	Jacki Jackson	
Others:	Alfonso Perez	

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:25 p.m. Roll call was taken and a quorum present.

***Motion** to adopt the agenda was made by Jacque Crighton, seconded by Sam Smith and passed.*

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

III. NEW BUSINESS

A. Acceptance of New Board Member

Chair Valero introduced potential board member, Alfonso Perez, Manager of Bank Atlantic, representing the private sector from Martin County. Upon acceptance, Mr. Perez's term will begin July 1, 2011.

***Motion** was made by Jacque Crighton to accept Alfonso Perez as a new Board member. Motion was seconded by Tom Peer and passed.*

The following members exited the meeting at 1:28 p.m.: Miranda Swanson, Dr. Patti Pelletier, and Mary Hurley.

IV. OLD BUSINESS

A. Goals of the ED – The purpose of discussion was to develop three goals for the Executive Director of the Coalition for the new fiscal year. The Executive Director will then develop an action plan based on the goals assigned. The Personnel Committee will review the ED Evaluation form in the future and make appropriate changes, based on the goals established.

The Vision and Mission Statements were reviewed and discussion ensued. The Board developed the following three goals:

- 1) Effectively Manage Resources / \$
- 2) Ensure Quality & Effective Early Education Programs
- 3) Exposure / Partnering

V. CHAIRMAN'S COMMENTS - None

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Filiberto Valero, Chair
FV/lt

DRAFT



Early Learning Coalition of Indian River, Martin, & Okeechobee

To: Finance Committee
From: Renee Fournier
Subject: Financial Statements June 2011
Date: 08/24/11

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 June 30, 2011

Assets

- Cash decreased due to the repayment of the SR Advance of \$244,552
- Bank of America Account has been closed

Liabilities

- Acct 2200 – Due to Office of Early Learning – overall liabilities have decreased due to SR & VPK Advances paid in full

Income Statement

Revenue

- Overall Revenues were 126% MTD and are on target at 98% expended YTD

Expenses

- MTD Provider payments were over budget at 114% expended, with YTD expended at 98%
- Acct 4150 – Salaries & Wages - increased due to onetime year end performance enhancements for staff
- Acct 4400 – Program Costs – increased due to purchase of program supplies and training materials and cribs for providers
- Acct 7100 – Equipment Purchase & Rental – increased due to computer equipment upgrades for eligibility, programs, and directors
- Acct 7350 – Office Supplies and Expenses – increased due to reclassification of post-it cubes from advertising expense
- MTD expenses are 114% consumed with YTD ending at 98%

ELC of IRMO Counties
Balance Sheet
As of June 30, 2011

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Bank Atlantic 8176	2,528.23
1012 - Bank Atlantic Interest 8272	78,404.38
1014 - Bank Atlantic Payroll 8322	3,306.15
1021 - Bank of America 3426 (Bank of America)	0.00
Total Checking/Savings	<u>84,238.76</u>
Accounts Receivable	
1100 - Accounts Receivable	817,799.33
Total Accounts Receivable	<u>817,799.33</u>
Other Current Assets	
1110 - Accounts Receivable - Other	-2,394.89
1450 - Prepaid Expenses	3,049.57
1460 - Deposits	3,704.80
1500 - Provider Advances - VPK	10,243.38
Total Other Current Assets	<u>14,602.86</u>
Total Current Assets	916,640.95
Fixed Assets	
1600 - Fixed Assets	88,895.85
Total Fixed Assets	<u>88,895.85</u>
TOTAL ASSETS	<u><u>1,005,536.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 - Accounts Payable	918,128.30
Total Accounts Payable	<u>918,128.30</u>
Other Current Liabilities	
2020 - Other Payables	3,643.72
2100 - Payroll Liabilities	16,149.65
2120 - Accrued Pay Leave	35,275.27
2200 - Due to Office of Early Learning	0.00
2250 - Deferred Revenue - VPK	-12,403.75
Total Other Current Liabilities	<u>42,664.89</u>
Total Current Liabilities	<u>960,793.19</u>
Total Liabilities	960,793.19
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	-54,163.86
Net Income	-68,993.99
Total Equity	<u>44,743.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,005,536.80</u></u>

ELC of IRMO Counties
Statement of Activity vs Budget
June 2011

	Jun 11	Monthly Budget	Monthly Over/Under Budget	Mthly % Budget Expended	Jul '10 - Jun 11	YTD Budget	YTD Over/Under Budget	Annual Budget	% of Annual Budget Expended
Income									
4001 · SR Revenue	750,066	668,881	81,185	112%	8,185,334	8,228,241	(42,907)	8,228,241	99%
4009 · SR ARRA Revenue	0	0	0	0%	695,041	695,041	0	695,041	100%
4010 · VPK Revenue	310,848	169,942	140,906	183%	5,953,171	6,161,170	(207,999)	6,161,170	97%
4020 · Local Grants Revenue	65,366	58,199	7,167	112%	682,531	710,460	(27,929)	710,460	96%
4058 · Contribution Income	1,000	1,000	0	100%	5,765	10,160	(4,395)	10,160	57%
Total Income	1,127,280	898,022	229,258	126%	15,521,842	15,805,072	(283,230)	15,805,072	98%
Provider Expense									
5010 · SR Provider Payments	553,481	583,747	(30,266)	95%	6,439,596	6,496,281	(56,685)	6,496,281	99%
5009 · SR ARRA - Provider Payments	0	0	0		620,416	620,750	(334)	620,750	100%
5021 · VPK - Provider Payments	285,060	153,248	131,812	186%	5,794,182	5,944,780	(150,598)	5,944,780	97%
5030 · Local Grants Provider Payments	65,490	58,483	7,007	112%	679,240	707,260	(28,020)	707,260	96%
Total Provider Expense	904,031	795,478	108,553	114%	13,533,434	13,769,071	(235,637)	13,769,071	98%
Expense									
4150 · Salaries & Wages	114,632	95,000	19,632	121%	1,143,636	1,129,358	14,278	1,129,358	101%
4155 · Payroll Taxes and Benefits	23,683	34,465	(10,782)	69%	356,915	357,809	(894)	357,809	100%
4300 · Professional Fees	0	2,923	(2,923)	0%	23,358	25,080	(1,722)	25,080	93%
4400 · Program Costs	43,297	23,569	19,728	184%	128,903	129,400	(497)	129,400	100%
4450 · Contracted Services	1,808	1,808	0	100%	40,518	40,518	0	40,518	100%
5055 · Non-Reimbursable Expenses	53	0	53	0%	1,296	10,160	(8,864)	10,160	13%
5600 · Education and Training	344	783	(439)	44%	5,333	5,500	(167)	5,500	97%
7000 · Advertising	(1,631)	2,860	(4,491)	-57%	7,664	20,641	(12,977)	20,641	37%
7090 · Dues & Subscriptions	0	417	(417)	0%	4,010	4,100	(90)	4,100	98%
7100 · Equipment Rental & Purchase	36,474	28,917	7,557	126%	75,201	76,500	(1,299)	76,500	98%
7200 · Insurance	494	625	(131)	79%	5,498	6,750	(1,252)	6,750	81%
7315 · Licenses, Permits & Taxes	0	63	(63)	0%	538	1,000	(462)	1,000	54%
7320 · Miscellaneous Expense	0	292	(292)	0%	1,119	3,500	(2,381)	3,500	32%
7350 · Office Supplies & Expenses	7,596	2,500	5,096	304%	20,010	19,902	108	19,902	101%
7410 · Postage, Shipping, Delivery	963	950	13	101%	6,943	9,000	(2,057)	9,000	77%
7420 · Printing & Copying	445	833	(388)	53%	5,954	7,000	(1,046)	7,000	85%
7440 · Rent and Occupancy	10,976	11,288	(312)	97%	128,257	128,452	(195)	128,452	100%
7460 · Telephone & Communication	2,264	2,753	(489)	82%	28,830	29,032	(202)	29,032	99%
7480 · Travel, Meals & Lodging	2,631	2,692	(61)	98%	25,455	32,298	(6,843)	32,298	79%
8200 · Depreciation Expense	3,515	3,997	(482)	88%	47,965	47,965	0	47,965	100%
Total Expense	247,544	216,735	30,809	114%	2,057,403	2,083,965	(26,562)	2,083,965	99%
Total Expenses & Provider Payments	1,151,575	1,012,213	139,362	114%	15,590,837	15,853,036	(262,199)	15,853,036	98%
Net Income(Loss)	(24,295)	(114,191)	89,896		(68,995)	(47,964)	(21,031)	(47,964)	



Early Learning Coalition of Indian River, Martin, & Okeechobee

To: Finance Committee
From: Renee Fournier
Subject: Financial Statements July 2011
Date: 08/24/11

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 July 31, 2011

Assets

- Cash increased due to the FY 2011-2012 advances SR \$753,537 and VPK \$456,785

Liabilities

- Acct 2200 – Due to Office of Early Learning – SR & VPK Advances totaling \$1,207,257
- Acct 2250 – Deferred Revenue – increased due to VPK Provider prepays for Aug and Sept

Income Statement

Revenue

- Overall Revenues were 83% MTD and YTD are under target at 6% of the annual budget expended

Expenses

- Acct 5055 – Non reimbursable expenses increased \$1,568 due to a fraudulent check to be reimbursed by Bank Atlantic
- MTD Provider payments were over budget at 91% expended, with YTD expended at 6%
- MTD expenses are under budget at 67% consumed with YTD under target at 6% of the annual budget expended
- Total Expenses are on target at 86% expended

ELC of IRMO Counties
Statement of Activity vs Budget
July 2011

	Jul 11	Monthly Budget	Monthly Over/Under Budget	Mthly % Budget Expended	Jul 11	YTD Budget	YTD Over/Under Budget	Annual Budget	% of Annual Budget Expended
Income									
4001 · SR Revenue	652,209	659,227	(7,018)	99%	652,209	659,227	(7,018)	7,910,722	8%
4010 · VPK Revenue	117,091	272,733	(155,642)	43%	117,091	492,733	(375,642)	5,912,738	2%
4020 · Local Grants Revenue	54,291	61,762	(7,471)	88%	54,291	61,762	(7,471)	727,709	7%
4058 · Contribution Income	0	0	0	0%	0	0	0	8,864	0%
Total Income	823,591	993,722	(170,131)	83%	823,591	1,213,722	(390,131)	14,560,033	6%
Provider Expense									
5010 · SR Provider Payments	536,473	515,555	20,918	104%	536,473	515,555	20,918	6,186,665	9%
5021 · VPK - Provider Payments	160,506	252,649	(92,143)	64%	160,506	472,649	(312,143)	5,671,788	3%
5030 · Local Grants Provider Payments	54,292	61,672	(7,380)	88%	54,292	61,762	(7,470)	727,709	7%
Total Provider Expense	751,271	829,876	(78,605)	91%	751,271	1,049,966	(298,695)	12,586,162	6%
Expense									
4150 · Salaries & Wages	62,306	88,728	(26,422)	70%	62,306	88,728	(26,422)	1,104,731	6%
4155 · Payroll Taxes and Benefits	25,393	31,471	(6,078)	81%	25,393	31,471	(6,078)	377,650	7%
4300 · Professional Fees	0	238	(238)	0%	0	238	(238)	25,850	0%
4400 · Program Costs	103	9,454	(9,351)	1%	103	9,454	(9,351)	113,451	0%
4450 · Contracted Services	2,523	2,600	(77)	97%	2,523	2,600	(77)	10,000	25%
5055 · Non-Reimbursable Expenses	1,568	0	1,568	0%	1,568	0	1,568	8,864	18%
5600 · Education and Training	1,114	1,150	(36)	97%	1,114	1,150	(36)	15,000	7%
7000 · Advertising	100	2,067	(1,967)	5%	100	2,067	(1,967)	24,801	0%
7090 · Dues & Subscriptions	2,855	2,900	(45)	98%	2,855	2,900	(45)	4,500	63%
7100 · Equipment Rental & Purchase	2,403	3,597	(1,194)	67%	2,403	3,597	(1,194)	43,159	6%
7200 · Insurance	494	625	(131)	79%	494	625	(131)	7,500	7%
7315 · Licenses, Permits & Taxes	129	417	(288)	31%	129	417	(288)	5,000	3%
7320 · Miscellaneous Expense	81	167	(86)	49%	81	167	(86)	2,000	4%
7350 · Office Supplies & Expenses	612	1,250	(638)	49%	612	1,250	(638)	15,000	4%
7410 · Postage, Shipping, Delivery	0	750	(750)	0%	0	750	(750)	9,000	0%
7420 · Printing & Copying	445	967	(522)	46%	445	967	(522)	11,600	4%
7440 · Rent and Occupancy	10,830	10,955	(125)	99%	10,830	10,955	(125)	131,365	8%
7460 · Telephone & Communication	2,081	2,767	(686)	75%	2,081	2,767	(686)	33,200	6%
7480 · Travel, Meals & Lodging	1,719	2,600	(881)	66%	1,719	2,600	(881)	31,200	6%
8200 · Depreciation Expense	2,804	2,804	0	100%	2,804	2,804	0	33,645	8%
Total Expense	117,560	165,507	(47,947)	71%	117,560	165,507	(47,947)	2,007,516	6%
Total Expenses & Provider Payments	868,831	995,383	(126,552)	87%	868,831	1,215,473	(346,642)	14,593,678	6%
Net Income(Loss)	(45,240)	(1,661)	(43,579)		(45,240)	(1,751)	(43,489)	(33,645)	

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

	<u>Jul 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - Bank Atlantic 8176	68,015.02
1012 - Bank Atlantic Interest 8272	943,802.58
1014 - Bank Atlantic Payroll 8322	6,559.61
1021 - Bank of America 3426 (Bank of America)	0.00
Total Checking/Savings	<u>1,018,377.21</u>
Accounts Receivable	
1100 - Accounts Receivable	999,504.10
Total Accounts Receivable	<u>999,504.10</u>
Other Current Assets	
1110 - Accounts Receivable - Other	-2,394.89
1450 - Prepaid Expenses	2,555.29
1460 - Deposits	3,581.33
1500 - Provider Advances - VPK	113,926.19
Total Other Current Assets	<u>117,667.92</u>
Total Current Assets	2,135,549.23
Fixed Assets	
1600 - Fixed Assets	86,092.08
Total Fixed Assets	<u>86,092.08</u>
TOTAL ASSETS	<u><u>2,221,641.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 - Accounts Payable	834,909.31
Total Accounts Payable	<u>834,909.31</u>
Other Current Liabilities	
2015 - Interest Payable	9.37
2020 - Other Payables	3,643.72
2100 - Payroll Liabilities	2,842.58
2120 - Accrued Pay Leave	35,275.27
2200 - Due to Office of Early Learning	1,210,322.04
2250 - Deferred Revenue - VPK	138,199.83
Total Other Current Liabilities	<u>1,390,292.81</u>
Total Current Liabilities	<u>2,225,202.12</u>
Total Liabilities	2,225,202.12
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	-126,222.89
Net Income	-45,239.38
Total Equity	<u>-3,560.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,221,641.31</u></u>

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

FINANCE COMMITTEE MEETING

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

JUNE 23, 2011

Present: Filiberto Valero (via teleconference) Tom Peer

Excused: Carolann Wegener

Staff: Renee Fournier

Others: Amy Blechman

I. CALL TO ORDER – ADOPTION OF THE AGENDA

Chair, Filiberto Valero, called the meeting to order at 11:38 a.m. Roll call was taken and a quorum established.

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

IV. FINANCIAL REPORTS

- A. **May 2011 Financial Report** – Renee Fournier reviewed the Balance Sheet pointing out that \$244k is Due to the Office of Early Learning. In reviewing the Statement of Activity, various expenses were highlighted which included Program Costs, Advertising, and Office Supplies.
- B. **Draft Proposed Budget FY 2011-2012** – Renee Fournier explained the proposed 2011-2012 budget in detail, pointing out that \$50,000 has been awarded by the Indian River United Way, which is \$10,000 less than requested. A couple corrections were noted on page 11. A corrected copy will be sent to all members. As requested, a column showing the 2010-2011 Budget was added on page 17 for comparative purposes. Renee explained that adjustments have been made to place items into the proper accounts, which had been inappropriately budgeted in prior years, and is reflected by the differences in expenses between the two fiscal years. Tom Peer suggested that a column showing last year's Actual Budget be added to the report in the future to highlight where changes have occurred.

Motion was made by Tom Peer to approve the Budget for fiscal year 2011-2012 as presented. Motion was seconded by Filiberto Valero and passed.

V. OLD BUSINESS – Tom Peer announced that his position with DCF will continue until further notice.

VI. NEW BUSINESS

A. Bank Check Signers – Upon Miranda Swanson's term expiration on 6/30/11, she will no longer be an authorized signer. Tom Peer and Jacque Crighton remain as authorized signers. Chairman Valero recommended continuing doing business as is until the new Board convenes at the beginning of the fiscal year, at which time an additional authorized signer of checks will be appointed.

Motion was made by Tom Peer to remove Miranda Swanson as an authorized signer of checks. Motion was seconded by Filiberto Valero and passed.

VII. INFORMATIONAL

Tom Peer informed the Committee that the Bank of America account has been closed.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 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**

JUNE 23, 2011

Present: Filiberto Valero (via teleconference) Charlene Oakowsky (via teleconference)
Jacque Crighton Tom Peer
Leonard Edwards (via teleconference) Richard Stetson (via teleconference)
Susan Green (via teleconference)

Staff: Renee Fournier

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Chair, Filiberto Valero at 1:14 p.m. Roll call was taken and a quorum established.

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

II. MEMBER/PUBLIC COMMENTS/CONCERNS - None

III. CONSENT AGENDA ITEM

A. May 26, 2011 Minutes

***Motion** to approve the Consent Agenda Item was made by Richard Stetson, seconded by Tom Peer and passed.*

IV. OLD BUSINESS

Gold Seal Discussion – At the request of the Chairman, each of the Committee members provided their input regarding a possible change to the 20% payment for Gold Seal providers. Various ideas were discussed.

Pat Houston joined the meeting at 1:20 p.m.

***Motion** was made by Jacque Crighton to keep reimbursements as is, but a letter be sent to every provider as notification that future decreases will be given on a quarterly basis and also initiate that new providers come in at 15%.*

The question arose if reimbursements must be the same across the board for every provider.

***Motion was changed** by Jacque Crighton to keep reimbursements as is and re-address this issue at the first meeting of the new fiscal year.*

Prior to the first meeting of the new fiscal year, information can be obtained to clarify whether all providers must be reimbursed at the same Gold Seal percentage rate or if an option is available to reimburse providers based on longevity. Chair Valero remarked that a motion is not necessary if a change is not taking place at this time.

***Motion was withdrawn** by Jacque Crighton.*

Leonard Edwards shared the additional costs incurred by Gold Seal providers.

Chair Valero reiterated that the discussion on Gold Seal will be addressed at the first meeting of next fiscal year.

V. NEW BUSINESS

- A. Bank Check Signers** - Miranda Swanson's term expires on 6/30/11. Hence, she will no longer be an authorized signer on checks.

Motion was made by Leonard Edwards to remove Miranda Swanson as an authorized signer of checks. Motion was seconded by Tom Peer and passed.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Filiberto Valero, Chair
FV/lt

DRAFT



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

Indian River Advisory Council Meeting Minutes United Way of Vero Beach

August 9, 2011

Present

Board Members:	Susan Green Leonard Edwards Tom Peer	Juelie Perry Joelle Wilmott
Community Partners:	Miranda Swanson (Dept. of Health)	
Childcare Providers:	None	
Staff:	Pat Houston (Director of Programs) Johanna Maltez (Data Manager)	Cherie Marciniak (Resource Coordinator)

I. **Call to Order and Approval of Minutes – May 10, 2011**

Chair, Susan Green, called the meeting to order at 2:08 p.m.

On a motion by Leonard Edwards, seconded by Juelie Perry and passed, the minutes of May 10, 2011 were accepted.

II. **Old Business** - None

III. **New Business**

- **ELCIRMO Reports - # Served & Wait List by Age Group** – Reports were reviewed showing the number of children served for June, 2011 and the wait list as of 8/5/11.
- **ELCIRMO Updates**
 - **Staff Updates** – An updated staff listing was included in the agenda packet.
 - **Grant Updates**
 - **PNC Foundation** – ELC was awarded \$15,000 to be used for child care slots in Indian River.
 - **Wells Fargo Community Outreach** - An award of \$500 will be presented to ELCIRMO on September 1, to be used for child care slots in Indian River.
 - **Provider Meeting Updates**
 - **Gold Seal Letter** – Discussion took place regarding the possible change in the expenditure of Gold Seal dollars. The Council discussed the impact this change will have on the child care Providers, who, in their budget forecasting, may have included the full 20% accreditation funds as part of their revenue stream for the year. It was requested that staff provide a report that reflects the number of Providers that this would effect, along with the number of children

enrolled in the centers, along with calculations for the amount saved if the rate was reduced from 20% to a percentage that represents the targeted dollar amount.

- **Board of Directors Private Provider representative** – Juelie Perry was announced as the new representative for Indian River County.

- **Quality Initiatives**

- **Crib Replacement Program results** – 70 cribs were purchased for 15 Indian River County providers, and a total of 124 cribs were purchased throughout the three counties.
- **Education Stipend results** – 4 of the 15 education stipends awarded were for practitioners in IRC.

IV. Provider Topics

- **Advertisements** – ELCIRMO placed an ad in the Scripps “Back to School” Special Edition as an outreach effort for providers in response to decreased enrollment. A suggestion was made to offer a hands-on “Business/Budget Training” for providers to provide education/resources on business practices and ways to absorb reductions. Providers will be surveyed on their interest.

V. Board Member Items

- **List of Board Members** – Representation in Okeechobee is low. ELCIRMO has been working on soliciting members. Tom Peer thought there may be an opportunity for another Governor-appointed representative, and suggested it be a representative from Okeechobee County.

VI. Future Agenda Items - None

VII. Adjournment

There being no further business, the meeting adjourned at 2:50 p.m.

Respectfully submitted,

Susan Green
Chair
SG/lt



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

Okeechobee Provider/Advisory Meeting Minutes

Church of Our Savior, 200 NW 3rd St., Okeechobee

August 10, 2011

Present:

Board Members: Tom Peer

Child Care Providers:

Beth White – A Child’s World CCC

Sylvia Vasquez - Faith Academy

Tammie Henderson - Little Peoples Academy II

Donna Kersey – New Endeavors

Joy Yates – Rock Solid Christian Academy

Dana Bouley - Stepping Stones I

Trenda Matheny - Stepping Stones II

Deborah Schooley – Tendercare Preschool

Megan Schooley – Tendercare Preschool

Staff: Jacki Jackson
Pat Houston

Pat Hickman
Johanna Maltez

I. **Welcome Back / Introductions**

Pat Hickman, Resource Coordinator, opened the meeting at 12:05 p.m. and introductions were made.

II. **ELCIRMO Updates**

- **Program Overview for FY 11/12, including Meeting Schedule & Ages Served**
Pat Houston, Director of Programs, shared the updated ELC phone list. If Jacki Jackson, Executive Director, is not available, please contact Loretta Toth, Executive Assistant or Migdalia Rosado, Director of Operations/HR. A copy of the combined Provider/Advisory Council meeting schedule was distributed.
- **School Readiness Reminders** - A copy of the Rilya Wilson Act, which included a new phone number for DCF was distributed. As part of orientation with new staff members, providers were reminded to review priorities, as well as highlights of the ERS booklet. As part of the SR Agreement, Providers should contact ELC regarding any changes in programs, ages of children served, or contact information. Records retention is on a 5-year cycle.
- **VPK Reminders** – Pat Houston gave a quick reminder of the following:
 - There are no fees associated with the VPK program;
 - Clients cannot be required to do wrap-around;
 - Be aware of the 80/20 rule with regard to the attendance policy;
 - The teacher/child ratio is now 1-11 instead of 1-10;
 - A child can only be re-enrolled once—it is important that parents are aware of this policy at the beginning of the year;
 - Substitute policy – a substitute can only be in a VPK classroom 30% of the year or less;
 - The new 4-year-old standards have not yet been approved. Continue to use 2008 standards book.

- **Gold Seal Accreditation** - Jacki Jackson commented on the recent letter sent to providers regarding Gold Seal. Because of funding reductions, coalitions are beginning to look at possible reductions in Gold Seal payments. The ELCIRMO Board will discuss this issue at their September meeting. Any input or comments should be forwarded to Pat Houston.
- **Provider Outreach** – Brochures and literature are being distributed to non-profits and local agencies within the community to inform them of ELCIRMO services. Jacki Jackson has been advocating for early childhood education with legislators. Providers and Council Members were requested to pass along any stories that ELCIRMO can share with legislators, by emailing them to Loretta Toth, Executive Assistant at ltoth@elcirmo.org.

Pat Hickman shared information that there are about 100 homeless children in the county. There are many community agencies that assist families with resources and referral services. My Aunt's Closet is a non-profit agency that provides clothing, household items, etc. to those in need. A referral is required and appointments are necessary. For a list of other resource agencies, contact ELCIRMO.

III. Resource Coordinators

- **Updated Warm Line Flier** – A flier was distributed with the “warm line” telephone number to be called in the event you have concerns about a child such as development, behavior, etc. On the reverse side of the flier was a list of resource agencies.
- **Child Screener: ASQ-3** (Ages and Stages), replaces the LAP-D for ages birth to 36 months. All SR children must be screened within 45 days. For staff that may need training, a DVD is included in the kit. ELC staff is also available to provide training.
- **New Social/Emotional Screener: ASQ-SE**, replaces DECA. Training is scheduled August 11 in the evening at First Baptist Church. Screening should not be done on all children, only those children that you may have a concern with. A training sign-up was circulated for ERS training.
- **Environment Assessment Info** – The NCRLAP Website, www.ncrlap.org, is hosting webinars on Mondays from 1 to 2 p.m. You must call in order to register. Videos are also available by going to the drop down “resources”, go to “videos”. All trainings that were held in August will be repeated in September. Information was distributed illustrating recent changes with regard to handling blankets and coats, cleaning of tables and highchairs, food service, viewing television and S-hooks on swings.
- **Initial Visits Scheduled** – Appointments are being scheduled for initial visits, at which time contracts will be reviewed, as well as information regarding curriculum monitoring and health and safety. Providers were reminded to make sure health and immunization forms are received at the time of enrollment.
- **Elison Press die cuts available** – Pat Hickman showed a sample of the die cuts that are available in her office; puppets, awards, shapes, etc. More extensive die cuts are available through a variety of vendors, including www.eichild.com. You must register to use this free website. Our office has a book binder available to assemble books.
- **Provider Newsletter / Training Calendar** – Due to a change in crib standards, ELC provided new cribs to providers serving infants/toddlers. Pat Hickman will be distributing Certificates of Compliance (COC) which should be placed on the cribs for the inspector's visibility. Providers expressed their appreciation for all resource items received from the ELC. This weekend is tax-free weekend for school supplies, etc. The NAEYC Annual Conference will be held in Orlando this year and is a good opportunity for training. Ron Mohl will provide a free training on September 22 at the Freshman

Campus. Trainings are listed on the www.elcirmo.org website and in the Provider newsletter.

IV. Finance Updates

- **Staffing Updates** – Johanna Maltez, Data Manager, distributed ELCIRMO departmental changes.
- **Finance Training** – Johanna reviewed some important issues associated with Contracts, attendance and sign-in sheets.
 - A voided check and a direct deposit form are required
 - Sign-in sheets: Legal names must be used. Nicknames are not valid.
 - Weekend dates should not be used on sign-in/out sheets.
 - Attendance: H-holiday. Do not cross off and write in the “H”. Notify ELCIRMO and an updated attendance sheet will be resubmitted by ELCIRMO. Attendance sheets must match the sign-in and sign-out sheets. Attendance codes are being used incorrectly. The Director’s signature should be on every attendance page.
 - Random audits will be conducted throughout the year. Notification will be received of any discrepancies. When audits are being conducted and missing sign-ins/outs are found, two days will be allowed for submission of documents.
 - VPK: No longer need doctor/parent notes for VPK due to the 80/20 rule.
 - Short forms and long forms for VPK: parents must sign the date that is the last day the child attended. Providers expressed problems associated with obtaining parent signatures. Johanna Maltez will research this matter further.

V. DCF Items – Tom Peer explained that DCF has been reorganizing and shared important phone numbers:

- training transcripts – fax # 850-922-2895
- Background screening – clearance letters, provider web portal, technical assistance, helpdesk 850-717-4454

DCF will be providing food program inspections previously provided by the health department. Inspection forms have been developed and will be distributed. Tom highlighted some aspects of the inspection program such as sinks, hand-washing and refrigerator temperatures.

VI. Advisory Items

- **ELCIRMO Reports / # served & wait list** – Information was included in the packet. There were 389 SR children and 244 VPK children served, with 200 on the wait list.
- **Board of Directors representatives for Okeechobee** - ELCIRMO is recruiting private-sector board members to represent Okeechobee. Copies of board packets will be forwarded to Pat Hickman who will distribute information to prospective members.

There being no further business, the meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Pat Houston
Director of Programs
PH/lt



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

Martin Advisory Council Meeting Minutes Children's Services Council August 17, 2011

Present

Board Members:	Tom Peer	Amy Blechman
Community Partners:	Scott Berry (MCHS) Nicole King (Whole Child) David Cardno (Father & Child)	Laura Haase (CSCMC) Susan Perez (MCLS-Literacy)
Childcare Providers:	Mary King (Hobe Sound CCC) Deana Newson (MCSD)	Angie Francisco (YMCA Indiantown)
Staff:	Jacki Jackson (Executive Director) Sheila Ettehadieh (Resource Coordinator)	Pat Houston (Director of Programs)

I. **Call to Order and Approval of Minutes – May 18, 2011**

Chair, Tom Peer called the meeting to order at 1:35 p.m.

By consensus of the Committee, the minutes of the May 18, 2011 meeting were accepted as presented.

II. **Old Business - None**

III. **New Business**

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

Pat Houston reviewed the reports. There were 1,152 School Readiness children served in Martin County in June and 2,258 served throughout the three counties. VPK services were provided to 830 Martin County children. The wait list for Martin County is relatively low at 106.

- **ELCIRMO Updates**

- **Staff Updates** – An updated staff directory was included in the agenda packet. Highlighted changes included the new Director of Eligibility, Angela Davis-Green, and the new Data Manager, Johanna Maltez. If Jacki Jackson is out of the office, please contact Executive Assistant, Loretta Toth, or Migdalia Rosado, Director of Operations.
- **Grant Updates**
 - **Allegany Franciscan Ministries Capacity Building Scholarship** – ELCIRMO was awarded \$620 which will allow two staff members to attend a National Conference.
- **Provider Meeting Updates**
 - **Gold Seal Letter** – Jacki Jackson referenced the letter that was sent out to all providers. She explained that the Board will be reviewing the payments

for Gold Seal at the September Board meeting. It is very likely that a reduction is possible due to budget reductions.

- **Board of Directors representative** – Amy Blechman was introduced as the new faith-based provider representative.
- **Quality Initiatives**
 - **Crib Replacement Program results** – A total of 124 cribs were delivered to 24 providers within the coalition. In Martin County, 6 providers received a total of 39 cribs.
 - **Education Stipend results** – One Martin County teacher received a \$400 education stipend. A total of 15 teachers coalition wide received education stipends.

IV. Provider Topics

- Given the fact that this year the TCCC may not be held and the NAEYC Conference is close, Mary King questioned whether ELCIRMO would consider a quality initiative to help offset the cost of providers attending the NAEYC Conference. Jacki Jackson indicated that typically it is not known if quality initiative dollars will be available until the last half of the fiscal year. Jacki provided an update on TCCC, explaining why things have changed as a result of a recent State audit, and noting that if ECA cannot assume the responsibility for running the TCCC, it may not be held.
- Angela will be contacting school districts with regard to the decision to allow providers to prepare the Certificates of Eligibility for VPK.
- A recommendation was made to utilize the wealth of resources in our county of individuals who have tremendous knowledge in the early childhood field and pool the resources to provide trainings at no cost. Discussion continued on organizing trainings, certifications required, topics of interest and space availability.

V. Board Member Items - None

VI. Future Agenda Items

- Schedule a community meeting to collaborate on partnering on trainings, including training possibilities by collaborative partners and possible contacts of those who could perform the trainings. Executive Assistant, Loretta Toth, will coordinate.

For your information

- The Martin County School District website has an area (teacher resources or staff resources) where teachers can post items that are available for swapping. You can compose a list of items in need and teachers can contact you directly.

VII. Adjournment

By consensus of the Council, the meeting was adjourned approximately 2:10 p.m.

Respectfully submitted,

Tom Peer
Chair
TP/lt