



MONTHLY COALITION BOARD INFORMATION PACKET

October, 2011

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

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

**COALITION BOARD MEETING
Okeechobee Health Department
1700 NW 9th Avenue, Okeechobee, FL**

September 22, 2011

Present:	Jacque Crighton Leonard Edwards Dave Heaton Louise Hubbard Tom Peer	Alfonso Perez Cheri Sheffer Barbara Spilman Joelle Wilmott
Excused:	Sandy Akre Amy Blechman Susan Green Nancy Kline	Juelie Perry Donna Rivett Richard Stetson
Staff:	Jacki Jackson Renee Fournier	Migdalia Rosado Pat Houston

I. CALL TO ORDER – ADOPTION OF AGENDA

The meeting was called to order by Acting Chair, Jacque Crighton at 12:45 p.m. Roll call was taken and a quorum established.

***Motion** was made by Leonard Edwards to adopt the agenda. Motion was seconded by Tom Peer and passed.*

A. Membership & Acceptance – Barbara Spilman, Private Sector, Indian River County.

***Motion** was made by Dave Heaton, seconded by Leonard Edwards to accept the membership of Barbara Spilman. Motion passed.*

B. Resignation – Filiberto Valero, Board Chair. Jacque Crighton announced that Chair, Filiberto Valero has announced his resignation due to his relocation to the Tampa area. A “Certificate of Appreciation” will be sent to him to acknowledge his dedication and service to the Coalition.

II. MEMBER / PUBLIC COMMENTS / CONCERNS – None

III. CONSENT AGENDA ITEMS

- A. June 23, 2011 Minutes**
- B. June 28, 2011 Minutes – Special Meeting**
- C. Annual Report 2010-2011**
- D. COOP Plan 2011-2012**
- E. General Policies**

***Motion** was made by Dave Heaton to approve the consent agenda items. Motion was seconded by Leonard Edwards and passed.*

IV. EXECUTIVE DIRECTOR'S REPORT

- A. Document Management System** – Software implemented this year eliminates paper files by creating electronic files, which is part of ELCIRMO's cost reduction initiative.
- B. Grants and Donations** – Jacki Jackson reviewed the donations and grants that have been received:
- 1. United Way of Martin County** – Affiliation status has been obtained
 - 2. PNC-Harbor Foundation Grant** - \$15,000 has been awarded to Indian River County for childcare slots.
 - 3. Allegany Franciscan Ministries Capacity Building Scholarship** – Scholarships have been awarded to allow two staff members to attend the NAEYC Conference.
 - 4. Wells Fargo Community Outreach Grant** - \$500 received toward unrestricted funds.
 - 5. Bank Atlantic Donation** – a 2nd installment of \$1,000 has been received.
 - 6. Private Donation** - \$123.47 was received from a private donor
 - 7. PBSC Reimbursement for Staff Training** – Palm Beach State College reimbursed expenses for staff training totaling \$506.

Jacki Jackson expressed that she is considering running for Martin County School Board in the 2012 election.

V. FINANCIAL REPORTS

- A. August 2011 Financial Report** – Renee Fournier reviewed the report noting that over \$1.1 million remains to be paid back to the State for advances, which are being paid back on a monthly basis. Higher than normal expenses were highlighted and explained.
- B. Updated Budget 2011-2012** – Renee explained that the budget has been updated to reflect the "actual" dollar amounts that have been awarded. Additionally, the numbers have been realigned to serve more children.

Motion was made by Tom Peer to approve the Updated Budget for 2011-2012 as presented. Motion was seconded by Alfonso Perez and passed.

VI. OLD BUSINESS

- A. Gold Seal** – For the purpose of many new board members, Jacki Jackson provided background information on what Gold Seal is and the Board's request in June to review Gold Seal with the possibility of changing the payment structure. In light of additional funding that ELCIRMO has received and current enrollment figures, Jacki recommended delaying any decisions until December or January, when more current data can be used for reevaluation.

The Board members were in agreement to defer discussions until the January Board meeting. Jacque Crighton encouraged members to request any information from ELCIRMO staff.

VII. NEW BUSINESS - None

VIII. COMMITTEE/COUNCIL REPORTS

A. Finance Committee

- 1. Cost Allocation Plan** – Changes to the Cost Allocation Plan were made for clarity purposes. The Plan was reviewed by the Finance Committee today and approved.

Motion to approve the Cost Allocation Plan as presented was made by Dave Heaton, seconded by Leonard Edwards and passed.

- 2. Indian River County Office Move** – Lease options were reviewed by ELCIRMO, due to the current lease expiring in October. Pros and cons of remaining at the current location or

moving to a new location were discussed, along with pricing comparisons. The new location would be sublet from the Economic Opportunities Council, 2459 St. Lucie Avenue, (14th Ave.) Vero Beach. The Finance Committee, at today's meeting, approved the new office location.

***Motion** was made by Dave Heaton to approve the Indian River office relocation to 2459 St. Lucie Avenue, (14th Ave.) Vero Beach. Motion was seconded by Barbara Spilman. Leonard Edwards abstained from voting due to a voting conflict. Motion passed.*
Note: Copy of Form 8B-Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached.

3. **Fraudulent Check** – Jacque Crighton explained that a fraudulent check has been submitted and turned over for police investigation. Security features have been instituted to prevent future occurrences.

- B. **Executive Committee** – The meeting for September 22, 2011 was cancelled.
- C. **Bylaws/Personnel Committee** – No meeting
- D. **Program Quality Committee** – Due to lack of a quorum, no meeting was held.
- E. **Indian River Advisory Council** – No meeting
- F. **Okeechobee Advisory Council** – No meeting
- G. **Martin Advisory Council** – No meeting

- IX. **CHAIRMAN'S COMMENTS** – Jacque Crighton is fulfilling the position of Acting Chair, until a Chair is appointed.

- X. **INFORMATIONAL ITEMS** - The following items were included in the agenda packet for information purposes.

- A. **AWI Letter from Inspector General RE: 2009-2010 Single Audit Report – no findings**
- B. **ARRA Desk Review Report 10-11.18 – No findings**
- C. **KPMG Financial Monitoring Report 2010-2011**
- D. **Number of Children Served by County / Wait List**

- XI. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Jacque Crighton, Acting Chair
JC/lt

MEMORANDUM OF VOTING CONFLICTS:

One Memorandum of Voting Conflict was presented by Leonard Edwards for Item VIII, A.2- Indian River Office Move. Mr. Edwards could potentially profit from the Action Item.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Edwards, Leonard</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>ELCIRMO</i>
MAILING ADDRESS <i>P.O. Box 2766</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <i>N/A</i>
CITY <i>Vero Beach</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY <i>INDIAN RIVER</i>	NAME OF POLITICAL SUBDIVISION: <i>N/A</i>
DATE ON WHICH VOTE OCCURRED <i>9/22/11</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE <i>N/A</i>

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Leonard Edwards, hereby disclose that on Sept 22, 20 11:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Rental of space;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

9/22/11
Date filed

Leonard Edwards
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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

**COALITION BOARD ANNUAL MEETING
Okeechobee Health Department
1700 NW 9th Avenue, Okeechobee, FL**

SEPTEMBER 22, 2011

Present:	Jacque Crighton Leonard Edwards Dave Heaton Louise Hubbard	Tom Peer Alfonso Perez Cheri Sheffer Joelle Wilmott
Excused:	Sandy Akre Amy Blechman Susan Green Nancy Kline	Juelie Perry Donna Rivett Richard Stetson
Others:	Barbara Spilman	
Staff:	Jacki Jackson Renee Fournier	Migdalia Rosado

I. CALL TO ORDER – ROLL CALL

The informational Annual meeting was called to order by Acting Chair, Jacque Crighton, approximately 12:30 p.m.

II. EXECUTIVE DIRECTOR'S COMMENTS – YEAR END REPORT 2010-2011

Jacki Jackson shared a PowerPoint presentation with highlights of the 2010-2011 fiscal year. Items reviewed included marketing initiatives, outreach events, new collaborations, grants and donations, fiscal management, programs and service delivery, School Readiness, resource and referral, Voluntary Pre-Kindergarten, staff training and conferences, improvements, coalition governance, meetings with legislators and local officials, local and legislative events, and future goals.

III. CHAIRMAN'S COMMENTS

Acting Chair Crighton thanked Jacki for the presentation commenting that it has been a very productive year for ELCIRMO.

IV. ADJOURNMENT

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Jacqueline Crighton
Acting Chair
JC/lt

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

FINANCE COMMITTEE MEETING

**Okeechobee Health Department
1700 NW 9th Avenue, Okeechobee, FL**

SEPTEMBER 22, 2011

Present:	Jacque Crighton Dave Heaton Louise Hubbard	Tom Peer Alfonso Perez
Staff:	Jacki Jackson Renee Fournier	Migdalia Rosado

I. CALL TO ORDER – ADOPTION OF THE AGENDA

Acting Chair, Jacque Crighton, called the meeting to order at 11:40 a.m. Roll call was taken and a quorum established.

Motion was made by Dave Heaton to adopt the agenda, seconded by Tom Peer and passed.

II. MEMBER/PUBLIC COMMENTS/CONCERNS – None

III. CONSENT AGENDA ITEM

A. June 23, 2011 Minutes

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

IV. FINANCIAL REPORTS

A. August 2011 Financial Report – Renee Fournier reviewed the Balance Sheet pointing out that ELCIRMO owes over \$1.1 million back to OEL (Office of Early Learning) under Account 2200- Due to the Office of Early Learning, for School Readiness and VPK advances, which is being repaid at \$75,000 monthly. Renee explained that the advance is received from the State at the beginning of the year for cash flow purposes and is required to be repaid by June 30th, in order to receive an advance for July of the next fiscal year. Services are provided on a cash reimbursement basis. Any cash surplus at year end is returned to the State. Renee reviewed the Statement of Activity for August. Local Grants Revenue consists of funding from the Children’s Services Councils and United Ways.

B. Updated Budget FY 2011-2012 – Renee Fournier explained the updated budget includes revisions that incorporate “actual” grant amounts. Also included is a \$15,000 grant received from PNC Bank Foundation, as well as realignments that were made.

Motion was made by Dave Heaton to approve the Updated Budget for fiscal year 2011-2012 as presented. Motion was seconded by Alfonso Perez and passed.

V. OLD BUSINESS – None.

VI. NEW BUSINESS

- A. Cost Allocation Plan** – Renee explained the Cost Allocation Plan has been updated to reflect current wording for clarity purposes but the methodology remains the same. Funds are accounted for/allocated through billing groups (OCA's), based on the Cost Allocation Plan, which is derived from a template provided by the State.

Motion was made by Louise Hubbard to approve the Cost Allocation Plan as presented. Motion was seconded by Tom Peer and passed.

- B. Indian River County Office Move** – With the current lease expiring in October, ELCIRMO researched other leasing options. Migdalia Rosado reviewed the pros and cons of remaining at the current location vs. relocating to a new location, as well as the pricing comparison.

Motion was made by Tom Peer to approve the Indian River office relocation to 2459 St. Lucie Avenue, (14th Ave.) Vero Beach. Motion was seconded by Dave Heaton and passed.

- C. Fraudulent Check** – Renee Fournier informed the committee of a fraudulent check that was discovered. New security features have been instituted to prevent additional occurrences.

VII. INFORMATIONAL

- A. AWI Letter from Inspector General RE: 2009-2010 Single Audit Report – No findings**
B. ARRA Desk Review Report 10-11.18 – No findings
C. KPMG Financial Monitoring Report 2010-2011

The above items were included in the agenda packet for information purposes.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Jacque Crighton, Acting Chair
JC:lt



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

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

Indian River Advisory Council Meeting Minutes United Way of Vero Beach

October 11, 2011

Present

Board Members:	Leonard Edwards Louise Hubbard	Tom Peer Joelle Wilmott
Community Partners:	Toni McDaniel – Healthy Families Michael Kint – United Way	Richard Forrester - DCF Page Woodward - 211
Childcare Providers:	None	
Staff:	Cherie Marciniak (Resource Coordinator)	

I. **Call to Order and Approval of Minutes – August 9, 2011**

Acting Chair, Leonard Edwards, called the meeting to order approximately 2:00 p.m. and introductions were made.

The minutes of August 9, 2011 were approved by consensus of the Council.

II. **Old Business** - None

III. **New Business and Updates**

- **ELCIRMO Reports - # Served & Wait List by Age Group** – Reports were reviewed showing the number of children served for August, 2011 and the wait list as of 10/10/11. The reduction in the number of children served from last year is due to the elimination of ARRA funding. There are currently 305 School Readiness children on the wait list. The biggest concern in Indian River is the large number of infant and toddlers on the wait list.
- **ELCIRMO Updates**
 - **Outreach** – Participation in outreach events is a requirement, according to the ELC Plan. ELCIRMO is planning to participate in the EOC/Head Start Health Fair in January.
 - **Grant Updates**
 - **Grand Harbor Community Outreach Program** – An application for a Parenting Symposium has been submitted.
 - **Provider Meeting Updates**
 - **IR office new location** – ELC's Indian River office will be moving into the EOC Building in Vero Beach.
 - **Update on Gold Seal** – Tom Peer provided background information. In light of budget cuts, the Board is reviewing Gold Seal payments and possible reductions. The Board will discuss Gold Seal at the January Board meeting. Michael Kint questioned the percentage of gold seal centers in Indian River County. Discussion continued on the criteria required to obtain Gold Seal accreditation.

- **Update on Jack Burns' training for providers** – Professional development directed toward directors and owners, such as budgeting, projecting, and advertising will be offered for providers.

Leonard Edwards explained the CLASS training which was implemented by the federal government for Head Start programs. The program involves adult and child interactions in the classroom, verbal and non-verbal communication, vocabulary enrichment, creative thinking, etc. The State has been moving in the direction of adopting the CLASS observation as part of the VPK program. Assessments are conducted by trained staff. Head Start currently has three staff members who have passed the test for reliability. Head Start has scored above the national average in all areas and is happy to share information with providers.

- **VPK Low performing provider designation** – Last year in Indian River County there were no low performing providers. However, due to proposed changes, there could be an increase in the number of LPP's. Providers are encouraged to use the VPK Assessment kit. A flyer was distributed with regard to Rule Development Workshops that are being offered. A concern of most providers is the timeline for the feedback. Assessments are conducted in September, whereas feedback is not received until February or March, which does not allow the staff time to make the necessary changes. Discussion ensued regarding the availability of data in terms of trending analyses or longitudinal studies.
- **Children's Week** – Hanging of the hands will be January 29th. Providers will be asked to prepare artwork of children's hands which will be displayed in the Capitol Rotunda. Local events will also be held in the three counties.

IV. Provider Topics – No new issues were addressed at the Provider meeting.

V. Board Member Items – The \$15,000 PNC grant award will provide childcare services for children in Indian River County.

Further explanations were given on the timeframes utilized with regard to the data on the wait list and the number of children served reports.

VI. Future Agenda Items – Please contact Pat Houston at phouston@elcirmo.org if you would like to add agenda items for the next meeting.

The question was raised, "What happens to a child in a VPK class that does not test well?" Leonard Edwards explained that assessments are conducted on all children by the kindergarten teacher, regardless of whether the child attended a VPK program. Outcome measurements were questioned and explained. Summer VPK is available for children requiring additional attention. Data clearly shows that if a child succeeds in kindergarten, they will succeed in life.

Next meeting – January 10, 2012 at 2:00 p.m.

VII. Adjournment

There being no further business, the meeting adjourned approximately 3:00 p.m.

Respectfully submitted,

Leonard Edwards
Acting Chair
LE/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

October 12, 2011

Present:

Board Members: Tom Peer

Leonard Edwards

Child Care Providers:

Beth White – A Child’s World CCC

Sylvia Vasquez - Faith Academy

Tammie Henderson - Little Peoples Academy II

Donna Kersey – South Elementary

Joy Yates – Rock Solid Christian Academy

Kalonia Harden - Stepping Stones I and III

Deborah Schooley – Tendercare Preschool

Staff: Pat Hickman

I. **Introductions**

Pat Hickman, Resource Coordinator, opened the meeting approximately 12:00 p.m. and introductions were made.

II. **ELCIRMO Updates**

- **ELC – OEL DOE** – ELC is no longer under AWI (Agency for Workforce Innovation). ELCIRMO is now under OEL (Office of Early Learning), which is under the Department of Education.
- **OEL Contact Info** – In the event of a disaster (hurricane, etc.), this contact number for OEL should be kept in your files: 866-357-3239
- **VPK Updates**
 - VPK Assessment – A flyer was distributed explaining how to order Florida VPK Assessment Kits. One kit per classroom is required. The kits, which will be used in Fall, Winter and Spring, are a great tool to assist in lesson planning.
 - LPP Pending Changes - Possible pending changes with regard to low performing providers were announced, although the State has not made any final decisions. Some of the changes could greatly impact providers.
 - Rule Development Workshops are being held to review the changes to the VPK Program. Dates/locations: October 24th, 4-7 pm @ Florida United Way, 1940 Traylor Blvd, Orlando and October 26th, 4-7 pm @ ELC Broward, 6301 NW 5th Way, Suite 3400, Ft. Lauderdale. Changes include the revision of the readiness rate rule and Good Cause Exemption.
- **VPK Reminders**
 - Assessments have been completed. Substitutes must be listed on file.
 - Attendance policy – Due to the 80/20 rule, parents should be encouraged that although the program is free, children need to be in attendance every day they are able.
- **Gold Seal Accreditation** – The contract pays up to a 20% increase. Due to budget reductions, the Board will be discussing possibilities of reducing Gold Seal, but the discussions have been tabled until January. Tom Peer explained that the Board is looking at all aspects in order to make an informed decision. Okeechobee has more Gold Seal providers by percentage than the other two counties.
- **Enrollment Update** – Since August, ELCIRMO has begun enrolling children. There are currently 68 children on wait list in Okeechobee, compared to 200 in August.

- **Children's Week** – Hanging of the hands is January 29, 2012. In conjunction with Children's Week, ELCIRMO is anticipating participating in an event (such as a walk) on January 28th during the Okeechobee Health & Safety Fair at the Agri Center. Pat Hickman is on the Talent Committee for the Okeechobee Health & Safety Fair and requested she be contacted by anyone interested in entertaining.
- **Okeechobee Halloween Festival** – ELCIRMO will be participating at the Agri Center on Monday, October 31, 2011.

III. Resource Coordinators

- **Child Screener** – ASQ-3 (birth to 5) are due October 15th. The entire screen is now required.
- **Developmental Assessments** – E-LAP & LAP-3's are to be completed by November 30th.
- **Provider Newsletter / Training Calendar** – Phonological Awareness training will be held October 20th. Registration must be done on-line utilizing a code which is specific for Okeechobee. If you need to cancel, please inform Pat Hickman. Birth-4 Standards will be held November 15th. The NAEYC Conference is being held November 2-5.

A provider questioned how centers handle SR attendance when a child goes on vacation and the provider does not getting reimbursed. Some providers commented that they charge the client for the number of days absent, above the allowed amount.

IV. DCF Items

- **Recalls**
 - Ground beef - Butcher-Block brand 5 lbs. and 3 lb. cubes of ground beef from Tyson Company. The most recent recalls are available on www.fsis.usda.gov. Preparation of beef and ground beef were reviewed.
 - Organic cherry tomatoes – use the same precautions as with other foods.
 - Spinach – Okeechobee area was not affected.
- **Furniture** – Once every two weeks a child dies from an incident relating to furniture falling on a child (television, bookshelves, etc.). Be sure furniture is secured.
- **Food Service Training** – Not mandatory. 4-hour course is free.
- **Books** – DCF donated books to the providers.

V. Advisory Items

- **ELCIRMO Reports / # served & wait list** – The wait list was reviewed previously.
- **Minutes** were included in the packet. There being no corrections, the minutes were approved by consensus.
- **Provider Topics** – None
- **Board of Directors Topics** - Tom Peer recommended that members of the Okeechobee community be recruited to serve on the ELCIRMO Board. Pat Hickman has distributed information to potential members and has additional packets available for interested parties.

There being no further business, the meeting was adjourned approximately 1:30 p.m.

Respectfully submitted,

Pat Hickman
Lead Resource Coordinator
PH/lt



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

Martin Advisory Council Meeting Minutes Blake Library October 19, 2011

Present

Board Members:	Tom Peer	Amy Blechman
Community Partners:	Scott Berry (MCHS) Susan Perez (MCLS-Literacy)	Laura Haase (CSCMC)
Childcare Providers:	Mary King (Hobe Sound CCC)	
Staff:	Pat Houston (Director of Programs)	Sheila Ettihadieh (Resource Coordinator)

I. **Call to Order and Approval of Minutes – August 17, 2011**

Acting Chair, Amy Blechman, called the meeting to order at 1:40 p.m.

By consensus of the Committee, the minutes of the August 17, 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. The number of School Readiness children served for August is on track at 944. Additional children were enrolled in September, but those numbers were not yet available. In VPK, there were 927 children served in August. Due to enrolling, the wait list is down to 70 children in Martin County. Scott Berry questioned if the number of infants on the wait list is historically due to capacity. Pat explained that it is mainly due to the funding stream and ELC's priority groups, but there are some slots available. Most recently, one provider called indicating their need to open an infant room due to the demand, and another increased the number of infants taken. Upon inquiry, explained that the number of school-agers is being tracked on the wait list, due to a pilot program currently funded by CSCMC.
- **ELCIRMO Updates**
 - **Provider Meeting Updates**
 - **Update on Gold Seal** – The Board tabled discussions of Gold Seal until the January meeting, which will allow time to obtain additional data. Tom Peer provided background information, explaining that budget reductions have prompted the need for review.

- **Update on Jack Burns' training for providers** – Training has been designed to help providers who are affected by the economy, and may have an additional financial impact depending on the outcome of Gold Seal. The training will assist providers in determining their break-even point. Tom Peer recommended training be offered for persons interested in becoming providers, also.
- **VPK Low Performing Provider designation** – There are two workshops being offered for Rule Development to be held 10/24/11 in Orlando and on 10/26/11 in Ft. Lauderdale with regard to the pending changes to the definition of LPP for VPK providers and Good Cause Waiver.
- **Children's Week** – Children's week is scheduled earlier than usual this year. Hanging of the hands will take place January 29, 2012. A book fair will be held in Martin County in cooperation with Barnes & Noble to build awareness of early literacy. A story time for children will be held with legislators and community leaders as part of the book fair.

IV. Provider Topics

- Financial issues were discussed, in light of the economy. Mary King expressed the economic impact of the 3-hour VPK Program which reduces a provider's income, as children attend only partial days. Also discussed was the impact of the change in creating the part-time rate for School Readiness, as all reimbursement was previously done on a full-time basis. She requested that the Board be made aware of the financial struggles experienced by providers. It was recommended that an analysis of this change in funding be performed.

V. Board Member Items

- **Follow-up on community meeting** – A multi-agency training calendar will be developed to encompass all community partner trainings for families, which will be available for clients.

VI. Future Agenda Items

- **Next meeting – January 18, 2012**

VII. Adjournment

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

Respectfully submitted,

Amy Blechman
Acting Chair
AB/lt



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

Comparison of Number of Children Served by County

<i>School Readiness</i>			
	September-10	September-11	Difference
Indian River	1025	609	-416
Martin	1082	956	-126
Okeechobee	525	329	-196
Totals	2632	1894	-738

<i>VPK</i>			
	September-10	September-11	Difference
Indian River	867	866	-1
Martin	937	1023	86
Okeechobee	303	291	-12
Totals	2107	2180	73

**Wait-list by Age by County
As of 10/27/11**

	Indian River	Martin	Okeechobee
Infant	57	10	12
Toddler	96	13	17
2 year olds	101	10	19
3 year olds	78	11	20
4 year olds	81 Non-VPK	4 Non-VPK	5 Non-VPK
5 year olds	0	13	0
School Age	N/A	39	N/A
Total	413	100	73

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