



COALITION BOARD REGULAR/ANNUAL MEETING MINUTES

September 15, 2016

Children's Services Council of Martin County
101 SE Central Parkway, Stuart

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| Present: | Cathleen Blair (via teleconference) Jennifer Corkern (via teleconference) Susan Curtis (via teleconference) Sabin Guthrie (via teleconference) William Laughlin Tom Peer | Lison Philor-Jonnassaint (via teleconference) Donna Rivett Ann Rodriguez Deborah Schooley Richard Stetson Joy Yates (via teleconference) |
| Excused: | Michelle Akins Sandy Akre | Brooke Flood Brandon Tucker |
| Staff: | Jacki Jackson Angela Davis-Green Zack Hackley | Pat Houston Migdalia Rosado Loretta Toth |
| Others: | Malissa Morgan – A Child's World | Gordon Morgan |

I. CALL TO ORDER

The meeting was called to order by Vice-Chair, Donna Rivett, at 1:35 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA

A revised agenda was distributed yesterday which includes the addition of Consent Agenda Items I and J. There were no further additions/deletions to the agenda.

Ms. Jackson announced and welcomed Joy Yates, Faith-Based Provider Representative, and Jennifer Corkern, Head Start Director for Martin County School District. A resignation was received from Lisa Giessert, private sector representative for Indian River County. The coalition is currently seeking private sector members from Indian River County.

III. ADOPTION OF AGENDA

***Motion** to adopt the revised agenda was made by Richard Stetson, seconded by Ann Rodriguez and passed unanimously.*

IV. CONSENT AGENDA

- A. Board Regular Meeting Minutes – June 23, 2016
- B. Annual Report 2015-2016
- C. COOP 2016-2017
- D. Coalition Revised Anti-Fraud Plan
- E. Employee Personnel Handbook
- F. Supplemental 2016 Sliding Fee Scale
- G. Records Disposition - Destruction of Archived Documents (No. 0121)
- H. Records Disposition - Destruction of Electronic Documents (No. 0122)
- I. Submission of Grand Harbor Community Outreach 2016-17 Grant Application
- J. Submission of John's Island Community Service League 2016-17 Grant Application

Motion to approve the consent agenda was made by William Laughlin, seconded by Deborah Schooley and passed unanimously.

- V. **CEO's REPORT** – In addition to the report in the agenda packet, Ms. Jackson stated that, as anticipated, there has been a spike in the number of mandated groups, which is being watched closely.

Tom Peer arrived at 1:42 p.m.

Ms. Jackson attended the Children's Trust Quality Counts meeting last week, which is an initiative spearheaded by Miami-Dade ELC, whereby all coalitions are coming together to define quality. Three recommended standards have been agreed upon: 1) Program assessments; 2) Curriculum-based assessment; and 3) Staff qualifications and professional development.

In addition to the Performance Funding program, extra dollars have been awarded for "Contracted Slots", a separate initiative for specific preschools with underprivileged students. The State is looking at combining all funding from the PFP, Contracted Slots and Gold Seal together to develop a quality rating system.

- VI. **OLD BUSINESS** - None

VII. **NEW BUSINESS**

A. Action Item 2016-17.01 – Gold Seal – It was requested by a child care provider at the last board meeting to consider increasing Gold Seal. Ms. Jackson provided history back to 2012 when reductions in Gold Seal were reviewed. Currently, the staff recommended the present level of 18% remain as is, due to changes at the state and federal level and the uncertainty of the mandated groups. Mr. Hackley provided a comparison of total dollars expended on Gold Seal from 2010-11 through 2015-2016. Mr. Peer commented that at the onset of Gold Seal, there were only a handful of providers, but the number of providers has grown each year. Ms. Schooley commented that more children are being served currently than in 2012.

Ms. Schooley referenced this past year when there was no wait list in Okeechobee with a \$200,000 surplus, which was divided among the other two counties. She questioned why there is currently a freeze on the wait list in Okeechobee and whether we anticipate another surplus of Okeechobee funds this year. Mr. Hackley commented that we are currently over-enrolled in all counties and does not believe there will be any surplus, given the continuity of care and increase in mandated children. There are additional funds that are being awarded to all coalitions from the State which should help alleviate some pressures of being over-enrolled. Ms. Rivett questioned the number of Gold Seal providers in 2012 compared to the present. Mr. Hackley offered to research and provide the information. Discussion continued explaining continuity of care, referrals, and options to handle the over-enrollment.

Lison Philor-Jonnassaint left the call at 2:00 p.m.

Motion was made by Tom Peer to table any action on Gold Seal to a later date. Motion was seconded by Richard Stetson. Ms. Jackson clarified that Gold Seal will remain at 18% until it is reviewed at a later date. Motion passed unanimously.

Follow-up/Action:

- 1) Comparison of the number of Gold Seal Providers in 2012 to present to be provided to the board.
- 2) Gold Seal – added to tickler file.

B. Quality Dollars and Assessment Stipend – Ms. Malissa Morgan, A Child's World Child Care, addressed the board regarding the provider assessment stipend which was made available to providers at the end of the 2015-2016 fiscal year. Although Ms. Morgan had not applied for the stipend due to miscommunications, the matter was resolved and she did receive the stipend. She expressed her dissatisfaction with the manner in which things transpired. Ms. Morgan further

commented on the bonus received by staff, suggested the Okeechobee office employ a full-time staff member, and encouraged the board to meet more often.

Ms. Rivett thanked Ms. Morgan for attending and sharing her input, which will be considered during budget discussions. Ms. Jackson requested to address some of the issues. She commented that staff listened to provider comments at the June meeting, which resulted in the provider and education stipends being increased. Ms. Jackson stated that providers participating in the Performance Funding Pilot just received \$340,840 in bonus funding. In addition, 87% of the ELC budget is paid to providers in direct funding for child care slots.

Mr. Stetson questioned the state/federal requirement for administrative costs. Mr. Hackley reported that ELC's administrative costs were below the 5% requirement at approximately 4.79%. The State also mandates 78% of funding toward slots, which the ELC is above. Mr. Stetson commented how hard it is to meet those requirements.

Mr. Peer questioned the number of providers who received the PFP funding and stipends compared to the number of providers contracted with the ELC. Although there are over 100 providers, 11 providers participated in the Performance Funding Pilot and 32 providers participated in the provider assessment stipend. It was noted that each of the programs have criteria to meet, are not available to all providers, and are voluntary. Ms. Schooley commented that she participated in the PFP in 2015-16, but did not apply for 2016-17.

VIII. COMMITTEE REPORTS

A. Finance Committee Report – Today's Finance Committee meeting included a comparative report of audits from 2008 to 2015. As requested by Mr. Laughlin, Mr. Hackley reviewed that information, which highlighted the increase in provider payments for direct services while decreasing most other expenses. Mr. Peer did not feel the comparison was "apples to apples". It was suggested by Ms. Rivett that further comparisons be made, which could include the number of providers in each county, total enrollment, and the amounts paid for stipends compared to direct services for children. As reported by Ms. Jackson, there is less staff, doing more, resulting in a more efficient operation. Additional comparative information will be prepared and shared with the board.

Follow-up/Action:

1) Comparative information to be prepared for the board.

B. Bylaws/Personnel Committee Report – Minutes from the September 6, 2016 meeting were included in the packet. During the Committee's review of the employee handbook revisions, Mr. Peer commented on the number of coalition holidays compared to other entities, and had requested the holiday schedule be part of today's board agenda for discussion. As a child care provider, Ms. Schooley stated she appreciates the ten paid holidays allotted to providers, which allows her to pay her staff. Mr. Stetson favors leaving holiday leave as is for employee health, to reduce stress, and to promote a better work environment. In the absence of this item on today's board agenda, Mr. Peer agreed to the item being placed on the November board agenda, which will include a listing of the holiday schedule for reference.

Follow-up/Action:

1) Holiday Schedule – November board agenda item.

C. Executive Committee Report – No meeting was held.

D. Program Quality Committee Report – Two new members were welcomed to the Program Committee. Year-end reports were reviewed. A total of \$41,250 was awarded in provider assessment stipends and \$7,400 awarded to 24 individuals from 14 facilities for education stipends. Ms. Rivett acknowledged the importance of education.

IX. CHAIRMAN'S COMMENTS – None

X. BOARD MEMBER COMMENTS – Ms. Schooley pointed out that although two of her staff members attended the same education class, one staff member applied for the education stipend and the other did not. The application process was easy, but it was up to the individual to apply.

XI. PUBLIC COMMENTS

XII. INFORMATION – The following items were included in the packet for information purposes only.

- A. Children Served/Wait List
- B. Updated Organization Chart

XIII. ADJOURNMENT

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

Respectfully submitted,

Approved 11/17/16

Donna Rivett, Vice-Chair
DR:lt