



BOARD REGULAR MEETING MINUTES

May 24, 2018

CareerSource Research Coast
584 University Blvd., Port St. Lucie, FL

Present:	Brandon Tucker Barbara Clowdus Shonda Hunter (phone) William Laughlin Pat McCoy (phone) Steve Newman (phone)	Richard Reilly Donna Rivett Ann Rodriguez Natalie Sanders (phone) Julie Zobec (phone)
Excused:	Michelle Akins Sandy Akre Rhiannon Forker Linda Halpin	Miranda Hawker Karlette Peck Joy Yates
Staff:	Migdalia Rosado Zack Hackley (phone) Carla Herron	Pat Houston Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Brandon Tucker, at 1:35 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA

Note for file: Linda Halpin was appointed as the DCF representative.

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Donna Rivett, seconded by Ann Rodriguez and passed.

IV. CONSENT AGENDA

- A. Board Regular Meeting Minutes – March 22, 2018
- B. Plan Amendment II – Implementation, F. – Sliding Fee Scale

Motion to adopt the consent agenda was made by Ann Rodriguez, seconded by Donna Rivett and passed.

V. INTERIM CEO'S REPORT

Ms. Rosado introduced the new Family Services Manager, Carla Herron. Ms. Rosado reported that ELCIRMO is enrolling in all three counties. There will be funds remaining at year end.

Ms. Rosado reported on Class 1 violations in House Bill 7055 and the impact on providers. Coalitions have been asked to develop a policy regarding how they will deal with violations by providers, noting that contract termination or revoking eligibility up to five years is an option. The bill will go into effect July 1. The Association of Early Learning Coalitions has discussed having a consistent policy among all ELC's.

Pat McCoy joined via phone at 1:40 p.m.

Ms. Rosado explained that should ELCIRMO decide not to contract with a provider that has a Class 1 violation, the provider may exercise their right to due process and they can appeal.

After further discussion, the Board decided to wait until Rule is released by the state. In the meantime, the Program Committee will review further.

A component of House Bill 1091 will give coalitions local control to determine enrollment priorities, effective July 1. However, until guidance is received by the state, everything will stay as is.

FLKRS (Florida Kindergarten Readiness Scores) have been released, with more than 50% of scores below the allowable threshold statewide. There were 52% of ELCIRMO's providers that did not meet the threshold. A new tool was used this year requiring a child to use a computer and mouse, which is considered developmentally inappropriate. The Board was advised that there will most likely be a lot of media on this matter.

VI. OLD BUSINESS

A. CEO Search Update – Ms. Zobec reported that the Bylaws/Personnel Committee has been reviewing all resumes and will meet next week to prepare the short list of candidates, which will be presented for review to the Executive Committee's June 5th meeting. Interviews are tentatively scheduled for June 12th and 13th. The Board will approve their selection at the June 28th board meeting.

VII. NEW BUSINESS

A. Action Item 2017-18.05-1 – Proposal for Auditing Services

The Finance Committee reviewed all proposals and recommended Moss, Krusick & Associates.

Motion was made by Donna Rivett to appoint Moss, Krusick & Associates as auditors for the 3-year period of July 1, 2018 through June 30, 2020. Motion was seconded by Ann Rodriguez and passed unanimously.

B. Action Item 2017-18.06-1 – Slate of Officers for 2018-2019

Mr. Tucker reviewed the recommended slate of officers for 2018-19 as presented. There were no objections and no nominations from the floor. The slate will be presented at the June board meeting for the official vote.

Motion was made by Richard Reilly to approve the slate of officers for 2018-2019 as presented, to be submitted to the June Board meeting for the official vote. Motion was seconded by Ann Rodriguez and passed unanimously.

C. Action Item 2017-18.07-1 – Dental Benefits Renewal 2018-2019 - The proposal represents no change in premium over the current year.

Motion was made by Donna Rivett to accept the recommended proposal with Florida Combined Life at a cost of \$12.72 per employee per month, 100% employer-funded. Motion was seconded by Richard Reilly and passed unanimously.

D. Action Item 2017-18.08-1 – Medical Benefits Renewal 2018-2019 – The renewal plan was offered at a 12.11% increase. The Finance Committee recommended renewal of the BlueCare Plan 14256 and permit the option of a “buy-up” plan, Blue Options Plan 14006.

Motion was made by Will Laughlin to accept the recommended proposal submitted for the BlueCare Plan 14256 paid by the coalition at 100% and allow employees the option to choose Blue Options Plan 14006, with the difference in cost to be paid by the employee through payroll deduction. Motion was seconded by Ann Rodriguez. Discussion: In addition, the Finance

Committee has recommended that the Bylaws/Personnel Committee review alternative brokers and plans for future years. Motion passed unanimously.

- E. Action Item 2017-18.09-1 – Proposed Budget for 2018-2019** – The budget was presented to the Finance Committee and recommended for approval.

Motion was made by Donna Rivett to accept the budget for 2018-2019 as presented. Motion was seconded by Ann Rodriguez and passed unanimously.

- F. Action Item 2017-18.10 – Meeting Schedule for 2018-2019**

Motion was made by Ann Rodriguez to approve the meeting schedule as presented. Motion was seconded by Richard Reilly and passed unanimously.

- G. Action Item 2017-18.11 – PTO Payout** – A 40-hour PTO payout was requested for two employees, as stated in the Employee Personnel Handbook.

Motion was made by Richard Reilly to approve the PTO payout for two employees. Motion was seconded by Donna Rivett and passed unanimously.

In response to Mr. Newman's question regarding the financial impact, it was noted that the financial impact is roughly \$2,700 and has been budgeted. It was recommended that the PTO policy be reviewed by the Bylaws/Personnel Committee.

VIII. COMMITTEE REPORTS

- A. Finance Committee Report** – Ms. Rodriguez reported the financial reports were reviewed by the Finance Committee and were included in the packet.

A draft letter to legislators was included in the packet. Mr. Newman explained the reason for the letter as it relates to House Bill 1091. The letter will be sent to the legislators on behalf of the board.

An article, "*Beyond Financial Oversight: Expanding the Board's Role in the Pursuit of Sustainability*" was shared for information purposes.

Ms. Rodriguez reported on the excess funds that will be available at year end and asked for the Board's recommendation on the use of those funds. Mr. Hackley reported that all percentages for quality, direct and non-direct services are being met and enrollment is taking place in all three counties. In addition, funds have been expended for provider stipends and supplies. Due to staff positions not being replaced during the 16 months of merger discussions, there remains approximately \$200,000 in the salary line item. Mr. Tucker questioned which positions had been frozen. Ms. Rosado replied that she was filling a dual role as Director of Operations and Interim CEO and the position of Director of Family Services was not filled, with some of those duties being assumed by the Family Services Manager. Acknowledging that staff should be compensated for continuing to do a fantastic job during a difficult, stressful time, he requested a proposal for staff bonuses be presented to the June 5th Executive Committee meeting and then voted on by the full board.

- B. Bylaws Committee Report** – Ms. Zobec reported on the status of the CEO search. In addition to what was reported above, she commented that the Executive Committee has invited the members of the Bylaws/Personnel Committee to attend the interviews as observers. All candidates will receive the same questions, which allows for follow-up based on their responses. The questions, rating matrix, and interview rating sheet were all revised by the Committee. Mr. Tucker thanked the Committee for their thoroughness.

- C. Executive Committee Report** – Mr. Tucker informed the members that he has told the Governor's Office that he will step down as Chairman as soon as a new appointment is made. He will continue to act as chair, however, if no appointment is made by the end of the calendar

year, he may consider stepping down entirely. At that time, Will Laughlin, Vice-Chair, will assume the role of acting chair, until a chair is appointed by the Governor.

D. Program Committee Report – Ms. Clowdus reported that the Committee will continue to pursue transportation for children in Okeechobee, while also focusing on funding for wrap-around care. Ms. McCoy reported that the Okeechobee School District has children registered for their VPK program for next year. House Bill 1091, which defines quality, will impact coalitions, and ELCIRMO will require more staffing to accommodate additional requirements.

E. Fundraising Committee Report – Touch-a-Truck was a great event again this year. The board agreed to continue with the event for 2019. Items for consideration for future events are to advertise “cash only”, have someone stationed at the front gate to accept admissions, consider utilizing a mobile credit card acceptance for the day (debit/credit), no lollipops, more learning experiences, a horn-free zone, and more ELC signs. In addition, ELCIRMO should have a table set up with information on the “Talk with Me Baby” program, allowing ELCIRMO staff to inform parents on the subject while children explore through a maze.

IX. CHAIRMAN’S COMMENTS – No further comments.

X. BOARD MEMBER COMMENTS – No comments.

XI. PUBLIC COMMENTS - None

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

- A. Children Served/Wait List
- B. CSCMC/ELC Match Mid-Year Performance Review 2017-18
- C. Board member vacancies – information available on website.

XIII. ADJOURNMENT - The meeting was adjourned at 3:05 p.m. on a motion by Donna Rivett, seconded by Ann Rodriguez.

Respectfully submitted,

Approved 6/28/18

Brandon Tucker, Chair
BT:lt