



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

BOARD REGULAR MEETING MINUTES

January 24, 2019

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

Present:	Donna Doubleday <i>(phone)</i> Rhiannon Forker <i>(phone)</i> Leigh Giunta Linda Halpin <i>(phone)</i> Miranda Hawker <i>(phone)</i>	Pat McCoy <i>(phone)</i> Steve Newman <i>(phone)</i> Richard Reilly Ann Rodriguez <i>(phone)</i> Carolann Wegener-Vitani <i>(phone)</i>
Excused:	Michelle Akins Sandy Akre Barbara Clowdus Donna Rivett	Natalie Sanders Joy Yates Julie Zobec Brandon Tucker
Staff:	Marsha Powers Zack Hackley Carla Herron	Pat Houston Loretta Toth
Others:	Rich Cassidy, Moss, Krusick & Assoc.	Nicole Stacey, All About ABC's

I. CALL TO ORDER

The meeting was called to order by Vice-Chair, Richard Reilly, at 1:34 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA

Mr. Reilly welcomed new board member and governor appointee, Leigh Giunta. Ms. Giunta announced that she has had a career in finance for 25 years and is actively involved in the education system.

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Leigh Giunta, seconded by Steve Newman and passed unanimously.

IV. CONSENT AGENDA

- A. Board Regular Meeting Minutes – November 15, 2018
- B. Review Hearing Committee Minutes – November 30, 2018
- C. Submission of Impact 100 Martin County grant application for 2019-2020
- D. Submission of Martin County Board of County Commissioners grant application for 2019-2020
- E. Submission of United Way of Martin County grant application for 2019-2020
- F. Submission of Children's Services Council of Martin County grant application for 2019-2020 – Bridge to Continuity
- G. Submission of MCCF – Frances Langford grant application for 2018-2019
- H. Coalition School Readiness Plan Element Revisions
 1. Plan Element II.C – Eligibility and Enrollment Policies and Procedures
 2. Plan Element II.F – Child Screening
 3. Plan Element II.G – Program Assessment
 4. Plan Element II.H – Use of Observation-Based Child Assessment
 5. Plan Element II.J – Contracted Slots, if available
 6. Plan Element III.D – Quality Improvement Strategies

7. Plan Element V.A – Monitoring Plan and Procedures

Motion to approve the consent agenda was made by Leigh Giunta, seconded by Donna Doubleday. Discussion ensued.

During discussion Mr. Newman referenced the letter that was sent to legislators and questioned whether any response was received. Ms. Powers suggested since no response was received, it may be more effective to reach out personally to the legislators.

Ms. Halpin left the call at 1:45 p.m.

Mr. Newman requested additional information be added to Item B of the consent agenda indicating reason for termination, any prior incident and that provider was previously on a corrective action plan.

Ms. Halpin rejoined the call at 1:48 p.m.

In response to Mr. Newman's questions regarding the plan elements, Ms. Powers indicated that the elements are based on OEL guidance and statute.

After discussion, **Motion** was amended to accept all items with the changes noted to Item B. Motion passed.

V. AUDITOR PRESENTATION

A. Action Item 2018-19.04-1 – Acceptance of 2017-18 Audit Report

Mr. Rich Cassidy, Moss, Krusick & Associates, reviewed the report noting it was conducted in accordance with government auditing standards. The report was the best report possible, with no deficiencies or findings, no material weaknesses in internal controls and all compliance requirements have been met. The capitalization definition change was explained as well as the recent accounting pronouncement regarding leases which will be reflected in financial reports in the future.

Motion to approve the audit report as presented was made by Leigh Giunta, seconded by Steve Newman and passed.

B. Action Item 2018-19.05 – IRS 990 for year ending 6/30/18 – This item was tabled until later in the meeting.

In the absence of time, the agenda continued with Item VIII. New Business.

VIII. NEW BUSINESS

A. Membership & Acceptance – Bill West, Private Sector, Martin County

Mr. West, CEO of Molly's House, was recommended for membership by the Executive Committee.

Motion was made by Leigh Giunta, seconded by Steve Newman to accept the board membership application of Bill West. Motion passed unanimously.

B. Organization Chart & Job Description

The organization chart included the new position, Community Resources Specialist. Mr. Newman suggested that the Director of Family Services should report to the Director of Provider Services and the Director of Operations should report to the Director of Finance. Ms. Powers indicated that those two positions are currently funded but there is no current plan to fill those vacancies.

Motion to approve the organization chart and job description as presented was made by Leigh Giunta, seconded by Ann Rodriguez. Motion passed, with Mr. Newman opposed.

The agenda continued with Item V.B. IRS 990

- V. **B. Action Item 2018-19.05 – IRS 990** – The floor was open for any questions regarding the IRS 990. Mr. Newman questioned the number of children being served and the number of providers in the three counties. Ms. Powers informed the board that ELCIRMO is now listed in GuideStar.

Ms. Doubleday left the call at 2:30 p.m. There was no longer a quorum.

Additional questions were raised regarding pg. 52-lobbying; pg. 54-average amount of hours listed for board members; pg. 62-100% support; and pg. 77-suggesting SunTrust Bank be listed. Ms. Powers will confer with an attorney regarding lobbying. Additional changes will be reviewed, and the report will be resubmitted for approval, as a quorum was no longer present.

- VI. **CEO's REPORT** – Ms. Powers reported that the coalition is applying for quite a few grants as mentioned under consent agenda. A site visit is scheduled Monday with John's Island. A goal of the coalition is to create a star rating system for providers. Ms. Powers thanked Mr. Hackley for the great work on the audit and the 990.

- VII. **OLD BUSINESS** - None

The agenda continued with Item IX.

IX. **COMMITTEE REPORTS**

- A. **Finance Committee Report** – Ms. Rodriguez reported that the minutes from the January meeting were included in the agenda packet. The December meeting had been cancelled.
- B. **Bylaws Committee Report** – Mr. Reilly reported that the minutes from the November meeting were included in the agenda packet. No meeting was scheduled in December.
- C. **Executive Committee Report** – Ms. Powers reported that the February meeting will include membership acceptance for Dr. Nivea Torres. Minutes from the December and November meetings were included in the packet.
- D. **Program Committee Report** – Ms. Powers reported that the committee discussed the plan elements approved today, which will be submitted to OEL for final approval.
- E. **Provider Report** – Ms. Forker reported that the main focus has been on VPK readiness rates for the 2017-18 school year. Providers will have an opportunity to verify the data. Final rates are scheduled to be released in March.

- X. **CHAIRMAN'S COMMENTS** – None

- XI. **BOARD MEMBER COMMENTS** – None

- XII. **PUBLIC COMMENTS** – Ms. Nicole Stacey, All About ABC's, reported a complaint where payment was not received for a child that continued to receive care after termination. Ms. Powers informed her of the grievance procedure. Ms. Herron provided an overview of the case and the procedure followed by ELC.

Ms. Hawker left the call at 3:11 p.m.

Ms. Halpin left the call at 3:12 p.m.

- XIII. **INFORMATION** – Board member vacancy information is available on the website.

- XIV. **ADJOURNMENT** - The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Approved 3/28/19

Richard Reilly, Vice-Chair
RR:lt