

EARLY LEARNING COALITION OF SARASOTA COUNTY BOARD OF DIRECTORS MEETING

School Board of Sarasota County, Brown Awning Building, Rooms A-B
The Landings, 1960 Landings Boulevard, Sarasota
18 June 2008

MINUTES

1. ATTENDANCE.

a. Voting Members Present:

Laura Benson	Tami Conetta	Laura Bauman
Mike Breton	Jill Jacoby	Chris Kofler
Bill Little	Janice Mee	

b. Non-Voting Members Present:

Sonia Figaredo-Alberts	Dr. Norman Goldstein
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c. Absent (Voting):

Steve Spangler	David Hicks	Pauline Tracy
Lois Natiello	Kathryn Stuckey	

d. Absent (Non-Voting):

Hope Kinney	Ken Modzelewski
Sue Loncaric	

e. Staff:

Janet Kahn	James Pawlak	Linda Mason
Julia Smirnov	Marjorie Fondacaro	

f. Visitors:

Jackie Fountaine

1. CALL TO ORDER

The meeting was called to order at 6:02 pm by Chairperson Laura Benson.

2. CONSENT AGENDA.

a. Approval of Agenda for tonight. Agenda was unanimously approved. (Motion- Chris Kofler 2nd Bill Little)

b. Approval of Minutes from April 16th 2008 meeting. Minutes were unanimously approved. (Motion- Tami Conetta 2nd Bill Little)

c. Approval of updated chart of parent income eligibility and parent fees for July 1. The chart was unanimously approved (Motion- Janice Mee, 2nd Bill Little)

The Board was reminded that item c. above is a routine item that is done each year, based on updated Federal Poverty income charts. It is a required action to update our income charts accordingly and to set parent fees to be under 10% of a given income level. The Board is required by AWI to officially approve the updated charts.

3. CHAIR REPORT.

ELC Community Meetings

Laura discussed the first Community meeting in Venice. Although it was not highly attended, there were about 10 individuals there and it allowed for the presentation to be "tested" and feedback from it will be incorporated into the next meeting in Sarasota on June 19th. We are expecting more at the next meeting.

Janet brought copies of the ELC 2008 Report to the Community for everyone to take and help distribute, as well as the Economic Impact flyer along with provider list to supplement the report. The focus is on economic development of child care on the community, and the importance of child care to the business community.

Early learning Advisory Council---Laura was unable to attend the Early learning Advisory Council. Janet provided information in her report.

OPPAGA Report

Laura stated that the report was released. OPPAGA was asked to look at governance structure of all the elements of the Coalitions, VPK, and what agencies are involved, because Coalition falls under the authority of 3 separate state agencies that need to coordinate and work together. Numerous stakeholders had participated in the interviews and surveys. Areas of concern and areas where things are working well were both noted without any definitive recommendations for change. Janet stated that the next step will be to look at local governance to see how well that is working. They will select certain communities to come and visit. They visited the Sarasota Coalition a couple of year ago when they did a report on the School Readiness program.

4. PRESENTATION/DISCUSSION.

Overview of the ELC Budget

See also action item-presentation of and approval of ELC FY 2009 budget.

Laura thanked staff for clear and comprehensive presentation of the budget. Janet reminded the Board that this is a summary of the budget and emphasized that the actual working budget is more complicated as all costs must be allocated to multiple cost centers (OCA's). We have to maintain budgets for each cost center. In addition, all staff code their time and that determines how expenses are charged. Private funds are accounted for separately. We have different budget thresholds that must be met and those are tracked monthly in Board reports. The Budget and Finance committee reviews the details of the budget reports each month.

Income

- There are multiple state funds received from Agency for Workforce Innovation (AWI)-School Readiness, Voluntary Pre-Kindergarten (VPK), VPK outreach and awareness funds. Department of Education (DOE) gives us supplemental grant, which is specifically to assist Low Performing VPK Providers specifically.
- VPK allotment was reduced twice during the year due to budget cuts. The allotment that we have now allows us to serve 1900 children.
- The SR budget is reduced by \$89,000.
- We have multiple County funds: the required matching local funds to serve the working poor. Sarasota County has fortunately pre-approved those funds. They include BG8 matching and CCEP. We also receive child care training funds, a small grant for over-income families to continue to receive services, and funds for the QIS, quality improvement program.
- Sarasota Partnership for Children's Mental Health funds for a behavioral support program
- Addition private funds for the QIS
- New grant from Community Foundation for Early Literacy was just awarded.

Board members had questions about parent fees. Parent fees are paid directly to the providers, so that is not reflected in the Coalition's income. Providers do report collection of parent fees. Providers that have trouble collecting the fees may contact the coalition; the parent may be terminated for non-compliance. If a parent wants to transfer, proof of fees paid is required to change providers. Few circumstances would result in lowering parent fees; they are already set at a minimum level based on income. Reports on collection of parent fees are done monthly.

There was also a question about any funds left over from the initial QIS private funds. Laura clarified that those are reflected in the ELC's financial statements as deferred/designated revenue, and does not

appear as surplus in agency budget. She reminded the Board that any state funds not utilized do revert back to the state and that Coalition's do not carry surpluses forwarded. Even private grants are not discretionary, so there is very little opportunity to build reserves.

Expenses

- Provider payments budget line include the Gold Seal payment differential and CCEP funds. 70% minimum of budget is to go toward child care costs; current budgeted is 72%.
- In the comparison to current year and projected year, the Board was reminded that we had higher than expected child care costs in current budget year and that is why we requested and received the additional 175k from the state.
- Personnel costs include salaries, benefits, payroll taxes and fees. It was noted that for us it is more cost-effective to utilize a PEO for payroll and human resources functions.
- Personnel costs also reflect the salaries for the coaches that had been contracted through SCTI which will now be brought in house. Our new contract with SCTI will be for training related services only as SCTI made the decision to not renew the coaching/mentoring contract this year due to time constraints of the early childhood director
- County funded QIS position is also included.
- 3% increase budgeted for salaries (but not scheduled until October)
- All the contracts are reflected in the "contracted services" section of the budget
- Other issues to note: routine office support costs are going up, including copying and IT support. Anexio costs are going up \$500 per month, but this includes an improved data backup for disaster recovery.

Thresholds - Budget reflects compliance with all financial indicators for state compliance

Additional informational chart about QIS budget was reviewed.

Board members asked if the state maintained a comparison of operational budget against other similar coalitions that handle scholarship services in house. Janet stated that there is such a chart available. Laura Benson emphasized the efficiency of our admin costs was emphasized. Motion to approve the budget passed.

5. ACTION ITEMS.

a. Approval of ELC FY 2009 Budget. Budget was unanimously approved. (*Motion- Mike Breton, 2nd Bill Little*)

b. Discussion of whether is a need to establish the following short-term work groups to meet over the summer while the Board takes summer break:

1. Audit Task Force: must be separate from Budget & Finance to look at audit process and organization risk-management. This is a new requirement to Coalitions and for non-profits in general. The Board raised the question as to where the directive is coming from and what the specific language is, how often such a committee would meet. Janet was asked to research this further and bring information back. No committee formed yet.

2. Communications/ Economic Partnership: This is the committee that was discussed previously as a means to explore improved partnerships with businesses. Laura Benson will continue to explore the viability of this. Although no committee was formed, Pauline Tracy volunteered to help with this as needed.

3. Strategic Planning: The Board updated established goals recently, but we are coming into the final year of the existing 3 year official Plan. With the new phase of Look for the Stars, Janet will be evaluating the need for any plan amendments to be brought to the Board for approval. In addition our ELC will soon be receiving its triennial extensive program monitoring scheduled to start in October. Staff is completing the required pre-monitoring "Self-assessment" portion in

preparation. The information from this will assist the board to evaluate next steps at the September meeting. No committee formed at this time.

6. OLD BUSINESS/PROGRAM UPDATES.

Written Executive Director Report includes the provisional star results and fiscal monitoring observations. . Many of the centers scored 3 stars or above; discussion about assisting providers achieve quality care and supporting their efforts to improve. The fiscal monitoring was helpful and quite extensive even though we received the shortened version. There were no findings.

7. OTHER DISCUSSION

- a. Finance & Utilization – *Refer to written report*
- b. Legislative Issues -*Refer to Written Executive Director Report*
- c. Other: The question was asked whether there was any increase to the VPK provider payment. Janet responded that there is no increase, and in fact there is a slight decrease due to state budget reductions. Regarding support for VPK providers, it was reported that staff (Dianne) has visited 51 of the 71 providers. She offers TA as needed. the Resource room is available, and specialized VPK trainings are available to the providers.

9. ANNOUNCEMENTS.

- a. Board does not meet in July or August. Next Board meeting will be September 17th after the summer break.

10. ADJOURNMENT.

The meeting was adjourned at 6:55 pm.