

**EARLY LEARNING COALITION OF SARASOTA COUNTY**  
**BOARD OF DIRECTORS**

School Board of Sarasota County, Brown Awning Building  
The Landings, 1960 Landings Boulevard, Sarasota  
6:00 PM – November 18, 2009

**MINUTES**

**1. ATTENDANCE**

a. Voting Members Present:

Mike Breton	David Hicks	Laura Bauman
John Stump	Bill Little	
Amy Tuck-Farrington	Pauline Tracy	
Tami Conetta	Jill Jacoby	

b. Non-Voting Members Present:

Lisa Williams	Connie Snyder
Sonia Figaredo-Alberts	

c. Absent (Voting):

Chris Kofler	Janice Mee	Nicole Parker
Kathryn Stuckey	Steve Spangler	Cheryle Williams

d. Absent (Non-Voting):

Hope Kinney	Judy Corso
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e. Staff:

Janet Kahn	Mary Wolf	James Pawlak
Valerie Walton	Linda Mason	Marjorie Fondacaro

f. Visitors:

Carter Lane	Ed Moss	Randy Tolbert
Brenda Slater for Cheryle Williams (DCF)		

**2. CALL TO ORDER**

The meeting was called to order at 6:05. Tami Conetta welcomed everyone and introduced Carter Lane and Ed Moss with the firm of Berman, Hopkins, Wright and Laham as the auditors from Orlando and stated that they will be presenting the results later in the agenda.

**3. CONSENT AGENDA**

Tami asked for a motion to approve the consent agenda. Laura Bauman made a motion to approve the consent agenda. John Stump seconded the motion. No comments. Motion passed.

**4. PRESENTATION AND APPROVAL OF ANNUAL AUDIT**

Tami again introduced Carter Lane and Ed Moss from Berman, Hopkins, Wright and Laham. The annual audit report was reviewed and highlights given. The third page of the report labeled the Independent auditors' report, is the highest and best report you can get with all standard wording, and states that there were no negative aspects to the report. The Early Learning Coalitions are set up to be a break even organization and the Statement of Financial Position shows that the net assets were \$99,637 and it is not unusual to see a high cash balance of \$731k and an accounts payable balance of \$741k. This is very typical. Page 3 is the income statement, lists the revenue sources and varies income sources. A key component of the report is how expenses are allocated to program services and

supporting services. The administrative expenses are the supportive services at \$340, 612 and this is a very good percentage in relationship to total expenses. The Coalition was well within the AWI set percentages for School Readiness and VPK and shows that the majority of the money is spent on the purpose of the nonprofit agency. The Statement of Cash Flow page takes the \$12,246 income and adjusts it to the cash flow of the agency. Highlights to the footnotes which were basically changes or new items were: on page 7 the Credit risk is a required disclosure; on page 8 Income taxes, the last paragraph is new due to new accounting literature that requires them to have this in the footnote but this doesn't apply to non profit organizations; on page 9 Subsequent events, again is an additional paragraph this year due to new accounting literature and says that management of the organization is required to inform the auditors of anything significant that would effect the audit; on page 10 Note H was something that was not required on a financial standpoint but included because AWI has requested it be in the footnotes. The last part of the audit, the supplemental information, is all required because of the federal and state funding the Coalition receives. On page 12 internal controls are covered and there was nothing in the categories that they needed to report. On page 13 and 14 relates to compliance with grant contracts and is the best report that you can receive with nothing that needed to be reported and no noncompliance found. On page 15, number 5: Auditee qualified as low-risk auditee is marked yes for federal and state purposes. This is a very critical point and you must have no findings for two consecutive years to be considered low risk and it is very good to be classified as this. Overall this is a very clean audit and James and Janet were very prepared and very helpful.

Motion to approve the annual audit report was made by David Hicks and seconded by Pauline Tracy. Motion approved.

## **5. CHAIR REPORT**

Tami reported that there will be a Early Learning Advisory council meeting the first week of December in Orlando that she will be attending. Tami thanked Janet and James again for the good job on the audit results. Tami stated that the Look for the Stars program as well as the Leaf social marketing campaign have been submitted into the WEDU BE More Awards for non-profits which are determined by WEDU judges and will take place in January. In addition there is a people's choice award determined by the number of votes and so Tami encouraged everyone to go onto the website and vote for ELC. Janet will send out an email to everyone with the link. Tami stated that Janet spoke at a recent Leadership Sarasota event that was arranged by Amy as well as Clear Channel radio show "It's your Turn" has been playing locally.

## **6. WORKGROUP REPORT**

### **a. Legislative/Communication Workgroup Report**

Amy Farrington reported that there have been a couple of committee weeks in Tallahassee, not much has been moving, the background check bills have not moved anywhere but they are still looking at this. There has been no word on a special session. Janet is to be speaking at the Legislative Delegation and this has been moved to December 4<sup>th</sup> at the County Commissioner Chambers. The Communication workgroup committee met on November 3<sup>rd</sup> to brainstorm and discussed working with the Chamber on their events and Amy will be meeting with their education group to brainstorm. Janet did speak with Leadership Sarasota which went very well. Next meeting will be November 30<sup>th</sup>. Janet reported that as discussed at a prior Board meeting, KSC will be at the January meeting to revisit our ELC Communications plan and to coordinate ongoing efforts to continue to increase our community profile. Also talked about at the Communication workgroup was a way to connect with businesses through some type of awards, possibly tied to our upcoming 10 year anniversary, recognizing businesses that support early learning.

## **8. DISCUSSION ITEM/ NEW BUSINESS**

- Connie Synder spoke on behalf of the Downtown Sarasota Kiwanis Club, which she is a member of and newly chair for Young Children Priority 1 which is their initiative to help families with children birth through five. She wanted to offer their services as part of a community outreach. At one point in time they were involved with the ELC RIF program and would be interested in doing so again. There is also grant opportunities and their cycles are open all year long and they approved sometime late summer or early fall. They do give more weight if one of

their members is involved in the organization. Connie and Janet will get together to discuss this further. Tami thanked Connie for this opportunity.

- Randy Tolbert asked to say a few words to the Board and expressed thanks to the Early Learning Coalition, for supporting family child care providers who were sponsored to attend their annual conference this past summer. Randy presented the Coalition with an award certificate in appreciation.

## **9. EXECUTIVE DIRECTOR REPORT**

Janet reminded the Board that she sent out a written report prior to the meeting, but would share some additional highlights not already discussed. The ELC annual provider conference is coming up in January and we will be using a new location at Pineview School since we outgrew Pineshores Community Center. Pineview is being very generous with us and we are very grateful for their cooperation. This location will allow us to access to a much larger auditorium and cafeteria and will be more convenient for our south county providers. We will not have to limit the attendance. The theme this year is the Joy of Self Expression which is a little different than past years. We will be partnering with artists and members of the Arts Council Education Task force and we will be offering several very experiential sessions so that teachers will be able to participate in activities of art, music, dance, theatre etc and remember how important that is for children in their classrooms. The time of the conference will be 8:30 -3:00 on January 30, 2010. Board members are invited to attend.

School Readiness waiting list is still over 1000 but we are now bringing in new enrollments into ARRA funding so the list will begin to go down. Whenever we begin taking in families off the list, many of them are no longer eligible or have moved on. Some of the existing ARRA children will be flipped into BG8 then continue to bring in more ARRA funding slots. Our mandated referrals have appeared to have leveled off for now. We are still going to have to be creative on how we are going to serve everyone on the waitlist. We unfortunately did not receive our Boost Grant through the Community Foundation that would have helped us establish new ways to serve the waitlist children and families and develop new partnerships for doing so. So we will need to come up with other solutions.

Janet reported that the Child Protection Center's new building was not ready for them to move into in December which put our move date back to hopefully end of January but could be longer. We will be moving in staff in stages once we are able to access the new site.

David and Janet talked about the Mission Ready Project that Janet had sent out a link to everyone previously. David is exploring this to see where it could lead us locally. David reported that he submitted the application but has not heard anything back so far. This would be another way to reach individuals in our community and to raise the awareness of the importance of a strong focus on the early years.

Janet also stated that one of the legislative priorities of the Association of Early Learning Coalitions is to remind the Legislature about the funding hole which is significant and currently being filled temporarily by ARRA dollars. The other issue is to encourage that all of the early learning systems related to school readiness and VPK come under one organization, AWI.

## **10. OLD BUSINESS:**

None at this meeting

## **11. FINANCE Report:**

James Pawlak presented reports through October for Admin and Non Direct, which are in line with expectations. Everything else including. Quality, Gold seal, Infant/ Toddler, CCRR are all on pace for hitting the spending targets. We are bringing in new children and we need to watch our utilization. We now have approximately \$78,000 that we need to spend and we should be bringing in new children from now until mid January. We are almost at the ARRA expected threshold. VPK admin is below 5% this month due to record slot payments. James reminded the Board that the state carried over the VPK overages from prior year into this year and for us it was \$120,000. With current enrollment the total projected VPK deficit is \$224,000, and that too will be carried forward.

As stated previously, currently there are 1048 children on the waiting list which also includes counts the children being served by the stimulus funds which is approximately 200 (stay on waitlist until they are rolled over into a permanent BG8 slot). Tami requested to have a separate line item on the reports that show the current waitlist numbers and breakdowns Linda Mason reported that we always prescreen before they go on the waitlist but by the time they are pulled from the list, there is generally only less than a 60% response rate.

## **12. ANNOUNCEMENTS.**

Next meeting will be January 20<sup>th</sup>. We have no meeting in December. Tami wished everyone a nice holiday. Janet belatedly introduced Brena Slater, the Operations Manager for DCF, who was sitting in today's meeting for Cheryle

## **13. ADJOURNMENT.**

Meeting adjourned at 6:55 p.m.