

Early Learning Coalition of Pinellas County, Inc.  
*Working for the Success of Pinellas County's Children*

**BOARD OF DIRECTORS REGULAR MEETING**

Thursday, July 13, 2006

**UNAPPROVED MINUTES**

**PRESENT**

Voting Members: Peggy O'Shea, Chair; Will Michaels; Linda Tamanini; Jack Geller; Steve Overton; Angela Benjamin for Ben Shirley; Cindy Seletos; Cindy Jameson; Dr. Claude Dharamraj; Edward Peachey, Vice Chair; Le Ann Elliott, Treasurer; V. James Dickson

Non-Voting Members: Diane Brown; Arlene Roig-Garcia for Juanita Heinzen; Louise Boothby-Llorente; Judith Miller, Secretary; Doug Oakes for Guy Cooley

**ABSENT**

Susan Latvala; Michael Pachik; Dr. Carol Thomas; Lounell Britt; Anne Sullivan; Ellen Lasher

**STAFF**

Janet Chapman; Merita Kafexhiu; Patty Van Alstine; Lindsay Carson; Barbara Scarsbrook; Patricia Higgs; Mary Ann Goodrich; Bonnie Touchton

**IN ATTENDANCE**

Paul Runyon; Lynne Faimalie; Fred Bruneau; Judy Scott; Art O'Hara; Debra Ballinger; Susan McPhee; Brett Engisch; Bonnie Mettetal

**OFFICIAL RECORDER**

Lindsay Carson

**I. CALL TO ORDER**

Chair O'Shea called the meeting to order at 4:08 p.m.

**A. Adoption of Agenda**

Chair O'Shea, called for approval of the agenda for the July 2006 meeting.

A motion was made by Jack Geller and seconded by Will Michaels to:

*To approve the July 2006 Agenda.*

Discussion: Janet Chapman requested to strike item V. D. 2006-2007 Executive Officers from the agenda as the Nominating Committee meeting had been cancelled.

The motion passed unanimously.

## **B. Approval of Minutes**

Chair O'Shea called for approval of the May 2006 minutes.

A motion was made by Jack Geller and seconded by Cindy Seletos to:

*To approve the May 2006 minutes.*

The motion passed unanimously.

## **II. PRESENTATION**

Barbara Scarsbrook and Mary Ann Goodrich presented an activity to demonstrate developmentally appropriate practices in early childhood education. Discussion occurred about the activity.

## **III. CHAIRMAN'S REPORT**

Chair O'Shea announced Board packets will now be distributed via email only unless otherwise requested by individual Board members.

Chair O'Shea shared there will be a meeting in July to discuss a statewide Quality Rating System. Will Michaels requested they not develop a statewide system that would use standards lower than those already being adopted in Pinellas.

Chair O'Shea also shared Coalition Chairs will be meeting in September to review the implementation of VPK and develop a legislative agenda for 2006-2007. Board members were requested to contact Janet Chapman if there are any issues they would like to be included on this legislative agenda.

## **IV. EXECUTIVE DIRECTOR'S REPORT**

Janet Chapman presented the Coalition is projecting no deficit or surplus for FY 2005-2006. Some final invoices have not yet been submitted but preliminary reports indicate the budget will be in balance. She also shared that effective July 1, 2006 the cost saving measures taken to address the deficit have been lifted. The provider rates have been reinstated. It has been determined that there is not sufficient funding to pay providers retroactively for lost earnings. Enrollment is still closed for income eligible families. Attrition rates for June, July and August will be used to make projections for FY 2006-2007. The Coalition is planning to maintain an average of 7,000 slots each month. There are currently about 2,800 children on the waitlist. Some of these children are receiving temporary funding through JWB.

Ms. Chapman reported the implementation of VPK in Pinellas County was quite successful. Pinellas County served 88% of their goal established by the Office of Early Learning, leading the state's larger coalitions. This is partly due to the very successful summer programs serving approximately 906 children. She also shared that early projections indicate a \$7,000 possible pay back by the Coalition and \$150,000 by Coordinated Child Care for over spending the 5% VPK administration allowance. The state may interpret the 5% for administration of VPK as a statewide requirement as opposed to individual coalitions. Some counties with alternative funding sources did not spend their entire 5%. Will Michaels inquired on steps being taken to

reduce the administration costs in Pinellas for FY 2006-2007. Ms. Chapman shared the Coalition will discontinue provider "town hall meetings", printing newsletters for providers and reduce community outreach efforts for families. It is expected that less outreach will be necessary as more providers are opening VPK classes and sharing this information with parents.

Ms. Chapman presented the Coalition's Even Start Grant (II) has been de-funded. The staff member previously working on that grant has been re-assigned to promote public awareness, develop corporate relationships, research grant opportunities and organize fundraising events.

Ms. Chapman reported the 2006-2009 Coalition Plan was conditionally accepted by the Office of Early Learning. The Coalition is in the process of making necessary corrections. The most notable non-compliance related to the Coalition bylaws which will require revision.

Ms. Chapman presented various statistics on child care providers in Pinellas.

#### **IV. COMMITTEE REPORTS and ACTION ITEMS**

##### **A. Executive Committee**

###### **1) Annual Meeting**

Discussion: Janet Chapman presented the Annual Meeting will be held in September. At this meeting, executive officers will change. She will be inviting a representative from the Office of Early Learning to speak. Presentations will be held on programs funded by the Coalition and partnering agencies.

###### **2) Action Item 06.07.01- Even Start Grant (I)**

###### Description:

Bonnie Mettetal presented the Even Start grant funds family literacy programs offering basic education courses for parents pursuing a GED. The program also offers parent education, literacy instruction for parents learning how to successfully do literacy activities with their children and home visitation.

The Early Learning Coalition of Pinellas County, Inc. was previously awarded an Even Start grant (II). The Pinellas County School Board was also awarded an Even Start grant. Due to recent cuts in funding at the federal level, the Coalition was not asked to reapply. This was typical in most communities that had two Even Start programs. Federal funding for the Even Start grants was cut from \$225 million to only \$90 million. The federal budget proposes to cut funding further, to only \$70 million next year.

Even Start I has requested \$75,000 in additional funding to continue the program in south St. Petersburg established by the Coalition's Even Start II.

A motion was made by Will Michaels and seconded by Jack Geller to:

*To approve support of the Pinellas County School's Even Start Grant.*

The motion passed unanimously.

### 3) Action Item 06.07.02 Coalition Bylaws

Description:

Lindsay Carson presented the Coalition Bylaws were approved in April 2005. The Office of Early Learning has required that they be amended in accordance with HB0001A and S.617.0206, F.S.

Noted changes include:

	Page(s)
1. Defined role of the Service Delivery Committee.	6,11
2. Defined terms of service for all Board members.	7
3. A Quorum has been defined as a majority of voting members.	8
4. Defined responsibilities of both voting and non-voting members.	9

A motion was made by Jack Geller and seconded by Jim Dickson to:

*To approve the revised Coalition Bylaws.*

Discussion:

Jack Geller expressed concern about the definition of a quorum. A minimum of only 3 voting board members is required to constitute a quorum. A quorum is required to conduct Board business, even on the committee level.

Art O'Hara requested the following changes:

- 2.1 The Early Learning Coalition of Pinellas County, Inc. recognizes that school readiness programs including the Voluntary Prekindergarten program and school age care, increase children's chances of achieving future educational success and becoming productive members of society.
- 7.6.1. The Coalition may create and dissolve other standing or special committees as it deems necessary. The Chair shall appoint members to participate on other committees from time to time at his or her discretion.

A motion was made by Will Michaels and seconded by Jim Dickson to:

*To amend sections 2.1 and 7.6.1 of the revised Coalition Bylaws.*

The motion passed unanimously.

A motion was made by Jack Geller and seconded by Jim Dickson to:

*To approve the revised Coalition Bylaws as amended.*

The motion passed unanimously.

## B. Finance Committee

### 4) Spending Plan Update

Description:

Le Ann Elliott presented the finance update had already been discussed.

**5) Action Item 06.07.03 - 2006- 2007 Coalition Budget**

Description:

Le Ann Elliott presented the Fiscal Year 2006-07 total combined budget is \$50,845,596 including \$33,506,813 for school readiness program; \$17,195,058 for VPK program; \$75,000 for the VPK Regional Facilitator; and \$68,725 for the PERKS project.

This budget addresses two major programs and ensures that:

- 77% of the Coalition's SR allocation is expended on direct child care, while 6% is designated for quality initiatives, 5% for administration, 10% for non-direct services, and 2% for inclusion and resource and referral services.
- 95% of the Coalition's VPK grant allocation is expended on direct child care
- 5% of the VPK grant allocation is expended on administration and non-direct services (Coalition 1.1% and CCC 3.9%).

The proposed Coalition budget for FY 2006-2007 has been developed with the following goals:

- Maximum accountability of federal and state funds
- Serving an average of 7,000 SR children per month giving priority to children at risk of abuse, neglect, and children in families that are receiving temporary cash assistance
- Serving 6,375 VPK children as dictated by the Grant Award
- Effective, lean administrative support

A motion was made by the Finance Committee and seconded by Jack Geller to:

*To approve the 2006-2007 Coalition Budget.*

Discussion: Jim Dickson asked if Coordinated Child Care had input in developing the budget. Doug Oakes shared that CCC worked with the Coalition in developing the budget and did not have any concerns.

The motion passed unanimously.

**6) VPK Administration Funding**

Description:

Janet Chapman discussed this issue during her Executive Director's report.

**C. Legislative Committee**

**7) Candidate Connection**

Description:

Art O'Hara presented the Coalition will be collaborating with several other agencies to educate legislative candidates on issues relative to children and families. The Coalition will focus on improving quality Voluntary Prekindergarten and school age care.

Discussion:

Jim Dickson suggested working with the Chambers of Commerce from the position that child care and school readiness promote successful employment for the current workforce and that of the future. Art O'Hara is currently involved with the Florida, St. Petersburg and Clearwater Chambers of Commerce.

### **8) Children's Campaign – 5 Promises**

Description:

Art O'Hara presented the Children's Campaign is sponsoring a letter writing campaign to educate legislators on the 5 Promises. Board members were encouraged to participate.

Discussion:

Steve Overton asked about the relationship between the Coalition and the Children's Campaign. Janet Chapman shared that they are a separate entity, but that we have joined forces to increase impact among the legislators.

## **IV. INFORMATION ITEMS**

Will Michaels shared he will be attending a Florida Children's Summit in Orlando on October 6, 2006. It will include 30 organizations including the children services councils. He suggested the Coalition attend as well.

Art O'Hara shared that the R'Club will be opening a new preschool on August 7, 2006. The new school will be located next to Honeywell.

## **V. OTHER BUSINESS**

Chair O'Shea shared the Coalition is currently exploring the options of starting a foundation similar to the Pinellas Education Foundation. Mayor Rick Baker is also very supportive.

Barbara Scarsbrook presented the Coalition is planning a celebration event for the 2005-2006 VPK providers for their efforts in the first year of VPK. Board members will be invited to attend the event on October 26, 2006 at the Harbor View Center in Clearwater. She will be seeking sponsorships to fund the event.

## **VI. PUBLIC COMMENT**

There was no public comment.

## **VII. ADJOURNMENT**

There being no other business, the meeting adjourned at 5:40 P.M.

Approved by:

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Peggy O'Shea

Date