

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

BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 14, 2006

APPROVED MINUTES

PRESENT

Voting Members: Peggy O'Shea, Chair; Linda Tamanini; Jack Geller; Steve Overton; Cindy Seletos; Cindy Jameson; Dr. Claude Dharamraj; Edward Peachey, Vice Chair; V. James Dickson; Michael Pachik; Anne Sullivan; Ellen Lasher; Donna Rippley representing Dr. Carol Thomas

Non-Voting Members: Diane Brown; Louise Boothby-Llorente; Judith Miller, Secretary; Guy Cooley; Donna Lytuyn representing Lourdes Benedict

ABSENT

Susan Latvala; Lounell Britt; Gay Lancaster; Juanita Heinzen; Le Ann Elliott, Treasurer

STAFF

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

IN ATTENDANCE

Paul Runyon; Fred Bruneau; Debra Ballinger; Susan McPhee; Juliette Relyea; Julie Ulibarri

OFFICIAL RECORDER

Lindsay Carson

I. CALL TO ORDER

Chair O'Shea called the meeting to order at 4:14 p.m.

A. Adoption of Agenda

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

A motion was made by Ellen Lasher and seconded by Jack Geller to:

To approve the September 2006 Agenda.

Discussion: Chair O'Shea requested that Juliette Relyea be added to present on the Born to Read program.

The motion passed unanimously to approve the amended agenda.

B. Approval of Minutes

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

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

To approve the July 2006 minutes.

The motion passed unanimously.

II. PRESENTATION

Juliette Relyea presented the Annual Report for the Born to Read Program. This is a national public outreach program initiative of the Pinellas County Library Collaborative partly funded by the Coalition. Juliette reported the Born to Read program enrolled 648 new families and issued 665 new library cards. Approximately 2,000 books were distributed in 2005-2006 at local libraries, health clinics and community events.

III. CHAIRMAN'S REPORT

Chair O'Shea appointed the following committee chairs:

Finance Committee	Jack Geller
Board Development	Ellen Lasher

She also requested volunteers to chair the Legislative Committee.

IV. EXECUTIVE DIRECTOR'S REPORT

Janet Chapman presented the Coalition is required to go through the procurement process for our central agency services. Request for proposal is required by law. The Agency for Workforce Innovation did not approve a request for a single source. The Coalition staff will prepare the RFP. A Board committee will review the RFP and a different committee will review submitted proposals. She recommended Pinellas County continue to bundle services, not fragment them among different agencies. Jack Geller raised concern that the RFP could be criticized if it appears to be designed to only allow Coordinated Child Care of Pinellas to meet the requirements. Cindy Jameson added that agencies may partner with different agencies to provide services but with one overseeing agency. Mike Pachik asked if the Coalition is required to accept the lowest bid. The Coalition is not required to accept the lowest bid, however each bid must be objectively scored based on specific criteria. Quality of services and cost are both considered. Open discussion occurred on the scoring process for the review committee. Ms. Chapman presented this proposed timeline:

Final procurement document written by October 27 including Board review.
The Request for Proposal (RFP) advertised November 1 through 30.
Possible Bidders conference November 8.
Proposals due by December 15.

Evaluation committee scores proposals by December 30.
Award posted and announced January 4.

Open discussion on the advertising requirements occurred. It was suggested that the Coalition advertise for 10 days instead of 30 days. The Coalition will advertise in the Administrative Weekly and local newspapers. Statewide RFP advertising is routinely done in the Administrative Weekly, a publication out of Tallahassee. Ellen Lasher, Cindy Seletos and Mike Pachik volunteered to serve on the RFP committee.

Ms. Chapman also presented the Coalition is exploring opportunities for revenue maximization. The Coalition has seen a reduction from \$2.5 million to \$1.6 million in CCEP match funding. This funding is within the school readiness grant is intended to encourage corporate business to match federal dollars. The Coalition receives CCEP match from JWB. While this is allowable, it is funded as a 3rd priority. Funding from corporations is given first priority. Janet is collaborating with United Way and R'Club. These organizations already give money for childcare. If they give money through ELC, those funds could be doubled.

In addition, Ms. Chapman shared federal funding is provided to support foster care children and enhance care. The Coalition does not currently receive any of this funding, which is about \$50,000 in Pinellas County. JWB has been researching this potential funding source. The Department of Children and Families has limited this draw-down to one time.

Mike Pachik suggested the Coalition Board members, specifically private sector members, become more active in fundraising and corporate giving. Peggy shared we are looking at starting a foundation. Janet added that she has assigned a staff member to public awareness activities. Peggy explained she has met with another Coalition that has already established a foundation.

Jim Dickson raised concern that the Coalition may be competing with agencies, such as JWB and CCC. He urged the Coalition analyze possible implications before pursuing a foundation. He suggested the Coalition support related agencies in their fundraising efforts. Guy shared that CCC does not currently do independent fundraising. They do receive funding from JWB and United Way. Mike Pachik added, there is an unlimited number of people willing to donate. Open discussion took place on communications with partners. Diane Brown added that in the past centers were required to raise their own match dollars, they are very appreciative of the efforts of the Coalition and Coordinated Child Care.

Ms. Chapman presented the July management report. The Coalition served a total of 5,843 children in July 2006. Enrollment has been opened to 600 children and will continue to be open to about 400 children per month as attrition rates allow. Last year Pinellas had 165 VPK providers, this year there are 231 with 6,129 available slots. In 2005-2006 Pinellas served 5,014 during the entire year. Pinellas is expected to meet the projected goal for 2006-2007.

Ms. Chapman also provided a description of the Service Delivery Advisory Council, formerly PECC and the composition of its membership. She shared the members are the local experts on early childhood. Lynne Faimalie has been nominated the Chair of this Council.

IV. COMMITTEE REPORTS and ACTION ITEMS

A. Executive Committee

1) Action Item 06.09.01 - Coalition Bylaws

Description:

Janet Chapman presented the revised Coalition Bylaws were approved in July 2006. Since that time, the Coalition was informed by the Office of Early Learning that the original definition of a quorum was not adequate. The Bylaws have been revised to redefine a quorum as follows:

- 5.2.1 At any duly noticed Coalition Board meeting, a majority of the voting directors present, with no less than 50% voting members present, shall constitute a quorum required to conduct business of the Coalition.

At any duly noticed meeting of a Coalition committee including Executive, Finance, Legislative, Nominating / Board Development or other committees appointed by the Board Chair, a majority of voting directors present, with no less than 3 voting members present, shall constitute a quorum required to conduct business of the Coalition Committees.

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

To approve the Coalition Bylaws as presented.

The motion passed unanimously.

2) Action Item 06.09.02 Association of Early Learning Coalitions

Description:

Chair O'Shea presented the Association of Early Learning Coalitions membership dues have been reduced for 2006/2007, and relate to the size of a Coalition's school readiness budget. The annual dues for Pinellas would be up to \$4,800. These dues are an allowable school readiness cost, according to the Office of Early Learning and there are funds available in the Coalition's current administrative budget to cover this cost within existing allocations. Dues were not required for 2005-2006 as AWI was planning to hire a staff member to support.

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

Recommend that the Early Learning Coalition of Pinellas County join the Association of Early Learning Coalitions at a 2006/2007 dues rate up to \$4,800.

The motion passed with a majority. Mike Pachik voted nay.

3) Action Item 06.09.03 Executive Director's Salary Range

Description:

Chair O'Shea presented the Executive Committee requested she evaluate Janet's performance and determine a salary range. Executive Directors of other nonprofits in the Tampa Bay area with a fiscal year budget of \$50 million had an average salary of \$183,627.

A motion was made by Jack Geller and seconded by Dr. Dharamraj. to:

Approve the range for the executive director's salary as \$70,000 - \$98,000

Discussion: Jim Dickson requested comparisons, not by just size of budget, but also organizational structure of each coalition. Janet Chapman shared that she informally surveyed fellow executive directors and found the average coalition had 7-10 employees. Coalitions that have taken services in-house such as training have a few additional staff members.

Open discussion occurred on the allocation formula used to determine each coalition's budget. The allocation formula will be readdressed this year. Dr. Dharamraj added that there are fewer births in Pinellas County and it is a wealthier.

Mike Pachik confirmed the proposed action item was to establish a range, not a salary increase. Open discussion occurred on the need for a salary range. Cindy Jameson shared that based on experience in human resources, a salary range is standard practice.

Jim Dickson asked Ms. Chapman what she would request as an increase. She requested a \$12,000 increase bringing her salary to \$89,500. Mr. Dickson shared he does not agree with a range.

Ellen Lasher presented Ms. Chapman's contract has expired and she is currently working without a contract. She added that her current salary was originally based on the JWB salary. Jim Dickson added the Board should set a salary and annual increase. He would prefer a recommended increase. Steve Overton expressed concern about the practice of having only one person negotiate the Executive Director's salary and future increases.

The motion passed with a majority. Jim Dickson voted nay.

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

Renew Janet Chapman's contract and approve a \$12,000 salary increase.

Discussion: Steve Overton expressed concern with the appropriateness of negotiating the salary during an open meeting. Chair O'Shea recommended the salary increase be approved based upon Ms. Chapman's exemplary performance during 2005-2006. She added the Coalition successfully handled challenges such as a projected \$4 million deficit and the implementation of VPK. Guy Cooley added that other Coalitions are currently advertising for Executive Director positions. Due to Janet's success in Pinellas, she would be a top candidate for these positions.

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

Amend the open motion to take effect July 1, 2006 retroactively.

(b) The motion passed unanimously

(a)The motion passed unanimously as amended.

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

Require subsequent annual performance evaluations be completed by the Board Chair with the Executive Committee. The Executive Committee will provide the Board with a report of the performance evaluation and recommended salary increase within the approved range at the May Board meeting annually.

The motion passed unanimously

4) Annual Meeting

Discussion:

Chair O'Shea presented the Annual Coalition Board meeting will be held October 17, 2006 at 9:00 a.m. This will be an educational meeting and lunch will be provided.

B. Finance Committee

5) Action Item 06.09.04 - 2006- 2007 Coalition Budget Amendment 1

Description:

Janet Chapman presented the total budgeted revenue has increased from \$50,845,596 to \$50,878,442 equaling an overall increase of \$32,846 for VPK outreach and awareness. This increase in funds and proposed utilization of these funds is as follows:

Workshops & Meetings	Increase of \$2,500 (for providers)
Other Contractual services	Increase of \$2,625 (temps/consultants)
Postage and Shipping	Increase of \$600 (newsletters and public awareness)
Printing, Copying	Increase of \$4,500 (newsletters, brochures)
Advertising	Increase of \$3,617 (meetings, positions)
Unallocated	Increase of \$19,004 (to be determined as we move through the year)

A motion was made by the Cindy Jameson and seconded by Mike Pachik to:

To approve the amendments to the Coalition's Budget.

Discussion:

Jim Dickson asked about specifications for how the funding should be used. Fred Bruneau of the Office of Early Learning clarified that the coalitions may use this money at their discretion for outreach and awareness of VPK only. Jim asked if the funds could be used for vision and hearing screenings or other health screenings for early intervention. Hearing and vision screenings are currently funded through quality dollars provided by school readiness.

The motion passed unanimously.

C. Service Delivery Advisory Committee

6) Action Item 06.09.05 – Developmentally Appropriate Curriculum

Description:

Debra Ballinger presented the Coalition is required to implement developmentally appropriate curricula and character education programs in all programs receiving school readiness funding. The Quality Initiatives Committee reviewed evaluations of various preschool curricula and character education programs.

Providers using a curriculum not on this approved list will be required to submit a Self-Assessment Study for each age group they serve (Infant, Toddler, Two's and/or Preschool). Providers not using the approved character education program will be required to submit the Self-Assessment Study for character education.

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

To approve the Developmentally Appropriate Curricula Approval Process as presented.

Discussion: Jim Dickson inquired on how many programs use these curricula or do not use the approved curricula. This information was not readily available. Donna Rippley added that this is a starting point. Although a provider may adopt the curricula, it is the implementation and potential modification that determine its effectiveness.

Mr. Dickson asked what the consequences are for those not using DAP. Janet Chapman explained parents will be notified through Child Care Resource & Referral.

Additional discussion occurred on the potential criticisms of the approved list and self-study tool. Judi Miller suggested "all" providers complete the self study. Lindsay Carson shared that while the Quality Initiatives Committee suggested that be a requirement, it would require additional staff to review the self-studies submitted. Since there are currently very few consequences for providers not using a developmentally appropriate curriculum, it was deemed as not cost effective. Ms. Carson also shared the self-study tools developed were directly aligned with the Performance Standards developed by the Department of Education. The list of approved curricula was determined based on research of the Florida Center for Reading Research at Florida State University and the Leon-Gadsden Curriculum Guide Report.

Donna Rippley suggested quality dollars be used to provide training on the self-study tools and curriculum evaluation and implementation.

Dr. Dharamraj requested the self-study tools be enhanced to include education on health and nutrition due to the increase in childhood obesity and diabetes. The Quality Initiatives Committee will work with Dr. Dharamraj to add additional indicators addressing this area.

The motion passed unanimously.

7) Action Item 06.09.06 – Accessing School Readiness and VPK

Description:

During 2005-2006 approximately 678 eligible 4-year old children received school readiness care without accessing VPK. The Coalition faced a \$4 million deficit in school readiness, leaving

over 2,000 income eligible children on the waitlist. As an entitlement program, there is no limit to the number of children that may access VPK.

Children accessing school readiness under protective services, TANF or income eligibility that are eligible for VPK will be screened for VPK eligibility. School readiness funding may still provide wrap care for these children to allow them to participate in full day classes. Exceptions may apply based on the extenuating circumstances and the best interest of the child.

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

To require all eligible children receiving school readiness care to access VPK during a school year or summer program. Exceptions may apply based on the extenuating circumstances and the best interest of the child.

Discussion: Jim Dickson asked if this is an issue of paperwork or parents not choosing a site offering VPK. This would spread school readiness funding further. Guy added that this will be typically done at intake. Exceptions based on sibling care or transportation. Janet Chapman corrected the proposed recommendation to “encourage,” not “require” eligible children receiving school readiness care to access VPK.

Jim Dickson questioned if the Coalition can legally require parents to access VPK. Ms. Chapman re-iterated that parents and case managers will be strongly encouraged to access VPK. Ultimately, the coalition may not require children to attend VPK.

The motion passed unanimously with noted change.

8) Action Item 06.09.07 – “Reading, Eating and Meeting- The Family Breakfast Club

Description:

Debra Ballinger presented the Early Learning Coalition of Pinellas County and Pinellas County Library Cooperative will partner together to pilot a new program called “Reading and Eating: Join the Family Breakfast Club”. The project will introduce literacy and nutrition experiences that will impact the quality of life for parents and their children. This project will reach 150 family members and offer 5 events during the year.

The Coalition will provide materials, information, and activities that support basic family needs while presenting literacy and nutrition information. Incentives will be used to encourage participation. The goal is to reach high risk families that have the least contact with school readiness services.

Project total cost \$10,000

A motion was made by the Jim Dickson and seconded by Cindy Jameson to:

To approve the “Reading, Eating & Meeting - the Family Breakfast Reading Club” quality initiative

Discussion: Steve Overton asked how these families have been identified and why they are not receiving school readiness services. Ms. Chapman responded that these are families that

typically have a stay-at-home mom and therefore do not meet the work requirements of school readiness. These are very low-income families with low literacy levels. Patty Van Alstine added that Cooperative Extension has partnered to provide nutritious food.

The motion passed unanimously.

C. Board Development and Nominating Committee

9) Action Item 06.09.08 – Executive Officers

Description:

Guy Cooley presented the Early Learning Coalition of Pinellas County, Inc. Bylaws state the Executive Officers will change during the annual meeting of the Coalition to be held during the first quarter of the fiscal year. The chairperson has been appointed by the governor.

The Nominating Committee has met and proposed the following slate of officers:

Vice Chairman	Cindy Seletos
Treasurer	Jack Geller
Secretary	Cindy Jameson

A motion was made by the Jim Dickson and seconded by Dr. Dharamraj to:

To approve the slate of nominees as recommended to the Board by the Nominating Committee.

The motion passed unanimously.

IV. INFORMATION ITEMS

No informational items were presented.

V. OTHER BUSINESS

Chair O’Shea presented Board members will be invited to the VPK Provider Celebration. Barbara shared the event will be held October 26, 2006 at the Harborview Center. Peggy shared this is a fundraising opportunity and encouraged Board members to donate and share with others who may be interested in donating.

VI. PUBLIC COMMENT

There was no public comment.

VII. ADJOURNMENT

