

ELC OF NORTHWEST FLORIDA, INC.  
OCTOBER 4, 2006  
BOARD MEETING MINUTES

ATTACHMENT 1

**Early Learning Coalition of NW Florida, Inc.**  
**Profit & Loss**  
 July through September 2006

	<u>Jul - Sep 06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Grants</b>	
School Readiness	2,131,308.18
VPK	561,879.40
VPK Out	11,549.00
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<b>Total Grants</b>	2,704,736.58
<b>PERKS Income</b>	7,033.33
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<b>Total Income</b>	2,711,769.91
<b>Expense</b>	
Dues and Subscriptions	401.25
Help wanted ads	57.50
Infant/Toddler (ELC Level)	10,969.78
Miscellaneous	68.43
<b>Occupancy</b>	
Electric	1,011.91
Insurance	67.68
Internet Access	566.33
Other Occupancy	60.00
Rent	23,823.81
Telephone	2,051.66
Water and Sewer	281.41
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<b>Total Occupancy</b>	27,862.80
Office Supplies	14,263.65
Outreach CCR&R	8,671.50
Outreach VPK	11,549.00
<b>Payroll Exp</b>	
Admin Costs Shared	55,598.59
Admin SR	9,934.71
Admin VPK	731.01
Eligibility	66,830.18
Insurance	1,063.86
Non Direct Services	7,907.48
PERKS Salary	18,272.39
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<b>Total Payroll Exp</b>	160,338.22
Postage and Delivery	1,039.70
Printing and Reproduction	5,373.82
Professional Fees	14,800.00
<b>Program Supplies</b>	
Parent education supplies	12,926.27
Provider education supplies	4,300.00
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<b>Total Program Supplies</b>	17,226.27
Quality (ELC level)	65,478.50
Quality (PERKS)	0.00
<b>Travel &amp; Ent</b>	
Airfare	576.20
Car Rental	802.01
Conference Fee	90.00
Lodging	1,060.00
Mileage	7,115.89
Per diem	975.00
Tolls/Parking	28.80
	<hr/>
<b>Total Travel &amp; Ent</b>	10,647.90
VPPRSD VPK Slot Payment Differe	19,679.74
X-Admin Allocate County SR	0.00
X-Admin Allocate County VPK	0.00

3:07 PM  
09/28/06  
Accrual Basis

Early Learning Coalition of NW Florida, Inc.  
**Profit & Loss**  
July through September 2006

	<u>Jul - Sep 06</u>
<b>X-Contracted Services</b>	
97BBD Non Direct Service	59,688.50
97BDE Eligibility	40,345.00
97COO Two Parent One Work (8OP)	14,324.12
97GNW Workforce/TANF (3/3R)	73,313.96
97GOO Transitional CC (5/5T/3W)	176,372.35
97GSD Quality Gold Seal	73,729.20
97POO Working Poor (8)	840,096.57
97PPO CC Purchasing Pool (CCPP)	18,873.20
97ROO Protective Services (1)	536,654.89
97TNW Transitional CC (5N)	1,658.00
VPPRP VPK Slots Prepayment	126,915.22
VPPRS Program Services (slots)	363,521.46
<b>Total X-Contracted Services</b>	<u>2,325,492.47</u>
<b>Total Expense</b>	<u>2,893,820.53</u>
<b>Net Ordinary Income</b>	17,949.38
<b>Other Income/Expense</b>	
Other Income	
Interest Income	4,560.50
<b>Total Other Income</b>	<u>4,560.50</u>
<b>Net Other Income</b>	<u>4,560.50</u>
<b>Net Income</b>	<u><u>22,509.88</u></u>

Early Learning Coalition of NW Florida, Inc.

Balance Sheet

As of September 30, 2006

Sep 30, 06

ASSETS

Current Assets

Checking/Savings

People's Checking

1,134,714.97

Total Checking/Savings

1,134,714.97

Accounts Receivable

Accounts Receivable

371,943.10

Total Accounts Receivable

371,943.10

Other Current Assets

Petty Cash

250.00

Prepaid Expenses

11,527.53

Total Other Current Assets

11,777.53

Total Current Assets

1,518,435.60

TOTAL ASSETS

1,518,435.60

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable

464,802.29

Total Accounts Payable

464,802.29

Other Current Liabilities

Accrued Expenses

8,730.43

Grant refundable

26,779.46

OEL Advance

1,020,000.00

Payroll Liabilities

272.35

Total Other Current Liabilities

1,055,782.24

Total Current Liabilities

1,520,584.53

Total Liabilities

1,520,584.53

Equity

Retained Earnings

-24,658.81

Net Income

22,509.88

Total Equity

-2,148.93

TOTAL LIABILITIES & EQUITY

1,518,435.60

ELC OF NORTHWEST FLORIDA, INC.  
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ATTACHMENT 2

## V. Community Partnership Initiatives

### 1. **Fatherhood Initiative**

We exist to grow healthy CHILDREN, PARENTS, and the RELATIONSHIP between them. In moving toward this purpose, the Coalition has targeted growing the family support process through a Fatherhood Initiative.

The Coalition has sponsored two lunch meetings to brainstorm how, as a community, we can begin to highlight the role of family and parent to child through a community initiative. This initiative draws the businessman, the faith-based community, the education field, and other viable community members together.

AmSouth Bank collaborated with the Coalition to present a Lunch and Learn conference highlighting Greg Lancaster presenting Next Steps program as a method of creating a format to bring the focus to Fatherhood. Approximately, twelve community members attended this conference with representatives from Head Start, Sheriff's department, local church leadership, and business sector representatives.

After receiving the information concerning Next Steps, the group agreed to take the "next step" in developing a Steering Committee to move this initiative forward.

### 2. **Fit Kids**

The **Fit Kids Project** focuses on developing a process to "grow healthy children..." so that our children are "ready to learn." In an effort to support our families in ensuring that children are healthy and ready to learn, the Coalition is piloting a FIT KIDS Project that targets three areas of concern:

- Health Screenings – *Vision, Hearing, Height, Weight Screenings*
- Healthy Life Skills – *Increase exercise-Decrease portion size*
- Infant Toddler Mental Health – *Mental Health Practices increasing attachment*

#### FIRST STEP: *Vision, Hearing, Height, Weight Screenings*

Children must be healthy in order to be able to learn. The Coalition is implementing initial vision, hearing, height, and weight screenings to occur for our children, at the single point of entry or the parent's choice of program. This process has been approved in the Coalition's Work Plan and will hopefully find ear infections, vision issues, and weight concerns so that early intervention can be accessed for the child. While every child in licensed Readiness programs must have a physical, this physical can be up to two years old. Often ear infections and vision issues may go undetected for long periods of time. During these times, it is difficult for the child to learn. The first step in the Fit Kids project is to screen children for any of these concerns and then refer the child to community organizations of physicians for further evaluation.

To implement these screenings in our rural offices, the Coalition has contracted with Calhoun County Library for a Health Literacy Specialist to implement these

requirements, at the provider's site due to staffing limitations in the rural offices. The Coalition has contracted with EEC to complete these screenings when the parent completes the Family Support process in Bay County.

The Coalition also purchased the intricate equipment needed to complete these screening and are currently in process of communicating with local health departments and ophthalmologists to support the Coalition in this initiative.

SECOND STEP: *Increase Exercise-Decrease Portion Size*

Many of the children we serve come into our programs at 6:30 in the morning and do not leave until 5:30 or 6:00 in the evening. These children spend the waking hours of their day in our programs. The obesity issues in children birth to five years of age must be addressed. Step Two of the Fit kids Initiative focuses on working with the Readiness providers to increase the child's exercise and then through the readiness providers to reach parents concerning decreasing portion size.

In partnership with Gulf Coast Hospital, the Coalition is purchasing children's "exercise" videos that allow teachers to use the video to increase targeted exercise for a specific amount of time and in a format that children will respond to. These videos include children's favorite characters and help the child begin to form positive experiences related to regimented exercise.

This partnership also includes targeting November and December as "Parent Awareness Months" concerning their child's health issues. Materials will be provided to parents every week from their child's teacher highlighting quick and easy tips to implement to increase their child's health. During the month of December, this material blitz will culminate in a "gift" for the parent that includes a "recipe Book" created by children. This recipe book will also have quick and healthy meals and/or snack for their child to include snacks for the car seat..." In addition, the gift will include measuring spoons that the child can use to serve themselves and their parents with appropriate portion sizes.

The participating readiness program will also receive nutrition curriculum to use with children called - FIVE a DAY. The Coalition will partner with other community agencies to provide staff development and weekly support in the areas of nutrition and exercise for the child and the teacher.

THIRD STEP: *Better Baby*

Babies also spend many hours of their day with caregivers other than their mothers and fathers. These caregivers come from many diverse backgrounds and often have young children of their own. The Coalition recognizes the stress of caring for infants and toddlers in a group setting. We also recognize that infant/toddler emotional attachments are the beginning of a child's conscience and ability to form relationships. We must provide a forum for these caregivers to access mentoring, training, and reflective guidance strategies. These initiatives will be completed through an agreement with Children's Home Society, if approved. Caregivers will be able to access reflexive

coaching and support while learning key techniques for creating attachment and relationship building within the young child.

The objective of the third step of Fit Kids is to reduce the expulsion rate of Infant and Toddlers or the threat of expulsion based on caregiver reporting.

**3. Community Read Aloud Pilot Project**

The Coalition is working with community partners to promote Read Aloud strategies to a targeted population of Readiness providers. While this partnership is still in the forming stages, the Coalition believes that it is critical to build relationships with community partners to combat low literacy and vocabulary skills in young children. It really does take a whole village to raise a child.

**4. Teddy Bear Bags**

Last year over 200 children were removed from their homes due to drug and other related issues. When a child is removed from their home, they are not able to take very much with them and in some cases they cannot even take a beloved teddy bear. The Coalition has been working to develop teddy bear bags that law enforcement and department of Children and families could have on hand for the child. This bag would include toothpaste, toothbrush, oversized T shirt, comb, mirror, book, journal, and a teddy bear. A sharpie would be included with each bag so that the child's name could be written on the bag and the items inside. When a child's life is totally out of control, having something of their very own to hold on to can actually become a life line for them. It is the Coalition's hope that churches and business leaders will support this initiative and make it a priority for the 2007 year.

**5. Homeless Day Center**

The Coalition has partnered with the Homeless Day Center (HDC) to provide developmentally appropriate materials and equipment for the children who come to the Center.

The Coalition is also partnering with the center to develop a system of crisis care that includes agreements with faith-based and private child care programs to provide critical short term care for children whose parents are involved with HDC counselors. This care would allow parents to initiate strategies to improve their life conditions while allowing children to be in child friendly environments.

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ATTACHMENT 3

## VI. INFORMATION ITEMS - Executive Director Report and Overview (TAB 1)

a) Fall VPK – 2006-07

The anticipated number of students that will participate in VPK for the seven county area is 2,041 based on an estimated population of 3,477 four year olds.

PROVIDERS: Currently, 99 VPK providers have been approved or approved pending documentation requirements for the Fall VPK program year.

CHILDREN: A total of 1,789 parents have received Certificates of Eligibility (COEs) to date. Of those 1,789 COEs, 1,407 have been submitted from the Providers to EEC. The following numbers represent the current number of fall - VPK Certificates of Eligibility completed by County:

Bay –	1,127
Calhoun –	50
Gulf –	88
Franklin –	71
Jackson –	194
Washington –	102
Holmes –	156

b) Utilization Report

Please see Attachment 1 of the Executive Director Report.

c) 2005-2006 Coalition Annual Report

Coalitions are required to submit annual reports to AWI/OEL in order to provide an overview of their accomplishments during the previous fiscal year. Coalition staff are in the process of finalizing the 2005-2006 annual report for submission and will disseminate the report to the Board once completed.

d) 2005-2006 Financial Monitoring Report

AWI/OEL has completed a financial monitoring for fiscal year 2005-2006. The Coalition received corrective actions in the following areas:

- Contract with EEC stated single audit threshold of \$300,000 instead of \$500,000
- Asset Distribution Plan had not been completed

The Coalition changed the audit amount to \$500,000 instead of \$300,000. This issue has been corrected in the contract.

The Coalition had completed three versions of an Asset Plan. While both the Coalition and EEC agreed on the Asset Plan, it had to be approved by OEL. At the time of this fiscal monitoring, the Asset Plan had been resent to AWI/OEL for approval.

The Coalition submitted a corrective action plan to AWI/OEL on August 25, 2006 and the plan was approved on September 20, 2006.

e) Coalition Communication Audit

The Coalition will be entering into a collaborative agreement with Steve Bornhoft and a team of graduate students from FSU to complete a Communication Audit. The purpose of the audit is to assess the current communication processes the Coalition has in place and to make recommendations for improvement. The team will also use the audit to complete their class project and provide the Coalition with in-kind match. Through this project, the Coalition will ensure proper communication channels are in place, both internally and externally, and that we are operating at a maximum level of efficiency.

f) Board Orientation Report

The Coalition held its first quarter Board Orientation on September 21, 2006. Three new board members, Dr. Willie Spires, Linda Hood, and Judy Boyd, were in attendance as well as fellow members Steve Southerland II and Scott Clemons. We were also privileged to have in attendance Janice Lucas, candidate for the District 6 House of Representatives seat and Ginger Littleton, newly elected Bay County School Board member.

Our guests received information about the Coalition, specifically the School Readiness and VPK programs, and how the programs impact the future success of Florida's children. We were encouraged by their receptiveness and interest in the Coalition's efforts to meet some of the education and care needs of the community. Board orientations are scheduled each quarter to ensure Board members receive updated information and understand their role as a newly elected Board member, to include the Sunshine Law requirements.

g) Florida Children's Summit

Florida will hold its inaugural Florida Children's Summit on October 6, 2006 in Orlando. Legislative emissaries include Senators Durrell Peadon and Nan Rich and Representatives Lorraine Ausley and J.C. Planas. Organizers of the event hope to develop long range strategies for moving Florida's commitment to its children and families forward.

h) Coalition Logic Model

The Coalition's management team has completed the first session to build a business Logic Model that ensures the Coalition's infrastructure supports the many services necessary to implement the purpose and vision of the Coalition. The Children's Forum is facilitating the Coalition in this process and will be reporting to the full Board when completed.