

**EARLY LEARNING COALITION OF NORTHWEST FLORIDA, INC.
BOARD MEETING MINUTES**

Meeting: ELC of Northwest Florida, Inc. Board of Directors Meeting
Day/Date/Time: Friday, May 9, 2008 –11:00 a.m. CST
Location: Workforce Center – Panama City, Florida
Call-in #: 1-888-808-6959, guest code 7475102

ATTENDANCE

Coalition Members Present:

Shelly Bear, Bill Byrd, Sharon Gaskin, Elizabeth Kirvin (via phone), Al McCambry, Mary McKenzie, Jill Nance (via phone), Neal Reeves, Steve Southerland II, Jerry Sowell, Richard Williams

Coalition Members Absent:

Julian Bennett, Judy Boyd, Janice Brown, Lee Anne Case, Olivia Cooley, Arthur Cullen, Steve Griffin, Linda Hood, David Melvin, Dr. Willie Spires, David Warriner

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Joe Seabrook (via phone), Ken Whittaker, Donna Wood

Guests Present:

Greg Allerellie, Pam Fleege

I. Call to Order

Steve Southerland II, Chair, called the meeting to order.

II. Roll Call

Mr. Southerland requested staff call roll to ensure quorum.

III. Introductions of Members, Guests, and Staff

Introductions of members, guests, and staff were made.

IV. Action Items

1. Standing Items

a. Adoption of Agenda (# 049-08)

The meeting agenda was presented. Richard Williams made a motion to approve the agenda and the motion carried.

2. Old Business

a. Provider Liability Insurance Requirements (# 050-08) and (# 051-08)

At the April 1, 2008 board meeting the Board directed staff to gather additional information regarding the provider general liability insurance requirements as voted on by the Board. Julian Bennett presented a report of the following requirements:

Board Vote:

Require all School Readiness and VPK providers to obtain and maintain commercial general liability insurance (including informal providers) by July 1, 2008.

Response:

This requirement is included in the School Readiness Provider Standard Contract for all providers receiving School Readiness funds, including informal providers. The Coalition currently has 5 informal providers caring for School Readiness children. 3 are in Bay Co., 1 in Calhoun Co., and 1 in Washington Co. They are each caring for only 1 child at this time.

Board Vote:

Contact each provider's insurance agent to determine the following:

- a. Cost of adding the Coalition to providers' policies as an additional insured, with coverage limits of 100,000; 300,000; or 500,000 dollars.
- b. Cost of increasing required coverage limit to minimum of \$1,000,000 for each occurrence

Response:

There are 41 different insurance agents representing the Coalition's 120 School Readiness providers. The agents include:

A Plus Insurance, Allen, Molton, & Williams LLC, AON Risk Services, Blackwell Insurance Agency, Bowditch Insurance Corp., Broward Hall Agency, Brown and Brown, Century Security Co., CF Insurance Services, Church Mutual Insurance Co., C King Insurance, Clark Insurance, Coastal Community Insurance Agency, Consumer Select Insurance of America, DC Insurance Services, DuPont Insurance Agency, DuRant Insurance, Federal Insurance Inc., Fisher-Brown

Insurance, Gresham & Assoc., Hinson Insurance Agency, Hull & Co., Hutt Insurance Agency, J. Smith Lanier & Co., Markel Insurance Co., Marsh, McKenzie Insurance Assoc., Milton Insurance Agency, MWRF Military Self Insurance, Obar's Insurance Agency, Pat Thomas & Assoc., Peoples First Insurance, Prime Rate Premium Finance Corp., Ramey & King Insurance, Rogers Insurance Agency, Rogers, Gunter, Vaughn Insurance, State Farm Florida Insurance Co., Tapco Underwriters, Thompson Insurance Enterprises (THOMCO), Waterhouse & Assoc.

Staff were able to contact 21 of the 41 agents via e-mail. The agents who were contact are highlighted in yellow above. The questions sent to the agents included:

1. What would be the cost of adding the Coalition to a provider's policy as an additional insured?
2. What would be the cost of increasing the coverage limits for each occurrence to \$300,000; \$500,000 and \$1,000,000, if applicable?
3. What would be the cost of adding Child Care Professional Liability coverage to the provider's policy?
4. Do you provide liability insurance coverage for non-regulated providers and if so, what are the available limits and cost?
5. Is it possible to allow the Coalition to be an "umbrella agency" by writing a commercial general liability insurance policy to the Coalition and have providers purchase insurance under the Coalition? The types of providers include licensed, exempt (faith-based), registered (via State of Florida), and non-regulated (informal).

Of the 21 agents contacted only 2 have responded to date, Coastal Community Insurance and Blackwell Insurance. Coastal Community Insurance stated that generally there was no charge for adding an additional insured to the policy and that it would approximately be a \$500 increase in the premiums to the maximum of \$1,000,000. Blackwell Insurance stated that it would cost \$107 to add an additional insured to the policy and that it would be a 10% increase to the premiums for each level of coverage (i.e. \$100,000 to \$300,000, \$300,000 to \$500,000, and \$500,000 to \$1,000,000).

The Coalition's 120 licensed and registered School Readiness providers currently evidence the following breakdown of insurance general liability insurance coverage:

- | | | |
|----|-----------------------|-----------------------|
| a. | \$100,000 - \$499,999 | = 51 providers or 43% |
| b. | \$500,000 - \$749,999 | = 7 providers or 6% |
| c. | \$750,000 - \$999,999 | = 0 providers or 0% |
| d. | \$1 M + | = 62 providers or 51% |

Board Vote:

Determine if there is any merit to having Coalition be "umbrella agency" and providers being able to purchase insurance under Coalition to lower premiums.

Response:

Staff is still gathering information from insurance agents on the "umbrella" policy and will report to the Board at the June meeting.

Board Vote:

Determine adequate coverage of the Coalition's own liability insurance coverage and change policies if necessary based on the cost estimates received by staff as provided above.

Response:

Staff have met with the Coalition's own insurance agent, McKenzie Insurance, to review its commercial general liability policy. The agent is gathering information from the underwriters and staff will have further information to report to the Board at the June meeting.

Board Vote:

Staff shall review possible coverage problems with the informal, especially cost of coverage and ability to pay for same and make a recommendation to the Board at the next Board meeting.

Response:

Blackwell Insurance stated that one of their policy underwriters would write a general liability policy for informal providers as long as they cared for less than 6 children. Informal providers generally care for only 1 to 2 children. The annual premium for a \$500,000 policy would be \$674 and for a \$1,000,000 policy it would be \$938.

Board Vote:

Direct staff to research the subject of sovereign immunity for Coalitions as to Liability for all Torts including waiver of same under Chapter 768.28 Fla. Statutes, and the approximate cost to the Board for a Legal Binding opinion or holding thereon.

Response:

Staff is still researching this issue and will have further information to report to the Board at the June meeting.

Based on these results, Julian Bennett made a motion to approve the following staff recommendations:

1. Amend section 16, page 17, of the School Readiness Provider Standard Contract with the following language: "The School Readiness provider shall be required to include the Early Learning Coalition of

- Northwest Florida, Inc. as an additional insured to their policy with coverage limits of \$500,000 per incident, \$1,000,000 general aggregate, and shall deliver a complete copy of their commercial general liability insurance policy to the Coalition's Contract Manager."
2. Amend the VPK provider contract to include the same language as above and present both amended contracts to the Program Committee for their review and approval as it impacts other programmatic areas.
 3. Send a certified letter to those insurance agents who have either not responded or been contacted regarding the insurance questions for their immediate response.
 4. For fiscal year ending June 30, 2008, offer a quality stipend of no more than \$500 to providers who wish to increase the cost of their insurance either to meet the Coalition's insurance requirements or enhance their policy coverages.

Richard Williams seconded Mr. Bennett's motion. Discussion followed. Mr. Williams then made a motion to amend Mr. Bennett's first motion and strike recommendation #4 regarding the quality stipends to providers. The motion was seconded by Jerry Sowell and the motion carried. The board then voted on Mr. Bennett's first motion as amended and motion carried unanimously.

3. New Business

a. Administrative Policy Amendments (# 052-08)

Mary McKenzie stated that the committee met on April 24th to review amendments to the administrative policies as part of the Coalition's administrative plan amendments required by OEL (Attachment 1). Ms. McKenzie made a motion to approve the policy amendments and the motion carried.

b. RFP Scoring Committee Report (# 053-08)

Richard Williams stated that the RFP Scoring Committee, which included Mr. Williams, Olivia Cooley, and Neal Reeves, met on May 6th to review and score proposals for the classroom materials and supplies and office supplies RFP's that were released by the Coalition.

The Coalition received four (4) proposals in response to the RFP for classroom materials and supplies. The proposers included Discount School Supply, Kaplan Early Learning Co., Ms. Mary's School Supply, and U.S. Toy Co. There were four (4) categories the proposers were required to respond to which included 1) Prices for Core Items 2) Discount prices for non-core items 3) Shipping and Handling and 4) Refunds/Returns Policy. Based on the scoring results, Kaplan Early Learning Co. had the highest overall score. The committee also recommended including a clause in the contract that 1) If any items ordered through the contracted vendor are on back order then the Coalition may order those items through a alternate vendor and 2) For all returned orders the vendor shall credit the Coalition's account within 30 days.

The Coalition received only one proposal in response to the RFP for office supplies. The proposer was My Office Products who the Coalition currently does business with and is familiar with their products and service. The committee also recommended including a clause in the contract that allows the Coalition to purchase office supplies, that are not available with My Office Products, through approved vendors who hold state contracts.

Jerry Sowell made a motion to accept the recommendation of the committee to enter into contract negotiations with Kaplan Early Learning Co. and My Office Products with the addition of contract clauses as recommended and the motion carried.

c. Copier Purchase for Forest Park Office (# 054-08)

Jerry Sowell, Treasurer, stated that the Coalition's copier lease agreement for the Forest Park office expired April 28, 2008. The Coalition solicited three bids and analyzed a Purchase versus Lease option for each for the bids (Attachment 2). Mr. Sowell stated the Coalition did have funds this fiscal year to make this purchase. Mr. Sowell made a motion to purchase the copier through Copy Products and the motion carried.

V. Information Items

1. Chair's Report

a. Executive Director Annual Performance Evaluation

Mr. Southerland II stated that he met with the Personnel and Policy Committee prior to the board meeting to review the Executive Director's annual performance evaluation. Mr. Southerland stated that he and the committee are developing a process for evaluating the Executive Director which includes a self evaluation and staff feedback. Once the process is complete the he and the committee will present the results to the board.

2. Executive Director's Report

Lynne Eldridge presented the Executive Director report to the Board on the following items (Attachment 3):

- a. OEL Annual Eligibility Monitoring
- b. OEL Annual Fiscal Monitoring
- c. School Readiness Provider Contract Extensions
- d. VPK Facilitator Grant Reduction
- e. Chipola RWB Pilot Partnership Update
- f. School Readiness Direct Service/Slot De-obligation
- g. Modifications to 2008-09 Contracts
- h. EFS Transfer to Coalition
- i. Legislative Funding Cuts

VI. Other Business

There was no other business brought before the Board.

VII. Scheduling of Next Meeting

The next Coalition Board meeting is scheduled for:

June 4, 2008
11:00 a.m. CST
Workforce Center – Panama City

VIII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:57 p.m. CST.

Submitted by Elizabeth Kirvin
Board Secretary
EK:mb

ELC OF NORTHWEST FLORIDA, INC.
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ATTACHMENT 1

**Personnel and Policy Committee Meeting
April 24, 2008**

Amendments to Administrative Policy Manual

| Amendment # | Plan Element | Policy Manual Page # | Amendments |
|-------------|------------------------------|----------------------|--|
| 1 | Cost Allocation | 6 | Add language as underlined - <u>The Coalition is required to allocate costs according to its cost allocation plan (CAP) as approved by the lead agency. The Coalition shall submit an annual CAP certification form to the lead agency no later than May 15th of each year.</u> |
| 2 | Financial Management Systems | 6 | Revised Section 2.1 to <u>"Financial Management Systems and GAAP"</u> and added reference to accounting compliance with <u>OMB Circular A-110 and 2 CFR 215</u> |
| 3 | Sarbanes-Oxley Act of 2002 | 6 | Add language as underlined - <u>Monthly financial reports shall first be approved by the Executive Director and Finance Director. The financial reports shall then be reviewed by the Treasurer who then shall present the financial reports to the Board for final approval. Annual Form 990 shall also first be approved by the Executive Director and Finance Director, reviewed by the Treasurer, and then presented to the Board for final approval.</u> |
| 4 | Sarbanes-Oxley Act of 2002 | 9 | Add language as underlined - <u>Audited financial statements, including the auditor's opinion and discussions with management thereon, shall be submitted and presented to the Board of Directors by the independent accounting firm.</u> |
| 5 | Sarbanes-Oxley Act of 2002 | 10 | Add language as underlined - <u>The selection of an accounting firm to conduct the annual audit is a task that should shall be taken very seriously. The following factors shall be considered by ELCONF, Inc. in selecting an accounting firm:</u> <ol style="list-style-type: none"> 1. <u>The depth of the firm's understanding of and experience with not-for-profit organizations and federal reporting requirements under OMB Circular A-133</u> 2. <u>The firm's demonstrated ability to provide the services requested in a timely manner</u> 3. <u>The ability of firm personnel to communicate with Organization personnel in a professional and congenial manner</u> 4. <u>The firm does not already provide non-auditing services to the Coalition, except for services relating to tax preparations, which requires prior approval from the Board.</u> |
| 6 | Sarbanes-Oxley Act of 2002 | 13 | Add language as underlined - <u>Form 990 is reviewed and approved by the Treasurer and full Board before being filed with IRS.</u> |

**Personnel and Policy Committee Meeting
April 24, 2008**

Amendments to Administrative Policy Manual

| | | | |
|----|--|----|---|
| 7 | Sarbanes-Oxley Act of 2002 | 28 | Add section as underlined - <u>2.31 Loans - It is the policy of the Coalition to not provide its employees and members of the Board of Directors with personal loans.</u> |
| 8 | Sarbanes-Oxley Act of 2002 | 46 | Add language as underlined - <u>Employees acting in good faith to report a reasonable belief or suspicion of inappropriateness of the organization's financial management must not suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.</u> |
| 9 | Records Management | 49 | Added reference to compliance with OMB Circular A-110, 2 CFR 215, s. 119 F.S., and lead agency policies. Added language as underlined - <u>Electronically archived records will shall be kept backed up and stored on site and off site in accordance with the organization's record retention procedures. In an official investigation is underway or even suspected, the organization shall stop any document purging or destruction in order to avoid possible obstruction charges.</u> |
| 10 | Electronic Submission of Confidential Data | 50 | Added section as underlined - <u>7.3 Electronic Transmission of Confidential Data</u> The ELCONF shall follow all applicable federal, state, and lead agency guidelines for transmitting confidential data electronically, such as e-mail and facsimile. Confidential data includes complete names and addresses, social security numbers, and federal employment numbers. Employees shall not transfer confidential data via email unless the file is encrypted. Facsimile may be used as a means of transferring confidential data, but only if the receiver is contacted by the ELCONF employee immediately before the information is sent to ensure the information is picked up as it is transmitted. This policy applies to submissions to anyone outside the organization, including AWI, as well as transmissions among contractors and other Early Learning Coalitions. |

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ATTACHMENT 2

CIT Technology / Copy Products (SHARP)

- Currently our lease and service agreement are with this vendor
- Sales representative: Erven Sewell
- Copier recommended: SHARP MX3501N
- Same control panel look as current model
- It's heavier and faster
- Copy Speed 35 pages per minute (currently 27 pages per minute)
- Print Speed 35 pages per minute (currently 27 pages per minute)
- Has a very heavy document feeder, 150 sheets (currently 100)
- Paper Feed:
 - Standard (2) 500-sheet cassettes
 - Standard (1) 100-sheet bypass tray
 - Optional (1) 500 sheet paper feed unit or (2) 500 sheet paper drawers and 3500 sheet large capacity tray
- Fusing section is heavier to easily process current volume and 50% growth
- Black & white & color, network print & color scan
- New scanning software to convert Word to PDF, TIFF to Word
- Sorting and stapling with hole punch is included

- Purchase Price \$8751.00

- Lease 36 months \$283.50/month (283.50 x 36 = \$10,206.00)

| - Maintenance Pricing: | Quarterly Volume | Price | Overage Rate |
|-------------------------------|-------------------------|--------------|---------------------|
| 1) Black and White | 50,000 | \$600.00 | .013 |
| 2) Color | 10,000 | \$750.00 | .079 |

| - Maintenance Pricing: | Monthly Volume | Price | Overage Rate |
|-------------------------------|-----------------------|--------------|---------------------|
| 1) Black and White | 16,667 | \$200.00 | .013 |
| 2) Color | 3334 | \$250.00 | .079 |

- Maintenance Pricing includes:
 - Toner
 - Regular & Emergency Servicing
 - Excludes Staples

NOTE:

The Coalition is responsible for the shipping cost (estimated \$500) of returning the old copier to the CIT Technology Warehouse in North Carolina.

Lead time on new copier from date of order is 5-7 business days.

The Coalition may require the use of a copier to bridge the gap from expiration of current lease to arrival of the new copier

Should the Coalition select SHARP, Erven will coordinate the shipping of the old copier with the arrival of the new copier to eliminate any shipping cost to the Coalition. Also, Erven will provide an interim copier.

HARRIS BUSINESS MACHINES, INC. (CANON)

- Sales representative: Robert Britt
- Copier recommended: CANON 3080i / WITH FAX
- Copy Speed 30 pages per minute Black & White
- Copy Speed 28 pages per minute Color
- 50 sheet duplexing document feeder
- Paper Feed:
 - Standard Dual 550 sheet paper cassettes
 - Standard (1) 50 sheet stack bypass tray
- Additional dual paper cassette
- Color scan
- Single line fax
- Internal finisher with stapler

- Purchase Price \$9413.45

- Lease 36 months \$261.22/month (261.22 x 36 = \$9403.92)

- Lease 24 months \$382.66/month (382.66 x 24 = \$9183.84)

| - Maintenance Pricing: | Quarterly Volume | Price | Overage Rate |
|-------------------------------|-------------------------|--------------|---------------------|
| 1) Black and White | 51,000 | \$646.50 | .0125 |
| 2) Color | 10,200 | \$816.00 | .08 |

| - Maintenance Pricing: | Monthly Volume | Price | Overage Rate |
|-------------------------------|-----------------------|--------------|---------------------|
| 1) Black and White | 17,000 | \$215.50 | .0125 |
| 2) Color | 3400 | \$272.00 | .08 |

- Maintenance Pricing includes:
 - Toner
 - Regular & Emergency Servicing
 - Includes Staples

NOTE:

The Coalition is responsible for the shipping cost (estimated \$500) of returning the old copier to the CIT Technology Warehouse in North Carolina.

Lead time on new copier from date of order is 5-7 business days.

The Coalition may require the use of a copier to bridge the gap from expiration of current lease to arrival of the new copier

Coastal Business Products (TOSHIBA)

- Sales representative: Bernard Ostrenga II
- Copier recommended: TOSHIBA e-STUDIO3500c (COLOR)
- Volume Range: 35,000 – 40,000 copies / month
- Copy Speed 35 pages per minute (black/white)
- Maximum Paper Capacity – up to 3700 sheets
- 100-sheet bypass tray

- Base Purchase Price \$8129.00
- Optional accessories:
 - Fax Board \$ 646
 - Hole Punch \$255
 - ? More

Purchase

| - Maintenance Pricing: | Monthly Volume | Price | Overage Rate |
|-------------------------------|-----------------------|--------------|---------------------|
| 1) Black and White | 40,000 | \$60.54 | .009 |
| 2) Color | volume x .06 | | .060 |

- Maintenance Pricing includes:
 - All consumable supplies (except paper) are included in the maintenance cost
- Lease 36 months \$275.41/month (275.41 x 36 = \$9,014.76)

NOTE:

1. Coalition staff had to develop the quote themselves using the brochure that the sales representative simply left with staff. The brochure indicated features included in the base price of the copier and some optional accessories. Staff showed the sales representative the current photocopier and discussed our current volume. The sales representative did not offer to put together a quote as did the other vendors, but rather referred us to the brochure to determine our own needs.
2. The Coalition is responsible for the shipping cost (estimated \$500) of returning the old copier to the CIT Technology Warehouse in North Carolina. Lead time on new copier from date of order is 5-7 business days. The Coalition may require the use of a copier to bridge the gap from expiration of current lease to arrival of the new copier.

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ATTACHMENT 3

**V. INFORMATION ITEMS - Executive Director Report
May 9, 2008**

a. OEL Annual Eligibility Monitoring

The Office of Early Learning completed the Coalition's 2007-08 annual Eligibility monitoring on the School Readiness and VPK programs. The Coalition has responded to OEL concerning areas of initial non-compliance with needed documents or information.

I. School Readiness Files

1. OEL reviewed 60 School Readiness parent eligibility files
2. Out of 60 files -32 files were noted as having initial non-compliance concern
3. Out of the 32 files –
 - 8 files were noted as having initial non-compliance with parent fee determination
 - 15 files were noted as having initial non-compliance due to the Coalition's acceptance of incomplete or unclear referral information from Department of Children and Families (DCF), Wages (Workforce), Transitional Child Care (TCC), and Big Bend Community Based care
4. The Coalition has responded to OEL with copies of information, evidence, and explanations, as requested.
 1. OEL will review Coalition submitted information and then release a final Eligibility Monitoring Report

II. VPK Child Files

The Coalition received a BEST PRACTICE designation for VPK File Monitoring

1. OEL reviewed 59 VPK Child Files
2. Out of 59 files - 4 files were noted as having initial non-compliance
3. Out of the 4 files, 2 files did not appear to have approved documentation of residency and 2 files appeared to have been updated by a staff person after parent had signed the document.

II. VPK Provider Files

The Coalition received BEST PRACTICE designation on 40 VPK Provider Files

1. OEL reviewed 152 VPK Provider/Classroom files
2. Out of 152 VPK provider/Classroom files - 47 files were noted as having initial non-compliance issues
3. Out of the 47 files, 25 files were designated in non-compliance due to a Good Moral Character not being resigned by an instructor. The Coalition has responded with questions concerning these write-ups.

IV. Next Steps

1. The Coalition has already met with Department of Children and Families (DCF), Workforce, and Big Bend Community Based Care and scheduled a "Child Care Authorization and Referral" training for May 21, 2008.
2. The Coalition is sponsoring this training in an effort to correct and update case managers on OEL referral requirements and best practices to reduce the possibility of disallowed payments while serving those children most At Risk.
3. The Coalition is working with the Office of Early learning to develop and implement a

quarterly "Best Practice" Staff Development as it relates to the areas of non-compliance noted as being a training issue.

b. OEL Annual Fiscal Monitoring

The Office of Early Learning has contracted with an audit firm to complete fiscal monitoring for each of the designated Coalitions. The three-member team arrived on Monday and will be reviewing financial files, procedures, and policy through Friday, to determine the Coalition's fiscal compliance.

c. School Readiness Standard Provider Contract Extensions

The Coalition is extending the School Readiness Provider Contract for 60 days (August 29, 2008) in order to support School Readiness Providers in meeting the insurance, classroom, and program requirements for this contact year.

1. *Insurance Change:* The Board voted that School Readiness Providers must now list the Coalition as Additional Insured on their insurance
2. *Insurance Change:* The Board voted that ALL School Readiness Providers must carry Commercial General Liability Insurance, effective August 29, 2008
3. *Basic Classroom List:* The Board voted that School Readiness Providers must ensure that they have the basic classroom materials needed to provide School Readiness services before entering into contract with the Coalition, effective August 29, 2008

d. VPK Facilitator Grant Reduction

The Department of Education reduced the Coalition's VPK Facilitator Grant Award to a six-month award due to VPK Facilitator being hired six months into the contract year. The Coalition adjusted the VPK Facilitator budget to mirror the reduction.

The Coalition and Department of education anticipates funding for the 2008-09 VPK Facilitator Grant Award.

e. Chipola Regional Workforce Board and Coalition Pilot Partnership Update

Coalition and Workforce Board staff developed a Transition Plan for the relocation of staff and Family Success Center offices to the Marianna and Chipley One Stop.

1. Both organizations are updating Informational Technology Systems to support relocation of offices and Coalition staff
2. Inventory of equipment, computers, and materials has been completed
3. Notice of Relocation has been provided to current proprietors
4. Internal Shared Staff Development at Marianna One Stop

f. School Readiness Direct Service/Slot De-obligation – TAB 4

Based on the direct service or slot payments for March 2008, the Coalition will be de-obligation approximately one million dollars to other Coalitions who are experiencing over utilization of their budgeted direct service/slot funding.

1. County Wait Lists were drastically reduced
2. All Family Success Centers and Subcontractors extended office hours and completed weekend appointments in order to increase School readiness enrollment

Factors Contributing to De-obligation

The number of parents no longer eligible for School Readiness services at Redetermination (dropped from the program) almost matched the number of new parents being placed into School Readiness services. This may have been due in part to:

1. Income too high
2. Work hours do not meet 20 hour a week requirement
3. Parents not able to verify income

g. Modification of 2008-09 Contracts

Both of the Coalition's current subcontractors, Early Education and Care, Inc., and Calhoun County Public Library have indicated their intent to enter into a modified contract agreement for the 2008-09 contract years. Coalition and Contractors are in process of developing draft contract modifications for the June Board meeting.

h. Enhanced Field System (EFS) Transfer to Coalition

Jeremy McSpadden, Matt Bonner, Ken Whittaker, and EEC staff were instrumental in testing the feasibility of moving the EFS to the Coalition, without disrupting services to children. This was a new process and no one knew what to expect.

Both EEC and the Coalition agreed to the ability to move the Coalition without disrupting services, based on the initial tests.

Jackson County Family Support staff will begin to access the "EFS Terminal" from the Workforce center May 19, 2008 in order to determine strengths and challenges of the system change.

The EFS hardware is scheduled to physically be moved to the Forest Park Coalition office the weekend of June 20, 2008. It is not anticipated that services to families will be disrupted past the two days needed to move the system.

The Coalition will be requesting Technical Assistance from EEC for the first quarter, as it relates to the day-to-day operations and reporting requirements of the EFS system.

i. Legislative Funding Cuts

The Coalition has been notified that a funding cut of \$320,000 is to be anticipated, though not verified, for the period of July 2008 to October 2008.

There is a very strong probability that an additional cut would be required for the second or third quarter.

Services to providers would be reduced before services to children were impacted by these initial funding cuts. These cuts would impact the Coalition and its subcontractors, substantially.