

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

**Meeting:** ELC of Northwest Florida, Inc. Board of Directors Meeting  
**Day/Date/Time:** Wednesday, October 1, 2008 –11:00 a.m. CST  
**Location:** Calhoun Co. Public Library – Blountstown, Florida  
**Call-in #:** 1-888-808-6959, guest code 7475102

## **ATTENDANCE**

### **Coalition Members Present:**

Bill Byrd (via phone), Lee Anne Case (via phone), Olivia Cooley, Sharon Gaskin, Linda Hood, Elizabeth Kirvin (via phone), Mary McKenzie, David Melvin (via phone), Steve Southerland II (via phone), Jerry Sowell (via phone), Richard Williams

### **Coalition Members Absent:**

Shelly Bear, Julian Bennett, Janice Brown, Lee Anne Case, Steve Griffin, Al McCambry, Jill Nance, Neal Reeves, David Warriner

### **ELC Staff Present:**

Lynne Eldridge, Matt Bonner

### **Guests Present:**

Greg Allerellie

#### **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. At the time of roll call, a quorum of board members was not established, however, a quorum of Executive Committee members was present. Per Bylaws, the Chair then convened an Executive Committee meeting.

### **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 (# 010-09)**

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

##### **b. Meeting Minutes (# 011-09)**

The minutes from the August 6, 2008 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

##### **c. Treasurer's Report (# 012-09 and 013-09)**

Jerry Sowell, Treasurer, presented the financial report for August 2008 (Attachment 1). The report included a Profit and Loss Statement and Balance Sheet. Mr. Sowell also stated that the Coalition received an e-mail from AWI regarding security of Coalition funds above the FDIC limit and options to insure the funds. Discussion followed. Richard Williams made a motion to refer the issue to the Finance Committee for recommendations and the motion carried. Mr. Sowell made a motion to approve the financial report and the motion carried.

#### **2. Old Business**

None.

#### **3. New Business**

##### **a. Personnel and Policy Committee Report (# 014-09)**

Mary McKenzie, Committee Chair, stated that the Personnel and Policy Committee met on September 24, 2008 to review amendments to the administrative policies as a result of the AWI fiscal monitoring report received in August 2008 (Attachment 2). The monitoring report stated recommended policies for the Coalition to adopt regarding stale checks and the classification of other income received by the Coalition. Ms. McKenzie made a motion to approve the amendments to the administrative policies and the motion carried.

Ms. McKenzie also stated that committee discussed consolidating all Coalition policies into one document instead of having multiple policy manuals for different functions (i.e. Administration, Personnel/HR, Family Support Services, etc.). This would improve the efficiency of staff finding

and/or referencing Coalition policies as needed. The format would also make it easier for staff to update and/or add new policies as they are approved by the Board. The committee recommended that a draft of the Coalition policies be presented at the November Board meeting and board members would be asked to review separate sections of the policy.

## **V. Information Items**

### **1. Program Committee Report**

#### **a. Executive Committee Report – Calhoun County Contract**

Richard Williams, Committee Chair, stated that the Program Committee met on September 24, 2008 to discuss updating the approved Work Plan to bring changes back to the Board in November. Ms. Eldridge stated that staff is gathering needs assessments from Head Start community partners to use in the Work Plan update.

### **2. Executive Director's Report**

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

- a. Strategic Planning Follow Up
- b. At Risk Resolve Team Meeting Report
- c. Service Utilization

## **VI. Other Business**


### **1. Audit Reports**

Ms. Eldridge stated that the Coalition is completing responses to three different audits with AWI and will report the results once the reports are completed.

## **VII. Adjournment**

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 12:02 p.m. CST.

Submitted by Olivia Cooley  
Board Secretary  
OC:mb

APPROVED  
11/5/08  


ELC OF NORTHWEST FLORIDA, INC.  
OCTOBER 1, 2008  
BOARD MEETING MINUTES

ATTACHMENT 1

**Board Meeting Overview  
October 1, 2008**

**Attachment 1**

Service Utilization Report

**Early Learning Coalition of NW Florida, Inc.**  
**Profit & Loss**  
 July through August 2008

	<u>Jul - Aug 08</u>
Ordinary Income/Expense	
Income	
Grants	
DOE VPK Facilitator	13,646.44
School Readiness	1,981,622.80
VPK	469,224.88
Total Grants	<u>2,464,494.12</u>
Total Income	2,464,494.12
Expense	
Dues and Subscriptions	175.00
Miscellaneous	35.00
NDS (ELC Shared Elig)	7,000.00
Occupancy	
Electric	899.86
Internet Access	671.06
Rent	14,804.24
Repairs	824.03
Telephone	1,118.84
Water and Sewer	109.71
Total Occupancy	<u>18,427.74</u>
Office Supplies	3,545.92
Outreach CCR&R	106.00
Payroll Exp	
Admin Costs Shared	55,378.47
Admin SR	10,923.30
Admin VPK	979.70
Eligibility	64,325.62
Insurance	841.56
Non Direct Services	33,578.43
PERKS Salary	0.00
VPK Facilitator	13,075.95
Total Payroll Exp	<u>179,103.03</u>
Postage and Delivery	226.27
Printing and Reproduction	2,751.48
Professional Fees	2,582.00
Program Supplies	
Provider education supplies	4,762.73
Total Program Supplies	<u>4,762.73</u>
Quality (ELC level)	
Ed Scholarships	404.52
Health	214.55
Quality (ELC level) - Other	4,265.49
Total Quality (ELC level)	<u>4,884.56</u>
Slots	
97COO Two Parent One Work (8OP)	10,820.82
97GNW Workforce/TANF (3/3R)	103,291.35
97GOO Transitional CC (5/5T/3W)	118,703.79
97GSD Quality Gold Seal	23,233.96
97POO Working Poor (8)	774,197.25
97PPO CC Purchasing Pool (CCPP)	32,501.28
97ROO Protective Services (1)	444,996.05
97TNW Transitional CC (5N)	0.00
Total Slots	<u>1,507,744.50</u>
Slots VPK	
VPPRS Program Services (slots)	411,343.67
Total Slots VPK	<u>411,343.67</u>

1:22 PM  
 09/22/08  
 Accrual Basis

**Early Learning Coalition of NW Florida, Inc.**  
**Profit & Loss**  
 July through August 2008

	Jul - Aug 08
Travel & Ent	
Airfare	597.49
Car Rental/Taxis	457.31
Conference Fee	105.00
Lodging	758.97
Mileage	5,522.65
Per diem	465.00
Tolls/Parking	39.60
Travel & Ent - Other	1,215.91
Total Travel & Ent	9,161.93
X-Admin Allocate County SR	-0.03
X-Admin Allocate County VPK	0.03
X-Contracted Services	
97BBD Non Direct Service	121,727.00
97BDE Eligibility	64,680.00
97INT Infant/Toddler Quality	46,625.00
97PPD CCR&R Non Direct Services	0.00
97QI4 CCR&R	10,452.50
97QIN Inclusion	10,250.00
97QOO Quality Other	21,525.00
Total X-Contracted Services	275,259.50
X - Contracted VPK	
VPADM VPK Admin	33,300.00
VPENR Enrollment	8,250.00
Total X - Contracted VPK	41,550.00
Total Expense	2,468,659.33
Net Ordinary Income	-4,165.21
Other Income/Expense	
Other Income	
Interest Income	1,691.35
Local Match	83.34
Teddy Bear Fund	160.00
Total Other Income	1,934.69
Total Other Income	1,934.69
Net Other Income	1,934.69
Net Income	-2,230.52

1:23 PM

09/22/08

Accrual Basis

# Early Learning Coalition of NW Florida, Inc.

## Balance Sheet

As of August 31, 2008

	<u>Aug 31, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
People's Checking	341,169.24
Total Checking/Savings	341,169.24
Accounts Receivable	
Accounts Receivable	1,989,998.66
Total Accounts Receivable	1,989,998.66
Other Current Assets	
Petty Cash	250.00
Prepaid Expenses	2,876.64
Total Other Current Assets	3,126.64
Total Current Assets	2,334,294.54
<b>Fixed Assets</b>	
Accumulated Depreciation	-16,957.00
Furniture, Fixtures & Equipment	82,409.49
Total Fixed Assets	65,452.49
<b>TOTAL ASSETS</b>	<b><u>2,399,747.03</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	966,705.30
Total Accounts Payable	966,705.30
Other Current Liabilities	
Grant refundable	36,415.80
OEL Advance	1,155,406.00
Payroll Liabilities	955.89
Total Other Current Liabilities	1,192,777.69
Total Current Liabilities	2,159,482.99
Total Liabilities	2,159,482.99
<b>Equity</b>	
Assets - State Funded	43,782.01
Opening Bal Equity	166,074.00
Retained Earnings	32,638.55
Net Income	-2,230.52
Total Equity	240,264.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,399,747.03</u></b>

ELC OF NORTHWEST FLORIDA, INC.  
OCTOBER 1, 2008  
BOARD MEETING MINUTES

ATTACHMENT 2

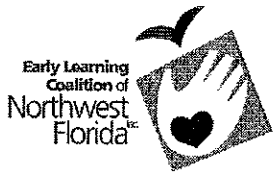
**Personnel and Policy Committee Meeting  
September 24, 2008**

**Amendments to Administrative Policy Manual**

Amendment #	Plan Element	Policy Manual Page #	Amendments
1	Cash Management	New Policy	<p><u>Add language as underlined - It is the policy of the Coalition to write off checks of \$100.00 or less that are more than 6 months old that have not cleared the Coalition's bank. For uncashed checks that are more than 6 months old and that exceed \$100.00, contact will be made with the payee to resolve the issue.</u></p> <p><u>All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written, or the expenditure incurred. For stale checks written off in fiscal years subsequent to the year in which the check was written, the appropriate grant refund process is completed.</u></p>
2	Other Income	10	<p><u>Add language as underlined to Section 2.15 Revenue Recognition - Other Income/Contributions - Recognized as income when received, unless accompanied by restrictions or conditions (see the next section on contribution income). Other income/contributions include, but is not limited to, interest income, public donations for special projects such as teddy bear bags, and community funds such as Rotary Read ALOUD.</u></p>

ELC OF NORTHWEST FLORIDA, INC.  
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ATTACHMENT 3



## Executive Director Report October 1, 2008

### A. Strategic Planning Follow Up

1. After completing the data review for Strategic Planning purposes, the Board Requested that staff complete the Strengths, Weaknesses, Opportunities, and Threats (SWOT) exercise.
2. Bill Bryd agreed to complete the initial staff exercise with Leadership Team on September 23, 2008 in order to gather information and also teach the process.
3. Each Team Leader is now completing this same exercise with identified staff.
4. Information at each level is being captured and will be shared with the Board at the November Board Meeting to determine Next Steps.

### B. At Risk Resolve Team Meeting Report

1. Coalition staff, Janice Brown (DCF) and Mary Helen Barnes (Big bend Community Based Care) participated in a Resolve Team meeting to address issues relating the reporting of absences for children identified under the Rilya Wilson Act. The following issues were resolved.

#### Issue One

##### a. DCR Referrals

The Coalition requires contracted child care providers to complete follow-up telephone calls to report a child who has an At Risk referral for the following reasons:

- Absent from the program without excuse
- Absent 7 consecutive days
- Provider has concerns

The Coalition may terminate contract with a provider for NOT calling.

Providers are being told that "the case is closed." Coalition needs clarification as to what the term "closed" means from DCF and from BBCBC and what can be done to reduce this issue.

#### Resolve One

- a. DCF Investigators will write referral for the protective investigation reduced care timeframe (i.e. 15, 30, or 60 days)
- b. Once investigation has been completed, DCF or BBCBC will reissue a referral for specified timeframe.
- c. BBCBC will provide Coalition with monthly listing of active BBCBC caseload and Coalition will cross reference children and referrals to ensure cases are open and current.
- d. Once, BBCBC closes a case, a copy of the closure letter will be sent to Coalition (Forest park office) to be included in the parent/customer eligibility file.
- e. Coalition, BBCBC, and DCF will enter into a formalized agreement describing the process and organizational expectations for providing services for children determined to be Rilya Wilson.
- f. The Coalition will redesign the Child Care Authorization (referral) form to include the state required information to assist all parties in following a systematic process for authorizing child care.

### Issue Two

Providers are NOT able to reach a case/care manager to report absences. Yet, the Coalition requires that School Readiness providers report absences and complete written documentation of the report. School Readiness provider could be terminated for NOT completing written documentation of Rilya Wilson Absence Reporting.

### Resolve Two

- a. Coalition, BBCBC, and DCF will enter into a formalized agreement that stipulates the initiation of monthly meetings between supervisors and Coalition staff to determine who the case managers are and if numbers have changed.
- b. The Coalition will publish a listing of Case/Care Managers and designated telephone numbers, by county, in the monthly FYI.
- c. The Coalition will develop a written process describing the Absentee Reporting procedures required. This process will be explained and signed by parents at Single Point of Entry to ensure that parents understand Rilya Wilson reporting requirements.
- d. If BBCBC care/case managers has been notified by a parent that the child will be absent for longer than 48 hours, the care/case manager will send a WRITTEN notification to the child care provider informing that they do not have to report the absence until a specified date.
- e. Any provider who is not able to contact a care/case manager may contact Coalition Family Support Director or Coordinator and the Coalition will contact BBCBC or DCF supervisors.
- f. After Coalition has contacted DCF or BBCBC staff, the School Readiness provider will be contacted to let them know issue resolve (Family Support Director Cell – 774-7928).

### Issue Three

Coalition was audited by Office of Early Learning and written up for failure to obtain required eligibility and health documentation from parents of children designated as "At Risk or Rilya Wilson" - to include foster parents.

### Resolve Three

- a. Coalition will only accept a 30 day referral for parents/guardians who do not have all of the required documentation.
- b. Coalition will provide written notification of the documents needed to the parent/guardians care/case manager and supervisor within the 30 day timeframe.

### Issue Four

At Risk/Rilya Wilson parents/guardians ARE NOT paying the School Readiness provider the mandated co-payment. Can parent co-payments be court ordered?

### Resolve Four

DCF and BBCBC are unsure if parental co-payments can be court ordered. Janice will ask legal counsel and then let Resolve Team know.

## **C. Service Utilization – TAB 5**

Please see Attachment 1 for the School Readiness and VPK service utilization report through August 2008.

**Executive Director Report  
October 1, 2008**

**Attachment 1**

Service Utilization Report

ELCONF  
Lynne's Numbers  
FY08

VPK numbers are actuals - no prepayment information  
Enrollment info is average for month, if applicable

Reimbursed Children	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
At Risk	851	833										
Warning Poor	1,612	1,524										
Rest 90 incl. COPP	722	746										
ALL 90	3,165	3,203										
VPK	148	1,777										

SCR&R	9	98
First time calls	11	17
Follow up calls	1,058	1,054
Total calls	1,149	1,281

Enrollment Report	3,308	3,262	3,225	3,251	3,281	3,498	3,464	3,670	3,711
Enrollment - ALL (incl. COPP)	2,173	1,897	3,235	3,169	3,119	3,105	3,091	3,179	3,084
Enrolled - B-5	851	1,226	2,632	2,683	2,647	3,019	3,227	3,212	3,228
Enrolled - VPK	162	296	1,346	1,313	1,281	1,264	1,155	1,185	220
Families seen	674	1,144	1,425	1,437	1,381	1,437	1,365	1,382	198
SR Children - FY06	3,047	3,201	3,130	3,229	3,130	3,281	3,498	3,464	3,711
SR Children - FY07	3,434	3,471	3,982	3,202	3,204	3,119	3,179	3,091	3,179
SR Children - FY08	2,960	2,940	2,726	2,632	2,647	3,019	3,227	3,212	3,228
VPK Children - FY06	154	1,384	1,346	1,313	1,281	1,264	1,155	1,185	220
VPK Children - FY07	166	1,344	1,425	1,437	1,381	1,437	1,365	1,382	198
VPK Children - FY08	161	1,538	1,575	1,588	1,483	1,466	1,466	1,466	380

\$ Dollars

SR Slots - FY06	727,498	749,959	717,537	753,059	721,095	753,320	775,232	757,739	925,553	795,015	897,324	954,551
SR Slots - FY07 <td>823,028</td> <td>912,167</td> <td>847,459</td> <td>850,536</td> <td>727,746</td> <td>805,854</td> <td>786,476</td> <td>840,253</td> <td>791,252</td> <td>800,077</td> <td>814,339</td> <td>814,339</td>	823,028	912,167	847,459	850,536	727,746	805,854	786,476	840,253	791,252	800,077	814,339	814,339
SR Slots - FY08 <td>729,191</td> <td>765,859</td> <td>599,960</td> <td>599,546</td> <td>573,373</td> <td>685,959</td> <td>699,420</td> <td>745,904</td> <td>625,855</td> <td>695,405</td> <td>764,281</td> <td>8,490,788</td>	729,191	765,859	599,960	599,546	573,373	685,959	699,420	745,904	625,855	695,405	764,281	8,490,788
VPK Slots - FY07 <td>146,995</td> <td>375,209</td> <td>396,479</td> <td>350,927</td> <td>373,263</td> <td>296,693</td> <td>349,593</td> <td>367,532</td> <td>313,576</td> <td>398,500</td> <td>271,022</td> <td>184,519</td>	146,995	375,209	396,479	350,927	373,263	296,693	349,593	367,532	313,576	398,500	271,022	184,519
VPK Slots - FY08 <td>167,524</td> <td>216,219</td> <td>420,980</td> <td>509,818</td> <td>446,471</td> <td>318,478</td> <td>364,287</td> <td>458,742</td> <td>417,799</td> <td>342,616</td> <td>367,606</td> <td>184,546</td>	167,524	216,219	420,980	509,818	446,471	318,478	364,287	458,742	417,799	342,616	367,606	184,546
<b>Totals</b>	<b>1,904</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>	<b>2,311,444</b>

Percentage

799,695	709,046	1,507,744	76.1%
96,120	101,859	157,979	
220	420	640	
1,256,617	955,948	1,861,623	
32,214	28,840	61,054	3.1%
63,906	73,020	136,926	6.9%

VPK

180,200	231,144	411,344	3.47%
1,904	14,366	16,273	8.86%
6,133	35,417	41,550	12.32%
168,237	280,330	469,168	Total Admin

Total Coalition Operations

Cost/Child SR FY07	236.76	234.29	229.24	233.22	223.60	224.67	235.55	232.36	264.63	228.51	244.50	251.83
Cost/Child SR FY08	239.67	262.60	245.02	262.79	256.73	237.53	251.52	256.00	270.61	253.99	254.19	264.07
Cost/Child SR FY09	246.35	260.55	219.80	257.86	227.83	215.31	240.84	233.97	247.07	257.16	250.75	242.96
Cost per day FY06	36.375	33.412	35.066	36.756	35.243	36.819	37.973	38.408	40.835	40.366	39.594	43.087
Cost per day FY07	41.151	39.659	41.356	39.549	37.637	36.631	39.922	38.183	37.679	35.134	38.781	37.347
Cost per day FY08	36.460	32.027	28.948	31.930	28.555	28.668	31.166	34.971	33.905	36.518	35.018	37.347
Cost per day FY09	36.350	33.717										

Operating Days FY06

20	23	21	21	21	21	21	21	20	23	20	23	22
20	23	20	22	21	20	22	20	22	21	21	23	21
20	23	20	22	21	20	22	20	22	21	21	23	21
22	21	21	23	19	22	22	21	20	22	22	20	22

Difference between children enrolled versus reimbursed

(123)	(59)											
Enrolled	Enrolled											

Higher number of:

Estimated Slots

708,800	777,400	646,000	748,000	714,000	680,000	748,000	748,000	680,000	748,000	748,000	680,000	748,000
7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200	7,199,200

Total Slot estimate expense for fiscal year: 8,706,944  
Current Slot Budget: 9,617,966  
Current Surplus: 911,022