

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

Meeting: ELC of Northwest Florida, Inc. Board of Directors Meeting

Day/Date/Time: Wednesday, January 21, 2009 –11:00 a.m. CST

Location: Workforce Center – Panama City, Florida

Call-in #: 1-888-808-6959, guest code 7475102

ATTENDANCE

Coalition Members Present:

Julian Bennett, Bill Byrd, Lee Anne Case, Olivia Cooley, Sharon Gaskin, Linda Hood, Elizabeth Kirvin, Mary McKenzie, Jill Nance (via phone), Neal Reeves, Steve Southerland II, Jerry Sowell, David Warriner, Richard Williams

Coalition Members Absent:

Shelly Bear, Janice Brown, Al McCambry, David Melvin,

ELC Staff Present:

Lynne Eldridge, Matt Bonner, Suzan Gage (via phone), Amy Minkewicz, Ken Whittaker

Guests Present:

Greg Allerellie, Jan Brown, Pam Fleege, Jeanne Hitchcock, Pam Isenberg, Cheryl Miller, Jana Miller, Haywood Shealy

I. Call to Order

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

II. Roll Call

Mr. Southerland instructed 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 (# 020-09)

The meeting agenda was presented. Olivia Cooley made a motion to approve the agenda and the motion carried.

b. Meeting Minutes (# 021-09)

The minutes from the November 5, 2008 board meeting were presented. Olivia Cooley made a motion to approve the minutes and the motion carried.

c. Treasurer's Report (# 022-09)

Jerry Sowell, Treasurer, presented the mid-year financial report for December 2008 (Attachment 1). The report included a Profit and Loss Statement, Balance Sheet, and a 6-month budget comparison to actuals report. Discussion followed. Mr. Sowell made a motion to approve the financial report and the motion carried.

2. Old Business

a. None

3. New Business

a. Personnel and Policy Committee Report (# 023-09)

Ms. McKenzie, Committee Chair, asked Ms. Eldridge to present the committee's recommendations. Ms. Eldridge stated that when Coalition policies exceed the minimum policies of AWI-OEL, the state required Board vote to approve the enhanced policies. The committee reviewed amendments to the Coalition's Family Services Policies as they relate to At Risk Services and recommended approval to the Board. Discussion followed. Ms. McKenzie made a motion to approve the amendments to the Family Services Policies and the motion carried.

b. Finance and Program Committee Report (#024-09)

Jerry Sowell, Finance Committee Chair, stated that the committees met to review an increase to the School Readiness provider reimbursement rates by \$2.00 for full time care to children birth to five. Ms. Eldridge explained that regardless of the efforts of the Coalition to increase the number of eligible families receiving services, the enrollment numbers continue to decline. While there is no one reason for the decline, School Readiness providers cite the fact that the Coalition pays substantially less than the provider's private pay rate. The economy, work scheduling requirements, and reimbursement rate differentials add to the calamity parents are facing trying to work and maintain a safe, learning environment for their child. Discussion followed. Richard Williams made a motion to approve a \$2.00

per care level rate increase for birth to five years effective February 1, 2009 with the requirement that providers cannot raise existing private rates listed in the contract with the Coalition until June 30, 2009 and the motion carried.

c. Membership Appointments (#025-09)

Mr. Southerland II announced that Mr. Darrin Wall was nominated by the Washington Co. Chamber of Commerce to serve as a private sector member. Richard Williams made a motion to approve the appointment of Darrin Wall to the Board and the motion carried.

d. Legislative Budget Reductions

Mr. Southerland II gave the following report to the Board regarding reductions to the School Readiness and VPK programs during the legislature's special session. No action was taken on this agenda item.

- **During Special Session, the Legislators approved \$5.8 million reduction for state wide School Readiness services for 08-09 contract year**
- **During Special Session, the Legislators approved \$860,000 reduction for state wide VPK services for 08-09 contract year**

D1. School Readiness – These reductions have already been implemented:

- | | |
|------------------------|--|
| 1. July 1, 2008 – | Grant Award Reduction = \$127,000 |
| 2. December 29, 2008 - | Grant Award Reduction = <u>\$114,000</u> |
| TOTAL since July 08 - | Grant Award Reduction = \$241,000 |

The Coalition has been told to expect another 5% to 10% reduction in March 2009.

D2. VPK Administrative Reduction

1. Effective February 1, 2009, the legislature reduced the VPK Admin from 5.0% to 4.85% (Coalition reduction)
2. VPK Admin is ANYTHING that is NOT the provider payment for VPK services.
3. The Coalition is trending to be overspent in VPK Admin and has been contacted by the Office of Early Learning to reduce this administrative cost, immediately.

The Coalition will meet with the Finance Committee to develop a plan to reduce VPK Admin costs for Board vote at February meeting.

D3. VPK Student Allocation Reduction

1. VPK School Year Base Student Allocation has been reduced from \$2628 to \$2575, (\$53 reduction per child).
2. VPK Summer Allocation has been reduced from \$2628 to \$2190 (\$438 reduction). However, the student class size for Summer VPK was INCREASED from 10 to 12 children.
3. The Class Size Amendment was eliminated as a requirement for VPK participation within the School Districts
4. School Year 09-10 Change: Students must attend a minimum of 80% of the total number of hours for the program to be reported as a Full Time Equivalent (FTE).

V. Information Items

1. Executive Committee Report

Steve Southerland II

Mr. Southerland II stated that the Coalition will be issuing an RFP for auditing services this fiscal year. The Executive Committee will review submitted proposals and bring a recommendation to the Board by May for selection.

2. Executive Director's Report

Ms. Eldridge presented the Executive Director report to the Board on the following items (Attachment 2):

- a. FY08 Monitoring Results
- b. 08-09 Kindergarten Screening (FLKRS) Results
- c. Service Utilization

VI. Other Business

There was no other business brought before the Board.

VII. Adjournment

This meeting of the ELC of Northwest Florida, Inc. Board of Directors was adjourned at 1:14 p.m. CST.

Submitted by Olivia Cooley
Board Secretary
OC:mb

APPROVED
3/18/09

ms

ELC OF NORTHWEST FLORIDA, INC.
JANUARY 21, 2009
BOARD MEETING MINUTES

ATTACHMENT 1

10:45 AM

01/20/09

Accrual Basis

Early Learning Coalition of NW Florida, Inc.
Balance Sheet
As of December 31, 2008

	<u>Dec 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	297,601.00
Regions Checking	679,695.48
Total Checking/Savings	<u>977,296.48</u>
Accounts Receivable	
Accounts Receivable	888,636.04
Total Accounts Receivable	<u>888,636.04</u>
Other Current Assets	
Petty Cash	250.00
Prepaid Expenses	3,626.64
Total Other Current Assets	<u>3,876.64</u>
Total Current Assets	1,869,809.16
Fixed Assets	
Accumulated Depreciation	-38,394.00
Furniture, Fixtures & Equipment	138,108.98
Total Fixed Assets	<u>99,714.98</u>
TOTAL ASSETS	<u>1,969,524.14</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	767,491.05
Total Accounts Payable	<u>767,491.05</u>
Other Current Liabilities	
Grant refundable	36,415.80
OEL Advance	878,000.00
Payroll Liabilities	823.18
Total Other Current Liabilities	<u>915,238.98</u>
Total Current Liabilities	<u>1,682,730.03</u>
Total Liabilities	1,682,730.03
Equity	
Assets - State Funded	99,715.14
Opening Bal Equity	166,074.00
Retained Earnings	10,967.91
Net Income	10,037.06
Total Equity	<u>286,794.11</u>
TOTAL LIABILITIES & EQUITY	<u>1,969,524.14</u>

Early Learning Coalition of NW Florida, Inc.

Profit & Loss

July through December 2008

	Jul - Dec 08
Ordinary Income/Expense	
Income	
Grants	
DOE VPK Facilitator	23,048.10
School Readiness	5,663,591.67
VPK	2,501,691.73
Total Grants	8,188,331.50
Miscellaneous Income	0.00
Total Income	8,188,331.50
Gross Profit	8,188,331.50
Expense	
Bank Service Charges	73.49
Dues and Subscriptions	175.00
Miscellaneous	35.00
NDS (ELC Shared Elig)	7,000.00
Occupancy	
Electric	2,022.63
Insurance	3,023.01
Internet Access	2,013.18
Rent	49,019.44
Repairs	4,678.90
Telephone	4,883.08
Water and Sewer	406.42
Total Occupancy	66,046.66
Office Supplies	6,383.22
Outreach CCR&R	3,827.28
Payroll Exp	
Admin Costs Shared	138,574.76
Admin SR	26,717.14
Admin VPK	1,523.38
Eligibility	156,148.59
Insurance	2,632.51
Non Direct Services	91,621.35
PERKS Salary	0.00
Quality	21,137.01
Tuition	1,050.00
VPK Facilitator	20,921.52
Total Payroll Exp	460,326.26
Postage and Delivery	1,150.87
Printing and Reproduction	7,664.97
Professional Fees	27,891.00
Program Supplies	
Provider education supplies	9,179.73
Total Program Supplies	9,179.73
Quality (ELC level)	
Ed Scholarships	604.82
Health	412.09
Mini Grant	2,500.00
Quality (ELC level) - Other	249.00
Total Quality (ELC level)	3,765.91

10:44 AM
 01/20/09
 Accrual Basis

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

	<u>Jul - Dec 08</u>
Slots	
97COO Two Parent One Work (8OP)	28,681.09
97GNW Workforce/TANF (3/3R)	359,654.73
97GOO Transitional CC (5/5T/3W)	338,084.64
97GSD Quality Gold Seal	65,147.89
97POO Working Poor (8)	2,212,930.81
97PPO CC Purchasing Pool (CCPP)	92,632.21
97ROO Protective Services (1)	1,231,157.95
97TNW Transitional CC (5N)	360.45
Total Slots	<u>4,328,649.77</u>
Slots VPK	
VPPRS Program Services (slots)	2,324,235.42
VPPRSD VPK Slot Payment Differe	53,083.28
Total Slots VPK	<u>2,377,318.70</u>
Travel & Conferences	
Airfare	1,474.49
Car Rental/Taxis	640.97
Conference Fee	580.00
Lodging	847.97
Mileage	16,046.50
Per diem	753.00
Tolls/Parking	99.60
Travel & Conferences - Other	1,602.91
Total Travel & Conferences	<u>22,045.44</u>
X 1 Admin Allocate County SR	0.00
X 1 Admin Allocate County VPK	0.00
X 2 Elig Allocate	0.00
X 3 Program Allocate	0.00
X 4 Contracted Services	
97BBD Non Direct Service	259,740.00
97BDE Eligibility	180,150.00
97INT Infant/Toddler Quality	179,400.00
97PPD CCPP Non Direct Services	750.00
97QI4 CCR&R	25,380.00
97QIN Inclusion	24,250.00
97QOO Quality Other	141,075.00
Total X 4 Contracted Services	<u>810,745.00</u>
X 5 Contracted VPK	
VPADM VPK Admin	43,508.00
VPENR Enrollment	12,523.00
Total X 5 Contracted VPK	<u>56,031.00</u>
Total Expense	<u>8,188,309.30</u>
Net Ordinary Income	22.20
Other Income/Expense	
Other Income	
Other Income	
Interest Income	127.26
Local Match	9,361.01
Teddy Bear Fund	220.00
Other Income - Other	626.67
Total Other Income	<u>10,334.94</u>
Total Other Income	10,334.94

10:44 AM
01/20/09
Accrual Basis

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

	<u>Jul - Dec 08</u>
Other Expense	
Other Expenses	320.08
Total Other Expense	<u>320.08</u>
Net Other Income	<u>10,014.86</u>
Net Income	<u><u>10,037.06</u></u>

Early Learning Coalition of NW Florida, Inc.

Ordinary Income/Expense	FY09 Budget	6 Mos Budget	FY09 Actual Dec-08
Grants			
School Readiness	12,535,539	6,267,770	5,570,210
School Readiness CCPP	185,000	92,500	93,382
VPK	4,795,717	2,397,858	2,501,692
VPK Out	18,529	9,265	-
Total Grants	17,534,785	8,767,393	8,165,283
VPK Facilitator	85,000		23,048
Total Income	17,619,785	8,767,393	8,188,332
Expense			
Dues and Subscriptions	550	275	175
Miscellaneous	55	28	108
NDS (ELC Level Elig)	-	-	7,000
Occupancy			
Electric	2,600	1,300	2,023
Insurance	5,130	2,585	3,023
Internet Access	4,100	2,050	2,013
Other Occupancy	100	50	-
Rent	80,460	40,230	49,019
Repairs	1,800	900	4,679
Telephone	7,400	3,700	4,883
Water and Sewer	1,100	550	406
Total Occupancy	102,690	51,345	66,047
Office Supplies	38,511	19,256	6,383
Outreach CCR&R	28,000	14,000	3,827
Outreach VPK	18,529	9,265	-
Payroll Exp			
Admin Costs Shared	244,959	122,480 a	138,575
Admin SR	62,749	31,375 a	26,717
Admin VPK	25,693	12,847 a	1,523
Eligibility	315,592	157,796	156,149
Insurance	5,880	2,940	2,633
Non Direct Services	200,038	100,019	91,621
Quality		-	21,137
Tuition	5,000	2,500	1,050
Vpk facilitator	68,003	34,002	20,922
Total Payroll Exp	927,914	463,957	480,327
Postage and Delivery	2,760	1,380	1,151
Printing and Reproduction	11,880	5,940	7,665
Professional Fees	51,760	25,880	27,891
Subtotals (a)	166,701	6 month budget admin	
	166,816	FY09 actual admin	
			(is nurse from taking in Cal lib Services)

Balance of EFS upgrade

Painting of offices