



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Board Meeting

February 3, 2010

1560 North Meadowcrest Blvd. Crystal River, FL. 34429

Conference Call # 1-800-444-2801

Access Code: 7125663 Security Code 236

9:00 AM

Agenda

I	Call to Order, Welcome, and Introductions		Rob Wardlow
II	Announcements and Corrections to Agenda		Sonya Bosanko
III	Approval of Agenda		
IV	Board Training		Sonya Bosanko
	Purvis Gray Audit – Action Item: 2009-10-30		
V	Consent Agenda		
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IX	New/Unfinished Business		Rob Wardlow
X	Public Input: <i>Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker's card must be completed and submitted to the Board Chair. The Chair will open the meeting to public discussion at various times during the meeting at his/her discretion</i>		

**Board of Directors Meeting Minutes
December 2, 2009**

Members Present:

Regina Baricko	Phil Bumgarner	Grace Bynum	Maggie Crane
Dr. Ruth Ferguson	Thomas Harrington	Debbie Lattin	Joan Luebbe
Charlie Richer	DuWayne Sipper	Marilyn Veldof	Rob Wardlow (Chair)
Linda Barber	Dr. Karen Lord	Judi Maloy	Cynthia Munkittrick (by phone)

Members Absent:

Teresa Goodman	Jeanie Johnston	Joe Meek	David Dose
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Staff Present:

Sonya Bosanko	J.R. Gorentz	Ingrid Ellis	Tonya Hiers
Sandra Woodard	Desirae Rickman	Glenna McManigell	Silvia Sullivan
Colin Burke	Lynne Coughlin	Tom Scheffey	Kristi Morrow

Others Present:

Jonathan Pitts	Nina Davis	Vicky Pitts	Kathy Spears
Holly Bussard	Heidi Rand	Jo Geib	Cara Meeks
Blaire Peterson	Donna Maas	Debra Waller (phone)	

I. Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:05 a.m. Introductions were completed.

II. Announcements and Corrections to Agenda

- Purvis Gray Audit has not been finished so it was moved to a later date.

III. Approval of Agenda

Debbie Lattin motioned to approve the amended the agenda. Charlie Richer seconded the motion. Motion carried unanimously.

**IV. Board Training (Purvis Gray Audit) – Action Item: 2009-10-30
CANCELLED**

V. Consent Agenda

ELC-Nature Coast Board Minutes – October 7, 2009
Administrative Committee Minutes – September 23, 2009
Tri-County Advisory Council Meeting – September 11, 2009
Sumter County Advisory Council Meeting – August 12, 2009

Charlie Richer motioned to approve the Consent Agenda. Debbie Lattin seconded the motion. Motion carried unanimously.

VI. Action Items

Action Item # 2009-10-20: Staff Salary Study and Recommendation

Charles Bumgarner motioned to approve discussion of the Action Item # 2009-10-20. Joan Luebbe seconded the motion.

- Mr. Bumgarner explained to the Board members the process utilized to justify this Action Item, as well as the salary survey that was conducted by the Deputy Director of the Coalition. The survey was submitted to all 31 coalitions, and had an excellent response rate.

- Ms. Debbie Lattin thanked J.R. and Sonya Bosanko for all the work done in presenting this information. However, she felt very conflicted with this motion because of the perception that people may get. Ms. Lattin's questions were the following:
 - Could the \$74,000 be utilized for Direct Services?
 - Could the increases be done incrementally instead of all at once, providing some funding for Direct Services as well?
 - If the money were moved to Direct Services, would that impact the current deficit?
 - Is the Coalition helping centers run their business more efficiently?
- Ms. Lattin's perspective is that these dollars should be used to reduce the deficit and not for salary increases.
- Mrs. Sonya Bosanko answered the questions to Ms. Lattin in the same order they were asked:
 - Yes, the money could be used for Direct Services
 - Yes, the increases could be done incrementally. What the budget impacts of this would be is dependent on the process and percentage the Board would choose.
 - Yes, it would positively impact the deficit and help reduce it.
 - This has not been a priority of the Coalition. Guest speakers are invited at times. The Coalition offers information to providers about trainings available in the community but it has not been a priority to assist providers in developing their business and to market to other individuals and the Coalition does not have the time and staff to make this possible.
- Mr. Bumgarner mentioned that based on some prior information, the ELC of the Nature Coast is within the guidelines with all the other coalitions.
- Joan Luebbe supported Mrs. Lattin. She worries about the perception of the providers because the overall compensation looks pretty high to providers. She thinks that under the present economic circumstances, the staff is fairly paid.
- DuWayne Sipper thinks the money should be used to enroll more children, and to take them off the waiting list.
- Cynthia Munkittrick does not support the salary raises because of the economic situation.
- Charlie Richer thinks there will always be children in the waiting list. He thinks it is more expensive to have to train new people than to try to retain the staff. The children problem will never be eliminated. His concern centered around staff morale and retention.
- JR Gorentz clarified to Board members that the Florida price level index which is done by the University of Florida, was included in this study through the Bureau of Economic and Business Research which takes in account all the 67 counties in Florida and rates the cost of living in each county. All this information has been adjusted to account for that, as well as the survey completed by the other coalitions.

After much more discussion on this Action Item, the Board members came to a decision to vote.

Board members in favor of approving the motion for Action Item #2009-10-20 were: Dr. Ruth Ferguson, Dr. Marilyn Veldof, Charlie Richer, Phil Bumgarner and Grace Bynum. Board members in opposition to this motion were: Debbie Lattin, DuWayne Sipper, Maggie Crane, Joan Luebbe, Regina Baricko and Cynthia Munkittrick. Five approved, six did not approve. Motion did not carry.

Dr. Ferguson made a new motion regarding the raw data from today's meeting which she believed should have an explanation attached to justify it. Motion did not pass due to lack of second.

Action Item # 2009-10-21: Employer Fundraising Incentives

Phil Bumgarner motioned to approve Action Item #2009-10-21 for discussion. Debbie Lattin seconded the motion.

This Action Item authorizes the Executive Director to award one PLT day to an employee performing the highest in Coalition-sponsored match fundraising activities.

- Ms. Bosanko explained that this Action Item is not for staff members who recruit any kind of matching fund outside the agency. It is for their participation in a specific event the Coalition may have because staff members are not allowed to be paid for their volunteer work in assisting in raising funds. This is an incentive

for staff members to participate and help the managers to raise matching funds. There is no minimum amount of tickets a staff member needs to sell.

- Ms. Bosanko also stated that after speaking with the Coalition's attorney, staff members are eligible to volunteer for the Coalition.

Motion carried unanimously.

Action Item # 2009-10-22: Employee of the Quarter PLT Day Award

- This Action Item authorizes the Executive Director to award one PLT day to the employees selected for the Employee of the Quarter program. The employee of the quarter is nominated by the managers and is based on their excellent performance of their job duties or any other special activities they are involved in with the Coalition.

Joan Luebbe motioned to approve Action Item # 2009-10-22. Regina Baricko seconded the motion. Motion carried unanimously.

- Colin Burke was chosen as the recipient of the first Employee of the Quarter award.

Action Item # 2009-10-23: Budget Amendment #3

Phil Bumgarner motioned to approve discussion on Action Item #2009-10-23. Debbie Lattin seconded the motion.

- Ms. Bosanko stated that this Action Item was presented to the Administrative Committee on November 4th and it is to shift money within the Coalition's operating budget based on actual spending today and projected spending in the future.

Motion carried unanimously.

Action Item # 2009-10-24: Disposal of Property

- This Action Item would allow the Executive Director to dispose old or damaged telephone system and a HP printer.

Thomas Harrington motioned to approve Action Item #2009-10-24. Regina Baricko seconded the motion. Motion carried unanimously.

Action Item # 2009-10-25: CDS FY2008-2009 Annual Audit

- This is the final audit for CDS and there is nothing alarming in this document. It is compiled with information gathered during the quarterly audits throughout last fiscal year, which were approved by the Advisory Councils.

Charlie Richer motioned to approve Action Item #2009-10-25. Regina Baricko seconded the motion. Motion carried unanimously.

Action Item # 2009-10-26: Funshine Express Curriculum

- This Action Item is to adopt the Funshine Express Curriculum which has been recommended by the Sumter Advisory Council and Tri-County Advisory Council.

Regina Baricko motioned to approve discussion of Action Item #2009-10-26. Debbie Lattin seconded the motion.

- Joan Luebbe mentioned that at the Tri-County Advisory Council there was a lot of discussion about this curriculum and all the questions they had were answered.

Motion carried unanimously.

Action Item # 2009-10-27: Revised ELPOP

- Ms. Bosanko explained that currently the Policies and Procedures are related to the contract the Coalition holds with the vendors. Within those Policies and Procedures, there are consequences for when an Early Learning Provider does not meet the minimum standards they were contracted for. There are three main consequences to the Contract:
 - At Risk Contract
 - Probation Status
 - Termination

Additional revisions have become necessary to clarify some sections and modify others in order for providers

to move off of one of these statuses once they have completed a corrective action or improved the area that was noted.

- Ingrid Ellis stated that the new language is bolded and underlined for a better understanding.
- Debbie Lattin's question was if there was some type of interaction with the provider when someone is in one of the statuses mentioned above because she doesn't think it is right for a provider to just read a Policies and Procedure without communicating with the provider.
- Ms. Bosanko explained to Ms. Lattin that it all depends on the situation. There are certain things that happen, like when a child is in imminent danger, that don't allow the Coalition to have a conversation with the provider so each situation is different.

Phil Bumgarner motioned to approve discussion on Action Item #2009-10-27. Debbie Lattin seconded the motion.

After much more discussion on this Action Item, the motion was carried with Thomas Harrington, DuWayne Sipper, Debbie Lattin and Maggie Crane opposing.

Action Item # 2009-10-28: Provider Recruitment/Expansion

- This Action Item would allow funds not to exceed \$600.00 to Brightman Family Child Care Home to purchase materials and other items for the facility.

Phil Bumgarner motioned to approve Action Item #2009-10-28. Regina Baricko seconded the motion. Motion carried unanimously.

Action Item # 2009-10-29: VPK Provider Contract Compliance Report, FY 08-09

- This is to adopt the result of audits conducted on VPK providers during FY 2008-2009 since the Coalition is required to audit the VPK providers.

Debbie Lattin motioned to approve Action Item #2009-10-29. Charlie Richer seconded the motion. Motion carried unanimously.

VII. Treasurer's Report – Sonya Bosanko

Budget Vs. Actual Report – October 2009

- The treasurer's report includes expenditures from July –September 2009.
- Revenue accounts are on page 55
- The Coalition has started to receive match payments from United Way in Citrus County.
- It was announced that an application packet was received from Lake Sumter United Way. The United Way is going to consider a request from the Coalition for the next calendar year.
- Expenses are presented on page 56 for the School Readiness Program and VPK program.

VIII. Executive Director's Report

- The waiting list for children as of this day is 82 children. The list has dropped because many parents are eligible for child care referrals since they are probably on public assistance programs because of the

economy. Most referrals that come to the Coalition are mandated care so there is no option to put these children on a waiting list.

- On November 10th Mr. Bumgarner resigned as the Chair of the Sumter Advisory Council. The by-laws of the Coalition state that the ideal membership of a Committee or a Counsel would include at least two voting Board members of the Coalition in addition to the Committee Chair.

Phil Bumgarner motioned to approve the Vice-Chair of the Sumter Advisory Council to conduct the Advisory Council Meetings temporary until an additional Chair can be appointed or until the ideal membership can be obtained. Regina Baricko seconded the motion.

After some discussion and the realization that Maureen Lucia, Vice Chair of the Council, is not a Board member, the motion was amended to appoint Dr. Ferguson as Chair of the Sumter Advisory Council.

Motion carried unanimously.

At this point, Thomas Harrington motioned to approve the Executive Director's Report. Joan Luebbe seconded the motion. Motion carried unanimously.

IX. Committee Updates

Executive Committee – No Meetings

Administrative Committee – Phil Bumgarner

Citrus County Advisory Council – No Meetings

Tri-County Advisory Council – Tommy Harrington – No comments

Sumter County Advisory Council – Phil Bumgarner – Mr. Bumgarner thanked everybody on the Sumter Advisory Council.

X. New/Unfinished Business

Action Item #2009-10-31: Temporary Salary Additive – Assistant Contracts and Compliance Manager

- This Action Item allows a temporary 15% salary additive to the Assistant Contracts and Compliance Manager's hourly rate until the return of the Contracts and Compliance Manager. The cost will be absorbed by the unpaid leave time of the Contracts and Compliance Manager.

Thomas Harrington motioned to approve Action Item #2009-10-31. Charlie Richer seconded the motion. Motion carried unanimously.

XI. Public Input

The public input was regarding Action Item #2009-10-20: Staff Salary Study and Recommendation:

- Vicky Pitts and Jonathan Pitts from Clyatt House think that the main goal is to serve as many children as possible because it is about helping the children and parents. Their plans to expand are on hold because of the economy so they think it is not fair to raise salaries at this moment.
- Holly Bussard thinks the children need to be a priority and agrees on all comments that do not support the salary recommendation.

Charles Bumgarner motioned to adjourn the meeting at 11:00 a.m. Thomas Harrington seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's Main office in Crystal River.**

**Executive Committee Meeting Minutes
December 16, 2009**

Members Present

Phil Bumgarner Charlie Richer Rob Wardlow

Staff Present

Sonya Bosanko Lynne Coughlin Amber Donahoe Ingrid Ellis
J.R. Gorentz Tonya Hiers Wendy Lokan Desirae Rickman
Tom Scheffey Sandra Woodard

Others Present

Charlotte Eadler Jo Geib Cassie Romanik Debbie Waller
Ginger Washburn

Via Telephone

Tommy Harrington

Call to Order, Welcome and Introductions

Chair Wardlow called the meeting to order at 10:05a.m.

Approval of Agenda

Phil Bumgarner motioned to approve the agenda as presented. Charlie Richer seconded the motion. Motion carried unanimously.

Executive Director's Performance Appraisal

J.R. Gorentz presented the Executive Director's Performance Appraisal handbook to the committee. Phil Bumgarner submitted a list of minor recommendations to Mr. Gorentz for review. The committee asked that Mr. Gorentz submit a second draft to the committee for review and final approval.

New/Unfinished Business

Direct Services Deficit Plan:

Ms. Bosanko gave an overview of the Direct Services Deficit Plan that was discussed during the Administrative Committee meeting. Mr. Harrington felt strongly that the Deficit plan needed to be implemented as soon as possible in an effort to reduce the deficit.

Tommy Harrington motioned to approve the Direct Services Deficit Plan. Charlie Richer seconded the motion. Motion carried unanimously.

Advisory Council Suspension:

During the Administrative Committee meeting, Mr. Bumgarner recommended the temporary suspension of Advisory Councils due to the suspension of the quality initiative programs.

Charlie Richer motioned to approve the temporary suspension of all Advisory Councils meetings until further notice. Phil Bumgarner seconded the motion. Motion carried unanimously.

Public Input

None

Charlie Richer motioned to adjourn at 10:15a.m. Phil Bumgarner seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's main office.**

**Administrative Committee Meeting Minutes
December 16, 2009**

Members Present

Phil Bumgarner	Debbie Lattin	Charlie Richer	DuWayne Sipper
Rob Wardlow			

Staff Present

Sonya Bosanko	Lynne Coughlin	Amber Donahoe	Ingrid Ellis
J.R. Gorentz	Tonya Hiers	Wendy Lokan	Glenna McManigell
Desirae Rickman	Tom Scheffey	Sandra Woodard	

Others Present

Charlotte Eadler	Jo Geib	Cassie Romanik	Debbie Waller
Ginger Washburn			

Call to Order, Welcome and Introductions

Chair Bumgarner called the meeting to order at 9:04a.m. Introductions were completed.

Approval of Agenda

Rob Wardlow motioned to approve the agenda and accept Mrs. Bosanko's recommendation. Debbie Lattin seconded the motion. Motion carried unanimously.

Consent Agenda

Administrative Committee Minutes – December 16, 2009

Debbie Lattin motioned to approve the Consent Agenda. Rob Wardlow seconded the motion. Motion carried unanimously.

Treasurer's Report

Profit & Loss; Budget vs. Actual FY2009-2010
Budget vs. Actual by Class Report FY2009-2010

Sonya Bosanko presented the Treasurer's Report to the committee members. The report covered the period of July through October 2009. She explained that on page five were all of the revenue accounts. She also explained that there was an additional \$5,000.00 in funds received from Sumter County Sunset Rotary. She stated that she had reviewed the line item "Other Income" as requested by the Committee and explained that this was an incorrect posting of provider VPK payback dollars, and that the correcting journal entry was performed in November. The correction would be visible on future reports. She explained the School Readiness program spending is at 49.1%, some of that due to the deficit. Overall expenses are at 45.8 % which includes the VPK program and the School Readiness Program. She explained that the Coalition's operating expenses began on page 10. The overall spending rate is at 31.84% which is slightly skewed due to \$ 74,365.00 in unallocated expenditures. These dollars will eventually be reallocated out of this account. Spending is at a good rate, a little bit under what would be expected for the time of year. A freeze has been put in place on the managers for non-essential spending, hoping to create a surplus within the operating budget to help rectify the deficit.

Executive Director's Report

Ms. Bosanko stated the only real update outside of the reports that were submitted, is the 2008 – 2009 deficit dollars. She explained that AWI had reduced the Coalition's School Readiness Grant Agreement in error. \$481,000.00 of the \$550,000.00 has been received for the School Readiness program. They have not allocated the VPK or given the

Coalition a new VPK grant at this time. However, the remaining dollars may not have been received yet because it does not appear that there has not been overspending in the VPK program. It is anticipated that the dollars will come in.

Mrs. Bosanko presented the Match Program reports for Citrus and Sumter Counties. In Citrus County, there has been approximately \$46,000.00 collected from the United Way. It is anticipated that there will be a need of \$87,000.00 in matching funds; there is a deficit of approximately \$41,000.00. Ms. Bosanko further stated that she and J.R. Gorentz are working on rectifying this. They have contacted the Sheriff's Office and expect to receive some dollars from them. There have conducted some fundraising events here and have future plans for fundraising events. Ms. Bosanko spoke of the Suncoast Business Masters Auction and the anticipation of a \$10,000.00 donation.

Ms. Bosanko explained that she and J.R. Gorentz had presented a letter, which Rob Wardlow had signed, asking for a waiver of the DGL match and a hold harmless for the remaining match in Citrus County and Sumter County. She stated that we may not be awarded the waivers, and will update the committee on this situation at a later date.

Ms. Bosanko stated that Sumter County is a big concern due that the local Rotary Clubs, which have been the Coalition's primary funder, will not have the ability this fiscal year to host any big fundraising events. They have issues within their club and dwindling membership. They have advised the Coalition to not expect any large donations. There has been a \$5,000.00 donation received and a possibility of some smaller donations being received. However, there is an anticipated a need for approximately \$53,000.00. A presentation is being done to the United Way of Lake & Sumter Counties in January, asking for \$32,000.00.

A fundraising idea was presented by Duwayne Sipper. He suggested a direct mailing request for donations with cards signed by children or with hand prints. He suggested creating a database of donors that could be contacted again at a future date. The national average is \$15.00 to \$20.00 per reply with approximately 5% coming back.

A Gold Seal Provider Report was presented to show that by March 2010 the Coalition will have utilized the entire budget assigned to Gold Seal which is \$499,250.00. Ms. Bosanko explained the difference between the billing of Gold Seal dollars to the State under the School Readiness program and the Gold Seal program. The plan is to shift the qualifying children to the ARRA program, to reduce the School Readiness spending for the Gold Seal, to increase the \$500,000.00 budget and support the expenditures through the end of the fiscal year. Ms. Bosanko stated that she would have to keep the committee up to date on this action.

The wait list report was presented. There are currently 139 children total on the list in all five counties.

Rob Wardlow motioned to approve the Executive Director's Report. Charlie Richer seconded the motion. Motion carried unanimously.

New/Unfinished Business

Ms. Bosanko presented the Utilization Report. The report reflects the current deficit of \$842,000.00 reduced from \$1,078,000.00 from last month. The plan to date was that natural attrition would rectify the budget; however it is six months into the fiscal year and the deficit is higher than anticipated. In an effort to reduce the deficit, Ms. Bosanko held a meeting with Citrus County providers to discuss possible strategies to reduce the deficit. Ms. Bosanko presented the strategies to the committee that were discussed at the meeting. The following Direct Services Deficit Plan has been developed taking into consideration each county's position. However, the considerations should be reviewed carefully and supported fully by the Administrative Committee members prior to taking action on the Direct Services Deficit Plan.

1. In an effort to apply strategies to each county based on county positions within the Coalition's budget, specifically the rates paid to providers and the county deficit, strategies have been developed with the intent

of applying the strategies appropriately to each county. For example, the Coalition currently projects an overall deficit of \$842,000; however, approximately 39% of the deficit is attributed to Sumter County as well as a result of higher provider rates paid. As a result, the strategies presented for consideration apply more stringent action in Sumter County, followed by Levy County, representing approximately 32% of the deficit, followed by Citrus County, representing approximately 29% of the deficit.

2. Considering the position above, the strategies take into consideration the projected surplus in Dixie and Gilchrist Counties. As a best business/financial practice the strategies allocate the projected surpluses to counties with projected deficit based on the percentage. The percentage was developed utilizing the county revenue. (Utilizing the county revenue as opposed to the county deficit allows the Coalition to apply the position stated in #2)
3. The strategies also take into consideration the implementation of “non-essential or required programs”. Specifically, the strategies call for the immediate suspension of all quality initiative programs (in all counties) and allocation of the remaining budgets to the direct services deficit.
4. The strategies have been developed under the assumption that the Coalition will not receive additional funding from the state or federal government; however, the Coalition will apply to the Agency for Workforce Innovation for a re-obligation in School Readiness funding. In the event the Coalition receives the funding, all strategies approved for implementation would be discontinued.
5. The strategies have been developed with an effective date of January 1, 2010. Any variation to the effective date will cause a significant revision to each strategy. For example, the current strategies are based on the remaining 129 days in the fiscal year. If the Coalition establishes an effective date of February 1, 2010 the strategies must be revised to consider the 21 days lost (January) to implement the plan.

Direct Services Deficit Plan:

1. Continue an enrollment freeze in all counties.
2. Immediately suspend all quality initiative programs and reallocate funding to deficit counties based on the same percentages listed in #3.
3. Allocate the Dixie and Gilchrist County surplus (\$547,146) to deficit counties based on the following percentages:
 - a. Citrus 45.68%
 - b. Levy 25.93%
 - c. Sumter 28.40%
4. Allocate the Dixie and Gilchrist County quality initiative surplus funding to deficit counties based on the same percentages listed in #3.
5. Increase parent fees by \$2.00 per day applying the 50% discount for sibling children.
6. Apply a \$0.50 reduction in Levy County provider rates.
7. Apply a \$2.61 reduction in Sumter County provider rates.
8. It is projected that applying all of the above strategies, as well as allocating \$69,000 of the Coalition's unallocated funds to direct services will reduce the current deficit to \$262,316. The remaining deficit may be rectified through natural attrition.
9. Evaluate the progress of the plan on no less than a monthly basis.

After much discussion, Rob Wardlow motioned to approve the Direct Services deficit plan. DuWayne Sipper seconded the motion. Motion carried unanimously.

Chair Bumgarner recommended that all Advisory Council meetings be suspended temporarily due to the Quality Initiatives being suspended.

Rob Warlow motioned to suspend the meetings of the Advisory Councils until further notice. Charlie Richer seconded the motion. Motion carried unanimously.

Public Input

None

DuWayne Sipper motioned to adjourn at 10:05a.m. Debbie Lattin seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's main office.**



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-40

Date: January 27, 2010 **Subject:** Board Membership- Heidi Rand

Proposed Board Action

Transfer the appointment of the Sumter County Head Start Program of Judy Maloy to Heidi Rand to serve on the ELCNC Board.

Budget Considerations:

None

Background Information:

Florida Statute 411.01 requires Coalition membership to include a Head Start Director who shall be a non-voting member.

The Coalition's Bylaws mandate the County rotation of public positions on a four year cycle. As a result, the Head Start Director position rotated from Levy County to Sumter County in July 2008. The Sumter County Head Start Program originally appointment of Judy Maloy to serve on the Coalition Board; however, the appointment has been transferred to Heidi Rand as a result of Ms. Maloy's retirement.

Points of Consideration:

If this Action Item is approved the term dates for Ms. Rand are January 27, 2010 to June 30, 2012

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	Approved Unanimously



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-32

Date: December 16, 2009 Subject: Direct Services Deficit Strategies / Budget Amendment #4

Proposed Board Action

Adopt the following budget amendment:

Line Item	Citrus	Dixie	Gilchrist	Levy	Sumter	Administration	Total
Assessment Product		-\$1,150	-\$500	-\$300			-\$1,950
Inclusion	-\$500		-\$2,000	-\$500	-\$100		-\$3,100
Literacy	-\$566	-\$500		-\$200	-\$305		-\$1,571
LPP							\$0
Mini Grants	-\$15,993		-\$4,150		-\$2,632		-\$22,775
Prof. Development	-\$8,954	-\$1,220	-\$3,580		-\$5,250		-\$19,004
Provider Recruitment	-\$1,000			-\$1,000	-\$300		-\$2,300
Quality Resource	-\$7,529	-\$750	-\$2,175	-\$1,000	-\$17		-\$11,471
Resource Room	-\$548	-\$660	-\$671				-\$1,879
TIPS	-\$9,205	-\$658	-\$79	-\$1,056	-\$4,302		-\$15,300
Train/Conf.	-\$923	-\$325			-\$817		-\$2,065
Unallocated						-\$69,365	-\$69,365
SR Direct Services	\$335,247	-\$403,534	-\$143,612	\$168,667	\$194,012		\$150,780
Total	\$290,029	-\$408,797	-\$156,767	\$164,611	\$180,289	-\$69,365	\$0

Budget Considerations:

See Background Information

Background Information:

The Administrative Committee noted a potential deficit in direct services at the beginning of the fiscal year. The projected deficit (currently \$842,000) is a result of many factors some of which include the following:

1. A \$1.13 provider rate increase that was approved on May 18, 2009. The increase was approved based on current enrollment, a projected surplus for FY2008-2009, and a projected increase in revenue for FY2009-2010 as a result of stimulus funds. Following the approval, a decrease in School Readiness funds was realized as well as an increase in enrollment that ranged from 244 additional enrollments to 501 additional enrollments on a monthly basis.
2. A reduction in parent fees was approved on May 6, 2009. The Coalition anticipated a \$123,000 increase in expenses as a result of the reduction.

Direct Services Deficit Plan Considerations:

Historically, the Coalition has developed strategies to reduce direct service deficits as a whole. All strategies have been applied to all counties equally. For example if the Coalition projects a \$100,000 deficit and develops a plan to

reduce the deficit by decreasing provider rates by \$0.10 a day, all rates, regardless of each counties position, are reduced.

The following Direct Services Deficit Plan has been developed taking into consideration each county position.

1. In an effort to apply strategies to each county based on county positions, specifically the rates paid to providers and the county deficit, strategies have been developed with the intent of applying the strategies appropriately to each county. For example, the Coalition currently projects an overall deficit of \$842,000; however, approximately 39% of the deficit is attributed to Sumter County as a result of the higher provider rates paid. As a result, the strategies presented for consideration apply more stringent action in Sumter County, followed by Levy County, representing approximately 32% of the deficit, followed by Citrus County, representing approximately 29% of the deficit.
2. Considering the position above, the strategies take into consideration the projected surplus in Dixie and Gilchrist Counties. As a best business/financial practice the strategies allocate the projected surpluses to counties with projected deficit based on a percentage. The percentage was developed utilizing the County revenue. (Utilizing the County revenue as opposed to the County deficit allows the Coalition to apply the position stated in #2)
3. The strategies also take into consideration the implementation of "non-essential or required programs". Specifically, the strategies call for the immediate suspension of all quality initiative programs (in all counties) and allocation of the remaining budgets to the direct service deficit.
4. The strategies have been developed under the assumption that the Coalition will not receive additional funding from the state or federal government; however, the Coalition will apply to the Agency for Workforce Innovation for a re-obligation in School Readiness funding. In the event the Coalition receives the funding all strategies approved for implementation would be discontinued.
5. The strategies have been developed with an effective date of January 1, 2010. Any variation to the effective date will cause a significant revision to each strategy. For example, the current strategies are based on the remaining 129 days in the fiscal year. If the Coalition establishes an effective date of February 1, 2010 the strategies must be revised to consider the 21 days lost (January) to implement the plan.

Direct Services Deficit Plan:

1. Continue an enrollment freeze in all counties
2. Immediately suspend all quality initiative programs and reallocate funding to the direct services budget. (Overall impact: increased direct services funding (\$83,765))
3. Allocate the Dixie and Gilchrist County surplus (\$547,146) to deficit counties based on the following percentages:
 - a. Citrus 45.68%
 - b. Levy 25.93%
 - c. Sumter 28.40%
4. Allocate the Dixie and Gilchrist County quality initiative surplus funding to deficit counties based on the same percentages listed in #3.
5. Increase parent fees by \$2.00 per day applying the 50% discount for sibling children.
6. Apply a \$0.50 reduction in Levy County provider rates
7. Apply a \$ 2.61 reduction in Sumter County provider rates
8. It is projected that applying all of the above strategies, as well as allocating \$69,000 of the Coalition's unallocated funds to direct services will reduce the current deficit to \$262,316. The remaining deficit may be depleted through natural attrition.
9. Evaluate the progress of the plan on no less than a monthly basis.

Points of Consideration:

Effective Date:

January 1, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko
Submitted by: Rob Wardlow, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
December 16, 2009	Administrative Committee	Approved Unanimously
December 16, 2009	Executive Committee	Approved Unanimously



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-33

Date: December 16, 2010 **Subject:** Temporary Suspension of Advisory Council Meetings

Proposed Board Action

Approve the temporary suspension of the Advisory Council meetings until further notice.

Budget Considerations:

Decrease in travel, meeting materials and postage.

Background Information:

On December 16, 2009, the Executive Committee voted unanimously to adopt several strategies to reduce the direct services deficit including the suspension of all quality initiatives. Consequently, the Executive Committee voted to temporarily suspend the Advisory Council meetings for the following reasons:

1. The suspensions of the meetings will decrease costs related to the meeting expenses (i.e. travel costs, meeting materials, postage, etc.)
2. The Advisory Councils' primary responsibilities are significantly reduced as a result of the suspension of the quality initiative programs. During the suspension of the meetings the remaining Advisory Councils' responsibilities (program analysis, evaluation, and the review of developmentally appropriate curriculum) will be addressed directly by the Board.

Points of Consideration:

Effective Date:

December 16, 2009

Supporting Documentation: None

Prepared by: Sonya Bosanko, Executive Director
Submitted by: Robert Wardlow III, Chairman
 Charles Bumgarner, Administrative Committee Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	December 16, 2009	Approved Unanimously
Executive Committee	December 16, 2009	Approved Unanimously



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-34

Date: February 3, 2010 Subject: Bylaws Amendment

Proposed Board Action

Adopt the following amendment to the ELCNC Bylaws:

Article IV
Management

4.2.1 Voting and non-voting members who are unable to attend meetings in person may attend by teleconference when available. All membership rights, responsibilities and voting privileges are retained during teleconference attendance.

Budget Considerations:

None

Background Information:

The ELCNC adopted Robert's Rule of Order as the Board's parliamentary procedure. Robert's Rule of Order states that the Board may hold meetings by conference telephone call only if the Bylaws specifically authorize the practice.

Currently, the ELCNC makes teleconferencing available; however, the Bylaws do not specifically authorize Board members to attend meetings through teleconferencing.

Points of Consideration:

Reference: Roberts Rule of Order Newly Revised In Brief, First Da Capo Press edition 2004, p. 121, (question 19) to p. 122; also p. 159.

Notice of this amendment was provided to the Board Members on January 14, 2010

The Bylaws require a 2/3 majority to pass this amendment,

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	Approved Unanimously



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-35

Date: February 3, 2010 **Subject:** Executive Director Performance Appraisal and Handbook

Proposed Board Action

Adopt the attached Executive Director Performance Appraisal and Handbook.

Budget Considerations:

None

Background Information:

The ELCNC is responsible for evaluating the performance of the Executive Director on an annual basis. The Administrative Policy and Procedure states the following:

3.8: Roles of Officers: A 7: The Chairman facilitates the performance review of the Executive Director.

3.9: Committee Structure D: Executive Committee: 2 d: [The Executive Committee is responsible for] Performance review and recommendation to the Board of personnel issues related to the Executive Director.

Points of Consideration:

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

The performance appraisal was developed utilizing critical elements which are designed to hold the Executive Director accountable for the work assignments and responsibilities for the position.

The performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) and must be met for each element at a particular level of performance. They are focused on results and include credible measures.

Effective Date:

February 3, 2010

Supporting Documentation: Executive Director Performance Appraisal and Handbook

Prepared by: J.R. Gorentz, Deputy Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	Approved Unanimously

Part A:
Instructions for Completing the Executive Director Appraisal (EDA)

Introduction:

Managing employee performance is an integral part of the work that all rating officials perform throughout the year. It is as important as managing financial resources and program outcomes because employee performance, or the lack thereof, has a profound effect on both the financial and program components of any organization.

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

To accomplish these objectives, rating officials need to identify organizational goals to be accomplished, communicate individual and organizational goals to the Executive Director that support the overall strategic mission and goals of the organization, monitor and evaluate the Executive Director's performance, and use performance as a basis for appropriate personnel actions, including rewarding significant performance and taking action to improve less than successful performance.

Rating Critical Elements:

Rating officials should compile performance data from various sources as a part of the rating process.

The rating assigned reflects the level of the employee's performance as compared to the standards established. If an employee does not have an opportunity to perform a critical element during the rating period, no rating will be assigned and the words "Not Rated" should be written on the EDA for that element.

When assigning a rating for each element, the rating official should consider the following:

1. Read carefully each performance standard guideline level beginning with the Fully Successful one. It is to be considered the base level standard.
2. Determine the level that best describes the Executive Director's performance on the element. Each and every criterion in the standard does not have to be met by the employee in absolute terms to assign a particular rating level. The sum of the Executive Director's performance of the element must, in the rater's judgment, meet the assigned level's criteria.

Critical Elements and Performance Standards:

Critical elements should be established with the Executive Director by the Executive Committee Chair at the start of the performance year. Through these elements, the Executive Director is held accountable for work assignments and responsibilities for the position.

Performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures.

Assigning the Summary Rating:

A specific rating is required for each critical element to reflect the level of performance demonstrated by the Executive Director throughout the rating period. Only one numerical rating level is assigned for each critical element. The summary rating is assigned as follows:

- A. Review the EDA and assess how the employee performed relative to the described performance standard Guidelines.

- B. Appropriately document the Executive Director's performance with a narrative summary that describes the Executive Director's achievements for the critical elements as compared to the performance standard guidelines. A narrative must be written for each critical element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory. This narrative should contain examples of the Executive Director's performance that substantiate and explain how the Executive Director's performance falls within the level assigned. There is a block provided for the narrative summary for each critical element.
- C. In Part B of this form, assign one of the numerical rating levels that accurately reflects the employee's performance for each of the critical elements (Use only whole numbers: Exceptional = 5 points, Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, Unsatisfactory = 0 points, and Not Rated = NR).
- D. Add up the numerical rating levels to get a total.
- E. Divide the total by the number of critical elements to get an average. (Elements that are "not rated" because the Executive Director has not had a chance to perform them during the rating year or was not observed by the rating official are not assigned any points and should not be used to determine the average rating.)

Part B

Employee Name: Sonya Bosanko		Title: Executive Director	
Appraisal Period	From:	To:	

Section A: Notification of Standards: Signatures certify that critical elements/standards were discussed.

Employee:	Executive Committee Chairman:
Date:	Date:

Section B: Summary Rating Determination: Assign the numerical rating level that accurately reflects the employee's performance for each of the critical elements (Use only whole numbers: Exceptional = 5 points; Superior = 4 points; Fully Successful = 3 points; Minimally Successful = 2 points; and Unsatisfactory = 0 points.)

Element Number	Numerical Rating
1	
2	
3	
4	
5	
6	
7	
8	
Total:	

Total Numerical Rating _____ **÷ Number of Elements** _____ **Numerical Summary** _____

Section C: Overall Summary Rating: Use conversion chart below by marking an "X" in the row that matches the Numerical Summary to determine the Overall Summary Rating.

	Exceptional 4.6 – 5.00
	Superior 3.6 – 4.59 AND No critical element rated lower than “Fully Successful”.
	Fully Successful 3.0 – 3.59 AND No critical element rated lower than “Fully Successful”.
	Minimally Successful 2.0 – 2.99 AND No critical element rated lower than “Minimally Successful”.
	Unsatisfactory One or more critical elements rated “Unsatisfactory”.

Employee Comments:

Employee Name: Sonya Bosanko	Rating Official:
Date:	Date:
Employee's signature above certifies that the overall summary rating was discussed. The Executive Committee Chairman's signature is required.	Executive Committee Chairman: Rob Wardlow
	Date:



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-36

Date: January 27, 2010 **Subject:** Budget Amendment #5

Proposed Board Action

Adopt the attached Budget Amendment #5

Budget Considerations:

The purpose of the budget amendment is to reallocate portions of the Coalition Operating budget based on current expenses.

Background Information:

The Coalition's governance policy states that the Administrative Committee is responsible for the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of funds, and to ensure adequate financial controls in coordination with appropriate staff. In addition the Administrative Committee is responsible for direction and oversight regarding the overall financial management of the ELCNC. Functions of the Administrative Committee include the development and recommendation of budget amendments to the Board.

Points of Consideration:

The Administrative Committee reviews the Coalition's Early Learning Budget during every regularly scheduled meeting. Budget Amendment #5 is a result of the Committee's most recent review.

Effective Date:

January 27, 2010

Supporting Documentation: Budget Amendment # 5

Prepared by: Sonya Bosanko, Executive Director
Submitted by: Phil Bumgarner, Administrative Committee Chairman
Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	January 27, 2010	Approved Unanimously
Executive Committee	January 27, 2010	Approved Unanimously

**Early Learning Coalition of the Nature Coast
Budget Amendment #5**

	Budget	Amendment Amount	Amended Budget
10 Quality Initiatives			
10-001 Citrus County	18,544.00	0.00	18,544.00
10-002 Dixie County	4,737.00	0.00	4,737.00
10-003 Gilchrist County	9,770.00	0.00	9,770.00
10-004 Levy County	12,444.00	0.00	12,444.00
10-005 Sumter County	6,277.00	580.00	6,857.00
Total 10 Quality Initiatives	51,772.00	580.00	52,352.00
20 Coalition Operating			
20-100 Advertising			
20-100-101 Advertise General	7,200.00	0.00	7,200.00
20-100-102-1000 Legal Notice	3,000.00		3,000.00
20-100-103-1600 VPK Out Reach	5,824.00		5,824.00
Total 20-100 Advertising	16,024.00	0.00	16,024.00
20-200 Employee Costs			
20-200-201 Benefit Bank	156,020.00	0.00	156,020.00
20-200-202-1100 Pre Employ.	1,000.00	197.00	1,197.00
20-200-203 Retirement	143,608.00	0.00	143,608.00
20-200-204 Salaries	1,440,146.00	0.00	1,440,146.00
20-200-205-1100 Workers Comp	14,050.00	429.00	14,479.00
Total 20-200 Employee Costs	1,754,824.00	626.00	1,755,450.00
20-300 Emp. Training/Resources			
20-300-301 Conferences	11,000.00	-3,900.00	7,100.00
20-300-302 Emp. Certifications	0.00	50.00	
20-300-303 Subscriptions	1,200.00	-100.00	1,100.00
Total 20-300 Emp. Training/Resources	12,200.00	-3,950.00	8,250.00
20-400 Property/Inventory			
20-400-401-1100 Computers	5,000.00		5,000.00
20-400-402-1100 EFS	7,750.00		7,750.00
20-400-403-1100 Maintenance	18,000.00		18,000.00
20-400-404-1100 Non-Fixed Asset	5,000.00	5,000.00	10,000.00
20-400-405-1100 Fixed Assets			
20-400-406-1100 Software	5,000.00		5,000.00
20-400-407-1100 Electronic Equi	8,000.00		8,000.00
Total 20-400 Property/Inventory	48,750.00	5,000.00	53,750.00
20-500 Occupancy			
20-500-501 Cell Phones	16,500.00	0.00	16,500.00
20-500-502 Electricity	26,922.00	0.00	26,922.00
20-500-503 Facility Maintenance	27,000.00	0.00	27,000.00
20-500-504 Internet	39,740.00	0.00	39,740.00

	Budget	Amendment Amount	Amended Budget
20-500-505 Lease	109,162.00	0.00	109,162.00
20-500-506 Liability Insurance	3,934.00	44.00	3,978.00
20-500-507 Office Phones	19,700.00	0.00	19,700.00
20-500-508 Waste	2,700.00	0.00	2,700.00
20-500-509 Water	3,820.00	0.00	3,820.00
20-500-510 Storage	1,335.00	0.00	1,335.00
20-500-511 Sewer	4,700.00	0.00	4,700.00
Total 20-500 Occupancy	255,513.00	44.00	255,557.00
20-600 Office Supplies			
20-600-602 General Office Supp	39,200.00	3,000.00	42,200.00
20-600-603 Postage	14,000.00	3,400.00	17,400.00
Total 20-600 Office Supplies	53,200.00	6,400.00	59,600.00
20-700- Professional Services			
20-700-701-1200 ACH Fees	500.00	500.00	1,000.00
20-700-702-1200 Audit	15,800.00		15,800.00
20-700-703-1200 Bank Fees		500.00	
20-700-704-1000 Board Insurance	3,100.00		3,100.00
20-700-706-1100 IT Contract	61,425.00		61,425.00
20-700-707-1000 Legal Counsel	5,000.00		5,000.00
20-700-708 Printing	8,000.00	-3,900.00	4,100.00
Total 20-700- Professional Services	93,825.00	-2,900.00	90,925.00
20-800 Travel			
20-800-801 Travel Board Member	3,000.00	-500.00	2,500.00
20-800-802 Local Travel	37,500.00	5,700.00	43,200.00
20-800-803 Out of Area	21,000.00	-11,000.00	10,000.00
Total 20-800 Travel	61,500.00	-5,800.00	55,700.00
Total 40 Unallocated Expenditures	0.00	0.00	0.00
Total 20 Coalition Operating	2,295,836.00	-580.00	2,295,256.00
30 Provider Payments			
30-900-901 SR Reimbursement			
30-900-901-1500	2,539,570.00		2,539,570.00
30-900-901-1600	2,004,576.00		2,004,576.00
30-900-901-1700	1,564,269.00		1,564,269.00
Total 30-900-901 SR Reimbursement	6,108,415.00	0.00	6,108,415.00
30-900-903 VPK Reimbursement			
30-900-903-1500	1,258,284.00		1,258,284.00
30-900-903-1600	751,006.00		751,006.00
30-900-903-1700	858,311.00		858,311.00
Total 30-900-903 VPK Reimbursement	2,867,601.00	0.00	2,867,601.00
30-900-904 SR ARRA			
30-900-904-1500	274,152.00		274,152.00

	Budget	Amendment Amount	Amended Budget
30-900-904-1600	296,379.00		296,379.00
30-900-904-1700	170,418.00		170,418.00
Total 30-900-904 SR ARRA	740,949.00	0.00	740,949.00
30-900-905 VPK ARRA			
30-900-905-1500	442,100.00		442,100.00
30-900-905-1600	263,866.00		263,866.00
30-900-905-1700	301,569.00		301,569.00
Total 30-900-905 VPK ARRA	1,007,535.00		1,007,535.00
Total 30 Provider Payments	10,724,500.00	0.00	10,724,500.00
Total	13,072,108.00	0.00	13,072,108.00



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-37

Date: January 27, 2010 **Subject:** Board Membership Term Dates

Proposed Board Action

Adopt the following revision to Board Member terms:

Board Member	Current Term	Revised Term
Richer, Charlie	09/05/2009 06/30/2013	09/05/2009 09/05/2013
Sipper, Duwayne	02/01/2006 06/30/2010	02/01/2006 02/01/2010
Munkittrick, Cynthia	05/07/2008 06/30/2012	05/07/2008 05/07/2012
Bumgarner, Charles	09/06/2006 06/30/2010	09/06/2006 09/06/2010
Ferguson, Ruth Dr.	01/09/2008 06/30/2012	01/09/2008 01/09/2012
Barricko, Regina Dr.	03/05/2008 06/30/2011	03/05/2008 03/05/2012
Veldof, Marilyn	08/05/2009 06/30/2013	08/05/2009 08/05/2013
Maggie Crane	08/05/2009 06/30/2013	08/05/2009 08/05/2013

Budget Considerations:

None

Background Information:

On January 14, 2010 the Coalition received notice from the Agency for Workforce Innovation stating the following:

The Agency for Workforce Innovation (the Agency) has received multiple inquiries regarding the meaning of the term "uniform term lengths" for purposes of section 411.01, Florida Statutes, and regarding which early learning coalition board members are subject to the uniform term length requirements.

"Uniform term lengths" are terms of service which are identical in length for all appointed early learning coalition board members. Appointed members of the coalition include Governor appointees and private sector business members. Individuals who participate as members of the early learning coalition board as required by section 411.01(5)(a)6., Florida Statutes are not appointed members.

Therefore, each early learning coalition is required to establish uniform term lengths for all board members appointed as private sector business members by the early learning coalition or by the Governor. Individuals who participate as members of the early learning coalition board as required by section 411.01(5)(a)6., Florida Statutes are not required to serve for uniform term lengths.

Currently, private sector Board Member Terms expired on the last day of the fiscal year instead of four years from the date of appointment.

Points of Consideration:

The above recommendation is designed to maintain compliance with the Agency for Workforce Innovations notice.

Effective Date:

January 27, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	Approved Unanimously



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-38

Date: January 27, 2010 **Subject:** Administrative Operating Procedure Amendments

Proposed Board Action

Adopt the following Administrative Operating Procedure Amendments:

3.9 Committee Structure

E. Administrative Committee

2. The Administrative Committee will have representation from ~~all counties~~ **each service district**. The Committee will be comprised of the Treasurer, and at least two additional Board members.

4.34 Performance Review and Evaluation

- A. ~~The Coalition utilizes a software program (Performance Now by Knowledge Point Applications) for rating the work performance of employees.~~ The Coalition strives to complete an annual Performance Appraisal on all employees, except for substitute and temporary employees. Employees who are due an annual appraisal and had a change in position and have not been in the new position for 90 days will have their rating period extended to provide for a full 90 days in the new assignment.

5.27 VISA Purchasing Card

- A. It is the policy of the Coalition to authorize the Executive Director, **Deputy Director and Program Managers** to utilize a Visa Purchasing Card to purchase commodities or services when it is not practical to utilize the Request for Expenditure prior to the purchase due to timelines or other situations. Visa purchasing card invoices will be paid in full each month utilizing the Request for Expenditure system.

5.48 ~~Petty Cash~~

- A. ~~Petty Cash Funds are authorized by the Human Resource Director and issued in those instances where small day-to-day operating funds are deemed necessary.~~
- B. ~~Petty Cash Funds are established to provide a readily available source of funds for the payment of small, incidental, miscellaneous expenses such as supplies, postage, newspapers, etc. The purpose of such funds is to avoid the need for writing checks for small items to facilitate quick minor disbursements.~~
- C. ~~The petty cash fund will be used only for payment where regular purchasing policies are impractical. Travel expenses are not paid through the petty cash fund.~~
- D. ~~The Human Resource Director will be the primary custodian of the petty cash fund.~~
- E. ~~The amount of petty cash on hand will be \$100.00~~

- ~~F. No items greater than \$49.99 will be paid from petty cash with the exception of the purchase of postage.~~
- ~~G. Reimbursement will be made only upon submission of proper documentation, (ie original receipts). Sales tax will not be reimbursed. Unallowable costs will not be reimbursed.~~
- ~~H. At the time the reimbursement is made, the custodian will prepare a numbered voucher indicating the date and type of expenditure. The voucher will be signed by the employee receiving reimbursement and then attached to the receipt. The custodian will sign on the "approved by" line. Supporting invoices/receipts are clearly marked "PAID"~~
- ~~I. The voucher will then be recorded in numerical order in the voucher logbook, which is maintained by the custodian.~~
- ~~J. On a monthly basis or as often as needed, the custodian will submit a request for replenishment of the petty cash fund. The request will be made by submitting a "Petty Cash Reimbursement Request" and a Request for Expenditure with the petty cash vouchers and receipts attached.~~
- ~~K. The cash fund shall be maintained in a locked secure location.~~
- ~~L. Surprise audits are periodically performed by the Executive Director and documented.~~

Budget Considerations:

None

Background Information:

Currently, the Coalition utilizes a computer based performance appraisal system. The system is designed for management to evaluate the performance of staff members based general competencies such as leadership, quality of work, quantity of work, dependability, etc. The Deputy Director has developed Employee Performance Appraisals that are specific to each position type and relate directly to the employees' job description.

The ELCNC Administrative Operating Procedure currently includes a policy for Petty Cash; however, petty cash has not been utilized. If this action item is approved the Petty Cash fund will be depleted and not replenished.

The ELCNC Administrative Operating Procedure authorizes the Executive Director to utilize credit cards. The revision to the procedure authorizes other management level employees to utilize credit cards. Card holders are subject to all purchasing policy and procedures.

Points of Consideration:

Effective Date:

February 3, 2010

Supporting Documentation:

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-39

Date: February 3, 2010 **Subject:** Revision to the Standard Board Agenda

Proposed Board Action

Approve the removal of Committee Updates from the standard Board agenda

Budget Considerations:

None

Background Information:

Currently, the standard Board agenda includes a section for Committee Updates; however, most actions taken by Committee require Board approval and are included in the agenda as Action Items. Action items are addressed prior to the Committee updates often resulting in many of the Chairman stating they have no further updates.

Other discussion or work of the Committee, not included in the Action Items, will be addressed, based on the preference of the Committee Chairman, under New/Old Business or within the Executive Director's report.

Points of Consideration:

None

Effective Date:

February 3, 2010

Supporting Documentation: None

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	January 27, 2010	Approved Unanimously

**Early Learning Coalition of the Nature Coast
Profit & Loss Budget vs. Actual FY2009-2010
July 2009- December 2009**

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00			
4000 Grant Income				
4001 School Readiness Income				
4001-01 ARRA SR	463,397.12	1,014,999.00	-551,601.88	45.66%
4001 School Readiness Income - Other	5,254,010.61	7,982,203.00	-2,728,192.39	65.82%
Total 4001 School Readiness Income	5,717,407.73	8,997,202.00	-3,279,794.27	63.55%
4002 VPK Program				
4002-01 ARRA VPK	421,136.00	1,056,401.00	-635,265.00	39.87%
4002 VPK Program - Other	2,165,875.60	3,006,678.00	-840,802.40	72.04%
Total 4002 VPK Program	2,587,011.60	4,063,079.00	-1,476,067.40	63.67%
4003 Outreach & Awareness Grant	0.00	11,827.00	-11,827.00	0.0%
4005 Prior Year Income	3,889.60			
Total 4000 Grant Income	8,308,308.93	13,072,108.00	-4,763,799.07	63.56%
4020 Other Income				
4021 Interest	729.52			
4040 Unrestricted Income	809.00			
4041 Sponsor a Child				
4041-01 Sponsor A Child Citrus	100.00			
4041-04 Sponsor A Child Levy	180.00			
Total 4041 Sponsor a Child	280.00			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01 United Way of CC	22,500.00			
4042-01 Match Income Citrus - Other	2,749.39			
Total 4042-01 Match Income Citrus	25,249.39			
4042-05 Match Income Sumter	5,000.00			
Total 4042 Match Income	30,249.39			
4044 Training	480.00			
4020 Other Income - Other	0.00			
Total 4020 Other Income	32,547.91			

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
4045 Merchant Services	4,011.00			
Total Income	8,344,867.84	13,072,108.00	-4,727,240.16	63.84%
Expense				
5000 Program Expenses				
5000-01 (School Readiness)				
5001 97BBA Administration	183,384.41	399,110.00	-215,725.59	45.95%
5002 97BBD Non Direct Services	193,471.73	478,932.00	-285,460.27	40.4%
5003 97BDE- Eligibility	191,352.77	319,289.00	-127,936.23	59.93%
5004 97INT Infant Toddler	90,424.93	148,750.00	-58,325.07	60.79%
5005 97Q00 Quality	166,723.73	319,287.00	-152,563.27	52.22%
5006 97QI4 R&R	108,002.19	319,287.00	-211,284.81	33.83%
5007 97QIN Inclusion	29,703.95	39,911.00	-10,207.05	74.43%
5020 Direct Services				
5021 97ADV	812,593.00			
5022 97C00	70,754.73			
5024 97G00	90,617.60			
5025 97GNW	485,317.43			
5026 97GSD	298,959.13			
5028 97P00	2,061,479.39			
5030 97R00	446,142.37			
5035 97GTA	9,548.50			
MATCH	64,178.24			
5020 Direct Services - Other	0.00	5,957,637.00	-5,957,637.00	0.0%
Total 5020 Direct Services	4,339,590.39	5,957,637.00	-1,618,046.61	72.84%
SR FY08/09 Deficit Expense	0.00	481,231.00	-481,231.00	0.0%
Total 5000-01 (School Readiness)	5,302,654.10	8,463,434.00	-3,160,779.90	62.65%
5000-02 ARRA-School Readiness				
5000-02-5001 97BBA	0.00	50,750.00	-50,750.00	0.0%
5000-02-5002 97BBD	0.00	101,500.00	-101,500.00	0.0%
5000-02-5003-97BDE	0.00	40,600.00	-40,600.00	0.0%
5000-02-5004-97INT	4,797.79	40,600.00	-35,802.21	11.82%
5000-02-5005-97Q00	28,037.62	40,600.00	-12,562.38	69.06%
5000-02-5020 ARRA Direct Servic	390,045.46	740,949.00	-350,903.54	52.64%
5000-02-5021 ARRA Gold Seal	40,516.25			
Total 5000-02 ARRA-School Readiness	463,397.12	1,014,999.00	-551,601.88	45.66%
5100-01 VPK				
5101 VPADM Administration	77,635.43	65,155.00	12,480.43	119.16%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
5103 VPENR Enrollment	48,556.29	73,922.00	-25,365.71	65.69%
5105 VPMON Monitoring	8,011.24			
5106 VPPRP Pre-Payment	44,032.57			
5107 VPPRS Direct Services	1,413,465.12	2,867,601.00	-1,454,135.88	49.29%
5108 VPPV Advance	517,237.00			
5110 VPKSD	22,185.01			
Total 5100-01 VPK	2,131,122.66	3,006,678.00	-875,555.34	70.88%
5100-02 ARRA VPK				
5100-02-5101 VPADM	0.00	20,604.00	-20,604.00	0.0%
5100-02-5102 Advance	0.00	8,263.00	-8,263.00	0.0%
5100-02-5103 VPENR	0.00	19,999.00	-19,999.00	0.0%
5100-02-5107 VPPRS	421,136.00	1,007,535.00	-586,399.00	41.8%
Total 5100-02 ARRA VPK	421,136.00	1,056,401.00	-635,265.00	39.87%
5200 (VPK Awareness Grant)				
5201 VPMNI	0.00	6,003.00	-6,003.00	0.0%
5202 VPLPI	0.00	5,824.00	-5,824.00	0.0%
Total 5200 (VPK Awareness Grant)	0.00	11,827.00	-11,827.00	0.0%
5000 Program Expenses - Other	0.00			
Total 5000 Program Expenses	8,318,309.88	13,553,339.00	-5,235,029.12	61.38%
5300 (Shared Cost Pool)				
5301 (Indirect)	0.00			
5302 (Occupancy)	0.00			
5303 (Program Support Costs)	0.00			
5304 Payroll Expense	528.79			
5308 - Travel	0.00			
Total 5300 (Shared Cost Pool)	528.79			
5400 (Unrestricted Expense)				
5401 Citrus County	1,275.61			
5402 Dixie County	371.62			
5403 Gilchrist County	30.49			
5404 Levy County	24.84			
5405 Sumter County	116.82			
5409 Merchant Services	326.34			
5400 (Unrestricted Expense) - Other	2,092.02			
Total 5400 (Unrestricted Expense)	4,237.74			
5700 Reconciliation Discrep.	-1.02			

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
5800 Prior Year Refunds	96.00			
5900 Prior Year Expense	13,736.46			
6000 Prior Year Accrued Expense	-715.91			
Total Expense	8,336,191.94	13,553,339.00	-5,217,147.06	61.51%
Net Income	8,675.90	-481,231.00	489,906.90	-1.8%

Executive Director's Report

Membership:

The members of the Coalition Board, Committees, and Councils are as follows:

Board Members

Voting

Charles Bumgarner
Charlie Richer
Cynthia Munkittrick
Debbie Lattin
DuWayne Sipper
Grace Bynum
Jeanie Johnston
Joan Luebbe
Joe Meek
Maggie Crane
Marilyn Veldof
Regina Barricko
Rob Wardlow
Ruth Ferguson
Teresa Goodman
Thomas Harrington

Non Voting Members

Linda Barber
Dave Dose
Heidi Rand
Karen Lord

Administrative Committee

Debbie Lattin
DuWayne Sipper
Rob Wardlow
Phil Bumgarner
Charlie Richer

Citrus County Advisory Council

Carroll Cave
Debbie Lattin
DuWayne Sipper
Ginger West
Charlie Richer
Joanne Boggus

Executive Committee

Rob Wardlow
Phil Bumgarner
Tommy Harrington
Charlie Richer

Tri-County Advisory Council

Thomas Harrington
Barbara Locke
Cynthia Munkittrick
Joan Lubbe
Maggie Crane

Sumter County Advisory Council

Virginia Sutthoff
Maureen Lucia
Charles Bumgarner
Eleine Chin-Shue
Joan Runyon
Ruth Ferguson
Dr. Blanche DiRito
Marilyn Veldof

Currently the Board vacancies are as follows:

Dixie: One (1) private sector position and one (1) representative for Children with Disabilities

Gilchrist: One (1) private sector position

Note:

Grace Bynum is currently serving in the Workforce Development Board Executive Director or designee position which was previously assigned to Citrus County. The position rotated to Dixie County on July 1, 2007; however the Workforce Board representing Dixie County has not appointed a representative. Based on Board practice, Ms. Bynum will continue to serve in the position until the Workforce Board representing Dixie County appoints a representative.

Teresa Goodman is currently serving in the Health Department director or designee position which was previously assigned to Citrus County. The position rotated to Dixie County on July 1, 2008; however the Health Department Representing Dixie County has not appointed a representative. Based on Board practice, Ms. Goodman will continue to serve in the position until the Health Department representing Dixie County appoints a representative.

School Readiness Enrollment:

The chart below provides the number of children enrolled in the School Readiness Program as of December 31, 2009.

County	# of children enrolled
Citrus	774
Dixie	60
Gilchrist	120
Levy	458
Sumter	484
Total	1,896

Utilization:

The Administrative Committee noted a potential deficit in direct services at the beginning of the fiscal year. The projected deficit is a result of many factors, some of which include the following:

1. A \$1.13 provider rate increase that was approved on May 18, 2009. The increase was approved based on current enrollment, a projected surplus for FY2008-2009, and a projected increase in revenue for FY2009-2010 as a result of stimulus funds. Following the approval, a decrease in School Readiness funds was realized as well as an increase in enrollment that ranged from 244 additional enrollments to 501 additional enrollments on a monthly basis.
2. A reduction in parent fees was approved on May 6, 2009. The Coalition anticipated a \$123,000 increase in expenses as a result of the reduction.

As a result of the deficit, the Administrative Committee recommended aggressive strategies designed to balance the direct services budget by the close of fiscal year 2009-2010. Although the true impacts of the strategies will not be realized until the close of January 2010, significant impacts were realized in December 2009. As a result the deficit was reduced from \$842,000 to \$562,303.

Waitlist:

As a result of the direct services deficit, enrollment for children eligible for School Readiness Services under Billing Group 8 (children from working poor families) has been frozen since the beginning of the fiscal year. As a result, eligible children have been placed on the waiting list. The following report provides the number of children on the waiting list by County as of December 2009:

Dec-09	Infant	Toddler	Two	Three	Four	Five	School Age	Special Needs	Total
Citrus County	3	3	7	2	1	1	5	0	22
Dixie County	2	3	7	2	2	3	5	0	24
Gilchrist County	3	6	4	4	7	1	5	0	30
Levy County	8	6	8	5	6	2	16	0	51
Sumter County	0	2	1	1	4	0	12	0	20
Total	16	20	27	14	20	7	43	0	147

Voluntary Pre-Kindergarten Enrollment:

The table below includes, fall VPK enrollments and COEs that have been issued; however, not activated as of December 31, 2009.

County	# of children enrolled	# of children with a pending COE	Total
Citrus	686	59	745
Dixie	88	4	92
Gilchrist	137	9	146
Levy	248	18	266
Sumter	430	55	485
Total	1,589	145	1,734

Match Report:

ELCNC staff is currently or has implementing the following match recruitment activities:

1. Lettering writing campaign
2. Grant writing (United Way of Lake and Sumter Counties)
3. ELCNC sponsored drawings
4. Sponsor a Child
5. Civic Groups and Business Presentations
6. Participation in community sponsored fund raising events

As a result of activities implemented to date the following match has been received:

County	Projected Match	Match Received	Variance
Citrus County	\$81,252	\$47,549	\$33,703
Sumter County	\$55,007	\$5,000	\$50,007
Total	\$136,259	\$52,549	\$83,710

Based on current match receivables and the projected match target amount, it does not appear that the ELCNC will meet its match requirement for FY 2009-2010 for Citrus and Sumter Counties. As a result, the ELCNC has requested a hold harmless, from the Agency for Workforce Innovation. In the event the ELCNC is not granted the hold harmless the ELCNC will be forced to terminate School Readiness Services for children enrolled in Billing Group 8 (children from working poor families). Additional updates will be provided throughout the fiscal year.

Gold Seal Report:

Last fiscal year the ELCNC was informed that Gold Seal expenditures, which are increased reimbursement rates paid to providers achieving accreditation, are not included in the Coalition's direct service spending percentage. Consequently, the ELCNC established a maximum Gold Seal budget for the purpose of ensuring that 70% of the ELCNC's School Readiness budget was assigned to direct services line items.

Based on the actual Gold Seal expenditures to date and the projected Gold Seal expenditures for the remaining months of the fiscal year it appears that Gold Seal rates may be terminated in March 2010.

<u>Month</u>	<u>Total Gold Seal Expenditures</u>	<u>Remaining Budget</u>
July 2009	\$68,776.25	\$430,474
August 2009	\$57,759.92	\$372,714
September 2009	\$55,963.76	\$316,750
October 2009	\$53,757.70	\$262,992
November 2009	\$50,905.62	\$212,087
December 2009	\$52,312.13	\$159,775
January 2010	\$52,312.13	\$107,462
February 2010	\$52,312.13	\$55,150
March 2010	\$52,312.13	\$2,838
April 2010	\$52,312.13	(\$49,474)
May 2010	\$52,312.13	(\$101,786)
June 2010	\$52,312.13	(\$154,098)

Number of Providers on the Gold Seal Waitlist:

1	Citrus	All About Kids
0	Dixie	
0	Gilchrist	
0	Levy	
0	Sumter	

Suncoast Business Masters 6th Annual Silent Action:

The Suncoast Business Masters 6th Annual Silent Auction was held in November 2009. The event raised \$10,000 which was donated to the ELCNC. The donation will draw down approximately \$156,600 in federal funding for a total of \$166,600. It is estimated that 66 children will continue to receive School Readiness Services as a result of the donation.

Thank you letters were mailed to all individuals and business that donated items for the auction and individuals that attended the auction.