

**Early Learning Coalition of Manatee County, Inc.**  
**Executive/Finance Committee Meeting**  
**of**  
**May 19, 2010**

The Early Learning Coalition of Manatee County, Inc. held a joint Executive/Finance Committee meeting on May 19, 2010 at 11:00 AM at 3526 Ninth Street West, Suite 200, in Bradenton, Florida.

Executive Committee Members Present:

Howard Veltz, Chair	Linda Guritz
Dianne Kopczynski	
Paul Sharff	

Executive Committee Members Absent:

Adam Mohamadbhoy, Excused	Susan Miller, Excused
Dr. Kathy Stuckey, Excused	

Finance Committee Members Present:

Dianne Kopczynski	Melanie Shackelford
Andrew Minor	

Finance Committee Member Absent:

Caroline Halfacre, Excused

ELC Staff Members Present:

Sharon Oakes	Pamela Behr
Karen Holman	

*These minutes are a summary of the discussion and action items of the Early Learning Coalition of Manatee County Executive and Finance Committee meeting of May 19, 2010.*

**Welcome and Introduction**

Chairman Howard Veltz called the meeting of the Executive and Finance Committees to order at 11:02 AM. Mr. Veltz requested that Mr. Sharff conduct the roll call. Upon completion of the roll call Mr. Sharff stated that a quorum was present for the Finance Committee and the Executive Committee.

Mr. Veltz inquired if there were Citizen Comment Cards from individuals requesting time to speak at the meeting.

Mr. Sharff stated that there were not.

**Finance Report**

Ms. Kopczynski reviewed the revisions to the Financial Policies & Procedures Manual to the committees. Ms. Kopczynski stated that the revisions were made as a result of the audit. The first revision to the policy states that for credit card payments that have expenditures incurred by the Executive Director on the credit card, a signature other than the Executive Director will be required to sign checks to the credit card company. The second revision states that if a stale check is originally disbursed from state or federal funds, the amount shall be remitted to AWI, specifying the amount charged to specific OCAs. The original policy stated that the credit would be made to miscellaneous income.

Ms. Holman presented the Budget to Actual Report as of March 31, 2010. School Readiness payments for the month of March totaled \$838,335, of which \$70,260.22 were ARRA funds. In March of 2009, the direct payments were \$733,172. There were 2,186 unduplicated children served with the regular SR funds and 220 with ARRA

funds. General administrative expenses for March were \$104,724. The Coalition was under the 5% administrative cap at 3.16% for School Readiness and School Readiness ARRA funding through the nine months ending March 31, 2010. The total number of children enrolled in VPK in March was 2,256. The direct payments for children served were \$622,674. An increase of \$44,246 from March of 2009. VPK administrative, enrollment, and monitoring expenditures for the fiscal year were at 3.93%, which is below the cap of 4.85%.

Ms. Holman reviewed that Actual vs Budget through March 31<sup>st</sup>. School Readiness funds were at 68% complete and VPK was at 86% complete. Ms. Holman stated that by January 2010 all of the VPK ARRA funding of \$671,572 was spent out.

Ms. Holman reported that the independent auditors' report as of June 30, 2009 was received from Fontana Certified Public Accountants and presented and approved by the Finance Committee. The report was very satisfactory and will be presented to the Board of Directors at the May 26, 2010 meeting by Mr. Fontana.

### **Chief Executive Officer's Report**

Mr. Sharff stated that the 2010 audits and monitorings were excellent. In addition, there was a monitoring of all coalitions several months ago and the ELC Manatee was one of only three coalitions that did not have any findings.

### **Mr. Sharff reviewed the talking points for Senate Bill 2014:**

- **Gold Seal Quality Care Designation** – which is to ensure that the most current national quality requirements are being utilized as the standard for the Gold Seal Accrediting Organizations and identifies the process when an organization chooses not to continue to participate in the program.
- **VPK Good Cause Exemption** - this amendment aligns to the house companion and allows the State Board of Education to grant a good cause exemption from a VPK provider's readiness rate if the provider serves twice the statewide population of children with disabilities or limited English proficient students, if the provider can document proof of child gains.
- **Market Rate** - This amendment clarifies that a coalition should consider the prevailing market rate in setting its payment rates for childcare providers that offer the School Readiness program.
- **School Readiness Transportation System** - This amendment states that a coalition may establish a SR transportation system for at-risk children. This allows coalitions to offer these services based on locally identified funding and need.
- **System Support Services Technical Change** - Clarifies the Agency for Workforce Innovation's authority to standardize certain support services by striking the word strategies and directing AWI to adopt comprehensive system support services while still allowing coalitions to maintain local direct enhancement services. Requires adoption of a core Statewide School Readiness Contract
- **Board Membership** - Allows all members of the board to vote on matters that come before the board unless there is a conflict of interest. States no less than 15 members and no more than 30 members. Establishes four-year terms for Board Chairs (keeps requirement that coalitions establish terms for all appointed members and stagger the terms; also continues to allow all appointed members (including Chair) to have a maximum of two consecutive terms)
- **Procurement and Expenditures** - Allows coalitions to meet the federal requirement threshold of \$100,000 for procurement instead of the \$25,000 currently required under 287.057, F.S.

- **CCEP** - Allows the CCEP board to meet via telecommunication to conduct board business. Allows the Coalition Board, rather than “a community child care task force”, to develop a plan for use of the childcare purchasing pool funds.
- **School Readiness Funding Formula** - Requires the funding formula be based solely on equity. Takes out the performance piece.
- **ELIS** - Gives specific authority to the Agency for Workforce Innovation to implement the newly funded Early Learning Information System so there is a reduction in administrative costs, duplication between agencies and streamlines regulation of early learning programs.
- **Coordination** - Clarifies that all agencies should work together to eliminate duplication. Clarifies that records of vision and hearing screening and examinations are met for licensed providers through the satisfaction of licensing health record requirements in 402.305(9).
- **Child Discipline** - Requires minimum standards that prohibit children from being “subjected to discipline that is severe, humiliating, or frightening or discipline that is associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited”.
- **Statute Clean up** - Consolidates provisions that are in disparate sections of the statutes. Deletes obsolete references to programs that no longer exist and agencies that no longer direct aspects of school readiness programs. Repeals statutes that administer programs no longer in existence. The reorganization of the Early Learning Council has been deleted from this proposed legislation.

Mr. Sharff reported that the Board previously approved moving forward to get family childcare providers in Manatee County licensed. The request for licensing was tabled at a County Commission meeting. Currently, if there is a request by the Coalition to the County Commission to require licensing, the Department of Children and Families must then fund the cost of checking out the facility. This year, an attempt was made to pass a law that states, if a county wants to do that, they must fund the cost of personnel to check out the facility. There are currently nine Coalitions that have made requests to their County Commissions to require that all family childcare facilities be licensed. The law has been “sunshined” which means that it will probably come up next year.

Mr. Sharff reported that the Coalition made requests to the County for a \$100,000 increase in School Readiness funding and an extra \$60,000 for Family Empowerment. The Coalition also applied for the CATCH Program and Healthy Families Program, also. Whether these programs will be awarded will not be known for several weeks. Discussion of State, County, United Way, and other budgetary items and review of the 2010-2011 proposed budget ensued.

Mr. Sharff stated that the meeting schedule for the rest of the calendar year was included in the meeting packet. A discussion was held in regards to dates.

### **Items for Approval**

Mr. Veltz called for a motion for approval of the minutes of the February 17, 2010 Executive/Finance Committee meeting.

***Upon motion duly made by Ms. Linda Guritz, and seconded by Ms. Dianne Kopczynski, the minutes of February 17, 2010 were unanimously approved as presented.***

Mr. Veltz called for a motion for approval to place the Board Minutes of February 24, 2010, on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

***Upon motion duly made by Ms. Linda Guritz, and seconded by Ms. Dianne Kopczynski, the motion to recommend approval of the Board Minutes of February 24, 2010 on the Board Consent Agenda was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to place the change to the Resolution of the Board of the Early Learning Coalition of Manatee County Relating to the Appointment of an Executive Director Pro Tem on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

Mr. Sharff stated that the change to the resolution was to remove "Director of Operations, Mr. Fred Bruneau" to "Director of Operations."

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Linda Guritz, to recommend approval of the change to the Resolution of the Board of the Early Learning Coalition of Manatee County Relating to the Appointment of an Executive Director Pro Tem on the Board Consent Agenda was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to fund the (503)b contribution for all eligible employees on the Consent Agenda for Approval at the May 26, 2010 Board of Directors meeting.

Discussion ensued regarding the amount that would be approved for funding. Mr. Sharff stated that \$70,000 was in the 2009-2010 budget that was approved last year. If approval is given for a 5% contribution then the total would be approximately \$58,420.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Mr. Andrew Minor, to recommend approval of a 5% 403(b) contribution for fiscal year ending June 30, 2010 to all eligible ELC employees on the Board Consent Agenda was unanimously approved as presented.***

Mr. Sharff presented the 2010-2011 fiscal year budget. Discussion ensued regarding the proposed budget.

Mr. Veltz called for a motion to recommend to the Board of Directors approval of the 2010-2011 Fiscal Year Budget as presented.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Melanie Shackelford, the motion to recommend to the Board of Directors approval of the 2010-2011 Fiscal Year Budget was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to place the revisions to the Financial Policies & Procedures stale check procedure and check signing for credit card invoices procedure on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

***Upon motion duly made by Mr. Andrew Minor, and seconded by Ms. Linda Guritz, to recommend approval to place the revisions to the Financial Policies & Procedures stale check procedure and check signing for credit card invoices procedure on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to extend the Family Partnership contract for six months on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

Discussion ensued regarding the extension.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Linda Guritz, to recommend approval to extend the Family Partnership contract for six months on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to grant \$30,000 in provider Early Education Scholarships to the State College of Florida on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

Discussion ensued regarding the scholarships and the re-evaluation of the Stay Put Stipend Program.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Linda Guritz, to recommend approval to grant \$30,000 in provider Early Education Scholarships to the State College of Florida on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to allow the Executive Director to explore community partnership programs for the Boards review on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting.

Discussion ensued regarding community partnership programs that may be available in the area.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Linda Guritz, to recommend approval for the Executive Director to explore community partnership programs for the Boards review on the Consent Agenda For Approval at the May 26, 2010 Board of Directors meeting was unanimously approved as presented.***

Mr. Veltz called for a motion for approval to ratify the payment to Branagh Information Group, Inc. in the amount of \$14,720 for the purchase of Data Management Software, and payment to Fontana CPAs for the audit of financial statements for the year ended June 30, 2009

Mr. Sharff stated that the purchase from Branagh Information Group was for Data Management Software for the operations and management of the secure ERS data server and system software updates. The payment to Fontana CPAs was the second progress billing on the June 30, 2009 audit.

***Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Linda Guritz, to ratify payments to Branagh Information Group in the amount of \$14,720 and Fontana CPAs in the amount of \$6,500. Motion was unanimously approved as presented***

#### **New Business**

There was no new business to come before the committees.

#### **Public Comments**

There were no public comments.

#### **Adjournment**

There being no further business to come before the Executive/Finance Committees, the meeting adjourned at 11:55 PM.

Minutes prepared by:

Minutes approved by:

---

Pamela Behr

---

Howard Veltz, Chairman