



## **Early Learning Coalition of Southwest Florida Board Meeting**

**May 24, 2006**

**9:00 a.m. to 11:15 a.m. ~ Career & Service Center of Lee County, Ft. Myers, FL  
Meeting Minutes**

### **Board Members Present:**

**Elaine Schaeffer, Dan England, Myra Shapiro, Pat Cacho, Alice Parrish, Joan Foss, Barbara Mainster, Alan Dimmitt, Sabra Cecil, Pat Gulley, Lara Kunkler, Laura Stacell, Rhea Mike, Dr. Elizabeth Karas**

**Board Members Not Present: Kate Sroka, Bob DiBenidetto, Donna Williamson, Joe Paterno, Lasheba Travis, Philip Keyes, Mike Kinney**

### **ELC Staff Members Present:**

Barbara Saunders, Exec. Director; Dee Goforth, Office Manager; Peter Escayg, Director of Operations; Jenny Corbett, Receptionist/Office Assistant, Melanie Holaway, Director of Professional Development Services; Shirley Losch, Director of Health Services; Jean Smith, Director of Voluntary Prekindergarten Services, Jenny Corbett, Receptionist/Office Assistant; Donna Thompson, Health Screener; Sandy Massa, Health Screener

### **Community Members Present:**

Mark West, Bill Robinson., Marjorie Wilson, Nancy Coker, Barbara Trani, Tina Litunburg, Alex Garcia, Sandra Palmer, Donna Philp, Beth Drouin, Nancy Coker, Shelley Robertson, Barbara Peck, Beth Lobdell, Jody Dixon

### **Meeting Objectives**

- 1. To review and approve the Agenda for the 5/24 Coalition meeting**
- 2. To review and approve the minutes from the 3/22/06 Coalition meeting**
- 3. To review the February through March Financial statements**
- 4. To review Board Action Items:**
  - Approve Child Care Market Rate Increase**
  - Approve Parent Sliding Fee Schedule**
  - Approve Health Services Contracts**
  - Approve ELC of SWFL Administrative Office move**
  - Give provisional approval of renewing:  
CCSWFL contract for School Readiness and VPK Services;  
RCMA contract for VPK Services; and SWFL Workforce  
Development Board contract for Fiscal Director**
  - Accept proposed board members: Greg Gardner, Vice President  
of United Way (Lee, Hendry and Glades); and Jody Dixon, Small**

**Business Owner of Think Bigger Consulting Group, Human Resources (former banker), Lee County.**

- **Approve VPK Provider Eligibility and Enrollment  
Present DRAFT School Readiness Provider Agreement;  
Health and Safety Policies**
  - **Approve policy amendments for:  
VPK Monitoring Procedures  
Sliding Fee and Parent Co-Payments  
Provider Reimbursement  
Eligibility and Enrollment  
Legal Eligibility of Child Care Providers**
5. **To review Utilization Report**
6. **To update on preliminary AWI fiscal monitoring report**

### **Welcome and Agenda Review**

Sabra Cecil called the meeting to order at 9:09 a.m. Introductions were made of Board members and the public.

**A quorum was established. There were no changes to the agenda. Proposed Consent Agenda Items were approved.**

**Welcome, Review and Approve Consent Agenda** Sabra Cecil, Chair

**Introduce Prospective Board Members** Greg Gardner, VP of United Way  
Jody Dixon, Owner of Think Bigger Consulting Group

### **PROPOSED CONSENT AGENDA ITEMS**

**Review and Approve 5/24 Coalition Agenda** Sabra  
**Motion to accept consent agenda. Alan made a motion. It was seconded.**

**Review and Approve Minutes of 3/22 Board Meeting Pat Gulley motioned, Joan Foss seconded.**

**Review Financial Statements** Mike Kinney/Peter Escayg

**Review/Approve Board Action Items:** Barbara/Peter

1. **Child Care Market Rate Increase**
2. **Parent Sliding Fee Schedule**
3. **Health Services Contracts for Collier, Hendry/Glades and Lee**
4. **ELC of SWFL Administrative Office move To Summerlin Commons**
5. **Renew CCSWFL contract for School Readiness and VPK Services; RCMA contract for VPK Services; and the SWFL Workforce Development Board contract for Director of fiscal services**
6. **Proposed Board Members: Greg Gardner, Vice President of United Way (Lee, Hendry and Glades); and Jody Dixon, Small Business Owner of Think Bigger Consulting Group, Human Resources (former banker), Lee County.**

## 7. Approve Policies and Amendments (See above list)

**Early Learning Services Reports—Summary (pp. 61-68)** Peter  
Child Assessment Report (Creative Curriculum.Net Assessment)  
Child Developmental Screening Report (Ages and Stages Screening)  
Enrollment and Eligibility Report  
Vision & Hearing Screening Report; Health Consult and Training Report  
Inclusion Services Report  
Infant & Toddler Services Report  
Provider Recruitment & Support Report  
Resource and Referral Report

Sabra asked if we will spend all the money by the end of the fiscal year. Barbara Mainster felt confident that CCSWFL will do that. They have always done a good job on this in the past. Peter reported that we should be utilized by the end of the fiscal year.

Barbara asked Shelley to explain the Child Developmental Screening Report. Bill asked what is the numerator and denominator.

Pat Cacho asked what happens when the children are due to be screened but do not get screened? Sandra Palmer explained that sometimes the children on the list are no longer there.

Myra said that the time interval for children needing screening is unacceptable. She asked if we have adequate staff to address this. Myra was concerned that we are losing these children and that in addition to the need to screen all the children there needs to be adequate follow-up.

Sandra Palmer said that the screenings can be done any time during that month. We feel that the teacher should do the screening instead of the parent because the parent may not admit any limitations the child has.

Barbara said that several Coalitions are utilizing the initial enrollment opportunity to work with the parent to fill out the ASQ screening questionnaire. She will take this up with the Quality Committee and CCSWFL to initiate a pilot to see if this procedure is more effective

Joan Foss said that we need to get all the players together to see what resources are available in each county.

Sabra will bring this issue up at the Chairs' meetings and with the Lieutenant-Governor.

Myra said that some parents do not help or may not care to or do not have the ability to do this. Sabra said that it needs to be a partnership between parents and teachers.

Shirley Losch gave an example of help given to child by the parents and the teacher and how they worked out the problems of the child.

Dan England said that we need to bring to the attention to the public that there are agencies out there that can help and educate the children and parents. Gave an example that a child didn't know how to use a spoon.

Shirley Losch said that one of the items on the Health Services Committee is to address issues of screenings. Joan Foss said that she would like to see children under the age of 2 to be screened. The committee is working toward that.

Barbara S. said that collaboration is the key. In the July meeting, the Health Service Advisory Committee will give a report on Screening and Follow-up Procedures from FDLRS and Early Steps.

**ACTION ITEM:** The Health Services Advisory Committee will take up this issue to talk with FDLRS and Early Steps and find out how we can communicate with these groups to identify the existing screening procedures and follow-up in place and how we can collaborate our efforts to ensure that all children are screened and have proper follow-up. The Quality Committee will assign a task force to identify a new procedure to screen all school readiness children.

Additional discussion on the reports:

Wait List

Pat Gulley said that we need to look at the Wait List. There are over 3900 children that are not receiving services. Barbara S. that we need to spring into action and raise awareness. Of the Child Care Executive Partnership. It's a dollar-for-dollar match to businesses or philanthropic organizations who wish to contribute.

Dr. Karas said we may want to contact public school district teachers.

Rhea said that the Child Care Partnership funds are currently at \$827,000. Barbara Mainster asked if we could get a report on the CCEP. Rhea volunteered Alex to do a report next meeting.

Monitoring

Pat Cacho said that we should be seeing a rise in those programs being monitored.

Laura Stacell asked for clarification of who gets monitor and who does the monitoring.

Rhea said that the School Readiness reports do not show the directly-operated centers (11) being monitored because CCSWFL can no longer monitor these centers. So the report needs to reflect that. The Coalition monitors them.

Marjorie Wilson said that CCSWFL has only monitored those providers that have signed the agreement. They didn't get the monitoring tool for about 3 months. Barbara said that in June the Coalition is having 8 meetings in the 4 counties to explain to providers about the legislative requirements of all SR providers. Providers will get a SR notebook, the monitoring tool and self-assessment. All providers need to sign the minimum standards agreement in order to receive SR payment.

SR and VPK Services Evaluation

Shelley spoke about her evaluation report. She said we are doing a really good job of reaching parents and providers. She said that some of the responses were that some of the providers and parents were surprised that this was not a babysitting service but an educational experience.

VPK

Alan Dimmitt encourages that we go out and recruit more VPK providers. Barbara S. explained that Jean Smith is the new Director of VPK.

Barbara M. said that she has a real concern that some of the infant care rooms are becoming VPK to obtain the income. This is a real concern.

Pat Cacho was concerned about the Summer VPK program because legislation is not providing lunch. He is concerned about the poorest children. We need to tell the legislation that we need more funding. Barbara clarified that the Summer VPK programs can all access the Food Program for lunch and snacks.

Liz said that they have 13 schools currently providing VPK services and they are doing very well. Barbara reported that our Coalition has the highest number of Summer VPK children attending the program in the state.

Rhea asked how the VPK providers can enroll their own children and not have a conflict of interest. Barbara said that AWI has a work group and there will be a list of requirements and procedures to ensure that providers are following correct procedures. Our coalition volunteered to be a pilot site to test this procedure.

Rhea is concerned that VPK providers that have gone out of business may owe money back to the Coalition because of the pre-payment. CCSWFL is trying to track them down to re-coop the money.

**ACTION ITEM:** Need to look at those providers involved that owe us money. Rhea will supply the list to Alan to review.

**Presentation: ELC of SWFL Progress Report Card**

Shelley Robertson

**Executive Director Report**

Barbara Saunders

**(Review ED REPORT)**

**Committee Reports:**

Quality Enhancement/VPK Committee (p. 136-138) Elaine Schaeffer

Melanie Holaway said they are working on finding a new chair. There are materials that are being circulated on the website about VPK. VPK and SR Provider meetings are happening in May and June.

Health Services Advisory Committee

Joan Foss

Joan said that they have assigned a sub-committee to present Health & Safety rules regarding the new change – will present at the next Board meeting. The H & S committee will also report on health and developmental screenings that are going on in the 4-county region. Barbara S. congratulated these committees for their hard work.

Executive Committee

Barbara

Copy of Executive Board Meeting minutes are included.

## Board Membership

Donna Williamson and Bob DiBenidetto have resigned from the Board due to time limitations. Alan Dimmitt asked if we could send a letter of appreciation to these individuals for their past service and contribution on the Board.

**ACTION ITEM:** New committee is formed: Recruitment Committee comprised of Laura Stacell, Lara Kunkler, Rhea Mike, and Sabra.

Barbara S. will forward info on prospective board members to this new committee. Barbara will send out letters of appreciation to former board members.

Barbara M. said that there is an error in the Board Member document. Change her representative designation to Hendry County.

## **Next Meeting: July 26, 2006 at the Three Oaks Conference Center**

### **Agenda Items**

Health Services Amendment and Screening Report  
Guest of Honor: MRS. HAMRICK, Preschool Teacher  
Presentation on CC.Net  
Presentation on Reusable Resources for Classrooms

Review 2006-2007 Board Calendar All

**Board Member Input** All

Pat Cacho – summer VPK report at next meeting  
Liz Karas will collect information on Summer VPK

### **Public Input**

Gilda asked if any parent has ever been on the Board and said that more minorities should be represented. The parent would have to be from a county that is not over-represented. They are non-voting member. The Board will consider this. Barbara M. suggested to call Lynn at RCMA for a Parent Representative.

**ACTION ITEM: To look for a parent eligible to be on the Board.**

### **ADJOURN**

Pat made a motion to adjourn and Elaine seconded the motion.

Adjourned at 11:35 a.m.

**\*\*NEXT COALITION MEETING: Wednesday, July 26<sup>th</sup>. Location: Three Oaks Banquet and Convention Center.**