



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved EARLY CHILDHOOD CARE AND EDUCATION COMMITTEE

Thursday, June 13, 2013

8:00 AM

215 Martin Luther King, Jr. Blvd.
Room 260 (Madison Municipal Building)

CALL TO ORDER / ROLL CALL

Present: 5 - Denise DeMarb; Linda E. Benzschawel; Jennifer Templin; Michael B. Jacob and Diane B. Adams

Absent: 4 - Scott Peters; Patricia A. Lasky; Karalyn A. Kratowicz and Muriel Simms

Jacob called the subcommittee meeting to order at 8:05 am.

APPROVAL OF MINUTES

MOTION by Adams, seconded by Dittrich-Templin to approve the May 9, 2013 minutes. Motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

NEW BUSINESS

1. [30522](#) CDD Funding Process

Attachments: [2013 ECCEC Funding Process](#)
[A Letter to Agencies](#)
[B Final Timeline 6-7-13](#)
[C 2014 NCG Comm Flowchart](#)
[D 2013 ECCEC Funding Process Calendar](#)
[E 2014 Goals and Objectives](#)
[F 2013 Funding Table for NCG](#)
[G 2013 Neighbor Ctr Funding](#)
[H Conflict of Interest Disclosure Form](#)
[I 2014 Program Ranking Sheet Final](#)
[J Blank Application](#)

Monica Host introduced the Neighborhood Center and Gardens Funding Process. Neighborhood Centers will be requesting funding for neighborhood support and programming, from a joint pot that includes City levy and CDBG HUD funds. The Conference Committee will make the final decisions on the neighborhood center funding. Host reviewed the funding process packet with the committee.

The committee flowchart demonstrates the program areas that each committee will review and make funding recommendations on. ECCEC will review Children and Families programs. Committee on Aging will review Senior programs. CSC will review Access to Resources, Employment, Youth and Center Support programs. CDBG will review Center Support and Community Gardens programs. All committees will make recommendations to the Conference Committee. The Conference Committee will be able to reallocate funding.

Jacob worried that neighborhood centers would need to potentially present in front of 4 different committees for funding. Host clarified that on July 9th agencies will have the opportunity to give presentations to all committees at one time. (Agencies can still speak during the public comment section of the ECCEC but will be limited to 3 minutes). On July 9th each agency will have 15 minutes for a presentation. Community Gardens will go first then agencies are signing up for timeslots. The July 9th meeting will start at 4 pm. ECCEC members are encouraged to attend but are not required to do so.

Host reviewed the calendar for the funding process. (See calendar.) The ECCEC recommendations will go to the Conference Committee for final decisions. The Conference Committee will consist of 3 CDBG Committee members, 3 CSC members, 1 ECCEC member and 1 Committee on Aging member. Scott Peters volunteered to be on the Conference Committee but cannot attend meetings on August 14th and 15th when he is out of the country. Pat Lasky could be an alternate, we will check with her when she returns. ECCEC will need to appoint a representative and an alternate. (Both Scott and Lasky are not present for this meeting.)

Priorities and Objectives were distributed. They remain the same as the last funding cycle. The Neighborhood Center Study has not been completed and those recommendations have not been included in these priorities and objectives. Host explained that neighborhood centers last applied in 2010 for the 2011-2012 contracts. The 2012 contracts were extended to the end of 2013 since the neighborhood study was not complete. Jacob clarified that no new programs received funding last year. Host added that this year new agencies may apply.

Program Area VI Children and Families is the focus of this committee. Our priorities include providing availability of affordable, stable quality child care for low income or homeless children. Most of the neighborhood center programs will fall under A1 priority. Adams inquired about neighborhood centers serving homeless children. Host explained that they do not specifically serve homeless. Jacob added that other entities do other programs but not neighborhood centers.

Host reviewed the allocations for this year and the percentage that each

program area receives. The Children and Families Program Area will be allocating \$406,574 which is 20% of the total neighborhood center funding. Neighborhood Center Support is the largest program area representing 51% of the CDD funds.

Jacob asked about 4K. Host discussed that accredited programs have 4K programs. Many contract with school district. For instance, Kennedy Heights 4K is run by MMSD in center space. Host also explained that we never fully fund a program or a center. Funds often come from DPI (food program), WI Shares, or other government funding.

Jacob inquired about CLCs. Host clarified that they are Community Learning Centers. Jacob added that there are multiple funding sources for center programs. Adams discussed making sure they see through that to "Jimmy" and how he is going to get served.

Host reviewed the 2013 neighborhood center programs funding. There is not a known increase in funding but ECCEC can make recommendations they choose.

DeMarb asked why the funding was divided as it was. Host stated that applications, priorities, committees and available funding are all taken into account. Jacob added previous funding also plays a role. DeMarb inquired about points to determine the top program then divide the total funding by programs with top points. Host explained that hasn't been the process used. The points are in front of the committee members but the programs are different. Some are drop-in, others are accredited and these differences require different budgets, licensing and staff requirements. This year neighborhood centers will be viewed holistically. Some centers may receive more center support/CORE funding and less program funding while others receive more program funding and less center support.

DeMarb asked if there was no process to apply to all centers. Jacob reviewed the process. Score programs. Programs that score well and are agreed upon by the committee will be ranked. Committee will discuss ranking, member scores and look at staff recommendations as they make their funding recommendations. Staff can assist, guide and answer questions as the committee requires. DeMarb would like to document her decision making process.

Adams discussed neighbors choosing up sides in neighborhood centers. How much influence, owning a building and keeping it up vs. leasing space in the back of a building. She inquired about pictures of the neighborhood center properties. Host answered there are a variety of center types. The committee will need to decide on getting pictures. The centers are not all in fancy buildings. BLW is in an apartment and Neighborhood House is in desperate need of repair.

Dittrich-Templin asked if the programs are free. Host explained centers are geared to serve low income people. Licensed centers have fee schedules to receive WI Shares. There is a sliding fee scale and scholarships available. At Goodman 25-100% can get scholarships if not eligible for WI Shares. Jacob added that user fees will be listed on the funding applications.

Dittrich-Templin asked the difference between a licensed or accredited child care center and a neighborhood center. Host stated that centers can have child care, but it will also have facility use, employment, youth and/or senior programs. It's a place for people to gather and receive services. Program Area V priorities and objectives defines neighborhood centers.

Dittrich-Templin asked if the same centers and programs would be applying for funding this year. Host stated that yes for the most part, but there may be some additional applications.

Host reviewed the application with the committee members. All programs that are funded by the City of Madison must pay staff the living wage amount. Currently that is \$12.42 per hour. DeMarb wanted clarification that we require a living wage, but do not give cost of living allowance raises. Host explained that yes that is the problem. The funding amount available has not increased. Programs are expensive due to living wage requirements.

DeMarb asked who reviews the application for completeness and accuracy. Host stated that staff does review applications but they do go to committees as they are submitted. Staff does not edit them.

Host discussed the program need, service description, service goals and contract goals sections of the application to the committee. Jacob added that staff monitors service reports and objectives to see if they are reached by the agencies. The population served is used to make sure the service isn't being done in other neighborhoods and they are serving the neighborhood they represent. Jacob reiterated there are too many variables involved to create a systematic rating system.

Adams asked if Northport Packers apartments would be applying. Host discussed that they had in the past, but due to family issues of the director they will not be applying this year.

Jacob inquired about a map of neighborhood centers and their service areas. DeMarb asked if there are programs looking for kids or do most of them have waiting lists. Host explained that many centers have waiting lists. DeMarb stated that a map and the capacity of centers would help to see the needs in various areas.

Adams inquired about the source of the income levels. Host explained it was from HUD income limits.

Adams would like to have the websites listed for the centers that applied. Host responded that list can be compiled.

DeMarb asked about the requirement of Board demographics. Host answered that it is one way to gage diversity.

Host reviewed the timeline for the process. See timeline. Binders will be available for committee members beginning June 28th. Jennifer Stoiber will send an email to committee members to let them know the binders are ready. There will be electronic versions available on the funding website.

July 9th will be the agency presentations at a meeting of the Conference committee. . Members of all committees invited to attend. Rating sheets for applications are also due that day. On July 10th, staff recommendations will be available to committees. July 11th the ECCEC meets to make recommendations for the Children and Families Programs. Adams and Jacob mentioned a drop box as a possible method to submit raking sheets. Jacob also explained that the rankings help the committee to make the decisions. The July 11th meeting could be extend to meet from 8 am to noon.

On July 24th and 25th the Conference Committee will make their funding recommendations. There is a Public Hearing August 14th and 15th. The budget will be submitted to the Mayor's Office on August 16th.

The committee needs to appoint an ECCEC rep to the Conference Committee. MOTION by Adams, seconded by Benzschawel to appoint Scott Peters as the ECCEC rep to the Conference Committee. Motion passed by voice vote.

Since Peters is unable to attend the August 14th and 15th Conference Committee meetings another motion was made for an alternate rep. MOTION by Dittrich-Templin, seconded by Benzschawel to appoint Diane Adams as an alternate ECCEC rep to the Conference Committee in the event that Pat Lasky is unable to attend the meetings. Motion passed by voice vote with Adams abstaining.

Host explained that we do not know about new funding available or possible budget cuts. This is a 1 year process. New programs or expansions could get funded, or placed on a B list. ECCEC will make its recommendations and the Conference Committee will finalize the recommendations. One B list for all funding areas will be submitted by the Conference Committee. Then the city budget process begins. The Community Development Division will submits these funding recommendations as part of its entire the budget to the mayor. The mayor's budget then goes to the BOE and finally Council in November.

Host will get a city map showing the location of neighborhood centers, a website list for neighborhood Centers, and request a microphone at the agency presentation meeting to be held at the Madison Senior Center. She will also look into the possibility of drop box or way to email member rankings into the CDD office.

DeMarb asked that the CSC be considered for a drop box as well. Host instructed the group that if submitting a hard copy of ranking sheets to please make a copy to bring to the meeting.

DeMarb also requested an orientation on the funding process for maybe an hour. This could be done with Peters the ECCEC Chair. Jacobs could also attend. Kratowicz, Dittrich-Templin, and other members not in attendance today could be invited. Host will send out information.

2. [30521](#)

Stabilization Grants

Attachments: [4C Data WI Shares Enrollment](#)

MOTION by Benzschawel, seconded by Adams to table this item until the July 11th meeting. Motion passed by voice vote.

3. [30523](#) DCF Letter

Attachments: [DCF Letter](#)
[DCF Letter FINAL](#)

Adams has some new edits to the letter including specified number for those served and dollar amounts spent. Focus on the fix licensing and WI Shares is the priority. The updated letter will be brought to the July 11th meeting.

4. [30524](#) Accreditation Updates

Attachments: [Race To Equity](#)

Motion by Adams, seconded by Benzschawel to table this item until the July 11th meeting. Motion passed by voice vote.

5. [29053](#) August Meeting/ECCEC Subcommittee

The July 11th ECCEC Subcommittee will consist of Dittrich-Templin, Adams and DeMarb.

ADJOURNMENT

Motion by Adams, seconded by Benzschawel to adjourn the meeting at 9:51 am. Motion passed unanimously by voice vote.