

Early Learning Coalition of Escambia County
Executive Finance Committee Meeting Minutes
May 24, 2018 – 8:30 AM

Members in Attendance

Kermit Housh Brett Rowell Mary Ann Winstead
Roger Thompson

Staff

Bruce Watson Dawn Engel Paula Rollins
Becki Rutchland Vicki Pugh Anne Cynkar

Members Absent

Van Mansker Mona Jackson

I. Welcome and Introductions

The EXCOM meeting was called to order by Mr. Housh.

II. Public Comments

There were no public comments.

III. Consent Agenda:

a. Consent Agenda Approval:

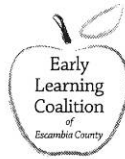
Upon a motion made by Mr. Rowell and seconded by Ms. Winstead, the Consent Agenda consisting of the Agenda, the Minutes of March 22, 2018, and the March and April 2018 Financials were accepted without objection.

IV. Status Reports

a. SR/VPK Fiscal Year Benchmarks, Enrollment /Wait List Status, Contracting and Summary Reports, and Utilization/Projections:

Mr. Watson reported that we will continue to pull from the Wait List until July 1, 2018 and then assess our needs and goals at that time. Currently, the Coalition is approximately \$600,000 behind the budget goal but, Mr. Watson is confident that the Coalition will use most of the surplus. The Coalition is increasing procurement of materials to support quality initiatives such as; curriculum materials, school kits, sand and water tables, unit blocks, and a new program of putting “PELICANS” (Pensacola Early Learning Centers And Nurturing Spaces) at community partner sites where SR parents are likely to visit or do business.

The Coalition is considering an MOU partnership with The First Tee of Northwest Florida located on Navy Boulevard. The mission of The First Tee of Northwest Florida is to positively impact the lives of young people by promoting character development and life-enhancing values through the First Tee’s “Life Skills Learning Experience” and the game of golf. The program serves children from 5-17 years of age. Unfortunately, the program does not serve children birth to five, but we have found a curriculum for 3-5 year-old children. Two



instructors will be trained on this curriculum which focuses primarily on age appropriate interactive motor, visual, spatial and developmental skills related to the concept of golfing. There are two advantages for conducting this program at First Tee: the first is the space is large enough to accommodate the program activities both inside and outside, and the second is parents can remain with the younger children while the older children participate in regular First Tee activities. The MOU will give Coalition SR and VPK programs access to the facility for field trips and other learning opportunities.

Enrollment /Wait List Status Report:

As of May 19, the Coalition had 3,278 children enrolled in the School Readiness Program, of which 1,129 were school age children. There were 19 children on the Wait List. Of those, 10 were birth to five and 9 were school age. However, this number was actually the new applications for the past week as parents were notified on a daily basis that funding for services was available. The Wait List will be cleared daily until July 1 as it is anticipated funding will be available. It is expected the Coalition will be way ahead of the targeted number of enrollees going into the next fiscal year. A secondary benefit will be when the Wait List is reinstated in July the artificial gap in new enrollments should make the transition to EFS Mod easier.

There are 1,200 children currently enrolled in the 2018/2019 VPK Program, and 30 applications have been approved for the summer VPK program. Enrollment for the current fiscal year is coming down as the school year ends.

b. Contracting and Fraud Summary Report:

Currently, there are 94 SR providers and 79 VPK providers. There is no new fraud to report.

V. Committee Recommendations

a. School Readiness Eligibility Policy and Procedure Manual (Eligibility Manual), ELCEC 2501.1B Revision:

Upon a motion made by Mr. Rowell and seconded by Mr. Thompson the Committee recommends that the Board approve this revision to the School Readiness Eligibility Policy and Procedure Manual (Eligibility Manual), ELCEC 2501.1B.

A special thank you from Mr. Housh and Mr. Watson to Ms. Paula Rollins, Eligibility Director, and her staff for their efforts in consolidating changes to the Eligibility Manual. Their efforts consolidated and streamlined information from various resources and made the manual easier to use.

b. Provider Contracting Eligibility Policy, ELCEC 3201.1D Revision:

Upon a motion made by Ms. Winstead and seconded by Mr. Thompson, the Committee recommends that the Board approve this revision to the Provider Contracting Eligibility Policy, ELCEC 3201.1D.



c. Provider Contracting Eligibility Procedure, ELCEC 3201.2B Cancellation:

Upon a motion by Ms. Winstead and seconded by Mr. Thompson, the Committee recommends that the Board approve cancellation of the Provider Contracting Eligibility Procedure, ELCEC 3201.2B.

VI. Old Business

a. The 6th Annual Early Education Summit, also referred to as the Early Learning Breakfast, was held on May 8, 2018 from 7:30-9:00 a.m. at Gulf Power, and by all accounts was a success. Approximately 50 people were in attendance for this event. A special thanks to our guest speaker Dr. Ann E. Hogan, from Florida State University, who enlightened our providers and guests with very informative concepts on “Building Babies Brains and Relationships.” The Coalition is considering changing the 2019 7th Early Education Summit event in effort to increase attendance and still provide pertinent information. More information to follow at future meetings.

VII. New Business

a. Anti-Fraud Plan, ELCEC 4100.1E Revision:

The revision includes an additional collateral duty change for Ms. Engel who is now assigned as the new Fraud Investigator for the Coalition. Upon a motion made by Mr. Rowell and seconded by Mr. Thompson, the Committee recommends that the Board approve this revision to the Anti-Fraud Plan, ELCEC 4100.1E.

b. Coalition 2018/2019 Budget - Draft Approval:

Mr. Watson presented the draft budget for 2018/2019. Various budget issues were discussed, including the VPK budget, salaries with a 5% pay increase, a decrease in employee positions, projected health benefit costs, and short-term disability benefits. The budget provides for 6% of SR funding for quality. Cybersecurity and data protection was discussed, but it was pointed out that procurement this year has met all the requirements that were identified.

A final budget will be presented after the official award amounts are provided by OEL.

Upon a motion made by Mr. Thompson and seconded by Mr. Rowell, the Committee recommends that the board approve revision to the Draft Budget for 2018/2019.

c. Legislative Update (HB1091) Implementation Discussion:

Effective July 1, 2018 all providers are required to have a CLASS assessment once a year. Based on the score from the assessment the provider may or may not be eligible to contract the following year. Assessments below the minimum score does not allow providers to contract with the Coalition. Above the minimum score, but below a higher score, providers will have to go on a Quality Improvement Plan (QIP) and show improvement or they will also not be allowed to contract. Scores in the upper range are in a zone that offers rate incentives of up to 10% and will be based on the different score levels. The Coalition QRIS program will remain unchanged in 2018/2019, but changes for 2019/2020 will have to be addressed. In the next few months the



Coalition will have to identify what the local QIP will consist of. The Coalition also has to become more familiar with the assessment requirements and how to do assessments on a much larger scale. OEL sent out an email notice that was forwarded to all providers that addressed the basics of what CLASS is and how it is going to be the new standard.

d. VPK Readiness Rates and FLKRS Results -Discussion:

OEL sent an email about the FLKR results and it created a lot of discussion at the meeting. The Committee discussed that Escambia County was 54th in the state for Kindergarten Readiness. The cut off score which determined if the children are ready or not, and the assessment methodology was also discussed. The number DOE used was 500, which the Coalition has heard is more appropriate for a child half way through Kindergarten. Both factors, the cut off score and methodology, may have impacted the results, which in turn impacted Providers VPK readiness Rates. Mr. Watson requested a summary of the data from several providers and will talk with OEL specifically about the cut scores and their accuracy and if the AP assessments are a valid test.

e. Review Hearing Committee June 13, 2018 – Discussion:

The Coalition has set up a Provider Review Hearing at the Coalition for Wednesday, June 13, 2018 from 3:00-5:00 pm. There will be five Committee members.

f. Executive Assistant Credit Card – Approval:

The Coalition has a new Executive Assistant, Ms. Anne Cynkar. The person in this position is one of three credit card holders for the Coalition. This credit card will have a spending limit of \$5,000. Upon a motion made by Mr. Rowell, and seconded by Mr. Thompson, the credit card for the Executive Assistant was recommended to the Board for approval.

g. Stars Over Escambia QRIS: Jamison Street New 3 Star Provider - Info:

Mr. Housh announced that the RDC approved a new QRIS 3 Star Provider. Mr. Watson added that in addition to being recognized for their accomplishment as a QRIS 3 Star Provider they will also be listed on our website.

h. AELC Annual Meeting – Recap:

The meeting focused on developing a Strategic Plan for AELC. There was much discussion on the role AELC should play on early learning programs in Florida.

VIII. ED/Chair Travel

a. ED: OEL ED/ELAC/AELC Meetings July 16-18, Tampa

b. Chair: ELAC Meeting July 17, Tampa

Travel for Mr. Watson is provided to the Committee for informational purposes only.

X. Adjourn

Meeting was adjourned at 10:13 a.m.

Next Meeting: June 28, 2018 at 8:30 a.m. at the Coalition Office.