

Early Learning Coalition of Escambia County
Executive Finance Committee Meeting Minutes
July 26, 2018 – 8:30 AM

Members in Attendance

Van Mansker Mona Jackson Mary Ann Winstead
Roger Thompson

Staff

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

Members Absent

Kermit Housh Brett Rowell

I. Welcome and Introductions

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

II. Public Comments

There were no public comments.

III. Consent Agenda:

a. Consent Agenda Approval:

Upon a motion made by Ms. Jackson and seconded by Mr. Thompson the Consent Agenda consisting of the Agenda, the Minutes of May 24, 2018, and the May 2018 Financials were accepted and approved without objection.

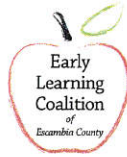
IV. Status Reports

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

1. Benchmark Report:

SR Grant Agreement: The Benchmark Report thorough June shows 99.05% of the School Readiness grant has been expended. The grant amount does not include the \$100,000 the Coalition de-obligated back to OEL because the Coalition under executed what was budgeted for quality for the year. The quality budget was under executed by over \$250,000, but the difference was taken up by increasing the number of children served this year by over 100 more than originally planned. SR utilization will increase even more submission of the 13th invoice. The Coalition anticipates ending Fiscal Year 2017/2018 within \$10,000 to \$20,000 of spending 100% of our SR grant. 81.5% was spent on slots, only 3.85%, out of the 5% allowable, was spent on Admin, and 7 % on quality. On June 30, 2018, had 3,352 children enrolled, which is the highest number of children enrolled on record.

VPK - The Coalition does not have full control on what is spent on enrollments each year. OEL estimates how many four years-old children each county will serve and allocates VPK grants accordingly. OEL gave the Coalition more than what was required and as a result this year the



Coalition gave back \$350,000. Hopefully more children will enroll in VPK this year compared to last year.

2. Enrollment/Wait List Status Report:

Because of OEL's implementation of EFS MOD on July 1, 2018, an Enrollment/Wait List Status Report cannot be provided. The information provided is for the end of June 2018. When the Coalition will be able to retrieve current or accurate data is unknown at this time. Since EFS MOD was activated there have been many technical challenges and problems, which is the source of much consternation within the Coalition and state-wide. Daily communication with OEL to share our issues is resulting in improvements, but it is a slow process.

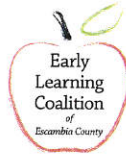
As of June 30, 2018, the Coalition had 3,353 children enrolled in the School Readiness Program, of which 1,138 were school age children. Current or accurate information for children on the Wait List, birth to five, or school age children is also unavailable. At present the system is reporting 350 children on the Wait List but these numbers may be askew because of the technical difficulties the Coalition is experiencing with the new system. The last pull from the Wait List was on June 15, 2018. The Coalition has held off pulling any more children because of the uncertainty of what may happen with the new EFS MOD system and to begin to drawdown the number of children enrolled last year as part of efforts to spend all of last year's budget. The Coalition is not funded to sustain more than 3,300 children for an entire year. The only new enrollments are those children in the must serve categories from CareerSource Escarosa and Protective Services. When the Coalition resumes pulling off the Wait List again the Coalition initially only PRI 3 children will be pulled. Mr. Watson noted the average enrollment rate for Wait List pulls for the year was only 47%. This was true even for periods in which the Coalition was pulling from the Wait List immediately and contacting parents the day after they applied for services.

1,372 applications have been approved, and 100 applications are pending approval, for the 2018/2019 VPK Program.

Fortunately, even with all the technical difficulties involving EFS MOD in the last month, parents can still apply for services online. The application process is functional for both the VPK and SR programs. However, the Coalition continues to work with OEL on serious issues dealing with enrollments, reimbursements and advance payments. The first two weeks of August, the staff will begin providing training to the Providers. Specifically, VPK Providers will be trained on enrollments, and advance payments so they are prepared for the start of the new school year.

3. Contracting and Fraud Summary Report:

Currently, there are 90 SR providers. The report which includes changes for the new contract year. One new provider was added. and three providers decided not to contract with the Coalition for the coming year. There are 78 VPK providers with two or three applications pending. No VPK Providers have been terminated.



In 2017/2018 the Coalition only terminated seven contracts last year. 46 providers terminated their contracts on their own volition at the beginning of the year. Most of these were Providers affiliated with the School District who did not wish to make the changes required to participate in the SR program. There were two VPK contracts terminated by Coalition for reasons that demanded the actions be taken.

There was \$213,000 worth of fraud submitted this past year. Most of the \$904,000 in pending fraud is still under investigation, some of which should see resolution this year.

b. End of Year Reports for 2017/2018 - Program Support Summary, CCR&R Report, Program Integrity Unit Summary and 12-Month Redetermination Summary:

Mr. Watson stated the Board requested the operational reports be provided periodically. These reports shall now be provided semi-annually. The EXCOM will receive the reports in January and July each year, and in turn they will be presented to the Board in February and August. The reports will cover the range of Coalition operations and other activities for the year.

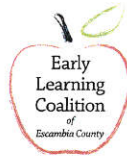
1. Program Support Summary:

Mr. Watson stated that the Coalition had a very good year overall. Provider monitoring and corrective actions ran smoothly with no major issues or repetitive errors. There were eight fraud cases submitted this year and two Review Hearing Committee meetings were held.

One program that unfortunately did not do as well as the Coalition anticipated was distribution of books to the community. This year only 4,650 books were distributed compared to 22,000 books distributed two years ago. This is because our primary donor, First Books, did not provide as many opportunities to receive donated books. This lack of opportunity also effected the Coalition's ability to meet match requirements for the year. The Coalition counts the value of the books donated by First Books as an in-kind donation. This is applied toward our match requirements. Receiving less books, meant less to be claimed as in-kind toward match, which resulted in the Coalition coming up \$109,000 short in meeting match requirements for the year.

ASQ on-line screenings were a big item of interest for the Coalition this year. Nearly 4,000 screenings were completed. This complimented Achieve Escambia's push for more developmental screenings. Mr. Watson stated that this Coalition is one of the biggest advocates in this county for supporting the developmental screening program and our numbers show it. Also, the Coalition made 63 referrals for children identified as needing assistance. Although the parents were notified, the Coalition is not always informed whether the parents followed through with these referrals.

Something new the Coalition started tracking this year was the number of expulsions and suspensions. There were 32 expulsions reported, but the Coalition realizes this probably is not a very accurate number. Tracking these expulsions and suspensions is not always easy because we depend on Providers and parents to voluntarily divulge why a child left a facility. Most often it is after a decision is made when the staff speaks with parents who are transferring that the reason why the child is being transferred is made known.



As of six months ago the Coalition stopped doing Curriculum Reviews because the new CLASS Assessments will accomplish the same function. This year Curriculum Reviews will be dropped off as a reporting requirement.

The Early Learning Performance for Pay (ELPFP) program is a growing program and presently there are 32 applicants participating in the program compared to five last year. Mr. Watson, Ms. Pugh, and Ms. Todd are working diligently to complete the budget worksheet for this program and assess how many of the 32 applicants can be financially supported. More importantly, they will determine if the Coalition has enough staff to support the CLASS Assessments and all the other coaching and training that will be necessary for 32 ELPFP participants.

Staff capacity, time availability, and the deadlines of other program initiatives have deterred the start of the Lena Grow with Me Program until the first of January 2019. Ms. Pugh will have updates for the Committee at the next meeting.

2. CCR&R Report:

Mr. Watson stated that the Coalition would now add a running total for the year to the CCR&R report. This report continues to indicate that the primary reasons why parents call the CCR&R number is they are interested in information regarding full-time child-care, they are working and need child care services, and they want information on providers who provide transportation for enrolled children.

3. Program Integrity Unit Summary:

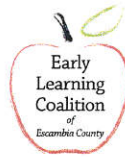
In the past year the Coalition had only one provider referred for fraud. This was back in July 2017. Possibly effecting these results is the new Providers on probation tools which was effective in July when the new Health and Safety requirements came into effect. If a provider received too many CLASS 2's and CLASS 3 violations. The first violation will most likely result in corrective actions measures and then with the second violation providers would go on probation depending on subsequent causes of violations then may also be reasons for termination.

On an encouraging note the ASQ's non-compliances numbers are decreasing and providers are appearing to understand the process which is resulting in fewer discrepancies.

With an increase in the PIU staff, the Coalition was able to dedicate more time and resources toward Internal Review of records and processes. The future challenges for PIU will be to reevaluate how to implement the new technical and electronic elements into our system. Additionally, it will be necessary to revise or rewrite the internal review QA policies and procedures.

4. 12-Month Redetermination Summary:

For the past year 70% of families concluding their first 12-month eligibility period successfully re-determined and continued in care. This was surprising because it was anticipated that the rate would be closer to 50%. For the 30% that did not re-determine most of the clients never responded to the notification. Although it cannot be known for sure, the reasons for the failure to



respond as most likely that the families moved, failed to provide current contact information, or knew they were no longer eligible for services. A special thank you to Ms. Rollins for keeping the running totals for the 12-Month Redetermination Summary.

Mr. Watson concluded by reminding the Committee he will also present this information and these reports to the Board in August. Mr. Mansker commented that these summary reports were invaluable and will give the Board a much clearer picture of the Coalition's functions and operational performance.

V. Committee Recommendations

None.

VI. Old Business

a. EFS Modernization Transition Update:

The EFS Mod system is not yet fully functional and is creating challenges for the Coalition. Mr. Watson stated the Coalition has maintained its local copy of the EFS Legacy system and has accurate information up to June 30, 2018. As of July 1, 2018, when the new system came online, the Coalition had the ability to retrieve some information but, the migration of data was not complete or accurate. Daily contact with OEL to work out these issues was helpful but more communication with the OEL Director was necessary to get authorization and permissions to correct records after the program was up and operating. Additionally, the Coalition's intent is to obtain approval from OEL to set up a contingency plan to ensure providers would be paid for July. The plan is to pay providers in July 115% of what they were paid in June. Note after the meeting the planned percentage was changed to 110% once it was verified there were only 22, vice 23, paid workdays in July.

Also, with the EFS MOD system, doing eligibility, new enrollments and re-determinations, has been challenging for the staff. Currently, we cannot do attendance. The issues are that providers are not able to access attendance sheets in the system, nor can they or the Coalition validate the children enrolled. This in turn may impact the Coalition's ability to invoice OEL. In spite of the difficulties, Coalition staff continue to be optimistic and are seeing progress in all areas daily.

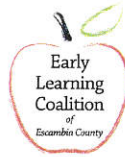
VII. New Business

a. Financial Review - On site visit:

The OEL Financial Review on site visit is scheduled for October 22-26, 2018. The Coalition was exempt from receiving a Financial Review last year because of the stellar results from the year before. The Coalition is anticipating a month-long process with the pull list coming in September. Ms. Rutchland stated that the reviewers will probably review documents and records as far back as 2016.

b. Review Hearing Committee- Recap June 13, 2018:

The Coalition set up a Provider Review Hearing at the Coalition for Wednesday, June 13, 2018 from 3:00-5:00 pm. There were five Committee members. The outcome of this Review Hearing was unanimous. The Committee upheld the action of the Coalition to terminate the Statewide School Readiness Provider Contract of Little Legends Pre-School and to revoke eligibility to



provide SR services for five years; and to disallow payment over the Provider's private pay-rate for all part-time after school children.

c. Coalition 2018/2019 Budget – Update:

Mr. Watson stated that there were no changes to the draft budget for 2018/2019. The NOA's for SR and VPK have been received. However, a third NOA for the Early Learning Performance Funding Program (ELPFP) has been issued. This NOA could be as much as \$350,000, most of which, over \$300,000, is earmarked for incentives payments for Providers participating in the program. This funding will not affect the budget for slots. A portion of the ELPFP NOA, about \$50,000-\$60,000, will go toward staff time to administer the program. The budgetary impact will be to offset some of the quality costs that are already allocated towards salaries of staff doing the CLASS assessments, teaching, training and coaching that goes with the ELPFP. Mr. Watson made a proposal to present to the Board as a final budget for the year. Upon a motion made by Mr. Thompson and seconded by Ms. Mona Jackson the Committee recommended without objection that the Board approve the final 2018/2019 Budget.

d. OEL/ELAC/AELC - Recap

The ELAC meeting was very interesting and productive. Most of the meeting focused on defining the purpose of ELAC and developing a strategic plan for ELAC. One issue that was raised was to get the 1002 statute changed back to where ELAC advises the Governor, and not OEL. ELAC was established as an advisory committee to the Governor and operated as such until the statute was changed in 2013. Draft legislation has been prepared to change the statute back to its' original form.

VIII. ED/Chair Travel

- a. ED: AELC Meeting - September 26, West Palm Beach
- b. ED: First 1,000 Days Conference - September 26-28, West Palm Beach
- c. ED: AELC/OEL ED/ELAC Meetings - October 24-26, Miami
- d. CHAIR: ELAC Meeting - October 26, 2018, Miami

IX. Adjourn

Meeting was adjourned at 9:27 a.m.

Next Meeting: August 23, 2018 - 8:30 a.m., at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, FL 32505