

Early Learning Coalition of Escambia County
Executive Finance Committee Meeting Minutes
August 24, 2017 – 8:30 AM

Members in Attendance

Kermit Housh Brett Rowell

Absent

Van Mansker Mona Jackson

Staff

Bruce Watson Dawn Engel Vicki Pugh Paula Rollins
Holly Stratton

I. Welcome and Introductions

The meeting was called to order by Mr. Housh. It was noted that quorum could not be achieved.

II. Public Comments

There were no public comments.

III. Consent Agenda:

- a. Consent Agenda Approval:

Since quorum could not be met, there was no approval of the Consent Agenda, Minutes of July 27, 2017, or the July 2017 Financials.

IV. Status Reports

- a. SR/VPK Fiscal Year Utilization/Projections:

The Coalition has spent one-twelfth of its budget for the month of July.

- b. Enrollment/Wait List Status Report:

As of August 20, the Coalition had 2,868 children enrolled in the School Readiness Program, of which 1,373 were school age children. There were 949 children on the Wait List, of those 500 were birth to five and 449 were school age.

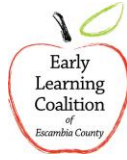
Good news is that there are already over 1,700 children approved for the 2017/2018 VPK Program, and the number is growing.

- c. Contracting and Fraud Summary Report:

Currently, there are 100 SR providers and 82 VPK providers. Mr. Watson shared with the Committee the reformatted Fraud Summary Report.

V. Committee Recommendations

There were no recommendations from the Resource Development Committee.



VI. Old Business

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

Due to lack of quorum, the Anti-Fraud Plan, ELCEC 4100.1E, Revision was not presented to the Committee for recommendation to the Board.

VII. New Business

a. Board Member – Shawn Jennings, Department of Health Designee:

The Florida Department of Health in Escambia County has appointed Ms. Shawn Jennings as their new designee to the Coalition's Board of Directors.

b. OEL 2017/2018 Internal Control Questionnaire:

The OEL 2017/2018 Internal Control Questionnaire (ICQ) was provided to the Committee for review. The ICQ is due to OEL by August 31, 2017. Mr. Watson pointed out that there is no requirement that the ICQ be approved by the Committee, but it has been our practice to have the Committee review the ICQ as part of our internal control program. This review was conducted and the members present offered feedback and corrections to the ICQ. As part of its' ongoing internal control program, the Coalition conducts various record review activities. Ms. Engel created summary reports of the Coalition's internal reviews of client files, provider contract files and reimbursement files. These summary reports were included as supplemental attachments to the ICQ. Mr. Housh requested that the summary reports be reviewed again at the Committee meeting on September 28.

c. Executive Director Annual Evaluation:

Due to lack of quorum, the Executive Director's Annual Evaluation was not presented to the Committee for recommendation to the Board.

VIII. ED/Chair Travel

a. AELC, OEL ED Meeting, Orlando, September 13-14, 2017

AELC/OEL travel for Mr. Watson is provided to the Committee for informational purposes only.

b. Chair/Vice Chair ELAC Meeting, Orlando, September 15, 2017

Mr. Mansker will be attending the ELAC Meeting in Orlando on September 15.

c. LENA Conference, September 12-14, 2017 – Boulder, CO

Ms. Pugh will be attending the LENA Conference in Boulder, CO on September 12-14, 2017.

XI. Adjourn

Meeting was adjourned at 9:10 a.m.

Next Meeting: September 28, 2017 at 8:30 a.m. at the Coalition Office.