

**Early Learning Coalition of Escambia County
Board Meeting Minutes
February 14, 2019 - 10:00 AM
Chair: Van Mansker**

Members in Attendance

Van Mansker	Judy Dickinson	Laura Edler
Drew Hardgrave	Shawn Jennings	Craig Jones
Cindy Kirk	Sheryl Rehberg	Roger Thompson
Richard Wright	Brian Wyer	

Members Called In

Mary Ann Winstead	Mary Ann Bickerstaff	Wendi Ochs
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Members Absent

Christina Doss	Mona Jackson	Melody Meier
Edna Williams	Peggy Steward	

Staff

Bruce Watson	Becki Rutchland	Anne Cynkar
Vicki Pugh	Dawn Engel	

Public

None

I. Welcome and Introductions:

The Board meeting was called to order by Mr. Mansker. The Chair welcomed our new Board members: Dr. Laura Edler, Mr. Richard Wright, and Mr. Brian Wyer.

II. Public Comments:

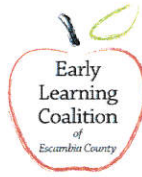
There were no public comments.

III. Chair Comments:

A. Approval of Consent Agenda: Meeting Agenda, Minutes of October 9, 2018.

Upon a motion made by Ms. Rehberg and seconded by Mr. Hardgrave the Consent Agenda consisting of the Agenda, the Minutes of December 13, 2018 and the July, August, September, October, November, and December 2018 Financials were approved and accepted without objection.

IV. Board Membership:



- A.** Ms. Martha F. Tutchtone has left Gulf Power and relocated and as a result resigned from the Board.
- B.** Dr. Laura D. Edler has been appointed as the School Board representative. Mr. Watson commended the School Board for promptly filling this position without a gap.
- C.** Ms. Christina Doss was continued as the designee of the County Commissioners.
- D.** Normally recommendations to the Board would come forward with the recommendation of the Executive Committee, however, because the Committee has not met since November the following nominations were brought forth directly with recommendation and endorsement of both the Chair and Executive Director.
- E.** Upon a motion made by Mr. Jones and seconded by Mr. Hardgrove to approve the nomination of Mr. Wright as a Private Sector member of the Coalition Board of Directors. The motion was accepted and approved without objection.
- F.** Upon a motion made by Mr. Hardgrove and seconded by Ms. Rehberg to approve the nomination of Mr. Wyer as a Private Sector member of the Coalition Board of Directors. The motion was accepted and approved by the Board without objection.
- G.** New Board Member Orientation and ELCEC staff meeting will be conducted April 11, 2019 immediately following the Board meeting from 11:30 to 1:00 pm in the training room. Lunch will be provided. All Board members are welcome to attend.

V. Executive Committee Report:

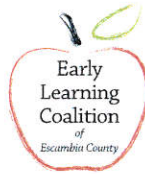
A. The Chair reminded the Board that the Executive Committee has not met since November. This was because of the Board Chair and Director's travel commitments, the holiday period, and no Board required actions to be voted on. The summary financial reports have not been available because of issues with EFS MOD and financial reports for July through December 2018 only became available in time for this meeting. Therefore, the Executive Committee did not get the opportunity to review and approve them first.

VI. Executive Director's Report:

A. SR/VPK Fiscal Year Benchmark, Utilization/Enrollment/Wait List Status and Contracting Summary Status Reports

1. Benchmark Report:

The Coalition continues to face challenges with the new EFS MOD system. The Benchmark Tracking Report indicates that the Coalition has only expended 44%, instead of 50%, of its funds through December. The surplus for the first half of the year is estimated at \$900,000. This



includes the adjustments made to Providers payments in November, and December 2018 and January 2019 for correcting estimated payments from July to October. The Coalition has done everything in its power to alleviate this surplus. However, the Coalition continues to be challenged with an unprecedented low number of children applying for services. Currently there is no Wait List. Even with all the present EFS MOD challenges; technical difficulties, system changes, etc. getting parents who come in enrolled is not an issue. Coalition Staff are standing by to help parents apply for services for both SR and VPK.

2. Utilization/Enrollment/Wait List Status and Contracting and Summary Status Reports

As of February 2, 2019, there were 3,119 children enrolled in the SR Program of which 1,229 were school age children. These numbers were taken from the EFS Legacy system. There are effectively no children on the Wait list as we are currently pulling applicants weekly. With the OEL grant increase, the Coalition is even more hard pressed to enroll new children. Each month that the Coalition is underspent increases the enrollment goal. The current goal is to have at least 3,600 children enrolled.

In spite of the efforts of the Coalition to increase enrollments there had been instead a steady decrease. Additionally, approximately 50% of applicants each week either fail to respond or fail to complete their applications. What is causing this trend is hard to define, but one factor may be that parents are getting frustrated trying to use the EFS MOD system to complete their application. Mr. Watson emphasized that this would be an item up for discussion with OEL at the meeting in February in Gainesville.

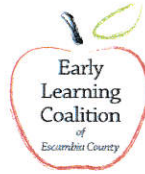
There are 1,916 children enrolled in the 2018/2019 VPK Program. Since January 2019, the Coalition continues to see a decrease in VPK enrollments. The slight drop in numbers from the annual high in November is as expected. What was unexpected was the low total enrollments for the year. Whether this was only a local issue or a statewide trend has not yet been determined.

3. Contracting and Fraud Summary Report:

Currently, there are 85 SR Providers and 77 VPK Providers. There is no fraud to report. However, there was one Review Hearing conducted on February 13, 2019 which resulted in a contract termination because the Provider had received multiple DCF Class violations which exceeded the allowable limits of the Coalition Provider Contract Eligibility Policy and the OEL School Readiness Program Health and Safety Standards Handbook. In 2017/2018 there were seven SR contracts terminated. In 2018/2019 there have been five SR contracts terminated and three new SR Providers contracted with the Coalition. This year, the Coalition has signed four new VPK Contracts.

VI. Old Business:

A. EFS Modernization Transition Update/VPK Attendance Submission Requirements



EFS MOD continues to have issues with improperly developed and undeveloped program functions since its original release in July 2018. During the last week of December OEL was still conducting required testing but insisted that by the first of the new year all developmental functions would be operable and available to the Coalitions for processing reimbursements. As of February, this did not happen, and our Coalition is still relying on EFS Legacy to calculate payments accurately and ensure Providers are paid on time. OEL has informed all Coalitions that in spite of the issues with EFS MOD they require the Coalition's by to have complete documentation for all client activity from July 1, 2018. Mr. Watson will address EFS MOD with OEL at the meeting in February in Gainesville.

B. OEL ED Memo – Changes to OEL Program Monitoring related to EFS Modernization

OEL published a memo February 1, 2019 that outlined OEL's expectations for monitoring Coalition's since EFS modernization was initiated on July 1, 2018. These areas to be monitored included:

1. School Readiness –
 - a. Eligibility determination and redetermination.
 - b. Payment certificates and parent co-payments,
 - c. Waiting List

2. School Readiness and VPK
 - a. Attendance Monitoring
 - b. Re-enrollments

C. Board Secretary Nominee

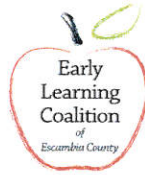
The Chair addressed the need for a Board Secretary nomination and explained that this position as Secretary, is a member of the Executive Committee and the duties for Secretary are limited but the nominee is expected to attend the monthly Executive Committee meeting and the Board meetings as scheduled. Ms. Sheryl Rehberg as agreed to be the new Coalition Board Secretary. A motion was made by Mr. Jones and seconded by Mr. Hardgrave to accept the nomination of Ms. Rehberg as Board Secretary. The motion was accepted and approved without objection.

D. OEL Financial Review Update

The Financial Audit Review was conducted in October 2018 resulting in minimal findings. The first finding was that the Coalition had six stale checks total value of \$238.00, the second finding disagreed with the coding for reimbursing staff for professional development. The Coalition does not have a procedure in place for match. The second finding is under dispute by the Coalition and is under reconsideration by OEL. The issue was coding of one item was questionable.

E. OEL Accountability Review on site visit, January 22-24, 2019

The review is still in progress. The Coalition's response to the changes required by OEL are questionable and need further discussion. One example was an incorrect zip code. Because the



Coalition does not have authority to go into the system to make simple changes the parents are tasked with redoing the application and for many may prevent them from updating the enrollment application again which may impact more enrollment loss. More updates on what the Coalition can do to will be discussed at the next meeting.

F. A-133 Audit, January 8, 2019 Recap

The audit went very well. There were no findings or observations. A representative from Warren Averett, CPA will be reporting results of the A-133 audit at the next Board of Directors meeting April 11, 2019.

VIII. New Business

A. Code of Ethics and the Florida Sunshine Laws

Code of Ethics and the Florida Sunshine Laws, as referred to in Sections 112.312 and 286.011 Florida Statutes hold all members of the Early Learning Coalition of Escambia County Board to the same ethical and governing standards. The Sunshine Laws were enacted to ensure that all meetings of governing bodies covered by the law are open to the public to promote credibility, trust and fairness by ensuring citizens are informed of their government's decision-making processes. Each Board member received and read a copy of the Early Learning Coalition of Escambia County's Code of Ethics and the State of Florida's Sunshine Laws and signed the acknowledgement form as referred to in Sections 112.312 and 286.011 Florida Statutes agreeing to abide by these ethics and laws. Forms were collected and filed.

B. Donation: Society of the Charity Debutante Cotillion

The Society of the Debutante Charity Cotillion donated \$1,000 to the Coalition in pursuing the mission of the Early Learning Coalition of Escambia County.

C. Suessabration, Dr Seuss' Birthday Celebration

Early Learning Coalition staff will participate in celebrating Read Across America Day on February 28, 2019 in honor of Dr. Seuss's 87th birthday. Volunteers and the Early Learning Coalition staff will read to children in the Child-Care facilities to encourage young readers to read more.

D. Save the Date: Early Learning Annual Education Summit Breakfast

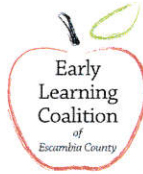
The 7th Early Learning Annual Early Education Summit Breakfast will be held May 7, 2019, from 7:30-9:00 at the Studer Community Institute located at 220 W. Garden Street, Suite 100, Pensacola, FL 32502. The Theme and Guest Speaker are still be worked by the Coalition will be Matt Guse, CEO Florida Children's Council.

IX. ED/Chair Travel

A. ED: OEL ED/ELAC/AELC, February 25-27, 2019, Gainesville

B. Chair: ELAC, February 26, Gainesville

C. ED: AELC Training Camp, February 27 – March 1, Gainesville



- D. Seussabration, February 28, 2019
- E. ED: OEL ED/ELAC/AELC, March 25-27, 2019, Tallahassee
- F. Chair: ELAC, March 26, Tallahassee
- G. Early Learning Summit, May 22, 2019, SCI Building, Pensacola

X. Adjourn:

The Board meeting adjourned at 11:32 a.m.

XI. Next Meeting: April 11, 2019 10:00 a.m.

Following the Board meeting the Coalition will conduct an Orientation for all new Board members and staff from 11:30 - 1:00. Lunch will be provided.

Minutes approved by:

 Sheryl Rehberg, Board Secretary

 Date