

Early Learning Coalition of Escambia County
Board Meeting Minutes
August 8, 2019 - 10:00 a.m.
Chair: Van Mansker

Members in Attendance

Van Mansker	Sheryl Rehberg	Brian Wyer
Richard Wright	Roger Thompson	Cindy Kirk
Craig Jones	Drew Hardgrave	Edna Williams

Members Called In

Wendi Ochs	Mona Jackson	Melody Meier
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Members Absent

Peggy Steward	Shawn Jennings	Mary Ann Winstead
Judy Dickinson	Dr. Laura Edler	Mary Ann Bickerstaff
Christina Doss		

Staff

Bruce Watson	Becki Rutchland	Vicki Pugh
Jamie Phelps	Paula Rollins	Dawn Engel

Welcome and Introductions:

The Board meeting was called to order by Mr. Mansker and note was made that notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board, website, and sent to the Pensacola News Journal on July 18, 2019.

I. Public Comments:

There were no public comments.

II. Chair Comments:

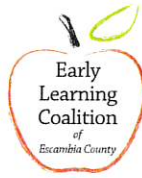
a. Approval of Consent Agenda: Meeting Agenda, and Minutes of June 13, 2019, and March and April 2019 Financial Statements. (BA)

Upon a motion made by Mr. Wright, with a second by Mr. Wyer, the Consent Agenda consisting of the Agenda, the Minutes of June 19, 2019, and the April and May Financials were approved and accepted without objection.

IV. Executive Committee Report:

a. Coalition Budget for 2019/2020 (BA)

Mr. Mansker noted that the final budget is ready for Board approval but that first, a decision must be made with respect to the proposed increase in employee pay. He further noted that if the pay increase is approved, a determination must also be made with respect to the proposed percentage rate of the increase. Mr. Watson noted that the overall budget has gone up on the SR



side but the VPK budget has gone down by about \$700,000 which is still above what was spent last year on the VPK services. The Board was reminded that even if the entire \$4.8 million VPK award was spent, OEL would have to give award the Coalition more money because the VPK program is mandated by the state constitution. Mr. Watson announced that in this year's state legislative session the SR Match program was revamped. Coalition's may now use local match funding to serve families whose initial income is over 150% of the Federal Poverty Level (FPL) up to the lesser of 200% FPL or 85% of the State Median Income (SMI). The Legislature appropriated \$30 million for this program, and the portion OEL has awarded the Coalition is \$186,934. This is the amount that can be drawn down to match dollar for dollar similar funds from local donors. Combined with County and United Way grants this equates to approximately \$477,000 for families in this new category and will allow the Coalition to serve another 100 to 150 children. The OEL has also awarded the Coalition a one-time Preschool Development Grant for in improving preschool quality in the amount of \$66,000. The rest of the budget is very close to last year's figures and there is more than enough buffer in Admin and Non-Direct to allow for a cost of living salary increase for staff. After agreeing to set the amount of the employee pay increase at 7%, (See paragraph IV.b.) upon a motion made by Mr. Hardgrave and seconded by Mr. Wyer, the Coalition Budget for 2019/2020 was approved without objection.

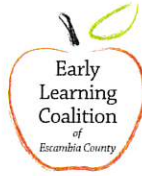
b. Employee Pay Increase for 2019/2020 (BA)

Mr. Mansker noted that, regardless of which employee pay increase option was chosen, administrative expenditures will remain at less than 4%. The proposed options for the employee cost of living pay increase were 3%, 5%, or 7%. There were several employees who are ineligible for the pay increase because they have worked for the Coalition for less than one year, and there are less than five identified for targeted pay increases because they have had a change in responsibilities or have accrued new duties. It was pointed out that the gross difference between a 5% and a 7% employee pay increase is about \$25,000 and that administrative costs only would raise from 3.3% to 3.9%. Mr. Mansker informed the Board that the Executive Committee brings forth a recommendation that the Board approve a 7% pay increase for all eligible staff and that the Executive Committee further requests that the pay increase be made effective July 1, 2019. Upon a motion made by Mr. Hardgrave and seconded by Mr. Wyer an employee pay increase of 7% effective July 1, 2019 was approved without objection.

Ms. Rehberg declared her conflict of interest due to her affiliation with CareerSource ESCAROSA. She abstained from voting and completed a Conflict of Interest Form.

c. OAMI Grant Agreement (BA)

Mr. Mansker informed the Board that although the Outreach/Awareness and Monitoring Initiative (OAMI) Grant Agreement is signed and fully executed the OEL still requires formal Board approval of the agreement. Mr. Watson noted that the OAMI grant is approximately \$10,000 this year and that half of the money will be applied toward VPK monitoring and half toward VPK advertising. The Executive Committee brings forth the recommendation that the Board approve the OAMI Grant agreement for 2019/2020. Upon a motion made by Mr. Jones



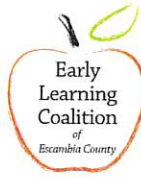
and seconded by Mr. Wright, the OAMI Grant Agreement for 2019/2020 was approved without objection.

d. Provider Contract Eligibility Policy and Procedure, ELCEC 3201.1E (BA)

Mr. Mansker noted that some slight changes have been made to the Provider Contract Eligibility Policy and Procedure, ELCEC 3201.1E. Mr. Watson explained that the statutory change that granted Coalitions authority to abstain from contracting with Providers who have received a DCF Class 1 Violation did not include provisions for Class 2 and 3 violations. It is OEL's position that because Class 2 and 3 violations are not addressed in statute, the Coalition cannot prohibit a Provider from contracting with the Coalition because they have received multiple DCF Class 2 and/or 3 Violations. Therefore, all Coalitions must remove such prohibitions from their policies. Section 4 of the Coalition policy has been edited as required. Mr. Mansker noted that a version of this policy was approved at the last meeting, but it did not include the additional OEL required changes. The primary changes were in the section regarding Class 1 Violations the addition of references and a more detailed explanation of the requirements and consequences in order to enhance clarity, and all references to DCF Class 2 and 3 Violations were removed. Mr. Watson noted that, although by statute a Provider's contract can be terminated for a single Class 1 violation, the Coalition typically terminates only after three or more violations occur within a two-year period. He further noted that the Coalition allows ample opportunity for Providers to take corrective action. Mr. Mansker noted that Mr. Watson usually allows two or more class-one violations prior to termination and Mr. Watson concurred. The Executive Committee brings forth the recommendation that the Board approve the revised Provider Contract Eligibility Policy and Procedure. Upon a motion made by Mr. Thompson and seconded by Ms. Rehberg, revision of the Provider Contract Eligibility Policy and Procedure, ELCEC 3201.1E, was approved without objection.

e. Personnel Policy and Procedure Manual, ELCEC 1101.1E (BA)

Revision of the Personnel Policy and Procedure Manual, ELCEC 1101.1E, also known as the Employee Handbook, was required in order to align with the OEL grant agreement requirements regarding employee background screenings. The Handbook is reviewed, and updated as required, every two years. In addition to the changes to the chapter on background screenings, several other sections were updated during the review process. Grammar in the Open-Door Policy section was edited, and the Personal Appearance section was updated to reflect a "three strikes" progression of consequences for repeat offenses. The Personal Appearance section now includes an option to send employees home on unpaid leave of absence upon repeat violations of the dress code policy. Mr. Watson stressed that appropriate attire is critical for employees to be perceived as professional and credible and that compliance with the dress code is not optional. The section on Staff Professional Development was moved from the Employee Benefits and Salaries chapter and made into a chapter of its' own. The change was made to define staff professional development as a quality initiative and not an employee benefit. This lack of clarity had resulted in the Coalition receiving a finding on the last OEL Accountability Review. There were no major changes to the section on background screenings, only a few minor edits to align with the new OEL Grant Agreement. Mr. Watson noted that the Coalition has the authority to



grant waivers for past offenses that DCF may not be allowed to waive. He further noted that the Coalition takes into consideration the nature of the offense, the length of time that has elapsed since the offense occurred, and any other mitigating factors. Mr. Watson informed the Board that once a year he conducts training on the Personnel Policy and Procedure Manual for all staff members. He noted that the revised Handbook was covered in the July 2019 staff meeting. Mr. Mansker informed the Board that the Executive Committee brings forth the recommendation that the Board approve the changes to the Personnel Policy and Procedure Manual, ELCEC 1101.1E. Upon a motion made by Mr. Wyer and seconded by Ms. Kirk, the revisions of the Personnel Policy and Procedure Manual, ELCEC 1101.1E, was approved without objection.

f. Executive Director Annual Evaluation (BA)

Mr. Mansker informed the Board that he in his opinion there has been very little to change in Mr. Watson's Annual Evaluation because his performance is still rated as Outstanding. The Community Relations rating was raised to Outstanding due to Mr. Watson's exceptional level of community engagement. Mr. Mansker commented that he has met many other Coalitions EDs and that Mr. Watson is, "... head and shoulders above his peers." Mr. Mansker went on to state that the Coalition Board operates much smoother than other Coalition Boards and he praised the Board for their great efforts. He also added that Mr. Watson will be included in the 7% employee pay increase. Mr. Mansker closed by stating that the Executive Committee brings forth the recommendation that the Board approve the Executive Director's Annual Performance Evaluation. Ms. Rehberg praised Mr. Watson's leadership. She indicated that they serve together on several Boards and that she applauds his community involvement and commitment to the children of Escambia County. Upon a motion made by Mr. Wright and seconded by Mr. Thompson, the Annual Evaluation of Mr. Watson, the Executive Director, was approved without objection.

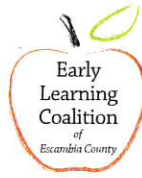
V. Executive Director's Report:

a. SR/VPK Fiscal Year Benchmark, Utilization/Enrollment/Wait List Status and Contracting Summary Status Reports (I)

1. Benchmark Report:

Mr. Watson reported that the month of June Quality expenditures were \$385,000 because it includes the cost of the Practitioner Career Retention Incentive which was approved by the Board in June. He reminded the Board that the OEL had encouraged all Coalitions who could afford it to implement quality initiatives for their Providers, such as giving rate increases or quality improvement grants. The Coalition was the only Coalition that chose to use quality funding to give practitioners a career retention incentive. The decision to implement this quality initiative was in large part because Escambia County has a shortage of people willing to work in childcare. Low unemployment rates are making it very difficult for Providers to recruit and retain staff. Due to a lack of employees, many Providers are currently operating at about 2/3 capacity. In June the Coalition issued 582 checks for \$300 each, totaling \$174,600.

The OEL contacted the Coalition to discuss the Coalition's surplus for 2018/2019. As indicated in the report, the Coalition will end the year with approximately a \$1.5 million surplus.



Therefore, the OEL and the Coalition agreed that the Coalition would de-obligate \$1 million at this time. The OEL needed to recover unexpended funding to help offset other Coalitions that had over executed. A full reconciliation for 2018/2019 will not be ready until sometime in September. The de-obligation will not place the Coalition at any risk of being underfunded because the remaining balance will more than cover the thirteenth invoice. The Coalition has received a second Notice of Award for Fiscal Year 2019/2020 that included an additional \$369,000 for SR quality.

2. Enrollment/Wait List Status Report

There are 3,183 children enrolled in the School Readiness program of which 1,425 are school age children. Mr. Watson stressed that we really need to get to the enrollment level to at least 3,200-3,300 children. The parents of 97 children applied for care last week, most likely due to the school year starting. The Coalition received the results from the survey OEL sent to parents who had either started the application process but not finished it or failed to respond to the notification that services were available. The results were not overly revealing. However, it was noted that for some parents, the new online system may be an impediment to completing the application and enrollment process. The trend is still that 50% of those who do an online application subsequently never complete the process.

3. Contracting and Fraud Summary Report

The Coalition has concluded signing SR contracts for 2019/2020 and there are 81 SR Providers. About 1/3 of the VPK contracts have been certified and there should be 77 VPK Providers. There were no new fraud cases to report.

b. End of Year Summary Reports: DOH, CCRR, and Program Support (I)

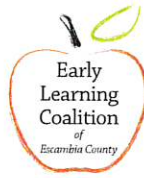
The DOH, CCRR, and Program Summary end-of-year reports for 2018/2019 were provided. This information is provided to the Board twice a year.

1. DOH Medical Support Staff Summary Report

The Medical Support staff served 3,834 children and conducted 2,401 vision screenings, 2,399 hearing screenings, and 2,269 BMI screenings resulting in 158 vision referrals and 216 hearing referrals. The Medical Support staff also provided education to 3,844 children and 454 adults. Mr. Watson informed the Board that Ms. Jennings is stepping down from the Board as the DOH designee to accept a position at Pensacola State College. It is not yet known who the Department of Health will assign as their new designee. The Coalition has prepared a plaque to present to Ms. Jennings in appreciation for her time in service to the Board. Ms. Jennings could attend this meeting so another to properly say farewell will be identified.

2. CCRR Summary Report

The CCRR Report is missing some data for June because EFS MOD does not provide reports that contain the detailed information the Legacy system provided. The Coalition has contacted OEL to let them know that Coalitions need to have this data because it is used to speak to potential donors as well as partner agencies.



3. Program Support Summary Report

The Coalition distributed 14,540 books this year. The Escambia County Educational Foundation has contacted the Coalition regarding being a partner in distributing 45,000 books to the local community next year. There were 89 corrective action notices issued. The QRIS data will not be included in the future because the program has been replaced by the new OEL Quality Performance System (QPS).

VI. Old Business:

a. **EFS Modernization Transition Update (I)**

The Coalition continues to discover issues with the new Statewide Data System (EFS MOD). For instance, Ms. Rutchland discovered that a recent system update changed data the Coalition had entered for June. OEL has created a new OCA code in order to account for the differences in costs between EFS MOD and local reimbursement processes. The biggest issue going forward will be making sure EFS Legacy and EFS MOD match when the year is closed out as the Coalition continues to see significant differences between the two systems. Mr. Watson stated that he received assurance from OEL that the Coalition will not have to make up (repay or be paid back) for any discrepancies if the amounts paid to date can be accounted for.

Mr. Watson announced that the Executive Director of the OEL, Rodney MacKinnon, would be leaving by the end of the week and that Shan Goff has been appointed as the new Executive Director. Mr. MacKinnon will be joining the staff at the IG Office of the Governor. As another update, Mr. Watson informed the Board that he has been voted on to the Executive Committee of the AELC. He indicated that this obligation may result in a slight increase in required travel. The Executive Director of AELC has unexpectedly resigned to take a new job in Duval County. As a member of AELC Executive Committee, Mr. Watson will be participating in face-to-face interviews for the new AELC ED. AELC has already narrowed down the field to three strong finalists for the position.

b. **OEL Accountability Review 2018/2019 (I)**

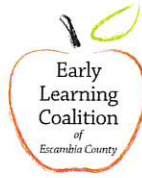
The final report for the OEL Accountability Review was received. There were a few policies that had to be changed in order to align with OEL policies. The only unresolved item in the report was revision of the Employee Handbook, but since the new version of the manual has been approved and submitted to OEL this item is considered closed.

c. **OEL Financial Review 2018/2019 (I)**

The Preventive Corrective Action Plan for the OEL Financial Review was accepted by OEL. There were no financial or monetary findings and the Coalition had the fewest findings of any Coalition in the state. This Financial Review is considered closed.

VII. New Business: (I)

a. **Board of Directors Members**



Mr. Watson announced that Ms. Shawn Jennings has resigned at the DOH to assume a teaching position at Pensacola State College and that the Department of Health will have to assign a new designee to the Board. In the past, the person assigned to the Board by the DOH has not always been the same person who oversees the DOH contract with the Coalition. Mr. Watson commented that the Coalition is sorry to see Ms. Jennings go and that she has been a pleasure to work with over the last few years. In addition to Ms. Jennings' departure, the Coalition has one unfilled Governor Appointee position. Mr. Watson indicated that he would like to present at least one nomination package to the Governor's office for consideration. Mr. Mansker noted that the Governor's Appointee position is important so that there is an alternate to represent the Chair in the event he is unable to attend any of the ELAC meetings. He stressed that only a Governor Appointee may vote by proxy in the Chair's stead. Mr. Mansker also informed the Board that, due to vacation time he has scheduled, he will be unable to attend the upcoming ELAC meeting in October. He further noted that, at this time, we have no one to send who would be eligible to vote in his stead. Mr. Watson noted that there may be changes made to the statutes to allow another Governor Appointee full voting privilege at ELAC. Mr. Mansker closed by noting that anyone who is interested in the Governor Appointee position should contact Mr. Watson. Mr. Watson said that we will run an ad and solicit candidates from the community if required.

b. Central Credit Union Donation (I)

Mr. Watson announced that the Coalition received a \$100 donation from the Central Credit Union Charity Committee and that a letter was sent to the attention of Ms. Barbara MacNeil, Community Liaison, to thank CCUF for their kind support. The Coalition's relationship with CCUF is ongoing. CCUF is the largest local supporter of the annual Dr. Seuss Read Across America event.

VIII. ED/Chair Travel: (I)

- a. ED: AELC EXCOM Meeting, August 6, Orlando
- b. ED: Children's Funding Institute Training Seminar, September 4-5, Denver

Mr. Watson noted that he will be taking PTO during this seminar in order to avoid any possible conflict of interest.

- c. ED: AELC Meeting, September 4, Orlando
- d. FLAEYC Conference, September 5-7, Orlando
- e. ED: AELC/OEL ED/ELAC Meeting, October 23-25, Fort Walton
- f. CHAIR: ELAC Meeting, October 25, Fort Walton

IX. Adjourn

The Board meeting adjourned at 11:12 a.m.

Next Meeting: October 10, 2019 10:00 a.m. at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, FL 32505

Minutes approved by:

Sheryl Rehberg, Board Secretary

Date