



Early Learning Coalition of Escambia County

Executive Finance Committee Meeting Minutes

July 25, 2019 8:30 a.m.

Members in Attendance

Van Mansker

Roger Thompson

Sheryl Rehberg

Members Called In

None

Members Absent

Mona Jackson

Mary Ann Winstead

Staff

Bruce Watson

Dawn Engel

Paula Rollins

Jamie Phelps

Becki Rutchland

I. Welcome and Introductions

The meeting was called to order by Mr. Mansker.

II. Public Comments

There were no public comments.

III. Consent Agenda

Mr. Watson requested that three items be added to the agenda: 1. Board Membership: One Board Member is resigning, and one Governor Appointee position needs to be filled; 2. Annual Evaluation of the Executive Director 3. A Donation from Central Credit Union of Florida. Mr. Watson indicated that the additional agenda items will be added at the end of today's agenda and can be skipped if the meeting runs over time. Upon a motion made by Mr. Thompson and seconded by Ms. Rehberg, the Consent Agenda, consisting of the Agenda as revised, Minutes of May 23, 2019 and the Financials for April and May 2019, were approved without objection. Note: There were no minutes for the meeting scheduled for June 27, 2019 as the meeting was cancelled.

IV. Status Reports

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

1. Benchmark Report:

Mr. Watson noted there was a \$385,000 increase in June for quality. This was because it included the costs of the Practitioner Retention Incentive approved by the Board in June. Mr. Watson reminded the Committee that the OEL encouraged all Coalitions who could afford it to use end of year money to implement a quality initiative for their Providers, such as rate increases or grants to Providers. This Coalition is the only one that chose to implement a



Early Learning Coalition of Escambia County

quality initiative to help alleviate a shortage of qualified child care staff by giving practitioners a child care career retention incentive. Ms. Rutchland noted that 582 checks for \$300 each were cut, and the checks will be distributed during August Attendance Days. The Chair asked how much the checks totaled, and Ms. Rutchland indicated they totaled \$174,600.00. Mr. Watson further noted that the retention incentives for Coalition staff members were rolled directly into the members' pay and therefore were not included in the quality category. On July 24 the OEL contacted Mr. Watson and Ms. Rutchland to discuss the Coalition's NOA surplus for the year. As indicated in the report, the Coalition will end the year with a surplus of approximately \$1.5 million. Therefore, the OEL asked if the Coalition would de-obligate \$1 million at this time. The OEL needs for this to be done now to help offset Coalitions that over executed. A full reconciliation for 2018-2019 is pending in September. This de-obligation will not place the Coalition at risk because the balance will more than cover the thirteenth invoice and there is still advance money to return as well. Mr. Watson indicated that we received our last Notice Of Award for 2019-2020 which included an additional \$369,000 for SR.

2. Enrollment/Wait List Status Report:

Currently there are 3,155 children enrolled in the School Readiness program of which 1,102 are school-age children. As of 7/20/2019, there are 116 children on the wait list from the week prior. Note was made that for some parents, the new electronic system may be an impediment to completing the application and enrollment process. Mr. Watson added that the Coalition received results from the OEL survey regarding incomplete applications and that the results were not overly revealing, but indicated that for some parents the online computer based process was an issue.

3. Contracting and Fraud Summary Report:

The Coalition has concluded signing SR contracts for 2019-2020, and there are 81 SR Providers. About one third 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

The DOH, CCRR and Program Summary end of year reports for 2018-2019 were provided. Mr. Watson pointed out that the CCRR Report is missing some the data for June because EFS MOD does not provide reports that have the data that the Legacy system provided. The Coalition has contacted the OEL to let them know that this is data Coalitions need because it is used to speak to potential donors and partner agencies. The Coalition distributed 14,540 books this year. The Coalition was recently contacted by the Escambia Educational Foundation to be a partner in getting 45,000 books for the Coalition to distribute to community partners.

V. Committee Recommendations

None.



Early Learning Coalition of Escambia County

VI. Old Business

a. EFS Modernization Transition Update

In the interest of time a more detailed discussion on EFS MOD was deferred.

b. OEL 2018-2019 Accountability Review

Mr. Watson pointed out that the Accountability Review had very few issues. There were a few policies that had to be changed, however, there were no financial or monetary findings. Mr. Watson said that Ms. Engel and her team did a great job and thanked them for their efforts.

c. OEL 2018-2019 Financial Review

The Financial Review Preventive Corrective Action Plan was accepted by the OEL. The Coalition has one item outstanding, and once the Employee Handbook is approved by the Board and sent to the OEL all requirements will have been met. In addition, the OEL has informed the Coalition that have accepted the results of the A-133 audit for 2017-2018.

VII. New Business

a. Coalition Budget for 2019/2020

Mr. Watson provided an overview of the budget. One budget item was still undetermined, and that was employee salaries, because a decision regarding whether to increase employee pay this year, and if so for how much, had not been made. Regardless of which option is chosen for employee pay administrative expenditures will remain at less than 4%.

b. Employee Pay Increase for 2019/2020

Options for a 3%, 5%, and 7% pay increase were presented. There are several people that will not be eligible for the salary increase because they have not been working for the Coalition for at least a year. Additionally, there are a few targeted pay increases for fewer than five staff members who have had a change in responsibilities or have who have accrued new duties. Mr. Watson compared figures for the rate increase options and noted that the total gross difference going from a 5% to a 7% increase is about \$25,000 and only increases admin costs from 3.3% to 3.9%. Mr. Watson requested that the pay increase be back dated to July 1, 2019 and pointed out that the cost calculations were based on approval of this request. Initially Mr. Watson Recommended a 5% increase, but after discussion it was agreed a 7% increase was both affordable and appropriate. On a motion made by Ms. Rehberg, seconded by Mr. Thompson, the recommendation that the Board approve a 7% rate increase for all eligible staff was approved without objection.

c. OAMI Grant Agreement 2019/2020

Mr. Watson noted that the OAMI Grant Agreement is already signed and fully executed, however, as a matter of procedure it still requires Board approval. On a motion made by Mr.



Early Learning Coalition of Escambia County

Thompson, seconded by Ms. Rehberg, the recommendation that the Board approve the OAMI Grant Agreement for 2019/2029 was approved without objection.

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

Mr. Watson noted that a previous version of this policy was approved at the last meeting, however, more changes were made. The primary change was references and more detailed requirements regarding Class 1 Violations were added for clarity. On a motion made by Ms. Rehberg, seconded by Mr. Thompson, the recommendation that the Board approve the revised Provider Contract Eligibility Policy and Procedure was approved without objection.

e. Personnel Policy and Procedure Manual, ELCEC 1101.1E

Mr. Watson reiterated that the Personnel Policy and Procedure Manual (Employee Handbook) had to be updated to satisfy the requirements of a finding that came out of the OEL Financial Review. There were no major changes, but the section on background screenings had to be changed to align with the new OEL Grant Agreement. The Open Door Policy wording has been tweaked. Dress Code violations were changed to make it a “three strikes” progression of consequences for repeat offenses. Ms. Rutchland noted that wording to specify leave “without pay” should be added and Mr. Watson indicated that he would edit the policy accordingly prior to presenting the policy to the Board for approval. The section regarding staff professional development and reimbursement for courses or training was moved from the benefits section to the its own stand-alone section. On a motion made by Mr. Thompson, seconded by Ms. Rehberg, the recommendation that the Board approve the changes to the Employee Handbook was approved without objection. Mr. Watson also thanked Dawn Engel for her efforts in updating the manual.

f. Board Membership

Mr. Watson announced that Ms. Shawn Jennings has resigned to assume a teaching position at Pensacola State College and that the Department of Health will have to assign a replacement. Mr. Watson indicated that he will follow up with the Governor’s Appointments Office regarding the status of Martha Tutchtone’s appointment and ask if they received notification from her of resignation. Mr. Watson suspects that she may not have contacted the Governor’s office. The Chair mentioned that ELAC is considering proposing a change to the statutes that would allow a substitute representative to vote by proxy for ELAC members who are unable to be in attendance.

g. ELC Escambia County Executive Director Evaluation

The Chair noted that there was little change to Mr. Watson’s evaluation and that his performance is still rated as Outstanding. Mr. Watson’s Community Relations rating was raised due to his increased efforts in the community. The Chair further observed that Mr. Watson’s performance is “head and shoulders above his peers statewide.” The ED’s performance evaluation will be discussed at the next Board meeting. On a motion made by



Early Learning Coalition of Escambia County

Ms. Rehberg, seconded by Mr. Thompson, the recommendation that the Board approve the Executive Director's Annual Performance Evaluation was approved without objection.

h. Donation from Central Credit Union of Florida

The Coalition received a \$100 donation from the Central Credit Union Charity Committee. A letter was sent to the attention of Barbara MacNeil, Community Liaison, to thank CCUF for their kind support.

VIII. ED/Chair Travel

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

Mr. Watson added to the discussion of travel that the Children's Funding Institute invited the Coalition to attend a training seminar in Denver from September 5-6, 2019. Ms. Kim Krupa, Executive Director of Achieve Escambia, will also attend.

IX. Adjourn: Meeting was adjourned at 10:33 a.m.

Next Meeting: August 22, 2019 at 8:30 a.m. at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, Florida 32505