

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
August 10, 2017 - 10:00 AM  
Chair: Kermit Housh**

**Members in Attendance**

Kermit Housh	Van Mansker	Brett Rowell
Craig Jones	Drew Hardgrave	Melody Meier
Jeanne Martin	Marty Tutchtone	Peggy Steward
Gerald Boone	Wendi Ochs	Mary Ann Winstead

**Members Called In**

Mona Jackson	Edna Williams
--------------	---------------

**Members Absent**

Kim Carmody	Judy Dickinson	Cindy Kirk
Susan Nelms	Mary Ann Bickerstaff	Christina Doss

**Members of the Public**

Roger Thompson

**Staff**

Bruce Watson	Becki Rutchland	Vicki Pugh
Paula Rollins	Holly Stratton	Christy Zukowski

---

**I. Welcome and Introductions:**

Mr. Housh called the meeting to order and introduced the Coalition's two new Board members, Ms. Peggy Steward, Private Provider Representative, and Ms. Mary Ann Winstead, Faith-Based Provider Representative.

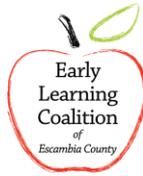
**II. Public Comments:**

The Kiwanis Club of Big Lagoon presented a donation check in the amount of \$1,500.00 to the Coalition. On hand from the Kiwanis Club presenting the check were Dr. Bob Kincaid, John Sevoid, and Richard Trahan.

**III. Chair Comments:**

**A. Approval of Consent Agenda, Minutes of June 2017, May 2017  
Financial Statements.**

The Consent Agenda was approved on motion made by Mr. Jones and seconded by Mr. Mansker.



#### **IV. Executive Committee Report**

##### **A. OEL 2017/2018 SR/VPK/PFP and OAMI Grant Agreements**

The Board reviewed the OEL 2017/2018 SR/VPK/PFP and OAMI Grant Agreements. Upon recommendation from the Executive Committee and a second by Ms. Tutchtone, the Board accepts both grant agreements.

##### **B. United Way 3-Year Grant Agreement (2017-2020)**

The United Way of Escambia has awarded the Coalition a three-year grant totaling \$210,000. The amount will be distributed at \$70,000 per year. The grant requires the recipient to sign a mutual support agreement. Upon recommendation from the Executive Committee and seconded by Mr. Hardgrave, the Board accepts the grant agreement with the United Way of Escambia.

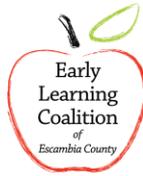
##### **C. Coalition Policy Review and Approval**

###### **1. Personnel Policy and Procedures Manual (Employee Handbook), ELCEC 1101.1C**

OEL directed that changes and additions be made to the Employee Handbook. The Coalition took advantage of this opportunity to update the Handbook. The most significant changes were:

- a. The Maternity Leave and Medical Leave section is a new addition to the Handbook.
- b. The Background Screening Policy and Procedures is effectively all new. This section now addresses for the first time how to grant a waiver of offenses for employment if someone has an offense in their background screening. Two months ago, Mr. Watson asked OEL for guidance on how to do a waiver of offenses for staff members and OEL never responded. The waiver of offenses section references statute s. 435.04, which contains the requirements for background screenings and includes the State's list of disqualifying offenses. Mr. Jones commented that the Coalition did a thorough job of writing the Employee Handbook.
- c. The Staff Professional Development section is a new addition. In an effort to promote staff development the Coalition will establish a program to reimburse an employee for tuition or course costs for up to two professional development classes per year. The employee must have a passing grade of C or higher to qualify for reimbursement. Employees will not be reimbursed for books or fees.

Ms. Tutchtone comment that she thinks there is an IRS regulation that requires each be requested and approved before it is started. She shared with the Board that Gulf Power has a very similar program like this and they pre-approve each class because of IRS regulations. Mr. Watson asked Ms. Tutchtone to send to him the information regarding the regulations. Mr. Watson recommended that the Staff Professional Development section be amended to require pre-approval of courses. Upon a



motion made by Ms. Tutchtone and seconded by Mr. Jones, the Board accepted the Personnel Policy and Procedures Manual (Employee Handbook), ELCEC 1101.1C as amended.

## **2. Travel Policy and Procedures Manual, ELCEC 3403.1A**

The new Coalition travel policy and procedures incorporates extensive changes, required by DOE and OEL, for how all Coalitions must conduct travel and process reimbursements for travel. There was a short reference to travel in the Employee Handbook that has been removed in the new edition. Upon recommendation by the Executive Committee and seconded by Ms. Martin, the Board approved the new Travel Policy and Procedures Manual, ELCEC 3403.1A.

## **3. Procurement of Commodities and/or Contractual Services Policies and Procedures Manual, ELCEC 3401.1A**

Upon recommendation by the Executive Committee and seconded by Ms. Martin, the Board approved the new Procurement of Commodities and/or Contractual Services Policies and Procedures Manual, ELCEC 3401.1A.

## **4. Disbursements and Expenditures Policies and Procedures Manual, ELCEC 3402.1A**

Upon recommendation by the Executive Committee and seconded by Ms. Martin, the Board approved the new Disbursements and Expenditures Policies and Procedures Manual, ELCEC 3402.1A.

## **5. Contract Management and Monitoring Policies and Procedures Manual, ELCEC 3203.1A**

Upon recommendation by the Executive Committee and seconded by Ms. Martin, the Board approved the new Contract Management and Monitoring Policies and Procedures Manual, ELCEC 3203.1A.

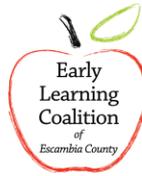
## **6. Conflicts of Interest Policies and Procedures Manual, ELCEC 1402.1A**

Upon recommendation by the Executive Committee and seconded by Ms. Martin, the Board approved the new Conflicts of Interest Policies and Procedures Manual, ELCEC 1402.1A.

## **V. Executive Director's Report**

### **A. SR/VPK Utilization/Projections, Enrollment/Wait List Status and Contracting Summary Reports**

The Coalition finished the year within 1% of our SR final grant allocation. The budget would have been exceeded except OEL re-obligated \$70,000 of additional funding in June. The Coalition will expend these funds as well in the thirteenth invoice.



The Coalition is a little below the desired SR enrollment level at the end of July with 2,913 children enrolled. The last pull from the Wait List was on August 7, 2017, and the Wait List has been cleared through March 11. As of August 7, the Coalition has 2,889 children enrolled in the School Readiness Program. There are 1,037 children on the Wait List. 693 are Priority 3 birth to five, and 344 are Priority 6 school age. Note, this is the first report where school age siblings are no longer reported as part of Priority 3 because all school age children are now classified as Priority 6.

As of noon August 9, we have 1,749 children approved, and 223 enrolled, and 103 submitted for a total of 2,075 children in the 2017/2018 School Year VPK program, and new applications are continuing to come in.

Currently, there are 103 SR providers and 82 VPK providers. The number of SR providers has decreased over the past three years primarily due to economic reasons, the most significant of which was little to no enrollments at some sites. This year also saw a noticeable decrease at one time as the Escambia County School District and companies operating at school district sites decided not to renew their contracts to do SR afterschool care.

Both SR and VPK programs have received additional year end funding, as a result reports indicate the Coalition exceeded the budget for the year.

A Provider's requested Review Hearing was held on July 20. The Review Hearing Committee upheld the Coalition's decision to terminate the Provider's SR contract and revoke their contracting eligibility for five years. The next day the Coalition was notified the Provider decided to close their business.

There has been very little activity in fraud investigations, and there are no cases pending referral.

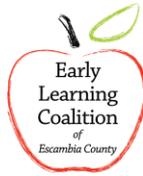
## **B. OEL Review Schedule 2018**

Good news, OEL will not require the Coalition to have either a Financial Review or an Accountability Review in the coming year. The Coalition was not scheduled for an Accountability Review this year, but because there were no findings on the last Financial Review OEL decided to skip a year for the next Financial review. Mr. Housh gave kudos to Mr. Watson, Ms. Rutchland and staff on this great accomplishment.

## **VI. Old Business**

### **A. Fiscal Year 2017/2018 Revised Budget**

At the last meeting, the Board approved the draft budget with the requirement that the budget be resubmitted once the Notice of Awards (NOA's) were received from OEL. The budget has been revised to include the SR and VPK NOA's, however, it does not



include the new Performance Funding Pilot (PFP) NOA. It may be another month or so before OEL determines the award amount. Most of the PFP NOA will go to pay the PFP incentives to Providers. Only a small percentage will go toward staff costs to support PFP, and, therefore, the impact on the budget will be negligible. The Executive Committee discussed whether to have a 3% or 5% increase in staff pay this year. It was decided that the employee pay increase would be 5%, effective October 1, 2017. Upon recommendation from the Executive Committee and a second by Mr. Jones, the Board approved the revised Fiscal Year 2017/2018 Budget as presented.

### **B. Quality Budget and QRIS Incentive Rates**

The revised budget increased the amount allocated to Quality to 8%. In order to meet State requirements for spending, in particular 78% for Direct Services, the amount spent on Quality has to be limited to around 8%. To achieve this goal requires similarly limiting the amount dedicated to the Coalition's new QRIS Program. Previously, the Board approved the QRIS rate incentives to be a maximum level of 20%. The decision was based on the premise that the QRIS rate incentives would be included as part of the payments for Direct Services (slots). After this decision was made the Coalition was informed by the OEL that all local QRIS rate incentives must be categorized as Quality funding, vice Direct Services. Therefore, the Coalition has had to revise its budget plans for implementing a local QRIS to include reassessing the amount of the rate incentives. The Coalition's new proposal is to have a new payment scale for rate incentives with the highest payments being capped at 12.5% above our published provider rates. The Coalition is confident that the new budget will meet all statutory spending requirements while allowing implementation of a variety of new quality initiatives, to include the new QRIS Program as well as the OEL PFP program. The Executive Committee recommends the Board approves the change in the QRIS rate incentives from a scale that goes up to 20% to one that is capped at 12.5%. Upon recommendation from the Executive Committee and a second by Mr. Jones, the Board approved the Quality Budget and QRIS Incentive Rates.

Mr. Watson gave kudos to Ms. Pugh for putting together a comprehensive Quality budget that includes not only the new QRIS program, but a variety of new and innovative, yet affordable, program improvements.

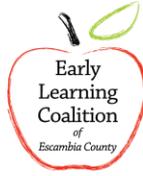
### **C. Board ELC Email Accounts**

By unanimous agreement of the Board members, the use of the Coalition email accounts for the Board will be discontinued.

## **VII. New Business**

### **A. AELC, OEL ED, and ELAC Meetings, Orlando – September 13-15, 2017**

The Executive Director will attend all three meetings, and the Chair and Vice Chair will attend ELAC.



**B. Vice Chair Selection**

Ms. Carmody's three-year term on the Board ends in August 12, 2017. Upon recommendation from the Executive Committee and seconded by Mr. Hardgrave, the Board approved Mr. Van Mansker as Vice Chair.

**C. New Board Member Recruitment**

Mr. Housh reminded the Board to please give thought to identifying individuals representing the private sector for recommendation to the Board.

**D. Board Member Farewell**

Ms. Carmody was unable to attend the meeting. The Board nevertheless thanks her for her service to the Coalition.

**E. Grow With Me 2016/2017 Results**

Ms. Pugh presented to the Board the first year results and graphs of the Grow With Me initiative. 2016/2017 was the first year for this initiative. With the number of participants in the program using the LENA devices, there was a 61% improvement in the children in the infant/toddler classrooms.

**VIII. Adjourn: Meeting adjourned at 11:48 a.m.**

**Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday October 12, 2017

3300 North Pace Blvd, Suite 210, Pensacola, FL 32505

**Minutes approved by:**

\_\_\_\_\_   
Brett Rowell, Board Secretary

\_\_\_\_\_   
Date