

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
February 8, 2018 - 10:00 AM  
Chair: Kermit Housh**

**Members in Attendance**

Van Mansker	Brett Rowell	Marty Tutchtone
Mary Ann Winstead	Susan Nelms	Shawn Jennings
Wendi Ochs	Cindy Kirk	Edna Williams
Judy Dickinson	Gerald Boone	

**Members Called In**

Mona Jackson	Mary Ann Bickerstaff	Craig Jones
Melody Meier		

**Members Absent**

Kermit Housh	Christina Doss	Roger Thompson
Peggy Steward	Drew Hardgrave	

**Staff**

Bruce Watson	Becki Rutchland	Paula Rollins
Dawn Engel	Holly Stratton	Karen Abney

---

**I. Welcome and Introductions:**

Mr. Mansker called the meeting to order.

**II. Public Comments:**

There were no public comments.

**III. Chair Comments:**

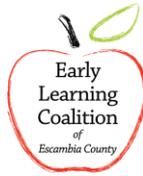
**A. Approval of Consent Agenda: Meeting Agenda, Minutes of December 14, 2017, and November 2017 Financial Statements.**

The Consent Agenda was approved on motion made by Ms. Nelms and seconded by Mr. Rowell.

**IV. Executive Committee Report**

**A. Board Training/Awareness**

The Executive Committee wants to add to Board meetings training topics to enhance Board member understanding of Coalition operations. The training would be added to in months that the Board meeting agenda is light and time allows. Training at today's meeting was on the Ages and Stages Questionnaire (ASQ).



## **B. Board Orientation Schedule**

Part of the Coalition's annual plan, as required by OEL, is that all new Board members attend an orientation. Currently we have four Board members the need to attend the orientation. The orientation is scheduled for February 22 from 10:00 a.m. to 12:00 p.m. All Board members are invited to attend.

Ms. Nelms mentioned that it may be a good idea to invite lead people in agencies in the community that the Coalition partners with.

## **C. Board Member Continuation of Appointment – Christina Doss**

The Board of County Commissioners for Escambia reappointed Ms. Christina Doss as their designee to the Coalition's Board for another year.

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

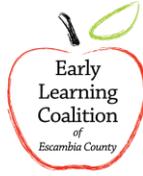
### **A. SR/VPK Utilization/Projections, Enrollment/Wait List Status and Contracting Summary Reports**

The Benchmark Report shows that half way through the year the Coalition has expended 47% of the School Readiness grant. Ideally, by the end of December 50% of the funds should be expended. The difference equates to approximately \$450,000. At this expenditure rate, budget projection scenarios range between \$400,00 to \$1,000,000 under-utilization by the end of the year. However, efforts to increase enrollments have been successful and the OEL grant award will be fully utilized.

As of February 5, the Coalition had 3,186 children enrolled in the School Readiness Program, of which 1,189 were school age children. There are 229 children on the Wait List, of those 82 are birth to five and 147 are school age.

To get enrollments back up over 3,000, the Coalition implemented a two-step process. Step 1 was to enroll children ages 5 to 9 years old with younger siblings already in child care, and to extend this same offer to parents coming off the Wait List. Step 2 was to enroll children ages 5 to 9 without younger siblings, but the enrollment goal was achieved before going to Step 2. Now that enrollments are where they need to be, enrollments for all children ages 5 to 9 years old with or without younger siblings in child care have been suspended so that the Coalition can stay within funding constraints.

VPK Program enrollments for 2017/2018 have been slowly decreasing since they peaked in November. There are 1,990 children enrolled in the 2017/2018 program. The online application portal opened at the beginning of January for parents to enroll their children for the 2018/2019 VPK Program, and currently there are over 200 applications submitted or approved.



For those parents who fail to re-determine the primary reason is still parents are not responding to the notifications. Last month, out of 53 letters sent out to parents, 25 of those parents simply did not reply.

Currently, there are 97 SR Providers and 80 VPK Providers.

There are no new fraud cases to report.

## **VI. Old Business**

### **A. In His Arms Update**

Regarding the death of Jai'nier Barnes at In His Arms Christian Academy in August 2017, the Coalition received a letter from the insurance company that insured the vehicles used to transport children attending this facility. The company paid the claim to the family for their loss and in doing so attempted to secure a release on behalf of all parties named in the policy, of which the Coalition was one. The Barnes Estate, however, did not release the Coalition. Yesterday, February 7, 2018, the Coalition was notified by the firm representing the general liability insurer of In His Arms that they had reached a settlement with the Barnes Estate, and one of the terms of the agreement is the release of the Coalition from future litigation.

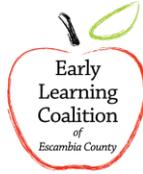
## **VII. New Business**

### **A. OEL SR Utilization**

Mr. Watson briefly reviewed with the Board a School Readiness Utilization and Wait List report that was provided to Mr. Housh at the most recent ELAC meeting. The report shows all the Coalitions allocations, expenditures and wait list numbers for the past five years.

### **B. Review Hearing Committee Member Training**

Per the Statewide Provider Contracts, Coalitions are required to have Review Hearing Committees, comprised of Board members, to resolve disputes with Providers. Mr. Watson explained to the Board the general process of how a Review Hearing Committee meeting is conducted, and the requirement that the Committee in each case makes two determinations. One is to determine if the actions of the Coalition were correct, which means were the actions in accordance with the contract, Rules and Statutes, and in cases in which a provider has had their eligibility to provide services whether the revocation should be for either zero or five years. The Review Hearing is not conducted to determine if the Coalition should, or should not, have acted, or if the what the provider did was right or wrong. It is to determine if the actions taken by the Coalition were correct.



### **C. ASQ Presentation**

Ms. Abney gave a brief presentation on the Ages and Stages Questionnaire (ASQ) to help the Board better understand the ASQ process, and the needs and benefits of doing developmental screenings.

### **D. Dr. Seuss Birthday, Read Across America Day, March 2, 2018**

As part of the annual Read Across America, the Coalition will host “Grab Your Hat & Read with the Cat” on March 2, 2017. All Board members are welcome to volunteer to read a Dr. Seuss book, or two or three, to children at various child care centers that we pick for thee. Sign up forms were handed out to the Board

**VIII. Adjourn: Meeting adjourned at 11:01 a.m.**

### **Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday April 12, 2018

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

**Minutes approved by:**

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

\_\_\_\_\_   
Date