

Early Learning Coalition of Escambia County
Executive Finance Committee Meeting Minutes
November 16, 2017 – 8:30 AM

Members in Attendance

Kermit Housh Brett Rowell Van Mansker Mary Ann Winstead

Members Absent

Mona Jackson

Public

Roger Thompson

Staff

Bruce Watson Vicki Pugh Paula Rollins Becki Rutchland
Holly Stratton

I. Welcome and Introductions

The meeting was called to order by Mr. Housh.

II. Public Comments

There were no public comments.

III. Consent Agenda:

a. Consent Agenda Approval:

Upon a motion made by Ms. Winstead and seconded by Mr. Mansker, the Consent Agenda consisting of the Agenda, the Minutes of September 28, 2017, and the September 2017 and October 2017 Financials were accepted without objection.

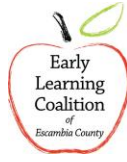
IV. Status Reports

a. SR/VPK Fiscal Year Utilization/Projections:

The Benchmark Report shows that the Coalition is currently tracking at 31%. The target for this month of year is 33%. The difference equates to around \$300,000. At this rate, end of the year projections scenarios range between \$280,00 to \$1,000,000 under-utilization, however, efforts are already in process to increase enrollments to ensure full utilization of the OEL grant award. (See discussion of steps to increase enrollments in item IV.b.)

b. Enrollment/Wait List Status Report:

As of November 12, the Coalition had 2,954 children enrolled in the School Readiness Program, of which 1,181 were school age children. There were 466 children on the Wait List, of those 126 were birth to five and 340 were school age. The 12-month eligibility report numbers look good for children remaining in care.



Enrollment numbers have been steadily decreasing since July. There is no one reason that can be identified. There has been a slight decrease in TANF referrals, and an increase in TANF terminations, but these do not fully account for the decrease. The primary reason for failure to re-determine remains that parents are failing to respond to the notifications. Last month, out of 53 letters sent out to parents, 25 of those parents simply did not respond.

Mr. Watson stated that every week Eligibility has been pulling two weeks or more from the Wait List in an effort to catch up. The Coalition's goal is to keep at least 3,000 children enrolled. At the current pace the Wait List for children birth to five will be exhausted next week. Even though the Coalition has been pulling applications that are less than a month old, less than 50% of the children are enrolled. Like re-determinations, over a third of the applicants do not respond to the invitation for an eligibility appointment, and of those that do respond a quarter of those fail to qualify, e.g. the parents are not working enough hours, or are not working at all, or are unable to show proof of employment.

To get enrollments back up over 3,000, the Coalition is going to use a two-step process. Step 1 is 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. If step 1 fails to achieve the desired goal by January 2018, step 2 is to enroll all children ages 5 to 9 years old with, or without, younger siblings in child care. Eligibility will be sending out letters after Thanksgiving to parents who have a child(ren) in child care who have an older sibling.

There are 2,007 children enrolled in the 2017/2018 VPK Program.

c. Contracting and Fraud Summary Report:

Currently, there are 101 SR providers and 80 VPK providers. The Coalition recently terminated the contract for Me and All My Children because they failed to renew their exemption, and as result DCF revoked their legal operating status.

There are no new fraud cases to report. The Coalition has one review hearing coming up with a provider who had an incident at their center, but they did not report it as required.

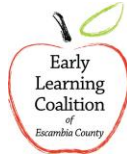
V. Committee Recommendations

- a. There were no recommendations.

VI. Old Business

- a. Impact 100:

Mr. Housh congratulated Mr. Watson and staff for the Coalition being chosen as an Impact 100 grant recipient in the Education category for the Grow With Me project. The grant amount is \$107,700. There will be 20 Bright Start toolkits distributed to providers this fall and 70 more distributed in the summer of 2018. The cost of each toddler toolkit is \$500 and \$1,000 for each pre-kindergarten toolkit. Mr. Housh requested that Ms. Pugh bring a Bright Start toolkit to the Board meeting on December 14 so the Board is able to view how the grant money is being spent.



b. Internal Control Reports:

The Committee reviewed the Internal Control Reports and the Coalition Summary Report. Mr. Watson will be presenting the Coalition Summary Report twice a year to the Board. Mr. Housh requested that going forward the Internal Control Reports and the Coalition Summary Report be combined, renamed to Operational Reports, and presented as one item on the agenda.

VII. New Business

a. Board and Committee Meeting Dates for 2018:

The Committee reviewed the schedule of Board and Committee meeting dates for 2018. Additionally, since there were no action items expected for the next Executive Committee meeting, it was decided that the December 28, 2017 Executive Committee meeting will be cancelled.

b. Board Member Resignation Letter – Jeanne Martin, Department of Children and Families designee:

Ms. Jeanne Martin retired in November from the Department of Children and Families, and in conjunction with her retirement she has resigned from the Coalition Board.

c. Board Member Appointment Letter for Roger Thompson, Department of Children and Families designee:

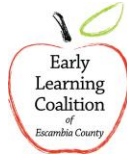
The Department of Children and Families has appointed Roger Thompson as the DCF designee. At the November 21 Resource Development Committee meeting, it will be proposed that the RDC have Co-Chairs again. If approved, the Co-Chairs will be Ms. Winstead and Mr. Thompson, which in turn would make Mr. Thompson an official member of the Executive Committee again.

d. Provider Representative Status After DCF Violations:

Mr. Watson brought to the Committee for discussion the question of whether, or not, a Provider Rep should be allowed to continue serving on the Board if the Provider Rep has received a Class 1 violation from DCF. It has been a bone of contention among some Providers that there is a double standard for Providers serving on the Coalition's Board versus everyone else. Mr. Thompson suggested that if a Provider on the Board has a Class 1, then they can stay on the Board, but cannot serve on a grievance panel. Mr. Watson pointed that this would create an undue burden on the other Provider Rep as one of the two must serve on every Review Hearing Committee. The consensus was a Provider Rep can continue to serve without restriction with one Class 1 violation, but if they have two separate instances of Class 1 violations during their three-year term then they will have to resign from the Board.

e. Early Education Commitment Workgroup:

The Coalition funds the Child Development Associates (CDA) for the Escambia County School District's Child Care Career Academy graduates. Mr. Watson will be bringing to the Committee a proposal for a quality initiative to provide incentives to these graduates to remain in child care, or continue their education in a child development related field. A committee will be formed to evaluate alternatives and develop the proposal. One recommendation being considered is to pay graduates a \$500 stipend if that student is in the child care profession or a related education



program after two years, and a \$1,000 stipend if that student is still qualified after four years. Funding for this initiative will come from quality dollars. If this initiative is approved, it would be an amendment to the quality budget for Fiscal Year 2017-2018. If approved locally, a Plan Amendment will be sent OEL for approval.

f. December Board Meeting – Carolers:

It was provided to the Committee for informational purposes only that children from one of the Providers will be caroling at the December Board meeting.

VIII. ED/Chair Travel

a. ED: AELC/OEL ED/ELAC Meetings, Tallahassee, January 23-25, 2018

AELC/OEL travel for Mr. Watson is provided to the Committee for informational purposes only.

b. Chair: ELAC – January 25, 2018, Tallahassee

ELAC travel for the Chair is provided to the Committee for informational purposes only.

XI. Adjourn

Meeting was adjourned at 10:21 a.m.

Next Meeting: January 18, 2017 at 8:30 a.m. at the Coalition Office.