

**Early Learning Coalition of Escambia County**  
**Board Meeting Minutes**  
**April 11, 2019 - 10:00 a.m.**  
**Chair: Van Mansker**

**Members in Attendance**

Van Mansker	Judy Dickinson	Dr. Laura Edler
Shawn Jennings	Cindy Kirk	Sheryl Rehberg
Roger Thompson	Richard Wright	Brian Wyer
Melody Meier		

**Members Called In**

Craig Jones	Wendi Ochs	Christina Doss
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**Members Absent**

Mona Jackson	Drew Hardgrave	Mary Ann Bickerstaff
Edna Williams	Peggy Steward	Mary Ann Winstead

**Staff**

Bruce Watson	Becki Rutchland	Anne Cynkar
Paula Rollins	Dawn Engel	Joyce Griffin

**Public**

Brenda Hardy	Tara Godbey (Warren Averett, LLC)
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**I. Welcome and Introductions:**

The Board meeting was called to order by Mr. Mansker.

**II. Public Comments:**

There were no public comments.

**III. Chair Comments:**

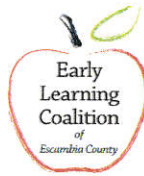
**a. Approval of Consent Agenda: Meeting Agenda, and Minutes of February 14, 2019, and January and February 2019 Financial Statements.**

Upon a motion made by Mr. Thompson with second by Ms. Jennings the Consent Agenda consisting of the Agenda, the Minutes of February 14, 2019 and the January and February 2019 Financials were approved and accepted without objection.

**IV. Executive Committee Report:**

**a. A-133 Audit: on site January 8-11, 2019 Recap (BA)**

Ms. Tara Godbey, representing Warren Averett LLC, presented the results of the audit they performed for the period July 1, 2017 to June 30, 2019. This audit is commonly referred to as the A-133 audit. They also conducted a single-scope audit for compliance with OEL



requirements. In both cases there were no findings and no questioned costs. This was a “clean audit” in all respects.

**b. EFS Modernization Transition Update**

1. VPK Attendance Submission Requirements: OEL required that VPK attendance be submitted in February for the period August to January using EFS MOD. Attendance worked, but there were numerous errors. Because of the number of errors, the Coalition could not pay Providers using EFS MOD. However, OEL has insisted that the Coalition submit the VPK portion of the invoice regardless of whether it is right or wrong. Mr. Watson then led a discussion of the consequences at the end of the year in reconciling what has been paid to the Providers. This Coalition has been paying providers accurately, but there are concerns that what has been paid to providers may not equal the outcomes from EFS MOD. Currently, Coalitions are having to invoice to OEL for VPK whatever EFS MOD produces and then make an adjustment in their GL to create an entry to reconcile the difference between the EFS MOD and what was actually paid. Mr. Watson suggested that there is at least a moral and ethical, if not legal, issue in submitting invoices that are incorrect. Ms. Doss asked what if anything OEL is doing to get legal consulting regarding this matter. Mr. Watson responded that OEL has an Attorney General on staff, and to his knowledge that is all the advice that they have engaged.

2. SR Attendance Status: The Coalition is in the process of training providers how to do SR attendance in EFS MOD. These efforts have gone well, but while the system is not too complicated, it is different than anything the Providers are familiar with, and many are not many are computer savvy and find entering their data challenging. On top of that there are still errors in the records the Providers have to work with. Getting these errors corrected remains a priority for the Coalition.

3. Provider Profiles and Contracting: All Profiles are due April 15. Applications for SR contracts were sent out in early April, and VPK applications will soon follow. This year all Coalitions have to use the OEL electronic contracts. However, this functionality is still not available to do 2019-2020 contracts. The Escambia Coalition is not too concerned because there is enough time to get contracts executed before June 30, 2019, however, for larger Coalitions this is not enough time as many start executing contracts in February and March.

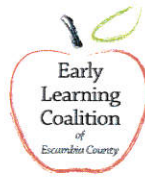
**c. OEL Escambia Accountability Review Update**

The review in January went well. The Coalition is still waiting for the preliminary report.

**d. OEL Financial Review Status Update**

The final report from OEL has been received. The Corrective Action Plan is due the end of April. There were two findings, one for stale checks and one for OEL deciding one expenditure needed to be assigned to a different cost allocation category.

**e. QRIS: RDC Recommendation/EXCOM Disapproval**



The RDC Committee recommended that the Board approve dissolution the Stars Over Escambia QRIS Program, however, the EXCOM disapproved this recommendation in favor of revising the program to be in line with pending changes OEL is making to Rule 6M-4.500 Child Attendance and Provider Reimbursements. The latest draft of this Rule will not pay a rate incentive to providers who score between 3.00 and 3.99 on their SR Program Assessment. Earlier drafts of the Rule had rate incentives being paid to all Providers, and it was because it was expected all providers scoring above a 3.00 would receive a rate incentive that the RDC recommended to end the Coalition QRIS program. Now that it appears that this may not happen the Coalition is requesting the option to revise the local QRIS to ensure all of our providers are adequately incentivized to improve their quality. The Executive Committee agreed with this recommendation, and therefore there was no action to bring before the Board at this time.

**f. ECSD Education Business Partner of the Year**

The Coalition received the Education Business Partner of Year Award from the Escambia County School District. The award was presented at a luncheon held April 3, 2019. Mr. Watson stated that the award was the result of the great work and dedication of Ms. Joyce Griffin the School District's Early Education Career Academy. She works with every child who participates in the program as they learn about early care and education, do their work study with our Providers, and prepare to get their CDA, including the CDA test. Mr. Watson reiterated that the Coalition covers the cost of the test for students that pass the test.

**g. ELEC 4300.1B Developmental Screening Procedure 11APR19**

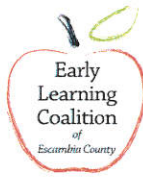
The revision to this policy was to better align Coalition policy with OEL Rules currently in place. For instance, wording was added to delineate the Coalition requirements for providing individualized supports for children whose screenings warrant it. On a motion made by the Executive Committee, seconded by Mr. Thompson, the revision of the Developmental Screening Process Policy and Procedure, ELCEC 4300.1B 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**

**1. Benchmark Report:**

The Estimated Slots Benchmark Report shows that the Coalition has only expended 58% of its funds through February. Normally 66% should be expended up to this point. The Coalition had a surplus through two thirds of the year of approximately \$1,263,000. These figures take in to account the adjustments that were made to Provider payments for November, December and January services to balance accounts for the over payments made when reimbursements were estimated for July, August and September services. There are several reasons for the surplus, but the most important is the Coalition simply does not have enough children enrolled to expend all of our grant award. There has been no one on the Wait List for over seven months. Children reported on the weekly summary are those that applied in the past week and are in the process of being notified that funding, which means child care, is available. A second Benchmark Report



was provided for discussion that incorporates a hypothetical \$1M de-obligation of funds. In October OEL awarded the Coalition an additional \$874,761 for slots. This second report supposes a return of this funding and a little more. With a de-ob of this amount the Coalition would be 62% vice 58% expended, but we are still showing a surplus of \$600,000. This situation is unprecedented. The Coalition has never had a shortage of SR clients before.

Due to issues with EFS MOD spending projections still cannot be provided, so to some degree we are not flying completely blind, but we are visually impaired.

## 2. Enrollment/Wait List Status Report

Enrollment/Wait List Status Reports from EFS MOD are still considered unreliable. The EFS Legacy system indicates as of April 6, 2019 we have 3,069 children enrolled, of which 1,160 were school age children. There are effectively no children on the Wait List as the Coalition currently pulls all applicants each week. The Coalition continues its' efforts to enroll new children. Each month the enrollment goal must increase to use the surplus. Effectively the Coalition no longer has a goal for this year as everyone who qualifies is enrolled. Starting with the new fiscal year in July the enrollment goal will 3,600 children.

## 3. Contracting and Fraud Summary Report

There are 87 SR providers and 77 VPK providers. There has been no fraud submitted this past year, but there are several old cases still under investigation. A Review Hearing is scheduled for April 17, 2019.

### **b. Mid-Year Operational Reports**

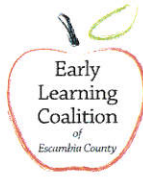
Mr. Watson recapped the highlights from the Program Support Summary, CCRR Report, ELC Nursing Services Report and the 12-Month Redetermination Summary from the first half of the year. The Program Support Summary shows the Coalition has distributed 7,140 books, conducted 1923 developmental screenings from which 42 referrals were made, and conducted 162 trainings for 859 participants. The CCRR Report shows the Coalition has conducted 571 interviews, most of which were for working parents whose primary issues were finding a provider in the right location who provides transportation. The Nursing Services Report shows the Medical Support Team has conducted 1246 vision screenings, with 77 referrals, and 1244 hearing screenings, with 98 referrals, and provided education classes to 928 children and 138 staff or parents. The 12-Month Redetermination Summary shows that 527 families out of 800 were successfully redetermined for 66% parent redetermination rate, which equates to 1320 out of 1861 children for a 71% child redetermination rate.

## **VI. Old Business:**

### **a. New Member Orientation – April 11**

Following the Board meeting the Coalition will conduct their Orientation presentation for all new Board members and staff from 11:30 - 1:00. Lunch will be provided.

### **b. Early Learning Summit, May 22, 2019, SCI Building, Pensacola**



Preparations for the Early Learning Summit are nearly complete. This year the Executive Director of the Florida Children's Council, Mr. Matt Guse, will be making a presentation on Children's Services Council, what are they and what it takes to get one.

**VII. New Business:**

**a. Contracting Eligibility Policy – OEL Directions**

The OEL has given the Coalition a heads up it may determine that we will have to change our contract eligibility to remove references to not contracting with providers who have too many Class 2 or Class 3 violations in the preceding 24 months. It is OEL's contention that because current legislation

**b. Medical Support Team Compliment**

The mother of one of the children our Medical Support Team recently screened contacted the coalition to express her gratitude for their efforts. In the screening it was discovered that the child was not hearing correctly. A follow-on referral resulted in the child having tubes put in and their hearing restored. This is another example of why our contract with the DOH for medical support is money well spent.

**c. Navy Federal Credit Union – Donation**

Navy Federal Credit Union generously donated \$2,500.00 to the Coalition.

**VIII. ED/Chair Travel:**

- a. ED: DCF Conference, May 15-17, 2019, Orlando
- b. ED: AELC Annual Retreat, June 5-7, 2019, Daytona Beach
- c. ED: AELC/OEL ED/ELAC, July 15-17, 2019, Tampa
- d. CHAIR: ELAC, July 16, 2019, Tampa

**IX. Adjourn**

The Board meeting adjourned at 11:32 a.m.

**Next Meeting:** April 11, 2019 10:00 a.m. at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, FL 32505

**Minutes approved by:**

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Sheryl Rehberg, Board Secretary

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Date