

Early Learning Coalition of Escambia County
Board Meeting Minutes
August 9, 2018 2018 - 10:00 AM
Chair: Kermit Housh

Members in Attendance

Kermit Housh	Shawn Jennings	Mary Ann Bickerstaff
Roger Thompson	Edna Williams	Wendi Ochs
Craig Jones		

Members Called In

Mary Ann Winstead

Members Absent

Van Mansker	Christina Doss	Judy Dickinson
Gerald Boone	Peggy Steward	Brett Rowell
Marty Tutchtone	Mona Jackson	Susan Nelms
Cindy Kirk	Melody Meier	Drew Hardgrave

Staff

Bruce Watson	Becki Rutchland	Paula Rollins
Anne Cynkar		

Staff Absent

Vicki Pugh	Dawn Engel
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I. Welcome and Introductions:

The Board meeting was called to order by Mr. Housh. There were not enough members present at the meeting to constitute a quorum.

II. Public Comments:

There were no public comments.

III. Chair Comments:

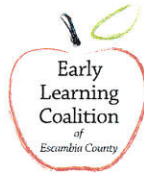
A. Approval of Consent Agenda: Meeting Agenda, Minutes of June 14, 2018, and the May 2018 Financial Statement.

Due to lack of a quorum, a motion for approval of the Consent Agenda, Meeting Agenda Minutes, and Minutes of June 14, 2018 was not made. Items needing approval were tolled to the Board meeting in October.

IV. Executive Committee Report:

A. Coalition 2018/2019 Budget

The changes to Coalition 2018/2019 Budget were informally discussed, but no action was taken. The budget was tolled to the October Board of Directors meeting.



V. Executive Director's Report:

A. SR/VPK Fiscal Year Benchmark, Utilization/Enrollment/ Enrollment/Wait List Status and Contracting Summary Reports

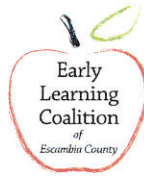
1. Benchmark Report:

SR Grant Agreement: The Coalition used 99.05% of the School Readiness grant award for fiscal year 2017/2018. The 13th invoice is not projected to exceed to the remaining balance of the grant. The Coalition anticipates ending the Fiscal Year 2017/2018 to be within \$10,000 - \$20,000 of spending 100% of the SR grant. For the year nearly 82% was expended on slots, only 3.85%, out of the 5% allowable, was expended on Admin, and nearly 7% was expended on quality, and quality may exceed 7% once the 13th invoice is submitted.

2. Enrollment/ Wait List Status Report:

Because of the OEL's implementation of EFS MOD on July 1, 2018 the Enrollment/Wait List Status Report cannot be provided. The report for June 30, 2018 was the last report with reliable data. At that time there were 3,353 children were enrolled in the School Readiness Program, of which 1,138 were school age children. Wait List data was unavailable. Since May 31, 2018, the Coalition has not pulled children off the Wait List. This was because of the uncertainty associated with the EFS MOD system implementation, and to begin drawing down the number of children enrolled after the number of enrollments was increased as part of efforts to spend all last year's grant agreement. The current Coalition budget is sufficient to sustain approximately 3,300 children a day over the course of a year. Since May 1, 2018, the only new enrollments have been children in the two must serve categories, TANF (PRI 1) and Protective Services (PRI 2). For the awareness of the Board, Mr. Watson pointed out that the average enrollment rate for children/families coming off the Wait List was 47%. Most applicants failed to respond to the eligibility notification, however, a small percentage either did not show up for their appointment or failed to qualify. These resulted in approximately 600 potentially eligible children not receiving care last year. On a more positive note, even with the various technical challenges occurring at the OEL with the EFS MOD system the Coalition staff continues to process new enrollments, and redeterminations, and no child has been denied care.

1,372 applications for VPK have been approved. This time of year, is always very hectic with a lot of parents trying to process applications for their child to participate in the VPK program. To relieve this burden and help expedite registration, three new computers were installed in what is now called the Parent/Provider Resource Room. The computers, along with the two computers in the Eligibility reception area, have been almost continuous use the last several weeks. In addition to clients processing VPK applications, Providers have been using these computers to input their VPK class enrollments. The Coalition has also provided Providers group training on EFS MOD - VPK enrollment which culminated with Providers not only gaining more confidence with the system, but they completed enrollment in the system of children attending their own program. This was a win-win situation for all involved. Ms. Ochs asked how many trainers were involved in the EFS MOD - VPK enrollment training. Mr. Watson stated that it was a team effort and several staff members participated in the training sessions. He pointed out that Ms.



Lauren Graves is our “Angel of Mercy” when it comes to EFS MOD system. A year ago, Ms. Graves was appointed the lead on EFS MOD and is the go to person for questions and technical issues. A special thanks to Ms. Rollins and Ms. Graves for their continued efforts to help both the OEL and Coalition staff implement this program. Their flexibility and patience in dealing with the internal and external issues involved with this program are greatly appreciated.

Mr. Watson concluding by stating that the Coalition is aware that the eligibility and payment processes with this new system are so different from EFS “Legacy” and as a result the Coalition must rethink how to do business in the future with a near paperless process.

3. Contracting and Fraud Summary Report:

Currently, there are 90 SR Providers and 78 VPK Providers this year. One new SR Provider contracted with the Coalition and four Providers removed. In 2017/2018 the Coalition terminated seven SR contracts, and two VPK contract, most of which were for causes that demanded.

There was \$213,000 worth of fraud submitted last year. All the fraud referrals submitted were for suspected parent fraud. There were no Provider fraud referrals submitted this past year.

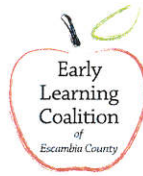
B. End of Year Reports for 2017/2018: Program Support Summary, CCR&R Report, Program Integrity Unit Summary and 12-Month Redetermination Summary

As suggested by the Executive Committee, the Coalition will present to the Board semi-annually a summary of Coalitions operations. These operational reports will be presented to the EXCOM in January and July for approval to present to the Board in February and August.

1. Program Support Summary:

The Program Support Summary covers a wide range of subjects and functions performed by the Program Improvement and Program Integrity Departments. Mr. Watson highlighted the following items from the report.

The distribution of books to the community was not as successful as the Coalition anticipated. This year only 4,650 books were distributed compared to 22,000 books distributed two years ago. The reason is that our primary donor, First Books, did not provide as many opportunities to receive donations from First Books. The Coalition counts the value of the books donated by First Books as an in-kind donation. This is applied toward our match requirements. Receiving less books, meant less to be claimed as in-kind match, which resulted in the Coalition coming up \$109,000 short in meeting match requirements for the year. However, the Coalition continues to make good use of these books and takes full advantage of this opportunity to distribute books to Providers, community centers, Kiwanis clubs, libraries and barbershops, to name a few.



Mr. Jones questioned what the # On-line Screens number in the Inclusion/Behavior Support section represented. Mr. Watson explained that there were 3,885 ASQs completed during the year. This number exceeds the approximately 2,000 children ages birth to five in care on a daily basis because for a variety of reasons some children will receive more than one screening in a year, although only 2,000 children are enrolled at one time due to turnover many more children actually participate in the program over the course of a year, a new ASQ is done each time a child transfers, and most Providers also do ASQs on their private pay children.

The new program assessment requirement was discussed. Mr. Watson pointed out that in the near future the Board will need to consider development of a position, possibly a policy, for dealing with Providers who program assessment makes them ineligible for an SR contract. The question will be do we place quantity of providers, and associated slots, over quality service? Should we allow substandard quality of care and early learning because there is not enough care available overall, or in a particular part of Escambia County? Any decisions regarding this issue will probably not need to be made at the earliest until the February 2019 Board meeting.

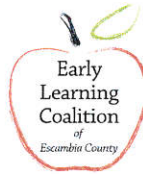
Mr. Jones asked if there is a mechanism in place for placement of the child if we no longer contract with their Provider. Mr. Watson stated that Coalitions have the discretion to exempt Providers if there are limited resources in a geographic area, limited capacity for children of a certain age. However, the exemptions are for a limited time and the Provider will still have to demonstrate improvement.

2. CCR&R Report:

Last year over 1,500 interviews were completed. This report indicates that the two primary reasons parents call CCR&R is to get information about full-time childcare, or they want information on Providers who provide transportation. The majority of people using CCR&R are single adult families. All Eligibility Specialists are qualified to provide CCR&R and when parents call the staff takes the opportunity to interview the parents offer assistance with other services they need such as; employment opportunities, community resources and referrals for educational assistance, EBT etc. The Coalition encourages parents to take full advantage of the many other resources and opportunities available to them in the local area.

3. Program Integrity Unit Summary:

Mr. Watson announced that effective July 2018 all School Readiness Providers are held accountable for the results of their annual Health and Safety inspection. If the number of violations from their first inspection is not too many then Providers may not be placed on probation, but corrective actions measures will be put in place. If a Provider receives too many violations there may be more extensive corrective actions to include probation and if warranted site visits every six months. These visits are to ensure the safety of the children and to monitor if the Provider is following their Corrective Action Plan and making improvements. Subsequent violations will be cause for probation and other actions, to contract termination.



The Coalition's decision to create the PIU and definitively segregate duties between the PID and PIU has significantly improved the effectiveness of both departments.

With the increase in PIU staff, the Coalition has been able to dedicate more time and resources towards internal records reviews, which in has resulted in fewer staff errors.

4. 12-Month Redetermination Summary:

For the past year, 70% of families concluding their first 12-month eligibility period successfully re-determined and continued in care. The Coalition was surprised because it was anticipated that the rate would be closer to 50%. This data will continue to be tracked for another year.

VI. Old Business:

A. 2018 Legislative Implementation and Class Assessments:

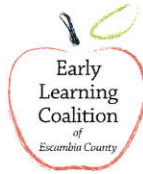
Mr. Housh stated that legislation passed this, HB1091, puts new requirements on Providers for participation in the SR program. For Providers to get, or maintain, an SR contract they must now demonstrate they are providing early education and meeting quality performance minimums. These new requirements center around Program Assessments using CLASS as the assessment tool. The results of the Program Assessments will determine if a Provider is eligible to contract, goes on a Quality Improvement Plan, or receives incentive payments. The Chair added that these new rules may result in some of our SR Providers not being eligible to contract next year. The Coalition, however, estimates that only 15 to 20 Providers may not be able to contract. Mr. Watson emphasized that the State expects those with an SR contract to provide quality early education as well as child care, and that the SR program is no longer just a babysitting service.

B. Board Photos and Bios:

Board Photos and Bios was presented again to the Board, but interest has been minimal. The Chair still encourages members to participate and send their information to the Coalition.

C. EFS Modernization Transition Update:

The EFS Mod system is not fully functional but continued efforts at the OEL and Coalition levels have been steady and the one-on one OEL-Coalition webinars have helped answer many questions. An issue resulting from the EFS MOD implementation was, and continues to be, Paying Providers. It is expected the Coalition will not be able to use the system to Providers properly in August for services delivered in July. The Coalition's decision to pay Provider for July 110% of what they received in June 2018 appears to be a good temporary fix until OEL fixes the technical problems. The Coalition hopes that the issues with EFS MOD will be corrected by September.



VII. New Business:

A. Financial Review on site visit October 22-26, 2018

The OEL Financial Review on site visit is scheduled for October 22-26, 2018.

B. Good News – Parent Stories

Mr. Watson ended the meeting by sharing two Good News stories from parents who have benefitted from our program. These parents not only received good child-care service for their children but were able to continue their education and go to work while their children attended were cared for and educated.

C. 2019 BOD Schedule

The 2019 Board Schedule was provided. A copy was also included in the Board package emailed to all Board members August 7, 2018.

VIII. Adjourn: Meeting adjourned at 11:30 a.m.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday October 11, 2018

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

Minutes approved by:

Brett Rowell, Board Secretary

Date