

**Early Learning Coalition of Escambia County
Board Meeting Minutes
April 12, 2018 - 10:00 AM
Chair: Kermit Housh**

Members in Attendance

Kermit Housh	Van Mansker	Brett Rowell
Roger Thompson	Mary Ann Winstead	Shawn Jennings
Judy Dickinson	Craig Jones	Drew Hardgrave

Members Called In

Marti Tutchtone	Mary Anne Bickerstaff
Melody Meier	Christina Doss

Members Absent

Wendi Ochs	Peggy Steward	Edna Williams
Cindy Kirk	Gerald Boone	Mona Jackson
Susan Nelms		

Staff

Bruce Watson	Becki Rutchland	Vicki Pugh
Dawn Engel	Paula Rollins	Anne Cynkar

I. Welcome and Introductions:

Mr. Housh called the meeting to order.

II. Public Comments:

There were no public comments.

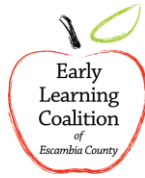
III. Chair Comments:

A. Approval of Consent Agenda: Meeting Agenda, Minutes of Feb 8, 2018, and December 2017, January and February 2018 Financial Statements.

The Consent Agenda was approved on motion made by Mr. Mansker and seconded by Mr. Jones with the Board Chair requesting that there be an addendum to the meeting Agenda to discuss the C.A. Weis Community School.

B. QRIS Five Star Award Presentation

Special recognition was given to Ms. Melanie Hackworth (LFCCH) by Mr. Bruce Watson for being both the Coalition's first facility to receive a rating in the Stars Over Escambia Quality Rating System and the first to achieve a Five Star rating. Ms. Hackworth received a sign to place at her facility to inform the public that she is a 5-Star facility.



IV. Warren Averett Audit Report

A. 2016-2017 A-133 Audit Final Report

Ms. Kristen McAlister from Warren Averett presented to the Board the A-133 Audit Final Report. Upon recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board accepted the A-133 Audit.

B. 2016-2017 Form 990

Ms. Kristen McAlister from Warren Averett presented to the Board the 2016-2017 Form 990. Upon recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board accepted the 2016-2017 Form 990.

V. Executive Committee Report

A. Provider Monitoring Plan, ELCEC 4401.1D Revision

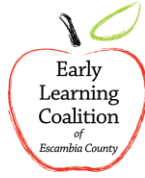
As a prerequisite for OEL to approve our Coalition Plan, the Coalition had to revise the Monitoring Plan. The section regarding transportation monitoring for child care providers was removed because OEL thought it created a situation where there was a duplication of services with DCF which is responsible for checking provider transportation operations. Upon recommendation by the Executive Committee and seconded by Mr. Mansker, the Board approved the Provider Monitoring Plan, ELCEC 4401.1D.

B. Provider Reimbursement Rate Change Policy and Procedure ELCEC 3204.1D

As a prerequisite for OEL to approve our Coalition Plan, the Coalition had to create a reimbursement and rate change policy. The Coalition had already been doing the steps and procedures contained in the new policy, which come from the OEL Guidance for doing rate changes. Upon recommendation by the Executive Committee and seconded by Mr. Mansker, the Board approved the Provider Reimbursement Rate Change Policy and Procedure ELCEC 3204.1A.

C. Specialized Instruction Services (SIS) Policy ELCEC 2202.1B Revision.

This revision was needed primarily to update references, provide clarity, and formally publish the new checklist. This policy better aligns the Coalition with state policy. Upon recommendation by the Executive Committee and seconded by Mr. Rowell, the Board approved the Specialized Instruction Services (SIS) Policy ELCEC 2202.1B revision.



D. Specialized Instruction Services (SIS) Procedure ELCEC 2202.2B Revision.

Upon recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board approved the Specialized Instruction Services (SIS) Procedure ELCEC 2202.2B revision.

E. Early Childhood Career Commitment Incentive Supplement Program.

The Coalition proposes to provide an incentive for all practitioners in the child care field for continuing their professional development. The Coalition will solicit practitioners every May and with proper documentation and verification pay them an incentive according to their level of achievement. Additionally, the Coalition proposes to pay graduates of the Escambia County Child Care Career Academy a stipend at the end of the first and second year post-graduation if they are still involved in childcare. To receive this incentive they have to have worked 9 out of 12 months with one of the Coalition contracted providers. Upon recommendation by the Executive Committee and seconded by Mr. Jones, the Board approved the Early Childhood Career Commitment Incentive Supplement Program.

VI. Executive Director's Report

A. SR/VPK Program Utilization/Enrollment /Status Reports

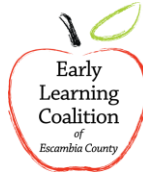
The Benchmark Report shows that through February the Coalition has nearly expended 63% of the School Readiness grant. At this expenditure rate, budget projection scenarios range between \$500,000 to \$700,000 under-utilization by the end of the year. However, efforts to increase enrollments have been successful and the OEL grant award is expected to be fully utilized.

As of April 8, the Coalition had 3, 201 children enrolled in the School Readiness Program, of which 1,128 were school age children. There are 139 children on the Wait List, of those 67 are birth to five and 61 are school age.

There are 1,906 children enrolled in the 2017/2018 VPK program. The online application portal opened at the beginning of January for parents to enroll their children for the 2018/2019 VPK Program. Currently there are over 689 applications submitted or approved.

For those parents who fail to re-determine the primary reason is still parents are not responding to the notifications. However, out of 188 families we have enrolled 23% of the children since April 9, 2018.

Currently, there are 94 SR Providers and 79 VPK Providers.



There are no new fraud cases to report.

VII. Old Business

A. 6th Annual Early Learning Breakfast, May 8, 2018

Mr. Watson requested that all Board members RSVP for the upcoming Breakfast Summit 2018. We need to know how many seats to reserve.

VIII. New Business

A. Appeals Hearing Debrief

Mr. Watson gave an overview of the Appeals Hearing conducted on March 22 regarding Antonette Marshall. The next possible Appeals Hearing may be in May 2018.

B. Board Bios and Picture File

Mr. Watson explained purpose and benefit of the Board bios and picture file. Board agreed that there is no reason not to implement this into program.

C. LENA Start Update

Mr. Watson gave an overview of the LENA program and stated that there will be a break for this program this summer.

D. C.A. Weis Community School

The School District has sponsored a preschool class for three years old to feed into VPK wrap around classes. Achieve Escambia is looking for means of supporting the \$75,000 to fund this program for the next 3 years. The Coalition is trying to see if they can support this. However, these schools are not a School Readiness Provider. Mr. Housh encouraged Board members to consider ways in which they or their employer could help support the C.A. Weiss preschool class.

IX. Adjourn: Meeting adjourned at 11:22 a.m.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday June 14, 2018

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

Minutes approved by:

Brett Rowell, Board Secretary

Date