

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
February 9, 2017 - 10:00 AM  
Chair: Kermit Housh**

**Members in Attendance**

Kermit Housh	Kim Carmody	Mona Jackson
Van Mansker	Tammy Hicks	Susan Nelms
Craig Jones	Christina Doss	Brett Rowell
Pam Hagan	Melody Meier	Edna Williams
Roger Thompson		

**Members Absent**

Marty Tutchtone	Jeanne Martin	Gerald Boone
Cindy Kirk	Wendi Ochs	Judy Dickinson
Drew Hardgrave		

**Members Called In**

Mary Ann Bickerstaff	Brittany Curtis
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**Members of the Public**

Shawn Jennings (DOH)

**Staff**

Bruce Watson	Becki Rutchland	Dawn Engel
Vicki Pugh	Paula Rollins	Holly Stratton

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**I. Welcome and Introductions:**

**II. Public Comments:**

There were no public comments.

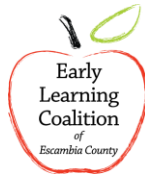
**III. Chair Comments:**

**A. Approval of Consent Agenda, Minutes of December 2016, November and December 2016 Financial Statements – Action Item.**

The Consent Agenda was approved on motion made by Mr. Jones and seconded by Mr. Thompson.

**IV. Executive Committee Report**

**A. ELCEC Disenrollment Policy 2101.1A 2-2017 – Action Item**



The Coalition Disenrollment Policy has been revised to take in to account the changes required by the CCDF. The revision incorporates the procedures that the Coalition will take to dis-enroll children, but our objective is to avoid disenrollment if at all possible. Upon a recommendation from the Executive Committee and seconded by Mr. Mansker, the Board approved the new policy.

**B. A-133 Audit – Final Report**

The A-133 Audit has been completed. It was a clean audit with no findings and no comments. Mr. Watson gave kudos to the Financial Department for a job well done. The results of the audit and the 990 tax return will be presented at the April Board meeting.

**C. County Commissioner Reappointment of Christina Doss to ELC Board**

The County Commissioners' office sent a letter to the Coalition advising that the appointment of Ms. Doss has been continued for calendar year 2017.

**V. Executive Director's Report**

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

Halfway through the Fiscal Year, the Coalition has spent 50% of its School Readiness grant award. Over 6% of expenditures have been on Quality. This includes Infant/Toddler Gold Seal. This exceeds the minimum amount that the Board directed to be spent on Quality this year.

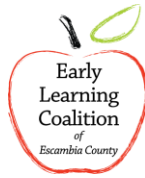
As of February 5, the Coalition has 3,019 children enrolled in the SR Program. There are 1,098 children on the Wait List, of which 933 are Birth to School Entry and 165 are school age only.

There are currently 2,163 children enrolled in VPK for the 2016/2017 school year.

There are no big changes in the Contracting report. One SR Provider had their contract terminated for contractual noncompliance and not adhering to terms of their probation. The Coalition is in the process of terminating another Provider for the same reasons. For this Provider it will be the third time in four years that a company operating at this facility has had their contracts terminated. If the Provider requests a review hearing, five Board members will sit on the Review Hearing Committee instead of three.

**VI. Old Business**

**A. United Way Funding Request Application – due February 17**



The 2017 United Way Community Investment Grant application is due February 17. United Way has changed their requirements for requesting funding in their new application, and they basically adopted all the community standards from Achieve Escambia. Mr. Watson has worked with United Way to address obstacles in their new requirements and hopefully has found a means that will allow the Coalition's application to be approved. The Coalition will apply for funding using the Teaching Strategies Gold Assessment as the measurement tool.

### **B. Accountability Review - Update**

The OEL Accountability Review went very well. Mr. Watson gave kudos to the staff.

### **C. Board Email Accounts**

There are mixed reviews from the Board members about using their Coalition email accounts. Mr. Watson advised that emails will continue to be sent to their Coalition email and then a follow up reminder sent to their personal email accounts letting them know they need to check their Coalition email.

## **VII. New Business**

### **A. OEL Draft Expulsion Policy and Workgroup Visit Recap**

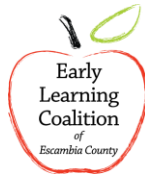
Three members of OEL staff came on January 25, 2017 to meet with the Coalition's Inclusion/Behavior Workgroup. They presented and discussed the draft OEL Expulsion and Suspension Policy Statement. They reviewed the checklist that the Coalition's Workgroup has developed for dealing with behavioral issues, expulsions and suspensions. OEL staff said the Workgroup's checklist is the best checklist they have seen in the State. OEL asked if they could provide copies of it to the other Coalitions. Mr. Watson gave kudos to the Coalition staff who have worked the last six to eight months creating the checklist.

### **B. Health and Safety Inspections**

The Coalition had a very good meeting with DCF Regulations Office staff on January 19, 2017 regarding the new health and safety inspections. In addition to local office staff, DCF headquarters staff and OEL staff participated in the meeting via conference call. The discussion helped everyone at the meeting understand better what the new requirements are and the dates of various milestones related to the new inspections to be conducted by DCF. For the first time ever, licensed exempt providers will be inspected annually by DCF.

### **C. LENA/Grow With Me – Update**

Ms. Pugh provided an update on the LENA/Grow With Me initiative. She also discussed data received from one of the LENA devices. The Coalition will be launching the initiative this week in twelve other classrooms. The first cohort is for children ages birth to 15 months, and the second cohort will follow those children to their next age class.



Mr. Mansker attended the LENA orientation on January 30 at the Coalition. He shared with the Board what he learned about the initiative, the importance of two-way conversation with a child, and how it helps the child's IQ. Mr. Jones commented that he has attended some of the conference call meetings with the LENA folks and he is impressed that the LENA people seem to be learning more from the Coalition's staff instead of the other way around, and what LENA has learned from our staff has enabled LENA to make enhancements to their software.

**D. Grab Your Hat & Read with the Cat – March 2, 2017**

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 to children at various child care centers. Sign up forms were handed out to the Board.

**VIII. Upcoming Audits and Reviews**

**A. Financial Review – On-site March 20-24, 2017**

The Office of Early Learning will send a CPA firm to the Coalition's office to conduct a Financial Review on March 20-24, 2017.

**IX. Adjourn: Meeting adjourned at 11:12 a.m.**

**Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday April 13, 2017

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

**Minutes approved by:**

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 Brett Rowell, Board Secretary

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 Date