

Early Learning Coalition of Escambia County  
**Executive Finance Committee Meeting Minutes**  
February 22, 2018 – 8:30 AM

**Members in Attendance**

Kermit Housh            Van Mansker            Brett Rowell            Roger Thompson  
Mary Ann Winstead

**Members Called In**

Mona Jackson

**Staff**

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

**Guests**

Kristen McAllister

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**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:

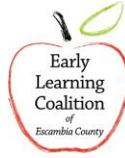
Mr. Watson requested permission to add to the agenda the item VIII.f. ELCEC 4401.1C, Provider Monitoring Plan Policy and Procedures. Upon a motion made by Mr. Mansker and seconded by Mr. Thompson, the Consent Agenda consisting of the amended Agenda, the Minutes of November 16, 2017, and the November 2017 Financials were accepted without objection.

**IV. Warren Averett Audit Report**

a. A-133 Audit Final Report – Approval

Ms. Kristen McAllister with Warren Averett reviewed the Coalition’s A-133 Audit Final Report. There were no significant new disclosures, no adjustments, and no findings or observations. Ms. McAllister stated it was a very smooth audit. Mr. Housh asked the Committee to come with some ideas on how the Coalition can recognize the staff for their extraordinary work as this is the second year in a row with a clean audit. Upon a motion made by Mr. Rowell and seconded by Mr. Mansker, the Committee recommends that the Board accept the A-133 Audit Final Report.

b. 2015-2016 Form 990 - Approval



Ms. Kristen McAllister with Warren Averett reviewed the Coalition's 2016-2017 Form 990 tax return. Upon a motion made by Mr. Thompson and seconded by Mr. Mansker, the Committee recommends that the Board accept the 2016-2017 Form 990.

**V. Status Reports**

a. SR/VPK Fiscal Year Utilization/Projections:

Mr. Watson reported that the Coalition did not lose or gain any ground last month with regard to being slightly behind SR budget projections for the year. Currently, the Coalition is approximately \$450,000 behind budget at end of January. A bright spot was that about \$86,000 more was spent on slots in January 2018 as compared to December 2017.

b. Enrollment/Wait List Status Report:

As of February 18, the Coalition had 3,178 children enrolled in the School Readiness Program, of which 1,171 were school age children. There were 176 children on the Wait List, of those 30 were birth to five and 146 were school age. The parents of the 30 birth to five have already received notification that they can make an appointment with the Coalition. So effectively, as of today, there are no birth to five children on the Wait List.

The Coalition has completed Wait List pulls of SR applicants through the end of December 2017. Wait List pulls this year so far have only resulted in 46% of the children being enrolled. Of the most recent notifications sent by the Coalition, 31% of the parents did not respond at all. EFS Modernization that is scheduled to take effect on July 1, 2018, will require parents to submit all the documents required for eligibility as a prerequisite to qualify to get on the Wait List.

There are 1,951 children currently enrolled in the 2017/2018 VPK Program. The number increased by 13 children because the School District had delayed notifying the Coalition that new children had enrolled because program coordinator was out with the flu. The online application portal opened at the beginning of January for parents to enroll their children for the 2018/2019 VPK Program, and 208 applications have been approved.

c. Contracting and Fraud Summary Report:

Currently, there are 96 SR providers and 79 VPK providers. One VPK provider had their contract terminated due to them receiving four Class 1 violations from DCF.

There were no new fraud cases to report.

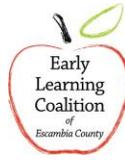
**VI. Committee Recommendations**

- a. There were no recommendations.

**VII. Old Business**

- a. None.

**VIII. New Business**



a. ELCEC 3204.1A, Provider Reimbursement Rate Change Policy and Procedures:  
This is a new policy. The OEL Plan requires the Coalition to have a policy that shows the guidelines that the Coalition will adhere to when establishing a rate change. Upon a motion made by Mr. Mansker and seconded by Mr. Rowell, the Committee recommends that the Board approve the ELCEC 3204.1A, Provider Reimbursement Rate Change Policy and Procedures.

b. Board Bios and Picture Files:  
Mr. Mansker had mentioned the idea that it would be good for Board members to get to know each other better. Mr. Watson suggested putting together a booklet with photos and short bios of each members to assist in this effort to get to know each better. This idea will be on the agenda for approval at the next Board meeting.

c. LENA Start Update:  
LENA Start is a project led by the Studer Community Institute, and the Coalition is a partner. In this initiative the Coalition works with parents and grandparents for thirteen weeks with one-hour sessions once per week. A cohort was completed on December 14, 2017. One of the first Grow With Me sites participated in this first cohort, so the children at that site were wearing the LENA device during the day in their classrooms and at home once per week for eight hours with parents and/or grandparents. The goal is to track these children up through third grade. Another cohort will take place in the Spring at the library. Mr. Housh would like the Coalition to work on long term funding for the LENA Start project.

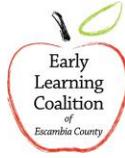
The LENA Start report shows the results from the first cohort. A survey given to parents showed that 75% of the parents saw a positive change in their children and their families, and 75% say they saw improvement in their child's development and understanding.

Mr. Watson shared with the Committee that LENA contacted the Coalition and asked us to present what we have been doing in the past year and a half with LENA in the Grow With Me Initiative and LENA Start at the Zero To Three Annual Conference in October 2018 in Denver, Colorado.

d. 6<sup>th</sup> Annual Early Learning Breakfast, May 8, 7:30-9:00 a.m., Gulf Power:  
The 6<sup>th</sup> Annual Early Learning Breakfast will be on May 8 at 7:30 -9:00 a.m. However, due to Gulf Power changing their requisites and requirements to use their facility, the breakfast will not take place at Gulf Power. Mr. Watson and Ms. Pugh will seek other facilities to host the breakfast.

e. Executive Committee Meeting, April 26 – ED and Staff at AELC Training Camp:  
The Executive Committee meeting scheduled for April 26 was cancelled. Mr. Watson and other staff will be travelling that week to Orlando for meetings and training. Mr. Watson will send an email to the Board members advising them the meeting has been cancelled.

f. ELCEC 4401.1C, Provider Monitoring Plan Policy and Procedures:  
The Coalition is required to update the Coalition Plan biennially. OEL interprets as part of the requirement to approve Coalition Plans that all the policies attached to the Plan must incorporate



all statutes, rules and OEL guidance, in effect at the moment of approval, even if the changes to the references occurred after the Coalition's policies were originally submitted. For example, when the Coalition submitted its Eligibility Manual to OEL, it was in complete compliance with all the statutes, rules and OEL guidance in effect at the time of submission. However, by the time OEL began reviewing our Coalition Plan, five months later, several of the references had changed. Now both the Coalition's Eligibility Manual, and the primary reference - the OEL SR Review Guide, do not reflect recent changes in Rule. OEL, however, is not compelled to change their guide; yet, they expect the Coalition to submit revisions to any, and all, policies that are not in 100% compliance with statutes, rules and other OEL guidance that are in effect as of today.

Because the Eligibility Manual was submitted as a draft, that has not yet been submitted to the Board, approval of the revision is not required.

An approved policy that OEL has required be changed is the Provider Monitoring Plan Policy and Procedures, ELCEC 4401.1. To be in compliance with statute and rule, OEL insists paragraph 7, of the Monitoring Plan be removed. A revision removing paragraph 7. was presented to the Committee. Upon a motion made by Mr. Mansker and seconded by Mr. Thompson, the Committee recommends that the Board approve the Provider Monitoring Plan Policy and Procedures, ELCEC 4401.1C, as revised.

#### **IX. ED/Chair Travel**

- a. ED: AELC, March 16, 2018, Jacksonville  
AELC travel for Mr. Watson is provided to the Committee for informational purposes only
- b. Chair: ELAC – April 23, 2018, Orlando  
ELAC travel for the Chair is provided to the Committee for informational purposes only
- c. ED: OEL ED/AELC/AELC Training Camp, Orlando, April 23-27, 2018  
OEL ED/AELC/AELC Training Camp travel for Mr. Watson is provided to the Committee for informational purposes only.
- d. ED: AELC Annual Meeting, Orlando, May 16-18, 2018  
AELC Annual Meeting travel for the Executive Director is provided to the Committee for informational purposes only.

#### **X. Adjourn**

Meeting was adjourned at 9:46 a.m.

**Next Meeting: March 22, 2017 at 8:30 a.m. at the Coalition Office.**