

Early Learning Coalition of Escambia County  
**Executive Finance Committee Meeting Minutes**  
January 26, 2017 – 8:30 AM

**Members in Attendance**

Kermit Housh            Kim Carmody            Tammy Hicks            Brett Rowell  
Van Mansker

**Absent**

Mona Jackson            Roger Thompson

**Staff**

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

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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:

Upon a motion made by Ms. Carmody seconded by Mr. Rowell, the Consent Agenda consisting of the Agenda, the Minutes of November 2016 and the November and December 2016 Financial Statements were accepted without objection.

**IV. Status Reports**

a. SR/VPK Fiscal Year Utilization/Projections:

The Coalition is right at 50% of its budget for the fiscal year. The Coalition has spent over 6% on quality with Infant/Toddler Gold Seal included. This exceeds the minimum amount the Board directed be spent on quality this year.

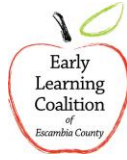
b. Enrollment/Wait List Status Report:

As of January 22, the Coalition has 2,972 children enrolled in the School Readiness Program. There are 1,178 children on the Wait List, 1,006 are birth to five and 172 are school age. 34 children have been pulled from the Wait List the past two weeks.

There are 2,167 children enrolled in VPK.

c. Contracting and Fraud Summary Report:

There are no big changes to the contracting report. There are 145 SR providers. The number of providers is down from last year primarily due to closures for economic reasons as many had no



clientele. The Coalition is in the process of terminating one provider. It will be the third time in four years that the company operating at this facility has had their contracts terminated. If the provider requests a review hearing, Mr. Watson would like to have a five-person sit on the Review Hearing Committee instead of the usual three persons.

**V. Committee Recommendations**

None.

**VI. Old Business**

a. A-133 Audit:

Well done to our Financial Department. The A-133 Audit has been completed and there were no findings and no comments.

b. LENA/Grow With Me Update:

Mr. Watson and Ms. Pugh provided an update to the Committee that they would like to present to the Board at the next Board meeting on February 9. Today there will be the first of three LENA orientation sessions conducted in the ELC training room. Ms. Pugh invited members of the Committee to attend. More publicity will be requested closer to the month of April on this initiative as by that time the second round of cohorts will be established and there will be more data that can be presented.

**VII. New Business**

a. ELCEC Disenrollment Policy 2101.1A:

Mr. Watson reviewed the new Disenrollment Policy with the Committee. The Coalition needed to update its old policy. This new policy takes in to account the CCDF changes that have come about, and addresses the steps that the Coalition will take to avoid disenrollment of children if at all possible. Upon a motion made by Ms. Carmody and seconded by Ms. Hicks, the Committee recommended that the Board approve the new policy.

b. Accountability Review – On-site January 23-25, 2017:

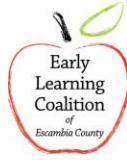
The OEL Accountability Review audit went very well. Mr. Watson gave kudos to the staff.

c. EXCOM Meeting February 23, 2017:

The next scheduled EXCOM meeting is February 23. Mr. Watson and Ms. Pugh will both be attending the AELC Leadership Symposium in Orlando, FL on this date and, therefore, will not be able to attend that scheduled EXCOM meeting. Due to their absence, the Committee decided to cancel the February 23 EXCOM meeting.

d. United Way Funding Request Application – due February 17, 2017:

The 2017 United Way Funding Request Application is due on February 17. The Coalition is approaching the end of its current three-year grant from United Way. United Way has totally revamped their requirements for requesting funding in the new application. Mr. Watson prepared a letter and sent it to United Way addressing the obstacles their new requirements created for the Coalition to request funding.



e. County Commissioner Appointment to ELC continued for Christina Doss:

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

f. Financial Policy Revisions – Status Report:

Mr. Watson provided an update on the status of the Coalition's financial policy revisions. One year ago, the Coalition was directed by OEL to make changes to the Coalition's Procurement Policy, Financial Disbursement Policy, and Conflict of Interest Policy. Mr. Watson updated the policies and sent them to OEL in December 2016 for approval. OEL stated that they would provide their comments on the policies to Mr. Watson in time for him to present to the Coalition's Board for approval at the February 2017 Board meeting. To date, OEL has not responded.

g. OEL Visit to the ELC Inclusion/Behavior Workgroup:

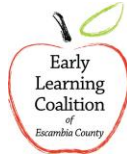
Three members of OEL staff came on January 25, 2017 to meet with the Inclusion/Behavior Workgroup. They presented and discussed the draft OEL Expulsion and Suspension Policy Statement. They reviewed the checklist the Workgroup has developed for dealing with behavioral issues, expulsions and suspension.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

h. 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 meeting 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.

i. Parent Fees and School Age Care:

Mr. Watson brought the subject of parent fees and school age care to the Committee as a preview of an issue that will be brought formally to the Committee for a decision in March. The CCDF stipulates that parents shall not pay more than 10% of their gross income on child care. Currently the Coalition is not in full compliance with this requirement. To meet this requirement, the Coalition would need to change how parent fees are calculated for families with multiple children. The only method currently available in EFS is to provide sibling discounts for parent fees. Mr. Watson has proposed to OEL that the EFS system be changed so that it has the capability to calculate 10% of income and generate parent fees that in total stay within this limitation. The change has been approved, but exactly when it will be implemented for Coalition use has not been determined. OEL stated that if the change is not incorporated in the first release of EFS Modernization, due to be in place by July 1, then it should be in second release shortly thereafter. If the change is not forthcoming in the next six months, Mr. Watson is prepared to propose an alternate method be used, such as the current sibling discount process. The Committee reviewed the data outlining the cost of implementing the 10% cap, and how it might require dis-enrolling some school age children to offset the costs. The Committee agreed that



this subject must be presented to the Resource Development Committee, and their input and recommendations developed before any recommendation can be forwarded to the Board.

**VIII. Upcoming Audits and Reviews**

a. Financial Review – On-site March 20-24, 2017:

The OEL Financial Review audit is scheduled to take place at the Coalition on March 20-24.

**IX. ED/Chair Travel**

a. ED - AELC Leadership Symposium, Orlando, February 22-24

Mr. Watson and Ms. Pugh will be attending the AELC Leadership Symposium in Orlando, FL.

**X. Adjourn**

Meeting was adjourned at 10:12 am.

**Next Meeting: March 23, 2017 at 8:30 a.m. at the Coalition Office.**