

**Early Learning Coalition of Escambia County
Board Meeting Minutes
February 11, 2016 - 10:00 AM
Acting Chair: Kim Carmody**

Members in Attendance

Kim Carmody	Gerald Boone	Roger Thompson
Tammy Hicks	Wendi Ochs	Jeanne Martin
Pam Hagan	Van Mansker	Susan Nelms
Judy Dickinson		

Members Present by Conference Call

Edna Williams	Mary Ann Bickerstaff	Mona Jackson
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Members Absent

Skip Housh	Betty Persons	Drew Hardgrave
Martha Tutchtone	Brittany Curtis	Craig Jones

Members of the Public

Brenda Hardy	Malena Morehouse	Cliff Krut
Ron Palmer	Jeanie Moore	

Staff

Bruce Watson (call in)	Vicki Pugh	Dawn Engel
Becki Rutchland	Paula Rollins	Holly Stratton

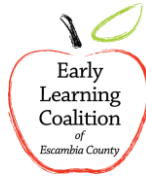
I. Welcome and Introductions:

A. Special Guest:

Ms. Carmody introduced Ms. Kathleen Baldwin with Warren Averett, LLC.

II. Special Board Presentation:

Ms. Baldwin presented the results of the June 30, 2015 A-133 financial audit. She stated that this audit is a good opinion and there were no findings. The Coalition had a deficit in 2014 due to overspending but it was within the allowable limit per our grant. The money reimbursed to us from the State put us back into a positive net asset of \$86,000 as of the end of June 2015. The statement of activity section showed that we ended the 2015 fiscal year with a total net income of \$95,000. There were no questions by the auditors and no findings in the audit this year. The auditors did not have any findings on the internal audit controls nor were there any items they felt should be brought to the Board's attention for improvement in the Coalition's internal controls. Ms.



Baldwin complimented the excellent work of Mr. Watson, Ms. Rutchland and the Coalition staff. The audit was accepted on motion made by Ms. Tammy Hicks and seconded by Mr. Thompson.

III. Public Comments:

No public comments were made.

IV. Chair Comments:

A. Approval of Consent Agenda, Minutes of December 10, 2015, and November and December 2015 Financial Statements – Action Item.

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

V. Executive Committee Report

A. DCF Violation to ELC Levels Crosswalk for License Exempts

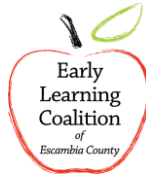
The Coalition and DCF worked together to compile a Crosswalk document using the DCF Violation matrix for reference. The Crosswalk is an equivalency matrix for holding license exempt providers accountable for not meeting health and safety requirements. The Coalition's Provider Contracting Eligibility Policy states that if a provider receives too many Class 1 and/or Class 2 Violations, then the Coalition will not contract with that provider. However, license exempt providers are not subject to DCF inspection and are therefore immune to the requirements of this Coalition policy. Mr. Watson proposed to make the Crosswalk a recommended addendum to the Coalition policy, and if the Board approves, then he will rewrite the Contracting Eligibility Policy to say "The Coalition will not contract with a provider who receives too many DCF Class 1 or Class 2 violations, or the Coalition Level 1 or Level 2 equivalent." The Crosswalk was approved on motion made by Ms. Nelms and seconded by Mr. Thompson.

B. Anti-Fraud Plan, ELCEC 4101.1, Revision B

The Board reviewed the changes made to the Anti-Fraud Plan. Mr. Watson noted that if and when this revision to the Anti-Fraud Plan is approved, we will have to submit it to OEL to be approved as an amendment to our Coalition Plan. The biggest change to this policy is the addition of paragraph 8. This addresses provider fraud, and includes language that if a provider is being investigated for fraud we will not do business with them, to include suspending or terminating their contract as provided for in the Statewide School Readiness Provider Contract. Upon a motion made by Ms. Williams with a second by Mr. Mansker, the Board approved this revision to the existing policy.

C. Board Officers

Mr. Cooley has resigned from the Board effective January 11, 2016. His resignation letter was shared with the Board. Mr. Watson has been talking with Angela Crowley in



the County Administrator's office about getting a new designee. The Commissioner's office has a selection process they go through and they will solicit to fill the position vacated. Mr. Watson and Mr. Housh are going to try and get more information on the process and see if they may be able to encourage a couple of people to volunteer to be the designee for the Commissioner.

D. Independent Insurance Agents of Pensacola Donation

Mr. Drew Hardgrave is a member of the Independent Insurance Agents of Florida (IIAF). At the Resource Development Committee meeting on January 19, 2016 he presented on the behalf of the IIAF a \$100.00 donation to the Coalition.

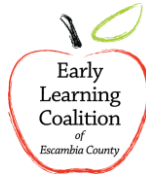
VI. Executive Director's Report

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

As of end of December 2015, the Coalition was right on budget. Since then the Coalition has had an unusual number of terminations. Many parents have been pulled off the wait list, but less than 50% of new applicant families are found to be eligible for services. As a result, at the end of January 2016, we are under budget by approximately \$30,000. The wait list has been cleared through December 31, 2015. The Eligibility Department is doing an excellent job of getting parents in to determine their eligibility. The Coalition enrollment goal is between 2,900 to 2,950 children to remain on budget. Enrollments will temporarily be raised to 3,000 children to achieve grant usage goals. Coalition staff did quality assurance review of recent applicants and found that some of the people who had appointments, called the day before the appointment to reschedule, then showed up to their first appointment without all of their documentation expecting they would get a re-appointment, then a month later they make it in for their second appointment, and the job they have to qualify for services they have had for about a week. When the Coalition goes to 12-month eligibility, Mr. Watson is advocating that we do not give services to those who have had a job for only a week. Many times those same people get child care then do not have a job a couple of months later.

B. Provider Monitoring and Curriculum Requirements

Mr. Watson is drafting a letter to all providers to inform them of the trends that PIU is finding during their monitoring. One area that needs emphasis is curriculum. Starting July 1, our staff is going to hold providers more accountable for "implementing" the OEL approved curriculum that they agreed to use. This will really impact some of the homes, but it will begin to hold all providers, homes and centers, accountable for use of their curriculum. In support of this initiative, the several staff members will receive training on Creative Curriculum. We want to make sure that the staff who will be doing the monitoring know exactly what it is they are reviewing, and that they will be able to speak with authority regarding curriculum issues, which will give the Coalition more credibility.



C. VPK Readiness Rates

Mr. Watson announced that the readiness rates came out two weeks ago and we have no Providers on probation now. The primary reason is that the DOE changed the Kindergarten Readiness Assessment tool last year. DOE now uses a work sampling product to assess Kindergarten Readiness. Mr. Watson explained that the results of this process were used to determine the VPK Provider Readiness Rates. Many of the school districts have not yet seen the results of the readiness rates.

VII. Old Business

No old business was discussed.

VIII. New Business

A. OEL Approval of Contract Terminations and Curriculum Requirements

Mr. Watson discussed this document as it is a fairly new document. OEL is now requiring us to get their approval for every termination we do on a VPK Provider in which their eligibility to provide services is revoked for five years. The Coalition is still trying to get clarity from OEL as to what the timing is and if this requirement is for both SR and VPK or just the VPK program. This topic is on the agenda next week for the ED call with the OEL. Mr. Watson will provide more information to the Board after the next Executive Directors meeting.

B. Susan Nelms Retiring

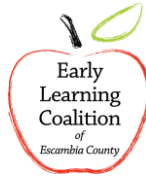
Ms. Nelms is retiring. She introduced Cliff Krut as her replacement. He will be the CareerSource representative for the Board.

C. Suessabration

Ms. Pugh announced that the Suessabration will be on March 2. Anyone who would like to participate, please fill out a form and submit to her. She will then call you to schedule a time and place for you to read.

D. Studer Group “Be The Bulb” Contest

Wendi Ochs discussed the Studer Group’s “Be The Bulb” contest. The Coalition is considering applying for the contest.



IX. Adjourn: Meeting adjourned at 10:49 am.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday April 14, 2016

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

Minutes approved by:

Susan Nelms, Board Secretary

Date