

**Early Learning Coalition of Escambia County
Board Meeting Minutes
October 12, 2017 - 10:00 AM
Chair: Kermit Housh**

Members in Attendance

Peggy Steward	Shawn Jennings	Mary Ann Winstead
Gerald Boone	Christina Doss	Wendi Ochs
Craig Jones	Judy Dickinson	

Members Called In

Mary Ann Bickerstaff	Edna Williams
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Members Absent

Kermit Housh	Van Mansker	Brett Rowell
Mona Jackson	Drew Hardgrave	Jeanne Martin
Marty Tutchtone	Susan Nelms	Cindy Kirk
Melody Meier		

Members of the Public

Roger Thompson

Staff

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

I. Welcome and Introductions:

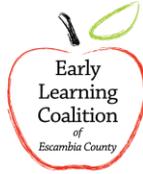
All four officers of the Board were unable to attend the meeting. At the request of the members present, Mr. Watson called the meeting to order. With 10 members in attendance, or called in, and 10 members absent a quorum was not achieved, therefore action was not taken on any agenda item, however, it was agreed the meeting would continue for the informational benefit of those in attendance.

Mr. Watson introduced the Coalition's new Board member, Ms. Shawn Jennings, the Department of Health designee.

II. Public Comments:

There were no public comments.

III. Chair Comments:



A. Approval of Consent Agenda: Meeting Agenda, Minutes of August 10, 2017, and June, July and August 2017 Financial Statements.

The Consent Agenda was not acted upon due to lack of a quorum.

IV. Executive Committee Report

A. Coalition Policy Review and Approval – Action Items

1. Provider Monitoring Plan 12OCT17, ELCEC 4401.1C, Revision

This agenda item was not acted upon due to lack of a quorum.

2. Provider Contract Eligibility Policy, ELCEC 2101.1B, Revision

This agenda item was not acted upon due to lack of a quorum.

3. Anti-Fraud Plan, ELCEC 4100.1D, Revision

This agenda item was not acted upon due to lack of a quorum.

B. Executive Director Annual Evaluation – Action Item

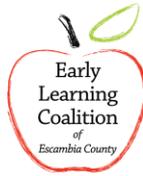
This agenda item was not acted upon due to lack of a quorum.

V. Executive Director’s Report

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

In the School Readiness Program, the Coalition is under executing slightly below the annual budget expenditure rate. Currently, expenditures are at 15.8%, when the goal is to be at 16.6%.

In the past two months enrollments have decreased and over 600 children have been pulled from the Wait List. The Board was presented a new report, Wait List Pull Data, that provides the results from each wait list pull that has been completed, or is in process. For the wait list pulls conducted since July 1, 2017, only 41% of the children whose parents applied for care have been enrolled. This report is now part of the weekly SR/VPK Status Report. Another new report provides the results of 12-month redeterminations. For July, there were 155 cases, consisting of 375 children, up for redetermination, of which 114 cases (74%), or 295 children (79%), were continued in care, and in August, there were 144 cases, consisting of 376 children up for redetermination, of which 102 cases (71%), or 286 children (76%), were continued in care. This equates to around a 75% continuation rate overall for 12-month redeterminations. The primary reason for failure to re-determine remains parents failing to respond to the notifications. Although it cannot be verified, it is suspected the reason most parents choose not to respond is because they know they no longer qualify.



As of October 10, the Coalition had 2,859 children enrolled in the School Readiness Program, of which 1,227 were school age children. There were 665 children on the Wait List, of those 261 were birth to five and 404 were school age.

There are 1,989 children enrolled in the 2017/2018 VPK Program.

Currently, there are 101 SR providers and 80 VPK providers. There are no new fraud cases to report.

B. Coalition Internal Control Reports

The Internal Control Reports are summaries of the internal monitoring and file reviews that are done by the Program Integrity Unit (PIU). The reports show the results each month of the reviews conducted on provider contracts, Coalition staff reimbursement files and processes, and client files. The PIU Monthly Summary for fiscal year 17-18 and the PIU Monthly Summary for fiscal year 16-17 were reviewed. The PIU Monthly Summary Report will be provided to the Board quarterly.

The Coalition Summary Report for fiscal year 16-17 was provided to the Board. This report is presented at the RDC meetings. Mr. Watson thinks this annual summary report should go to the Board at the August meeting each year so the Board can see the results of the various activities for a complete fiscal year. The Board agreed.

VI. Old Business

A. Fiscal Year 16-17 Financials

The End of Year financials were reviewed. Note the Coalition met, or exceeded, all OEL's target goals for the year. The Coalition spent within 0.01% of our SR budget for the year, of which 83.82% was spent on slots, and only 3.45% was spent on Admin.

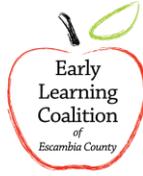
VII. New Business

A. Impact 100 - Update

The Coalition has been chosen as an Impact 100 grant finalist in the Education category for our Grow With Me project. The grant amount is \$107,700. On October 15 at the Hilton Pensacola Beach, each finalist will be given the opportunity to give a five-minute presentation, and immediately afterwards the grant winners will be announced.

B. Annual Board Code of Ethics Trainings

All Board members were sent the Coalition Board, Code of Ethics prior to the meeting. Each year, this form is signed by all members of the Board.



C. Incident Review Team Report

After the recent death of a child at In His Arms Christian Academy, Mr. Housh suggested that Mr. Watson put together an Incident Review Team (IRT) to review the events that led to the child's death, identify if there any contributing factors, and what actions might prevent a similar incident from happening in the future. The IRT met on September 6, 2017. OEL was invited to attend the IRT meeting, but they did not send anyone to attend. Van Mansker was Chair of the IRT, and other members consisted of Dawn Engel, ELC Program Integrity Unit Director, Vicki Pugh, ELC Program Improvement Director, and Rob Bonicioli with Family First Network. The IRT Report was reviewed. The Board made no specific recommendations for changes to the report.

The report concluded that the Coalition did everything correct under the State's statutes and rules in dealing with this provider. Mr. Watson stated that a team of DCF people from all over the State flew in to review and investigate this incident as well. It was determined that all agencies and the Coalition did their jobs correctly. Mr. Watson would like to see child care businesses in operation for at least 12 months before they are able to get a contract with a Coalition, and the child care facility be licensed. Mr. Watson suggested that OEL create a database for the State that lists the individuals who are eligible and ineligible for contracting.

Ms. Winstead is concerned that these incidents at faith-based child care centers could lead to the religious exempt status being done away with.

D. New Resource Development Committee Chair – Mary Ann Winstead

Mr. Watson introduced Ms. Winstead as the Coalition's new Chair of the Resource Development Committee. As a Committee Chair she is also a member of the Executive Committee.

E. New Board Member – Shawn Jennings, Department of Health Designee

The Florida Department of Health in Escambia County has appointed Ms. Shawn Jennings as their new designee to the Coalition's Board of Directors.

F. Board Member Farewell

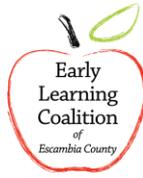
Ms. Martin, the DCF designee, was unable to attend the meeting. The Board nevertheless thanks her for her service to the Coalition.

VIII. Adjourn: Meeting adjourned at 11:39 a.m.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday December 14, 2017

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



Minutes approved by:

Brett Rowell, Board Secretary

Date