

**Early Learning Coalition of Escambia County
Board Meeting Minutes
December 14, 2017 - 10:00 AM
Chair: Kermit Housh**

Members in Attendance

Kermit Housh	Van Mansker	Brett Rowell
Drew Hardgrave	Mary Ann Winstead	Craig Jones
Susan Nelms	Shawn Jennings	Wendi Ochs
Roger Thompson		

Members Called In

Christina Doss

Members Absent

Mona Jackson	Marty Tutchtone	Mary Ann Bickerstaff
Peggy Steward	Edna Williams	Cindy Kirk
Judy Dickinson	Melody Meier	Gerald Boone

Members of the Public

Kim Carmody

Staff

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

I. Welcome and Introductions:

Mr. Housh called the meeting to order.

II. Public Comments:

There were no public comments.

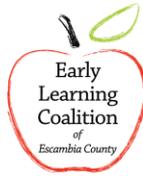
III. Chair Comments:

A. Christmas Carolers

The Ivy League Early Learning Center children carolers performed a short Christmas program for the Board.

B. Board Member Farewell – Kim Carmody

The three-year term on the Board for Ms. Kim Carmody ended August 12, 2017. Mr. Housh shared with the Board some of Ms. Carmody's accomplishments while she



served on the Board. Mr. Watson thanked her for her service to the Coalition and presented her with a plaque.

C. Approval of Consent Agenda: Meeting Agenda, Minutes of August 10, October 12 and October 23, 2017, and June, July, August, September and October 2017 Financial Statements.

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

IV. Executive Committee Report

A. Executive Director Annual Evaluation

The Executive Director's annual evaluation was presented to the Executive Committee for review at the September meeting. The Committee recommends the Board approve the Executive Director's Annual Evaluation, and he will receive the same 5% cost of living increase that all staff received starting on October 1, 2017. The Executive Director's annual evaluation and 5% cost of living increase were approved on motion made by Mr. Thompson and seconded by Ms. Ochs. Mr. Housh advised the Board that he has requested that Mr. Watson create a different evaluation form for the Executive Director's annual appraisal and to begin using the form next year.

V. Executive Director's Report

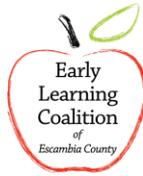
A. SR/VPK Utilization/Projections, Enrollment/Wait List Status and Contracting Summary Reports

Through October 31% of School Readiness funding were expended. The target was 33%. The difference equates to around \$300,000. At this rate the different projections range between \$280,000 to \$1,000,000 under-utilization by the end of the year. Efforts are already in process to increase enrollments to ensure full use of our grant award.

As of November 12, the Coalition had 2,954 children enrolled in the School Readiness Program, of which 1,181 were school age children. As of December 11, there are 3,057 children enrolled, there are 293 children on the Wait List, of those 52 are birth to five and 241 are school age.

Enrollment numbers steadily decreased starting in July. No one reason has been identified as to why. There was a slight decrease in TANF referrals, and an increase in TANF terminations, but this did not fully account for the decrease. For those parents who fail to re-determine the primary reason is still parents are not responding to the notifications. Last month, out of 53 letters sent out to parents, 25 of those parents simply did not reply.

The Coalition's annual goal is to keep the number of children enrolled around 3,000. Because spending is behind schedule for the year enrollments are being increased to



3,100. Each week Eligibility has been pulling applications from the Wait List in two-week increments. The Wait List for children birth to five was exhausted Thanksgiving week. Even though the Coalition is pulling applications that are less than a week old, less than 50% of the children are enrolled. Like re-determinations, over a third of the applicants do not respond to the invitation for an eligibility appointment, and of those that do respond a quarter of those fail to qualify, e.g. the parents are not working enough hours, or are not working at all, or are unable to show proof of employment.

To get enrollments back up over 3,000, the Coalition implemented a two-step process. Step 1 was to enroll children ages 5 to 9 years old with younger siblings already in child care, and to extend this same offer to parents coming off the Wait List. If step 1 fails to achieve the desired goal by January 2018, step 2 will be to enroll all children on the wait list ages 5 to 9 years old with, or without, younger siblings in child care. The last week of November, Eligibility sent out letters to parents who have a child(ren) in care who have an older sibling age nine or younger.

There are 2,010 children enrolled in the 2017/2018 VPK Program.

Currently, there are 98 SR Providers and 80 VPK Providers. There are no new fraud cases to report. One former home Provider pleaded out of court and made a settlement to pay approximately \$12,000 for fraud that they committed over a year ago.

B. Operational Reports

The Operational Reports are the work of various Departments, such as the Program Improvement Department (PID), and the results of the Coalition's internal monitoring and file reviews that are done by the Program Integrity Unit (PIU). This report will be presented to the Board twice per year, a mid-year update in February and end of year summary in August. There are currently 541 children enrolled in Teaching Strategies Gold.

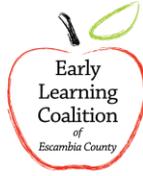
VI. Old Business

A. Fiscal Year 2016/2017 End of Year Financials

The End of Year financials were reviewed. Note the Coalition met, or exceeded, all OEL 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.

B. Impact 100 – BrightStart! Toolkits

The Coalition was chosen as an Impact 100 grant recipient. The grant amount is \$107,700. The funds will be used to purchase BrightStart! Toolkits that will be distributed to providers in the Grow With Me (GWM) initiative. The cost of each toddler toolkit is \$500 and each pre-kindergarten toolkit is \$1,000. Nemour's trainers came to



the Coalition on December 13 and trained the PID staff on how to use the toolkits. Per the grant, the Coalition is required to submit quarterly progress reports.

VII. New Business

A. Coalition Plan 2017-2019

This item has not been through the Executive Committee (ExCom), but has been recommended by the Resource Development Committee, which atypically met after the ExCom meeting in November. The biggest change in the Plan is the addition of more items in the sections that address quality programs. The Coalition Plan 2017-2019 was approved on motion made by Ms. Nelms and seconded by Mr. Thompson

B. Board and Committee Meeting Dates for 2018

The Board and Committee meeting dates for 2018 were provided to the Board.

C. Board Member Resignation – Jeanne Martin, DCF designee

Ms. Jeanne Martin retired in November from the Department of Children and Families, and in conjunction with her retirement she resigned from the Coalition Board. Ms. Martin was unable to attend either the October or December Board meetings. The Board nevertheless thanks her for her service to the Coalition.

D. Board Member Appointment - Roger Thompson, DCF designee

The Department of Children and Families has appointed Mr. Roger Thompson as the statutorily required DCF designee.

E. Resource Development Committee Co-Chairs

The Resource Development Committee selected Mr. Thompson to be the Committee Co-Chair, again. As a Committee Chair he is also a member of the Executive Committee.

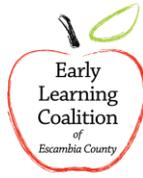
F. Coalition Mergers

In the 2017 Legislative sessions, OEL was tasked to prepare and provide a report recommending the number of Coalitions be reduced from 30 to no more than 25. The Board reviewed an article written about the merger and the OEL report that prompted the article.

G. Grow With Me – Year 1 Recap Presentation

Mr. Watson presented a summary of the results of the first year of the Grow With Me initiative. Mr. Housh asked if there was room to grow this project, and Ms. Pugh replied that yes there is room to grow and that the Coalition is currently reviewing a new grant opportunity to expand the project.

VIII. Adjourn: Meeting adjourned at 11:32 a.m.



Next Regularly Scheduled Meeting

10:00 a.m. – Thursday February 8, 2018

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

Minutes approved by:

Brett Rowell, Board Secretary

Date