

**Early Learning Coalition of Escambia County
Board Meeting Minutes
December 8, 2016 - 10:00 AM
Chair: Kermit Housh**

Members in Attendance

Kermit Housh	Kim Carmody	Mona Jackson
Van Mansker	Tammy Hicks	Susan Nelms
Craig Jones	Drew Hardgrave	Brett Rowell
Gerald Boone	Melody Meier	Mary Ann Bickerstaff

Members Absent

Marty Tutchtone	Jeanne Martin	Roger Thompson
Pam Hagan	Cindy Kirk	Wendi Ochs
Judy Dickinson	Brittany Curtis	

Members Called In

Edna Williams	Christina Doss
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Staff

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

I. Welcome and Introductions:

II. Public Comments:

The Kim's Mini Blessings Child Development Center children carolers performed a small Christmas program for the Board.

III. Chair Comments:

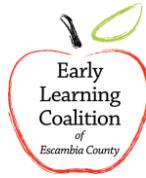
A. Approval of Consent Agenda, Minutes of October 2016, September and October 2016 Financial Statements – Action Item.

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

IV. Executive Committee Report

A. New Board Member

Brett Rowell is the new designee from CareerSource Escarosa. As a designee to our Board he became a member effective November 27, 2016.



B. ELC Board Members Term Expiration for 2017 – Action Item

Board member terms for the coming year were reviewed. There was one term expiration to be addressed at the meeting, and that was Ms. Edna Williams whose term expires on February 2017. Upon a recommendation by the Executive Committee and seconded by Mr. Mansker, the Board approved Ms. Williams' term be renewed for another three years.

C. Board Officers for 2017

Mr. Krut resigned from the Board on November 16, 2016, which left the Board Secretary position vacant. As his replacement for the CareerSource Escarosa designee to the Board, Mr. Krut recommended Mr. Brett Rowell. Upon a recommendation by the Executive Committee and seconded by Ms. Nelms, the Board approved Mr. Rowell as the new Board Secretary.

D. Board Meeting Schedule for 2017

The Board and Committees meeting schedule for 2017 was provided to the Board. The Executive Committee meeting scheduled for December 22, 2016 has been cancelled. The next meeting will be held on January 26, 2017.

E. New Board Chair Appointment Status

Mr. Mansker has submitted his application to the Governor's office to be appointed as the next Coalition Board Chair. Mr. Housh sent a letter of endorsement to the Governor informing him that the full Board endorsed Mr. Mansker. The Coalition will publically post the Board Chair position in the Pensacola News Journal in late January.

F. Amendment 1 to the 2016-2017 OEL Grant Agreement – Action Item

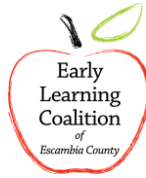
Amendment 1 to the 2016-2017 OEL Grant Agreement provides:

1. Clarification regarding the Performance Funding Pilot (PFP) program.
2. Early Learning Florida courses and teacher assignments to participating classrooms.
3. A clearer definition of the Coalition's relationship with the University of Florida in accomplishing class assessments.
4. A clearer explanation of the process for Coalitions to follow for submitting invoices and receiving payment for teaching ELF classes.

Upon a recommendation from the Executive Committee and seconded by Mr. Hardgrave, the Board approved Amendment 1.

G. CAPC Board of Directors Nomination

The Community Action Program Committee (CAPC), the agency that oversees HeadStart, requested that someone from the Coalition staff be nominated to sit on CAPC's Board of Directors. Ms. Pugh has been chosen as the Coalition representative.



H. United Way Funding Category Change Request

The Coalition met with the United Way to discuss issues that the United Way was having with the Coalition's quarterly reports. United Way recommended that the Coalition consider changing their funding category from Financial Stability to Education. This funding category is more in line with the portion of the Coalition's mission that yields results that can be more readily measured. The Coalition will now be submitting to the United Way reports on VPK Assessment Results, TSG Assessment Results, number of providers who have come in to and left the QRIS Program, and parents who come out of the child care program because they are over income.

V. Executive Director's Report

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

Currently the Coalition is right on track in executing the budget. Spending projections are as close to having a near zero balance at the end of the year as possible.

As of December 5, the Coalition has 3,072 children enrolled in the SR Program. In the past few months there has not been more than a ten-child variance in SR enrollments from week to week. There are 1,120 children on the Wait List, of which 912 are Birth to School Entry. The Wait List was last pulled on November 3 for applications submitted through July 2. To keep the Coalition on budget, the number of children enrolled is being closely monitored as the rate of normal attrition has changed because of going to 12 month eligibilities.

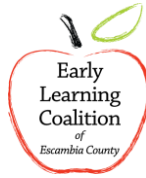
There are currently 2,191 children enrolled in VPK for the 2016/2017 school year.

One VPK provider had their contract terminated due to failing to complete their VPK AP1 assessments by the State deadline.

The new SR and VPK statewide contracts go into effect on January 1, 2017. Mr. Watson stated that there were a few significant improvements in the contracts. One of the improvements is the change of how Board members participate in the review hearing process. The Review Hearing Committee now consists of one provider representative (same), one designee (one less), and one other Board member (new).

B. LENA Update

Mr. Watson announced that thanks to OEL sending it out to all the Coalitions this week, all of Florida knows what the Coalition is doing with our LENA and Grow With Me initiatives. The Coalition has begun using the LENA devices in its initial cadre of providers. The Coalition plans to expand the program to include up to 100 infants and toddlers in January and February 2017. Ms. Pugh and her staff will put together a



report from the first round of data collected for presentation at the February Board meeting.

VI. Old Business

A. Board Member Email Accounts Feedback

The Board provided feedback regarding their Board member email accounts. Mr. Watson advised the Board that any of them having issues with their email account should contact Mr. David Whipps, the Coalition's Information Systems Administrator.

B. ELC Sweet Sixteen Open House

The Coalition held a Sweet Sixteen Open House on November 22 at 3:00 – 5:00pm to celebrate sixteen years of support to the community.

C. ELC Holiday Party

The Coalition is having a Holiday Party for Board members and Staff on December 8 at 12:00 – 1:00pm.

VII. New Business

A. Board Orientation

The Board Orientation for new Board members and existing Board members who have not attended an orientation is scheduled for December 14 at 1:30 – 3:30pm. Mr. Housh shared with the Board that members not being Board orientated is not an option.

VIII. Upcoming Audits and Reviews

A. A-133 Audit

The A-133 Audit will take place at the Coalition on January 11-18, 2017.

B. Accountability Review

The Accountability Review will take place at the Coalition on January 23-27, 2017.

IX. Adjourn: Meeting adjourned at 11:11 a.m.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday February 9, 2017

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

Minutes approved by:

 Brett Rowell, Board Secretary

 Date