

Early Learning Coalition of Escambia County  
**Executive Finance Committee Meeting Minutes**  
September 28, 2017 – 8:30 AM

**Members in Attendance**

Kermit Housh                  Brett Rowell                  Van Mansker                  Mary Ann Winstead

**Members Called In**

Mona Jackson

**Public**

Roger Thompson

**Staff**

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

---

**I. Welcome and Introductions**

The meeting was called to order by Mr. Housh. Mr. Housh welcomed and introduced Ms. Winstead, Faith-Based Provider Representative, as the Coalition’s new Chair of the Resource Development Committee, which in turn makes her a member of the Executive Committee.

**II. Public Comments**

There were no public comments.

**III. Consent Agenda:**

a. Consent Agenda Approval:

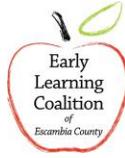
Two points of interest that Mr. Watson wanted to mention were the line item for Repairs & Maintenance in July and the line item for Dues, Fees & Subscriptions in August both appear to be way over budget at this time. That is due to having the air conditioning duct work in the offices cleaned at end of July, and paying AELC dues in August. Upon a motion made by Mr. Rowell and seconded by Mr. Mansker, the Consent Agenda consisting of the Agenda, the Minutes of August 24, 2017, and the July 2017 and August 2017 Financials were accepted without objection.

**IV. Status Reports**

a. SR/VPK Fiscal Year Utilization/Projections:

In the School Readiness Program, the Coalition is under executing very slightly below the what is forecasted in the annual budget. Currently, expenditures are at 15.8%, when they should be at 16.6%.

b. Enrollment/Wait List Status Report:



In the past two months enrollments have decreased and over 600 children have been pulled from the Wait List. The Committee was presented a new report, Wait List Pull Data, that provides the data each Wait List pull that has been completed or is in process. The report provides a feedback for the effectiveness of each pull. For instance, for the fiscal year to date only 41% of the children pulled have been enrolled into care. Mr. Watson would like this report to be part of the Wait List Report and presented to the Board and Committees going forward. A new report tracking 12-month redeterminations was also reviewed with the Committee. For July there were 155 parents/375 children up for redetermination, and only 29 parents/58 children had their care discontinued. In August, there were 144 parents/376 children up for redetermination, and only 38 parents/82 children had their care discontinued. This equates to around a 75% continuation rate 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 they fail to respond because they know they no longer qualify.

As of September 24, the Coalition had 2,848 children enrolled in the School Readiness Program, of which 1,264 were school age children. There were 799 children on the Wait List, of those 366 were birth to five and 433 were school age.

There are 1,966 children enrolled in the 2017/2018 VPK Program.

c. Contracting and Fraud Summary Report:

Currently, there are 101 SR providers and 80 VPK providers.

There are no new fraud cases to report.

V. Committee Recommendations

a. Resource and Development Committee Chair Selection – Mary Ann Winstead

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

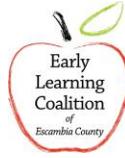
VI. Old Business

a. Anti-Fraud Plan, ELCEC 4100.1E, Revision:

The Anti-Fraud Plan, ELCEC 4100.1E, Revision was presented to the Committee for review. OEL requires the Coalition to review and submit the Anti-Fraud Plan every year. OEL reviewed our plan, required us to make a few changes, and then resubmit to OEL. Upon a motion made by Mr. Mansker and seconded by Mr. Rowell, the Committee recommends the Board approve the Anti-Fraud Plan, ELCEC 4100.1E, Revision.

b. Fiscal Year 2016-2017 Financials:

The Fiscal Year 2016-2017 Financials were presented to the Committee and approved to go the Board. The Coalition spent 99.87% of its money for the Fiscal Year 2016-2017. Mr. Watson gave kudos to the Coalition staff. Mr. Housh requested that the June 2017 Financials be sent to the Committee for review and then present to the Board for acceptance.



c. Internal Control Reports:

The Internal Control Reports are a result of the Coalition's 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 contract and reimbursement files and client files. The Committee also reviewed the PIU Monthly Summary for fiscal year 17-18 and the PIU Monthly Summary for fiscal year 16-17.

The Coalition Summary Report for fiscal year 16-17 was provided to the Committee. 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. Mr. Mansker agreed.

Mr. Housh requested that the OEL Internal Control Questionnaire be sent to the Board before the next Board meeting.

d. Executive Director Annual Evaluation:

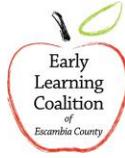
The Executive Director's Annual Evaluation was presented to the Committee for review. Upon a motion made by Mr. Mansker and seconded by Mr. Rowell, the Committee recommends the Board approve the Executive Director's Annual Evaluation, and he will receive the same 5% cost of living increase as all staff on October 1.

**VII. New Business**

a. Incident Review Team:

After the recent death of a child at In His Arms child care, Mr. Housh suggested that Mr. Watson put together an Incident Review Team (IRT) to look from the Coalition's perspective at the events that led to the child's death and what, if any, actions could have been taken to prevent it from happening. The IRT met on September 6, 2017. OEL was invited to attend the IRT meeting but they declined to attend. Rob Bonicioli with Family First Network was a member of the IRT. The notes of that meeting were reviewed and discussed by the Committee. Transportation of children was a big part of the discussion. Mr. Housh noticed that the notes do not mention the what, where and when of the incident. Mr. Watson will edit the notes to include that information if Mr. Mansker agrees. Mr. Mansker agreed to allow Mr. Watson to edit the notes. The Committee made no specific recommendations for changes to the notes.

Without specifically stating such, the notes concluded that the Coalition did everything within its ability under the State's statutes and rules to keep an incident like this from happening, and all other agencies followed protocol. Mr. Watson stated that a team of DCF people from all over the State flew in to review and investigate this incident, and it was determined 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.



b. Provider Monitoring Plan Policy, ELCEC 4401.1C, Revision:

The Provider Monitoring Plan Policy is a policy that OEL requires to be reviewed annually to ensure the policy is in accordance with Rule. The most substantive change is section 7.0 regarding Transportation Operations Monitoring. It was added as an additional form of monitoring not affiliated with or tied to Tier I or Tier II requirements that OEL places on the Coalition, but rather a requirement the Coalition is placing on itself in conjunction with DCF to go out and monitor transportation operations more closely. Ms. Winstead had a concern that section 7.1 was lumping together license exempt facilities with facilities that are noncompliant. Mr. Watson will amend that section as follows:

7.1 All SR and VPK Providers that transport children in conjunction with the services they offer shall have their transportation operations monitored by Coalition staff at least once each contract year. All facilities, and in particular those cited for having compliance issues with transportation standards, may be monitored more frequently.

Upon a motion made by Ms. Winstead and seconded by Mr. Mansker, the Committee recommends the Board approve the Provider Monitoring Plan Policy, ELCEC 4401.1C, Revision as amended.

c. Provider Contract Eligibility Policy, ELCEC 2101.1B, Revision:

Upon a motion made by Mr. Mansker and seconded by Mr. Rowell, the Committee recommends the Board approve the Draft Provider Contract Eligibility Policy, ELCEC 2101.1B, Revision.

d. 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.

e. Impact 100:

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, which afterwards the grant winners will be announced.

**VIII. ED/Chair Travel**

a. ED: AELC, OEL ED Meetings, Orlando, October 19, 2017

AELC/OEL travel for Mr. Watson is provided to the Committee for informational purposes only.

b. ED: ELC Pinellas – Infant Toddler Conference, St. Petersburg, October 21, 2017

Conference travel for Mr. Watson is provided to the Committee for informational purposes only

**XI. Adjourn**

Meeting was adjourned at 10:21 a.m.

**Next Meeting: October 26, 2017 at 8:30 a.m. at the Coalition Office.**