

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
June 14, 2018 - 10:00 AM  
Chair: Kermit Housh**

**Members in Attendance**

Kermit Housh	Brett Rowell	Cindy Kirk
Mary Ann Winstead	Susan Nelms	Shawn Jennings
Drew Hardgrave	Roger Thompson	Melody Meier
Mary Ann Bickerstaff		

**Members Called In**

Craig Jones

**Members Absent**

Van Mansker	Christina Doss	Edna Williams
Judy Dickinson	Gerald Boone	Peggy Steward
Marty Tutchtone	Wendi Ochs	Mona Jackson

**Staff**

Bruce Watson	Becki Rutchland	Paula Rollins
Anne Cynkar	Dawn Engel	Vicki Pugh

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**I. Welcome and Introductions:**

The meeting was called to order by Mr. Housh.

**II. Public Comments:**

There were no public comments.

**III. Chair Comments:**

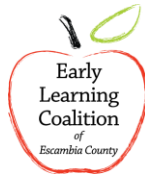
**A. Approval of Consent Agenda: Meeting Agenda, Minutes of April 12, 2018, and March and April 2018 Financial Statements.**

Upon a motion made by Mr. Rowell and seconded by Ms. Bickerstaff, the Consent Agenda consisting of the Agenda, the Minutes of April 12, 2018, and March and April 2018 Financials were approved and accepted without objection.

**IV. Executive Committee Report**

**A. Executive Committee Action items.**

The Board Chair proposed that the Board vote on approval in mass the five action items recommended to the Board by the Executive Committee. Upon a motion made by Mr. Thompson and seconded by Ms. Nelms the proposal was accepted and the following five items were approved as indicated without objection.



1. School Readiness Eligibility Policy and Procedures Manual (Eligibility Manual), ELCEC 2501.1B – Approved as revised.
2. Provider Contracting Eligibility Policy, ELCEC 3201.1D - Approved as revised.
3. Provider Contracting Eligibility Procedure, ELCEC 3201.2B – Cancelled.
4. Anti-Fraud Plan, ELCEC 4100.1E - Approved as revised.
5. Credit Card for Executive Assistant, Anne Cynkar – Approved.

Ms. Meier addressed that she feels more time is needed to review larger documents such as the Eligibility Manual. She requested that these documents be sent to the Board Members with more lead time before the meeting. The Board Chair and Mr. Watson acknowledged this request and stated that Board members are still welcome to send any suggestions or changes to any of the documents presented to Mr. Watson and they will be addressed at the next Board meeting on August 9, 2018.

### **B. Draft Coalition 2018/2019 Budget - Approval**

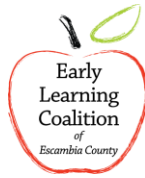
The Board Chair reminded the Committee that this is the last Board meeting for the fiscal year and the budget for the coming year needs to be approved. He added that this is a preliminary budget. The final Coalition 2018/2019 Budget will be presented for approval after the official Notice of Award is received from OEL. This usually happens by the August meeting. This draft budget will give the Coalition authority to spend money in the new fiscal year. Several budget issues were addressed which included a 5% pay increase for staff, and that this budget provides for spending 6% of the SR budget on quality. Upon a motion made by Mr. Thompson and seconded by Ms. Nelms, the Board approved the Draft Coalition 2018/2019 Budget. Members Brett Rowell, Cindy Kirk, Mary Ann Winstead, Shawn Jennings and Roger Thompson declared conflicts of interest as their agencies receive direct and/or indirect funding or services from the Coalition.

Mr. Watson shared with the Board that he received tasking from OEL to decide what to do with the surplus money in the current year's budget. The decision was made that because the Coalition will be unable to spend all the money granted this year that \$100,000 will be given back to OEL.

## **V. Executive Director's Report**

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

The Benchmark Report for April shows that through the year the Coalition has expended 79.22% of the School Readiness Grant. 83.33% of the funds should be expended. The Benchmark Report indicates the between budgeted and expended to date is a surplus of approximately \$600,000, however, that surplus differential has been cut to \$400,000 within the last month, and with anticipated spending of \$126,000 in quality, an increase in enrollments from 3,250 to 3,350, and the annual increase in slot costs during summer break, the surplus is expected decrease even more. Looking ahead, the Coalition anticipates at the start of the new year spending over budget



for slots based on the 3,350 presently enrolled in our program. The Coalition will get back on budget over time through attrition and slowing new enrollments in 2018/2019.

As of April 2018, the Coalition had 3,347 children enrolled in the School Readiness Program, of which 1,147 were school age children. There are presently 600 infants and toddlers enrolled, which is an issue because our providers are limited in the number of infants and toddlers they can serve.

There are 75 children on the Wait List, of those 47 are birth to five and 28 are school age.

VPK was well under executed this year but enrollment is not within our control. A suggestion was made by the Board Chair to check out the ACHIEVE Escambia's initiatives that may boost our VPK enrollment for next year. One event that the Coalition is working on now is with a local producer at Cox Cable through Mr. Watson's Achieve Escambia contacts. The Coalition's objective is to produce some PSA's this summer on the cable networks with the intent to distribute these films to the local tv stations.

Mr. Watson extended personal thanks Ms. Gonzalez from DCF for taking the initiative to provide relief for their foster parents and encouraging local churches to consider providing day care services, especially for infants and toddlers.

There are 1,183 applications approved for the VPK 18/19 School Program Year.

Currently, there are 94 SR Providers and 79 VPK Providers.

There are no new fraud cases to report.

### **B. Stars Over Escambia Three Star Award Presentation - Jamison Street Pre-School**

The Board Chair announced that a new QRIS 3 Star Provider was awarded. Ms. Steward, the Director of Jamison Street Pre-School was to be presented the award during the meeting, but she was unable to attend. The presentation will be rescheduled for the next meeting. Mr. Watson added that they will also be added to the list on the Coalition's website.

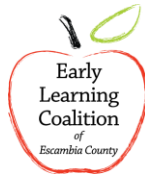
## **VI. Old Business**

### **A. Board Photos and Bios**

The Board and Bios project is still on going and the Board Chair encouraged all to participate and send information to the Coalition.

### **B. 6<sup>th</sup> Annual Early Learning Breakfast, May 8, 2018**

The 6<sup>th</sup> Annual Early Education Summit, also referred to as the Early Learning Breakfast, was held on May 8, 2018 from 7:30-9:00 a.m. at Gulf Power, and by all accounts was a success.



Approximately 50 people were in attendance for this event. A special thanks to our guest speaker Dr. Ann E. Hogan, from Florida State University, who enlightened our providers and guests with very informative concepts on “Building Babies Brains and Relationships.” The Coalition is considering changing the format for the 7<sup>th</sup> Early Education Summit in 2019 in an effort to increase attendance and still provide pertinent information. More information to follow at future meetings.

## **VII. New Business**

### **A. OEL (Escambia EL179) 2018/2019 Grant Agreement**

The OEL (Escambia EL179) 2018/2019 Grant Agreement did not arrive in time for the Executive Committee to review or approve for their meeting in May. Mr. Watson explained to the Board that there were few changes from last year. Upon a motion by Mr. Rowell and seconded by Ms. Nelms, the Board approved the OEL (Escambia EL179) 2018/2019 Grant Agreement.

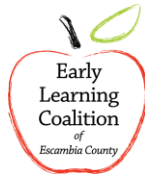
### **B. Department of Health, Medical Support Services Contract 2018/2019**

The Coalition contracts with the Escambia County Department of Health to provide Medical Support Services with one Nurse and one Medical Support Health Tech. Mr. Watson said that there were no substantive changes made to the contract this year, however, the price for the services increased by \$2,000 for a total cost of \$99,223. The reason for the change in total price was due to an increase in the state employee’s insurance matrix, and an agreement that from now on all the test equipment would be calibrated every year. Upon a motion made by Mr. Rowell and seconded by Mr. Thompson, the Board approved the Department of Health, Medical Support Services Contract for 2018/2019. Ms. Jennings declared her conflict of interest to the Board and completed the required conflict of interest form.

### **C. 2018 Legislative Update (HB1091/7055)**

Effective July 1, 2018 all providers are required to have a CLASS assessment once a year. Based on the score from the assessment the provider may, or may not, be eligible to contract the following year. Assessments below the minimum cut score will disqualify providers from contracting with the Coalition. Providers with a CLASS assessment above the minimum contracting score, but below the score to receive a rate incentive will have to go on a Quality Improvement Plan (QIP) and show improvement each year or they will reach a point where they will not be permitted to contract. Scores in the upper range are in a zone that offers rate incentives of up to 10% and will be based on the different score levels.

Meeting the assessment criteria will take a lot of hard work, but increased rates are a great incentive for the Providers to improve their scores. In an effort to help Providers get better scores, the Coalition purchased a variety of proven tools, such as sand tables and building blocks. With delivery of these new tools, the Coalition needed additional storage space and was fortunate that the landlord, Bruce Strumpf, Inc., offered the Coalition an adjoining office of



3,000 sq. ft. rent free to use as storage space. The only cost to the Coalition is the cost of the insurance and electricity.

The Coalition QRIS program will remain unchanged in 2018/2019, but changes for 2019/2020 will have to be addressed. In the next few months the Coalition will have to identify what the local QIP will consist of. The Coalition also must become more familiar with the CLASS assessment requirements and how to do assessments on a much larger scale. OEL sent out an email notice that was forwarded to all providers that addressed the basics of what CLASS is and how it is going to be the new standard.

The Board Chair extended a special thank you to Ms. Pugh and her staff for the HB1091 brochure which simplified the information and clarified the laws and regulations for the Board and the Providers.

#### **D. VPK Readiness Rates and FLKRS Results**

OEL sent an email about the FLKRS results. The Board discussed that Escambia County was 54 out of 67 counties in the state for Kindergarten Readiness. The Board Chair stated that the state has a new assessment tool, and many people are unfamiliar with how to use the tool which may have impacted the Coalition's results and rankings. Mr. Watson stated that School District Superintendents are aware of these issues and several are making better preparations to administer the assessment next year.

The cut off score which determined if the children are ready or not, and the assessment methodology was also discussed. The number DOE used was 500, which the Coalition has heard is more appropriate for a child half way through Kindergarten. Both factors, the cut off score and methodology, may have impacted the results, which in turn impacted Providers VPK Readiness Rates.

#### **Review Hearing Committee Results from June 13, 2018**

A Review Hearing Committee was convened on June 13, 2018. This Review Hearing was requested by Little Legends Pre-School after their SR contract was terminated and their eligibility to provide SR services was revoked for five years. There were five Committee members and the decision was unanimous to uphold the Coalition's decision to terminate this Provider's contract and revoke eligibility to provide SR services.

#### **VIII. Adjourn: Meeting adjourned at 11:03 a.m.**

#### **Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday August 9, 2018  
3300 North Pace Blvd, Suite 210, Pensacola, FL 32505

**Minutes approved by:**

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Brett Rowell, Board Secretary

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Date