

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
August 13, 2015 - 10:00 AM  
Chair: Skip Housh**

**Members in Attendance**

Skip Housh	Kim Carmody	Brittany Curtis
Judy Dickinson	Pam Hagan	Drew Hardgrave
Tammy Hicks	Dale Cooley	Mona Jackson
Craig Jones	Van Mansker	Jeanne Martin
Susan Nelms	Wendi Ochs	Roger Thompson
Edna Williams		

**Members Present by Conference Call**

None

**Members Absent**

Mary Ann Bickerstaff	Gerald Boone	Susan Morgan
Martha Tutchtone		

**Members of the Public**

Brenda Hardy	Rodney MacKinnon	Patricia Franklin
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**Staff**

Bruce Watson	Vicki Pugh	Dawn Engel
Becki Rutchland	Paula Rollins	

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**I. Welcome and Introductions:**

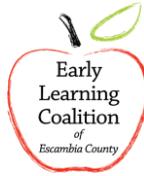
**A. Special Guest:** Mr. Housh introduced Mr. Rodney MacKinnon, Executive Director, Florida's Office of Early Learning to the Board. Mr. MacKinnon spoke to the Board about OEL's top three issues: Assessments, IT Systems and the changes for School Readiness as a result of the Federal reauthorization of the Child Development Block Grant.

**II. Public Comments:**

Mr. Housh recognized Ms. Pat Franklin for her service on the Coalition Board of Directors and presented her with a plaque thanking Ms. Franklin for her service.

**III. Chair Comments:**

**A. Approval of Consent Agenda, Minutes of June 11, 2015, and May 2015 Financial Statements – Action Item.**



Mr. Thompson asked to pull the May 2015 financials from the Consent Agenda for a question. The Agenda and the June 2015 minutes were approved on motion made by Ms. Nelms and seconded by Mr. Jones.

Mr. Thompson inquired about the how much the Coalition went over the School Readiness budget this past fiscal year. Mr. Watson informed the Board that the Coalition went over by approximately \$31,000 which is .03% over the grant award. There are several end-of-the-year adjustments. This amount is expected to increase slightly with the 13<sup>th</sup> invoice. The Coalition was significantly over budget at the beginning of the fiscal year, but made good strides in keeping expenses within the grant award budget. The Coalition spent 85% of their funding on child care slots, 2.9% on admin, 8% on indirect costs and 4% on quality. The fiscal year will not be complete until the 13<sup>th</sup> invoice is closed.

On a recommendation by the Executive Committee, with a second by Mr. Mansker, the May 2015 financials were accepted.

#### **IV. Committee Reports:**

##### **A. Executive Committee**

##### **i. Revised Coalition Budget 2015/2016 - Action Item**

Mr. Housh informed the Board that OEL increased our SR grant award by \$125,000. The budget for Fiscal Year 2015/2016 has been increased accordingly. All of the additional funding has been added to child care slots.

On a recommendation by the Executive Committee, with a second by Mr. Mansker, the Board approved the Revised Coalition Budget for 2015/2016.

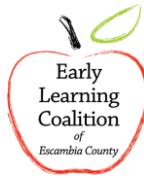
##### **ii. Code of Ethics – Action Item**

Mr. Housh informed the Board that one of the findings from the last OEL Accountability Review was that a Code of Ethics was not signed by all Coalition Board members. Therefore the Coalition created a Code of Ethics that addresses both Sunshine Laws and Conflicts of Interest with Board members.

On a recommendation by the Executive Committee, with a second by Mr. Thompson, the Board approved the Code of Ethics. Mr. Watson asked that all Board members sign the acknowledgement form and turn it in to Ms. Engel at the end of the Board meeting today.

##### **iii. Revised Coalition By-Laws – Action Item**

Mr. Housh informed the Board that the By-Laws the Coalition is currently operating under reference the old statute and need to be updated per the OEL Accountability Review. Because this change was required, additional changes to



update the By-Laws were addressed as well. For instance, language regarding Board membership now matches the most recent changes to the governing statutes.

On a recommendation by the Executive Committee, with a second by Ms. Hicks, the Board approved the 2015 revision to the By-Laws.

Mr. MacKinnon asked the Board if the reference number of the statutes was an actual finding on the Review. Mr. Watson informed him that it was, but an additional issue arose during the finding stating there is no record that the Coalition submitted the 2010 version of the By-Laws to OEL for approval. Mr. MacKinnon stated that he would like to start receiving a master list of issues from Coalitions so he can review them and take them to his staff. Mr. Watson informed him that this list was currently being compiled by AELC.

**iv. Personnel Handbook – Action Item**

Mr. Housh informed the Board that this is another result from the Accountability Review. The Coalition uses Landrum as the leasing company, using several of their policies for Coalition staff. The Drug-Free Workplace Policy that Landrum has created does not include all the provisions that the OEL grant agreement requires. Therefore the Coalition has expanded the references to drug-free workplace in the Personnel Handbook to include the provisions required by OEL. Additional sections in the handbook have also been updated to align the handbook to current polices.

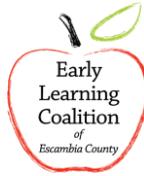
On a recommendation by the Executive Committee, with a second by Mr. Hardgrave, the Board approved the revised Personnel Handbook.

**v. United Way Funding**

Mr. Housh informed the Board that the Coalition was approved to receive the second year of funding of a three year grant from United Way. This grant is used for match requirements and all of the funding goes to child care slots.

**vi. RESTORE Project**

Mr. Watson informed the Board that this project stems from the BP oil spill funding. In the early stages of the project, early learning was listed as a need in the community. However, as requirements of the RESTORE Project became known it became obvious that the Coalition could not qualify as a primary recipient. Therefore, the Coalition is not directly pursuing any funding from this project. Instead the Coalition has agreed to be a collaborative partner in a work force training proposal in which child care will be one of the services offered to participants.



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

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

Mr. Watson informed the Board that the Coalition in the first month has spent one twelfth of the funding for this fiscal year. The Coalition didn't think this would happen as enrollments at the beginning of July were below target. The Coalition currently has 2,800 children enrolled. There are 1,674 children enrolled in VPK. There are several rejections due to required information not being submitted online for proof of age. Parents are not reading what is being requested carefully, often submitting information about their own age. The average of VPK enrollments last year was 2,200 children. The Coalition is significantly down. According to census data, there are enough children in this community to match prior year enrollments. The OEL requirement that all VPK enrollments be done online using the new family portal, and the difficulties this creates for parents who are not familiar with computers, may be a causal factor for enrollments being lower than expected.

### **B. Upcoming Audits and Reviews**

#### **1. OEL Accountability Review, Onsite – March 9-13, 2015**

The review is complete and wrapped up. The Coalition has received the final notification letter.

#### **2. OEL Financial Review, Onsite – March 16-20, 2015**

This review is complete.

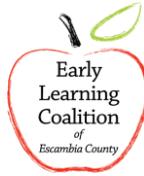
#### **3. Staff Recognition**

The Board recognizes employees with service anniversaries. Ms. Vicki Pugh has been with the Coalition for 12 years. Mr. Paula Rollins, Ms. Gloria Wilson and Ms. Lee Ann Chapman have all been with the Coalition for 10 years.

### **C. Provider Contracting Summary**

Mr. Watson informed the Board that this summary will be a part of the Board packet at every Board meeting. The Executive Committee will receive it bi-monthly. This report shows the status of all of the contracts from the beginning of the fiscal year. This report shows the reason for terminations of contract, whether it be Coalition termination or the decision of the provider to terminate their contract. Should the contract be terminated by the Coalition, this report will show why the Coalition terminated the contract.

On this report, 12 school readiness programs closed on their own last fiscal year and 8 were terminated due to Coalition contract or policy violations.



For VPK, 2 programs closed on their own and 5 were terminated due to Coalition contract violations.

**VI. Old Business**

**A. Review Hearings**

Mr. Watson reminded the Board that per our state contract, the statutorily appointed members on the Board are required to sit on the Review Hearing Committees for providers should the provider request a review hearing. The Coalition has 10 required members. Mr. Watson asked each member to inform Ms. Engel or him of their availability if they have not done so already. Mr. Housh informed the Board that the Executive Committee conducts the parent appeals. The Committee had its first appeal review last month.

**VI. New Business**

**A. First Book Fundraiser**

Mr. Watson informed the Board that dd's Discount store in the Town and County Plaza has chosen the Coalition for the second year in a row they to raise donations for books. The fundraiser will end on September 1, 2015.

Mr. Housh reminded the Board this is the time of the year that a request is made to all Board members for an annual donation. This is not a requirement, just a request.

**VIII. Adjourn: Meeting was adjourned at 11:39 am.**

**Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday October 8, 2015

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

**Minutes approved by:**

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Susan Nelms, Board Secretary

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Date