

**Early Learning Coalition of Escambia County**  
**Board Meeting Minutes**  
**August 11, 2016 - 10:00 AM**  
**Chair: Kermit Housh**

**Members in Attendance**

Kermit Housh	Van Mansker	Brittany Curtis
Tammy Hicks	Wendi Ochs	Drew Hardgrave
Mary Ann Bickerstaff	Pam Hagan	Mona Jackson
Gerald Boone	Judy Dickinson	Roger Thompson
Jeanne Martin	Christina Doss	

**Members Absent**

Kim Carmody	Martha Tutchtone	Susan Nelms
Edna Williams	Craig Jones	Cliff Krut

**Members of the Public**

Aisha Adkison	Melissa Jones	Kayla Pope
Elijah Snell	Thalezondra Hill-Dowdy	

**Staff**

Bruce Watson	Becki Rutchland	Holly Stratton
Christy Zukowski		

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**I. Welcome and Introductions:**

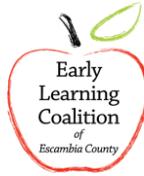
**Special Guests:**

**A. ECSD Workforce Education Presentation**

Ms. Aisha Adkison leads the Early Childhood Education Career Academy for the Escambia County School District. She presented students who have recently graduated from the Academy. The Academy worked closely with the Coalition this past school year. The Coalition provided support to the students by paying the exam fee for those successfully completing their Childhood Development Associate Certificate, which is a post-secondary national industry certification in Early Childhood Education.

**B. Achieve Escambia Presentation**

Mr. Housh shared with the Board that Mr. Watson is active in Achieve Escambia and has been keeping the Board updated on the progress of this community initiative. Ms. Jennifer McFarren with Gulf Power and Mr. Bill Dagnall with Navy Federal Credit Union gave a presentation to the Board explaining why and how Achieve Escambia came to be, highlighting key data points, and how the initiative will help to improve outcomes of the Cradle to Career.



## **II. Public Comments:**

No public comments were made.

## **III. Chair Comments:**

### **A. Approval of Consent Agenda, Minutes of June 9, 2016 and May and June 2016 Financial Statements – Action Item.**

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

## **IV. Executive Committee Report**

### **A. Budget Package Fiscal Year 2016/2017**

The proposed budget package for the fiscal year 2016/2017 includes a 5% pay increase for eligible employees, approximately \$200,000 additional for School Readiness, and also incorporates an increase in spending on Quality Initiatives. Upon a recommendation by the Executive Committee, and seconded by Mr. Hardgrave, the Board approved the budget package for the fiscal year 2016/2017.

### **B. OEL 2016/2017 Grant Agreement**

The OEL has added in this year's grant agreement ten pages for the Performance Funding Project (PFP). The OEL has as a separate agreement for the Outreach and Monitoring portion for VPK. Upon a recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board approved the OEL 2016/2017 Grant Agreement. Mr. Boone, as a school board designee, signed a conflict of interest form.

### **C. ELCEC DOH Medical Support Contract**

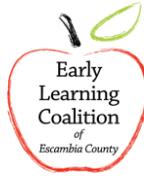
Upon a recommendation by the Executive Committee and seconded by Mr. Mansker, the Board approved the ELCEC DOH Medical Support Contract. Ms. Hagan, as Department of Health designee, signed a conflict of interest form.

### **D. Coalition Plan Amendment**

The most significant changes in the Coalition Plan Amendment was the addition of the Coalition QRIS incentive program, and the acknowledgment of the time and expense that the Coalition will be putting forth in both the Inclusion/Behavior Advisory Group and the Infant/Toddler Institute that the Coalition is establishing. Upon a recommendation by the Executive Committee and seconded by Ms. Bickerstaff, the Board approved the Coalition Plan Amendment.

### **E. Board Member ELC Email Accounts**

To help better protect and secure the emails of the Board members, the Coalition has proposed setting up Coalition email accounts for the Board. Mr. Watson and Mr. David Whipps put together a report on the Security Status of the ELC of Escambia. The report



detailed several security improvements, both in process and pending. Upon a recommendation by the Executive Committee and seconded by Ms. Jackson, the Board approved all the proposed IT Security measures, including Coalition email accounts for Board members.

#### **F. ED Performance Evaluation**

Upon a recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board accepted the evaluation of Mr. Watson as presented. A 5% pay increase for Mr. Watson effective October 1, 2016 was approved.

#### **G. Chairperson Search Committee**

Mr. Van Mansker, Ms. Susan Nelms, and Ms. Tammy Hicks will serve as the Chair Selection Committee. Since the Committee will be made up of Board members, the meetings must be scheduled and publicly noticed. Minutes of the meetings will be recorded.

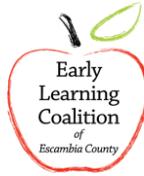
### **V. Executive Director's Report**

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

Mr. Watson gave kudos to the staff for the Coalition for coming within 0.17% of the grant award. This is the closest to expending exactly the amount of the grant award the Coalition has ever been. For Fiscal Year 2016/2017, the School Readiness grant increased by approximately \$218,000.

The federal Child Care Development Block Grant renewal that was passed last year requires that with few exceptions clients be given 12-month eligibility. The impact this will have on the Wait List will be closely monitored. Mr. Watson commented that due to the 12-month eligibilities there will be fewer opportunities for redeterminations, which means there will probably be fewer terminations as well. The 12-month eligibility will let people linger in our program who may not otherwise have been allowed to remain in our program if the Coalition required a redetermination every six months to double check their employment, income, etc. Due to this, the Wait List numbers may increase. Related to this, OEL says that beginning this fiscal year Coalitions will be required to give Protective Services clients three months of transitional care after their referral ends, if they are not otherwise qualified for care.

As of July 24, the Coalition has 3,028 children enrolled, of which 1,167 are school agers. There are 551 children on the Wait List, of which 353 are birth to school entry age. The Wait List has been pulled through June 18, 2016. Currently the average time on the wait list is approximately one and a half months. With the increase in funding in the next fiscal year, Mr. Watson estimates the Coalition needs to keep enrollments between 3,000 to 3,050 children.



There are currently 1,545 children approved and 269 enrolled in VPK, for a total of 1,814 children. The Coalition has almost tripled its advertising in free and select for profit magazines. Ms. Pugh and Ms. Hope Wilson were on the SCI-TV Show last week promoting VPK.

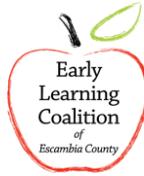
The next new provider quarterly contract signing is on August 31, 2016.

### **B. Performance Funding Project**

This is the first year the Coalition has had applicants for the Performance Funding Project (PFP). The applicants were approved by OEL. Two of the three providers are homes, the other is a center. Two are Tier 1 providers and will have to commit to twenty hours of MMCI, which means they have to attend ten two-hour classes taught by Coalition staff. One is a Tier 2 provider and has different requirements, one of which is doing TSG assessments. The PFP program requirements are very tedious and time consuming. For instance, the Coalition has to keep track of staff hours dedicated to the PFP program, pay those staff members on the Coalition's regularly scheduled pay dates, but the Coalition only gets to bill OEL quarterly for their time. This means the Coalition has to keep double books and back out the PFP hours from the monthly invoice.

### **C. Contracted Slots**

Mr. Watson explained to the Board how the Contracted Slots program works. The OEL has established a new provider payment program they call Contracted Slots. The program uses the most recent bi-annual Market Rate Report for each County. The last Market Rate Report was issued in 2015. Providers in this program are to be paid at the 75th percentile of market rate plus an additional 10% for the number of children selected for contracted slots. Only slots for children birth to five years old can be designated, and fifty percent of these must be infants or toddlers. The additional payments come to about \$5 per day, which equals approximately \$1,000 per child slot, per year. The OEL wants all the PFP Providers to be in the program. Additional Providers can be selected to participate based on OEL's criteria of how a provider may be eligible for this program. Twenty-one providers, including the three PFP participants, have been identified who potentially could be selected for the program. However, due to the financial cap of \$239,587 placed on the program only another three providers, in addition to the three PFP providers, need to be chosen to use all of the funds allotted for this program. The difference between our regular provider rates and the contracted slot rates counts towards Quality, but both count toward the program allocation. OEL gave the Coalition two alternatives to start the program, either September 1, 2016 or October 1, 2016. To give the Coalition time to do all the analysis and screenings required for this program the October 1 start date was chosen.



#### **D. Infant/Toddler Institute Advisory Work Group – Update**

The first phase of the Infant/Toddler Institute Advisory Work Group is in process. After all the initial class observations have been completed, the group will have one more meeting before Christmas.

#### **E. Inclusion and Behavior Advisory Group - Update**

The Inclusion/Behavioral Advisory Work Group has already had a meeting. This work groups subject matter is gaining national attention and goes by different names in different states, but it is about reducing expulsions, dealing with behavioral issues, and using data mining to determine causes, relationships and solutions. The work group has three goals:

- 1) Propose changes to transfer forms to better identify reasons why parents are requesting transfers;
- 2) Identify, or develop, training for Directors and key practitioners to help them deal with child discipline and behavioral issues;
- 3) Develop a process to track and report pre-school expulsions in anticipation of OEL requiring expulsion reporting to meet Federal requirements.

OEL's new health and safety checklist will require all providers to have an inclusion/expulsion policy in place between no later than April 1, 2017. Mr. Housh asked if there was some type of early warning system so the Coalition could intervene before an expulsion. Mr. Watson answered that the ASQ system helps identify potential problems, however, the providers have to provide valid ASQs. The Coalition is researching ways to get providers to document a child's behavior problems sooner. OEL may eventually add an expulsion reporting requirement to SR contracts. Mr. Watson would like the work group to address means to track if an expulsion is due to actions of the child or the parent.

#### **VI. Old Business**

There was no old business to discuss.

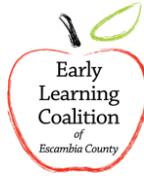
#### **VII. New Business**

##### **A. Disposal List Approval**

Upon a motion made by Mr. Thompson and seconded by Ms. Jackson, the Board approved the disposal of the items on the Disposal List.

##### **B. United Way Grant Renewal**

United Way awarded the third increment of the Coalition's three year grant in the amount of \$70,000. In 2017, the Coalition will have to submit a new grant application.



**C. County Grant for FY 2016/2017**

Mr. Watson shared with the Board that the Coalition has been granted \$238,875 from Escambia County for Fiscal Year 2016/2017. The Coalition requested \$300,000 this year. For the past three years, Escambia County has granted the Coalition \$218,500.

**D. LENA Project**

Mr. Watson updated the Board on the LENA Project and showed them the recording device that the children will wear while in the care of a provider. Part of the Dr. Dana Suskind 30 Million Word initiative is measuring the verbal interactions between adult and children. The LENA recording device will aid in measuring that interaction. There are twenty classrooms participating in this initiative.

**VIII. Adjourn: Meeting adjourned at 11:52 a.m.**

**Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday October 13, 2016

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

**Minutes approved by:**

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Cliff Krut, Board Secretary

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Date