

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
December 10, 2015 - 10:00 AM  
Chair: Kermit Housh**

**Members in Attendance**

Kermit Housh	Mary Ann Bickerstaff	Gerald Boone
Kim Carmody	Dale Cooley	Brittany Curtis
Tammy Hicks	Mona Jackson	Craig Jones
Jeanne Martin	Wendi Ochs	Roger Thompson
Edna Williams		

**Members Present by Conference Call**

None

**Members Absent**

Judy Dickinson	Pam Hagan	Drew Hardgrave
Van Mansker	Susan Nelms	Betty Persons
Martha Tutchtone		

**Members of the Public**

Brenda Hardy	Sissy Carter	Michael Singer
Marcella Copeland	Susan Morgan	Robert Kincaid

**Staff**

Bruce Watson (call in)	Vicki Pugh	Dawn Engel
Becki Rutchland	Paula Rollins	

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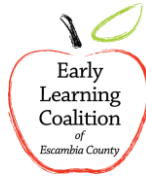
**I. Welcome and Introductions:**

**A. Special Guest:**

Mr. Housh introduced Dr. Robert Kincaid from the Perdido Key Kiwanis Club. Dr. Kincaid presented a \$1,000 donation to the Coalition. The donation will continue the work of the Coalition to distribute free books to children throughout Escambia County. The Coalition previously donated 4,000 books to the Kiwanis Club that they will in turn be distributed to sick children at the Nemours hospital and to community centers for children that need greater access to books.

**II. Special Board Presentation:**

The Wee Kare Academy Carolers from the VPK program at Wee Kare Academy performed a small Christmas program for the Board.



### **III. Special Board Member Recognition:**

Mr. Housh presented Ms. Susan Morgan a plaque as a token of the Board's appreciation for her service as the representative for Pensacola State College.

### **IV. Public Comments:**

Mr. Michael Singer, former owner of Legendary Preschool, submitted a public comment request to speak on the topic of "Bullying by Mr. Watson". Mr. Singer asked Mr. Housh for clarification on the duties of the Board of Directors. Mr. Housh informed Mr. Singer that the Board is a policy making Board. Mr. Singer informed the Board that he had received a letter from Mr. Watson which he felt threatened by action of the Board. The letter stated that his contract would be brought before the Board for a decision regarding contract termination. Additionally, Mr. Singer informed the Board that Mr. Watson told him that if he terminated his wife from his program that this issue would go away. Mr. Singer followed his instructions and said this issue did go away. Mr. Housh informed Mr. Singer that the full Board does not make these types of decisions that they designate a Committee, which is the Executive Committee, to handle these issues. Mr. Watson added that at the time the letter Mr. Singer is referring to, May 2014, it was not unusual for terminations to be discussed at meetings of the Board's Committees. In May 2014, but after the May 5, 2014 to Mr. Singer, the Board approved a new contracting eligibility policy, and at the same time made it clear to the Executive Director that bringing pending terminations before the Board or its Committees was not required. Mr. Singer informed the Board that he had contacted OEL regarding the letter and OEL instructed him to address the Board of Directors. Mr. Singer stated that now that he had received clarification of the Boards duties he would be going elsewhere to take further action.

### **V. Chair Comments:**

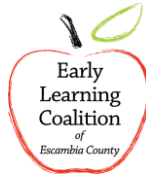
#### **A. Approval of Consent Agenda, Minutes of October 8, 2015, and September and October 2015 Financial Statements – Action Item.**

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

### **VI. Executive Committee Report**

#### **A. End of Fiscal Year Financials 2014/2015**

Mr. Housh reminded the Board that the June financial statements until the "13th month" invoice to OEL is processed late in August each year. Therefore, the June and full fiscal year financial statements are always delayed. On a recommendation made by the Executive Committee, with a second by Mr. Thompson, the Board approved the End of the Fiscal Year Financials for 2014/2015.



### **B. Combining Resource Development and Eligibility Committees**

Ms. Housh informed the Board that the Coalition has two working Committees, the Resource Development Committee and Eligibility and Providers Payments Committee. As rules have been changed by OEL over time the purpose of the two Committees has changed. For instance we have no local control over Eligibility priorities anymore. Areas of interest overlap between the Committees and the same people attend both meetings. Therefore, each Committee recommends that the two Committees combine into a single committee, to be called the Resource Development Committee. On a recommendation by the Executive Committee, with a second by Ms. Bickerstaff, the Board approved combining the Resource Development and Eligibility Committees.

### **C. Board Member Recommendation**

Mr. Housh informed the Board that the Gubernatorial Appointment for Mr. Drew Hardgrave expires in April 2016. Mr. Hardgrave has agreed to continue on the Board and will fill out paper work to continue his appointment. Ms. Housh felt it would be helpful to the Governor's office if the Board would endorse Mr. Hardgrave's reappointment. On a recommendation by the Executive Committee, with a second by Ms. Williams, the Board endorsed the reappointment of Mr. Drew Hardgrave for a second term.

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

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

Ms. Pugh presented the reports for Mr. Watson. There was nothing substantial to report.

### **B. Contracts Terminated for Insurance Lapse**

This agenda topic was not discussed.

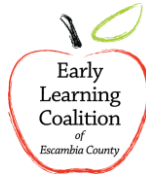
## **VIII. Old Business**

### **A. New Board Member Orientation – January 2016**

A survey was taken amongst the Board members that have not attended an orientation to see which date works best for all members. The date of Thursday, January 7, 2016 at 10:00 am has been set for this presentation.

### **B. RESTORE Project Update**

Mr. Housh informed the Board that in the early discussions of the RESTORE project, early education was listed in the criteria, but has since been removed. However, a work force development and education project has been proposed for the Brownsville community that will include child care for participants. The Coalition would be the administrator for the child care part of the project.



**IX. New Business**

**A. Provider Monitoring and Curriculum Requirements**

Mr. Watson informed the Board that the Coalition will be holding providers more accountable during monitoring when it comes to using their choice of Curriculum. They will not be given credit just by having the curriculum books on site. They will have to show proof that they are using the curriculum. For the remainder of this contract year the Coalition will provide technical assistance to providers to assist them with implementing their chosen curriculum. After the new contract year, the first occurrence of contractual non-compliance regarding curriculum the provider will receive a Corrective Action Notice. The provider will need to submit a Corrective Action Plan. If there is a second occurrence, the provider will be placed on probation. The third occurrence, if it occurs during probation, will result in contract termination.

**B. Staffing**

Mr. Watson informed the Board that the demands of the new monitoring and fraud programs required the creation of a separate division for the Program Integrity Unit. Ms. Engel has been selected to become the Department Head. A new Executive Assistant has been hired.

**C. Board/Committee Meeting Schedule for 2016**

Mr. Housh informed the Board members that the schedule for the next calendar year is included in the packet as the last page. Dates have already been adjusted for the holidays. The new Committee will create its own schedule. The updated schedule will be sent out as soon as it finalized.

**X. Adjourn: Meeting adjourned at 10:42 am.**

**Next Regularly Scheduled Meeting**

10:00 a.m. – Thursday February 11, 2016

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