

**Early Learning Coalition of Escambia County
Board Meeting Minutes
October 13, 2016 - 10:00 AM
Chair: Kermit Housh**

Members in Attendance

Kermit Housh	Kim Carmody	Mona Jackson
Van Mansker	Tammy Hicks	Brittany Curtis
Craig Jones	Drew Hardgrave	Pam Hagan
Mona Jackson	Gerald Boone	Jeanne Martin
Christina Doss	Melody Meier (member approved during meeting)	

Members Absent

Cliff Krut	Mary Ann Bickerstaff	Roger Thompson
Judy Dickinson	Cindy Kirk	

Members Called In

Marty Tutchtone	Wendi Ochs	Edna Williams
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Members of the Public

Shawn Jennings (DOH)	Dr. Sherry White (CAPSTONE)
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Staff

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

I. Welcome and Introductions:

Ms. Pam Hagan introduced Ms. Shawn Jennings, a registered nurse with the Florida Department of Health. Ms. Hagan announced that she will be retiring next year.

II. Public Comments:

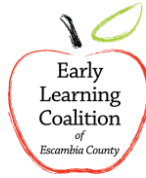
No public comments were made.

III. Chair Comments:

A. Approval of Consent Agenda, Minutes of August 11 2016, July and August 2016 Financial Statements, Fiscal Year 2015/2016 End of Year Financials – Action Item.

The Consent Agenda was approved on motion made by Mr. Jones and seconded by Mr. Mansker.

IV. Executive Committee Report



A. New Board Members

Upon a recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board approved Ms. Melody Meier as a private sector Board member.

B. Requests for Public Records, ELC 1401.1C, Policy Revision

Upon a recommendation by the Executive Committee and seconded by Ms. Doss, the Board approved the revision to the Requests for Public Records Policy.

C. Anti-Fraud Plan, ELC 4101.1C, Policy Revision

Upon a recommendation by the Executive Committee and seconded by Mr. Hardgrave, the Board approved the revision to the Anti-Fraud Plan Policy.

D. AELC Legislative Priorities

Mr. Watson shared with the Board the Association of Early Learning Coalitions (AELC) State Legislative Priorities 2017. As a member of AELC, the Coalition endorses these priorities and adopts them for our use in communications with the public and local and state political representatives. A copy will be e-mailed to the Board members.

V. Executive Director's Report

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

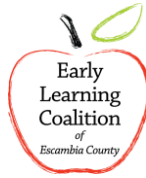
For Fiscal Year 2016/2017, the School Readiness grant increased by approximately \$218,000 for a total of \$13,676,257. Currently the Coalition is slightly ahead of spending for the year. To keep the Coalition on budget, the number of children enrolled is being allowed to go down by normal attrition, as planned. There was nothing of significance to report on the Contract Summary and Fraud Summary reports.

As of October 10, the Coalition has 3,002 children enrolled in the SR Program. There are 1,038 children on the Wait List, of which 820 are Birth to School Entry. The Wait List has been pulled through June 18, 2016. There are currently 2,176 children enrolled in VPK for the 2016/2017 school year.

B. SR Budget Increase

On October 3, 2016, the Coalition received notification that our OEL grant award was increased an additional \$417,523 for a new total of \$14,093,780. The increase was our share of an additional \$20 million dollars OEL received for the School Readiness program. The OEL calculation methodology was for half to distributed using the current allocation process, and the other half using the Coalitions' Wait Lists numbers.

C. LENA Update



The Coalition has signed an agreement with the LENA Research Foundation to begin the LENA Project in late October. In November, a few providers will begin using the devices. In January, additional providers will participate. A total of 100 infants and toddlers will be using the devices. The Coalition is the first entity in the nation to use the devices in a child care setting. Ms. Pugh mentioned that the benchmark data will be completed in December, and the first data analysis will be available in January, 2017.

VI. Old Business

A. Board Member Email Accounts

Printed instructions for accessing Board member email accounts was given to the Board members present. The instructions will be emailed to those who were not present.

B. Chair Selection Committee

The Chair Selection Committee met on September 21, 2016 to discuss finding a replacement to present to the Governor for the Coalition's outgoing Board Chair, Mr. Kermit Housh. Mr. Housh's term will end on April 30, 2017. The Chair Selection Committee recommended Ms. Marty Tutchtone or Mr. Van Mansker, both who are current Board members of the Coalition, as candidates of first and second choice respectively. Mr. Mansker agreed to apply for the Board Chair position, if Ms. Tutchtone did not apply. Ms. Tutchtone was honored to have been asked, but felt she could not devote the time to the position that the Coalition deserved and declined the offer. Therefore, Mr. Mansker is going to submit his application for the Chair position.

VII. New Business

A. Code of Ethics

A copy of the ELC Escambia Code of Ethics and an acknowledgment form was provided. Members present at the meeting signed an acknowledgment form. Members not present will be contacted to sign the form, and forward it to the Coalition.

B. Board Orientation

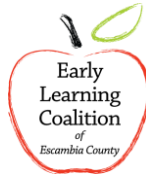
There are four members who have not received the Board Orientation. Suggested dates for the orientation will be sent via Doodle poll to the new Board members, and the Chair. All Board members will be notified when the orientation date is set.

VIII. Adjourn: Meeting adjourned at 10:51 a.m.

Next Regularly Scheduled Meeting

10:00 a.m. – Thursday December 8, 2016

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



Minutes approved by:

Cliff Krut, Board Secretary

Date