



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting

DATE/TIME: Tuesday, September 18, 2018 at 3:00 p.m.

LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave, Rockledge, FL

MEMBERS PRESENT: Alan Bergman, Mark Broms, Victoria Candelora, Lori Duester, Ian Golden (substitute), Linda Halpin (substitute), Natalie Jackson, Henry Perez, and Althea Puzio

EXCUSED ABSENT MEMBERS: Terri Barlow, Jeffrey Harrison, Khaled Jarrah, Beth Mills, Heather Quidort, and Gena Tiedeman

UNEXCUSED ABSENT MEMBERS: Don Lusk and Alicia Reyes-Perez

STAFF PRESENT: Sky Beard, Jessica Beecham, Kevin Carraro, Sharlene Humphrey, and John Self

GUEST PRESENT: N/A

CALLED TO ORDER: Alan Bergman called the meeting to order 3:10 p.m. Pledge of allegiance took place and introductions were conducted. Quorum was not established.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: August 21, 2018 b. Directors Report	Quorum was not established and Consent Items will be approved at the next scheduled Full Board Meeting.
Committee Reports	<p>Executive/Finance Committee: Alan Bergman reported to the Board that the Executive/Finance Committee met on Monday, September 18, 2018. The agenda items included:</p> <ul style="list-style-type: none"> • Approval of meeting minutes • FY 2017-2018 Actual to Budget – no issues identified • Revised FY 2018-2019 Budget – to be presented at next meeting due to lack of quorum • EFS Modernization Update (Provider Payments) – to be discussed later in meeting. • Annual Meeting (October) – to be discussed later in meeting • School Readiness Provider Contract Termination – The Committee voted to terminate the current School Readiness Provider Contract and revoke eligibility for five years with Apollo Preschool Academy of Palm Bay. The written notice of termination has been sent and the provider has until Friday, September 21, 2018 to appeal. If the provider does appeal the termination, a Review Hearing Committee of specified Board members will need to be formed. 	No Action/Follow-up
New Business	<p>FY 18.19 Agency Budget Revision: The Board was reminded that the Agency Budget that had been previously approved was only preliminary since they included approximate allocations from OEL at the time. The FY 18.19 Budget Revision was reviewed (see attached). However, because quorum was not established, the revision will be presented at the next Board meeting.</p> <p>School Readiness Priorities: The Board reviewed the School Readiness Priorities (see attached). Coalitions are currently waiting for clarification from OEL regarding follow up questions about language found in HB 1091. The Board reviewed the current priorities and began the discussion regarding any</p>	Quorum was not established. The FY 18.19 Agency Budget Revision will be reviewed at the next full Board Meeting.

	<p>changes that might want to be made locally.</p> <p><u>Annual Meeting:</u> The Board reviewed the survey that the members completed regarding the Board Annual Meeting in October. The meeting will be held at the normally scheduled date, time and location. The content of the meeting will include the following:</p> <ul style="list-style-type: none"> • Priorities • Strategic Review and Committee Structure <p>Mark Broms requested if it would be possible to have another Coalition come and discuss what quality initiatives they may be pursuing.</p>	
Old Business	<p><u>Finance Report and Waiting List/New Enrollment Update:</u> Due to limitations in reporting from the EFS Modernization system, limited enrollment and utilization reports are able to be provided. After much data analysis, it appears that there are approximately 543 children on the wait list.</p> <p><u>EFS Modernization Updates:</u> Sky updated the Board in regards to the new statewide data management system. ELC staff has been on countless calls and webinars with the development team. There were significant data migration issues with the transition to the new system. The development team at OEL has acknowledged the extent of Brevard's data migration issues. Data migration and system functionality issues have made conducting attendance and processing provider payments out of the system impossible. Coalition staff and the Board discussed the impact to providers and all the Coalition is doing to ensure that provider payments are as "whole" and accurate as possible. The Board discussed the possibility of Providers taking action at the Board level because of the issues with attendance and reimbursement.</p>	
Public Comment/Board Announcements	Sky introduced John Self, Director of IT, to the Board.	No Action/Follow-up
Adjournment	The meeting was adjourned at 5:09 pm	<p>Henry Perez motioned for the adjournment of the Board meeting.</p> <p>Victoria Candelora seconded the motion. The motion passed unanimously by all Board members.</p>

September 2018 Board of Directors Minutes Approved:

Respectfully Submitted,

Approved

Signature Date
Executive Coordinator

Signature Date
Executive Director



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
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**Board of Directors Meeting
Tuesday, September 18, 2018
3:00 pm**

- I. Call to Order
- II. Pledge of Allegiance
- III. Coalition Roll Call by Self Introduction
- IV. Consent Items
 - a. Minutes: August 21, 2018
 - b. Director's Report
- V. Committee Reports
 - a. Executive/Finance Committee
- VI. New Business
 - a. FY 18.19 Agency Budget Revision
 - b. School Readiness Priorities
 - c. Annual Meeting
- VII. Old Business
 - a. Finance Report and Waiting List/New Enrollment Update
 - b. EFS Modernization Updates
- VIII. Public Comment
- IX. Adjourn

Next Meeting: October 16, 2018

PROUDLY SUPPORTED BY:



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting

DATE/TIME: Tuesday, August 21, 2018 at 3:00 p.m.

LOCATION: Early Learning Coalition of Brevard, Conference Room 1018 Florida Ave, Rockledge, FL

MEMBERS PRESENT: Terri Barlow, Alan Bergman, Mark Broms, Victoria Candelora, Ian Golden, Linda Halpin (substitute), Jeffrey Harrison, Khaled Jarrah, Beth Mills, Henry Perez, Althea Puzio, and Gena Tiedeman

EXCUSED ABSENT MEMBERS: Lori Duester, Don Lusk and Alicia Reyes-Perez

UNEXCUSED ABSENT MEMBERS: Natalie Jackson and Heather Quidort

STAFF PRESENT: Sky Beard, Jessica Beecham, Michell Bhagwandin, Kara Bradley, Paula Collins, Sharlene Humphrey, Gina Sousa, Tina Snyder

GUEST PRESENT: N/A

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established 3:12 p.m. Pledge of allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: June 19, 2018 b. Directors Report	Henry Perez motioned for the Consent Items to be approved. Ian Golden seconded the motion. The motion passed unanimously by all Board members.
Committee Reports	<p>Executive/Finance Committee: Alan Bergman reported to the Board that the Executive/Finance Committee met on Monday, August 13, 2018. The agenda items included:</p> <ul style="list-style-type: none"> Approval of June 11, 2018 minutes Children's Services Council Update – To be discussed later in meeting EFS Modernization Update – To be discussed later in meeting School Readiness Provider Contract Termination – Postponed for discussion at the September meeting Meeting with Provider Representatives – Sky held a publicly noticed meeting with our three Board provider Representatives on July 31; they discussed ways to best meet the needs of School Readiness and VPK providers as well as current topics of interest to early learning providers. Khaled Jarrah expressed that he was looking forward to visiting other providers 	No Action/Follow-up
Old Business	<p>Finance Report and Waiting List/New Enrollment Update: Sky reviewed the Finance Reports (see attached) with the Board. Due to inaccuracies, in the EF Modernization system, the Coalition does not believe the current waiting list numbers are accurate. Coalition staff are currently reviewing reports in an attempt to analyze waiting list information. The earmarks have been met for the FY 2017.2018:</p> <ul style="list-style-type: none"> School Readiness direct services 84%; minimum required is 78% VPK Admin 3.89%; maximum allowed is 4% Match dollars are short by approximately \$24,000 	No Action/Follow-up

<p>New Business</p>	<p><u>Children’s Services Council Update:</u> The Board discussed the Board of County Commissioner’s meeting that was held on July 24, 2018. The Commissioners were to vote on a tax referendum for the Brevard Children's Services Council to be on the November ballot. However, after much discussion and public comments the Commissioners voted against adding the tax referendum to the November ballot.</p> <p>The Children’s Services Council has not met since the July County Commission meeting but a Council meeting has been scheduled for September. The Board will be kept up-to-date with the next steps the CSC will be taking.</p> <p><u>VPK Readiness Rates:</u> The Board was informed that the VPK Readiness rates reflect the percentage of screened children a VPK provider has adequately prepared for kindergarten. The readiness rate is based on the Florida Kindergarten Readiness Screener (FLKRS). This year, Florida administered a new kindergarten readiness screener, STAR Early Literacy. The Readiness rates results are as follows:</p> <ul style="list-style-type: none"> • Statewide <ul style="list-style-type: none"> - Average score = 541 - About 1/3 of VPK providers were “low performing” • Brevard County <ul style="list-style-type: none"> - 38% “low performing” (score of less than 60) <p>The Board reviewed the STAR Early Literacy Doman Data that was provided by OEL. The Board discussed concerns about the data and follow up discussions that will assist in the understanding of the most appropriate next steps. The Board will be updated as more information becomes available.</p> <p>Beth Mills will be holding STAR Early Literacy trainings trainings for private providers to have a better understand of the assessment tool and administration process.</p> <p><u>EFS Modernization System Update:</u> Coalition staff prepared as much as possible for the new Statewide system that was released on July 2, 2018 (Release 3.0). The new system is challenging at best which was somewhat expected. However, the Coalition experienced significant data migration issues which compounded issues with system functionality. Coalition staff explained challenges with staff morale and how hard the team is working, despite the challenges with the system. The Coalition has added additional kiosks in the Melbourne and Rockledge offices to assist families.</p> <p>Khaled Jarrah has informed his directors to be patient with the new system, because the provider side of the new system is not working at this time. However, providers would like to request more communication about the problems with the system. The Coalition staff will send out updates to the providers, as appropriate.</p>	<p>No Action/Follow-up</p>
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	<p><u>Additional School Readiness Allocation:</u> As has been discussed, the Coalition has received its allocation of new federal School Readiness dollars. Brevard has received approximately 1.5m for School Readiness services to be spent by June 30, 2019. Coalition staff is working through a plan on how to spend the funds which will prioritize serving families on the waiting list.</p> <p>The Board discussed possible ways the funds could be spent locally. However, Coalition staff is waiting on OEL for any guidance on how to spend the funds. The Board will be kept up to date with any new information.</p> <p><u>October Annual Meeting Survey:</u> Sky reminded the Board that October will be the Annual Meeting of the Board of Directors. Officers will be elected at this meeting. If any members are interested, please email Sky.</p> <p>A survey will be sent out to Board members requesting input regarding the content and format of the Annual Meeting.</p> <p><u>Key Result Area Committee Meeting:</u> The Quality Committee met during the meeting time.</p>	
Public Comment/Board Announcements	N/A	No Action/Follow-up
Adjournment	The meeting was adjourned at 4:36 pm	<p>Ian Golden motioned for the adjournment of the Board meeting.</p> <p>Jeffrey Harrison seconded the motion. The motion passed unanimously by all Board members.</p>

August 2018 Board of Directors Minutes Approved:

Respectfully Submitted,

Approved

Signature Date
Executive Coordinator

Signature Date
Executive Director



Director's Report September 2018

State and Office of Early Learning (OEL) Update:

- Sky Beard will be attending a meeting of the Association of Early Learning Coalitions on September 26 in West Palm Beach. The meeting will include an update on strategic planning as well as discussions on important and relevant conversations that all Early Learning Coalitions are facing. While in West Palm, Sky will be attending the First 1,000 Days Conference. The conference includes speakers and workshops related to early childhood topics as well as networking opportunities.
- Dennise Milan, Family Services Administrator, traveled to the Office of Early Learning's office in Tallahassee to assist with troubleshooting and solving the many data migration issues discovered in the EFS Modernization system. After much discussion, it was identified that having a staff member physically present in the OEL office was the most advantageous next step.

Coalition Update:

- The Coalition has completed the selection process for the FY 18.19 Performance Funding Project. The Coalition held a series of informational sessions to educate providers about the Performance Funding Project (PFP) and there was a significant increase in the number of providers that applied. Utilizing criteria established by OEL, 25 providers were selected for participation out of the 38 that applied. Contracts have been signed by providers and the final selection process of their continuous quality improvement (CQI) strategies are underway.
- Coalition staff met with Connie Rivera from the Department of Public Assistance Fraud (DPAF) on September 6. Ms. Rivera is the supervisor assigned to Brevard County. The meeting provided an opportunity to review the Coalition's anti-fraud plan and practices, obtain updates related to the investigative process and establish goals moving forward. The Coalition has processes in place to refer cases of alleged fraud (parent and provider) to DPAF.
- Sky participated in the Department of Children and Families Child Welfare Summit in Orlando on September 6. As part of the statewide conference, the local DCF circuit created an exercise where those working in child welfare were provided scenarios similar to what many families experience. As part of that workshop exercise, the participants "visited" many familiar referral agencies (such as ELC) to experience what many families experience.
- Coalitions staff will be kicking off their United Way campaign in September. If you are interested in participating in the Coalition's campaign or would like information about how to start a workplace campaign at your place of business, please contact Sky.

PROUDLY SUPPORTED BY:

EARLY LEARNING COALITION OF BREVARD

Board of Directors Meeting
September 18, 2018



SCHOOL READINESS PRIORITIES

- HB 1091 included language which all local ELCs the ability to establish local priorities
- However, the priorities to be established must be selected from the list of priorities established in statute



SCHOOL READINESS PRIORITIES

Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance and subject to the federal work requirements.

Priority shall be given next to an at-risk child younger than 9 years of age.



SCHOOL READINESS PRIORITIES

Subsequent priority shall be given, based on the early learning coalition's local priorities identified under s. 235 1002.85(2)(j), to children who meet the following criteria:



SCHOOL READINESS PRIORITIES

Each early learning coalition shall give priority for participation in the school readiness program as follows:

- a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.
- b) Priority shall be given next to an at-risk child younger than 9 years of age.
- c) Subsequent priority shall be given, based on the early learning coalition's local priorities identified under s. 1002.85(2)(j), to children who meet the following criteria:



SCHOOL READINESS PRIORITIES

- 1) A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s.1003.21(1)(a)2 who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2 until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.
- 2) A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.
- 3) An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program with an eligibility priority category listed in paragraphs (a) and (b) and subparagraph (c)1 shall be given priority over the other children who are eligible under this paragraph.

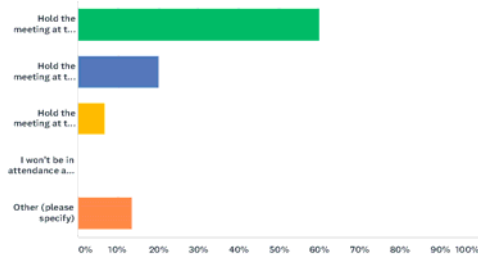


SCHOOL READINESS PRIORITIES

- 4) A child who is younger than 13 years of age from a working family that is economically disadvantaged.
- 5) A child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years of age.
- 6) A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.
- 7) A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs (c)1 and 2 but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Program.

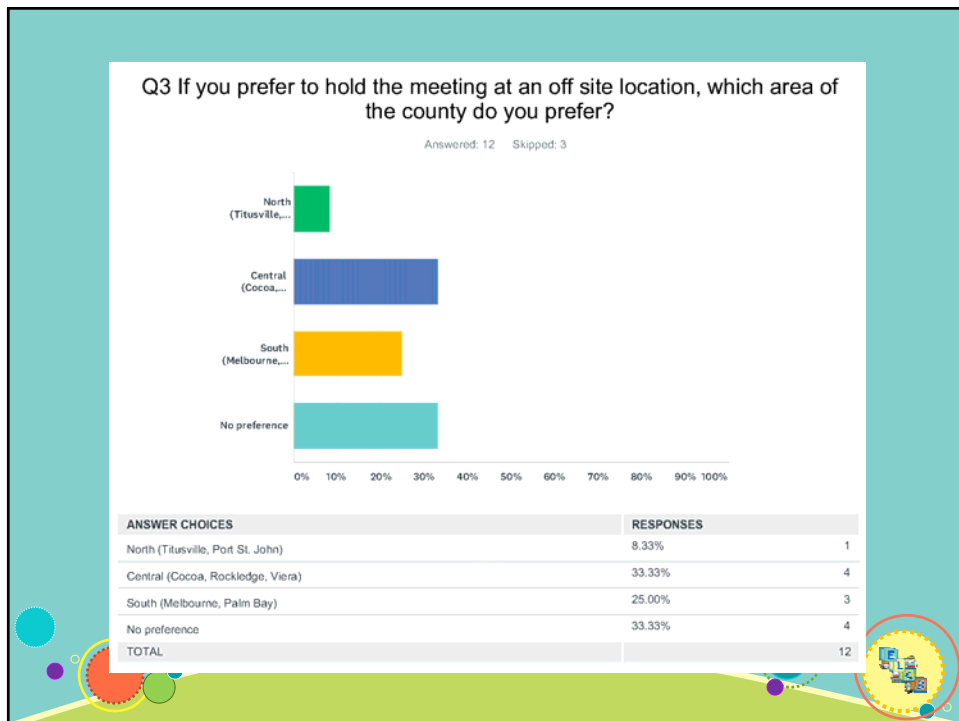
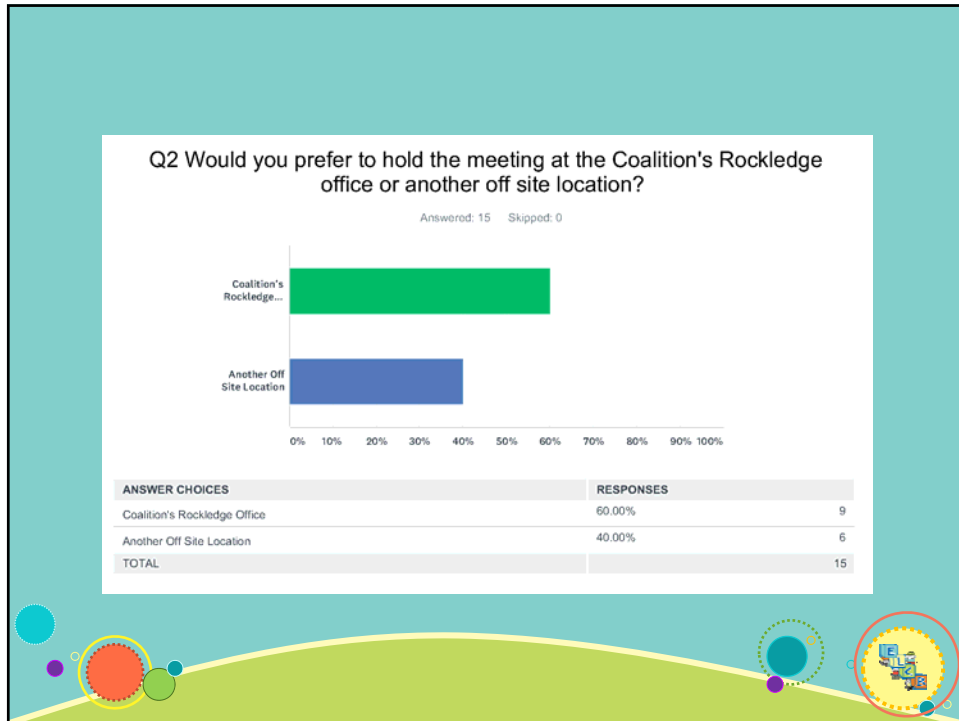
Q1 The Annual Meeting is currently scheduled for Tuesday, October 16, 2018 at 3:00 pm. Would you prefer to:

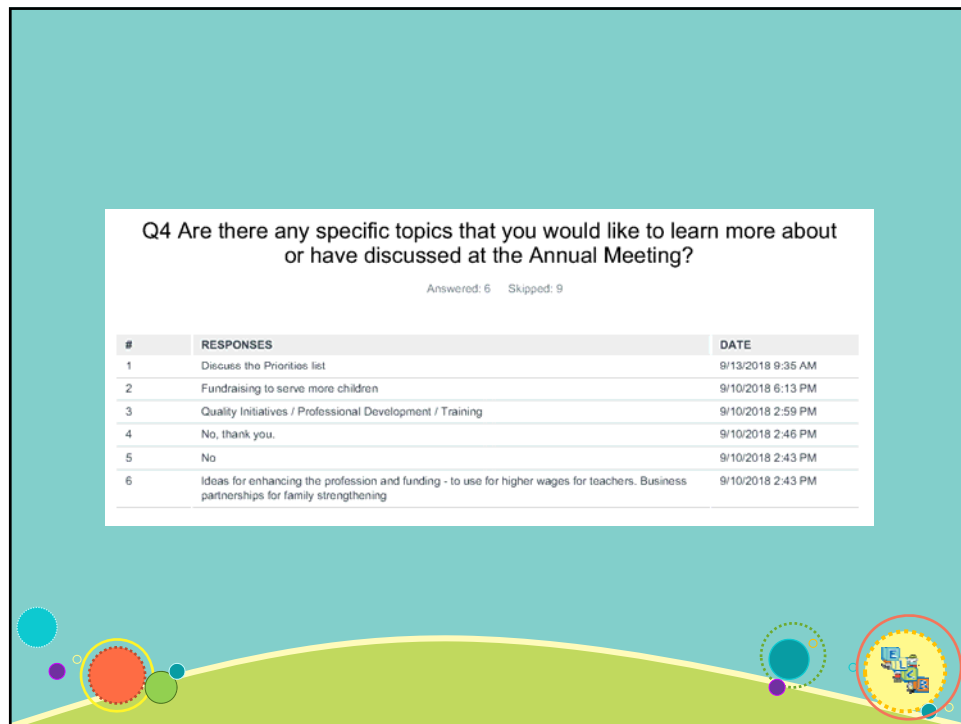
Answered: 15 Skipped: 0



ANSWER CHOICES		RESPONSES
Hold the meeting at the regularly scheduled date and time (10/16 from 3:00 - 5:00 pm)		60.00% 9
Hold the meeting at the regularly scheduled date but extend to half a day (10/16 from 9:00 am - 12:00 pm)		20.00% 3
Hold the meeting at the regularly scheduled date but extend to a full day (10/16 from 9:00 am - 4:00 pm)		6.67% 1
I won't be in attendance at the Annual Meeting on 10/16		0.00% 0
Other (please specify)		13.33% 2
TOTAL		15

#	OTHER (PLEASE SPECIFY)	DATE
1	same day but from 2-5 if needed	9/13/2018 9:35 AM
2	same day but from 2-5	9/10/2018 2:55 PM





Early Learning Coalition of Brevard County
Agency Budget 18.19 - Revision 1

9/18/2018

	FY18.19 Budget	FY18.19 Budget Rev 1	Change %
<u>Revenue:</u>			
Office Of Early Learning			
School Readiness Grant Award	\$ 18,469,881	\$ 20,013,858	8.36%
Performance Funding Project (PFP) Grant Award	\$ 498,448	\$ 498,448	0.00%
VPK Grant Award	\$ 11,530,805	\$ 11,530,805	0.00%
VPK Outreach & Awareness Grant Award	\$ 23,348	\$ 23,348	0.00%
United Way (all sources)	\$ 262,000	\$ 262,000	0.00%
Child Care Executive Partnerships Partners	\$ 97,600	\$ 91,386	-6.37%
In-kind Revenue	\$ 59,284	\$ 59,284	0.00%
Contributions/Match (includes CDBG funding)	\$ 71,621	\$ 71,621	0.00%
Match Raising Events	\$ 2,500	\$ 2,500	0.00%
Total Revenue:	\$ 31,015,487	\$ 32,553,250	4.96%
<u>Expenses:</u>			
SR Direct Services (Child Care Slots - all funders/match OEL - 82.03%)	\$ 15,585,504	\$ 16,845,815	8.09%
VPK Direct Services	\$ 11,091,395	\$ 11,091,395	0.00%
ELC Operations	\$ 3,097,695	\$ 3,097,695	0.00%
ELC Quality Initiatives	\$ 742,444	\$ 742,444	0.00%
ELC Quality Initiatives - PFP, Stipends, Training	\$ 498,448	\$ 775,901	55.66%
Total Expenses:	\$ 31,015,487	\$ 32,553,250	4.96%
Net Income/(Deficit)	\$ (0)	\$ (0)	



School Readiness Priorities

(as stated in HB 1091)

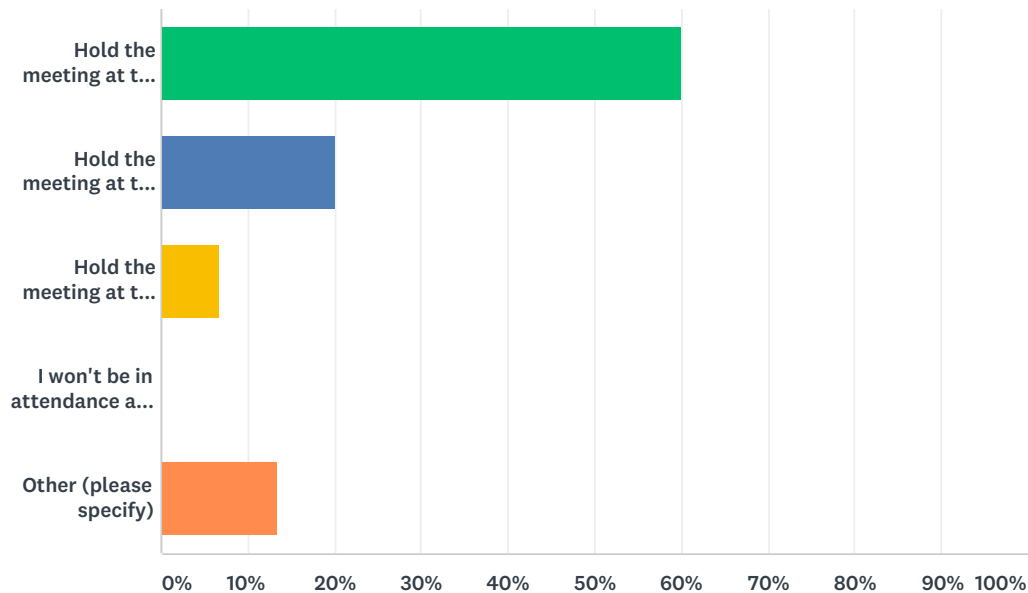
Each early learning coalition shall give priority for participation in the school readiness program as follows:

- (a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements.
- (b) Priority shall be given next to an at-risk child younger than 9 years of age.
- (c) Subsequent priority shall be given, based on the early learning coalition's local priorities identified under s. 1002.85(2)(j), to children who meet the following criteria:
 - (1) A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2 who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2 until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services.
 - (2) A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.
 - (3) An at-risk child who is at least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program with an eligibility priority category listed in paragraphs (a) and (b) and subparagraph (c)1 shall be given priority over the other children who are eligible under this paragraph.
 - (4) A child who is younger than 13 years of age from a working family that is economically disadvantaged.
 - (5) A child of a parent who transitions from the work program into employment as described in s. 445.032 who is younger than 13 years of age.
 - (6) A child who has special needs, has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.
 - (7) A child who otherwise meets one of the eligibility criteria in paragraphs (a) and (b) and subparagraphs (c)1 and 2 but who is also enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Program.

PROUDLY SUPPORTED BY:

Q1 The Annual Meeting is currently scheduled for Tuesday, October 16, 2018 at 3:00 pm. Would you prefer to:

Answered: 15 Skipped: 0

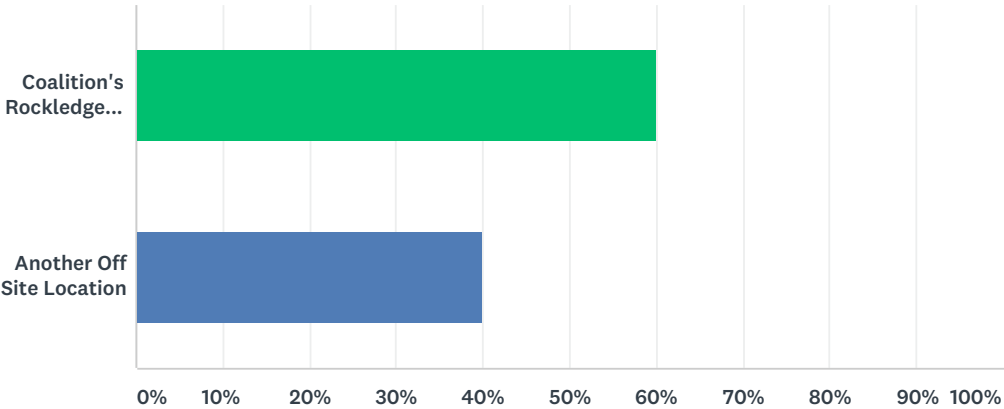


ANSWER CHOICES		RESPONSES	
Hold the meeting at the regularly scheduled date and time (10/16 from 3:00 - 5:00 pm)		60.00%	9
Hold the meeting at the regularly scheduled date but extend to half a day (10/16 from 9:00 am - 12:00 pm)		20.00%	3
Hold the meeting at the regularly scheduled date but extend to a full day (10/16 from 9:00 am - 4:00 pm)		6.67%	1
I won't be in attendance at the Annual Meeting on 10/16		0.00%	0
Other (please specify)		13.33%	2
TOTAL			15

#	OTHER (PLEASE SPECIFY)	DATE
1	same day but from 2-5 if needed	9/13/2018 9:35 AM
2	same day but from 2-5	9/10/2018 2:55 PM

Q2 Would you prefer to hold the meeting at the Coalition's Rockledge office or another off site location?

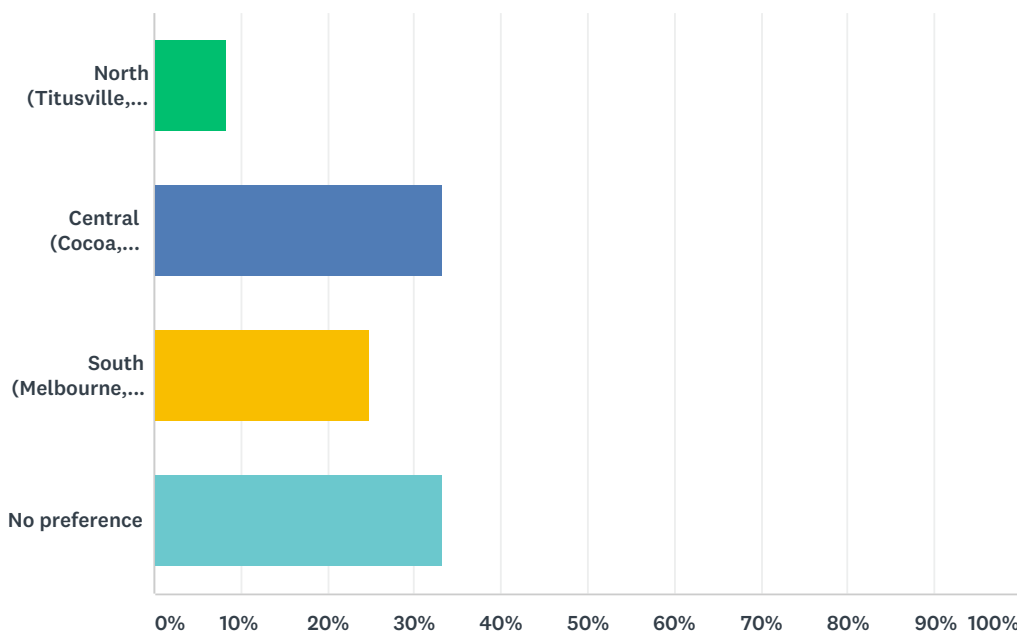
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Coalition's Rockledge Office	60.00%	9
Another Off Site Location	40.00%	6
TOTAL		15

Q3 If you prefer to hold the meeting at an off site location, which area of the county do you prefer?

Answered: 12 Skipped: 3



ANSWER CHOICES	RESPONSES	
North (Titusville, Port St. John)	8.33%	1
Central (Cocoa, Rockledge, Viera)	33.33%	4
South (Melbourne, Palm Bay)	25.00%	3
No preference	33.33%	4
TOTAL		12

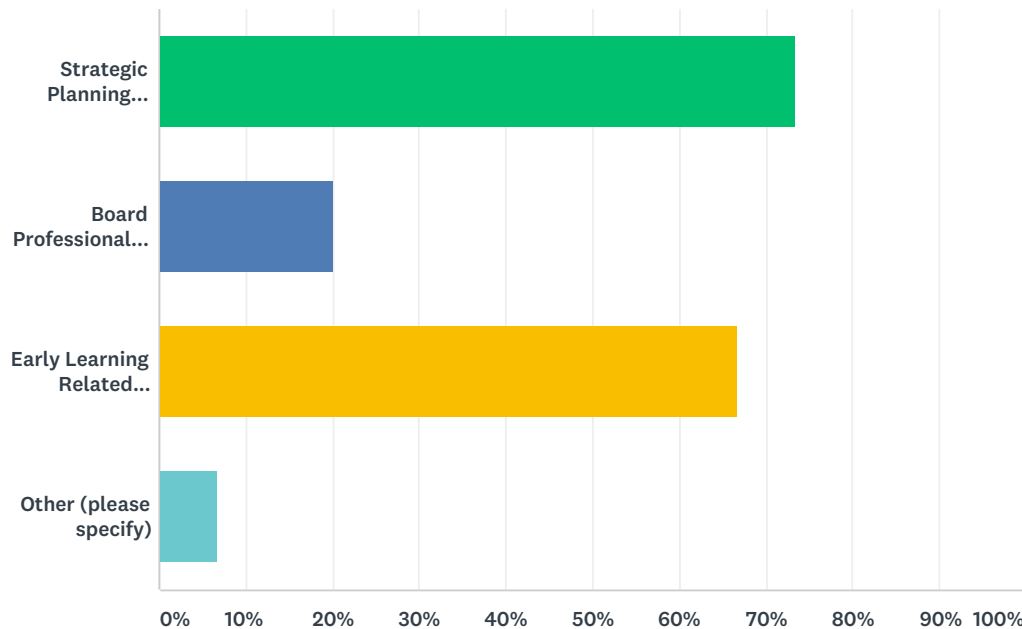
Q4 Are there any specific topics that you would like to learn more about or have discussed at the Annual Meeting?

Answered: 6 Skipped: 9

#	RESPONSES	DATE
1	Discuss the Priorities list	9/13/2018 9:35 AM
2	Fundraising to serve more children	9/10/2018 6:13 PM
3	Quality Initiatives / Professional Development / Training	9/10/2018 2:59 PM
4	No, thank you.	9/10/2018 2:46 PM
5	No	9/10/2018 2:43 PM
6	Ideas for enhancing the profession and funding - to use for higher wages for teachers. Business partnerships for family strengthening	9/10/2018 2:43 PM

Q5 Please select all of the activities that you are interested in having included in the Annual Meeting:

Answered: 15 Skipped: 0



ANSWER CHOICES		RESPONSES	
Strategic Planning (revisit current priorities, committee structure, establish new goals if needed)		73.33%	11
Board Professional Development (training on governance, Sunshine Law, board member roles and responsibilities, etc)		20.00%	3
Early Learning Related Presentation (topic to be determined)		66.67%	10
Other (please specify)		6.67%	1
Total Respondents: 15			

#	OTHER (PLEASE SPECIFY)	DATE
1	see above	9/10/2018 2:43 PM