



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
PO BOX 560692
ROCKLEDGE, FL 32956-0692
PHONE: (321) 637-1800
FAX: (321) 637-7244

Executive/Finance Committee Meeting

October 8, 2018 3:30 pm

Approval of September 10, 2018 Minutes

CDBG Authorization

Annual Meeting Agenda

PEARLS Participation

Next Meeting: November 10, 2018

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, September 10, 2018 at 3:30 pm

LOCATIONS: Early Learning Coalition of Brevard County, 2080 Eau Gallie Blvd, Melbourne, FL 32935

MEMBERS PRESENT: Alan Bergman, Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Vice Chairperson, Beth Mills, Secretary

EXCUSED ABSENT MEMBERS: N/A

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, Cathie Odom, Director of Business Operations, Lisa Wilk, Quality Assurance Administrator

GUEST/PUBLIC: N/A

START TIME: September 10, 2018 at 3:39 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: August 13, 2018:</u> No changes were made to the meeting minutes.	Mark Broms motioned for the minutes to be approved. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
FY 2017-2018 Actual to Budget	Cathie Odom reviewed the FY 2017-18 Actual to Budget with the Committee (see attached). The following adjustments were made after the de-obligated amount was sent back to OEL. <ul style="list-style-type: none"> • Audit was adjusted by \$1,000 for a total of \$21,000 • IT equipment was adjusted by \$25,936 for additional IT equipment purchased. • Public Education was reduced by \$3,320 to transfer funds for OAMI grant originally budgeted for outreach and monitoring. 	No Action/Follow-up needed
Revised FY 2018-2019 Budget	The Committee reviewed the Revised FY 2018-19 Budget (see attached). The CCEPP funding was not awarded at full amount that was requested. Additional federal dollars awarded to the states and were distributed across Early Learning Coalitions. The total School Readiness Grant award was increased by about 8.36%. The new money must be spent by June 30, 2019. The Committee discussed how the funds would be spent locally. ELC Quality Initiatives (including PFP, teacher stipends and professional development) has increased as well.	Mark Broms motioned to recommend the Revised FY 2018-2019 Budget be approved by the Full Board as amended. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
EFS Modernization Update (Provider Payments)	Sky updated the Committee in regards to the new statewide data system. ELC staff has been on countless calls, webinars, face to face meetings with the OEL development team. At this time, there continue to be recurring data migration and system functionalist issues. Coalition staff have had recent discussions	No Action/Follow-up needed

	<p>with the OEL development team and it the extent of our local data issues was recognized. The Early Learning Coalition of Brevard will be sending a staff member, Dennise Milan, Family Services Administrator, to Tallahassee to work with the development team assist with potential solutions.</p> <p>The new system will also be the way providers will receive reimbursement for their School Readiness and VPK services. However, at this time the attendance and reimbursement components of the new system are not working. The Committee and Coalition staff discussed the current difficulties staff are facing with the data system, including provider payments. OEL has not given the Coalitions a timeline for being able to pay out of the new system. Brevard has chosen a methodology for paying providers for August services that will provide the most accurate and “whole” payments that can be made. The Committee discussed the possibility of Providers taking action at the Board level because of the issue with reimbursement. The issues will also be discussed with the full Board at the next meeting.</p>	
Annual Meeting (October)	Sky informed the Committee that a survey was sent out to the Board members today (September 10, 2018) to obtain feedback about expectations for the Annual Meeting. The results of the survey will be discussed at the full Board meeting.	No Action/Follow-up needed
School Readiness Provider Contract Termination	Sky introduced Lisa Wilk, Quality Assurance Specialist and explained the monitoring history of Apollo Preschool Academy of Palm Bay. The Committee reviewed the summary of the monitoring and the language contained in the School Readiness contract regarding noncompliance, probation, termination for cause and revocation of eligibility. The Committee reviewed the provider’s corrective action plan (see attached). The provider will receive the letter and have five days after the letter is received to appeal the termination. If provider wishes to appeal the termination, a Review Hearing Committee will be established. After much discussion, the Coalition will move forward with a 14 day termination notice and the Committee will be kept up-to-date.	No Action/Follow-up needed
Public Comment		No Action/Follow-up needed
Adjournment	The meeting was adjourned at 5:04 pm	Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting.

		Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	October 8, 2018 at 3:30 pm	


September 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,


 Signature _____
 Executive Coordinator

10/8/2018
 Date

Approved


 Signature _____
 Executive Director

10/8/18
 Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is hereby entered into this ___ day of _____, 2018, by and among the From Cradle to College Foundation, Inc. (the “Contractor”), the Early Learning Coalition of Brevard (“Subcontractor”) each separately a “Party” and, collectively, the “Parties” pursuant to the contract SR981 with the Office of Early Learning and authorized under Standard Contract Attachment 1, Section 23, Subcontracts.

WHEREAS, Florida’s early childcare Providers are an integral part of our state’s educational and economic structures; developing young minds for the future and providing young children a safe environment as parents work to care for their families.

WHEREAS, investing in the security of the children in their care is critical due to the current trend of escalating violence in our society.

WHEREAS, the Contractor will provide a statewide Map Locator System, establish local emergency notification systems; train a Subcontractor to implement use of the emergency notification systems and to train Providers in relevant emergency preparedness for all legally operating providers in the state of Florida to protect Florida’s youngest and most vulnerable children.

WHEREAS, Office of Early Learning Contract # SR981 in hereby incorporated by reference as if fully set out herein.

WHEREAS, each person signing this MOU warrants that he or she is duly authorized to do so and to bind the respective party, which has the institutional, managerial, and financial capability including fund sufficient to pay the non-federal share of the project cost, if applicable, to ensure proper planning, management and completion of the activities described herein.

NOW THEREFORE, in consideration of the mutual promises as set forth herein, the Parties hereby agree as follows:

A. All Parties

1. The Contractor, Subcontractor and Law Enforcement partner(s) agree to collaborate to establish which specific situations will require emergency notification:
 - a. from the Law Enforcement partner(s) to the Subcontractors.
 - b. from Subcontractors to Providers.
- B. The Contractor, Subcontractor and Law Enforcement partner(s) agree to collaborate to establish any follow-up emergency notification needs when situations are resolved.

C. Subcontractor Responsibilities:

1. Map Locator System

- a. The Subcontractor shall provide coverage for operation of the Map Locator System in the event of emergency notification during normal hours of operation, minimum Monday through Thursday 8AM to 5PM.
- b. The Subcontractor shall establish designated staff who will be the operators of the Map Locator System.
- c. The Subcontractor shall establish a process to ensure responsibilities are performed in the event of designated staff changes.
- d. Designated staff shall receive Contractor training for the Map Locator System.
- e. Designated staff shall perform the required tasks within the Map Locator System to accomplish provider notification in the event of an emergency notification call from Law Enforcement partner(s) during the term of the contract.
- f. In the event of an emergency, the Subcontractor designated staff shall enter location information provided by Law Enforcement partner(s) contact into the Map Locator System to create a file of Providers to notify of the emergency.
- g. The Subcontractor shall load Map Locator System file to a Subcontractor specified server location and then load the file from the server to the third party Phonevite system for emergency notification.

2. Law Enforcement Connections

- a. The Subcontractor shall provide coverage for Law Enforcement notification purposes in the event of emergency notification during normal hours of operation, minimum Monday through Thursday 8AM to 5PM.
- b. The Subcontractor shall establish designated staff who will be the contacts for Law Enforcement emergency notification.
- c. The Subcontractor shall establish a process to ensure responsibilities are performed in the event of designated staff changes.
- d. Designated staff shall receive Contractor training regarding Law Enforcement emergency notification processes.
- e. The Subcontractor shall maintain Law Enforcement partner(s) relationships and active contact information required to accomplish emergency notification in the event of an emergency during the term of the contract.
- f. In the event of an emergency, the Subcontractor designated staff shall be available to accept Law Enforcement notification and initiate the Subcontractor emergency notification process.

3. Notification System (Phonevite)

- a. The Subcontractor shall provide coverage for operation of the Phonevite Notification System in the event of emergency notification during normal hours of operation, minimum Monday through Thursday 8AM to 5PM.
- b. The Subcontractor shall enroll in Phonevite services as directed by the Contractor.
- c. The Subcontractor shall be responsible for all costs including, but not limited to enrollment, use, and maintenance related to the Phonevite system.

- d. The Subcontractor shall establish designated staff who will be the designated operators of the Phonevite system.
 - e. The Subcontractor shall establish a process to ensure responsibilities are performed in the event of designated staff changes.
 - f. The Subcontractor shall record and maintain system notification messages based on Contractor samples.
 - g. Designated staff shall receive Contractor training for the Phonevite notification system.
 - h. Designated staff shall perform the required tasks to accomplish emergency notification in the event of an emergency.
 - i. In the event of an emergency, the Subcontractor designated staff shall utilize the Contractor's Map Locator System generated file to send emergency notification to Providers through the Phonevite System.
4. Participate in the Train the Trainer and Pilot Training
- a. The Subcontractor shall establish designated staff who will be the Provider trainers.
 - b. The Subcontractor shall establish a process to ensure responsibilities are performed in the event of designated staff changes.
 - c. Designated staff shall receive Contractor Train the Trainer training on concepts and methodology for continued emergency preparedness (PEARLS) Training of Providers.
 - d. The Subcontractor shall coordinate and participate in a Pilot Provider training to coincide with Train the Trainer Training.
5. Perform Provider Training
- a. The Subcontractor shall perform and coordinate all Provider emergency preparedness (PEARLS) Training, beyond the Pilot training, within the Subcontractor area/region during the term of the contract.
 - b. The Subcontractor shall provide all training materials, supplies or tools to Providers specified as necessary by the Contractor including, but not limited to, flip charts, books, pearl necklaces, and balls. Subcontractor shall provide evidence of training in the form of Sign In/Sign Out Sheets and Evaluation Forms to the Contractor for reporting purposes.
 - c. The Subcontractor shall distribute the electronic version of training to Providers. Subcontractor shall provide verification of this electronic distribution.

D. Contractor Responsibilities:

- 1. The Contractor shall provide a copy of the approved Project Plan to all Subcontractors and provide updates as needed. The Contractor shall specify which Project Plan items are of concern to, or the responsibility of the Subcontractors including, but not limited to, training dates, project staff, staff roles, Law Enforcement coordination, and stakeholder communication plan. Final approved Project Plan is hereby incorporated by reference.

2. The Contractor shall build the Map Locator System to serve each Subcontractor's geographical needs for emergency notification. The Contractor shall:
 - a. Issue and maintain Map Locator System access for Subcontractor designated staff.
 - b. Provide the Subcontractor emergency support to facilitate 24/7/365 access to the Map Locator System.
 - c. Notify the Subcontractor in the event that the Map Locator System will not be operational for planned maintenance.
 - d. Provide the Subcontractor technical assistance in support of the Map Locator System as needed.
3. The Contractor shall serve as liaison between Subcontractor and Local Law Enforcement agencies to form collaboration within Subcontractor jurisdictions and areas.
 - a. Document the collaborations between all parties by Memoranda of Understanding (MOU).
 - b. Work with the Subcontractor to establish points of contact between the Subcontractor and the Law Enforcement partner(s).
 - c. Establish process by which Law Enforcement partner(s) will provide notification to the Subcontractors.
 - d. Establish process by which Subcontractors will use the Map Locator System to map Providers to be notified.
4. The Contractor shall direct the Subcontractor in the enrollment, use and management processes for the Phonevite system including scripts and emergency notification process with Map Locator System files.
5. The Contractor shall provide the following Subcontractor training as well as support for the related functions during the term of the contract.
 - a. Training on use and implementation of Map Locator System.
 - b. Training on use and implementation of Phonevite system.
 - c. Pilot Provider Training on emergency preparedness PEARLS.
 - d. Training concepts and methodology for continued emergency preparedness PEARLS Training of Providers through Subcontractor designated staff.
6. The Contractor shall provide technical assistance in support of Provider emergency Preparedness (PEARLS) Training as needed.
7. The Contractor shall provide the following materials to the Subcontractor in support of this contract, including but not limited to books, manuals, PowerPoints, videos, electronic training materials and tools.
 - a. Map Locator System training manuals and maintenance.
 - b. Phonevite Training manuals and maintenance.
 - c. Emergency preparedness PEARLS Training manuals.
 - d. Emergency preparedness PEARLS Train the Trainer Training manuals.
 - e. Training Implementation Tool Kits.

- f. Electronic Provider training materials.
- 8. The Contractor shall distribute a stipend to the Subcontractor upon establishment of the Map Locator System and the Phonevite systems for the Subcontractor region/area in the amount of \$1,500.
- 9. The Contractor shall distribute a stipend to the Subcontractor upon completion of Map Locator System, Phonevite, and emergency preparedness PEARLS Training, and training on methodology and concepts of PEARLS program in the amount of \$2,500.

E. Terms and Termination:

- 1. This MOU shall be effective on _____ or on the date on which the last party has signed the MOU, whichever is later. The MOU term shall end on August 31, 2019.
- 2. This MOU is not renewable.
- 3. Participation in this program is voluntary and the total amount to be paid under this MOU shall not exceed \$4,000.
- 4. Termination Based on Convenience. Either Party, by written notice to the other Party, may terminate the Agreement in whole or in part when a Party determines in its sole discretion that it is in the State's interest to do so. This Agreement may be cancelled by written agreement upon no less than thirty (30) days' notice.

IN WITNESS WHEREOF, the Parties agree to the terms and conditions as set forth in this MOU, and upon placing their signatures on this MOU have hereby caused this MOU to be executed by their respective authorized officials.

 Paul Sharff, Managing Director
 From Cradle to College Foundation, Inc.

 Date

 Name Sky Beard
 Title
 Executive Director

 Date