



EARLY LEARNING COALITION OF
BREVARD COUNTY, INC.
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**Board of Directors Meeting
Tuesday, February 19, 2019 at 3:00 pm**

- I. Call to Order
 - II. Pledge of Allegiance
 - III. Coalition Roll Call by Self Introduction
 - IV. Consent Items
 - a. Minutes: January 15, 2019
 - b. Director's Report
 - V. Committee Reports
 - a. Executive/Finance Committee
 - VI. New Business
 - a. Financial Audit
 - b. Melbourne Building Update
 - c. VPK Attendance and Reimbursement Deadline met
 - d. VPK Reconciliation
 - VII. Old Business
 - a. Executive Director Selection Updates
 - b. EFS Modernization (Portal) Updates
 - c. Finance Reports
 - VII. Public Comment
 - VIII. Adjourn
- Next Meeting: March 19, 2019

PROUDLY SUPPORTED BY:





EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board of Directors Meeting
DATE/TIME: Tuesday, January 15, 2019 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, Robin Buckmaster, Victoria Candelora, Lori Duester, Ian Golden, Linda Halpin, Natalie Jackson, Khaled Jarrah, Beth Mills, Althea Puzio, Gena Tiedeman, and Heather Quidort
EXCUSED ABSENT MEMBERS: Don Lusk and Henry Perez
UNEXCUSED ABSENT MEMBERS: Jeffrey Harrison and Alicia Reyes-Perez
STAFF PRESENT:

GUEST PRESENT:

CALLED TO ORDER: Alan Bergman called the meeting to order and quorum was established at 3:05 p.m. Pledge of allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Consent Items	a. Minutes: November 27, 2018 b. Directors Report	Khaled Jarrah motioned for the Consent Items to be approved. Victoria Candelora 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 Tuesday, December 10, 2018 and January 14, 2019. The agenda items included:</p> <p>December 10, 2018:</p> <ul style="list-style-type: none"> • Approval of November 13, 2018 Minutes • Transition Planning – The Committee discussed and reviewed the updated Executive Director job description, characteristics/skillset of the new hire, posting of the position, the composition of the hiring committee, role of ELC staff, interview process, format, questions, the timeline for the hiring process, and Sunshine law reminders. Mark Broms was selected as the primary contact during the process. The ED position will be posted and the phone interview will begin by the end of January. The Committee discussed the responsibilities of an Interim Executive Director and recommended Gina Sousa, the current Director of Program Initiatives, to serve in this role effective January 7, 2019. The position of Interim Executive Director to was offered to Gina Sousa and she accepted the position. • PEARLS Status – Sky Beard met with Brevard Public School security staff and discussed a local way to inform the childcare providers when an emergency arises in their area. BPS security has requested a list of all contracted childcare providers in Brevard and they will develop a new emergency notification protocol, which will include notification to local child care providers. When law enforcement notifies the School Resource Officers (SRO) of an emergency, the SROs 	No Action/Follow-up

	<p>will then be responsible for notifying local childcare providers in their area. Because a local solution has been determined, the Committee discussed that a formal notification should be sent to OEL and the ELC of Manatee County stating that the ELC of Brevard will not be participating in PEARLS.</p> <ul style="list-style-type: none"> • Annual Performance Review of Executive Director - The Committee members completed the annual performance review of the Executive Director. A copy is to be provided to the Director of Human Resources. <p>January 14, 2019:</p> <ul style="list-style-type: none"> • Approval of December 10, 2018 Minutes • Transition Status and Letter of Appointment of Interim Executive Director - To be discussed later in meeting • Legislative Update - Brevard County Delegation Meeting (January 15 at 5:00 pm) - Gina will be attending the Brevard County Delegation Meeting this evening in Palm Bay. Which is why today's meeting will be a short meeting, to allow her time to leave and get to Palm Bay. • Contract Terminations Update – In December Sky send an email informing the Board that the Coalition received notification that a contracted School Readiness provider in Titusville had verified findings of discipline practices that were in violation of their contract and posed a significant health and safety concern for children in their care. After discussions with DCF, it was determined that it was not appropriate to continue the contract with the provider as the inappropriate discipline practices involved corporal punishment. The corporal punishment appears to be common practice at the facility and the owner was involved in the action. Later in the month, the Coalition was informed via email, that the Provider requested a Review Hearing (appeal) regarding the termination of their School Readiness contract. Gina has been in contact with DCF and informed via telephone and email, that they are currently in the process of revoking the Provider's childcare license. If the revocation of the provider's childcare license stands, the termination of the Provider's School Readiness contract will be immediately end without a Review Hearing with the Board. Additionally, there has been another childcare provider contract termination due to inappropriate discipline practices involving corporal punishment. The provider's termination letter was sent via USPS priority mail on Friday, January 11, 2019 and Coalition staff is waiting on notification of receipt to contact the parents and transfer the children. 	
<p>Old Business</p>	<p>Executive Director Transition Update – Alan Bergman informed the Board that the Executive Director's position was posted; over 50 resumes have been received. The job posting will close on Friday, January 18, 2019.</p>	<p>No Action/Follow-up</p>

	<p>The Selection Committee for completing the process of hiring a new Executive Director is complete. The Board representatives are the following individuals: Alan Bergman, Mark Broms, Jeffery Harrison, and Heather Quidort. However, the selection of ELC staff representation has not been determined.</p> <p>The Selection Committee will be moving forward with the hiring process and have full confidence with the ELC Leadership to continue with all Coalition business and decisions during the process.</p> <p>Mark Broms informed the Board of the interviewing process, procedures, and adhering to the Sunshine laws throughout the process.</p> <p>The intention is to have phone interviews scheduled by the end of February. The Executive Committee has full faith in the ELC Leadership team and staff to keep the Coalition running. The Committee will not be rushing to fill the position.</p> <p><u>EFS Modernization (Portal) Updates:</u> Gina informed the Board the all Coalitions, parents and providers are still having the same issues with all the Portals. There were three days where the Portal was down statewide. At that time, information was lost and the State is still working to update/fix the information. Cathie informed the Board that VPK reimbursement will be release this week.</p> <p>The State does have a weekly scheduled conference call where parents, provider and Coalitions are able to call and voice their concerns and ask questions regarding the Portal.</p> <p>At this time, the Coalition staff will keep the Board updated on any major chances that may come through.</p> <p><u>Finance Report and Waiting List/New Enrollment Update:</u> Cathie informed the Board that at this time Finance Reports are still not available. However, there is hope that next month the VPK reports will be available. School readiness will still be an estimate; therefore, SR reports will not be available.</p>	
<p>Public Comment/Board Announcements</p>	<p>The Board discussed the Key Results Committees and Gina mentioned that the Coalition needs an IT Committee and if any members have interest in join the committee to contact her.</p> <p>Mark took this time to inform the Board that the Children Service Council would like to be on the ballot for 2020 and will start a petition to the public to bring it to legislation. However, Commissioner Kristine Isnardi would like to have a discussion at the next legislative meeting to disband the CSC. The CSC will be meeting Wednesday, January 16 to discuss what can happen. The Board discussed the reasonings behind the Commissioner’s proposal to disband the CSC and what it will mean to the</p>	<p>No Action/Follow-up</p>

	Coalition, if the proposal passes.	
Adjournment	The meeting was adjourned at 3:43 pm	Ian Golden motioned for the adjournment of the Board meeting. Lori Duester seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	February 19, 2019	No Action/Follow up

January 2019 Board of Directors Minutes Approved:

Respectfully Submitted

 3/4/2019

Signature Date
Executive Coordinator

Approved

 3/4/19

Signature Date
Interim Executive Director



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Director's Report February 2019

State and Office of Early Learning (OEL) Update:

- The leadership team will be attending the Association of Early Learning Coalitions Conference in Gainesville the week of February 25. In addition to legislative planning and other AELC business, Gina is working with the ED's in preparation for March's legislative sessions.
- OEL provided the Coalitions with a deadline for attendance and requirement for VPK August to January be completed by February 20th. This was a laborious and time consuming process that most ELCs were unable to meet. Cathie and her team met the deadline early than the 20th. She will give further detail later in the meeting.
- Rodney McKinnon's letter to the ELCs in regards to monitoring and EFS Modernization.

Coalition Update:

- During this month, Gina and Cathie attended several City Council sessions and Brevard County CDBG technical assistance meetings.
- In order to meet the requirements for HB 1091, we have hired three Program Assessment Specialist who will be trained and certified. The Program Assessment team will consist of four staff to complete all the observations in the county. The state has also finalized the vendors available for Coalitions to utilize, if needed.
- The Coalition is once again partnering with Brevard Public Schools to collaboratively discuss Prekindergarten to Kindergarten transition opportunities. In addition to ongoing discussions about enhancing opportunities for partnership, ELC and BPS will be hosting a community meeting on February 21 where BPS staff/kindergarten teachers and private VPK providers can attend together and discuss transition opportunities.

PROUDLY SUPPORTED BY:





Richard Corcoran
Commissioner of Education

February 1, 2019

MEMORANDUM

TO: Executive Directors, Early Learning Coalitions and Redlands Christian Migrant Association

FROM: Rodney J. MacKinnon, Executive Director ^{RJM}

SUBJECT: Changes to OEL Program Monitoring Related to EFS Modernization

The purpose of this memorandum is to outline how OEL will conduct program monitoring during the time period affected by the EFS modernization transition, beginning July 1, 2018.

For coalitions who have subrecipients and will be primarily monitoring Fiscal Year 2018-2019 School Readiness and VPK eligibility files, we recommend reducing the sample sizes by half. We have attached a modified School Readiness and VPK eligibility monitoring tool for subrecipients. Until EFS modernization is stabilized, our monitoring team will continue to monitor 2017-2018 School Readiness and VPK eligibility files. After stabilization is complete, our office will assess how to monitor 2018-2019 School Readiness and VPK eligibility files.

Data Accuracy Reports

The data accuracy review portion of the accountability reviews for 2018-2019 will be postponed until EFS modernization is stabilized.

School Readiness

Eligibility determination and redeterminations: This memorandum serves as notice that coalitions should maintain documentation of any locally developed workarounds for redetermining parents' eligibility for services (including income acknowledgement and family size) if they are unable to upload them to the system as normally required. Determinations and redeterminations sampled from July 1, 2018, through the end of the stabilization process that do not meet the locally developed documentation standards may result in an observation during the next monitoring cycle.

If necessary, coalitions can backdate redeterminations and determinations as far back as

RODNEY J. MACKINNON

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

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July 1, 2018, if documented.

Payment certificates and co-payments: Coalitions will only be required to have one signed payment certificate within their eligibility period, provided that the co-payment, provider, authorized dates and authorized schedule are correct on that certificate. For CCAA parents who have not signed the payment certificate prior to enrollment, we encourage you to work with the provider to have the payment certificate signed at the provider's site, within 10 days of enrollment.

Waiting list: Wait list management compliance monitoring will be limited to ensuring (1) the coalition wait list procedures align with rule and (2) the coalition has direct access from their website home page for parents to apply for the SR programs (no more than one mouse click from the coalition's home page to get to the family portal).

School Readiness and VPK

Attendance monitoring: Coalitions can request that a provider submit their roster and sign in/out logs as a means of reporting monthly attendance. Coalitions should compare the submitted attendance documentation with the most current enrollment certification available and any new enrollments on file in the coalition's records. This information can be used as a baseline for reimbursements. Reimbursement payments will need to be reconciled upon deploying attendance feature in EFS modernization to correct any improper payments. Coalitions doing subrecipient monitoring should generally consider any findings technical assistance, unless the provider has certified attendance through an alternative means.

VPK

Re-enrollments: There have been reported issues with re-enrollments. Coalitions should work with the OEL Service Desk to resolve these. If this becomes an issue during the monitoring process, we will address on a case-by-case basis.

In General

All transactions in EFS modernization or any other system used by coalitions should have sufficient case/history notes (if possible) to document any discrepancy that may be associated with a parent or provider file. The provisions identified above are not meant to exempt coalitions and RCMA from compliance or monitoring of other SR/VPK program areas that have not been impacted by the transition to EFS modernization.

It is quite possible that additional complications could arise as a result of issues with EFS modernization; we will handle those on a case-by-case basis.

Thank you for your continuing patience with this process.

Please direct any questions or comments to OEL.Questions@oel.myflorida.com.