



**EXECUTIVE COMMITTEE
MEETING**
June 24, 2016

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held in the conference room at 102 Sunset Lane, Shalimar, FL.

Committee Members Present:

Don Edwards, Private Sector (Trustmark Bank)
Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)
Louis Svehla, Walton County Commissioner's Appointee
Linda Sumblin, Private Sector (Workforce Development Board)
Bev Sandlin, Northwest Florida State College President's Appointee

Committee Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)

ELC Staff:

Renea Black, Executive Director
Janna Carroll, Finance Director
Connie Watson, Executive Assistant

Call to Order

Beth Brant called the meeting to order at 7:34 a.m.

Consent Agenda

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	LINDA SUMBLIN

Minutes - A motion was made to approve the minutes from the April 22, 2016 and June 3, 2016 meetings.

Financial Statements

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Financials - Janna Carroll presented the April 2016 financials. Motion made to approve the April 2016 financials.

TAPP - Renea noted the Teen Age Parent Program with Okaloosa County School District has revised their program model allowing TAPP participants to remain in their home school. The School District projects an increase in the number of students enrolled in the program and as a result we should see an increase in revenue in this program.

Slot Utilization – Janna Carroll presented the slot utilization report. Janna noted that the ELC stopped enrolling school readiness clients in April 2016 based on our forecast. Renea explained that limited enrollment was opened in June in an effort to utilize 2015-16 funding but to prevent over enrollment in 2016-17 as a result of changes in the eligibility period (12-month eligibility with the exception of a few classes of care).

In May 2016, administrative costs for school readiness were at 3.68% (5% cap) and 3.04% for VPK (4% cap).

Match – As of May 2016, the 6% required match was equivalent to \$241,987.94 of which the ELC has received \$137,298.04 (not including in-kind donations).

Chair's Report

- A. 2016-2017 Notice of Award (NOA) – Renea reported the ELC received the NOA and there is a slight increase in funding this year. A portion of the additional funding is associated with designated Contracted Slots which will serve children in high need areas.
- B. Board Membership – Bev Sandlin was re-appointed by the President of Northwest Florida State College (NWFSC) to serve on the ELC Board.

RESULT:	MOTION TO FORWARD ANTI-FRAUD PLAN TO STATE (UNANIMOUS)
MOVER:	LINDA SUMBLIN
SECONDER:	BEV SANDLIN

- C. Anti-Fraud Plan* – Renea reported the Anti-Fraud Plan is due June 30th, however she has not received guidance from OEL about Board adoption before or after OEL review and approval. Renea requested a board vote in case it is required by OEL. Motion made to adopt the draft Anti-Fraud Plan. It was seconded and motion carried.
- D. Executive Director's Report:
 - 1. The new Client Services Director, Inger Barnes, has been tasked to redefine roles and responsibilities of eligibility staff to be more family focused on helping parents
 - 2. Service delivery model will be changing to include:
 - a. Twelve (12) months of eligibility (effective July 1, 2016)
 - b. Client Services staff will deliver CCR&R services
 - c. Initial Ages and Stages questionnaires currently completed by providers, but will be completed by parents at interview
 - d. Program team will work with providers and parent developing training and technical (T&TA) based on child screening outcomes
 - e. Performance Funding Project (PFP) is now incorporated in the NOA
 - f. New Provider Contracts are coming. Directors will hold meetings at multiple locations to review the new contract with providers. Bev Sandlin recommended NWFSC sites in DeFuniak Springs, Crestview and Fort Walton Beach, and Louis Svehla recommended the Walton County Board Rooms to hold provider meetings
 - g. July 1st the provider portal will be up and running
 - h. ELC Staff will be attending Child Abuse and Neglect Training
 - i. Program Team will be touring the Children's Advocacy Centers in Niceville and in DeFuniak Springs;
 - j. Classroom Assessment Scoring System (CLASS) will be used at every contracted site. CLASS focuses on relationships/interactions between teachers and children. ELC staff member, Jennifer Langston is certified as CLASS Pre-K observer and is working on Toddler certification. Two staff will attend the Train the Trainer and they will subsequently train other staff;
 - k. The ELC staff will be developing an agreement for hearing and vision screenings for children age birth to three (3) years to be conducted by students at various school/colleges, such as NWFSC Nursing School
 - l. Early Head Start – Child Care Partnership Funding Opportunity Announcement (FOA) was received and the application is due in sixty (60) days. Renea has a commitment from a CPA in Bay County to help with the budget development and Dort Baltes will be meeting with Renea to discuss writing the grant. Renea indicated they will need letters of support from the community.
 - m. Blackrain Partners will be providing leadership training for the ELC over the next few months.

Public Comment

Bev Sandlin reported Tawanda Brown (contracted child care provider) is competing in the Skills USA Competition at the National Level in Louisville, Kentucky.

Louis Svehla suggested the ELC explore pooling health insurance with other northwest Florida coalitions to reduce costs. Renea will check into this possibility.

Dismissal

The meeting adjourned at 9:27 a.m.

Respectfully submitted,

Connie Watson
Executive Assistant