



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.



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Executive/Finance Committee Meeting

September 10, 2018 3:30 pm

Approval of August 13, 2018 Minutes

FY 2017 – 2018 Actual to Budget

Revised FY 2018 – 2019 Budget

EFS Modernization Update (Provider Payments)

Annual Meeting (October)

School Readiness Provider Contract Termination

Next Meeting: October 8, 2018

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MEMBERS PRESENT: Alan Bergman, Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Vice Chairperson,
EXCUSED ABSENT MEMBERS: Beth Mills, Secretary
UNEXCUSED ABSENT MEMBERS: N/A
STAFF PRESENT: Sky Beard, Executive Director, Jessica Beecham, Executive Coordinator, Cathie Odom, Director of Business Operations
GUEST/PUBLIC:
START TIME: August 13, 2018 at 3:36 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: June 11, 2018:</u> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Children's Services Council update	<p>Sky updated the Committee regarding the status of the Children's Services Council conversation and the vote to have the referendum added to the November ballot. The vote did not pass at the recent County Commission meeting. A follow up meeting of the Council has been scheduled to discuss any potential next steps.</p> <p>The Committee discussed the history of the CSC discussion in the community, what strengths were highlighted and lessons learned. Sky will keep the Committee informed regarding the next steps the CSC will be making in upcoming months.</p>	No Action/Follow-up needed
EFS Modernization Update	<p>Sky informed the Committee that on July 2nd the next large release was launched for the new statewide data system (EFS Modernization). This is the primary data system that Coalition staff utilize to perform daily tasks.</p> <p>Sky explained the significant data migration issues Brevard experienced. ELC of Brevard staff are continually in contact with the Office of Early Learning to share issues with the system development and data that are being seen. There are significant issues with the system and staff are managing the work in the new system as best as they can. The attendance and payment features that were to be deployed in the new system have had to be placed on hold by the development team. Coalition staff are awaiting guidance from OEL regarding contingency plans</p>	No Action/Follow-up needed


	related to payments for School Readiness and VPK services.	
School Readiness Provider Contract Termination	The School Readiness contract termination discussion has been postponed until next month. Currently, a School Readiness provider in Palm Bay is on contract probation. According to the contract, the provider is approaching the deadline to submit additional documents and the Coalition will wait until that date before further discussing possible contract termination. There are about 30 School Readiness children currently enrolled with the provider. There are a few other contracted School Readiness providers within 6-7 miles where families will be able to transfer.	No Action/Follow-up needed
Meeting with Provider Representatives	The three Board of Director Provider Representatives and Sky meet for a publicly noticed lunch meeting to discuss the needs of the provider community and how the Provider Representatives can best fulfill their role on the Board.	No Action/Follow-up needed
Public Comment	Mark inquired about the Annual Meeting. Sky informed the Committee that possible agenda items will be discussed at the Board meeting next week. Mark also inquired as to the status of the Melbourne lease. Coalition staff has met with the developer and the new lease was sent to the Coalition's lawyer for review. Feedback was provided to the developer in a subsequent meeting. The next step is for Coalition staff to meet with the developer and the architect and begin the design process. The Committee will be kept updated on the status.	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:37 pm	Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	September 10, 2018 at 3:30 pm	

August 2018 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,


 Signature _____ Date 9/10/2018
 Executive Coordinator

Approved


 Signature _____ Date 9/10/18
 Executive Director

Early Learning Coalition of Brevard County, Inc.

Budget to Actual

7/1/2017 - 6/30/2018

Column1	Current Period Actual	Yearly Budget	Yr %	Current Budget Balance	Notes (+ or - 10% of budget)
			75%		
Personnel Expenses					
Salaries	1,890,464	1,886,306	100%	(4,158)	
Payroll Taxes	144,176	147,342	98%	3,166	
Workers' Comp Insurance	9,225	9,432	98%	207	
Fringe Benefits	377,823	381,795	99%	3,972	
Total Personnel Expenses	2,421,688	2,424,875	100%	404,146	
Other Expenses					
Audit	21,000	20,000	105%	(1,000)	Adjusted in error - total \$21K
Bank Fees	385	500	77%	115	
Computing/Networking	69,761	84,000	83%	14,239	
IT Equipment	60,936	35,000	174%	(25,936)	Additional IT equipment purchased
Dues & Subscriptions	11,414	13,000	88%	1,586	
Employment Costs	4,298	5,000	86%	702	
Equipment Leases	15,749	16,500	95%	751	
Furniture & Fixtures	2,246	3,000	75%	754	
Insurance	18,333	18,500	99%	167	
Legal Services	350	700	50%	350	
Maint & Repair	17,151	17,700	97%	549	
Office Expense	17,994	18,000	100%	6	
Postage	10,432	10,000	104%	(432)	
Printing	9,055	13,500	67%	4,445	
Public Education	52,745	49,425	107%	(3,320)	Transferred funds for OAMI grant originally budgeted for outreach to monitoring
Rent	245,866	245,784	100%	(82)	
Telephone	8,455	7,700	110%	(755)	
Training/Conf/Meetings	11,037	16,000	69%	4,963	
Travel	22,562	23,000	98%	438	
Utilities	15,015	15,300	98%	285	
TA Supplies/Quality Materials	46,114	46,219	100%	105	
Total Other Expenses	660,898	658,828	100%	(2,070)	
	3,082,586	3,083,703	100%	1,117	

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

9/10/2018

	FY18.19 Budget	FY18.19 Budget Rev 1	Change %
Revenue:			
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%
Expenses:			
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)	

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Apollo Preschool Academy of Palm Bay School Readiness Contract Non-Compliance Overview

Contractual Language

20. Sign-In/Sign-Out Process. PROVIDER agrees to maintain daily attendance documentation, including a documented “sign-in/sign-out” process in accordance with Rule 6M-4.500(1)(c), F.A.C. which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION’s records retention requirement established in accordance with s. 1002.84(10), F.S.

37. Record Maintenance. PROVIDER agrees to maintain records, including sign in and sign out documentation, enrollment and attendance certification, documentation to support excused absences and proof of parent co-payments for children funded by the SR Program. The records must be maintained for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.

46c. Co-payment or Graduated Phase-out Co-payment Documentation. PROVIDER must give the parent a receipt for each co-payment or graduated phase-out co-payment made by the parent and retain receipt records for all child care co-payments or graduated phase-out co-payments. Upon request, PROVIDER shall provide a current accounting and copy of co-payment or graduated phase-out co-payment receipt records to the COALITION. COALITION will use this documentation to ensure parents who transfer their children to another child care provider have met their co-payment or graduated phase-out co-payment obligations before receiving additional school readiness services.

Noncompliance and Termination Clauses

56. Noncompliance Determination.

a. Corrective Action Notice. If COALITION determines PROVIDER has failed to comply with the provisions governing the SR Program as described in paragraph 5, or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. (“Corrective action” means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64. Upon determining that the PROVIDER has satisfactorily completed the corrective action, the COALITION shall notify the PROVIDER in writing. If the PROVIDER has not satisfactorily implemented its corrective actions by the end of this CONTRACT, the PROVIDER will still be held accountable for

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implementing the remainder of the corrective actions accepted under the previous contract if the PROVIDER remains eligible to deliver the School Readiness Program and executes a new CONTRACT with the COALITION.

b. Probation. If COALITION concludes that PROVIDER has received a corrective action notice for the same violation two or more times or have had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, PROVIDER shall be placed on probation for a period up to six (6) months.

Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by COALITION or submission of documentation related to the violation. COALITION must notify PROVIDER in writing of the terms and duration of the probation, including required timelines. The terms of the probation must correlate to the basis of the corrective action. If the PROVIDER has not satisfactorily completed the terms of its probation by the end of this CONTRACT, the PROVIDER will still be held accountable for the terms of the probation of the previous contract if the PROVIDER remains eligible to deliver the School Readiness Program and executes a new CONTRACT with the COALITION.

57. Termination for Cause. a. Basis of Termination for Cause. PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children; (b) The material failure to comply with one or more of the terms of this Contract, including, but not limited to, failure to implement corrective action or comply with the terms of probation as described in paragraph 56 above; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 63.

60. Revocation of Eligibility.

a. In accordance with s. 1002.88(2), F.S., if PROVIDER'S Contract is terminated under paragraph 56., 57., or 58., COALITION may revoke PROVIDER'S eligibility to deliver the School Readiness Program for a period of five (5) years. The only statutorily authorized period of revocation is five (5) years (s.1002.88(2), F.S.). In determining whether to revoke PROVIDER'S eligibility, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under contract with the COALITION, and whether the PROVIDER had previously violated the terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.

b. The PROVIDER agrees that in the event that this contract is terminated under the provisions of paragraphs 57, 58, or 59, and the PROVIDER'S eligibility is not revoked for a period of five (5) years under paragraph 60 part a, the parties may not enter into another contract for school readiness services for the remainder of the contract term of this contract.

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Monitoring History

December 19, 2017 – Onsite monitoring with multiple noncompliance items identified. Corrective action plan issued with due date of January 2, 2018.

January 23, 2018 – Onsite monitoring and areas of noncompliance remained. Additional corrective action plan issued with a due date of March 24, 2018.

March 26, 2018 – Onsite monitoring and areas of noncompliance remained. Additional corrective action plan issued with a due date of July 26, 2018 and probationary status initiated. Copies of sign in/sign out sheets required with each submission due to continued noncompliance.

March/April/May/June 2018 – Review of submitted sign in/sign out sheets showed continued missing or incomplete documentation.

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