

**Board of Directors Meeting
Tuesday, January 21, 2020 at 3:00 pm
1018 Florida Ave. Rockledge, FL 32955**

I. Call to Order

II. Pledge of Allegiance and Mission Moment

III. Smartcare (Quality Initiative) Introduction

IV. Updates

- a. OEL Update
- b. GrayRobinson

V. Committee Reports

- a. Minutes: December 3, 2019
- b. Exec Finance
- c. Finance Report

ACTION ITEM

VI. Executive Director's Report

VII. New Business/Old Business

- a. Melbourne Office Update
- b. School Readiness Reconciliation Update
- c. Holiday Toy Drive Success

VIII. Public Comment

VIII. Adjourn

Next Meeting: Tuesday, February 18, 2020

PROUDLY SUPPORTED BY:



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Board Directors Meeting

DATE/TIME: Tuesday, December 3, 2019 at 3:00 pm

LOCATION: Early Learning Coalition of Brevard, Conference Room, 1018 Florida Ave Rockledge, FL 32955

MEMBERS PRESENT: Alan Bergman, Khaled Jarrah, Natalie Jackson, Robin Buckmaster, Caitlin Rice, Don Lusk, Gena Tiedeman, Terri Barlow, Jeff Harrison, Althea Puzio, Beth Mills, Mark Broms, Heather Quidort, Ian Golden, Linda Halpin

EXCUSED ABSENT PRESENT: Henry Perez, Victoria Candelora

STAFF PRESENT: Laura Gambino, Gina Sousa, Tina Snyder, Greg Thomas, Harriet Paredes, Kevin Carraro, Dennise Milan, Sharlene Humphrey, Jodi Ammons, Anney Novey, Eneida Colon, Jeannie Williams and Sharlene Humphrey

GUEST/PUBLIC: N/A

CALLED TO ORDER: Mark Broms called the meeting to order and quorum was established 3:02 p.m. Pledge of Allegiance took place and introductions were conducted.

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Office of Early Learning SR Reconciliation Update	Shan Geoff called in on a conference call from OEL to share status information about School Readiness. She said the providers would be paid by the end of the calendar year paying special attention to those who are underpaid. She talked about a \$1500 cut off where if the provider was overpaid by that much it would be forgiven. She also is working on establishing email contact with all providers to keep them updated and ask them for patience as they move through the process. Attendance and payments will be functioning by the end of the year.	Ongoing
Consent Items	<p>a). Minutes - October 15, 2019:</p> <p>b). Minutes - November 11, 2019 approved with the following changes;</p> <ul style="list-style-type: none"> • Remove footer which lists August 2019. • Add Khaled Jarrah's statement on his motion for Beth Mills to reclude herself from the investigation due to the fact that she had applied for the Executive Director position but was not selected. 	<p>Ian Golden made a motion for the October 15, 2019 minutes to be approved. Khaled Jarrah seconded the motion. The motion passed unanimously.</p> <p>Natalie Jackson made a motion for the November 11, 2019 minutes to be approved (with amendments). Terri Barlow seconded the motion. The motion passed unanimously.</p>

<p>Committee Reports:</p>	<p>a) <u>Executive/Finance Committee:</u> Mark Broms reported to the board that the Executive/Finance Committee met on Monday, November 25, 2019. The agenda items included:</p> <ul style="list-style-type: none"> ➤ Bid for Services review; Mark announced that Gray Robinson Attorneys at Law had won the Bid for Services to investigate the grievances. Mark went on to explain the process and how the votes were tallied. There was discussion why we need to hire an outside firm if OEL was coming to do their own investigation. Mark explained the difference and felt OEL's investigation would move in a different direction than employee complaints filed at the October 15th Board Meeting. 	<p>On Going</p>
<p>Executive Directors Report</p>	<p>Laura Gambino went over the Executive Director's report and highlighted the following:</p> <ul style="list-style-type: none"> ➤ Melbourne office Update – Board approved back in June for any unallocated funds to be moved over to the Melbourne move costs. Most of the big purchases are out of the way with IT consulting and wiring being the most expensive. The \$20,000 rent allocation was reviewed by both the CPA and the Attorney as requested by the Board and given full approval. Landlord sent over a corrected amendment and payment has been processed. Expect to be fully operational by the end of January. ➤ Toy Drive- Laura reports that the Toy Drive is in full swing. 	<p>No Action/Follow-up</p>
<p>Finance Report</p>	<p>Greg Thomas provided a financial report and explained why there were some costs that were way down and some high. He felt it's the time of year and moving forward the costs should even out.</p> <p>Ian Golden voted against approving the financial report due to it not being the most current.</p> <p>Greg will not have signing privileges at Seacoast Bank until after his 90 day evaluation.</p> <p>Other than some IT issues Greg is reporting no issues getting information.</p>	<p>Gena Tiedeman made a motion for the Financial Report to be approved to be approved. Althea Puzio seconded the motion. The motion passed by a vote of 13-1.</p>
<p>New Business</p>	<p>Cancellation of the December 17, 2019 Board Meeting</p>	<p>Gina Tiedeman motioned for the Cancellation of the December 17, 2019 Board Meeting. Beth Mills</p>

		seconded the motion. The motion passed unanimously.
Adjournment	The meeting was adjourned at 4:59PM	Natalie Jackson motioned for the adjournment of the Board Meeting Jeffrey Harrison seconded the motion. The motion passed unanimously.
Next Meeting	Tuesday, January 21, 2020 at 3: 00 p.m.	

December 3, 2019 Board minutes were approved at the January 21, 2020 meeting:

Respectfully Submitted,

Approved

Signature

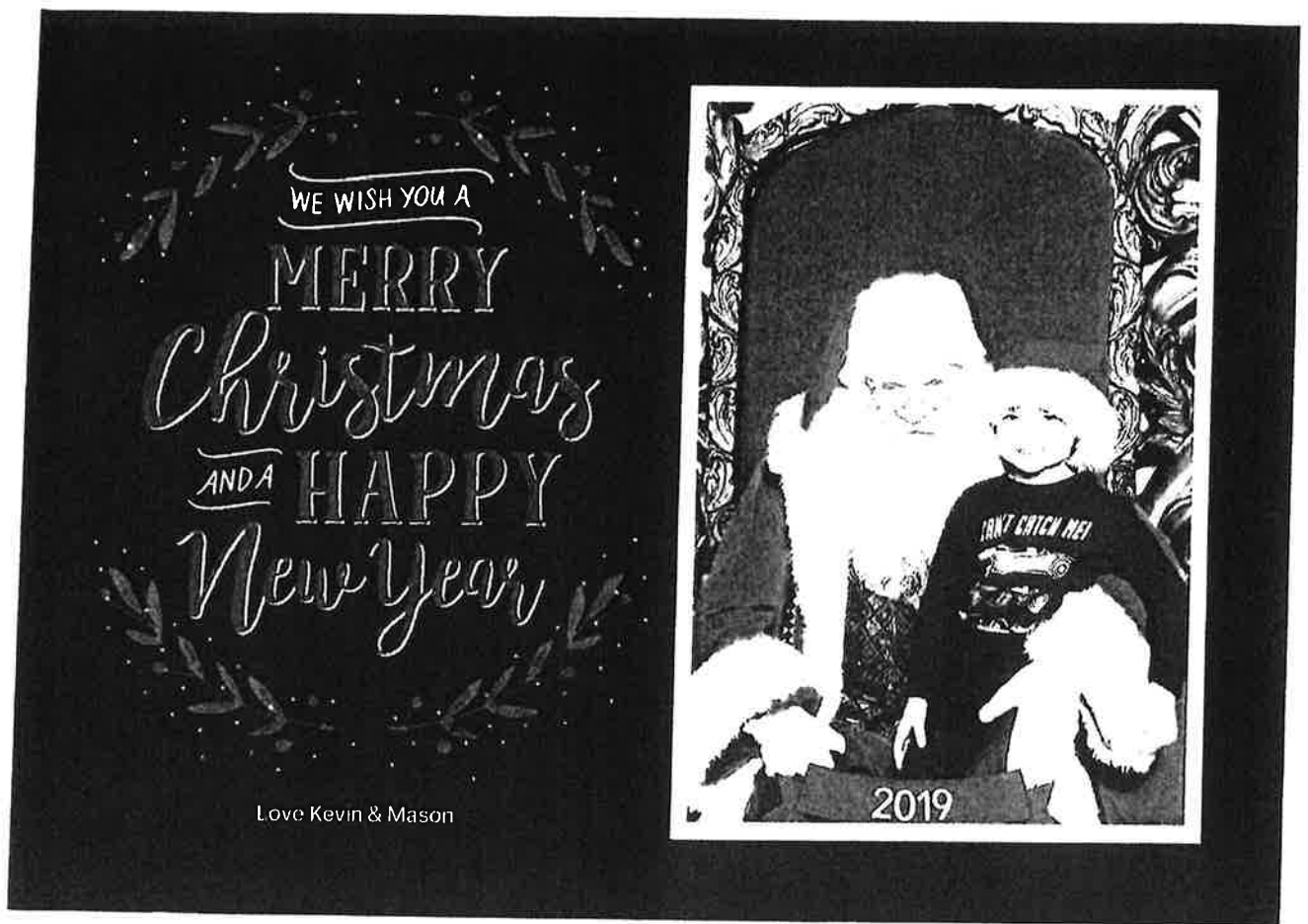
Date

Signature

Date

Executive Coordinator

Executive Director



ELC,

Merry Christmas to all at ELC!
Thank you so much for helping me
get my son on track education
wise. He has grown leaps + bounds
and I'm grateful for all of you!
Thank you also for all the toys
from the 98.5 Toy Drive! I appreciate
it so much!

Thank you!

Mason Gandola + Kevin

From: Kathy Filgueiras

Sent: Thursday, December 19, 2019 9:56 AM

To: Eneida Colon <ecolon@elcbrevard.org>; Jeannie Williams <jwilliams@elcbrevard.org>; Gina Sousa <gsousa@elcbrevard.org>; Jodi Ammons <jammons@elcbrevard.org>

Subject: The Toy Drive

Ladies,

I wanted to personally thank you for all that you did to make the toy drive a success, and to thank you for allowing me to give 3 very needy families toys here in Titusville.

One of my families is raising 5 grandchildren and she called me crying when she heard my voice mail that I had toys for them, when she arrived she was still crying saying that we just didn't understand how much that meant to her and that now the kids would have presents. OMG, I started crying and it was just overwhelming. I know you have similar stories, I don't know if all of our ELC employees really know the impact of what this means to our families. But next year I really want to be more involved with this, so put my name down!

Merry Christmas

Kathy Filgueiras Family Services Specialist

5650 S Washington Ave

Titusville, FL 32780 Parrish Children's Center

Hours Mon-Thurs, 8:00-5:00 closed between 12:30 -1:30 for lunch

Early Learning Coalition of Brevard County, Inc.

(321) 264-4091 Titusville

(321) 637-1897 FAX

<mailto:kfilgueiras@elcbrevard.org>

www.elcbrevard.org

Portal website: <https://familyservices.floridaearlylearning.com>

Financial Expense Requested History – June 2019 to January 2020.

Legal Expenses:

\$413.00 – Ford/Harrison – General Employment Matters
\$175.00 – Cantwell Goldman – By-Laws
\$182.00 – Cantwell Goldman – New Beginnings Termination
\$1,121.00 – Ford & Harrison – General Employment Matters
\$3,422.00 – Ford & Harrison – HR and Legal Consultation
\$10,000.00 – Gray Robinson Retainer (HR Investigation)

Total \$15,313.00

Consulting Expenses:

\$8,325.74 – Leticia Strasser Consultant (Council On Accreditation)
\$5,986.44 – Cindy Baker, CPA

Total \$14,312.18

Unrestricted Funds:

\$25.00 – Melbourne Regional Chamber Networking (Food/Drink)
\$35.00 – August Economic Development Commission
\$43.38 – Employee Second Interview
\$130.00 – Doing Business In Brevard Luncheon
\$50.00 – EDC 2019 Annual Meeting
\$30.00 – United Way Kickoff Event
\$173.61 – Food Tray for Annual Board Meeting

Total \$486.99

Estimated unrestricted funds balance looks to be around \$0. There are revenues from prior fiscal years that I will need to research to determine if they are truly unrestricted and/or if they were offset by event expenses.

Training and development is considered an allowable expense within OEL grant awards.

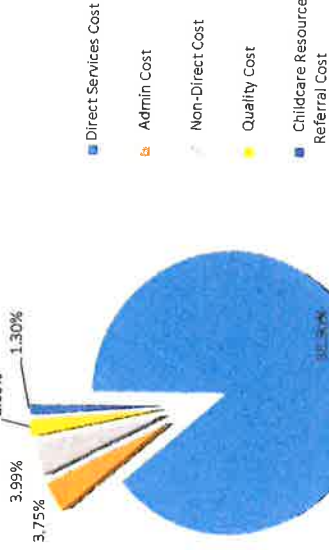
School Readiness

Category of Spending	FY 19-20 Award	Actual thru 11/30/19	YTD Utilization 41.67% Year Elapsed	Current % of Utilized	Earmark/Restrictions
Award Amount	\$ 22,116,439				
Direct Services Cost	\$ 18,592,515	\$ 8,023,978	43.16%	88.90%	Minimum 78%
Non-Slot Dollars:					
Admin Cost	\$ 873,742	\$ 338,411	38.73%	3.75%	Maximum 5%
Non-Direct Cost	1,508,178	360,276	23.89%	3.99%	
Quality Cost	745,054	185,681	24.92%	2.06%	Minimum 4%
Childcare Resource & Referral Cost	396,950	117,101	29.50%	1.30%	
Total Non-Slot Dollars	\$ 3,523,924	\$ 1,001,469	28.42%	11.10%	Maximum 22%

PDG Grant Services
SR Program Assessment*

* Award dollars not allocated by OEL yet

School Readiness Earmarks



VPK

Category of Spending	FY 19-20 Award	Actual thru 11/30/19	YTD Utilization 41.67% Year Elapsed	Current % of Utilized	Earmark/Restrictions
Award Amount	\$ 11,360,216				
Direct Services Cost	\$ 10,925,127	\$ 4,440,559	40.65%	97.31%	Minimum 96%
Non-Slot Dollars:					
Admin Cost	\$ 229,019	\$ 80,578	35.18%	1.77%	Maximum 4%
Enrollment Cost	151,580	41,912	27.65%	0.92%	
Monitoring Cost	54,490	329	0.60%	0.01%	
Total Non-Slot Dollars	\$ 435,089	\$ 122,819	28.23%	2.69%	

VPK Earmarks



Early Learning C of Brevard County, Inc.
 Budget to Actual - Q3
 7/1/19 - 11/30/19

Column 1	Current Period Actual	Current Period Budget	Yearly Budget	Current %	YTD %	Budget Balance	Current Surplus (Deficit)	Estimated Surplus (Deficit)	Notes (+ or - 10% of budget)
Personnel Expenses									
Salaries	721,963	908,568	2,180,564	79%	33%	1,458,601	186,605	559,816	Open positions budgeted not hired
Payroll Taxes	58,729	78,748	188,995	75%	31%	130,266	20,019	60,057	
Workers' Comp Insurance	4,153	5,460	13,104	76%	32%	8,951	1,307	3,920	
Fringe Benefits	140,402	204,492	490,782	69%	29%	350,380	64,091	192,272	
Total Personnel Expenses	<u>925,246</u>	<u>1,197,269</u>	<u>2,873,445</u>	<u>77%</u>	<u>32%</u>	<u>1,948,198</u>	<u>272,022</u>	<u>816,066</u>	
Other Expenses									
Audit			23,000		0%	23,000	-	-	Audit beginning 12/16/19
Bank Fees	448	208	500	215%	90%	52	-	-	Analysis Fees - Acct No Longer Incurs
Computing/Networking	57,138	46,308	111,140	123%	51%	54,002	(10,830)	(32,490)	Melbourne Move
IT Equipment		8,333	20,000	0%	0%	20,000	8,333	20,000	
Dues & Subscriptions	5,770	8,833	21,200	65%	27%	15,430	3,063	9,189	
Employment Costs	1,058	3,125	7,500	34%	14%	6,442	2,067	6,202	
Equipment Leases	4,331	6,875	16,500	63%	26%	12,169	2,544	7,631	
Furniture & Fixtures	400	2,083	5,000	19%	8%	4,600	1,683	5,050	Budget for new office **
Insurance	8,250	8,750	21,000	94%	39%	12,750	500	1,501	
Legal Services	4,900	2,083	5,000	235%	98%	100	(2,817)	(8,450)	Employment/Melb Lease Legal Services
Maint & Repair	12,554	19,500	46,800	64%	27%	34,246	6,946	20,839	
Office Expense	7,320	7,708	18,500	95%	40%	11,180	388	1,165	
Postage	1,384	2,083	5,000	66%	28%	3,616	700	2,099	
Printing	3,518	3,750	9,000	94%	39%	5,482	232	696	
Public Education	7,261	22,617	54,280	32%	13%	47,019	15,356	46,067	Rent increase delayed until occupancy of new Melbourne building - adjustments not yet reflected
Rent	60,730	143,262	343,829	42%	18%	283,099	82,532	247,596	
Telephone	5,239	5,208	12,500	101%	42%	7,262	(30)	(90)	
Training/Conf/Meetings	3,428	12,500	30,000	27%	11%	26,572	9,072	27,217	
Travel	9,372	12,500	30,000	75%	31%	20,628	3,128	9,385	
Utilities	7,674	8,333	20,000	92%	38%	12,326	660	1,979	
TA Supplies/Quality	5,426	20,833	50,000	26%	11%	44,575	15,408	46,224	
Contractors	8,644	29,167	70,000	30%	12%	61,356	20,522	61,567	
Unallocated		16,667	40,000	0%	0%	40,000	16,667	50,000	
Total Other Expenses	<u>214,844</u>	<u>344,895</u>	<u>960,749</u>	<u>62%</u>	<u>22%</u>	<u>745,905</u>	<u>138,935</u>	<u>411,806</u>	
	<u>1,140,090</u>	<u>1,542,164</u>	<u>3,834,194</u>	<u>74%</u>	<u>30%</u>	<u>2,694,103</u>	<u>410,958</u>	<u>1,227,873</u>	

** Current Budget is straight-line projection

Current budget amendment to move \$40,000 from Salaries and Benefits lines to Contractors line.

Executive Director's Report - Laura Gambino Board Meeting January 21, 2020

State and Office of Early Learning (OEL) Updates

- OEL Monthly Executive Director update calls
- AELC Legislative Committee Meeting Tampa, January 9th
- OEL Executive Director and AELC Meetings, January 29-31st, Tallahassee
- Children's Movement Celebration, January 28th-31st, Tallahassee

Coalition Update:

- Annual Toy Drive - We were able to provide toys to 38 families with a total of 109 children. The children's ages range from Infant to 16 years old. The families were so happy to hear they were nominated and so grateful. Toys were provided to SR families in 7 cities and areas all the way from Mims to Palm Bay. Some of the families that were nominated were in domestic violence shelters and/or homeless, single parents, foster parents and grandparents etc. We had providers that serve children with special needs nominate (5) families. We received a donation of toys from a very special lady from our community, Ms. Ann Burgess, who provided targeted toys for families with children with Down Syndrome, Autism etc. This made the whole event even more special!

Special thank you Eneida Colon and Jeannie Williams who both jumped into this project as first-timers and made it a wonderful success this year!

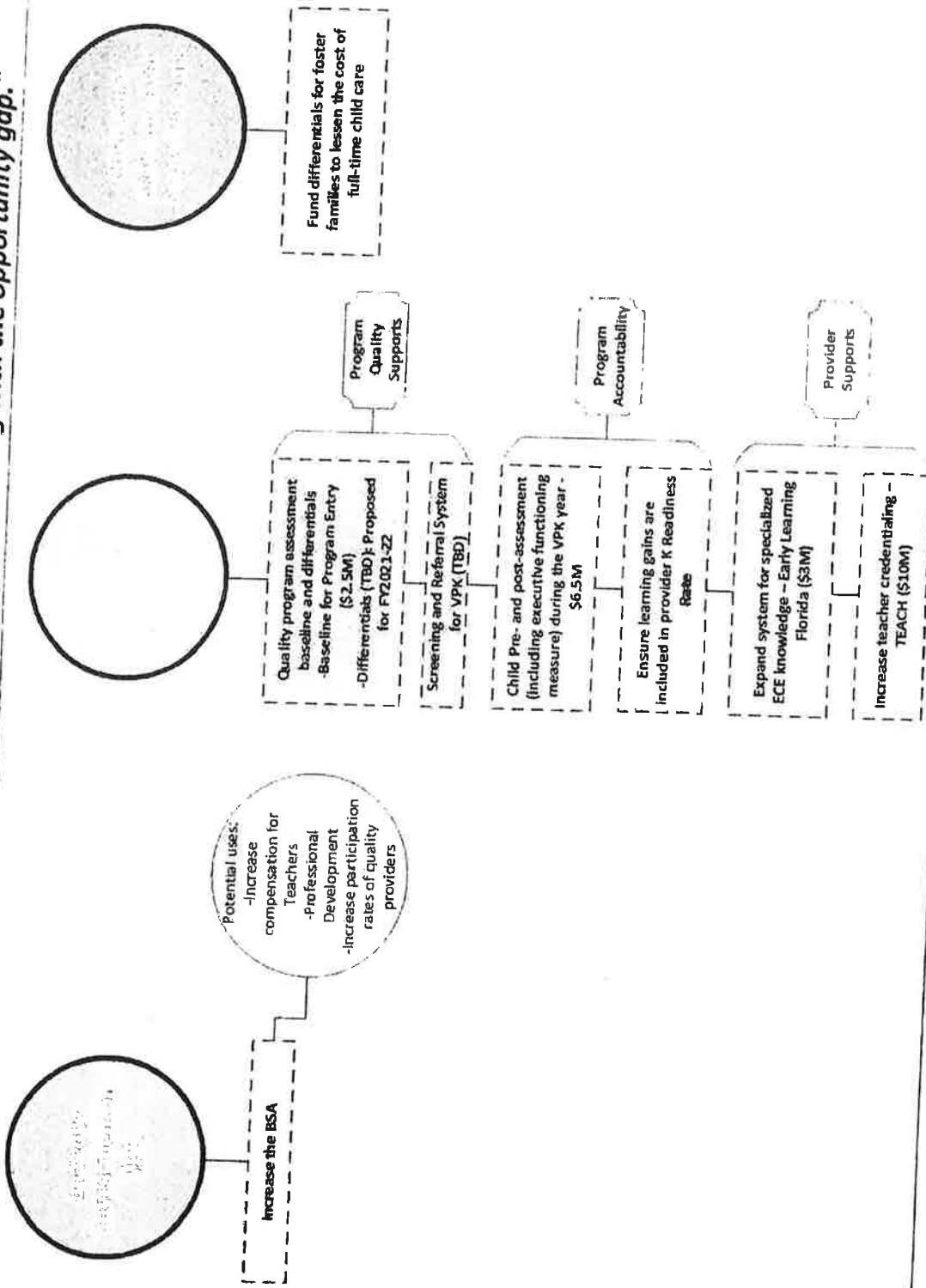
- Smartcare and Business Leadership Institute proposal – ongoing, tentative meetings for January 21st, 2020.
- OEL Special Review is ongoing. No updates from the office of Program Integrity since December 23rd. They were on-site the week of December 9th and conducted 10-20 employee interviews as well as an online employee survey. They also conducted phone interviews from employees who were unable to participate while on-site. An update will be provided as soon as they complete review of documents and interview notes.
- Board Development - 2 New Board Prospective meetings is ongoing. Developing next steps and continuing board recruitment efforts.
- Partnership with Children's Movement to present a screening of No Small Matter with Brevard Public Schools, Melbourne Chamber and Space Coast Economic Development Council

PROUDLY SUPPORTED BY:

- Provider Termination Update – Review committee met on December 9th and motioned to uphold the staff recommendation of termination of New Beginnings Childcare.
- Auditing firm was on-site week of December 16th and has begun review of all financial records for 2018.2019 fiscal year. They are focused on operational budget and internal sampling but not reimbursement due to EFS modifications and over/under payment issue. The firm is working closely with the entire finance team at OEL to insure consistency and messaging to all coalitions.
- Annual staff evaluations and reviews are being completed and finalized week of January 6th.
- Melbourne office move is beginning this week. Outstanding issue continues to be tech wiring and phone wiring and install. The phone install and staff training on the phones scheduled for this week has to be moved to week of January 13th with a **tentative** completion date of January 16th. Targeting first move of staff will be Melbourne staff into the new building, **tentatively**, on Friday, January 17th.
- Legislative update – draft outline attached.

DRAFT

"Closing the achievement gap by starting with the opportunity gap."



Increase the VPK BSA:

- Current VPK Rate with inflation from 2005 to 2019 rate of \$3,277 SY (\$840 per child)/\$2785 Summer (\$705 increase per child) **(\$21.8M)**
- Current Proposal from DOE is a BSA of \$2,486 SY(\$49 increase per child)/\$2,122 summer (\$42 increase per child) **(\$12.8M)**

Quality Program Assessment Baseline:

- Require all VPK providers to participate in a program assessment prior to contracting for VPK starting FY 20-21
- Give OEL authority to set a threshold for program entry and a threshold for required quality improvement
- Allow authority for waivers in communities where providers are needed to sustain capacity
- Allow new providers the option to leverage a CLASS assessment from SR if not VPK class is present
- Change Provider Performance Plan to mirror SR's Quality Improvement Plan or include CLASS training as an option in current PIP **(\$6.5M)**

Year 2

- Use estimates from baseline data to fund tiered/weighted BSAs for provider showing higher levels of quality

Child Pre- and Post-Assessment During the VPK Session

- Require the K Readiness screener (FLKRS) as a pre- and post-assessment during the VPK year.
- The assessment should be done during the first and last 30 days of the school year programs and the first and last 10 days of the summer programs.
- Use executive functioning test in addition to pre-post tool
- If pre-post scores do not line up with readiness rates, then tests will be proctored for that provider. **(\$2.5M)**

Learning Gains are Included in Provider Readiness Rate:

- Change provider readiness rate calculation standards to include learning gains calculated from the pre- and post-assessment during the VPK school year (No cost, just statutory change)

Expand system for specialized ECE knowledge – Early Learning Florida (\$3M)

- Allow the system to be used by SR and VPK providers, increase funding if needed

Increase teacher credentialing –

- Sustain current TEACH funding for increasing credentials and degrees **(\$10M)**

Screening and Referral System for VPK

Year 1

- Require OEL to develop system for screening in VPK to be implemented in FY21-22

Year 2

- Require developmental screening upon enrollment or in the first 45 days of enrollment for all VPK students
- Require follow-up if concerns are noted
- (TBD) – Appropriation should consider additional administrative duties and system development to create data transfers

Fund differentials for foster families to lessen the cost of full-time child care

- Fund \$300 per child ages 0-13 to the CBC funding to pay for additional child care costs not covered by SR. **(\$43M)**



HB 1013 Overview

Office of Early Learning (OEL) Governance & Responsibilities

- Makes OEL a division of DOE
- Removes direct rulemaking authority from OEL
- Moves OEL's budget and budget authority under DOE
- Requires DOE to develop an integrated early learning-20 information system
- Requires OEL to develop training

Coalition Governance & Accountability

- Allows DOE to remove an ELC from eligibility to offer SR and VPK as a result of noncompliance
- Increases transparency and limits conflicts of interest
- Requires OEL to adopt procedures for mergers between coalitions to eliminate duplication of services and increase efficiency
- Requires ELC CEOs to provide reports as requested by SBE. Makes ELCs responsible for accuracy of data.
- Adds ELCs to oversight jurisdiction of the SBE
- Reduces ELC board membership from 30 to 15; eliminates 1/3 private sector leaving only 3 governor appointed private sector members
- Eliminates ELAC
- Sets the number of coalitions at 30 instead of 31

Estimating Conference

- Mandates SR data to be included in the biennial estimating conference
- Estimating conference now sets statewide reimbursement rates plus application of differentials by county, care level and provider type
- Revises the use of an "average" market rate to "prevailing" market rate when considering the funding formula

Gold Seal

- Moves Gold Seal Program From DCF to OEL/DOE
- Sets a minimum differential rate of 20%
- Allows maximum differential of 40% for providers who implement group sizes and ratios of accreditation requirements



HB 1013 Overview

Other Topics

- Requires all DCF licensing standards to be ratified by the Legislature before they can be enacted into rule.
- Sets maximum of 1 person certified in CPR for child care licensing standards
- Clarifies that military child care programs are eligible to participate in SR and VPK programs
- CCEP statute remains but reference is changed from "Office" to "Department"
- Requires the Office to develop a process for using contracted slots to support children experiencing homelessness and children in foster care

Coordinated Screening & Assessment

- Requires all children in VPK to participate in coordinated screening and assessment system
- Requires procurement of assessment tool to include math domains
- Students performance results must be shared with parents within seven days of completing the assessment
- Children who are not ready by the end of VPK will be referred for services in kindergarten (public schools)
- Formalizes the Council for Early Grades Success and gives them specific responsibilities such as working with the department to implement the new coordinated screening and assessment program form Pk-3

VPK Accountability

- Requires VPK providers to participate in program assessment
- Modifies VPK readiness rates to "performance metric"; includes child pre- and post-assessment and program assessment (no longer uses FLKRS in calculation after 19/20) which results in provider grades
- Increases "VPK Completer" to 85%
- Requires annual meeting of school districts and ELCs to discuss K transition
- Requires additional training for VPK Directors on curricula implementation and use of student level data to inform delivery of instruction
- Requires 3 courses on emergent literacy (currently only 1) for all instructors
- Requires DOE to make available at least 8 hours of online training that supports VPK instructors increasing competency of teacher-child interactions
- Changes staff development plan to include training on teacher-child interactions
- Adds exceptions in good cause exemptions for providers serving children with special needs



HB 1013 Priorities

VOLUNTARY PREKINDERGARTEN PROGRAM

Florida invests xx million into VPK Program but the data and child outcomes not there, little accountability, minimal quality standards with limited resources and supports, low quality standards, ... will improve VPK program by increasing accountability and supporting informed parental choice

- **Process Quality** – Increases minimum standards to ensure quality teacher-child interactions by implementing program assessment and setting minimum contract threshold for providers prior to serving children. OR Require program assessment and minimum performance threshold to ensure quality teacher-child interactions.
- **Program Accountability** – Provides expedited accountability and corrective action for VPK providers and ensures effective use of taxpayer dollars.
- **Informed Parental Choice** – Provides parents with timely information about VPK provider performance and awareness of their child's growth and learning, which equips them to make informed decisions for their child(ren).
- **Highly Effective Workforce** – Requires specialized training and professional development that ensures VPK directors and teachers are equipped with the necessary knowledge, skills and abilities to support child outcomes.

COORDINATED SCREENING & ASSESSMENT

Intro

- **Early Identification** – Creates the ability to track child growth and learning, which provides opportunity for early identification of child needs with subsequent referral to schools ready to support them.
- **Parent Engagement** – Provides parents with timely information regarding their child's developmental progress and supports them in accessing tools to advocate and support parental choice.
- **Proactive Interventions** – Increases focus on early literacy and math skills and helps districts connect children with resources necessary to support their continued development.

GOLD SEAL

Intro

- Strengthens integrity of Governor's Gold Seal Quality Care Designation.
- Increased differentials makes high quality care more accessible to low-income children and families.



HB 1013 Priorities

- **Supporting Quality** – Incentivizes providers to increase quality through lower group sizes and ratios by setting sufficient differentials to support the added cost of maintaining these quality standards.

ESTIMATING CONFERENCE

Intro

- Would help state identify needs and ensure adequate resources are secured to support