



## Meeting Minutes

**Wednesday – December 12, 2018**

### **ELC Offices**

**Board Members Present:**

Amy Buggle  
Karen Feagins  
Jacqueline Green  
Theresa Little  
Dr. Pauline Rolle  
LaTanya Wynn-Hall

Marcus Rowe  
Dr. Tom Connolly  
Bruce Ferguson  
Curtis Hart  
Joe Peppers  
Marian Wilcher

Amanda Baggett  
Carlos Esquivia-Lee  
Sunny Gettinger  
Dr. Tiffany Hunter  
Sandy Ramsey  
Miriam Williams

**Board Members Absent:** Michelle Braun, Dana Ferrell-Birchfield, Dr. Diana Greene

**ELC Staff Present :** Denise Marzullo, Cheryl Benveniste, Angel Carro, Johnna Cooper-Daniels, Darlene Mahla, Nachele Brooks, Charlene Gross, Lashonda Hicks, Cathy Parker, Jennifer Agnew, Gwen Carmichael, Danielle Decastro, Kendra King, Tinesha Byrd

**Guests Present:** Liesha Sykes (DCF)

Coalition Chair, Marcus Rowe, called the meeting to order and opened with introduction of members and guests.

Special recognition was given to new member Miriam Williams who was appointed to our Board by the City Council.

Recognition along with a gift of gratitude was presented to Dr. Tiffany Hunter for her dedication over the years. She will be greatly missed on our Board and Committees.

Marcus asked the members to review the draft minutes from the October meeting. He asked for a motion to approve the minutes. Sandy Ramsey made a motion to approve the minutes.

**MOTION: TO APPROVE THE OCTOBER 31, 2018 BOARD MEETING MINUTES**

*Motion was seconded by Theresa Little and approved.*

Success By Six Presentation:

Tinesha Byrd gave the Success By Six presentation followed by the visibilities. She explained the SB6 program in detail and answered questions from the Board.

EFS Mod Update:

VPK attendance opened this week for providers to submit attendance. We are working on getting the word out to our providers so that they may submit and we can go back and reconcile past months. New enrollments in the system are going well, we are just having struggles with reconciling old records. OEL is suggesting that they will open SR attendance in January.

Guiding Stars 4.0:

The New Guiding Stars validation tool along with changes to the tool were shared with the Board. The new tool now aligns with HB 1091. After questions on the new tool were answered, Sunny Gettinger made a motion to approve the Guiding Stars tool.

**MOTION: TO APPROVE THE GUIDING STARS 4.0 VALIDATION TOOL**

*Motion was seconded by Dr. Connolly and approved*

Angel is chairing the Wage Incentive committee and asked if there were any Board Members that would like to be on the committee to please let him know.

Theresa Little, Marian Wilcher, Amy Buggle, Carlos Esquivia-Lee, Sunny Gettinger, Sandy Ramsey, and Joe Peppers (will send a team member in his place) all said they would be on the committee.

Committee/Workgroup Reports:

Finance Committee:

Finance report was given by Sandy Ramsey. Sandy began by discussing the audit that was conducted by BDO. Review of the audit showed a clean audit with good internal control. The only suggestion given referred to in kind donations and a process that needed to be followed. With audit review completed Curtis Hart made a motion to approve the audit.

**MOTION: TO APPROVE THE BDO AUDIT AS PRESENTED**

*Motion was seconded by Theresa Little and approved*

Sandy turned over the financial summary to Angel Carro who discussed attendance being reconciled by actual attendance, our waiting list is being worked on monthly, ACH wires, and that we are meeting the 78% by sitting at 79.9%.

Appeals Committee:

After a meeting with Buddy Shultz (attorney) we have decided to change the appeals process. Moving forward the process will be as follows:

1. Provider has a Class one or too many Class 2 & 3's -Denise and Team will visit center to discuss and get providers point of view. Denise will then decide whether to terminate or move forward with other actions.
2. If termination is chosen then the provider may appeal
3. If provider is appealing and submits any documentation ahead of the hearing, the Coalition can submit documentation as well and send to the appeals committee before the actual hearing for review.

4. On hearing day Denise will join the hearing and be given a chance to explain why the Coalition moved to terminate. The provider will be given a chance to share their side and will have the last word before committee makes a decision.

Dr. Hunter made a suggestion that after Denise is done with the Coalition explanation for termination that she step out of the room. This will make it so that the provider will be able to address the committee with their full attention.

A question arose as to who would be taking Dr. Hunters place as chair of appeals committee. Marcus shared that he asked Amanda Baggett to fill the vacancy. We will know at the next meeting if she accepts the position.

DELDN Update:

Next meeting is January 17<sup>th</sup>. We will be discussing Legislative session.

Legislative Report:

First Theresa wanted to congratulate Bruce for joining the transition team. Theresa discussed her conversation with legislators about moving the 78% down to the federal level of 70%.

CEO Report:

SmartCare

SmartCare is a software system that is designed for early learning providers to: track billing, payments, and payroll; record children's attendance history, immunizations, incident reports, allergies, successes, and birthdays; securely sign in and sign out all children; make payments at their center; and create real-time communication with parents. SmartCare representatives hosted a meeting with several of our providers and staff to demonstrate how it works. A few other ELC's are also considering purchasing this software to support providers. We will be putting out a bid since it would cost more than \$65,000.

2019 Legislative Session

Denise presented to the Duval Delegation on Monday highlighting our two legislative priorities: increasing quality of and investment into VPK and implementing a valid measurement of learning gains that follows the recommendations from the Florida Committee for Early Grade Success. As a member of the AELC legislative committee, Denise will also be traveling to Tallahassee regularly to meet with our House and Senate members educating them on the legislative priorities.

Funding Formula

The Office of Early Learning in partnership with the Association of Early Learning Coalitions is hiring a private consultant to research and develop a funding formula for any new funding that is allocated to early learning in this state. The hope is that an independent, unbiased consultant will be able to develop a formula that equitably disseminates new funding across the state.

Center Visits

Denise has been visiting local early learning centers and family childcare homes every two weeks to gain a better understanding of their needs and to build relationships with owners and directors. It has been a fun way to spend a few hours. As a way to connect staff with the mission of the organization, She has been taking ELC staff with her as she visits them. Staff have really enjoyed getting out of the

office and playing with the children. She invited board members to go with her to visit the centers, play with some sweet children and learn more about the work that is being done in our community.

Literacy Week:

January 30<sup>th</sup> at 9 am we welcome all board members to join coalition staff in the reading of this year's books to our local providers. If you are interested please let Denise or Cheryl know.

After CEO report Marcus opened the floor for public comment

With no further business meeting was adjourned.

Respectfully submitted,  
Cheryl Benveniste

DRAFT