



Early Learning
Coalition of the
Big Bend Region

The Coalition's mission is to provide leadership and advocacy that builds a community where ALL children are prepared for success in school.

Agenda

Program Policy and Strategy Committee Meeting

Thursday, February 28, 2019 from 9:00 a.m. until 10:00 a.m.

ELC Leon Service Ctr., 2639 North Monroe St., Bldg. C-300, Tallahassee, FL 32303

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| 1. Welcome and Roll Call..... | Chris Caballero |
| 2. Approval of Agenda..... | Chris Caballero |
| 3. Approval of Minutes for November 29, 2018 | Chris Caballero |
| 4. Public Comment | Chris Caballero |
| 5. ELC Updates..... | Stephanie Savestanan |
| a. Legislative Update | |
| b. EFS Mod Update | |
| c. Transition Committee Update | |
| d. Event Reminders | |
| 6. Program Updates and Discussion | Stephanie Savestanan |
| a. School Readiness and VPK Expenditures | |
| b. Operational Data | |
| 7. Outstanding Items and Conclusion | Chris Caballero |

Next Meeting: May 30, 2019; 9:00 a.m. to 10:00 a.m.
ELC Leon Service Center, 2639 North Monroe Street, Building C-300, Tallahassee, FL 32303



Program Policy and Strategy Committee Meeting

Thursday, November 29, 2018 from 9:00 a.m. to 10:00 a.m.

Leon Service Center, 2639 N. Monroe St., Bldg. C-300, Tallahassee, FL 32303

Committee Members Present:

Chris Caballero, Chair
Miatta Jalaber
Tasha Weinstein
Kristin Olson
Dr. Luisa Martin-Humes

Staff Present:

Liz Murphy, Interim Chief Executive Officer
Stephanie Savestanan, Chief Operations Officer
Tracie Hodge, Chief Financial Officer
Morgan Evers, Community Relations Coordinator
Karen Moon, Family Services Manager
Kristine Parker, Family Services Coordinator
Samantha Zadikow, Executive Coordinator

Committee Members Absent:

N/A

Guests Present:

N/A

1. Welcome and Roll Call

Committee Chair Chris Caballero welcomed committee members and staff. Roll call was taken and quorum was established at 9:02 a.m.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Tasha Weinstein. The motion was seconded by Miatta Jalaber and the agenda was approved.

3. Approval of Minutes for August 30, 2018

The motion to approve the minutes for the meeting on August 30, 2018 was made by Miatta Jalaber. The motion was seconded by Kristin Olson and the minutes were approved.

4. Public Comment

There were no public comments.

5. Action Item #2018-11: Approval of SR Plan Acknowledgement and Related Documents

On October 18, 2018, the Office of Early Learning (OEL) released a memo requiring ELCs to submit plan amendments to their currently approved plans by December 31, 2018, as a result of provisions in House Bills 1091 and 7055. The OEL further requires coalitions to submit the 2018 Coalition Plan Acknowledgement Form and to attach all documents that require amending or development. This action item contains all of the program policy and strategy policies as they relate to the above-referenced House Bills. A motion was made by Miatta Jalaber to move this Action Item to the Executive Committee for approval; the motion was seconded by Kristin Olson. The Committee voted unanimously to move Action Item #2018-11: Approval of SR Plan Acknowledgement and Related Documents to the Executive Committee for approval.

6. ELC Updates by Interim CEO Liz Murphy

- a. **Legislative Update:** The ELC received notice that Governor Scott reappointed Monesia Brown as ELC's Board Chair for the term beginning November 16, 2018 through April 30, 2021. Shane Strum has been named as Governor-elect DeSantis' Chief of Staff. Commissioner Pam Stewart submitted her resignation, but the Florida Board of Education asked her to remain for another year and she accepted. Former State House Speaker Richard Corcoran is expected to be appointed as the next Commissioner of Education. Session begins on March 5, 2019 and is expected to end on May 3, 2019.
- b. **EFS Mod Update:** Today the OEL will deploy update 3.4 to EFS Mod; other updates are scheduled for future dates. Staff has become more comfortable working in the not-yet-fully-functional system. However, it is easier working with a completely new customer rather than those already in the system due to the issues with the data migration; the majority of the ELC's customers are not new. EFS Mod disabled 19 system-generated emails between October 25th and November 7th. The OEL has since sent these notices retroactively, which caused a great deal of confusion for families and providers, as well as increased the workload for ELCs because they had to extend deadlines for impacted families by two (2) weeks.
- c. **Procurement Update:** The BowStern marketing contract ended on September 1, 2018; previous CEO Matt Guse extended the contract for 6 months prior to his departure. No RFQ went out for marketing services as the ELC is assessing the needs of the organization and plans to hire an FTE in Outreach with some marketing skills. Should the need arise for another marketing firm to assist, the ELC will contract for specific services on an as-needed basis.
- d. **Event Reminders:** Morgan Evers reminded committee members of upcoming ELC events and invited them to come out and help or to simply stop by with their families or friends. Hands have already started coming in for the Hanging of the Hands, which occurs Sunday, March 24, 2019 and Storybook Village is that Tuesday, March 26th. ELC is in it's the 3rd year partnership with Word of South and hopes to have *Pete the Cat's* original author and illustrator headlining the event. Literacy Week is the last week in January 2019.
- e. **Transition Committee Update:** The Transition Committee met on November 5, 2018 and reviewed documentation including CEO job description, transition plan, job posting and interview questions. The position has been posted through CareerSource and will close at the end of December 2018. Once the position closes, the committee will review resumes and narrow it down to six (6) people for off-site interviews. From there, the committee will narrow it down further to three (3) candidates for the Executive Committee to interview.

7. Program Updates and Discussion by Stephanie Savestanan

- a. **School Readiness and VPK Expenditures:** Chief Operating Officer Stephanie Savestanan reminded the committee that the ELC does not have accurate data for School Readiness (SR) expenditures at this time due to issues with the State's portal. The charts presented were based on historical data and reimbursements for this time of year though the expenditures reflect the actual amounts paid to providers. The School Readiness direct services earmark is 78%, with a maximum of 5% administrative costs. ELC is currently at 82.20% in direct services and 3.93% admin costs, which is in compliance with the earmark. The earmark for VPK is a maximum of 4% administrative costs and the ELC is currently at 4.62%. This is expected at this time of year and the ELC's Finance Team will continue to monitor this earmark to ensure it is back in compliance. SR November reimbursement will be based on actual enrollments; the providers were given an Excel spreadsheet to complete for an accurate reimbursement cycle. This will be the mode used going forward until EFS Mod is fully functional.

- b. **Operational Data:** Ms. Savestanan briefly guided members through the operational documents presented in an effort to save time for the EFS Mod Demo. The State’s Portal continues to hamper the ELC’s ability to run reports. The waitlist numbers are about 250 higher this year, but the team has made significant progress on the waitlist since October. There was no update on SR because the ELC cannot obtain real data from the Portal. The ELC staff are making increasing progress on entering the backlog that has accumulated since July 2, 2018 when EFS Mod went live. There are about 200 fewer VPK children enrolled this year compared to last year. The number of providers participating in the SR ELPFP has nearly doubled from last year. The increase is due to the ECE Team intentionally recruiting providers with 50% or more SR enrollments in an effort to help them obtain a passing score on the soon-to-be-required assessments. Being part of the ELPFP will allow providers to become familiar with expectations and improve areas of weakness.
- c. **Operational Discussion:** The Committee discussed the impact the state’s portal and EFS Mod continues to exert on families, providers, and the entire ELC.
- d. **EFS Mod Demo by ELC Staff Karen Moon and Kristine Parker:** Family Services Manager, Karen Moon, and Family Services Coordinator, Kristine Parker, gave a demonstration of EFS Mod as it pertains to the Family Services Department’s duties.

8. Outstanding Items and Conclusion

Chair Chris Caballero asked if there were any other items of discussion or questions, of which there were none. The meeting adjourned at 10:06 a.m.

Minutes recorded by: Samantha Zadikow, ELC Executive Coordinator

Minutes Approved: _____

Committee Chair’s Initials: _____

Board Secretary’s Initials: _____

ELC Board and Committee Meeting minutes are not verbatim, a digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region upon request.

ELC Outreach Events Calendar

March 2019

Hanging of the Hands

Sunday, March 24th from 12pm-4pm at the Capitol Rotunda

Children's Week Award Dinner

Monday, March 25th from 5pm-8pm at the University Center Club

Storybook Village

Tuesday, March 26th from 9am-12pm at the Capitol Courtyard

WFSUs EdCamp for Directors

Saturday, March 30th from 9am-12pm at the ELC



Early Learning
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Big Bend Region



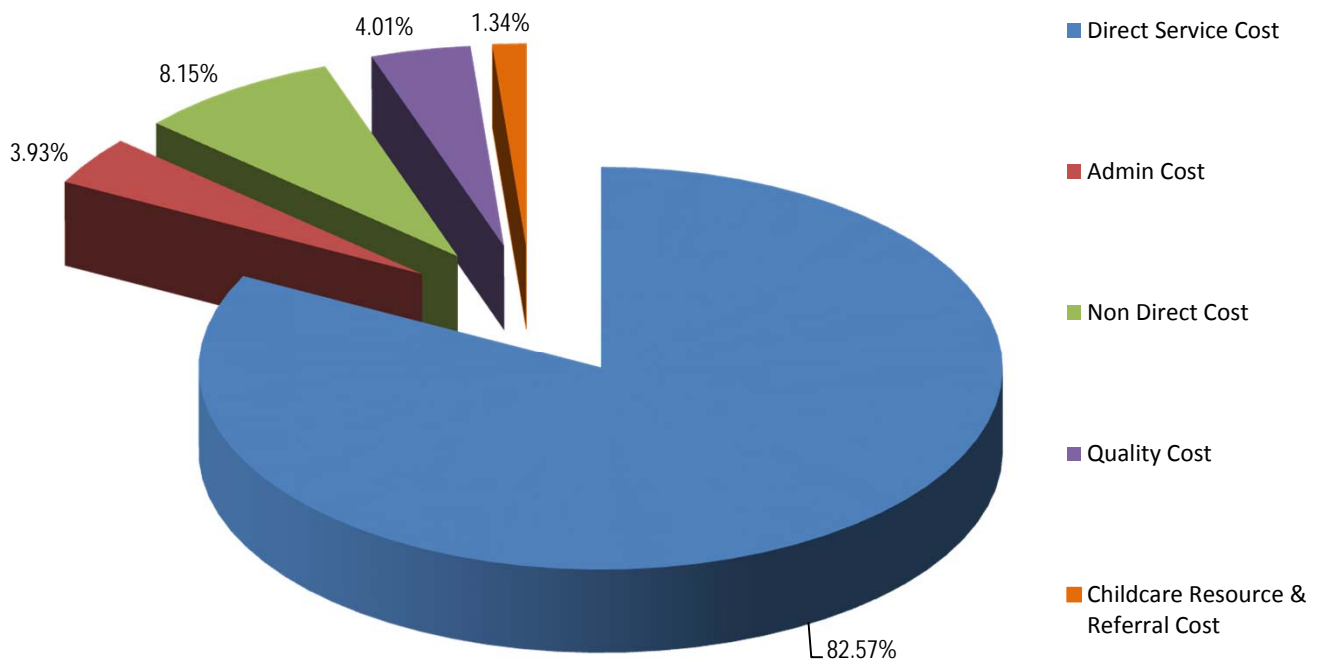
*Estimated Direct Expenses Based on June 2018 Reimbursement

ANALYSIS OF SCHOOL READINESS BUDGET

For the Fiscal Year Ending June 30, 2019

CATEGORY OF SPENDING	FY 18 - 19 Award <i>(per Notice of Award)</i>	Estimated* Thru 01/31/2019	Current Earmark	Earmarks/ Restrictions
AWARD AMOUNT	\$ 18,504,780			
DIRECT SERVICE COST (WITH MATCH INCLUDED)	\$ 14,679,722	\$ 8,692,405	82.57%	Minimum 78%
NON SLOT DOLLARS:				
Admin Cost	\$ 925,239	\$ 413,864	3.93%	Maximum 5%
Non Direct Cost	1,565,811	857,495	8.15%	
Quality Cost	1,125,990	422,345	4.01%	Minimum 4%
Childcare Resource & Referral Cost	208,018	140,785	1.34%	
TOTAL NON SLOT DOLLARS	\$ 3,825,058	\$ 1,834,490	17.43%	Maximum 22%

School Readiness Earmarks as of January 31, 2019





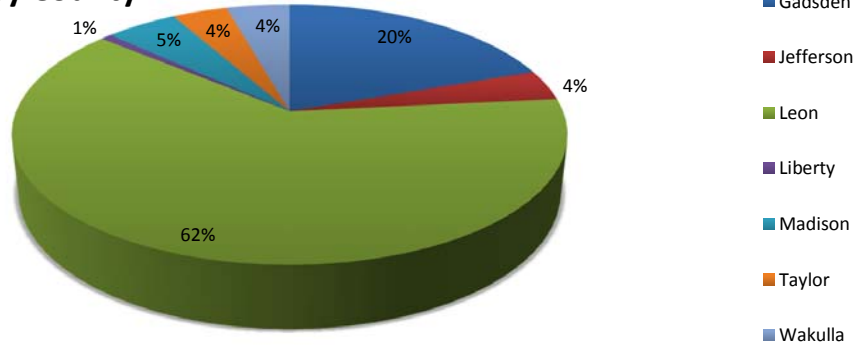
**Estimated Direct Expenses Based on ELC Excel Workbook*

ANALYSIS OF SCHOOL READINESS DIRECT SERVICE COST

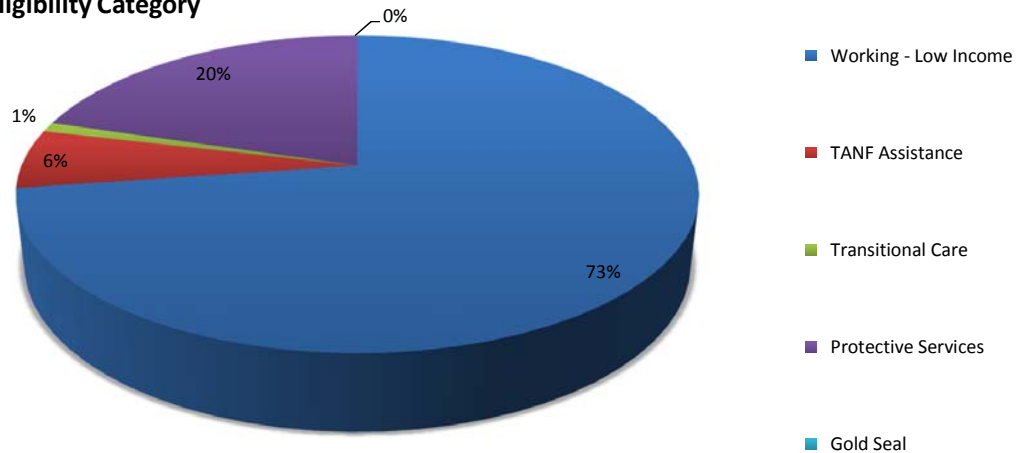
AS OF January 31, 2019

CATEGORY	GADSDEN	JEFFERSON	LEON	LIBERTY	MADISON	TAYLOR	WAKULLA	TOTAL
DIRECT SERVICE COST								
Working - Low Income	1,362,308	239,408	3,758,425	58,774	357,548	214,468	270,081	6,261,013
Working - Low Income Match			61,328					61,328
TANF Assistance	55,323	10,958	371,438	2,979	11,884	27,160	42,489	522,231
Transitional Care	4,131	-	77,839	-	-	-	1,529	83,499
Protective Services	286,293	78,480	1,176,197	4,503	62,778	90,203	65,882	1,764,335
Gold Seal	-	-	-	-	-	-	-	-
TOTAL DIRECT SERVICE COST	1,708,055	328,846	5,445,227	66,256	432,210	331,831	379,980	8,692,405
# of Children Paid Served	-	-	-	-	-	-	-	-

Direct Service Allocation by County



Direct Service Allocation by Eligibility Category

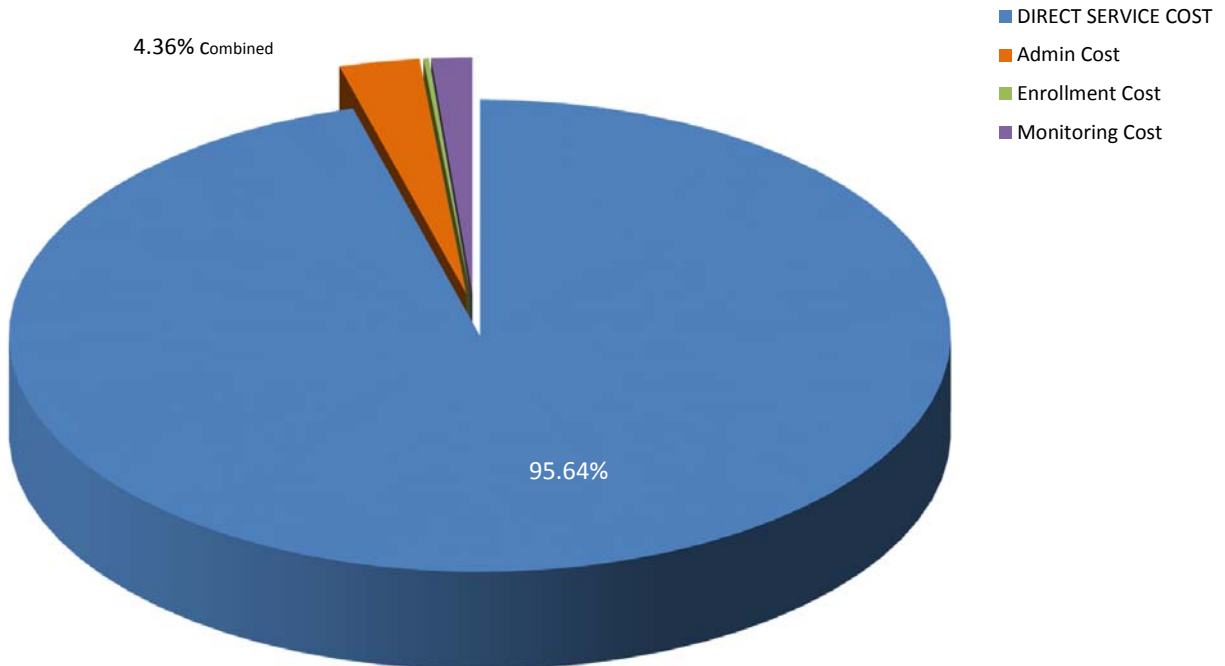




ANALYSIS OF VOLUNTARY PREKINDERGARTEN BUDGET
For the Fiscal Year Ending June 30, 2019

CATEGORY OF SPENDING	FY 18 - 19 Award <i>(per Notice of Award)</i>	Actual Thru 01/31/2019	Current Earmark	Earmarks/ Restrictions
AWARD AMOUNT	\$ 6,945,652			
DIRECT SERVICE COST	\$ 6,667,826	\$ 3,309,315		
NON SLOT DOLLARS:				
Admin Cost	\$ 105,993	\$ 91,633		
Enrollment Cost	81,703	6,303		
Monitoring Cost	90,130	46,324		
TOTAL NON SLOT DOLLARS	\$ 277,826	\$ 144,260	4.36%	Maximum 4%
VPK OUTREACH AND AWARENESS	\$ 14,552	\$ 578		

Voluntary Prekindergarten Spending Allocation as of January 31, 2019

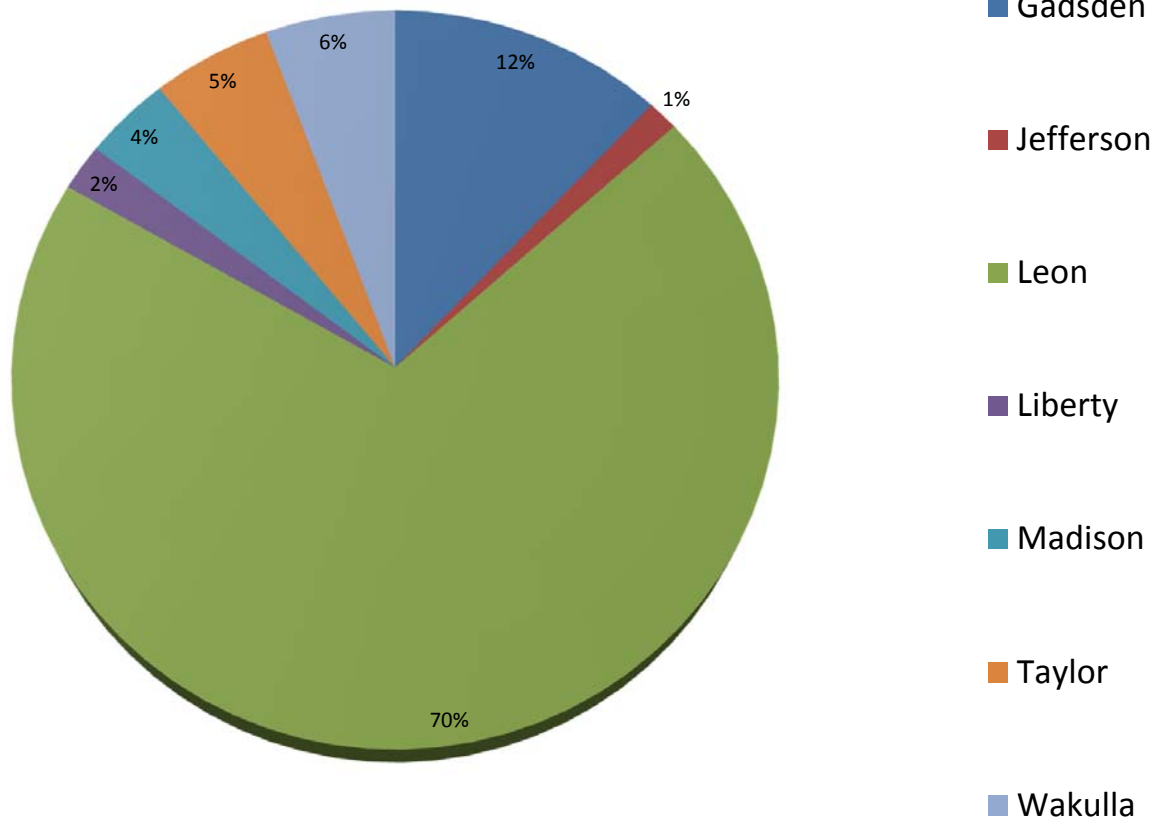




**ANALYSIS OF VOLUNTARY PREKINDERGARTEN DIRECT SERVICE COST
AS OF January 31, 2019**

CATEGORY	GADSDEN	JEFFERSON	LEON	LIBERTY	MADISON	TAYLOR	WAKULLA	TOTAL
DIRECT SERVICE COST	397,022	44,817	2,314,357	68,162	125,188	172,962	186,808	3,309,315
# of Children Paid Served	302	33	1,722	55	76	142	112	2,442

VPK Direct Service Cost by County



OPERATIONAL DATA

CAVEAT:

Statewide, families, providers, and early learning coalitions have experienced numerous, serious, and continuous issues with OEL's data system transition which began on July 1, 2018. These issues have impacted the work of all teams as well as impacted the ability to run reliable reports. Family Services has had to complete the majority of its SR eligibility functions outside of the state's data systems and cannot fully complete VPK enrollments (which include updating a child's SR schedule when a child is also enrolled in VPK).

Programs Scorecard – Wait List

Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
SR Children on Wait List	429	748*

*Pre July 1, 2018, SR Children on Wait List included those children whom the ELC had sent funding notifications but who had not yet completed eligibility interviews. Post July 1, 2018, the wait list number excludes those whom the ELC has sent funding notifications due to a change in how Mod classifies children through the process.

2018-2019 Initiative

Funding Notice Week	Contacted ¹	Non-Responsive	Pending ²	Rejected	Enrolled	Submissions ³
09/27/18	65	43	0	9	13	29
10/04/18	68	31	0	20	17	42
10/11/18	Hurricane Michael (no contacts this week)					
10/18/18	68	41	0	9	18	45
10/25/18	66	39	0	10	17	37
11/01/18 ⁴	95	47	0	20	28	60
11/15/18	78	35	0	16	27	55
01/03/19	103	43	1	35	24	83
01/18/19	148	91	11	23	23	73
01/31/19	135	98	8	13	16	40
TOTALS	826	468	20	155	183	464

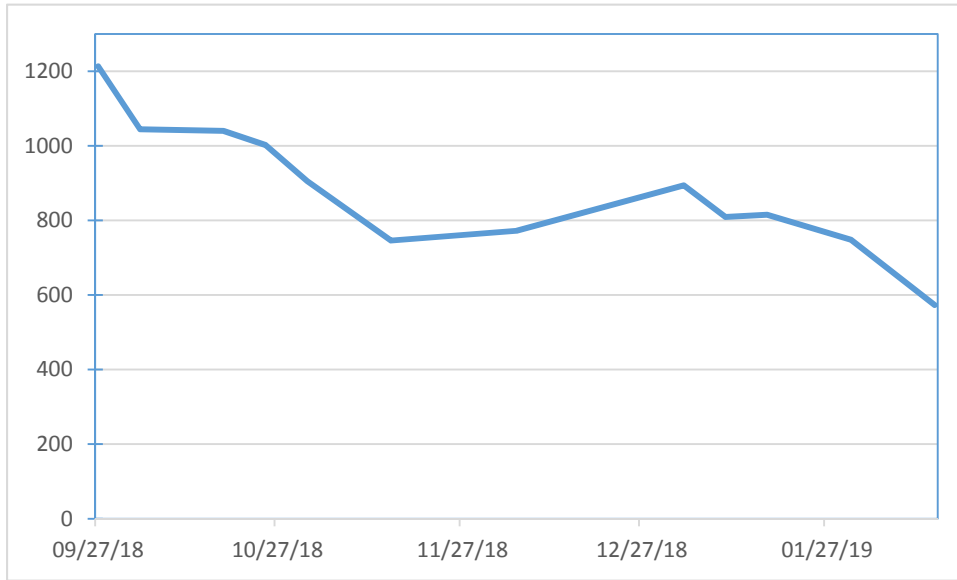
¹ The above data represent the number of families (not children) included in each week's enrollment initiative.

² The ELC has 10 days to review a family's submitted information. If a family submits information on the 30th day, the ELC still has 10 days to review that information.

³ Families have 30 days to submit information in OEL's Family Portal. Families may resubmit information multiple times over the 30 days.

⁴ Beginning Nov. 1, 2018, the ELC increased the number of contacts and initiated a new round of increased contacts every two weeks (except over the holidays).

Children on Wait List



Programs Scorecard – SR Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
SR Children Enrolled	5,234	*

EFS Mod Transition Backlog (07/02/18 to year to date)

The backlog is all the families for whom Family Services completed manual transactions outside of EFS Mod due to the system's technical issues.

	Backlog Not Yet Processed	Cumulative Backlog Cleared	Cumulative Attempted to Process, Could Not Complete ¹
As of 10/26/18	1,301	173	155
As of 11/02/18	1,126	252	140
As of 11/09/18	1,073	381	114
As of 11/16/18	1,031	426	116
As of 11/30/18	955	503	125
As of 12/07/18	949	530	124
As of 12/14/18	928	597	79
As of 01/18/19	866	650	93
As of 01/25/19	834	692	98

¹Specialists attempt to enter a backlogged case in OEL's Family Portal but could not complete the entry due to remaining/new technical issues.

Programs Scorecard – VPK

Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
VPK Children Enrolled	2,623	2,524