In attendance: Cindy Seletos: Treasurer, Yvonne Malague; Secretary, Jane Bambace, Lourdes Benedict, Sandra Downes, Joshua Drechsel, Louis Finney, Harry Fogle, Charles Harris, Ellen Lasher, Jim Madden, Ed Peachey, Anne Ryan, Elliott Stern

Conference Call: Stuart Laake

Absent: Patsy Buker, Shurrea Daniels, Maria Edmonds, Jack Geller, Craig Phillips

Coalition Staff: Matt Bonner, Lindsay Carson, Nicole Gonzalez, Merita Kafexhiu

Guests: Moss, Krusick & Associates Representatives

I. CALL TO ORDER
   A quorum was present. Cindy Seletos called the meeting to order at 4:00 p.m.

   A. Cindy Seletos called for approval of the agenda for the December 4, 2014 Board of Director’s Meeting.

      A motion was made by Yvonne Malague and seconded by Lourdes Benedict to:

      Approve the December 4, 2014 Agenda.

      The motion passed unanimously.

      Discussion: Action Item C, Independent Audit, will be presented first.

   B. Cindy Seletos called for approval of the consent agenda for the December 4, 2014 Board of Director’s Meeting.

      A motion was made by Ed Peachey and seconded by Anne Ryan to:

      Approve the October 2, 2014 Consent Agenda.

      October 2, 2014 Board Meeting Minutes 14.12.01i
      Program Development Report 14.12.01ii
      Finance Report 14.12.01iii
      Communications Report 14.12.01iv
      Fraud Report 14.12.01v
      Disenrollment Policy 14.12.01vi
      Wait List Policy 14.12.01vii

      The motion passed unanimously.
Ed Moss the Partner on the engagement from Moss, Krusick &Associates, LLC presented the audit report for the years ending June 30, 2014 and 2013 as follows:

- **Independent Auditors’ report** – The financial statements present fairly in all material respects the financial position of the ELC of Pinellas County as of June 30, 2014 and the changes in its net assets and cash flows in accordance with accounting principles generally accepted in the USA.
- **Financial Statements and notes to the financial statements** were reviewed and discussed. The breakdown of the expenses on the statement of functional expenses indicates that the Coalition expended approximately $43M in direct services. Also, the auditors emphasized that the coalition operates below the maximum allowed for administrative expenses.
- **Report on internal control over financial reporting and compliance** indicates no material weaknesses or deficiencies.
- **Independent audit report on compliance with federal awards** for each major federal program and state project indicates no material weaknesses or deficiencies.
- **Coalition is considered a low risk auditee**
- **Summary of auditors results** – there were no findings to be reported. Therefore, no management letter was issued.

The audit was conducted in accordance with auditing standards generally accepted in the US of America and the standards applicable to financial audits contained in Government Auditing Standards, Comptroller General of the United States, OMB Circular A-133 and Chapter 10.650, Rules of the Auditor General of the State of Florida, Audits of States, Local Governments, and Non-Profit Organizations.

**Discussion:**

Cindy Seletos thanked the coalition staff for doing a great job.

Louis Finney asked if procedures will be revised due to the new OMB Circular changes.

Merita Kafexhiu responded processes will be revised to comply with any applicable changes.

A motion was made by Ed Peachey and seconded by Elliott Stern to:


The motion passed unanimously.
Lindsay Carson presented the detail on the Provider Portal.

The Early Learning Coalition data is stored in the Enhanced Field System (EFS). This system lacks the ability to communicate online with providers. Certification and attendance submission is largely conducted in hard copy through fax or US mail. The Provider Portal was developed by Bluejeanware for the ELC of Miami-Dade Monroe and has since been adopted by Palm Beach and Polk County. The Provider Portal is designed to improve customer service and streamline processes. The Provider Portal offers two major components that will improve service to providers, certification and attendance submission.

Providers have the option to execute contracts and submit all supporting certification documents through the secure online portal. They can easily check the status of their contract, upload renewal documents and update their CCR&R profile. The system also automates monitoring of expiration documents such as general liability insurance and teacher credentials. Currently these tasks are completed through mail, cumbersome web forms or through fax.

Provider payments for both School Readiness and VPK are contingent upon child attendance documentation. Currently, providers receive a monthly roster for each funding category which reflects their enrollments at the end of the month. They often call to ensure that children due for redetermination remain eligible. The online attendance portal interfaces with EFS and is updated each night. This means providers have more accurate information on each child’s eligibility status, thus reducing phone calls and payment adjustments.

EFS will be replaced by December 2015. The Provider Portal will be integrated into the EFS replacement system. Once this system is adopted, we expect all providers will be required to utilize the portal after this transition. Adopting this system now allows us to bring providers on in cohorts to ensure successful implementation.

Implementation would begin February 2015 with a targeted launch of March 2015 for providers.

Estimated Cost:
2014-2015
Start up costs $33,750
Maintenance ($3,500 x 5) $17,500

Consideration for 2015-2016
Annual maintenance costs for hosting and technical support average between $25,000-$27,000.

Approved by the Finance and Executive Committees.

Discussion:

Cindy Seletos commented that this item was discussed at the Executive Committee Meeting and a savings is expected in printing and postage.
Lindsay Carson stated that the Coalition’s monthly postage cost for reimbursement letters is nearly $1,000.

Elliott Stern inquired if provider participation will be made mandatory at some point.

Lindsay Carson responded that state may make participation mandatory in the future.

Lourdes Benedict inquired if the coalition knows if all providers have access to computers.

Lindsay Carson responded that all providers are required to maintain an email address and some may share computer access with family members or neighbors. Almost all centers have computer access.

A motion was made by Yvonne Malague and seconded by Lourdes Benedict to:

*Approve Professional Services Agreement with Bluejeanware to:*

- Install and configure ELC Portal and EFS Interface
- Develop process for daily/weekly EFS enrollment data
- Provide onsite support for implementation
- Provide hosting and maintenance for ELC Portal

The motion passed unanimously

**B. Ratification of Anti-Fraud Plan**

Lindsay Carson presented the Anti-Fraud Plan. The statutes related to the roles and responsibilities of ELC’s were substantially revised with the passage of House Bill 7165 in 2013. Section 1002.91(8), Florida Statutes requires each ELC to adopt an anti-fraud plan, to be approved by OEL. The criteria for the anti-fraud plans is described in Rule 6M-9.400, FAC.

The rule requires ELCs to create procedures for detecting and investigation possible acts of fraud, abuse or overpayment and procedures to ensure due process for recipients. It also requires training on the detection and prevention of fraud, abuse and overpayment including an annual self-assessment of the ELC’s internal controls, policies and procedures. The first ELC Anti-Fraud Plans are due to OEL November 30, 2014 and requires Board approval prior to submission to OEL.

**Discussion:**

Elliott Stern inquired if there is a standing committee to address these situations.

Lindsay Carson responded that it is a standing committee that was established in September 2014 to only addresses appeals. Meetings are scheduled as appeals are requested.

A motion was made by Ellen Lasher and seconded by Anne Ryan to:
Ratify the Executive Committee resolution to adopt the Coalition 2014-2015 Anti-Fraud Plan and related policies.

The motion passed unanimously.

II. C.E.O.’s Report
   A. Report

Lindsay Carson presented the highlights of the CEO report:
- Enrollment: expecting a small surplus of $300,000 and are continuing to enroll children which will reduce the surplus.
- VPK enrollment is at its highest point since the program began.
- Accountability Review – there were some findings but no paybacks; corrective action has been completed. A full report is attached.
- Performance Funding Pilot – the Coalition has the 2nd largest group of providers in the state participating. Several staff members have redirected their time to support the project.
- Legislative Update – CCDF was reauthorized. A letter to the editor submitted by Ms. Carson was printed in the St. Petersburg Tribune; the Coalition will see an increase in quality investments.
- Strategic Planning – the workshop is scheduled for 1/28/15; there is a Board meeting on 1/27/15
- Matthew Spence will be joining the Coalition as Director of Planning & Development.
- Rodney MacKinnon is serving as interim Director of OEL.
- Giving Tuesday – the Coalition raised $1,527; the Coalition raised almost $2,000 for the Ready to Ready program since October 2014.
- Celebrate Literacy Week – begins 1/26/15; Coalition Board members along with community partners will be invited to read with children.

Discussion:

Cindy Seletos asked if the VPK enrollment is attributed to population growth or increased awareness.

Lindsay Carson responded it is probably a combination of both in addition to the coalition outreach.

Lourdes Benedict asked what the coalition is doing for outreach in St. Petersburg.

Lindsay Carson responded the coalition has planned a Family Expo, VPK roundup and having a presence at community events in St. Petersburg.
Cindy Seletos encouraged all board members to participate in Celebrate Literacy Week and read to a class.

B. Enrollment Report

C. OEL Accountability Review

III. Discussion Item
   A. 2015 Board Meeting Schedule
The Coalition Board meetings will be moved to the 4th Tuesday of every other month, beginning in January 2015. The Finance and Executive Committee meetings will be moved to the 3rd Tuesday of every other month, beginning in January 2015.

V. Presentation
   A. Lutheran Services/Head Start

   Lutheran Services/Head Start presented on the Head Start & Early Head Start programs in Pinellas. The presentation is attached.

VI. INFORMATIONAL ITEMS
   A. AELC Legislative Priorities
   B. Public Meeting Notice

VII. Public Comment

   Yvonne Malague invited members to attend a Christmas play @ Calvary Church.

   Lourdes Benedict announced that this will be her last board meeting as she has accepted a position with Pinellas County.

VIII. ADJOURNMENT: The meeting adjourned at 5:03 p.m.
    Next Meeting: Tuesday, January 27, 2014 at 4:00 p.m. at the Early Learning Coalition, 5735 Rio Vista Drive, Clearwater FL 33760

Craig Phillips, Acting/Vice Chair Date Yvonne Malague, Secretary Date