

## **El Governance Advisory Committee**

Feb 12, 2019

1:30-2:30pm

Meeting conducted by Zoom Teleconference meeting due to inclement weather

**Present:** Kay Lancaster, Jill Johnson, Jessica Heavner, Barb Johnson

**Absent:** Lori Pittman, Dur'Shrika Moore, Joanne Seng, Quincy Stone

### **Personnel Actions**

No questions

*Personnel Actions were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Feb 12, 2019 and recommend full Board approval.*

### **Program Reports**

#### **Fiscal**

##### **Oct 2017-18 fiscal reports**

###### **ECEAP**

- Final report from 2017-18
- Centers came closer to their percentages as we got to close of program year
- Overall ECEAP contract was approximately 92% expended
- We can carry-over some of the unspent money
- USDA line doesn't portray the budget and expenditures for USDA funds well, as we have reimbursements and also budget out of pocket expenses – working to get USDA taken out of these reports and reported separately

###### **HS 412**

- Some sites have not put in their final claims

###### **187 HS grant**

- Underspent for year
- This can be due to a couple factors:
  - Have very few sites
  - We need to continue to make time & effort allocations adjustments at the ESD level

###### **EHS 412**

- Over expended, but this is not unusual
- Parent funds line item shows that 0% were expended:
  - Kay has followed up with fiscal and Parent funds did not get coded to the correct line item. They have been expended appropriately at all direct service sites (Homebased, WCCW, Educare).

###### **EHS CCP**

- Expended 95% of grant
  - Kay will follow up on if we can do carry-over
- Several sites have expended all of their contract, or close to it

- Easter Seal was more significantly under expended – likely due to leadership change and personnel changes

### **Nov 2018-19 fiscal reports**

#### **ECEAP**

- Program year starts July 1 but most programs don't start until September
  - For example, Childhaven has not made any claims
- Noted that the Transportation Line item received additional funds over what was budgeted— unsure of what this is—Kay will follow-up with fiscal

#### **HS 412**

- Grant starts Nov 1
- Very little expended at this point

#### **715 HS grant (formerly 187)**

- Now only have 2 sites under this grant
- Changed grant cycle to line up with 412 grant Nov 1
- Lots on training – ChildPlus and PC at Natl Conference

#### **EHS 412**

- Noted some significant Training Line item expenditures – likely ChildPlus and PC Natl Conference (similar for the HS 412 and HS 715 reports)
- Formula for % expended for Home Based is showing as error – Likely because a budget amount was not pulled out of the overall program budget specifically for home-based, yet expenditures are being tracked.
  - Kay will check to see if line item for HB budget will be pulled into this line item

#### **EHS CCP**

- This grant starts in September each year
- High level of funds going towards training (see above)
- TCC has been late to claim along with Bates
  - Fiscal will follow up

*October and November fiscal reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Feb 12, 2019 and recommend full Board approval.*

### **October 2018 In-Kind/NFS report**

- These are likely the final NFS reports for 2017-18 program year
- HS 412 did not meet NFS and asked for/received a waiver
  - Challenges to meet with Child Care Centers
  - Easier for school districts and community colleges to claim NFS, especially for space
- Back up reports show what each program is contributing to NFS
- Ready Rosie will generate reports that show when parents are engaged with activities in their child and will be able to claim as NFS

- Kay will follow up to see that parents are getting access to Ready Rosie so that reports can be generated – Jessica reported that she has not been shown that by her FSS at her child’s site
- Kay will also follow up to see that centers are spending their budgeted parent funds and only spending on parent funds
- EHS 412 & EHS CCP met 100% of In-Kind/NFS

*October In-Kind/NFS reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Feb 12, 2019 and recommend full Board approval.*

**Procurement card report**

September

- No questions

October

- This is for end of 2017-18 program year
- No questions

*September and October Procurement Card Reports were reviewed and approved as a whole by the Early Learning Governance Advisory Committee on Feb 12, 2019 and recommend full Board approval.*

**Attendance**

- No report

**Enrollment**

- No report

**USDA**

- No Report

**Program Policies**

- No policies were reviewed

**Program Governance**

- Federal Review Report
  - Met all requirements
  - One big positive highlighted in report was the WCCW program
  - Reporting format does not allow for a lot of extra information in the report so lead reviewer chose to highlight the WCCW program, even though many additional commendations were mentioned during the review debrief.
- Confidential: Information on Incident(s) reported to OHS and Region X
- Sub-Contractor Update

## **Program Updates**

Informational only

## **Policy Council**

Informational only

## **Correspondence**

- OHS Federal Review Report
  - Reviewed above
- 60-day notification of CLASS Review
  - Only for preschool classrooms in HS 412 grant
  - Week of March 25, 2019