



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
 APPEALS COMMITTEE  
 Meeting Agenda  
 September 19, 2019  
 12:00 – 1:30 pm**

**Purpose:** The Appeals Committee is composed of members described in the appeal’s due process. The Appeals Committee is responsible for hearing the appeal of the complainant and determining whether or not to uphold the staff decision.

**Committee Members :** **Damaris Boone, Chair** *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA – Provider Representative); Nate Halligan* *Small Business Portfolio Manager, Busey Bank (Private Sector); Dr. Kelly Roy* *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College (Mandated Member)*

**ELC Staff:** **Susan Block,** Chief Executive Officer; **Gilda Duran,** Director of Risk Management; **Cara Baumann,** Quality Assurance Coordinator; **Ginger McHale,** Administrative Assistant to the Executive Director

(\*) *Materials included in Appeals Committee Packet.*

(\*\*) *Materials posted in the ELC SharePoint for Committee Members.*

<b>Agenda Items</b>	<b>Facilitator/Presenter</b>	<b>Action Required</b>
Introductions and Overview of Appeals Hearing Process	<ul style="list-style-type: none"> <li>• Members of the Committee, and Staff were introduced. The Appellant, Leigh Wathen Bowman, failed to appear.</li> <li>• Ms. Boone reviewed the Appeal Hearing Agenda and process.</li> <li>• Ms. McHale administered the oath; swearing in the staff.</li> </ul>	
Staff Presentation of Rational for Decision to Terminate Child Care Services	<ul style="list-style-type: none"> <li>• Ms. Duran presented information on behalf of the Early Learning Coalition.</li> </ul>	
Complainant Appeal of ELC Staff Decision to Terminate Child Care Service	<ul style="list-style-type: none"> <li>• Ms. Bowman failed to appear for the hearing</li> </ul>	
Appeal Committee Deliberation and Decision	<ul style="list-style-type: none"> <li>• Following deliberation of the facts presented, the Appeals Committee agreed to uphold the decision of the ELC staff to</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Halligan moved to approve the decision, as</li> </ul>

	<p>terminate child care services. School Readiness services end effective today, 9/19/19.</p> <p>The rationale for the decision was:</p> <ol style="list-style-type: none"> <li>1. Evidence provided support for the decision;</li> <li>2. Inconsistencies between client claims and supporting documentation;</li> <li>3. Client could not provide documentation to support the current address of James Bowman. Therefore, this leaves a question about whether or not he should have been included in the calculation of child care eligibility.</li> </ol> <ul style="list-style-type: none"> <li>• Ms. Boone asked for a motion to approve the Committee's Decision.</li> </ul>	<p>presented. Dr. Roy seconded. Motion approved.</p> <ul style="list-style-type: none"> <li>• A copy of the committee decision will be sent to Ms. Bowman.</li> <li>• The decision of the Appeals Committee will be shared with the full ELC Board.</li> </ul>
<p>Motion to Accept the Hearing Minutes</p>	<ul style="list-style-type: none"> <li>• Ms. Boone asked for a motion to accept the hearing minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Halligan moved to approve the minutes of the Appeals Hearing. Dr. Roy seconded. Motion approved.</li> <li>• The minutes of the Appeal Hearing will be posted to the ELC website, following approval by the committee members.</li> </ul>