



Early Learning Coalition of Northwest Florida
April 2017 Board Meeting Minutes

Date: April 12, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:08 a.m. by Jon McFatter

Full Board: Yes No **Quorum:** YES **In attendance:**

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

BOARD ATTENDANCE

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett	X			
	Phil	Edwards		X		
	Kim	Gillis		X		
	Linda	Hood		X		
	Jackie	House		X		
	Joe	Jernigan	X			
	Doug	Kent		X		
	Pamela	Kidwell	X			
	Frank	Martin		X		
	Jeannie	Martin	X			
●	Al	McCambry			X	
●	Jon	McFatter (P)		X		
●	Mary	McKenzie (VP)	X			
	Juliana	Melara	X			
	Johanna	Plumber		X		
	Neal	Reeves		X		
	Renae	Roundtree		X		
	Parnell	Smith				X
●	Jerry	Sowell	X			
	Guy	Tunnell			X	
●	Darrin	Wall (S)		X		

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Richard	Williams			X	
Total			7	11	3	1

Eighteen out of 22 members were present. Quorum was was not established.

Coalition Staff Present: Ken Whittaker, Lynne Eldridge, Suzan Gage, Sallie Brosnan

Visitors Present: No visitors were present for the board meeting. Eight providers were present after the meeting for award recognition.

I. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

II. APPROVAL OF MEETING AGENDA – Jon McFatter

Motion: **To approve the meeting agenda**

Motion By: Mary McKenzie

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA – Jon McFatter

Explanation:

Consent Agenda includes the following information listed under letters A – C. Board members may request that any item in the Consent Agenda be moved under the regular agenda for further discussion, prior to vote.

Motion: **To approve adoption of Consent Agenda**

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Martin

Member/s Recusing from Vote: YES NO

The motion carried.

A. Approval of Minutes – Jon McFatter

Explanation:

Please refer to the Board Meeting Minutes for the March 8, 2017, board meeting.

B. Financial Statements

Explanation:

Please refer to Financial Statements through February 2017.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for February and March 2017.

IV. **COMMITTEE/FULL BOARD REPORTS – Jon McFatter**

A. Finance Committee – Jerry Sowell

1. Fiscal Monitoring

The Coalition received the final report from the fiscal monitoring completed on January 26, 2017. (*See 2016/2017 Financial Monitoring Report.*) The report contained one finding:

Finding/Condition: "During our detailed testing, we identified one outreach video ad for the Coalition describing the intake process for School Readiness (SR) and Voluntary Prekindergarten (VPK) services, which begin airing on You Tube November 2, 2015. The Coalition's grant agreement with OEL states the OEL logo and statement of sponsorship will be included on all sponsorship materials. This compliance requirement was not met for this outreach video found on social media."

The Coalition is in the process of responding to the Office of Early Learning (OEL) with a corrective action plan which is due by April 23, 2017.

Motion: To approve 2016/2017 Financial Monitoring Report as completed by HCT Certified Public Accountants & Consultants, LLC

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

2. Child Care Executive Partnership

a. 2016/2017 Current Status

Child Care Executive Partnership (CCEP) dollars are used to fund school-age children enrolled at participating School Readiness Programs. The Coalition requested \$193,800 for 2016/2017 program year expenditures and was awarded \$150,854 from the CCEP Board. As we continued to monitor expenditures for CCEP, we asked for an additional \$126,000 in October 2016 and received \$89,379. In March 2017, we asked for another \$43,000 and are waiting to hear back from the OEL regarding the CCEP Board's decision to this request.

Currently, the Coalition is projected to expend allocated CCEP dollars by the end of April 2017. School Readiness Programs with children enrolled in CCEP have been notified and are aware of the current situation. The programs anticipate that they will be able keep the children in services utilizing other funding they have available.

The Coalition has two options to choose between to avoid having to dis-enroll children from the CCEP program:

- **Option 1:** Use program revenue funds to off-set the cost of serving CCEP through June 2017.
- **Option 2:** Change children from CCEP funding category to the BG-8 (Working Poor) funding category.

Coalition Board Treasurer (CBT) Jerry Sowell met with Executive Director (ED) Lynne Eldridge and various staff members to discuss viable solutions. ED Eldridge explained that CCEP is a 50/50 match, meaning the CCEP funding provides a 50 percent match to programs/organizations/businesses providing 50 percent of cost. This primarily applies to school-age children in programs like the Boys and Girls Club as well as Girls, Inc. Asking to pursue Option 1 or Option 2 for additional funding only applies to school-age children currently enrolled in a program; funding would negate having to dis-enroll children before the end of the 2016/2017 School Year.

Board members asked ED Eldridge and CBT Sowell for their opinion on which option is best, and they said Option 1 would be advised. ED Eldridge said she was hesitant to use School Readiness funding for this issue.

Motion: To choose Option 1 (use of program revenue funds to offset the cost of serving CCEP through June 17) to ensure CCEP funded children are not dis-enrolled prior to June 30, 2017

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

b. 2017/2018 (Next Year's) CCEP Funding Status

The OEL has informed Coalitions that they anticipate the 2017/2018 CCEP allocation to be less than this year's original allocation and have recommended that Coalitions plan accordingly. We have informed current CCEP participants of this status and are committed to keeping them up to date with the latest developments relating to funding for 2017/2018.

B. Personnel & Policy Committee

1. Related Party Contracts Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition governing board members, and relatives of either group as s. 112.3143(10)(b), F.S., defines and submit to OEL for approval. The Coalition must comply with requirements in state statute and OEL instructions (s. 1002.84(20), F.S.) which require the following:

- A valid vote of approval requires two-thirds vote by the governing board.
- The Coalition will need to provide a detailed breakdown of how each member voted in to ensure that two-thirds of the members voted in favor of the related party contracts.
- The impacted individual(s) must complete the necessary conflict of interest disclosure forms and these forms must be available for presentation to the governing board at the time of the board's vote.
- Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- Coalitions are prohibited from entering into contracts in excess of \$25,000 without prior approval from OEL.
- Coalitions are allowed to enter into contracts below \$25,000 without prior approval from OEL; however, such contracts are required to be reported to OEL within 30 days after approval by the coalition governing board is obtained

a. Trinity Pentecostal Tabernacle Church, Chipley Training/Meeting Space Rental – Not To Exceed (NTE) \$10,000

Disclosures

- ED Eldridge attends the Trinity Pentecostal Tabernacle. Her husband, Michael Eldridge, is listed as a trustee on the 2017 annual report filing (filed 9 February 2017) with the Florida Division of Corporations.
- Coalition Board Chair Jon McFatter is the brother of Michael McFatter, pastor of Trinity Pentecostal Tabernacle.
- The church is centrally located in the Coalition's seven-county service area and have allowed the Coalition to pay a nominal fee to use its facility to hold provider meetings, staff meetings, and staff development opportunities.

- Providers from the rural counties do not have to drive to Panama City to attend meetings and trainings and continue to express their gratitude at being able to meet at a central location.

For this vote, Coalition Board Vice Chair (CNVC) Mary McKenzie led the discussion and vote for the Related Party Contract with Trinity Pentecostal Tabernacle. The vote could not be taken due to board members being dropped from the conference call or arriving late to the meeting, so the vote was moved to later in the meeting. CBMs Renae Rountree and Johanna Plumber as well as Coalition Board Secretary (CBS) Darrin Wall joined the conference call late; CBM Pamela Kidwell joined the live meeting late. The vote ensued once members returned to the conference call, roll call had been taken again, and board members could vote.

Roll Call Vote for Related Party Contract with Trinity Pentecostal Tabernacle

Executive Committee	First Name	Last Name	Yay	Nay	Not Present	Recused
•	Tony	Bennett	X			
	Phil	Edwards	X			
	Kim	Gillis	X			
	Linda	Hood	X			
	Jackie	House			X	
	Joe	Jernigan	X			
	Doug	Kent	X			
	Pamela	Kidwell	X			
	Frank	Martin			X	
	Jeannie	Martin	X			
•	Al	McCambry			X	
•	Jon	McFatter (P)				X
•	Mary	McKenzie (VP)	X			
	Juliana	Melara	X			
	Johanna	Plumber	X			
	Neal	Reeves	X			
	Renae	Roundtree	X			
	Parnell	Smith			X	
•	Jerry	Sowell	X			
	Guy	Tunnell			X	
•	Darrin	Wall (S)	X			
•	Richard	Williams			X	
Total			15	0	6	1

Motion: To approve the related party contract between the Early Learning Coalition and Trinity Pentecostal Tabernacle Church NTE \$10,000

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Martin

Member/s Recusing from Vote: YES NO (Jon McFatter)

The motion carried.

- b. Chipola Regional Workforce Development Board (CRWDB), Inc., (d/b/a CareerSource Chipola) – Office Space Rental – NTE 15,000

Disclosures

- CRWDB Executive Director Richard Williams is also a Coalition board member.
- Coalition Board Vice Chair Mary McKenzie is also a CRWDB board member.
- Coalition Board Secretary Darrin Wall is also a CRWDB board member.
- By having staff from both organizations sharing office space in one facility in Chipley, the customers of both organizations will be provided access to a wider array of services housed in one facility.

NOTE: Because the board did not have enough members present to hold a vote on this matter, the Chipola Workforce Development Board, Inc., (d/b/a CareerSource Chipola) – Office Space Rental vote was moved to the May 10, 2017, board meeting.

2. Anti-Fraud Plan

Pursuant to Early Learning Coalition Anti-Fraud Plans Rule 6M-9.400(2), Florida Administrative Code, each early learning coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness Program and VPK Program services and submit the plan to the OEL for approval. The anti-fraud plan must be approved by the Coalition board prior to submission to OEL. The plan must be sent to the OEL Office of Inspector General no later than June 30 each year. (*See Anti-Fraud Plan.*)

Motion: To approve the 2017/2018 Anti-Fraud Plan as presented

Motion By: Jerry Sowell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

3. IT Support Services Contract Extension

The Coalition entered into a four-month contract (December 1, 2016 – March 31, 2017) with “Inspire” after the in-house IT resigned. *Inspire* performs designated IT services and operations at a fixed rate of \$7,375 per month for a total contract amount of \$29,500.

The Coalition must activate the six-month extension clause in the current IT contract, to allow for the time needed to create the targeted IT and communications framework or “footprint” that allows the Coalition to RFP for identified infrastructure specs. The Coalition does not expect to need it the full six months; however, any extension will put the amount of contract costs above Category II (\$35,000).

Motion: To approve the IT Services Contract Extension

Motion By: Tony Bennett

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

4. Emergency Purchase of New Phone System

The Coalition is in process of developing an RFP for an IT service contract. In the process of developing the RFP, the Coalition found that its telephone system was ineffective the workload of a seven-county Coalition. A new phone system is needed that provides necessary features and the ability to manage the Coalition’s diverse service delivery needs.

The Office of Early Learning identified the need for a secure telephone system as an “Emergency Procurement” action and has supported the Coalition in completing all required documentation and processes for the purchase of the telephone system.

C. Education & Program Committee

1. Provider Service Numbers

Providers Support service numbers provide information regarding services completed for providers and children outside of regular child placement into School Readiness and VPK program (direct slots).

a. Provider Contract Monitoring

The grant agreement between the OEL and the Coalition requires a percentage of contracted providers be monitored annually for contract compliance. The Coalition develops an annual monitoring schedule identifying School Readiness and VPK providers that will be monitored each month. Providers selected for

monitoring represent all types of programs (center-based, school based, faith based, family child care home, licensed, registered, school-age only) from all counties in the coalition service area. Staff completing the contract monitoring use OEL developed monitoring tools. Any non-compliances discovered must be corrected using a corrective action plan.

Provider Contract Monitoring

1. School Readiness	YTD
Number of Contracted Providers	135
Completed Monitoring	48
High Risk Providers (as defined by contract monitoring tool)	0
Providers with No Findings	8
2. VPK	
Number of Contracted Providers	85
Completed Monitoring	41

b. Health Screenings

As part of ensuring children are ready to learn upon entering formal education, the board charged the Health Literacy Team with completing hearing, vision, height, and weight screenings for School Readiness children under the age of 5. Currently, three Coalition staff (one RN, one LPN, and a staff member with over 10 years of experience with child screenings) visit the provider's child care facility and complete health screenings on identified children. Written screening results are shared with families. Families of children who would benefit from further evaluation by a health care professional are given a referral for follow up.

The Coalition recognizes successful follow up often requires a team effort. Part of strategy to ensure follow-up completion is to call on the Coalition's partnership with contracted School Readiness providers. The Coalition has discovered when teachers at the School Readiness site (who have daily contact with families) can express the importance of follow-up for screenings, there is a higher rate of follow thorough from families regarding the need for follow-ups.

Mid-Year Screening Results through January 2017

Health Screenings Obtained	535
Hearing Screening Pass	381
Hearing Screening Refer	147
Vision Screening Pass	312
Vision Screening Refer	49
Obtained Follow Up Information	101

Coalition Staff will continue to complete screenings through the end of the program year. ED Eldridge said that CBM Doug Kent shared a concern with lack of follow up on the part of parents, and said pursuing Department of Children and Families (DCF) referrals for medical abuse might be a possibility in the future.

D. Legislative Committee – Jon McFatter

The House and Senate started budget negotiations with a gap of \$2 billion between the two proposals, fueling the speculations that lawmakers will not complete "a spending plan by the scheduled May 5 end of the legislative session. The Senate published an initial draft of its budget totaling \$83.2 billion for the year that begins July 1. Shortly afterward, House leaders announced that their spending plan would total approximately \$81.2 billion" (Brandon Larrabee, NSF, March 30, 2017). This past week, both chambers continued work on the proposed 2017/2018 state budget. The budget is scheduled to be debated and voted on the House floor on April 13. The Senate has not provided a definitive schedule. A side-by-side comparison of both chambers' budgets is provided as well as the latest summary of bills relating to early learning. We will continue to monitor movement and provide members updates as they become available. **(See Legislative Update.)**

E. Executive Director Overview – Lynne Eldridge

1. Waitlist Placement

The following numbers reflect the current situation with income eligible children on the Coalition's waitlist:

Waitlist Children waiting	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	48	-	-	-	3	20	7	78
TOD	55	5	2	2	4	15	8	91
2YR	34	3	1	4	1	9	4	56
PR3	50	2	2	2	4	12	4	76
PR4	34	1	-	4	2	4	4	49
PR5	19	-	-	1	3	4	3	30
SCH	158	2	-	2	7	28	8	205
	398	13	5	15	24	92	38	585

We are happy to report that we have seen a substantial reduction in the Coalition's waitlist because of placement events and purging or waitlist roster due to families no longer being eligible, no longer needing services, or loss of contact with family.

2. Internal Controls

Staff continue to work on Internal Controls to mitigate areas of possible risk. After attending a WIPFLi (Certified Public Accountants and Accountants)

conference in December 2016, we learned that it is possible for our current Abila Monthly Income Plan (MIP) Fund Accounting software to be used to aid in risk mitigation. A review of our current system set up produced recommendations to the Coalition that, if implemented, could help maximize the use of our fund accounting capabilities, achieve greater value from our system, and eliminate many of the functions that are currently being performed outside the system. We will begin to procure training and technical assistance with a consult(s) who can assist us in this process.

3. Fraud Update

The Coalition continues to work closely with Investigator Bradley, of the Department of Financial Services, Division of Public Assistance Fraud on suspected cases of fraud, as warranted. Investigator Bradley and his coworkers have provided direct contact information to be circulated so staff and individuals can easily make confidential reports of suspected fraud.

4. Organizational Update^[SBI]

Long-time employee Cindy Olszowy, Family Services Manager, submitted her resignation in March. She will leave us to join the staff at the Early Learning Coalition of Okaloosa-Walton as their Operations Director. Many of you know Cindy personally, and I am sure can join me wishing her the best of luck in her future position. She will be missed, but lucky for us she is close by and only a phone call away.

Times of change provide natural opportunities for organizations to examine staffing, systems, and processes. During this time of transition, we will work to ensure that no one person holds all the information to critical systems and services, and a succession plan will be put into place for the organization and the different positions within.

Landrum met with ED Eldridge and Operations/Program Director (O/PD) Joe Seabrook, and noted they would retire at the same time – within the next 2 years. Because of this, the Landrum consultant recommended the Coalition develop a succession plan for future leadership plans. Community and Provider Support Manager Suzan Gage will become the Assistant Director, allowing her to serve as the designee, when needed, in place of ED Eldridge. This is a plan to make certain all pertinent meetings are covered and all changes in policy are closely monitored. CBM Joe Jernigan said this was a good idea as having a succession plan is a good business practice.

ED Eldridge also said there will be a heavy focus in the future on internal audits. While the Accountability Team works to internally audit systems, all staff members will be open for audit in the future. It is imperative to OEL that all staff members have a working understanding of policy and procedures.

5. OEL Provider Portal

The OEL is currently working on the Enhanced Field System (EFS) Modernization Project which, when completed, will replace the current enrollment, reimbursement, and Child Care Resource and Referral (CCR&R) system used by coalitions across Florida. The multi-year endeavor will result in a single electronic system used by parents, providers, and coalitions for various functions.

Currently, families can apply for School Readiness and VPK services online through this system. With the latest release of EFS Modernization, not only can families use the system, but providers can set up their profiles, upload required documentation, and complete their contracting process online. During late summer, we anticipate that OEL will release an update that allows providers to complete online attendance. This functionality should help streamline reimbursement processing.

With all the changes resulting from (and those that will result from) the EFS Modernization Project, the Coalition is continually reviewing work processes and workflows, and adjusting as needed to better serve families, providers, and the community.

6. United Way Campaign Results

Coalition staff participated in the annual Northwest Florida United Way campaign. For the 2016 Community Campaign the Coalition received two recognitions in the Affiliated Agency category: Top Five Agency Workplace Campaign (Coalition was #2), and Top Three Agency Campaign Increase (Coalition was second largest). This year's campaign was headed by CCR&R Coordinator Mandy McDavid. Mandy accepted the challenge and helped make this year's workplace campaign the most successful in Coalition history. Please join me in thanking her for a job well done.

7. ArtKidDoo

Our 5th Annual ArtKidDoo was held outside at Shivers Park in Chipley on Saturday, April 8, 2017. Just under 1,000 people were in attendance with 40 internal and external art booths and performances by cultural dancers and a puppeteer. Kiwanis of Washington County helped volunteer for the event and provided 500 books through the Washington County Public Library for distribution at the event. The Coalition spoke at the Washington County Chamber of Commerce meeting about ArtKidDoo. In the future, the Coalition would like to expand this children's art festival into other counties within the Coalition's reach.

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – *Jeannie Martin*

DCF Jeanne Martin said DCF has one open investigation right now in front of a judge for an emergency injunction. There were lots of problems with this provider when visited, and DCF Martin plans to update the Coalition at the next board meeting. The provider

had a criminal record, so they took the issue directly to court. (**NOTE:** This provider is not a current contracted provider with the Coalition.

VI. PUBLIC COMMENT

There was an award presentation today for contracted providers who had 100 percent participation with directors and staff in required assessment training. These providers were awarded an "Educational Excellence Award" and a check for \$1,000. Providers receiving awards during today's meeting were:

- Beach Kids Academy
- Edu Kids (ABC University)
- First Baptist Bayou George Childcare Center
- KidLogic
- Meme and Pa's Little Rascal Childcare Center
- Small World Day Care Center
- Stacey's Fun in the Sun
- Stacey's Swingers

Awarded providers were congratulated by all board members, and providers thanked board members for the recognition and compensation.

VII. NEXT MEETING

The next meeting is scheduled for May 10, 2017, at 11:00 a.m.

VIII. ADJOURNMENT

The meeting was adjourned at 12:09 p.m.