



## ELC of Northwest Florida April Board Meeting Minutes

Date: April 8, 2015

Location: Florida Dept. of Children & Families, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:10 am by Jon McFatter (chair)

Full Board:  Yes  No Quorum: YES in attendance

Executive Comm.  Yes  No Quorum #:

Roll Call to Include Board Members on Telephone:

I. Roll Call:

Exec. Committee	FIRST NAME	LAST NAME	ATTENDANCE		
●	Rita	Acoba	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Tony	Bennett	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Phil	Edwards	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Wendy	Fletcher-Altman	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Kim	Gillis	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Linda	Hood	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Jackie	House	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Joe	Jernigan	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Doug	Kent	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Frank	Martin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Jeannie	Martin	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Brandie	McCabe	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Al	McCambry	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Jon	McFatter	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Mary	McKenzie	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Juliana	Melara	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Johanna	Plumber	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Neal	Reeves	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Jerry	Sowell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Guy	Tunnell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Darrin	Wall	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Richard	Williams	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
<i>Total</i>			5 Present	7 Present via conf. call	10 Absent

12 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

12 out of 22 members present. Quorum  was  was not established.

Coalition Staff Present: Lynne Eldridge, Joe Seabrook, Suzan Gage, Adrienne Jenkins

Visitors Present: Elizabeth Caesar from DCF sitting in for Wendy Fletcher-Altman.

II. Action Items:

1. *Adoption of Consent Agenda*

Motion: **To adopt consent agenda items as presented.**

Motion By: Tony Bennett

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

2. *Approval of Agenda*

Motion: **To approve agenda as presented.**

Motion By: Tony Bennett

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

3. *Accountability Review and Fiscal Audit*

The Office of Early Learning is in process of completing the Coalition's 2015 Accountability Review. After providing clarifying documentation, it appears there minimal findings. This finding is related to an address contact form for Providers that the Coalition had not had previously approved by the Office of Early Learning. There were no monetary findings. The final report will be released through the Office of Early Learning.

The Coalition is currently undergoing the Fiscal Audit that began on Monday, April 6<sup>th</sup>. More information will be presented as it is made available from the Fiscal Audit results.

4. *Personnel & Policy Committee/Full Board*

a. *Executive Director Annual Review*

After initially reviewing the Executive Director's Self- Evaluation, the Policy Committee Chair requested that the ED consider using Landrum more with employees and reducing the new initiatives implemented within designated timeframes. The Performance Evaluation was adjust per the suggestions from M. McKenzie. Board Chair agreed with suggestions and signed off on ED Performance Evaluation, indicating a 4.8 out of 5 rating.

b. *Disposal of Surplus Property (See Disposal of Surplus Property Attachment)*

As a result of completing the Internal Control Questionnaire as the Coalition's Internal Self-Assessment, the need to strengthen the Coalition's protocol related to Fixed Asset was determined. The first step in this process was the completion of an Internal Review of Fixed Assets. Using the Internal Control Questionnaire and the Internal Review of processes, the Coalition began identifying steps in updating and clarifying Fixed Asset Protocol, to include the following:

1b. Retagging with updated numbering system and ability to utilize bar code for tracking equipment and materials

2b. Clarification for tagging of equipment that is part of a larger piece of equipment

3b. Redesign of the Master Property Inventory List to include the ability to access identified reports using an Excel import, ability to view lists by category and fiscal year

Motion: **To approve the equipment Disposal Request related to the attached Inventory items.**

Motion By: Brandie McCabe

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

5. *Legislative Report*

Ms. Rita Acoba, Lynne Eldridge, and Suzan Gage met with Rep. Trumbull in Tallahassee to discuss Coalition's concerns related to funding, Unintended Consequences of Priority Placement Requirements, local control, and additional Direct Service Funding. Rep. Trumbull was called to another meeting and asked that these concerns be relayed to his assistant. The Board Chair was able to converse with Rep. Trumbull via telephone to convey the Coalition needs and concerns. Rep. Trumbull was very supportive of the Coalition and our needs and concerns and would like more information on what the Coalition does on a local level once he returns to Bay County. A meeting with Rep. Drake was not finalized due to his schedule, but he has spoken with a contracted child care provider from Washington County and been informed of the need for funding and unintended consequences of Priority Placement.

6. *Executive Director Reports*

a. Internal Controls

In an effort to strengthen Internal Control issues related to the Coalition's Self-Assessment the following policies and/or procedures have been updated. The Coalition is still in the "feedback" stage in evaluating the effectiveness of the identified system changes, as stated in last month's meeting. It is expected that a preliminary "Feedback Report" will be discussed at the may Board meeting. The Coalition is continuing to work on strengthening and revamping the protocols for the areas of internal control as listed below.

1. Coalition Purchase Order Process
2. Coalition Policy and Procedures related to Management of Inventory
3. Coalition Attendance Reimbursement
4. Coalition Payment Validation

b. Wait List and Priority Placement

The Executive Director discussed as of early November 2014, the Coalition had utilized all available funding for direct services, based on trending from October direct service payments to the end of fiscal year, June 2015. The Coalition developed and implemented the Spending Plan that requires all children, except for Priority One and Two, to be placed on the Unified Wait List. School aged children are no longer being recertified as of January 1, the focus is serving children birth through five. The Coalition is hopeful of being able to place from the Wait List beginning in July. The Wait List currently consists of more than 700 children across the seven county service area. The Board was supplied with individual county data from the Wait List and did not have questions regarding Wait List or Priority Placement.

c. Fraud Update

The Coalition continues to pursue and refer suspected fraudulent actions as directed by the Office of Early Learning. A summary was provided to Board Members in the Meeting Overview reflecting the financial impact of restitutions. The Coalition provided initial training of the new School Readiness Contract and the new School Readiness Contract Monitoring Tool at the April 2<sup>nd</sup> Director's Connection and also had a question and answer period regarding Fraud with Rodney MacKinnon, Interim Executive Director of OEL.

- d. **School Readiness Priority Placement and Spending Plan**  
The Coalition implemented the Spending Plan to reduce deficits in direct service funding. Based on the trending of direct service spending, it appears that the strategies put in place to reduce the direct service overspending are working, and the Coalition will not be overspent in this category. Board Member Linda Hood expressed concern from her fellow providers that school will be released for the summer break in approximately six weeks, and there are school-aged children who will not be served based on prioritization, even though they may only be five years old. Board Member Brandie McCabe recommended asking local businesses to contribute to scholarships to help fund slots to serve this group of children who may be vulnerable to being left alone or with inadequate caregivers. Linda Hood asked that the Board members be provided with an explanation of Priority Groups to help understand which groups are at risk of not having funding for care.

7. *DCF Report*

Elizabeth Caesar has information to share from Wendy Fletcher-Altman regarding children and summer safety. Their agency has been visiting child care centers to read and teach young children about water safety. If there are any centers that would like DCF to visit, email Wendy Fletcher-Altman to request. National Water Safety Day is 05/15/2015, the Dept. is also working on trying to obtain free swim lessons for local children.

Jeannie Martin reports that summer camps have been included in the ACA background screening clearinghouse as of March 2. The clearinghouse will take results from seven different agencies and screen results. Fingerprints will be retained through FDLE to run daily to check for arrests.

8. *Public Comment*

N/A

9. *Meeting Adjourned*

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned at 12:04 pm CST.

Submitted by:  
Darrin Wall, Secretary  
DW:sg