



## ELC of Northwest Florida August Board Meeting Minutes

Date: August 12, 2015

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:04 am by Mary McKenzie (acting 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Tony	Bennett	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Phil	Edwards	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Wendy	Fletcher-Altman	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Kim	Gillis	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Linda	Hood	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Jackie	House	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Joe	Jernigan	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Doug	Kent	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Frank	Martin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Jeannie	Martin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Brandie	McCabe	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Al	McCambry	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Jon	McFatter	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Mary	McKenzie	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Juliana	Melara	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Johanna	Plumber	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Neal	Reeves	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Guy	Tunnell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Darrin	Wall	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Richard	Williams	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
<i>Total</i>			1 Present	11 Present via conf. call	6 Excused Absence	3 Non Ex. Abs.

11 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

12 out of 21 members present. Quorum  was  was not established.

Coalition Staff Present: Lynne Eldridge (via conference call), Joe Seabrook, Suzan Gage, Adrienne Jenkins

Visitors Present: Pastor Smith from New Bethel Academy.

II. Action Items:

1. Approval of Agenda

Motion: To approve agenda as presented.	
Motion By: Linda Hood	Motion Seconded By: Guy Tunnell
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Yes Votes: <u>11</u> No Votes: <u>0</u>	
The motion carried.	

2. Adoption of Consent Agenda

Motion: To adopt consent agenda items as presented.	
Motion By: Rita Acoba	Motion Seconded By: Doug Kent
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Yes Votes: <u>11</u> No Votes: <u>0</u>	
The motion carried.	

Financial Statements

Please refer to financial statements through May 2015.

While the figures are preliminary at this time, the End of Year Spending Report demonstrates that the Coalition is less than \$20,000 overspent and this figure is prior to Office of Early Learning remitting payment to the Coalition for the Performance Funding initiative.

The Coalition must adhere to the designated Spending Caps in the following funding categories. These percentages ONLY reflect costs through June and do not include the 13<sup>th</sup> Invoice:

	Required % to Spend	% of Coalition Budget Expended
Direct Services or Child Care Payments	Minimum of 78%	79%
Administrative Costs	Not to exceed 5%	Less than 4%
Non-Direct Costs	Not to exceed 13%	Approx. 6%
Quality funding for Providers and quality services	Not less than 4%	More than 11%

A final End of Year Spending report will be available after 13th Invoice to Office of Early

Learning.

C. Credit Card Transaction Report

Please refer to the Credit Card Transaction Report for May 15.

The Coalition is in process of restructuring committees and appointing a Board Treasurer since the Treasurer's term was complete in August. Typically, the Treasurer reviews all credit card transactions, monthly.

This month Al McCambry reviewed the transactions to ensure only authorized staff makes approved purchase.

Fiscal staff reconciles credit card transactions, monthly. No staff responsible for reconciling invoices is authorized to utilize credit cards.

3. Personnel and Policy Committee/Full Board

A. Personnel and Policy Committee/Full Board

Mary McKenzie

1. *By-Law Change*

Explanation:

In an effort to increase Board Membership participation and fill Board member vacancies in a timely manner, it has been determined that a Membership Committee is needed. Additionally, it has been recommended that the Board create a Match/Fundraising Committee, aligning with the Board's strategic plan.

The By-laws need to be updated to include a Membership Committee and Fundraising/Match Committee to the list of existing committees.

Motion: To approve recommended amendments to Coalition By-Laws

Motion By: Doug Kent

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

Yes Votes: 11 No Votes: 0

The motion carried.

2. *Coalition Administration Policy*

Due to the OMB Circular changing in 2015, the Office of Early Learning is requiring that the Coalition update its Administrative Policies to include an Allowability of Cost policy. In addition, the Coalition needs to update its Conflict of Interest Policy to include mandatory conflict of interest language each non-Federal entity must have. This conflict of interest guidance was expanded from the existing language in A-102 to include a provision for organizational conflict of interest. Two types of conflict of

interest policies must be maintained by the non-Federal entity: *Employee Conflict of Interest* and the new requirement –*Organizational Conflict of Interest*. Finally, the Coalition needs to include a policy concerning Cash Drawdowns which address minimizing the time between receipt and disbursement of grant funds

These policies shift the focus of the circular from “compliance” to focus on “performance.” Auditors (A-133 + Federal OIG) and Monitors (Federal and State Pass Through) must look more to “outcomes” than to “process.”

The Omni Circular has a MAJOR emphasis on “strengthening accountability” by improving policies that protect against waste, fraud and abuse. The Omni Circular does provide for significant flexibility so that grantees can adopt their own processes. However, this flexibility is at the Office of Early Learning level. OEL has provided the Coalition with a template including all required elements. Additionally, it is expected that the Coalition will utilize the “Allowability of Cost” checklist protocol with all spending activities.

Motion: To approve Allowability of Cost, Conflict of Interest and Cash Drawdown policies

Motion By: Guy Tunnell

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

Yes Votes: 11 No Votes: 0

The motion carried.

B. Membership

*Lynne Eldridge*

1. The Early Learning Coalition of Northwest Florida is currently seeking to fill board positions in the following counties or areas:

Bay County: Private Sector- 4 positions (Optional)

Gulf County: Private Sector- 1 position (Required)

Franklin County: Private Sector- 1 position (Required)

Rural County: Private Sector- 1 position (Required)

Community Agency: 2 positions (Required) (*Brandi McCabe will fill one position*)

Faith Based Child Care Provider: 1 position (Required)

*Meeting with Pastor Smith of New Bethel Academy*

The following members have completed their first membership term on the Coalition Board as of June 30, 2015.

These members have been contacted and asked to continue on the Board for a second term. Each of the members has agreed to submit their names to be voted on and continue serving on the Coalition Board. We are very grateful for their dedication to this Board and the children and families they serve, in their communities.

- a. Mary McKenzie – Private Sector – Calhoun County (2<sup>nd</sup> Term)

- b. Darrin Wall – Private Sector – Washington County (2<sup>nd</sup> Term)
- c. Joanna Plummer - Private Sector (2<sup>nd</sup> Term)
- d. Neal Reeves – Private Sector (2<sup>nd</sup> Term)
- e. Brandie McCabe- Move to Community Agency Representative

Motion: To approve Brandie McCabe as Community Agency Representative, to approve Pastor Phil Edwards as a Private Sector representative for Bay County, and to approve appointment of Pastor Smith of New Bethel Academy as the Faith Based Child Care Provider Representative.

Motion By: Joe Jernigan                      Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

Yes Votes: 11 No Votes: 0

Motion: To approve Board Members listed for a second term.

Motion By: Linda Hood                      Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

Yes Votes: 11 No Votes: 0

The motion carried.

Jerry Sowell has completed his second term with the Board in June. His knowledge and dedication to this Coalition, through ALL the years, is worth so much more than words can convey. What a gift he has been to this Coalition. Though the families may never have known him directly, his ongoing commitment to ensuring that this Coalition supported families in going to work and/or school, changed the destiny of those families who were able to move a little closer to their goal. We are now and always grateful for his involvement with us. He has touched us all and we have grown. There can be no greater tribute than that. Many blessings and a heartfelt thank you, Jerry!

Another member who has been with us for many years will be rotating off of the Coalition because they no longer have a program that serves children funded by School Readiness. Pastor Edwards has contributed much wisdom and taught this Coalition to have a heart for the “zip code families” or the families that live and work right around us. While he may not serve the Coalition as it’s a faith-based provider, it is our hope that he will continue with this Coalition in an Advisory role to ensure that we do not move away from or work within the communities we serve. Thank you Pastor. You have shown us how important it is to care about the one that others may have forgotten!

2. Current Committee Members

*Finance Committee:*

Bay County: Chair (Vacant as of August)

Bay County: Frank Martin-Co-Chair  
Calhoun County: Johanna Plummer  
Franklin County: VACANT  
Gulf County: VACANT  
Holmes County: Neal Reeves  
Jackson: Richard Williams  
Washington: VACANT  
Ex Officio: Jon McFatter

*Personnel and Policy Committee*

Bay County: Al McCambry  
Calhoun County: Mary McKenzie – Chair  
Franklin County: VACANT  
Gulf County: VACANT  
Holmes County: Neal Reeves  
Jackson County: Jeanne Martin  
Washington County: Darrin Wall  
Ex Officio: Jon McFatter

*Education and Program Committee*

Bay County: Tony Bennet - Co-chair  
Calhoun County: Jackie House  
Franklin County: VACANT  
Gulf County: Wendy Fletcher Altman  
Holmes County: Richard Williams - Co-chair  
Jackson County: Brandi McCabe  
Washington County: Linda Hood  
Ex Officio: Jon McFatter

*Legislative Committee*

Bay County: Guy Tunnell Co-Chair  
Calhoun County: Johanna Plummer  
Franklin County: VACANT  
Gulf County: VACANT  
Holmes County: VACANT  
Jackson County: Richard Williams  
Washington: Linda Hood  
Ex Officio: Jon McFatter

4. Executive Director Overview

*Lynne Eldridge*

A. *Internal Controls*

As part of the plan to strengthen Internal Controls related to Internal Monitoring, the Coalition is in process of advertising for and hiring two Technical Assistance and Accountability Specialists. One of the Specialists will primarily focus on School Readiness and VPK Provider Payment Validation. The second Specialist will monitor the Coalition's implementation of policy and protocol. Results of the Accountability reviews will be shared with the Board and the steps being taken to address any occurrences of non-compliance.

Members of different teams will participate in monthly Payment Validation to ensure that Providers are invoicing for services, as required. The Coalition will model Technical Assistance after the Office of Early Learning.

**B. Wait List and Priority Placement**

The Coalition is consistently placing children from the Wait List. To date families that applied for School readiness services in July have been scheduled for appointments. By extending our business hours to 7:00 pm on Tuesdays and Thursdays and 3:00 pm on Fridays, we were able to place families who had never had any services with the Coalition. These families were well prepared and typically only had one child that needed School Readiness services. The table below reflects the waitlist as of August 7, 2015. Over 344 children have been placed off the Wait List since we opened it. Those families submitting a School Readiness application in July are currently being served. There are still approximately 100 children on the Wait List but half of these are school-age children.

	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington
INF	24	5	2	4	3	10	2
TOD	41	0	1	2	2	10	3
2YR	20	3	0	5	4	13	5
PR3	28	1	2	6	4	8	7
PR4	15	1	0	6	3	9	2
PR5	5	1	0	2	0	1	2
SCH	61	1	1	3	3	9	4
<b>Total</b>	<b>194</b>	<b>12</b>	<b>6</b>	<b>28</b>	<b>19</b>	<b>60</b>	<b>25</b>

Grand Total: 344

**C. Fraud Report**

Explanation: There are no changes to report for June or July. The Coalition continues to pursue and refer suspected fraudulent actions as directed by Office of Early Learning.

5. DCF Report

N/A.

6. Public Comment

N/A.

7. Next Meeting

September 9, 2015 at the ELCNWF Bay Co. Regional Office in Panama City.

8. Adjournment

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned at 11:43 a.m. CST.

Submitted by:  
Darrin Wall, Secretary

DW:sg