



## Board Meeting Minutes

Date: August 6, 2014

Location: CareerSource Gulf Coast, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:03 am by Jon McFatter (chair)

Full Board:  Yes  No Quorum: YES 16 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"/> Absent
●	Tony	Bennett	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Phil	Edwards	<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
	Doug	Kent	<input checked="" type="checkbox"/> Present	<input 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Juliana	Melara	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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
	Kara	Rish	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Jerry	Sowell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Courtney	Stanford	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Guy	Tunnell	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Darrin	Wall	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Richard	Williams	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
<i>Total</i>			10 Present	6 Present via conf. call	5 Absent

11 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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

Coalition Staff Present: Lynne Eldridge, Joe Seabrook, Suzan Gage, Ken Whittaker

Visitors Present: Frank Martin, Wendy Fletcher Altman, Joe Jernigan,

II. Action Items:

1. Approval of Consent Agenda

A. Minutes from May 7, 2014 and July 2, 2014 Board Meeting

**Motion: To remove the financial statements from the consent agenda and approve the remaining items on the consent agenda.**

Motion By: Richard Williams

Motion Seconded By: Al McCambry

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

2. Treasurer' Report

A. Treasurer Jerry Sowell reviewed:

1. Credit Card Summary Report
2. FY 15 Grant Award Amounts
3. Annual Budget- not available due to ITN negotiations for Regional Office 3 space

**Motion: To approve Treasurer's report as presented.**

Motion By: Doug Kent

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

3. Chair's Report

A. Related Party Contracts

Chairman Jon McFatter asked Executive Director to discuss Conflict of Interest statements required to be signed by board members. Forms were passed out to and signed by members in attendance. Chairman McFatter also reviewed requirements by which the Coalition is obligated to comply as it relates to Related Party Contracts:

"The ELC shall follow statute and provide OEL contract documentation for any contracts with ELC employees, ELC governing board members or relatives of either group as s. 112.3143(1)(b), F.S., defines. ELCs must comply with requirements in state statute and OEL instructions (s. 1002.84(20), F.S.).

- Any governing board member(s) benefitting from ELC contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- The impacted individual must complete the necessary conflict of interest disclosure forms.
- The ELC shall present all such contracts to the ELC governing board for a vote. A valid approval requires two-thirds vote of the ELC board, a quorum must be established.
- The ELC shall not enter into or execute a contract in excess of \$25,000 with a member of the ELC board or relative of a board member without OEL's prior approval.
- The ELC does not have to obtain OEL's prior approval for contracts below \$25,000.
- However, ELC's must adequately disclose and properly report and track such contract activity.

- The ELC shall report such contracts to OEL within 30 days after receiving approval from the ELC governing board.”

1. Trinity Pentecostal Tabernacle meeting space

Chairman Mike McFatter disclosed that he is Pastor Mike McFatter’s brother, Executive Director Lynne Eldridge attends TPT and her husband, Mike Eldridge serves on the Church Board and currently being paid to assist in the cleaning of the church. Chairman McFatter recused himself from voting, passed gavel to Treasurer Jerry Sowell to conduct vote on Trinity Pentecostal Tabernacle meeting space. Treasurer Sowell presided over the motion.

**Motion: To approve the extension of the Trinity Pentecostal Tabernacle agreement.**

Motion By: Richard Williams

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES- John McFatter  NO

**The motion carried.**

Treasurer Sowell returned the gavel back to Chairman McFatter so he could continue to preside over the meeting.

2. Chipola Regional Workforce Development Board

The Coalition rents space from CRWDB for use as Regional Office in Marianna and as office in Chipley. The following members recused themselves from voting on the Chipola Regional Workforce Development Board extension of contract-Richard Williams Executive Director of CRWDB, Mary McKenzie – Serves on the CRWDB and the Coalition Board, Darrin Wall - Serves on the CRWDB and the Coalition Board, Wendy Fletcher Altman (DCF) - Serves on the CRWDB and the Coalition Board.

**Motion: To approve extension of CRWDB contract.**

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES Richard Williams, Darrin Wall, Wendy Fletcher Altman

**The motion carried.**

3. Private Childcare Provider Representative

Linda Hood – Owner of Kid’s World Chipley and Kid’s World Panama City

4. Executive Director Executive Director Relationship Disclosures

Executive Director Lynne Eldridge disclosed that coalition staff Donna Carnley, RN and Franki Ethridge, Mentor are both the ED’s sisters. Initially both sisters worked for Coalition’s subcontractors but became Coalition employees when Coalition brought services in-house. Lyndsey McFatter, Family Liaison attends church with ED. ED does not supervise any of these employees.

5. Other Disclosures

Member AL McCambry disclosed that he works at Gulf Coast State College. The Coalition may rent space from the college as a location for conferences.

B. Introduction of New Board Members

Chairman McFatter introduced two new board members.

1. Governor Appointee Joe Jernigan, *Jernigan Forest Products & Arnold Lumber Company* from Graceville replaces David Melvin, as the Governor Appointee. A special thank you to David Melvin for all of his support and efforts toward changing the destiny of children and families, especially in the Jackson County area.

2. Department of Children & Families Representative, Wendy Fletcher Altman replaces Courtney Stanford as the Department of Children and Families Representative. Once again, much appreciation to Courtney for her role in informing the Coalition of areas of concern as it relates to those children we serve under an AT RISK referral.

3. Bay County Private Sector Member. Member Al McCambry recommends Frank Martin, Raymond James & Associates Financial Advisor, to serve as a Bay County private sector member.

**Motion: To approve recommendation for Frank Martin to serve as Bay County private sector representative.**

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

C. Slate of Officers for FY 2015

The following slate of officers was presented to the Board to serve during FY15 beginning July 1, 2014. Per bylaws, nominations from the floor may also be considered none were heard.

Position	Name	Term #
Chair	Jon McFatter	5th (Governor Appointee)
Vice Chair	Mary McKenzie	2nd
Treasurer	Jerry Sowell	10th
Secretary	Darrin Wall	5th

**Motion: To approve the FY 2015 Slate of Officers as presented**

Motion By: Richard Williams

Motion Seconded By: Al McCambry

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

#### D. Suspected Fraud and Improper Payments Policy

Chairman McFatter asked Executive Director Lynne Eldridge to explain the Suspected Fraud and Improper Payments Policy. She stated that as the Coalition begins preparing for OEL's anti-fraud plan implementation, staff realized the need to revise its Suspected Fraud and Improper Payments policies and amend the referral thresholds from \$200 back to the original \$1,000. This will allow the Coalition the flexibility to work with parents on collecting funds owed while keeping their children in care.

**Motion: To amend the Coalition's suspected fraud and improper payments policies by changing the referral thresholds from \$200 to \$1,000.**

Motion By: Richard Williams

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

#### E. Board Member Vacancies

Chairman McFatter reminded the members that as an Early Learning Coalition, we are bound by the Sunshine requirements and not able to speak with each other concerning any item that might come to a vote, without public notification. In addition, the Board has six Board Member vacancies; one rural county member, one Franklin County member, and four Bay County members. All vacancies are private sector. Board members are needed to help fill these vacancies. Please contact Lynne if there is someone you would like her to speak with related to Board Membership.

#### 4. Executive Director's Report

##### A. Organizational Updates

With Matt Bonner moving to Pinellas County after fifteen years of service, we are in process of reorganizing to standardize our message and streamline our systems. The Organization and Functions Chart demonstrate the alignment of authority and responsibility for the fiscal year 2014-2015. Members could refer to Organizational Chart in board packet.

##### B. Office of Early Learning (OEL) Monitoring Updates

The Coalition recently completed two onsite monitoring's by Office of Early Learning (OEL). The first monitoring was the bi-annual OEL and Accountability and Desktop Review. The second monitoring was the annual OEL Fiscal Monitoring.

##### 1. Accountability and Desktop Review

The Coalition has received the final report on the Accountability and Desktop Review and has developed a corrective action response .

NOTABLE: During the review, the accountability team noted the following business practices that enhanced program services delivery-

1. In addition to the required public notice of board/committee meetings and workgroups, the coalition established a telephone conference line with access code for board and Executive Committee meetings. This allows board members and members of the general public who are not physically present to participate.
2. To make board/committee meetings and workgroups convenient for the public, the coalition scheduled meetings in eight different venues for a total of 14 board meetings conducted during the review period.

C. Office of Early Learning (OEL) Findings

Coalition staff reviewed and corrected all findings prior to the final report being issued and none of the findings resulted in any disallowed costs.

1. COALITION GOVERNANCE

a. The Coalition failed to include in its August 8th Board Meeting minutes that the Coalition did not have quorum for full Board meeting so the Board moved into an Executive Committee, which is stated in its by-laws. Therefore, it appeared that the Coalition Board completed business without a quorum.

Corrective Action: Coalition Board ratified minutes for August 8, 2013 Board meeting during the July 2, 2014 conference call meeting. These ratified minutes were sent to Office of Early Learning, resolving the issue. In addition, a new format has been developed that requires a more detailed documentation procedure for taking Board Meeting minutes to reduce the possibility of this occurring again.

b. In two instances, Board Members declared a possible voting conflict and recused themselves. However, in neither instance did the board member file the required Commission on Ethics Form 8B, according to the required timeframes

Corrective Action: The Coalition failed to get the documentation needed within the timeframes. This finding must stand. We have put processes in place to reduce this occurring again.

2. SCHOOL READINESS ELIGIBILITY

a. The Coalition did not remove children from the Wait List once they were served, as required.

Corrective Action: The Coalition did not remove children from the Wait List formally. However, staff training has been completed with designated staff and children are NOW removed from the Wait List by the same staff that place children in care. A report is run each week to ensure that children are removed as required. This documentation has already been provided to Office of Early Learning.

b. The Coalition extended parent's redetermination date. This has been a Coalition practice for the past several years. However, Office of Early Learning stated that once the Coalition set the redetermination date, it could not be changed.

Corrective Action:

The Coalition immediately set redetermination dates for an eight month timeframe rather than the six month timeframe it had originally provided to parents. Coalition is authorized to bring parents in for redetermination of services, whenever it is deemed prudent and necessary.

3. VOLUNTARY PREKINDERGARTEN PAYMENT VALIDATION

a. The sign in form did not match the VPK attendance roster.

Corrected Action:

The sign in/out sheet was sent to the Coalition and matches the Enrollment/Attendance Certification (Roster). No adjustment is necessary as the child was paid correctly.

4. DATA ACCURACY

a. The review team examined eight case(s) for compliance. Five of the reviewed cases contained one or more findings.

Corrective Action:

Files did not contain required documentation. The Coalition submitted the required documentation which corrected findings. The majority of findings were related to a determination between Social Security Income (SSI) versus Social Security determined

5. GOLD SEAL EDIT REPORT

a. The review team examined two case(s) for compliance. Both of the reviewed cases contained one or more findings.

Corrective Action:

Certificate was not included in the Provider's file. The Coalition will ensure that providers with Goal Seal certification will have Goal Seal certificates on file.

D. Annual Fiscal Monitoring

Office of Early Learning contracted with Carr, Riggs, and Ingram to complete the annual fiscal monitoring. The monitoring team was onsite the week of April 7th and reviewed the Coalition's internal controls and fiscal procedures. The Coalition has not received a final report but at this point, there have been no findings that resulted in disallowed costs. Some preliminary findings, currently being addressed, include:

1. FISCAL MONITORING FINDINGS

a. Preventive/Corrective Action Plan:

The Coalition did not complete actions specified in its approved 2012-13 Preventive/Corrective Action Plan related to prior year finding # ELC 04-2012-13-001 and finding # ELC 04-2012-13-002. This has been corrected.

b. Financial Management Systems:

The data items requested from the Coalition to prepare for the onsite monitoring visit were not received in a timely manner. This cannot be corrected.

c. Cost Allocation and Disbursement:

During testing of two Personnel Activity Reports (PARs), it was determined the Coalition did not allocate salaries appropriately based on their submitted PARs due to not using an electronic formula. An electronic formula is now being used. This has been corrected.

d. Internal Control Environment:

1. Coalition failed to capitalize asset on its books but did capitalize asset in General Ledger. This has been corrected.
2. Policies and procedures needed to be updated to reflect purchasing threshold changes.

E. Third Party IT Monitoring

The Coalition could not determine with 100% accuracy why financial data was corrupted during the Financial Review. As part of the Corrective Action Plan it was decided that an Information Technology (IT) Review would be completed by a third party consultant. Executive Director Lynne Eldridge discussed the highlights the of this monitoring.

The Third Party IT Monitoring noted that Network Administrator's technical talent was world-class. However, other critical issues existed as noted.

1. DIRECT SUPERVISION OF NETWORK ADMONSITRATOR NEEDS TO BE FORMALIZED

It appeared that the Network Administrator was operating without direct supervision.

Corrective Action: Network Administrator has been moved under the Operations and Performance Officer. The Network Administrator job description is being reviewed by Landrum to determine method for differentiating between consulting services and Coalition employee responsibilities.

## 2. ORGANIZATION NEEDS TO DEVELOP AN IT RECOVERY PLAN

While the Coalition has a written plan, the Network Administrator needs to clarify and strengthen his role with the Coalition versus his private practice. Specifically, an IT Recovery Plan needs to be developed to be included in the Continuity of Operations Plan (COOP).

Corrective Action: Coalition is still in process of completing this Corrective Action.

## 3. DISCREPANCY BETWEEN ELECTRONIC COPY OF INVOICE AND HARD COPY

The IT Monitoring could not attribute discrepancies with electronic documentation and hard copy documentation solely to IT programming. The IT Monitoring reported that IT Issues and User Error could both be attributed to the discrepancy.

Corrective Action: Changes have been made to reduce the possibility of this occurring to include the full Invoice is printed in hard copy format, "Versioning" has been placed on SharePoint program and financial reports are saved on Desktop Computer and to SharePoint in an effort to identify any new discrepancies.

## 4. RISKS IN COALITION BACK-UP PROCEDURES

The IT Monitoring noted that the Coalition DID NOT have an appropriate back-up system in place. This places the Coalition at risk for failure to maintain required documentation.

Corrective Action: A new Server was purchased to allow for a redesign of Coalition Back-up Systems. Back-up Systems have been updated, tested and reviewed by Executive and Program Director. This issue has been addressed with Network Administrator and is reflected in Performance Evaluation.

## 5. END USERS RELUCTANCE TO ACCESS IT SUPPORT

The IT Monitoring interviewed twelve end-user staff and of the twelve interviews, all staff reported that they were not comfortable asking the Network Administrator for support due to past responses being intimidating and confrontational at times.

Corrective Action: The Executive and Program Director met with Network Administrator and changes needed in End User support as relevant to performance. Performance and Operations Officer will complete another interview with staff at the 90 day point.

## F. SERVICE UTILIZATION AND WAITLIST REPORT

Executive Director Lynne Eldridge reviewed information provided in the back section of the written overview and the utilization report.

## 5. COMMITTEE REPORT

Lease ITN Ad Hoc Committee

Treasurer Jerry Sowell updated the board on the on-going status of the ITN for lease space for the Regional Three Bay County office. The committee continues to work to secure a location for the office.

## 6. DCF CHILD ABUSE AND PREVENTION REPORT

Courtney Stafford explained current DCF initiatives as they relate to Circuit 14 and the rest of the state. She reminded the members that the public can go to the DCF website and will find information about child deaths for specific counties. She also reminded members about public awareness campaigns around safe sleep, drowning prevention and look before you lock (not leaving children in hot cars).



7. OTHER COMMENTS:

Member Richard Williams asked that the board be provided with data on health screenings at next board meeting. Executive Director Lynne Eldridge stated that information would be provided as well as education outcomes for the prior year.

8. Meeting Adjourn

This meeting of the Early Learning Coalition of Northwest Florida Inc. Board of Directors was adjourned at 12:55 pm CST.

Submitted by:

Darrin Wall, Secretary

DW:sg