



ELC of Northwest Florida February Board Meeting Minutes

Date: February 10, 2016

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:04 am by Jon McFatter

Full Board: Yes No Quorum: YES - 15 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"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Tony	Bennett	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Phil	Edwards	<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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Linda	Hood	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Jackie	House	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" 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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Pamela	Kidwell	<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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
Non-Voting	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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Al	McCambry	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Jon	McFatter (P)	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Mary	McKenzie (VP)	<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.
	Jeanna	Olson	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Johanna	Plummer	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Neal	Reeves	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Parnell	Smith	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Jerry	Sowell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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 (S)	<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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
<i>Total</i>			2 Present	13 Present via conf. call	6 Excused Absence	3 Non Ex. Abs.

13 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

15 out of 24 members present. Quorum was was not established.

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

Visitors Present: N/A

II. Action Items:

1. Approval of Agenda

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

Motion By: Jerry Sowell Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

2. Adoption of Consent Agenda

The agenda and meeting minutes are included in the Consent Agenda. Board members may request that any item in the Consent Agenda be moved under the regular agenda for further discussion, prior to vote.

A. Approval of Minutes

Please refer to the Board Meeting Minutes for December 21, 2015 (revised) and January 13, 2016 Board Meetings.

B. Financial Statements

Please refer to financial statements through November 2015.

C. Credit Card Transaction Report

Please refer to the Credit Card Transaction Report for November and December 2015

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

Motion By: Jerry Sowell Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

3. Committee/Full Board Reports

A. PERSONNEL & POLICY COMMITTEE

While the Personnel & Policy Committee did not meet in January, there are policy changes needed in order to ensure that Coalition Policies reflect the most recent changes to state and federal statute, rule, federal, and OEL Grant Agreement policies, requirements, and guidance. Feedback

from OEL Review of Coalition Policy listed below:

1. *Work Plan Approval*

On January 23, 2016, the Office of Early Learning (OEL) tentatively approved the Coalition's 15-16 Work Plan with the understanding that eight elements need to be revised in order for specific Coalition policies meet updated state, federal, and grant requirements, as well as OEL's guidance. Coalition staff are currently making the requested changes to resubmit to OEL in order to obtain final Work Plan approval.

- a. Procurement
- b. Tangible Personal Property
- c. Records Maintenance
- d. IT Security Controls

2. *Background Screening*

The Coalition needs to change Administrative Policy 2.09 "Background Screening."

Delete:

"The background verification information listed above must be on file with THE COALITION no later than ten (10) calendar days after beginning employment, or written documentation of the completed submission process in the event the required screening documentation has not been received from the responsible agency."

Add:

"The background verification information listed above must be on file with THE COALITION prior to the first day of employment for new employees."

3. *Procurement*

The Coalition must include a missing data element for disclosures related to the use of equipment as required due to change in Uniform Guidance Circular.

4. *Tangible Personal Property*

The Coalition must include a missing data element related to Custodian/Custodian Delegate being prohibited from personally completing inventory requirements and updated federal and state Disposition of Property requirements.

5. *Records Maintenance*

The Coalition must include missing data elements for property record maintenance and retention of monitoring processes, tools, schedules, and reports.

6. *IT Security Controls*

The Coalition must include missing data elements related to monitoring IT equipment and practices, limiting physical access to IT Network systems, definitions required by OEL Grant Award, and a policy statement requiring the scope of IT security processes to apply to Contractors, as well.

7. *Disbursement Controls*

The Coalition must make changes to procurement and disbursement policies and practices to be in compliance with the updated Uniform Grant Guidance procurement standards.

8. *Eligibility & Enrollment Policies*

The Coalition must include missing data elements related to disenrollment of School Readiness children, Provider Payment Rates, and Parent Complaint disclosures.

Motion: **To give Coalition ED and staff authority to make policy changes, as needed to comply with the most recent changes to state and federal statute, rule, and guidance, as well as OEL requirements and guidance.**

Motion By: Joe Jernigan Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried

B. EDUCATION & PROGRAM COMMITTEE

1. The committee did not meet in January.

C. FINANCE COMMITTEE

1. The Coalition's ability to "draw-down" operating dollars is directly dependent upon the number of children served and the direct service dollars paid to School Readiness providers. Due to the Coalition serving and enrolling fewer children than budgeted for, operating expenses are having to be carefully analyzed and adjusted each month.

At this time, the Coalition continues to implement the following strategies to increase enrollment into School Readiness services for those families needing assistance to be able to work or go to school.

Direct Advertising - Movie ads in Panama City and Marianna, yard signs for providers
Public Awareness - Washington County News and Moms Everyday
Facebook and Social Media Outreach Efforts

In addition, the Coalition has been able to increase School Readiness provider payment rates.

D. EXECUTIVE DIRECTOR OVERVIEW

1. *Internal Controls*

The Office of Early Learning requires that the Coalition review and update its Internal Control systems by using the questionnaire to review the Coalition's internal control. The Coalition continues to address identified areas as necessary.

2. *Board Self Evaluation*

Board members completed the annual self-evaluation. For summary results please see the Attachment, *Board Self Evaluation 2015-2016*.

Based on Board responses, the Coalition will work with you to the implement strategies recommended for moving forward. Thank you for your participation in this evaluation.

3. *Wait List and Priority Placement*

As of 2/4/16, the Coalition has scheduled appointments for everyone listed on the Wait List or is waiting on information from families to complete required paperwork.

Bay Calhoun Franklin Gulf Holmes Jackson Washington Total

Appointment made:

INF	11	1	-	-	1	4	2	19
TOD	9	1	1	-	3	6	1	21
2YR	12	-	1	-	1	5	2	21
PR3	19	1	-	-	-	5	1	26
PR4	7	-	-	-	-	2	1	10
PR5	3	-	-	-	-	4	1	8
SCH	18	-	-	-	-	6	2	26
Total	79	3	2	-	5	32	10	131

To Hear Back From:

INF	3	-	-	2	-	-	-	5
TOD	-	-	1	3	-	-	-	4
2YR	5	-	1	-	-	2	-	8
PR3	1	-	-	3	-	-	-	4
PR4	3	1	-	-	-	1	-	5
PR5	-	1	-	-	-	-	-	1
SCH	3	-	-	-	-	1	1	5
Total	15	2	2	8	-	4	1	32

94	5	4	8	5	36	11	163
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4. DCF Report
Jeannie Martin reports that there will be two public workshops conducted by DCF in Jacksonville and Clermont regarding rule development for school age child care. Jeannie will be attending and is strongly encouraging providers and the Coalition to submit comments and responses. These workshops will be an opportunity to be incorporated into the rule development process. Jeannie will report back to the Board following these workshops.
5. Public Comment
N/A
6. Next Meeting
March 9, 2016 at 11:00 a.m. CST at the Bay County Coalition office.
7. Adjournment
This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned by Jon McFatter at 11:20 a.m. CST.

Submitted by:
Darrin Wall, Secretary
DW:sg