



Early Learning Coalition of Northwest Florida
January 2017 Board Meeting Minutes

Date: January 11, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:01 a.m. by Jon McFatter

Full Board: Yes No Quorum: YES In attendance: 15

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
●	Rita	Acoba		X		
●	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		
	Renaë	Roundtree		X		
	Parnell	Smith				X
●	Jerry	Sowell	X			
	Guy	Tunnell		X		

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Darrin	Wall (S)			X	
●	Richard	Williams		X		
Total			1	14	3	5

Fifteen out of 23 members were present. Quorum **was** was not established.

Coalition Staff on the Phone: Joe Seabrook, Vanessa Hadley, Suzan Gage, Sallie Brosnan

Visitors Present: Two auditors from Moss, Krusick & Associates, LLC

I. INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

Motion: **To approve the meeting agenda**

Motion By: Joe Jernigan

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA – *Jon McFatter*

Explanation: NA

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: Tony Bennett

Motion Seconded By: Guy Tunnell

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 November 9, 2016, and December 14, 2016, Board Meetings.

B. Financial Statements

Explanation:

Please refer to Financial Statements through November 2016.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for November 2016.

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

A. Personnel & Policy Committee – *Mary McKenzie*

1. Supplemental Sliding Fee Scale

As a result of the change in federal requirements, the Coalition developed a Supplemental Sliding Fee Scale, in the event a family is recertifying for School readiness services and their income is over 200% of the Federal Poverty Level BUT under 85% of the State median. The Supplemental Fee Scale, effective July 2016, creates a graduated phase - out period of three months where parents would assume more of the child care payment, each month. *See Supplemental Sliding Fee Scale.*

Motion: To approve the Supplemental Sliding Fee Scale effective July 1, 2016, as presented

Motion By: Guy Tunnell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

2. Tangible Personal Property

Staff needed to update the Tangible Personal Property Policy to reflect changes required by the Coalition's grant agreement with the Office of Early Learning (OEL), effective upon Board approval.

Motion: To approve the Tangible Personal Property Policies, as presented

Motion By: Joe Jernigan

Motion Seconded By: Jeannie Martin

Member/s Recusing from Vote: YES NO

The motion carried.

B. Finance

1. Audit Completion and Report

The Coalition's Financial Audit has been completed. Auditors from Moss, Krusick & Associates, LLC. will present the audit. Great news! Our auditors, in consultation with OEL, were able to remove a preliminary finding for not meeting our match for the fiscal year 2015-16. We want to thank them for working diligently to get this removed from the audit. Auditors from Moss, Krusick & Associates, LLC. will present the audit.

Motion: To approve the Coalition audit, as presented

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

2. Audit Firm Sanction

Coalition auditing firm Moss, Krusick & Associates, LLC, was issued a sanction report from the Public Company Accounting Oversight Board (PCAOB) related to their publicly-traded audit clients. After reviewing the details of the sanction, the Board treasurer is satisfied with the resolve to the issue and feels no other action is necessary from the Coalition.

C. Education and Program

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). Beginning in January 2017, the board will receive monthly and quarterly information regarding Provider Service outcomes.

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	
Number of Contracted Providers	135
Completed Monitoring	28
High Risk Providers (as defined by contract monitoring tool)	0
Providers with No Findings	3
2. VPK	
Number of Contracted Providers	85
Completed Monitoring	17

b. Performance Funding Project

Coalition staff continue to work with contracted School readiness providers and their teachers in the Performance Funding Project. This state-wide initiative allows gives eligible child care providers and their instructors an opportunity to earn additional compensation for improving school readiness program outcomes. To be eligible, providers must have at least 30 percent of their birth-5 enrollment made up of children in a school readiness program when applying. The project tracks the results of special training and teacher-child interaction through the school year. Current quarter data shows the following:

Performance Funding Project and Early Learning Florida

Initial Number of Centers Participating	27
As of 12/31/2016 Centers Participating	24
CLASS Observations completed by Coalition Staff	36
Dollars Earned by the Coalition from CLASS Observations	\$15,050
TA/ Mentoring Visits completed by Coalition Staff	117
MMCI Training Sessions completed by Coalition Staff	4
Teachers participating in Early Learning Florida Courses	127
Teachers showing mastery (passing) course material	116

D. Executive Director Overview – Lynne Eldridge

1. Change in Service Delivery – Washington/Holmes County

Several years ago, Washington and Holmes County providers requested that the Coalition open the Chipley Office to see families applying for School Readiness services. We were able to send an employee from Jackson or Bay County once a week. Effective January 1, 2017, we will no longer be seeing families in the Chipley Office.

This decision was made in part because OEL now requires all families to apply for School Readiness services through the Family Portal. Additionally, changes at the federal level now allow for families to be certified for a full year of service, reducing the number of families having to be recertified.

The Coalition has also seen a reduction in the number of families that are walking into Chipley Office and showing up for scheduled appointments. The cost of providing services in Chipley is not effective. Coalition staff will continue to occupy and work out of the Chipley office but families applying for services must use the Family Portal.

Staff are currently scheduling a Placement and Family Engagement Event to reduce a targeted number of families on School Readiness Wait List.

General board discussion ensued after the summarization provided by Community and Provider Services Manager (CAPSM) Suzan Gage. Joe Seabrook mentioned that OEL is moving toward exclusive use of the Parent Portal for signing up for services in the future. Seabrook said that emergency meetings can be arranged, if needed. Board Member (BM) Renae Roundtree offered to train staff in four library locations for assisting Coalition customers with signing up for the Parent Portal.

2. Change in Service Delivery – Bay County

As the Coalition began to track the actual number of children being placed from the Wait List, the net gain was very small (only nine children in the month of October). Staff saw many more families but after placing some and losing others, there was very little benefit to the families and Coalition.

Realizing that we needed to pilot another delivery service method, the Coalition determined that we could fund 50 children from the Wait List. On Friday, December 9th, the Coalition held a Polar Express Placement Event, from 9:00 to 5:00, at the Panama City office. Over 125 families on the Wait List were contacted to come to this event to determine if they were eligible for School Readiness services. It was an amazing time and if what we saw happen with families had been all - it would have been enough. The good news is that, in addition to families actually engaging with each other (no cell phones allowed in the North Pole), 61 children and 53 families were actually placed into School Readiness services. Over half of the children had never been in School Readiness before. Staff were able to move 110 families off the wait list.

A NOTE of THANKS... A very special thank you goes out to the staff for their creativity in turning the office into the North Pole and for all of their effort and work. The Board has every right to be proud of this group of folks. I know I am!

Coalition staff are in process of scheduling a Wait List Placement Event in Jackson County during the month of February and Washington and Holmes during March.

3. Internal Control

The OEL developed the ICQ as a self-assessment tool for Coalitions to evaluate whether a system of sound internal control exists within their organizations. Management staff continue the process of fine-tuning and creating written protocols to mitigate those areas of possible risk that were identified by the completion of the ICQ.

4. 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.

5. Legislative Update

Legislative committees have been established for the 2017 regular session which begins on March 7, 2017. Committees of interest with legislators from our service area include:

- Senate Appropriations Subcommittee on PreK-12 Education- Senator Bill Montford
- Senate Appropriations Committee- Senator Bill Montford and Senator George Gainer

Any Board member who is interested and available to meet with these or any other Legislative official on behalf of the Coalition, please let Executive Director (ED) Lynne Eldridge know.

BM Roundtree mentioned local Legislative Delegation Hearings being held in Washington, Holmes, and Jackson Counties. CAPSM Gage asked her to send information so ED Eldridge could get on the agenda for these hearings.

6. Waitlist and Priority Placement

As of 12/29/16, 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	77	6	-	6	4	30	16	139
TOD	115	8	-	8	8	26	4	169
2YR	108	7	2	4	7	27	13	168
PR3	85	5	3	3	6	23	9	134
PR4	86	5	3	5	4	14	12	129
PR5	57	2	2	2	5	13	9	90
SCH	225	7	1	3	18	50	6	310
	753	40	11	31	52	183	69	1,139

7. OEL 2015-16 Annual Report

OEL released their 2015-16 Annual Report. A copy has been provided to you for your review. See the OEL 2015-16 Annual Report.

8. Discussion about Bingo Proposal

CAPSM Gage said the Coalition attorney recommended getting more legal advice from OEL and other governing bodies within the Coalition as well as with local government. Board Treasurer (BT) Jerry Sowell asked whether or not the ad hoc committee developed for Match, Awareness, and Donation (MAD) had discussed the Bingo issue. He recommended moving this responsibility for research to that committee. Once more information was gathered, BT Sowell suggested for the committee to report back to the

full Board. Board Chairman Jon McFatter agreed with this, as did MAD Committee Member Board Member Pamela Kidwell, so the research and reporting of this issue with officially be the responsibility of that ad hoc committee.

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

Jeannie Martin shared with the Board that DCF staff are concentrating on picking up a tremendous number of School Readiness providers who need inspections. She said she will keep the Board informed of what is happening as the information becomes available. She also said that any finding in an inspection might affect contracts with School Readiness. DCF is moving mindfully through new regulatory procedure.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING

The next meeting is scheduled for February 8, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 11:48 a.m.