



## ELC of Northwest Florida January Board Meeting Minutes

Date: January 13, 2016

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 9:00 am by Jon McFatter

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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Tony	Bennett	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Phil	Edwards	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Kim	Gillis	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input 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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Joe	Jernigan	<input checked="" type="checkbox"/> Present	<input 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.
	Pamela	Kidwell	<input checked="" type="checkbox"/> Present	<input 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.
<b>Non-Voting</b>	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 checked="" type="checkbox"/> Present	<input 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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Juliana	Melara	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Jeanna	Olson	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Johanna	Plummer	<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.
	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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Darrin	Wall (S)	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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>			13 Present	5 Present via conf. call	4 Excused Absence	2 Non Ex. Abs.

13 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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

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

Visitors Present: Rodney MacKinnon (Florida Office of Early Learning), Stacey Smith (Stacey's Fun in the Sun/Stacey's Swingers), Ami Whittington (Imagination Station), Ed Moss & Elizabeth (Moss-Kubrick & Associates)

II. Action Items:

1. Approval of Agenda

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

Motion By: Tony Bennett                      Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote:  YES  NO

Yes Votes: 17 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.

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

Motion By: Tony Bennett                      Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

Yes Votes: 17 No Votes: 0

**The motion carried.**

3. Committee/Full Board Reports

A. PERSONNEL & POLICY COMMITTEE

1. The committee did not meet in November or December.

B. EDUCATION & PROGRAM COMMITTEE

1. The committee did not meet in November or December.

C. FINANCE COMMITTEE

1. The committee did not meet in November or December.

2. *Coalition's 2014-15 Fiscal Audit Report*

Ed Moss, CPA with Moss, Krusick and Associates, LLC recently completed the Coalition's annual independent audit. This audit is required by federal regulations and the Coalition's grant agreement with OEL. Mr. Moss was present to explain the audit details and findings to the Board of Directors and answer any questions that were presented.

**Motion: To approve the FY15 Independent Audit Report as presented.**

Motion By: Jerry Sowell Motion Seconded By: Tony Bennett

Member/s Recusing from Vote:  YES  NO

Yes Votes: 17 No Votes: 0

**The motion carried**

*3. Market Rate Increase for Preschool (3-5 years old) and School Age*

Based on a comparison between prior fiscal year data and current rate of expenditures for direct service funding, Coalition staff are requesting that the Board consider a market rate increase for the following age categories: Preschool (3 years -5 years) and School Age.

Coalition staff are requesting that the Board consider a rate increase for School Readiness Providers to include the following:

Preschool= Increase by \$2.50 per day x 80 days x 870 Preschoolers= \$174,000  
School-Age= Increase by \$5.00 per day x 80 days x 690 School-Age = \$276,000  
TOTAL= \$450,000

Age Category	Current Daily Rate	Daily Rate Increase	New Daily Rate	Weekly Rate
Preschool (3-5 year olds)	\$ 20.00	\$2.50	\$22.50	\$112.50
School-Age	\$ 10.00	\$5.00	\$15.00	\$75.00

The Office of Early Learning must approve or deny this request based on whether or not the Coalition's Unified Wait List is clear or families have appointments scheduled and funding availability.

The Coalition has budgeted approximately 80% of its budget to be utilized for Direct Services or slots. Approving this increase will allow us to spend out our grant allocation dollars of approximately nine million for slots.

**Motion: To approve recommended rate increase for Preschool (3-5 year olds) and School-Age as presented.**

Motion By: Tony Bennett Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote:  YES  NO

Board Member and Private For Profit Child Care Provider Representative Linda Hood abstained from voting.

Board Member and Faith Based Representative Parnell Smith abstained from voting.

Yes Votes: 15 No Votes: 0

**The motion carried.**

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. *Wait List and Priority Placement*

The Coalition has scheduled appointments for everyone listed on the Wait List or is waiting on information from families as of 12/31/2015.

Wait List - Appointment  
made  
Customers coming  
in

	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	14	-	-	-	-	3	3	20
TOD	17	1	-	1	1	1	3	24
2YR	8	-	-	1	1	3	1	14
PR3	12	-	-	-	-	3	-	15
PR4	10	-	-	-	-	4	1	15
PR5	3	-	-	-	-	-	-	3
SCH	25	-	-	-	-	2	2	29
Total	89	1	-	2	2	16	10	120

Wait List - Customers we are waiting to hear back from

INF	2	-	-	1	-	2	-	5
TOD	1	1	-	1	1	-	-	4
2YR	2	-	-	1	-	4	-	7
PR3	-	-	-	-	-	-	-	-
PR4	-	1	-	-	-	-	-	1
PR5	2	-	-	-	-	-	-	2
SCH	3	-	-	-	-	1	1	5
Total	10	2	-	3	1	7	1	24

Total All	99	3	-	5	3	23	11	144
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4. DCF Report  
N/A

5. Public Comment

Rodney MacKinnon addressed the Board and presented information regarding House Bill 7053 which, if passed, will make children eligible for a term of twelve months as opposed to the current term of six months. Mr. MacKinnon also addressed proposed increases in VPK rates per child that are being proposed by Governor Scott. Mr. MacKinnon also asked for feedback from the Board regarding child assessments. Board Member Linda Hood expressed concern regarding the kindergarten readiness rates and how they are being calculated and the timeframes for receiving results. Board Chair Jon McFatter and Board Member Richard Williams expressed concern that the Board is unable to have local members make decisions and much of that has been lost due to new regulation and legislation.

Ami Whittington and Stacey Smith each addressed the Board to thank them for the rate increases for infants, toddlers and twos and for approving holiday pay for providers. Both providers expressed their gratitude for these items and how much they helped their staff and their centers.

6. Next Meeting  
February 10, 2016

7. Adjournment

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned by Jon McFatter at 12:17 p.m. CST.

Submitted by:  
Darrin Wall, Secretary  
DW:sg