



Minutes- January 14, 2015



ELC of Northwest Florida January Board Meeting Minutes

Date: January 14, 2015

Location: CareerSource Gulf Coast, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:07 am by Jon McFatter (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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Tony	Bennett	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Phil	Edwards	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Wendy	Fletcher-Altman	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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
	Joe	Jernigan	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Doug	Kent	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Frank	Martin	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Jeannie	Martin	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Brandie	McCabe	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Al	McCambry	<input type="checkbox"/> Present	<input checked="" 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Jerry	Sowell	<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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Richard	Williams	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
<i>Total</i>			11 Present	4 Present via conf. call	8 Absent

12 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

15 out of 23 members present. Quorum was was not established.

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

certification or replacing the training services at the certification level. Current Coalition policy does not address an employee's obligation to the Coalition when the Coalition has paid for a specialized training or certification and the employee leaves the Coalition.

Recommendation:

ADD: "In the event that an employee voluntarily resigns from the Coalition within one (1) year of receiving specialized training, development or certification, the employee agrees to provide professional development services for the Coalition equal to the amount pursuant to the terms and conditions within the Coalition Agreement for Certification or Train the Trainer approval."

Vote Required:

To add the paragraph as written above to Section 4.01 Educational Assistance for Employees to the Administrative Policies and Procedures Manual

3. ADMIN POLICY & PROCEDURE MANUAL- Section 2.22 Fixed Asset Management

Explanation:

The Coalition did not complete corrective action related to an Audit Finding – ELC04-2012-13-001). While the first section of the corrective action was completed and identified fixed assets were added to the Coalition's general ledger, the Coalition failed to complete the portion of the corrective action that required a change to written POLICY to reflect the addition of "added to the General Ledger."

Recommendation:

ADD "The physical inventory of fixed assets shall be reconciled to the asset register and general ledger and adjustments made as necessary"

Vote Required:

To add the paragraph as written above to Section 2.22 Fixed Asset Management to the Administrative Policies and Procedures Manual

4. ADMIN POLICY & PROCEDURE MANUAL- Section 2.2 2 Fixed Asset Management

Explanation:

The Coalition's Internal Control Review of its Fixed Asset Policy and Inventory discovered incorrect definitions related to fixed assets.

Recommendation:

"Physical assets acquired with unit costs (DELETE) in excess of \$1,000 or more are capitalized as fixed assets..."

"Assets with fair market values, per unit (DELETE) in excess of \$1,000, or more for state funded programs..."

"Upon receipt of an item of tangible personal property (ADD) of \$1,000 or more,

"For purposes of Federal/State award accounting and administration, "equipment" shall include all assets with a unit cost (DELETE) equal to of \$1,000 or more..."

Vote Required:

To correct definition of fixed asset amounts as written above to Section 2.22 Fixed Asset Management of the Administrative Policies and Procedures Manual

5. ADMIN POLICY & PROCEDURE MANUAL-Section 2.23 Inventory Management and Surplus Tangible Personal Property

Explanation:

The Coalition's Internal Control Review determined that policy related to "tangible personal property" was not consistent with current definitions and statutory requirements.

Recommendation:

ADD: "Tangible personal property is an item of non-consumable and non-expendable nature, the value or cost of which is \$1,000 or more and the normal expected life of which is one year or more. This also includes hardback-covered, bound books with a value of \$250 or more.

DELETE: Inventory (tangible personal property) shall be an individual unit value of \$1,000 or more with the normal expected life of which is one year or more, including hardback-covered, bound books with a value of \$250 or more. Inventory shall be treated as a fixed asset and follow all the policies and procedures of a fixed asset, but shall be maintained and reported separately from Coalition Fixed Assets as Coalition Inventory Assets.

Vote Required:

To align Coalition policy language with statutory language to Section 2.22 Tangible Property... of the Administrative Policies and Procedures Manual

6. ADMIN POLICY & PROCEDURE MANUAL- Section 2.23 Inventory Management and Surplus Tangible Personal Property

Explanation:

The Coalition's Internal Control review identified that the Coalition's policy incorrectly identified the Executive Director and Finance Officer as being able to make decisions concerning the disposal of fixed asset or tangible inventory. Only the Board can make decisions related to the disposal of designated equipment.

Recommendation:

DELETE: "The Executive Director and Finance officer shall approve..."

MAINTAIN: Coalition will use the following procedures for disposition of such property which are consistent with Chapters 274.05, 274.06, and 274.07, F.S.:

1. Receive approval from the Board or Executive Committee as authority for disposition
2. Record the following information on the individual Property Record for each item"

Vote Required:

To align Coalition policy language with statutory language to Section 2.23 Inventory Management...of the Administrative Policies and Procedures Manual

7. ADMIN POLICY & PROCEDURE MANUAL -Section 3.2 Procurement

Explanation:

House Bill 7165: Clarification Guidance through Office of Early Learning provided additional information related to the procurement requirements for small purchases.

Recommendation:

ADD: Small Purchase Threshold

Small Purchase

Value Below \$2,500

Purchases of value below \$2,500 and below \$15,000 require a minimum of two written quotes or written records of two telephone quotations. It is recommended that at least one quote be requested from a certified minority vendor, if available. If no certified minority vendor quote is included, documentation should be provided explaining why.

Between \$2,500 and below \$15,000

Purchases of value between \$2,500 and below \$15,000 require a minimum of two written quotes or written records of two telephone quotations. It is recommended that at least one quote be requested from a certified minority vendor, if available. If no certified minority vendor quote is included, documentation should be provided explaining why.

Between \$15,000 and up to and including Category Two (\$35,000)

Purchases of value between \$15,000 and up to and including Category Two (\$35,000) purchasing threshold established in section 287.017, F.S., require a minimum of three written quotations or informal bids. It is required that at least one quote be requested from a certified minority vendor, if available. If no certified minority vendor quote is included, documentation should be provided explaining why.

Routine Purchases

Purchases that are routine and common, such as office supplies and cleaning supplies, do not need to occur for every future purchase if a price comparison was completed by COALITION staff within the previous 6 months. COALITION staff shall utilize a bid documentation form to keep a record of purchase research history.

DELETE: Purchase decisions in less than \$10,000 for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving, whenever possible, written, electronic or verbal quotations from at least three (3) vendors.

Purchase decisions exceeding \$10,000, but less than \$35,000, for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving whenever possible, written quotations from at least three (3) vendors. Recommendations shall be based on consideration of all applicable criteria as described under "Evaluation of Alternative Vendors" below.

Vote Required:

To align Coalition policy language with House Bill 7165 related to procurement thresholds of the Administrative Policies and Procedures Manual

8. ADMIN POLICY AND PROCEDURE MANUAL- Sections -7.1, 7.2, and 7.3 Related to Records Explanation:

The Coalition received an Observation and Recommendation from the 2014 Accountability Audit addressing records and confidentiality of records.

Recommendation:

ADD: "The Coalition shall allow access to VPK and School Readiness Program records as specified in s.1002.72 and s.1002.97, F.S. respectively."

ADD (Personnel Manual) Section II- 1.02 related to records.

"The Coalition shall allow access to VPK and School Readiness Program records as specified in s.1002.72 and s.1002.97, F.S. respectively."

Vote Required:

To align Coalition policy language with Accountability Review recommendation to both the Admin and Personnel Policy Manuals

9. PERSONNEL POLICY - Section II- Applicants for Employment

Explanation:

The Coalition received an Observation and Recommendation related to drug abuse language during the 2014 Accountability Monitoring that addressed including specific language and designated statutory reference to the Coalition's Personnel Policy.

Recommendation:

ADD: The Coalition shall comply with all federal statutes relating to nondiscrimination including but not limited to, the Drug Abuse Office and Treatment Act of 1972, as amended, (P.L. 92-255) relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended (P.L. 91-616), relating to nondiscrimination on the basis of alcohol abuse or alcoholism.

Vote Required:

To align Coalition Personnel Policy language with listed Observation and Recommendations

Motion: To approve all recommended changes as presented.

Motion By: Mary McKenzie

Motion Seconded By: Richard Williams

Member/s Recusing from Vote: YES NO

The motion carried.

4. Personnel & Policy

The Board chair discussed the Executive Director's annual evaluation. Greatest concern was for the executive director not to assume more responsibilities than what can be realistically handled as a result of staff leaving the organization. Members suggested that the co-employer can be utilized more. The board chair recognized that the executive director had done an outstanding job and he wanted to publically acknowledge that fact. Discussion moved to questions regarding staff compensation and individual work responsibilities. The board recommended that the Personal and Policy Committee and the Executive Committee meet in the future to discuss this further. The Executive Director was asked to bring a report to the next board meeting.

5. Finance

Chad Hamilton, a representative from the Coalition's auditing firm presented the Coalition's Audit for 2013-2014. One finding was noted.

Motion: To approve Coalition's annual audit for 2013-2014 as presented.

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: YES NO

The motion carried.

6. School Readiness Priority Placement Spending Plan and Priority Placement

The executive director discussed the necessity of implementing a priority placement-spending plan in order to ensure that the Coalition does not end this fiscal year in deficit. The following steps have been developed to reduce direct service spending, while moving funding set aside for quality initiatives, into the direct service category. The steps to the spending plan are listed below:

Step One: Only placing Priority 1 and 2 children from the Unified Wait List

Step Two: Not recertifying School-age Children as of January 2015

Step Three: Reduce Quality Initiatives and move Quality Funding into Slots

Step Four: Retain current vacant positions

Step Five: Review monthly slot funding to determine next steps

Motion: To approve Coalition's School Readiness Priority Placement and Spending Plan as presented.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

7. Fraud

The Executive Director informed board members of continued state emphasis on preventing fraud at all levels. The Coalition will have for the board a fraud update each month, so members are apprised of fraud reviews.

8. Board Self Evaluation

The Executive Director presented the results of the board annual self-evaluation and informed the board that strategies are being developed based on the results.

9. Legislative

The Executive Director reported to the board that she and Guy Tunnell met with Representative Jay Trumbull in November. Rep. Trumbull expressed great interest in meeting with our board. Regrettably, due to scheduling conflicts he was not able to do so yet.

10. Other Business

The Executive Director informed the members that Kara Rish has resigned from the board, due to family issues. She also reminded members of the need for additional members to serve on the board. Member Linda Hood expressed her thanks for the card and gift from the board members during her recovery from surgery.

11. Public Comments

Jeanne Martin announced that DCF will hold provider meetings in our area during late January and February to discuss updates and changes relevant to licensing. Joe Jernigan reminded members of the Lions Club ability to assist in obtaining eye glasses for children in need. Prescriptions are required in order to receive glasses. Adult and children glasses are available. Ami Whittington expressed her concern regarding school age redeterminations. She explained that she has a child with an IEP that has been dropped. Also, with the priority placement in effect, she has employees who once returning from maternity leave might not have a high enough priority placement to cover the new baby. She wanted to know if it would help if she contacted the Governor's Office. The Board Chair thanked her for coming and voicing her concerns.

12. Meeting Adjourned

This meeting of the Early Learning Coalition of Northwest Florida Inc. Board of Directors was adjourned at 12:57 pm CST.

Submitted by:
Darrin Wall, Secretary
DW:sg