



## ELC of Northwest Florida June Board Meeting Minutes

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Date: June 24, 2015

Location: CareerSource Gulf Coast, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:04 am by Mary McKenzie  
(acting 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Tony	Bennett	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Phil	Edwards	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Wendy	Fletcher-Altman	<input type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Jackie	House	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Joe	Jernigan	<input type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Jon	McFatter	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Mary	McKenzie	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Juliana	Melara	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Johanna	Plumber	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Neal	Reeves	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Jerry	Sowell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Guy	Tunnell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Darrin	Wall	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Richard	Williams	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
<i>Total</i>			3 Present	15 Present via conf. call	4 Absent

12 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

18 out of 22 members present. Quorum  was  was not established.

Coalition Staff Present: Lynne Eldridge, Suzan Gage, Adrienne Jenkins

Visitors Present: Elizabeth Caesar from DCF sitting in for Wendy Fletcher-Altman.

II. Action Items:

1. *Approval of Agenda*

*The Executive Director asks to add a discussion in the Executive Report regarding the staff holiday for the Independence Day Holiday.*

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

Motion By: Guy Tunnell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

2. *Adoption of Consent Agenda*

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

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

3. *Personnel and Policy Committee/Full Board*

A. Personnel and Policy Committee/Full Board

*Mary McKenzie*

1. *By-Law Change*

Explanation:

As staff review the current School Readiness Program Plan and compare current corporate documents to changes in legislative and programmatic requirements, additional changes to the Coalition's By-Laws are necessary. These include:

- a. Formatting (each article on separate page)
- b. Clarification allowing business to be conducted via Board and/or Committee Meetings
- c. Adding required references from statute, rule, or guidance

Motion: **To approve recommended amendments to Coalition By-Laws**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

## 2. *Articles of Incorporation*

Explanation:

As staff review the current School Readiness Program Plan and compare current corporate documents to changes in legislative and programmatic requirements, additional changes to the Coalition’s Articles of Incorporation are necessary. These include:

- a. Formatting Clean-Up
- b. Clarification allowing business to be conducted via Board and/or Committee Meetings
- c. Adding required references from statute, rule, or guidance
- d. Clarifying membership to align with statute and adding the statement, “up to 8 members, rather than, “8 members.”

**Motion: To approve recommended amendments to Coalition Articles of Incorporation**

Motion By: Doug Kent

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

## 3. *Coalition Administration Policy*

As staff responded to the Office of Early Learning’s *Preventive Corrective Action Plan*, developed in response to areas of noncompliance on the Coalition’s annual Fiscal Audit, it was determined that designated policies were either not included in the Admin Policy or current policies did not contain all required elements. The Administrative Policy changes requested below serve as part of the resolve to an area of noted noncompliance. Additionally, the “Purpose, Policy Owner (responsible staff), and Procedures have not been listed, in an effort to preserve Board Approval for POLICY items/issues. This additional information is certainly available upon request.

- a. MATCH Policy (Add to Admin Manual)  
“Coalition employees must ensure the collection, recording, maintenance (usage), timely reporting and documentation that NO FEDERAL FUNDING is included in the required six percent (6%) MATCH which is based on the Coalition’s Working Poor category expenditures, in accordance with the statute, rule, and/or guidance. Failure to meet the annual MATCH requirement results in an audit finding.”
- b. Timely Submission of Required/Requested Documents to Include Fiscal Documents (Add to Admin Manual)  
“Coalition staff, identified as “responsible” for audit/monitoring document submission requests, successfully complete requested submissions, within written timeframes, as required by funding/funders, to include A-133 required audit, single audit, and completion of monthly financial statements, Wait List, eligibility and placement information, and all OEL Grant required reports.”
- c. Staff Merit Stipend (Include following language to existing policy)  
“Written Executive Director Approval provides the required permission to disburse

Merit Stipends, as designated by policy.”

- d. Contract Development and Provisions (Include following language to existing policy)

“The design, development, and implementation of Coalition Contracts and/or Agreements include all elements and attachments, required by the Office of Early Learning Guidance and relevant statutes.”

**Motion: To approve amendments to Coalition Admin Policy**

Motion By: Guy Tunnell

Motion Seconded By: Al McCambry

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

4. School Readiness Program Plan

Explanation:

The current *School Readiness Program Plan* replaces what the Coalition once developed as a Work Plan. The Work Plan documented HOW the Coalition would meet Office of Early Learning’s broad-requirements, in order to receive School Readiness and VPK funding. However, this year the Office of Early Learning has created the *School Readiness Program Plan* template which basically requires that the Coalition demonstrate compliance with implementing the requirements, as instructed; whether through OEL Guidance, Florida Rule, or State and Federal statute. The Coalition’s corporate documents and internal policies will be reviewed by Office of Early Learning to determine the Coalition’s “policy” compliance. The following “Table of Contents” provides you with the elements that make up the Coalition’s School Readiness Program Plan. Most of these elements do not allow for any feedback by the Coalition. The Board is providing input and voting on a document that is primarily an overview of the Office of Early Learning’s policy and procedural requirements. (see School Readiness Program Plan)

I. Coalition Operations

- a. Membership
- b. Business Organization
- c. Articles of Incorporation
- d. Bylaws
- e. Fiscal Agent Contract
- f. Procurement
- g. Tangible Personal Property Maintenance
- h. Records Maintenance
- i. Information Technology Security Controls
- j. Disbursement Controls

II. Implementation

- a. Minimum Children to be Served by Care Level
- b. Single Point of Entry Implementation

- c. Unified Wait List Implementation
- d. Eligibility and Enrollment Policies and Procedures
- e. Parent Access and Choice
- f. Sliding Fee Scale and Fee Waiver Policies
- g. Pre/Post Assessment Use
- h. Provider Payment Rates

III. Quality Activities and Services

- a. Child Care Resource and Referral and School-Aged Care
- b. Infant and Toddler Early Learning Programs
- c. Inclusive Early Learning Programs
- d. Quality Performance Report

IV. Financial Management

- a. Budget
- b. Prior Year Revenues and Expenditures

V. Monitoring

- a. Monitoring Plan and Procedures
- b. Grievance/Complaint Resolution

VI. Coalition Plan Validation

- a. Public Input

**Motion: To provide public input and approve School Readiness Program Plan**

Motion By: Joe Jernigan

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

5. *Northwest Florida Grant Agreement-2015-16*

Explanation:

Fiscal Year 2015-16 Grant Agreement, once again is a very different agreement than last year. It contains a very detailed Scope of Work, Special Conditions of the Grant, Audit Requirements, A required listing of Child Care Resource and Referral Locations, and an extensive listing of Required Reports and timeframes among other items. (see Northwest Florida Grant Agreement)

**Motion: To approve the ED to complete required Certifications in order to implement the Grant Agreement**

Motion By: Rita Acoba

Motion Seconded By: Doug Kent

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

6. *RFP for Auditing Services*

1. The Coalition completed a Request for Proposal (RFP) for Auditing Services which was scored by staff and Treasurer.
2. Summary of Proposals Received for Auditing Services
  - a. Coalition received four (4) proposals
  - b. All four (4) proposals met the fatal criteria
  - c. Coalition paid \$23,600.00 for the audit of financial statements and tax services (Preparation of Form 990) for the fiscal year ended June 30, 2014 (performed by Warren Averett, LLC)

<i>Name</i>	<i>Cost Prior to In-Kind</i>	<i>Cost-6/30/2015</i>	<i>Cost - 6/30/2016</i>	<i>Cost - 6/30/2017</i>
Moss Krusick & Associates, LLC	\$20,500.00 -\$4,000 In-Kind	\$16,500.00	\$16,750.00	\$17,000
Tipton, Marler, Garner & Chastain	No In-Kind Included in Proposal	\$19,500.00	\$20,085.00	\$20,690.00
Saltmarsh, Cleaveland & Gund	No In-Kind Included in Proposal	\$20,125.00	\$20,700.00	\$21,300.00
Warren Averett, LLC	No In-Kind Included in Proposal	\$23,500.00	\$23,500.00	\$23,500.00

NOTE: Proposal from Moss Krusick & Associates, LLC also included references for 10 other Coalition across the state. (Complete Summary Included in Attachments)

**Motion: To approve the proposal from Moss Krusick & Associates to complete Auditing Services**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

4. EXECUTIVE DIRECTOR OVERVIEW

Lynne Eldridge

A. *Independence Day Holiday*

The Independence Day Holiday will fall on Saturday, July 4<sup>th</sup>, 2015. Coalition policy designates the Friday before be given to Coalition staff as a paid holiday to observe. The Coalition follows an atypical hourly day, and normal business hours are only 8:00 a.m. – 12:00 p.m. on Fridays. Therefore, the Executive Director request the paid staff holiday be moved Monday, July 6<sup>th</sup>, 2015. Pending Board approval, the Executive Director will notify the Office of Early Learning so that arrangements may be made for CCR&R Emergency Services.

Motion: **To approve the proposal to change the observance of the Independence Day Holiday from July 3<sup>rd</sup> to July 6<sup>th</sup>**

Motion By: Jerry Sowell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote:  YES  NO

Yes Votes: 18 No Votes: 0

**The motion carried.**

B. *De-obligation of Funds-New Notice of Award*

The Office of Early Learning contacted the Coalition on June 22, 2015 to determine our ability to deobligate \$150,000 based on OELs monthly worksheets that give the appearance that the Coalition is underutilized by \$600,000 dollars.

However, the Board approved *Coalition Spending and Deficit Plan* was submitted to Office of Early Learning stating that NO additional quality initiatives, replacement of staff, or purchases that were not absolutely necessary would be approved UNTIL we were able to begin placing children off the Wait List. Within that Spending and Deficit Plan, the Coalition listed obligated funding for Quality Initiatives for School Readiness Providers, Coalition IT Upgrades to conform with IT Replacement Plan and Continuity of Operations Plan, Office Repair and Maintenance Plan, Staff Merit Stipends, Programmatic Materials to Enhance Training, and Provider Curriculum Support.

The Coalition's grant agreement was extended until August 1, instead of July 1 so that the Office of Early Learning could deobligate and then re-obligate funding between Coalitions, in an effort to maximize the number of children served.

The Coalition agreed to this initial de-obligation, with the understanding that the Office of Early Learning had already stated that they had the right to move funding between Coalitions regardless of a Notice of Award.

The reason for the excess in funding is two-fold. First, having to place children off the Wait List using the Priority Placement guidelines is much slower than we had anticipated due to the time spent proving we attempted to “contact,” meaning if we do not reach them by telephone, and they do not have an email, we must send them a letter with a deadline to respond and then we have to wait until that deadline passes before we can move to the next child for a placement appointment.

The second reason for the funding excess is that we purposely chose NOT to spend anything that was not absolutely necessary until the Coalition was sure that we would not be in a deficit. Not spending the funds DID NOT change the Coalition Quality Plan that included approximately \$400,000 in Quality Initiatives going directly to Providers. In order to ensure we are still on track with the spending, we have placed a Quality Initiative on hold until we have a better idea of how funds will be given back or reobligated.

C. *Legislative Update*

1. School Readiness Funding: Increase of \$5 million in recurring dollars
2. VPK: Level funding
3. TEACH: Increase of \$1.5m to a total of \$4.5m
4. Child Care Executive Partnership: Authorizes OEL to release current year funds and provides level funding for next year at \$15m
5. Performance Funding Project: \$10.5m
6. Early Learning Florida: \$2  
Literacy Jump Start Pilot: \$110,000
7. HIPPY: \$3.9m
8. Duval Guiding Stars - \$500,000
9. Help Me Grow - \$1.88m
10. Language and Literacy Development Program - \$3.5
11. Little Havana Literacy Program - \$100,00
12. Harlem Academy - \$135,000

D. *Internal Controls*

Continuation of ED. Internal Control Work Process

E. *Wait List and Priority Placement*

The Coalition has been attempting to contact those parents on the Wait List, based on the Priority Placement requirements. As a general rule, for every ten (10) parents on the Wait List, three (3) no longer have the same contact information, three (3) are no longer eligible (for a variety of reasons), leaving approximately six (6) parents being scheduled for an appointment to verify information and determine eligibility.

The Coalition has extended hours throughout the week until 7:00 p.m. and on Fridays to be able to place as many families as possible from the Wait List. We began the Wait List Placement reviewing applications that had been placed in November 2014 and are currently reviewing applications from March to continue placement.



The current Wait List numbers are provided in the table below.

	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington
INF	67	2	2	5	4	28	5
TOD	83	6	0	2	5	27	9
2YR	96	2	5	4	8	21	10
PR3	98	7	0	5	8	19	10
PR4	77	2	2	4	2	15	10
PR5	40	1	1	3	3	11	3
SCH	180	7	7	10	10	33	14
<b>Total</b>	<b>641</b>	<b>27</b>	<b>17</b>	<b>33</b>	<b>40</b>	<b>154</b>	<b>61</b>

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F. *Fraud Report*

1. *Fraud Report*

Explanation: There are no changes to report for May. The Coalition continues to pursue and refer suspected fraudulent actions as directed by Office of Early Learning. The following summary reflects the financial impact of restitutions. These restitutions are currently made by parents who failed to provide the Coalition with updated information related to their eligibility for School Readiness services or by parents who have been required to make payments to Office of Early Learning for some type of noncompliance related to fraudulent activity.

<b>Report Summary</b>	March 2015	April 2015	Difference
<b>Coalition Collections</b>	\$15,308.85	\$15,520.56	\$211.71
<b>Restitution Paid to OEL</b>	\$3,599.66	\$17,028.05	\$13,428.39
<b>Total</b>	\$18,908.51	\$32,548.61	\$13,519.88

*Report:* A complete report is available, as requested, to save space on this document.

*Training:* To support the increased concern with the perception of Fraud, the Coalition has changed how it represents Fraud to parents and to School Readiness/VPK Providers. During the month of May, the Coalition’s Accountability Officer provided three separate trainings aligning the new Statewide Provider Contract and the Contract Monitoring Tool with the *Perception of Fraud*. Both the Coalition and the Provider will have to review/change current business and reporting processes in order to meet the demand for detailed documentation and requirements meant to increase accountability and transparency.

G. *Membership*

1. The following members will be completing either their 1<sup>st</sup> or 2<sup>nd</sup> term on the Coalition board as of June 30, 2015. Voting on continued terms for eligible members will take place at the first board meeting of the 2015-2016 year.

- A. Mary McKenzie (1<sup>st</sup> term)
- B. Jerry Sowell (2<sup>nd</sup> term)
- C. Darrin Wall (1<sup>st</sup> term)
- D. Joanna Plummer (1<sup>st</sup> term)
- E. Neal Reeves (1<sup>st</sup> term)

5. DCF REPORT  
N/A

6. PUBLIC COMMENT  
N/A

7. Next Meeting  
TBA

8. Adjournment  
This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned at 11:50 am CST.

Submitted by:  
Darrin Wall, Secretary  
DW:sg