



ELC of Northwest Florida June 2016 Board Meeting Minutes

Date: June 7, 2016

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 2:00 pm by Jon McFatter (chair)

Full Board: Yes No Quorum: YES in attendance 19

Executive Comm. Yes No Quorum #:

Roll Call to Include Board Members on Telephone:

I. Roll Call:

23 members total, 22 voting members, 12 members = simple majority, 8 for Executive Committee, 5= Executive Committee Simple

Exec. Committee	FIRST NAME	LAST NAME			
●	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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs.
	Phil	Edwards	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence <input 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 checked="" type="checkbox"/> Present via conference call	<input 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 checked="" type="checkbox"/> Excused Absence <input 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.
●	Al	McCambray	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs.
●	Jon	McFatter (P)	<input type="checkbox"/> Present	<input checked="" 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 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	Plumber	<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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs.
●	Jerry	Sowell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input 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.
	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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs.
●	Richard	Williams	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs.
		<i>Total</i>	19 Present via conference call 4 Excused Absence		

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

Coalition Staff on the Phone: Lynne Eldridge, Joe Seabrook, Suzan Gage

Visitors Present: None

II. Action Items:

1. *Approval of 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

The motion carried.

2. *PERSONNEL & POLICY COMMITTEE*

Jon McFatter

1. *Related Party Contracts- Under \$25,000*

Explanation:

To be in compliance with Florida Statute, the Coalition Board must approve any contracts between ELC employees, ELC governing board members, and relatives of either group as s. 112.3143(10)(b), F.S., defines and submit to Office of Early Learning for approval. The Coalition must comply with requirements in state statute and Office of Early Learning instructions (s. 1002.84(20), F.S.) as listed below:

- a) Any governing board member(s) benefitting from ELC contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- b) The impacted individual must complete the necessary conflict of interest disclosure forms.
- c) The Coalition shall present all such contracts to the ELC governing board for a vote. A valid approval requires two-thirds vote of the FULL Coalition Board, a quorum must be established.
- d) The Coalition shall not enter into or execute a contract in excess of \$25,000 with a member of the ELC Board or relative of a Board Member without OEL's approval.
- e) The Coalition does not have to obtain OEL's prior approval for contracts below \$25,000.
- f) However, Coalition's must adequately disclose and properly report and track such contract activity.
- g) The Coalition shall report such contracts to Office of Early Learning within thirty (30) days after receiving approval from the Coalition governing Board.

A. Chipola Reginal Workforce Development Board- Chipley *Office Space* - NTE \$20,000

Due to the budget constraints the Coalition has experienced this year, the Board instructed the ED to determine where budgetary changes could be made, in order to reduce the Coalition's monthly expenditures.

While the Coalition is very grateful to CareerSource, Richard Williams, and his staff for the way Coalition staff were welcomed and cared for the last several years, we were able to access other space almost next door to CareerSource. After speaking with Mr. Williams and sharing the financial concerns we were facing, the Coalition was extended the same level of kindness, concern, and support that we have always received from Richard and his staff.

Richard's primary concern continues to focus on the Coalition's ability to provide excellent and convenient services to the Jackson County community and families. If there had been any thought or concern of breaking relationship with CareerSource, in any way, there would have BEEN NO DISCUSSION OF A MOVE and we would have found another way to meet budgetary demands.

The CareerSource must operate using a Cost Allocation Plan that mandates how space is divided, shared, and costs allocated. The Coalition also must use this type of plan once approved by Office of Early Learning. It is this plan that made it impossible for CareerSource to substantially reduce its rental costs, even though they certainly tried to find a way. We may be moving "next door" but we are already feeling a sadness about leaving familiar surroundings and friends.

The Coalition is scheduled to move its Jackson County offices around July 1, 2016 and look forward to continued support of the CareerSource staff. At this time, we have no anticipation of moving from the Chipley offices and will continue to be housed with CareerSource in Chipley.

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Motion: To approve Related Party Contract with Chipola CareerSource, as presented

Motion By: Jerry Sowell Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO Darrin Wall

Board Member FIRST NAME	Board Member LAST NAME	STATUS OF BOARD MEMBER VOTE			
Rita	Acoba	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Tony	Bennett	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Phil	Edwards	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Kim	Gillis	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Linda	Hood	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jackie	House	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Joe	Jernigan	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Doug	Kent	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Pamela	Kidwell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Frank	Martin	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Jeannie	Martin	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Non-Voting Member
Al	McCambry	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jon	McFatter (P)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Mary	McKenzie (VP)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Juliana	Melara	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jeanna	Olson	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Johanna	Plumber	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Neal	Reeves	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jerry	Sowell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Parnell	Smith	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Guy	Tunnell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Darrin	Wall (S)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> Abstain	
Richard	Williams	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
		17 YES	0 NO	1 Abstain	

The motion passed with 17 board members voting yes when roll call vote was taken by Coalition Staff.

B. Trinity Pentecostal Tabernacle Church – Training/Meeting Space Rental - NTE \$15,000

Disclosures

1. Lynne Eldridge attends Pastor Mike McFatter’s church, the Board Chair, Jon McFatter and Pastor Mike McFatter are brothers. Jon McFatter passes presiding Board Chair duty to Jerry Sowell (Treasurer) for this vote and discussion due to conflict of interest.
2. The church sits in the middle of the Coalition’s seven-county service area and have allowed us to pay a nominal fee to use all of its facilities to hold Provider Meetings, Staff meetings, and Staff Development opportunities.
3. Provider’s from the rural counties do not have to drive to Panama City to attend meetings and trainings and continue to express their gratitude at being able to meet in the middle.

Motion: To approve Related Party Contract with Trinity Pentecostal Tabernacle Church, as presented

Motion by: Darrin Wall Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO Jon McFatter

Board Member FIRST NAME	Board Member LAST NAME	STATUS OF BOARD MEMBER VOTE			
Rita	Acoba	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Tony	Bennett	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Phil	Edwards	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Kim	Gillis	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Linda	Hood	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jackie	House	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Joe	Jernigan	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Doug	Kent	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Pamela	Kidwell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Frank	Martin	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Jeannie	Martin	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Non-Voting Member
Al	McCambry	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jon	McFatter (P)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> Abstain	
Mary	McKenzie (VP)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
Juliana	Melara	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jeanna	Olson	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Johanna	Plumber	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Neal	Reeves	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Jerry	Sowell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Parnell	Smith	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Guy	Tunnell	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Darrin	Wall (S)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	
Richard	Williams	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Abstain	Not Present
		17 YES	0 NO	1 Abstain	

The motion passed with 17 Board members voting yes when roll call vote was taken by Coalition Staff.

3. Anti-Fraud Plan for 2016-2017

The Board is required by Office of Early to approve the Coalition’s Fraud Plan, annually. The Fraud Plan aligns with the requirements of Chapter 6M-9, Florida Administrative Code and has been reviewed and approved by the Coalition’s legal counsel, Mr. Derrick Bennett.

Motion: **To approve Coalition Anti-Fraud Plan as presented, for 2016-2017.**

Motion By: Al McCambry Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

Yes Votes: 18 No Votes: 0

The motion carried.

4. Meeting Adjourned

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned at 2:14 pm CST.

Submitted by:
Darrin Wall, Secretary
DW:sg