



ELC of Northwest Florida March Board Meeting Minutes

Date: March 16, 2016

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:04 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input 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 type="checkbox"/> Present via conference call	<input checked="" 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 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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" type="checkbox"/> Non Ex. Abs.
	Doug	Kent	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" 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 type="checkbox"/> Excused Absence	<input checked="" 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.
	Brandie	McCabe	<input type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Excused Absence	<input checked="" 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 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 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 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.
	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.
	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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
<i>Total</i>			2 Present	14 Present via conf. call	4 Excused Absence	4 Non Ex. Abs.

13 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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

Coalition Staff Present: Lynne Eldridge (via phone), Joe Seabrook, Suzan Gage, Adrienne Jenkins

Visitors Present: N/A

II. Action Items:

1. Approval of Agenda

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

Motion By: Tony Bennett Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

Yes Votes: 15 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.

A. Approval of Minutes

Please refer to the Board Meeting Minutes for February 10, 2016 Board Meeting.

B. Credit Card Transaction Report

Please refer to the Credit Card Transaction Report for January and February 2016.

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

Motion By: Guy Tunnell Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: YES NO

Yes Votes: 15 No Votes: 0

The motion carried.

3. Committee/Full Board Reports

A. PERSONNEL & POLICY COMMITTEE

1. The Personnel & Policy Committee did not meet in February. The Coalition continues to revise specific policies, per OEL guidance to meet updated state, federal, and grant requirements. Coalition staff are currently making the requested changes to resubmit to OEL in order to obtain final Work Plan approval. The areas are:

- a. Procurement
- b. Tangible Personal Property
- c. Records Maintenance
- d. IT Security Controls

B. EDUCATION & PROGRAM COMMITTEE

1. The committee did not meet in February. However, with the end of the Legislative Session this past week, language in approved bills will impact the Coalition, providers, and families. For a complete wrap-up of Early Learning related bills please refer to Legislative Wrap-up in the attachments. As we get more information from OEL regarding implementation of legislation, we will keep you informed.

C. FINANCE COMMITTEE

1. The committee did not meet in February, but the Coalition received notification for OEL that the request for provider rate increases for preschool (3, 4, 5 year olds) and school age children was approved and able to go retroactive to January 2016. Because our ability to “draw-down” operating dollars is directly dependent upon the number of children served and the direct service dollars paid to School Readiness providers, staff are working diligently to make “adjustments” to provider payments for services completed in January and February 2016.

D. LEGISLATIVE COMMITTEE

1. The committee did not meet in February. However, with the close of this Legislative session there are many changes that will impact both of the Coalition’s School Readiness and VPK programs. Approved spending for Early Learning in Florida was \$1,052,741,564. Of special interest to our Coalition:

School Readiness

School Readiness – slot and Gold Seal funding	\$570,837,228 (GR, CCDF, trust funds; a total increase of \$10.3m) \$10m of these funds shall be used to provide contracted slots with priority given for children who are at the greatest risk of school failure and attend a participating provider located in an area that has been designated as poverty tract
CCEP	\$15,000,000
Lastinger ELFL	\$3,000,000
Performance Based Incentives	\$15,500,000 (“to be allocated based on a methodology approved by the Office of Early

	Learning to award child care providers and instructors for improving school readiness program outcomes”)
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Voluntary Pre-Kindergarten

VPK funding	\$395,180,396 (no increase in BSA; \$2,437 for school-year and \$2,080 for summer program)
Early Learning Standards and Accountability	\$2,000,000 (provided to implement VPK accountability standards, including website and continued implementation of Progress Monitoring Assessment)

As we get more information from OEL regarding budgeting for FY 2017, we will keep you informed.

E. 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. *Board Orientation*

As required in our by-laws, the Coalition should offer a new member orientation as necessary. Please refer to the Board Orientation attachment for the discussion.

3. *Wait List and Priority Placement*

As of 3/10/16, the Coalition has scheduled appointments for everyone listed on the Wait List or is waiting on information from families to complete required paperwork.

Bay Calhoun Franklin Gulf Holmes Jackson Washington Total

Appointment made:

INF	16	-	-	1	1	6	-	24
TOD	12	-	1	3	3	8	4	31
2YR	13	-	-	1	-	2	1	17
PR3	9	1	-	-	2	4	-	16
PR4	13	1	-	1	-	2	2	19
PR5	6	-	-	-	-	-	-	6
SCH	18	1	-	-	1	1	2	23
Total	87	3	1	6	7	23	9	136

To hear back from:

INF	-	-	-	-	-	1	1	2
TOD	1	-	-	-	-	-	-	1
2YR	-	-	-	-	-	1	-	1
PR3	-	-	-	-	-	-	-	-
PR4	-	1	-	1	-	1	-	3
PR5	1	1	-	-	-	1	-	3
SCH	-	-	-	1	-	2	1	4
Total	2	2	-	2	-	6	2	14

F. DCF Report

Jeannie Martin updates that DCF hasn't suspended or revoked any licenses in Circuit 14. HB 7053 will have significant impact on federal requirement. HB 1185 passed because it prohibits exemptions on background screenings on those working in childcare. Public workshop in Jacksonville in February and comments were from industry people, but the Orlando workshop was very different and wanted to tighten up state laws.

G. Public Comment

N/A

H. Next Meeting

April 20, 2016 at 11:00 a.m. CST at the Bay County Coalition office. (Please note date change.)

I. Adjournment

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned by Jon McFatter at 11:44 a.m. CST.

Submitted by:
Darrin Wall, Secretary
DW:sg