



## ELC of Northwest Florida November 2014 Board Meeting Minutes

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Date: November 12, 2014

Location: CareerSource Gulf Coast, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:03 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
●	Tony	Bennett	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" 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 type="checkbox"/> Present via conference call	<input checked="" 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Doug	Kent	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
	Frank	Martin	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Jeannie	Martin	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" 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 type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Jon	McFatter	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input 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 type="checkbox"/> Present via conference call	<input checked="" 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
	Kara	Rish	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Absent
●	Jerry	Sowell	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
	Guy	Tunnell	<input checked="" type="checkbox"/> Present	<input 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Absent
<i>Total</i>			7 Present	7 Present via conf. call	8 Absent

12 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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

Coalition Staff Present: Lynne Eldridge, Joe Seabrook, Suzan Gage

II. Action Items:

1. *Approval of Consent Agenda*

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

Motion By: Frank Martin

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

2. *Policy Changes*

A. Suspected Fraud and Improper Payments Policy

Coalition staff requested a change of \$1000 to \$2500 (to align with the State of Florida's Office or Early Learning Fraud Unit) as the threshold amount to determine when a Misrepresentation/Fraud Referral is sent to OEL. After discussion, Board elected to amend the motion to maintain Coalition's current Fraud Referral Threshold at \$1000 but amend Coalition procedure language to include the following: *Coalition will refer identified instances of misrepresentation and/or fraud of \$1000 or more to the Office of Early Learning Fraud Unit and collect funding identified through Coalition's Anti-Fraud process.*

Motion: **To maintain Coalition's Suspected Fraud and Improper Payments polices threshold at \$1000 with the understanding that the Coalition will be responsible for collecting identified funding rather than increasing the threshold amount to \$2500.**

Motion By: Guy Tunnell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

B. Emergency Check Signing Approval

Current check signing policy requires that a Board Member AND an authorized staff member sign checks, if the Executive Director is unavailable to sign with the staff member. However, the Coalition's COOP does not address an emergency situation when a Board Member AND the Executive Director may not be available.

Motion: **In the event that the Coalition's Continuity of Operations Plan must be activated due to an extreme emergency situation, and neither a Board Member nor Executive Director can be reached to sign checks, two authorized staff, already designated as check signers may sign checks. This includes the authority of the Executive Director and staff to sign a check over the amount of \$5000 - for the specified emergency only.**

Motion By: Brandie McCabe

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**



C. Internal Control Questionnaire

The Coalition completes an annual Internal Control Questionnaire to determine the Coalition’s effectiveness in controlling the internal environment. Due to a change in administrative staff and an increase in the required performance level of this year’s School Readiness grant award, the Board Chair and Treasurer agreed with the Executive Director (ED) that the Internal Control Questionnaire would be used by the Coalition as its Internal Self-assessment of the Coalition’s systems with the expectation of increased accountability and performance.

**Motion: To use the Coalition’s completed 2014-15 Internal Control Questionnaire as the Coalition’s Self-Assessment Tool and ongoing Improvement Plan and to approve the Coalition’s Anti-Fraud Plan as part internal controls.**

Motion By: Frank Martin Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

3. Committee Reports

A. Personnel and Policy Committee

Coalition staff requested changes to the approved Coalition By-Laws to correct formatting, update terminology, and address requirements and date changes impacted by Coalition and Office of Early Learning timeframes. In addition, the Coalition Board Calendar was changed to reflect a quarterly listing of required activities that must be completed.

**Motion: To approve changes to Coalition By-Laws, as presented.**

Motion By: Jerry Sowell Motion Seconded By: Frank Martin

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

B. Program and Education Committee

Information was provided to the members about 2013-14 Child Outcomes. Discussion deferred until Committee Chair could be in attendance.

C. Legislative Committee

Member Rita Acoba and Executive Director Lynne Eldridge reviewed documents that were presented at the October ELAC meeting. General discussion followed. It was recommended that the Coalition schedule appointments with local representatives to share information about early learning in the state of Florida.

4. Board Chair Information

Chairman Jon McFatter presented the Board member Self-evaluation and instructed Board members to complete the evaluation as required by hat the Office of Early Learning (OEL. COALITION staff will send an EMAIL message with the link provided for members to access and complete the self-evaluation.

5. Meeting Adjourned

This meeting of the Early Learning Coalition of Northwest Florida Inc. Board of Directors was adjourned at 12:08 pm CST.

Submitted by:  
Darrin Wall, Secretary  
DW:sg