



ELC of Northwest Florida November Board Meeting Minutes

Date: November 18, 2015

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 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 type="checkbox"/> Present via conference call	<input checked="" 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 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
Non-Voting	Jeannie	Martin	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" 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 checked="" type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input 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 checked="" type="checkbox"/> Present via conference call	<input 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	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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Guy	Tunnell	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
●	Darrin	Wall (S)	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input checked="" 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>			2 Present	13 Present via conf. call	8 Excused Absence	1 Non Ex. Abs.

13 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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

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

Visitors Present: N/A

II. Action Items:

1. Approval of Agenda

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

Motion By: Brandie McCabe

Motion Seconded By: Frank Martin

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

2. Adoption of Consent Agenda

Treasurer-Elect Jerry Sowell requested removing the Financial Statement information from the consent agenda, because as of his review of the documents, year-end adjustments by the auditors had not been made and reflected in the document.

Motion: **To adopt consent agenda items as presented after removing the financial statement information per a request from Jerry Sowell.**

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

A. Approval of Minutes

Please refer to the Board Meeting Minutes for October 14, 2015 Board Meeting.

B. Financial Statements

Removed per request from Treasurer-Elect Jerry Sowell due to year-end adjustments from auditors needing to be made.

C. Credit Card Transaction Report

Please refer to the Credit Card Transaction Report for September 2015.

Typically, the Treasurer reviews all credit card transactions, monthly. New Board members are in process of being voted on. Once new Board members complete Orientation and can choose or be assigned to a committee, the Coalition Treasurer will be voted on by the full Board. Al McCambry has agreed to review Coalition credit card transactions until a Treasurer is in place.

It is the responsibility of the Coalition's Finance Manager to ensure that credit card statements are reconciled to prior-approved transactions. However, staff responsible for reconciling invoices are

not authorized to utilize credit cards.

3. COMMITTEE /FULL BOARD REPORTS

A. PERSONNEL & POLICY COMMITTEE

1. *Merit Stipends/Salary Increases*

The committee met to discuss different options for a salary increase for staff. Members agreed to recommend an increase and requested that the Finance Committee review the impact of an increase at various percentages.

2. *Professional Employer Organization*

The Coalition released an RFP to obtain the services of a Professional Employer Organization (PEO). Only one (1) bid was received. The submitting organization met all fatal criteria and after scoring the proposal it is the recommendation to award the RFP for Professional Employer Organization Services (#FY16-RFP-001) to Landrum Professional Employer Services, Inc.

Motion: To approve award of the RFP for Professional Employer Organization Services (#FY16-RFP-001) to Landrum Professional Employer Services, Inc.

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

B. EDUCATION & PROGRAM COMMITTEE

1. *Early Learning Performance Funding Pilot Project*

Twenty-six (26) School Readiness programs were selected to participate in the Early Learning Performance Funding Pilot Project (PFP). Programs selected to participate in this OEL state-wide initiative will receive targeted training and professional development opportunities to determine if specific interventions result in improved classroom interactions and child outcomes. In addition, participating programs have the opportunity to earn additional dollars from OEL based on their outcomes. Please refer to the *Early Learning Performance Funding Pilot Project* attachment for more specific information.

2. *Early Learning Florida*

Currently six (6) School Readiness programs have staff enrolled in Early Learning Florida (ELFL) developed by the University of Florida. Participation in ELFL allow teachers to attend targeted, on-line professional development sessions and earn stipends based on mastery of the course material. Please refer to the *Early Learning Florida* attachment for more specific information.

C. FINANCE COMMITTEE

1. *Salary Increase*

Following a request from the Personnel and Policy committee, the Finance Committee met to discuss the fiscal impact of a salary increase of 3-5% for Coalition employees. Approval for the increase would only impact the current budget for the remainder of this fiscal year.

Proposed Rate Increase	Total Coalition Salary at Proposed Increase	\$ Change After Increase (Including PEO)	Total
3%	\$ 1,115,442.70	\$ 33,463.28	\$ 1,148,905.98
3.50%	\$ 1,120,857.47	\$ 33,625.72	\$ 1,154,483.19
4%	\$ 1,126,272.24	\$ 33,788.17	\$ 1,160,060.41
4.50%	\$ 1,131,687.01	\$ 33,950.61	\$ 1,165,637.62
5.00%	\$ 1,137,101.78	\$ 34,113.05	\$ 1,171,214.83

Motion: To approve Coalition employee salary increase of 4%, as presented.

Motion By: Tony Bennett Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

2. *Single Audit*

The Coalition's single audit onsite review was completed October 26, 2015. Audit results will be brought before the full board. OMB super circular requires that organizations have comprehensive goals for each of its primary functions (Finance, Eligibility and Placement, Provider Support, Contracts & Payment, Accountability & Fraud). The Comprehensive Goal for Finance: *To receive no substantial findings on audits and/or reviews.*

D. MEMBERSHIP

The Office of Early Learning has not approved the formal "Membership Committee." We would like to offer these nominations for the following positions:

1. Jerry Sowell- Treasurer
2. Kim Gillis- Finance Committee

Motion: To accept the membership recommendation as presented.

Motion By: Mary McKenzie Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

Yes Votes: 14 No Votes: 0

The motion carried.

4. Executive Director Overview

A. *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.

B. *Wait List and Priority Placement*

The Coalition has scheduled appointments for everyone listed on the Wait List or is waiting on information from families as of 11/12/2015. Please refer to table below:

Wait List - Appointment made customers coming in								
	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	12	-	-	1	3	11	1	28
TOD	11	-	1	3	2	8	7	32
2YR	13	-	1	-	1	10	1	26
PR3	12	-	-	1	1	5	4	23
PR4	2	1	1	-	4	5	1	14
PR5	3	-	-	-	2	2	2	9
SCH	13	-	-	-	7	3	6	29
Total	66	1	3	5	20	44	22	161

Wait List - Customers needing to provide additional informa								
	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	10	1	-	-	-	-	-	11
TOD	13	-	-	1	-	-	-	14
2YR	10	-	-	-	-	1	-	11
PR3	11	-	-	-	-	-	-	11
PR4	7	1	-	1	-	-	1	10
PR5	5	-	-	-	-	1	-	6
SCH	18	-	-	-	-	2	1	21
Total	74	2	-	2	-	4	2	84

C. *Community Outreach and Awareness*

The Coalition will be participating in “Grills Gone Wild” on Saturday, November 21, 2015 on the campus of Gulf Coast State College. To date, we have over thirteen (13) community business that

have donated services or items that will be used to create “theme packages” for raffle on the day of the event. All funds earned at our booth will be used to support the activities of the Coalition. We still have a few unmet needs for this event. Any board member who would like to donate goods, services or make a contribution for this event can let Lynne know.

5. DCF Report
N/A.

6. Public Comment
N/A.

7. Next Meeting
The next scheduled meeting will be on either Wednesday, December 9, 2015 or January 13, 2016 at the ELCNWF Bay Co. Regional Office in Panama City. Board members will be notified in writing when the date is scheduled.

8. Adjournment
This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned by Jon McFatter at 11:36 a.m. CST.

Submitted by:
Darrin Wall, Secretary
DW:sg