



ELC of Northwest Florida October Board Meeting Minutes

Date: October 14, 2015

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:05 am by Jon McFatter

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"/> 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 type="checkbox"/> Present via conference call	<input checked="" 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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" 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 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 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 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 checked="" type="checkbox"/> Excused Absence	<input type="checkbox"/> Non Ex. Abs.
	Parnell	Smith	<input type="checkbox"/> Present	<input type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" 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	11 Present via conf. call	8 Excused Absence	2 Non Ex. Abs.

11 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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13 out of 21 members present. Quorum was was not established.

Coalition Staff Present: Lynne Eldridge, 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: Guy Tunnell	Motion Seconded By: Al McCambry
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Yes Votes: <u>13</u> No Votes: <u>0</u>	
The motion carried.	

2. Adoption of Consent Agenda

Motion: To adopt consent agenda items as presented and add the RFP for professional services from Landrum Staffing to the agenda items.	
Motion By: Doug Kent	Motion Seconded By: Rita Acoba
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Yes Votes: <u>13</u> No Votes: <u>0</u>	

A. Approval of Minutes

Please refer to the Board Meeting Minutes for September 9, 2015 Board Meeting.

B. Financial Statements

Please refer to financial statements through August 2015, as we are currently processing financial information for September 2015.

C. Credit Card Transaction Report

Please refer to the Credit Card Transaction Report for August 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.

D. RFP – Professional Services

Review of RFP for professional services from Landrum Staffing. Joe Seabrook and Rita Acoba opened the sealed bid and reviewed and verified the documents inside. Landrum Staffing was the only organization to submit a proposal for services.

Motion: **To accept proposal for professional services from Landrum Staffing.**

Motion By: Joe Jernigan

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

Yes Votes: 13 No Votes: 0

3. COMMITTEE /FULL BOARD REPORTS

A. FINANCE COMMITTEE

Due to the holiday, quorum was not established for the Finance Committee meeting. The Board Chair approved finance items to be brought before the full Board for discussion and resolve.

1. *Annual Budget*

The Annual Budget is being presented for Board approval. MATCH (Cash & In-kind) have been included in both the Coalition's revenues and expenditures in order to demonstrate how MATCH impacts the overall budget.

Motion: **To approve Coalition's Annual Budget, as presented and/or amended.**

Motion By: Rita Acoba

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

Yes Votes: 13 No Votes: 0

The motion carried.

2. *Match Plan*

The General Appropriations Act requires a match of six (6) percent from local sources for working poor or Income Eligible families receiving child care payment support through School Readiness funding. While the Office of Early Learning prefers "cash" match, the Coalition is allowed to access in-kind match, as long as the match does not reduce the number of slots or level of services provided.

The Coalition FY 2016 Match Plan includes both cash and In-kind match in order to meet the expected \$175,000 required in matching funds. The Office of Early Learning has determined that *Provider Completed Child Assessments* may not be counted as in-kind match. This decision was not provided to the Coalition prior to October.

The vote regarding approval of Match Plan will be moved to next month's meeting because the Office of Early Learning will not be approving an in-kind match request for child assessments completed by providers that was approved last fiscal year.

3. *Market Rate Increase for Infants, Toddlers, and Twos*

Based on a comparison between prior fiscal year data and current rate of expenditures for direct service funding, Coalition staff are requesting that the Board consider a market rate increase for the following age categories: Infant (birth-12 months), Toddlers (12-24 months) and Twos (24-36 months).

Due to low staff to child ratios, these three categories of care are costly to provide. The Coalition is serving approximately 100 fewer infants than last year, partially due to the fact that Providers have closed their infant rooms are repurposed the rooms for preschool and school-age children.

Coalition staff are requesting that the Board consider a rate increase for School Readiness Providers to include the following:

Infants = Increase by \$5 per day x 126 days x 150 Infants =	\$94,500
Toddlers = Increase by \$2.50 per day x 126 days x 300 Toddlers =	\$94,500
<u>Twos = Increase by \$2.50 per day x 126 days x 350 Twos =</u>	<u>\$110,250</u>
TOTAL	\$204,750

Age Category	Current Daily Rate	Daily Rate Increase	New Daily Rate	Weekly Rate
Infant (birth-12 months)	\$ 25.00	\$5.00	\$30.00	\$150
Toddlers (12-24 months)	\$ 24.00	\$2.50	\$26.50	\$133
Twos (24-36 months)	\$ 21.00	\$2.50	\$23.50	\$118

The Office of Early Learning must approve or deny this request based on whether or not the Coalition's Unified Wait List is clear or families have appointments scheduled and funding availability.

The Coalition has budgeted approximately 80% of its budget to be utilized for Direct Services or slots. This amount equals approximately \$750,000 to \$800,000 per month. If approved, monthly payments to School Readiness providers would require an additional \$204,750. Adding \$204,750 to the average monthly direct service expenditure of \$542,000 would still place the Coalition under its monthly direct service expenditure of \$750,000 - \$800,000.

Motion: To approve recommended rate increases for Infants, Toddlers and Two's as presented and/or amended.

Motion By: Joe Jernigan

Motion Seconded By: Brandie McCabe

Member/s Recusing from Vote: YES NO

Yes Votes: 13 No Votes: 0

The motion carried.

4. *Single Audit*

The Coalition's single audit will begin October 26, 2015. Board members may need to be available for interview by the audit team. This is the Coalition's first experience with this auditing firm. However, this firm has experience auditing Coalitions throughout the state. 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.*

5. *FY 2016 School Readiness Budget*

The Coalition's School Readiness budget was increased approximately \$252,355.00 for fiscal year 2016. In addition, the Coalition received approximately \$334,000 in Child Care Executive Partnership funds due to there being no CCEP Board in existence to distribute funding last fiscal year.

While the Coalition will diligently seek to serve additional families using enhanced funding and CCEP dollars, it is not expected that we will be able to expend all of the CCEP funding unless the School Readiness Providers are able to utilize this funding to support community initiatives.

B. POLICY COMMITTEE

The Policy Committee did not receive the draft policies (ten policies) until the day before the committee meeting, due to the Coalition not being able to access email or SharePoint until Monday at approximately 8:00 am. The Coalition's email servers were down Friday and all weekend when the electricity went down and came back up. During this outage, one of the primary boards was corrupted and was not in working order until early Monday. Committee members were not able to read and review all of the policies within the allotted timeframe.

However, the ED noted that these ten policies were specifically required by the Office of Early Learning to strictly align with their written guidance and also be submitted with the Coalition's Work Plan. The Work Plan could not be approved without these ten policies being included.

The Coalition reviewed Office of Early Learning's (OEL) Guidance and revamped their policies to adhere to OEL's written requirements. Committee members asked how the changes impacted the Coalition. While the updated policies are more detailed and provide strictly defined protocols, in most cases the enhanced levels of control appear to only strengthen the Coalition's internal processes.

Staff Training and On-going Monitoring and review will be critical to support staff in moving from what they have been following related to policy, protocols, and processes to what the new policies require.

C. MEMBERSHIP

The Office of Early Learning has not approved the formal "Membership Committee." However, two Bay County business people have agreed to serve on the Coalition Board, if accepted.

1. Ms. Pam Kidwell, Executive Director - Small Business Incubator, GCSC
2. Mr. Jerry Sowell, Segers, Sowell, Stewart, and Johnston, PA

Mr. Sowell and Ms. Kidwell come highly recommended by current Board members.

Motion: To accept membership recommendation, as presented.

Motion By: Guy Tunnell

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

Yes Votes: 13 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. For the most part, the Coalition was able to determine that areas needing additional control for FY 2015 were in process of being addressed.

As part of the review it was determined that Standard Operating Procedures, throughout the Coalition, needed to be formalized and a plan developed to update and/or rewrite functional area SOPS, to include written timelines and a formal completion date.

Increased levels of Provider Payment Validation was also identified as an area that required additional staff.

The questionnaire also identified the need to either repurpose specific staff and/or realign responsibilities to create a protocol of consistent review and feedback for all of the Coalition functions.

Internal communication continues to represent an area that needs strengthening and adherence to written policy and protocols.

The Coalition has completed its initial Parent/Provider Fraud Clips for YouTube and to be used in the offices. Additionally, the Department of Financial Services will be presenting their first session for the School Readiness and VPK Providers during the month of November.

The review of the Coalition's Tangible Personal Property or Fixed Asset records and adherence to Coalition policy evidenced several areas where the Coalition had strengthened internal control of its assets. However, there were additional areas identified that had to be reviewed and addressed for resolve, such as aligning with OEL's enhanced requirements for Custodian Delegates.

B. *Wait List and Priority Placement*

The Coalition has scheduled appointments for everyone listed on the Wait List as of today. This means that for the next few minutes the Wait List has been cleared. This is required before the Coalition is able to request a Rate Increase for School Readiness Providers from OEL.

C. *Fraud Update*

The Coalition has been working with Inspector Bradley concerning a case that involves substantial dollars. This case occurred in Bay County and more information will be available next month.

D. *Continuity of Operations Plan*

The COOP Plan was tested this past week and gaps within the IT system were determined. Resolve is already in place and the IT Security Manual will need to be updated, after more review. Mike Jones, with Bay District Schools has agreed to train Coalition Staff on Hostage and Volatile Situations, as part of the Coalition's partnership with the community.

E. *Board Orientation*

Board Orientation PPT is available for you to access. Please contact Suzan or Lynne to send you additional documentation.

5. DCF Report
N/A.

6. Public Comment
N/A.

7. Next Meeting
Due to the Veteran's Day holiday, the next scheduled meeting will be on Wednesday, November 18, 2015 at the ELCNWF Bay Co. Regional Office in Panama City.

8. Adjournment
This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned by Jon McFatter at 11:54 a.m. CST.

Submitted by:
Darrin Wall, Secretary
DW:sg