



## ELC of Northwest Florida September 2016 Board Meeting Minutes

Date: September 14, 2016

Location: Telephone Call-in Meeting

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 18

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 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 type="checkbox"/> Present via conference call <input checked="" type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs. |
|                   | Phil       | Edwards       | <input type="checkbox"/> Present <input type="checkbox"/> Present via conference call <input type="checkbox"/> Excused Absence <input checked="" 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 checked="" type="checkbox"/> Present via conference call <input type="checkbox"/> Excused Absence <input type="checkbox"/> Non Ex. Abs. |
| <b>non-voting</b> | 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 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 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 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>      |            |               | <b>1 Present 17 Present via conference call 3 Excused Absence 2 Non Ex. Abs.</b>  |

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

Coalition Staff on the Phone: Lynne Eldridge, Suzan Gage, Donna Wood

Visitors Present: None

II. Action Items:

**1. Approval of Agenda**

**Jon McFatter**

**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**

**Mary McKenzie**

1. *Anti-Fraud Plan 2016-2017*

**Explanation:**

The Personnel and Policy Committee did not meet. All items were brought to the full board for information and/or approval.

**Anti-Fraud Plan 2016-2017**

The Anti-Fraud Plan FY 2016-2017 was approved by the Board on June 7, 2016 and submitted to the Office of Early Learning on June 8, 2016. After a review by OEL, the Coalition was requested to make a change to add the following statement:

“Coalition management staff will perform an annual self-assessment of the Coalition’s internal controls, policies and procedures”

This language has been added to the anti-fraud plan under section: Plan’s Procedures for Educating and Training Coalition Personnel on how to Detect and Prevent Fraud, Abuse, and Overpayment on page 2. The revised plan requires the board’s approval and sent to OEL no later than November 1 in accordance with 6M-9.400 (2).

**Motion: To approve the change to add the following statement, as presented**

Motion By: Rita Acoba

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

2. *Leave of Absence*

The Coalition's Leave of Absence Policy (4.11) has been updated to remove the term "Leave Without Pay" as recommended by Landrum Professional Services (Coalition's co-employer). The term and "Leave of Absence" remains.

**Motion: To approve Coalition updates to remove the term "Leave Without Pay" from Leave of Absence Policy 4.11**

Motion By: Darrin Wall

Motion Seconded By: Jackie House

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

3. **FINANCE COMMITTEE**

**Jerry Sowell**

A. *Single Audit*

The A-122 Single Audit fieldwork will begin the week of October 17, 2016. The audit will be completed by Moss, Krusick and Associates. Coalition staff are preparing documents required for the audit.

B. *Coalition Credit Cards*

The Coalition replaced previously issued Credit Cards (2) of staff who are no longer employed with the organization. Two new credit cards were requested with the names of currently employed management staff. Neither the credit limit nor the total number of cards issued to the Coalition has changed.

4. **EDUCATION AND PROGRAM**

**Al McCambry**

The Education Committee did not meet. All items were brought to the full board for information and/or approval.

A. *CONTRACT SLOTS*

The Office of Early Learning (OEL) allocated \$204,752 in "contracted slot" dollars in the Notice of Award (NOA) for 2016-17. OEL provided guidance for the selection of providers able to receive contracted slot dollars. Coalition staff have identified providers will qualify to participate.

B. *Performance Funding Project (PFP)*

The Coalition had thirty-three (33) providers apply. Of those that applied twenty-seven (27) are eligible. Final determinations were made and all twenty-seven were selected. The current breakdown of provider placement is:

Tier 1- six (6) School Readiness providers

Tier 2- seventeen (17) School Readiness providers

Tier 3- four (4) School Readiness providers

Each tier has unique requirements for child care programs and the teachers. Altogether, providers successfully completing PFP this year can earn up to \$705,815!

**5. EXECUTIVE DIRECTOR'S OVERVIEW**

**1. Board Membership**

*A. Board Membership Resignation*

Jeanna Olson-submitted resignation as voting member on behalf of Department of Children and Families. We thank Ms. Olson for her service on the board.

*B. Board Membership-Nomination*

1. Jeanne Martin- is currently the Northwest Region Safety Program Manager, Child Care Regulation with the Department of Children and Families. She has served on our board as a non-voting member. With the resignation of Jeanna Olson, DCF has requested Jeanne become their voting representative on the board. DCF Appointed
  
2. Renae Roundtree- is the director of libraries for Washington County. Renae has a passion for community engagement and sees her involvement in the board as a natural partnership between the two organizations both working to ensure children are ready to learn upon entering kindergarten. Rural County Private Sector

**Motion: To approve Coalition Board Membership Resignation and Board Membership Nominations**

Motion By: Guy Tunnell

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

*C. Slate of Officers*

All current officers of the Board are still eligible to hold office.

| Current Officers |               |
|------------------|---------------|
| Position/County  | Board Member  |
| Chair            | Jon McFatter  |
| Co-Chair         | Mary McKenzie |
| Secretary        | Darrin Wall   |
| Treasurer        | Jerry Sowell  |

**D. Current Committee Membership and Responsibilities**

The Board Chair has requested that committees meet as needed to review relevant information and make recommendations for the full board. Listed below are each committee, the membership and responsibilities of the committee. Any vacancies on a committee are noted.

**1. Executive Committee**

| <b>Executive Committee</b> |                     |
|----------------------------|---------------------|
| <b>Position/County</b>     | <b>Board Member</b> |
| Chair                      | Jon McFatter        |
| Co-Chair                   | Mary McKenzie       |
| Secretary                  | Darrin Wall         |
| Treasurer                  | Jerry Sowell        |
| Member                     | Tony Bennet         |
| Member                     | Rita Acoba          |
| Member                     | Al McCambry         |
| Member                     | Richard Williams    |

*Responsibilities:*

The Board of Directors shall appoint an Executive Committee that shall meet as needed to ensure the completion of Coalition business, deadlines, and related responsibilities as described in Coalition Bylaws.

**2. Finance Committee**

| <b>Finance Committee</b> |  |
|--------------------------|--|
| <b>Position/County</b>   | <b>Board Member</b>                    |
| Chair                    | Jerry Sowell                           |
| Bay County               | Frank Martin                           |
| Calhoun County           | Richard Williams                       |
| Franklin County          | VACANT                                 |
| Gulf County              | Jeanine Martin (replacing Jenna Olson) |
| Holmes County            | Neal Reeves                            |
| Jackson County           | Joe Jernigan                           |
| Washington County        | Kim Gillis                             |
| Ex-Officio               | Jon McFatter                           |

*Responsibilities:*

The Finance Committee shall be comprised of at least one member from each county or members representing multiple counties. The duties of the Finance Committee shall be carried out as described in Coalition Bylaws.

### 3. Personnel and Policy Committee

| <b>Personnel and Policy Committee</b> |                       |
|---------------------------------------|-----------------------|
| <b>Position/County</b>                |                       |
| Bay County                            | Tony Bennet, Co-Chair |
| Calhoun County                        | Mary McKenzie, Chair  |
| Franklin County                       | Al McCambry           |
| Gulf County                           | Al McCambry           |
| Holmes County                         | Neal Reaves           |
| Jackson County                        | Julie Melara          |
| Washington County                     | Darrin Wall           |
| Ex-Officio                            | Jon McFatter          |

*Responsibilities:*

The Personnel and Policy Committee shall be comprised of at least one member from each county or members representing multiple counties. The duties of the Personnel and Policy Review Committee shall be carried out as described in Coalition Bylaws.

### 4. Education and Program Committee

| <b>Education and Program</b> |                      |
|------------------------------|----------------------|
| <b>Position/County</b>       | <b>Board Member</b>  |
| Bay County                   | Linda Hood, Co-Chair |
| Calhoun County               | Jackie House         |
| Franklin County              | Al McCambry, Chair   |
| Gulf County                  | VACANT               |
| Holmes County                | Richard Williams     |
| Jackson County               | Jeanie Martin        |
| Washington County            | Rena Roundtree       |
| Ex-Officio                   | Jon McFatter         |
| Executive Director           | Lynne Eldridge       |

*Responsibilities:*

The Education and Program Committee shall be comprised of at least one member from each county or a member representing multiple counties, and the Executive Director and shall carry out the duties of the committee as described in the Coalition Bylaws.

## 5. Legislative Committee

| Legislative Committee |                       |
|-----------------------|-----------------------|
| Position/County       | Board Member          |
| Bay County            | Guy Tunnell, Co-Chair |
| Calhoun County        | VACANT                |
| Franklin County       | VACANT                |
| Gulf County           | Jeanie Martin         |
| Holmes County         | Julie Melara          |
| Jackson County        | Richard Williams      |
| Washington County     | Linda Hood            |
| Ex-Officio            | Jon McFatter          |
| Executive Director    | Lynne Eldridge        |

### *Responsibilities:*

The Legislative Committee shall be comprised of at least one member from each county, or a member representing multiple counties and the Executive Director and fulfill the duties of the committee as described in the Coalition Bylaws.

### **Motion: To approve Current Committee Membership and Responsibilities**

Motion By: Rita Acoba

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

### **2. Internal Controls**

The Office of Early Learning requires the Coalition to 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.

### **3. Continuity of Operations Plan (COOP) FY 2016-2017**

The Continuity of Operations Plan FY 2016-2017 updated to reflect necessary changes for 2016-2017. The plan was submitted to the Office of Early Learning on August 1, 2016. The report is due to OEL by October 1, 2016.

### **Motion: To approve updates to reflect necessary changes for Continuity of Operations Plan (COOP) 2016-2017**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnel

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

**4. Fraud Update**

The Coalition has been working closely with Financial Crime Investigator Bradley of the Department of Financial Services, Division of Public Assistance Fraud on a case involving a parent in Bay County. The Coalition was notified that the Office of Early Learning received the full restitution payment of **\$11,666.40** in July 2016.

**5. Marianna Office Relocation Update**

The Coalition’s new office location in Marianna was up and functional on July 1, 2016. As a matter of convenience to customers, the office is located in the same complex with Career Source Chipola. However, Coalition offices are now located in a separate suite. The Coalition would like to thank Richard Williams and his staff for the many years of “co-location” that were able to share. His support and leadership helped enable Coalition staff to serve customers effectively and efficiently.

**6. Wait List and Priority Placement**

As of 9/8/16, the Coalition has scheduled appointments for everyone listed on the Wait List or is waiting on information from families to complete required paperwork.

**5. DCF REPORT**

*Jeanne Martin*

- A. Department of Children and Families have met with 600 providers over the region regarding changes that are in place. Working with the providers to better understand how these changes will affect them.
- B. DCF, OEL, and ELC staff met to discuss and work on a plan for monitoring unlicensed providers.

**6. PUBLIC COMMENT**

Tracy Anglin, owner of First Steps Child Development Center and Adventure Club of Bay County thanked the board and Coalition for the opportunity to participate in the Performance Funding Project. Tracy shared how she appreciated the additional training, professional development and funding.

**7. NEXT MEETING**

October 12, 2016

**8. ADJOURNMENT**

This meeting of the Early Learning Coalition of Northwest Florida, Inc. Board of Directors was adjourned at 11:31 am CST.

Submitted by:  
Darrin Wall, Secretary  
DW:sg