



ELC of Northwest Florida September Board Meeting Minutes

Date: September 9, 2015

Location: ELCNWF Regional Office Three, Panama City, FL

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:03 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 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 type="checkbox"/> Excused Absence	<input checked="" 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 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 type="checkbox"/> Present via conference call	<input type="checkbox"/> Excused Absence	<input checked="" 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 checked="" type="checkbox"/> Present	<input 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.
	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.
	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 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 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>			3 Present	13 Present via conf. call	3 Excused Absence	2 Non Ex. Abs.

11 members = simple majority, 6 for Executive Committee

● Denotes Executive Committee Member

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16 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: Mary McKenzie

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

2. Adoption of Consent Agenda

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

Motion By: Doug Kent

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

A. Financial Statements

Please refer to financial statements through June 30, 2015.

B. Credit Card Transaction Report

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

Typically, the Treasurer reviews all credit card transactions, monthly. Al McCambry has reviewed the information for this month.

Fiscal staff reconciles credit card transactions, monthly. No staff responsible for reconciling invoices is authorized to utilize credit cards.

3. COMMITTEE /FULL BOARD REPORTS

A. Membership

1. The Early Learning Coalition of Northwest Florida is currently seeking to fill board positions in the following counties or areas:

Bay County: Private Sector- 4 positions (Optional)

Gulf County: Private Sector- 1 position (Required)

Franklin County: Private Sector- 1 position (Required)

Rural County: Private Sector- 1 position (Required)

Community Agency: 1 position (Required)

In addition, Wendy Fletcher-Altman has submitted a letter of resignation from the board due to her job changing with the Department of Children and Families. We want to thank her for her service and wish her well in her new position.

Motion: To approve board membership for Jenna Olson, DCF Circuit Community Development Administrator.

Motion By: Mary McKenzie

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

2. Current Committee Members

Currently the position of Treasurer is not filled. Responsibilities for this Executive Committee member include:

The Treasurer shall perform the following duties, at a minimum:

- Manage finances of the Corporation in coordination with staff.
- Report regularly to the Board and Executive Committee on the financial status of the Corporation in conjunction with Corporation's Executive Director.
- Complete overview of monthly budget reports in preparation to present to Board.
- Communicate any identified issues or concerns within the financial controls and reporting of the Corporation.
- Meet with auditors and Coalition staff during Entrance/Exit Audit meetings as Board representative
- Complete overview of Corporation Credit Card transactions, as a fiscal check point and report any discrepancies noted to Executive Director and Board Chair.
- Assist in the development of the Corporation's annual budget.
- Act in the role of Liaison between Office of Early Learning and Coalition staff in reference to fiscal issues.
- Provide technical assistance and support to Executive Director and Finance Officer related to fiscal projections and other matters of relevance.
- Participate in random Sampling and monitoring of financial aspects related to budgeting, invoicing, and audit compliance.
- Chair the Finance Committee.
- Recommend Audit firm based on results of a 3-year RFP to full Board for vote.
- Serve in any capacity as designated by the Chair.

Nominations and Vote for the Treasurer position will be completed at a later date, pending new board membership.

3. Current Committee Membership and Responsibilities

The Board Chair has requested that committees begin to meet on a regular basis 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.

Finance Committee

Members:

County:	Chair (Vacant as of August)
Bay County:	Frank Martin-Co-Chair
Calhoun County:	Richard Williams
Franklin County:	VACANT
Gulf County:	Jenna Olson, DCF –replacing Wendy Altman
Holmes County:	Neal Reeves
Jackson:	Richard Williams
Washington:	Richard Williams
Ex Officio:	Jon McFatter

Responsibilities:

The Finance Committee shall adhere to the following, at a minimum:

The composition of the Finance Committee shall be at least one member from each county, or representing multiple counties on the Board.

Each member shall be independent of senior management and operating executives of the Corporation.

- **Review the corporation's financial status and present recommendations to the Board and/or Executive Committee for changes.**
- **Review and recommend annual budget to Board.**
- **Review and ensure the implementation of the corporation's Antifraud plan.**
- **Review and ensure the implementation of the corporation's Match plan.**

Proposed Meeting Schedule- Fourth Tuesday each month (*time TBD*)

Motion: **To approve Finance Committee membership as recommended and presented.**

Motion By: Rita Acoba

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

Personnel and Policy Committee Members:

BAY County: Tony Bennet- Co Chair

CALHOUN County: Mary McKenzie – Chair

FRANKLIN County: Al McCambry

GULF County: Al McCambry

HOLMES County: Neal Reeves

JACKSON County: Juli 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 as follows:

- **Recommend policy to the Board, as it relates to corporate operations.**
- **Review and interpret the Bylaws, as necessary, to ensure they reflect corporate goals and community standards.**
- **Recommend changes, as needed to the Board of Directors.**
- **Review the Corporation's, Employee Code of Conduct and Work Rules, as necessary.**
- **Work with staff to review and update operations manuals, as needed.**
- **Confer with the Executive Director on matters pertaining to Personnel.**
- **Serve as a Review board in personnel and public grievance procedures and present case to Executive Committee for final decision.**
- **Review the Personnel Policy Manual in such matters as vacations, sick leave, insurance, retirement, merit stipends, and other employment conditions and practices and revise as needed-Revisions are subject to approval of the Board.**
- **Provide direction, as needed on matters related to qualifications for positions, job descriptions, salary ranges, and increments.**

- Ensure amendments to By-Laws and Articles of Incorporation are filed with the appropriate governmental authority according to proper procedure.
- Evaluate the performance of the Executive Director, on an annual basis along with the Board Chair.

Proposed Meeting Schedule- Third Tuesday each month (*time TBD*)

Motion: To approve Personnel and Policy Committee membership as recommended and presented.

Motion By: Frank Martin

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

Education and Program Committee Members:

- BAY County: Al McCambry – Chair
- CALHOUN County: Jackie House
- FRANKLIN County: Al McCambry
- GULF County: Brandi McCabe
- HOLMES County: Richard Williams
- JACKSON County: Jenna Olson
- WASHINGTON County: Linda Hood- Co-Chair
- Ex Officio: Jon McFatter

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. This committee shall:

- Review and analyze child and teacher/program outcome data for recommendations of changes to Work Plan and Provider Improvement Plans
- Recommend strategies to enhance positive child outcomes
- Develop and provide input concerning the Coalition's approved Work Plan.
- Represent the corporation in a role of advocacy, technical assistance, and recommendation in communicating the early care and education needs of children and families for successful School Readiness and Voluntary Prekindergarten (VPK) initiatives.
- Review Corrective Actions Plans of contracted Providers who are being considered for termination and who are not meeting the requirements established by the Statewide School Readiness and Voluntary Prekindergarten contract.

Proposed Meeting Schedule- Third Tuesday each month (*time TBD*)

Motion: **To approve Education and Program membership as recommended and presented.**

Motion By: Joe Jernigan

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

Legislative Committee Members:

BAY County:	Guy Tunnell Co-Chair
CALHOUN County:	Johanna Plummer
FRANKLIN County:	VACANT
GULF County:	Brandi McCabe
HOLMES County:	Juli Melara
JACKSON County:	Richard Williams
WASHINGTON County:	Linda Hood
Ex Officio:	Jon McFatter

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.**
- **Review and update the Board on current and/or proposed legislation which directly impacts the Coalition, services and programs, and early learning in general.**

Proposed Meeting Schedule- Quarterly or as needed (*time TBD*)

Motion: **To approve Legislative Committee membership as recommended and presented.**

Motion By: Rita Acoba

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

Yes Votes: 16 No Votes: 0

The motion carried.

NOTE: While the Board has approved Membership and Fund Raising/Match Committees, we are not able to vote on these members until OEL has approved the By-Laws change, which is an in-depth change to the Work Plan which has not been approved, at this time.

4. Executive Director Overview

A. *Internal Controls*

As part of the plan to strengthen Internal Controls related to Internal Monitoring, the Coalition is still in the process of advertising for and hiring two Technical Assistance and Accountability Specialists. One of the Specialists will primarily focus on School Readiness and VPK Provider Payment Validation. The second Specialist will monitor the Coalition’s implementation of policy and protocol. Results of the Accountability reviews will be shared with the Board and the steps being taken to address any occurrences of non-compliance.

Members of different teams will participate in monthly Payment Validation to ensure that Providers are invoicing for services, as required. The Coalition will model Technical Assistance after the Office of Early Learning.

Additionally, the Accountability and Fraud Officer is in process of completing internal monitoring of the Tangible Personal Property or Fixed Asset records and adherence to Coalition policy and protocol related to the maintenance and Coalition assets. The Coalition will address any areas of concern and make changes, as necessary to ensure compliance.

Coalition Management Staff are in process of completing the new Internal Control Questionnaire for Board review and to be submitted to the Office of Early Learning by September 30, 2015.

B. *Wait List and Priority Placement*

The Coalition is consistently placing children from the Wait List. To date families that applied for School readiness services in July have been scheduled for appointments. The table below reflects the waitlist as of September 4, 2015. The Coalition will begin to re-certify some school aged children, however new school aged children will not be taken on at this point. The Coalition continues to work to clear the Wait List and make appointments to serve those off of the Wait List. The Coalition is working to clear the Wait List by September 15, 2015.

	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington
INF	38	7	0	2	2	17	3
TOD	63	2	2	3	2	14	10
2YR	34	2	1	5	4	20	3
PR3	33	2	1	1	4	15	5
PR4	42	0	1	4	5	15	1
PR5	12	0	0	0	0	6	0
SCH	61	1	0	0	4	6	6
Total	283	14	5	15	21	93	28

C. *Fraud Report*

Explanation: There are no changes to report for August. The Coalition continues to pursue and refer suspected fraudulent actions as directed by Office of Early Learning.

D. *Annual Report*

Coalition Management Staff are in process of completing the Annual Report for Board review in October and to be submitted to the Office of Early Learning by October 1, 2015.

E. *Continuity of Operations Plan*

Coalition Management Staff have updated the Continuity of Operations Plan to be submitted to the Office of Early Learning by September 25, 2015.

F. *Board Orientation*

There will be a short orientation for all new board members directly after the board meeting. This is also available as an online presentation.

5. DCF Report
N/A.

6. Public Comment
N/A.

7. Next Meeting
October 14, 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 11:23 a.m. CST.

Submitted by:
Darrin Wall, Secretary
DW:sg