



Early Learning Coalition of Northwest Florida
June 14, 2017 Board Meeting Minutes

Coalition Funding and Service Delivery

The Coalition reimburses contracted small business providers (child care programs) in each of the seven counties served. The dollars listed below reflect Coalition's payment to child care/School Readiness providers for child care fees (direct/slots payments) minus the required parent portion.

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett				X
	Phil	Edwards		X		
	Kim	Gillis		X		
	Linda	Hood		X		
	Jackie	House		X		
	Joe	Jernigan				X
	Doug	Kent				X
	Pamela	Kidwell		X		
	Frank	Martin				X
	Jeannie	Martin		X		
●	Al	McCambry		X		
●	Jon	McFatter (P)	X			
●	Mary	McKenzie (VP)		X		
	Juliana	Melara		X		
	Johanna	Plumber				X
	Neal	Reeves		X		
	Renaë	Roundtree		X		
	Parnell	Smith				X
●	Jerry	Sowell	X			
	Guy	Tunnell				X
●	Darrin	Wall (S)		X		
●	Richard	Williams			X	
Total			2	12	1	7

I. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

The meeting was called to order by Board Vice Chair Mary McKenzie at 11:07 a.m.

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

Motion: **To approve the meeting agenda**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA – *Jon McFatter*

Explanation:

Consent Agenda includes the following information listed under letters A – C. Board members may request that any item in the Consent Agenda be moved under the regular agenda for further discussion prior to vote.

A. Approval of Minutes – *Jon McFatter*

Explanation: Please refer to the Board Meeting Minutes for the May 12, 2017, board meeting.

B. Financial Statements

Explanation: Please refer to Financial Statements through April 2017.

C. Credit Card Transaction Report

Explanation: Please refer to the Credit Card Transaction Report for April 2017.

Motion: **To approve the consent agenda**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

IV. COMMITTEE/FULL BOARD REPORTS – *Jon McFatter*

A. Finance Committee – *Jerry Sowell*

The Finance Committee did not meet.

B. Personnel & Policy Committee

1. Related Party Contracts Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition Governing Board Members, and relatives of either group as s. 112.3143 F.S., defines and submit to Office of Early Learning (OEL) for approval. The Coalition must comply with requirements in state statute and Office of Early Learning instructions (s. 1002.84(20) F.S.) which require the following:

- A valid vote of approval requires two-thirds vote by the governing board.
 - The Coalition will need to provide a detailed breakdown of how each member voted in to ensure that two-thirds of the members voted in favor of the related party contracts.
 - The impacted individual(s) must complete the necessary conflict of interest disclosure forms, and these forms must be available for presentation to the governing board at the time of the board's vote.
 - Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
 - Coalitions are prohibited from entering into contracts in excess of \$25,000 without prior approval from the OEL.
 - Coalitions are allowed to enter into contracts below \$25,000 without prior approval from OEL; however, such contracts are required to be reported to OEL within 30 days after approval by the Coalition governing board is obtained.
- a. Chipola Regional Workforce Development Board, Inc., (CRWDB) (doing business as [d/b/a] CareerSource Chipola) – Office Space Rental – Not To Exceed (NTE) \$15,000

Disclosures

- Richard Williams, CRWDB Executive Director, is also a Coalition Board Member.
- Mary McKenzie, Coalition Board Vice Chair, is also a CRWDB Board Member.
- Darrin Wall, Coalition Board Secretary, is also a CRWDB Board Member.
- By having staff from both organizations sharing office space in one facility in Chipley, the customers of both organizations will be provided access to a wider array of services housed in one facility.

A vote was needed, but there were not enough eligible board members available to vote. A special meeting will be planned for Monday, June 19, at 11:00 a.m. to vote on this item.

b. Board Strategic Planning Sessions – Consultant Service - NTE \$4,000

As the organization prepares to move into the 2017/2018 program year, it is necessary to hold a strategic planning meeting with board members and management staff. In this meeting, we will:

- Ensure alignment of purpose, vision, and mission.
- Identify current strengths, weaknesses, opportunities, and threats/challenges.
- Develop clear objectives and goals for the next 1-3 years.
- Establish agreement around intended outcomes/results and assess and adjust the organization's direction in response to a changing environment.

The staff recommendation is to utilize Gulf Coast State College's Corporate College for the board strategic planning sessions.

Disclosures

- Al McCambry (Dean, Workforce Development at Gulf Coast State College) is also a Coalition Board Member.
- Pamela Kidwell (Director, Business Innovation Center at Gulf Coast State College) is also a Coalition Board Member.

A vote was needed, but there were not enough eligible board members available to vote. A special meeting will be planned for Monday, June 19, to vote on this item.

C. Education & Program Committee – Al McCambry

No new business.

D. Legislative Committee – Jon McFatter

No new business.

E. Executive Director Overview – Lynne Eldridge

1. The following numbers reflect the current situation with income eligible children on the Coalition's Waitlist as of June 1, 2017.

Waitlist Children	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
INF	42	1	2	-	-	11	4	60
TOD	41	3	-	1	3	10	2	60
2YR	44	1	2	1	1	11	6	66
PR3	28	3	3	4	1	9	1	49
PR4	29	1	1	6	1	10	3	51
PR5	20	1	-	-	-	5	2	28
SCH	125	5	-	2	5	29	10	176
	329	15	8	14	11	85	28	490

2. Internal Controls

The OEL developed the Internal Control Questionnaire (ICQ) as a self-assessment tool for Coalitions to evaluate whether a system of sound internal control exists within their organizations. Management staff continue the process of fine-tuning and creating written protocols to mitigate those areas of possible risk that were identified by the completion of the ICQ. At this time, the Coalition does not anticipate any risks.

3. Fraud

The Coalition continues to work closely with Investigator Bradley (Department of Financial Services, Division of Public Assistance Fraud) on suspected cases of fraud, as warranted.

4. Placement Event on June 2, 2017

Coalition staff completed an "Under the Sea Adventure" child placement event resulting in 20 children being placed in services. Placement events allow staff to complete the eligibility and intake process on many families at one time and provide an ideal environment for family engagement activities. Additional families met with staff during the placement event, and after appropriate documentation is submitted to the Coalition, those families will receive services.

5. Visit from OEL Executive Director Rodney MacKinnon

On Tuesday, June 6, OEL Executive Director Rodney MacKinnon joined Coalition providers and staff for the June Coalition Connection Face-to-Face Meeting held at the Coalition office in Panama City. Director MacKinnon fielded questions from provider and staff regarding pending legislation, Federal Child Care Development Fund regulations impacting School Readiness providers, and the new Florida Kindergarten Readiness Screener (FLKRS) for Fall 2017 using STAR Early Literacy. The meeting was well attended and included media coverage from WMBB, News Channel 13. To view the story, please click [here](#).

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – *Jeanne Martin*

Department of Children and Families Jeanne Martin said she had no critical information to report. Her office is still attempting to complete School Readiness inspections for all non-licensed providers. Completed inspections are required by June 30 for providers to be eligible for contracting in the Fiscal Year 2017/2018. She said it has been difficult to complete all additional inspections within the proposed timeline.

VI. PUBLIC COMMENT

There was no public comment.

VII. NEXT MEETING

The next meeting is tentatively scheduled for July 12, 2017, at 11:00 a.m.

VIII. ADJOURNMENT

The meeting was adjourned at 11:19 a.m.