



**Early Learning Coalition of Northwest Florida
September 20, 2017 Executive Committee Overview**

Date: September 20, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Sallie Brosnan

Time: Meeting called to order at 11:02 a.m. by Jon McFatter

Full Board: Yes No

Executive Comm. Yes No Quorum: YES In attendance: 5/7 board members

Roll Call to Include Board Members on Telephone: Yes

Roll-Call Attendance (Taken by Suzan Gage)

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett		X		
●	Al	McCambry				X
●	Jon	McFatter (P)		X		
●	Mary	McKenzie (VP)			X	
●	Jerry	Sowell		X		
●	Darrin	Wall (S)		X		
●	Richard	Williams		X		
Total			0	5	1	1

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

Meeting was called to order at 11:02 a.m. Assistant Director (AD) Suzan Gage called roll and included all those joining by phone. Quorum was met.

Staff members in attendance: Outreach, Awareness, and Communications Coordinator (OACC) Sallie Brosnan, AD Gage, Accountability Officer/Emergency Coordinator Officer (AO/ECO) Ken Whittaker

Guests: Provider Stacey Smith, Provider Linsey Smith, and Provider Tracy Anglin

II. APPROVAL OF MEETING AGENDA – Jon McFatter

Motion: To approve the meeting agenda as presented

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: YES NO

The motion carried.

III. APPROVAL OF INFORMATION TECHNOLOGY SUPPORT SERVICES PROVIDER #FY18-RFP-001

Two proposals were received in response to the Request for Proposals (RFPs) for information technology support services #FY18-RFP-001:

1. Inspired Technologies of North Florida, Inc.
2. Tovarío Solutions, LLC

Both proposals met the fatal criteria. Currently, the Coalition pays \$7,375.00 monthly (\$88,500.00 annually) for information technology support services.

Scoring Summary	<u>Inspired Technologies</u>	<u>Tovarío Solutions</u>
Scorer #1	2,840	2,457
Scorer #2	3,000	2,600
Scorer #3	3,000	2,800

The evaluation committee unanimously scored in favor of Inspired Technologies of North Florida, Inc. Their price is \$7,000.00 monthly (\$84,000.00 annually) and will maintain the monthly amount for the second and third years, respectively.

Motion: To approve the recommendation of the RFP evaluation committee to award the contract for information technology support services to Inspired Technologies of North Florida, Inc.

Motion By: Jerry Sowell

Motion Seconded By: Darrin Wall

Member/s Recusing from Vote: YES NO

The motion carried.

IV. APPROVAL OF DISPOSITION OF EQUIPMENT

The Early Learning Coalition of Northwest Florida completes over 3,000 hearing and vision screenings each year on children enrolled in the School Readiness program. Doing so helps provide early detection for the children's families of any possible hearing and/or vision difficulties that, if untreated, have the potential to negatively affect the child's learning and development. For this reason, it is critical to maintain the most updated equipment.

Most of the current hearing and vision screening devices owned and used by the Coalition were purchased in 2006. End of production for these machines was January 1, 2016. The manufacturers have informed owners that (a) equipment servicing is only possible if parts are available, and (b) it is becoming increasingly difficult to obtain replacement parts at all.

The Coalition is in the process of purchasing additional vision screening devices, and the Coalition has an opportunity to take advantage of the trade-in offer of a maximum of \$1,000 from the sale price of each new Welch Allyn Spot Vision Screener.

Proposed Date of Disposition: September 22, 2017

Authority for Disposition:	Resolution of governing board/executive committee
Manner of Disposition:	Traded
Trade-in:	Customer must purchase Welch Allyn Spot Vision Screener from School Health Customer, and must trade in their existing vision screener: Welch Allyn Suresight Vision Screener, PlusOptix, MTI and/or iScreen brands. Offer valid February 1, 2017, through September 30, 2017, to School Health customers only. Discount cannot exceed \$1,000. Offer applies to manufacturer MSRP of \$7,495. There is no limit on the number of devices that can be traded in. For each device traded in, a maximum of \$1,000 will be discounted from the sale price of the Welch Allyn Spot Vision Screener. Offer valid in USA only.

List of Equipment

Description:	Four Vision Screeners - Welch Allyn-REF 14001
ID Tag#:	FA-00020, FA-00023, FA-00027, CI-00045
Physical Location:	Coalition Panama City Office
Condition:	Poor
Comments:	Nonfunctional

Motion: To approve the disposition of equipment as described by staff

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

V. Approval for SR/VPK payments

School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) providers are required to submit their attendance documentation, which when signed, serves as invoice for services provided (child care slots), according to the terms of their Office of Early Learning (OEL) statewide SR and VPK contracts. The terms state:

School Readiness-

48. Attendance Documentation. PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

Voluntary Pre-Kindergarten-

43. Attendance Documentation Submission. PROVIDER agrees to submit monthly attendance certification in accordance with Rule 6M-8.305, F.A.C., for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the 3rd business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next payment cycle.

For August processing (paid in September), the Coalition had a larger than usual number of providers who submitted their attendance after the designated timeframe. Given the extraordinary circumstances surrounding Hurricane Irma, Coalition staff are requesting a one-time waiver to allow providers to be paid in the current billing cycle. This is contingent upon attendance documentation being submitted prior to the close of the reimbursement processing period.

Motion: To approve providers being paid in the current billing cycle rather than waiting until the next billing cycle because of the extraordinary circumstances surrounding Hurricane Irma, with submissions of SR and VPK attendance provided after the established deadline, but prior to the close of reimbursement

Motion By: Jerry Sowell

Motion Seconded By: Darrin Wall

Member/s Recusing from Vote: YES NO

The motion carried.

VI. NEXT MEETING

The next full board meeting is scheduled for October 11, 2017, at 11:00 a.m.

VII. ADJOURNMENT

The meeting was adjourned at 11:09 a.m.