



Early Learning Coalition of Northwest Florida
October 11, 2017 Board Meeting Minutes

Date: October 11, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Sallie Brosnan

Time: Meeting called to order at 11:02 a.m. by Mary McKenzie

Full Board: Yes No Quorum: YES In attendance: 14/22 board members

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

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		
	Renae	Roundtree		X		
	Parnell	Smith			X	
●	Jerry	Sowell	X			
	Guy	Tunnell		X		
●	Darrin	Wall (S)		X		
●	Richard	Williams		X		
Total			3	11	8	0

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

II. APPROVAL OF MEETING AGENDA – *Mary McKenzie*

Motion: **To approve the meeting agenda as presented**

Motion By: Jerry Sowell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA – *Mary McKenzie*

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 – *Mary McKenzie*

Explanation:

Please refer to the Board Meeting Minutes for the August 9, 2017 Board Meeting and September 20, 2017 Executive Committee minutes.

B. Financial Statements

Explanation:

Please refer to Financial Statements through August 2017.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for August-September 2017.

Motion: **To approve the consent agenda as presented**

Motion By: Jerry Sowell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

IV. COMMITTEE/FULL BOARD REPORTS – Mary McKenzie

A. Finance Committee – Jerry Sowell

In lieu of the committee members’ meeting, all items that would be brought to the committee have been presented to the full board for information and/or vote, as needed.

1. Audits

a. A-122 Single Audit

The Office of Early Learning (OEL) requires the Coalition to schedule an A-122 Single Audit annually as a condition of the School Readiness and Voluntary Pre-Kindergarten (VPK) grant. Auditors from Moss, Krusick, and Associates, LLC, are scheduled to be on site October 30 - November 3, 2017, to complete fieldwork. Coalition staff have been providing information and documentation as requested in preparation for the audit.

b. OEL On-site Fiscal Monitoring

Each year, OEL completes an on-site fiscal monitoring. The original date was scheduled for October 2017. However, the Coalition requested another date be assigned, if possible, due to the scheduled Single Audit in the same month. OEL adjusted the date for our on-site monitoring. The new start date for the on-site monitoring is January 16, 2018.

2. Coalition Bank Account Authorized Signers

Annually, or as needed, a review of authorized signers for Coalition bank accounts is completed. After the review in September, it was determined that one additional authorized signer, from a county other than Bay, would better ensure that signers from multiple locations across the Coalition service area are available. Staff are requesting that Renae Roundtree (Washington County) be added to the authorized signature list for all Coalition bank accounts.

Motion: To approve Renae Rountree to be added to the authorized signature list for Coalition bank accounts

Motion By: Joe Jernigan

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

3. Items for Disposition

The Coalition requires a resolution of the governing board to approve the disposition of equipment as described in the “Items for Disposition” attachment. The 17 items on the list were purchased between 2007-2013, and they are in poor condition; they are being recommended for sale and/or scrap. *See “Items for Disposition.”*

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

Motion By: Joe Jernigan

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

4. Prior Year Expenditures and Revenue Report 2016-2017

Each year OEL requires the Coalition to submit a Prior Year Expenditures and Revenue Report. The report captures total year expenditures for each grant awarded by OEL. Prior year expenditures are used in helping prepare the budget for the following year budget, as was the case for the 2017-2018 Budget.

B. Personnel & Policy Committee

In lieu of the committee members’ meeting, all items that would be brought to the committee have been presented to the full board for information and/or vote, as needed.

1. Policy Updates

The Coalition worked with OEL to develop policies and protocols that align with the increased requirements of the Office of Management and Budget and the updated Child Care Development Block Grant. These federal changes directly impact the policy and protocols of local organizations. As we implement the policies and protocols and transition to an electronic requisition and purchase order system, we are ensuring that all policies and protocols are updated to reflect the current organizational and operational structure and systems. Currently, two policies – Procurement and Disbursement – have been updated and need board approval to send to OEL.

Motion: **To approve the Procurement Policy and Disbursement Policy as presented**

Motion By: Joe Jernigan

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

2. Annual Updates

OEL requires Coalitions to update specific documents that detail elements of the Coalition operation on an annual and/or on-going basis. Current documents are ready for approval. In order to meet established OEL deadlines, the Coalition submitted these documents to OEL, but prior to the October board meeting.

a. Organization Chart

The Organizational Chart for 2017-2018 shows the functional units and leads within the Coalition. **See ELCNWF Organization Chart 2017-2018.**

Continuity of Operations Plan (COOP)

The Coalition has updated its COOP for 2017-2018 identifying how the Coalition would function during an emergency or if operations needed to be moved because of an emergency or disaster situation. Updated elements include alternative work locations, Information Technology (IT) support, staff listings, executive and relocation team listings. **See ELCNWF COOP 2017-2018.**

b. Annual Report

This report demonstrates the Coalition's expenditures in School Readiness and VPK services, direct enhancement services, and a summary of required program and fiscal data for Fiscal Year 2016-17. **See ELCNWF Annual Report 2016-2017.**

Motion: **To approve the ELCNWF Organization Chart 2017-2018, ELCNWF COOP 2017-2018, 2016-2017 Annual Report as presented**

Motion By: Joe Jernigan

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

C. Education & Program Committee

1. Performance Funding Project

Bonus Checks for 2016-17 Participants

Twenty-one participants have earned over \$204,000 that will be distributed in October. We are asking for board members to help us present providers with their bonus checks during October. If you would like to assist in the presentations to providers in your county, please let Gage know.

Of the 27 programs who started with the Performance Funding Project in 2016/2017, 21 will be receiving end-of-year bonuses for meeting benchmarks in specific growth areas. Bonus amounts are determined by the State of Florida. Coalition Board Vice President Mary McKenzie asked for Gage to provide the board with the names of the 21 programs receiving bonuses. Gage said that check presentations would begin within the next week. Coalition Board Member Joe Jernigan asked what happened with the six programs who were not receiving bonus checks. Gage said that some voluntarily removed themselves from the programs; others did not meet the requirements for bonus checks. Jernigan asked the average amount of bonus per program, and Gage said that \$3,900 was the approximate amount earned per classroom. Some programs received more in their bonus due to more program classrooms participating and achieving benchmarks. Gage clarified that all programs (27) received quarterly bonus payments, so even though they did not receive this final payment, bonus checks were available along the way. The bonus checks being received now are in addition to the quarterly payments made to programs throughout the 2016/2017 program year. Gage said that programs could have individual classrooms withdraw from the program and still participate (with other program classrooms). Some programs had difficulty keeping one teacher in the classroom throughout the entire program year, and that impacts their composite score. Gage said that continuity of care and teachers meeting their individual classroom goals was the goal of the Performance Funding Project.

Gage said that 31 programs applied for the 2017/2018 school year. At the next board meeting, Gage will be able to release the names of the programs participating as well as the assigned tier for each program. This fiscal year, bonus dollars will not be available for each tier. As Florida fleshes out their quality system, this is the initial step in the direction of tiered payments for programs. Jernigan asked how Performance Funding Project funds were used by centers. Gage said that programs were not restricted in their use of funds, but most made infrastructure updates, gave teachers bonuses, reinvested in curriculum, and one center added a breastfeeding room. Gage said that the Coalition encourages programs to invest in their teachers.

D. Executive Director Overview – Lynne Eldridge

1. Wait List and Priority Placement

As of 10/5/17, the following numbers reflect the current situation with income eligible children on the Coalition’s waitlist:

Waitlist Children	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
INF	44	4	-	3	5	19	6	81
TOD	54	4	2	2	4	20	6	92
2YR	65	3	-	4	4	17	7	100
PR3	51	3	2	7	5	14	6	88
PR4	42	1	1	3	4	8	6	65
PR5	27	2	-	1	1	6	5	42
SCH	143	3	1	1	3	32	14	197
	426	20	6	21	26	116	50	665

Operations and Outcomes Director Joe Seabrook shared with the board members that the Coalition hosted two placement events; one event took place in Marianna and the other was in Panama City. Approximately 48 children were placed during those events.

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. An effective system of internal control provides reasonable assurance an organization is properly pursuing management goals with operating activities that use grant funds for intended program beneficiaries while staying in compliance with federal and state laws, rules, regulations and grant program requirements. The 2017-18 ICQ was completed by staff and submitted to OEL on 8/30/2017. Based on the results of our ICQ, Coalition Management staff are in 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.

3. Fraud

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

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

Coalition Board Member Jeanne Martin was not in attendance today, so the Department of Children and Families report was not given.

VI. PUBLIC COMMENT

None.

VII. NEXT MEETING

The next meeting is scheduled for November 8, 2017, at 11:00 a.m.

VIII. ADJOURNMENT

The meeting was adjourned at 11:22 a.m.