



Early Learning Coalition of Northwest Florida  
November 8, 2017 Board Meeting Minutes

**Date:** November 8, 2017

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Patricia Roundtree

**Time:** Meeting called to order at 11:00 a.m. by Jon McFatter

**Full Board:** Yes  No Quorum: YES In attendance: 16/22 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		
	Miatta	Jalaber	X			
	Joe	Jernigan			X	
	Doug	Kent			X	
	Pamela	Kidwell		X		
	Frank	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		
<b>Total</b>			<b>3</b>	<b>13</b>	<b>6</b>	<b>0</b>

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

**II. APPROVAL OF MEETING AGENDA – *Jon McFatter***

Motion: **To approve the meeting agenda with the change of approving the DCF representative, Miatta Jalaber, so that she can vote in today’s meeting**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

**III. APPROVAL OF NEW BOARD MEMBER**

Board Chairman Jon McFatter introduced new Board Member Miatta Jalaber, Department of Children and Families (DCF) representative. Jalaber will replace Board Member Jeanne Martin who is retiring from DCF. Jalaber introduced herself, and McFatter asked for a motion to approve Jalaber as a member of the board.

**IV. 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 October 11, 2017 board meeting.

B. Financial Statements

**Explanation:**

Please refer to Financial Statements through September 2017.

C. Credit Card Transaction Report

**Explanation:**

Please refer to the Credit Card Transaction Report for October 2017.

Motion: **To approve the consent agenda items with changes as requested**

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

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

**A. Finance Committee – Jerry Sowell**

In lieu of a Finance Committee meeting, all items that would be brought to the committee are presented to the full board for information and/or vote, as needed.

**1. Performance Stipends**

Coalition supervisors are currently in the process of completing annual performance reviews on staff. In prior years, if funding is available in the budget, the board has given the Executive Director permission to award performance stipends to staff who meet goals, benchmarks, targets or performance outcomes. The Executive Director is requesting permission to award performance stipends, if funding is available.

Motion: **To allow the Executive Director to award performance stipends if funding is available**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

**2. Audit Update**

The Coalition is in the process of completing on-site visit for the Single Audit with representatives from Moss, Krusick, and Associates (October 30-November 3). Any updates or additional information will be presented at the meeting.

**B. Personnel & Policy Committee- Mary McKenzie**

In lieu of a Personnel & Policy Committee meeting, all items that would be brought to the committee are presented to the full board for information and/or vote, as needed.

**1. Coalition Program Plan for 2017-2019**

The Office of Early Learning (OEL) requires all early learning coalitions to biennially submit a School Readiness (SR) Program Plan to OEL before spending funds (s.1002.85(2), F.S.). The Coalition updated its approved 2015-2017 SR Program Plan, as required, to reflect changes in federal and state requirements and incorporate Coalition programmatic initiatives. In some cases, the changes are reflected in updated policies and procedures that were incorporated into the

SR Program Plan as an attachment, or changes were made directly in SR Program Plan document. OEL required the updated plan and all related documents be submitted by October 30, 2017. Coalition staff submitted required documents on October 27, 2017.

The following list identifies the individual elements of the SR Program Plan that were updated:

- I.A - Coalition Membership Form
- I.F - Procurement Policy
- I.J - Disbursement Policy
- II.A - Minimum Children to be Served by Care Level
- II.B - School Readiness Application and Waiting List Policy
- II.C - Eligibility and Enrolment Policy
- II.D - Parent Access and Choice Policy
- II.F - Use of Pre- and Post-Assessments
- III.A - Child Care Resource and Referral and School-Aged Care
- III.B - Infant and Toddler Early Learning Programs
- III.C - Inclusive Early Learning Programs
- III.D - Quality Performance Report
- V.A - Monitoring Plan and Procedures
- V.B - Grievance Policies and Procedures

We anticipate receiving feedback from OEL with any additional changes that may be necessary. As changes are requested and required, we will bring them before the board. Coalition staff are requesting the board approve the 2017-2019 SR Program Plan as presented.

<b>Motion: To approve the 2017-2019 SR Program Plan as presented</b>	
Motion By: Guy Tunnell	Motion Seconded By: Jerry Sowell
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>The motion carried.</b>	

2. As part of update to the 2017-2019 SR Program Plan, it was necessary to update specific Coalition policies. The following list identifies policies that were changed and provides a reason for the changes. A copy of each policy is included in the board packet.
- a. **Procurement Policy** – Coalition staff positions were added as well as formatting edits.
  - b. **School Readiness Application and Waiting List Policy** – Changes were made to align Coalition policies with requirements found in Florida Statute and Florida Rule.
  - c. **Eligibility and Enrollment Policy** – Changes were made to align Coalition policies with requirements found in Florida Statute, Florida Rule, and the OEL Grant Agreement.
  - d. **Parent Access and Choice Policy** – Changes were made to align Coalition policies with requirements found in the Code of Federal Regulations, Florida Statute, and Florida Rule.
  - e. **Monitoring Plan and Procedures** – Changes were made to align Coalition policies with requirements found in Florida Statute.
  - f. **Grievance Policies and Procedures** – Changes were made to align Coalition policies with requirements found in the Code of Federal Regulations and Florida Statute.
  - g. **Pre-Post Child Assessment Policy** – Changes were made to the Other Cost Accumulator (OCA) codes used in charging expenses related to child assessment.

We anticipate receiving feedback from OEL with any additional changes that may be necessary. As changes are requested and required, we will bring them before the board. Coalition staff are requesting that all policies presented for changes be approved.

**Motion: To approve the following policies: Procurement, School Readiness Application and Waitlist Policy, Eligibility and Enrollment Policy, Parent Access and Choice Policy, Monitoring Plan and Grievance Policy as presented**

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

C. Education & Program Committee- Al McCambry

In lieu of an Education and Program Committee meeting, all items that would be brought to the committee are presented to the full board for information and/or vote, as needed.

1. 2016-2017 Performance Funding Project

At the October Board meeting, members requested a list of providers participating in and receiving a bonus stipend for the 2016-17 Performance Funding Project (PFP). The following table lists the providers:

**Table 1. 2016-17 Providers Participating in PFP and Receiving Bonuses**

<b>Provider</b>	<b>County</b>
Childcare Network, Inc. #115	Bay
Exceed Learning Childcare Center	Bay
First Step Child Development Center	Bay
Kid's World of Panama City	Bay
Miracle Christian Learning Academy, Inc.	Bay
Quality Learning Child Care Center 1	Bay
Shari's Kiddie Academy	Bay
Altha Church of God	Calhoun
Kids Kingdom Christian Preschool	Calhoun
Davis Day Care Center, Inc.	Franklin
Education Station Learning Center, LLC	Holmes
Kidzville, Inc.	Holmes
Along the Way	Jackson
Along the Way Learning Center	Jackson
Caverns Learning Center	Jackson
Kiddie Campus Commercial Park	Jackson
Kiddie Campus Sneads	Jackson
The Learning Tree Early Education Center	Jackson
The Learning Tree EEC Marianna	Jackson
Imagination Station Child Development Center	Washington
Kid's World of Chipley, Inc.	Washington

2. 2017-2018 Performance Funding Project

Currently there are 34 providers that were selected to participate in the 2017-18 PFP. Of the 34, 27 have accepted and entered into contract to participate. The following table lists the providers:

**Table 2. 2017-18 Providers Participating in PFP**

<b>Provider</b>	<b>County</b>
ADVENTURE CLUB LEARNING CENTER INC	Bay
EXCEED LEARNING CENTER	Bay
FIRST BAPTIST BAYOU GEORGE	Bay
FIRST STEP CHILD DEVELOPMENT CENTER	Bay
JOYCE'S 24 HR LEARNING CENTER	Bay
KIDLOGIC EARLY LEARNING CENTER INC	Bay
KIDS WORLD OF PANAMA CITY	Bay
PALO ALTO CHRISTIAN LEARNING CENTER	Bay
QUALITY LEARNING CHILD CARE CNTR I	Bay
SHARI'S KIDDIE ACADEMY	Bay
ST. ANDREWS ACADEMY OF EARLY LEARNING	Bay
ALTHA CHURCH OF GOD	Calhoun
KIDS KINGDOM CHRISTIAN PRESCHOOL	Calhoun
DAVIS DAY CARE CENTER, INC	Franklin
EDUCATION STATION LEARNING CENTER, LLC	Holmes
KIDZVILLE INC	Holmes
ALONG THE WAY	Jackson
ALONG THE WAY LEARNING CENTER	Jackson
BAKER'S CHILDREN DEVELOPMENT CENTER	Jackson
CAVERNS LEARNING CENTER	Jackson
FIRST STEPS CHILDCARE AND LEARNING CNTR	Jackson
KIDDIE CAMPUS COMMERCIAL PARK	Jackson
KIDDIE CAMPUS SNEADS	Jackson
LEARNING TREE EARLY EDUCATION CENTER, TH	Jackson
THE LEARNING TREE EEC MARIANNA	Jackson
IMAGINATION STATION CHILD DEV. CENTER	Washington
KID'S WORLD OF CHIPLEY, INC.	Washington

3. Quality Initiative: Career Pathway – A Step in the Right Direction

A recent study titled *Teaching the Teachers of Our Youngest Children: On the State of Early Childhood Education in Florida* completed by the Center for the Study of Child Care Employment, highlighted that formal Early Childhood Education programs for teachers exist in only two of the seven counties that are served by the Coalition. Because of this shortage, the Coalition is working to ensure child care teachers who want to complete their Florida Child Care Professional Credential (FCCPC), thereby starting their college coursework, but have experienced barriers (typically location, scheduling, and funding) are able to do so by participating in a Quality Initiative: Career Pathway – A Step in the Right Direction.

The initiative takes a twofold approach. First, by utilizing the Coalition’s *Professional Paths Needs Assessment* (which asks practitioners [teachers] to complete an in-depth needs assessment survey), Coalition staff and local community partners can determine what needs exist throughout the service area. Second, the community partners are then able to help meet those needs through innovative strategies and programs such as remote course delivery and personalized career pathway counseling.

Coalition staff are requesting board approval for the Career Pathway – A Step in the Right Direction quality initiative.

**Motion: To approve the Coalition quality initiative: Career Pathway – A Step in the Right Direction**

Motion By: Guy Tunnell

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

D. Executive Director Overview – Lynne Eldridge

1. Waitlist and Priority Placement

As of October 31, 2017, the following numbers reflect the current situation with income eligible children on the Coalition’s waitlist:



	<u>Bay</u>	<u>Calhoun</u>	<u>Franklin</u>	<u>Gulf</u>	<u>Holmes</u>	<u>Jackson</u>	<u>Washington</u>	<u>TOTAL</u>
INF	28	-	-	3	-	10	5	46
TOD	33	4	1	1	-	3	2	44
2YR	36	3	-	4	1	6	3	53
PR3	31	3	-	2	5	5	5	51
PR4	17	1	-	2	1	4	5	30
PR5	29	2	-	-	2	5	3	41
SCH	147	1	1	1	3	16	11	180
Total	321	14	2	13	12	49	34	445

The total number of children on the waitlist is a decrease of 220 from October 5, 2017. Family Support staff have been vigorously contracting families currently on the waitlist to schedule appointments. The Coalition will be opening the office for extended hours on a variety of days during November and December to serve more customers. In addition, Coalition offices have more than doubled the number of daily scheduled appointments for customers. We anticipate these strategies will expedite families (currently on the waitlist) being seen; this should result in placement of eligible children in care.

## 2. 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. Currently there is one case that is being investigated. As details become available, they will be shared.

## 3. 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.

Most recently, the Coalition completed an anonymous employee engagement survey. Results from the survey will be shared with management staff to determine which areas, based on employee response, can be targeted for improvement.

## 4. Board Membership

We received notification that effective October 31, 2017, Jeanne Martin with DCF resigned from our board due to her retirement from DCF. Jeanne Martin has served on our board for many years and has always been as strong advocate for child care providers and children. While we wish her the best of luck in all

her future retirement endeavors. She will be deeply missed. We anticipate that DCF will name a replacement for Jeanne in the next two months.

Two vacancies for board positions from Franklin and Gulf Counties still exist. Assistant Director Suzan Gage asked board members to let her know if they had any recommendations for potential members in either county. Also, the board has one vacancy for a Governor Appointment. Anyone interested in presenting an application to the governor for this position should notify Gage.

**VI. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

Jalaber said that on October 25, 2017, DCF received a new handbook. DCF will have a training later this month. Jalaber said that DCF is currently a work in progress.

**VII. PUBLIC COMMENT**

Board Member Guy Tunnell asked to pass along thoughts and prayers to Executive Director Lynne Eldridge.

**VIII. NEXT MEETING**

The next board meeting will be on either December 13, 2017, or January 10, 2018.

**IX. ADJOURNMENT**

The meeting was adjourned at 11:27 a.m.