



Early Learning Coalition of Northwest Florida
January 10, 2018 Board Meeting Minutes

Date: January 10, 2018

Location: Telephone Call-in Meeting

Minutes Taken By: Patricia Roundtree

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

ELCNWF Staff members present: Lynne Eldridge, Executive Director, Suzan Gage, Assistant Director, Vanessa Hadley, Finance Officer, Patricia Roundtree, Impact Specialist

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		
Total			4	12	6	

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

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

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

Motion By: Jerry Sowell

Motion Seconded By: Miata Jalaber

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 November 8, 2017 board meeting.

Changes to October 2016 minutes roll call tracker to reflect number in attendance to read 3 present, 9 on phone, 11 excused absence.

Changes to November 2016 minutes roll call tracker to show Neal Reeves present, Rita Acoba, Phil Edward, Frank Martin and Parnell Smith absent to reflect 1 present, 18 on phone, 4 excused absence.

Changes to August 2017 minutes roll call tracker to show Phil Edwards, Doug Kent, Frank Martin, Al McCambry, Joanna Plumber, Parnell Smith and Darrin Wall absent to reflect 4 in attendance, 8 on phone, 10 excused absence.

B. Financial Statements

Explanation:

Please refer to Financial Statements through November 2017.

C. Credit Card Transaction Report

Explanation:

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

Motion: **To approve the Consent Agenda as presented**

Motion By: Jerry Sowell

Motion Seconded By: Miata Jalaber

Member/s Recusing from Vote: YES NO

The motion carried.

IV. 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. Audit Report

The Coalition's Financial Audit has been completed. Auditors from Moss, Krusick & Associates, LLC. will present the audit.

Richard Cassidy, Moss, Krusick & Associates, LLC. remarked this is a pretty standard audit. It shows vast coalition expenses are going to coalition programs. After FY 2018 there will be a change in the way coalitions present/report their expenditures.

Motion: **To approve the Coalition Audit as presented**

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: YES NO

The motion carried.

1. Budget Realignment

Each month Coalition staff meet regularly to review and plan for expenses for the organization. Based on plans and upcoming projects (provider training, staff mileage and travel to complete the Performance Funding Project, replacing and hiring staff, Chipley office move) it is necessary to realign budget line items to better represent the projected spending. The following are the requested realignments totaling \$168,000:

Line Item	Increase Requested	New Amount
Wages Expense	\$100,000.00	\$1,564,520.00
Fringe Benefits	\$40,000.00	\$402,055.00
Consultants/Contractual	\$10,000.00	\$130,000.00
Office Supplies	\$13,000.00	\$23,000.00
Travel: Car Rental/Fuel	\$2,000.00	\$5,000.00
Travel: Lodging	\$3,000.00	\$8,000.00

Funding is being shifted from the overall Quality Expenditure line item which changes it from \$373,993.00 to \$205,993.00.

Motion: **To approve the budget realignment, as presented.**

Motion By: Jerry Sowell

Motion Seconded By: Miata Jalaber

Member/s Recusing from Vote: YES NO

The motion carried.

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. Complaint and/or Grievance Policy Revision

The Coalition was contacted on 1/3/2018 by the Office of Early Learning (OEL) and was asked to ensure that both the Complaint and/or Grievance Policy and Parent Terms and Conditions form contain the same time frames for filing a grievance. After review of the documents it was determined that changes to the Complaint and/or Grievance Policy need to be made. Staff are requesting that the policy be approved as presented. **See Complaint and/or Grievance Policy**

Motion: **To approve the Complaint and/or Grievance Policy, as presented.**

Motion By: Miata Jalaber

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.

2. Career Pathway- A Step in the Right Direction

The Coalition released the *Professional Paths Needs Assessment* in late November. Based on 374 responses, Coalition staff and local community partners can begin to determine the current state of early childhood education workforce, as reported, and what needs exist throughout the service area. In addition, \$13,500 dollars were paid to 65 providers to stipend their staff who completed the survey.

In November, Coalition staff and selected School Readiness program directors were asked to participate on the Gulf Coast State College advisory committee for Early Childhood Education. The purpose of this committee is to assist the college in developing, reviewing and strengthening career-oriented academic programs. Currently, GCSC's Early Childhood A.S. degree is under institutional review (every five years). Information gathered from enrollment and student completion data, information provided from the *Professional Paths Needs Assessment* and other sources are being used to help determine if the Early Childhood Education A.S. degree currently meets the needs of the community and if it will continue to be offered at GCSC.

CBM Darrin Wall asked what is required for the classroom certification? DCF/CBM Miatta Jalaber said the AS degree will be required at some point.

Motion: To send a letter to Gulf Coast State College in support of the AS degree program in Early Childhood Services and that the college should continue to offer the degree.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

3. Disclosure notice for Gulf Coast State College Courses

The Coalition is pleased that Gulf Coast State College is one of our partners with the *Career Pathway- A Step in the Right Direction* initiative. As a partner, the college provides coursework that the participants can take (and the Coalition pay

for) while involved in the initiative. As a point of disclosure, Lynne Eldridge, Executive Director, is also one of the adjunct instructors at GCSC for Early Childhood Education coursework and may be an instructor for the courses taken by participants in the initiative. Lynne has been an adjunct instructor for over 10 years at the college.

We are actively seeking to engage additional partners and hope to expand the list of educational institutions to include Chipola College and Florida Panhandle Technical College.

VOTE NEEDED

No vote needed, information only.

D. Match, Awareness and Donations Committee- Pamela Kidwell

The committee met on November 13, 2017 to discuss the current state of match and donations for the Coalition and to review a board member investment initiative.

1. Match Status as of November 2017

Our Coalition is assessed a dollar amount to obtain for match based on slot expenses for our BG-8 (working poor) billing group. Although we are currently \$31,702.29 behind our year-to-date target, we have received more funds and donations, from a broader base of supporters, than ever before. In December, we submitted a request for a match waiver for Calhoun, Franklin, Gulf, Holmes, Jackson and Washington counties. OEL has been in contact with us to request additional documentation and clarification. To date the waiver has not been granted. We will keep board members informed of the status.

2. Board Member Investment Initiative

Reaching our goal of meeting our required match of 6% is a target that staff are diligently working towards. In November the members of Match, Awareness and Donations committee met to identify ways in which members of the board could help us meet the goal. The members felt it would be sensible to ask all board members to participate in the Board Member Investment Initiative- choosing to believe when each member participates in way that best suits them, together we can meet our goal. **See Board Member Investment Initiative material.**

E. Executive Director Overview – Lynne Eldridge

1. Wait List and Priority Placement

As of 12/29/17, 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	4	-	-	-	-	1	3	8
TOD	7	-	-	-	1	3	2	13
2YR	4	-	-	-	-	-	2	6
PR3	4	-	-	-	-	-	2	6
PR4	3	-	-	-	-	-	-	3
PR5	18	-	-	-	2	3	2	25
SCH	127	3	-	1	2	17	8	158
Total	167	3	-	1	5	24	19	219

Family Support staff continues to contact families currently on the wait list to schedule appointments and because of extended appointment hours, has been able to reduce the waitlist to its current size. We hope to serve our Priority 6 children (working poor, school-age) very soon.

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 Office of Early Learning (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.

4. Succession Planning

The Coalition continues to move forward with succession planning and preparation. Suzan Gage, Assistant Director, has been taking on additional responsibilities, as necessary. In addition, Coalition staff are being identified for supervisor and leadership training to ensure there will be experienced and capable employees that are prepared to assume these roles as they become available.

5. Chipley Office Move

Currently, we lease space with Career Source Chipola for our Chipley office. The Career Source office is moving to the campus of Florida Panhandle Technical College and as such, we will be moving as well. We have completed the initial visit to the new location and are establishing what items will need to be purchased to have the office functional for housing four staff members, serving as a training location, and seeing customers as needed. We anticipate being in the new location in March and will

keep the board informed as we move forward. We want to thank Richard Williams and his staff for their assistance while we plan for the move.

6. Coalition Mergers

During the last legislative session, legislators asked OEL to make recommendations for reducing coalitions from 30 to 25. Based on OEL's research the conclusion was reached that implementing this reduction can be accomplished by

(1) defunding the merged coalition in the General Appropriations Act;

(2) redistributing funds accordingly; and

(3) recognizing coalitions' 501(c)3 status, guiding their boards through board mergers and taking on services within the new coalitions. Additionally, the Office of Early Learning would administer the transfer of data and assets paid for by School Readiness Program and/or Voluntary Prekindergarten Education Program funding. The new coalitions would be required to submit revised coalition plans (see Section 1002.85, F.S.) to the Office of Early Learning for approval.

The Office of Early Learning made eight merger recommendations, which will result in 25 early learning coalitions. These changes would not impact our coalition.

Currently there has not been any additional movement on this request for recommendations in the current legislative session. **See Coalition Merger Report material.**

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

VI. PUBLIC COMMENT

VII. NEXT MEETING February 14, 2018

VIII. ADJOURNMENT