



The Early Learning Coalition of Northwest Florida

Minutes



Early Learning Coalition of Northwest Florida
August 2017 Board Meeting Overview

Date: August 9, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

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

Full Board: 0Yes 0No Quorum: YES In attendance: 12/22 board members

Executive Comm. 0Yes 0No

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		
	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	Rountree			X	
	Parnell	Smith			X	
•	Jerrv	Sowell	X			
	Guy	Tunnell			X	
•	Darrin	Wall			X	
•	Richard	Williams		X		
Total			4	8	10	..

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

11. APPROVAL OF MEETING AGENDA -Jon *McFatter*

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

Motion By: Jeanne Martin Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: DYES O NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA -Jon *McFatter*

Explanation:

The 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 June 14 and June 19 board meetings.

B. Financial Statements

Explanation:

Please refer to Financial Statements through June 2017.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for April-June 2017.

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

Motion By: Jerry Sowell Motion Seconded By: Jeanne Martin

Member/s Recusing from Vote: DYES O NO

The motion carried.

IV. COMMITTEE/FULL BOARD REPORTS -Jon McFatter

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. 2017-18 Annual Budget

Based on analysis and forecasting, the Annual Budget for 2017-18 is presented for board approval. There is a target of 80 percent for School Readiness/Direct Service (slot) dollars, which represents a 2 percent increase over the minimum amount required to be spent on direct service slots, as indicated by the School Readiness grant. (See attachment Annual Budget 2017-18.)

Board Member Renae Rountree asked why there was an increase in the anticipated budget for travel during this fiscal year. Executive Director Lynne Eldridge said, due to health issues, that she would not be able to attend as many meetings throughout the state. Various staff will need to attend meetings this year to stay informed on several pressing issues.

Motion: To approve Coalition's 2017-18 Annual Budget as presented

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: D YES O NO

The motion carried.

2. Audit Report Opinion

The Coalition received confirmation from the Office of Early Learning (OEL) that the Independent Auditors' Report submitted for the fiscal year ending June 30, 2016, was received. The report included coverage of federal and state funds awarded through OEL. An unmodified opinion was issued on the financial statements. The independent auditors had no current or prior year findings and made no recommendations to management. Additionally, the independent auditors closed all prior year findings and recommendations. (See *Audit Management Decision Letter Fiscal Year [FY] 2015-16.*)

3. Request for Proposals for Information Technology Support Services

The Coalition's current contract for Information Technology Support Services with Inspired Technologies, Inc., expires September 30, 2017. To secure services, the Coalition released the Request for Proposals (RFP) for Information Technology Support Services (FY18-RFP-001) on August 7, 2017. The deadline for receipt of sealed proposals is August 30, 2017. A link to the RFP can be found

on the Coalition website. It is anticipated that the evaluation of proposals will take place between September 5 and 11, and we will need participation from board members to assist in the scoring of the proposals. The anticipated posting of notice to award will be between September 18 and 28 with the effective date of contract to be October 1, 2017.

Assistant Director Suzan Gage reminded all board members to send all those inquiring about any RFP to Contracts Officer Ken Whittaker. AD Gage will send out a reminder email to board members and staff.

B. Personnel & Policy Committee – Marv McKenzie

1. Personnel Policies

It is essential for the Coalition to continuously review and update personnel policies to ensure that Coalition staff can carry out the responsibilities of the organization in an effective and efficient manner. Recent technologies, service delivery changes, and organizational needs have resulted in revisions of current policies and creation of new policies that need board approval. All policies are available for your review {See *Personnel Policies*.} and include the following:

- a. **Educational Assistance** (updated) – This changes payment for educational assistance from reimbursement for educational courses to a payment assistance process and amends the time an employee must be employed before educational assistance can be used.
- b. **Promotions** (new) – This ensures each employee has equal access to opportunities for growth and development.
- c. **Transfers** (new) – This states that an employee may transfer, or may be transferred, when the employee meets the job qualifications and when the transfer will benefit both the employee and the Coalition.
- d. **Demotions** (new) – The Coalition may find it necessary or in the employee's best interest to transition an employee through demotion. The Coalition provides a fair and equitable process in addressing demotions.
- e. **Alternative Work Locations** (new) – This ensures the effective and efficient completion of Coalition's responsibilities while providing a framework for supporting families.

Motion: To approve all personnel policies as presented: Educational Assistance, Promotions, Transfers, Demotions, and Alternative Work Locations

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Martin

Member/s Recusing from Vote: D YES O NO

The motion carried.

2. Executive Director Annual Evaluation

The Board Chair and Personnel and Policy Chair independently review the self-evaluation completed by the Executive Director. Based on feedback, the final review was signed and the Executive Director was given a rating of 4.85 (above average). Areas of focus for the 2017-18 year include continuing Coalition system building for a strong future, succession planning, and internal staff development.

Board Chairman Jon McFatter and several board members commended ED Eldridge on a stellar performance in leading the Coalition and serving families in Northwest Florida.

C. Education & Program Committee - Al McCambrv

1. Contracted Slots

OEL did not provide additional funds for the Contracted Slots Program for FY 2018. However, OEL allowed coalitions the option to continue to operate the Contracted Slots Program up to the same amount as allocated in FY 2017 (\$269,752) utilizing dollars from the School Readiness Direct Services and Quality allocation. We will continue to implement the Contracted Slots Program in FY 2018 with the nine programs located in high need/high poverty areas as recognized by OEL. By continuing this program, the Coalition guarantees funding to these programs ensuring that slots are available for targeted ages in some of the most rural and underserved communities in the service area.

2. Performance Funding Project (PFP)

This is the fourth year for the Performance Funding Project (PFP), and it is forecasted to be the biggest one yet. OEL opened applications for the 2017-18 PFP in June. The Coalition had 36 School Readiness providers apply to participate; 14 of those programs are new to the process. Final determinations are currently being made and tier assignments will take place from August

through October. Altogether, providers successfully completing PFP this year can earn up to \$494,825!

ED Eldridge explained that PFP is likely paving the way for Florida's Quality Rating and Information System (QRIS). Board members and staff alike need to remain knowledgeable of changes coming through legislation as it will affect the Coalition in the future. ED Eldridge shared with board members the many initiatives carried out by the Coalition to make sure providers are able to meet benchmarks for PFP each year (including payment for trainings, sending team members into the field for technical assistance, holding training opportunities in house at the Coalition, and providing on-site coaching for providers needing support).

D. Executive Director Overview - Lynne Eldridge

1. Waitlist

The following numbers reflect the current situation with income-eligible children on the Coalition's waitlist as of July 27, 2017. We are starting to observe a steady increase in the waitlist numbers as is expected during this time of year.

Waitlist Children	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
INF	52	4	-	-	7	17	4	84
TOD	43	2	2	2	5	23	7	84
2YR	52	2	1	4	2	15	4	80
PR3	39	1	1	5	5	17	4	72
PR4	31	2	-	6	3	7	4	53
PRS	22	1	-	1	-	6	4	34
SCH	136	3	-	-	3	35	17	194
	375	15	4	18	25	120	44	601

ED Eldridge said the wait list continues to be a major concern. She charged each board member to look at the numbers for their area and try to bring a face to each number. Due to the increased number of at-risk children receiving services, the number of infants and toddlers on the waitlist is on the rise. ED Eldridge also drew board members' attention to the number of school-age children who will likely not receive services this year due to priority placement criteria and lack of funding to remove them from the waitlist. ED Eldridge encouraged board members to reach out to the local business community for support in serving these children.

2. Internal Controls

OEL released the 2017-18 Internal Control Questionnaire (ICQ) as a self-assessment tool for Coalitions to evaluate whether a system of sound internal control exists within their organizations. This year's tool is due to OEL on August 30, 2017. Management staff are completing the questionnaire, assessing current Coalition systems, and identifying necessary protocols to mitigate any areas of possible risk that are identified. The Coalition is currently working on systems improvement/control by ensuring job descriptions reflect actual work functions completed (work study), strengthening checks and balances between departments, and ensuring that procurement and disbursement protocols are in alignment with uniform guidance. ED Eldridge said that the board will be called upon to assist in monitoring the internal controls, as per recommendations from OEL.

3. Fraud

There are no active fraud cases under investigation.

4. Board Membership, Officers and Committees

a. Board Officers

According to the bylaws of the Coalition, officers are elected to serve a term of 4 years. All current officers of the board are in the third year of their 4-year term. All officers are still eligible to hold office.

CURRENT OFFICERS	
Position/County	Board Member
Chair	Jon McFatter
Co-Chair	Mary McKenzie
Secretary	Darrin Wall
Treasurer	Jerry Sowell

b. Committees

i. Executive Committee

EXECUTIVE COMMITTEE	
Position/County	Board Member
Chair	Jon McFatter
Co-Chair	Mary McKenzie
Secretary	Darrin Wall
Treasurer	Jerry Sowell
Member	Tony Bennet
Member	Al McCambry
Member	Richard Williams

Responsibilities

The Board of Directors shall appoint an Executive Committee that shall meet as needed to ensure the completion of Coalition business, deadlines, and related responsibilities as described in Coalition bylaws.

ii. Finance Committee

FINANCE COMMITTEE	
Position/County	Board Member
Chair	Jerry Sowell
Bay County	Frank Martin
Calhoun County	Richard Williams
Franklin County	VACANT
Gulf County	Jeanne Martin
Holmes County	Neal Reeves
Jackson County	Joe Jernigan
Washington County	Kim Gillis
Ex-Officio	Jon McFatter

Responsibilities

The Finance Committee shall be comprised of at least one member from each county or members representing multiple counties. The duties of the Finance Committee shall be carried out as described in Coalition bylaws.

iii. Personnel and Policy Committee

PERSONNEL AND POLICY COMMITTEE	
Position/County	Board Member
Bay County	Tony Bennet, Co-Chair
Calhoun County	Mary McKenzie, Chair
Franklin County	Al McCambry
Gulf County	Vacant
Holmes County	Neal Reeves
Jackson County	Julie Melara
Washington County	Darrin Wall
Ex-Officio	Jon McFatter

Responsibilities:

The Personnel and Policy Committee shall be comprised of at least one member from each county or members representing multiple counties. The duties of the Personnel and Policy Review Committee shall be carried out as described in Coalition bylaws.

iv. Education and Program Committee

EDUCATION AND PROGRAM COMMITTEE	
Position/County	Board Member
Bay County	Linda Hood, Co-Chair
Calhoun County	Jackie House
Franklin County	Al McCambry, Chair
Gulf County	VACANT
Holmes County	Richard Williams
Jackson County	Jeanne Martin
Washington County	Renae Rountree
Ex-Officio	Jon McFatter
Executive Director	Lynne Eldridge

Responsibilities

The Education and Program Committee shall be comprised of at least one member from each county or a member representing multiple counties, and the Executive Director and shall carry out the duties of the committee as described in the Coalition bylaws.

v. Legislative Committee

LEGISLATIVE COMMITTEE	
Position/County	Board Member
Bay County	GuyTunnell, Co-Chair
Calhoun County	VACANT
Franklin County	VACANT
Gulf County	Jeanne Martin
Holmes County	Julie Melara
Jackson County	RichardWilliams
Washington County	Linda Hood
Ex-Officio	Jon McFatter
Executive Director	Lynne Eldridge

Responsibilities

The Legislative Committee shall be comprised of at least one member from each county, or a member representing multiple counties and the Executive Director and fulfill the duties of the committee as described in the Coalition bylaws.

Motion: **To approve committee membership as presented**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

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

VI. PUBLIC COMMENT

VII. NEXT MEETING

The next meeting is scheduled for September 13, 2017, at 11:00 a.m.

VIII. ADJOURNMENT

The meeting was adjourned by Jon McFatter at 11:45 a.m.

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: **D** Yes No
Executive Comm. Yes **D** 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	McCmbry				X
•	Jon	McFatter (P)		X		
•	Mal)	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, at]d Provider Tracy Anglin

11. **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: **D** YES **O** NO

The motion carried.

111. **APPROVAL OF INFORMATION TECHNOLOGY SUPPORT SERVICES PROVIDER
#FYIS-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. Tovar 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	Inspired Technologies	Tovario Solutions
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: **D** YES **O** 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
IDTag#:	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: D YES O 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: D YES O 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.