



ELC of Northwest Florida
November 2016 Board Meeting Minutes

Date: November 9, 2016

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:02 a.m. by Mary McKenzie (vice chair)

Full Board: Yes No **Quorum:** YES **In attendance:** 19

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

I. BOARD ATTENDANCE

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Rita	Acoba			X	
●	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		
●	Jerry	Sowell	X			
	Parnell	Smith		X	X	

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
	Guy	Tunnell		X		
●	Darrin	Wall (S)		X		
●	Richard	Williams		X		
Total			1	18	4	

Nineteen out of 23 members present. Quorum **was** was not established.

Coalition Staff on the Phone: Lynne Eldridge, Suzan Gage, Sallie Brosnan

Visitors Present: None

II. INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

III. APPROVAL OF MEETING AGENDA-*Jon McFatter*

Motion: **To approve the meeting agenda**

Motion By: Jon McFatter

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

IV. ADOPTION OF CONSENT AGENDA-*Jon McFatter*

Explanation: NA

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.

Motion: **To approve adoption of consent agenda**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

A. Approval of Minutes-*Jon McFatter*

Explanation:

Please refer to the Board Meeting Minutes for the October 12, 2016 Board Meeting.

B. Financial Statements

Explanation:

Please refer to Financial Statements through September 2016.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for September 2016.

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

A. Personnel & Policy Committee -*Mary McKenzie*

~~1. The Coalition continues to work with Florida Office of Early Learning in developing Coalition policies and procedures that align with the increased requirements of the Office of Management and Budget and the updated Child Care Block Grant. These federal changes directly impact the policy and procedures of local organization.~~

~~Two major Coalition policies, Procurement and Disbursement required a complete rework after receiving feedback from Office of Early Learning. Staff have completed the Office of Early Learning's recommendation for both policies. Additionally, the federal changes cause a small change to the Coalition's Tangible Personal Property policy. All three policies need Board approval in order to submit to Office of Early Learning for approval.~~

~~a. Procurement Policy~~

~~b. Tangible Personal Property Policy c.~~

~~Disbursement Policy~~

This section was removed from the agenda at the request of the Office of Early Learning. General board discussion followed. The vote (below) includes the removal of item 4.A from the current agenda as well as an acknowledgement that this will be included on the agenda at a later date.

Motion: To approve the removal of Item 4.A from the November 2016 agenda

Motion By: Richard Williams

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

2. Related Party Contract – Below \$5000

Gorgeous, Panama City

Website Modernization

Recognizing the critical need to increase the communities' understanding of the Coalition's purpose and services, we are in process of modernizing the Coalition's website. It has been six (6) years since the current website was created and no longer meets the information requirements for our customers or our funders.

Coalition staff have spoken with several vendors and secured three (3) quotes for the website modernization project. After reviewing quotes, staff recommend awarding the project to *Gorgeous, Panama City, Florida*.

This business is well known in Bay County, especially in the not-for-profit community. This contract is being brought before the Board as a Conflict of Interest item. Sallie Brosnan is a Coalition employee and married to the owner of this business.

To be in compliance with the Florida Statute, the Coalition Board must approve any contracts between ELC employees, ELC governing board members, and relatives of either group as s.112.3143(10)(b), F.S., defines and submit to Office of Early Learning for approval. The Coalition must comply with requirements in state statute and Office of Early Learning instructions (s. 1002.84(20), F.S.) as listed below:

- a. Any governing board member(s) benefitting from ELC contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- b. The impacted individual must complete the necessary Conflict of Interest disclosure forms.
- c. The Coalition shall present all such contracts to the ELC governing board for a vote. A valid approval requires two-thirds vote of the FULL Coalition Board, a quorum must be established.
- d. The Coalition shall not enter into or execute a contract in excess of \$25,000 with a member of the ELC Board or relative of a Board Member without OEL's approval.
- e. The Coalition does not have to obtain OEL's prior approval for contracts below \$25,000.
- f. However, Coalition's must adequately disclose and properly report and track such contract activity.
- g. The Coalition shall report such contracts to Office of Early Learning within thirty (30) days after receiving approval from the Coalition governing Board.

Disclosures

- Coalition staff member, Sallie Brosnan, is married to the owner of Gorgeous.

Roll-Call Vote to Approve Related Party Contract with <i>Gorgeous, Panama City</i>					
Executive Committee	First Name	Last Name	Yay	Nay	Not Present
●	Rita	Acoba			X
●	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		
●	Jerry	Sowell	X		
	Parnell	Smith			X
	Guy	Tunnell	X		
●	Darrin	Wall (S)	X		
●	Richard	Williams	X		
Total			19	0	4

Motion: **To approve awarding project for website modernization to *Gorgeous, Panama City, FL as presented***

Motion By: Richard Williams

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

3. Parent Sliding Fee Scale

Coalition staff are requesting an adjustment to the *Parent Sliding Fee Scale* for families receiving School Readiness services to be effective January 1, 2017. This request is the first step in the Coalition’s Utilization Plan to reduce the likelihood of being overspent for the 2016-17 fiscal year. *See Sliding Fee Scale.*

Supplemental Sliding Fee Scale

As a result of the change in federal requirements, the Coalition must develop a Supplemental Sliding Fee Scale, in the event a family is recertifying for School readiness services and their income is over 200% of the Federal Poverty Level BUT under 85% of the State median. The Supplemental Fee Scale (effective June 2017) creates a graduated phase - out period of three months where parents would assume more of the child care payment, each month. *See Supplemental Sliding Fee Scale.*

Motion: To approve the Sliding Fee Scale effective January 1, 2017, and Supplemental Sliding Fee scale effective June 1, 2017, as presented.

Motion By: Jerry Sowell

Motion Seconded By: Renae Roundtree

Member/s Recusing from Vote: YES NO

The motion carried.

B. Finance Committee- Jerry Sowell

1. The Coalition’s Financial Audit has been completed. The Coalition received only one finding. Once again, that finding was due to not meeting the Match requirement of the contract.

Several Board members stated in your evaluation that we needed to organize a sub-committee to look at some fund raising ideas.

The Coalition received notification from Bay County Commissioners that we were awarded the \$50,000 for Match funding for fiscal year 16-17. Remember, only \$25,000 of this award is available to us during our fiscal year due to the Commissioners fiscal year ending in October and the Coalition’s is in June.

Additionally, Jellyfish Health donated funds for promotional materials. They also offered to sponsor 70 children (10 in each of the 7 counties) for Christmas. General discussion followed about Jellyfish Health’s positive presence in the community and our appreciation for their generosity.

C. Education & Program Committee- Al McCambry

The Education and Program Committee did not meet this month. However, at the first of the year we will be presenting results of the child assessment and teacher evaluations. Possible funding allocations for committee sponsored initiatives will need to be addressed and agreed upon.

D. Executive Director Overview-Lynne Eldridge

1. Internal Controls

The Office of Early Learning (OEL) developed the ICQ as a self-assessment tool for Coalitions to evaluate whether a system of sound internal control exists within their organizations. Management staff continue 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.

2. Updated Anti-Fraud Plan

Coalition staff have scheduled Kim Harrison, Investigation Manager, with the Florida Department of Financial Services (DFS), Division of Public Assistance Fraud (DPAF), to be a guest speaker at the full staff meeting scheduled for Friday, November 18, 2016. Ms. Harrison will be presenting on fraud detection, prevention, and the consequences if convicted. Ms. Harrison's training is the first in a series of on-going staff development intended to strengthen staff's ability to identify and detect instances of fraud or factors that surround fraudulent activities.

3. Fraud Update

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.

4. Coalition Information Technology Staffing Update

Jeremy McSpadden, Coalition IT manager submitted his resignation from the Coalition. We want to thank him for his eleven (11) years of service to the Coalition. The Coalition has contracted with Chuck Edwards to provide transition and planning services until March 2017 to allow for an IT systems audit and planning for Coalition needs both current and in the future.

5. Legislative Update

The Executive Director was able to meet with Senator Montford on October 25, 2016 in Tallahassee. The conversation centered around the impact of priority placement requirements for families applying for School Readiness services. In addition, School Readiness providers from his district completing the Performance Funding Project and receiving bonuses were discussed.

6. Wait List and Priority Placement

As of 10/27/16, the following numbers reflect the current situation with income eligible children on the Coalition’s waitlist:

Waitlist Children Waiting	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	87	7	1	2	7	23	8	135
TOD	113	4	1	6	8	37	11	180
2YR	117	3	3	3	9	33	15	183
PR3	85	3	5	6	4	31	11	145
PR4	104	5	3	4	6	13	9	144
PR5	59	2	2	2	7	18	6	96
SCH	211	6	2	4	12	52	8	295
	776	30	17	27	53	207	68	1,178

VI. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – Jeannie Martin

Jeannie Martin wanted to clarify something in the minutes from last month’s minutes: Only centers receiving School Readiness funding will receive an inspection from DCF. Inspections are proposed to begin on November 14, 2016. ELCNWF Executive Director Lynn Eldridge asked that DCF Martin explain why background screenings were taking so long. DCF Martin explained that providers are having a difficult time getting timely background screenings for new employees who have lived out of the state within the last 5 years. In essence, a clearance must be obtained in each state where the new employee lived prior to being cleared. It is a time consuming process for owners and directors. Since July 2016, the process has been very difficult.

VII. PUBLIC COMMENT

There was no public comment.

VIII. NEXT MEETING

The next meeting is scheduled for January 11, 2017.

IX. ADJOURNMENT

The meeting was adjourned at 11:34 a.m.