



Early Learning Coalition of Northwest Florida
February 28, 2018 Board Meeting Minutes

Date: February 28, 2018

Location: Telephone Call-in Meeting and in person

Minutes Taken By: Patricia Roundtree

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

ELCNWF Staff members present: Suzan Gage, Executive Director, Patricia Roundtree, Impact Specialist

Full Board: Yes No Quorum: YES In attendance: 13/22 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	
	Rena	Roundtree		X		
	Parnell	Smith		X		
●	Jerry	Sowell	X			
	Guy	Tunnell		X		
●	Darrin	Wall (S)			X	
●	Richard	Williams			X	
Total			4	9	9	

Coalition Funding and Service Delivery

The Coalition reimburses contracted small business providers (child care programs) in each of the seven counties served. The dollars listed below reflect Coalition’s payment to child care/School Readiness providers for child care fees (direct/slots payments) minus the required parent portion.

SCHOOL READINESS – PAYMENT FOR CHILD CARE SERVICES				
Comparison of Fiscal Years 2016/2017 and 2017/2018				
Payment for Child Care	November 2016	November 2017	December 2016	December 2017
<u>School Readiness</u> Payments to Child Care Providers, Faith-based, and School-based Sites for Direct Services (Slots) Birth-5 years and School Age.	SR Slot Dollars \$788,611	SR Slot Dollars \$ 820,096	SR Slot Dollars \$815,197	SR Slot Dollars \$833,355
	Children Served 2,413	Children Served 2,325	Children Served 2,368	Children Served 2,405
VOLUNTARY PREKINDERGARTEN				
Comparison of Fiscal Years 2016/2017 and 2017/2018				
Payment for VPK Program	November 2016	November 2017	December 2016	December 2017
Payments to Child Care, Faith-based, and School-based Sites for VPK services	VPK Payments \$402,171	VPK Payments \$466,987	VPK Payments \$ 333,510	VPK Payments \$ 333,510
	Children Served 1,866	Children Served 1,806	Children Served 1,827	Children Served 1,793

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

The meeting was called to order at 11:00 by Coalition Board President John McFatter. Executive Director Suzan Gage called the roll and included all those by phone. Quorum was met. Staff members in attendance: Executive Director Suzan Gage and Impact Specialist Patricia Roundtree

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

Motion: To approve the meeting agenda as presented	
Motion By: John McFatter	Motion Seconded By: Mary McKenzie
Member/s Recusing from Vote: <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 January 10, 2018 board meeting.

Explanation:

B. Credit Card Transaction Report

Explanation:

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

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

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

IV. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

A. Executive Committee-Jon McFatter

On Wednesday, January 31 the Executive Committee of the board met with Lynne and Suzan to discuss succession. Lynne shared what she believed would be the best “next steps” in order to ensure the Coalition would be ready and that it was important for Suzan to continue to work more closely with board members and with the Office of Early Learning. She also identified programmatic system areas with which she would like to work, but not as the Executive Director. After a good discussion between the members and Lynne, the committee voted to accept her resignation as the Executive Director and reassign her to a programmatic position, which allows her to continue to work on programmatic system areas and still be available for guidance during

succession. The committee also voted to appoint Suzan Gage as the Interim Executive Director until a permanent decision is reached by the board on or before June 2018. CB President Jon McFatter commented that the board believes Suzan Gage has done an outstanding job as Interim Executive Director and that they will follow their process of due diligence in selecting a permanent director per the coalition’s succession plan.

Motion: **To approve the Executive Committee to move forward to hire an Executive Director for the organization.**

Motion By: Guy Tunnell

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

The motion carried.

B. 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. Financial Monitoring

The Office of Early Learning contracted with Thomas Howell Ferguson (THF) and BCA Watson Rice (WR) CPA to complete a subrecipient monitoring of the coalition because we receive Federal and/or State funds for SR/VPK programs’ administration. The purpose of monitoring is to assist us in making improvements during the program year that enhance operations and/or compliance with applicable grant program rules. The scope for 2017-18 fiscal monitoring includes sampling selected areas of operations to (1) examine processes and internal controls, (2) determine the extent of compliance with federal and state grant program requirements, (3) identify corrections that may be required, and (4) to discuss related strengths or weaknesses that are noted during this process. Currently the Coalition has only received a draft version of the report.

The Coalition did receive **one finding** in cash management for failure to follow Coalition policy for the handling of stale checks. During detailed testing of cash management activities, monitors noted instances of noncompliance with the Coalition’s policy for the handling of stale checks over six months old and less than or equal to \$100. Monitors sampled and examined the monthly bank reconciliation files for the Operating Account reconciliations for December 2016 and June 2017 and noted several instances of checks less than or equal to \$100 and over six months outstanding.

Per the Coalition’s Administrative Policy and Procedures manual, “outstanding checks” over six months outstanding and lower than \$100 should be “written off”

on a monthly basis. Monitors offered the recommendation that the Coalition should “Write-off overdue state checks monthly in accordance with the written procedures.”

Monitors also noted one item for management discussion- there were no noted written instructions about the process for addressing unresolved stale checks over six months, and less than or equal to \$100, with no contact from the payee. Coalition staff are working on a written process for this.

Motion: No vote needed. Information only. Once the final report is received it will be presented for approval.

Motion By:

Motion Seconded By:

Member/s Recusing from Vote: YES NO

C. Personnel & Policy Committee- Mary McKenzie

In lieu of an Personnel and 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. Approved Holidays for School Readiness Providers 2018-2019

The Board approved reimbursement for five provider holidays for 2017- 2018. As the Coalition begins the contracting process for the 2018-2019 Fiscal Year, the Board must vote whether to continue five paid holidays. The proposed holidays are listed below:

- July 4th
- Thanksgiving Day
- Memorial Day
- Christmas Day
- Labor Day

CBM Hood stated in years past the providers have paid their staff out of their pockets and did not have coalition paid holidays. Suzan Gage commented that there are other coalitions that pay their providers for twelve (12) holidays per year.

CBM Hood said most providers would like to have New Year’s Day added to the list of paid holidays. CBM Hood and CBM Smith recused themselves from the vote.

Motion: **To approve the list of coalition sponsored holidays with the addition of New Year’s Day.**

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO P. Smith, L. Hood

The motion carried.

D. 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. Provider Support Service Numbers

Providers Support service numbers provide information regarding services completed for providers and children outside of regular child placement into School Readiness and VPK program (direct slots).

a. Provider Contract Monitoring

The grant agreement between the Office of Early Learning (OEL) and the Coalition requires a percentage of contracted providers be monitored annually for contract compliance. The Coalition develops an annual monitoring schedule identifying School Readiness and VPK providers that will be monitored each month. Providers selected for monitoring represent all types of programs (center-based, school based, faith based, family child care home, licensed, registered, school-age only) from all counties in the coalition service area. Staff completing the contract monitoring use OEL developed monitoring tools. Any non-compliances discovered must be corrected using a corrective action plan.

Provider Contract Monitoring July 2017-January 2018

1. School Readiness	
Number of Contracted Providers	90
Completed Monitoring	49
High Risk Providers (as defined by contract monitoring tool)	0
Providers with No Findings	27
2. VPK	
Number of Contracted Providers	86
Completed Monitoring	36

b. Child Health Screenings

“Children who cannot hear or see, cannot learn. If we are about the business of children learning, then we must first ensure that they can see and hear.” Past Board Chair, Steve Southerland, laid the programmatic foundation for the Coalition to invest its time, funding, and expertise into making sure that children had every chance possible to be productive and successful with learning.

Currently, Coalition Health Literacy Specialists visit the School Readiness Provider’s child care program to complete health screenings on identified children.

Written screening results are shared with families. Families of children who would benefit from further evaluation by a health care professional are given a referral for follow-up.

Child Health Screening Referral Follow-Up

The Coalition recognizes successful follow-up often requires a team effort. Part of strategy to ensure follow-up completion is to call on the Coalition’s partnership with contracted SR providers. The Coalition has discovered when teachers at the School Readiness site (who have daily contact with families) can express the importance of follow-up for screenings, there is a higher rate of follow through from families regarding the need for follow-ups.

Screening Results through December 2017

Health Screenings Obtained	491
Hearing Screening Refer	109
Vision Screening Refer	51
Obtained Follow Up Information	106

Coalition Staff will continue to complete screenings and obtain follow up information through the end of the program year.

E. Executive Director Overview – Suzan Gage

1. Wait List and Priority Placement

As of 1/31/18, the following numbers reflect the current situation with income eligible children on the Coalition’s waitlist:

	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
INF	2	-	-	-	-	-	-	2
TOD	5	-	-	-	-	-	-	5
2YR	1	-	1	-	1	-	-	3
PR3	-	-	-	-	-	-	-	-
PR4	2	-	-	-	-	-	-	2
PR5	11	-	-	-	2	2	-	15
SCH	83	2	-	1	1	6	3	96
Total	104	2	1	1	4	8	3	123

The current waitlist numbers reflect a dedicated effort of staff to contact and schedule eligibility appointments for families. Happily, we are now able to begin scheduling appointments for school-age only families currently on the wait list. We have a placement event scheduled for March 3 that will allow us to place many of the children currently on the waiting list, provided the families are still eligible.

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 are no cases under investigation.

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. Later this month, we anticipate on hiring for the Accountability Manager position. By filling this position, the Coalition will be better able to review evidence documentation to determine the effectiveness of established protocols in meeting stated objectives, goals, and outcomes and help staff to use the data and information obtained for continuous improvement.

Executive Director Suzan Gage commented that Matt Bonner will be returning to the coalition on March 5th as our Accountability and Systems Officer.

4. Accountability Monitoring Preparation

Staff are actively preparing for our bi-annual accountability monitoring to be completed by the Program Integrity Unit from the Office of Early Learning. On-site monitoring is scheduled for April 23-27, 2018. Areas to be monitored include Coalition Governance, Operations and Program Management, Education Service Delivery, School Readiness and Voluntary Pre-Kindergarten Eligibility and Payment Validation, Child Care Resource and Referral and Data Accuracy.

5. Coalition Recognition

In January the Coalition received an award for “Most Creative Photo” for Family Engagement Month and Vroom Week. The contest was sponsored by the Office of Early Learning. In February, we received “Best Group Piece” for our submission of hand art to the 2018 Children’s Week “Hanging of the Hands” exhibition in the Florida State Capitol. There were three awards presented for “Best Individual Hand Art,” “Most Creative,” and “Best Group Piece.” The Coalition was applauded by Children’s Week for their collaboration with the libraries throughout Northwest Florida, including participation from Bay, Calhoun, Franklin, Gulf, and Washington County public libraries.

6. Letter of Support for GCSC ESE AS Degree Program

At the January 2018 board meeting members suggested the board draft a letter of support for Gulf Coast State College and their continuation on their ECE AS Degree program. See **Letter of Support for AS-ECE Degree.**

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

CBM Jalaber advised they have their new licensing supervisor Angela Strudimeyer.

VI. PUBLIC COMMENT

VII. NEXT MEETING April 2018

VIII. ADJOURNMENT