



ELC of Northwest Florida
October 2016 Board Meeting Minutes

Date: October 12, 2016

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting Called to order at 11:00 a.m. by Jon McFatter (chair)

Full Board: Yes No Quorum: YES In attendance: 13

Executive Comm. Yes No Quorum #:

Roll Call to Include Board Members on Telephone: Yes

1. 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 of the monthly cost of care.

REMEMBER – Almost 600 fewer children being served in 2015 than 2016 due to Coalition recovering from a spending freeze on School Readiness services.

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
	Renaë	Roundtree				X
●	Jerry	Sowell	X			
	Parnell	Smith		X		
	Guy	Tunnell				X
●	Darrin	Wall (S)				X
●	Richard	Williams				X
Total			3	9		11

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

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

Visitors Present: None

2. APPROVAL OF MEETING AGENDA-*Jon McFatter*

Motion: **To approve the meeting agenda**

Motion By: Jerry Sowell

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

The motion carried.

3. 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: Rita Acoba

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 September 14, 2016 Board Meeting.

B. Financial Statements

Explanation:

Please refer to Financial Statements through June 2016, July 2016, and August 2016.

C. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Report for July 2016 and August 2016.

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

A. Personnel & Policy Committee- *Mary McKenzie*

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.

Explanation:

The 2016 Internal Control Questionnaire requires that there be written policy prohibiting Coalition administration and/or management personnel from circumventing and/or overriding Internal Control protocols, as stated below.

“Coalition Administration and/or Management personnel may not circumvent policy and/or protocol in an effort to override Internal Controls.”

Motion: **To approve Coalition policy change concerning Management Override of Internal Controls, as presented**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

B. 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. **2016-17 Annual Budget**

(See attachment Annual Budget 2016-17). The Coalition submitted the final (13th invoice) for services completed in Fiscal Year 15/16.

The Fiscal Year 2016 Notice of Award (NOA) includes additional funding, over last year’s budget. Based on analysis and forecasting the Annual Budget for 2016-17 is being presented for Board approval. The Coalition received an updated Notice of Award for an additional \$361,000 in School Readiness funding, on September 30,

2016. While this funding is considered non-recurring Child Care Development Funds dollars, the Office of Early Learning is optimistic that these dollars will receive recurring spending authority, in the upcoming legislative session.

Motion: To approve Coalition’s 2016/2017 Annual Budget, as presented

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

2. Additional Non-Recurring Slot Dollars

In September 2016, Rodney MacKinnon, Office of Early Learning Executive Director, appeared before the Legislative Budget Commission (LBC) to request authority to expend an additional \$20 million to fund more slots for the School Readiness program.

Mr. MacKinnon’s request was approved for Fiscal Year 2016. Fifty percent (50%) of the approved funding for direct service slots, was based on the Office of Early Learning’s existing funding formula. The other fifty percent (50%) of the new financial allocation was based on the Coalition’s Wait List numbers.

The Coalition received an updated *Notice of Award* for an additional \$361,000 in School Readiness funding. While this funding is considered non-recurring Child Care Development Funds dollars, the Office of Early Learning is optimistic that these dollars will receive recurring spending authority, in the upcoming legislative session.

A new Notice of Award was received by the Coalition on September 30, 2016 and have been integrated into the Coalition’s existing budget for approval.

C. Education & Program Committee- Al McCambry

The Education and Program Committee items are presented to the full board for information and/or approval.

1. Annual Report (See Annual Report 2015-16)

In order to meet established Office of Early Learning deadlines, the Coalition submitted the Annual Report, by October 1, 2016 (Section 1002.84(18), Florida Statutes). This report demonstrated the Coalition’s expenditures in School Readiness and VPK services, direct enhancement services, and a summary of required program and fiscal data for Fiscal Year 2015-16.

Motion: **To approve the 2015/2016 Annual Report as presented to OEL**

Motion By: Jerry Sowell

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

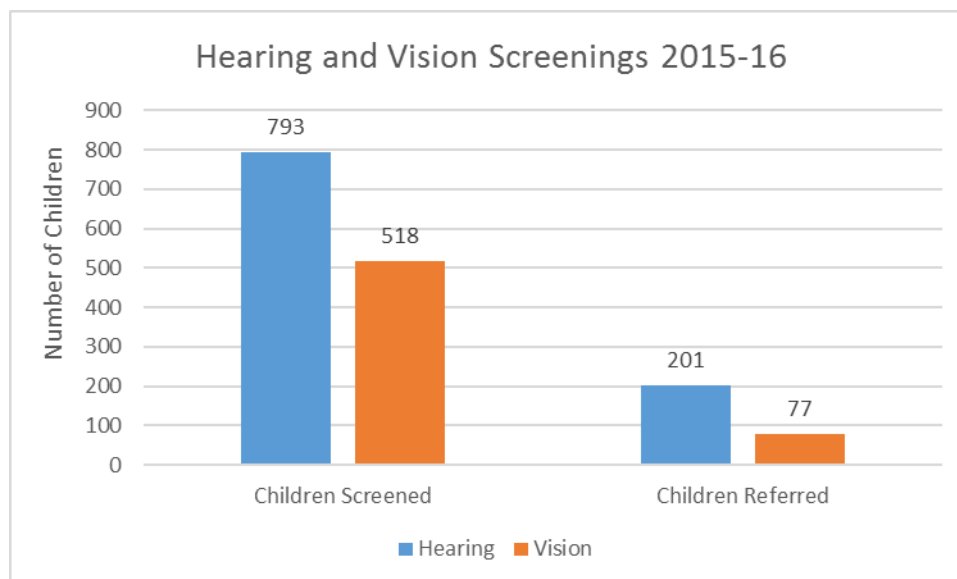
The motion carried.

2. Health Literacy Overview 2015-16 (see Health Screening Statistics 2015-16)

The Coalition Board continues to place a strong emphasis on ensuring that children enrolled in School Readiness services, receive hearing and vision screenings, as well as, height and weight screenings. In 2015-2016, 805 children received a hearing, vision, height and weight screening, while attending designated child care programs.

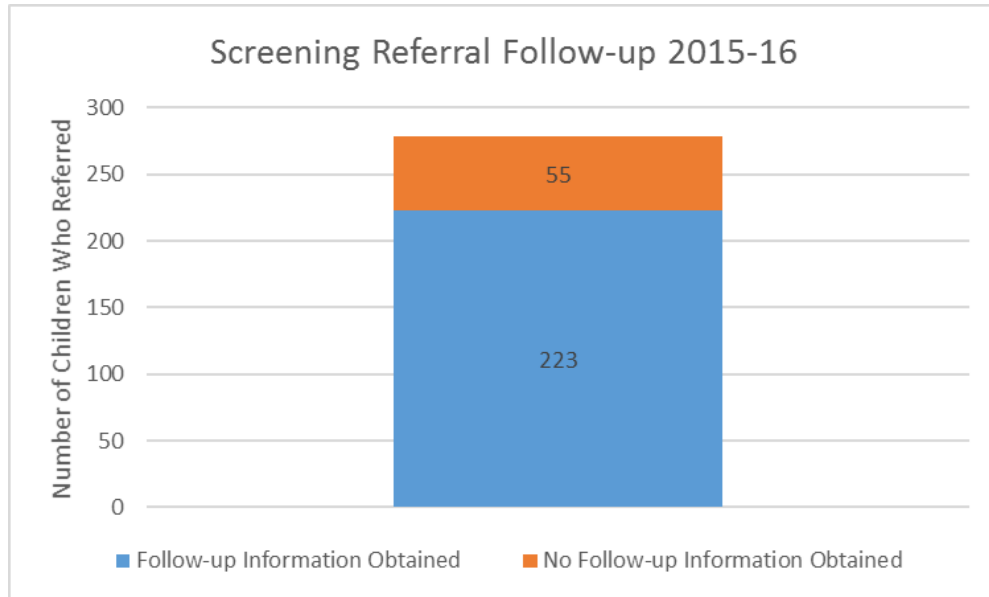
Children Screened:

Of those children screened, approximately 35% or 278 children referred in vision, hearing, or both - for further evaluation, by a health care professional.



Health Literacy Partnership and Follow-Up Initiative:

With the help of School Readiness Providers participating in the *Health Literacy Partnerships and Follow-up initiative*, the Coalition was able to determine the outcome of the Health Literacy referrals for 223 children or 80% of all children screened.



County Specific Information:

Please see **Health Screening Statistics 2015-16** for county specific and detailed screening and follow-up information. The Coalition will continue to complete health screenings, referrals for further evaluation, and follow-ups for School Readiness children in FY 2016-17.

3. Child Assessment Outcomes 2015-16

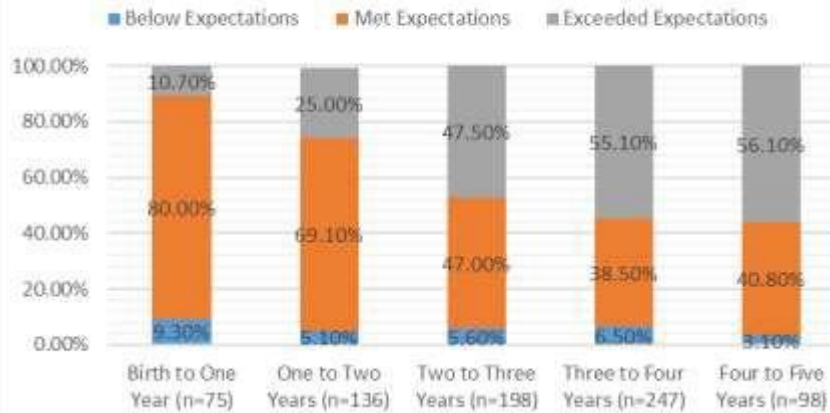
The Coalition encourages School Readiness (SR) Providers to complete pre, mid, and post child assessments. To help facilitate this process the Coalition provides each SR provider with a subscription to the on-line Teaching Strategies Gold (TSG) assessment. This tool was chosen because of it is a comprehensive assessment based on the latest research, has been proven valid and reliable, and is fully aligned with the state early learning guidelines.

Three (3) times a year (October, February, June) Coalition staff, including the Inclusion Specialist, review assessment results. In 2015-2016, providers completed and the Coalition reviewed 1,235 pre-assessments, 1,478 mid-assessments and 1,539 post-assessments of School Readiness children, ages birth to five.

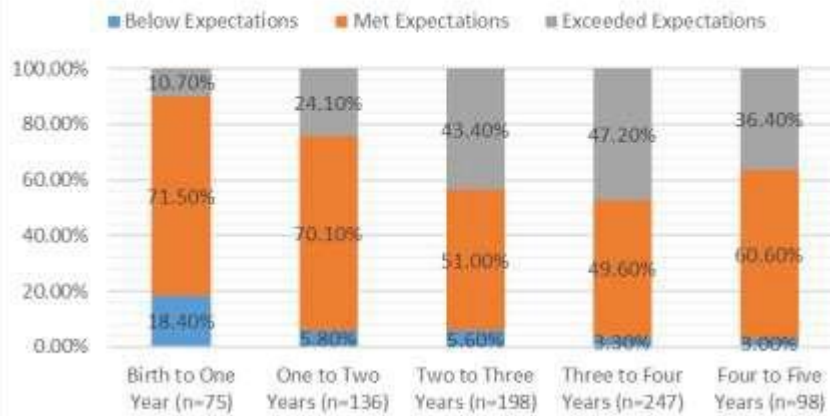
After the Coalition analyzed the child assessments, it was determined that 781 children or 63% of the population screened remained enrolled with the School Readiness Provider for all three assessment periods. Due to this continuity of care and early education, these children’s developmental assessment scores are included in the over-all Child Growth Analysis.

This Growth Analysis reflects the children’s growth and progressive movement within seven critical domains of development, throughout the program year. The results of the developmental subsets are included in the tables below.

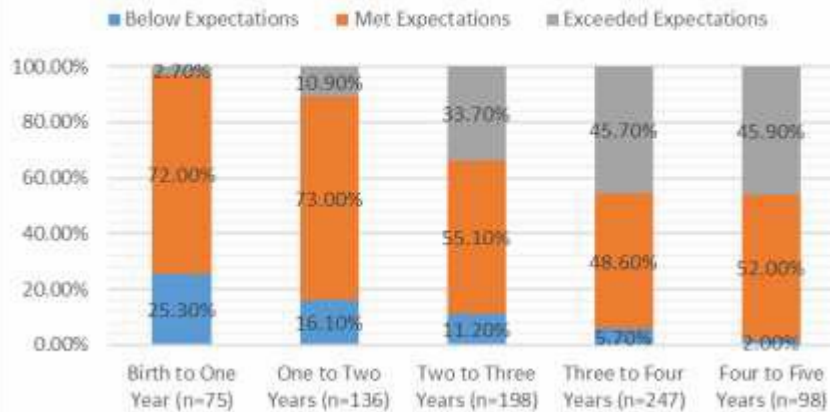
Social-Emotional

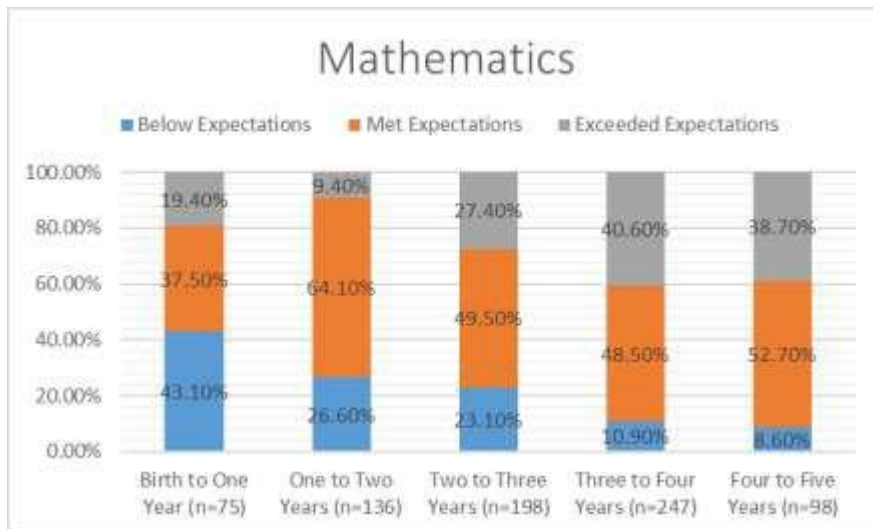
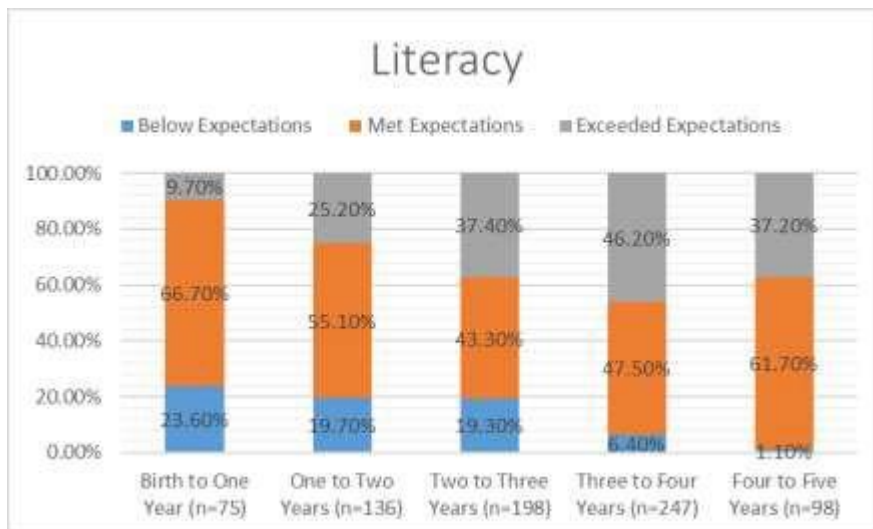
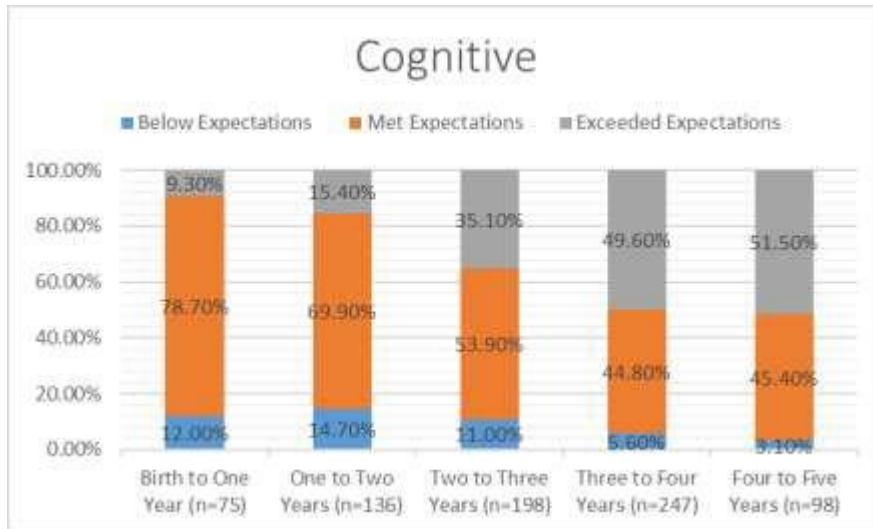


Physical



Language





Possible Reasons for Child Growth

Based on the results of the Growth Analysis, it appears that current Education and Programmatic quality initiatives are effective in reaching the Coalition’s goal of 85% of the children, included in the analysis, as meeting or exceeding expectations in a given domain for preschool aged children (3-5 years old).

However, the analysis does give rise to a developmental and cognitive concern addressing the serious opportunity to improve child outcome results in the **birth to three-year-old population**.

With an intentional focus on the birth to three-year-old population, the Coalition is requesting the Board to approve a “Back to the Basics” quality initiative that combines teacher engagement with University of Florida’s Early Learning Florida (ELFL) coursework and Coalition developed supports and resources that targets selected teachers who work in infant, toddler and two-year-old classrooms.

Motion: To approve the “Back to Basics” Infant and Toddler Quality Initiative to improve child outcomes

Motion By: Guy Tunnell

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

Members Recused: Parnell Smith, Linda Hood

The motion carried.

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. 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. The 2016-17 Internal Control Questionnaire (ICQ) was completed by staff and submitted to OEL on 9/30/2016. Based on the results of our ICQ, Coalition Management staff are in 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

The Anti-Fraud Plan (revised) was submitted to OEL following the approved revisions as requested by OEL and approved by the Board, at the September 14, 2016 meeting. The Coalition received approval of its Anti-Fraud Plan on October 10, 2016.

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. Wait List and Priority Placement

As of 10/7/16, the following numbers reflect the current situation with children on the Coalition's waitlist:

Appointment Made	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	-	-	-	-	-	-	-	-
TOD	1	-	-	-	2	-	-	3
2YR	1	1	-	-	-	-	-	2
PR3	-	-	-	1	-	-	-	1
PR4	1	-	-	-	-	-	-	1
PR5	-	-	-	-	-	-	-	-
SCH	-	-	-	-	-	-	-	-
	3	1	-	1	2	-	-	7

Waitlist Children Waiting	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	88	6	1	2	6	20	9	132
TOD	99	4	1	6	9	34	8	161
2YR	105	1	3	4	8	29	14	164
PR3	77	4	5	4	4	33	11	138
PR4	96	5	4	4	4	13	8	134
PR5	58	1	1	2	7	15	6	90
SCH	192	6	2	4	11	47	11	273
	715	27	17	26	49	191	67	1,092

5. DEPARTMENT OF CHILDREN AND FAMILIIES REPORT – *Jeannie Martin*

Ms. Martin indicated that the Department of Children and Families (DCF) is still working to update their background screening process for the hiring of personnel. DCF has been working with Federal agencies to make certain the background process meets all required guidelines and is as effective as possible. Ms. Martin said individuals who have lived out of the State of Florida in the last 5 years will have the most trouble getting hired in a timely manner as their background check takes much longer. When hiring, center directors/owners need to be aware.

Starting soon, DCF will inspect all providers who receive School Readiness funding. DCF anticipates a substantial increase in workload due to this change.

There will be a webinar held on October 25, 2016, through DCF relating to meeting the needs of children during emergency scenarios. This training will be in partnership with organizations like FEMA. Anyone who attends the training will receive 1 hour of in-service credit.

6. PUBLIC COMMENT

There was no public comment.

7. NEXT MEETING

The next meeting is scheduled for November 9, 2016.

8. ADJOURNMENT

The meeting was adjourned at 11:43 a.m.