



Early Learning Coalition of Northwest Florida  
April 11, 2018 Board Meeting Minutes

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**Date:** April 11, 2018

**Location:** Telephone Call-in Meeting and in person

**Minutes Taken By:** Patricia Roundtree

**Time:** Meeting called to order at 11:05 a.m. by Vice-Chair Mary McKenzie

**ELCNWF Staff members present:** Suzan Gage, Interim Executive Director, Matt Bonner, Accountability and Systems Director, and 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		
<b>Total</b>			<b>2</b>	<b>11</b>	<b>9</b>	

**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: Linda Hood

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:**

**Explanation:** Please refer to the board meeting minutes for the February 28, 2018 board meeting.

B. Financials

**Explanation:** Please refer to Financial Statements through February 2018.

C. Credit Card Transaction Report

**Explanation:** Please refer to the Credit Card Transaction Reports for January and February 2018.

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**

**D. Executive Committee-Jon McFatter**

The Executive Committee will meet in April to move forward with the Coalition’s transition plan and making final recommendation for hiring an Executive Director.

**E. 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 provided the coalition with the final copy of the *2017-18 Financial Monitoring Report*, period reviewed November 1, 2016 – July 2017 (**See 2017-18 Financial Monitoring Report**) and our preventive/corrective action plan (PCAP) template for the financial monitoring that was completed in December. We are in the process of completing the requirements of the PCAP and submitting evidence to OEL within the required timeframe.

**Motion: To approve the 2017-18 Financial Monitoring Report as presented by the Office of Early Learning.**

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

**2. RFP for Auditing Services**

The coalition released the Request for Proposal (RFP) for obtaining the service of a public accounting firm to perform a financial and compliance audit for the fiscal year ending June 30, 2018. The Coalition anticipates entering into a contract for these services for the period of one (1) year with an option to renew annually for up to two (2) additional one (1) year periods. The timeline for the RFP process follows:

	<b>ACTIVITY</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION*</b>
1	RFP Advertised	Week of April 2, 2018	N/A	Advertised in newspaper, on Coalition website and <a href="http://myfloridamarketplace.com">myfloridamarketplace.com</a>
2	RFP Released	April 9, 2018	N/A	Available on Coalition website <a href="http://www.elcnwf.org">www.elcnwf.org</a>
2	Notice of Intent to Submit Proposal	No later than April 19, 2018	5:00 PM	Early Learning Coalition of Northwest Florida, Inc. Attn: Ken Whittaker 703 W 15 <sup>th</sup> St., Suite A, Panama City, FL 32401 <a href="mailto:ken.whittaker@elcnwf.org">ken.whittaker@elcnwf.org</a>
3	Written Inquiries to be Received	No later than April 23, 2018	5:00 PM	E-mail: <a href="mailto:ken.whittaker@elcnwf.org">ken.whittaker@elcnwf.org</a>
4	Coalition Response to Written Inquiries	April 26, 2018	5:00 PM	Responses will be sent via email
5	Deadline for Receipt of Sealed Proposals	May 7, 2018	5:00 PM	Early Learning Coalition of Northwest Florida, Inc. Attn: Ken Whittaker 703 W 15 <sup>th</sup> St, Suite A, Panama City, FL 32401
6	Opening of Proposals	May 9, 2018	11:00 AM	Early Learning Coalition of Northwest Florida, Inc. 703 W. 15 <sup>th</sup> Street, Suite A Panama City, FL 32401
7	Evaluation of Proposals	May 14 – June 1, 2018	N/A	N/A
8	Anticipated Posting of Notice of Intent to Award	June 13 - 15, 2018	N/A	Award will be posted on Coalition's website
9	Initiation of Contract Negotiations	Week of June 18-22, 2018	N/A	TBD
10	Effective Date of Contract	July 1, 2018	N/A	N/A

If any board members would like to serve on the RFP review committee, please let Suzan know **by April 30, 2018.**

F. 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. Related Party Contracts Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition governing board members, and relatives of either group as s. 112.3143(10) (b), F.S.; defines. The Coalition must comply with the following requirements:

- A valid vote of approval requires two-thirds vote of the entire governing board (not just those in attendance).
- The impacted individual(s) must complete the necessary conflict of interest disclosure forms and these forms must be available for presentation to the governing board at the time of the board's vote.
- Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- Quorum must be established.
- The Coalition will need to provide a detailed breakdown of how each member voted in order to ensure that two-thirds of the entire membership voted in favor of the related party contract.
- Coalitions are allowed to enter into contracts below \$25,000 without prior approval from OEL; however, such contracts are required to be reported to OEL within 30 days after approval by the Coalition governing board is obtained.

Related Party Contract:

Trinity Pentecostal Tabernacle Church  
5279 Hwy 77, Chipley  
Meeting/Training Space Rental  
Not to Exceed (NTE) \$10,000

The church is centrally located in the Coalition's seven-county service area and allows the Coalition to pay a nominal fee to use its facility to hold Provider meetings, Staff meetings and Staff Development opportunities. Providers from counties other than Bay do not have to drive to Panama City to attend meetings and trainings and continue to express their gratitude at being able to meet at a central location.

Disclosures:

- Coalition Board Chair Jon McFatter is the brother of Michael McFatter, pastor of Trinity Pentecostal Tabernacle.

No vote was taken. This item was moved to the May board meeting agenda.

2. Cash Receipts Policy

An update to section 2.24 Cash Receipts is required in order to address how the coalition handles and disposes of checks scanned electronically for deposit.

**(See Cash Receipts Policy)**

Motion: **To approve the addition to Section 2.24 Cash Receipts Policy, as presented.**

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote:  YES  NO

**The motion carried.**

G.Executive Director Overview – Suzan Gage

1. Wait List and Priority Placement

As of 3/29/18, 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	3	-	-	-	1	2	1	7
TOD	2	-	-	-	-	3	-	5
2YR	2	-	-	1	-	1	-	4
PR3	3	-	-	-	-	-	-	3
PR4	3	-	-	-	1	-	-	4
PR5	3	-	-	-	1	1	-	5
SCH	7	-	-	-	1	2	1	11
Total	23	-	-	1	4	9	2	39

CBM Linda Hood commented how the wait list has continued to decrease.

The current low waitlist numbers reflect a dedicated effort of staff to contact, schedule, and process eligibility appointments for families. Currently, families spend a limited time on the waitlist before being contacted for an appointment.

## 2. Provider Update

On March 26, 2018 the Coalition received a parent complaint regarding a contracted SR provider stating an unscreened individual was left alone to care for the infant room. The parent claimed that when she arrived at the center on March 23rd to pick up her infant, the owner's husband was caring for the infants and no other teachers were around. Coalition staff forwarded the complaint to DCF child care licensing via email on March 26th. Coalition staff followed up with DCF on March 28th to determine if the complaint was founded. Based on interviews with the parent, owner, teachers, and individual in question, DCF confirmed the parent's statements that the individual in question was left alone to care for the infants. Additionally, he did not have a background check completed. It is DCF's intention to cite the provider with a Class I violation for an unscreened individual left alone with children. Based on the School Readiness Health and Safety rules and guidance, the Coalition intends to place the provider on probation for six months and will decide specific terms of the probation. Any further Class I violations or failure to meet with the terms of the probation would require additional enforcement action up to and including termination of the provider's contract. The Coalition will wait to take enforcement action against the provider until the provider's 15-day dispute period has expired and the final DCF complaint inspection report is posted.

## 3. 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.

## 4. Accountability Monitoring Preparation

Staff continues to prepare 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. New Legislation

Legislature passed what is arguably the most important early learning policy legislation in years (HB 1091), adding accountability requirements to increase the quality of state-funded childcare (School Readiness, SR) programs (**See HB 1091**). Some of the bills highlights include:

- Revise “at-risk” definition related to children of victims of domestic violence
- Identify observation-based child assessments, used 3 times a year with data to be included in the single statewide system
- Require program assessment for SR providers that measures the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children ages birth to 5 years. Include a minimum threshold for contracting.
- Develop differential payment program based on quality measures
- Develop process to allow parents to monitor the development of his or her child as the child moves across programs in the state.
- Develop report for determining number of providers meeting/not meeting minimum threshold for contracting; identify number of programs with active improvement plans based on result of program assessments.
- Update to Coalition plan to include local priorities, contracted slots and quality improvement strategies that strengthen teaching practices and increase child outcomes.

## 6. ArtKidDoo

The 6<sup>th</sup> annual ArtKidDoo is Saturday, April 14, 2018 at Shivers Park in Chipley, Florida. The event will begin at 10:00 am. All board members are welcome to attend this spectacular event.

## **IV. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

CBM Jalaber stated no report at this time.

## **V. PUBLIC COMMENT**

## **VI. NEXT MEETING** May 9, 2018

## **VII. ADJOURNMENT**