



Early Learning Coalition of Northwest Florida
May 9, 2018 Board Meeting Minutes

Date: May 9, 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, Interim Executive Director, Joe Seabrook, Operations and Outcomes Director, Matt Bonner, Accountability and Systems Director, Ken Whittaker, Contracts Officer and Patricia Roundtree, Impact Specialist

Full Board: Yes No Quorum: YES In attendance: 17/22 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	
	Renae	Roundtree		X		
	Parnell	Smith			X	
●	Jerry	Sowell	X			
	Guy	Tunnell		X		
●	Darrin	Wall (S)		X		
●	Richard	Williams			X	
Total			3	14	5	

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

OEL representatives Katerina Maroney, Reginal Williams and Courtnie Wheelless were also in attendance. Provider Jean Hitchcock was also in attendance by phone.

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

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

Motion By: Jerry Sowell

Motion Seconded By: Al McCambry

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: Please refer to the board meeting minutes for the April 11, 2018 board meeting

B. Financials Statements

Explanation: Please refer to Financial Statements through March 2018.

C. Credit Card Transaction Report

Explanation: Please refer to the Credit Card Transaction Reports for March 2018.

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

The vote at the January Board meeting was to make the recommendation for final vote for Executive Director at the June Board meeting. However, as the Coalition prepares for the new program year (FY 2018-19), it would be in the best interest of the organization to make the recommendation to permanently fill the position of the Executive Director sooner rather than later. The Executive Committee met on May 2, 2018 and discussed the position of Executive Director. Based on discussion and unanimous approval of committee members present, it is the recommendation of the Executive Committee to offer the position of the Executive Director to the current Interim Executive Director, Suzan Gage. CBP McFatter stated the Executive Committee met and voted unanimously to offer Suzan Gage the position of Executive Director. We will now open the vote to the full board. CBM Tunnell stated Suzan has some big shoes to fill but she has done an excellent job. CBM Hood also stated she has done a fantastic job from a provider's point of view.

Motion: To approve the recommendation of the Executive Committee to offer the position of Executive Director to the current Interim Executive Director, Suzan Gage

Motion By: Jerry Sowell

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried, unanimously.

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.

i. RFP for Audit Services

In April 2018, the Coalition announced its interest in obtaining the services of a public accounting firm to perform external auditing and tax services for the

Motion: To approve changes to Coalition credit card bearers, as recommended

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

iii. Approval for Travel for the Executive Director for FY 2018-19

Coalition policies require that "Business travel for Board members and the Executive Director that is reasonable and outside normal course of business duties shall be pre-approved by an officer of the Board using the approved Coalition travel authorization form." "Reasonable and outside normal course of business" has been interpreted to include conferences, symposiums, trainings and meetings (or similar) that take place outside of the Coalition seven-county service area. On average, the Executive Director travels monthly to attend meetings and as such is requesting approval for the upcoming fiscal year for all travel that is reasonable and outside normal course of business duties (taking place outside the seven-county service area).

Motion: To approve travel for the Executive Director for FY 2018-19 that is reasonable and outside normal course of business duties (taking place outside the Coalition's seven-county service area)

Motion By: Jerry Sowell

Motion Seconded By: Juliana Melara

Member/s Recusing from Vote: YES NO

The motion carried.

iv. 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:

Chipola Regional Workforce Development Board, Inc., ("dba" CareerSource Chipola) (CRWDB) – Office Space Rental – NTE \$10,000

Historically, the Coalition has shared office space with CareerSource Chipola to provide ease of access for customers served by both organizations. In Spring of 2018, the CareerSource Chipola offices relocated to the campus of Florida Panhandle Technical College (FPTC) and the Coalition was asked if we would like to continue to co-locate with them. The Coalition agreed to move and in doing so, we now have a larger space to provide services, access to the services, facilities and amenities offered at the FPTC, and a lower cost monthly cost.

Disclosures:

- Richard Williams, CRWDB Executive Director, is also an ELC board member.
- Mary McKenzie, ELC Board Vice Chair, is also a CRWDB board member.
- Darrin Wall, ELC Board Secretary, is also a CRWDB member.

CBT Sowell advised we are unable to vote on this item today due to not having enough related party contract board members present at today's meeting (14 of 15 needed). CBT Sowell asked if there is some way to avoid running into this in the future. ED Gage stated she will look into it. OEL representative Reggie Williams stated per statute we must have at least 15 board members present to vote.

v. Coalition Policies

Sliding Fee Scale for FY 2018-19

Each year the Coalition submits a sliding fee scale to the Office of Early Learning indicating how much a family is assessed for their co-pay as part of receiving School Readiness services. All families are required to pay a co-payment unless the requirement is waived for special and extenuating circumstances. Coalition staff are recommending keeping co-pays at the same

amount as presented for 2017-18. **(See Sliding Fee Scale)** Joe Seabrook, Operations and Outcomes Director stated the coalition is not recommending a change in the fee.

Motion: **To approve Sliding Fee Scale for 2018-19, as presented**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

vi. Anti-Fraud Plan FY 2018-19

Pursuant to Early Learning Coalition Anti-Fraud Plans Rule 6M-9.400(2), Florida Administrative Code, each early learning coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness program and Voluntary Prekindergarten Education Program services and submit the plan to the Office of Early Learning (OEL) for approval. The anti-fraud plan must be approved by the coalition board prior to submission to OEL. The plan must be sent to the OEL Office of Inspector General no later than June 30 each year. **(See Anti-Fraud Plan)**

Motion: **To approve the Anti-Fraud Plan 2018-19, as presented**

Motion By: Jerry Sowell

Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES NO

The motion carried.

D. Executive Director Overview – Suzan Gage

i. Wait List and Priority Placement

As of 5/3/18, 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	8	1	-	2	2	2	1	16
TOD	8	1	1	-	-	4	1	15
2YR	9	2	-	2	3	6	1	23
PR3	7	2	4	1	1	7	1	23
PR4	8	2	-	1	-	2	-	13
PR5	5	1	-	-	1	3	-	10
SCH	25	4	1	-	3	10	1	44
Total	70	13	6	6	10	34	5	144

The modest increase of children on the waitlist are reflective of the Coalition's efforts to control and monitor placement in relation to end of the year spending. Despite the increase of children on the waitlist, the Coalition is still spending more than 83% of its School Readiness budget for direct slot services (payments to providers). Joe Seabrook, Operations and Outcomes Director stated we actually zero'd out the waitlist at one point but it has increased slightly now and we are monitoring it as we are going in to the last quarter of the fiscal year.

ii. Provider Contract Termination Update

On April 20, 2018, the Coalition received a written DCF inspection report showing a Class 1 violation for an unscreened individual left alone with children as well as 3 Class 2 violations (including ratio noncompliance) and 3 Class 3 violations. 2 of the 3 Class 3 violations were also School Readiness Health and Safety standards. Coalition staff also confirmed that the owner's husband did get a background screening, however, the results concluded he was not eligible for child care. Based on these findings and results, Coalition staff recommended terminating the SR Provider's contract for cause.

However, the Coalition Accountability and Systems Director has been in contact with the Coalition attorney concerning this matter and based on his recommendation after reading new legislation governing contracting with providers with Class 1 violations, we are now seeking additional information from other Coalitions and are currently leaning strongly towards non-renewal of contract with the program.

At the May 2, 2018 Executive Committee members expressed their concern for continuing to contract with a provider with the Class 1 violation and that many School Readiness Health and Safety violations and asked that Coalition staff visit the program to verify that the ineligible individual is not on site at the School Readiness location.

Based on the request of the committee, Coalition staff are working on a policy to address contract termination and non-renewal. Miatta Jalabar, DCF Representative and Coalition board member, was contacted and asked to present information at

today's board meeting explaining the citation and dispute process with DCF. Also, the coalition's Attorney, Derrick Bennet, is scheduled to be available as needed to answer questions from board members. Suzan Gage explained the situation with the provider in question. CBP McFatter stated we are still in contact with board's attorney and waiting on the response from DCF. CBM Jalaber stated she does not have a status on the case yet but she will contact her legal department to get an update. CBM Mary McKenzie asked if this is the provider's personal home? CBM Jalaber stated it is a commercial property. CBM Tunnell asked for an explanation of the difference between class violations. Matt Bonner explained. OEL representative Reggie Williams asked if there would be a hardship on the parents if the children who are currently enrolled needed placement with another provider. Matt Bonner stated there are other providers in the area.

iii. Fraud

The Coalition continues to work closely with Financial Crime Investigator Bradley of the of fraud, as warranted. Currently there are no cases under investigation.

iv. Accountability Monitoring

Staff from the Office of Early Learning (OEL) Program Integrity Unit completed their on-site monitoring April 23-25, 2018. Areas that were monitored included 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. OEL will schedule an exit interview within the next few weeks to provide a summary of any findings.

OEL representative Reggie Williams stated the OEL auditors reported that we were very accommodating during this process.

v. ArtKidDoo

The 6th annual ArtKidDoo was Saturday, April 14, 2018 at Shivers Park in Chipley, Florida. The event attracted over 750 people. The Coalition received coverage in local and regional newspapers and websites. Thank you to all board members who helped make this event possible. Staff are already planning ArtKidDoo 2019!

vi. United Way Funding 2018-19

The Coalition received our funding award from the United Way Campaign for 2018-2019. This year we received \$3,842.82 in designated dollars and were awarded \$33,750 for Community Impact Grants (match). Thankfully, the Coalition received an increase of \$5,800 over last year. We are always grateful for the support shown to our organization by community members throughout the United Way of Northwest Florida's service area.

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT: No report.

VI. PUBLIC COMMENT OEL representative Reggie Williams stated they are happy to be here and see what the coalition is doing. He mentioned H.B. 1091, and acknowledged what the coalition is experiencing with these new policies and provider contract issues. CBP McFatter we have a large cross section of people that serve on our board and many of them also serve on a number of other boards in our area. We are very happy with Director McKinnon and we are collectively leading our coalition and providing services to the children in our area. The more local control we have to service the children, the better. OEL representative Williams stated the legislation has provided for coalitions to set their own priorities. OEL rep Katarina Maroney stated they want us to have local control. OEL rep Williams asked how we are doing with the EFS Mod rollout? Suzan Gage said we had a very productive meeting with our providers last week. OEL rep Williams asked how contract monitoring for 17-18 is going? Suzan Gage said very well. We are working with staff, providers and parents and we expect we will be able to roll this out successfully.

VII. NEXT MEETING June 13 , 2018

VIII. ADJOURNMENT 11:51am