



Early Learning Coalition of Northwest Florida
June 13, 2018 Board Meeting Minutes

Date: June 13, 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 Jon McFatter

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Accountability and Systems Director, Ken Whittaker, Contracts Officer and Patricia Roundtree, Impact Specialist

Full Board: Yes No Quorum: YES In attendance: 15 /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	12	7	

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: Pamela Kidwell

Motion Seconded By: Guy Tunnell

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 May 9, 2018 board meeting

B. Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Reports for April 2018.

C. Financials

Explanation:

Please refer to Financial Statements through April 2018.

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

Motion By: Joe Jernigan

Motion Seconded By: Guy Tunnell

Member/s Recusing from Vote: YES NO

The motion carried.

Motion: **To approve changes to policy, as presented.**

Motion By: Pamela Kidwell

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

B. 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:

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.

This vote was postponed and moved to a special meeting to be determined.

2. Coalition Policies

It is essential for the Early Learning Coalition to continuously review and update various policies to ensure that coalition staff can carry out the responsibilities of the organization. The proposed policy changes are available for your review (see Administration Policies) and include the following:

- A. Monitoring Policy
- B. School Readiness Contract Enforcement Policy
- C. Child Developmental Screening Policy

The coalition board's attorney Derrick Bennett explained new legislation regarding termination of contract with providers with violations.

Motion: To approve policies, as presented.

Motion By: Tony Bennett

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

C. Education and Program Committee

1. Readiness Rates for 2016-17 VPK

VPK Readiness Rates were released in late May. The readiness rate reflects the percentage of screened children a VPK provider has adequately prepared for kindergarten. The readiness rate is based on the Florida Kindergarten Readiness Screener (FLKRS). This year, Florida administered a new kindergarten readiness screener, and we expect performance to improve in future years. This year's rates serve three purposes. They set a starting point from which we can set higher expectations; they enable the Coalition to pinpoint programs that need additional support; and they provide parents with information to help them make critical education decisions for their children. Table C.1 provides a summary of how VPK providers in the Coalition scored.

Table C.1. ELCNWF VPK Readiness Rates 2016-17

	Number of VPK Providers	Providers with a rate 60% or higher	Percentage with a rate 60% or higher	Providers with a rate 59% or lower	Percentage with a rate 59% or lower	Number of Providers WITHOUT a rate	Percentage of Providers WITHOUT a rate
Bay	49	26	54%	22	46%	1	2%
Calhoun	6	2	67%	1	33%	3	50%
Franklin	2	1	50%	1	50%	0	0%
Gulf	5	3	75%	1	25%	1	20%
Holmes	8	3	43%	4	57%	1	13%
Jackson	15	6	50%	6	50%	3	20%
Washington	6	4	67%	2	33%	0	0%
Total	91	45	55%	37	45%	9	10%

For additional clarification and answers to frequently asked questions regarding FLKRS testing and VPK readiness rates, please see Readiness Rates FAQ.

Suzan Gage explained the new readiness guidelines from the state.

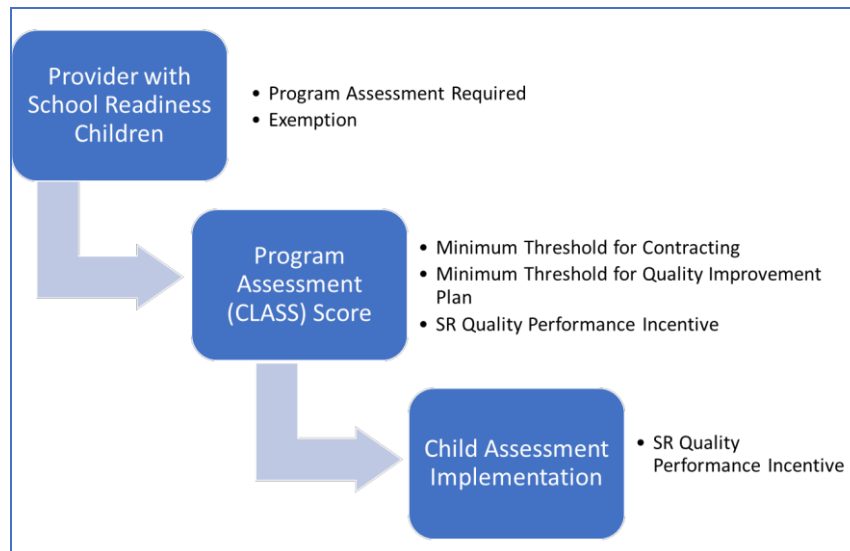
2. Performance Funding Project (PFP)

The PFP for 2017-18 is in its final week. Of the 27 SR providers that started in in this year’s cycle, 21 providers remain. Coalition staff will begin aggregating year end data and will be able to present a program summary in August 2018. PFP applications for the 2018-19 year are open through June 15, 2018.

3. Quality and Accountability Elements

During the 2018 legislative session, the Florida Legislature passed a bill (HB 1091) that increases quality and accountability in the School Readiness Program. Chart C.3. identifies new elements that SR providers will have to meet or in which they can participate. Much of the preliminary work to prepare SR provides for this increased accountability will begin in July 2018. Programs selected to participate in PFP for 2018-19 will be able to get either a “jump start” on, or continue with, their teachers’ professional development to better prepare them for program assessment as a result of HB 1091.

Chart C.3. Quality and Accountability Elements (HB 1091)



D. Executive Director Overview – Suzan Gage

1. Wait List and Priority Placement

As of 6/1/18, 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	23	1	-	1	4	8	4	41
TOD	16	1	-	1	1	12	5	36
2YR	29	-	2	1	4	8	3	47
PR3	20	2	2	2	2	11	3	42
PR4	21	3	-	1	1	5	3	34
PR5	21	1	-	2	2	10	2	38
SCH	60	4	-	-	5	25	6	100
Total	190	12	4	8	19	79	26	338

The continued 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).

2. Provider Contract Termination Update

As reported at the May Board Meeting, the Coalition recently had a School Readiness contracted provider cited with a Class 1 licensing violation and \$500 administrative fine by DCF for leaving children in unsupervised care with an unscreened individual. The individual subsequently completed a Level II background screening; however, the results indicated the individual was ineligible to work in childcare. DCF hand-delivered their administrative action letter on May 14th and the provider was given 21 calendar days to appeal the administrative action. Additionally, the School Readiness Provider Contract Enforcement Policy being presented by the Policy Committee at the June Board Meeting is in response to this issue. The policy also follows OEL's guidance addressing new legislation regarding Class I violation enforcement actions. More information will be shared at the meeting for further discussion and/or Board vote.

Matt Bonner, Accountability and Systems Director, explained the new policy for terminating a provider's contract.

3. 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.

4. 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,

Matt Bonner advised the board that we should have our draft review in July. The final report will be released after our response has been submitted to OEL.

5. EFS Modernization

Coalition staff have launched organization-wide efforts to prepare and train for the release of EFS-Modernization, anticipated for early to mid-July. The launch of this state-wide data system will provide families, staff and providers with a single information system in which all three groups will utilize for School Readiness and Voluntary Pre-Kindergarten services including applying for services, attendance documentation, and payment processing.

CBM Hood asked when will the provider's training take place? Matt Bonner explained that we anticipate sending some information this afternoon for providers to start testing next week. We expect to start the provider training on the new system the last week in June.

V. DEPARTMENT OF CHILDREN AND FAMILIES REPORT - No report

VI. PUBLIC COMMENT - No comment

VII. NEXT MEETING July 11, 2018

VIII. ADJOURNMENT 11:50am

