April 10, 2019 Meeting Minutes Overview

**Date:** April 10, 2019  
**Location:** Telephone Call-in Meeting  
**Minutes Taken By:** Suzan Gage  
**Time:** Meeting called to order at 11:02 a.m. by Jon McFatter  
**ELCNWF Staff members present:** Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Ken Whittaker Internal Operations Director, Tonie Hall, Executive Assistant

**Full Board:** ☑Yes ☐No  
**Quorum:** Yes  
**In attendance:** 17/20 board members

**Executive Comm.** Yes ☐No

**Roll Call to Include Board Members on Telephone:** Yes

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Present</th>
<th>Present Via Phone</th>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Tony</td>
<td>Bennett</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phil</td>
<td>Edwards</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kim</td>
<td>Gillis</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kenny</td>
<td>Griffin</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tiffany</td>
<td>Hines</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Linda</td>
<td>Hood</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jackie</td>
<td>House</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miatta</td>
<td>Jalaber</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joe</td>
<td>Jernigan</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Frank</td>
<td>Martin</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Al</td>
<td>McCambry</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jon</td>
<td>McFatter (P)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Mary</td>
<td>McKenzie (VP)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juliana</td>
<td>Melara</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johanna</td>
<td>Plumber</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neal</td>
<td>Reeves</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renae</td>
<td>Roundtree</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parnell</td>
<td>Smith</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Jerry</td>
<td>Sowell</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Darrin</td>
<td>Wall (S)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>6</td>
<td>11</td>
<td>3</td>
</tr>
</tbody>
</table>
Utilization of Slots and Funding

We reimburse contracted providers in each of the seven counties served. The information below shows the payment to School Readiness and VPK providers for direct services (slots) and provides a historical comparison between FY 2018 and FY 2019.

### SCHOOL READINESS Comparison of FY 2018 and FY 2019

<table>
<thead>
<tr>
<th>February 2018</th>
<th>February 2019¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR Slot Dollars $833,355</td>
<td>SR Slot Dollars $798,617</td>
</tr>
<tr>
<td>Children Served 2,405</td>
<td>Children Served 1,914</td>
</tr>
</tbody>
</table>

### VOLUNTARY PREKINDERGARTEN Comparison of FY 2018 and FY 2019

<table>
<thead>
<tr>
<th>February 2018</th>
<th>February 2019¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Payments $333,993</td>
<td>VPK Payments $303,608</td>
</tr>
<tr>
<td>Children Served 1,793</td>
<td>Children Served 1,599</td>
</tr>
</tbody>
</table>

¹Estimated service numbers and payments because of EFS-MOD issues.

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

2. APPROVAL OF MEETING AGENDA – Jon McFatter

   VOTE NEEDED: To approve the meeting agenda as presented.

   Motion: To approve the meeting agenda as presented
   Motion By: Jerry Sowell
   Motion Seconded By: Linda Hood
   Member/s Recusing from Vote: No
   The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS 3.1-3.5 – Jon McFatter

   3.1. Minutes: Board Meeting February 13, 2019 (See minutes)
   3.2. Statement of Revenues and Expenditures through 1.31.2019 (See financials)
   3.3. Credit Card Transaction Reports: January 2019 (See credit card transaction report)

   VOTE NEEDED: To approve consent agenda items as presented.

   Motion: To approve consent agenda as presented
   Motion By: Jerry Sowell
   Motion Seconded By: Linda Hood
   Member/s Recusing from Vote: No
   The motion carried.
4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Executive Committee- Jon McFatter
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.

4.1.1. Private Provider Representative
Contracted SR and VPK providers elected their new Private Provider Representative
Jeanne Hitchcock from Marianna, Florida. Mrs. Hitchcock will be attending the
remaining FY 2019 board meetings as a guest until she is seated at the first meeting
of the board for the 2019-2020 year.

NO VOTE NEEDED: Information only.

4.2. 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.

4.2.1. Related Party Contracts Below $25,000- Chipola Regional Workforce Board
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.
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 monthly cost.

Disclosures:
- Mary McKenzie, ELC Board Vice Chair, is also a CRWDB board member.
- Darrin Wall, ELC Board Secretary, is also a CRWDB member.
- Kenny Griffin is a CRWDB staff member.

**VOTE NEEDED: Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2019.**

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Yes</th>
<th>No</th>
<th>Recuse</th>
<th>Not present</th>
</tr>
</thead>
<tbody>
<tr>
<td>●</td>
<td>Tony</td>
<td>Bennett</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phil</td>
<td>Edwards</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kim</td>
<td>Gillis</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kenny</td>
<td>Griffin</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tiffany</td>
<td>Hide</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Linda</td>
<td>Hood</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jackie</td>
<td>House</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miatta</td>
<td>Jalaber</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joe</td>
<td>Jernigan</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Frank</td>
<td>Martin</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Al</td>
<td>McCambry</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Jon</td>
<td>McFatter (P)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Mary</td>
<td>McKenzie (VP)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juliana</td>
<td>Melara</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johanna</td>
<td>Plumber</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neal</td>
<td>Reeves</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Renae</td>
<td>Roundtree</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parnell</td>
<td>Smith</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Jerry</td>
<td>Sowell</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Darrin</td>
<td>Wall (S)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Motion: To approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2019.

Motion By: Jerry Sowell
Motion Seconded By: Tony Bennett
Member/s Recusing from Vote: Yes
The motion carried.

**VOTE NEEDED:** Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2020.

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Yes</th>
<th>No</th>
<th>Recuse</th>
<th>Not present</th>
</tr>
</thead>
<tbody>
<tr>
<td>●</td>
<td>Tony</td>
<td>Bennett</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phil</td>
<td>Edwards</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kim</td>
<td>Gillis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kenny</td>
<td>Griffin</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tiffany</td>
<td>Hines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda</td>
<td>Hood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackie</td>
<td>House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miatta</td>
<td>Jalaber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe</td>
<td>Jernigan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Frank</td>
<td>Martin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>●</td>
<td>Al</td>
<td>McCambry</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Jon</td>
<td>McFatter (P)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Mary</td>
<td>McKenzie (VP)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Juliana</td>
<td>Melara</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johanna</td>
<td>Plumber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neal</td>
<td>Reeves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renae</td>
<td>Roundtree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parnell</td>
<td>Smith</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Jerry</td>
<td>Sowell</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Darrin</td>
<td>Wall (S)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>15</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Motion: To approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2020.

Motion By: Jerry Sowell
Motion Seconded By: Tony Bennett
Member/s Recusing from Vote: Yes
The motion carried.

4.2.2. School Readiness Temporary Rate Increase

As a condition of the temporary rate increase for FY 19, staff are to report their recommendation to continue at the current temporary rate or begin decreasing
the temporary rate to July 2018-levels. Year-to-date spending based on estimated payments made to providers is:

<table>
<thead>
<tr>
<th>Month</th>
<th>SR Direct Service Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2018</td>
<td>$1,025,417</td>
</tr>
<tr>
<td>August 2018</td>
<td>$829,041</td>
</tr>
<tr>
<td>September 2018</td>
<td>$819,362</td>
</tr>
<tr>
<td>October 2018</td>
<td>$899,340</td>
</tr>
<tr>
<td>November 2018</td>
<td>$816,558</td>
</tr>
<tr>
<td>December 2018</td>
<td>$798,834</td>
</tr>
<tr>
<td>January 2019</td>
<td>$920,318</td>
</tr>
<tr>
<td>February 2019</td>
<td>$734,061</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,842,931</strong></td>
</tr>
</tbody>
</table>

The Coalition has expended approximately 63% of the allocated direct service dollars for School Readiness for FY 2019. At this rate we are trending to be under-utilized in direct service spending (on target would be 66.6% for the grant required 78% minimum). After analysis the following factors have and continue to contribute to the rate of expenditure:

- Dollar impact of reconciliation of actuals to estimated payments to providers (+/-)
- Relocation of population from Hurricane Michael (primarily Bay County)
- Continuation of Florida Governor’s Executive Order for a State of Emergency in our seven-county service area.

Based on the current expenditure rate, staff recommendation is to continue with the temporary rate increase until the impact can be evaluated next month.

**VOTE NEEDED:** To continue direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month.

Motion: To approve continuing the direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month as presented

Motion By: Jerry Sowell
Motion Seconded By: Mary McKenzie

**Member/s Recusing from Vote:** YES, Linda Hood, Parnell Smith

The motion carried.

4.2.3. Credit Card Policy Update

The Early Learning Coalition continuously reviews and update Fiscal Policies to ensure that coalition staff can carry out the responsibilities of the organization in an effective
and efficient manner. Organizational needs have resulted in needed revisions of current policies that need board approval. The proposed policy changes are available for your review (see Credit Card Policy) and include the following:

**VOTE NEEDED: To approve change to credit card policy as presented.**

Motion: To approve change to credit card policy as presented.
Motion By: Jerry Sowell
Motion Seconded By: Linda Hood
**Member/s Recusing from Vote: NO**
The motion carried.

4.2.4. Authorized Credit Card Bearers

Coalition corporate credit card bearers need to be updated to the following pending the approval of the change to the credit card policy. Board members can see current and recommended changes for consideration in the table below:

<table>
<thead>
<tr>
<th>Card</th>
<th>Current Card Bearer</th>
<th>New Card Bearer</th>
<th>Credit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Suzan Gage</td>
<td>no change</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>new</td>
<td>Ken Whittaker (card for recurring monthly purchases)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>Joe Seabrook</td>
<td>Matt Bonner</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>Donna Carnley</td>
<td>no change</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Secondary</td>
<td>new</td>
<td>Jana Miller</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

**VOTE NEEDED: To approve changes to credit card bearers as presented.**

Motion: To approve change to credit card bearers as presented.
Motion By: Jerry Sowell
Motion Seconded By: Linda Hood
**Member/s Recusing from Vote: NO**
The motion carried.

4.2.5. Increase Number of Paid Provider Holidays

As the coalition prepares to enter into agreement for FY 2019-20 School Readiness direct services with providers, coalition staff recommend increasing the number of paid provider holidays from 6 to 10. Based on current direct service expenditures, the average cost per day is between $38,000-$41,000 per day resulting in an approximate additional expenditure between $152,000-$164,000 annually or $380,000 to $410,000 dollars going to providers for direct services for 10 paid holidays for FY 2019-20.

The proposed 10 holiday schedule would be:
- 07/04/2019 Independence Day
- 09/04/2019 Labor Day
• 11/11/2019 Veteran’s Day
• 11/28/2019 Thanksgiving Day
• 12/25/2019 Christmas Day
• 01/01/2020 New Year’s Day
• 01/21/2020 Martin Luther King Jr. Day
• 05/25/2020 Memorial Day
• Floating Holiday 1- Determined by Provider
• Floating Holiday 2- Determined by Provider

Rationale for proposing increase of holidays:

1. Coalition direct service allocation will support the increase in the number of holidays.
2. Providers could be able to offer additional paid holidays for staff and/or close for professional development.
3. Most coalitions across the state allow for 10-12 paid holidays, the change would align us with other coalitions.

**VOTE NEEDED: To approve increase to 10 paid holidays for School Readiness providers as presented.**

*Motion: To approve increase to 10 paid holidays for School Readiness providers as presented.*

*Motion By: Jerry Sowell*

*Motion Seconded By: Tony Bennet*

*Member/s Recusing from Vote: YES, Linda Hood, Parnell Smith*

*The motion carried.*

4.2.6. FY 2018 Audit

Our FY 2018 audit with Moss, Krusick began in January 2019. Staff are currently working close with auditors to provide all requested materials. Because of the destruction of the building and damage to files from Hurricane Michael the coalition will not make the March 31 filing deadline and as a result the coalition may receive a finding for this on the 2018 audit. The coalition has been in contact with OEL and is keeping them informed of the audit status. The board treasure is also aware of the situation.

**NO VOTE NEEDED: Information only.**
4.2.7. Local Match

4.2.7.1. Match Waiver Request

The Coalition is required to collect a 6% match on funds spent for the serving the working poor (BG-8). Coalition staff submitted a match waiver request for Calhoun, Franklin, Gulf, Holmes, Jackson and Washington and Bay counties (because of Hurricane Michael) and received the match waiver approval letter on 4.23.2019. Please see Match Waiver Approval Letter

**NO VOTE NEEDED: Information only.**

4.2.7.2. Loss of Match Funding Bay County Commission

The coalition found out that any funds promised (but not distributed) by the Bay County Commissioners would not be distributed due to significant loss and damages sustained by the county from Hurricane Michael. Fiscal impact to match funding $25,000.

**NO VOTE NEEDED: Information only.**

4.2.8. Additional Grant Funding Awarded

Coalitions staff have been actively seeking additional funding outside of the Office of Early Learning (OEL) that can be used by the coalition to expand or develop new programming opportunities. To date the following has been secured/awarded.

<table>
<thead>
<tr>
<th>Awarding Entity</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save the Children</td>
<td>Provider building Clean-up from Hurricane Michael</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Gulf Power Foundation</td>
<td>Supporting quality through CLASS for SR programs</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Rosemary Beach Foundation</td>
<td>Hope and Recovery Project (HaRP)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Children's Forum</td>
<td>Hope and Recovery Project (HaRP)</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Save the Children</td>
<td>Rebuild indoor and outdoor environments</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>United Way- Bay</td>
<td>Emergency Child Care- non-SR funded, county specific</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>United Way- Calhoun</td>
<td>Emergency Child Care- non-SR funded, county specific</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>United Way- Holmes</td>
<td>Emergency Child Care- non-SR funded, county specific</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>United Way- Jackson</td>
<td>Emergency Child Care- non-SR funded, county specific</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>United Way - Washington</td>
<td>Emergency Child Care- non-SR funded, county specific</td>
<td>$1,440.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$268,440.00</strong></td>
</tr>
</tbody>
</table>
4.3. Policy and Personnel Committee- Mary McKenzie

4.3.1. Temporary Emergency Child Care Policy

The Coalition has been awarded over $20,000 that can be used for Emergency Child Care services for families that receive referrals from their local long-term recovery organization (LTRO) as communities rebuild from Hurricane Michael. As a result of this funding, it is necessary to establish a Temporary Emergency Child Care policy (see Temporary Emergency Child Care policy).

VOTE NEEDED: To approve the Temporary Emergency Child Care policy as presented.

Motion: To approve the Temporary Emergency Child Care policy as presented.
Motion By: Jerry Sowell
Motion Seconded By: Mary McKenzie

Member/s Recusing from Vote: YES, Linda Hood, Parnell Smith
The motion carried.

4.4. Education and Program- 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.

No new items to report.

EXECUTIVE DIRECTOR'S REPORT

5.1. Organizational Update

5.1.1. Office Locations-Panama City Office
All Coalition staff assigned to work from the Panama City office are now able to work from the Panama City office.

5.1.2. FEMA
Coalition staff are working with FEMA representatives to determine if the organization can make a claim for reimbursement for loss of Category E items: equipment, materials and supplies.

5.1.3. Staffing
The Coalition has hired Michael Hallenstein as the Finance Director and Tonie
Hall as the Executive Assistant/HR Specialist.

5.1.4. Children’s Week
The Executive Director and Program Operations Director travelled to Tallahassee March 25-27, 2019 to participate in Children’s Week activities and meet with local legislators to discuss issues relevant to early learning and recovery from Hurricane Michael. We met with aids from Representative Trumbull’s, Senator Gainer’s, and Senator Montford’s office. In addition, we were met with Representative Drake who expressed a strong desire to visit with recovering child care centers in his district after session. *(see AELC Legislative Priorities)*

5.1.5. Media Coverage

<table>
<thead>
<tr>
<th>Media Mentions</th>
<th>Purpose</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>News Channel 7</td>
<td>Loss of funding from County Government</td>
<td>3.5.2019</td>
</tr>
<tr>
<td>News Channel 7</td>
<td>Hurricane Michael Recovery for Young Children</td>
<td>3.7.2019</td>
</tr>
<tr>
<td>Panama City News Herald</td>
<td>Loss of funding from County Government</td>
<td>3.7.2019</td>
</tr>
<tr>
<td>Bay Biz Magazine</td>
<td>Status of Child Care Following Hurricane Michael</td>
<td>April-May 2019 Issue</td>
</tr>
<tr>
<td>Emerald Coast Magazine</td>
<td>General Interest</td>
<td>April-May 2019 Issue</td>
</tr>
<tr>
<td>News Channel 7</td>
<td>Looking Into Why More Children are in Foster Care</td>
<td>4.4.2019</td>
</tr>
</tbody>
</table>

5.2. Current SR Provider Count
Chart 5.2. shows the number of SR providers operational prior and at two points after Hurricane Michael made landfall. We are pleased to report that all counties except for Bay County are back to pre-Hurricane Michael operational levels.

*Chart 5.2. Open Contracted School Readiness Providers as of 4.1.2019*
5.3. Estimated Bay County SR Provider Recovery Through FY 19

Chart 5.3. shows coalition staff estimates of Bay County provider recovery both predicted and actual. Recovery means open to serve children with at least a provisional license from Department of Children and Families. Staff estimate that approximately 15%-20% of pre-Hurricane Michael SR contracted providers (7-11) will not re-open due to extensive damages.
5.4. Current Enrollment Numbers

5.4.1. School Readiness children enrolled by age and county as of April 1, 2019.

<table>
<thead>
<tr>
<th>Age</th>
<th>Bay</th>
<th>Calhoun</th>
<th>Franklin</th>
<th>Gulf</th>
<th>Holmes</th>
<th>Jackson</th>
<th>Washington</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>54</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>5</td>
<td>28</td>
<td>19</td>
<td>109</td>
</tr>
<tr>
<td>Ones</td>
<td>132</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>17</td>
<td>73</td>
<td>31</td>
<td>267</td>
</tr>
<tr>
<td>Twos</td>
<td>167</td>
<td>10</td>
<td>3</td>
<td>3</td>
<td>23</td>
<td>99</td>
<td>32</td>
<td>337</td>
</tr>
<tr>
<td>Threes</td>
<td>173</td>
<td>16</td>
<td>3</td>
<td>10</td>
<td>29</td>
<td>93</td>
<td>41</td>
<td>365</td>
</tr>
<tr>
<td>Fours</td>
<td>151</td>
<td>11</td>
<td>7</td>
<td>9</td>
<td>20</td>
<td>87</td>
<td>25</td>
<td>310</td>
</tr>
<tr>
<td>Fives</td>
<td>90</td>
<td>12</td>
<td>-</td>
<td>4</td>
<td>17</td>
<td>32</td>
<td>15</td>
<td>170</td>
</tr>
<tr>
<td>School Age</td>
<td>175</td>
<td>10</td>
<td>3</td>
<td>2</td>
<td>31</td>
<td>92</td>
<td>50</td>
<td>363</td>
</tr>
<tr>
<td>Special Needs</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>943</td>
<td>70</td>
<td>19</td>
<td>31</td>
<td>142</td>
<td>504</td>
<td>213</td>
<td>1,922</td>
</tr>
</tbody>
</table>

5.4.2. VPK children enrolled by provider type and county as of April 1, 2019.

<table>
<thead>
<tr>
<th>Age</th>
<th>Bay</th>
<th>Calhoun</th>
<th>Franklin</th>
<th>Gulf</th>
<th>Holmes</th>
<th>Jackson</th>
<th>Washington</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Based</td>
<td>532</td>
<td>28</td>
<td>33</td>
<td>29</td>
<td>76</td>
<td>173</td>
<td>105</td>
<td>976</td>
</tr>
<tr>
<td>Non-School Based</td>
<td>431</td>
<td>20</td>
<td>23</td>
<td>44</td>
<td>42</td>
<td>120</td>
<td>28</td>
<td>708</td>
</tr>
<tr>
<td>Total</td>
<td>963</td>
<td>48</td>
<td>56</td>
<td>73</td>
<td>118</td>
<td>293</td>
<td>133</td>
<td>1,684</td>
</tr>
</tbody>
</table>

5.5. Current Wait List

School Readiness children on wait list by age and county as of April 1, 2019.

<table>
<thead>
<tr>
<th>Age</th>
<th>Bay</th>
<th>Calhoun</th>
<th>Franklin</th>
<th>Gulf</th>
<th>Holmes</th>
<th>Jackson</th>
<th>Washington</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Ones</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Twos</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Threes</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Fours</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Fives</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>School Age</td>
<td>51</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>11</td>
<td>31</td>
<td>5</td>
<td>118</td>
</tr>
</tbody>
</table>

The coalition made 382 offers funding availability for children currently on the waitlist between February 12th and March 15th. We are currently experiencing a placement rate of 30%.

5.6. Coalition Fraud Updates

No updates to report.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT

8. NEXT MEETING: May 8, 2019

9. ADJOURNMENT
WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

* You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

PARNELL SMITH __________________________ hereby disclose that on APRIL 10 ___________ 2019

(a) A measure came or will come before my agency which (check one or more)

☑ inured to my special private gain or loss:

☐ inured to the special gain or loss of my business associate: ________________________________

☐ inured to the special gain or loss of my relative: _________________________________________ by whom I am retained: or

☐ inured to the special gain or loss of __________________________________________, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To approve the Temporary Emergency Child Care policy

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME
SMITH, PARNELL

MAILING ADDRESS
1942 EAST 7TH STREET
PANAMA CITY, BAY

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE
Early Learning Coalition of Northwest Florida

THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:

☐ CITY  ☐ COUNTY  ☑ OTHER LOCAL AGENCY

NAME OF POLITICAL SUBDIVISION:
N/A

DATE ON WHICH VOTE OCCURRED:
4/10/19

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER’S INTEREST

, hereby disclose that on .

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☐ inured to the special gain or loss of my business associate;

☐ inured to the special gain or loss of my relative;

☐ inured to the special gain or loss of , by whom I am retained; or

☐ inured to the special gain or loss of , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To approve increase to 10 paid holidays for School Readiness providers.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CE FORM 8B - EFF 10/2013
Adopted by reference in Rule 34-7.010(1)(f). F.A.C.
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME
SMITH, PARNELL

MAILING ADDRESS
1942 EAST 7TH STREET

CITY COUNTY
PANAMA CITY BAY

DATE ON WHICH VOTE OCCURRED
4/10/19

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Early Learning Coalition of Northwest Florida
THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF
☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY

NAME OF POLITICAL SUBDIVISION:
N/A

MY POSITION IS: ☑ ELECTIVE ☑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained), to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision; whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
DISCLOSEMENT OF LOCAL OFFICER'S INTEREST

1. PARNELL SMITH hereby disclose that on APRIL 10, 2019.

(a) A measure came or will come before my agency which (check one or more)
- [ ] incurred to my special private gain or loss;
- [ ] incurred to the special gain or loss of my business associate.
- [ ] incurred to the special gain or loss of my relative, ____________________________ by whom I am retained; or
- [ ] incurred to the special gain or loss of ____________________________ which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To continue direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S. and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a ‘relative’ includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A ‘business associate’ means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN,

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

KENNY GRIFFIN hereby disclose that on APRIL 10, 2019

(a) A measure came or will come before my agency which (check one or more)

- [ ] inured to my special private gain or loss.
- [ ] inured to the special gain or loss of my business associate, ________________________________.
- [ ] inured to the special gain or loss of my relative, ________________________________ , by whom I am retained; or
- [ ] inured to the special gain or loss of ________________________________ which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2019

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME  
GRiffin, Kenny  

MAILING ADDRESS  
4636 HWY 90 EAST SUITE F  

CITY  MARIANNA  
COUNTY  JACKSON  

DATE ON WHICH VOTE OCCURRED  4/10/19  

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE  
Early Learning Coalition of Northwest Florida  

THE BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ON WHICH I SERVE IS A UNIT OF  
CITY  COUNTY  OTHER LOCAL AGENCY  

NAME OF POLITICAL SUBDIVISION:  

MY POSITION IS:  ELECTIVE  APPOINTIVE  

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained), to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

---

DISCLOSURE OF LOCAL OFFICER'S INTEREST

KENNY GRIFFIN

hereby disclose that on APRIL 10, 2019

(a) A measure came or will come before my agency which (check one or more)

☑ incurred to my special private gain or loss.
☐ incurred to the special gain or loss of my business associate.
☐ incurred to the special gain or loss of my relative.
☐ incurred to the special gain or loss of ______________________ by whom I am retained; or
☐ incurred to the special gain or loss of ______________________ which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2020

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
**WHO MUST FILE FORM 8B**

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

**INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

**ELECTED OFFICERS:**

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

- PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting, and
- WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

**APPOINTED OFFICERS:**

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

MARY MCKENZIE hereby disclose that on APRIL 10, 2019

(a) A measure came or will come before my agency which (check one or more)

- [ ] inured to my special private gain or loss.
- [ ] inured to the special gain or loss of my business associate.
- [ ] inured to the special gain or loss of my relative, ________________________, by whom I am retained; or
- [ ] inured to the special gain or loss of ________________________, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2020

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

---

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, MARY MCKENZIE, hereby disclose that on APRIL 10, 2019

(a) A measure came or will come before my agency which (check one or more)

☑ inured to my special private gain or loss:
☐ inured to the special gain or loss of my business associate:
☐ inured to the special gain or loss of my relative:
☐ inured to the special gain or loss of whom I am retained: or
☐ inured to the special gain or loss of which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Roll call vote needed to approve the related party contract between the Early Learning Coalition and Career Source Chipola NTE $10,000 for FY 2019

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained) to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on an one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING
- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

LINDA HOOD

(a) A measure came or will come before my agency which (check one or more)

- [ ] Inured to my special private gain or loss
- [ ] Inured to the special gain or loss of my business associate
- [ ] Inured to the special gain or loss of my relative
- [ ] Inured to the special gain or loss of whom I am retained, or

- [ ] Inured to the special gain or loss of which is the parent subsidiary or sibling organization or subsidiary of a principal which has retained me

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To approve the Temporary Emergency Child Care policy

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19

Date Filed

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

<table>
<thead>
<tr>
<th>LAST NAME—FIRST NAME—MIDDLE NAME</th>
<th>NAME OF BOARD, COUNCIL, COMMISSION AUTHORITY OR COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOOD, LINDA</td>
<td>Early Learning Coalition of Northwest Florida</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>CITY</th>
<th>COUNTY</th>
<th>NAME OF LOCAL SUPERVISORY AGENCY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE ON WHICH VOTE OCCURRED</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/19</td>
<td></td>
</tr>
</tbody>
</table>

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office must abstain from voting on a measure which would injure to his or her special private gain or loss. Each elected or appointed local officer also must abstain from knowingly voting on a measure which would injure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained) to the special private gain or loss of a relative or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Section 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a 'relative' includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A 'business associate' means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting, and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

LINDA HOOD hereby disclose that on APRIL 10 2019

(a) A measure came or will come before my agency which (check one or more):

- [ ] interested to my special private gain or loss
- [ ] interested to the special gain or loss of my business associate
- [ ] interested to the special gain or loss of my relative
- [ ] interested to the special gain or loss of ________________ by whom I am retained; or
- [ ] interested to the special gain or loss of ________________ which is the parent subsidiary or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To continue direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT; DEMOTION; REDUCTION IN SALARY; REPRIMAND OR A CIVIL PENALTY NOT TO EXCEED $10,000.
### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would injure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would injure to the special private gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357 F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law a ‘relative’ includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A ‘business associate’ means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

1. **PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting, and
2. **WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you may abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

1. You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. 

(Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

LINDA HOOD hereby disclose that on APRIL 10, 2019

(a) A measure came or will come before my agency which (check one or more):

☐ Inured to my special private gain or loss
☐ Inured to the special gain or loss of my business associate
☐ Inured to the special gain or loss of my relative
☐ Inured to the special gain or loss of ______________________ by whom I am retained, or:
☐ Inured to the special gain or loss of ______________________ which is the parent subsidiary or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To approve increase to 10 paid holidays for School Readiness providers

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/10/19
Date Filed

Signature

NOTICE UNDER PROVISIONS OF FLORIDA STATUTES §112.317 A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.