August 14, 2019 Board Minutes

Date: August 14, 2019
Location: Telephone Call-in Meeting
Minutes Taken By: Suzan Gage
Time: Meeting called to order at 11:00 a.m.
ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Ken Whittaker Internal Operations Director, Mike Hallenstein, Finance Director, Donna Carnley, Quality Services Director, Kelli Thormann, Executive Assistant
Full Board: ☑Yes ☐No Quorum: Yes In attendance: 16/19 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>
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<tbody>
<tr>
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<tr>
<td>Kim</td>
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<td>Frank</td>
<td>Martin</td>
<td></td>
<td></td>
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<tr>
<td>●</td>
<td>Al</td>
<td>McCambry</td>
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<tr>
<td>●</td>
<td>Jon</td>
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<tr>
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<tr>
<td>●</td>
<td>Jerry</td>
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<td>1</td>
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<tr>
<td>●</td>
<td>Darrin</td>
<td>Wall (S)</td>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td>7</td>
<td>10</td>
<td>3</td>
<td></td>
</tr>
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</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.

<table>
<thead>
<tr>
<th>SCHOOL READINESS Comparison of FY 2018 and FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
</tr>
<tr>
<td>School Readiness</td>
</tr>
<tr>
<td>Payments to Child Care Providers for Direct</td>
</tr>
<tr>
<td>Services (Slots)</td>
</tr>
<tr>
<td>SR Slot Dollars $ 1,087,135</td>
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<tr>
<td>Children Served 2,800</td>
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<tr>
<td>May 2019¹</td>
</tr>
<tr>
<td>School Readiness</td>
</tr>
<tr>
<td>Payments to Child Care Providers for Direct</td>
</tr>
<tr>
<td>Services (Slots)</td>
</tr>
<tr>
<td>SR Slot Dollars $ 935,773</td>
</tr>
<tr>
<td>Children Served 1,886</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VOLUNTARY PREKINDERGARTEN Comparison of FY 2018 and FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
</tr>
<tr>
<td>VPK Program</td>
</tr>
<tr>
<td>Payments to Child Care for VPK services</td>
</tr>
<tr>
<td>VPK Payments $ 432,900</td>
</tr>
<tr>
<td>Children Served 1,899</td>
</tr>
<tr>
<td>May 2019¹</td>
</tr>
<tr>
<td>VPK Program</td>
</tr>
<tr>
<td>Payments to Child Care for VPK services</td>
</tr>
<tr>
<td>VPK Payments $424,182</td>
</tr>
<tr>
<td>Children Served 1,753</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: Tony Bennett
   Member/s Recusing from Vote: No
   The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS 3.1-3.2 – Jon McFatter

   3.1. Minutes: Board Meeting June 12, 2019 (See minutes)
   3.2. Credit Card Transaction Reports: May 2019 (See credit card transaction report)

   VOTE NEEDED: To approve consent agenda items as presented.

   Motion: To approve consent agenda items as presented
   Motion By: Tony Bennett
   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 an Executive 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. Resignation and Recognition of Provider Representative Linda Hood

Linda has faithfully given her time and talent as the provider representative for the Coalition for 8 years. Both providers and staff have benefitted from her wisdom and guidance throughout her tenure. We are grateful for her service these many years.

**VOTE NEEDED: To accept the resignation of Linda Hood and thank her for her many years of service to the coalition as the provider representative.**

Motion: To approve the resignation of Linda Hood and thank her for her many years of service to the coalition as the provider representative

Motion By: Jerry Sowell
Motion Seconded By: Tony Bennett
Member/s Recusing from Vote: No
The motion carried.

4.1.2. Approval of Jeanne Hitchcock as Provider Representative for the board.

Providers elected a new private provider representative, Jeanne Hitchcock, in February 2019 effective July 2019. Jeanne has been working closely with Linda to learn as much as she can prior to the transition. We look forward to working with her during her 1st term.

**VOTE NEEDED: To approve the nomination of Jeanne Hitchcock as the provider representative for the board, as elected by SR providers.**

Motion: To approve the nomination of Jeanne Hitchcock as the provider representative for the board, as elected by SR providers

Motion By: Tony Bennett
Motion Seconded By: Jerry Sowell
Member/s Recusing from Vote: No
The motion carried.

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. Updated Fiscal Policies for Approval

The Coalition has reviewed its current fiscal policies and is requesting changes to the following:
4.2.1.1. Procurement Policy
Updated to remove procedures, delineate purchasing authorizations, when to use a purchase order, formatting changes and minor corrections.

4.2.1.2. Travel Policy
Updated and aligned with Department of Education (DOE) policy.

4.2.1.3. Tangible Personal Property
Changes the threshold for fixed asset from $1,000 to $5,000 (aligning with federal regulation), formatting changes and minor corrections.

4.2.1.4. Cash Disbursement
Reflect use of electronic payments in addition to check payments, formatting changes and minor corrections.

All fiscal policies have been provided for board review. *(See Fiscal Policies)*

**VOTE NEEDED: To approve Fiscal Policies, as presented.**

Motion: To approve *Fiscal Policies as presented*
Motion By: Jerry Sowell
Motion Seconded By: Tiffani Hinds
Member/s Recusing from Vote: No
The motion carried.

4.2.2. Signing Authority
To remove Joe Seabrook, Special Projects (retired) from having signature authority and add Donna Carnley, Quality Services Director to have signature authority for Coalition accounts.

**VOTE NEEDED: To approve removing Joe Seabrook and adding Donna Carnley as an authorized signer on Coalition accounts.**

Motion: To approve *removing Joe Seabrook and adding Donna Carnley as an authorized signer on Coalition accounts as presented*
Motion By: Jerry Sowell
Motion Seconded By: Tiffani Hinds
Member/s Recusing from Vote: No
The motion carried.

4.2.3. School Readiness Temporary Rate Increase
As a condition of the temporary rate increase for FY 19, staff 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>
</tbody>
</table>
### 4.2.4. End of the Year Grant Close-out Activities

At the June board meeting members voted to allow the Executive Director “to act as necessary, during the year-end grant close-out period and to report the actions for ratification as needed and necessary at our August 2019 board meeting.” The following items are submitted for ratification.

#### 4.2.4.1. Temporary Rate Continuation

Coalition staff requested from OEL a continuance of the temporary rate for FY 2020, with a monthly review to determine how long to continue. Staff expect to be able to make a recommendation at the October board meeting recommending to keep the direct service rate at the temporary level or return to pre-hurricane Michael rates, or a combination between.

**VOTE NEEDED:** To approve the request for a continuation of direct service funding for FY 2019-20 at the temporary rate approved in October 2018 with the stipulation that direct service spending is evaluated monthly and the board is presented in October 2019 with recommendations to keep the direct service rate at the temporary level or return to pre-hurricane Michael rates, or a combination between.

Motion: To approve the request for a continuation of direct service funding for FY 2019-20 at the temporary rate approved in October 2018 with the stipulation that direct service spending is evaluated monthly and the board is presented in October 2019 with recommendations to keep the direct service rate at the temporary level or return to pre-hurricane Michael rates, or a combination between as presented.

Motion By: Jerry Sowell
Motion Seconded By: Tiffani Hinds
Member/s Recusing from Vote: Parnell Smith, Jeanne Hitchcock
The motion carried.

#### 4.2.4.2. Quality Supplies and Materials Purchases for Providers

#### 4.2.4.3. Equipment and Supply Purchases
4.2.4.4. Temporary Staff to assist with EFS MOD true-up
4.2.4.5. Staff Performance Stipends
4.2.4.6. RFP award for PEO Services to Landrum Services
4.2.4.7. SR Grant De-obligation

To date, (June 30, 2019) the Coalition expended approximately 75% of the allocated School Readiness for direct service dollars for FY 2019 which is under the grant required 78% minimum. Two reasons, EFS-MOD limited functionality and Hurricane Michael’s impact on our service area, were major influencing factors that resulted in the under expenditure despite stop-gap measure put in place to prevent it. As a result, OEL contacted the Coalition to let us know de-obligated some our grant funds and reduced our Notice of Award (NOA) for 2018-19 SR from $13,710,784 to $12,960,784. The de-obligation of these funds has no impact on the NOA for FY 2019-20.

**VOTE NEEDED: To ratify actions taken by Executive Director during the year-end grant close-out period, as directed by board.**

Motion: To ratify actions taken by the Executive Director during year-end grant close-out period, as directed by the board as presented
Motion By: Jerry Sowell
Motion Seconded By: Tony Bennett
Member/s Recusing from Vote: No
The motion carried.

4.2.5. Budget for FY 2019-20

Based on analysis and forecasting, the annual budget for 2019-20 is presented for board approval. *(See Annual Budget 2019-20)*

Points for discussion include:

- Preliminary FY 2018-19 spending
- FY 2019-20 NOA
- FY 2019-20 Grant Revenue
- SR Direct Service (Slots) target (80%)
- Changes to Match program

**VOTE NEEDED: To approve FY 2019-20 budget as presented**

Motion: To approve *FY 2019-20 budget as presented*
Motion By: Jerry Sowell
Motion Seconded By: Tony Bennett
Member/s Recusing from Vote: No
The motion carried.
4.2.6. Additional Grant Funding Awarded

Coalition 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>Training Grant</td>
<td>$85,000</td>
</tr>
<tr>
<td>Florida Department of Health</td>
<td>Kid Care Outreach and Education</td>
<td>$7,000</td>
</tr>
<tr>
<td>FEMA</td>
<td>Replacement Purchases from Hurricane Michael Damages</td>
<td>$110,086</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$202,086</strong></td>
</tr>
</tbody>
</table>

*NO VOTE NEEDED: Information only.*

4.3. Policy and Personnel Committee- Mary McKenzie

In lieu of a Policy and Personnel Committee meeting, all items that would be brought to the committee are presented to the full board for information and/or vote, as needed.

4.3.1. A Policy and Personnel Committee Meeting will be called in August. Details to be provided as soon as possible after date is determined.

*NO VOTE NEEDED: Information only.*

4.4. Education and Program- Al McCambry

The Education and Program Committee met on August 1, 2019 and approved the following items:

4.4.1. QUALITY INITIATIVES FOR 2019-20

4.4.1.1. FCCPC/CDA Credential Project - $20,000

4.4.1.2. Infant/Toddler Activities

Each year, the Coalition is required to provide quality support for Infant and Toddler initiatives. In addition to regular supports:

- Expansion Grants and Materials- $20,000
- Start-up Grants and Materials-$10,000
- 10 Components of Quality Care for Infants and Toddlers Training $35,000
- Other activities as opportunity arises

4.4.1.3. Training and Professional Development

- Child Care 101 Training - $25,000
- Winter Conference for Practitioners- $6,000

4.4.1.4. Health Screenings

4.4.1.5. Professionalism within the Profession

- FLAEYC Conference- $6,000
- One Goal Summer Conference $6,000
4.4.2. PROGRAM ASSESSMENT (CLASS)

4.4.2.1. Quality Improvement Plan (QIP) supports *(see Program_Assessment_Scores_2019-20)*

4.4.2.2. Program Assessment Supports and Initiatives

- Making the Most of Classroom Interactions (MMCI)
- Teachstone on Demand
- Gulf Power Foundation Grant
- CLASS 101

4.4.3. PRESCHOOL DEVELOPMENT GRANT- CHILD ASSESSMENT IMPLEMENTATION (PDG- CAI)

The Coalition was awarded a Preschool Development Grant for $53,563 to implement child assessments with providers electing to complete on-child assessments. This funding is included in the budget for FY 2019-20.

4.4.3.1. Child Assessment Implementation Initiative

4.4.3.2. TS Gold On-line assessment tool annual subscription- $22,000

4.4.4. WFSU-PBS PROGRAMS and GRANTS

- Meet the Helpers
- Sesame Street 50th Anniversary

4.4.5. INCLUSION

Initiatives and activities completed under the requirements of the grant between OEL and the Coalition.

*VOTE NEEDED: To approve Quality Activities, Program Assessment, Preschool Development Grant -Child Assessment Implementation, WFSU Programs and Grants and Inclusion Activities, as approved by the committee and presented.*

Motion: To approve Quality Activities, Program Assessment, Preschool Development Grant-Child Assessment Implementation, WFSU Programs and Grants and Inclusion Activities, as approved by the committee and presented

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

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Organizational Update

5.1.1. FEMA

The Coalition received notification that $144,488.65 dollars were designated eligible obligated and that $110,086.59 were designated federal obligated (amount we will be reimbursed) for approved project expenses resulting from Hurricane Michael. Staff will begin making purchases for approved items.

5.1.2. EFS-MOD System Impact
EFS-MOD continues to provide many challenges for providers and Coalition staff related to attendance processing. For all of FY 2018-19, the Coalition paid providers on “estimated” services based on paper attendance submitted to the Coalition. Coalition staff are diligently working to true-up the attendance payments within the EFS-MOD system by the required timeframe (estimated mid-September). Beginning with July 2019 attendance, providers are submitting electronically through the EFS-MOD system.

5.1.3. New Office of Early Learning Director
The Department of Education announced that Director Rodney MacKinnon will be assuming a new role and that Shan Goff (former Director of the Office of Early Learning) will be the new director of the Office of Early Learning.

5.2. Media Coverage/Activity/Event

<table>
<thead>
<tr>
<th>TITLE/EVENT/ACTIVITY</th>
<th>PURPOSE</th>
<th>DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Florida Behavior Conference, Chipley</td>
<td>Present sessions centered around child behavior in the classroom</td>
<td>June 10-12, 2019</td>
</tr>
<tr>
<td>One Goal Summer Conference, Orlando</td>
<td>Present sessions on Emergency Preparedness and Customer Service</td>
<td>July 16-19, 2019</td>
</tr>
<tr>
<td>Equity Training Workshop, Chipley</td>
<td>Co-hosted with OEL and participated in training centered around racial equity in America</td>
<td>July 22-23, 2019</td>
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<tr>
<td>United Way Annual Meeting, Panama City</td>
<td>Attended as an affiliated agency. Our grant funding success story was a part of the spotlight presentation by United Way for stakeholders in the community.</td>
<td>July 25, 2019</td>
</tr>
<tr>
<td>North Florida Community Hospital Back-to-School Supply Fair, Chipley</td>
<td>Shared information about School Readiness, VPK, Disaster Preparedness for children and families, and Florida Kid Care in accordance with the Florida Kid Care Back-to-School Grant agreement.</td>
<td>July 26, 2019</td>
</tr>
<tr>
<td>Bonifay K-8 School Clothing Exchange, Bonifay</td>
<td>Shared information about School Readiness, VPK, Disaster Preparedness for children and families, and Florida Kid Care in accordance with the Florida Kid Care Back-to-School Grant agreement.</td>
<td>July 26, 2019</td>
</tr>
<tr>
<td>Bay County Chapter of the N.A.A.C.P. Back-to-School Bash, Panama City</td>
<td>Shared information about School Readiness, VPK, Disaster Preparedness for children and families, and Florida Kid Care in accordance with the Florida Kid Care Back-to-School Grant agreement.</td>
<td>July 27, 2019</td>
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</tbody>
</table>
5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of July 29, 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>77</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>8</td>
<td>29</td>
<td>16</td>
<td>133</td>
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<tr>
<td>Ones</td>
<td>131</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>17</td>
<td>61</td>
<td>31</td>
<td>252</td>
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<tr>
<td>Twos</td>
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<td>38</td>
<td>378</td>
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<tr>
<td>Threes</td>
<td>180</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>33</td>
<td>94</td>
<td>40</td>
<td>373</td>
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<tr>
<td>Fours</td>
<td>156</td>
<td>7</td>
<td>8</td>
<td>10</td>
<td>18</td>
<td>89</td>
<td>29</td>
<td>317</td>
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<tr>
<td>Fives</td>
<td>159</td>
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<td>2</td>
<td>6</td>
<td>21</td>
<td>53</td>
<td>22</td>
<td>277</td>
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<tr>
<td>School Age</td>
<td>260</td>
<td>9</td>
<td>2</td>
<td>1</td>
<td>28</td>
<td>82</td>
<td>37</td>
<td>419</td>
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<tr>
<td>Special Needs</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>1,155</td>
<td>57</td>
<td>25</td>
<td>39</td>
<td>150</td>
<td>511</td>
<td>213</td>
<td>2,150</td>
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</table>

5.3.2. VPK children enrolled by provider type and county as of July 29, 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>27</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td>6</td>
<td>37</td>
</tr>
<tr>
<td>Non-School Based</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Total</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td>6</td>
<td>37</td>
</tr>
</tbody>
</table>

5.4. Current Wait List

School Readiness children on wait list by age and county as of July 29, 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>30</td>
<td>1</td>
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5.5. Coalition Fraud Updates

The Coalition has not received an update on the one parent fraud complaint that is currently under review.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT

Tracy Anglin- Comments about the EFS-MOD system issues and asking to please pass the rate increase permanently.

8. NEXT MEETING: September 11, 2019

9. ADJOURNMENT- 12:15pm
WHO MUST FILE FORM 8B

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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 taxing 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” includes 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 AUGUST 14, 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
who 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 request for a continuation of direct service funding for FY 2019-20 at the temporary rate approved in October 2018 with the stipulation that direct service spending is evaluated monthly and the board is presented in October 2019 with recommendations to keep the direct service rate at the temporary level or return to pre-hurricane Michael rates, or a combination between.

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.

8/14/19

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
HITCHCOCK, JEANNE

MAILING ADDRESS
2351 HWY 73 SOUTH

CITY: MARIANNA
COUNTY: JACKSON

DATE ON WHICH VOTE OCCURRED
8/14/19

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
☐ APPOINTEE

WHO MUST FILE FORM 8B

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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.

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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.

APPOINTE 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:

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APPOINTED OFFICERS (continued)

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- The form must be read publicly at the next meeting after the form is filed.

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- 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, JEANNE HITCHCOCK, hereby disclose that on AUGUST 14, 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 Quality Activities, Program Assessment, Preschool Development Grant-Child Assessment Implementation, WFSU Programs and Grants and Inclusion Activities

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.

8/14/19
DateFiled

Signature

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LAST NAME—FIRST NAME—MIDDLE NAME
HITCHCOCK, JEANNE

MAILING ADDRESS
2351 HWY 73 SOUTH

CITY  COUNTY
MARIANNA  JACKSON

DATE ON WHICH VOTE OCCURRED
8/14/19

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  ☑ APPOINTEE

WHO MUST FILE FORM 8B

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ELECTED OFFICERS:

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APPOINTED OFFICERS:

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

JEANNE HITCHOCK hereby disclose that on AUGUST 14, 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.

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To approve the request for a continuation of direct service funding for FY 2019-20 at the temporary rate approved in October 2018 with the stipulation that direct service spending is evaluated monthly and the board is presented in October 2019 with recommendations to keep the direct service rate at the temporary level or return to pre-hurricane Michael rates, or a combination between.

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8/14/19
Date Filed

Signature

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