



September 9, 2020 Board Minutes

Date: September 9, 2020

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:04am

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Regulatory Affairs and Compliance Director, Mike Hallenstein, Finance Director, Lindsay Holmes, Communications and Community Relations Director, Ken Whittaker, Operations Director, Donna Carnley, Quality Services Director, Kelli Thormann, Executive Assistant

Full Board: Yes No Quorum: Yes In attendance: board members 15/19

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
	Phil	Edwards			1	
	Kim	Gillis		1		
	Kenny	Griffin			1	
	Tiffani	Hinds		1		
	Zach	Gilmore		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)		1		
	Juliana	Melara		1		
	Joseph	Seabrook		1		
	Johanna	Plummer		1		
	Renae	Roundtree		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Susie	Sewell		1		
	Tracey	Yoder			1	
		Total		15	4	

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 comparison between the previous month.

SCHOOL READINESS		
	June 2020	July 2020
<u>School Readiness</u>	SR Slot Dollars \$ 1,535,740	SR Slot Dollars \$ 1,650,466
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,652	Children Served 2,688
VOLUNTARY PREKINDERGARTEN		
	June 2020	July 2020
<u>VPK Program</u>	VPK Payments \$7,800	VPK Payments \$6,323
Payments to Child Care for VPK services	Children Served 20	Children Served 11

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: Parnell Smith

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting August 12, 2020 (*See minutes*)

3.2. Credit Card Transaction Report: July 2020 (*See credit card transaction report*)

3.3. Financials YTD June 2020 and YTD July 2020 (*See Financial Report*)

3.4. Alternative Work Location Policy (*See Policy*)

3.5. Social Media Policy (*See Policy*)

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve *consent agenda items as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Parnell Smith

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. Slate of Officers and Committee Members

Please see *ELCNWF Slate of Officers and Committee Members List* for current list of officers and Committee Members.

VOTE NEEDED: To approve Slate of Officers and Committee Membership, as presented

Motion: To approve *Slate of Officers and Committee Membership as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Hitchcock

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. Preliminary Budget for FY 2020-21

Based on analysis and forecasting, the annual budget for 2020-21 is presented for board approval. (*See Preliminary Budget 2020-21*)

Points for discussion include:

- Preliminary FY 2019-20 spending
- Based on the FY 2020-21 Notice of Award (NOA) (multiple have been received, so far)
- Anticipated additional NOAs
- SR Direct Service (Slots) target (80%)

VOTE NEEDED: To approve *Preliminary (pro forma) Budget for FY 2020-21*, as presented.

Motion: To approve *Preliminary (pro forma) Budget for FY 2020-21 as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Juliana Melara

Member/s Recusing from Vote: No

The motion carried.

4.2.2. Proposed Disposition of Equipment:

The Early Learning Coalition of Northwest Florida, Inc. requires a resolution of the governing board/executive committee to approve the disposition of equipment as described below.

Proposed Date of Disposition: September 15, 2020
Authority for Disposition: Resolution of governing board/executive committee
Manner of Disposition: Combination of scrapped/destroyed and wiped/repurposed
List of Equipment: *See Surplus Property Form*

VOTE NEEDED: To approve disposition of equipment, as presented.

Motion: To approve *disposition of equipment as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Parnell Smith

Member/s Recusing from Vote: No

The motion carried.

4.2.3 Expenditure Validation Monitoring

On September 1, 2020 the Coalition received written notification that OEL had completed the July-December 2019 Expenditure Validation Monitoring Report. No questioned costs were found. 1 technical assistance for 2 separate expenditures was provided. (*See February Expenditures Validation Review*)

NO VOTE NEEDED, Information Only

4.3. Policy and Personnel Committee-

4.3.1. Items presented in consent agenda

4.3.2. Policy and Personnel Committee meeting will be scheduled in September and will report out in October.

NO VOTE NEEDED, Information Only

4.4. Education and Program- Al McCambry

The Education and Program Committee that was planned to be scheduled to meet in August did not happen due to delays in obtaining information necessary for the committee. As such the committee will meet in September and will report out at the October meeting.

NOVOTENEDED, Information Only

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organizational Update

5.1.1. FEMA

No new updates.

5.1.2. FY 2018-19 Provider Reimbursement True-up

The Coalition was able to release just under \$1,000,000 in provider underpayments from the 2018-19 Fiscal Year. Additionally, coalition staff are working on collecting the \$43,000 in over payments from providers.

5.1.3. CARES Act Funding and COVID-19 Responses

5.1.3.1. Mitigate financial impact to providers by: SR Providers Open in September

- For the September Service Period, SR Providers will continue to be reimbursed based on enrollment rather than attendance which includes intermittent closures due to COVID-19.
 - For September, no parent copayments should be collected.
- #### School-Year VPK Providers Open in September
- School-Year VPK Providers will be reimbursed for the September Service Period based on enrollment after the students' first day of attendance and for intermittent closures due to COVID-19.
 - Providing bonuses to SR providers serving ESS workers.

5.1.3.2. Mitigate financial impact on families by:

- School Readiness Eligibility: Job Search and Reduced Hours
- Families can establish initial eligibility with purpose for care as "job search" or less than 20-hours of an employment and/or education activity through September 30, 2020
- Upon receipt of a funding notification, families will have 60-days to submit documentation to support "job search" (Reemployment assistance application or benefits letter) as purpose for care or validate a reduction in employment (Income verification form or letter from employer) due to COVID19.
- Families that initially qualify for School Readiness with less than 20-hours of work and/or education activity must reach 20-hours by September 30, 2020, if not they will be given 3 months to establish a purpose for care meeting the minimum hour requirements.

5.1.3.3. School Readiness and VPK Access

- While our lobby is closed to the public, customers can still apply for school readiness and/or VPK services on the family portal website.
- All Coalition staff can still be reached via phone, email and other media platforms.

5.1.3.4. CARES Grants to Providers- Phase 3

The coalition will begin to send CARES funding to providers that qualify for the Phase 3 funding. We anticipate approximately 54 providers will receive around \$260,000.

5.1.5. Supplemental Disaster Funding for Hurricane Michael (Operation Kaleidoscope)

Coalition staff worked with OEL to finalize the coalition's portion of the supplemental disaster funding grant awarded after Hurricane Michael in October 2018. The Coalition received the

executed grant on August 5, 2020 and have started the first steps executing the grant deliverables. On September 2, 2020, the Coalition received written approval that the Staffing Plan had been approved and that staff can begin work on the grant.

Point of Discussion- How would the board members like progress on Operation Kaleidoscope presented?

5.2. Media Coverage/Activity/Events August 2020

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	38	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	9087
Twitter	2	Share information and resources with families across Northwest Florida.	67
Instagram	18	Share information and resources with families across Northwest Florida.	298
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3585
Constant Contact - Teacher Newsletter	1	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a monthly basis.	240
Constant Contact - Provider Newsletter	1	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	112
Constant Contact - Special Blasts	5	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	464
WFSU: Radio: Voice that Inspire	https://wfsu.org/radio/voices-that-inspire/suzan-gage	The executive director of the Early Learning Coalition of Northwest Florida, Suzan Gage, believes in young children and their families. She believes that investing early in our young children would help to eliminate future problems and create a stronger citizenry. She is inspired by the positive work her organization does and the potential to keep learning through adulthood.	NA
WMBB: News Coverage	https://www.mypanhandle.com/news/pp-e-equipment-donated-to-bay-and-gulf-county-child-care-centers/	PPE equipment donated to Bay and Gulf County child care centers	NA
Bonifay BTS Event	08-07-20	Community event. In person reach - 286 / Social media reach - 290	576
Bayou George FBC Food Drive	8/13/2020	Community event. In person reach - 268 / Social media reach - 104	372
Carrabelle Fire Department Food Drive	8/21/2020	Community event. In person reach - 250 / Social media reach - 100	350

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of August 31, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	72	2	0	0	5	20	11	110
Ones	174	10	4	1	13	69	28	299
Twos	231	21	6	3	25	93	43	422
Threes	259	5	9	8	37	135	38	491
Fours	216	14	3	8	30	101	33	405
Fives	0	0	0	0	0	1	0	1
School Age	462	34	8	8	63	223	75	873
Special Needs	0	0	0	0	0	0	0	0
	1414	86	30	28	173	642	228	2601

5.3.2. VPK children enrolled by provider type and county as of August 31, 2020.*

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	319	20	0	29	72	0	79	519
Non-School Based	219	17	23	0	34	74	19	386
total	538	37	23	29	106	74	98	905

* Will provide explanation.

5.4. Current Wait List

School Readiness children on wait list by age and county as of August 31, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	55	2	0	0	7	19	14	97
Ones	51	2	0	2	1	17	9	82
Twos	54	3	2	0	6	5	3	73
Threes	42	2	0	2	4	13	8	71
Fours	26	1	0	1	4	11	4	47
Fives	24	0	0	0	0	5	3	32
School Age	101	2	0	0	4	38	18	163
	353	12	2	5	26	108	59	565

5.5. Coalition Fraud Updates

The Coalition has no new updates.

5.6. Racial Equity Project

The Coalition Executive Team met with our Racial Equity Project Coach Dr. Melanie Acosta for the second time on August 16, 2020.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT

8. NEXT MEETING: October 14, 2020

9. ADJOURNMENT- 11:24am