



October 14, 2020 Board Minutes

Date: October 14, 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 13/19

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		
	Renaee	Roundtree		1		
	Parnell	Smith			1	
●	Jerry	Sowell		1		
	Susie	Sewell		1		
	Tracey	Yoder		1		
		Total		13	6	

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		
	July 2020	August 2020
<u>School Readiness</u>	SR Slot Dollars \$ 1,650,466	SR Slot Dollars \$ 1,472,342
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,688	Children Served 2715
VOLUNTARY PREKINDERGARTEN		
	July 2020	August 2020
<u>VPK Program</u>	VPK Payments \$6,323	VPK Payments \$109,255
Payments to Child Care for VPK services	Children Served 11	Children Served 1068

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

2. APPROVAL OF MEETING AGENDA – Tony Bennett

VOTE NEEDED: To approve the meeting agenda as presented.

Motion: To approve *the meeting agenda as presented. With Audit Amendment.*

Motion By: Jerry Sowell

Motion Seconded By: Joseph Seabrook

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Tony Bennett

3.1. Minutes: Board Meeting September 9, 2020 (*See minutes*)

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

3.3. FY 20 Annual Report (*See Annual Report*)

VOTE NEEDED: To approve consent agenda items as presented.

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

Motion By: Jerry Sowell

Motion Seconded By: Tiffani Hinds

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Tony Bennett

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.

No new information for discussion

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.

Amendment- To approve the 2018-2019 Audit as presented.

Motion: To approve *2018-2019 Audit as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

4.3. Policy and Personnel Committee-

Committee meeting was held on September 30,2020. The committee met to discuss items on the agenda. Agenda items are presented for full board consideration.

- 4.3.1. The board has historically allowed the Executive Director to award mid-year (typically in December) and end-of-year (typically June) performance stipends based on individual performance and/or overall Coalition performance in meeting goals and deadlines. For FY21, the anticipated impact of mid-year and end-of-year performance stipends would be \$125,000. There is room in the approved Coalition budget for this.

VOTE NEEDED: To allow Executive Director is award mid-year (typically in December) and end-of-year (typically June) performance stipends based on individual performance and/or overall Coalition performance in meeting goals and deadlines.

Motion: To approve *to allow Executive Director is award mid-year (typically in December) and end-of-year (typically June) performance stipends based on individual performance and/or overall Coalition performance in meeting goals and deadlines.*

Motion By: Jerry Sowell

Motion Seconded By: Susie Sewell

Member/s Recusing from Vote: No

The motion carried.

4.4. Education and Program- Al McCambry

Committee meeting was held on September 30,2020. The committee met to discuss items on the agenda. Agenda items are presented for full board consideration.

4.4.1. Training and Professional Development

4.4.1.1. FCCPC/CDA Credential

Historically, the Coalition has supported 12-15 individuals each year. However, there was a decrease in the number of participants and completers last year because of Hurricane Michael and COVID-19. Despite the decrease there continues to be a need to support practitioners in obtaining their FCCPC/CDA credential at both Gulf Coast State College and Chipola College. Staff recommend \$20,000 for project.

4.4.1.2. FLAECY (Directors and Teachers)-To continue to develop the professionalism of our practitioners the Coalition would like to sponsor up to 20 participants to attend the virtual FLAECY state conference and Directors Symposium in October. Staff recommend \$5,000 for project.

4.4.1.3. One Goal (Teachers) To continue to develop the professionalism of our practitioners the Coalition would like to sponsor 4 teachers to attend the One Goal Summer Conference and Directors Symposium in July 2021. Staff recommend \$6,000 for project.

4.4.1.4. Various trainings developed and presented by staff in each of these areas:

- Infant/Toddler
- Curriculum
- Mental Health
- Developmental Screenings
- Inclusion
- Standards and VPK related topics
- Other topics as needed by teachers in the service area can be added. Staff recommend \$10,000 for project

4.4.1.5. Winter Conference-The Coalition's annual conference (typically held in Panama City) will bring together practitioners from our service area and surrounding counties to participate in a 5 to 6 hour event. Typically centered around a theme or subject of criticality for early learning practitioners, the conference has tracts for pre-school teachers, infant/toddler teachers, administration and leadership and families. Staff will work to secure sponsors for conference to help offset expenses. Staff recommend \$6,000 for project.

4.4.2. Infant/Toddler Activities

Each year, the Coalition is required to provide quality support for Infant and Toddler initiatives. Along with regular quality activities and staff who provide specific training and technical assistance to SR providers, staff recommend the following Infant/Toddler (I/T) quality initiatives to support practitioners.

- 4.4.2.1. Expanded staff to provide targeted technical assistance and coaching for I/T related concerns. Increase by 1.5 FTE.
 - 4.4.2.2. Expansion Grants and Materials- Provides a monetary grant, materials and supplies needed to expand the number of direct service slots for infants and toddlers at an already contracted SR provider. Staff recommend \$15,000 for project.
 - 4.4.2.3. Start-up Grants and Materials- Provides a monetary grant, materials and supplies needed to expand the number of direct service slots for infants and toddlers for a new contracted SR provider. Staff recommend \$15,000 for project.
 - 4.4.2.4. 10 Components of Quality Care for Infants and Toddlers- A systematic approach to on-going quality improvement developed by Florida State University (FSU) (*see handout FSU 10 Components*) and supported by Florida Office of Early Learning (OEL). Project would allow up to 10 practitioners to participate in on-going training and mentoring support to improve quality in their classroom. Provides stipend for practitioner, materials for classroom and stipend for SR provider. This activity will be run in conjunction with Operation Kaleidoscope to provide more resources.
 - 4.4.2.5. Other Activities- The Coalition has developed guidance explaining other I/T activities for 2020-21. Staff recommend \$10,000 for project.
- 4.4.3. Child Developmental Screening Support
- 4.4.3.1. One FTE to process initial child screenings from parents and teachers
 - 4.4.3.2. One FTE to coordinate initial 30-day interventions for children scoring in a range indicative of needing additional support/evaluations.
- 4.4.4. VPK and Transition to Kindergarten
- 4.4.4.1. One FTE dedicated to supporting quality enhancements for the VPK programs
 - 4.4.4.2. Intentional transition to kindergarten activities and supports for VPK providers interested in developing this area of their program. Staff recommend \$15,000 for project.
- 4.4.5. Health Screenings
- Health screenings on SR children will be completed on children as requested by teachers or parents and those receiving referrals to the warmline.
- 4.4.6. Program Assessment (CLASS)
- 4.4.6.1. Quality Improvement Plan (QIP)

For the 2020-21 year any provider that scored less than a 3.5 must complete a QIP and score at least a 4.0 on their composite score to continue for 2021-22. Currently this year, no providers are completing a Quality Improvement Plan (QIP) due to their composite score on program assessment.

Training

- Making the Most of Classroom Interactions (MMCI) -The Coalition will continue to provide MMCI courses (24 hours), in cohorts, for providers in multiple locations throughout the service area. Staff recommend \$12,000 for project.
- Teachstone on Demand -OEL provide free on-line access to over 100 hours of training content to any practitioner who requests access.
- CLASS 101 on-site 2 hours resources
Coalition quality support specialists provide on-site training as requested by providers to help prep their staff for their CLASS observations.

4.4.7. Preschool Development Grants

4.4.7.1. Child Assessment Implementation Subgrant (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 is a voluntary program that will provide stipends, technology supplies and mentoring support. If we have more practitioners that would like to participate than slots available, the Coalition will randomly select participants. Carry over funding is available to be used through 12/31/2020.

4.4.7.2. Curriculum Implementation and Training Subgrant (PDG-C)

The Coalition was awarded a Preschool Development Grant for \$26,273 to assist with curricula implementation and training with providers. We are still working with OEL to accept our proposal to use dollars to support low SR program assessment scoring providers with an approved curricula and training.

4.4.7.3. Mental Health and Social-Emotional Support Subgrant (PDG-MH)

The Coalition was awarded a Preschool Development Grant for \$27,542 to assist with mental health and social/emotional supports. We are still working with OEL to accept our proposal to use funds to provide on-site training and technical assistance for contracted SR providers to use the Ages and Stages Social Emotional (ASQ-SE) screening tool.

4.4.8. Inclusion Activities

The Coalition has developed guidance explaining Inclusion program and activities for 2020-21. Most of the activities taking place as part of the Coalition's Inclusion program are done so under the requirements of the grant between OEL and the Coalition.

4.4.9. Disaster Relief Grant- Operation Kaleidoscope

The Coalition received \$4,792,217 grant to help with Hurricane Michael recovery and mitigation. The grant has the following functional areas and purposes:

Initiative	Overview
Mental Health Service Initiative	<ul style="list-style-type: none"> • Provide on-site and telehealth access to mental health specialists, LMHTs for children, parents and teachers. • Mental health training and professional development for teachers, families and community members • Resources and kits for implementing mental health initiatives in the classroom
Indoor Environments Initiative	<ul style="list-style-type: none"> • Purchase of approved curricula • Training on use of approved curricula • Age-appropriate classroom furniture and environments • Age appropriate supplies and materials • Consumable supplies
Outdoor Environments Initiative	<ul style="list-style-type: none"> • Acquisition of the following for child care providers: <ul style="list-style-type: none"> • Sun and rain protection • Gross and fine motor equipment • Large and small playground equipment • Environmental landscaping and restoration • Fencing • Fall zone material • Training and technical assistance on outdoor environments
Provider Recruitment and Retention Initiative	<ul style="list-style-type: none"> • Recruiting new child care programs to open • Recruiting new School Readiness (SR) child care programs to open • Recruiting newly opened programs to contract as SR providers • Recruiting existing child care providers to contract as SR providers • Encouraging currently contracted providers to expand program operations into targeted geographic areas • Encouraging currently contracted providers to expand program service hours to meet needs of families • Creating strategies to enhance the business practices of contracted providers • Engaging community partners to assist with recruiting and training of new providers

Repair and Renovation Reimbursement Initiative	<ul style="list-style-type: none"> Reimbursing providers for approved expenses incurred for facility repair and renovation completed between October 8, 2018 through end of grant period.
Help Me Grow Referral Screening and Referral Initiative	<ul style="list-style-type: none"> Help Me Grow services in accordance with the Help Me Grow Project Plan approved by HMG

Vote needed: To approve FY 21 Quality Initiatives, Program Assessment Initiatives, Preschool Development Grant Initiatives, Inclusion Activities, and Disaster Relief Grant-Operation Kaleidoscope plan as presented.

Motion: To approve to approve FY 21 Quality Initiatives, Program Assessment Initiatives, Preschool Development Grant Initiatives, Inclusion Activities, and Disaster Relief Grant-Operation Kaleidoscope plan as presented.

Motion By: Joseph Seabrook

Motion Seconded By: Susie Sewell

Member/s Recusing from Vote: No

The motion carried.

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Accountability Monitoring FY2018-2020

OEL conducted the review to ensure the coalition’s overall administration and implementation of early learning programs (Coalition Governance (CG), Operations and Program Management (OPM), Child Care Resource and Referral (CCR&R), Educational Services Delivery (ESD), School Readiness (SR), Voluntary Prekindergarten (VPK), and Data Accuracy (DA)) meets or exceeds service delivery and operational requirements. *(see Accountability Monitoring Report for the Early learning Coalition of Northwest Florida)*

The desk review began on March 3, 2020, when the coalition received the monitoring notification letter. The desk review occurred April 20-22, 2020. The accountability review team reviewed the coalition’s programmatic operations from July 1, 2018, through April 30, 2020; and for SR and VPK services during the 2018-19 and 2019-20 program years.

The Early Learning Grant Agreement requires the coalition to take corrective actions for each non-compliance finding. The report notes corrective action recommendations to help the coalition effectively deliver program services.

In summary the Coalition received 11 findings that were all corrected at the time of the monitoring and has a Corrective Action Plan (CAP) with two elements that need to be completed throughout the year.

5.2. CARES Act Funding and COVID-19 Responses

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

- For the October Service Period, SR Providers will continue to be reimbursed based on attendance plus 6 additional days rather than enrollment. This includes intermittent closures due to COVID-19.
- Providing bonuses to SR providers serving ESS workers, continues until dollar limit has been reached.

5.2.2. CARES Grants to Providers- Phase 3

The coalition released CARES funding to providers that qualify for the Phase 3 funding. We anticipate approximately 37 providers received a total of \$178,556.

5.3. Operation Kaleidoscope- Supplemental Disaster Funding for Hurricane Michael

On October 9, 2020 the Coalition hosted the Governor Ron DeSantis, First Lady Casey DeSantis, Florida FEMA Director Moskowitz, and DEO Director Eagle at our office as the Governor and First Lady Announced ELCNWF receiving the grant for supplemental disaster funding for Hurricane Michael.

5.4. Media Coverage/Activity/Events September 2020

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	25	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	3220
Twitter	4	Share information and resources with families across Northwest Florida.	36
Instagram	9	Share information and resources with families across Northwest Florida.	172
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3541
Constant Contact - Teacher Newsletter	1	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a monthly basis.	239
Constant Contact - Provider Newsletter	1	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	149
Constant Contact - Special Blasts	7	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	152
Doorways COC	09-09-20	Share information and resources with Bay County residents.	250

5.5. Current Enrollment Numbers

5.5.1. School Readiness children enrolled by age and county as of September 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	71	2	0	0	3	19	14	109
Ones	178	10	2	1	14	58	27	290
Twos	214	12	4	1	25	85	39	380
Threes	250	8	4	3	32	126	36	459
Fours	188	13	1	0	19	92	31	344
Fives	13	0	0	1	4	6	3	27
School Age	281	22	8	0	53	180	64	608
Special Needs	0	0	0	0	0	0	0	0
total	1195	67	19	6	150	566	214	2217

5.5.2. VPK children enrolled by provider type and county as of September 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	369	22	14	30	76	143	84	738
Non-School Based	309	20	24	0	36	78	23	490
total	678	42	38	30	112	221	107	1228

5.6. Current Wait List

School Readiness children on wait list by age and county as of September 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	52	6	0	1	4	19	11	93
Ones	52	3	0	0	5	24	8	92
Twos	45	4	3	0	5	8	9	74
Threes	39	2	0	2	5	14	4	66
Fours	21	2	0	0	3	5	6	37
Fives	29	0	0	0	2	7	2	40
School Age	103	4	0	0	5	39	13	164
total	341	21	3	3	29	116	53	566

5.7. Coalition Fraud Updates

The Coalition has no new updates.

5.8. Racial Equity Project

The Coalition Executive Team met with our Racial Equity Project Coach Dr. Melanie Acosta for the third time on September 21, 2020.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT- No report

7. PUBLIC COMMENT

8. NEXT MEETING: TBD

9. ADJOURNMENT- 11:51am

