



December 12, 2018 Minutes

Date: December 12, 2018

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:00 a.m. by Jon McFatter

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Program Operations Director

Full Board: Yes No Quorum: Yes In attendance: 11 / 21 board members

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
	Phil	Edwards			<u>1</u>	
	Kim	Gillis		1		
	Linda	Hood		1		
	Jackie	House			<u>1</u>	
	Miatta	Jalaber			<u>1</u>	
	Joe	Jernigan			<u>1</u>	
	Doug	Kent			<u>1</u>	
	Pamela	Kidwell			<u>1</u>	
	Frank	Martin			<u>1</u>	
●	Al	McCambry		1		
●	Jon	McFatter (P)		1		
●	Mary	McKenzie (VP)		1		
	Juliana	Melara		1		
	Johanna	Plumber		1		
	Neal	Reeves			<u>1</u>	
	Renae	Roundtree			<u>1</u>	
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Guy	Tunnell			<u>1</u>	
●	Darrin	Wall (S)		1		
		Total		11	10	

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		
	October 2017	October 2018¹
<u>School Readiness</u>	SR Slot Dollars \$879,110	SR Slot Dollars -
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,375	Children Served -
VOLUNTARY PREKINDERGARTEN Comparison of FY 2017 and FY 2018		
	October 2017	October 2018¹
<u>VPK Program</u>	VPK Payments \$283,698	VPK Payments -
Payments to Child Care for VPK services	Children Served 1833	Children Served -

¹Service numbers and payments are not currently available due to 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: YES x NO

The motion carried.

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

3.1. Minutes: Board Meeting September 14, 2018, Executive Committee October 31, 2018
(See minutes)

3.2. Estimated Budget to Actuals (See estimated budget to actuals)

3.3. Credit Card Transaction Reports: August 2018 (See credit card transaction report)

3.4. Continuity of Operations Plan for FY 2019 (See Continuity of Operations Plan FY 2019)

3.5. Annual Report FY 2018 (See Annual Report FY 2018)

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve the consent agenda as presented

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES x NO

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Executive Committee- Jon McFatter

4.1.1. October 31, 2018 Executive Committee

On October 31, 2018 the Executive Committee met in an emergency session to discuss the immediate challenges facing the Coalition with recovery and restoration after Hurricane Michael. Brought before the committee were (1) ensuring that the Coalition can continue to meet the SR Grant established earmark of 78% of SR dollars being paid for direct services (slots) and (2) ensuring children enrolled and attending SR services prior to Hurricane Michael have access to School Readiness direct services (slots) at contracted SR programs.

To mitigate the challenges described above, staff made the following recommendations in the form of a motion which was unanimously passed by the Executive Committee.

1. Increasing the SR reimbursement rate to help to help ensure SR children continue to have access to direct service slots. The increase would be a percentage based on a sliding scale, correlated to the number of children submitted for reimbursement each month. The increase would be relation to the rates paid for each age group by the Coalition as of 9/1/2018. The increase may be retroactive to 7/1/2018, if necessary.
2. After October 2018, the impact of the increase would be reviewed each month. Based on the data obtained, rates would either continue at the current rate or staff would recommend a rate decrease to maintain the goal of \$775,000- \$875,000 billable to OEL for Direct Services (slots) each month.
3. Beginning in December 2018 (for services completed in November 2018) evaluate each county within the Coalition service area to determine if circumstances warrant the return of the providers in the county to the payment rate schedule that was in effect 7/1/2018, prior to the hurricane.

NO VOTE NEEDED: Information only.

4.1.2. Strategic Planning Session

Carol Wick with Convergent Non-Profit Solutions was scheduled to join us at our November board meeting to ask for insight, input and feedback as a new 5-year strategic plan is developed for the Coalition. Regrettably, Hurricane Michael has pushed us a little off course with the original date. We anticipate that we will be able to bring Carol to our board meeting in March 2019. *(See Strategic Planning Consultant Information)*

NO VOTE NEEDED: Information only.

4.1.3. Board Member Self Evaluation

Members were sent an email the week of August 6, 2018 with a link to complete their annual member self-evaluation. Results of the self-evaluation are included for the review and will be used in the strategic planning process. Thank you for your feedback. (See *Board Self-Evaluation 2018*)

NO VOTE NEEDED: Information only.

4.1.4. Resignation of Board Members

On November 21, 2018 the Coalition received a letter of resignation from board member Guy Tunnell. Mr. Tunnell served as a board member for almost 8 years. We are grateful for his advocacy and support and wish him well on his future endeavors. On December 7, 2018 Pam Kidwell contacted Suzan Gage to let her know she would be resigning from the board. We want to thank her for her years of service. On December 7, 2018 Board member Doug Kent resigned as Bay County Health Department Director. Mr. Kent was filling a required position, representing Health Departments. With the resignation of his position at the Health Department, he is not eligible to serve on the board as a Health Department representative. We would like to thank Mr. Kent for all his years of service on the board.

VOTE NEEDED: To approve the resignation of Guy Tunnell, Pam Kidwell and Doug Kent from the Board of Directors.

Motion: To approve the resignation of Guy Tunnell, Pam Kidwell and Doug Kent from the Board of Directors.

Motion By: Mary McKenzie

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES x NO

Motion passed

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. Resignation of Finance Manager

On November 13, 2018 the Coalition accepted the resignation of Vanessa Hadley as Finance Manager. Vanessa had been with the Coalition for 14 years and we thank her for her dedication and service.

On November 19, 2018 the Coalition entered into a consultant agreement with Michael Hallenstein to provide fiscal services (Finance Manager).

NO VOTE NEEDED: Information only.

4.2.2. EFS Modernization and Fiscal Impact

The EFS Modernization still presents many opportunities for parents, providers and staff to practice both patience and flexibility as we wait for full system functionality. While much of the system is working, there continues to be gaps in the functionality that controls attendance and payment processing. Since July 1, 2018 when OEL decommissioned the EFS-Legacy system, providers have not had the ability to submit their attendance for payment through EFS-MOD system, as was originally planned. Rather, OEL instructed Coalition's to continue processing payments utilizing their local Coalition's Provider Payment Contingency Plan found in its Continuity of Operations Plan (COOP) (which is typically reserved for use during times of disaster).

For August and September services, providers were instructed to submit paper rosters and reimbursement staff processed reimbursements by hand to better mitigate the discrepancies between EFS-MOD system enrollments and actual children served. Due to disruption of services because of Hurricane Michael, providers were paid based on their services completed in September plus 3 additional days (there were more service days in October than September). Payment for services completed in November were processed by hand and providers were paid based on actual attendance, rather than an estimation. We anticipate that payment for services completed in December will be process the same way.

Once EFS-Mod is fully operational, providers and coalition staff will begin the process of reconciling the payments going back to July 2018. Until this reconciliation process can happen, Coalition financials will be "unofficial." While they are "unofficial" they are as close to accurate as possible given the circumstances and constraints of the situation. OEL has provided a letter providing some explanation to the current situation (*See EFS-Modernization Letter.*) We will continue to work with OEL as they work to resolve and roll-out a fully functional EFS-Modernization system.

NO VOTE NEEDED: Information only.

4.2.3. FY 2018 Audit

Our FY 2018 Audit with Moss Krusick was scheduled to begin on October 22, 2018. The aftermath from Hurricane Michael has caused a delay in the start of the audit until January 2019.

NO VOTE NEEDED: Information only.

4.3. Policy and Personnel Committee- Mary McKenzie

The Policy and Personnel Committee met on August 28, 2018 to discuss items presented below. The only exception is item 4.3.1., Related Party Contracts Below \$25,000, which was first brought to the attention of the board in April 2018.

4.3.1. Related Party Contracts Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition governing board members, and relatives of either group as s. 112.3143(10)(b), F.S.; defines. The Coalition must comply with the following requirements:

- A valid vote of approval requires two-thirds vote of the entire governing board (not just those in attendance).
- The impacted individual(s) must complete the necessary conflict of interest disclosure forms and these forms must be available for presentation to the governing board at the time of the board's vote.
- Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
- Quorum must be established.
- The Coalition will need to provide a detailed breakdown of how each member voted in order to ensure that two-thirds of the entire membership voted in favor of the related party contract.
- Coalitions are allowed to enter into contracts below \$25,000 without prior approval from OEL; however, such contracts are required to be reported to OEL within 30 days after approval by the Coalition governing board is obtained.

Related Party Contract:

Chipola Regional Workforce Development Board, Inc., ("dba" CareerSource Chipola) (CRWDB) – Office Space Rental – NTE \$10,000

Historically, the Coalition has shared office space with CareerSource Chipola to provide ease of access for customers served by both organizations. In Spring of 2018, the CareerSource Chipola offices relocated to the campus of Florida Panhandle Technical College (FPTC) and the Coalition was asked if we would like to continue to co-locate with them. The Coalition agreed to move and in doing so, we now have a larger space to provide services, access to the services, facilities and amenities offered at the FPTC, and a lower 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.

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

VOTE tabled. Did not have 2/3 of members present to vote on item.

4.3.2. 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 (*See Tangible Personal Property*).

Proposed Date of Disposition: December 12, 2018

Authority for Disposition: Resolution of governing board/executive committee

Manner of Disposition: Combination of scrapped and destroyed

List of Equipment

Description: Copier/Printer/Scanner (Color)

ID Tag#: FA-00033

Physical Location: Coalition Bay County Office

Condition: Poor

Comments: Nonfunctional

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

Motion: To approve the disposition of the equipment, as presented.

Motion By: Al McCambry

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES x NO

Motion passed

4.3.3. Cost of Living Adjustment (COLA) Follow-up

The board approved a cost of living adjustment (COLA) for staff at the September 2018 board meeting based on the recommendation of the Personnel and Policy Committee. During discussion at the full-board meeting, a member requested that the dollar impact amounts be shared. Below is the chart of information showing the impact at each percentage that was shared with the committee. The percentages reflect impact for 12 months. Coalition staff were given a 3.0% increase effective October 1, 2018.

Percentage	3.0%	3.5%	4.0%	4.5%	5.0%
\$ Impact	\$41,599	\$48,532	\$55,465	\$62,397	\$69,331

NO VOTE NEEDED: Information Only

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.

4.4.1. Hope and Recovery Project (HaRP)

In the aftermath of Hurricane Michael, many young children are struggling to understand what has happened and why the things that were constant in their lives might no longer be there. Families have been displaced, homes and child care centers have been damaged or destroyed, and teachers and care givers are having to cope with a myriad of challenges both in and out of the early learning environment as they try to rebuild their lives. Children, teachers and families need social-emotional support as they recover.

The Early Learning Coalition of Northwest Florida (ELCNWF) has developed a Hope and Recovery Plan (HaRP) to help young children, their families, and their teachers try to make sense of it all. HaRP is a three-step approach that helps enable young children, their families and teachers in their healing process related to Hurricane Michael recovery. The cost to bring HaRP to a single location averages about \$2000 for a 6-month period. This includes support from an Early Childhood Mental Health Consultant, An Early Childhood Specialist, Hope Kit and Parent Meetings. Currently there are 20 locations that are ready for Step 2 and 20 more that would like to start the HaRP experience.

On December 6, 2018 the Coalition was notified that we had been awarded a \$10,000 grant from the Rosemary Beach Foundation for the HaRP. We are continuing to seek outside donors to help support the HaRP project.

4.4.2. Performance Funding Project

Prior to Hurricane Michael, we received notification that we could include our four Tier 4 providers in the PFP, which brought the total number participating in the initiative to 31. After Hurricane Michael 6 providers asked to withdraw or were terminated from the project. Currently we have 27 providers participating in PFP.

4.4.3. Child Health Literacy Screenings

Health Literacy Staff are currently helping support Hurricane Michael relief efforts with providers and children through the Hope and Relief Project (HaRP). Child health screenings will resume in February 2019. The Coalition anticipates that we will report fewer numbers of completed health screenings

due to the disruption from the storm but is glad to report that we will be able to continue our partnership with the PCA program at Florida Panhandle Technical College which allows PCA students to conduct health screenings on SR funded children as part of their Practicum for their certification.

4.4.4. Gulf Power Foundation Grant

On November 14 the Coalition received a \$16,000 grant to be used for “quality improvements” around the CLASS initiative from the Gulf Power Foundation. Our coalition along with ELC of Escambia, ELC of Santa Rosa and the ELC of the Emerald Coast received grants. The grant is renewable for 4 more years. We look forward to working with the Gulf Power Foundation and contracted providers as we work together to improve quality outcomes.

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Hurricane Michael’s Organizational and Services Impact

5.1.1. Staffing

Prior to Hurricane Michael the coalition employed 38 full-time and 2 full time temporary staff. As of December 1, 2018, there are 32 full-time and 1 contracted staff position filled.

5.1.2. Office Locations

5.1.2.1. Panama City Office: Non-functional, currently under renovation anticipated return date early 2019. We do have a temporary office for limited services at the Bay County Health Department. Thank you, Doug Kent, for graciously allowing us to use office space.

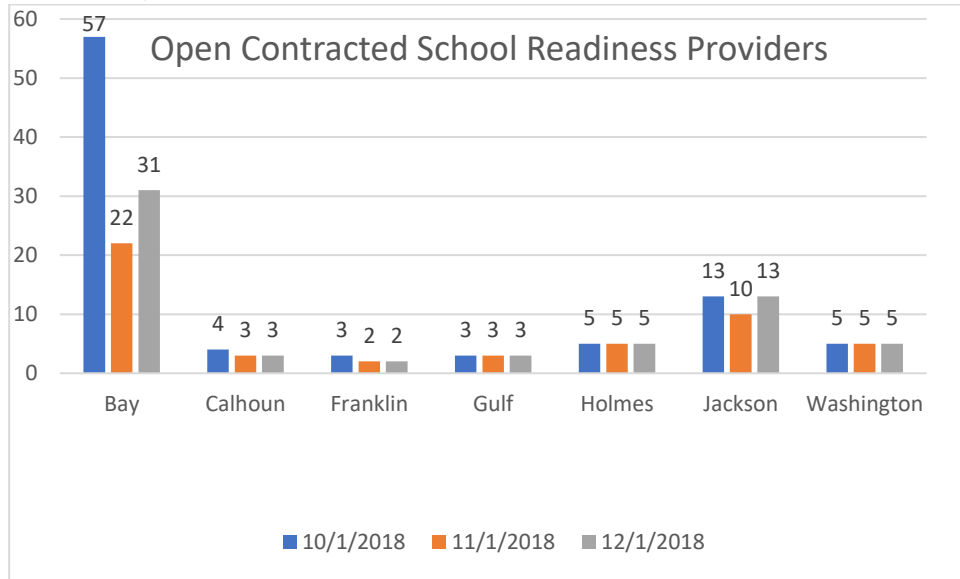
5.1.2.2. Marianna Office: Fully-functional and currently serving as the Family Service, Child Care Resource and Referral and Fiscal offices as well as maintaining walk-in services for customers.

5.1.2.3. Chipley Office: Fully-functional and currently serving as the Provider Reimbursement and Contracts and Quality Services offices.

5.1.3. Current SR/VPK Provider Count

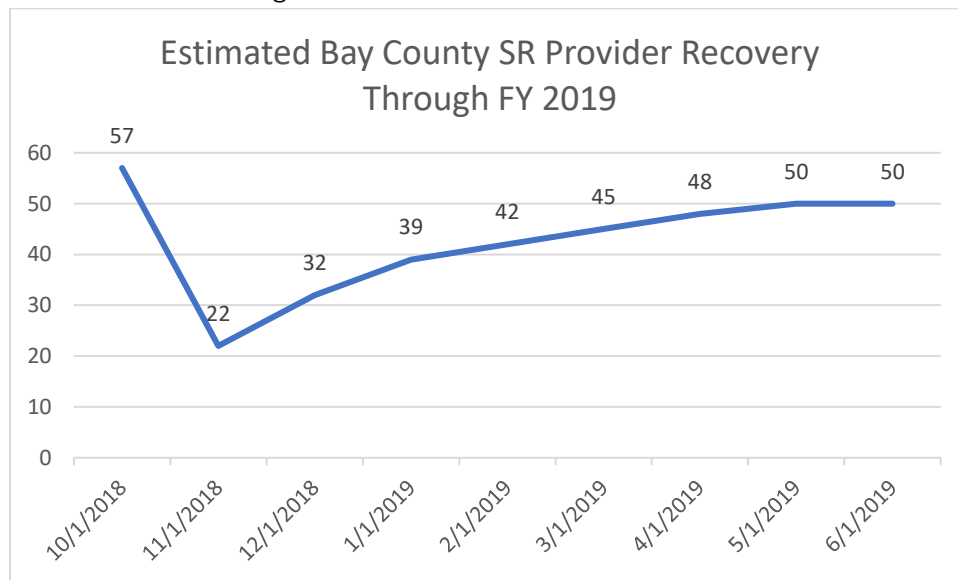
Chart 5.1.3. shows the number of SR providers operational prior and at two points after Hurricane Michael made landfall. We are pleased to report that all counties except for Bay County.

Chart 5.1.3. Open Contracted School Readiness Providers



5.1.4. Estimated Bay County SR Provider Recovery Through FY 19

Coalition staff estimates are shown below noting the timeline of Bay County provider recovery. 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.



5.1.5 Outside Funding for Rebuilding and Recovery

5.1.5.1 Save the Children

The Coalition received a \$10,000 emergency assistance grant from Save the Children in November. Funds received were used for \$250.00 micro grants for providers to use for initial clean-up from damages from Hurricane Michael. The Coalition distributed 53 checks to providers on 12/6/2018.

We are currently in negotiation for another grant of \$200,000 to be used for provider facility indoor and outdoor environment repair and restoration and will keep the informed as we learn more.

5.2. Current Enrollment Numbers

5.2.1. School Readiness children enrolled by age and county as of December 1, 2018.

	<u>Bay</u>	<u>Calhoun</u>	<u>Franklin</u>	<u>Gulf</u>	<u>Holmes</u>	<u>Jackson</u>	<u>Washington</u>	<u>TOTAL</u>
Care Level								
INF	149	6	2	1	9	43	25	235
TOD	235	9	2	2	21	66	30	365
2YR	259	13	3	7	19	81	34	416
PR3	245	14	7	10	25	82	30	413
PR4	273	15	1	9	19	80	27	424
PR5	157	9	2	5	17	56	26	272
SCH	456	12	3	5	19	53	41	589
SPCR	2	-	-	-	-	2	-	4
Total	1,776	78	20	39	129	463	213	2,718

5.2.2. VPK children enrolled by provider type and county as of December 1, 2018.

	<u>Bay</u>	<u>Calhoun</u>	<u>Franklin</u>	<u>Gulf</u>	<u>Holmes</u>	<u>Jackson</u>	<u>Washington</u>	<u>TOTAL</u>
School Based	235	9	2	2	21	66	30	365
Non School Based	259	13	3	7	19	81	34	416
	494	22	5	9	40	147	64	781

5.3. Current Wait List

School Readiness children enrolled by age and county as of December 1, 2018.

	<u>Bay</u>	<u>Calhoun</u>	<u>Franklin</u>	<u>Gulf</u>	<u>Holmes</u>	<u>Jackson</u>	<u>Washington</u>	<u>TOTAL</u>
INF	23	3	-	2	3	5	1	37
TOD	19	4	1	1	-	9	5	39
2YR	17	1	-	1	4	5	6	34
PR3	24	2	1	-	7	4	1	39
PR4	11	1	1	1	2	6	1	23
PR5	37	1	1	-	1	7	4	51
SCH	156	3	-	3	20	37	6	225
Total	287	15	4	8	37	73	24	448

5.4. Coalition Fraud Updates

The Coalition received one contact regarding suspected fraud. We are in the early stages of researching the situation. I will keep the board apprised of the situation.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – No Report

7. PUBLIC COMMENT -None

8. NEXT MEETING: January 9, 2019

9. ADJOURNMENT at 11:40 am