



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

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		
	Tiffany	Hines	1			
	Linda	Hood	1			
	Jeanne	Hitchcock	1			
	Jackie	House			1	
	Miatta	Jalaber			1	
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)	1			
●	Mary	McKenzie (VP)	1			
	Juliana	Melara		1		
	Johanna	Plumber		1		
	Neal	Reeves		1		
	Renaë	Roundtree		1		
	Parnell	Smith		1		
●	Jerry	Sowell	1			
●	Darrin	Wall (S)		1		
		Total	7	10	3	

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		
	May 2018	May 2019 ¹
<u>School Readiness</u>	SR Slot Dollars \$ 1,087,135	SR Slot Dollars \$ 935,773
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,800	Children Served 1,886
VOLUNTARY PREKINDERGARTEN Comparison of FY 2018 and FY 2019		
	May 2018	May 2019 ¹
<u>VPK Program</u>	VPK Payments \$ 432,900	VPK Payments \$424.182
Payments to Child Care for VPK services	Children Served 1,899	Children Served 1,753

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:

Month	SR Direct Service Payments
July 2018	\$ 1,025,417
August 2018	\$ 829,041

September 2018	\$ 819,362
October 2018	\$ 899,340
November 2018	\$ 816,558
December 2018	\$ 798,834
January 2019	\$ 920,318
February 2019	\$ 734,061
March 2019	\$ 765,416
April 2019	\$ 848,417
May 2019	\$ 935,773
June 2019	\$ 867,259
Total	\$10,259,796

A recommendation appears in items 4.2.4.1.

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 of 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:

Awarding Entity	Purpose	Amount
Save the Children	Training Grant	\$85,000
Florida Department of Health	Kid Care Outreach and Education	\$7,000
FEMA	Replacement Purchases from Hurricane Michael Damages	\$110,086
Total		\$202,086

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
- 4.2.1.3. Training and Professional Development
 - Child Care 101 Training - \$25,000
 - Winter Conference for Practitioners- \$6,000
 - 4.2.1.4. Health Screenings
 - 4.2.1.5. Professionalism within the Profession
 - FLAAYC 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

TITLE/EVENT/ACTIVITY	PURPOSE	DATE(S)
North Florida Behavior Conference, Chipley	Present sessions centered around child behavior in the classroom	June 10-12, 2019
One Goal Summer Conference, Orlando	Present sessions on Emergency Preparedness and Customer Service	July 16-19, 2019
Equity Training Workshop, Chipley	Co-hosted with OEL and participated in training centered around racial equity in America	July 22-23, 2019
United Way Annual Meeting, Panama City	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.	July 25, 2019
North Florida Community Hospital Back-to-School Supply Fair, Chipley	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.	July 26, 2019
Bonifay K-8 School Clothing Exchange, Bonifay	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.	July 26, 2019
Bay County Chapter of the N.A.A.C.P. Back-to-School Bash, Panama City	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.	July 27, 2019

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of July 29, 2019.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	77	3	-	-	8	29	16	133
Ones	131	5	3	4	17	61	31	252
Twos	191	7	7	7	25	103	38	378
Threes	180	12	3		33	94	40	373
Fours	156	7	8	10	18	89	29	317
Fives	159	14	2	6	21	53	22	277
School Age	260	9	2	1	28	82	37	419
Special Needs	1	-	-	-	-	-	-	1
Total	1,155	57	25	39	150	511	213	2,150

5.3.2. VPK children enrolled by provider type and county as of July 29, 2019.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	27	-	-	-	4	-	6	37
Non-School Based	-	-	-	-	-	-	-	-
Total	27	-	-	-	4	-	6	37

5.4. Current Wait List

School Readiness children on wait list by age and county as of July 29, 2019.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	30	1	-	2	1	5	4	43
Ones	30	2	-	1	-	6	1	40
Twos	21	-	1	1	1	5	1	30
Threes	21	-	1	-	-	8	-	30
Fours	15	2	2	2	-	4	1	26
Fives	16	-	-	-	-	3	1	20
School Age	124	-	-	1	3	22	2	152
Total	257	5	4	7	5	53	10	341

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

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, JEANNE HITCHOCK, hereby disclose that on AUGUST 14, 20 19;

(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 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.