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## December 11, 2019 Board Minutes

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**Date:** December 11, 2019

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Kelli Thormann

**Time:** Meeting called to order at 11:00 a.m.

**ELCNWF Staff members present:** Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Donna Carnley, Quality Services Director (phone), Kelli Thormann, Executive Assistant

**Full Board:**  Yes  No Quorum: Yes In attendance: 13/20 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			
	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		
	Karen	Johnson		1		
●	Darrin	Wall (S)		1		
		Total	3	10	7	

**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 two months.

SCHOOL READINESS Direct Services FY 2020		
	September 2019	October 2019
<u>School Readiness</u>	SR Slot Dollars \$ \$830,771	SR Slot Dollars \$ \$802,828*
Payments to Child Care Providers for Direct Services (Slots)	Children Paid 1868	Children Paid 1690*
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	September 2019	October 2019
<u>VPK Program</u>	VPK Payments \$428,057	VPK Payments \$447,092
Payments to Child Care for VPK services	Children Paid 1656	Children Paid 1615

**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: Miatta Jalaber

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 October 9, 2019 (*See minutes*)

**3.2.** Credit Card Transaction Reports: September 2019 (*See credit card transaction report*)

**3.3.** Financials: YTD 10.31.2019

***VOTE NEEDED: To approve consent agenda items as presented.***

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

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

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. EFS-MOD Overview and Discussion- True-up, Close-out of 2018-19 Service Period

On November 22, OEL shared with Coalition’s their expectation and end year goals for EFS Mod of to:

- Ensure that all providers have been paid by December 31, 2019 for 2018-19 services. Prioritize underpayments.
- Ensure that the financial management/payment processes in EFS Mod are fully operational.

Additionally, OEL sent SR providers an email sharing the same expectations and goals (*see Draft Provider Communication.*) To be more successful in meeting this requirement, the following actions have been implemented:

- Hired 3 temporary staff to assist in the data clean-up, validation and efforts of the true-up process (2 positions funded by the coalition; 1 position funded by OEL)
- Temporarily reassigned current staff to assist in true-up process (2<sup>nd</sup> time this program year)
- Approved overtime for any staff able to assist during this stretch (December 1- December 31)

Although these measures have been put into place and efforts are focused on prioritizing underpayments, the Coalition continues to closely work with OEL as our (and that of the other ELC’s across the state) ability to “fix” issues and determine payments are closely tied with their ability to release “data fixes” and functionalities of the EFS-MOD System.

Executive Staff from the Office of Early Learning are in attendance to discuss the latest timelines and expectations, provide context, and answer any questions from members of the board.

#### 4.1.2. New Board Member- Health Department Representative

Karen Johnson RN, BSN, ARNP is the administrator for the Florida Department of Health in Holmes and Washington Counties. Since 1989, Johnson has served the Florida Department of Health in Holmes County in various roles.

Prior to her appointment as administrator of the Florida Department of Health in Holmes and Washington County, Johnson served the Department in Holmes County as the Executive Community Health Nursing Director, Advanced Registered Nurse Practitioner, Senior Community Health Nursing Supervisor, Senior Community Health Nurse, and Community Health Nurse. Karen graduated from the University of Florida with a Bachelor of Science in

Nursing and is currently enrolled at the University of West Florida, earning her Master of Science in Nursing Administration. She enjoys serving her community through her work at the Department of Health as well as community service and volunteer efforts.

***VOTE NEEDED: To approve the nomination of Karen Johnson as the Health Department representative for the board.***

Motion: To approve *the nomination of Karen Johnson as the Health Department representative for the board as presented.*

Motion By: Darrin Wall

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. 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:	December 11, 2019
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-00003
Acquisition Date:	2-28-2011
Physical Location:	Coalition Bay County Office
Condition:	Poor
Comments:	Nonfunctional

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

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

Motion By: Tiffani Hinds

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

##### **4.2.2. 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
Pineapple Willy's	General Coalition Programs	\$ 1,490
City of Chipley	General Coalition Programs	\$1,000
Gulf Power Foundation	Activities of the Coalition	\$16,000
Total		\$220,576

***NO VOTE NEEDED: Information only.***

#### 4.2.3. Supplemental Disaster Relief Funding

For the first time, the Office of Child Care (OCC) has received Supplemental Disaster Relief Funds to assist with disaster recovery. These funds are available to eligible State, Territory, and Tribal Lead Agencies administering CCDF programs in response to federally declared disasters in calendar years 2018 and 2019. The Office of Early Learning has been working closely with us to request funding under this award. To date, Florida was eligible for \$5.2 million. OEL requested the maximum amount available. The initial request was submitted and follow-up, for clarification purposes, between OCC and OEL has happened. OEL anticipates a final decision on acceptance and award amount by end of February 2020.

***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. Personnel Policies

The Coalition's Personnel Policies Handbook has been updated to reflect the most recent policies changes approved by the board in 2018-2019 and minor formatting changes. Both the redlined (old) version and a new version have been provided for review. There are no major policy changes to the version presented for vote (*see Personnel Policies- OLD Redlined and Personnel Policies 12.11.2019.*)

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

Motion: To approve *the Personnel Policies as presented*

Motion By: Tiffani Hinds

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: No  
The motion carried.

#### 4.3.2. Related Party Contract

Related Party Contracts Below \$25,000- Donna Whittaker, Lynne Eldridge

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.

The Coalition will be hosting a winter conference for early childhood educators on February 22, 2020 at Gulf Coast State College. Donna Whittaker and Lynne Eldridge have been asked to present multiple sessions. Both individuals are highly qualified and well respected for their knowledge related to managing child behavior and strategies for classroom management.

Disclosures:

- Donna Carnley and Franki Justin, Coalition employees, are related to Lynne Eldridge.
- Ken Whittaker, Coalition employee, is related to Donna Whittaker.

***VOTE NEEDED: A vote needed to approve the related party contracts between the Early Learning Coalition and Donna Whittaker and Lynn Eldridge.***

Motion: To approve *the related party contracts between the Early Learning Coalition and Donna Whittaker and Lynn Eldridge as presented*

Motion By: Jeanne Hitchcock

Motion Seconded By: Tiffani Hinds

Member/s Recusing from Vote: No

The motion carried.

#### 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.

No new items to discuss.

### 5. EXECUTIVE DIRECTOR'S REPORT

#### 5.1. Organizational Update

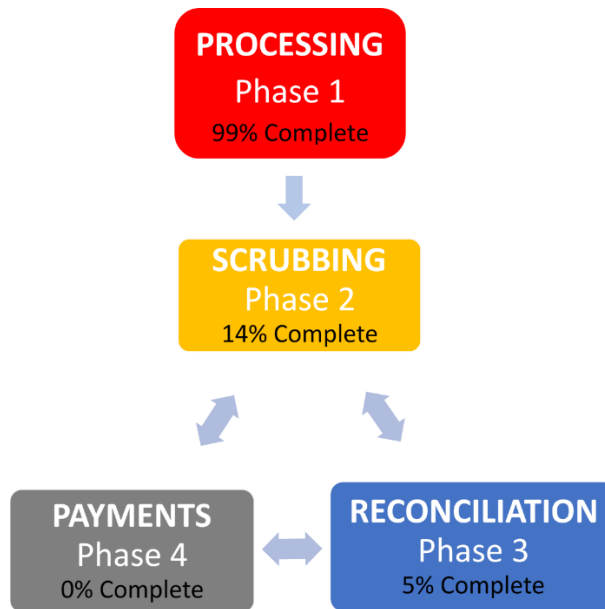
##### 5.1.1. EFS-MOD System Impact- Processing in EFS-MOD- Unchanged

Providers continue submitting electronically through the EFS-MOD system. Even though they are submitting through the system, there continues to be challenges including:

- latency issues with EFS-MOD
- providers unable to submit by deadline due to uncontrollable issues
- inaccurate system generated information (key dates, rates)

We expect to find these challenges decreasing over time but note that they still happen and cause an impact to Coalition and provider workflows.

##### 5.1.2. EFS-MOD 2018-19 True-UP Logic Model



The Coalition's logic model continues to evolve as we work with providers and OEL complete the 2018-19 True-up process.

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## 5.2. Media Coverage/Activity/Event

TITLE/EVENT/ACTIVITY	PURPOSE	DATE(S)
Night to Unite HM Anniversary Event; Joe and Jeanette Chapman Field, Panama City, Florida	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. Also hosted Abby Cadabby, a character from Sesame Street, as a part of our partnership with WFSU and their Public Media's Sesame Street in Communities Grant sponsored by the Corporation for Public Broadcasting.	October 10, 2019
Spirit of Jackson HM Anniversary Event; Citizen's Lodge Park, Marianna, Florida	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. Also shared information about the Sesame Street in Community resources, as a part of our partnership with WFSU and their Public Media's Sesame Street in Communities Grant sponsored by the Corporation for Public Broadcasting.	October 10, 2019
Insurance Village; FSUPC Holley Center, Panama City, Florida	Attended this event at the request of the grant manager, Jena Grignon, for Florida Kid Care. This was an opportunity for us to be a resource to any customers that can to seek assistance from the FKC team.	October 11, 2019
Ebro Health Fair; Ebro City Hall	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. Also offered free hearing and vision screenings to customers.	October 22, 2019
"Voices That Inspire" radio interview with Kimberly Kelling at WFSU	A featured interview with Communications and Community Relations Director about the issues the Coalition and the child care community faced after Hurricane Michael. Also highlights her personal recovery; repairing her home, supporting her children, and what keeps her going even in the wake of a disaster. Airst first on 10/24 and subsequently on 10/26 and 10/27. Can be found on WFSU-FM 88.9 and WFSW 89.1.	October 24, 2019
North Florida Inland Long Term Recovery Meeting; RCC Marianna, Florida	Attended to share and receive information about programs, events and resources in the area.	October 24, 2019
Holmes County Chamber Meeting; Bonifay, Florida	Attended to share and receive information about programs, events and resources in the area.	October 24, 2019
United Way Campaign Speaking Engagement at Regions in Lynn Haven	Shared information about School Readiness, VPK, and Child Care Resource and Referral showing support as an affiliate of the United Way of NWFL.	October 31, 2019
First Friday; Bay County Chamber of Commerce Monthly Meeting - FSUPC Holley Center	Shared information about School Readiness, VPK, and Disaster Preparedness for children and families.	November 1, 2019
The Scottish Heritage Festival and Highland Games; Chipley	Shared information about School Readiness, VPK, and Disaster Preparedness for children and families. We also coordinated children's activities for the festival.	November 2, 2019
Washington County Family and Community Council meeting; Chipley @ PAEC	Attended to share and receive information about programs, events and resources in the area.	November 12, 2019
Jackson County Health Department, Community Health Assessment Meeting; Marianna	Took part in a planning discussion for Jackson County's Department of Health to set their 5-year strategic plan based off of the results of their recent community assessment. This day was for planning surrounding mental health services for the community.	November 12, 2019
<a href="https://www.newsherald.com/opinion/20191115/guest-column-show-of-thanks-saturday-for-those-who-help-children">https://www.newsherald.com/opinion/20191115/guest-column-show-of-thanks-saturday-for-those-who-help-children</a>	Media coverage leading up to the Children's Services Appreciation event. Included a quote from the Communications and Community Relations Director.	November 15, 2019
<a href="https://www.mypanhandle.com/news/child-service-workers-celebrated-at-event/">https://www.mypanhandle.com/news/child-service-workers-celebrated-at-event/</a>	Media recap of the Children's Services Event. Mentions ELCNWF's role in planning.	November 16, 2019
Forgotten Coast Community Health Fair; Port St. Joe	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. Also offered free hearing and vision screenings to customers.	November 16, 2019
Panhandle Children's Services Appreciation Event; Lynn Haven	Coordinated attendee check-in and randomly selected gameshow participants. The coalition also collected three door prizes for this event.	November 16, 2019
OEL Media Report - PC News Herald Coverage of Child Service Worker celebration	Shared to OEL PIO and included in their daily media report. This information was shared to all other coalitions in the state, and other community partners and stakeholders that subscribe to the OEL daily media report.	November 18, 2019
Meeting with Washington County Schools Superintendent	To establish a rapport with leadership in the Washington County School District, discuss VPK readiness rates and upcoming legislation pertaining to VPK, and to establish a more firm partnership.	November 19, 2019
Tour of Child Care Centers with Rep. Trumbull; Panama City	To allow Representative Trumbull to see, first hand, how a child care center operates and hear how they have recovered since Hurricane Michael. The round table discussion portion of the tour allowed the Representative to ask questions about the industry and hear how he can make an impact during legislative session.	November 20, 2019
North Florida Inland Long Term Recovery Group general meeting; Marianna	Attended to share and receive information about programs, events and resources in the area.	November 21, 2019

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of December 1, 2019.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	63	3	0	0	9	29	10	114
Ones	134	4	2	2	14	50	30	236
Twos	179	6	7	5	24	93	41	355
Threes	175	12	3	8	19	92	36	345
Fours	147	7	4	6	26	65	35	290
Fives	41	2	0	4	4	21	8	80
School Age	196	19	6	1	29	103	55	409
Special Needs	0	0	0	0	0	0	0	0
Total	935	53	22	26	125	453	215	1,829

5.3.2. VPK children enrolled by provider type and county as of December 1, 2019.

Type	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	532	22	46	22	78	177	103	<b>980</b>
Non-School Based	403	18	21	42	48	93	27	<b>652</b>
Total	935	40	67	64	126	270	130	<b>1,632</b>

5.4. Current Wait List

5.4.1. School Readiness children on wait list by age and county as of December 1, 2019.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	32	2	1	1	6	10	5	57
Ones	34	3	0	0	4	9	8	58
Twos	37	0	1	2	4	9	6	59
Threes	23	2	0	3	3	5	4	40
Fours	17	1	0	4	2	5	0	29
Fives	19	2	0	1	4	5	3	34
School Age	145	9	1	1	13	47	17	233
Total	307	19	3	12	36	90	43	510

The Coalition issued 300 funding notifications on November 14, 2019. Currently staff are preparing to release notifications for 300 more in Early December.

5.5. Coalition Fraud Updates

The Coalition has no update to present.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT -Members of the public are allowed up to 3 minutes each to address the board.

8. NEXT MEETING: February 12, 2020

9. ADJOURNMENT- 11:47am