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## June 12, 2019 Board Overview

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**Date:** June 12, 2019

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:03 a.m.

**ELCNWF Staff members present:** Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Ken Whittaker Internal Operations Director, Mike Hallenstein (phone), Finance Director

**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	
	Linda	Hood	1			
	Jackie	House		1		
	Miatta	Jalaber		1		
	Joe	Jernigan			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	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 historical comparison between FY 2018 and FY 2019.

SCHOOL READINESS Comparison of FY 2018 and FY 2019		
	April 2018	April 2019 <sup>1</sup>
<u>School Readiness</u>	SR Slot Dollars \$ 975,617	SR Slot Dollars \$ 848,417
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,772	Children Served 1,838
VOLUNTARY PREKINDERGARTEN Comparison of FY 2018 and FY 2019		
	April 2018	April 2019 <sup>1</sup>
<u>VPK Program</u>	VPK Payments \$ 479,582	VPK Payments \$453,943
Payments to Child Care for VPK services	Children Served 1726	Children Served 1,759

<sup>1</sup>Estimated 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: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

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

**3.1.** Minutes: Board Meeting May 8, 2019 (*See minutes*)

**3.2.** Statement of Revenues and Expenditures through March 31, 2019 (*See financials*)

**3.3.** Credit Card Transaction Reports: March 2019 (*See credit card transaction report*)

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

Motion: To approve *consent agenda as presented*

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

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. Proposed Board Meeting Schedule for 2019-20

The following chart shows the proposed scheduled dates for full board meetings for the 2019-20 year.

Board Meeting
July- No Meeting
August 14, 2019
September 11, 2019
October 9, 2019
November- No Meeting
December 11, 2019
January- No Meeting
February 12, 2020
March 11, 2020
April 8, 2020
May 13, 2020
June 10, 2020

If needed, the board chair may call a meeting of the Executive Committee for the months no meeting is scheduled or may need to call a meeting of the full board. In addition, if there is not enough business to convene a meeting of the board, the board chair may cancel a scheduled board meeting.

***VOTE NEEDED: To approve board meeting schedule for 2019-20, as presented.***

Motion: To approve *board meeting schedule for 2019-20 as presented*

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

##### 4.1.2. Slate of Officers and Board Committee Membership 2019-20

Each year the board votes on the slate of officers and committee membership for the upcoming year. Potential new committee members have agreed to their nomination for the committees. There are still vacancies on the various committees if you would like to serve. (See ELCNWF Slate of Officers and Committee Members 2019-2020)

***VOTE NEEDED: To approve Slate of Officers and committee members items as presented.***

Motion: To approve *Slate of Officers and committee members items as presented*

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

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. School Readiness Temporary Rate Increase

As a condition of the temporary rate increase for FY 19, staff are to 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
Total	\$ 8,457,764

The Coalition has expended approximately 80% of the allocated direct service dollars for School Readiness for FY 2019. At this rate we are trending to be under-utilized in direct service spending (on target would be 83% for the grant required 78% minimum). After analysis the following factors have and continue to contribute to the rate of expenditure:

- Dollar impact of reconciliation of actuals to estimated payments to providers (+/-)
- Relocation of population from Hurricane Michael (primarily Bay County)
- Non-renewal of Florida Governor's Executive Order for a State of Emergency in our seven-county service area.

Based on the current expenditure rate, staff recommendation is to continue with the temporary rate increase until the impact can be evaluated next month.

***VOTE NEEDED: To continue direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month.***

Motion: To approve *direct service funding at the temporary rate approved in October 2018 until direct service spending is evaluated next month as presented*

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: No

The motion carried.

#### 4.2.2. End of the Year Grant Close-out Activities

The Coalition will be completing year-end grant close-out activities in June, July and August. Typically, in the close-out process year-end numbers are solid and year-end activities are clear. As the board is aware, EFS-MOD is still not completely functional. The delay in the functionality has pushed back providers entering their attendance in the EFS-MOD system. As such, they are just now beginning to enter their actual SR attendance for the past 11 months' worth of services completed (prior to this date, providers have been submitting their attendance on paper and Coalition staff have been processing by hand)

As Coalition staff work together with providers through this process and actual "true-up" attendance numbers and slot dollar expenses are determined, we will be able to tell how dollars spent align to the thresholds established by our SR grant with OEL.

On top of the problems caused by the roll-out of EFS-MOD, our area also experienced Category 5 Hurricane Michael. The hurricane left damages, struggles and challenges that the entire service area is working through, resulting in an additional layer of complexity to our year-end activities.

With our unique situation and the timeframes required by OEL, it may be necessary to make awards, initiate spend decisions, launch quality initiative programs or pull-back on planned spending depending on numbers and earmark percentage changes during the close out process and prior to our next scheduled board meeting.

A few possible actions may include:

- Returning to pre-hurricane Michael reimbursement rates
- Adjusting reimbursement rates for FY 2019-20 to somewhere between pre-Hurricane Michael and current temporary rates
- Initiating various quality expenditures and/or initiatives
- Staff performance stipends
- Provider repayment plans (if providers were over paid)
- Award any outstanding RFPs

There may be other actions warranted based on the circumstances as they are presented. As such, I am requesting approval from the board 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.

Because we are near the end of our grant year, EFS MOD is still not functional and recovery from Hurricane Michael, it is possible that we may not meet, or we may exceed our target threshold for SR expenses (78% direct services minimum, 22% non-direct to include infant/toddler and administrative earmarks). The outcome of this will result in it being noted in our annual report and possible findings on OEL monitoring.

***VOTE NEEDED: 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.***

Motion: *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 as presented*

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: No

The motion carried.

#### 4.2.3. School Readiness Temporary Rate Increase Continuation in FY 2019-20

Based on current information, Coalition staff recommend that we continue into the new fiscal year 2019-20 with the temporary rate increase still in place until we are better able to determine slot expenditures and project impact based on actual reimbursement through the EFS-MOD system.

***VOTE NEEDED: To continue into the new fiscal year (FY 2019-20) with the temporary rate increase still in place until Coalition staff are better able to determine slot expenditures and project impact based on actual reimbursement through the EFS-MOD system.***

Motion: *To continue into the new fiscal year (FY 2019-20) with the temporary rate increase still in place until Coalition staff are better able to determine slot expenditures and project impact based on actual reimbursement through the EFS-MOD system as presented*

Motion By: Jerry Sowell

Motion Seconded By: Phil Edwards

Member/s Recusing from Vote: No

The motion carried.

#### 4.2.4. 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	Provider building deep clean-up from Hurricane Michael	\$ 10,000.00
Gulf Power Foundation	Supporting Quality through CLASS for SR Programs	\$ 16,000.00
Rosemary Beach Foundation	Hope and Recovery Project (HaRP)	\$ 10,000.00

Children's Forum	Hope and Recovery Project (HaRP)	\$ 10,000.00
Save the Children	Rebuild indoor and outdoor environments	\$ 200,000.00
United Way-Bay	Emergency Child Care Non-SR funded, county specific	\$ 15,000.00
United Way-Calhoun	Emergency Child Care Non-SR funded, county specific	\$ 1,000.00
United Way-Holmes	Emergency Child Care Non-SR funded, county specific	\$ 1,500.00
United Way-Jackson	Emergency Child Care Non-SR funded, county specific	\$ 3,500.00
United Way-Washington	Emergency Child Care Non-SR funded, county specific	\$ 1,400.00
St. Joe Foundation	Hope and Recovery Project (HaRP)	\$ 117,522.00
United Way-Bay	ELCNWF Office Lobby, Kiosks	\$ 5,651.00
United Way-Gulf	Emergency Child Care Non-SR funded, county specific	\$ 2,880.00
Save the Children	Teacher Background Screening Reimbursement, Rebuild indoor and outdoor environments	\$ 112,000.00
	Total	\$ 506,453.00

***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.

*(See Paid Time Off and Smoking and Substitute Smoking Materials policies)*

***VOTE NEEDED: To approve personnel policies, as presented.***

##### **4.3.1. Updated Personnel Policies**

The Coalition has reviewed its current personnel policies and is requesting changes to the following policies:

###### **4.3.1.1. Paid Time Off (PTO)**

*Motion: to approve personnel policy Paid Time Off (PTO) as presented*

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

###### **4.3.1.2. Smoking and Substitute Smoking Materials**

*Motion: to approve personnel policy Smoking and Substitute Smoking Materials as presented*

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: No

The motion carried.

##### **4.3.2. Updates to the Coalition Plan 2019-20**

The Coalition has been requested to update the following School Readiness (SR) policies as part of its 2019-20 Coalition Plan or operational policies:

- 4.3.2.1. School Readiness (SR) Program Assessment Policy
- 4.3.2.2. School Readiness (SR) Monitoring Policy
- 4.3.2.3. School Readiness (SR) Quality Improvement Strategies
- 4.3.2.4. Temporary Emergency Child Care Policy

All SR plan policies have been provided for board review. *(See SR Policies)*

**VOTE NEEDED: To approve updated School Readiness policies, as presented.**

Motion: *to approve updated School Readiness policies, as presented*

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

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.

- 4.4.1. An Education and Program Committee Meeting will be called in July. Details to be provided as soon as possible.

**NO VOTE NEEDED: Information only.**

**4.4.2. School Readiness Quality Performance Rate Differential**

Beginning in July 2019, providers can qualify for a quality rate differential based on a combined CLASS assessment score. The following table shows as of June 1, 2019 how many programs within each county qualify for the quality rate differential. As the name suggests, funding for the differential will come from the Coalition’s quality earmark.

County	# of Providers with a SR Program Assessment between 3 . 00 and 3 . 99 and DO NOT qualify for a quality differential	# of Providers with a SR Program Assessment between 4 . 00 and 4 . 99 and qualify for a 4 % quality differential	# of Providers with a SR Program Assessment between 5 . 00 and 5 . 99 and qualify for a 7 % quality differential	# of Providers with a SR Program Assessment between 6 . 00 and 7 . 0 and qualify for a 10 % quality differential	# of Providers with no SR Program Assessment score due to less than 20 % licensed capacity of SR funded children	# of SR Providers with a SR Program Assessment score between 2 . 51 and 3 . 00 and are on a Quality Improvement Plan
Bay	6	17	7	1	0	0
Calhoun	0	1	1	0	0	0
Franklin	0	2	0	0	0	0
Gulf	0	0	0	0	0	0
Holmes	1	2	2	0	0	0
Jackson	2	9	1	0	0	1
Washington	0	5	0	0	0	0
Total	9	36	11	1	0	1

**NO VOTE NEEDED: Information only.**

**4.4.3. On-going Observational Child Assessment Quality Differential**



Beginning July 1, 2019, providers scoring 3.0 and above can elect to complete an on-going observational child assessment and receive a 5% quality differential. As contracts are executed, staff will know how many providers are choosing to complete on-going child assessments and the number will be reported to the board in August. Funding for this quality differential will come from the Coalition's quality earmark.

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

#### **4.4.4. VPK Readiness Rates**

Members of the board received an email from Suzan on 5/19/2019 that shared information about readiness rates for this year. The Education and Program Committee will be looking at outcomes and work with program staff to develop recommendations and strategies to help VPK providers. In addition, OEL is currently changing the way the readiness rate is calculated. Any rule changes will be taken into consideration during planning. (See *VPK Readiness Rate Analysis and VPK Readiness Rate Rule*)

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

#### **4.4.5. Registration Fees for SR Children**

Beginning in July 2019, SR providers will begin to receive up to \$75.00 for registration fees for SR children while the child is enrolled with the program. Guidance and implementation on how this will need to be accomplished (tracking and payments) is forthcoming from OEL. We do know funding for this will be counted toward Direct Services, not Quality.

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

## **5. EXECUTIVE DIRECTOR'S REPORT**

### **5.1. Organizational Update**

#### **5.1.1. FEMA**

Coalition staff are working with a new FEMA representative for reimbursement for loss of Category E items: equipment, materials and supplies. No changes to the status of our final approval since the May meeting.

#### **5.1.2. EFS-MOD Impact**

EFS-MOD continues to provide many challenges for providers and Coalition staff related to attendance and services completed. To date, the Coalition is still paying providers based on "estimated" services as the EFS-MOD system is unable to fully function to allow providers to submit actual attendance.

Three staff went to Tallahassee in May to spend two days with OEL staff to resolve Coalition specific issues. While some progress has made, other issues still exist.

To assist in helping prepare for the “true-up” currently scheduled for June-July, a small group of providers are working closely with staff to submit attendance, identify any problems and provide guidance to OEL when necessary. We are grateful to this group of providers who are participating in this project.

## 5.2. Media Coverage/Activity/Event

Title/Activity/Event	Purpose	Date
DCF Child Care Licensing Annual Conference, Orlando, FL	Present sessions on Emergency Preparation	May 15-18, 2019
Save the Children and Facebook Impact Tour, Tallahassee, Marianna and Panama City	To show representatives from Save the Children and Facebook the impact of Hurricane Michael and to determine how both entities can continue to support child care recovery in the area	May 22-23, 2019

## 5.3. Current Enrollment Numbers

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	80	4	-	-	8	33	17	142
Ones	142	9	5	6	23	69	35	289
Twos	183	9	3	4	27	103	38	367
Threes	172	13	3	12	36	89	37	362
Fours	171	11	11	12	23	84	29	341
Fives	129	12	1	5	19	44	22	232
School Age	177	11	3	2	32	87	48	360
Special Needs	1	-	-	-	-	-	-	1
Total	1,055	69	26	41	168	509	226	2,094

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	540	28	30	33	75	170	89	965
Non-School Based	317	20	23	44	38	112	26	580
Total	857	48	53	77	113	282	115	1,545

## 5.4. Current Wait List

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	1	-	-	-	-	-	-	1
Ones	3	-	-	-	-	-	-	3
Twos	1	-	2	-	-	-	-	3
Threes	3	-	-	-	-	1	-	4
Fours	2	-	-	-	-	1	-	3
Fives	6	-	-	-	1	-	-	7
School Age	91	7	2	5	9	40	5	159
Total	107	7	4	5	10	42	5	180

**5.5. Coalition Fraud Updates**

The Coalition has received one parent fraud complaint and is currently researching the situation.

**6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

**7. PUBLIC COMMENT-** Remarks made by Tracey Anglin and Stacey Smith.

Tracy Anglin-

Stacey Smith-

**8. NEXT MEETING:** August 14, 2019

**9. ADJOURNMENT**