



Early Learning Coalition of Northwest Florida
August 8, 2018 Board Meeting Minutes

Date: August 8, 2018

Location: Telephone Call-in Meeting and in person

Minutes Taken By: Patricia Roundtree

Time: Meeting called to order at 11:03 a.m. by Jon McFatter

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Joe Seabrook, Special Projects Director, Vanessa Hadley, Finance Officer, and Patricia Roundtree, Quality/HR Support Specialist

Full Board: Yes No Quorum: Yes In attendance: 13 /22 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	X			
	Phil	Edwards			X	
	Kim	Gillis		X		
	Linda	Hood	X			
	Jackie	House			X	
	Miatta	Jalaber		X		
	Joe	Jernigan			X	
	Doug	Kent	X			
	Pamela	Kidwell	X			
	Frank	Martin			X	
●	Al	McCambry		X		
●	Jon	McFatter (P)	X			
●	Mary	McKenzie (VP)		X		
	Juliana	Melara			X	
	Johanna	Plumber		X		
	Neal	Reeves			X	
	Renae	Roundtree		X		
	Parnell	Smith			X	
●	Jerry	Sowell	X			
	Guy	Tunnell			X	
●	Darrin	Wall (S)		X		
●	Richard	Williams			X	
Total			6	7	9	

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

2. APPROVAL OF MEETING AGENDA – Jon McFatter

Motion: To approve the meeting agenda as presented

Motion By: Tony Bennett

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

3. ADOPTION OF CONSENT AGENDA – Jon McFatter

Explanation:

The Consent Agenda includes the following information listed under numbers 3.1 through 3.3

3.1 Minutes: June 13, 2018 and June 19, 2018

3.2 Credit Card Transaction Reports: May 2018 and June 2018

3.3 Financials: Preliminary through June 30, 2018

Motion: To approve the Consent Agenda as presented

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: YES 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 Board member Richard Williams submitted his resignation to the board due to the number of consecutive terms served. He will offer a recommendation to the board. It is his desire to work with the ELCNWF board again in the future.

Motion: **To accept the resignation of Richard Williams as a board member.**

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: YES NO

The motion carried.

4.1.2 Slate of Officers and Committee Members for 2018-19

Each year the board votes on the slate of officers and committee membership for the upcoming year. I have spoken with potential new committee members and they did agree to their nomination for the committees. Please see **ELCNWF Slate of Officers and Committee Members 2018-2019**.

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

Motion By: Tony Bennett

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

4.1.3 Board Member Self Evaluation

Members were sent an email the week of August 6, 2018 with a link to complete an annual member self-evaluation. Please complete the brief survey by August 15, 2018. Results from the survey will be shared at the September board meeting.

NO VOTE NEEDED: Information only.

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 Adoption of Budget for 2018-19

Based on analysis and forecasting, the Annual Budget for 2018-19 is presented for board approval. See attachment **Annual Budget 2018-19**.

Motion: To approve FY 2019 Budget as presented

Motion By: Jerry Sowell

Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

The motion carried.

4.2.2 SR Slot Reduction Plan

In FY 2018 the coalition averaged 84% of its total budget for direct services (slots). To better manage the budget and prepare for what we predict to be a continued increase direct service costs, it is necessary for the coalition to implement a slot reduction plan for FY 2019. In the proposed budget there is a target of 82% for School Readiness (SR) Direct Service (slot) dollars, which is a 4% increase over the minimum amount required to be spent on School Readiness (SR) direct service slots. This is a 2% decrease in total dollars spent for SR direct services compared to FY 2018. Factors that have contributed to the 84% expenditure include:

- Changes in eligibility and enrollment policies, per OEL and CCDBG requirements, including:
 - Longer length of eligibility (12 months + 90 days)
 - OEL Provider Portal attendance processes
 - Increase in absence payments

- Contracted Slots program
- Less Payment Validation monitoring
- Rate increases and provider holidays

The FY 2019 Slot Reduction Plan consists of the following strategies:

1. Request additional funding from OEL
2. Monitor natural attrition from SR program
3. Slow down placement
4. Enroll children in local funding sources (CCEP)
5. Follow the coalition's priority placement policy
6. Parent Fee increase

CBM Darrin Wall asked how employers participate in the CCEP? Program Operations Director Matt Bonner advised the process to apply as employer.

Motion: To approve the Slot Reduction Plan FY 2019 as presented.

Motion By: Jerry Sowell

Motion Seconded By: Darrin Wall

Member/s Recusing from Vote: YES NO

The motion carried.

4.2.3 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.

Equipment and Description: Vision screeners, hearing screeners and hearing label printers

ID Tag#: FA-00021
 FA-00022
 FA-00024
 FA-00025
 FA-00026
 FA-00028
 FA-00029
 FA-00031
 FA-00032

FA-00038
FA-00039
FA-00040
FA-00041

Physical Location: Coalition Bay County Office and Washington County Office
Condition: Poor
Comments: Nonfunctional
Please see **Disposition of Equipment**

Motion: **To approve to dispose of equipment as presented.**

Motion By: Tony Bennett

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: YES NO

The motion carried.

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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 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 cost 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.

The vote on this item on the agenda has been postponed due to a lack of eligible voting board members.

4.3.2 Eligibility and Enrollment Policy and Procedure

The coalition is updating the Eligibility and Enrollment Policy and procedure to include local eligibility priorities. This update is required as a part of our School Readiness Plan and as such, must be approved by OEL. Please see **Eligibility and Enrollment Policy and Procedures**.

Motion: To approve the Eligibility and Enrollment Policy and Procedures as presented.

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: YES 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 Career Pathways Quality Initiative

In November 2017, the board approved the Career Pathways Quality Initiative (CPQI) with Gulf Coast State College (GCSC). The purpose of this initiative was to help practitioners (teachers) earn their Florida Child Care Professional Credential (FCCPC) prior to the October 1, 2018 Department of Children and Families (DCF) class size/credential requirement goes into effect. The status of students completing the coursework and earning their FCCPC are:

Cohort Name	Total CPQI Participants	Actual Course Participants	Total FCCPC Completers
Cohort 1 Fall D 2017 (3 courses)	8	8	3
Cohort 2 Spring A 2018 (1 course)	11	7	*Not Applicable
Cohort 2 Summer 2018 (2 courses)	4	4	3

Coalition staff have met with GCSC Early Childhood Education faculty and staff, course completers, and certification completers and non-completers to strategize and identify barriers from CPQI 2017-18. Based on information from the meetings, we have identified 3 key strategies that when applied should positively impact the completion rates for the FCCPC. The strategies are:

1. Assign a coalition staff member to assist with the enrollment and registration process of CPQI participants.
2. Prior to enrolling in more than one course, ensuring that the participant has successfully completed at least one on-line or hybrid model class.
3. Provide access to course books and on-line materials.
- 4.

As part of planning for quality initiatives for FY 2019 coalition staff are requesting permission to continue with the CPQI with GCSC.

Motion: To approve the continuation of the Career Pathways Quality Initiative.

Motion By: Linda Hood

Motion Seconded By: Darrin Wall

Member/s Recusing from Vote: YES NO

The motion carried.

4.4.2 Performance Funding Project (PFP)

This is the fifth and final year for the Performance Funding Project (PFP). The Office of Early Learning (OEL) opened applications for the 2018-19 PFP in June 2018. Thirty-six providers applied and 34 were determined eligible. Quality Services staff are still in provider selection. Selection will be based on a point rating system determined by OEL and funding allocated to the coalition. Currently, Northwest Florida was allocated \$293,868, which is a reduction of approximately \$200,000 from the 2017-18 allocation of \$494,825. I have reached out to OEL to ask if more funding was available and am waiting to hear back on the request.

NO VOTE NEEDED: Information only.

5. EXECUTIVE DIRECTOR’S REPORT

5.1 Current Wait List

Children on Wait List by age and county as of August 1, 2018

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	60	2		1	4	19	13	99
Ones	50	3	2	6	4	24	8	97
Twos	51		3	2	5	12	7	80
Threes	49	2	4	5	3	22	4	89
Fours	33	8	2	1	4	16	3	67
Fives	47	1		4	3	10	3	68
School Age	146	6	0	0	16	43	8	219
	436	22	11	19	39	146	46	719

5.2 Coalition Fraud Updates

No new fraud referrals to report.

5.3 Office of Early Learning Updates

5.3.1 Northwest Florida Accountability Review

The Office of Early Learning (OEL) completed the combination desk and onsite review that began Monday, April 23, 2018. The accountability review team reviewed the coalition’s programmatic operations from July 1, 2016, through April 30, 2018; SR services the coalition delivered for May, June and December 2017 and January 2018; and for VPK services during the 2016-2017 and 2017-2018 program years. Based on the courtesy review the following items were noted:

5.3.1.1 **Coalition Governance (CG)**-The coalition had no findings in this review area.

5.3.1.2 **Operations and Program Management (OPM)**-

1 finding related to background screening for subcontracted staff.

5.3.1.3 **Child Care Resource and Referral (CCR&R)**-

3 findings related to training of CCR&R staff.

5.3.1.4 Educational Services Delivery (ESD)-

The coalition had no findings in this review area.

5.3.1.5 School Readiness Eligibility (SR) –

1 finding on waitlist placement and management.

5.3.1.6 School Readiness Payment Validation (SRPV) –

The coalition had no findings in this review area.

5.3.1.7 VPK Child Eligibility (VPKC) - The coalition had no findings in this review area.

5.3.1.8 VPK Payment Validation (VPKPV) –

The coalition has no pending corrective actions for this review area.

5.3.1.9 VPK Provider Eligibility (VPKP) – 1 finding related to VPK assessment ordering.

5.3.1.10 Data Accuracy (DA) - The coalition has no pending corrective actions for this review area.

OEL staff were very complementary of the coalition staff, services and work processes and commented that our review was one of the cleanest they have seen across the state. Once the finalized report had been issued, a copy will be provided to the board.

5.4 Internal Control Update

OEL released the 2018-19 Internal Control Questionnaire (ICQ) as a self-assessment tool for coalitions to evaluate whether a system of sound internal control exists within their organizations. This year's tool is due to OEL on August 30, 2018. Management staff are completing the questionnaire, assessing current coalition systems, and developing necessary protocols to mitigate any areas of risk that are identified. I will share the completed ICQ with the board at the September board meeting.

5.5 Provider Updates

5.5.1.1 Boys and Girls Clubs and Girls Inc.

Coalition staff participated in a conference call with the Office of Early Learning (OEL), the Department of Children and Families (DCF), and leadership from local Boys and Girls Clubs and Girls, Inc. The call centered around Health and Safety requirements for School-Age only providers. All parties involved resolved to continue to work through issues that were brought up.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – No report.
7. PUBLIC COMMENT – no comment.
8. NEXT MEETING: September 12, 2018
9. ADJOURNMENT – 12:13pm