



Early Learning Coalition of Northwest Florida
September 12, 2018 Board Meeting Minutes

Date: September 12, 2018

Location: Telephone Call-in Meeting and in person

Minutes Taken By: Patricia Roundtree

Time: Meeting called to order at 11:02 a.m. by Jon McFatter

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Program Operations Director, Ken Whittaker, Internal Operations Director and Patricia Roundtree, HR/Quality Specialist

Full Board: Yes No Quorum: YES In attendance: 12 /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			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		
Total						
			1	11	9	

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

II. APPROVAL OF MEETING AGENDA – *Jon McFatter*

Motion: *To approve the meeting agenda as presented*

Motion By: Miatta Jalaber

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES NO

The motion carried.

III. ADOPTION OF CONSENT AGENDA – *Jon McFatter*

Explanation:

Consent Agenda includes the following information listed under letters A – C. Board members may request that any item in the Consent Agenda be moved under the regular agenda for further discussion, prior to vote.

3.1 Approval of Minutes – *Jon McFatter*

Explanation: Please refer to the board meeting minutes for the August 8, 2018 board meeting

3.2 Credit Card Transaction Report

Explanation:

Please refer to the Credit Card Transaction Reports for July 2018.

Motion: *To approve the Consent Agenda as presented*

Motion By: Pamela Kidwell

Motion Seconded By: Darrin Wall

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 Self Evaluation

Members were sent an email the week of August 6, 2018 with a link to complete an annual member self-evaluation. There were a couple last minute responses and an additional request to keep the survey open. If you have not completed the survey, please do so. Results will be shared at the October board meeting. SG said 8 members have completed. Can resend link if needed.

NO VOTE NEEDED: Information only.

4.1.2 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. We received final notification and reports on August 21, 2018. The report is available for you review. **(See Accountability Review Report)**

Motion: *To approve the ELC of Northwest Florida Report AS17-18.11 as presented*

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: YES NO

The motion carried.

4.1.3 Internal Control Questionnaire

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 was due to OEL on August 30, 2018. We uploaded the completed report on August 28, 2018. The completed tool is available for your review. **(See Internal Control Questionnaire)**. Executive Director Suzan Gage stated the questionnaire was due to OEL by August 30th and was submitted on August 28th. A new part of the tool includes electronic security guidelines which are forthcoming.

Motion: *To approve the Internal Control Questionnaire as presented*

Motion By: Miatta Jalaber

Motion Seconded By: Joe Jernigan

Member/s Recusing from Vote: YES 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 Adoption of Revised Budget for 2018-19

On August 17, the Coalition was notified and provided with an updated Notice of Award saying that we have received an additional \$1,070,033. With the added dollars it is necessary to approve an amended annual budget. **(See Revised FY 2019 Budget 9.12.2018)**

Motion: *To approve the Revised FY 2019 Budget 9.12.2018 as presented*

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: YES NO

The motion carried.

4.2.2 SR Slot Reduction Plan Update

At the August 2018 board meeting, members approved the FY 2019 Slot Reduction Plan. 10 days after approval OEL notified the coalition to let us know we would be receiving an additional \$1,070,033. With the added dollars received, the coalition has been able to notify families of funding availability (51 children). We are still closely watching our natural attrition rate, enrolling children in local funding sources (CCEP), and slowly placing children as funding allows. ED Gage advised we sent notices to the families of 51 children to advise of slots that are now available.

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.

This vote was postponed because there were not enough eligible voting members present.

4.3.2. Performance Stipends

Each year the Executive Director asks the board for approval to award performance stipends to staff based on individual or collective performance as shown by evaluations, external monitoring, or other relevant evidence. For 2018-19, funding for the stipends is included in the FY 2018-19 approved budget.

Motion: *To approve the Executive Director to award performance stipends for the 2018-19 Fiscal year*

Motion By: Jerry Sowell

Motion Seconded By: Pamela Kidwell

Member/s Recusing from Vote: YES NO

4.3.3. Cost of Living Adjustment (COLA)

The most recent cost of living adjustment for Coalition staff was in November 2015. The committee discussed the impact different amounts ranging from 3.0% to 5.0% would have on the budget. Based on the discussion, the committee recommended the following two items:

1. All staff receive a COLA to their current salary effective October 1, 2018.
2. The organization adopts an annual, employee performance evaluation used for future compensation decisions, budget permitting.

CBM Joe Jernigan asked when was the last increase? ED Gage stated November 2015.
CBM Hood asked how much money are we discussing? ED Gage stated about \$30,000 to \$60,000 annually. CBM Jernigan asked who determines the percentage given to the employee? ED Gage stated it is determined on an executive level.

Motion: *To approve a Cost of Living Adjustment, up to 5.0%, for Coalition staff effective October 1, 2018 and to adopt an annual employee performance evaluation used for future compensation decisions.*

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: YES NO

4.3.4. Occupational Wage Survey and Analysis

Together with Landrum (our PEO), executive staff are completing an Occupational Wage Survey analysis using data obtained from the Florida Occupational Employment and Wages Survey data, specifically from the Florida Department of Economic Opportunity 2017 (Panama City Metro Area) study and information received from other ELC organizations and non-profits. The purpose of this analysis is two-fold. First, it will be used to determine the competitiveness of our current salary structure. Second, it will be used to establish an updated pay scale for the organization.

Motion: *To approve the Executive Director to continue the Occupational Wage Survey and Analysis to establish an updated pay scale for the organization*

Motion By: Pamela Kidwell

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO

4.3.5. Insurance Stipends

Historically, with respect to health insurance, the Coalition has offered new staff the choice between two options at the end of their probation period:

- (1) accept the Coalition provided health insurance; or
- (2) if the employee is already covered by insurance through another plan they can receive a monthly stipend in the amount that the Coalition would be have paid if the employee would have elected to be covered by health insurance.

After reviewing with Landrum (our PEO) this practice, it is strongly recommended that we discontinue offering the stipend (option #2). We would like to phase out option #2 by December 2018.

Motion: *To approve phasing out the insurance stipend by December 2018 for employees electing not to take Coalition sponsored health insurance*

Motion By: Pamela Kidwell Motion Seconded By: Linda Hood

Member/s Recusing from Vote: YES NO

1.1. 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.

1.1.1. Career Pathways Quality Initiative

In August 2018, the board approved to continue 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. There are currently 8 students enrolled in the first course for this credential.

NO VOTE NEEDED: Information only.

4.4.2. Performance Funding Project (PFP)

The coalition was able to obtain additional funding for the fifth and final year for the Performance Funding Project (PFP). The new allocation is \$315,937 which is an increase of \$22,000. The following School Readiness providers are participating for this year:

Palo Alto Christian Learning Center- Bay County

Adventure Club Learning Center Inc- Bay County

First Baptist Bayou George- Bay County

First Step Child Development Center- Bay County

Gymnastics Plus- Bay County

Lynn Haven Early Learning Inc- Bay County.

Pons Child Development Center- Bay County

Exceed Learning Childcare Center- Bay County

Joyce's 24-Hour Learning Center- Bay County

New Bethel Academy- Bay County

Quality Learning Child Care Center I- Bay County

Shari's Kiddie Academy- Bay County

St. Andrews Academy of Early Learning- Bay County

Altha Church of God-Calhoun County

Kids Kingdom Christian Preschool- Calhoun County

Davis Day Care Center, Inc- Franklin County

Kidzville Inc-Holmes County

Learning Tree Early Education Center- Jackson County

Along the Way- Jackson County

Baker's Children Development Center- Jackson County

Caverns Learning Center- Jackson County

Kiddie Campus Sneads Jackson County

The Learning Tree EEC Marianna- Jackson County

Academy of Learning and Development- Washington County

Imagination Station Child Dev. Center- Washington County

Kid's World of Chipley, Inc-- Washington County

NO VOTE NEEDED: Information only

4.4.3. Health Literacy -Hearing and Vision Screening Results for 2017-18.
 2017-18 was an impactful year for Health Literacy. Total health screenings increased by 31% over the previous year. Child referrals increased by 29% over the previous year. Families following up on referrals increased by 17 %. Actual results for 2017-18 are shown below:

Table 1. 2017-18 Screenings

	Number of Children Screened	Number of Children Referring from Screening	Percentage of Children Referring from Screening
Total Children Screened	1226	464	38%
Hearing Screened	1203	349	29%
Vision Screened	876	115	13%

Table 2. 2017-18 Specialist Visit Results

	Number of Children	Percentage of Children
Hearing Referral- Went to Specialist	47	16%
Received Tubes	11	23%
Vision Referral-Went to Specialist	27	29%
Received Glasses	15	56%

NO VOTE NEEDED: Information only

5. EXECUTIVE DIRECTOR’S REPORT

5.1 Current Wait List

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	74	3	0	2	7	29	13	128
Ones	62	4	4	7	6	34	14	131
Twos	66	1	2	5	7	16	7	104
Threes	62	2	4	4	5	24	9	110
Fours	45	9	2	5	3	21	7	92
Fives	56	2	1	3	4	10	4	80
School Age	181	6	0	1	19	51	7	265
	546	27	13	27	51	185	61	910

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

5.2 Coalition Fraud Updates

No new fraud referrals to report.

5.3 Office of Early Learning Updates

5.3.1 EFS Modernization

EFS Modernization continues to present many opportunities for parents, providers and staff to practice both patience and flexibility. Launched on July 1, 2018, the system is designed to take the place of the EFS legacy system. The new system is designed as a single-entry point for families applying for SR and VPK services, SR and VPK providers completing contracting and attendance submission and for coalition staff to complete all

eligibility, enrollment and provider payment for service functions. While much of the system is functional, there are still gaps in the functionality. OEL is aware and has communicated with providers to acknowledge their concerns and frustrations and assure providers that this is an OEL issue, not a local coalition issue.

Currently, providers have not had the ability to submit their attendance for payment through EFS MOD system. To ensure providers were paid on time we implemented our “contingency” plan found in our Continuity of Operations Plan (COOP) for processing payments in July. In August, providers are currently submitting paper rosters and reimbursement staff are processing by hand. Providers will be paid at the regular time in August.

Once EFS-Mod is fully operational, coalition staff will begin the process of reconciling the payments for July and August. This may change the amount of dollars expended in July and August. I will continue to keep the board informed, as necessary.

5.4 Provider Updates

5.4.1 Boys and Girls Clubs of Bay County

Coalition staff continue to work with Boys and Girls Club of Bay County while they work with OEL with respect to Class 1 violation issued by DCF.

5.4.2 Kids World of Panama City

Kids World of Panama City received a Class 1 violation and has submitted their corrective action paperwork and are now on probation for 6 months. Coalition staff will continue to monitor the program while on probation.

6. **DEPARTMENT OF CHILDREN AND FAMILIES REPORT - No report**
7. **PUBLIC COMMENT - No comment**
8. **Next Meeting: October 11, 2018**
9. **ADJOURNMENT 12:10pm**

