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## May 12, 2021 Board Minutes

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**Date:** May 12, 2021

**Location:** Panama City Office/Zoom/Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:00 am

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Lindsay Holmes, Communications and Community Relations Director; Ken Whittaker, Operations Director; Donna Carnley, Quality Services Director; Mike Hallenstein Outgoing Finance , Sam Sweazy, Incoming Finance Director; Chelsea Ranew, Contracts and Grants Manager

**Full Board:**  Yes  No Quorum: Yes In attendance: board members 14/19

**Executive Comm.**  Yes  No

**Roll Call to Include Board Members on Zoom/Telephone:** Yes

Executive Committee	First Name	Last Name	Present	Present Via Phone/Zoom	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
	Phil	Edwards			1	
	Kim	Gillis		1		
	Zach	Gilmore		1		
	Tiffani	Hinds		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Liz	Lentz		1		
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)	1			
	Juliana	Melara		1		
	Johanna	Plummer			1	
	Renaë	Rountree			1	
	Joseph	Seabrook		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Susie	Sewell			1	
	Myrtis	Wynn		1		
		<b>Total</b>	<b>1</b>	<b>13</b>	<b>5</b>	

Utilization Report for Direct Services

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 of the previous month.

School Readiness and CARES		
	February 2021	March 2021
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars \$ 1,001,797	SR Slot Dollars \$ 1,229,432
	Children Served 2286	Children Served 2383
<u>CARES</u> Payments to Child Care Providers for Direct Services (Slots)	CARES Direct Service Dollars \$ 93,439	CARES Direct Service Dollars \$ 24,768
	Children Served 282	Children Served 129
VOLUNTARY PREKINDERGARTEN		
<u>VPK Program</u> Payments to Child Care for VPK services	February 2021	March 2021
	VPK Payments \$ 363,686	VPK Payments \$ 341,969
	Children Served 1,361	Children Served 1,361

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: Zach Gilmore

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting April 14, 2021 (*See minutes*)

3.2. Credit Card Transaction Report: March 2021 (*See credit card statement*)

3.3. Revenue and Expenditures through 3.31.2021 (*See R&E through 3.31.2021*)

3.4. Equipment Disposition May 2021 (*See ELCNWF Decommission List Spring 2021*)

3.5. Anti-Fraud Plan FY 2021-22 (*See Anti-Fraud Plan FY 2021-22*)

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

Motion: To approve the 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

Instead of an Executive Committee meeting, all items brought to the committee are presented to the full board for information and/or vote, as needed.

No new information for discussion

##### 4.2. Finance Committee- Jerry Sowell

Instead 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. Outdoor Environments-Operation Kaleidoscope RFP Response

See the attached summary of score results for Outdoor Environment Restoration and Renovation. Proposers have been ranked 1-5 on this sheet for presentation to the board. It is the recommendation of staff to award contracts to the top three applicants to allow for the diversity of products and meet providers' needs. (*See RFP 2021-01 Outdoor Environments Quantitative Score Results*)

*VOTE NEEDED: To award Outdoor Environment Restoration and Renovation contracts to the top three applicants to allow for the diversity of products and meet providers' needs.*

Motion: To award Outdoor Environment Restoration and Renovation contracts to the top three applicants to allow for the diversity of products and meet providers' needs.

Motion By: Jerry Sowell

Motion Seconded By: Rev. Parnell Smith

Member/s Recusing from Vote: No

The motion carried.

##### 4.2.2. Expenditure Validation for Selected Expenditures July 2020-December 2020

OEL submitted results from their expenditure validation of selected items from July 2020-December 2020. Included for board review is the letter stating no disallowed costs and noting technical assistance provided. (See NWFL Expenditure Validation Final July-Dec 2020 No Disallowed Cost TA final letter)

##### 4.2.3. FY 2019-20 Annual Audit Update

The Coalition requested and received an extension through September 2021 for the FY 2019-20 single audit. Michael Hallenstein, outgoing Finance Director, is working with auditors from Moss, Krusick, and Associates to ensure all documentation is submitted and the audit is completed before his last day with the Coalition.

#### 4.3. Policy and Personnel Committee

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. Approval for Travel for the Executive Director for FY 2021-22

Coalition policies require that "Business travel for board members and the Executive Director that is reasonable and outside the normal course of business duties shall be pre-approved by an officer of the Board using the approved Coalition travel authorization form." "Reasonable and outside the normal course of business" has been interpreted to include conferences, symposiums, training, and meetings (or similar) that take place outside of the Coalition seven-county service area. On average, the Executive Director travels monthly to attend meetings and requests approval for the upcoming fiscal year for all travel that is reasonable and outside the normal course of business duties (taking place outside the seven-county service area).

*VOTE NEEDED To approve travel for the Executive Director for FY 2021-22 that is reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area.*

Motion: To approve travel for the Executive Director for FY 2021-22 that is reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area.

Motion By: Zach Gilmore

Motion Seconded By: Rev. Al McCambry

Member/s Recusing from Vote: No

The motion carried.

##### 4.3.2. Approval for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2021-22.

Occasionally, documented permission for the Executive Director to sign and execute contracts, agreements, and documents on behalf of the Early Learning Coalition of Northwest Florida, Inc. to operate the organization is requested. The Executive Director is requesting annual approval from the board to execute contracts, agreements, and documents on behalf of the Coalition for FY 2021-22.

*VOTE NEEDED To approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2021-22.*

Motion: To approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2021-22.

Motion By: Tony Bennett

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: No

The motion carried.

#### 4.3.3. Drop Ship Policy

When possible and to better support the prompt delivery of supplies and materials to child care providers, the Coalition would like to utilize a drop shipping option when available from a vendor. The Coalition would also follow their *Drop Shipping Delivery Process* when using drop shipment services from a vendor. (See *Drop Ship Policy*).

*VOTE NEEDED To approve Drop Ship Policy for the Coalition.*

Motion: To approve Drop Ship Policy for the Coalition.

Motion By: Jerry Sowell

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 information for discussion

### 5. EXECUTIVE DIRECTOR'S REPORT

#### 5.1. Organization Update

##### 5.1.1. Office Space

The Coalition is still looking for lease space in Bay County. The relocation team has visited four locations ranging between 4,500- 1,300 SQ. FT. As we are looking for new lease space, we are considering:

- Square footage to support a primarily remote workforce
- Overall costs (monthly rent, CAM, utilities, etc.)
- Location

The relocation team has asked our IT contractor to perform an onsite visit to one location to conduct a site survey to determine feasibility.

Moving forward, the Executive Director would like to sign any letters of intent to begin negotiating for leased space. If suitable space and terms are negotiated, the Executive Director will bring the proposed lease to the Executive Committee and/or full board for approval on behalf of the relocation team.

### 5.1.2. Staffing

Sam Sweazy, Finance Director, started full-time with the Coalition on May 4, 2021. He and Michael Hallenstein will be working together during May 2021 to ensure a smooth transition of the Finance Director position.

### 5.1.3. Legislative Overview

“Governor DeSantis signed House Bill (HB) 419 that makes historic changes to state accountability for early learning programs. Additionally, he signed HB 7011 creating a statewide progress monitoring tool to quickly understand VPK-8th grade student’s academic progress in real-time and rapidly identify personalized interventions for students that need additional support, with the goal of having 90 percent of Florida’s third-graders reading on grade level by 2030.” *(Taken from Governor’s Press Release 5.4.2021).*

Areas of change include:

- Coordinated Screening and Assessment
- VPK Accountability
- Governance
- Gold Seal Accreditation
- Early Learning Coalition Accountability
- School Readiness Program Changes
- Child Care Resource and Referral- Enhanced Provider Profiles

A document briefly highlighting changes of HB 419 in each of the major areas listed above is provided for member review. More details about the implementation of the bill will be shared as they are made available. *(See AELC HB 419 - Overview of Changes)*

### 5.1.4. CARES/CCRSA Funding

As of the writing of this document, we are CURRENTLY scheduled to receive additional funding (\$1.8 million for 179 +/- providers) to support private early learning/child care providers and contracted school district providers that were classified as operational/open on April 1, 2021 and are providing onsite early learning/child care services on the date of application, to assist them in remaining open during the COVID-19 crisis. Providers must have remained open and operational, with the exception of temporary closures due to COVID-19 or other temporary emergencies. Some portion of the funds must be used for staff salaries/benefits and must be reflected on the submitted application’s budget. Providers may qualify for Phase V grants, in addition to any grant awarded in Phases I – IV. As soon as funding and guidance are made available, the Coalition will begin accepting applications to receive funding.

5.2. Quality Services April 2021- *(See Quality Services, Service Numbers April 2021)*

5.3. Media Coverage/Activity/Events April 2021 *(See Media Coverage April 2021)*

5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist through April 30, 2021 (*See School Readiness and VPK Service Number and SR Waitlist through 4.30.2021*)

5.5. Help Me Grow Service Numbers (*See Monthly HMG Data Snapshot March 2021*)

5.6. Coalition Fraud Updates  
The Coalition has no new updates.

5.7. Internal Monitoring  
The Coalition completed internal monitoring in the following areas. The results of the monitoring are available for board members to review. (*See Internal Monitoring Reports QTR 3*)

- SR and VPK Eligibility
- SR and VPK Provider Monitoring
- CCR&R/Family Engagement Plan
- Education Service Delivery

## 6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

- HB 252 – Child Safety Alarm Act passed which requires alarms to be installed in vehicles used to transport children by child care facilities. DCF will be working on rule promulgation and implementation guidance prior to the effective date of 10/1/2021.
- Effective 5/17/2021, local licensing specialists will be resuming in-person inspections. Proper safety precautions will be followed before and during the onsite visits. DCF managers and supervisors will also begin reporting to their respective offices.

## 7. PUBLIC COMMENT

None

8. NEXT MEETING: June 9, 2021

9. ADJOURNMENT- 11:52 am CT