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## June 9, 2021 Board Minutes

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**Date:** June 9, 2021

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

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:01 am

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Lindsay Holmes, Communications and Community Relations Director; Sam Sweazy, Finance Director

**Full Board:**  Yes  No Quorum: Yes In attendance: board members 12/19

**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				
	Traci	Corbin		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			
	Renae	Rountree		1			
	Joseph	Seabrook		1			
	Parnell	Smith			1		
●	Jerry	Sowell		1			
	Susie	Sewell	Resigned				
	Myrtis	Wynn		1			
		<b>Total</b>	<b>1</b>	<b>11</b>	<b>7</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 – Tony Bennett

*VOTE NEEDED: To approve the meeting agenda as presented.*

Motion: To approve the meeting agenda as presented.  
 Motion By: Jerry Sowell  
 Motion Seconded By: Kim Gillis  
 Member/s Recusing from Vote: No  
 The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Tony Bennett

- 3.1. Minutes: Board Meeting May 12, 2021 *(See minutes)*
- 3.2. Credit Card Transaction Report: April 2021 *(See credit card statement)*
- 3.3. Revenue and Expenditures through April 30, 2021 *(See R&E through 4.30.2021)*
- 3.4. 990 FY 2018-19 Amended
- 3.5. 990 FY 2019-20 Final

*VOTE NEEDED: To remove item 3.3. Revenue and Expenditures report and approve the consent agenda items as amended.*

Motion: To remove item 3.3. Revenue and Expenditures report and approve the consent agenda items as amended.

Motion By: Jerry Sowell

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

#### 4. COMMITTEE/FULL BOARD REPORTS – Tony Bennett

##### 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.

##### 4.1.1. Resignation of Health Department Representative Susie Sewell

Susie Sewell gave her notice of resignation from the board to allow for the new administrator for the Florida Department of Health of Holmes and Washington counties to serve. We would like to thank Susie for her service during the transition of leadership at her organization.

*VOTE NEEDED: To approve the resignation of Susie Sewell and thank her for her service.*

Motion: To approve the resignation of Susie Sewell and thank her for her service.

Motion By: Jerry Sowell

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

##### 4.1.2. Nomination of Health Department Representative Traci Corbin

Traci is the Health Administrator for the Florida Department of Health of Holmes County and The Florida Department of Health of Washington County. She has many years of community health service and community engagement experience. We look forward to her expertise for the board.

*VOTE NEEDED: To approve the nomination of Traci Corbin to the board.*

Motion: To approve the nomination of Traci Corbin to the board.

Motion By: Myrtis Wynn

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

##### 4.1.3. Florida Sunshine Law- Presentation by Board Attorney Derrick Bennett.

4.1.4. New Office Space Lease for Panama City

Coalition staff have located and successfully negotiated an acceptable price and contract terms for relocating the Panama City office. The location is at 1600 Jenks Avenue, Suite 3 and is approximately 1400 sq. ft. If approved, the Coalition will take possession of the space in October 2021, allowing for a three-month planned transition (by December 30, 2021) from our current location to the new location. The length of the lease is forty-six (46) months. The Executive Director is requesting approval to enter into a lease agreement for 1600 Jenks Ave, Suite 3 according to the terms and conditions of the lease agreement.

*VOTE NEEDED: To approve the Executive Director to enter into a lease agreement for 1600 Jenks Ave, Suite 3 according to the terms and conditions of the lease agreement.*

Motion: To approve the Executive Director to enter into a lease agreement for 1600 Jenks Ave, Suite 3 according to the terms and conditions of the lease agreement.

Motion By: Tiffani Hinds

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

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. Preliminary Operating Budget FY 2021-22

Coalition staff have developed a preliminary budget for FY 2021-22. We expect to provide the board with an updated budget for approval in August 2021 after receiving additional NOA's and having time to analyze all spending for FY 2020-21. *(See Preliminary budget FY 2021-22)*

*VOTE NEEDED: To approve the preliminary budget for FY 2021-22.*

Motion: To approve the preliminary budget for FY 2021-22.

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.2.2. In April 2018, the Coalition selected Moss, Krusick & Associates, LLC public accounting firm to perform external auditing and tax services for the Coalition for a three-year period. It is the desire of the Coalition and the Contractor to renew the contract in the manner stated hereafter:

- In accordance with the renewal clause, the parties agree to renew the contract for three (3) years with said term to commence on July 1, 2021 and terminate on June 30, 2024.

- The parties agree that the maximum amount paid to the contractor, under the terms of the contract as renewed shall not exceed \$25,000.00 per year.
- All other terms and conditions shall remain in full force and effect.

VOTE NEEDED: *To approve renewal of contract for auditing services with Moss, Krusick & Associates, LLC as presented.*

Motion: To approve renewal of contract for auditing services with Moss, Krusick & Associates, LLC as presented.

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.2.3. Related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola-ChIPLEY office annual rental \$4,750.56.

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 can 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.

Historically, the Coalition has shared office space with CareerSource Chipola to provide ease of access for customers served by both organizations.

Disclosures: None.

VOTE NEEDED: *To approve related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola - ChIPLEY office annual rental \$4,750.56.*

Motion: There were not enough members in attendance to approve the related party contract.

Motion By: N/A

Motion Seconded By: N/A

Member/s Recusing from Vote: N/A

#### 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.

No new information for discussion

#### 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. CARES/CCRSA Funding

Currently, the Coalition will be releasing in June \$1,485,488.00 (\$1,008,000 for contracted providers, \$217,488 for school district sites, \$260,000 for non-contracted providers) for Phase V CARES Act funding.

5.1.2. OEL approved the payment of parent copays for May and June 2021. Providers do not have to collect copays from SR-funded families for this period. We are unsure, at this time, if this will continue past June 30, 2021.

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

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

5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist through May 31, 2021 *(See School Readiness and VPK Service Number and SR Waitlist through 5.31.2021)*

5.5. Help Me Grow Service Numbers *(See Monthly HMG Data Snapshot April 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 Report CCRR)*

- Child Care Resource and Referral

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

No new information to report

7. PUBLIC COMMENT

None

8. NEXT MEETING: August 11, 2021

9. ADJOURNMENT- 11:28 am CT