



April 8, 2020 Board Minutes

Date: April 8, 2020

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:00 a.m.

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Regulatory Affairs and Compliance Director, Ken Whittaker, Operations Director, Mike Hallenstein, Finance Director, Lindsay Holmes, Communications and Community Relations Director, Kelli Thormann, Executive Assistant

Full Board: Yes No Quorum: Yes In attendance: 14/17 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		
	Tiffani	Hinds			1	
	Karen	Johnson		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)		1		
	Juliana	Melara		1		
	Johanna	Plummer		1		
	Renaë	Roundtree		1		
	Parnell	Smith			1	
●	Jerry	Sowell		1		
●	Tracey	Yoder		1		
		Total		14	3	

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 comparison between two months.

SCHOOL READINESS Direct Services FY 2020		
	January 2020	February 2020
<u>School Readiness</u>	SR Slot Dollars \$ 850,922	SR Slot Dollars \$ 917,982
Payments to Child Care Providers for Direct Services (Slots)	Children Paid 2080	Children Paid 2154
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	January 2020	February 2020
<u>VPK Program</u>	VPK Payments \$383,333	VPK Payments \$383,293
Payments to Child Care for VPK services	Children Paid 1650	Children Paid 1628

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: Miatta Jalabar

Motion Seconded By: Kenny Griffin

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS 3.1-3.2 – Jon McFatter

3.1. Minutes: Board Meeting March 11, 2020 (*See minutes*)

3.2. Credit Card Transaction Reports: February 2020 (*See credit card transaction report*)

3.3. Financials: YTD 2.29.2020

3.4. Continuity of Operations Plan (COOP)

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve *consent agenda items as presented.*

Motion By: Miatta Jalabar

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

The Executive Committee met on March 25, 2020 to approve giving the Executive Director the authority to activate the organization's Continuity of Operations Plan (COOP) if the situation warranted. The motion passed the committee.

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. Proposed 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 below.

Proposed Date of Disposition: April 10, 2020

Authority for Disposition: Resolution of governing board/executive committee

Manner of Disposition: Combination of scrapped and destroyed

List of Equipment:

Description: Dell Latitude 3500 laptop

ID Tag #: AI-00095

Serial #: 4189GT2

Acquisition Date: June 2019

Physical Location: Inspired Technology Office

Condition: Poor/Damaged

Comments: Unrepairable

VOTE NEEDED: To approve disposition of equipment as requested.

Motion: To approve *the disposition of equipment as requested.*

Motion By: Miatta Jalabar

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.2.2. Audit, Monitoring and Accountability Reviews

4.2.2.1. Thomas, Howell, Ferguson, PA completed their onsite visit completed February 24-28, 2020.

Preliminary results found 5 scope impacted issues due to the transition of finance directors in November 2018 and 2 preliminary findings:

- Cost Allocation and Disbursement Testing
- Travel-Missing expenditure support per state travel rules

We received the draft report on March 16, 2020 and are in discussion regarding preliminary findings.

4.2.2.2. Moss, Krusick and Associates

MKA scheduled a meeting with Finance Committee for 3/11/2020 at 2:00 pm to discuss preliminary findings. The committee heard from Ed Moss who highlighted:

- Status of closing out 2019 (we did not make the March 30, 2020 deadline)
- Minimum Reporting is 2 findings

NO VOTE NEEDED: Information only.

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. Extension of PTO sell back

Currently, Coalition by-laws state that PTO can only be sold back during the 1st, 2nd, and 3rd quarters of the fiscal year. After checking with the Finance Director, the Coalition is able to allow employee sellbacks during the month of April and May. I am requesting the board approve a recommendation to allow employee PTO sell-back during the months of April and May to ensure employees do not lose PTO that is not able to be utilized due to the COVID-19 pandemic.

VOTE NEEDED: To allow employees to sell back PTO during April and May.

Motion: To approve *to allow employees to sell back PTO during April and May as presented.*

Motion By: Tony Bennett

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: No

The motion carried.

4.4. EDUCATION AND PROGRAM COMMITTEE

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. Changes to School Readiness and VPK programs due to COVID-19 (see FDOE Q&A Guidance 3.26.2020)

OEL is working with Coalitions to help ensure parents and providers can sustain and recover during the COVID-19 pandemic. Currently, the following items are currently in effect:

Mitigate financial impact to providers by:

- Paying for additional child absences for SR and VPK while providers are open.
- Reimbursing SR and VPK providers during temporary closures related to the COVID-19 virus emergency.
- Cancelling remaining child screenings and assessments.
- Canceling remaining SR program assessments.
- Extending timelines for provider improvement plans, reports and VPK instructional calendars.
- Extending SR and VPK provider contracts.

Mitigate financial impact on families by:

- Suspending termination of SR eligibility.
- Extending the timelines required for redetermination of SR eligibility.
- Waiving parent copays/fees for SR families with incomes above 100% of the poverty level.
- Waiving required documentation for SR child absences.

No.	Program	Assistance Needed	Rule	Action
1.	SR	Extend paid days for absences	6M-4.500(4)(a)	Permit coalitions to pay for child absences while providers are open, regardless of the duration of the child's absence and waiving the requirement of a doctor's note.

2.	VPK	Extend paid days for absences	6M-8.204 S. 1002.71(6)(d)	Pay for child absences while providers are open, regardless of the duration of the child's absence.
3.	SR	Reimburse provider for days due to provider closures	6M-4.501	Reimburse providers due to temporary closures related to the COVID-19 virus emergency, regardless of the duration of the closure.
4.	VPK	Reimburse provider for days due to provider closures	6M-8.204(5)(a)(1)	Reimburse providers due to temporary closures related to the COVID-19 virus emergency, regardless of the duration of the closure.
5.	SR	Extend current provider contracts which expire on June 30, 2020.	6M-4.610	Extend the Statewide School Readiness Contract subject to mutual agreement of the coalition and provider.
6.	VPK	Extend current provider contracts which expire on June 30, 2020.	6M-8.301	Extend the Statewide VPK Contract subject to mutual agreement of the coalition and provider.
7.	VPK	Authorize providers to change their calendar to capture lost instructional time	6M-8.204(5)(a)3	Allow a private provider or school district to revise its class schedule to restore VPK instructional days which are lost due to temporary emergency closure.
8.	VPK	Extend timeline for changes to VPK schedules	6M-8.300(2)(c)	Allow a VPK provider to notify a coalition of a change in schedule as a result of the impact of the emergency situation.
9.	SR	Extend timeline for completion of required program quality improvement plan	6M-4.610 6M-4.740	Extend period for providers to complete a Quality Improvement Plan.
10.	SR	Eliminate remaining child screenings	6M-4.720	Eliminate remaining screenings for 2019-2020.
11.	VPK	Eliminate remaining VPK assessment	6M-8.620(4)(c) 6M-8.620(3)(a) and(d)	Eliminate the requirements for administering the Florida VPK Assessment for Assessment Period 3 (AP3) and the penalties for noncompliance.
12.	VPK	Eliminate VPK assessment reporting	6M-8.620(3)(d)	Eliminate requirement that providers report results of AP 3 of the Florida VPK Assessment.

13.	SR	Suspend termination of eligibility and extend timeline for parents to submit documentation	6M-4.208	Suspend termination of eligibility and extend the timeline for redetermination and for parents to submit documentation. requirements for applicants and families
14.	SR	Extend additional time for revalidation while on the wait list	6M-4.300	Extend the provisions regarding parent waiting list revalidation and removal so that parent remain eligible
15.	SR	Waive co-payments/parent fees	6M-4.400(6) S. 1002.84(8)	Waive the requirements for the required copayment for a child whose family income is above 100% of the federal poverty level. Waive the requirement for parents to have a "0" balance prior to transfer to another childcare program.
16.	SR	Allow children to return to child care without delay	6M-4.200 6M-4.208	Waive any redetermination or reenrollment requirements tied to the reopening of the child's assigned provider for a child who was enrolled with the provider at the time of the closure.
17.	SR	Eliminate program assessments	6M-4.740	Eliminate remaining program assessments for the 2019- 2020 school year.

NO VOTE NEEDED: Information only.

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5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organizational Update

5.1.1. COVID-19

Our response to COVID-19 has been smooth when compared to that of Hurricane Michael. On Friday, March 17, we conducted a "trial run" of all staff working in alternative locations. It was successful. On Tuesday, March 21, 2020, I closed all coalition offices to the public and staff began to work from alternate locations. The coalition has put into effect the following:

- Alternative work locations
- Limiting staff at the offices
- Daily Executive Team calls
- Daily Debriefs with DCF
- Weekly all-staff check-in calls

5.1.2. EFS-MOD 2018-19 True-up

EFS-MOD true-up continues. On March 11, 2020, we met with our attorney to discuss next, best steps. We anticipate continuing to work on 2018-19 true-ups during while working from alternate work locations.

5.1.3. Hurricane Michael Impact

5.1.3.1. Supplemental Disaster Relief Funding

The Office of Child Care sent OEL the notice of funding on 4/1/2020. The COVID-19 pandemic has placed a delay on guidance and clarification from the Regional Office of the Office of Child Care (OCC) to OEL. This delay continues to impact receipt of funds.

5.1.3.2. FEMA Funding

We continue to order replacement furniture, supplies and equipment utilizing FEMA funding. Furniture is scheduled to be delivered this week.

5.2. Media Coverage/Activity/Event

PURPOSE	DATE(S)
Share AKD information with Washington and surrounding counties	March 4, 2020
Thanking sponsors for AKD financial support	March 5, 2020
Sharing information about ArtKidDoo on WMBB	March 9, 2020
PSA in Chipley Paper letting the community know that ArtKidDoo is not cancelled.	March 12, 2020
Sharing information about ArtKidDoo on WFSU's website.	On Community Calendar
News coverage addressing childcare closures and the effect of COVID-19	March 16, 2020

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of March 27, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	80	6	0	0	9	37	13	145
Ones	162	10	6	3	14	55	35	285
Twos	218	7	8	4	26	96	41	400
Threes	207	6	7	9	18	102	34	383
Fours	178	14	5	8	29	76	34	344
Fives	98	4	1	6	13	48	12	182
School Age	226	19	4	1	32	97	53	432
Special	0	0	0	0	0	0	0	0
Total	1169	66	31	31	141	511	222	2171

5.3.2. VPK children enrolled by provider type and county as of March 27, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	590	23	50	43	85	182	115	1088
Non-School Based	421	18	21	25	52	104	31	672
Total	1011	41	71	68	137	286	146	1760

5.4. Current Wait List

5.4.1. School Readiness children on wait list by age and county as of March 27, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	4	0	0	0	0	4	1	9
Ones	4	1	0	0	1	1	3	10
Twos	3	0	0	0	0	2	3	8
Threes	1	0	0	0	0	1	1	3
Fours	2	1	0	0	0	2	0	5
Fives	7	0	0	0	0	2	1	10
School Age	40	1	0	0	2	15	7	65
Total	61	3	0	0	3	27	16	110

5.5. Coalition Fraud Updates

The Coalition has no update to present. Because of COVID-19 OEL is not accepting new fraud referrals.

5.6. Legislative Session 2020

SB 1688 (companion to HB 1013) failed to make it out of committee and died. Currently, the governor has not signed the budget. When items are finalized, I will share with the board.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT -Members of the public are allowed up to 3 minutes each to address the board.

8. NEXT MEETING: May 13, 2020

9. ADJOURNMENT-11:30am