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## August 12, 2020 Board Minutes

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**Date:** August 12, 2020

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:04am

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

**Full Board:**  Yes  No Quorum: Yes In attendance: board members 11/17

**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		11	6	

**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 the previous month.

SCHOOL READINESS		
	May 2020	June 2020
<u>School Readiness</u>	SR Slot Dollars \$ 1,399,533	SR Slot Dollars \$ 1,535,740
Payments to Child Care Providers for Direct Services (Slots)	Children Served 2,476	Children Served 2,652
VOLUNTARY PREKINDERGARTEN		
	May 2020	June 2020
<u>VPK Program</u>	VPK Payments \$ 369,729	VPK Payments \$ 7,800
Payments to Child Care for VPK services	Children Served 1,688	Children Served 20

**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: Kenny Griffin

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

**3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter**

**3.1.** Minutes: Board Meeting June 10, 2020 (*See minutes*)

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

**3.3.** Financials YTD through June 2020

**3.4.** 2020-21 Proposed Board Meeting Schedule (*See 2020-21 ELCNWF Board Meeting Schedule*)

**3.5.** VPK Child Eligibility Policy (*See VPK Child Eligibility Policy and Procedures*)

**3.6.** Timekeeping Policy (*See Timekeeping Policy*)

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

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

Motion By: Tony Bennett

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: 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. New Board Members

- 4.1.1.1. Joe Seabrook, Bay County- retired USAF, retired social service administrator
- 4.1.1.2. Zach Gilmore, Jackson County- Director of Business Development, Jackson County Economic Development Committee
- 4.1.1.3. Susie Sewell, Holmes County, Holmes and Washington County Health Department, Executive Director Community Health Nursing

***VOTE NEEDED: To approve the nomination of Joe Seabrook, Zach Gilmore and Susie Sewell as private members of the board for a 4-year term August 2020-August 2024.***

Motion: To approve *the nomination of Joe Seabrook, Zach Gilmore and Susie Sewell as private members of the board for a 4-year term August 2020-August 2024 as presented.*

Motion By: Kenny Griffin

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motioned carried.

##### 4.1.2. Board Member Resignations

Karen Johnson, Holmes County- Director Holmes and Washington County Health Department

***VOTE NEEDED: To approve the resignation of Karen Johnson as a private member of the board.***

Motion: To approve *the resignation of Karen Johnson as a private member of the board as presented.*

Motion By: Jeanne Hitchcock

Motion Seconded By: Juliana Melara

Member/s Recusing from Vote: No

The motion carried.

##### 4.1.3. Slate of Officers and Committee Members

Please see *ELCNWF Slate of Officers and Committee Members List* for current list of officers and Committee Members. Vacant positions are indicated by the term **VACANT**. Nominations for Officers and committee membership are being accepted through September 1, 2020 for

presentation at the September board meeting. If you would like to serve in an open position, please let Jon McFatter or Suzan Gage know of your interest.

***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. Preliminary Budget for FY 2020-21-*Vote postponed to September 2020 Board Meeting.***

Based on analysis and forecasting, the annual budget for 2020-21 is presented for board approval. *(See Preliminary Budget 2020-21)*

Points for discussion include:

- Preliminary FY 2019-20 spending
- First FY 2020-21 Notice of Award (NOA)
- Anticipated additional NOAs
- SR Direct Service (Slots) target (80%)

#### **4.3. Policy and Personnel Committee-**

Items presented in consent agenda

***NO VOTE NEEDED, Information Only***

#### **4.4. Education and Program- Al McCambry**

The Education and Program Committee is scheduled to meet in August and will report out at the September meeting.

***NO VOTE NEEDED, Information Only***

### **5. EXECUTIVE DIRECTOR'S REPORT**

#### **5.1. Organizational Update**

##### **5.1.1. FEMA**

The Coalition continues to expend FEMA funds as awarded.

##### **5.1.2. Provider Reimbursement Rate**

The Coalition received notice that the permanent rate increase, approved by the board in June 2020 was approved by OEL. The reimbursement rates are now:

Care Level	Licensed or Exempt Centers and Public/Non-Public Schools		Licensed Family Child Care Homes		Registered Family Child Care Homes	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<12 MTH	35.00	17.50	33.00	16.50	26.00	13.00
12<24 MTH	31.50	15.75	29.50	14.75	22.50	11.25
24 <36 MTH	28.50	14.25	26.50	13.25	19.50	9.75
36 <48 MTH	27.50	13.75	25.50	12.75	18.50	9.25
48 <60 MTH	27.50	13.75	25.50	12.75	18.50	9.25
60 <72 MTH	27.50	13.75	25.50	12.75	18.50	9.25
In School	20.00	15.00	19.00	14.00	16.00	11.00
Special Needs	42.00	21.00	39.60	19.80	31.20	15.60

### 5.1.3. FY 2018-19 Provider Reimbursement True-up

The Coalition was able to sign Addendums 1 and 2 for the 2019-20 Grant Agreement which memorialized the agreement between OEL and the Coalition for the handling of provider under/over payments in FY 2018-19 due to complications from an underperforming EFS-MOD statewide data system and Hurricane Michael complications. Below are highlights of Addendum #1. Specifically:

*THE ELC reconciled the 2018-2019 school readiness payments by comparing the Adjusted Gross Payment amount from the 2018-2019 EFS Mod calculations to the 2018-2019 Estimated Payments/Cash to Providers. Adjustments were made for any match and Gold Seal calculations.*

*The ELC has identified and will pay all currently known SR Provider underpayments, known to date for FY2018-19, by August 31, 2020.*

*Given that record corrections are not able to be made by July 31, 2020, OEL agrees to accept Coalition documentation provided to date to be used for payment reconciliation and for use by auditors for testing.*

This agreement will allow our coalition to payout over \$1,000,000 in provider underpayments that prior to the signing of Addendum 1, was not an option. Based on accepted calculations, collectively providers only \$43,000 in over payments.

### 5.1.4. CARES Act Funding and COVID-19 Responses

OEL continues to work with coalitions to help ensure parents and providers can sustain and recover during the COVID-19 pandemic. Currently, the following items are still in effect:

#### 5.1.4.1. Mitigate financial impact to providers by:

- Paying for additional child absences for SR and VPK while providers are open through August 31, 2020.
- Reimbursing SR and VPK providers during temporary closures related to the COVID-19 virus emergency through August 31, 2020.

- Extending SR and VPK provider contracts.
- Providing bonuses to SR providers serving ESS workers.

5.1.4.2. Mitigate financial impact on families by:

- Suspending termination of SR eligibility through August 15, 2020.
- Extending the timelines required for redetermination of SR eligibility through
- Waiving parent copays/fees for SR families regardless of income through August 31, 2020.
- Waiving required documentation for SR child absences.

5.1.4.3. ESS Category of Eligibility

- As of 7/31/2020 the Coalition has enrolled 583 children in the ESS Category (Essential Services). ESS families are eligible for 12 months with redetermination every 3 months or as long as the provisions of the Executive Order remain in effect. No longer accepting new referrals as of 7/31/2020.

5.1.4.4. COVID-19 Related Mini-Grants

OEL released 3 mini-grants available to providers that can be used for COVID-19 mitigation. The chart below shows the number of providers/teacher and the amounts awarded and paid for 3 types of grants.

Type of Mini-Grant	Number Submitted	Amount To Be Paid to Providers or Teachers*
Health and Safety \$1000	67	\$67,000
Infrastructure \$1000	67	\$67,000
Professional Development up to \$750*	119	\$69,825

5.1.4.5. CARES Phase 1 and Phase 2 Grants

Phase 1- Emergency Child Care Relief Grants

Grants for providers were made available based on identified criteria as determined by OEL. Phase 1 grants were for contracted SR providers and non-contracted child care providers that were open on April 30, 2020. Dollar amounts awarded were based on DCF licensed capacity.

Phase 2 High Quality Reopening Support Grants

Grants for contracted, high-quality providers NOT open on April 30, 2020 but reopen on or before August 1, 2020. Dollar amounts awarded were based on DCF licensed capacity.

The chart below shows the amounts awarded and paid to providers for 2 types of grants.

Type	Amount To Be Paid to Providers
Phase 1	\$302,500
Phase 2	\$328,400

5.1.4.6. ESS Bonus for SR Providers

SR providers were eligible to earn up to \$4,000 per month for up to \$12,000 for serving ESS funded children. To date the Coalition has paid out \$319,500 in ESS Bonuses.

***NO VOTE NEEDED: Information only.***

- 5.1.5. Supplemental Disaster Funding for Hurricane Michael (Operation Kaleidoscope)  
Coalition staff worked with OEL to finalize the coalition’s portion of the supplemental disaster funding grant awarded after Hurricane Michael in October 2018. The Coalition received the executed grant on August 5, 2020 and have started the first steps executing the grant deliverables.

***NO VOTE NEEDED: Information only.***

5.2. Media Coverage/Activity/Events July 2020

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	34	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	8264
Twitter	4	Share information and resources with families across Northwest Florida.	98
Instagram	4	Share information and resources with families across Northwest Florida.	104
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3584
Constant Contact - Teacher Newsletter	1	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a monthly basis.	273
Constant Contact - Provider Newsletter	1	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	147
Constant Contact - Special Blasts	9	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	136

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of July 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand
Infant	84	2	0	0	7	20	12	<b>125</b>
Ones	177	12	4	1	12	69	32	<b>307</b>
Twos	226	18	7	3	28	100	45	<b>427</b>
Threes	268	7	9	9	34	128	39	<b>494</b>
Fours	212	15	4	8	32	101	33	<b>405</b>
Fives	155	12	4	7	14	79	18	<b>289</b>
School Age	330	26	4	1	57	146	59	<b>623</b>
Special Needs	0	0	0	0	0	0	0	<b>0</b>
	<b>1452</b>	<b>92</b>	<b>32</b>	<b>29</b>	<b>184</b>	<b>643</b>	<b>238</b>	<b>2670</b>

5.3.2. VPK children enrolled by provider type and county as of July 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	242	24	0	0	0	0	77	343
Non-School	115	17	0	0	0	47	0	179
<b>Total</b>	<b>357</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>77</b>	<b>522</b>

5.4. Current Wait List

School Readiness children on wait list by age and county as of July 30, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	44	1	0	0	4	12	11	<b>72</b>
Ones	38	1	0	2	0	11	5	<b>57</b>
Twos	42	2	1	0	6	4	4	<b>59</b>
Threes	32	1	0	2	2	11	6	<b>54</b>
Fours	24	0	0	1	3	7	3	<b>38</b>
Fives	22	0	0	0	0	6	4	<b>32</b>
School Age	102	1	0	0	4	32	15	<b>154</b>
<b>TOTAL</b>	<b>304</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>19</b>	<b>83</b>	<b>48</b>	<b>466</b>

5.5. Coalition Fraud Updates

The Coalition has not received an update on the one parent fraud complaint that is currently under review.

5.6. Racial Equity Project

In 2019, OEL and the Florida Institute for Child Welfare collaborated through the Preschool Development Grant (PDG) to bring a series of Racial Equity Learning Exchanges to 222 participants in the state of Florida. One board member (Renaë Rountree) and three Coalition staff (Suzan Gage, Donna Carnley, Lindsay Holmes) members attended to learn about definitions and concepts to help them build individual and organizational capacity to understand the intersections of race, poverty



and equity. Additionally, the training facilitated an interactive experience with dyads and small groups for participants to safely practice talking about the intersections of race, poverty, equity and the need for early childhood education and child welfare reform.

Building on this initial effort, with PDG renewal, OEL procured equity five (5) “coaches” to work regionally with selected ELCs and OEL leadership using the Racial Equity Impact Assessment (REIA) tools designed to recognize and address disparities through data-driven and targeted strategies explicitly intended to close equity gaps. The coaches will work with ELCs and other regional/local B-5 system leaders to:

- Review internal project plans, policies and procedures to strengthen the degree to which they reflect an equity lens.
- Provide training, TA and other supports to boards and staff to increase skills and to review practices and policies and develop systems that better close access and opportunity gaps.
- Each year for three years the ELC will receive one all day face to face meeting at the beginning of the process and one at the end, and six individual technical assistance virtual meetings yearly (1 every-other-month)
- OEL, regional and local systems leaders and equity coaches will track advances in removing challenges and barriers within the system.

The Coalition was selected by OEL to participate in this project. The Executive Team completed the first TA session with their Equity Coach, Dr. Melanie Acosta, on August 2, 2020. Additional updates and information will be shared as the project continues. Any board members wishing to participate in this project should let Jon or Suzan know.

**6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

**7. PUBLIC COMMENT**

**8. NEXT MEETING: September 9, 2020**

**9. ADJOURNMENT-11:38am**