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## December 9, 2020 Board Minutes

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**Date:** December 9 2020

**Location:** Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:03am

**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, Donna Carnley, Quality Services Director

**Full Board:**  Yes  No Quorum: Yes In attendance: board members 12/18

**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		
	Zach	Gilmore		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber			1	
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)			1	
	Juliana	Melara		1		
	Joseph	Seabrook		1		
	Johanna	Plummer			1	
	Renaee	Roundtree		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Susie	Sewell			1	
		Total		12	6	

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 between the previous month.

School Readiness and CARES		
	September 2020	October 2020
<u>School Readiness</u>	SR Direct Service Dollars \$ 935,889	SR Slot Dollars \$ 962,581
Payments to Child Care Providers for Direct Services (Slots)	Children Served 1871	Children Served 1852
<u>CARES</u>	CARES Direct Service Dollars \$226,016	CARES Direct Service Dollars \$253,969
Payments to Child Care Providers for Direct Services (Slots)	Children Served 493	Children Served 476
VOLUNTARY PREKINDERGARTEN		
	September 2020	October 2020
<u>VPK Program</u>	VPK Payments \$336, 231	VPK Payments \$366,566
Payments to Child Care for VPK services	Children Served 1234	Children Served 1302

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: Jeanne Hitchcock

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

**3.1.** Minutes: Board Meeting October 14, 2020 (*See minutes*)

**3.2.** Credit Card Transaction Report: September and October 2020 (*See credit card transaction report*)

**3.3.** Revenue and Expenditures through 10/31/2020 (*See R&E through 10.31.2020*)

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

Motion: To approve *the consent agenda as presented. With Removal of October 14, 2020 Meeting Minutes and Table Until the January 13, 2021 Board Meeting.*

Motion By: Renae Roundtree  
Motion Seconded By: Joseph Seabrook  
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.

No new information for discussion

##### 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.

No new information for discussion

##### 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. On-Going Monitoring

In a continued effort to ensure that Coalition staff are performing services according to the grant agreement with OEL, internal monitoring were completed on the following areas: *(see On-Going Monitoring through November 2020)*

- SR and VPK Provider Monitoring
- SR and VPK Child Eligibility
- Operations and Program Management- Human Resources
- Educational Service Delivery
- Child Care Resource and Referral

Identified areas were reviewed using OEL monitoring tools. After the review was completed by the Compliance and Regulatory Affairs Director (CRAD) he met with the Department Director and discussed:

- Successes
- Findings and Observations
- Reviewer Comments and Recommendations

After the review between the CRAD and Department Director, the Department Director shared the information with the respective team and developed corrective action plans as necessary.

At the next review of the area, corrective actions that were put in place will be checked for completion and impact.

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

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

- For the December service period, SR Providers will continue to be reimbursed based on attendance and be allowed 2 additional days This includes intermittent closures due to COVID-19.
- Bonuses to SR providers serving ESS workers, continues until dollar limit has been reached.

##### 5.1.2.2. CARES Grants to Providers- Phase 4

The coalition is preparing to release CARES funding to providers that qualify for the Phase 4 funding.

#### 5.2. Quality Services

##### 5.2.1. Service Numbers

##### 5.2.1.1. Technical Assistance Contacts by Type and County October 1, 2020 – October 31, 2020

Coalition staff complete technical assistance (TA) on a variety of topics using one of four methods. Email, On-Site, Phone Call, In Person (Zoom, etc). The following table shows unique instances of TA by type and county.

County	Email	On-Site	Phone Call	Grand Total
Bay	64	7	82	153
Calhoun	2	0	2	4
Franklin		0	2	2
Gulf	1	0	0	1
Holmes	1	3	4	8
Jackson	10	6	23	39
Washington	4	4	13	21
<b>Grand Total</b>	82	20	126	<b>228</b>

5.2.1.2.

Technical Assistance Contacts by Reason for Contact  
October 1-October 31, 2020

Coalition staff complete technical assistance (TA) on a variety of topics. The following table shows unique instances of TA by topic.

Reason for Contact	Total
97IAS Child Assessment B-3	17
97ICS Developmental Screening Child Age B-3	59
97INT Specific to Children B-3	5
97QAS Child Assessment 3-5	25
97QCS Developmental Screening Child Age 3-5	41
97QIN Inclusion 3-5:D	3
97QIN Inclusion 3-5:SE	2
97QIN Inclusion B-3:D	1
97QIN Inclusion B-3:SE	4
97QPD Professional Development	3
97QTA General to Providers	8
97QVP VPK LPP	28
Provider Support	32
<b>Grand Total</b>	<b>228</b>

5.2.1.3.

Warmline Calls

October 1-October 31, 2020

Coalition Inclusion staff complete Warmline requests for additional support regarding child development and behavior. The following table shows individual requests for assistance by county where child is enrolled for child care. Warmline services are available for all children regardless of their School Readiness status.

County	Total
Bay	10
Jackson	4
Washington	3
<b>Grand Total</b>	<b>17</b>

5.2.1.4.

CSAM Results

October 1-October 31, 2020

At the Children Services Action Meeting (CSAM) completed Ages and Stages Questionnaires (ASQ) are reviewed to determine if additional developmental screenings, assessments or support is necessary to help support a child's development. ASQ's are completed by the parent or the primary care giver (teacher) within the first 30 days of being in a child care program. After the

initial completion, ASQ's are completed annually during the child's birth month.

CSAM Results	Total
30-day Monitoring	102
No Action Required	4
Referred to Warmline	3
<b>Grand Total</b>	<b>109</b>

### 5.3. Media Coverage/Activity/Events

#### October 2020

Facebook	38	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	6076
Twitter	1	Share information and resources with families across Northwest Florida.	48
Instagram	17	Share information and resources with families across Northwest Florida.	279
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3534
Constant Contact - Teacher Newsletter	1	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a monthly basis.	239
Constant Contact - Provider Newsletter	1	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	152
Constant Contact - Special Blasts	4	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	116
OK Announcement - WMBB	10-09-20	<a href="https://www.facebook.com/watch/?v=1229931517367684">https://www.facebook.com/watch/?v=1229931517367684</a>	
OK Announcement - WJHG	10-09-20	<a href="https://www.facebook.com/watch/?v=3561627023888439">https://www.facebook.com/watch/?v=3561627023888439</a>	
OK Announcement - PC News Herald	10-09-20	<a href="https://www.facebook.com/watch/?v=788531358605778">https://www.facebook.com/watch/?v=788531358605778</a>	
OK Announcement - Gov Office	10-09-20	<a href="https://t.e2ma.net/webview/4kez6e/687c850e255155fc9d52492af37d1815">https://t.e2ma.net/webview/4kez6e/687c850e255155fc9d52492af37d1815</a>	
OK Announcement - Capital Soup	10-09-20	<a href="https://capitalsoup.com/2020/10/09/first-lady-casey-desantis-announces-5-2-million-grant-to-rebuild-pre-school-facilities-expand-mental-health-services-in-hurricane-michael-impacted-counties/">https://capitalsoup.com/2020/10/09/first-lady-casey-desantis-announces-5-2-million-grant-to-rebuild-pre-school-facilities-expand-mental-health-services-in-hurricane-michael-impacted-counties/</a>	
OK Announcement - FL Politics	10-09-20	<a href="https://floridapolitics.com/archives/373335-gov-desantis-first-lady-announces-5-2m-childcare-services-grant-at-confluence-of-michael-pandemic">https://floridapolitics.com/archives/373335-gov-desantis-first-lady-announces-5-2m-childcare-services-grant-at-confluence-of-michael-pandemic</a>	
WMBB Before Announcement	10-09-20	<a href="https://www.mypanhandle.com/news/watch-live-gov-ron-desantis-speaks-in-panama-city/">https://www.mypanhandle.com/news/watch-live-gov-ron-desantis-speaks-in-panama-city/</a>	
<b>WFLX</b>	10-09-20	<a href="https://www.wflx.com/2020/10/09/florida-pledges-million-mental-health-services-children/">https://www.wflx.com/2020/10/09/florida-pledges-million-mental-health-services-children/</a>	
Panama City News Herald	10-09-20	<a href="https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.newsherald.com%2Fstory%2Fnews%2F2020%2F10%2F09%2Fcasey-desantis-unveils-panama-city-5-2-m-grant-early-child-care%2F5935435002%2F&amp;data=02%7C01%7Ctevis.page%40elcnwf.org%7Cb8eaa28522284d196eec08d86eb4a014%7Cec11945a3eac4cbfaae8d8ea70e27173%7C0%7C0%7C637381069365459178&amp;sdata=LdP2NdKr9XjDct2vAYGtW7mB2URISZBQQoN3Ji93bvk%3D&amp;reserved=0">https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.newsherald.com%2Fstory%2Fnews%2F2020%2F10%2F09%2Fcasey-desantis-unveils-panama-city-5-2-m-grant-early-child-care%2F5935435002%2F&amp;data=02%7C01%7Ctevis.page%40elcnwf.org%7Cb8eaa28522284d196eec08d86eb4a014%7Cec11945a3eac4cbfaae8d8ea70e27173%7C0%7C0%7C637381069365459178&amp;sdata=LdP2NdKr9XjDct2vAYGtW7mB2URISZBQQoN3Ji93bvk%3D&amp;reserved=0</a>	
WJHG	10-09-20	<a href="https://www.wjhg.com/2020/10/10/floridas-first-lady-makes-early-childhood-learning-announcement-in-panama-city/">https://www.wjhg.com/2020/10/10/floridas-first-lady-makes-early-childhood-learning-announcement-in-panama-city/</a>	
<b>NBC Miami</b>	10-09-20	<a href="https://www.nbcmiami.com/news/local/florida-gov-ron-desantis-first-lady-casey-desantis-holding-news-conference/2304843/">https://www.nbcmiami.com/news/local/florida-gov-ron-desantis-first-lady-casey-desantis-holding-news-conference/2304843/</a>	
Worth Reading Weekly: 10-16-20	10/16/2020	<a href="#">First Lady Casey DeSantis Visits Panama City, Announces \$5.2m Grant For Early Child Care</a>	
My Panhandle	10/16/2020	<a href="#">Governor and First Lady announce \$5.2 million for panhandle children and mental health</a>	
WJHG - CBS	10/21/2020	<a href="https://www.wjhg.com/2020/10/22/bay-countys-child-care-shortage/">https://www.wjhg.com/2020/10/22/bay-countys-child-care-shortage/</a>	
Fall on the Coast - Community Event	10/17/2020	Distribute community resources, FKC, SR, VPK, HMG, and CCRR information.	250
Trunk or Treat - Community Event	10/24/2020	Event was cancelled. Shared information and community resources with other present vendors.	10
Ghost on the Coast - Community Event	10/31/2020	Distribute community resources, FKC, SR, VPK, HMG, and CCRR information.	750

November 2020

Facebook	58	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	7515
Twitter	0	Share information and resources with families across Northwest Florida.	0
Instagram	7	Share information and resources with families across Northwest Florida.	135
Constant Contact - Family Ties Newsletter	11-06-20	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3526
Constant Contact - Teacher Newsletter	11-02-20	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a monthly basis.	239
Constant Contact - Provider Newsletter	10/28/2020	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	116
Constant Contact - Special Blasts	--	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	164
WMBB News 13 - Mental Health story - OK	11/24/2020	<a href="https://www.mypanhandle.com/news/bay-county/when-hurricane-michael-pummeled-bay-county-it-left-behind-more-than-damaged-homes/">https://www.mypanhandle.com/news/bay-county/when-hurricane-michael-pummeled-bay-county-it-left-behind-more-than-damaged-homes/</a>	broadcast and online
Community Event - Coastal Social	11-12-20	Exchange information with local community members; explaining current and upcoming ELC programs.	200
Volunteer Event - Idea Camp	11/18/2020	Exchange information with local community members while volunteering to package safe sleep kits with Gulf Coast Childrens Advocacy Center	100
News Herald - CARES ACT FUNDING ANNOUNCEMENT	11-09-20	<a href="https://www.newsherald.com/story/news/2020/11/09/bay-county-florida-nonprofits-getting-5-million-covid-19-aid/6188084002/">https://www.newsherald.com/story/news/2020/11/09/bay-county-florida-nonprofits-getting-5-million-covid-19-aid/6188084002/</a>	broadcast and online
News Herald - Can't Never Could - SG book review	11/20/2020	<a href="https://www.newsherald.com/story/entertainment/2020/11/20/sabis-tons-new-book-kids-inspired-true-story/6221113002/">https://www.newsherald.com/story/entertainment/2020/11/20/sabis-tons-new-book-kids-inspired-true-story/6221113002/</a>	broadcast and online

5.4. Current Enrollment Numbers

5.4.1. School Readiness children enrolled by age and county as of November 30, 2020

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	71	2	0	0	2	22	14	<b>111</b>
Ones	191	13	2	0	16	71	24	<b>317</b>
Twos	228	9	4	1	22	84	35	<b>383</b>
Threes	244	12	4	2	37	116	43	<b>458</b>
Fours	207	14	2	0	20	93	33	<b>369</b>
Fives	36	0	0	1	6	14	5	<b>62</b>
School Age	284	20	7	0	47	175	63	<b>596</b>
Special Needs	0	0	0	0	0	0	0	<b>0</b>
total	<b>1261</b>	<b>70</b>	<b>19</b>	<b>4</b>	<b>150</b>	<b>575</b>	<b>217</b>	<b>2296</b>

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	30	6	0	3	2	13	5	59
Ones	43	2	0	0	2	9	5	61
Twos	38	4	1	0	4	12	8	67
Threes	25	2	1	1	5	11	5	50
Fours	16	3	0	0	0	10	3	32
Fives	32	0	0	0	2	5	2	41
School Age	120	5	0	0	9	41	19	194
total	304	22	2	4	24	101	47	504

5.4.3. VPK children enrolled by provider type and county as of November 30, 2020.

Type	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	424	22	18	36	83	171	87	841
Non-School Based	348	21	24	0	39	85	26	543
total	772	43	42	36	122	256	113	1384

5.5. Coalition Fraud Updates

The Coalition has no new updates.

5.6. Racial Equity Project

The Coalition Executive Team met with our Racial Equity Project Coach Dr. Melanie Acosta for the third time on November 30, 2020.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7. PUBLIC COMMENT

8. NEXT MEETING: January 13, 2021

9. ADJOURNMENT- 11:35am