



February 12, 2020 Board Minutes

Date: February 12, 2020

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:02 a.m.

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Regulatory Affairs and Compliance Director, Ken Whittaker, Operations Director, Mike Hallenstein (phone), Finance Director, Kelli Thormann, Executive Assistant

Full Board: ☒ Yes ☐ No Quorum: Yes In attendance: 11/20 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		
	Tiffany	Hines			1	
	Karen	Johnson	1			
	Jeanne	Hitchcock	1			
	Jackie	House			1	
	Miatta	Jalaber		1		
	Frank	Martin			1	
●	Al	McCambry		1		
●	Jon	McFatter (P)		1		
●	Mary	McKenzie (VP)			1	
	Juliana	Melara		1		
	Johanna	Plumber		1		
	Neal	Reeves		1		
	Rena	Roundtree			1	
	Parnell	Smith			1	
●	Jerry	Sowell	1			
●	Darrin	Wall (S)			1	
		Total	3	8	9	

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		
	November 2019	December 2019
<u>School Readiness</u>	SR Slot Dollars \$ \$706,545	SR Slot Dollars \$ \$761,748
Payments to Child Care Providers for Direct Services (Slots)	Children Paid 1838	Children Paid 1933
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	November 2019	December 2019
<u>VPK Program</u>	VPK Payments \$342,914	VPK Payments \$316,178
Payments to Child Care for VPK services	Children Paid 1696	Children Paid 1670

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 with Item 4.1 moved to last agenda item.

Motion: To approve *the meeting agenda as presented* with item 4.1 moved to last agenda item.

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

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 December 11, 2019 (*See minutes*)

3.2. Credit Card Transaction Reports: December 2019 (*See credit card transaction report*)

3.3. Financials: YTD 12.31.2019

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve *consent agenda items as presented*

Motion By: Jerry Sowell

Motion Seconded By: Karen Johnson

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Executive Committee- Jon McFatter (moved to last item on agenda)

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. Member Term Expirations Mary McKenzie and Johanna Plumber

We would like to extend a BIG thank you to Mary McKenzie and Johanna Plumber for their many years of service on the board of the Early Learning Coalition of Northwest Florida. Both Mary and Joanna have served many years and we are grateful for their knowledge and expertise. They will be missed.

VOTE NEEDED: To thank Mary McKenzie and Johanna Plumber and thank them for their years of faithful service on the board.

Motion: To approve *to thank Mary McKenzie and Johanna Plumber and thank them for their years of faithful service on the board.*

Motion By: Jerry Sowell

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: No

The motion carried.

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. Request to Reinstate Temporary Reimbursement Rate

The board approved a return to pre-hurricane Michael rates effective November 2019 based on the analysis of expenses, available data, and projected trends. In the original analysis presented to the board in September 2019, we were:

- Projected to have a deficient between what we could bill the state for Direct Services (slots) and what we need to invoice to hit our grant-imposed earmark.
- Witnessing a steady increase of children on the Waitlist

Since November 2019, staff have:

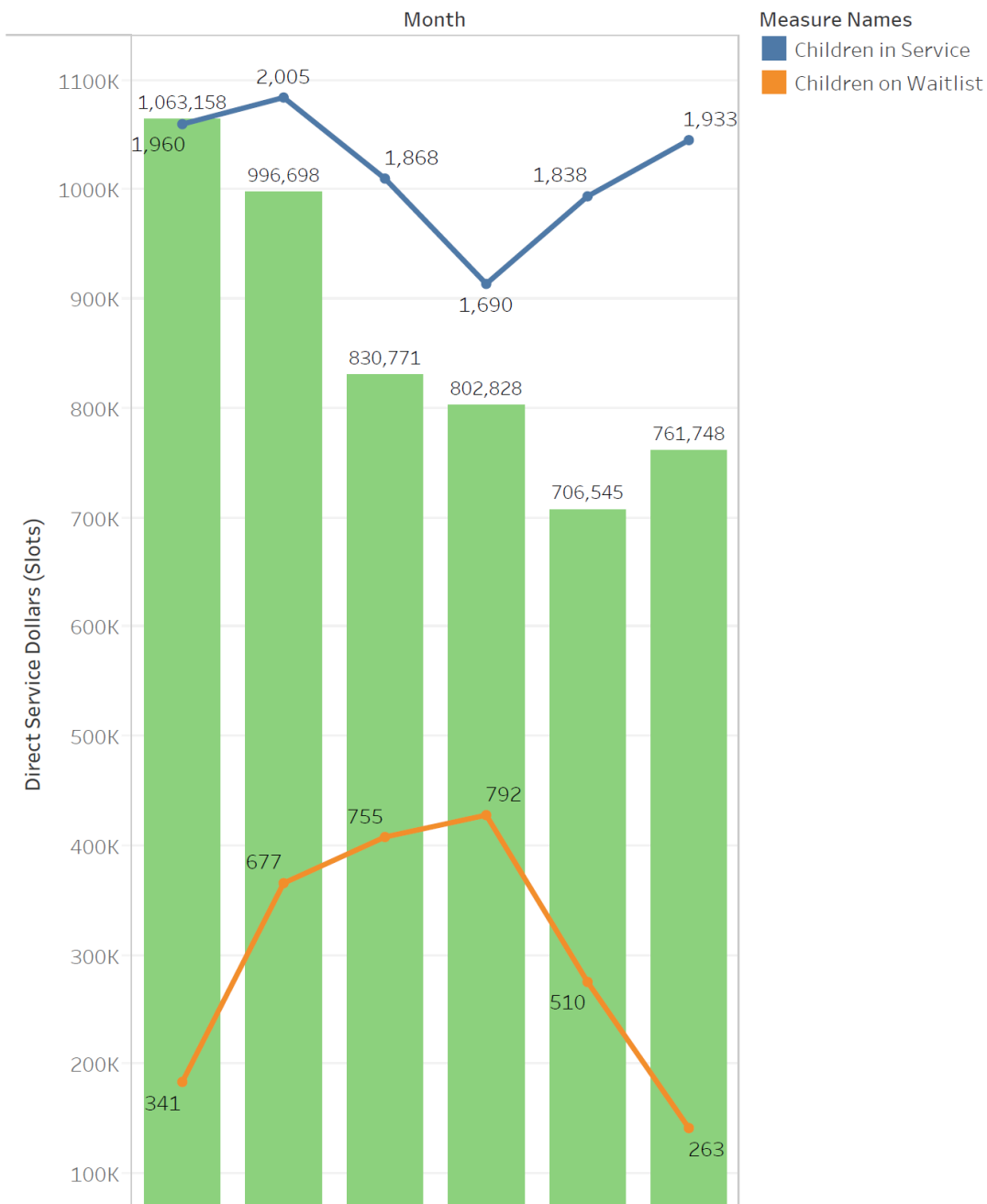
- **Monitored Monthly direct service expenditures to ensure the coalition is on target with grant earmarks and restrictions.** Analysis of expenditures through December 2019 shows that with current enrollment and a projected increase in enrollment, there is funding to support reinstating the temporary rate increase. Additionally, we are finding SR families are in direct competition with private pay families for limited slot spaces, especially with Infant and Toddler age

children. This is like the circumstances we faced in the weeks immediately following Hurricane Michael.

- **Monitored monthly utilization to ensure families that are qualified can access SR services.** As of 1/27/2020 were no families left on the wait list. In order to ensure the community is aware of both SR and VPK an Enrollment Outreach Plan has been developed and is being implemented.
- **Continued to collect service provider impacts stories.** Qualitative data show the daily struggles and financial impacts as a result of hurricane Michael.

Image 4.2.1 shows a snapshot of the first half of the fiscal year and specific monthly totals for Direct Service expenditures (slots), children paid, and children on waitlist.

1st Half of Year



Due to the factors discussed (projected surplus in available Direct Services earmarks, no children on the waitlist, and continued hardship as expressed by providers,) we are requesting the board approve a return to the temporary rate increase approved in October 2018.

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

Expenditures will be monitored, and staff will make a recommendation for the continuation of the temporary rate at each board meeting until a different course of action is warranted.

VOTE NEEDED: To approve a return to the temporary rate increase approved in October 2018, effective November 1, 2019, unless retro-active increase is not approved by OEL. If a retro-active increase is not approved by OEL then a return to temporary rate increase effective February 1, 2020.

Motion: To approve a return to the temporary rate increase approved in October 2018, effective November 1, 2019, unless retro-active increase is not approved by OEL. If a retro-active increase is not approved by OEL then a return to temporary rate increase effective February 1, 2020 as presented.

Motion By: Tony Bennett

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: Jeanne Hitchcock

The motion carried.

4.2.2. Audits and Accountability Reviews

The Coalition is currently engaged in audits/reviews with two auditing firms. Moss, Krusick and Associates is working with us to complete our single audit (as required by our grant with OEL.) We are also working with Thomas, Howell, Ferguson, PA to complete OEL's financial monitoring of our organization (required every two years, to be completed by OEL.) The transition to EFS-MOD, coupled with Hurricane Michael recovery efforts are presenting extra challenges for our organization. As a result, we do expect to have findings on both reviews. We are still waiting on final revenue confirmations from OEL needed for both audits. Below is a brief status update:

Thomas, Howell, Ferguson, PA

- Pre-planning Conference Call with OEL and THF 2/5/2020
- Onsite visit February 24-28, 2020
- Waiting on final revenue confirmations from OEL for 2018-19

Moss, Krusick and Associates

- Submitted initial requested information
- Clearing up our balance sheet issues that resulted from FD change, Hurricane Michael, EFS-MOD and account system overhaul
- Waiting on final revenue confirmations from OEL for 2018-19

Concurrently with the two audit firms completing their work, the Coalition completed an internal self-assessment as we prepare for our biennial program accountability monitoring. Results of the self-assessment are discussed in the Executive Director Report.

4.2.3. Additional Grant Funding Awarded

Coalition staff have been actively seeking additional funding outside of the Office of Early Learning (OEL) that can be used by the coalition to expand or develop new programming opportunities. To date the following has been secured/awarded:

Awarding Entity	Purpose	Amount
FEMA	Replacement Purchases from Hurricane Michael Damages	\$110,086
Pineapple Willy's	General Coalition Programs	\$1,490
City of Chipley	General Coalition Programs	\$1,000
Gulf Power Foundation	Activities of the Coalition	\$16,000
WFSU	ArtKidDoo	\$1,500
Chipley Pawn Shop	ArtKidDoo	\$250
Kings Discount Drugs	ArtKidDoo	\$250
Roger's Insurance Agency, Inc.	ArtKidDoo	\$220
	Total	\$ 130,796.00

NO VOTE NEEDED: Information only.

4.3. Policy and Personnel Committee- Mary McKenzie

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. Policies

The Coalition needed to update the following policies to align with OEL rules and guidance. The changes are minor. (*see Policies to Review*)

- Voluntary Prekindergarten Child Eligibility Policy and Procedure
- School Readiness Child Screening Policy
- School Readiness Eligibility and Enrollment Policy and Procedure
- School Readiness Application and Wait List Policy and Procedure

VOTE NEEDED: To approve policies as presented.

Motion: To approve *policies as presented*

Motion By: Jerry Sowell

Motion Seconded By: Karen Johnson

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. SR Program Evaluations

As of January 31, 2020, there have been 21 program assessments completed. The number of providers scoring in each range is as follows:

Range	3.0-3.9	4.0-4.9	5.0-5.9	6 or higher	No Assessment Needed
Total	0	11	10	0	13

If a provider scores a 5.0 or higher, they will need a program assessment once every two years.

4.4.2. VPK Readiness Rates

Preliminary VPK Readiness Rates were sent to VPK providers for review mid-January. OEL anticipates that final rates will be released at the end of February. With the preliminary rates there are 11 childcare providers and 12 school district sites with low-performing rates. There are 16 providers with no rates reported, due to fewer than 10 or less children in the calculation.

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organizational Update

5.1.1. Internal Monitoring

In preparation for the upcoming Program Accountability Monitoring the Coalition completed an internal monitoring using the same monitoring protocols and tools that will be used by OEL when they come on-site in April. The internal monitoring showed areas of strength and areas where opportunities for improvement exist. Steps that have been taken to address the areas for improvement include:

1. Creating a Regulatory Affairs and Compliance Director position
2. Requiring the development and implementation of departmental internal monitoring plans
3. Realigning functional duties under appropriate departments
4. Evaluation of knowledge, skills, abilities and credentials as new staff are hired

Although many of our challenges have been identified and we are working to resolve them, like with our upcoming audits, we expect that we will have findings.

5.1.2. EFS-MOD 2018-19 True-up

EFS-MOD true-up continues, to date we have paid 17 providers for what we believe to be “underpayments” for 2018-19 and are still working with OEL as they continue to release fixes and updates to improve EFS-MOD functionality.

On February 7, 2020 the Mike Hallenstein, Finance Director and I participated in a focus group conducted by the audit firm of Earnest & Young as part of the Office of Early Learning (OEL) Risk Assessment for EFS Mod. The Risk Assessment aims to help OEL gain an understanding of where to allocate resources that will result in a more efficient and productive environment for end-users.

5.1.3. Hurricane Michael Impact

- Supplemental Disaster Relief Funding
Members of the Executive Team participated in a webinar with Federal Staff in a Disaster Relief and Recovery on January 29, 2020. The purpose of this webinar was to begin to discuss how OEL and the Coalition will spend any supplemental disaster relief funding that is awarded. While the funds have not been officially awarded, OEL anticipates that Florida will receive some funding.
- University of Florida- GIS Mapping -*Hurricane Michael Impact on Providers in Northwest Florida*
Dr. Herman Knopf and researchers have been working with us to complete a series of Hurricane Michael impact maps that will be available to help tell our story of Hurricane Michael and its impact on childcare in our service area.

Initial reviews of maps were completed on January 31, 2020. Final revisions are expected by the end of February and will be made available to the board.

- **Child Care Aware of America- Addressing Trauma in Communities Webinar**
On January 23, 2020, I was a panelist on the Addressing Trauma in Communities Nationwide webinar. The webinar was attended by 134 people across the United States. During my portion of the presentation I was able to discuss our recovery efforts following Hurricane Michael and highlight our Trauma Education Kits (TEK) and Hope and Recovery Project (HaRP) that were developed to aid children, their families and teachers in their social/emotional recovery following Hurricane Michael.

5.2. Media Coverage/Activity/Event

Please see December 2019-January 2020 Activities and Media

5.3. Current Enrollment Numbers

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	73	5	0	0	8	38	11	135
Ones	163	8	4	2	16	59	35	287
Twos	208	8	9	5	21	83	43	377
Threes	189	8	5	6	20	102	36	366
Fours	171	12	5	7	28	71	30	324
Fives	72	3	0	7	9	33	12	136
School Age	192	17	7	0	26	92	55	389
Special Needs	0	0	0	0	0	0	0	0
Total	1,068	61	30	27	128	478	222	2,014

The current number reflects an increase of 185 students over the December 2019 enrollment count.

5.3.2. School Readiness children with funding notices but unable to find placement as of January 27, 2020.

Age	Infant	Toddler	Twos	Threes	Fours	Fives	School Age	Grand Total
Number	4	3	2	3	4	1	0	17

5.3.3. VPK children enrolled by provider type and county as of January 27, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	576	22	50	43	84	181	112	1,068
Non-school Based	421	18	21	25	52	100	31	668
Total	997	40	71	68	136	281	143	1,736

5.4. Current Wait List

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

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	0	0	0	0	0	0	0	0
Ones	0	0	0	0	0	0	0	0
Twos	0	0	0	0	0	0	0	0
Threes	0	0	0	0	0	0	0	0
Fours	0	0	0	0	0	0	0	0
Fives	0	0	0	0	0	0	0	0
School Age	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

On December 1, 2019 the Coalition had 510 children on the wait list. As of January 27, 2020, there were no children on the wait list.

5.5. Coalition Fraud Updates

The Coalition has no update to present.

5.6. Legislative Session 2020

This Legislative Session hold many bills of interest to early learning advocates. The most substantive is HB 1013 /SB 1688- Early Learning and Early Grade Success. Specifically, these two bills:

	House Bill 1013	Senate Bill 1688
STATE-LEVEL GOVERNANCE		
Creates the Division of Early Learning within DOE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Includes early learning as part of the K-20 System.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creates Council of Early Grades Success	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Moves Gold Seal to OEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VPK ACCOUNTABILITY		
Creates a Screening and Progress Monitoring Tool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes calculation of VPK Provider Readiness Rates (CLASS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creates a grading system for VPK Providers (A-F)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Provides for a differential payment based on grading system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LOCAL GOVERNANCE		
Restores OEL's ability to merge coalitions (HB only)	<input checked="" type="checkbox"/>	
Reduces number of coalition board members (HB only)	<input checked="" type="checkbox"/>	

You can find links here [HB 1013](#) and [SB 1688](#). *Caution-these are large bills (over 150 pages each)*

Other Early Learning Bills of Interest

SB 0088 Child Care Facilities

HB 0193/SB 0354 Child Care Subsidies for Foster Parents

HB 0663/SB 1132 HIPPY Grant Program

HB 1323/SB 1624 Economic Self-Sufficiency

SB 1636/HB 7039 Repeal of Advisory Bodies

During Children's Week at the Capitol (week of January 27th) I was able to meet with Representative Shoaf, Representative Drake and Representative Trumbull to discuss early learning in their districts.

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:** March 11, 2020

9. **ADJOURNMENT**-11:35am

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME HITCHCOCK, JEANNE	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Northwest Florida
MAILING ADDRESS 2351 HWY 73 SOUTH	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY MARIANNA JACKSON	NAME OF POLITICAL SUBDIVISION: N/A
DATE ON WHICH VOTE OCCURRED 2/12/20	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, JEANNE HITCHOCK, hereby disclose that on February 12, 20 20.

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

To approve a return to the temporary rate increase approved in October 2018, effective November 1, 2019, unless retro-active increase is not approved by DEL. If retro-active increase is not approved by DEL then a return to temporary rate increase effective February 1, 2020.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

2/12/20

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.