



June 10, 2020 Board Minutes

Date: June 10, 2020

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:03 a.m.

ELCNWF Staff members present: Suzan Gage, Executive Director, Matt Bonner, Regulatory Affairs and Compliance Director, Donna Carnley, Quality Services 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: 13/17 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		
	Renae	Roundtree		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
●	Tracey	Yoder		1		
		Total		13	4	

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		
	March 2020	April 2020
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars \$ 1,040,552	SR Slot Dollars \$ 1,625,321
	Children Paid 2195	Children Paid 2499
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	March 2020	April 2020
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments \$369,729	VPK Payments \$460,579
	Children Paid 1606	Children Paid 1598

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

2. APPROVAL OF MEETING AGENDA – Jerry Sowell

VOTE NEEDED: To approve the meeting agenda as presented.

Motion: To approve *the meeting agenda as presented.*

Motion By: Miatta Jalabar

Motion Seconded By: Parnell Smith

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS 3.1-3.2 – Jerry Sowell

3.1. Minutes: Board Meeting May 13, 2020 (*See minutes*)

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

3.3. Financials: YTD 4.30.2020

VOTE NEEDED: To approve consent agenda items as presented.

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

Motion By: Miatta Jalabar

Motion Seconded By: Parnell Smith

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jerry Sowell

4.1. Executive Committee- Jon McFatter

4.1.1 Florida Sunshine Law- Presentation by Board Attorney, Derrick Bennett.

4.1.2. ELCNWF Board Orientation

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. Related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board- 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:

- Kenny Griffin is a CRWDB staff member.

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

Motion: To approve *related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board-Chipley Office annual rental \$4,750.56.*

Motion By: Tony Bennett

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: Kenny Griffin
The motion carried.

Rollcall Vote to Approve Related Party Contract with CareerSource Chipola (Taken by Suzan Gage)

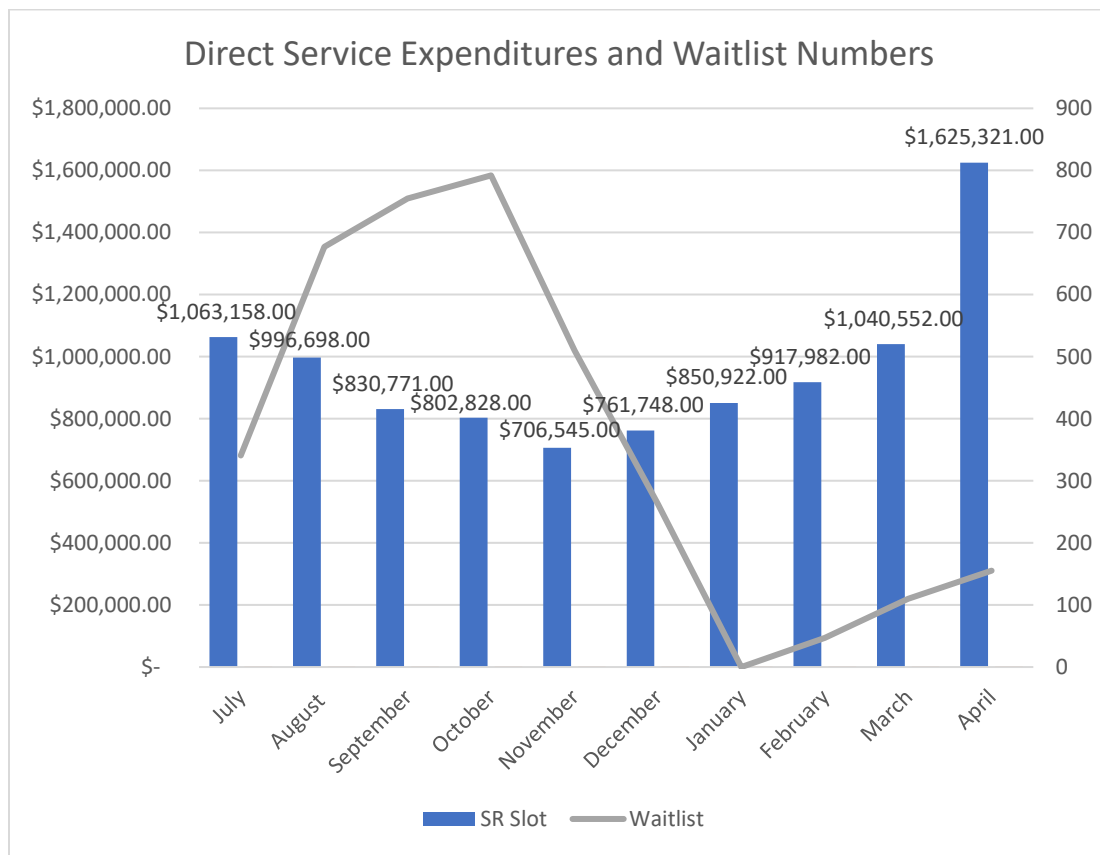
Executive Committee	First Name	Last Name	Not Present	For	Against	Recused
●	Tony	Bennett		1		
	Phil	Edwards	1			
	Kim	Gillis		1		
	Kenny	Griffin				1
	Tiffani	Hinds		1		
	Karen	Johnson		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Frank	Martin	1			
●	Al	McCambry	1			
●	Jon	McFatter (P)	1			
	Juliana	Melara		1		
	Johanna	Plummer		1		
	Renae	Roundtree		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Tracey	Yoder		1		
		Total	4	12		1

4.2.2. Request to make permanent the Temporary Reimbursement Rate approved in February 2020

The board approved a return to temporary disaster reimbursement rates Michael rates effective in February 2020 with the understanding that a recommendation would be made to either revert to pre-Michael rates or recommend to permanently increase reimbursement rates based on the analysis of expenses, available data, and projected trends. Since February 2020, staff have:

- **Monitored monthly direct service expenditures to ensure the coalition is on target with grant earmarks and restrictions.**
- **Mitigated COVID-19 response relating to child care.** At the peak of the Covid-19 response over 70% of contracted child care providers were closed
- **Continued to collect service provider impacts stories.** Qualitative data show the daily struggles and financial impacts as a result of both hurricane Michael and COVID-19.

Image 4.2.2 shows a snapshot of the fiscal year through April and specific monthly totals for Direct Service expenditures (slots) and children on the waitlist.



Based on an analysis of the data and an intimate understanding of the factors impacting child care (Hurricane Michael, COVID-19), it is recommended that the temporary reimbursement rates indicated below be made permanent, effective 7.1.2020.

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

VOTE NEEDED: To make permanent effective 7.1.2020, the temporary School Readiness reimbursement rates as presented.

Motion: To approve *to make permanent effective 7.1.2020, the temporary School Readiness reimbursement rates as presented.*

Motion By: Tiffani Hinds

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: Jeanne Hitchcock, Parnell Smith

The motion carried.

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 Change to Background Screening Policy

During an OEL Program Accountability Monitoring, it was determined that the coalition did not have the correct wording in its Background Screening Policy. The corrected policy is submitted for approval.

VOTE NEEDED: To accept Background Screening Policy as presented.

Motion: To approve *Background Screening Policy as presented.*

Motion By: Tony Bennett

Motion Seconded By: Tiffani Hinds

Member/s Recusing from Vote: No

The motion carried.

4.4. Education and Program Committee- 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.

4.4.1. Changes to School Readiness and VPK programs due to COVID-19

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:

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.

ESS Category of Eligibility

- As of 6/5/2020 the Coalition has enrolled 402 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.

4.4.2. Contracted Provider Open/Closed Report and Capacity Discussion

Table 4.4.2a. shows open/closed “traditional” child care programs (excludes VPK only sites, VPK school district sites, after-school programs, Head Start/Early Head Start programs).

Table 4.4.2a. Traditional Child Care Providers Open/Closed 6.2.2020

Provider Sites	Open	Open %	Closed	Closed %	Total
Bay	41	95%	2	5%	43
Calhoun	2	100%	0	0%	2
Franklin	1	100%	0	0%	1
Gulf	0	0%	0	100%	0
Holmes	4	80%	1	200%	5
Jackson	12	86%	2	14%	14
Washington	5	100%	0	0%	5
Total Sites	65	93%	5	7%	70

Open providers are still encouraged to follow CDC guidance regarding group sizes and health and safety procedures. Following CDC recommendations for group sizes drastically cuts the adult to child ratio for age groups older than 1 year old.

4.4.3. COVID-19 Related Mini-Grants

OEL released 3 mini-grants available to providers that can be used for COVID-19 mitigation. Chart 4.4.3 shows the number of providers that have applied for 2 of the 3 types of grants.

Type of Mini-Grant	Number Submitted	Amount To Be Paid to Providers
Health and Safety \$1000	46	\$46,000
Infrastructure \$1000	46	\$46,000
<i>Total</i>	92	\$92,000

The third mini grant is for professional development for teachers. Individuals are currently applying for these grants. A full report will be available at the August Board meeting.

4.4.4. Supplemental Disaster Funding for Hurricane Michael (Operation Kaleidoscope)

Coalition staff have been working with OEL to finalize the coalition's portion of the supplemental disaster funding grant awarded after Hurricane Michael in October 2018.

Currently, we know the following:

- Award is for \$4.8 million for 2 years (cumulative)
- Seven focus areas- direct service slots, mental health, outdoor environments, indoor environments, renovation and repair reimbursement, provider recruitment, Help Me Grow
- Should authority to expend dollars by July 1, 2020

NO VOTE NEEDED: Information only.

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organizational Update

5.1.1. COVID-19

The coalition continue to do the following:

- Opening offices for 10 or fewer staff at one time (through June)
- Weekly in person Executive Team meetings
- Weekly debriefs with DCF, as needed
- 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. FEMA Funding

Furniture for the lobby, large training room and small training room (formally board room) was delivered and set up. Additionally, because of COVID-19 related challenges, the federal government extended the deadline to expend the awarded funding for 1 year.

5.2. Media Coverage/Activity/Events for May 2020

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	44	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	9317
Twitter	8	Share information and resources with families across Northwest Florida.	479
Instagram	8	Share information and resources with families across Northwest Florida.	186
Constant Contact - Family Ties Newsletter	5	Provide resources, educational materials, and activities to families across Northwest Florida on a weekly basis.	3604
Constant Contact - Teacher Newsletter	5	Provide resources, educational materials, and activities to early learning educators across Northwest Florida on a weekly basis.	272
Constant Contact - Provider Newsletter	4	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a weekly basis.	799
Constant Contact - Special Blasts	9	Inform providers of grant opportunities, small business loans, and COVID-19 updates on an as needed basis.	146
Community Partnerships - Lynn Haven Elem.	1	To foster a love of literacy in young children by providing information on Dolly Parton's Imagination Library.	5 Centers

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of May 29, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	70	7	0	0	10	32	13	132
Ones	170	9	5	1	11	55	30	281
Twos	226	11	8	5	26	89	49	414
Threes	222	6	7	8	22	105	39	409
Fours	186	14	3	8	31	73	30	345
Fives	116	7	3	7	15	56	18	222
School Age	238	20	4	1	37	98	54	452
Special Need	0	0	0	0	0	0	0	0
	1,228	74	30	30	152	508	233	2,255

5.3.2. VPK children enrolled by provider type and county as of May 29, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	591	23	50	25	85	180	114	1068
Non-School Based	422	18	21	43	51	104	31	690
	1013	41	71	68	136	284	145	1758

5.4. Current Wait List

School Readiness children on wait list by age and county as of May 29, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	18	0	0	0	2	8	5	33
Ones	17	0	0	1	1	2	3	24
Twos	15	1	0	0	2	2	4	24
Threes	16	0	0	0	0	6	2	24
Fours	9	0	0	1	1	5	1	17
Fives	11	0	0	0	0	3	1	15
School Age	65	1	0	0	2	27	8	103
	151	2	0	2	8	53	24	240

5.5. Coalition Fraud Updates

The Coalition has no update to present.

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: July 8, 2020 (tentative)

9. ADJOURNMENT-11:56am

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:	
CITY MARIANNA	COUNTY JACKSON	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 6/10/20		NAME OF POLITICAL SUBDIVISION: N/A	
		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 June 10, 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 make permanent effective 7.1.2020, the temporary School Readiness reimbursement rates as presented.

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.

6/10/20

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.

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

LAST NAME—FIRST NAME—MIDDLE NAME SMITH, PARNELL	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Northwest Florida
MAILING ADDRESS 1942 E 7TH STREET	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 PANAMA CITY	NAME OF POLITICAL SUBDIVISION: N/A
COUNTY BAY	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED 6/10/20	

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, PARNELL SMITH, hereby disclose that on JUNE 10, 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 make permanent effective 7.1.2020, the temporary School Readiness reimbursement rates as presented.

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.

6/10/20

Date Filed

Parnell Smith
Signature

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

LAST NAME—FIRST NAME—MIDDLE NAME Griffin, Kenny		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Northwest Florida	
MAILING ADDRESS 4636 Hwy 90 East Suite F		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 MARIANNA	COUNTY JACKSON	NAME OF POLITICAL SUBDIVISION: N/A	
DATE ON WHICH VOTE OCCURRED 6/10/20		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).

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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.

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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, Kenny Griffin, hereby disclose that on June 10, 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 related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board- Chipley office annual rental \$4,750.56.

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.

6/10/20

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.