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 Thor mann, 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

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Present</th>
<th>Present Via Phone</th>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
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<td>☑ Al</td>
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<tr>
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<td>☑ Tracey</td>
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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.

<table>
<thead>
<tr>
<th>SCHOOL READINESS Direct Services FY 2020</th>
<th>March 2020</th>
<th>April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Readiness Payments to Child Care Providers for Direct Services (Slots)</td>
<td>SR Slot Dollars $1,040,552</td>
<td>SR Slot Dollars $1,625,321</td>
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<tr>
<td>Children Paid 2195</td>
<td>Children Paid 2499</td>
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</table>

<table>
<thead>
<tr>
<th>VOLUNTARY PREKINDERGARTEN Services FY 2020</th>
<th>March 2020</th>
<th>April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPK Program Payments to Child Care for VPK services</td>
<td>VPK Payments $369,729</td>
<td>VPK Payments $460,579</td>
</tr>
<tr>
<td>Children Paid 1606</td>
<td>Children Paid 1598</td>
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</table>

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. ELCNW 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.

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<td>Hitchcock</td>
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<tr>
<td>●</td>
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<tr>
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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.
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

<table>
<thead>
<tr>
<th>Provider Sites</th>
<th>Open</th>
<th>Open %</th>
<th>Closed</th>
<th>Closed %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay</td>
<td>41</td>
<td>95%</td>
<td>2</td>
<td>5%</td>
<td>43</td>
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<tr>
<td>Calhoun</td>
<td>2</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>2</td>
</tr>
<tr>
<td>Franklin</td>
<td>1</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>1</td>
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<tr>
<td>Gulf</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>100%</td>
<td>0</td>
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<tr>
<td>Holmes</td>
<td>4</td>
<td>80%</td>
<td>1</td>
<td>200%</td>
<td>5</td>
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<tr>
<td>Jackson</td>
<td>12</td>
<td>86%</td>
<td>2</td>
<td>14%</td>
<td>14</td>
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<tr>
<td>Washington</td>
<td>5</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>5</td>
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<tr>
<td>Total Sites</td>
<td>65</td>
<td>93%</td>
<td>5</td>
<td>7%</td>
<td>70</td>
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</tbody>
</table>

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.
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

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

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

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

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

<table>
<thead>
<tr>
<th>Age</th>
<th>Bay</th>
<th>Calhoun</th>
<th>Franklin</th>
<th>Gulf</th>
<th>Holmes</th>
<th>Jackson</th>
<th>Washington</th>
<th>Grand Total</th>
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<tbody>
<tr>
<td>School Based</td>
<td>591</td>
<td>23</td>
<td>50</td>
<td>25</td>
<td>85</td>
<td>180</td>
<td>114</td>
<td>1068</td>
</tr>
<tr>
<td>Non-School Based</td>
<td>422</td>
<td>18</td>
<td>21</td>
<td>43</td>
<td>51</td>
<td>104</td>
<td>31</td>
<td>690</td>
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<td></td>
<td>1013</td>
<td>41</td>
<td>71</td>
<td>68</td>
<td>136</td>
<td>284</td>
<td>145</td>
<td>1758</td>
</tr>
</tbody>
</table>
5.4. Current Wait List

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

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

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

MAILING ADDRESS  
2351 HWY 73 SOUTH

CITY  COUNTY
MARIANNA  JACKSON

DATE ON WHICH VOTE OCCURRED  
6/10/20

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE  
Early Learning Coalition of Northwest Florida

THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:  
☐ CITY  ☐ COUNTY  ☑ OTHER LOCAL AGENCY

NAME OF POLITICAL SUBDIVISION:  
N/A

MY POSITION IS:  
☐ ELECTIVE  ☑ 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, 2020:

(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.
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 (CRA) 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:

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APPOINTED OFFICERS (continued)

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- 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, 2020:

(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.

CE FORM BB - EFF. 12/2013
Adopted by reference in Rule 34-7.010(1)(d), F.A.C.

PAGE 2
FORM 8B  MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME
Griffin, Kenny

MAILING ADDRESS
4636 Hwy 90 East Suite F

CITY
MARIANNA

COUNTY
JACKSON

DATE ON WHICH VOTE OCCURRED
6/10/20

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Early Learning Coalition of Northwest Florida

THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:

☐ CITY  ☐ COUNTY  ☑ OTHER LOCAL AGENCY

NAME OF POLITICAL SUBDIVISION:
N/A

MY POSITION IS:
 ☐ ELECTIVE  ☑ APPOINTEE

WHO MUST FILE FORM 8B

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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.

APPOINTE 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.

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kenny Griffin, hereby disclose that on June 10, 2020:

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

☑ incurred to my special private gain or loss;
☐ incurred to the special gain or loss of my business associate, ____________________________;
☐ incurred to the special gain or loss of my relative, ____________________________;
☐ incurred to the special gain or loss of ____________________________, by whom I am retained; or
☐ incurred 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

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