



March 11, 2020 Board Minutes

Date: March 11, 2020

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:04 a.m.

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

Full Board: Yes No Quorum: Yes In attendance: 10/20 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		
	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		
	Neal	Reeves			1	
	Renaë	Roundtree			1	
	Parnell	Smith			1	
●	Jerry	Sowell		1		
●	Darrin	Wall (S)		1		
		Total	1	9	7	

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		
	December 2019	January 2020
<u>School Readiness</u>	SR Slot Dollars \$ \$761,748	SR Slot Dollars \$ 850,922
Payments to Child Care Providers for Direct Services (Slots)	Children Paid 1933	Children Paid 2080
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	December 2019	January 2020
<u>VPK Program</u>	VPK Payments \$316,178	VPK Payments \$383,333
Payments to Child Care for VPK services	Children Paid 1670	Children Paid 1650

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 Jalaber

Motion Seconded By: Kim Gillis

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 February 12, 2020 (*See minutes*)

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

3.3. Financials: YTD 1.31.2019

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve *consent agenda items as presented*

Motion By: Tony Bennett

Motion Seconded By: Tiffani Hinds

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jerry Sowell

4.1. Executive Committee- Jon McFatter

In lieu of an Executive Committee meeting, all items that would be brought to the committee are presented to the full board for information and/or vote, as needed.

4.1.1. Member Term Expirations Darrin Wall and Neal Reaves

We would like to extend a BIG thank you to Darrin Wall and Neal Reaves for their many years of service on the board of the Early Learning Coalition of Northwest Florida. Both have shared their wisdom and expertise for the good of the children and families we serve. They will be missed.

VOTE NEEDED: To thank Darrin Wall and Neal Reaves and thank them for their years of faithful service on the board.

Motion: To approve *to thank Darrin Wall and Neal Reeves for their years of faithful service on the board as presented.*

Motion By: Miatta Jalaber

Motion Seconded By: Juliana Melara

Member/s Recusing from Vote: No

The motion carried.

4.1.2. New Member Appointments

4.1.2.1. Johanna Plummer- Calhoun County Board of County Commissioners nominee

4.1.2.2. Traci Yoder- Franklin County District Schools

VOTE NEEDED: To confirm Johanna Plummer and Traci Yoder as members of the ELCNWF board of directors.

Motion: To approve *Johanna Plummer and Traci Yoder as members of the ELCNWF board of directors.*

Motion By: Tiffani Hinds

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

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	1	
	Renaë	Roundtree			1	
	Parnell	Smith			1	
●	Jerry	Sowell		1		
●	Tracey	Yoder			1	
		Total	1	9	7	

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 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. To date OEL has not approved the increase, however in a conversation on 2/26/2020 OEL staff indicated that a retro-active approval would be unlikely. The coalition is still waiting on final approval for the increase.

NO VOTE NEEDED: Information only.

4.2.2. Audit, Monitoring and Accountability Reviews

4.2.2.1. Thomas, Howell, Ferguson, PA completed their onsite visit completed February 24-28, 2020. Preliminary results found 5 scope impacted issues due to the transition of finance directors in November 2018 and 2 preliminary findings:

- Cost Allocation and Disbursement Testing
- Travel-Missing expenditure support per state travel rules

We have not received the draft report from OEL but will begin to negotiate with OEL regarding preliminary findings.

4.2.2.2. Moss, Krusick and Associates

MKA scheduled meeting with Finance Committee for 3/11/2020 at 2:00 pm to discuss preliminary findings. Results of that meeting will be discussed at the April board meeting.

NO VOTE NEEDED: Information only.

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
Trinity Martial Arts	ArtKidDoo	\$250
McKenzie Insurance	ArtKidDoo	\$250
HNTB	ArtKidDoo	\$201
	Total	\$ 131,497

NO VOTE NEEDED: Information only.

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. Sliding Fee Scale for FY 2020-21

Each year the Coalition submits a sliding fee scale to the Office of Early Learning indicating how much a family is assessed for their co-pay as part of receiving School Readiness services. All families are required to pay a co-payment unless the requirement is waived for special and extenuating circumstances. Coalition staff are recommending keeping co-pays at the same amount as presented for 2019-20. (See Sliding Fee Scale)

VOTE NEEDED: To approve Sliding Fee Scale as presented.

Motion: To approve *the Sliding Fee Scale as presented*
Motion By: Karen Johnson
Motion Seconded By: Tiffani Hinds
Member/s Recusing from Vote: No
The motion carried.

4.3.2. Policies -PTO Payout for Salaried Employees

Based on recommendation from fiscal monitors, clarification in the PTO payout for salaried employees upon termination of employment is suggested. (see PTO Policy)

VOTE NEEDED: To approve PTO policy as presented.

Motion: To approve PTO policy as presented

Motion By: Tony Bennett

Motion Seconded By: Kenny Griffin

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. VPK Readiness Rates

Preliminary VPK Readiness Rates were finalized. Please see the VPK Readiness Rates. The breakdown for the Coalition is shown in the following graphs:

VPK Readiness Rates- Low Performing Providers (LPP)			
County	Total VPK Providers	Low Performing Providers (LPP)	Total % LPP
Bay	54	17	31%
Calhoun	3	0	0%
Franklin	2	1	50%
Gulf	5	4	80%
Holmes	7	2	29%
Jackson	12	1	8%
Washington	4	0	0%

VPK Completers			
County	#VPK Completers	# Ready	% Ready
Bay	610	372	61%
Calhoun (#1 in state)	47	38	81%
Franklin	44	29	66%
Gulf	69	36	52%
Holmes	100	55	55%
Jackson (#4 in state)	249	179	72%
Washington (#5 in state)	105	75	71%

All Students completing FLKRS			
County	FLKRS Takers	# Ready	% Ready
Bay	1,661	848	51%
Calhoun (#14 in state)	129	68	53%
Franklin	92	48	52%
Gulf	146	80	55%
Holmes	232	98	42%
Jackson (#4 in state)	457	292	64%
Washington (#13 in state)	276	149	54%

NO VOTE NEEDED: Information only.

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Organizational Update

5.1.1. EFS-MOD 2018-19 True-up

EFS-MOD true-up continues. On February 28, 2020, we received from the Executive Director of the Office of Early Learning (OEL) a letter and amendment to our 2019-20 grant regarding the reconciliation of our 2018-2019 fiscal year provider reimbursements. Due the fact that much of the amendment items OEL wants us to commit to via the amendment is outside of our control, I, along with many other Coalitions Eds/CEOs, are reluctant to sign it. I have scheduled a meeting with our attorney to provide further information about the reconciliation process, our current status, and our concerns with signing the amendment. We have a meeting scheduled on 3/11 at 2:30 pm. I will keep the board updated on this issue.

5.1.2. Hurricane Michael Impact

5.1.2.1. Supplemental Disaster Relief Funding

The Office of Child Care notified OEL that their application for supplemental disaster funding was accepted. To date OEL has not been given a final funding amount. Staff continue to participate in Communities of Practice (COP) with federal and state officials in preparation of the release of funds.

5.1.2.2. FEMA Funding

We continue to order replacement furniture, supplies and equipment utilizing FEMA funding. We anticipate furniture will be here April

5.1.2.3. Corona Virus/Covid19

The coalition has been participating in meetings with local health departments and are currently working on a contingency plan if the corona virus should directly affect the coalition.

5.2. Media Coverage/Activity/Event

Please see February Activities and Media

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of February 28, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	73	6	0	0	8	34	12	133
Ones	176	11	5	2	15	65	37	311
Twos	218	8	10	4	25	87	42	394
Threes	199	9	5	10	20	101	35	379
Fours	175	11	4	7	27	74	36	334
Fives	77	4	1	8	13	42	7	152
School Age	212	19	7	0	30	97	55	420
Special Needs	0	0	0	0	0	0	0	0
	1,130	68	32	31	138	500	224	2,123

5.3.2. VPK children enrolled by provider type and county as of February 28, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	590	23	50	43	85	182	115	1,088
Non-school Based	420	18	21	25	52	104	31	671
	1,010	41	71	68	137	286	146	1,759

5.4. Current Wait List

5.4.1. School Readiness children on wait list by age and county as of February 28, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	0	0	0	0	0	0	0	0
Ones	1	0	0	0	0	0	1	2
Twos	1	0	0	0	0	0	0	1
Threes	0	0	0	0	0	0	0	0
Fours	0	0	0	0	0	0	0	0
Fives	4	0	0	0	0	0	1	5
School Age	26	1	0	0	0	9	3	39
	32	1	0	0	0	9	5	47

5.5. Coalition Fraud Updates

The Coalition has no update to present.

5.6. Legislative Session 2020

Regular Legislative Session ends March 13, 2020. As of the document HB 1013 /SB 1688- Early Learning and Early Grade Success are still in play. Updates will be provided at the time of the meeting. You can find links here [HB 1013](#) and [SB 1688](#) to the most recent versions of the bill. Both bills have received many amendments. *Caution-these are large bills (over 150 pages each)*

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: April 8, 2020
9. ADJOURNMENT- 11:31am