



May 13, 2020 Board Minutes

Date: May 13, 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, Kelli Thormann, Executive Assistant

Full Board: Yes No Quorum: Yes In attendance: 11/17 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		11	6	

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		
	February 2020	March 2020
<u>School Readiness</u>	SR Slot Dollars \$ 917,982	SR Slot Dollars \$ 1,040,552
Payments to Child Care Providers for Direct Services (Slots)	Children Paid 2154	Children Paid 2195
VOLUNTARY PREKINDERGARTEN Services FY 2020		
	February 2020	March 2020
<u>VPK Program</u>	VPK Payments \$383,293	VPK Payments \$369,729
Payments to Child Care for VPK services	Children Paid 1628	Children Paid 1606

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

2. APPROVAL OF MEETING AGENDA – Jon McFatter

VOTE NEEDED: To approve the meeting agenda as presented.

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

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

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 April 8, 2020 (*See minutes*)

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

3.3. Financials: YTD 3.31.2020

3.4. Fraud Plan 2020-21

VOTE NEEDED: To approve consent agenda items as presented.

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

Motion By: Tony Bennett

Motion Seconded By: Kim Gillis

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Executive Committee- Jon McFatter

No items to discuss.

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: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: no
The motion carried.

4.2.2. Inspired Technology of North Florida

It is the desire of the Coalition and the Contractor to renew the contract in the manner stated hereafter:

- In accordance with the renewal clause, the parties agree to renew the contract for three (3) years with said term to commence on July 1, 2020 and terminate on June 30, 2023.
- The parties agree that the maximum amount paid to the contractor, under the terms of the contract as renewed shall not exceed \$100,000.00.
- All other terms and conditions shall remain in full force and effect

Monthly Fee

Fixed Fee	\$7,000.00
Variable Fee**	\$375.00 (** Estimate price based on 50 endpoints)
Total	\$7,375.00

Annually Fee

Fixed Fee	\$84,000.00
Variable Fee**	\$4,500.00 (** Estimate price based on 50 endpoints)
Total	\$88,500.00

VOTE NEEDED: To approve renewal of contract with Inspired Technology of North Florida as presented.

Motion: To approve *renewal of contract with Inspired Technologies of North Florida as presented.*

Motion By: Jerry Sowell

Motion Seconded By: Al McCambry

Member/s Recusing from Vote: No

The motion carried.

4.2.3. OEL SR Grant Funds for 2019-20

OEL asked all coalitions to complete a budget adjustment request due to COVID-19 related impacts. Our projected spending with our current notice of award (NOA) indicates a potential deficit approaching \$300,000 for FY19-20. OEL has indicated that we will get additional funds to cover the projected shortfall with an NOA amendment. We're also anticipating additional CARES Act funding, but those amounts have not yet been budgeted by OEL to the local level.

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. Approval for Travel for the Executive Director for FY 2020-21

Coalition policies require that "Business travel for board members and the Executive Director that is reasonable and outside normal course of business duties shall be pre-approved by an officer of the Board using the approved Coalition travel authorization form." "Reasonable and outside normal course of business" has been interpreted to include conferences, symposiums, trainings and meetings (or similar) that take place outside of the Coalition seven-county service area. On average, the Executive Director travels monthly to attend meetings and as such is requesting approval for the upcoming fiscal year for all travel that is reasonable and outside normal course of business duties (taking place outside the seven-county service area).

VOTE NEEDED To approve travel for the Executive Director for FY 2020-21 that is reasonable and outside normal course of business duties, taking place outside the Coalition's seven-county service area.

Motion: To approve *travel for the Executive Director for FY 2020-21 that is reasonable and outside normal course of business duties, taking place outside the Coalition's seven-county service area.*

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.3.2. Approval for the Executive Director to execute contracts, agreements and documents on behalf of the organization for FY 2020-21.

Occasionally, documented permission for the Executive Director to sign and execute contracts, agreements and documents on behalf of the Early Learning Coalition of Northwest Florida, Inc. for the purposes of operating the organization is requested. As such, the Executive Director is requesting annual approval from the board to execute contracts, agreements and documents on behalf of the Coalition for FY 2020-21.

VOTE NEEDED To approve for the Executive Director to execute contracts, agreements and documents on behalf of the organization for FY 2020-21.

Motion: To approve *for the Executive Director to execute contracts, agreements and documents on behalf of the organization for FY 2020-21.*

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

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. 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.

4.4.2. Contracted Provider Open/Closed Report and Capacity Discussion

We are working with Dr. Herman Knopf from UF to create closed provider impact map. Additionally, to provide board members with context of open “traditional” child care providers (center-based and family child care homes) 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). By contrast, Table 4.4.2b. shows open/closed all contracted type providers.

Table 4.4.2a. Traditional Child Care Providers Open/Closed 5.5.2020

Provider Sites - Revised	Open	Open %	Closed	Closed %	Total
Bay	34	79%	9	21%	43
Calhoun	2	100%	0	0%	2
Franklin	0	0%	1	100%	1
Gulf	0	0%	0	100%	0
Holmes	3	60%	2	40%	5
Jackson	1	7%	13	93%	14
Washington	5	100%	0	0%	5
Total Sites - Revised	45	64%	25	36%	70

Table 4.4.2b. All Contracted Providers Open/Closed 5.5.2020

Provider Sites - Total	Open	Open %	Closed	Closed %	Total
Bay	34	50%	34	50%	68
Calhoun	2	33%	4	67%	6
Franklin	0	0%	4	100%	4
Gulf	0	0%	4	100%	4
Holmes	3	30%	7	70%	10
Jackson	1	5%	18	95%	19
Washington	5	71%	2	29%	7
Total Provider Sites	45	38%	73	62%	118

Open providers should be following 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. Table 4.4.2c shows the adult child ratio compared to current recommended CDC guidance.

Table 4.4.2c.

Age Range	Adult to Child Ratio	Group Size	CDC Recommendations
Birth-12 months	1 to 4	12	no more than 10 people
1 year old	1 to 6	12	no more than 10 people
2-year-old	1 to 11	22	no more than 10 people
3-year-old	1 to 15	30	no more than 10 people
4, 5 ,6-year-old	1 to 20	40	no more than 10 people
greater than 6 years old	1 to 25	25	no more than 10 people

Following recommended CDC guidance for group sizes will limit the number of children that can be served at a provider’s location which may, depending on how quickly a community needs child care, may cause a capacity shortage. Coalition eligibility and enrollment staff are constantly monitoring the situation.

4.4.3. 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:

- Estimated between 3.5-4.5 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 receive final grant by June 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:

- Alternative work locations
- Limiting staff at the offices
- Daily Executive Team calls
- Daily 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. Supplemental Disaster Relief Funding

The Office of Child Care sent OEL the notice of funding on 4/1/2020. The COVID-19 pandemic has placed a delay on guidance and clarification from the Regional Office of the Office of Child Care (OCC) to OEL. This delay continues to impact receipt of funds.

5.1.3.2. 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/Event

PURPOSE	DATE(S)
News coverage addressing the 1st responders child care referral program.	April 17, 2020

5.3. Current Enrollment Numbers

5.3.1. School Readiness children enrolled by age and county as of May 1, 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 1, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	590	23	50	25	85	180	115	1,068
Non-school	422	18	21	43	51	103	31	689
	1,012	41	71	68	136	283	146	1,757

5.4. Current Wait List

5.4.1. School Readiness children on wait list by age and county as of May 1, 2020.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	12	0	0	0	1	6	4	23
Ones	8	0	0	1	1	1	3	14
Twos	11	1	0	0	0	3	3	18
Threes	3	0	0	0	0	4	2	9
Fours	5	0	0	1	1	3	0	10
Fives	4	1	0	0	0	2	1	8
School Age	46	1	0	0	2	16	8	73
	89	3	0	2	5	35	21	155

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: June 10, 2020 (tentative)

9. ADJOURNMENT-11:32am