August 11, 2021 Board Minutes

Date: August 11, 2021
Location: Zoom/Telephone Call-in Meeting
Minutes Taken By: Suzan Gage
Time: Meeting called to order at 11:00 am
ELCNWF Staff members present: Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Donna Carnley, Quality Services Director; Ken Whittaker, Operations Director; Lindsay Holmes, Communications and Community Relations Director; Sam Sweazy, Finance Director
Guests present: Senator Lorraine Ausley; Rachel Chima – First Assembly of God Panama City
Full Board: ☑ Yes ☐ No Quorum: Yes In attendance: 9/14 (prior to voting of new members)
Executive Comm. ☐ Yes ☑ No
Roll Call to Include Board Members on Zoom/Telephone: Yes

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Present</th>
<th>Present Via Phone/Zoom</th>
<th>Excused Absence</th>
<th>Unexcused Absence</th>
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<td>Traci</td>
<td>Corbin</td>
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<td>Sharon</td>
<td>Gaskin</td>
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<td>Zach</td>
<td>Gilmore</td>
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<tr>
<td>Kenny</td>
<td>Griffin</td>
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<tr>
<td>Tiffani</td>
<td>Hinds</td>
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<td>Jeanne</td>
<td>Hitchcock</td>
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<tr>
<td>Miatta</td>
<td>Jalaber</td>
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<td>Liz</td>
<td>Lentz</td>
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<tr>
<td>Gina</td>
<td>McAllister</td>
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<td>⚫</td>
<td>Jon</td>
<td>McFatter (P)</td>
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<td>Mary</td>
<td>McKenzie</td>
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<tr>
<td>Juliana</td>
<td>Melara</td>
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<td>Johanna</td>
<td>Plummer</td>
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<td>Renae</td>
<td>Rountree</td>
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<td>Joseph</td>
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<td>Parnell</td>
<td>Smith</td>
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<td>Jerry</td>
<td>Sowell</td>
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<td>Joe</td>
<td>Taylor</td>
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<td>Richard</td>
<td>Williams</td>
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<td>Myrtis</td>
<td>Wynn</td>
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<td><strong>Total</strong></td>
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**Utilization Report for Direct Services**
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 of the previous month.

<table>
<thead>
<tr>
<th>School Readiness and CARES</th>
<th>May 2021</th>
<th>June 2021</th>
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<tbody>
<tr>
<td><strong>School Readiness</strong></td>
<td></td>
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<tr>
<td>Payments to Child Care Providers for Direct Services (Slots)</td>
<td>SR Slot Dollars $1,352,455.80</td>
<td>SR Slot Dollars $1,432,784.51</td>
</tr>
<tr>
<td>Children Served – 2,580</td>
<td>Children Served – 2,519</td>
<td></td>
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<tr>
<td><strong>CARES</strong></td>
<td></td>
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<tr>
<td>Payments to Child Care Providers for Direct Services (Slots)</td>
<td>CARES Direct Service Dollars ($1,325.41)</td>
<td>CARES Direct Service Dollars $1,901.00</td>
</tr>
<tr>
<td>Children Served – 0</td>
<td>Children Served – 0</td>
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</tr>
<tr>
<td><strong>VOLUNTARY PREKINDERGARTEN</strong></td>
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<tr>
<td>Payments to Child Care for VPK services</td>
<td>VPK Payments $303,859.16</td>
<td>VPK Payments $64,123.83</td>
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<tr>
<td>Children Served – 1,363</td>
<td>Children Served – 390</td>
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</tbody>
</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 Jalaber
   Motion Seconded By: Tiffani Hinds
   Member/s Recusing from Vote: No
   The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jerry Sowell

   3.1. Minutes: Board Meeting June 9, 2021 *(See minutes)*
   3.2. Credit Card Transaction Report: May and June 2021 *(See credit card statements)*
   3.3. Revenue and Expenditures through 6.30.2021 *(See R&E through 6.30.2021)*
   3.4. Personnel Policies *(See Personnel Policies)*
      3.4.1. Sick Leave
      3.4.2. Paid Time Off (PTO)
      3.4.3. Timekeeping

   **VOTE NEEDED: To approve the consent agenda items as presented.**
Motion: To approve the consent agenda items as presented.
Motion By: Tiffani Hinds
Motion Seconded By: Miatta Jalaber
Member/s Recusing from Vote: No
The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jerry Sowell

4.1. Executive Committee- Jerry Sowell
Instead of an Executive Committee meeting, all items brought to the committee are presented to the entire board for information and/or vote, as needed.

4.1.1. Resignation of members due to appointment ending or have conflicting commitments and requested to leave board:
   4.1.1.1. Al McCambry, Florida College System, representative-Gulf Coast State College term ended June 2021
   4.1.1.2. Tony Bennett, Bay county private sector, term ended June 2021
   4.1.1.3. Frank Martin, Bay county provide sector, other commitments
   4.1.1.4. Phil Edwards, Bay county provide sector, other commitments
   4.1.1.5. Kim Gillis, Head Start representative, term ended June 2021

VOTE NEEDED: To approve the resignation of the identified members and thank them for their service.

Motion: To approve the resignation of the identified members and thank them for their service.
Motion By: Tiffani Hinds
Motion Seconded By: Zach Gilmore
Member/s Recusing from Vote: No
The motion carried.

4.1.2. Nomination of new members to serve on the board:
   4.1.2.1. Sharon Gaskin, Head Start representative- North Florida Child Development
   4.1.2.2. Kenny Griffin, Jackson county, private sector
   4.1.2.3. Mary McKenzie, Calhoun county, private sector
   4.1.2.4. Richard Williams, Workforce Board representative, Chipola Regional Workforce Development Board
   4.1.2.5. Joe Taylor, District Superintendent Representative- Washington County School Board
   4.1.2.6. Dr. Gina McCallister, Florida College System Representative-Chipola College

VOTE NEEDED: To approve the nomination of the people listed to serve on the board for one four-year term from August 2021-August 2025.

Motion: To approve the nomination of the people listed to serve on the board for one four-year term from August 2021-August 2025.
Motion By: Miatta Jalaber
Motion Seconded By: Jeanne Hitchcock
Member/s Recusing from Vote: No
The motion carried.

4.1.3. Bylaws Revised 8.11.2021
New legislation, recommendations for updates, and formatting changes necessitate revising our bylaws. Members can see proposed changes. Approval of changes requires a 2/3 vote of members. (See By-Laws 8.11.2021)

VOTE NEEDED: To approve the revision to bylaws as presented.

Motion: To approve the revision to the bylaws as presented.
Motion By: Tiffani Hinds
Motion Seconded By: Joe Seabrook
Member/s Recusing from Vote: No
A roll call vote was taken to confirm 2/3 vote of those members present and the motion carried unanimously.

4.1.4. Committee Membership
Members are encouraged to join one of the three committees of the board. You can find current committees and membership on the 2021-22 ELCNWF Committee Roster (See 2021-22 ELCNWF Committee Roster). If you would like to participate on a specific committee, please let Suzan know. The chair will present committee membership recommendations at the Annual Meeting on September 8, 2021.

4.2. Finance Committee - Jerry Sowell
Instead of a Finance Committee meeting, all items that would be brought to the committee are presented to the entire board for information and/or vote, as needed.

4.2.1. Related Party Contracts Below $25,000

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 a 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.
- A 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.

4.2.1.1. Chipola Regional Workforce Development Board dba CareerSource Chipola-Chipley office annual rental $4,750.56.
Disclosures: Richard Williams is the CEO of Career Source Chipola, Mary McKenzie is on the Career Source Chipola Board of Directors.

**VOTE NEEDED: To approve related Party Contracts Below $25,000**

- **Chipola Regional Workforce Development Board dba CareerSource Chipola - Chipley office annual rental $4,750.56.**
  
  Motion: N/A
  Motion By: N/A
  Motion Seconded By: N/A
  Member/s Recusing from Vote: Ricard Williams declared his conflict of interest
  The requirement of 2/3 membership was not established therefore a vote could not be taken on this matter. This item will be placed on the next meeting agenda.

4.2.1.2. Donna Whittaker- Educational training consultant, NTE of $7000.
Disclosures: Donna is the wife of Operations Director Ken Whittaker.

**VOTE NEEDED: To approve related Party Contracts Below $25,000**

- **Donna Whittaker, Educational Training Consultant  NTE $7,000.**
  
  Motion: N/A
  Motion By: N/A
  Motion Seconded By: N/A
  Member/s Recusing from Vote: N/A
  The requirement of 2/3 membership was not established therefore a vote could not be taken on this matter. This item will be placed on the next meeting agenda.

4.2.2. Audit Update
  Coalition staff are working to complete the 2019-2020 audit by the end of August in order to meet the extension deadline.

4.2.3. Contract Renewal with Lynne Eldridge
  The related-party contract that was approved by the Board last fiscal year was renewed.

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.

No new information for discussion
4.4. Education and Program
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.

No new information for discussion

5. EXECUTIVE DIRECTOR’S REPORT
5.1. Organization Update

5.1.1. CARES/CCRSA Funding
Qualifying child care teachers can apply for the first of two $1,000 qualified disaster relief payments for child care and early learning instructors affected by COVID-19 as authorized by Governor Ron DeSantis and the Florida Legislature. These funds will be sent directly to the teacher from the state, not through the coalition.

5.1.2. COVID-19 Impact
COVID cases are increasing throughout our service area. As of August 5, 2021, eight entire child care programs and one partial program were temporarily closed for exposure to COVID. Coalition staff continue to monitor openings and closings and report statistics to DEL.

5.1.3. New Office Space Lease for Panama City
Contract negotiations for office space at 1600 Jenks Avenue, Suite 3, have ended without agreeing on acceptable terms. Staff are currently looking at other options for office space in Panama City.

5.2. Quality Services June and July 2021- (See Quality Services, Service Numbers June-July 2021)

5.3. Media Coverage/Activity/Events June-July 2021 (See Media Coverage June-July 2021)

5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist through July 31, 2021 (See School Readiness and VPK Service Numbers and SR Waitlist through 7.31.2021)

5.5. Help Me Grow Service Numbers (See Monthly HMG Data Snapshot June 2021)

5.6. Coalition Fraud Updates
The coalition has no new updates.

5.7. Internal Monitoring
The coalition completed internal monitoring in the following areas. (See Internal Monitoring Reports)

- Coalition Governance Monitoring
- SR and VPK Child Eligibility Monitoring
- SR and VPK Provider Monitoring
The results of the monitoring are available for board members to review.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT
   DCF is working to get the new CARES online system fully functional and will coordinate with the Coalition to ensure any documentation needed for provider contracts is provided.

7. PUBLIC COMMENT
   None

8. NEXT MEETING: September 8, 2021

9. ADJOURNMENT - 11:35 am CT