



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

Executive Committee	First Name	Last Name	Present	Present Via Phone/Zoom	Excused Absence	Unexcused Absence
	Traci	Corbin			1	
	Sharon	Gaskin			1	
	Zach	Gilmore		1		
	Kenny	Griffin		1		
	Tiffani	Hinds		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Liz	Lentz		1		
	Gina	McAllister		1		
●	Jon	McFatter (P)			1	
	Mary	McKenzie			1	
	Juliana	Melara		1		
	Johanna	Plummer			1	
●	Renae	Rountree			1	
	Joseph	Seabrook		1		
	Parnell	Smith			1	
●	Jerry	Sowell		1		
	Joe	Taylor		1		
	Richard	Williams		1		
	Myrtis	Wynn		1		
		Total	0	13	7	

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.

School Readiness and CARES		
	May 2021	June 2021
<u>School Readiness</u>	SR Slot Dollars \$1,352,455.80	SR Slot Dollars \$1,432,784.51
Payments to Child Care Providers for Direct Services (Slots)	Children Served – 2,580	Children Served – 2,519
<u>CARES</u>	CARES Direct Service Dollars (\$1,325.41)	CARES Direct Service Dollars \$1,901.00
Payments to Child Care Providers for Direct Services (Slots)	Children Served - 0	Children Served - 0
VOLUNTARY PREKINDERGARTEN		
	May 2021	June 2021
<u>VPK Program</u>	VPK Payments \$303,859.16	VPK Payments \$64,123.83
Payments to Child Care for VPK services	Children Served - 1,363	Children Served - 390

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