



February 10, 2021 Board Minutes

Date: February 10, 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; Lindsay Holmes, Communications and Community Relations Director; Ken Whittaker, Operations Director; Donna Carnley, Quality Services Director; Mike Hallenstein Finance Director

Full Board: Yes No Quorum: Yes In attendance: board members 12/18

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	
	Zach	Gilmore			1	
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Frank	Martin			1	
●	Al	McCambry			1	
●	Jon	McFatter (P)		1		
	Juliana	Melara		1		
	Joseph	Seabrook		1		
	Johanna	Plummer		1		
	Renaee	Rountree		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Susie	Sewell		1		
		Total		12	6	

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		
	November 2020	December 2020
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars \$ 956,064	SR Slot Dollars \$ 1,097,571
	Children Served 1885	Children Served 1969
<u>CARES</u> Payments to Child Care Providers for Direct Services (Slots)	CARES Direct Service Dollars \$244,500	CARES Direct Service Dollars \$255,682
	Children Served 466	Children Served 452
VOLUNTARY PREKINDERGARTEN		
	November 2020	December 2020
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments \$264,952	VPK Payments \$239,721
	Children Served 1305	Children Served 1333

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: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting January 13, 2021 (*See minutes*)

3.2. Credit Card Transaction Report: December 2020 (*See credit card transaction report*)

3.3. Revenue and Expenditures through (*See R&E through 12.30.2020*)

VOTE NEEDED: To approve consent agenda items as presented.

Motion: To approve the consent agenda as presented.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Annual Evaluation of Executive Director- Jon McFatter

Annual evaluation of Executive Director, Suzan Gage was completed and was provided for review.

VOTE NEEDED: To approve the annual review of Suzan Gage, Executive Director for 2019-2020.

Motion: To approve the annual review of Suzan Gage, Executive Director for 2019-2020.

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

4.2. 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.

4.2.1. Resignation of School District Representative, Tracy Yoder

Tracy Yoder is no longer employed as the Franklin County school district. As such, she is resigning from her position on the board. We would like to thank her for her service to the children and families of Northwest Florida.

VOTE NEEDED: To approve the resignation of Tracy Yoder and thank her for her service.

Motion: To approve the resignation of Tracy Yoder and thank her for her service.

Motion By: Rev. Parnell Smith

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.3. 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.

4.3.1. Provider Reimbursement Rate Increase

Situation:

The 2020 Legislature appropriated \$50 million in Child Care Development Funds (CCDF) to the Office of Early Learning (OEL) for provider rate increases. The requirements of this appropriation are below.

From the funds in Specific Appropriation 85, \$50,000,000 in nonrecurring funds from the Child Care and Development Block Grant Trust Fund is provided to the Office of Early Learning to provide eligible early learning coalitions with school readiness provider rate increases to reduce variance and inequities in provider payment rates across the state. The funds shall be placed in reserve. Upon the completion of a detailed allocation plan that identifies the school readiness provider payment rates that will be increased and how the \$50,000,000 will be allocated to the eligible early learning coalitions, the office is authorized to submit budget amendments for the funds being held in reserve pursuant to the provisions of chapter 216 Florida Statutes.

To implement these provider rate increases, OEL will provide coalitions with a Simplified Plan Amendment form. Given that the provider rate increase is a statewide action, **Board approval of the Coalition Plan amendment is not required. This increase only impacts rates for Calhoun, Franklin, Gulf, Holmes, and Washington Counties and is effective January 1, 2021.** See Table 1 for tentative OEL enacted new rates for each care level and type of care. Yellow and Green shaded indicate rate increases.

Table 1. Tentative (as of 2.5.2021) OEL Enacted Rates Effective of January 1, 2021 for Calhoun, Franklin, Gulf, Holmes, and Washington Counties

EARLY LEARNING COALITION OF <u>Northwest Florida</u>								
DAILY PAYMENT-RATE SCHEDULE (Effective <u>1/1/2021</u>)								
Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	38.43	46.11	36.23	43.47	34.01	N/A	17.01
(TOD)	12<24 MTH	31.50	37.80	29.50	35.40	25.77	N/A	12.89
(2YR)	24 <36 MTH	28.50	34.20	27.41	32.89	26.08	N/A	13.04
(PR3)	36 <48 MTH	27.50	33.00	25.50	30.60	21.82	N/A	10.91
(PR4)	48 <60 MTH	27.50	33.00	25.50	30.60	20.74	N/A	10.37
(PR5)	60 <72 MTH	27.50	33.00	25.50	30.60	20.45	N/A	10.23
(SCH)	In School	20.00	24.00	19.00	22.80	16.00	N/A	8.00
(SPCR)	Special Needs	46.11	46.11	43.47	43.47	40.81	N/A	20.41

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	34.16	39.91	29.43	35.32	26.70	N/A	13.35
(TOD)	12<24 MTH	25.53	29.97	21.89	26.27	21.24	N/A	10.62
(2YR)	24 <36 MTH	24.10	28.92	21.51	25.81	20.75	N/A	10.38
(PR3)	36 <48 MTH	19.30	23.16	18.29	21.95	17.05	N/A	8.53
(PR4)	48 <60 MTH	18.41	22.09	17.70	21.24	16.47	N/A	8.24
(PR5)	60 <72 MTH	18.14	21.77	17.09	20.51	16.37	N/A	8.19
(SCH)	In School	15.00	18.00	14.00	16.80	11.00	N/A	5.50
(SPCR)	Special Needs	40.99	40.99	35.32	35.32	32.04	N/A	16.02

Dilemma:

In OEL's analysis to prepare for the statewide rate increase, each county market rate was used. Subsequently, OEL used the state average market rate for counties that did not have enough self-reported data needed to complete an analysis. In our service area, Bay and Jackson counties did have enough self-reported data to complete individual market rate analysis. However, Calhoun, Franklin, Gulf, Holmes, and Washington counties did not. Because of the lack of information, OEL applied the state average market rate to these counties to determine how much of an increase they would receive. We now find our coalition in the position of having different rates for different counties.

Solution:

To maintain a one coalition reimbursement rate structure, staff looked at the newly applied market rates and performed an analysis to determine if the coalition could sustain increased rates in the infant, toddler, two-year-old, PR3, PR4 and PR5 year old age groups to meet, at minimum, the state average market rate for all counties and determined we can. Additionally, staff completed an analysis to determine if an increase to 100% of the 2019 local market rates could be sustained and determined we can. Staff are recommending adopting the tentative rate schedule below for all seven counties in the coalition's service area. Doing so would keep all counties at the same reimbursement rate and allow us to continue to place from the wait list.

Table 2 Tentative (as of 2.5.2021) Proposed Coalition Reimbursement Rates effective 3.1.2021

EARLY LEARNING COALITION OF <u>Northwest Florida</u>								
DAILY PAYMENT-RATE SCHEDULE (Effective <u>3/1/2021</u>)								
Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	39.00	46.80	37.00	44.40	34.00	N/A	17.00
(TOD)	12<24 MTH	33.00	39.60	30.00	36.00	27.00	N/A	13.50
(2YR)	24 <36 MTH	32.00	38.40	28.00	33.60	26.00	N/A	13.00
(PR3)	36 <48 MTH	29.00	34.80	27.00	32.40	22.00	N/A	11.00
(PR4)	48 <60 MTH	28.00	33.60	26.00	31.20	21.00	N/A	10.50
(PR5)	60 <72 MTH	28.00	33.60	26.00	31.20	21.00	N/A	10.50
(SCH)	In School	20.00	24.00	19.00	22.80	16.00	N/A	8.00
(SPCR)	Special Needs	46.80	46.80	44.40	44.40	40.80	N/A	20.40

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH	35.00	42.00	30.00	36.00	27.00	N/A	13.50
(TOD)	12<24 MTH	30.00	36.00	23.00	27.60	22.00	N/A	11.00
(2YR)	24 <36 MTH	28.00	33.60	22.00	26.40	21.00	N/A	10.50
(PR3)	36 <48 MTH	24.00	28.80	19.00	22.80	18.00	N/A	9.00
(PR4)	48 <60 MTH	23.00	27.60	18.00	21.60	17.00	N/A	8.50
(PR5)	60 <72 MTH	23.00	27.60	18.00	21.60	17.00	N/A	8.50
(SCH)	In School	15.00	18.00	14.00	16.80	11.00	N/A	5.50
(SPCR)	Special Needs	42.00	42.00	36.00	36.00	32.40	N/A	16.20

VOTE NEEDED: To allow Executive Director to submit a rate change in consideration of the Final OEL Enacted rate changes and relative to the 2019 local market rates of our service area effective 3.1.2021. The Executive Director will report back the final rates for ratification by the board at the March 10, 2021 meeting.

Motion: To allow Executive Director to submit a rate change in consideration of the Final OEL Enacted rate changes and relative to the 2019 local market rates of our service area effective 3.1.2021 and bring final rates back to the Board for ratification.

Motion By: Tony Bennett

Motion Seconded By: Joe Seabrook

Member/s Recusing from Vote: No

The motion carried.

4.3.2. 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 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.

Related Party Contract:

Madelynne Eldridge – NTE \$24,500

The Coalition solicited for an individual to complete the technical assistance necessary for the New Teacher Intensive quality project. The individual selected is Madelynne Eldridge.

Disclosures:

- Donna Carnley, Quality Services Director for the ELCNWF is a relative of Madelynne Eldridge.
- Franki Ethridge, Child Screening Specialist for the ELCNWF is a relative of Madelynne Eldridge.

VOTE NEEDED: Roll call vote needed to approve the related party contract between ELCNWF and Madelynne Eldridge.

Motion: 2/3 of members were not present to vote on the related party contract.

Motion By: n/a

Motion Seconded By: n/a

Member/s Recusing from Vote: n/a

4.4. 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

4.5. Education and Program- 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.

No new information for discussion

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Organization Update

5.1.1. Internal Monitoring (December 2020 Monitoring Reports presented)

5.1.2. CARES Act Funding and COVID-19 Responses

- EO 20-52 (COVID) extended to February 27, 2021 (EO 20-316)
- Eligibility for Job Search extended to March 31, 2021.
- \$243,750 dollars as CARES Phase 4 provider stipends released in late January.
- Additional dollars were approved for Child Care relief in the latest CARES Act funding bill sign by the president in December. Currently OEL has not announced how Florida’s share of the funds will be used.

5.2. Quality Services January 2021

5.2.1. Technical Assistance by Type

County	Email	n Person	On-Site	Phone Call	Grand Total
Bay	50	0	27	96	173
Calhoun	0	0	7	6	13
Franklin	0	0	0	0	0
Gulf	0	0	0	0	0
Holmes	3	0	11	8	22
Jackson	9	0	21	28	58
Washington	4	0	18	14	36
Grand Total	70	14	54	240	302

5.2.2. Technical Assistance by Reason

Reason for Contact	Total
97IAS Child Assessment B-3	25
97ICR Curriculum B-3	3
97ICS Developmental Screening Child Age B-	66
97ICS Health Screening Child Age B-3	1
97INT Specific to Children B-3	46
97QAS Child Assessment 3-5	21
97QCR Curriculum 3-5	4
97QCS Developmental Screening Child Age 3	50
97QCS Health Screening Child Age 3-5	0
97QHS Provider Health and Safety Related	0
97QIN Inclusion	10
97QIN Inclusion 3-5:D	0
97QIN Inclusion 3-5:SE	0
97QIN Inclusion B-3:SE	0
97QIN Inclusion General Quality Improvement	0
97QIN Inclusion Referral/Follow-up	27
97QIN Inclusion Screening/Assessment	7
97QIN Inclusion SE	11
97 QPD Professional Development	1
97QTA General to Providers	6
97QVP VPK General	2
97QVP VPK LPP	22
Provider Support	0
Grand Total	302

5.2.3. Warmline Calls by County

County	Total
Bay	18
Calhoun	1
Holmes	1
Jackson	3
Washington	5
Grand Total	28

5.2.4. CSAM Meeting Results

CSAM Results	Total
30-day Monitoring	73
No Action Required	1
Referred to WarmLine	1
Grand Total	75

5.2.5. Coalition Sponsored Training

Training	Total
CLASS 101	46
Provider NetWORK Meeting	44
Frog Street Training	10
Typical/Terrible	7
CoP Training [BBB]	15
Grand Total	122

5.3. Media Coverage/Activity/Events January 2021

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	58	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	9622
Instagram	1	Share information and resources with families across Northwest Florida.	15
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3505
Constant Contact - Provider Newsletter(s)	4	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	361
Constant Contact - Special Blasts	5	Inform providers of career fairs, CLW, and COVID-19 updates on an as needed basis.	360
CLW Zoom Webinar Ten Tiny Toes Read Aloud	1	Read Aloud activity to support Celebrate Literacy Week	168
CLW Zoom Webinar Police Officers on Patrol Read Aloud	1	Read Aloud activity to support Celebrate Literacy Week	134
CLW Police Officers on Patrol Read Aloud recording on FB	1	Read Aloud activity to support Celebrate Literacy Week	207+

5.4. Current Enrollment Numbers

5.4.1. School Readiness children enrolled by age and county as of January 31, 2021.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	66	3	0	0	3	23	15	110
Ones	181	12	1	0	14	58	32	298
Twos	244	10	6	1	21	76	33	391
Threes	244	16	4	1	28	100	40	433
Fours	209	7	1	1	19	90	35	362
Fives	75	3	0	1	11	28	8	126
School Age	271	13	6	0	36	150	52	528
Special Needs	0	0	0	0	0	0	0	0
total	1290	64	18	4	132	525	215	2248

5.4.2. School Readiness children on wait list by age and county as of January 31, 2021.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	19	0	0	1	2	10	3	35
Ones	22	1	1	0	1	6	4	35
Twos	18	0	1	0	2	3	3	27
Threes	16	0	0	0	1	2	6	25
Fours	10	0	0	0	0	7	6	23
Fives	22	1	0	0	2	2	2	29
School Age	142	4	0	0	11	46	15	218
total	249	6	2	1	19	76	39	392

5.4.3. VPK children enrolled by provider type and county as of January 31, 2021.

Type	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	447	22	18	37	86	184	94	888
Non-School Based	357	21	24	0	39	88	28	557
total	804	43	42	37	125	272	122	1445

5.5. Coalition Fraud Updates

The Coalition has no new updates.

5.6 Additional Updates

Jeanne Hitchcock asked the Executive Director to give an update on provider reimbursement requests as part of Operations Kaleidoscope. Ms. Gage stated the Coalition is working to validate the receipts providers have submitted and anticipates reimbursement payments to start being distributed toward the end of February.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

Miatta Jalaber stated the Department is anticipating and preparing for the arrival of the new Department Secretary, Shevaun Harris, in March.

7. PUBLIC COMMENT

None

8. NEXT MEETING: March 10, 2021

9. ADJOURNMENT- 11:30 am CT