



## March 10, 2021 Board Minutes

**Date:** March 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	Resigned			
	Zach	Gilmore		1		
	Tiffani	Hinds		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Frank	Martin			1	
●	Al	McCambry			1	
●	Jon	McFatter (P)	1			
	Juliana	Melara			1	
	Johanna	Plummer			1	
	Renaë	Rountree		1		
	Joseph	Seabrook	1			
	Parnell	Smith			1	
●	Jerry	Sowell		1		
	Susie	Sewell		1		
	Myrtis	Wynn		1		
		<b>Total</b>	<b>2</b>	<b>10</b>	<b>6</b>	

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.

<b>School Readiness and CARES</b>		
	<b>December 2020</b>	<b>January 2021</b>
<u>School Readiness</u>	SR Slot Dollars \$ 1,097,571	SR Slot Dollars \$ 869,472
Payments to Child Care Providers for Direct Services (Slots)	Children Served 1969	Children Served 2038
<u>CARES</u>	CARES Direct Service Dollars \$255,682	CARES Direct Service Dollars \$190,547
Payments to Child Care Providers for Direct Services (Slots)	Children Served 452	Children Served 426
<b>VOLUNTARY PREKINDERGARTEN</b>		
<u>VPK Program</u>	<b>December 2020</b>	<b>January 2021</b>
Payments to Child Care for VPK services	VPK Payments \$239,721	VPK Payments \$297,577
	Children Served 1333	Children Served 1358

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: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting February 10, 2021 (*See minutes*)

3.2. Credit Card Transaction Report: January 2021 (*See credit card transaction report*)

3.3. Updated Organization Chart

3.4. Revenue and Expenditures through (*See R&E through 1.31.2021*)

*VOTE NEEDED: To approve consent agenda items as presented.*

Motion: To approve the consent agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: No

The motion carried.

#### 4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

##### 4.1. Executive Committee- Jon McFatter

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

##### 4.1.1. Resignation of Workforce Board Member, Kenny Griffin.

Kenny Griffin is now officially retired from the Chipola Workforce Development Board and has resigned from his position on the Coalition board. We want to thank him for his service to the children and families in the Coalition service area.

*VOTE NEEDED: Thank Kenny Griffin for his service on the board, and wish him a happy retirement.*

Motion: To approve the resignation of Kenny Griffin and thank him for her service.

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

##### 4.1.2. New Board Members

Myrtis Wynn, Franklin County

Ms. Wynn is a distinguished military veteran who lives and volunteers in Franklin County. She comes highly recommended by local and state officials and has agreed to serve as a private member representative for Franklin County.

*VOTE NEEDED: Approve Myrtis Wynn as a private-sector board member for Franklin County.*

Motion: To approve Myrtis Wynn as a private-sector board member for Franklin County.

Motion By: Jerry Sowell

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

##### 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 full board for information and/or vote, as needed.

##### 4.2.1. Provider Reimbursement Rate Increase-Update

In February, the board voted to *allow Executive Director to submit a rate change considering 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.* As of the writing of this overview, the request is not approved by OEL. Matt and I continue to communicate with OEL to answer questions. We are hopeful that the request will be approved in time to apply to services completed in March.

#### 4.2.2. OEL Financial Monitoring

OEL contracted with Thomas, Howell, Ferguson, PA (THF) to conduct financial monitoring on the coalition. The monitoring period covered was December 1, 2019, to November 30, 2020. THF staff completed their desk monitoring from February 15, 2021 – February 19, 2021. Results are in draft status but currently have the coalition with two potential findings, which are:

1. Not completing random leave audits (review of Internal Controls document response)
2. Incorrect coding of program income as unrestricted funds (amount of \$1,000)

The board will receive a copy of the finalized report when it is made available.

#### 4.2.3. 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: To approve the related party contract between ELCNWF and Madelynne Eldridge.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

A roll call vote was taken and the motion carried unanimously as shown below.

<b>First Name</b>	<b>Last Name</b>	<b>Vote</b>
Tony	Bennett	Y
Phil	Edwards	Not present
Kim	Gillis	Y
Zach	Gilmore	Y
Tiffani	Hinds	Y
Jeanne	Hitchcock	Y
Miatta	Jalaber	Y
Frank	Martin	Not present
Al	McCambry	Not present
Jon	McFatter (P)	Y
Juliana	Melara	Not present
Johanna	Plummer	Not present
Renaë	Rountree	Y
Joseph	Seabrook	Y
Parnell	Smith	Not present
Jerry	Sowell	Y
Susie	Sewell	Y
Myrtis	Wynn	Y
	<b>Total</b>	<b>12</b>

#### 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- 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. Staffing

New Finance Director- Sam Sweazy

Current Finance Director, Mike Hallenstein, is relocating to south Florida with his family

##### 5.1.2. CARES Act Funding and COVID-19 Responses (ELCNWF CARES Support Fact Sheet sent separately to the Board)

- EO 20-52 (COVID) extended to April 27, 2021 (EO 21-45)
- Eligibility for Job Search extended to March 31, 2021

#### 5.2. Quality Services February 2021

##### 5.2.1. Technical Assistance by Type and Location

County	Email	In-Person	On-Site	Phone Call	Grand Total
Bay	34	1	37	135	207
Calhoun	0	0	6	9	15
Franklin	1	0	1	1	3
Gulf	0	0	2	0	2
Holmes	2	1	9	24	36
Jackson	7	0	14	58	79
Washington	7	0	20	22	49
<b>Grand Total</b>	51	2	89	249	391

##### 5.2.2. Technical Assistance by Reason

Reason for Contact	Total
97IAS Child Assessment B-3	23
97ICR Curriculum B-3	1
97ICS Developmental Screening Child Age B-3	65
97ICS Health Screening Child Age B-3	2
97INT Specific to Children B-3	47
97QAS Child Assessment 3-5	41
97QCR Curriculum 3-5	2
97QCS Developmental Screening Child Age 3-5	60
97QIN Inclusion	21
97QHS Provider Health and Safety Related	0

97QIN Inclusion Referral/Follow-up	21
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 Screening/Assessment	8
97QIN Inclusion SE	19
97 QPD Professional Development	4
97QTA General to Providers	9
97QVP VPK General	5
97QVP VPK LPP	5
OK Indoor Environments	57
OK Mental Health	1
Provider Support	0
<b>Grand Total</b>	<b>391</b>

### 5.2.3. Warmline Calls by County

County	Total
Bay	10
Calhoun	0
Holmes	1
Jackson	3
Washington	2
<b>Grand Total</b>	<b>16</b>

### 5.2.4. Child Services Action Meeting (CSAM) Meeting Results

CSAM Results	Total
30-day Monitoring	97
No Action Required	6
Referred to WarmLine	0
<b>Grand Total</b>	<b>103</b>

### 5.2.5. Coalition Sponsored Training

Training	Total
CLASS 101	8
Math and Success Add UP!	21
Parenting: ASQ-SE Screening	21
Provider NetWORK Meeting	50
Visuals, Visuals What Do You See	26
<b>Grand Total</b>	<b>126</b>

5.3. Media Coverage/Activity/Events February 2021

OUTREACH TYPE	PUBLICATIONS	PURPOSE	REACH
Facebook	56	Share pertinent information, available community resources and various educational activities with families across Northwest Florida.	6924
Instagram	7	Share information and resources with families across Northwest Florida.	175
Constant Contact - Family Ties Newsletter	1	Provide resources, educational materials, and activities to families across Northwest Florida on a monthly basis.	3528
Constant Contact - Provider Newsletter(s)	4	Provide resources, educational materials, and classroom activities to all contracted providers across Northwest Florida on a monthly basis.	362
Constant Contact - Special Blasts	2	Inform providers of career fairs, CLW, and COVID-19 updates on an as-needed basis.	141
Lynn Haven Community Health Fair	WJHG Broadcast	<a href="#">Included in the Community Health Fair coverage</a>	
Lynn Haven Community Health Fair	WJHG Online	<a href="#">Included in the Community Health Fair coverage</a>	

5.4. Current Enrollment Numbers

5.4.1. School Readiness children enrolled by age and county as of February 28, 2021.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	80	3	0	0	4	25	13	125
Ones	177	11	2	0	11	62	31	294
Twos	236	9	6	1	23	70	35	380
Threes	248	12	4	1	27	91	42	425
Fours	207	8	2	1	19	97	30	364
Fives	87	5	0	1	12	31	10	146
School Age	262	16	5	0	31	134	49	497
Special Needs	0	0	0	0	0	0	0	0
total	1297	64	19	4	127	510	210	2231



5.4.2. School Readiness children on waitlist by age and county as of February 28, 2021.

Age	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
Infant	2	0	0	0	0	0	0	2
Ones	1	0	0	0	0	0	0	1
Twos	1	0	0	0	0	0	0	1
Threes	5	0	0	0	0	0	0	5
Fours	2	0	0	0	0	0	0	2
Fives	17	0	0	0	1	1	0	19
School Age	156	7	0	0	11	46	16	236
total	<b>184</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>47</b>	<b>16</b>	<b>266</b>

5.4.3. VPK children enrolled by provider type and county as of February 28, 2021.

Type	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Grand Total
School Based	468	23	18	38	88	189	95	919
Non-School Based	362	21	24	0	39	89	29	564
total	<b>830</b>	<b>44</b>	<b>42</b>	<b>38</b>	<b>127</b>	<b>278</b>	<b>124</b>	<b>1483</b>

5.5. Coalition Fraud Updates

The Coalition has no new updates.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

There were no updates.

7. PUBLIC COMMENT

None

8. NEXT MEETING: April 14, 2021

9. ADJOURNMENT- 11:27 am CT