



## December 8, 2021 Board Minutes

**Date:** December 8, 2021

**Location:** Zoom/Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:00 am CT

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Ken Whittaker, Operations Director; Sam Sweazy, Finance Director; Donna Carnley, Quality Services Director; Lindsay Holmes, Communications and Community Relations Director; Donna Wood, CCR&R Specialist

**Guests present:** None

**Full Board:**  Yes  No Quorum: Yes In attendance: 16/22 (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
●	Tony	Bennett			1	
	Rachel	Chima			1	
	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	
●	Renaee	Rountree			1	
	Joseph	Seabrook		1		
	Parnell	Smith			1	
●	Jerry	Sowell		1		
	Joe	Taylor		1		
	Richard	Williams			1	
●	Myrtis	Wynn		1		
		<b>Total</b>	<b>2</b>	<b>14</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 compares the previous month.

School Readiness and CARES		
	September 2021	October 2021
<u>School Readiness</u>	SR Slot Dollars \$1,155,198	SR Slot Dollars \$1,091,794
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2,416	Children Paid – 2,309
VOLUNTARY PREKINDERGARTEN		
	September 2021	October 2021
<u>VPK Program</u>	VPK Payments \$588,067	VPK Payments \$566,024
Payments to Child Care for VPK services	Children Paid -2,340	Children Paid- 2,364

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 with the addition of item 4.1.1-Coalition Workforce Initiatives for Early Educators.*

Motion: To approve the meeting agenda with the addition of item 4.1.1-Coalition Workforce Initiatives for Early Educators.

Motion By: Jerry Sowell

Motion Seconded By: Sharon Gaskin

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

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

3.2. Credit Card Transaction Report: September 2021 and October 2021 *(See credit card statements)*

3.3. Revenue and Expenditures through 10.31.2021 *(See R&E through 10.31.2021)*

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

Motion: To approve the consent agenda as presented.

Motion By: Joe Taylor

Motion Seconded By: Jerry Sowell

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 entire board for information and/or vote, as needed.

4.1.1. *Ad Hoc Committee for PEO Services RFP.*

*The coalition will release an RFP for Professional Employer Services and will need to form an ad hoc committee to score the submissions. Please let Suzan know if you would be willing to serve on the committee.*

**NO VOTE NEEDED: Information only**

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. RFP for Mental Health Supplies

Staff reviewed and scored proposals submitted by vendors for mental health supports. The scores for the vendors are on the Mental Health Supports Scoring Results. Staff recommends awarding contracts to the top four scoring vendors. *(See ELCNWF RFP 2021-03 Mental Health Supports Scoring Results)*

**VOTE NEEDED:** *To award contracts to the top four scoring vendors for Mental Health Supports.*

Motion: To award contracts to the top four scoring vendors for Mental Health Supports- Devereaux Foundation and Lakeshore (tied), Destination Knowledge, and Kaplan.

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.2.2. RFP for Early Childhood Books

Staff reviewed and scored proposals submitted by vendors for Early Childhood Books. The scores for the vendors are on the Early Childhood Books Scoring Results. Staff recommends awarding contracts to the top four scoring vendors. *(See ELCNWF RFP 2021-04 Early Childhood Books Scoring Results)*

**VOTE NEEDED:** *To award contracts to the top four scoring vendors for Early Childhood Books.*

Motion: To award contracts to the top four scoring vendors for Early Childhood Books- Scholastic, First Book, Kaplan, and Child’s Play.

Motion By: Sharon Gaskin

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.2.3. Fiscal Monitoring with Thomas Howell Ferguson

The Coalition completed the annual fiscal monitoring with Thomas Howell Ferguson. There were no findings from the monitoring. *(see THF Exit Interview)*

***NO VOTE NEEDED: Information only***

4.2.4. Expenditure Validation Monitoring

The Coalition completed a semi-annual expenditure validation review with DEL. There were no findings from the review. *(see Expenditure Validation Review)*

***NO VOTE NEEDED: Information only***

4.3. Policy and Personnel Committee-

In place of a Policy and Personnel Committee meeting, all items that would be brought to the committee are presented to the entire board for information and/or vote, as needed.

*No New Business*

4.4. Education and Program-

In place of an Education and Program Committee meeting, all items that would be brought to the committee are presented to the entire board for information and/or vote, as needed.

4.4.1. *Coalition Workforce Initiatives for Early Educators*

*As part of the CRRSA ACT, DEL has funding available that is to be used to recruit new providers and teachers, upskill current early childhood teachers and staff and retain currently employed early childhood teachers and staff. The Coalition's project grant is \$537,222. The team is working with DEL for project approval. The grant will focus on:*

- *Outreach and Awareness for the need for early education professionals*
- *Recruitment, training, and stipends to new early education professionals*
- *Grants for increasing current capacity- focusing on infant and toddler and limited access areas*
- *Grants for new providers*
- *Retention and longevity stipends for early education professionals*
- *Supports and stipends for upskilling the current early education workforce*

***NO VOTE NEEDED: Information only***

## EXECUTIVE DIRECTOR'S REPORT

5.1. Organization Update

5.1.1. Old Office Location 703 W. 15<sup>th</sup> Street, Panama City, FL, vacated and keys returned.

5.1.2. United Way Workplace Campaign completed- raised \$7,845!!!

5.1.3. Request For Extension for DRG- In September, the coalition requested DEL to ask the Office of Child Care (OCC) to extend the Disaster Recovery Grant (Operation Kaleidoscope)

for two years. DEL submitted the request on November 23, 2021. We are waiting for a decision from the OCC.

- 5.1.4. CARES Phase 6 Funding- The coalition released Phase 6 CARES funding to contracted and non-contracted providers. These funds can be used for staff retention and operational costs.

Provider Type	Number of Providers	Amount Paid November 2021
Private Contracted	78	\$ 2,375,786.00
Schools Contracted	26	\$ 377,936.00
Non Contracted	30	\$ 526,002.00
<b>Total</b>	<b>134</b>	<b>\$ 3,279,724.00</b>

- 5.1.5. As required, form 8b's were filed for Mary McKenzie from the October board meeting vote for a related party contract.

- 5.2. Quality Services October and November 2021- *(See Quality Services, Service Numbers October-November 2021)*
- 5.3. Media Coverage/Activity/Events October and November 2021 *(See Media Coverage October 2021 and November 2021)*
- 5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist through November 2021 *(See School Readiness and VPK Service Numbers and SR Waitlist through November 30, 2021)*
- 5.5. Help Me Grow Service Numbers *(See Monthly HMG Data Snapshot October 2021)*
- 5.6. Child Care Resource and Referral Numbers *(See CCRR October and November 2021)*
- 5.7. Coalition Fraud Updates  
All open fraud cases are resolved. No follow-up actions are necessary.
- 5.8. Internal Monitoring  
The Coalition completed internal monitoring in the following areas:
  - 5.8.1. Educational Service Delivery
  - 5.8.2. SR/VPK Child Eligibility
  - 5.8.3. SR/VPK Provider Eligibility
  - 5.8.4. CCRR and Family Engagement
 Monitoring results are attached. *(See Internal Monitoring Report)*
- 5.9. Review of new ELCNWF website (demo)

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

DCF is working toward the implementation of SB 252, Child Safety Alarm Act which will take effect January 1, 2022; the First Aid requirement bill which takes effect December 31, 2021; and locally have been able to license two (2) new provides in Bay Co. and is in the process of licensure with one (1) additional provider in Bay Co.

7. PUBLIC COMMENT

None

8. NEXT MEETING: January 12, 2022

9. ADJOURN – 11:47 am CT