



## October 13, 2021 Board Minutes

**Date:** October 13, 2021

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

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:06 am

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Ken Whittaker, Operations Director; Sam Sweazy, Finance Director; Chelsea Ranew, Grants and Contracts Manager

**Guests present:** Ed Moss and Rich Cassidy, CPA's – Moss, Krusick and Associates

**Full Board:**  Yes  No Quorum: Yes In attendance: 18/22 (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               |                   |
| ●                   | Renae      | Rountree     |          | 1                      |                 |                   |
|                     | Joseph     | Seabrook     |          | 1                      |                 |                   |
|                     | Parnell    | Smith        |          | 1                      |                 |                   |
| ●                   | Jerry      | Sowell       |          | 1                      |                 |                   |
|                     | Joe        | Taylor       |          | 1                      |                 |                   |
|                     | Richard    | Williams     |          |                        | 1               |                   |
| ●                   | Myrtis     | Wynn         |          | 1                      |                 |                   |
|                     |            | <b>Total</b> | <b>0</b> | <b>18</b>              | <b>4</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                                   |                             |                             |
|--|-----------------------------|-----------------------------|
|  | July 2021                   | August 2021                 |
| <u>School Readiness</u>                                      | SR Slot Dollars \$1,287,005 | SR Slot Dollars \$1,157,850 |
| Payments to Child Care Providers for Direct Services (Slots) | Children Paid – 2,658       | Children Paid – 2,496       |
| VOLUNTARY PREKINDERGARTEN                                    |                             |                             |
|  | July 2021                   | August 2021                 |
| <u>VPK Program</u>   | VPK Payments \$198,880      | VPK Payments \$445,308      |
| Payments to Child Care for VPK services                      | Children Paid -652          | Children Paid – 2,238       |

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: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting August 11, 2021 *(See minutes)*

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

3.3. Revenue and Expenditures through 8.30.2021 *(See R&E through 8.30.2021)*

3.4. Internal Control Questionnaire for FY 2021-22 *(See ICQ FY 2021-22)*

3.5. Disposition Of Equipment *(see 240.02A\_TangiblePersonalProperty\_SurplusPropertyForm\_ELCNWF\_10)*

Explanation was given for charges made in error by Matt Bonner on his credit card.

Motion: To approve the consent agenda items as presented.

Motion By: Jerry Sowell

Motion Seconded By: Kenny Griffin

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. Nomination of new members to serve on the board:

4.1.1.1. Tony Bennett, Bay County private sector

4.1.1.2. Rachel Chima, Bay County private sector

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

Motion: To approve the nomination of the Tony Bennett and Rachel Chima to serve on the board for one four-year term from October 2021- October 2025.

Motion By: Jerry Sowell

Motion Seconded By: Zach Gilmore

Member/s Recusing from Vote: No

The motion carried.

4.1.2. Slate of Officers and Committee Membership

You can find the current slate of officers and committees' membership on 2021-22

ELCNWF Committee Roster (*See Proposed Officers Committee Roster 2021-22*)

*VOTE NEEDED: To approve the slate of Officers and Committee Membership as presented*

Motion: To approve the slate of Officers and Committee Membership as presented.

Motion By: Jerry Sowell

Motion Seconded By: Kenny Griffin

Member/s Recusing from Vote: No

The motion carried.

4.1.3. Bylaws Revised 10.13.2021

The Coalition would like to name a "community-at-large" position. Members can see proposed changes. Approval of changes requires a 2/3 vote of members. (*See By-Laws 10.13.2021*)

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

Motion: To approve the revised bylaws as presented.

Motion By: Mary McKenzie

Motion Seconded By: Zach Gilmore

Member/s Recusing from Vote: No

The motion carried unanimously.

#### 4.1.4. Annual Report

The Coalition submitted the FY 20-21 Annual Report to the Division of Early Learning on September 22, 2021. The annual report describes the School Readiness and Voluntary Prekindergarten programs and activities of the coalition for FY 20-21. *(See Annual Report FY 20-21)*

*VOTE NEEDED: To approve the Annual Report as presented.*

Motion: To approve the 20-21 Annual Report as presented.

Motion By: Jerry Sowell

Motion Seconded By: Renea Rountree

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

##### 4.2.1. Moss, Krusick, and Associates

A representative from MKA will be presenting results for FY 2020 Financial audit. *(See FY 2020 Audit)*

*VOTE NEEDED: To approve the FY 2020 Financial audit as presented.*

Motion: To approve the FY2020 Financial audit as presented.

Motion By: Renea Rountree

Motion Seconded By: Kenny Griffin

Member/s Recusing from Vote: No

The motion carried.

##### 4.2.2. 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 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.

- 4.2.2.1. 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: To approve related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola - Chipley office annual rental \$4,750.56.

Motion By: Jerry Sowell

Motion Seconded By: Sharon Gaskin

Member/s Recusing from Vote: Yes

A roll call vote was taken and the motion carried unanimously by 2/3 of membership with Mary McKenzie abstaining from the vote due to conflict of interest.

- 4.2.2.2. 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: To approve related Party Contracts Below \$25,000- Donna Whittaker, Educational Training Consultant NTE \$7,000.

Motion By: Jerry Sowell

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

A roll call vote was taken and the motion carried unanimously by 2/3 of membership.

#### 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.

##### 4.3.1. Performance Stipends

The board has historically allowed the Executive Director to award mid-year (typically in December) and end-of-year (typically June) performance stipends to staff based on individual performance and/or overall Coalition performance in meeting goals and deadlines. For FY22,

the anticipated impact of mid-year and end-of-year performance stipends would be less than \$140,000. There is room in the approved Coalition budget for this.

*VOTE NEEDED: To allow Executive Director to award mid-year (typically around December) and end-of-year (typically around June) performance stipends based on individual performance and/or overall Coalition performance in meeting goals and deadlines.*

Motion: To allow Executive Director to award mid-year (typically around December) and end-of-year (typically around June) performance stipends based on individual performance and/or overall Coalition performance in meeting goals and deadlines.

Motion By: Sharon Gaskin

Motion Seconded By: Renea Rountree

Member/s Recusing from Vote: No

The motion carried.

#### 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.

*No new information for discussion*

### 5. EXECUTIVE DIRECTOR'S REPORT

#### 5.1. Organization Update

##### 5.1.1. New Office Space

###### 5.1.1.1. Lease for Panama City

We have a new office at 3009 Hwy 77, Suite F, Panama City, FL 32405.

###### 5.1.1.2. Open House

We anticipate holding an open house at our Panama City office and Marianna office in December.

##### 5.1.2. Annual Report submitted 9.22.2021 *(See Annual Report FY 20-21)*

##### 5.1.3. Meeting with new DEL director, Matt Mears

##### 5.1.4. Website Upgrade

##### 5.1.5. Operation Kaleidoscope Update *(See WOW document)*

##### 5.1.6. Thomas Howell Ferguson (THF) financial monitoring

##### 5.1.7. EOS Management training for Executive Team (2 of 5 days completed)

##### 5.1.8. Cyber Insurance

##### 5.1.9. Child attendance project

##### 5.1.10. United Way Campaign is underway

#### 5.2. Quality Services August and September 2021- *(See Quality Services, Service Numbers August - September 2021)*

#### 5.3. Media Coverage/Activity/Events August and September 2021 *(See Media Coverage August 2021 and September 2021)*

5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist through September 2021 (*See School Readiness and VPK Service Numbers and SR Waitlist through 09.30.2021*)

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

5.6. Coalition Fraud Updates

The Coalition is working on five potential fraud cases.

5.7. Internal Monitoring

The Coalition completed internal monitoring in the following areas:

5.7.1. FY 2020 Audit (*See FY 2020 Audit*)

5.7.2. Internal Control Questionnaire (*See ICQ FY 2021-22*)

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

DCF is working on the implementation of SB 252, Child Safety Alarm Act. DCF hosted two workshops and is providing technical assistance to providers with information and reminders of the January 1, 2022 implementation deadline to help ensure all affected providers are in compliance.

7. PUBLIC COMMENT

None

8. NEXT MEETING: November 10, 2021

9. ADJOURN – 12:02 pm CT