March 9, 2022 Board Minutes

Date: March 9, 2022
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, Children’s Services Director
Guests present: Jon Duffy and Kelsie Burke – Moss, Krusick, and Associates
Full Board: ☑Yes ☐No Quorum: Yes In attendance: 15/22 (prior to voting of new members)
Executive Comm. ☐Yes ☑No
Roll Call to Include Board Members on Zoom/Telephone: Yes

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<tr>
<th>Executive Committee</th>
<th>First Name</th>
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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.

<table>
<thead>
<tr>
<th>School Readiness</th>
<th>December 2021</th>
<th>January 2022</th>
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<tr>
<td>Payments to Child Care Providers for Direct Services (Slots)</td>
<td>SR Slot Dollars $1,174,765</td>
<td>SR Slot Dollars $1,105,664</td>
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<td>Children Paid – 2,240</td>
<td>Children Paid – 2,382</td>
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<th>VOLUNTARY PREKINDergarten</th>
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<td>Payments to Child Care for VPK services</td>
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<td>VPK Program</td>
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1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF – Jon McFatter

2. APPROVAL OF MEETING AGENDA – Jon McFatter

   VOTE NEEDED: To approve the meeting agenda as amended to include the FY23 Sliding Fee Scale.

   Motion: To approve the meeting agenda as amended to include the FY23 Sliding Fee Scale.
   Motion By: Jerry Sowell
   Motion Seconded By: Mary McKenzie
   Member/s Recusing from Vote: No
   The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

   3.1. Minutes: Board Meeting February 9, 2022 (See minutes)
   3.2. Credit Card Transaction Report: January 2022 (See credit card statements)
   3.3. Revenue and Expenditures (See R&E through 1.31.2022)
   3.4. Disbursement Policy (See Disbursement Policy)
   3.5. Articles of Incorporation Update (See Articles of Incorporation)
   3.6. Bylaws Update (See Bylaws)

   VOTE NEEDED: To approve the consent agenda as presented.

   Motion: To approve the consent agenda as presented.
   Motion By: Jerry Sowell
   Motion Seconded By: Sharon Gaskin
   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 received two proposals for the PEO RFP. Only one proposal met the fatal criteria. The ad hoc committee will be tasked with negotiating the best rate for the Coalition.
   NO VOTE NEEDED: Information only

4.1.2 FY23 Sliding Fee Scale
   DEL released the FY23 sliding fee scale after the board meeting packet was sent to the Board. DEL requires approval of the sliding fee scale by the Board and to be submitted as a School Readiness Plan amendment no later than April 1, 2022. The Executive Director is recommending no change to the parent copayments as shown on the proposed FY23 sliding fee scale.
   VOTE NEEDED: To approve the FY23 Sliding Fee Scale as presented with no change to parent copayments.

   Motion: To approve the FY23 Sliding Fee Scale as presented with no change to the parent copayments.
   Motion By: Renae Rountree
   Motion Seconded By: Jeannie Hitchcock
   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. Audit Presentation-Moss, Krusick, and Associates
   A representative from MKA presented results for FY 2021 Financial audit. (See FY 2021 Audit)
   VOTE NEEDED: To approve FY2021 Audit as presented.

   Motion: To approve the FY2021 Audit as presented.
   Motion By: Jerry Sowell
   Motion Seconded By: Joe Taylor
   Member/s Recusing from Vote: No
   The motion carried.
4.2.2. Current Expenditures
   4.2.1.1. School Readiness
   Following the board’s direction in February, staff continue to enroll children following DEL’S instructions, and keep the waitlist at a minimum. We have not been awarded an updated NOA to date, but DEL assured us that we would receive additional dollars to cover the shortage.

   NO VOTE NEEDED: Information only

   4.2.1.2. Disaster Recovery Grant (Operation Kaleidoscope)
   Coalition and DEL staff continue to communicate with the federal government to secure the grant extension.

   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 information

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

5. EXECUTIVE DIRECTOR’S REPORT
5.1. Organization Update
   5.1.1. ARPA Stabilization Funds
   The Coalition received a portion of their ARPA stabilization funds (10 million) and is working with providers to collect and approve applications in order to release funding.

   5.1.2. Accountability Review
   The Division of Early Learning (DEL) will commence an accountability monitoring review of our coalition for fiscal year 2021-2022. The review begins on Monday, April 11, 2022 and includes Voluntary Prekindergarten (VPK) and School Readiness (SR) child eligibility and payment validation, VPK provider eligibility, data accuracy (DA), educational services delivery (ESD), coalition governance (CG), operations and program management (OPM) and child care resource and referral (CCR&R). The eligibility review sample period will be June, November & December 2021. The programmatic review period will be July 1, 2020 – April 30, 2022.

   5.1.3. Legislative Update
   Legislative session is almost over. The coalition is watching with keen interest a few bills that could possibly impact the funding formula used to calculate our annual SR allocation. Additional information will be provided as it is made available.

   5.1.4. New Board Member Orientation following today’s board meeting
5.2. Quality Services Service Numbers (See Quality Services, Service Numbers February 2022)

5.3. Media Coverage/Activity/Events (See Media Coverage February 2022)

5.4. School Readiness and VPK Enrollment Numbers and SR Waitlist (See School Readiness and VPK Service Numbers and SR Waitlist through February 28, 2022)

5.5. Help Me Grow Service Numbers (See Monthly HMG Data Snapshot January 2022)

5.6. Child Care Resource and Referral Numbers (See CCRR February 2022)

5.7. Coalition Fraud Update - All open fraud cases are resolved. No follow-up actions are necessary.

5.8. Internal Monitoring
   The Coalition completed internal monitoring in Coalition Governance. (See Internal Monitoring Report)

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT
   No report provided.

7. PUBLIC COMMENT
   No public comments were made.

8. NEXT MEETING: April 13, 2022

9. ADJOURN – 11:35 am CT