



## September 14, 2022 Board Minutes

**Date:** September 14, 2022

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

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:01 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; Lindsay Holmes, Education and Outreach Director, Chelsea Ranew, Sherry Massey

**Guests present:** None

**Full Board:** Yes No Quorum: Yes In attendance: 15/21

**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                      |                 |                   |
|                     | Gina       | McAllister   |          | 1                      |                 |                   |
| ●                   | Jon        | McFatter (P) |          | 1                      |                 |                   |
|                     | Mary       | McKenzie     |          | 1                      |                 |                   |
| ●                   | Juliana    | Melara       |          |                        | 1               |                   |
|                     | Johanna    | Plummer      |          |                        |                 | <u>1</u>          |
| ●                   | Renaë      | 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>15</b>              | <b>5</b>        | <b><u>1</u></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   |                             |                             |
|--|-----------------------------|-----------------------------|
|  | June 2022                   | July 2022                   |
| <u>School Readiness</u>                                      | SR Slot Dollars \$1,285,630 | SR Slot Dollars \$1,386,778 |
| Payments to Child Care Providers for Direct Services (Slots) | Children Paid – 2,580       | Children Paid – 2,422       |
| VOLUNTARY PREKINDERGARTEN                                    |                             |                             |
|  | June 2022                   | July 2022                   |
| <u>VPK Program</u>   | VPK Payments \$21,901       | VPK Payments \$13,711       |
| Payments to Child Care for VPK services                      | Children Paid- 72           | Children Paid- 19           |

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF – Jerry Sowell for Jon McFatter

2. APPROVAL OF MEETING AGENDA – Jerry Sowell

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

Motion: To approve the meeting agenda as presented.

Motion By: Ken Griffin

Motion Seconded By: Zach Gilmore

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jerry Sowell

3.1. Minutes: Board Meeting July 13, 2022 *(See minutes including voting conflict disclosure forms)*

3.2. Credit Card Transaction Report: July 2022 *(See credit card statements)*

3.3. Revenue and Expenditures *(See R&E through 7.30.2022)*

3.4. Committee Membership *(See 2022-23 Meetings Dates and Committee Membership)*

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

Motion: To approve the consent agenda as presented.

Motion By: Ken Griffin

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Suzan Gage on behalf of Jon McFatter

4.1. Executive Committee- Suzan Gage for Jon McFatter

4.1.1. Executive Director Evaluation Form required by DEL

Rule 6M.9.120 passed, which requires that The Early Learning Coalition Board Chair or other delegated member(s) shall annually complete the Chief Executive Officer/Executive Director Annual Performance Evaluation, Form DEL-SR 120, August 2022, for the ELC's CEO or executive director. The evaluation must be completed and submitted to DEL by August 30 each year. The deadline for this year was extended until October 31, 2022, due to the late passing of the rule.

Jon has asked if members have any feedback concerning the evaluation or if you have comments you would like him to consider, please let him know by 10.3.2022. (See *Rule 6M.9.120* and *DEL Form SR 120*).

4.2. Finance Committee- Jerry Sowell

No new information to present at this time.

4.3. Policy and Personnel Committee- Suzan Gage for Mary McKenzie

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 vote, as needed.

4.3.1. Personnel Policy Updates (*See Policy Updates*)

- 2.8 Performance Reviews
- 2.9 Background Screening
- 2.13 Merit Stipend

*VOTE NEEDED: To approve 2.8. Performance Reviews, 2.9 Background Screening, 2.13 Merit Stipends policies as presented.*

Motion: To approve the 2.8 Performance Reviews, 2.9 Background Screenings, and 2.13 Merit Stipends as presented.

Motion By: Joseph Seabrook

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

4.4. Education and Program Committee-

4.4.1. There will be an Education and Program committee meeting on October 5, 2022, at 1:00 on Zoom.

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organization Update

5.1.1. 5.1.1. ARPA Stabilization Funds

The Coalition has issued \$897,513 in ARPA Stabilization payments for July 2022. Altogether we have issued \$2,240,079 dollars to help with childcare stabilization. This funding is for ALL childcare providers, regardless of contract status.

#### 5.1.2. Meeting with DEL to Discuss Direct Service Funding Shortfall

The Executive Director, Finance Director, and Administrative Director were scheduled to travel to Tallahassee to meet with DEL on 9.7.2022 to discuss projected shortfalls with direct service funding. This meeting was canceled at the last minute by DEL. The ED and FD are working to reschedule the meeting.

Based on the current direction from DEL, the coalition continues to place children from the waitlist, despite a projected budget shortfall. The ED and FD have notified DEL of the projection and are requesting written guidance and/or assurance that funds will be available to be obligated to the coalition for the remainder of the 2022-23 year. This is the same position we were in in 2021-22 when we began working with DEL to obligate additional funding.

On 9.9.2022, the ED spoke to Chancellor Matt Mears, Division of Early Learning and expressed her concern about the funding situation. Chancellor Mears commented that he believes there will be funding to cover the projected funding shortfall for 2022-23.

*VOTE NEEDED: Send a letter of funding support to DEL requesting additional funds to continue supporting economic recovery or our service area by ensuring children are in childcare and preparing children to be ready for kindergarten.*

Motion: To approve sending a letter of funding support to DEL requesting additional funds to alleviate projected funding shortfalls for the remainder of the 2022-223 fiscal year.

Motion By: Sharon Gaskin

Motion Seconded By: Miatta Jalaber

Member/s Recusing from Vote: No

The motion carried.

#### 5.1.3. Accountability Monitoring

The Florida Department of Education's Division of Early Learning (DEL) conducted an early education and care accountability review for the Early Learning Coalition of Northwest Florida. Results were very positive, and there are no pending corrective actions at closeout. (See [ELC\\_of\\_Northwest\\_Florida\\_AS21-22.10\\_Report](#))

## 5.2. Monthly Service Numbers

5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (See School Readiness and VPK Service Numbers and SR Waitlist through August 2022)

5.2.2. Contracted Providers & CLASS Scores (See *Contracted Providers and CLASS Scores August 2022*)

5.2.3. Education and Child Services (See *Education and Child Services, Service Numbers August 2022*)

- 5.2.4. Media Coverage/Activity Events (*See Media Coverage August 2022*)
- 5.2.5. Child Care Resource and Referral Numbers (*See CCRR August 2022*)
- 5.2.6. Help Me Grow Service Numbers (*See Monthly HMG Data Snapshot July 2022*)
- 5.2.7. Inclusion and Mental Health Service Numbers (*See Child Services August 2022*)
- 5.2.8. Operation Kaleidoscope (*See OK WOW document August 2022*)

5.3. Coalition Fraud Update – One case was submitted and is still under review.

5.4. Internal Monitoring- None completed this month.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT  
Nothing to report this month.

7. PUBLIC COMMENT- No public comments.

8. NEXT MEETING: October 12, 2022

9. ADJOURN- 11:21 am