



July 13, 2022 Board Minutes

Date: July 13, 2022

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:03 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: Joanna Caldwell

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

Executive Committee	First Name	Last Name	Present	Present Via Phone/Zoom	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
	Rachel	Chima				
	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				
●	Juliana	Melara				
	Johanna	Plummer		1		
●	Renaë	Rountree		1		
	Joseph	Seabrook		1		
	Parnell	Smith				
●	Jerry	Sowell		1		
	Joe	Taylor		1		
	Richard	Williams		1		
●	Myrtis	Wynn		1		
		Total	1	15		

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		
	April 2022	May 2022
School Readiness	SR Slot Dollars \$1,135,048	SR Slot Dollars \$1,263,398
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2,380	Children Paid – 2,484
VOLUNTARY PREKINDERGARTEN		
	April 2022	May 2022
VPK Program	VPK Payments \$413,086	VPK Payments \$394,227
Payments to Child Care for VPK services	Children Paid- 1496	Children Paid- 1629

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 presented.

Motion: To approve the meeting agenda as presented.

Motion By: Johanna Plummer

Motion Seconded By: Joseph Taylor

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting May 11, 2022 *(See minutes including voting conflict disclosure forms)*

3.2. Credit Card Transaction Report: May and June 2022 *(See credit card statements)*

3.3. Revenue and Expenditures *(See R&E through 5.31.2022)*

VOTE NEEDED: To approve the consent agenda as presented.

Motion: To approve the consent agenda as presented.

Motion By: Sharon Gaskin

Motion Seconded By: Jeanne Hitchcock

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. Member Resignation- Juliana Melara- Children’s Home Society

VOTE NEEDED To accept the resignation of Liz Lentz and thank her for her service to the children, families, and providers.

Motion: To accept the resignation of Juliana Melara.

Motion By: Joseph Seabrook

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: No

The motion carried.

4.1.2. 2022-23 Meeting Schedule *(See Meeting Schedule and Committees)*

NO VOTE NEEDED – Information Only

4.1.3. Annual Forms

We will be sending out the annual board member forms next week via email to be signed and returned electronically via Adobe Sign.

4.1.4. Current Officers and Committee Members *(See Meeting Schedule and Committees)*

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 vote.

4.2.1. 2022-23 Preliminary Budget *(See Preliminary 2022-23 Budget)*

VOTE NEEDED: To approve the Preliminary Budget for 2022-23, as presented.

Motion: To accept the preliminary budget. Updated budget expected in September 2022.

Motion By: Joseph Taylor

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.2.2. Related Party Contracts- Chipola Regional Workforce Development Board

Chipola Regional Workforce Development Board dba CareerSource Chipola-ChIPLEY office annual rental \$4,750.56

To follow Florida Statute, the Coalition Board must approve 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, which 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 the conflict of interest in advance and abstain from the vote process.
- A quorum must be established.
- The coalition will need to provide a detailed breakdown of how each member voted to ensure that two-thirds of the membership voted in favor of the related party contract.
- Coalitions can enter into contracts below \$25,000 without prior approval from DEL; however, such contracts must be reported to DEL within 30 days after approval by the Coalition governing board is obtained.

Disclosures: Richard Williams is the CEO of CareerSource Chipola, and Mary McKenzie is on the CareerSource 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 for NTE \$5,000.

Motion: To approve related Party Contracts below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola- ChIPLEY office annual rental for NTE \$5,000.

Motion By: Kenneth Griffin

Motion Seconded By: Sharon Gaskin

Member/s Recusing from Vote: Richard Williams

The motion carried.

4.3. Policy and Personnel Committee- 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
- 4.3. Paid Time Off (PTO)
- 4.8. On-Site Visit Stipend

VOTE NEEDED: To approve 2.8. Performance Reviews, 4.3. Paid Time Off (PTO), and 4.8. On-Site Visit Stipend policies as presented.

Policies 2.8 and 4.8 were tabled until the next meeting. Then state the motion to approve policy 4.3 Paid Time Off (PTO) as presented.

Motion: To approve Paid Time Off (PTO).

Motion By: Joseph Taylor

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.4. Education and Program Committee-

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 vote, as needed.

No new information to present at this time.

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organization Update

5.1.1. ARPA Stabilization Funds

The Coalition has issued \$1,784,500 in ARPA Stabilization payments through 6.30.2022. This funding is for ALL child care providers, regardless of contract status.

5.1.2. Accountability Review

OEL conducted the accountability review to ensure the coalition's overall administration and implementation of the following early learning programs: Coalition Governance (CG), Operations and Program Management (OPM), Child Care Resource and Referral (CCR&R), Educational Services Delivery (ESD), School Readiness (SR), Voluntary Prekindergarten (VPK), and Data Accuracy (DA)) meet or exceeds service delivery and operational requirements. *(See Accountability Monitoring Report for the Early Learning Coalition of Northwest Florida)*

The results of the review will be discussed at the July board meeting. The Early Learning Grant Agreement requires the coalition to take corrective actions for each non-compliance finding. The report notes corrective action recommendations to help the coalition effectively deliver program services.

5.1.3. New Grants

The Coalition received three new grants:

- Save the Children, \$5,000 for FEMA Guide training for providers, and Strong from the Start training for parents and providers
- Florida Kid Care-Back to School Outreach Services, \$6,500 to provide awareness of Florida Kid Care (health insurance)

- United Way of Northwest Florida- Community Impact Grant, \$22,000 for Help Me Grow services in Bay, Calhoun, Gulf, Holmes, Jackson, and Washington counties

5.1.4. Help Me Grow Northwest Florida

Help Me Grow Northwest Florida was selected to present a poster session at the National Help Me Grow Conference. The poster session is titled: %%%%. The conference will take place in September 2022. Additionally, our HMG program was invited to apply for a National Help Me Grow Family & Community Outreach Capacity Grant with Be Strong Families. The invitation to apply was only given to programs that met rigid criteria based on annual monitoring results and evidenced program implementation.

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 June 2022)*

5.2.2. Education and Child Services *(See Education and Child Services, Service Numbers May and June 2022)*

5.2.3. Media Coverage/Activity/Events *(See Media Coverage May and June 2022)*

5.2.4. Child Care Resource and Referral Numbers *(See CCRR May and June 2022)*

5.2.5. Help Me Grow Service Numbers *(See Monthly HMG Data Snapshot May 2022)*

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

5.4. Internal Monitoring- Child Care Resource and Referral *(See CCRR Internal Monitoring)*

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

6.2.1. Differential Monitoring Process

6.2.2. Working on legislation to increase mileage reimbursement rate

6.2.3. Leanne Case has been appointed as the new supervisor for circuits 2 and 14

7. PUBLIC COMMENT

No public comments were made.

8. NEXT MEETING: August 10, 2022

9. ADJOURN – 11:50 am CT