



May 11, 2022 Board Minutes

Date: May 11, 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; Lindsay Holmes, Education Services and Outreach Director; Chelsea Ranew, Procurements and Grants Manager; Sherry Massey, Project Implementation Specialist

Guests present: None

Full Board: Yes No Quorum: Yes In attendance: 17/22 (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			Resigned	
	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		
		Total	1	16	5	

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		
	February 2022	March 2022
<u>School Readiness</u>	SR Slot Dollars \$1,099,599	SR Slot Dollars \$1,235,767
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2,373	Children Paid – 2,368
VOLUNTARY PREKINDERGARTEN		
	February 2022	March 2022
<u>VPK Program</u>	VPK Payments \$576,800	VPK Payments \$448,052
Payments to Child Care for VPK services	Children Paid- 2,284	Children Paid- 2,236

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: Tony Bennett

Motion Seconded By: Zach Gilmore

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes: Board Meeting March 9, 2022 *(See minutes)*

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

3.3. Revenue and Expenditures *(See R&E through 3.31.2022)*

3.4. 2022-23 Anti-Fraud Plan *(See 2022-23 Anti-Fraud Plan)*

VOTE NEEDED: To approve the consent agenda as presented.

Motion: To approve the consent agenda as presented.

Motion By: Richard Williams

Motion Seconded By: Mary McKenzie

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- Liz Lentz-Gulf County Private Business

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 Liz Lentz.

Motion By: Sharon Gaskins

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.1.2. New Member- Missy Lee- DCF Regional Administrator Delegate

VOTE NEEDED To approve the nomination of Missy Lee as the DCF Regional Administrator delegate and welcome her to the ELCNWF board.

Motion: To approve the nomination of Missy Lee as the DCF Regional Administrator delegate.

Motion By: Zach Gilmore

Motion Seconded By: Joseph Taylor

Member/s Recusing from Vote: No

The motion carried.

4.1.3. Committee Meeting 4.21.2022 (See Ex.Com. Minutes 4.21.2022)

The committee met on 4.21.2022 to award the New Workforce Initiative (NWI) Outreach RFP and approve recommendations for provider paid holidays for FY 2022-23. Please see the Executive Committee minutes for information.

VOTE NEEDED To ratify the actions taken by the Executive Committee on 4.21.2022.

Motion: To ratify the actions taken by the Executive Committee on 4.21.2022.

Motion By: Sharon Gaskins

Motion Seconded By: Jeanne Hitchcock

Member/s Recusing from Vote: No

The motion carried.

4.1.4. Approval for Travel for the Executive Director for FY 2022-23

Coalition policies require that "Business travel for board members and the Executive Director that is reasonable and outside the normal course of business duties shall be pre-approved by an officer of the Board using the approved Coalition travel authorization form." "Reasonable and outside the normal course of business" has been interpreted to include conferences, symposiums, training, and meetings (or similar) outside of the Coalition's seven-county service area. The Executive Director travels monthly to attend meetings, participates in training or conferences, and requests approval for the upcoming fiscal year for reasonable travel and outside the normal course of business duties (outside the seven-county service area).

VOTE NEEDED To approve travel for the Executive Director, which is reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area for FY 2022-23.

Motion: To approve travel for the Executive Director, which is reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area for FY 2022-23.

Motion By: Zach Gilmore

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

4.1.5. Approval for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2022-23.

Occasionally, documented permission for the Executive Director to sign and execute contracts, agreements, and documents on behalf of the Early Learning Coalition of Northwest Florida, Inc. to operate the organization is requested. The Executive Director is requesting annual approval from the board to execute contracts, agreements, and documents on behalf of the Coalition for FY 2022-23.

VOTE NEEDED To approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2022-23.

Motion: To approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2022-23.

Motion By: Joseph Seabrook

Motion Seconded By: Sharon Gaskin

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 vote.

4.2.1. Current Expenditures

The Coalition received an updated NOA on 05.3.2022 with an additional \$2 million for School Readiness. This re-obligation from DEL addresses the projected budget shortfall for FY 2021-22.

NO VOTE NEEDED: Information only.

4.2.2. Rate Increase

The economic fallout from Hurricane Michael and the COVID-19 pandemic continues to impact business in the panhandle. Companies across multiple sectors are struggling to attract and retain qualified workers. Access to childcare is one of the most cited reasons for not returning to the workforce. The sustainability of our regional economy depends on parents being able to find and place their children in high-quality childcare that meets their family's unique needs. There are additional factors impacting childcare providers and their business sustainability, including:

- Increase in costs of basic supplies necessary for childcare (food, etc.)
- Increase in insurances (business and workers)
- Increase in FL minimum wage
- Competition for workers

The Coalition is in a position to ask for an increase in our reimbursement rates for our most critical care levels (Infants, toddlers, and 2-year-olds). We do so with the understanding that ELCNWF will be serving fewer children overall and will most likely develop a waitlist. Three options for rate increases are shown in Chart 1. *Options for Rate Increase for FY 2022-2023-Licensed Non-Gold Seal*. Licensed Family Child Care and registered family childcare rates adjust proportionally. If the board agrees to move forward, staff will formally request the option selected and present the request to DEL. DEL will review the submission to approve, negotiate, or deny the request. **Please note: Coalitions have until 06.30.2022 to get the rate increase approved by DEL. Beginning 07.01.2022, Coalition Boards will no longer have the authority to set local rates as the state will move to statewide rates for all care levels.**

Chart 1. Options for Rate Increase for FY 2022-2023- Licensed Centers Non-Goal Seal

Care Level	Unit of Care	Current Rate	Proposed Daily Rates #1	Proposed Daily Rate Increase # 1	Proposed Daily Rates # 2	Proposed Daily Rate Increase # 2	Proposed Daily Rates # 3	Proposed Daily Rate Increase # 3
Infant	FT	\$ 40.00	\$ 45.00	\$ 5.00	\$ 45.00	\$ 5.00	\$ 50.00	\$ 10.00
Toddler	FT	\$ 33.00	\$ 40.00	\$ 7.00	\$ 38.00	\$ 5.00	\$ 45.00	\$ 12.00
Two Year Old	FT	\$ 32.00	\$ 35.00	\$ 3.00	\$ 37.00	\$ 5.00	\$ 40.00	\$ 8.00
Three Year Old	FT	\$ 29.00	\$ 29.00	\$ 0	\$ 29.00	\$ 0	\$ 29.00	\$ 0
Four Year Old	FT	\$ 28.00	\$ 28.00	\$ 0	\$ 28.00	\$ 0	\$ 28.00	\$ 0
Five Year Old	FT	\$ 28.00	\$ 28.00	\$ 0	\$ 28.00	\$ 0	\$ 28.00	\$ 0
School Age	FT	\$ 20.00	\$ 20.00	\$ 0	\$ 20.00	\$ 0	\$ 20.00	\$ 0
SPCR	FT	\$ 48.00	\$ 48.00	\$ 0	\$ 48.00	\$ 0	\$ 48.00	\$ 0

VOTE NEEDED: To select an option for a rate increase and allow the Executive Director to negotiate with DEL on an approved rate increase.

Motion: To select Option 3 for a rate increase and allow the Executive Director to negotiate with DEL on an approved rate increase.

Motion By: Jerry Sowell

Motion Seconded By: Joseph Taylor

Member/s Recusing from Vote: Jeanne Hitchcock, Joseph Seabrook, Sharon Gaskin

The motion carried.

4.2.3. Disaster Recovery Grant -Operation Kaleidoscope (See DRG Extension Letter)

The coalition was notified on 04.27.2022 that the extension of the DRG-Operation Kaleidoscope grant was approved. The approval allows the coalition to continue working on identified grant elements through 9.30.2023. No additional funding was awarded with the extension.

NO VOTE NEEDED: Information only.

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.

No items for discussion

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 vote, as needed.

4.4.1. State Recognition for Class Scores

The Division of Early Learning has shared their 2021-2022 Classroom Assessment Scoring System (CLASS) rankings of School Readiness providers across Florida. Our providers placed in

the **Top 10** in the CLASS Instructional Support domain for the State of Florida. This is a wonderful milestone and clearly shows our providers' and teachers' commitment to the children in our service area.

NO VOTE NEEDED: Information only.

5. EXECUTIVE DIRECTOR'S REPORT

5.1. Organization Update

5.1.1. ARPA Stabilization Funds

The Coalition has started approving provider ARPA applications and has issued \$600,000 in initial payments.

5.1.2. Accountability Review

The Division of Early Learning (DEL) completed a significant portion of its biannual programmatic review of the Coalition. We anticipate a few minor findings. DEL will conduct the closeout of the review by August 2022.

5.1.3. PEO Services

Staff met and negotiated with the winning proposer for PEO services for the coalition. We signed a contract and secured services for three years.

5.1.4. PDG-Mental Health Consultation Grant

The Coalition was awarded a Mental Health Consultation grant through December 2022 for \$89,000. The grant award will allow Mental Health consultation services to be expanded.

5.2. Education and Child Services *(See Education and Child Services, Service Numbers March 2022)*

5.3. Media Coverage/Activity/Events *(See Media Coverage March, April 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 February, March 2022)*

5.6. Child Care Resource and Referral Numbers *(See CCRR March, April 2022)*

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

5.8. Internal Monitoring

The Coalition did not complete internal monitoring this month.

5.9. Operation Kaleidoscope Quarterly Overview *(See Operation Kaleidoscope WOW document)*

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT
Ms. Miatta Jalaber inquired about the Coalition's participation with the WAGE\$ Program and the TEACH scholarship program.
7. PUBLIC COMMENT
No public comments were made.
8. NEXT MEETING: June 8, 2022
9. ADJOURN – 11:46 am CT