



3.1. April 12, 2023 Board Minutes

Date: April 12, 2023

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Shelly Mormile and Matt Bonner

Time: Meeting called to order at 11:02 am CDT by Jerry Sowell

ELCNWF Staff members present in person: Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Lindsay Holmes, Education Services Director; Sam Sweazy, Finance Director; Shelly Mormile, Administrative Support Specialist

ELCNWF Staff present via Phone/Zoom: Chelsea Ranew, Procurement and Grant Manager

Guests present: N/A

Full Board: Yes No Quorum: Yes In attendance: 16/22

Executive Comm. Yes No

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		
	Missy	Lee		1		
	Gina	McAllister		1		
●	Jon	McFatter (P)			1	
	Mary	McKenzie				1
	Juliana	Melara		1		
	Johanna	Plummer				1
●	Renaë	Rountree		1		
	Joseph	Seabrook		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Joe	Taylor		1		
	Richard	Williams			1	
●	Myrtis	Wynn		1		
		Total		16	4	2

Roll Call to

Include Board Members on Zoom/Telephone: Yes

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		
	January 2023	February 2023
<u>School Readiness</u>	SR Slot Dollars \$1,395,723	SR Slot Dollars \$1,343,096
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2449	Children Paid – 2486
VOLUNTARY PREKINDERGARTEN		
	January 2023	February 2023
<u>VPK Program</u>	VPK Payments \$481,096	VPK Payments \$546,312
Payments to Child Care for VPK services	Children Paid- 1620	Children Paid- 1602

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF @ 11:02 am CDT by Jerry Sowell
2. APPROVAL OF MEETING AGENDA – Jerry Sowell

VOTE NEEDED: To approve the Meeting Agenda as presented.

MOTION: Zach Gilmore moved to approve the Meeting Agenda as presented

Seconded by Sharon Gaskin

Motion carried with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – **Jerry Sowell**

3.1. Minutes: Board Meeting February 8, 2023 (*See DRAFT Minutes*)

3.2. Credit Card Transaction Report:

3.2.1. January 2023 (*See Regions Credit Card Analysis & Statement as of 01/09/2023*)

3.2.2. February 2023 (*See Regions Credit Card Analysis & Statement as of 02/09/2023*)

3.3. Revenue and Expenditures

3.3.1. January 2023 (*See January R & E Report for Board*)

3.3.2. February 2023 (*See February R & E Report for Board*)

VOTE NEEDED: To approve the Consent Agenda as presented.

MOTION: Miatta Jalaber moved to approve the Consent Agenda as presented

Seconded by Sharon Gaskin

Motion carried with no members recusing from vote.

4. COMMITTEE/FULL BOARD REPORTS – Jerry Sowell

4.1. Executive Committee- **Suzan Gage and Matt Bonner**

4.1.1. Information Technology (IT) Managed Services RFP Scoring Committee Recommendation

The Coalition received four (4) proposals in response to the Coalition’s IT Managed Services Request for Proposals (RFP). The companies who submitted proposals included Gnosys out of Gainesville, Zypha out of Port Charlotte, Digital Boardwalk out of Pensacola, and our current provider Inspired Technologies out of Tallahassee. The ad hoc IT RFP Scoring Committee, whose members included board members Richard Williams and Ranae Rountree and ELCNWF staff Sam Sweazy, Tami Valdez, and Matt Bonner, independently scored each proposal using the scoring tool include in the RFP. The completed scoring tools where submitted to Chelsea Ranew, the ELCNWF’s Procurement and Grants Manager, who totaled the scores. The results are as follows:

1. Inspired Technologies
2. Zypha
3. Gnosys
4. Digital Boardwalk

Based on the results, it is recommended that the Board authorize the Executive Director and ELCNWF staff to begin contract negotiations with Inspired Technologies.

VOTE NEEDED: To authorize the Executive Director and ELCNWF staff to begin contract negotiations with Inspired Technologies.

MOTION: Kenny Griffin moved to authorize the Executive Director and ELCNWF staff to begin contract negotiations with Inspired.

Seconded by Zach Gilmore

Motion Carried with no members Recusing from vote.

4.2. Finance Committee- **Suzan Gage**

4.2.1. Annual Fiscal Monitoring

DEL reported at a statewide meeting last week that draft reports for the FY2021-22 fiscal monitoring would be released starting March 31st. Our Coalition has received a draft report and are still reviewing/discussing some concerns. Requesting to move to next month’s agenda for Board Meeting scheduled for May 10, 2023.

NO VOTE NEEDED

4.2.2 *FY24 Sliding Fee Scale (See FY24 ELCNWF Sliding Fee Scale) – Suzan Gage*

DEL recently released the FY24 sliding fee scale. DEL requires approval of the Sliding Fee Scale by the Board and to be submitted as a School Readiness Plan Amendment. The Executive Director recommends no change to parent copayments, as shown on the proposed FY24 Sliding Fee Scale.

VOTE NEEDED: To approve the FY24 Sliding Fee Scale, as presented, with no change to parent copayments.

MOTION: Sharon Gaskin moved to approve FY24 Sliding Fee Scale, as presented, with no change to parent copayments.

Seconded by Renae Roundtree.

Motion carried with no members recusing from vote.

4.3. Policy and Personnel Committee- **Suzan Gage**

4.3.1. FY24 Approved Provider Holidays

Presently the coalition pays providers for ten (10) holidays (eight fixed and two floating):

1. Independence Day July 4th
2. Labor Day Sept 4th
3. Veterans Day November 11th
4. Thanksgiving Day November 23rd
5. Christmas Day December 25th
6. New Year’s Day January 1st
7. Dr. Martin Luther King Jr. Day January 15th
8. Memorial Day May 27th
9. Float Day #1
10. Float Day #2

Providers stated they are usually open on Veterans Day and Dr. Martin Luther King Jr. Day to provide childcare for their customers who must work. In so doing, they lose out on the benefit offered by the Coalition. To address their concern, staff recommend changing to six (6) fixed Holidays and four (4) Floating Holidays for the FY24 contract year.

Proposed Holidays would be:

Holiday	Day of Week	Observed Date
Independence Day	Tuesday	Tuesday 07/04/2023
Labor Day	Monday	Monday 09/04/2023
Thanksgiving Day	Thursday	Thursday 11/23/2023
Christmas Day	Monday	Monday 12/25/2023
New Year’s Day	Monday	Monday 01/01/2024
Memorial Day	Monday	Monday 05/27/2024
Float Day #1		
Float Day #2		
Float Day #3		
Float Day #4		

VOTE NEEDED: To approve six (6) fixed and four (4) floating holidays as presented.

MOTION: Joseph Seabrook moved to approve six (6) fixed and four (4) floating holidays, as presented
Seconded by Miatta Jalaber
Motion carried with no members recusing from vote.

4.4. Home Visitation Policy (*See DRAFT Home Visitation Policy*) – **Suzan Gage**

New program activity requires home visitation. The coalition currently has no policy regarding home visitation. This policy instructs staff to develop procedures and processes to protect staff safety during home visits. Staff recommend voting to approve a Home Visitation Policy as presented.

VOTE NEEDED: To approve the Home Visitation Policy, as presented.

MOTION: Zach Gilmore moved to approve the Home Visitation Policy as presented
Seconded by Miatta Jalaber
Motion carried with no members recusing from vote.

4.5. *Education and Program Committee*- **Suzan Gage**

No new information to present.

5. EXECUTIVE DIRECTOR'S REPORT – **Suzan Gage**

5.1. Organization Update

5.1.1. CLASS Program Assessment Update

Suzan Gage shared that the Division of Early Learning recently released their CLASS program assessment completion report and our Coalition was #1 in the state at 90% completed year-to-date.

5.1.2. ARPA Stabilization Funds

ARPA - Round 1, Cumulative Payments	Providers	Final Payment Amounts
Contracted	84*	\$4,368,598
Non-contracted	<u>28</u>	<u>\$659,995</u>
Total	112	\$5,028,592
ARPA - Round 2, Payment 1 (Pending)		
Contracted	83	\$4,372,940
Non-contracted	<u>27</u>	<u>\$672,707</u>
Total	110	\$5,045,647
ARPA - Round 1 & 2, Cumulative Payments		
Contracted		\$8,741,538
Non-contracted		<u>\$1,332,702</u>
Total		\$10,074,239

* Reported the highest number of providers paid from each of the three Round 1 payments
 Suzan Gage added that ELCNWF is # 1 with 90% Completion

5.1.3. New Funding

The Coalition has received new funding to help support the programs and initiatives.

Funder	Amount	Purpose	Renewable
St. Joe Foundation	\$90,000	Learning Literacy Initiative (\$20,000); Reaching Family, Friends, and Neighbors (\$20,000); Access for ALICE Population (\$50,000)	Yes
CareSource	\$10,000	Help Me Grow	N/A
Bay Co. Library Foundation	\$12,500	Power-Up Transition to Kindergarten Literacy Bags	N/A
Aldi's	\$2,500	Power-Up Transition to Kindergarten Event Sponsorship	N/A

5.2. Service Numbers

5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist

5.2.1.1. February 2023 (See SR and VPK Enrollment Numbers and SR Waitlist through 02.28.23)

5.2.1.2. March 2023 (See SR and VPK Enrollment Numbers and SR Waitlist through 03.31.23)

5.2.2. Contracted Providers & CLASS Scores

5.2.2.1. February 2023 (See Total VPK Contracted Providers VS. VPK Programs with CLASS scores as of 02.28.2023)

5.2.2.2. March 2023 (See Contracted Providers and CLASS Scores as of 03.31.2023)

5.2.3. Education Services

5.2.3.1 February 2023 (See Feb 2023 Service Numbers for Education Services)

5.2.3.2 March 2023 (See March Service Numbers for Education Services)

5.2.4. Media Coverage/Activity/Events

- 5.2.4.1. February 2023 *(See February 2023 Media Coverage/Activity/Events)*
- 5.2.4.2. March 2023 *(See March 2023 Media Coverage/Activity/Events)*
- 5.2.5. Child Care Resource and Referral Numbers
 - 5.2.5.1. February 2023 *(See Feb 2023 Child Care Resource and Referral Service Numbers)*
 - 5.2.5.2. March 2023 *(See March 2023 Child Care Resource and Referral Service Numbers)*
- 5.2.6. Help Me Grow Service Numbers
 - 5.2.6.1. January 2023 *(See Help Me Grow January 2023 Data Snapshot)*
 - 5.2.6.2. February 2023 *(See Help Me Grow February 2023 Data Snapshot)*
- 5.2.7. Child Service Numbers
 - 5.2.7.1. February 2023 *(See Feb 2023 Service Numbers for Child Services)*
 - 5.2.7.2. March 2023 *(See March 2023 Service Numbers for Child Services)*

5.3. Coalition Fraud Update- **Suzan Gage**

The Coalition currently has three (3) suspected fraud cases under investigation. One (1) case is for a School Readiness program customer, and two (2) are for Schol Readiness providers. The requested information and/or documentation has been provided to the proper authorities. The Coalition will share updates with the Board as we receive them.

5.4. Internal Monitoring *(See Internal Monitoring Reports)*- **Suzan Gage**

- 5.4.1. ESD Q2
- 5.4.2. Coalition Governance
- 5.4.3. FY23 Contract Monitoring
 - 5.4.3.1. Inspired Technologies
 - 5.4.3.2. Landrum HR

5. DEPARTMENT OF CHILDREN AND FAMILIES REPORT - **Missy Lee**

Reminder that April is Child Abuse Prevention Awareness month. Extra pinwheels are available, if needed.

There have been changes with Medicaid. Flyers with information regarding those changes are also available, if needed.

- 6. PUBLIC COMMENT: N/A
- 7. NEXT MEETING: May 10, 2023
- 8. ADJOURN @ 11:17 am by Jerry Sowell

NOTES

A few members of the board expressed their appreciation for the ELCNWF staff.

- Kenny Griffin: Thanks to all ELC staff who attended Alford’s Spring in the Park Festival for displaying such friendly and professional behavior.
- Jeanne Hitchcock- Thanks to ELC staff for a job well done on the ARPA & CPRSA Funding Scores

Matt Bonner – ELCNWF Administrative Director thanked the Board Members for their Service and participation on the IT Managed Services RFP Scoring Committee