



## May 10, 2023 Board Minutes

**Date:** May 10, 2023

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

**Minutes Taken By:** Matt Bonner

**Time:** Meeting called to order at 11:01 am CDT by Jon McFatter

**ELCNWF Staff members present in person:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Lindsay Holmes, Education Services Director

**ELCNWF Staff present via Phone/Zoom:** Donna Carnley, Child Services Director; Sam Sweazy, Finance Director; Ken Whittaker, Operations Director; Chelsea Ranew, Procurement and Grant Manager

**Guests present:** N/A

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

**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		
	Missy	Lee		1		
	Gina	McAllister			1	
●	Jon	McFatter (P)	1			
	Mary	McKenzie		1		
	Juliana	Melara			1	
	Johanna	Plummer		1		
●	Renae	Rountree		1		
	Joseph	Seabrook		1		
	Parnell	Smith		1		
●	Jerry	Sowell		1		
	Joe	Taylor		1		
	Richard	Williams			1	
●	Myrtis	Wynn		1		
		<b>Total</b>	<b>1</b>	<b>15</b>	<b>5</b>	<b>1</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		
	February 2023	March 2023
<u>School Readiness</u>	SR Slot Dollars \$1,343,096.79	SR Slot Dollars \$1,507,574.26
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2486	SR Children Paid – 2490
VOLUNTARY PREKINDERGARTEN		
	February 2023	March 2023
<u>VPK Program</u>	VPK Payments \$546,312	VPK \$ 515,427.23
Payments to Child Care for VPK services	Children Paid- 1602	VPK Children Paid - 1581

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF @ 11:01 am CDT by Jon McFatter

2. APPROVAL OF MEETING AGENDA – Jon McFatter

*VOTE NEEDED: Approval of Meeting Agenda, as presented.*

**MOTION:** Jerry Sowell moved to approve the Meeting Agenda as presented

**Seconded by** Jeanne Hitchcock

**Motion carried unanimously** with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

3.1. Minutes - Board Meeting, April 12, 2023 (See DRAFT Minutes)

3.2. Credit Card Transaction Report - March 2023 (See Regions Credit Card Analysis & Statement as of 03/09/2023)

3.3. Revenue and Expenditures - March 2023 (See March R & E Report for Board)

3.4. FY24 Continuity of Operations Plan (See DRAFT COOP Plan)

3.5. FY24 Anti-Fraud Plan (See DRAFT Anti-Fraud Plan)

*VOTE NEEDED: Approval of Consent Agenda, as Presented.*

**MOTION:** Joe Taylor moved to approve the Consent Agenda as presented

**Seconded by** Jerry Sowell

**Motion carried unanimously** with no members recusing from vote.

#### 4. COMMITTEE/FULL BOARD REPORTS – *Jon McFatter*

##### 4.1. Executive Committee- Jon McFatter

Instead of an Executive Committee meeting, all items that would be brought to the committee are presented to the entire board for information and a vote.

##### 4.1.1. Board Member Renewals

Jeanne Hitchcock, Private For-Profit Childcare Provider Representative, and Tiffani Hinds, Bay Co. Private Sector Representative, both have their 1<sup>st</sup> terms expire on 6/30/2023. They have both expressed interest in being reappointed to the board for a 2<sup>nd</sup> term.

*VOTE NEEDED To approve the reappointment of Jeanne Hitchcock and Tiffani Hinds to a 2<sup>nd</sup> term on the Board of Directors in their respective positions.*

***MOTION:*** Kenny Griffin moved to approve the reappointment of Jeanne Hitchcock and Tiffani Hinds to a 2<sup>nd</sup> term on the Board of Directors in their respective positions.

***Seconded by*** Miatta Jalaber

***Motion carried unanimously*** with no members recusing from vote.

##### 4.1.2. Board Members Term Ending

Pastor Parnell Smith, Faith-based Childcare Provider Representative, and Jerry Sowell, Treasurer, and Bay Co. Private Sector Representative, both have their 2<sup>nd</sup> terms expire on 6/30/2023.

*VOTE NEEDED To accept the resignations of Pastor Parnell Smith and Jerry Sowell and thank them for their service to the children, families, and providers.*

***MOTION:*** Miatta Jalaber moved to accept the resignations of Pastor Parnell Smith and Jerry Sowell and thank them for their service to the children, families, and providers.

***Seconded by*** Zach Gilmore

***Motion carried unanimously*** with no members recusing from vote.

##### 4.1.3. Approval for Travel for the Executive Director for FY 2023-24

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 both local travel and reasonable travel outside the normal course of business duties (outside the seven-county service area).

*VOTE NEEDED To approve travel for the Executive Director, which is both local and reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area for FY 2023-24.*

**MOTION:** Sharon Gaskin moved to approve travel for the Executive Director, which is both local and reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area for FY 2023-24.

**Seconded by** Jeanne Hitchcock

**Motion carried unanimously** with no members recusing from vote.

- 4.1.4 Approval for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2023-24.

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 requests annual approval from the board to execute contracts, agreements, and documents on behalf of the Coalition for FY 2023-24.

*VOTE NEEDED To approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2023-24.*

**MOTION:** Sharon Gaskin moved to approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2023-24.

**Seconded by** Joe Taylor

**Motion carried unanimously** with no members recusing from vote.

- 4.1.5. Annual Board Member Forms

Each year board members complete annual board member forms, including a conflict-of-interest statement and board member or officer job description. Please look for an email from Coalition staff or Adobe Sign in the next few days.

- 4.1.6 Public Awareness Campaign RFP Award Update

The Coalition recently released a Request for Proposal (RFP) for a Public Awareness Campaign using available Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funds through the Division of Early Learning (DEL) focused on three areas: early learning teacher recruitment, importance and access to child developmental screening, and provider classroom assessments and outcomes. Sachs Media was the only respondent to the RFP and subsequently awarded the contract to them after meeting with and negotiating an agreement. The work will begin in May and continue through June 2023.

- 4.2. Finance Committee- Jerry Sowell

- 4.2.1. 2022-23 Fiscal Monitoring Draft Report

The Coalition received DEL's draft report for the fiscal year 2022-23 on Friday, April 28. The draft report contains only one (1) finding out of 11 objective monitoring areas. Page 8 of the report states the finding is regarding sole source purchasing and that the "ELC did not maintain support for the sole source provider determination." However, the report also states, "Note: Although documentation elements were incomplete, no instances of impaired operations were identified." The Coalition will develop a preventative/corrective action plan (PCAP) to address and resolve the finding within 30 days of receiving the report.

*VOTE NEEDED: Approve the Fiscal Monitoring Report as Presented*

**MOTION:** Sharon Gaskin moved to approve the Fiscal Monitoring Report as presented.

**Seconded by** Jeanne Hitchcock

**Motion carried unanimously** with no members recusing from vote.

4.2.2. Recently, the Coalition released RFP 2023-03 Educational Outreach and Awareness Supplies and Materials with a due date of April 21. We received a total of seven responses from the following vendors:

- Beckers School Supply
- Lakeshore Learning
- Kaplan Early Learning
- The Discovery Source
- Frog Street
- School Specialty
- Discount School Supply

Items to be purchased include pre-made kits for infants/toddlers, family engagement kits, social/emotional development kits, books, manipulatives and more under the Coronavirus Response and Relief Supplemental Act. Funds must be expended by June 30, 2023. The scoring committee comprised three Coalition staff members, Matt Bonner, Lindsay Holmes, and Tami Valdez. It is the recommendation of the scoring committee to award and enter into contracts with all seven vendors to meet the timeline and provide a variety of products for our seven-county service area.

*VOTE NEEDED: Award and enter into contract with all seven vendors to meet the timeline and provide a variety of products for our seven-county service area.*

**MOTION:** Jerry Sowell moved to award and enter into contract with all seven vendors to meet the timeline and provide a variety of products for our seven-county service area.

**Seconded by** Joe Taylor

**Motion carried unanimously** with no members recusing from vote.

4.2.3. Chipley Lease Renewal – Related Party Contract Below \$25,000

To follow Florida Statute, the Coalition Board must approve any 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, and these forms 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 in advance the conflict of interest and must abstain from the vote process.
- A quorum must be established.
- The Coalition will need to provide a detailed breakdown of how each member voted in order to ensure that two-thirds of the entire 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 are required to be reported to DEL within 30 days after approval by the Coalition governing board is obtained.  
Regional Workforce Development Board dba CareerSource Chipola-Chipley office annual rental \$4,750.56.

Disclosures: Richard Williams is the CEO of Career Source Chipola, Mary McKenzie is on the Career Source 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 \$4,750.56.*

**MOTION:** Jerry Sowell moved to approve related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola - Chipley office annual rental \$4,750.56.

**Seconded by** Sharon Gaskin

**Motion carried unanimously** with 2/3<sup>rd</sup> members present (15 of 22) and with Mary McKenzie recusing herself from vote.

#### 4.3. Policy and Personal Committee - *Mary McKenzie*

*No items for discussion*

#### 4.4. Education and Program Committee - *Suzan*

*Gage No items for discussion*

### 5. EXECUTIVE DIRECTOR OVERVIEW - *Suzan Gage*

#### 5.1. Organizational Update

##### 5.1.1. DEL Board Members Satisfaction Survey Update

DEL and the University of Florida (UF) are conducting satisfaction surveys from Coalition board members on the operations of their respective Coalitions as part of changes to rule 6M-9.120 Early Learning Coalition Performance Standards and Evaluations. The surveys are being emailed directly to board members from UF. If you have not yet received an email, please let Suzan know, and we will have DEL follow up with UF to ensure they have the correct email address.

##### 5.1.2. Provider Appreciation Day May 12, 2023

May 12<sup>th</sup> is Provider Appreciation Day. The Coalition is working to have each county government sign and issue a proclamation to recognize the day. The Governor is also expected to sign a proclamation that the Coalition will share with all providers and highlight the Day Special Blast email along with a personal, recorded message from the Coalition thanking providers for all they do to support children and families.

##### 5.1.3. FY 2023-24 Budgeting

*Coalition Executive Staff will begin budget planning for the 2023-24 year in mid-May. DEL has told the Coalition to expect significantly less funding. In preparation, contracted providers have been told to expect an SR waitlist to form, help ensure enrolled families do not miss their redetermination date and encouraged to commit to participating in the School Readiness Match program. The Coalition expects to submit a re-obligation request in early July. Staff expect to present a preliminary budget by July or August, depending on the information provided by DEL.*

The Coalition Executive Director also provided an update on the 2023 legislative session and bills, including budget items, impacting early learning and locally in NWFL.

## 5.2. Monthly Service Number Reports

5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (*April 2023*)

5.2.2. Contracted Providers & CLASS Scores (*April 2023*)

5.2.2.1. Total SR Contracted Providers VS Total SR with Assessment Score

5.2.2.2. Total VPK Contracted Providers VS Total VPK with Assessment Score

5.2.3. Education Services (*April 2023*)

5.2.4. Media Coverage/Activity/Events (*April 2023*)

5.2.5. Child Care Resource and Referral Numbers (*April 2023*)

5.2.6. Help Me Grow Service Numbers (*March 2023*)

5.2.7. Child Service Numbers (*April 2023*)

5.2.8. Operation Kaleidoscope- (*See OK WOW Document*)

## 5.3. Coalition Fraud Update

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 School 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

5.4.1. Education Service Delivery (ESD) – Child Developmental Screening and Intervention Practices (*March 2023*)

5.4.2. SR and VPK Eligibility, Data Reports, and Provider Contract Monitoring (*March 2023*)

5.4.3. SR and VPK Provider Monitoring (*March 2023*)

## 6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

Missy Lee announced that DCF was in the process of changing their ACCESS offices to provide families with additional community resources.

## 7. PUBLIC COMMENT

Members of the public are allowed up to 3 minutes each to address the board.

8. NEXT MEETING: July 12, 2023

9. ADJOURN @ 11:41 am by Jon McFatter