



July 12, 2023 Board Minutes

Date: July 12, 2023

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:00 am CDT by Jon McFatter

ELCNWF Staff members present in person: Suzan Gage, Executive Director

ELCNWF Staff present via Phone/Zoom: Donna Carnley, Child Services Director; Sam Sweazy, Finance Director; Ken Whittaker, Operations Director; Lindsay Holmes, Education Services Director; Chelsea Ranew, Procurement and Grants Manager; Micaylee Clayton, Quality Assurance Specialist

Guests present: N/A

Full Board: Yes No Quorum: Yes In attendance: 14/22

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		
	Joe	Seabrook			1	
	Joe	Taylor		1		
	Richard	Williams		1		
●	Myrtis	Wynn			1	
		Total	0	14	5	1

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 2023	May 2023
<u>School Readiness</u>	SR Slot Dollars \$1,328,900	SR Slot Dollars \$1,636,000
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2535	Children Paid – 2623
VOLUNTARY PREKINDERGARTEN		
	April 2023	May 2023
<u>VPK Program</u>	VPK Payments \$546,800	VPK Payments \$499,310
Payments to Child Care for VPK services	Children Paid- 1575	Children Paid- 1682

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF @ 11:00 am CDT by Jon McFatter.
2. APPROVAL OF MEETING AGENDA – Jon McFatter

VOTE NEEDED: Approval of Meeting Agenda, as presented.

MOTION: Kenny Griffin moved to approve the Meeting Agenda as presented

Seconded by Tony Bennett

Motion carried unanimously with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jon McFatter

- 3.1. Minutes: Board Meeting May 10, 2023 (See DRAFT Minutes)
- 3.2. Credit Card Transaction Report (See Regions Credit Card Analysis & Statement for April and May 2023)
- 3.3. Revenue and Expenditures (See April and May 2023 R&E Report for Board)
- 3.4. Voting Conflict Disclosures from May 10th Board Meeting (See Voting Conflict Forms 8B that were submitted for voting conflicts that were disclosed during the May 10, 2023 board meeting)

VOTE NEEDED: Approval of Consent Agenda, as presented.

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

Seconded by Joe Taylor

Motion carried unanimously with no members recusing from vote.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

- 4.1. Executive Committee- Jon McFatter

- 4.1.1. Service Recognition for Jerry Sowell – Information Only

The ELCNWF recognizes Jerry Sowell for his 18 years of service to the Board as Treasurer.

4.1.2. FY 2024 Meeting Schedule, Officers, and Committee Considerations – Information Only

A copy of the proposed FY24 meeting schedule and list of officers and committees is provided. The Board Chair presents this information for each member's consideration to serve in their current position and will accept nominations for anyone who is not listed and would like to serve as an officer or on a new or different committee. Please email Suzan if you would like to nominate yourself or someone else to serve. Nominations from the floor will also be accepted for consideration. A final meeting schedule and the slate of officers and committees will be presented at the next board meeting for final approval.

4.1.3. Faith-Based Provider Nomination Update – Information Only

The Executive Director received no nominations to fill the faith-based provider position. The Executive Director will contact faith-based providers directly about their willingness to be nominated and will provide an update at the next board meeting.

4.1.4. Annual Executive Director Evaluation Input – Information Only

The Board Chair will complete the Executive Director's annual evaluation in July. If any board member would like to provide input to be considered for the annual evaluation, please email them to hr@elcnwf.org.

4.2. Finance Committee- Jon McFatter

4.2.1. FY 2024 Preliminary Budget

ELCNWF staff are still awaiting the release of the FY24 Notice of Award (NOA) from the Division of Early Learning; however, base funding numbers approved by the Governor are known and used to present the FY24 preliminary budget along with other anticipated grant revenue streams. ELCNWF will update the FY24 budget once the NOA is released and will present a revised budget at the next board meeting.

VOTE NEEDED: Approve the FY 2024 preliminary budget as presented.

MOTION: Joe Taylor moved to approve the FY 2024 preliminary budget as presented

Seconded by Kenny Griffin

Motion carried unanimously with no members recusing from vote.

4.3. Policy and Personnel Committee- Mary McKenzie

4.3.1. Procurement Policy Amendment

ELCNWF staff recommends increasing the micro-purchase threshold from \$2,500 to \$3,000 to align with state expenditure guidelines. The benefit of micro-purchases is to expedite the expenditure request and approval process for lower spending limits that the state considers reasonable and allowable. All micro-purchases are requested from department directors and approved by the Procurement Manager.

VOTE NEEDED: Approve the Procurement Policy amendment as presented.

MOTION: Renae Rountree moved to approve the Procurement Policy amendment as presented

Seconded by Kenny Griffin

Motion carried unanimously with no members recusing from vote.

4.3.2. Compensation for Training Policy

ELCNWF staff recommend the following policy be put in place and included in the Employee Personnel Policies Handbook:

The Coalition encourages and occasionally requires employees to complete training courses as part of their job duties and to meet professional development goals. The Coalition often allows employees to complete these training courses as part of their paid workday/workweek. If a training provider offers a stipend and the employee is getting paid by the Coalition to attend and complete the training, the employee must notify their supervisor and decline the stipend or submit the stipend to the Coalition.

VOTE NEEDED: Approve the Compensation for Training Policy as presented.

MOTION: Missy Lee moved to approve the Compensation for Training Policy as presented
Seconded by Tiffani Hinds

Motion carried unanimously with no members recusing from vote.

4.3.3. Holidays Policy Amendment

ELCNWF staff recommend the following amendment to the Holidays Policy:

The Coalition may grant holiday time off to all regular employees on the holidays listed below:

1. New Year's Day (January 1)
2. Martin Luther King Jr. Day (third Monday in January)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Veteran's Day (November 11)
7. Thanksgiving Day, the day after Thanksgiving (the fourth Thursday and Friday in November)
8. Christmas Eve, Day (December 24, 25)

The Executive Director can close ELCNWF offices for holidays and those listed above when the Governor of Florida closes state offices. If the Executive Director closes offices for additional holidays, the ELCNWF must give as much advance notice as possible to families, providers, staff, and DEL using appropriate communication methods.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's PTO, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

The Coalition will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. For purposes of this section only, all regular and introductory employees, holiday pay will be calculated based on the employee’s regular pay rate times the number of hours the employee would otherwise have worked on that day. For part time employees, holiday pay will be calculated based on the employee’s regular pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have been scheduled to regularly work on that date.

Employees must work the day before and the day after a holiday to receive the holiday pay, unless the employee has pre-approved PTO for those days.

VOTE NEEDED: Approve the Holidays Policy amendment as presented.

MOTION: Kenny Griffin moved to approve the Holidays Policy amendment as presented

Seconded by Miatta Jalaber

Motion carried unanimously with no members recusing from vote.

4.4. Education and Program Committee-

The Education and Program Committee will meet in August to review plans for FY 23-24. Once the date is determined, members of the committee will be contacted. ***No Vote Needed***

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Organization Update

5.1.1. ARPA Stabilization Funds Update

ARPA - Round 1, Cumulative Payments	Providers	Final Payment Amounts
Contracted	84*	\$4,367,538
Non-contracted	<u>28</u>	<u>\$659,995</u>
Total	112	\$5,027,532
ARPA - Round 2, Cumulative Payments		
Contracted	84*	\$7,961,221
Non-contracted	<u>27</u>	<u>\$1,194,320</u>
Total	111	\$9,155,541
ARPA - Round 1 & 2, Cumulative Payments		
Contracted		\$12,328,759
Non-contracted		<u>\$1,854,315</u>
Total		\$14,183,074

** Reported the highest number of providers paid from each of the three Round 1 and each of the two Round 2 payments.*

5.1.2. Public Awareness Campaign Update

The Coalition recently contracted with Sachs Media 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. ELCNWF staff has been working with Sachs Media on the production of social media posts, radio spots, gas tank toppers, and other strategies for public awareness around the three focus areas. Sachs Media is preparing an interim project report that will be shared with the board when it becomes available.

5.1.3. SR Enrollment Strategy Due to Reduced Funding

Effective July 1, 2023, the ELCNWF will only enroll children in the School Readiness (SR) program from the priority 1 and 2 eligibility categories. This change is due to the current projections of 2023-2024 funding reductions to our base SR allocation. New families with referrals or applying for SR services under the eligibility categories for priorities 3 through 9 and income-eligible families who do not redetermine their SR eligibility by their authorization date must be placed on the waitlist. As funding becomes available, families will be contacted to receive funding offers from the waitlist based on priority and application date, as determined by DEL.

We have also included a message to providers in last week's Provider Newsletter email blast. Hence, they are fully aware of this information, can help inform families of this information, and to remind current families of their redetermination date so they don't lose services. This will be the first time our Coalition has had an SR waitlist in over two years.

5.2. Service Numbers

5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist *(See SR and VPK Enrollment Numbers and SR Waitlist through 06.30.23)*

5.2.2. Contracted Providers & CLASS Scores *(See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of 06.30.2023)*

5.2.3. Education Services *(See June 2023 Service Numbers for Education Services)*

5.2.4. Media Coverage/Activity/Events *(See June 2023 Media Coverage.Activity.Events)*

5.2.5. Child Care Resource and Referral Numbers *(See June 2023 Child Care Resource and Referral Service Numbers)*

5.2.6. Help Me Grow Service Numbers *(See Help Me Grow May 2023 Data Snapshot)*

5.2.7. Child Service Numbers *(See June 2023 Service Numbers for Child Services)*

5.3. Coalition Fraud Update-

The Coalition previously had three (3) suspected fraud cases under investigation. One (1) case was for a School Readiness program customer and has been closed with no referral to the state, and one (1) case was for a School Readiness provider referred to the state and was closed by DPAF due to insufficient evidence to pursue it further. One (1) School Readiness provider case remains open. The requested

information and/or documentation have 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*)

5.4.1. Child Care Resource and Referral (CCR&R)

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

Miatta Jalaber announced that DCF is implementing a new licensing process effective July 1st.

7. PUBLIC COMMENT

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

8. NEXT MEETING: August 9, 2023

9. ADJOURN @ 11:35 am by Jon McFatter