



## October 12, 2022 Board Minutes

**Date:** October 12, 2022

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

**Minutes Taken By:** Matt Bonner

**Time:** Meeting called to order at 11:04 am CT

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Ken Whittaker, Operations Director; Lindsay Holmes, Education and Outreach Director; Donna Carnley, Child Services Director; Chelsea Ranew, Sherry Massey

**Guests present:** Unidentified Guest

**Full Board:**  Yes  No Quorum: Yes In attendance: 15/22

**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>0</b>	<b>15</b>	<b>2</b>	<b>5</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		
	July 2022	August 2022
<u>School Readiness</u>	SR Slot Dollars \$1,386,778	SR Slot Dollars \$1,340,496
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2,422	Children Paid – 2,473
VOLUNTARY PREKINDERGARTEN		
	July 2022	August 2022
<u>VPK Program</u>	VPK Payments \$13,711	VPK Payments \$369,804
Payments to Child Care for VPK services	Children Paid- 19	Children Paid- 1556

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF – Jon McFatter

2. APPROVAL OF MEETING AGENDA – Jerry Sowell

***VOTE NEEDED: To approve the meeting agenda as presented.***

Motion: To approve the meeting agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Tiffany Hinds

Member/s Recusing from Vote: No

The motion carried.

3. ADOPTION OF CONSENT AGENDA ITEMS – Jerry Sowell

3.1. Minutes: Board Meeting September 14, 2022 *(See minutes including voting conflict disclosure forms)*

3.2. Credit Card Transaction Report: August 2022 *(See credit card statements)*

3.3. Revenue and Expenditures *(See R&E through 8.31.2022)*

***VOTE NEEDED: To approve the consent agenda as presented.***

Motion: To approve the consent agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Tiffany Hinds

Member/s Recusing from Vote: No

The motion carried.

4. COMMITTEE/FULL BOARD REPORTS – Jon McFatter

4.1. Executive Committee- Jon McFatter

4.1.1. New Member- Julie Melara, Children’s Home Society

***VOTE NEEDED: To approve the nomination of Juliana Melara and welcome her to the ELCNWF board.***

Motion: To approve the consent agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

4.1.2. Executive Director Evaluation Form required by DEL

Rule 6M.9.120 passed, which requires that The Early Learning Coalition Board Chair or other delegated member(s) shall annually complete the Chief Executive Officer/Executive Director Annual Performance Evaluation, Form DEL-SR 120, August 2022, for the ELC’s CEO or executive director.

Attached is the evaluation form for Suzan Gage, Executive Director. *(See DEL CEO Eval Form)*

***VOTE NEEDED: Approve the completed evaluation form on Suzan Gage, Executive Director and submit to DEL.***

Motion: To approve the consent agenda as presented.

Motion By: Zach Gilmore

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

4.2. Finance Committee- Jerry Sowell

No new information to present at this time.

4.3. Policy and Personnel Committee- Suzan Gage for Mary McKenzie

No new information to present at this time.

4.4. Education and Program Committee-

4.4.1 There was an Education and Program committee meeting on October 5, 2022, at 1:00 on Zoom. The committee reviewed the following education and program plans and recommend their approval by the board. *(See Program Plan Summaries)*

4.1.1.1. CLASS Program Assessment

4.1.1.2. Literacy Coaching

4.1.1.3. VPK-Low Performing Providers/Providers on Probation

4.1.1.4. Infant-Toddler Building Better Beginnings

4.1.1.5. Family and Community Engagement

4.1.1.6. Development and Outreach

- 4.1.1.7. Child Screening
- 4.1.1.8. Help Me Grow
- 4.1.1.9. Inclusion
- 4.1.1.10. Mental Health

***VOTE NEEDED: To approve the above-listed Education and Program plans as submitted.***

Motion: To approve the above-listed Education and Program plans as submitted.

Motion By: Renae Rountree

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

## 5. EXECUTIVE DIRECTOR'S REPORT

### 5.1. Organization Update

#### 5.1.1. ARPA Stabilization Funds

The Coalition has issued \$412,109 in ARPA Stabilization payments for August 2022.

Altogether we have issued \$2,653,188 dollars to help with childcare stabilization. This funding is for ALL childcare providers, regardless of contract status.

#### 5.1.2. Additional Funding Request for Direct Services

As approved by the board at the September meeting, the board chair sent a letter of funding support to DEL requesting additional funds to continue supporting economic recovery in our service area by ensuring children are in childcare and preparing children to be ready for kindergarten. *(See FY 23 Funding Request Letter of Support)*

Additionally, the coalition submitted a written request per the direction of DEL staff to our grant manager to formally request additional funding. The contents of the email included the following:

*"Last FY the ELC requested and received a reop of SR funds in the amount of \$2,000,000. Final calculations in, the ELC spent all but about 275K of the additional funds received. Already this year, based on the current track, the ELC is on pace to be in the same overspent position only for a larger amount.*

***Per direction from DEL staff, the ELC of NWF officially requests a reop of SR funds in the amount of \$4,000,000.***

*Please consider these items in the approval of this additional funding request:*

- 1. ELC has requested a face to face meeting with DEL for the purpose of discussing the current and future state of the ELC's SR funding*
- 2. ELC has received clear direction from DEL to continue current practice of placing all eligible families*
- 3. ELC received for the current FY a reduced base SR allocation resulting in a hold harmless allocation of \$1.8 million*
- 4. ELC has done extensive work to improve its FTE count resulting in receiving an additional SR allocation of \$1.3 million*
- 5. ELC has identified that even with the additional SR funding already received there is still the projected shortfall of SR funds and has notified DEL staff of the situation and the need to act early in finding a mutual solution for the projected shortfall*
- 6. ELC anticipates a large influx of eligible families at the reopening of Tyndall AFB housing in Bay County*

7. Failure to receive the additional SR funds timely will require the ELC to not only stop the placement of new families but also the possible disenrollment of current families
8. The sooner the ELC can receive any additional SR funds the better the ELC can make plans completing the FY within budget

*The ELC arrived at this projection number, based on the straight line early calculations of only 2 months of service, which already indicates that at our current pace, the ELC will be overspent by more than \$2,000,000 in just direct services without fully yet realizing the impact of our board and DEL approved rate increase for Infant thru 2Yrs that became effective July 1.*

*The ELC has been operating at the direction of DEL in keeping our waitlist clear as it has been at zero for the last 19 months. Therefore, for the ELC to maintain the current momentum, the above requested funding request is necessary.”*

5.1.3. Developing resources to share with fellow coalitions affected by Hurricane Ian.

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)*
- 5.2.2. Contracted Providers & CLASS Scores *(See Contracted Providers and CLASS Scores)*
- 5.2.3. Education Services *(See Education and Child Services, Service Numbers)*
- 5.2.4. Media Coverage/Activity Events *(See Media Coverage)*
- 5.2.5. Child Care Resource and Referral Numbers *(See CCRR)*
- 5.2.6. Help Me Grow Service Numbers *(See Monthly HMG Data Snapshot)*
- 5.2.7. Inclusion and Mental Health Service Numbers *(See Child Services Numbers)*

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

5.4. Internal Monitoring- No reports for this month.

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

Nothing to report this month. Developing plan to assist providers affected by Hurricane Ian. Currently, they have not made on-site contact, however, they are sending a team to the affected areas.

7. PUBLIC COMMENT- No public comments.

8. NEXT MEETING: November 9, 2022

9. ADJOURN- 11:23 am