



August 9, 2023 Board Minutes

Date: August 9, 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

ELCNWF Staff present via Phone/Zoom: Matt Bonner, Administrative 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; Sophia Timm, Communications Specialist

Guests present: N/A

Full Board: Yes No Quorum: Yes In attendance: 12/20

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	12	7	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		
	May 2023	June 2023
<u>School Readiness</u>	SR Slot Dollars \$1,636,000	SR Slot Dollars \$1,568,160
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2623	Children Paid – 2626
VOLUNTARY PREKINDERGARTEN		
	May 2023	June 2023
<u>VPK Program</u>	VPK Payments \$499,310	VPK Payments \$24,836
Payments to Child Care for VPK services	Children Paid- 1682	Children Paid- 46

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

2. APPROVAL OF MEETING AGENDA – Jon McFatter

VOTE NEEDED: To approve the meeting agenda as presented.

MOTION: Miatta Jalaber 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 June 12, 2023 (*See DRAFT Minutes*)

3.2. Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement June 2023*)

3.3. Revenue and Expenditures (*See June R&E Report for Board*)

3.4. Surplus Inventory Disposal (*See Surplus Property Form*)

VOTE NEEDED: Approve the consent agenda as presented.

MOTION: Miatta Jalaber moved to approve the consent agenda as presented

Seconded by Kenny Griffin

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. FY 2024 Officers and Committees (*See FY 2024 Officers and Committees*)

VOTE NEEDED: Approve the slate of officers and committee membership as presented.

MOTION: Kenny Griffin moved to approve the slate of officers and committee membership as presented

Seconded by Missy Lee

Motion carried unanimously with no members recusing from vote.

4.1.2. Annual Executive Director Evaluation

The Board Chair completed the Executive Director’s annual evaluation. The attached document will be submitted to DEL.

VOTE NEEDED: Approve the Annual Executive Director Evaluation for Suzan Gage as presented.

MOTION: Joe Seabrook moved to approve the annual Executive Director Evaluation for Suzan Gage as presented.

Seconded by Tony Bennett

Motion carried unanimously with no members recusing from vote.

4.2. Finance Committee- Jon McFatter

4.2.1. The Finance Committee meeting, TBD, will be held before the September board meeting.

No Vote Needed

4.3. Policy and Personnel Committee- Mary McKenzie

4.3.1. No report.

4.4. Education and Program Committee-

4.4.1 Update: The Education and Program Committee will meet on August 23, 2024, to review FY 2023-24 plans.

No Vote Needed

5. EXECUTIVE DIRECTOR’S REPORT

5.1. Organization Update

5.1.1. SR Enrollment Strategy Due to Reduced Funding

Since July 1, 2023, the ELCNWF has only enrolled children in the School Readiness (SR) program from the priority 1 and 2 eligibility categories. The early impact of this decision can be summarized as:

	Children on Waitlist	Children No Longer in Services	Dollar Impact
As of July 31, 2023	147 (Birth to 5 years)	110	TBD

Financial analysis and the anticipated impact of this effort will be conducted in mid-August, with results reported in September.

5.1.2. Non-DEL Grant Updates

The Coalition has received non-DEL grant funding from the following sources:

5.1.2.1 United Way of NWFL (Learning Literacy and Help Me Grow): \$13,000

5.1.2.2 Florida Healthy Kids (Florida KidCare outreach): \$6,500

5.1.3. Annual Staff Meeting Follow Up

The Coalition’s executive team recently completed its annual planning to develop a vision and goals around a 10-year target, 3-year picture, and 1-year plan. This vision and goals were presented to

staff at our annual staff meeting on July 21st. A copy of the vision document has been provided for board members and the Executive Director will elaborate at the board meeting.

5.1.4. Customer Satisfaction Surveys

DEL recently released results from a new statewide customer satisfaction survey. Coalition staff are currently reviewing the data and results from our Coalition's report will be provided at the next meeting.

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 July 2023)*

5.2.2. Contracted Providers & CLASS Scores *(See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of July 2023)*

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

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

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

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

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

5.2.8. Early Childhood Care Coordination *(See July 2023 Service Numbers)*

5.3. Coalition Fraud Update

The Coalition currently has one (1) suspected fraud cases under investigation. The Coalition will share updates with the Board as we receive them.

5.4. Internal Monitoring *(See Internal Monitoring Reports)*

5.4.1. SR and VPK Child Eligibility and Data Edit Reports

5.4.2. SR and VPK Provider Monitoring

5.2.3. Child Developmental Screening and Intervention Practices

5.2.4. Child Care Resource and Referral and Family Engagement Plan

5.2.5. Help Me Grow Northwest Florida

5.2.6 St. Joe Community Foundation – KPL, Learning Literacy, Access for Alice

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

Nothing to report at this time.

7. PUBLIC COMMENT

Suzan Gage announced the Coalition's annual beach clean-up fundraising event hosted by Pineapple Willy's on Saturday, August 19th at 8:00-9:30 am and invited board members to attend. The Coalition receives \$10 for every person who attends and volunteers to help clean up the beach.

8. NEXT MEETING: September 13, 2023

9. ADJOURN @ 11:21 am CDT by Jon McFatter