



## October 12, 2023 Board Minutes

**Date:** October 12, 2023

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

**Minutes Taken By:** Matt Bonner

**Time:** Meeting called to order at 11:03 am CDT by Tony Bennett

**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, Tracey Long, Administrative Support Specialist

**Guests present:** Curtis Green

**Full Board:**  Yes  No Quorum: Yes In attendance: 12/21

**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		
	Irvin	Clark		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	1	
	Richard	Williams			1	
●	Myrtis	Wynn			1	
		<b>Total</b>	<b>0</b>	<b>12</b>	<b>7</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		
	July 2023	August 2023
<u>School Readiness</u>	SR Slot Dollars \$1,393,773	SR Slot Dollars \$1,358,548
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2446	Children Paid – 2549
VOLUNTARY PREKINDERGARTEN		
	July 2023	August 2023
<u>VPK Program</u>	VPK Payments \$16,411	VPK Payments \$350,814
Payments to Child Care for VPK services	Children Paid- 17	Children Paid- 1526

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

**2. APPROVAL OF MEETING AGENDA – Tony Bennett**

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

**MOTION:** Mary McKenzie 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 – Tony Bennett**

**3.1.** Minutes: Board Meeting August 9, 2023 (*See DRAFT Minutes*)

**3.2.** Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement July and August 2023*)

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

**3.4.** *FY24 Annual Report*

***VOTE NEEDED: Approve the consent agenda as presented.***

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

***Seconded by*** Sharon Gaskin

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

**4. COMMITTEE/FULL BOARD REPORTS – Tony Bennett**

**4.1. Executive Committee- Tony Bennett**

**4.1.1. Membership Approval**

Dr. Irvin Clark, Associate Dean of FSU-Panama City, has expressed interest in serving on the ELCNWF Board of Directors. Dr. Clark is well-respected in the community and has been a tremendous partner to the Coalition in his role at FSU-PC and volunteer roles with community agencies. It is recommended that Dr. Clark be appointed to the Board of Directors as a private-sector representative.

**VOTE NEEDED: Approve the appointment of Dr. Irvin Clark to the Board of Directors as presented.**

**MOTION:** Tiffany Hinds moved to approve the appointment of Dr. Irvin Clark to the Board of Directors.

**Seconded by** Joe Taylor

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

#### 4.1.2 Annual Government in the Sunshine Law Training

The Coalition's attorney, Derrick Bennett, will present information on Florida's Government in the Sunshine Law and relevance to the ELCNWF and its Board of Directors. A copy of materials has been included in the board packet.

### 4.2. Finance Committee – Tiffani Hinds

#### 4.2.1. FY24 Budget Amendments

The Coalition received several additional Notices of Awards (NOAs) from DEL as well as additional grants since presenting the preliminary budget to the board in July. The amended budget that is included with the board meeting packet reflects the additional funding and planned expenditures.

**VOTE NEEDED: To approve the amended FY24 budget as presented.**

**MOTION:** Tiffany Hinds moved to approve the amended FY24 budget as presented

**Seconded by** Miatta Jalaber

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

### 4.3. Policy and Personnel Committee- Mary McKenzie

#### 4.3.1. IT Policy Amendments

The following language is being added to the Coalition's IT policy to meet requirements from the FY24 DEL grant agreement:

*ELCNWF will periodically review and update IT security policies and provide refresher training to staff on the following topics in accordance with Chapter 60GG-2 FAC, State of Florida Cybersecurity Standards (SFCS) and FDOE Security Awareness Training, to include but not limited to:*

1. Security threats
  - 1.1 Security/data breach events
  - 1.2 Insider threats
  - 1.3 Social engineering, Phishing, Smishing and Vishing
  - 1.4 Malware and ransomware.

2. *Solutions to Protect Data/Data Systems.*
  - 2.1 *Identifying confidential vs. public data*
  - 2.2 *Securing confidential information.*
  - 2.3 *Encrypting mobile devices.*
  - 2.4 *Lockdown your computer/workstation.*
  - 2.5 *Use no personal devices.*
  - 2.6 *Multifactor Authentication (MFA).*
  - 2.7 *Secure file transfer.*
  - 2.8 *Secure printing.*
  - 2.9 *Secure remote computing.*
  - 2.10 *Secure email*
  - 2.11 *Secure virtual meetings.*

*The Coalition will develop controls for data access authority in accordance with Chapter 60GG-2 FAC, State of Florida Cybersecurity Standards (SFCS), including but not limited to:*

1. *Topics, such as processes and controls in place for each of the three states of data (i.e., data at rest, data in transit/in motion, and data in use).*
2. *Function ID: Identify. Includes asset management, business environment, governance, risk assessment, risk management strategy and supply chain risk management.*
3. *Function PR: Protect. Includes access control, awareness/training, data security, information protection processes, maintenance, and protective technology.*
4. *Function DE: Detect. Provides instructions for identifying anomalies or other data events, continuous security monitoring and detection processes.*
5. *Function RS: Respond. Includes response planning, communications, analysis, mitigation and system improvements.*
6. *Function RC: Recover. Includes recovery planning (for data and systems), related improvements and communication of results.*

#### 4.3.2. Personnel Policy Amendments

The following language is being amended in the Coalition's personnel policies/Employee Handbook to meet requirements from the FY24 DEL grant agreement:

##### 1.15 Required Training

*The Coalition may require employees to complete training upon hire and/or on an annual basis on topics to include, but not limited to:*

- 1.15.1 *Mandated Child Abuse and Neglect Reporting*
- 1.15.2 *Health Insurance Portability and Accountability Act (HIPAA)*
- 1.15.3 *Personally Identifiable Information (PII)*
- 1.15.4 *Data Security and Awareness*

##### 2.9 Background Screening

*The Coalition, any subrecipient, contractor, or subcontractor may be considered a “Qualified Entity” under s. 943.0542 F. S. and shall therefore register with the Florida Department of Law Enforcement (FDLE) to be screened in a manner consistent with s. 943.0542, F.S. prior to employment or work under the DEL grant agreement. If the Coalition meets the definition of a “qualified entity” and has staff that meet the definition of a “covered individual,” those staff shall receive a level 2 background screening, per s. 435.04, F.S., that requires fingerprinting for statewide criminal history records checks through FDLE, and national criminal history records checks through the Federal Bureau of Investigation and may include local criminal records checks through local law enforcement agencies. Local criminal records checks and a signed DCF Affidavit of Good Moral Character may also be required upon hire consistent with any and all grants and contracts.*

*If it is determined that the Coalition, any subrecipient, contractor, or subcontractor meets the definition of “Qualified Entity,” but determines that certain ELC employee(s) are not providing child care or child care placement, while having access to confidential information, the Coalition staff shall receive the equivalent of a level 1 that requires screening for employment history, statewide criminal correspondence checks through the Department of Law Enforcement, a check of the Dru Sjodin National Sex Offender Public Website and local criminal records check through local law enforcement agencies.*

*If the Coalition meets the definition of “qualified entity” but determines that certain employee(s) do not meet the definition of a “covered individual”, while having access to confidential information, those ELC staff shall receive a level 1 background screening, per s. 435.03, F.S., that requires screening for employment history, statewide criminal correspondence checks through FDLE, a check of the Dru Sjodin National Sex Offender Public Website, and a local criminal records check through local law enforcement agencies.*

#### 4.3.3. Record Retention Policy Amendments

The following language is being amended in the Coalition’s Record Retention Policy to meet requirements from the FY24 DEL grant agreement:

*The Coalition retains required records for a minimum of five (5) years, or up to seven (7) years consistent with any and all other grant and contract requirements, after the completion of the agreement provided applicable audits have been released. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. In no case will such records be disposed of before the applicable minimum years. Any Coalition records will be made available to the Division of Early Learning, its designees, or other grantors, upon request.*

#### 4.3.4. Early Childhood Care Coordination (EC3) Program Waiting List Policy

The Coalition is required to maintain a waiting list policy as part of the EC3 program with Northwest Florida Health network. A copy of the proposed policy is included in the board meeting packet.

**VOTE NEEDED: To approve the amendments to current policies and new EC3 waiting list policy as presented.**

**MOTION:** Renae Roundtree moved to approve the amendments to current policies and new EC3 waiting list policy as presented

**Seconded by** Sharon Gaskin

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

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

##### 4.4.1 Committee Meeting Report and FY24 Program Recommendations

The committee met on August 23<sup>rd</sup> to review the programmatic plans ELCNWF staff recommended to implement in the 2023-2024 fiscal year. A copy of the committee meeting minutes is included in the board packet and presented for approval.

**VOTE NEEDED:** *To approve the Committee’s report and FY24 program recommendations as presented.*

**MOTION:** Sharon Gaskin moved to approve the meeting agenda as presented

**Seconded by** Joe Taylor

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

### 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 September 30, 2023	410 (Birth to 5 years)	392	TBD

Financial analysis and the impact of this effort will continue to be conducted through October, with results reported in November given additional funding from DEL this month.

##### 5.1.2. Non-DEL Grant Updates

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

5.1.2.1 Children’s Forum (Help Me Grow Northwest Florida): \$259,860

##### 5.1.3. Customer Satisfaction Surveys

DEL recently released results from a new statewide customer satisfaction survey. Coalition staff reviewed the data and results from our Coalition’s report are included in the board meeting packet. Coalition staff are currently discussing strategies to address any areas of concern and to improve process where necessary.

#### 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 September 2023*)
- 5.2.2. **Contracted Providers & CLASS Scores** (*See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of September 2023*)
- 5.2.3. **Education Services** (*See September 2023 Service Numbers for Education Services*)
- 5.2.4. **Media Coverage/Activity/Events** (*See September 2023 Media Coverage.Activity.Events*)
- 5.2.5. **Child Care Resource and Referral Numbers** (*See September 2023 Child Care Resource and Referral Service Numbers*)
- 5.2.6. **Help Me Grow Service Numbers** (*See Help Me Grow August 2023 Data Snapshot*)
- 5.2.7. **Child Service Numbers** (*See September 2023 Service Numbers for Child Services*)
- 5.2.8. **Early Childhood Care Coordination** (*See September 2023 Service Numbers*)

**5.3. Coalition Fraud Update-**

The Coalition currently has one (1) suspected fraud case 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. Internal Controls (Fiscal, IT/Data Security and Integrity, HR)
- 5.4.2. St. Joe Foundation Monitoring Report
- 5.4.3. HMG Activity Monitoring

**6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

There were no updates from the Department of Children and Families at this time.

**7. PUBLIC COMMENT:**

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

**8. NEXT MEETING: November 8, 2023**

**9. ADJOURNED at 11:42 am by Tony Bennett**