



## April 10, 2024 Board Minutes

**Date:** April 10, 2024

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

**Minutes Taken By:** Tracey Long

**Time:** Meeting called to order at 11:01 am CDT by Renae Rountree

**ELCNWF Staff members present in person:** None.

**ELCNWF Staff present via Phone/Zoom:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Sam Sweazy, Finance Director; Ken Whitaker, Operations Director; Lindsay Holmes, Education Services Director; Tami Valdez, Communications and Development Director, Chelsea Ranew, Special Projects Director; Tracey Long, Administrative Support Specialist

**Guests present:** None.

**Full Board:**  Yes  No Quorum: Yes, In attendance: 15/21

**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		
	Kenneth	Griffin			1	
●	Tiffani	Hinds		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Missy	Lee		1		
	Gina	McAllister		1		
	Mary	McKenzie		1		
	Juliana	Melara		1		
●	Renae	Rountree		1		
	Joe	Seabrook		1		
	Joe	Taylor			1	
	Richard	Williams			1	
●	Myrtis	Wynn		1		
	Erin	Johnson		1		
	Veronica	Watkins		1		
		<b>Total</b>		<b>15</b>	<b>6</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.

<b>SCHOOL READINESS</b>		
	<b>January 2024</b>	<b>February 2024</b>
<u>School Readiness</u> Payments to Childcare Providers for Direct Services (Slots)	SR Slot Dollars – \$1,330,506.67	SR Slot Dollars – \$1,227,193.91
	Children Paid – 2,215	Children Paid – 2,224
<b>VOLUNTARY PREKINDERGARTEN</b>		
<u>VPK Program</u> Payments to Childcare for VPK services	<b>January 2024</b>	<b>February 2024</b>
	VPK Payments –\$405,051.92	VPK Payments –\$500,459.44
	Children Paid – 1,593	Children Paid – 1,583

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF
2. APPROVAL OF MEETING AGENDA – Renae Rountree

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

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

*Seconded by* Joe Seabrook

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

3. ADOPTION OF CONSENT AGENDA ITEMS – Renae Rountree

- 3.1. Minutes: Board Meeting March 13, 2024 (*See DRAFT Minutes*)
- 3.2. Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement February 2024*)
- 3.3. Revenue and Expenditures (December 2023)
- 3.4. FY25 Continuity of Operations Plan (COOP)

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

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

*Seconded by* Zach Gilmore

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

4. COMMITTEE/FULL BOARD REPORTS – Renae Rountree

- 4.1. Executive Committee- Tiffani Hinds

- 4.1.1. March 25<sup>th</sup> Executive Committee Meeting Report

The Executive Committee meet on March 25, 2024, to review the draft FY23 audit report from MKA. Jon Duffy of MKA, presented the FY23 audit report to the board. The Audit included an additional reporting element for leases. The Coalition received recognition for their help with the audit and their diligent work. The Audit results documented the Coalition as being a low-risk auditee, healthy organization (remaining within recommended thresholds for key financial factors) and received no findings.

***VOTE NEEDED: Ratify the Executive Committee’s unanimous approval of the FY23 audit report as presented.***

**MOTION:** Missy Lee moved to approve the consent agenda as presented

***Seconded by*** Sharon Gaskin

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

## 4.2. Finance Committee – Tiffani Hinds

### 4.2.1. FY24 DEL Fiscal Monitoring Update

ELCNWF was notified by DEL that the preliminary finding to the FY23 fiscal monitoring draft report that was shared with the Board at the January 10th board meeting will remain. ELCNWF staff have already submitted its preventative/corrective action plan (PCAP) response to document the steps already taken to resolve the finding. A final report will be shared with the board at an upcoming board meeting as soon as it is available.

### 4.2.2 Auditing Services RFP Update

The audit RFP was released on February 21<sup>st</sup> to prospective vendors via email as well as the Coalition’s website and myfloridamarketplace.com. Submissions were due by March 29, 2024, at 1:00 PM (CDT). The Coalition received three (3) letters of intent to submit, and two (2) valid proposals were actually received, which were from Moss, Krusick, and Associates (MKA) and Clifton, Larson, Allen (CLA). After internal review of the proposals, it was determined to recommend award to MKA based on pricing and familiarity with the Coalition. If approved, Coalition staff will begin contract negotiations for an effective date of July 1, 2024.

***VOTE NEEDED: To award the Auditing Services contract to Moss, Krusick, and Associates.***

**MOTION:** Tiffani Hinds moved to approve the consent agenda as presented.

***Seconded by*** Jeanne Hitchcock

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

## 4.3. Policy and Personnel Committee- Mary McKenzie

4.3.1 No report.

## 4.4. Education and Program Committee- Suzan Gage

4.4.1 No report

## 5. EXECUTIVE DIRECTOR'S REPORT

### 5.1. Organization Update

#### 5.1.1. ARPA Provider Grant Update

The Coalition has released its next round of provider grants as part of the ARPA Discretionary II funding from DEL. The grant programs available started April 3rd and close April 24th. During this period, providers can apply for up to \$5,000 for Early Learning Business Administration Software, which is an investment into their business to help secure or fully implement a childcare management system, QuickBooks, or another software of their choosing. Providers may also apply for up to \$5,000 to cover the cost of child and/or family-facing early learning software.

#### 5.1.2. Family Needs Assessment Update

At the February board meeting, the Board ratified the Executive Committee's approval to contract with Public Works to complete a family needs assessment highlighting identified needs and requested resources for families with children ages birth to eight (B-8) as part of the ARPA Discretionary grant funds expenditure plan. Public Works has met with Coalition staff to begin their initial stages of information gathering and are currently working on the community survey that should be released in April. Public Works is scheduled to attend a childcare provider meeting on April 24<sup>th</sup> to gain their perspective on the needs of families and support for childcare in general.

#### 5.1.3. Funding and Child Placement Update

With the anticipation of additional funding being reallocated to our Coalition this fiscal year and new funding next fiscal year, Coalition staff have begun issuing more funding offers to families on our wait list. Staff expect to clear the birth to five-year-olds from the wait list by the end of April.

#### 5.1.4. Board Membership

Coalition staff have been working strategically to fill vacancies on the Board. The following required positions are in the process of being filled and their proposed representative county:

- Board Chair (county depends on who applies for the position)
- County Commissioner Designee (Bay County)
- Faith-based Provider Representative (Gulf County)

The Executive Director will keep the board informed of any developments as the work to fill the vacancies progresses.

### 5.2. Monthly Service Numbers

5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist *(See SR and VPK Enrollment Numbers and SR Waitlist through March 2024)*

5.2.2. Contracted Providers *(See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of March 2024)*

5.2.3. Education Services *(See March 2024 Service and Numbers for Education Services)*

5.2.4. Media Coverage/Activity/Events *(See March 2024 Media Coverage.Activity.Events)*

5.2.5. Childcare Resource and Referral Numbers *(See March 2024 Childcare Resource and Referral Service Numbers)*

- 5.2.6. Help Me Grow Service Numbers (*See Help Me Grow February 2024 Data Snapshot*)
- 5.2.7. Inclusion/Child Service Numbers (*See March 2024 Service Numbers for Child Services*)
- 5.2.8. Early Childhood Care Coordination (*See March 2024 Service Numbers*)
- 5.2.9. Contracted Provider CLASS Scores (*See March 2024 Service Numbers*)

**5.3. Coalition Fraud Update-**

There are no active fraud investigations at this time.

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

- 5.4.1. FY24 Contract Monitoring – LandrumHR and Inspired Technologies

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

No report.

- 7. PUBLIC COMMENT:** Members of the public are allowed up to 3 minutes each to address the board.

**NEXT MEETING: May 8, 2024**

- 8. ADJOURNED at 11:17 a.m. by Renae Rountree after motion to adjourn from Zach Gilmore.**