



July 10, 2024 Board Minutes

Date: July 10, 2024

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Tracey Edwards

Time: Meeting called to order at 11:02 am CST by Chase Christianson

ELCNWF Staff members present in person: Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Lindsay Holmes, Education Services Director; Tami Valdez Communications Development and Special Programs Director

ELCNWF Staff present via Phone/Zoom: Sam Sweazy, Finance Director; Ken Whitaker, Operations Director; Tracey Edwards, HR and Administrative Support Specialist

Guests present: Jeff Carter, Board Attorney

Full Board: Yes No Quorum: Yes In attendance: 17/22

Executive Comm. Yes No

Roll Call to Include Board Members on Zoom/Telephone: Yes

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 2024	May 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars - \$1,241,375.57	SR Slot Dollars - \$1,357,628.31
	Children Paid - 2,314	Children Paid - 2,429
	April 2024	May 2024
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments - \$528,174.63	VPK Payments - \$381,589.74 (based on 100% of VPK providers completing end-of-year attendance verification by 6/30/24)
	Children Paid - 1,539	Children Paid - 1,660

Executive Committee	First Name	Last Name	Present	Present Via Phone/Zoom	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
●	Rachel	Chima		1		
●	Chase	Christianson		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		
		Total		17	5	

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF at 11:02 a.m. CDT by Chase Christianson
2. APPROVAL OF MEETING AGENDA – Chase Christianson

VOTE NEEDED: To approve the meeting agenda as presented.

MOTION: Renae Rountree moved to approve the meeting agenda with the addition to introduce the Board Attorney.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – Chase Christianson

- 3.1. Minutes: Board Meeting May 8, 2024 (*See DRAFT Minutes*)
- 3.2. Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement April & March 2024*)
- 3.3. Revenue and Expenditures (April & May 2024)
- 3.4. FY25 Anti-Fraud Plan

VOTE NEEDED: Approve the consent agenda as presented.

MOTION: Dr. Irvin Clark moved to approve the consent agenda as presented

Seconded by Tony Bennett

Motion carried unanimously with no members recusing from vote.

4. COMMITTEE/FULL BOARD REPORTS – Chase Christianson

- 4.1. Executive Committee- Chase Christianson

- 4.1.1. FY25 Officers and Committees – *Vote needed*

The Chair and Executive Director have prepared a proposed slate of officers and committee appointments for the 2024-2025 fiscal year which are included in the meeting packet. Board members were asked to review the proposed officers and committee appointments prior to the July 10th board meeting and inform the Executive Director if they would like to serve on a different committee(s) or if they are not able to serve on a committee at this time. A final proposed slate of officers and committee appointments is being presented for approval at the July 10th board meeting. Officer nominations will be accepted from the floor at the board meeting per bylaws.

VOTE NEEDED: To approve the FY 2024-25 slate of officers and committee appointments.

MOTION: Dr. Irvin Clark moved to approve the FY 2024-25 slate of officers and committee appointments as recommended.

Seconded by Renae Rountree

Motion carried unanimously with no members recusing from vote.

- 4.1.2. Educational Technology, Supplies, and Materials RFP Vendor Approval – *Vote needed*
 At the May 8th board meeting, the Board voted to award procurements for the Educational Technology, Supplies, and Materials RFP to selected vendors based on best value and products provided. One vendor who submitted a proposal, Discount School Supply, was inadvertently left off the list to be approved. The Executive Committee and ELCNWF staff request approval to include Discount School Supply as a vendor for procurements under the RFP.

VOTE NEEDED: *To approve Discount School Supply as a vendor for procurements under the Educational Technology, Supplies, and Materials RFP.*

MOTION: Renae Roundtree moved to approve Discount School Supply as a vendor for procurements under the Educational Technology, Supplies, and Materials RFP.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

- 4.1.3. RFP 2024-03 Mental Health Therapy, Training, and Consultation Vendor Approval – *Vote needed*
 An RFP for Mental Health Therapy, Training, and Consultation was released on June 4, 2024 to prospective vendors via email as well as the Coalition’s website and myfloridamarketplace.com. Submissions were due by June 25, 2024. The Coalition received two (2) proposals from The Therapy Room and The Legacy House.

An RFP scoring committee comprised of three Coalition staff will independently score each proposal using the scoring tool included in the RFP. The completed scoring tools were submitted to ELCNWF’s Grants and Contracts Specialist, who totaled the scores. The results and a recommendation for award are as follows:

RFP 2024-03: Mental Health Services Final Score		
Scorer	The Legacy House	The Therapy Room
Scorer 1	97	99
Scorer 2	97	74
Scorer 3	84	79
TOTAL POINTS	278	252

Occasionally,

documented permission for the Executive Director to sign and execute contracts, agreements, and documents on behalf of the Early Learning Coalition of Northwest Florida, Inc. to operate the organization is requested. The Executive Director requests annual approval from the board to execute contracts, agreements, and documents on behalf of the Coalition for FY 2024-25.

VOTE NEEDED: *To authorize the Executive Director and ELCNWF staff to begin contract negotiations with The Legacy House as scored by the committee.*

MOTION: Renae Roundtree moved to authorize the Executive Director and staff to begin contract negotiations with The Legacy House as scored by the committee.

Seconded by Miatta Jalaber

Motion carried unanimously with no members recusing from vote.

- 4.1.4. Executive Director Annual Review – Information Only

Rule 6M-9.120 requires that The Early Learning Coalition Board Chair or other delegated member(s) to 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. A copy of the evaluation form has been included with the board meeting packet. Board members who are interested in providing feedback to assist the Board Chair in completing the Executive Director's annual performance evaluation are asked to do so by emailing their responses to Tracey Edwards at tracey.edwards@elcnwf.org no later than August 1st. A final review will be completed by the Board Chair and presented to the Executive Director prior to the August board meeting.

4.2. Finance Committee – Tiffani Hinds

4.2.1. FY25 Budget – *Vote needed*

A copy of the proposed FY25 ELCNWF budget has been included in the board meeting packet for the Board's consideration and approval.

VOTE NEEDED: To approve the FY25 budget as presented.

MOTION: Tiffani Hinds moved to approve the FY25 budget as presented.

Seconded by Joe Seabrook

Motion carried unanimously with no members recusing from vote.

4.3. Policy and Personnel Committee- Mary McKenzie

4.3.1 EC3 Program Policy Amendment

As a result of a recent contract monitoring from Northwest Florida Health Network (NWFHN) for the Early Childhood Care Coordination (EC3) program access. A copy of the revised policy has been included in the board packet for consideration and approval.

VOTE NEEDED: To approve the amended EC3 program policy as presented.

MOTION: Renae Rountree moved to approve the amended EC3 program policy as presented.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

4.4. Education and Program Committee- Suzan Gage

4.4.1 FY25 Program Plans – *Voted Needed*

The Executive Director and incoming Committee Chair convened a meeting with the Education and Program Committee on June 12th to review the ELCNWF's program-specific work plans for the length of time of their respective grant. Work plans included CLASS, Literacy Coaching, VPK Progress Monitoring, Infant- Toddler Building Better Beginnings, Family and Community Engagement, Development and Outreach, Child Developmental Screening and Referral, Help Me Grow Northwest Florida, and Mental Health Supports. Final work plan drafts have been included in the meeting packet and are being presented to the Board for approval by the Committee.

VOTE NEEDED: To approve the FY25 program plans as presented and recommended by the committee.

MOTION: Dr. Irvin Clark moved to approve the FY25 program plans as presented and recommended by the committee.

Seconded by Joe Seabrook

Motion carried unanimously with no members recusing from vote.

5. Executive Director's Report – Suzan Gage

5.1. Organization Update

5.1.1. ARPA Grant Funding and Expenditure Update

ELCNWF staff have been working diligently in May and June to expend the remaining ARPA COVID-19 child care relief funds. We are pleased to share that ELCNWF has spent the full \$4.3M grant that was awarded for FY24, which ended June 30th. The remaining funds were used for the following initiatives, including but not limited to, teacher and provider training and technology grants, books and other early literacy materials, completion of the community needs assessment, and a new early learning coaching database.

5.1.2. School Readiness Funding and Child Placement Update

With the additional funding being reallocated to our Coalition this fiscal year and new funding next fiscal year, ELCNWF staff began issuing more funding offers to School Readiness-eligible families on our wait list. Staff cleared the birth to five-year-olds from the wait list in April and we are pleased to share that we also cleared the school-age children from the wait list in May. ELCNWF continues to carry a “zero” School Readiness wait list and plan to do so going into FY25.

5.1.3. DEL Accountability Monitoring Update and Preliminary Report

ELCNWF will have an exit conference with DEL on July 9th to review the 2022-24 Accountability Monitoring preliminary report. The Executive Director and staff will share an overview of the preliminary results at the July board meeting. ELCNWF will have ten (10) business days to respond to and resolve any potential findings. A final report is expected in August and will be shared with the Board when it is received.

5.1.4. NWFHN EC3 Program Monitoring Preliminary Report

ELCNWF completed its first Early Childhood Care Coordination (EC3) program monitoring with Northwest Florida Health Network (NWFHN) the week of May 28th. The monitoring included four (4) components: Service Validation, Care Coordination, Administrative Compliance, and Employee Verification. NWFHN has not yet released the monitoring report, but preliminary results appear to include a few corrective action items. However, initial feedback from the NWFHN monitoring team was that our organization did very well for its first program monitoring. A final report will be shared with the Board once it is available.

5.1.5. Voices for Healthy Kids (VFHK) Grant

The American Heart Association Foundation—The ELCNWF applied for and was awarded a grant from the AHA Foundation to continue increasing the availability of quality childcare, especially for infants and toddlers. The grant supports outreach, awareness, and advocacy efforts in Bay County's underrepresented communities, where young children gain the most when involved in high-quality childcare. Grant award \$84,000.

5.2. Monthly Services Numbers

- 5.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (See SR and VPK Enrollment Numbers and SR Waitlist through June 2024)
- 5.2.2. Contracted Providers (See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of June 2024)
- 5.2.3. Education Services (See June 2024 Service and Numbers for Education Services)
- 5.2.4. Media Coverage/Activity/Events (See June 2024 Media Coverage.Activity.Events)
- 5.2.5. Child Care Resource and Referral Numbers (See June 2024 Childcare Resource and Referral Service Numbers)
- 5.2.6. Help Me Grow Service Numbers (See Help Me Grow May 2024 Data Snapshot)
- 5.2.7. Inclusion/Child Service Numbers (See June 2024 Service Numbers for Child Services)
- 5.2.8. Early Childhood Care Coordination (See June 2024 Service Numbers)
- 5.2.9. Contracted Provider CLASS Scores (See June 2024 Service Numbers)

5.3. Coalition Fraud Update-

There are no active suspected fraud investigations at this time.

5.4. Internal Monitoring Update (See Internal Monitoring Reports)

No report

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

- 7. **PUBLIC COMMENT:** Members of the public are allowed up to 3 minutes each to address the board.
- 8. **NEXT MEETING: August 14, 2024**
- 9. **ADJOURN:** Meeting was adjourned at 11:30 a.m.