



May 8, 2024 Board Minutes

Date: May 8 2024

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Tracey Edwards

Time: Meeting called to order at 11:01 am CST by Tony Bennett

ELCNWF Staff members present in person: Suzan Gage, Executive Director; Matt Bonner, Administrative Director

ELCNWF Staff present via Phone/Zoom: Sam Sweazy, Finance Director; Ken Whitaker, Operations Director; Tami Valdez, Communications and Development Director, Chelsea Ranew, Special Projects Director; Tracey Edwards, Administrative Support Specialist

Guests present: David Graham, Beth Ehlis

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	
●	Renaë	Rountree		1		
●	Joe	Seabrook		1		
●	Joe	Taylor		1		
●	Richard	Williams		1		
●	Myrtis	Wynn		1		
●	Erin	Johnson		1		
●	Veronica	Watkins		1		
		Total		15	6	

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		
	February 2024	March 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,227,193.91	SR Slot Dollars – \$1,312,562.53
	Children Paid – 2,224	Children Paid – 2,313
	February 2024	March 2024
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments –\$500,459.44	VPK Payments –\$379,388.24
	Children Paid – 1,583	Children Paid – 1,565

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: Joseph Taylor 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 April 10, 2024 (*See DRAFT Minutes*)
- 3.2. Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement March 2024*)
- 3.3. Revenue and Expenditures (March 2024)
- 3.4. FY25 Anti-Fraud Plan

VOTE NEEDED: Approve the consent agenda as presented.

MOTION: Sharon Gaskin moved to approve the consent agenda as presented

Seconded by Kenneth Griffin

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. Board Member Term Ending

Johanna Plummer’s term has ended as the County Commissioner’s designee for Calhoun County and will not be renewing her term. We would like to thank Johanna for all of her years of devoted service to children and families and the ELCNWF Board.

VOTE NEEDED: To accept the end of Johanna's Plummer's term on the Board and thank her for her many years of service to the children, families, and providers in our service area.

MOTION: Jeanne Hitchcock moved to accept the end of Johanna Plummer's term on the Board as recommended.

Seconded by Renae Roundtree

Motion carried unanimously with no members recusing from vote.

4.1.2. Approval for Travel for the Executive Director for FY 2024-25

Coalition policies require that "Business travel for board members and the Executive Director that is reasonable and outside the normal course of business duties shall be pre-approved by an officer of the Board using the approved Coalition travel authorization form." "Reasonable and outside the normal course of business" has been interpreted to include conferences, symposiums, training, and meetings (or similar) outside of the Coalition's seven-county service area. The Executive Director travels monthly to attend meetings, participates in training or conferences, and requests approval for the upcoming fiscal year for both local travel and reasonable travel outside the normal course of business duties (outside the seven-county service area).

VOTE NEEDED: To approve travel for the Executive Director, which is both local and reasonable and outside the normal course of business duties, taking place outside the Coalition's seven-county service area for FY 2024-25.

MOTION: Renae Roundtree moved to approve travel for the Executive Director, both local and reasonable and outside of normal business duties, taking place outside the Coalition's seven-county service area for FY 2024-2025 as presented.

Seconded by Mary McKenzie

Motion carried unanimously with no members recusing from vote.

4.1.3. Approval for the Executive Director to Execute Contracts, Agreements, and Documents on Behalf of the Organization for FY 2024-25

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 approve for the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY 2024-25.

MOTION: Kenneth Griffin moved to approve the Executive Director to execute contracts, agreements, and documents on behalf of the organization for FY2024-25 as presented.

Seconded by Joseph Taylor

Motion carried unanimously with no members recusing from vote.

4.1.4. Ratify Educational Technology, Supplies, and Materials RFP

The Executive Committee met on May 2nd to review the Educational Technology, Supplies, and Materials RFP that was released on March 20, 2024 to prospective vendors via email as well as the Coalition's website and myfloridamarketplace.com. Submissions were due by April 22, 2024. The Coalition received thirteen (13) proposals from the following:

- Marco Polo, Kaplan, Lakeshore, Frogstreet, Learning Beyond Paper, Age of Learning, Early Learning Express dba Lillio, Discount School Supply, Child's Play, Beckers School Supply, Teaching Strategies, Discovery Source, and Hatch Early Learning

The Executive Committee voted to award procurements to the following vendors based on best value and products provided:

- Marco Polo, Hatch Early Learning, Kaplan, Lakeshore, Discovery Source, Beckers School Supply, Early Learning Express dba Lillio, and Child's Play

VOTE NEEDED To ratify the Executive Committee's approval to award procurements to Marco Polo, Hatch Early Learning, Kaplan, Lakeshore, Discovery Source, Beckers School Supply, Early Learning Express dba Lillio, and Child's Play based on best value and products provided.

MOTION: Sharon Gaskin moved to ratify the Executive Committee's approval to award procurements to *Marco Polo, Hatch Early Learning, Kaplan, Lakeshore, Discovery Source, Beckers School Supply, Early Learning Express dba Lillio, and Child's Play* as approved.

Seconded by Renae Roundtree

Motion carried unanimously with no members recusing from vote.

4.1.5. Proposed FY25 Officers and Committees – Information Only

The Vice 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 are 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 will be presented for approval at the July 10th board meeting. Officer nominations will be accepted from the floor at the July 10th board meeting per bylaws.

4.2. Finance Committee – Tiffani Hinds

4.2.1. Chipley Lease Renewal – Related Party Contract Below \$25,000

To follow Florida Statute, the Coalition Board must approve any contracts between Coalition employees, Coalition governing board members, and relatives of either group as s. 112.3143(10)(b), F.S.; defines. The Coalition must comply with the following requirements:

- A valid vote of approval requires a two-thirds vote of the entire governing board (not just those in attendance)
- The impacted individual(s) must complete the necessary conflict of interest disclosure forms, and these forms must be available for presentation to the governing board at the time of the board's vote.
- Any governing board member(s) benefitting from the contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.

- A quorum must be established.
- The Coalition will need to provide a detailed breakdown of how each member voted in order to ensure that two-thirds of the entire membership voted in favor of the related party contract.
- Coalitions can enter into contracts below \$25,000 without prior approval from DEL; however, such contracts are required to be reported to DEL within 30 days after approval by the Coalition governing board is obtained.
- Regional Workforce Development Board dba CareerSource Chipola-Chipley office annual rental of \$4,750.56.

Disclosures: Richard Williams is the CEO of Career Source Chipola, Mary McKenzie is on the Career Source Chipola Board of Directors, Joseph Taylor is the Washington County Superintendent of Schools.

VOTE NEEDED: To approve related Party Contracts Below \$25,000- Chipola Regional Workforce Development Board dba CareerSource Chipola - Chipley office annual rental not to exceed \$5,000.

MOTION: Kenneth Griffin moved to approve related Party Contracts below \$25,000 – Chipola Regional Workforce Development Board dba Career Source Chipola for Chipley office annual rental not to exceed \$5,000 as presented.

Seconded by Renae Roundtree

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 May/June Committee Meeting – FY25 Program Plans Review

The Executive Director will convene a meeting with the Education and Program Committee either in May or June to review all program-specific work plans for the length of time of their respective grant. Work plans will include, but not be limited to 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. The Executive Director will work with the committee members to determine the best time to convene a meeting. Final work plan drafts will be presented at the July 10th board meeting for approval. No report

5. COMMUNITY NEEDS ASSESSMENT -Kate Verville

5.1. 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 released the community needs survey in April which was sent to families, providers, community partners, and the Board. Approximately 400 responses were submitted. Public Works attended a child care provider meeting on April 24th to gain their

perspective on the needs of families and support for child care in general. A draft report will be completed in June for Coalition staff to review. A final report with survey results and some initial recommendations will be shared with the Board once it is available.

6. EXECUTIVE DIRECTOR'S REPORT

6.1. Organization Update

6.1.1. ARPA Provider Grant Update

The Coalition is in the last quarter of processing and awarding the final COVID-19 relief provider grants under the ARPA grant funding, which is expected to end June 30, 2024. Other expenditures under the ARPA grant funding will also be completed in the last quarter of the current fiscal year to close out the ARPA funds. The Coalition received approximately \$4.7M in FY24 as the final round of COVID-19 child care relief efforts.

6.1.2. National Strategies Media Report

Coalition staff have been working with National Strategies Media as part of the FY24 ARPA funding utilization plan to expand the outreach and awareness of Coalition services available to the community. A March 2024 status report is included in the meeting packet.

6.1.3. 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 have cleared the birth to five-year-olds from the wait list and expect to have clear the school-age children from the wait list in May.

6.2. Monthly Service Numbers

6.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (*See SR and VPK Enrollment Numbers and SR Waitlist through April 2024*)

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

6.2.3. Education Services (*See April 2024 Service and Numbers for Education Services*)

6.2.4. Media Coverage/Activity/Events (*See April 2024 Media Coverage.Activity.Events*)

6.2.5. Child Care Resource and Referral Numbers (*See April 2024 Childcare Resource and Referral Service Numbers*)

6.2.6. Help Me Grow Service Numbers (*See Help Me Grow March 2024 Data Snapshot*)

6.2.7. Inclusion/Child Service Numbers (*See April 2024 Service Numbers for Child Services*)

6.2.8. Early Childhood Care Coordination (*See April 2024 Service Numbers*)

6.2.9. Contracted Provider CLASS Scores (*See April 2024 Service Numbers*)

6.3. Coalition Fraud Update- There are no active suspected fraud investigations at this time.

6.4. Internal Monitoring Update (*See Internal Monitoring Reports*)

6.4.1. EC3 Program Monitoring

7. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

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

9. **NEXT MEETING:** July 10, 2024 (No meeting in June)

10. **ADJOURN:** Meeting was adjourned at 11:30 a.m.