



August 14, 2024 Board Minutes

Date: August 14, 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; Sam Sweazy, Finance Director

ELCNWF Staff present via Phone/Zoom: Lindsay Holmes, Education Services Director; Ken Whitaker, Operations Director; Tami Valdez, Communications Development and Special Programs Director; Tracey Edwards, HR and Administrative Support Specialist

Guests present: Jeff Carter, Board Attorney

Full Board: Yes No Quorum: Yes In attendance: 16/22

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	
●	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		16	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		
	May 2024	June 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,357,628.31	SR Slot Dollars – \$1,287,589.73
	Children Paid – 2,429	Children Paid – 2,566
<u>VPK Program</u> Payments to Child Care for VPK services	May 2024	June 2024
	VPK Payments – \$381,589.74 (based on 100% of VPK providers completing end-of-year attendance verification by 6/30/24)	VPK Payments – \$19,504.87 (First month of 2024 summer VPK session)
	Children Paid – 1,660	Children Paid – 21

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: Tony Bennet moved to approve the meeting agenda as presented.

Seconded by Tiffany Hinds

Motion carried unanimously with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – Chase Christianson

3.1. Minutes: Board Meeting July 10, 2024 (See DRAFT Minutes)

3.2. Credit Card Transaction Report (See Regions Credit Card Analysis & Statement June 2024)

3.3. No June 2024 Financial Report (will be included in FY24 audited financial statements)

VOTE NEEDED: Approve the consent agenda as presented.

MOTION: Tony Bennett moved to approve the consent agenda as presented

Seconded by Tiffany Hinds

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. Board Member Term Ending – *Information Only*

Renae Rountree, Secretary and Ad hoc member/Director of the Washington Co. Public Library System will be ending her 2nd term on 8/31/2024.

4.1.2. Board Member Renewals – ***Vote needed***

Zach Gilmore, Jackson Co. Private Sector Representative, and Joe Seabrook, Bay Co. Private Sector Representative, will both be ending their 1st terms on 8/31/2024 have both expressed interest in being reappointed to the board for a 2nd term.

VOTE NEEDED: To approve the reappointment of Zach Gilmore and Joe Seabrook to a 2nd Term on the Board of Directors in their respective positions.

MOTION: Joe Taylor moved to approve the reappointment of Zach Gilmore and Joe Seabrook to a 2nd Term on the Board of Directors in their respective positions.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

4.1.3. Development Ad Hoc Committee and Chair Appointment – ***Vote needed***

Under the ELCNWF's bylaws, the Board Chair is officially recommending the creation of the Development Ad Hoc Committee to work with ELCNWF on the development and implementation of the organization's development plan. The Board Chair recommends Erin Johnson as the Committee Chair. Membership of the committee will remain open to any board members who want to attend the committee's publicly advertised meetings.

VOTE NEEDED: Approve the creation of the Development Ad Hoc Committee and appointment of Erin Johnson as Committee Chair as presented.

MOTION: Erin Johnson moved to approve the creation of the Development Ad Hoc Committee and appointment

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

VOTE NEEDED: To appoint Erin Johnson as the Development Ad Hoc Committee Chair as recommended.

MOTION: Dr. Irvin Clark moved to appoint Erin Johnson as the Development Ad Hoc Committee Chair as recommended.

Seconded by Renae Rountree

Motion carried unanimously with no members recusing from vote.

4.1.4. Executive Director Annual Review – ***Vote Needed***

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

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

MOTION: Renae Rountree moved to approve the Annual Executive Director Evaluation for Suzan Gage as presented.

Seconded by Kenneth Griffin

Motion carried unanimously with no members recusing from vote.

4.2. Finance Committee – Tiffani Hinds

4.2.1. No report

4.3. Policy and Personnel Committee- Joe Seabrook

4.3.1 Alternate Work Location Policy Amendment – *Vote Needed*

ELCNWF staff are recommending an amendment to the company’s Alternate Work Location policy, which is a part of the personnel policies (Employee Handbook). The purpose of the amendment is to include language that addresses requests from employees to temporarily modify their alternate work location. The following is the proposed amendment:

“In the event an employee will be working from a location outside their established home office, they agree to notify their supervisor where they will be working from, time zone, hours they will be working, and dates. These temporary changes in location will be considered on a case-by-case basis and must be approved in writing by the employee’s supervisor in advance.”

VOTE NEEDED: *To approve the amendment to the Alternate Work Location policy as recommended.*

MOTION: Dr. Irvin Clark moved to approve the amendment to the Alternate Work Location policy as recommended.

Seconded by Mary McKenzie

Motion carried unanimously with no members recusing from vote.

4.4. Education and Program Committee- Dr. Irvin Clark

4.4.1 No report

4.5. Development Ad Hoc Committee – Erin Johnson

4.5.1 July 19, 2024, Meeting report – *Information Only*

The Committee Chair will give a report from the committee’s first meeting held on July 19th.

5. 2024 Community Needs Assessment Final Report– Kate Verville

5.1 Community Needs Assessment Report – Information Only

At the February 14th 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. At the May 8th board meeting, Kate Verville with Public Works shared the scope of work being completed and gave a preliminary report. Public Works has since provided their final report and Ms. Verville will present an overview of the results and conclusions/recommendations.

6. Executive Director Overview

6.1. Organization Update

6.1.1. 2024-2025 Annual Organizational Development Planning Update

The Executive Director, along with the ELCNWF executive team, will complete their annual organizational development planning for FY25 in August. The team will review the focus areas from 2024 Community Needs Assessment results, revisit the 10-year and 3-year Vision established in 2023-2024, and create a new 1-year plan/goals for 2024-2025.

The Executive Director will present results from the meeting to include the established focus areas and goals for FY25 at the September 11th board meeting.

6.1.2. Bay County Chamber Childcare Taskforce Update

The Executive Director and various ELCNWF team members participated in the Bay Co. Chamber Childcare Taskforce Strategic Planning Workshop held on July 24th at Gulf Coast State College. Suzan will share additional information with the Board about next steps at the board meeting.

6.2 Monthly Services Numbers

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

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

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

6.2.4. Media Coverage/Activity/Events (See June 2024 Media Coverage.Activity.Events)

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

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

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

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

6.2.9. Contracted Provider CLASS Scores (See June 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. SR and VPK Child Eligibility and Data Edit Reports

6.4.2. SR and VPK Provider Monitoring

6.4.3. Child Care Resource and Referral

7. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

7.1 No report

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

9. **NEXT MEETING: September 11, 2024**

10. **ADJOURN:** Meeting was adjourned at 11:58 a.m.