



October 9, 2024 Board Minutes

Date: October 9, 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

ELCNWF Staff present via Phone/Zoom: Sam Sweazy, Finance 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: 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	
●	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		
●	Joe	Seabrook		1		
●	Joe	Taylor		1		
	Richard	Williams			1	
	Myrtis	Wynn			1	
●	Erin	Johnson		1		
	Veronica	Watkins			1	
		Total		12	9	

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 2024	August 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,443,317.12	SR Slot Dollars – \$1,252,152.09
	Children Paid – 2,495	Children Paid – 2,580
	July 2024	August 2024
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments – \$11,767.45	VPK Payments – \$351,634.37
	Children Paid – 16	Children Paid – 1,591

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

Seconded by Mary McKenzie

Motion carried unanimously with no members recusing from vote.

3. ADOPTION OF CONSENT AGENDA ITEMS – Chase Christianson

3.1. Minutes: Board Meeting August 14 2024 (*See DRAFT Minutes*)

3.2. Credit Card Transaction Report (*See Regions Credit Card Analysis & Statement July/August 2024*)

3.3. Financial Report (July/August 2024)

VOTE NEEDED: Approve the consent agenda as presented.

MOTION: Dr. Irvin Clark 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. Articles of Incorporation Revision – *Vote needed*

The Articles of Incorporation are being revised to reflect a new Core Focus (Purpose Statement) that combines portions of the prior vision and mission statements while making it simpler and

easier to comprehend. The revisions to the Articles also include updating the Registered Agent to our new attorney, Jeff Carter, Esq. Per Article Twelve of the Articles of Inc., "Amendments to the Articles of Incorporation may be adopted by the Board of Directors at a meeting with a quorum present upon a two-thirds (2/3) vote of those present."

VOTE NEEDED: To approve the revisions to the Articles of Incorporation as presented.

MOTION: Miatta Jalaber moved to approve the revisions to the Articles of Incorporation as presented.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

4.1.2. Bylaws Revisions – ***Vote needed***

The Bylaws have also been revised to reflect the new Core Focus (Purpose Statement) and removes the Community At-Large membership position to align with the most recent list of approved in Statute and DEL guidance. Per Article XI of the Bylaws, "The Bylaws or the Articles of Incorporation of this Corporation may be amended, repealed or altered in whole or in part by a two-thirds (2/3) vote of present members, at any duly organized meeting of the Board of Directors, at which a quorum is present."

VOTE NEEDED: To approve the revisions to the Bylaws as presented.

MOTION: Tony Bennett moved to approve the revisions to the Bylaws.

Seconded by Miatta Jalaber

Motion carried unanimously with no members recusing from vote.

4.1.3. Board Secretary Appointment – Information Only

With Renae Rountree's 2nd term ending in August, it left the Board Secretary position vacant. Secretary duties include, but are not limited to ensuring that minutes are recorded and published for meetings of the Board of Directors, ensuring proper maintenance and effective management of the Coalition's records, becoming sufficiently familiar with legal and corporate documents (articles of incorporation, bylaws, IRS documents, etc.) to note applicability during meetings, and accepting written request to speak from the public audience at Board meetings. Members who are interested in serving in this Board Officer position are requested to call or email the Coalition's Executive Director. Interested parties will be submitted to the Board as nominations at an upcoming meeting and nominations will also be presented from the floor at said meeting and will be accepted for consideration per Bylaws.

4.1.4. Website Maintenance and Support RFP Update – Information Only

Coalition staff are in the process of preparing a Request for Proposal (RFP) for its website maintenance and support. The contract with our current vendor, Gorgeous-RFP, LLC, expires

December 31, 2024. The RFP is scheduled to be released on or about October 1st with a proposal submission deadline by October 22nd. Proposals will be reviewed and scored by an internal scoring committee and recommendations will be presented to the Board for approval at the November 13th Board meeting.

4.1.5. Annual Government in the Sunshine Law Training – Information Only

The Coalition’s attorney, Jeff Carter, will present information on Florida’s Government in the Sunshine Law and relevance to the ELCNWF and its Board of Directors. A copy of the presentation and the 2024 Government in the Sunshine Law Manual have been included in the board packet.

4.2. Finance Committee – Tiffani Hinds

4.2.1. FY25 Audit Update – Information Only

The Coalition has begun its preliminary work to prepare for the annual single audit, which is performed by our contracted audit firm Moss, Krusick, and Associates. Coalition staff expects all the testing to be conducted remotely over the next few months and the draft audit report and 990 to be presented to the Board for approval in early 2025. The Treasurer will report on the progress of the audit to the Board as the work progresses.

4.3. Policy and Personnel Committee- Joe Seabrook

4.3.1 No report.

4.4. Education and Program Committee- Dr. Irvin Clark

4.4.1 VPK Progress Monitoring Update – Information Only

On August 21, 2024, Florida’s State Board of Education approved Rule 6M-8.622, Florida Administrative Code (F.A.C.), Voluntary Prekindergarten (VPK) Education Provider Performance Metric and Designations, which a copy of the rule is also provided in the board packet. The rule is effective on September 24, 2024 and is to be applied for the first time at the end of the 2024-25 VPK program year. The department will calculate performance metrics for each VPK provider and assign each provider a performance designation within 45 days after the conclusion of the VPK school-year and summer programs, respectively

A copy of a memo from DEL Chancellor Cari Miller is also included in the board packet and partially states “The new rule establishes VPK program accountability in accordance with Section 1002.68, Florida Statutes. The rule details procedures for the department to calculate each VPK provider’s performance metric and assignment of performance designations. The rule includes key VPK accountability terms and definitions including composite program assessment score, eligible children, growth rate, highest literacy classification, kindergarten readiness and performance metric designations. Additionally, the rule outlines the three components (quality, achievement and learning gains) for calculating each VPK provider’s performance metric, and criteria for assigning performance designations.”

The Executive Director and ELCNWF staff have prepared a presentation of the preliminary 2024-25 VPK progress monitoring and will also present plans for implementing early intervention strategies for those children who are in the “urgent intervention” category.

4.4.2 ELCNWF-Provider InclYOUision Meeting Report – Information Only

On September 5th, the inaugural inclYOUision provider workgroup meeting took place at the ELCNWF’s Panama City office. This workgroup was formed to create a space for child care providers to share feedback about our inclusion programming and suggest solutions to critical issues related to completing child development screenings, addressing challenging behaviors, or supporting children with special needs. The meeting was held with a small pilot group of six (6) child care providers (3 in person and 3 joining virtually) who were chosen either because they are facing significant challenges with the timely completion of the Ages and Stages Questionnaire (ASQ) or because they have a proven process of timely completion of the ASQ.

Some highlights of the conversation include suggestions for enhancing Coalition support to providers with consistent confirmation that a Warmline request has been received, tip sheets for educators and directors to help address common behavior issues or developmental delays like those with speech issues and providing lists to providers of upcoming ASQ due dates. Coalition representatives made note of all the recommendations and are in the process of discussing the feasibility of adopting all or some of these enhancements.

Additionally, the Coalition was able to inquire about the barriers or challenges to completing timely ASQs and discuss their specific businesses’ overall confidence level in completing timely and accurate screenings. On average, the provider representatives in attendance expressed an average confidence level of 7.5 out of 10 in completing the screenings. The group agreed that these conversations should continue and that a quarterly cadence is appropriate. The team is currently working to plan our second meeting for some time in January and will open the workgroup to any provider interested in participating.

4.5. Development Ad Hoc Committee – Erin Johnson

4.5.1 No Report.

5. Executive Director Overview

5.1. Organization Update

5.1.1. 2024-2025 Annual Organizational Development Planning Update

The ELCNWF Executive Director and executive team held their annual organizational development and strategic planning meeting on August 30th, facilitated by Molly Grant and Jessica Fowler of the Association of Early Learning Coalitions (AELC). This year, the team focused on considerations/recommendations from the recently completed community needs assessment and aligned the FY25 1-year plan to address some of those items, which also align to the

organization's 3-year picture and the 10-year target. The Executive Director has included an overview of the five focus areas and goals established for FY25 in the board meeting packet.

5.1.2. Potential Fiscal Sponsor Opportunity – Goshen Community Resource and Recovery Center (FCI)

Goshen Community Resource and Recovery Center has been working on a grant application through Florida's Ounce of Prevention to bring a Florida Children's Initiative program to an underserved community in the 32401 zip code in Bay Co. Goshen approached the Coalition to determine an interest in being the initial fiscal sponsor for the Initiative should they receive the grant and until they can get internal supports in place. The Executive Director is working with the Coalition's attorney to ensure all legal concerns are addressed. Additional information will be discussed at the meeting.

5.1.3. November 1st – Bay County Chamber's First Friday ELCNWF Sponsorship

The Coalition is sponsoring Bay County Chamber's monthly First Friday event on November 1st and will present important information about the services and plans to address the outcomes from the recently completed community needs assessment. All board members are encouraged to attend with the Executive Director and staff to help garner support for the Coalition's efforts. The event will be held on November 1st at the FSU-PC Holly Center at 7:30-9:00 am CDT.

5.1.4. DEL Accountability Monitoring Final Report and Corrective Action Plan (CAP)

The Coalition has received its final report from DEL's 2023-2024 Accountability Monitoring. Two findings remained on the final report which required a Corrective Action Plan (CAP). A copy of the final report, management addendum, and the Coalition's CAP have been included in the board meeting packet.

5.1.5. NWFHN Annual Monitoring Corrective Action Plan (CAP) Update

The Coalition also received its final report from the 2023-2024 Early Childhood Care Coordination (EC3) program monitoring by our funder Northwest Florida Health Network (NWFHN). The Executive Director reported in July that this was the first monitoring completed with NWFHN the monitoring resulted in 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. NWFHN accepted the Coalition's CAP and closed out the annual monitoring on September 20th. A copy of the final monitoring results and CAP have been included in the Board meeting packet.

5.1.6. Florida Business Child Care Tax Credit

In the 2024 legislative session, the Florida legislature passed HB 7073, "Taxation," including a provision on the Child Care Tax Credit. Starting during the 2024 taxable year, Florida's child care tax credit provides businesses with the potential for significant tax savings while supporting employees' childcare needs. This move aims to alleviate the financial burden of childcare through

employer-supported care, enabling more parents to participate fully in the workforce, which, according to the Florida Chamber Foundation's Untapped Potential in FL research, is the #1 reason why parents leave their jobs.

The Florida Department of Revenue began accepting applications on October 1, 2024, and can apply retroactively for childcare expenses incurred by the employer based on their taxable year. To apply for the credit, a business must incur startup costs for an eligible child care facility, operate an eligible child care facility, or make payments to an eligible child care facility in the name and for the benefit of an employee. The credit is available against the following five (5) Florida taxes: corporate income tax; excise tax on liquor, wine, and malt beverages; gas and oil production tax; insurance premium tax; and use tax due under a direct pay permit.

More information can be found in the Employer Guide included in the board meeting packet or on the Florida Dept. of Revenue's website at <https://floridarevenue.com/taxes/taxesfees/Pages/childcare.aspx>.

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

- 5.4.1. Internal Controls/IT Data Security and Integrity (DEL ICQ Document)

6. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

6.1 No report

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

8. **NEXT MEETING: November 13, 2024**

9. **ADJOURN:** Meeting was adjourned at 11:39 a.m.