



November 13, 2024 Board Minutes

Date: November 13, 2024

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Tracey Edwards

Time: Meeting called to order at 11:03 am CST by Chase Christianson

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 Development and Special Programs Director; Lindsay Holmes, Education Services Director; Tracey Edwards, HR and Administrative Support Specialist

Guests present: Jeff Carter, Board Attorney

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	
●	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		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		
	August 2024	September 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,252,152.09	SR Slot Dollars – \$1,336,721.06
	Children Paid – 2,580	Children Paid – 2,406
	August 2024	September 2024
<u>VPK Program</u> Payments to Child Care for VPK services	VPK Payments – \$351,364.37	VPK Payments – \$508,685.89
	Children Paid – 1,591	Children Paid – 1,621

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF at 11:03 a.m. CDT by Chase Christianson
2. APPROVAL OF MEETING AGENDA – Chase Christianson

VOTE NEEDED: To approve the meeting agenda as presented.

MOTION: Tony Bennett moved to approve the meeting agenda as presented.

Seconded by Jeanne Hitchcock

Motion carried unanimously with no members recusing from vote.

3. COMMITTEE/FULL BOARD REPORTS – Chase Christianson

3.1. Executive Committee- Chase Christianson

3.1.1. Website Maintenance RFP – *Vote needed*

Coalition recently released 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 was released on October 2nd with a proposal submission deadline of October 28th at 1:00 pm CDT. Proposals were reviewed and scored by an internal scoring committee with the results as follows:

RFP 2024-04: Website Maintenance Services Final Score			
Scorers	EMILY Marketing	Gnosys	Gorgeous
Scorer 1	86	87	84
Scorer 2	93	88	91
Scorer 3	70	80	90
TOTAL POINTS	249	255	265

VOTE NEEDED: To award the contract to Gorgeous RFP, Inc. as scored and recommended by the scoring committee.

MOTION: Dr. Irvin Clark moved to award the Website Maintenance Contract to Gorgeous RFP, Inc. as recommended by the scoring committee.

Seconded by Sharon Gaskin

Motion carried unanimously with no members recusing from vote.

3.1.2. Board Secretary Appointment – ***Vote needed***

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 requests to speak from the public audience at Board meetings. Joe Seabrook, who Chairs the Personnel and Policy Committee, has been nominated to serve at Board Secretary. Nominations may also be presented from the floor at the board meeting and will be accepted for consideration per Bylaws.

VOTE NEEDED: To approve the appointment of Joe Seabrook as Board Secretary for FY25.

MOTION: Joe Taylor moved to approve the appointment of Joe Seabrook as Board Secretary for FY25.

Seconded by Tony Bennett

Motion carried unanimously with no members recusing from vote.

3.1.3. Membership Update – Information Only

Coalition staff are working to fill the board membership vacancies listed below. If members have any thoughts or recommendations, please contact Suzan directly.

- Faith-based Provider Representative
- County Commissioner or Designee
- School Board Superintendent
- Private Sector Member with banking experience

3.1.4. December Executive Committee Meeting – Information Only

Coalition staff recently received training in advocacy and lobbying activities as part of the Voices for Healthy Kids grant. The training was conducted by Allen Mattison, an attorney with Trister, Ross, Schadler & Gold, PLLC. The training focused on the definitions of direct lobbying and grassroots lobbying, exemptions to and exclusions from these definitions. Allen also shared examples and strategies for utilizing federal and state funds for non-lobbying activities and non-federal and state funds for lobbying activities when it is appropriate for a nonprofit organization to do so. Allen also

assisted in developing a policy to help guide the Board and staff on advocacy and lobbying activities. The Executive Director and Coalition staff are drafting a policy based on Allen's recommendations which will be presented to the Executive Committee in December (meeting date TBD) and upon approval will present a final draft to the full board at the January 8, 2025 board meeting for final approval.

3.2. Finance Committee – Tiffani Hinds, Treasurer and Committee Chair

3.2.1. FY25 Audit Update – Information Only

The Coalition is completing its preliminary work to prepare for the annual single audit, which is performed by our contracted audit firm Moss, Krusick, and Associates. DEL recently stated that the FY24 revenue confirmations should be released to Coalitions and their auditors in early December. Coalition staff expect 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 continue to report on the progress of the audit to the Board

3.3. Policy and Personnel Committee- Joe Seabrook

3.3.1 No report.

3.4. Education and Program Committee- Dr. Irvin Clark

3.4.1. No report.

3.5. Development Ad Hoc Committee – Erin Johnson

3.5.1 No Report.

4. Executive Director Overview

4.1. Organization Update

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

The Coalition sponsored Bay County Chamber's monthly First Friday event on November 1st and presented important information about the services and plans to address the outcomes from the recently completed community needs assessment. Additional information will be shared and highlighted at the board meeting.

4.2. Monthly Service Numbers

4.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (*See SR and VPK Enrollment Numbers and SR Waitlist through October 2024*)

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

4.2.3. Education Services (*See October 2024 Service and Numbers for Education Services*)

4.2.4. Media Coverage/Activity/Events (*See October 2024 Media Coverage.Activity.Events*)

4.2.5. Child Care Resource and Referral Numbers (*See October 2024 Childcare Resource and Referral Service Numbers*)

4.2.6. Help Me Grow Service Numbers (*See Help Me Grow September 2024 Data Snapshot*)

4.2.7. Inclusion/Child Service Numbers (*See October 2024 Service Numbers for Child Services*)

- 4.2.8. Early Childhood Care Coordination (*See October 2024 Service Numbers*)
- 4.2.9. Contracted Provider CLASS Scores (*See October 2024 Service Numbers*)

4.3. Coalition Fraud Update

- 4.3.1. There are no active suspected fraud investigations at this time.

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

- 4.4.1. **SR and VPK Child Eligibility and Data Edit Reports**
- 4.4.2. **SR and VPK Provider Monitoring**
- 4.4.3. **Child Care Resource and Referral**

5. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

- 5.1. Mylisa Lee reported that the Department would like to collaborate with the Coalition in an upcoming Child Abuse Summit in April. The event will include child abuse prevention and awareness to the community. Mylisa Lee will follow up with Suzan.

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

- 6.1. Tony Bennett suggested a partnership or honorary membership for the Coalition with the EDA. Tony or Chase will follow up with Suzan at a later date on next steps.

7. NEXT MEETING: January 8, 2025 (no meeting in December except for Executive Committee)

8. ADJOURN: Meeting was adjourned at 11:21 a.m.