



February 12, 2025 Board Minutes

Date: February 12, 2025

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;

ELCNWF Staff present via Phone/Zoom: Sam Sweazy, Finance Director; Ken Whitaker, Operations Director; Lindsay Holmes, Education Services Director; Tami Valdez, Community Development and Special Programs Director; Felecia Dorchuck; Accounts Receivable Specialist; Tracey Edwards, HR and Administrative Support Specialist

Guests present: Jeff Carter, Board Attorney; Joshua Peters, MKA; Kelsie Burke, MKA; Jon Duffy, MKA

Full Board: Yes No Quorum: Yes In attendance: 17/20

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		
●	Richard	Williams		1		
●	Myrtis	Wynn		1		
●	Erin	Johnson		1		
●	Veronica	Watkins		1		
		Total		17	3	

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		
	November 2024	December 2024
<u>School Readiness</u> Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,335,634.60	SR Slot Dollars – \$1,444,556.39
	Children Paid – 2,398	Children Paid – 2,414
<u>VPK Program</u> Payments to Child Care for VPK services	November 2024	December 2024
	VPK Payments – \$398,069.77	VPK Payments – \$382,351.79
	Children Paid – 1,614	Children Paid – 1,601

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 AND CONENT AGENDA – Chase Christianson

VOTE NEEDED: To approve the meeting agenda and the consent agenda as presented.

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

Seconded by Tiffany Hinds

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. No Report

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

3.2.1. FY24 Audit Update – *Vote needed*

The Coalition is underway with the annual single audit, which is performed by our contracted audit firm Moss, Krusick, and Associates. Since the last report, Coalition staff have completed most of the sample selection testing portion of the audit. We are still waiting to receive the FY24 revenue confirmations from DEL, which should be released to Coalitions in January. We hope to have the audit completed over the next couple of months and present the draft audit report and 990 to the Board for approval by the March board meeting. The Treasurer will continue to report on the progress of the audit to the Board.

VOTE NEEDED: To approve the audit as presented by the auditors.

MOTION: Tiffany Hinds moved to approve the FY25 Audit as presented by the auditors.

Seconded by Dr. Irvin Clark

Motion carried unanimously with no members recusing from vote.

3.2.2. FY25 Budget Revision – *Vote Needed*

Coalition staff have been working diligently to fully utilize the MIP accounting system and enhance financial reporting. Included in this process is revising the annual budget format to align with MIP reporting functionalities. A revised budget is included in the board packet for approval. Budget revisions also consider revenue changes and expenditure targets through the first 6 months of the program year.

VOTE NEEDED: To approve the FY25 Budget Revisions as presented.

MOTION: Tiffany Hinds moved to approve the FY25 Budget Revisions as presented.

Seconded by Sharon Gaskin

Motion carried unanimously with no members recusing from vote.

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. School Readiness Provider Child Development Screening Non-Compliance Process

As follow up to the 23-24 DEL Accountability Monitoring, Coalition staff are preparing to implement the corrective action plan with School Readiness (SR) providers who are in noncompliance with the child developmental screening requirements. The Education Services and Operations teams have been providing additional notification to providers ahead of screening due dates; however, some providers continue to be late completing the screenings or do not complete them at all.

Effective March 1st, the Coalition will begin implementing corrective action and enforcement required under the Statewide SR Provider Contract to include corrective action notices, probation, and even contract termination. The Executive Director is providing this information, so the Board is fully aware of the actions staff are taking, according to the contract, in the event a provider challenges those actions and requests a dispute resolution hearing. The Executive Director will keep the Board informed of the number of providers involved and results of the noncompliance notices.

4.1.2. Board Membership Bio Request

As part of the Coalition’s development plan, the Executive Director and staff are requesting bios from each board member. The bios will be helpful to have available as we are expanding our Chamber presentations and other community engagement activities across the service area. Please

look for an email from Tracey Edwards next week or so with additional information.

4.1.3. Speaking Engagement and Collaboration Opportunities

The Executive Director will provide an update on recent speaking engagements and collaboration opportunities she has participated in, advancing the vision and mission of the organization.

4.1.4. Legislative Updates

The Executive Director will share an update on any legislative visits, committee meetings, bills filed, and other information impacting early learning.

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 November/December 2024)*
- 4.2.2. Contracted Providers *(See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores as of November/December 2024)*
- 4.2.3. Education Services *(See November/December 2024 Service and Numbers for Education Services)*
- 4.2.4. Media Coverage/Activity/Events *(See November/December 2024 Media Coverage.Activity.Events)*
- 4.2.5. Child Care Resource and Referral Numbers *(See November/December 2024 Childcare Resource and Referral Service Numbers)*
- 4.2.6. Help Me Grow Service Numbers *(See Help Me Grow October/November 2024 Data Snapshot)*
- 4.2.7. Inclusion/Child Service Numbers *(See November/December 2024 Service Numbers for Child Services)*
- 4.2.8. Early Childhood Care Coordination *(See November/December 2024 Service Numbers)*
- 4.2.9. Contracted Provider CLASS Scores *(See November/December 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 Developmental Screening and Intervention Practices

5. DEPARTMENT OF CHILDREN AND FAMILIES REPORT

- 5.1. No Report

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

7. **NEXT MEETING:** March 12, 2025

8. **ADJOURN:** Meeting was adjourned at 11:34 a.m.