



## June 11, 2025 Board Minutes

**Date:** June 11, 2025

**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; Tami Valdez, Community Development and Special Programs Director; Lindsay Holmes, Education Services Director

**ELCNWF Staff present via Phone/Zoom:** Sam Sweazy, Finance Director; Ken Whitaker, Operations Director; Felecia Dorchuck, Accounts Receivable Specialist; Tracey Edwards, HR and Administrative Support Specialist

**Guests present:** Jeff Carter, Board Attorney;

**Full Board:** ☒ Yes ☐ No Quorum: Yes In attendance: 18/25

**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		
	Doug	Crosby		1		
	Sharon	Gaskin		1		
	Zach	Gilmore			1	
	Kenneth	Griffin		1		
●	Tiffani	Hinds		1		
	Jeanne	Hitchcock		1		
	Miatta	Jalaber		1		
	Erin	Johnson		1		
	Missy	Lee			1	
	Gina	McAllister			1	
	Mary	McKenzie		1		
	Juliana	Melara		1		
	Crista	Miller		1		
	Sarah	Quantara		1		
	Thomas	Register		1		
●	Joe	Seabrook		1		
	Joseph	Taylor		1		
	Richard	Williams			1	
●	Myrtis	Wynn		1		
	Veronica	Watkins			1	

		Total		18	7	

### 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		
	March 2025	April 2025
School Readiness Payments to Child Care Providers for Direct Services (Slots)	SR Slot Dollars – \$1,224,503.91	SR Slot Dollars – \$1,283,093.95
	Children Paid – 2,456	Children Paid – 2,462
	March 2025	April 2025
VPK Program Payments to Child Care for VPK services	VPK Payments – \$417,909.04	VPK Payments – \$536,899.64
	Children Paid – 1,584	Children Paid – 1,547

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:** Sharon Gaskin moved to approve the meeting and consent 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. Board Member Resignation – *Vote Needed*

Traci Corbin announced her resignation from the Board as the Dept. of Health designee.

*VOTE NEEDED: To approve the resignation of board member, Traci Corbin, as presented.*

**MOTION:** Miatta Jalaber moved to approve the resignation of board member, Traci Corbin as presented.

*Seconded by* Dr. Irvin Clark

*Motion carried unanimously* with no members recusing from vote.

##### 3.1.2. Board Member Approvals – *Voted Needed*

Sarah Quaranta, Administrator of the Florida Department of Health for Franklin/Gulf counties and Doug Crosby, Bay County Commissioner for District 3, have shared their interest in serving on the Board for the respective vacancies.

***VOTE NEEDED: To approve the appointments of Ms. Quaranta and Mr. Crosby to the Board of Directors to fill the vacancies in their respective positions as presented.***

**MOTION:** Dr. Irvin Clark moved to approve the appointments of Ms. Quaranta and Mr. Crosby to the Board of Directors to fill the vacancies in their respective positions as presented.

***Seconded by*** Miatta Jalaber

***Motion carried unanimously*** with no members recusing from vote.

**3.1.3. Proposed FY26 Officers and Committees – *Vote needed***

The Chair and Executive Director have prepared a proposed slate of officers and committee appointments for the 2025-2026 fiscal year which are included in the meeting packet. Board members are asked to review the proposed officers and committee appointments prior to the June 11th 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 June 11th board meeting. Officer nominations will be accepted from the floor at the board meeting per bylaws.

***VOTE NEEDED: To approve FY26 Slate of Officers and Committee appointments as presented or amended.***

**MOTION:** Dr. Irvin Clark moved to approve the FY26 Slate of Officers and Committee appointments as presented.

***Seconded by*** Mary McKenzie

***Motion carried unanimously*** with no members recusing from vote.

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

**3.2.1. Chipley Lease Renewal - Related Party Contract Below \$25,000 – *Vote needed***

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 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.

***VOTE NEEDED: To approve FY26 Slate of Officers and Committee appointments as presented or amended.***

**MOTION:** Kenneth Griffin moved 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 as presented.

***Seconded by*** Dr. Irvin Clark

***Motion carried unanimously*** with one member recusing from vote.

3.2.2. Corporate Credit Card Holder Updates – *Vote needed*

The ELCNWF’s current credit card policy as found in its Board- and DEL-approved Disbursements Policy states, in part, that “The Board of Directors has the authority to issue purchase/credit cards and will periodically review the list of users to ensure the cards are issued to appropriate staff members.” The Executive Director and staff are presenting the proposed changes to cardholders and limits due to staff turnover and limits for those who travel and complete procurement duties for official business of the organization.

<b><u>Staff Member</u></b>	<b>Current Limit</b>
<b>Bonner, Matt</b>	5,000.00
<b>Dorchuck, Felecia</b>	10,000.00
<b>Gage, Suzan</b>	20,000.00
<b>Wells, Charron</b>	2,500.00
<b>Holmes, Lindsay</b>	5,000.00
<b>Valdez, Tami</b>	5,000.00
<b>Whittaker, Ken</b>	2,500.00
<b>Total</b>	<b>50,000.00</b>

***VOTE NEEDED: To approve the revisions to the corporate credit cardholders and limits.***

**MOTION:** Sharon Gaskin moved to approve the revisions to the corporate credit cardholders and limits as presented.

***Seconded by*** Mary McKenzie

***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. June 9<sup>th</sup> Committee Meeting – FY26 Program Plans Review – *Voted needed*

The Executive Director will convene a meeting with the Education and Program Committee on June 9th 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 Program Assessments; Coaching, Training, and Professional

Learning; Child Services; VPK Progress Monitoring; VPK Providers on Probation; EC3 Program; and Communications, Outreach, and Development.

***VOTE NEEDED: To approve FY26 Workplans as presented.***

**MOTION:** Joseph Taylor moved to approve the FY26 Workplans as presented.

***Seconded by*** Sharon Gaskin

***Motion carried unanimously*** with no members recusing from vote.

### **3.5. Development Ad Hoc Committee – Erin Johnson**

#### **3.5.1 No Report.**

## **4. Executive Director Overview**

### **4.1. Organization Update**

#### **4.1.1. FY26 SR Funding Forecasts**

The Executive Director will share the most recent forecast and legislative funding proposals for the 2025-2026 School Readiness (SR) program.

#### **4.1.2. Legislative Updates**

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

#### **4.1.3. 1-Year Plan Outcomes Report (through Quarter 3)**

The Executive Director will share a report of the ELCNWF efforts towards completion of its 1-Year Plan. The plan was developed through the ELCNWF leadership team's annual planning meeting and guides the organization's strategic priorities. A copy of the report is included in the board meeting packet.

#### **4.1.4. May Data Dashboard**

Coalition staff have created a new monthly dashboard to review and highlight certain monthly services by each department. A copy of the May dashboard has been included in the board meeting packet for the Board's review. The intent is to include this report in the monthly service numbers the Board receives from the Executive Director each month.

### **4.2. Monthly Service Numbers (May 2025)**

4.2.1. School Readiness and VPK Enrollment Numbers and SR Waitlist (*See SR and VPK Enrollment Numbers and SR Waitlist Report*)

4.2.2. Contracted Providers (*See Total VPK Contracted Providers VS. VPK Programs with CLASS Scores Report*)

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

4.2.4. Media Coverage/Activity/Events (*See Media Coverage.Activity.Events Report*)

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

4.2.6. Help Me Grow Service Numbers (*See Help Me Grow Data Reports*)

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

4.2.8. Early Childhood Care Coordination (*See Service Numbers Report*)

4.2.9. Contracted Provider CLASS Scores (*See Service Numbers Report*)

#### **4.3. Coalition Fraud Update**

- 4.3.1. ELCNWF staff have referred one School Readiness recipient case to DEL and the Bureau of Public Assistance Fraud (BPAF). The case is currently under review with BPAF. The Executive Director will continue to provide updates on this case and any new cases at upcoming board meetings.

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

- 4.4.1. SR and VPK Eligibility
- 4.4.2. SR and VPK Provider Monitoring
- 4.4.3. CCR&R and Family Engagement
- 4.4.4. ESD-Child Development Screening and Intervention

#### **4. DEPARTMENT OF CHILDREN AND FAMILIES REPORT**

Miatta Jalaber reported that changes to childcare inspections are coming up and she will continue to work with providers to ensure they receive this information once change have been finalized.

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

- 6. **NEXT MEETING:** July 9, 2025

- 7. **ADJOURN:** Meeting was adjourned at 11:37 a.m.