



June 10, 2026 Board Minutes

Date: June 10, 2026

Location: Zoom/Telephone Call-in Meeting

Minutes Taken By: Tracey Edwards

Time: Meeting called to order at 11:01 am CST by Chase Christianson, Chairman

ELCNWF Staff members present in person: Suzan Gage, Executive Director; or

ELCNWF Staff present via Phone/Zoom: Sam Sweazy Director; Ken Whittaker, Operations Director; Priscilla Greco, Staff Accountant; Felecia Dorchuck; Accounts Receivable Specialist; Tracey Edwards, HR and Administrative Support Specialist

Guests present: none

Full Board: ☒ Yes ☐ No Quorum: yes In attendance: 17/24

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		
•	Irvin	Clark		1		
	Doug	Crosby		1		
	Sharon	Gaskin		1		
	Zach	Gilmore		1		
	Kenneth	Griffin		1		
•	Tiffani	Hinds			1	
	Jeanne	Hitchcock		1		
	Lee Ann	Case		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		17	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 2026	April 2026
<u>School Readiness (SR)</u>	SR Slot Dollars – \$1,277,376.76	SR Slot Dollars – \$1,301,762.56
Payments to Child Care Providers for Direct Services (Slots)	Children Paid – 2,437	Children Paid – 2,560
SCHOOL READINESS PLUS		
	March 2026	April 2026
<u>School Readiness PLUS</u>	SR Slot Dollars – \$867.84	SR Slot Dollars – \$513.89
Payments to Child Care Providers for Direct Services (Slots) for eligible families above the SR exit threshold.	Children Paid – 7	Children Paid – 5
VOLUNTARY PREKINDERGARTEN		
	March 2026	April 2026
<u>VPK Program</u>	VPK Payments – \$401,138.66	VPK Payments – \$482,052.42
Payments to Child Care for VPK services	Children Paid – 1,455	Children Paid – 1,466

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF at 11:01 a.m. CDT by Chase Christianson, Chairman

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 Dr. Irvin Clark

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. Little Sharks Learning Center School Readiness Contract Termination Update – Information Only

Coalition staff received the provider’s certificate of insurance, and the provider was able to come into compliance before the May 22nd contract termination date. No services to children and families were

interrupted. Coalition staff will continue to work with the provider to maintain compliance with this and all other SR contract deliverables.

3.1.2. Proposed FY27 Officers and Committees – Information Only

The Chair and Executive Director have prepared a proposed slate of officers and committee appointments for the 2026-2027 fiscal year which are included in the meeting packet. Board members are asked to review the proposed officers and committee appointments prior to the August 12th 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 August 12th board meeting. Officer nominations will be accepted from the floor at the board meeting per bylaws.

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 a 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 CareerSource Chipola, Mary McKenzie is on the CareerSource Chipola Board of Directors.

VOTE NEEDED: 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.

MOTION: Kenneth Griffin moved to approve the 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 1 member 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. July Committee Meeting Update – FY27 Program Plans Review – *Information Only*

The Committee Chair and Executive Director will convene a meeting with the Education and Program Committee in July 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 CLASS, Literacy Coaching, VPK Progress Monitoring, Infant- Toddler Building Better Beginnings, Development and Outreach, Child Developmental Screening and Referral, Help Me Grow Northwest Florida, and Mental Health Supports. The Committee Chair and Executive Director will work with the committee members to determine the best time to convene a meeting. Final work plan drafts will be presented at the August 12th board meeting for approval.

3.5. Development Ad Hoc Committee – Erin Johnson

3.5.1. No Report

4. Executive Director Overview

4.1. Organization Update

4.1.1. Organization and Community Engagements

Below is a list of organization and community engagements attended by the Executive Director during May 2026 that aligns with the ELCNWF’s strategic plan, strengthens our partnerships, and advances the focus of early learning at the local, state, and national level.

5/6:	ELC Panhandle Regional Collaboration Meeting
5/12:	Council of Early Grade Success Virtual Meeting
5/12:	Impact 100 Finalist Grant Application Presentation
5/14:	ECBWA Presentation
5/18:	Goshen Florida Children’s Initiative Meet and Greet
5/19:	Calhoun Co. Early Childhood Prevention Strategies Meeting
5/20:	Quarterly Child Care Provider Meeting
5/21:	Bay Co. Chamber of Commerce Board Meeting

4.1.2. FY27 Budget Update

The Florida legislators held a special session to pass a FY27 budget. At this time, the Coalition expects to receive approximately \$18.4M in base SR funding which will allow the Coalition to serve the current number of families and maintain current staffing and operations. VPK funding was reduced by approximately \$200K which is based on the state’s VPK estimating conference and an anticipated reduction in the number of 4-year-olds in the state. The Coalition expects to present a FY27 budget to the Board at the August 12th board meeting after we receive its FY27 notice of award (NOA) from DEL and will include other anticipated funding from all of our grantors.

4.1.3. DEL Accountability Monitoring Update

The Division of Early Learning (DEL) is currently conducting its biennial programmatic accountability monitoring review that includes Voluntary Prekindergarten (VPK) and School Readiness (SR) child eligibility and payment validation, VPK provider eligibility, data accuracy (DA), educational services delivery (ESD), coalition governance (CG), operations and program management (OPM) and child care resource and referral (CCR&R). Preliminary results are expected sometime in late August or early September. A final report will be shared with the Board when it is available, which is expected to be in late September or early October.

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.

4.2 Monthly Service Numbers (May 2026)

- 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 with a pending assignment status. 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 None

5 DEPARTMENT OF CHILDREN AND FAMILIES REPORT

5.3 Lee Anne Case reported that they will be setting up teen alliance meetings with partners. Members that are interested may contact Lee Anne Case for the invite.

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

7 NEXT MEETING: August 12, 2026 (no meeting in July)

8 ADJOURN: Meeting was adjourned at 11:16 a.m.