



COALITION BOARD MEETING July 13, 2016

The Early Learning Coalition of Okaloosa and Walton Counties (ELC) held their board meeting at 8:15 a.m. in the Warren Averett Training Room, Fort Walton Beach, Florida.

Coalition Members Present:

Amanda Colwell (Okaloosa County Health Department)
Beth Brant, Private Sector – Gubernatorial Appointee Chair (Polyengineering, Inc.)
Don Edwards, Private Sector (Trustmark Bank)
Bev Sandlin, Northwest Florida State College President’s Appointee
Jeanne Martin, Department of Children and Families (Licensing Office)
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)
Lisa Drake, Private Provider (Kid’s Discovery)
Paul Sirmans, Private Sector (Emerald Coast Title Services)
Caroline FitzGerald – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)
Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)
Debbie Riley-Broadnax (Okaloosa County Head Start)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland, and Gund) – *via teleconference*

Members Absent:

Debbie Haan, School District of Okaloosa County Superintendent’s Appointee
Evie Fox, Healthy Start Community Coalition
Louis Svehla, Walton County Commissioner’s Appointee
Dr. Julie McNabb, Rep. of Agency Serving Children with Disabilities (Horizons of Okaloosa Co.)
Linda Sumblin, Workforce Development Board’s Appointee
Dr. Susan Van Buren, Private Sector (CHELCO)

Guests:

Chris Canales, Okaloosa County Health Department
Wraith Drake, Kids Discovery

Coalition Staff:

Renea Black, Executive Director
Janna Carroll, Finance Director
Connie Watson, Executive Assistant

Call to Order/Introductions

Beth Brant called the meeting to order at 8:26 a.m.

Quorum Established at 9:00 a.m.

Board Membership

Beverly Sandlin has been appointed to serve as the Northwest Florida State College President’s Appointee to the Board of Directors for the Early Learning Coalition (ELC).

Consent Agenda

- A. Minutes – May 11, 2016
- B. Summary of Executed Contracts
- C. Status of Agency Audits & Monitorings

RESULT:	Consent Agenda approved (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	KATHY CURRY

Financial Statements

Financials - Janna Carroll reviewed the May 2016 Financial Statements. A motion was made to approve the financials for May 2016.

RESULT:	May 2016 Financial Statements Approved UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	BEV SANDLIN

Slot Utilization – Janna Carroll shared the ELC Utilization Report FY 2015-16 School Readiness and VPK as of March 2016. Renea reported Mr. MacKinnon encouraged caution on new enrollments due to the 1-year eligibility determination rule effective July 1, 2016.

Status of Match Waiver Request – The match waiver for Walton County was approved. Renea Black told the Board the ELC is working to develop match locally.

Policies and Procedures

Renea Black reported once the policies and procedures are approved, all ELC staff will be trained.

Tangible Personal Property - A motion was made to adopt the Tangible Personal Property Policy.

ELC Record Retention Policy and Procedures – Jeanne Martin pointed out an error in the Background Screening Documents Section “All employees shall maintain a Level II Background Screening using the Volunteer & Employee Criminal History System (VECHS).” VECHS is not Level II compliant. Renea Black will request clarification from the Florida Office of Early Learning (OEL). A motion was made to adopt the policy excluding the background screening section.

Information Technology Security Controls - A motion was made to adopt the Information Technology Security Controls policy.

RESULT:	Motion made to adopt Policies presented with the exception to the Records Retention Policy as noted.
MOVER:	DON EDWARDS
SECONDER:	BEV SANDLIN

Plan Amendment

Sliding Fee Scale – Renea Black shared that OEL has added a Supplemental Sliding Fee Schedule to include families up to 85% of the median income. A motion was made to approved the sliding fee scale.

RESULT:	Sliding Fee Scale Approved
MOVER:	DON EDWARDS
SECONDER:	KATHY CURRY

Eligibility – Renea Black explained that Protective Services and At-Risk Children brought into the program will receive the same 12-month eligibility as school readiness (SR) children. Recommendation by ELC staff to adopt same 12-month eligibility period for TANF and other billing groups for consistency.

RESULT:	Approved 12-Month Eligibility for all billing groups as recommended
MOVER:	KATHY CURRY
SECONDER:	DON EDWARDS

Committee Presentations

Executive Committee – Meeting Minutes from June 24, 2016 were approved.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	ALEXIS WALKER

Quorum ended at 8:50 a.m.

Utilization

In June 2016, the ELC served 1,604 SR children and admin was at 3.73%. In June 2016, the ELC served 1,402 VPK children and admin was at 3.25%. Janna Carroll projects the ELC will finish the 2016-2017 fiscal year under budget by \$36,670 in SR and \$28,883 in VPK. Discussion on serving children with the new eligibility rule followed.

Match Waiver

Renea Black shared the ELC received the Match Waiver for Walton County from OEL.

Quorum at 9:00 a.m.

Chair’s Report

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	LISA DRAKE
SECONDER:	JEANNE MARTIN

Board Calendar – Renea Black recommended the Board consider moving their meetings to the fourth (4th) Wednesday of the month so financials from the prior month would be available.

Executive Director’s Report

- Renea Black reported she is working with OEL to claim the time private sector board members donate to the ELC as an in-kind contribution.
- Raising match dollars – ELC Staff and volunteers will wrap gifts at Barnes and Noble for a donation on November 25th (Black Friday) and hold a Bookfair on Saturday, November 26th and Sunday, November 27th. Bev Sandlin volunteered to work with staff planning the event. Caroline FitzGerald suggested the ELC look into local businesses that would “round up to the nearest dollar” to support children.

Quorum ended at 9:30 a.m.

- Renea is meeting with the Walton County Commissioners about potential funding.
- The 2016-17 Notice of Awards reflects \$133,200 in contracted slot dollars to be used by centers in high need areas. The ELC has 63 centers identified as qualifying for these funds.
- July 8th meeting to review the Internal Control Checklist was cancelled. OEL is sending a new Internal Control checklist this month.
- The ELC ended the contract with Simple HR. Employees are now ELC employees and ADP is providing timekeeping services resulting in a financial savings to the ELC.
- CLASS training for staff in Santa Rosa County on August 30-31, 2016. Sharing costs with other area non-profits.
- Spectrum IT contract ended, but they will serve the ELC on an “as needed” basis.
- Funding Opportunity from Dept. of Health and Human Services – the ELC has retained a grant writer and will be applying for funds. Discussion followed.
- Crestview Office – Still waiting on a final lease agreement for office space in Crestview.
- BlackRain Partners are holding Round Table discussions and conducting interviews with staff.
- Staffing – Michele Hooper is the Director of Program Service and Inger Barnes is the Director of Family Service. Reimbursement has been moved into Compliance under Michele Hooper. A new organizational chart will be provided at the next Executive Committee meeting and the September Board meeting.
- Michele Hooper will be reaching out to the Northwest Florida State College (NWFSC) School of Nursing and/or the Paramedic Program to obtain an agreement to screen SR children. Bev Sandlin volunteered to help us connect with NWFSC staff.

Public Comment

Bev Sandlin reported Tawanda Brown earned a gold medal in Early Childhood Education at the SkillsUSA national competition in Louisville, KY.

Jeanne Martin reported the Department of Children and Families is holding mandatory meetings in five (5) different cities for providers on the new child care regulation requirements.

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Connie Watson
Executive Assistant