

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

The World Golf Village and Convention Center  
March 22, 2017  
10:30 a.m.

**ATTENDANCE**

**Members Present:**

Ron Coleman  
Vina Delcomyn  
Brian Graham, Vice Chair  
Nancy Pearson, Board Chair  
Mala Ramoutar  
Mike Siragusa  
Renee Williams, Treasurer  
Teresa Matheny, ECS  
Mary Ann Holanchock  
Angelia Hough  
Theresa Little  
Kristi Simpkins  
Joy Stanton, Secretary

**Members Absent:**

Dr. Myrna Allen, EXCUSED  
Adam Deputy, EXCUSED  
Commissioner James Johns, EXCUSED  
Cynthia Kent, EXCUSED  
Amy Lane, EXCUSED

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Kim Brumfield, Office Manager  
Tajaro Dixon, Grants and Operations Manager  
Joan Whitson, Early Literacy Coordinator

**Others Present:**

Raijah Hayes, ECS  
Rodney Mackinnon, OEL  
Brian McElhone, SJLSD

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**CALL TO ORDER/ROLL CALL**

N. Pearson, Board Chair called the meeting to order at 10:36 am. Roll was taken; quorum was met, with 13 of the 18 board members in attendance.

**PUBLIC COMMENT**

No comments.

**SPECIAL GUEST RODNEY MACKINNON, EXECUTIVE DIRECTOR AT FLORIDA'S OFFICE OF EARLY LEARNING**

**ECS OUTCOME PRESENTATION – INFORMATIONAL**

The 2015-16 Child Outcomes Presentation was presented by Raijah Hayes. More School Readiness children reached developmental expectations by the end of the year. Children in centers where teachers received intensive Enrichment Program coaching had greater gains and higher overall scores than

children in centers without. Overall 257 children were assessed at 25 center in all 6 counties and overall the results were positive. The centers that participated in quality activities benefitted because their children were more school ready by the end of the year. Center that participated in weekly coaching had much stronger results. The coaching model has a real impact.

### **REVIEW AND APPROVAL OF FINANCIAL REPORT AS OF JANUARY 31, 2017\***

The following reports were included in the packet for review of Financials ending Jan. 31, 2017:

- Finance Manager Report
- Balance Sheet
- Profit & Loss Budget vs. Actual
- Profit & Loss YTD Comparison

- 1.** V. Delcomyn motioned Approval of the Financials as of January 31, 2017. B. Graham seconded he motion. No discussion- motion passed unanimously.

### **APPROVAL OF DECEMBER 7, 2016 BOARD MEETING MINUTES\***

- 2.** V. Delcomyn motioned to approve the December 7, 2017 Board Meeting Minutes, as presented. B. Graham seconded the motion. No discussion-motion passed unanimously

### **REVIEW OF DELEGATION OF AUTHORITY ITEMS**

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were passed around with no discussion or questions on the items reviewed.

### **STAFF AND COMMITTEE REPORTS**

#### **2ND QUARTER PROGRAM UPDATE**

T. Dixon submitted her report on the following:

#### ***Coalition Activities:***

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- The Coalition received the **Final report for the HCT/OEL Fiscal Monitoring** that began on-site January 9, 2017. This was an annual review on many aspects of Coalition

operations that included; policies and procedures, internal controls, board practices, personnel practices, cash management and revenue recognition, general ledger and disbursement data, purchasing and contracting, and subrecipient monitoring. From this review, there was one finding regarding travel, and it was basically a GL code/data entry error. The Coalition submitted corrective actions immediately. For this review, Patty Larkin is being trained and processing the 'closing' of the review/report. This will complete her training for the entire cycle of the annual OEL Fiscal monitoring process.

- The second part of **OEL monthly invoice processing/cross-training** was completed February 14 and 15, with Patty Larkin training Tajaro Dixon. All processes were documented. The third part of training will be scheduled soon to test the process document for final edits.
- The **OEL SR Plan policy project** (Coalition and ECS policies approved at the 12/07/16 board meeting) were approved by OEL before the 12/26/16 deadline. The policy project was for Procurement and Disbursement policy updates due to the Federal Uniform Guidance (OMB 200). Following OEL's approval, ECS and the Coalition reviewed, researched, and interpreted (with OEL assistance at times) all policy revisions – with staff – for proper implementation.

#### ***Programmatic:***

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#### ***ECS (Episcopal Children's Services) On-Site Monitoring:***

- The 2016/2017 First Quarter Monitoring was performed October 24 – November 4, 2016. This monitoring included all OEL required "eligibility" criteria, the Annual Data and Data Security Systems Review, the Annual OEL Attendance/Reimbursement Staff Questionnaires, OEL Scorecard: Staff Development, Pay for Performance and Early Learning Florida Quality Contracts, and the Fiscal Non-Direct Costs review. From this monitoring there were nine compliance issues (eight programmatic, one fiscally-related). All issues were minor in nature and low rates of occurrence. All monitoring issues were resolved completely (errors corrected and staff training given) by the final report.
- The 2016/2017 Second Quarter Monitoring was performed January 23 – February 3, 2017. This monitoring included all OEL required "eligibility" criteria, Contract Certifications/Assurances, a re-design project of the monthly ECS Deliverables Report, and the Fiscal Non-Direct Costs review. From this monitoring there were eight compliance issues (five programmatic, three fiscally-related). All of the issues were minor in nature and low rates of occurrence. All eight monitoring issues were resolved completely (errors corrected and staff training given) by the final report.

*ALL full reports are available upon request.*

## **2ND QUARTER EARLY LITERACY REPORT**

J. Whitson submitted her report on the following:

### **Highlights:**

**Ancient City Kids Day** – Held at St. Francis Field in St. Augustine on Saturday, October 22<sup>nd</sup> hosted 4,000 attendees. The ELC partnered with the Kiwanis Club of St. Augustine providing several interactive activities for attendees.

**Teacher of the Year:** Marie Klinger from Memorial Lutheran Chapel School in St. Augustine, was selected and surprised on December 19<sup>th</sup> as the 2016 pre-school teacher of the year. Kaplan Early Learning Co. was this year's sponsor providing the winner with a \$500 cash prize, plaque and other prizes.

### **Literacy Outreach:**

**ELC Days at Sykes Farms and Amazing Grace Crop Maze** – Three special field trips were held in October 2016 at Sykes Farms and Amazing Grace, the children enjoyed fall agricultural themed activities which included a corn maze, hay ride, visiting farm animals up close and much more. Each child received a FREE copy of the book "Spookley the Square Pumpkin" and the teachers received a bag full of a variety of FALL themed books. ELC volunteers provided an extra special FALL craft as well adding to the festivities. 29 Providers came and brought 510 children.

**Read for the Record** – This is an annual reading event was held on October 26<sup>th</sup>, hosted by Jump Start and the Pearson Foundation. The purpose is to break the world record of reading the same book on the same day to the most children. The ELC then provided a FREE copy of the book and activity packet to all participating centers. This year's book was "The Bear Ate your Sandwich" by Julia Sarcone Roach. 82 centers participated with a total of 5,432 children read to.

**ELC Fall Book Bag Distribution** – In November 400 book bags were delivered to 3 and 4 year olds in 12 centers across Nassau, Baker, Putnam and St. Johns counties. A large bag of books was given to each center to fill their libraries. Each visit included story time with special guest Curious George or Pete the Cat.

**Volunteer Reading Pals:** Currently there are 70 volunteer readers in 46 different centers across Putnam, St. Johns and Clay County. Quarterly meetings were held in all three counties in December featuring a special speaker for on-going training. Clay county saw the biggest increase in volunteers with 22 centers now participating in the program, due to the efforts of outreach assistant Sandi Dunnivant. Sandi oversees the volunteer reading pals program and provides outreach programs to Clay, Nassau, Bradford and Baker Counties.

**Draft minutes of the February 1, 2017 Exec Admin Committee Meeting** were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee **Consent Agenda**

1. Ratify approval of November 2, 2016 Exec/Admin Committee Meeting Minutes\*

2. Ratify approval of financials as of November 2016\*
3. Ratify approval of 2016 IRS 990\*
4. Ratify approval of revisions to the coalitions personnel policies and procedures manual\*

3. R. Coleman motioned for ratification of items 1-4 on the Exec Admin Committee Consent agenda from the February 1, 2017 meeting. B. Graham seconded the motion. No Discussion, motion passed.

## **NEW/UNFINISHED BUSINESS**

### **APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2016/2017 CONTRACT AMENDMENT #0003-16\***

#### Revisions:

- A. Items #1 and 4 are to delete these clauses, as these regulations are no longer an OEL Grant Agreement requirement.
- B. Items #2, 3, and 6 were to update the School Readiness budgeted amounts per the January 25, 2017 Notice of Award (NOA). This NOA added \$730 to the School Readiness budget (in restitution payments received). Also, the ELC's DUNS number (Data Universal Numbering System) was added from the NOA.
- C. Item #5 is to update the ECS Contract attachments to the new School Readiness Provider Reimbursement Rates that were ELC board approved 12/07/16 and OEL approved 01/27/17. (As the reimbursements are not processed until after the close of the month, the providers were reimbursed for the month of January 2017 with these rates effective 01/01/17.)

4. M. Siragusa motioned for approval of the ECS 16/17 contract Amendment #0003-16. V. Delcomyn seconded the motion. Teresa Matheny from ECS, recused herself from voting- paperwork attached. No Discussion, motion passed.

### **APPROVAL OF ELCNF 16/17 BUDGET REVISION #3\***

The Coalition received a new School Readiness Notice of Award dated January 26, 2017. This award increased funding by \$730.00 due to restitution payments submitted to the state.

5. B. Graham motioned the Approval of the ELCNF 16/17 Budget Revision #3 V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

**APPROVAL OF THE DRAFT BUDGET FOR 2017/2018\***

To have a working budget until the funding totals are received from OEL by way of Notice of Award in the beginning of the 2017-2018 fiscal year.

- 6.** B. Graham motioned the Approval of the draft budget for 2017/18. T. Little seconded the motion. No discussion – motion passed unanimously.

**APPROVAL OF THE REVISIONS TO THE COALITION’S INFORMATION AND TECHNOLOGY SYSTEMS AND SECURITY POLICIES AND PROCEDURES MANUAL\***

Revisions:

IT101 – General Scope, added “phishing” definition (recommendation from WWIT – the Coalition’s IT vendor – annual review)

IT201 – Use of Coalition IT Property, added “Coalition Ownership – Other IT Categories” section (recommendation from WipFli Conference)

IT303 – Access and Security,

- revised wording in “Mobile Computing Devices” section to be more in line with the language used in the OEL Grant Agreement.
- added language for “remote wiping” of Coalition-owned devices.
- Added “Portable Storage Media or Peripheral Device Security” section from the 16/17 OEL Grant Agreement (crosswalk page 6).

IT601 – Use of On-line Services and E-mails, added line to be aware of phishing e-mails (recommendation from WWIT – Coalition IT vendor – annual review).

- 7.** B. Graham motioned the Approval of the revisions to the IT and security policies. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

**APPROVAL OF ST. JOHNS COUNTY UNITED WAY 17/18 FUNDING APPLICATION**

United Way requires that the grant application we are submitting to help meet our matching funds requirement is board approved.

- 8.** T. Little motioned for the approval of the SJC UW 17/18 funding application.  
M. Siragusa seconded the motion. No discussion- motion passed unanimously.

**REVIEW OF BOARD MEMBERSHIP**

K. Brumfield reminded the board that Mike Siragusa and Mary Ann Holonchock will be transitioning off the board in the next few months. We are still waiting on Ron Coleman and Nancy Pearson’s Governor Appointment notification. Our total board membership is at 18 members

**BOARD ABSENTEEISM LOG- Informational**

No Comments.

**BOARD COMMENTS**

M. Holonchock introduced her supervisor Brian McElhone who will be joining the board in the Head Start position September of 2017.

**NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, May 3, 2017 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, June 21, 2017 10:30 a.m. –Board Meeting World Golf Village Convention Center

**ADJOURNMENT\***

- 8.** R, Coleman motioned for adjournment at 11:54 am. B. Graham  
Seconded the motion. No discussion – motion passed unanimously.

**Minutes Submitted By: Kim Brumfield, Office Manager**







APPROVED 06.21.17