

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Legends 1 Meeting room

June 21, 2017

10:30 a.m.

ATTENDANCE

Members Present:

Renee Williams, *Treasurer*

Mike Siragusa

Brian Graham, *Vice Chair*

Mala Ramoutar

Joy Stanton

Adam Deputy

Teresa Matheny, ECS

Ron Coleman

Brian McElhone

Amy Lane

Theresa Little

Kristi Simpkins

Jeb Smith

Members Absent:

Angelia Hough, EXCUSED

Myrna Allen, EXCUSED

Vina Delcomyn, EXCUSED

Nancy Pearson, EXCUSED

Cynthia Kent, 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:

Ginny Leveto-Dozier, Volunteer

CALL TO ORDER / ROLL CALL

R. Williams, Board Treasurer called the meeting to order at 10:36 am. Roll was taken by K. Brumfield; quorum was met, with 12 of the 19 board members in attendance.

PUBLIC COMMENT

No public comment

REVIEW OF DELEGATION OF AUTHORITY ITEMS

THESE ITEMS WILL BE IN THE NEXT BOARD PACKET FOR THE SEPTEMBER MEETING

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.

Board Meeting June 21, 2017

APPROVAL OF MARCH 22, 2017 BOARD MEETING MINUTES*

- 1.** R. Coleman motioned to approve the March 22, 2017 Board Meeting Minutes, as presented. T. Little seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

3RD QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The annual CEO Succession Plan “Handoff Report” (Summary of all Coalition Accounts /Operations) was updated by staff in January.
- Coalition staff have completed the annual refresher Data Security training in January and the review of Information Technology policies in March.
- This year’s record archiving (hard copy and digital) is on track and will be completed on time.
- The 2017/2018 Sub-recipient Contract Monitoring Schedule and Narrative Plan was completed (and is part of the School Readiness Plan Amendment #10 – included in the board packet today for approval).
- New travel regulations have come out from OEL/DOE that are effective July 1, 2017. The Coalition and ECS are still awaiting the official guidance before processing policy revisions for board approval.

Programmatic:

ECS (Episcopal Children’s Services) On-Site Monitoring:

- The 2016/2017 Third Quarter Monitoring was performed April 24 – May 5, 2017. This monitoring included all OEL required “eligibility” criteria, SR Plan Compliance: Unified Waiting List, Child Care Provider Monitoring (and SR Provider Contract Requirements), and the Fiscal Non-Direct Costs review. This review is currently in the Draft report stage. The Final report summary will be given on the next quarterly program report.
- The 2016/2017 Fourth Quarter Monitoring is scheduled for July 24 – August 4, 2017. This monitoring will include all OEL required “eligibility” criteria, SR Plan Compliance: Quality Performance Report, the Fiscal Non-Direct Costs review, and the Year-end Fiscal Overview. An update on this monitoring will be given on the next quarterly program report.

ALL full reports are available upon request.

CEO REPORT

D. Bell took this time to honor our board members transitioning off, Mary Ann Holonchock and Mike Siragusa.

3RD QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following items:

Highlights:

Early Educators Conference: Saturday, January 21, Sullivan Hall, Fleming Island. The conference featured a day with the “Ooey Goey Lady” aka Lisa Murphy. Lisa is a popular International speaker who has become best known for her ability to link hands-on activities to educational standards creating play-based early childhood environments. 300 were in attendance. CEU’s and in-service hours are provided. Kaplan Early Learning Co. was the sponsor of the 2016 Pre-school teacher of the year award.

Toddler Sensory Day: March 8th. The Kiwanis Club of St. Augustine sponsored this event at the Southeast Branch Library in St. Augustine. The ELC provided activities and arranged for the Cat in the Hat to make a special visit.

Early Literacy Outreach Activities:

Florida Simultaneous Reading Event January 25, 2017: Providers read the same book on the same day. This year’s book for infants and toddlers was “From Head to Toe” by Eric Carle and “I Don’t Want to be a Frog” by Dev Petty. The ELC of North Florida gave out FREE copies of each of book along with activity extension packets to all centers/schools represented at the early educators conference.

Ferst Foundation Book Program: In March the Ferst Foundation book program was expanded to Baker and Bradford Counties. Now Nassau, Bradford and Baker school readiness children ages 0-4 1/2 can receive a FREE book once a month in the mail if they sign up for the program. Currently there are a total of 178 children signed up for the program. The Ferst Foundation bills the ELC monthly \$3.00 a month for each child for a total of \$36.00 a year per child.

Putnam United Way Book Bags: A \$5,000 grant was given to Episcopal Children’s Services to purchase books and distribute to pre-school children in Putnam County. In February ECS and ELC staff and volunteers assembled and delivered close to 700 bags to 21 different centers/schools and 11 Family Child Care Homes.

Dr. Seuss Week: During the first week of March in celebration of Dr. Seuss’s birthday eight Dr. Seuss book themed literacy programs were put on in Clay, Putnam and St. Johns Counties. Story time with special guest the “Cat in the Hat” along with activities all relating to different Dr. Seuss books. At the end each child receives a Dr. Seuss book to take home and each classroom receives a

large variety set of Dr. Seuss books for their classroom. The centers who received programs were chosen from a drawing at the early educator's conference.

Reading with Ronald: In participation of Children's Week at the state capital Episcopal Children's Services scheduled six Reading with Ronald story time field trips in a different center in each of our six counties. Ronald McDonald was the special guest and at the end of each program the ELC provided a FREE book for each child attending. 775 children attended these events.

Ginny L. Dozier, Reading Pal Volunteer and R.S.V.P. Volunteer of the year presented how she volunteers in the schools with the children.

NEW / UNFINISHED BUSINESS

APPROVAL OF THE 2016/17 REALIGNMENT /QUALITY DOLLARS*

To be in compliance of completing the 2016-2017 budget year within the 1.5% margin, shifting of budget categories may be necessary. We request to move any unused Administrative Dollars to any OCA item as needed

2. R. Williams motioned the Approval of the 2016-17 Budget Realignment / Admin Dollars. R. Coleman seconded the motion. No discussion-motion passed unanimously.

At this point 11:05 am, Vice Chair, Brian Graham joined the meeting, making quorum 13 of 19 members.

APPROVAL OF FINANCIALS AS OF APRIL 30, 2017*

The following reports were included in the packet for review as of April 30, 2017:

- Finance Manager Report – Narrative
- Finance Profit & Loss
- Budget vs. Actual
- Balance Sheet

P. Larkin highlighted the following from the Finance Manager Report:

April 2017 Financial Information

Financial Statements

The 3rd quarter monitoring of ECS was been completed and the final report has been accepted. Moss, Krusick & Assoc. have begun their field work beginning the week of June 5th. April 2017 Financial Statements have been used for this report as these are the most recently reconciled reports.

School Readiness Grant Requirements and other significant data:

Administrative Costs must be below 5% of the grant expenditure

- Costs are currently 4.22 %

Direct costs for child care services (slots) must above 78% of the grant expenditure

- Expenditures are currently 78.91%

- Average children served per month through April 2017 is 3,581.

Total Grant Expenditure on Direct Services (slots, without advance) - \$ 9,629,334.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,201,542.

Percentage of Grant year: 83 %

Percentage of Grant expended for the year: 77.85 %

Voluntary Pre-K Grant Requirements and other significant data:

Administrative Monitoring and Eligibility Costs must be below 4% of the grant expenditure

- Costs are currently 3.29 %

Total Grant Expenditure on Direct Services - \$ 11,244,700.

Total Grant Expenditure on Administration & Indirect Services- \$ 369,392

Percentage of Grant year: 83 %

Percentage of Grant expended for the year (without advance): 91.65 %

Average Children Served per Month through April 2017 is 4,789.

Summary

SR – School Readiness

- The coalition is .78 % below the maximum threshold for administrative services.
- The coalition is .91 % above the minimum threshold for direct services.

VPK – Coalition Pre-K:

- The coalition is .71 % below the maximum threshold for administrative services.

- 3.** R. Coleman motioned the Approval of financials as of April 30, 2017. R. Williams seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF ECS 2017-18 ECS CONTRACT*

As the Coalition has been satisfied with Episcopal Children’s services (ECS) delivery of services in contract year 2016/2017 (and all applicable prior years), the Coalition will continue contracting with ECS for 2017/2018.

2017/2018 would be ECS’s second year of a possible three year term from the RFP (Request for Proposals) awarded by the ELC Board of Directors March 16, 2016.

T. Matheny Recused herself from voting

- 4.** M. Siragusa motioned the Approval of ECS 2017-18 Primary Service Provider Contract. K. Simpkins seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions:

HR303 – Holidays, added Good Friday (the Friday preceding Easter Sunday March/April).

HR402 – Timekeeping/Personnel Activity Reports (PAR's), added signed, scanned PAR's may be e-mailed to the Office Manager if an employee is not physically located at the administrative office when they are due. Also added the reference 668.004 Florida Statutes "*electronic signatures*", which gives the authority to do this.

HR610 – Employee Termination, added "Severance Benefits" section selected from an AELC (Association of Early Learning Coalitions) Survey - for long term employees - should there ever be a workforce reduction. Severance payments would be based on available funding. Also added section titles.

- 5.** T. Little motioned Approval of the revisions to the personnel policies and procedures manual. A. Deputy seconded the motion. No Discussion- motion passed unanimously.

APPROVAL OF SCHOOL READINESS PLAN AMENDMENT #10*

Revisions:

The following items were updated due to needed updates, regulations, and changes in processes:

III. Quality Activities and Services:

A. Child Care Resources and Referral (CCR&R) and School-Aged Care

B. Infant and Toddler Early Learning Programs

Attachment II D PSP Combined Eligibility Policies 052617* (*also updated due to Portal*)

The following items are OEL-required annual updates:

- II. Implementation. A. Minimum Children to be Served by Care Level
- III. Quality Activities and Services, D. Quality Performance Report sections (b) and (c)
- Attachment II F ELC Sliding Fee Scale for Parent Co-Payment Form eff 070117
- Attachment V A ELC 1718 ECS Monitoring Plan narrative 041717
- Attachment V A ELC 1718 Monitoring Schedule 040717

The following items were updated due to processes being more automated now with the OEL Family Portal:

- Attachment II B PSP SRAD19 SPE Family Portal App Pol-Proc 052517

Attachment II D PSP Combined Eligibility Policies 052617* *(also updated due to updates, regulations, and changes in processes)*

6. R. Coleman motioned Approval of the SR Plan Amendment #10. R. Williams seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF THE REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA'S ANTI-FRAUD PLAN FOR 2017-18*

The OEL deadline for all annual revisions is June 30.

Revisions:

1. Add the fiscal year of the Plan
2. Changed job title from "Special Projects/Fraud Prevention Specialist" to "Project Compliance Specialist"
3. Changed job title from "Training Manager" to "Training Director"
4. Updated contact information for the Project Compliance Specialist

7. T. Little motioned approval of the revisions to the ELCNF Anti-Fraud Plan for 2017/18. J. Stanton seconded the motion. No discussion- motion passed unanimously

APPROVAL OF 2017-18 WEB MARKETING CONSULTING CONTRACT*

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually

8. R. Williams motioned Approval of the 2017/2018 Web Marketing Consulting Contract. J. Stanton seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF DISPOSAL OF INVENTORY*

Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.

Staff is asking permission to use this item for scrap parts after it has been wiped clean. The computer is no longer in working condition, but can be used for parts.

- CNBB 304 /8 ECS1808 – Computer- Latitude E6520
Serial # 1T8B5Q1

T. Matheny abstained from voting as this item was housed at the ECS office.

9. R. Coleman motioned Approval of Disposal of Inventory. M. Siragusa seconded the motion. No Discussion- motion passed unanimously

APPROVAL OF 2017/18 MEETING SCHEDULE*

10. R. Coleman motioned approval of the 2017/18 meeting schedule as presented. R. Williams seconded the motion. No discussion- motion passed unanimously

APPROVAL OF MEMBER APPOINTED BY BOARD OF COUNTY COMMISSIONERS OR THE GOVERNING BOARD OF A MUNICIPALITY; JEB SMITH*

Jeb Smith has been appointed to fill the vacancy created by the resignation of Representative James K. Johns, for a term beginning June 21, 2017, and ending June 2021.

Jeb Smith's ELCNF term would extend from June 2017 – June 2021.

11. T. Little motioned approval of member appointed by the board of county commissioners or the governing board of a municipality; Jeb Smith. R. Coleman seconded the motion. No discussion- motion passed unanimously

APPROVAL OF MEMBER APPOINTED BY HEAD START; BRIAN MCELHONE*

Brian McElhone is the Director of Early Childhood Services and District Assessment Development for St. Johns County School District. Brian has served as a school district director for the past five years. Prior to district administration he was the Principal at South Woods Elementary School for six years, the assistant principal at Osceola Elementary School for five years and a teacher for six years. During his tenure he was the teacher of the year finalist and the assistant principal of the year for St. Johns County School District.

Brian's ELCNF term would extend from July 2017 – June 2021.

12. R. Coleman motioned approval of member appointed by Head start; Brian McElhone. K. Simpkins seconded the motion. No discussion- motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP

K. Brumfield reviewed the members who have term dates coming up. Our total board membership is at 19 members.

BOARD SELF EVALUATION- HANDOUT

K. Brumfield handed out the annual Board of Directors Self-Evaluation Form. This helps the staff, and Board assure that we are fulfilling each and every board members expectations and helps us to continue in our strive to be a model Coalition and a non-profit that community partners enjoy serving as board members.

K. Brumfield requested that all assessments be completed and returned to her by July7, 2017.

APPROVAL OF THE ECS 2016/17 CONTRACT AMENDMENT #0004-16* - HANDOUT

Revisions:

- Added language that the Contractor agrees to the terms and conditions of any automatic OEL grant award or grant agreement extensions, for the purposes of “maximizing carry forward funds and/or minimizing reversions” without affecting the start date of the next award period.

(OEL extended the School Readiness Notice of Award to July 31, 2017 this year. This year’s grant agreement’s effective dates were already written to extend to July 31, 2017.)

Updated the School Readiness budgeted amounts per the June 7, 2017 Notice of Award (NOA). This NOA de-obligated \$325,000 from the School Readiness budget.

T. Matheny recused herself from voting on this item

13. R. Williams motioned Approval of the ECS 2016/17 Contract Amendment #0004-16. R. Coleman seconded the motion. No discussion- motion passed unanimously

APPROVAL OF THE ELCNF BANK ACCOUNT SIGNERS* - HANDOUT

To add additional signers to our main Ameris banking account.

Current signers are as follows:

1. Dawn E. Bell, Executive Director
2. Nancy R Pearson, Board Chair
3. Adam L. Deputy, Board Member
4. Michael A. Siragusa, Board Member
5. Vina Cora Delcomyn, Board Member
6. Cranford Ronald Coleman Jr., Board Member

The following Board Members have agreed to be additional bank signers with approval of the Board:

7. Brian McElhone, Board Member

14. T. Little motioned Approval of the ELCNF Bank Account Signers. J. Stanton seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF RENEWAL OF GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND ELCNF* -HANDOUT

Approval of Grant Agreement for FY 2017-18.

15. T. Little motioned the Approval of Grant Agreement between OEL and ELCNF. R. Williams seconded the motion. No discussion – motion passed unanimously.

BOARD ABSENTEEISM LOG: INFORMATIONAL

No Comments.

BOARD COMMENTS

No comments.

NEXT MEETINGS:

The next scheduled meetings are as follows:

- Wednesday, August 2, 2017 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, September 20, 2017 10:30 a.m. – **ANNUAL** Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 16.** M. Siragusa motioned for adjournment at 11:38am. T. Little
Seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: 1. Board Self Evaluations; 2. ECS 16/17 Contract Amendment #0004-16; 3. ELCNF Bank Signers; 4. Renewal of Grant Agreement between OEL and ELCNF; 5. Revised Tentative Agenda

Minutes Submitted By: Kim Brumfield, Office Manager

Approved 09.20.17

Approved 09.20.17

Approved 09.20.17

**Board Meeting
June 15, 2016**