

Early Learning Coalition of North Florida, Inc.

**EXECUTIVE ADMINISTRATIVE COMMITTEE**

Conference Call Meeting

August 9, 2017

10:30a.m.

**ATTENDANCE**

**Committee Members Present:**

Nancy Pearson, Board Chair  
Renee Williams, Treasurer  
Joy Stanton Secretary  
Brian McElhone  
Myrna Allen  
Vina Delcomyn

**Committee Members Absent:**

Brian Graham, EXCUSED

**Others Present:**

**Coalition Staff Present:**

Dawn Bell, Chief Executive Officer  
Kim Brumfield, Office Manager  
Tajaro Dixon, Grants and Operations Manager  
Patty Larkin, Finance Manager

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**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 10:34 a.m. by N. Pearson and roll was called; quorum was present with 7 of 8 committee members in attendance.

**PUBLIC COMMENT**

No Comments.

**REVIEW OF CREDIT CARD STATEMENTS**

Employee Credit card statements were presented to the committee for the review of the months of April, May and June (Amex and Visa cards issued to D. Bell, K. Brumfield) We not only keep documented backup but we are also monitored on these cc statements. There were no comments or questions.

## **APPROVAL OF FEBRUARY 1, 2017 EXEC ADMIN MEETING MINUTES \***

1. V. Delcomyn motioned to approve the February 1, 2017 Exec Admin Meeting Minutes, as presented. J. Stanton seconded the motion. No discussion – motion passed unanimously.

## **APPROVAL OF FINANCIALS AS OF JUNE 30, 2017\***

The following reports were included in the packet for review of Financials ending June 30, 2017:

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

2. R. Williams motioned to approve the Financials as of June 30, 2017. J. Stanton seconded the motion. No discussion – motion passed unanimously.

## **APPROVAL OF ELCNF BUDGET REVISION #5\***

The Coalition received a new VPK Notice of Award dated July 14, 2017. This award increased funding by \$83,000 due to a re-obligation of funds to cover fiscal year 2016-2017 anticipated expenditures.

3. R. Williams motioned to approve the ELCNF Budget Revision #5. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

## **APPROVAL OF ECS 2017-18 CONTRACT AMENDMENT #0001-17\***

Revisions:

- A. Item #1 was added to the 2016/2017 contract with contract amendment #4 due to an extended award to July 31, 2017. However, the 2017/2018 contract did not include this language. This item is to add the same language to this year's contract and will remain in the contract for all renewal years.

- B. Items #2, 3, and 7 were to update the School Readiness budgeted amounts per the July 1, 2017 Notice of Award.
- C. Items #3 and 7 were to update the Performance Funding Project budgeted amounts per the July 1, 2017 Notice of Award. And, to delete language regarding the University of Florida/Lastinger Center for Learning (Early Learning Florida) contracts, as they were not funded for 2017/2018.
- D. Items #4, 5, 6, and 8 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2017 Notices of Awards.

- 4. R. Williams motioned to approve the ECS 2017/18 Contract Amendment #0001-17. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from the vote.

#### **APPROVAL OF THE NORTH FLORIDA 16/17 OAMI GRANT AGREEMENT\***

RETRO ACTIVE Board Approval of VPK OAMI Grant Agreement for FY 2017-18, effective July 1, 2017.

#### **If this is not done, the following would occur:**

- The Coalition would not receive the required grant funding to perform outreach and awareness of the VPK programs nor the monitoring initiative for VPK.

- 5. V. Delcomyn motioned to approve the North Florida 16/17 OAMI Grant Agreement. J. Stanton seconded the motion. No discussion – motion passed unanimously. T. Matheny abstained from voting.

#### **REVIEW AND APPROVAL OF THE COOP\***

The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s).

The COOP is to be revised if needed and submitted to OEL by October 1<sup>st</sup> of every year. The revisions made to this year's COOP are:

- Changes in names, titles and contact information.

6. R. Williams motioned to approve the 17/18 COOP. V. Delcomyn seconded the motion. No discussion- motion passed unanimously with modification noted.

**APPROVAL OF CONTRACT WITH WORLDWIDE IT\***  
THIS ITEM WAS PULLED FROM THE AGENDA.

K. Brumfield explained that WWIT is now Compass MSP, and due to the company change that just took place on August 8th with new tax id we are redoing the contract to reflect the new company information. This will be part of the September board meeting for approval. No vote was taken

**REVIEW OF BOARD MEMBERSHIP**  
INFORMATIONAL

**COMMITTEE ABSENTEEISM LOG**  
Informational; no comments.

**COMMITTEE COMMENT**  
No comments

**NEXT MEETING**

September 20, 2017 10:30 a.m. –ANNUAL Board Meeting at World Golf Renaissance Resort Convention Center

November 1, 2017 10:30 a.m. – Executive Administrative Committee Meeting, Conference Call

**ADJOURNMENT\***

7. R. Williams motioned to approve adjournment. M. Allen seconded the motion. 10:55 am No discussion- motion passed unanimously.

**Minutes submitted by, Kim Brumfield, Office Manager**

Approved 11.1.17  
DRAFT 08/09/2017