

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
February 7, 2018
10:30a.m.

ATTENDANCE

Committee Members Present:

Joy Stanton, Secretary
Theresa Little, Treasurer
Myrna Allen
Teresa Matheny, ECS
Vina Delcomyn
Brian McElhone

Committee Members Absent:

Nancy Pearson, Board Chair
Renee Williams, Vice Chair

Others Present:

Ron Coleman, Board Member

Coalition Staff Present:

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:35 a.m. by Joy Stanton and roll was called; quorum was present with 6 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 October, November and December 2017. (Amex and Visa cards issued to D. Bell, K. Brumfield and R. Cody).

There were no comments or questions.

APPROVAL OF NOVEMBER 1, 2017 EXEC ADMIN COMMITTEE MEETING MINUTES *

**Executive/Admin Committee
February 7, 2018**

1. T. Little motioned to approve the November 1, 2017 Executive Admin Committee Meeting Minutes. M. Allen seconded the motion. No discussion – motion passed unanimously.

REVIEW OF FINANCE MANAGER REPORT, DECEMBER 2017 INFORMATIONAL

APPROVAL OF ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES REVISIONS*

Revisions:

The following revisions were from the staff annual review of policies:

- F107 – Security, in the last section “General Office Security”, added that a security code (along with a key) is required for access to the offices of the Coalition after hours.
- F206 – Cash Receipts and Segregation of Duties, in the “Checks” section, made corrections where “cash” was referenced instead of “checks” and corrected the process from electronic deposits to in-person deposits.

If these revisions are not approved, the Coalition would not have the most accurate and updated Accounting and Financial Policies and Procedures.

2. V. Delcomyn motioned to approve the Accounting and Financial Policies and Procedures Revisions. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION’S CONTRACT MANAGEMENT AND MONITORING POLICIES AND PROCEDURES*

Revisions:

CM302 – Contract Requirements,

- Under “Contract Provisions” section replaced Audit Requirements with the 17/18 OEL Grant Agreement updates for this section.
- Under “Certifications and Assurances” section replaced “II. Federal or state-required assurances – applicable to OEL SUBRECIPIENTS” listing with the 17/18 OEL Grant Agreement updates for this section.

If these revisions are not approved, the Coalition would not have the most accurate and updated Contract Management Policies and Procedures as well as the School Readiness Plan attachment (s) that include this policy (#CM302).

**Executive/Admin Committee
February 7, 2018**

3._____ V. Delcomyn motioned to approve the revisions to the Coalition’s Contract Management and Monitoring Policies and Procedures. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF CONSULTING AGREEMENT WITH INES ANDRADE*-HANDOUT

Overview:

Ines Andrade will provide the necessary support to input and implement the MIP Non Profit Fund Accounting software for ELC North Florida as needed.

The scope of this work will include creating required reporting formats, reviewing data input, reversing entries that recorded twice during the implementation process and reviewing all general ledger entries with the Finance Manager.

This contract shall be for the period of February 12, 2018 – March 9, 2018 at the rate of \$25.00 per hour, plus mileage and the contract value is not to exceed \$2,500.00.

ELCNF Finance Manager has not been trained on the creation of reports, reversing entries and budget input. This contract is more cost effective than the telephone support currently utilized and ELCNF will benefit in having an experienced MIP user reviewing all entries.

4._____ T. Little motioned to approve the consulting agreement with Ines Andrade. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF NEW ELCNF CLAY COUNTY OFFICE LEASE*-HANDOUT

Staff requests board approval to lease a new office space for the ELCNF Clay County Office. The new lease will begin on February 15, 2018 and end on January 31, 2019 with an option to renew for an additional 12 months.

The space is 600 square feet with two large offices, half bath and storage area for supplies. The total rent is \$700 per month and includes internet and water. The office will house our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provide a conference area for training.

The current office our Outreach Assistant resides in cannot accommodate the expansion of programs and resources necessary to provide optimum quality outreach programs and services to Clay County.

**Executive/Admin Committee
February 7, 2018**

5._____ T. Little motioned to approve the new Clay County Office space. T. Matheny seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION’S PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions:

HR204 - Employment Reference/Criminal History Checks, revised two sections under “Criminal Background Screening Procedure to match language in the 2017/2018 OEL grant agreement regarding re-screening deadline and if an employee, volunteer or contract staff is arrested.

HR403 – Paydays and Direct Deposit, removed language regarding actual, physical paychecks and replaced with language that states all employees must enroll in direct deposit. This was to save processing costs for the alternatives of direct deposit.

HR610 – Employment Termination,

- Deleted entire wording in paragraph “Layoff and Severance Benefits” and added the following: Please refer to policy **#HR611 Severance Plan and Summary Plan Description** for an explanation of severance benefits should an employee be involuntarily displaced from his or her position in the event of a merger, acquisition, consolidation or other staff reduction.

HR611: Severance Plan and Summary Description

- Added this NEW policy that contains the entire Severance Plan Policy and Employee Severance Agreement.

This policy is being revised due to historical (and current) legislative attempts to force a reduction in the number of coalitions throughout Florida, and thereby attempting to force mergers of coalitions who do not volunteer to merge.

This revision will add a benefit for employees who are impacted and lose their jobs and ensure temporary financial stability should the ELC of North Florida ever be forced to merge with another coalition by OEL.

6._____ T. Little motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures manual. M. Allen seconded the motion- No Discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP

Informational; no comments.

COMMITTEE ABSENTEEISM LOG

**Executive/Admin Committee
February 7, 2018**

Informational; no comments.

COMMITTEE COMMENT

Dawn updated the Committee on the latest news regarding a potential merger of ELCNF and ELC Duval; that it was unlikely this was being entertained given the State Legislature was nearing the end of its session and there was no further news or action on this. The only discussion of a potential ELC merger in Florida was St. Lucie and IRMO but that it was not part of the Legislature's proposed plan. She advised the Committee that she would continue to keep them updated on any issues that surface as the legislative session nears the end on March 9.

NEXT MEETINGS

- **Board Meeting–**

March 21, 2018; 10:30 a.m. Renaissance Resort at World Golf Village Convention center

- **Exec/Admin –** May 2, 2018; 10:30 a.m. Conference Call

ADJOURNMENT*

1. _____ T. Little motioned to approve adjournment . T. Matheny seconded the motion. No discussion- motion passed unanimously. Meeting adjourned at 11:08 am

Minutes submitted by Rhonda Cody, Office Manager