

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
February 1, 2017
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Chair
Renee Williams, Treasurer
Joy Stanton, Secretary
Mike Siragusa
Myrna Allen
Teresa Matheny, ECS
Vina Delcomyn

Committee Members Absent:

Brian Graham, Vice Chair; Excused
Commissioner James Johns; Excused

Others Present:

Coalition Staff Present:

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:30 a.m. by N. Pearson and roll was called; quorum was present with 7 of 9 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 and November and December 2016. (Amex and Visa cards issued to D. Bell, K. Brumfield)

There were no comments or questions.

APPROVAL OF NOVEMBER 2, 2016 EXEC ADMIN MEETING MINUTES *

1. R. Williams motioned to approve the November 2, 2016 Exec Admin Meeting Minutes. M. Allen seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF FINANCIALS AS OF NOVEMBER 2, 2016*

The following reports were included in the packet for review of Financials ending Nov. 30, 2016:

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

2. M. Siragusa motioned to approve Financials as of Nov. 30, 2016. J. Stanton seconded the motion. No discussion- motion passed unanimously.

REVIEW AND APPROVAL OF 2016 IRS 990*

Per policy the Board must review and approve the IRS 990.

3. J. Stanton motioned to approve the 2016 IRS 990. T. Matheny seconded the motion. No discussion- motion passed unanimously.

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

Revisions:

HR204 – Employment Reference/Criminal History Checks, added new DCF requirement for anyone who resided out of state in preceding five years, and the instructions e-mail reference/document.

HR305 – Sick Leave Benefits, increased the number of days of personal leave an employee can use (from sick leave) each fiscal year. Full-time employees changed from 6 to 10 days and must maintain 80 hours of sick leave. Part-time employees changed from 3 to 5 days and must maintain 40 hours of sick leave.

Due to the fact that many staff do not use their sick leave, increasing this benefit gives staff the ability and flexibility to pull from this for last minute leave needs.

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4. M. Siragusa motioned to approve the revisions to the coalition's personnel policies and procedures manual. R. Williams seconded the motion- No Discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP

K. Brumfield mentioned term dates for current members and Governor Approval statuses

COMMITTEE ABSENTEEISM LOG

Informational; no comments.

COMMITTEE COMMENT

Dawn took this time to brag about how P. Larkin worked very hard on the OEL/HCT audit that just happened in January. She did an outstanding job.

NEXT MEETINGS

- **Board Meeting**–
March 15, 2017; 10:30 a.m. Renaissance Resort at World Golf Village Convention center
- **Exec/Admin** – May 3, 2017; 10:30 a.m. Conference Call

ADJOURNMENT*

5. R. Williams motioned to approve adjournment .J. Stanton seconded the motion. 11:08 am No discussion- motion passed unanimously.

Minutes submitted by, Kim Brumfield, Office Manager

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