

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
May 2, 2018
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Board Chair
Joy Stanton, Secretary
Theresa Little, Treasurer
Renee Williams, Vice Chair
Teresa Matheny, ECS
Vina Delcomyn
Brian McElhone

Committee Members Absent:

Myrna Allen, Board Member

Others Present:

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 10:32 a.m. by N. Pearson, Board Chair and roll was called; quorum was met 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 January, February and March of 2018, (Amex and Visa cards issued to D. Bell and R. Cody). There were no comments or questions.

APPROVAL OF FEBRUARY 7, 2018 EXEC ADMIN COMMITTEE MEETING MINUTES *

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1. _____ T. Little motioned to approve the February 7, 2018 Executive Admin Committee Meeting Minutes. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

REVIEW OF FINANCE MANAGER REPORT, MARCH 2018-HANDOUT INFORMATIONAL

March 2018 Financial Information

Financial Statements

The 3rd quarter monitoring of ECS began this week, April 30th. I attended the Finance Officer’s conference in Orlando 4/17 through 4/19 and will be attending the MIP conference May 6th – May 9th. Revenue and Expenditure reports will be available for the next board meeting, in the meantime, the following information is for your review:

School Readiness Grant Requirements and other significant data: As of March 2018

Targets and Restrictions		
Direct Services Minimum: 78%		81.4%
Admin Maximum: 5%		3.9%
Admin/PSS/Quality Maximum: 22%		18.6%
Quality Minimum: 4%		9.1%
CCEP Admin Maximum: 5%		0.0%
CCEP Match: \$15,242	\$	15,450.06
CCEP Direct Services Minimum: 81%		100.0%
Working Poor Eligible Match: \$376,039	\$	203,898.62
Infant & Toddler Minimum: \$195,421	\$	174,358.99

- Average children served per month is 3,848.

Total Grant Expenditure on Direct Services (slots, without advance) - \$9,470,021.51.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,062,054.80.

Percentage of Grant year: 75 %

Percentage of Grant expended for the year: 75 %

Voluntary Pre-K Grant Requirements and other significant data: As of March 2018

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

- Costs are currently 3.7 %

Total Grant Expenditure on Direct Services - \$ 9,873,551.39.

Total Grant Expenditure on Administration & Indirect Services-\$ 361,084.09.

Percentage of Grant year: 75 %

Percentage of Grant expended for the year (without advance): 75 %

Average Children Served per Month is 4638

Summary

SR – School Readiness

- The coalition is 1.1 % below the maximum threshold for administrative services.
- The coalition is 3.4 % above the minimum threshold for direct services.

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VPK – Coalition Pre-K:

- The coalition is .3 % below the maximum threshold for administrative services.

APPROVAL OF CONSULTING AGREEMENT WITH LAUREN CARPENTER*-HANDOUT

Recommendation:

Lauren Carpenter will provide the necessary support to the Finance Manager by reviewing general ledger entries, including performing quality analysis and other analysis 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 of MIP and reviewing all general ledger entries with the Finance Manager.

This contract shall be for the period of May 2, 2018 to November 30, 2018 at the rate of \$30.00 per hour, plus mileage and the contract value is not to exceed \$4,000.00.

If this is not done, the following would occur:

- 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 with MIP.

2. _____ R. Williams motioned to approve the Consulting Agreement with Lauren Carpenter. J. Stanton seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2018/2019 PRIMARY SERVICE PROVIDER CONTRACT*

Recommendation:

As the Coalition has been satisfied with Episcopal Children's services (ECS) delivery of services in contract year 2017/2018 (and all prior years), the Coalition will continue contracting with ECS for 2018/2019.

2018/2019 will be ECS's third year of a possible three-year term from the RFP (Request for Proposals) awarded by the ELC Board of Directors March 16, 2016.

If this is not done, the following would occur:

The Coalition would not have a Primary Service Provider contracted for 2018/2019.

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- 3._____ V. Delcomyn motioned to approve the Episcopal Children’s Services 2018/2019 Primary Service Provider Contract. R. Williams seconded the motion. T. Matheny recused herself from voting. No discussion-motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA’S ANTI-FRAUD PLAN FOR 2018/2019*

Revisions:

1. Changed the fiscal year of the Plan and revision date.
2. Added “The due process procedures for providers are provided for in the contract between the ELC and the provider, pursuant to Rule 6M-4.610. F.A.C.”
3. Deleted the designation of staff (“Family Services Coordinator”) who will provide annual and new staff training.
4. Added that fraud can be reported by e-mail provided in parent packets.
5. Added the word “hotline” to phone number for reporting potential fraud.
6. Added that the Family Service Coordinators can provide monthly unscheduled reviews of staff work products.
7. Added more contact information for Project Compliance Specialist.
8. Changed “Director of Child Care Connection” to “Project Compliance Specialist” for updating information in the Fraud Referral System for appeals.

If this is not done, the following would occur:

OEL would not have the most accurate and current Coalition Anti-Fraud Plan for 2018/2019, and the Coalition would be out of compliance.

- 4._____ R. Williams motioned to approve the revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan for 2018/2019. T. Little seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #15*

Revisions:

The following item was revised to update regulations:

- Attachment I I ECS SRAD01 IT Policy 041718 (Added instructions regarding encrypting confidential data sent to external agencies and encouraging internal users to post to the OEL state-secured share point.)

The following items are OEL-required annual updates:

- Attachment II E ELC Sliding Fee Scale for Parent Co-Payment Form eff 070118

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- Attachment V A ELC 1819 ECS Monitoring Plan narrative 030718-showing edits
- Attachment V A ELC 1819 Monitoring Schedule 030718

If this is not done, the following would occur:

- The Coalition’s School Readiness Plan would not be in compliance with OEL requirements regarding sub-recipient I.T. policies.
- The Coalition would not have a Parent Sliding Fee Scale effective 07/01/18.
- The Coalition’s School Readiness Plan would not be in compliance with OEL requirements regarding monitoring plan/schedule of sub-recipient.

5._____V. Delcomyn motioned to approve the 2017-19 School Readiness Plan Amendment #15. T. Little seconded the motion. T. Matheny recused herself from voting. No discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP

Informational; no comments.

COMMITTEE ABSENTEEISM LOG

Informational; no comments.

COMMITTEE COMMENT

T. Dixon commented on the upcoming RFQ and RFP committee meetings and asked that if there are any board members who are interested in joining these committees to let her know. There will be more information presented to the entire Board at the next meeting in June.

NEXT MEETINGS

- **Board Meeting**–
June 20, 2018; 10:30 a.m. Renaissance Resort at World Golf Village Convention center
- **Exec/Admin** – August 1, 2018; 10:30 a.m. Conference Call

ADJOURNMENT*

6._____T. Matheny motioned to approve adjournment. J. Stanton seconded the motion. No discussion- motion passed unanimously. Meeting adjourned at 10:49 am

Minutes submitted by Rhonda Cody, Office Manager