

Early Learning Coalition of North Florida, Inc.

ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center

September 20, 2017

10:30 a.m.

ATTENDANCE

Members Present:

Adam Deputy
Mala Ramoutar
Myrna Allen
Renee Williams, *Treasurer*
Vina Delcomyn
Brian Graham, *Vice Chair*
Teresa Matheny, *ECS*
Brian McElhone
Theresa Little
Joy Stanton

Members Absent:

Kristi Simpkins; excused
Nancy Pearson, *Board Chair*; excused
Amy Lane; excused
Commissioner Jeb Smith; excused
Cynthia Kent; excused
Ron Coleman, excused
Angelia Hough, excused

Staff Present:

Dawn Bell, Chief Executive Officer
Kim Brumfield, Office Manager
Tajaro Dixon, Grants and Operations Manager
Joan Whitson, Early Literacy Coordinator
Patty Larkin, Finance Manager

Others Present:

CALL TO ORDER/ROLL CALL

R. Williams called the meeting to order at 10:40 a.m. Roll was taken; quorum was met, with 10 of the 17 board members in attendance.

PUBLIC COMMENT

No comments.

REVIEW OF DELEGATION OF AUTHORITY ITEMS

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.

APPROVAL OF JUNE 21, 2017 BOARD MEETING MINUTES*

1. T. Little motioned to approve the June 21, 2017 Board Meeting Minutes, as presented. A. Deputy seconded the motion. Motion passed unanimously. No discussion

STAFF AND COMMITTEE REPORTS

CEO REPORT- REVIEW OF THE 2017 BOARD SELF EVALUATION RESULTS

D. Bell used this time to review the board self-evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff really looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board.

4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The ELC recently created its own Vendor Contracts Checklists (and other reference documents) while cross training on contract compliance May 19, 2017.
- Kim Brumfield and I created Travel Regulations training documents and held staff training June 20 for the new regulations taking effect July 1, 2017.
- With the ELC migrating to a cloud-based MIP program for OEL invoicing, cross-training will have to take place again (for monthly invoicing) once this software is fully in place. We will update you once that has been scheduled.
- As the ELC will be 'skipped' this year for the OEL fiscal monitoring (due to being designated a 'low risk auditee from prior year reviews), ELC staff have requested 'voluntary' desk reviews of the two newest procedures to ensure compliance. Those two areas are the travel regulations and MIP (fiscal) transactions.

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. From this monitoring there were eight compliance issues and one observation. Four of the issues were programmatic and routine in nature. Three of the issues related to the provider reimbursements. The last issue and the one

observation were fiscally related. All corrective action items were completed and received by the final report.

- The 2016/2017 Fourth Quarter Monitoring was performed on-site 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. The next round of on-site monitoring dates will be September 18 – 22 and will include the review of the 13th invoice (last fiscal year invoice). The final report is scheduled to be completed by September 28, 2017. A summary of the final report will be included in (this) next quarterly program board report.

ALL full reports are available upon request.

4TH QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following:

Highlights:

Toddler Sensory Day: May 8th - The ELC participated in a Toddler Sensory program sponsored by the Kiwanis Club of St. Augustine at the Hastings Branch Library. The kids were given free books and even experienced a visit from Dora the Explorer.

Early Literacy Outreach Programs:

Mother Goose Program: Outreach assistant Sandi Dunnavant AKA “**Mother Goose**” put on 9 rhyming themed story time programs in Clay and Baker County pre-school classrooms. This program highlights the importance of teaching nursery rhymes and models to teacher’s easy and unique ways to teach them in their classrooms. Each teacher is given a resource kit that can implement this program into their everyday curriculum. 850 children received a FREE Nursery Rhyme book. Sandi is forming a Mother Goose society where she is training volunteers who also want to be Mother Goose with the purpose of increasing the number of these programs in the coming years.

New Outreach Programs: STEAM Focus (Now being offered to providers) these programs are being taught by ELC outreach staff and volunteers.

1. **Meet the Masters Arts Program:** This program introduces children to the great Masters of the Arts such as musicians Beethoven and Mozart and artists like Van Gough, Rodin, Seurat, Matisse and Monet. The children get to wave scarves to the music of Beethoven and play rhythm sticks to the “March of the Toys” by Victor Hubert. One of the presenters dresses up as the artist George Seurat wearing a beard and hat and with a French accent gives facts about themselves then reads a book to the children. The children rotate to different activities all centered on a different artist and our able to participate in an art project like painting or sculpting that relates to that artist. Each child receives a FREE copy of the book “The Dot” and the teacher receives a large resource

packet with art and music supplies and teachers manual to duplicate the program themselves.

2. **Science/Space Program:** This program introduces the children to the world of space. The children are shown a model of the planets and get to see pictures of earth from space as well as look through a telescope. A space themed story time is presented then the kids experience at least three different activities such as making their own telescope, playing with galactic dough and painting a planets picture. The children will all receive a national geographic beginner's book about space and the teacher will receive a kit that includes a globe, space model, telescope and lesson plans to duplicate this program.

Three and Four Year Old Book Bag Program: This quarter six centers in Putnam, Clay and St. Johns county were visited with a book bag distribution program featuring special guest Pete the Cat or Clifford. 245 book bags filled with 8-10 books were distributed.

Baby Bags: 100 bag bags filled with 5 board books were distributed by Episcopal Children's services at their client services locations in Putnam, St. Johns and Clay County to children ages 0-2. Nassau, Bradford and Baker office locations participate in the Ferst Foundation book program instead.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the August 9, 2017 Exec Admin Committee Meeting were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee

Consent Agenda

1. Ratify Approval of financials as of June 30, 2017*
2. Ratify Approval of ELC North Florida Budget Revision #5*
3. Ratify Approval of ECS 2017/2018 Contract Amendment #0001-17*
4. Ratify Approval of North Florida 2017/2018 OAMI Grant Agreement*
5. Ratify Approval of 2017-2018 COOP*

2. A. Deputy motioned for ratification of items 1-5 on the Exec Admin Committee Consent agenda, as presented. R. Williams seconded the motion. No Discussion, motion passed unanimously.

T. Matheny abstained from voting on item # 3

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION (HANDOUT)

A handout of the summary was provided and is as follows

- The evaluation was conducted on September 1, 2017 with Nancy Pearson, Ron Coleman, Brian Graham, Adam Deputy and Joy Stanton serving as evaluators.

- Of the total 17 evaluations mailed/handed to the board members, 12 members completed the evaluation, 3 member chose not to complete the evaluation due to not being on the board for any length of time. 2 board members did not return the eval.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was a 4.31 = Very Good.
- Dawn's next evaluation period ends September 1, 2018
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Kim Brumfield.

APPROVAL OF REVISIONS TO THE COALITIONS PERSONNEL POLICIES AND PROCEDURES MANUAL*

HR404 – Business Travel Expenses,

- added new state regulation references (FAC 69I-42 and FDOE Travel Policy DOE-IOP-500, effective 12/01/16)
- added criteria for car rental sizes

changed report submittal due dates per FDOE Travel policy, page 8, IV. Travel Reimbursement, B. 1. and 2.

3. V. Delcomyn motioned the Approval of the revisions to the coalitions personnel policies and procedures manual. B. McElhone seconded the motion. No Discussion. Motion passed unanimously .

APPROVAL OF THE REVISIONS TO THE COALITIONS ACCOUNTING AND FINANCIAL PROCEDURES MANUAL*

Revisions:

F301 – Purchasing Policies and Procedures, deleted “Purchase or Lease Decision” section, to move to the procurement policy PR401, after #5 which contains other cost and price analysis information/requirements.

F305 – Accounts Payable Management,

- Deleted statement regarding effective dates and phase-in dates of purchase order system (as the Coalition is in compliance of these dates, and no longer apply).
- Added statement that it is the Coalition's policy to issue a purchase order (or use of a credit card with proper authorization) PRIOR to procurement of good and services. (Post 17/18 Internal Controls Questionnaire review.)

F306 – Travel and Business Expenses,

- added FAC and FDOE regulations to top of policy

- changed travel advancement expense reports must be submitted (from 7 days) to within five (5) business of return from travel.

Changes to “Employee and Director Business Travel” section:

- #5 - changed mileage rate from IRS rates to OEL rates.
- #9 - added board member
- Added #12 regarding Coalition Travel Mileage Log for frequented trips.
- Changed #3 of “Reasonableness of Travel Costs” section to read compact cars are required for single travelers, and when larger cars are appropriate.

F307 – Cash Disbursements (Check-Writing) Policies, added to “Check Preparation” section that checks are pre-numbered and are imprinted with “Void after 90 days” statement. (Post 17/18 Internal Controls Questionnaire review.)

F309 – Payroll and Related Policies, added “Leave Audits” section stating periodically (and prior to fiscal year-end) the Office Manager will send e-mails notices to all staff to verify leave balances and identify how many annual leave hours the employee may have in jeopardy of losing, if not used by fiscal year-end. (Post 17/18 Internal Controls Questionnaire review.)

4. J. Stanton motioned Approval of Coalitions Accounting and financial procedures manual. V. Delcomyn seconded the motion. No Discussion. Motion Passed unanimously.

APPROVAL OF THE COALITIONS PROCUREMENT OF COMMODITIES AND /OR/ CONTRACTUAL SERVICES POLICIES AND PROCEDURES MANUAL*

Revisions:

PR401 - What to Consider When Procuring Any Item with Grant Funding.

- added a reference to the Coalition’s Procurement Form, to the top of the policy.
- Added #6, “Cost and Price Analysis - Purchase or Lease Decision” to section, “What to Consider when procuring any Item with Grant Funding”. This item was deleted from policy F301, to move to the procurement policy, after #5 which contains other cost and price analysis information/requirements.
- added #9, “Membership dues, subscriptions and licensing fees” requirements to section, “For All Grant Funded Procurements” (post 17/18 Internal Controls Questionnaire and 17/18 OEL Grant Agreement – page 17, Exhibit I, S.)
- added “SAM” website link to #2 in section, “For All Grant Funded Procurements” following research with OEL on how to check for a banned company that is located outside of Florida.

PR402 - Types of Procurement, added a definition for “informal bids” to “Small Purchases” section. (Post 17/18 Internal Controls Questionnaire review.)

5. A. Deputy motioned the Approval of the coalitions procurement of commodities and /or/ contractual services policies and procedures manual. R. Williams seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF B. GRAHAM, R. WILLIAMS, T. LITTLE AND J. STANTON TO ATTEND THE 2017 NATIONAL SUMMIT ON EDUCATION REFORM, NOV. 29- DEC. 1, 2017 IN NASHVILLE, TN.*

ExcelinEd's 10th Annual National Summit on Education Reform, happening November 29 – December 1, 2017 in Nashville, TN.

Celebrating 10 years as ExcelinEd's flagship initiative, the National Summit on Education Reform convenes the nation's leaders in education policy to share what works, what doesn't and what's next in education.

Governor Jeb Bush, hosts 1,000 state and national policymakers, education leaders and advocates for two comprehensive days on new trends, successful policies, evolving laws and the latest innovations that are transforming education for the 21st century.

Travel Dates will be Nov. 29- Dec. 3, 2017

6. V. Delcomyn motioned to approve B. Graham, R. Williams, T. Little and J. Stanton to attend the 2017 National Summit on Education Reform, Nov. 29 - Dec 1, 2017 in Nashville, TN. A. Deputy seconded the motion. No discussion – motion passed unanimously.

B. Graham, R. Williams, T. Little and J. Stanton recused themselves from voting.

APPROVAL OF IT/CLOUD SERVICES WITH WWIT/COMPASS MSP*

To approve the contract being presented for services with our current IT services company Compass MSP, formerly Worldwide IT. The new contract has:

- Monthly fee schedule of \$941.00 (6 hours of support included in this cost)
- Once 6 hours of monthly support has been exhausted, an hourly rate of 125.00/hr for M-F, 8am – 5pm starts.
- If after hours support is needed the hourly rate goes to 187.50/hr
- This contract is not to exceed \$25,000 annually without written permission.

7. A. Deputy motioned to approve the IT/Cloud services with Compass MSP T. Little 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 305 / ECS1809 – Computer- Latitude E6520
Serial # 23CB5Q1
- CNBB 306 / ECS 1810- Computer- Latitude E6520
Serial #JX6B5Q1
- CNBB 69 / ECS 1345 FLEFS113/127/139 Server
- CNBB 25 / ECS 1336 Oracle Database Std. Edition software Installed on CNBB 69 / ECS 1345

8. B. McElhone motioned to approve the disposal of inventory items. J. Stanton seconded the motion. No discussion – motion passed unanimously.

T. Matheny recused herself from voting. See attached paperwok

BOARD MEMBERSHIP REVIEW

K. Brumfield reviewed upcoming board term dates and overall membership stats

ELECTION OF OFFICERS*

By unanimous vote via emailed ballots, the following board members were nominated and elected to serve as the Coalition Officers for the 2017-18 fiscal year.

- Chair: Nancy Pearson
- Vice Chair: Renee Williams
- Treasurer: Theresa Little
- Secretary: Joy Stanton

9. A. Deputy motioned to approve Election of Officers. V. Delcomyn seconded the motion. No Discussion. Motion passed unanimously.

STANDING COMMITTEE DISCUSSION AND SIGN-UP.

Emailed to all board members asking for volunteers on this committee. Besides our elected officers we would like 4 additional members.

The committee is as follows: N. Pearson, J. Stanton, R. Williams, T. Little, M. Allen, V. Delcomyn, T. Matheny, B. McElhone,

K. Brumfield will email the board with final results on both election of officers and standing committee .

CODE OF ETHICS (HANDOUT)

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

CONFLICT OF INTEREST QUESTIONNAIRE (HANDOUT)

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

APPROVAL ELCNF 2016-17 ANNUAL REPORT* (HANDOUT)

D. Bell explained this Annual Report format came from the state and this is the required format for the state's Annual Report with submission required on October 1.

10. V. Delcomyn motioned the Approval of the 2016-17 Annual Report, as presented. A. Dreputy seconded the motion. No Discussion – motion passed unanimously.

BOARD ABSENTEEISM LOG- Informational

No Comments.

BOARD COMMENTS

T. Little was appointed to the Committee on Early Grade Success. Letter Attached.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, November 1, 2017 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 6, 2017 2 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

ADJOURNMENT*

11. M. Miner motioned for adjournment at 11:07a.m. A. Deputy:
seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: 1. Election of Officers, 2. Standing Committee Sign up, 3. Code of Ethics, 4. Conflict of Interest, 5. ELCNF Annual Report, 6. ECS17/18 Contract Amendment#0002-17

Minutes Submitted By: Kim Brumfield, Office Manager