

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Caddy Shack Restaurant
December 6, 2017
2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Ron Coleman
Vina Delcomyn
Brian Graham
Brian McElhone
Theresa Little, Treasurer
Teresa Matheny
Mala Ramoutar
Joy Stanton, Secretary
Renee Williams, Vice Chair

Members Absent:

Adam Deputy, *excused*
Angela Hough, *excused*
Commissioner Jeb Smith, *excused*
Amy Lane, *excused*
Nancy Pearson, Chair; *excused*
Kristi Simpkins, *excused*

Staff Present:

Dawn Bell, Chief Executive Officer
Patty Larkin, Financial Manager
Rhonda Cody, Office Manager
Tajaro Dixon, Grants and Operations Manager
Joan Whitson, Early Literacy Outreach Manager

Others Present:

Mary Garcia, ELCNF Board Nominee
Marsha Hill, ELCNF Board Nominee

CALL TO ORDER/ROLL CALL

R. Williams called the meeting to order at 2:15pm. Roll Call was taken by R. Cody; quorum was met with 10 of the 16 board members in attendance.

PUBLIC COMMENT

No comments.

SUCCESS SPOTLIGHT

Success Spotlights are provided to Board Members as a tangible way to hear about the good things/services that are being provided to the community. This year's spotlight was presented by D. Bell and focused on a parent's successful journey with ELC's school readiness program for her children. After two years with the program, the parent was significantly promoted to a new position in Duval County and advised ELC, she no longer required their services and thanked

ELC for all of the support and resources provided. Board Members and staff can find this spotlight and all success spotlights on the Coalition website under the “News” tab called Success Stories.

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 SEPTEMBER 20, 2017 ANNUAL BOARD MEETING MINUTES*

1. T. Little motioned to approve the September 20, 2017 Annual Board Meeting Minutes. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell provided an update on the proposed merger of ELC Duval and ELC North Florida, highlighting all of the information already sent to Board Members that included a review of the Office of Early Learning (OEL) recommendations. CEO Bell advised the board of the proactive measures she is putting in place to address the impacts of a possible merger with Duval including entering into a consulting agreement with Padma Rajan to conduct a full financial/cost benefit analysis of the Coalitions as well as the proposed merger of ELC Duval and North Florida. In addition, there is a proposal to change the ELC North Florida’s Personnel Policy regarding employee terminations related to “forced” mergers that will be discussed during the New Business section of the meeting. All Board Members were supportive of these measures and offered suggestions including writing letters to their State Legislators opposing any merger with Duval. CEO Bell will be meeting with Senator Bradley next week (week of December 11th) and will provide an update to the Board following the meeting.

B. 1ST QUARTER PROGRAM UPDATE

T. Dixon reported on the following in her report:

Coalition Activities:

- From the ELC’s voluntary desk review of the new travel regulations effective July 1, 2017, we have received preliminary (but conflicting) results from OEL. The ELC is working with OEL and the Association of ELC’s to seek clarity and processing efficiency improvements.
- ELC (and ECS) staff attended the One Goal Summer Conference July 19 – 21, 2017.
- ELC staff completed the 17/18 Internal Controls Questionnaire, and had several policy revisions for the 09/20/17 board meeting. We have also begun a

deeper review of ECS's responses to any NEW questions added to this questionnaire each year.

- All staff have begun annual archiving.
- In July, all staff completed annual review of Anti-Fraud plan, policies and practices.
- Coalition staff joined the OEL Equity and Inclusion Task Force August 1

Programmatic:

ECS (Episcopal Children's Services) On-Site Monitoring:

- The 2016/2017 Fourth Quarter Monitoring was performed July 24 – August 4, 2017. This monitoring included all OEL required “eligibility” criteria, SR Plan Compliance: Quality Performance Report, the Fiscal Non-Direct Costs review, and the Year-end Fiscal Overview. The final report was completed October 23, 2017. From this monitoring, there were six compliance issues. Four of the issues were programmatic and routine in nature. The other two were related to the provider reimbursements. Both of these issues were rare; (1) due to type of eligibility, and (2) tight timing of a (holiday) contract change. All corrective action items were completed and received by the final report.
- The 2017/2018 First Quarter Monitoring was performed October 30 – November 13, 2017. This monitoring included all OEL required “eligibility” criteria, the Annual Data and Data Security Systems review, and the Fiscal Non-Direct Costs review. The final report is scheduled to be completed by December 6, 2017. A summary of the final report will be included in the next quarterly program board report.

ALL full reports are available upon request.

C. 1ST QUARTER EARLY LITERACY REPORT

J. Whitson did not present the report verbally but did present a slide show presentation of ELCNF's Year in Review at the end of the meeting. Highlights of report:

Summer Reading Conference, August 1: Represented the ELC as a guest speaker at the Retired Senior Volunteer Program of St. Johns County's annual summer volunteer conference. This program is a great resource for volunteers and is a close community partner with the ELC.

Early Literacy Outreach Programs:

Book of the Month Program: This is a program that the Episcopal Children's Services Education Specialists use in targeted centers. Each month, the Specialists focus their instruction with the provider using two books; one focused on early learning for infants and toddlers and the other for the 4-year-old child. The Specialists provide these two books each month to the provider to help build up their libraries. The ELC purchases the books for this program, assists

the ECS's targeted centers by providing them with special story time events, presents the children with free books, and provides the center's teacher books and materials to duplicate the program.

ELC Volunteer Reading Conference, September 27: This is an annual event held at the Marywood Retreat Center in St. Johns County, where our reading volunteers are exposed to a plethora of ideas, interactive classes, professional and motivational speakers all with the goal of improving their reading and presentations skills at reading/story time events. The topics and themes presented at this conference included incorporating dramatic play, adding music and movement, rhymers are readers, using themes and picking the best books. We had 40 of our wonderful volunteers in attendance at this conference.

Volunteer Reading Pals: Three new volunteer trainings were facilitated in Clay, St. Johns and Putnam County where 12 new volunteer readers were added to the program. Currently, there are 70 reading pals in 44 different schools throughout these counties. This summer, the ELC added inventory and improved the three lending libraries we have in each county that volunteers use. In addition, the ELC has added a host of materials such as puppets, costumes and activity packets for our volunteers to select from which truly enhances the reading and interactive experience for the children.

Themed Literacy Programs: The ELC developed two new literacy programs that launched this fall: the Eric Carle themed program whose focus is on "Colors", using Eric Carle's books, "The Very Hungry Caterpillar" and "Brown Bear" and the second, a Space themed program that introduces preschoolers to the concept of space and the solar system we live in. Each child will receive a free book relating to the theme of each program and the teachers will receive a large resource bag filled with materials to duplicate the programs on their own. This year, Sandi Dunnavant will focus on presenting the Eric Carle and Mother Goose programs (her creation!) and I will focus on presenting the Space and Meet the Masters Arts program.

D. Executive Administrative Committee:

Draft minutes of the November 1, 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 August 9, 2017 Exec/Admin Committee Meeting Minutes*
2. Ratify Approval of ECS 2017/18 Contract Amendment #0003-17*
3. Ratify Approval of the 2017/18 OEL/ELC University of Florida/Lastinger Center Pay for Performance Contract effective 9/15/17 – 7/31/18 (#SR400)*
4. Ratify Approval of the 2017/18 ELC/ECS University of Florida /Lastinger Center Pay for Performance Contract effective 9/15/17 – 7/31/18 (#SR400)*
5. Ratify Approval of the ELC SR Plan 2017-19 Certification*

6. Ratify Approval of District Superintendent of Schools or Designee, Kristi Simpkins, 2nd Term.* (Dec. 2017 Dec. 2021)
 7. Ratify Approval of Consulting Agreement with Kim Brumfield*
 8. Ratify Approval of Moultrie Place Lease Continuation (St. Aug Office)*
 9. Ratify Approval of Agreement with Contemporary Staffing Solutions*
2. B. Graham motioned for ratification of items 1- 9 on the Exec Admin Committee Consent agenda. V. Delcomyn seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict. No Discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF ELCNF 2017-2018 BUDGET PROPOSAL-REVISION#1*-HANDOUT

The Coalition received a Notice of Award dated November 1, 2017 for the School Readiness Services, requiring a budget amendment to match the revised Notice of Award. The Coalition's Administrative Budget and the contract with ECS has been amended to utilize the amounts specified in the Notice of Awards received by the Office of Early Learning. Without this amendment, the Coalition budget would not match the 2017/2018 fund allocations from the State and would not be accurate as to the funds available to spend for 2017/2018. In addition, the Coalition would be at risk of potential questioned costs due to noncompliance with State statutes.

3. T. Little motioned the approval of the 2017/2018 Budget Proposal-Revision #1, V. Delcomyn, seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict. No discussion, motion passed unanimously.

APPROVAL OF MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2016/2017*

Request Board approval of management decision recommendation to consider the ECS annual audit properly reviewed and therefore resolved. If this is not approved, the Coalition would not be in compliance with policy requiring committee approval.

4. B. Graham motioned the approval of the management decision recommendation for ECS Audit 2016/2017, R. Coleman seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict. No discussion, motion passed unanimously.

APPROVAL OF THE NEFEC LEASE 2018-2019 CONTINUATION*

Staff requests board approval to continue the NEFEC lease agreement of rental of office space in Palatka, FL. The current lease ends January 31, 2018, and the new lease will start Feb. 1, 2018 and conclude January 31, 2019.

The space currently houses our Grants and Operations Manager, Tajaro Dixon, our Putnam County Reading Pals resource room, and one office is used for Coalition storage. The total for all three rooms is \$400.00 per month and includes electric.

5. B. Graham motioned the approval of the NEFEC Lease Continuation, V. Delcomyn, seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF ECS 2017/2018 AMENDMENT #0004-17 AND PARTY SIGNATURES*

The Coalition received a new School Readiness Notice of Award dated November 1, 2017. This award increased the SR allocation by \$4,209.00 (from restitution dollars that were received). The Coalition also received the “Performance Funding Project” Notice of Award dated November 27, 2017. This award decreased from last year’s allocation, to \$68,885.

This contract amendment adds the restitution dollars to this year’s SR budget. This amendment also corrects the “PFP” amount that was previously in the 17/18 contract (that was an OEL estimate based on last year’s budget). Should the board not approve this amendment, ECS’s contract would not have the correct budgeted amounts for the School Readiness program, nor the correct budget amount for the Performance Funding Project.

6. T. Little motioned the approval of the ECS 2017/2018 amendment #0004-17 and party signatures, M. Allen seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict. No discussion- motion passed unanimously.

APPROVAL OF CONSULTING AGREEMENT WITH PADMA RAJAN*-HANDOUT

P. Rajan will provide the necessary financial and cost benefit analysis of a proposed merger of ELC North Florida and ELC Duval that will in turn be presented to the State legislature if and /or as needed.

The scope of this work will include reviewing 990s in Guidestar of all 5 coalitions including ELCNF, which have been pre-selected for merger; review of coalition annual reports; following State legislature for updates of the Appropriations and Education Committee and providing weekly reports to Dawn Bell. This contract shall be for the period of November 29, 2017 to January 31, 2018 at the rate of \$40.00 per hour and the contract value is not to exceed \$4,000.00.

Should the Board not approved this consulting agreement, ELCNF would not be fully prepared with the needed research of a proposed merger and the impact to the organization and staff would be significant, possibly resulting in realignment of staff and expenses that would not be cost effective.

7. B. Graham motioned the approval of the consulting agreement with Padma Rajan, R. Coleman seconded the motion. No discussion- motion passed unanimously.

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

HR610 – Employment Termination,

- Deleted conditions for a workforce reduction severance allowance, so as to not conflict with the addition of the severance benefit in the case of a forced merger.
- Added to “Layoffs and Severance Benefits” section, a severance benefit specific to a FORCED MERGER.

This revision will add this benefit for employees to ensure their financial stability should the ELC of North Florida ever be forced to merge with another coalition. Should the Board not approve this revision, the Coalition would not have a severance benefit specific to the case of a “forced merger”.

8. The revision to the Coalition’s Personnel, Policies and Procedures Manual, specific to HR610-Employment Termination was not approved as written. B. Graham motioned to table this revision and approved an action item to consult with an Employment Attorney, not to exceed \$4000 in legal fees, to write a Severance Policy and employee agreement that is compliant with all employee and labor laws. B. Graham motioned to approve this new action item and R. Coleman seconded the motion. No further discussion- motion passed unanimously.

APPROVAL OF THE MEMBER APPOINTED BY EXECUTIVE DIRECTOR OF NEFEC FOR THE MANDATED POSITION OF PROGRAMS FOR CHILDREN WITH DISABILITIES UNDER THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT: MARSHA HILL*

Marsha Hill is the Director of Instructional Services at NEFEC. Mrs. Hill oversees programs PreK-12 and has experience working with early childhood programs such as Reading First, Early Reading First and the Florida Diagnostic and Learning Resource System. In addition, she has 20 years of experience in working with school districts in northeast Florida to implement programs for all students.

Marsha’s ELCNF term would extend from March 2018 – March 2022. Should the Board not approve this appointment, the Coalition would be out of compliance by not having a mandated seat filled.

9. T. Little motioned to approve the appointment of Marsha Hill by the Executive Director of NEFEC for the mandated position, B. Graham seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE COUNTY HEALTH DEPARTMENT DIRECTOR OR DESIGNEE, MARY GARCIA*

Mary Garcia has been the Administrator of the Department of Health in Putnam County since 2013. Ms. Garcia began her public health career as the director for Finance and Accounting at DOH St. Johns in 2007. She is an active member of National Association of County and City Health Officials (NACCHO) and helped in the development of the Management Essential Series for health officers. A native of Florida and Putnam County, Ms. Garcia is involved in the community by volunteering for both the Putnam and South Putnam Christian Service Centers, the Putnam Homeless Coalition, St. Vincent de Paul Society, the Create Art League and Keep Putnam Beautiful.

Mary's ELCNF term would extend from December 2017- December 2021. Should the Board not approve this appointment, the Coalition would be out of compliance by not having a mandated seat filled.

10. R. Coleman motioned to approve the appointment of Mary Garcia to the County Health Department Director or Designee, V. Delcomyn seconded the motion. No further discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

R. Cody provided a report to the Board that reviewed the members who have resigned and/or gone into an advocate role since the last meeting. Our total board membership is now at 17 members with the departure of Amy Lane, IEDA Representative, effective December 31, 2017 and the addition of Mary Garcia, CHDD effective December 2017 and Marsha Hill, PCDFIDA, effective March 2018. There were no comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

T. Little provided a report on The Florida Committee for Early Grade Success that was created during the 2017 legislative session. The Committee developed a series of recommendations to guide the development of a coordinated early childhood assessment system for publicly funded programs, birth through kindergarten entry with the following attributes:

- Screen children birth through age five to see what, if any, developmental concerns should be further assessed.
- Provide practical, useful, actionable information to teachers and parents on children's growth birth through kindergarten, helping them to provide individual care and instruction to better meet each child's developmental and academic needs.
- Evaluate children's skill upon entry to kindergarten.
- Provide an integrated system so data can efficiently follow children birth through third grade, ensuring rigorous privacy protections, to optimize children's growth and learning.
- Inform broader program accountability, helping to ensure Florida's early childhood investments are working as intended to support children's development.

The full report was presented as a handout to the Board Members

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 7, 2018, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 21, 2018, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

11. B. Graham motioned for adjournment at 3:30 p.m.
T. Little seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: **1.** Revised Tentative Agenda 12.06.17; **2.** Success Spotlight; **3.** Approval of ELCNF 2017-2018 Budget Proposal-Revision #1; **4.** Approval of Consulting Agreement with Padma Rajan; **5.** Committee for Early Grade Success: Recommendations for a Coordinated Early Child Assessment System in Florida, dated: December 1, 2017.

Minutes Submitted By: Rhonda Cody, Office Manager