

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Legends 3 Conference Room

March 21, 2018

10:30 a.m.

ATTENDANCE

Members Present:

Ron Coleman
Vina Delcomyn
Brian Graham
Marsha Hill
Theresa Little, Treasurer
Teresa Matheny, ECS
Brian McElhone
Nancy Pearson, Board Chair
Mala Ramoutar
Kristi Simpkins
Commissioner Jeb Smith
Joy Stanton, Secretary
Renee Williams, Vice Chair

Members Absent:

Dr. Myrna Allen, EXCUSED
Adam Deputy, EXCUSED
Mary Garcia, EXCUSED
Angelia Hough, EXCUSED

Staff Present:

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

Others Present:

Rich Cassidy, Moss Krusick &
Associates
Susan Crachett, RCMA
Shakira Brinson, RCMA

CALL TO ORDER/ROLL CALL

N. Pearson, Board Chair called the meeting to order at 10:38 am. Roll was taken; quorum was met, with 13 of the 17 board members in attendance.

PUBLIC COMMENT

1

**Board Meeting
March 21, 2018**

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 DECEMBER 6, 2017 BOARD MEETING MINUTES*

1. R. Coleman motioned to approve the December 6, 2017 Board Meeting Minutes, as presented. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

REVIEW AND APPROVAL OF 2016-17 AUDIT-HANDOUT*

2. Rich Cassidy of Moss, Krusick and Associates presented the results of the ELCNF 2016-2017 Audit. Financial statements were reviewed and summarized regarding the financial position of ELC of North Florida. There were no findings or discrepancies noted and overall, this was a clean audit. K. Simpkins motioned to accept and approve the 2016-17 Audit as presented. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO Report-Verbal

D. Bell updated the board on the latest legislative news regarding potential mergers and funding match for the Florida Coalitions. Merger discussion is off the table with the State legislature for now with the exception of the potential merger of St. Lucie and IRMO. This potential merger is being driven by the Executive Director of St. Lucie and is not in the State legislature plan. The funding match will remain at 6% versus the 8% proposed and without the requirement that Coalitions would have to engage in significant fund raising activities. Lift Putnam and the Putnam County School district was briefly discussed as well in regards to media reports surrounding the sale of the Campbell building .

Finance Manager's Report- HANDOUT

P. Larkin reviewed and submitted the following report to the Board:

February 2018 Financial Information

Financial Statements

The 3rd quarter monitoring of ECS will begin Monday, April 29th. I will be attending the Finance Officer's conference in Orlando 4/17 through 4/19 in addition to attending an MIP conference in May. Moss Krusick will be presenting the Audit for the fiscal year ending June 30, 2017 today. Due to the ongoing conversion to the MIP accounting software, I am not able to run financial statements at this time but I am getting closer every day.

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

- Average children served per month is 3,822.

Total Grant Expenditure on Direct Services (slots, without advance) - \$7,302,435.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,719,941.

Percentage of Grant year: 67 %

Percentage of Grant expended for the year: 69 %

Voluntary Pre-K Grant Requirements and other significant data: As of February 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 - \$ 8,704,133.

Total Grant Expenditure on Administration & Indirect Services-\$ 320,680.

Percentage of Grant year: 67 %

Percentage of Grant expended for the year (without advance): 66 %

Average Children Served per Month is 4,556 (July only served 114)

Summary

SR – School Readiness

- The coalition is 1.2 % below the maximum threshold for administrative services.
- The coalition is 3.8 % above the minimum threshold for direct services.

VPK – Coalition Pre-K:

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

2ND QUARTER PROGRAM UPDATE

T. Dixon submitted her report on the following:

Coalition Activities:

- The annual review of policies was completed by all staff. Needed revisions were in the February Executive/Administrative committee packet and are being ratified today.

- The 2016/2017 ECS Primary Service Provider contract was officially closed out with no pending issues.
- Patty Larkin and Rhonda Cody reviewed and completed the annual update of the CEO Succession Plan Handoff Report. This is a list of all critical business information that would be needed in the case of initiating the succession plan (due to an emergency, etc.)
- The ELC and ECS staff had its semi-annual Open Discussions Lunch Meeting November 14, and this continues to be a key element in ensuring quality of operations.
- ELC and ECS staff continue to participate in OEL School Readiness policy webinars, as OEL continues to navigate changing regulations and Portal migration.

Programmatic:

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

- 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 was completed December 6, 2017. From this monitoring there were 10 compliance issues. Seven of the issues were programmatic and routine in nature. The eighth issue involved an incorrect provider payment and the provider payment rate schedule which has now been corrected by OEL. The last two issues were fiscally related. All applicable corrective action items were completed and received before the final report.
- The 2017/2018 Second Quarter Monitoring was performed January 29 – February 9, 2018. This monitoring included all OEL required “eligibility” criteria, Data and Data Security Systems updates, Quality Contracts, and the Fiscal Non-Direct Costs review. The final report is scheduled to be completed by March 5, 2018. A summary of the final report will be included in the next quarterly program board report.

ALL full reports are available upon request.

2ND QUARTER EARLY LITERACY REPORT

J. Whitson submitted her report on the following:

Highlights:

Ancient City Kids Day – October 28th at St. Francis field in St. Augustine. We provided books for Episcopal Children’s Services staff to hand out at their table. We also collaborated with the Kiwanis club of St. Augustine by providing volunteers to help give out and fit bicycle helmets. Fifteen Hundred people attend this annual family event.

Early Literacy Outreach:

ELC Days at Sykes Farms and Amazing Grace Crop Maze – Three special field trips were scheduled in October. Twenty-nine providers came and brought 520 children. The children enjoyed fall agricultural themed activities, which included a corn maze, hayride, visiting farm animals up close and much more. Each child received a FREE copy of the book “Spookley the Square Pumpkin” or “The Three Little Racing Pigs.” The teachers received a bag full of a variety of FALL themed books. ELC volunteers provided an extra special FALL craft as well adding to the festivities.

Read for the Record – October 19th. This is an annual reading event put on by Jump Start and the Pearson Foundation with the purpose to break the world record of reading the same book on the same day to the most children. An email was sent to all providers encouraging them to participate. The ELC provided them with a FREE copy of the book and activity packet to go with it. This year’s book was “Quackers” by Liz Wong. Eighty centers participated in this event where providers read to 5,226 children.

Themed Literacy Programs: Fall 2017 brought the kickoff of two new themed literacy programs, the Eric Carle “World of Colors” program created by outreach assistant Sandi Dunnavant and the “Space” program created by Joan Whitson and volunteer team. These programs are rich in early literacy concepts so important to children’s development. One of the main goals of these programs is to model for teachers good practices and to provide them with a teachable curriculum that they then can further implement in their classrooms. Each child receives a FREE book as well that goes with the theme.

Eric Carle program: Sandi and her volunteer team presented seven programs in Clay County. Having an outreach assistant in the ELC Clay office has really expanded our literacy outreach in Clay, Nassau and Baker counties.

Space program: Joan and her volunteer team presented three space programs in Putnam County.

Mother Goose program: AKA “Sandi Dunnavant” continued to put on her programs centered on rhyming and the importance of teaching children nursery rhymes.

Meet the Master’s program: Joan and team presented three of these programs centered on teaching children about the ARTS.

Reading Pals: 65 reading volunteers continue to read weekly to children in preschools in St. Johns, Putnam and Clay Counties. During December, each volunteer was presented books to give to their children as Christmas gifts. Over 1,100 books were distributed.

Draft minutes of the February 7, 2018 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 November 1, 2017 Exec/Admin Committee Meeting Minutes*
2. Ratify Approval of Accounting and Financial Policies and Procedures Revisions*
3. Ratify Approval of Revisions to the Coalition's Contract Management and Monitoring Policies and Procedures*
4. Ratify Approval of Revisions to the Coalitions Personnel Policies and Procedures Manual*
5. Ratify Approval of Consulting Agreement with Ines Andrade***-Handout**
6. Ratify Approval of New ELCNF Clay County Office Lease***-Handout**

3. R. Coleman motioned for ratification of items 1-6 on the Exec Admin Committee Consent agenda from the February 7, 2018 meeting. B. Graham seconded the motion. No Discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF APPROVAL OF THE ST. JOHNS COUNTY 18/19 FUNDING APPLICATION FOR ELCNF*

United Way requires that the grant application we are submitting to help meet our matching funds requirement is board approved and in this circumstance, we require that it be retroactively approved to February 7, 2018.

4. B. Graham motioned for approval of the St. Johns County 18/19 Funding Application for ELCNF. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES REVISIONS*

Revisions:

F305 – Accounts Payable Management,

ADDED BACK IN a statement regarding ANTICIPATED effective dates and phase-in dates of purchase order system (as OEL extended the purchase order compliance deadline and teamed with Coalitions to develop a state-wide, standardized Purchase Order system).

5. R. Coleman motioned the Approval of Accounting and Financial Policies and Procedures Revisions. V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #14*

Revisions:

The following items were updated to add a statement regarding anticipated effective dates and phase-in dates of purchase order system. OEL extended the purchase order compliance deadline and teamed with Coalitions to develop a state wide, standardized Purchase Order system.

- Attach I F ECS Procurement and Disbursements rev 012418
- Attach I J ELC Disbursements Policies BA 032118

The following item was updated in processes, and the Single Point of Entry and Wait list procedures were combined into one policy:

- Attach II B Single Point of Entry Pol and Proc rev 022018

6. T. Little motioned the Approval of the 2017-19 School Readiness Plan Amendment #14. R. Coleman seconded the motion. T. Matheny recused herself, paperwork attached. No discussion – motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-Informational

No Comments

BOARD ABSENTEEISM LOG- Informational

No Comments.

BOARD COMMENTS

D. Bell introduced and welcomed the two guests from RCMA Putnam County, Susan Crachett and Shakira Brinson. The situation involving the resignation of the Executive Director from ELC Polk County was discussed, specifically the reasons leading to his resignation and why he was potentially eligible for severance pay. The question was raised by several board members that in this situation, would ELCNF's new Severance Policy be required to pay. D. Bell assured the Board that was not the case, that the policy is triggered only in the event an employee's job was impacted due to a merger, acquisition or reorganization whereby the employee loses his/her position. There

is no ability to collect severance due to termination for cause. R. Coleman suggested that the Coalition might consider providing Sexual Harassment Awareness training to staff as a refresher. D. Bell agreed and this will be done.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, May 2, 2018 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, June 20, 2018 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

7. T. Little motioned for adjournment at 11:33am. R. Coleman
Seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Rhonda Cody, Office Manager