

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

The World Golf Village and Convention Center

Legends 2 Meeting room

June 20, 2018

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Dr. Myrna Allen  
Vina Delcomyn  
Adam Deputy  
Mary Garcia  
Brian Graham  
Marsha Hill  
Theresa Little, *Treasurer*  
Teresa Matheny, ECS  
Commissioner Jeb Smith  
Joy Stanton, *Secretary*  
Renee Williams, *Vice Chair*

**Members Absent:**

Ronald Coleman, EXCUSED  
Angelia Hough, EXCUSED  
Nancy Pearson, *Chair*, EXCUSED  
Mala Ramoutar, EXCUSED  
Kristi Simpkins, EXCUSED  
Brian McElhone, EXCUSED

**Staff Present:**

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

**Others Present:**

Carl Smith, DCF Designee for Mala Ramoutar

**CALL TO ORDER / ROLL CALL**

R. Williams, Board Vice Chair called the meeting to order at 10:36 am. Roll was taken by R. Cody; quorum was met, with 11 of the 17 board members in attendance.

**PUBLIC COMMENT**

No public comment

**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.

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## APPROVAL OF MARCH 21, 2018 BOARD MEETING MINUTES\*

1. V. Delcomyn motioned to approve the March 21, 2018 Board Meeting Minutes, as presented. T. Little seconded the motion. No discussion-motion passed unanimously.

## STAFF AND COMMITTEE REPORTS

### CEO REPORT

D. Bell reviewed staffing changes in the Coalition starting with the July 15, 2018 departure of Patty Larkin and the hire of Susan Pettijohn as the new Finance Manager. It was further explained that as Susan was not fully transitioned into the role, she would not be presenting the Finance Manager's report but it was included in the Board packet for review and if there were any questions to not hesitate to contact her for further explanation. The Board was very supportive of the staffing changes and realignment of duties and responsibilities. The following is a copy of the Finance Manager's report provided to the Board:

### March 2018 Financial Information

#### Financial Statements

The 3rd quarter monitoring of ECS began this week, April 30<sup>th</sup>. I attended the Finance Officer's conference in Orlando 4/17 through 4/19 and will be attending the MIP conference May 6<sup>th</sup> – May 9<sup>th</sup>. 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

- 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 %

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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.

##### VPK – Coalition Pre-K:

- 3 % below the maximum threshold for administrative services.

#### **3RD QUARTER PROGRAM UPDATE**

T. Dixon reported on the following items:

#### *Coalition Activities:*

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- Coalition staff completed the annual refresher Data Security training and Information Technology policy review in January.
- The 2018/2019 Sub-recipient Contract Monitoring Schedule and Narrative Plan was completed (and is part of the School Readiness Plan Amendment #15 – included in the board packet today for ratification).
- Tajaro and Rhonda reviewed procurement practices and were able to stream-line tasks for office and quality products and services.
- The Coalition and Episcopal Children’s Services staff began the reviewing process for the 2018/2019 Primary Service Provider/Sub-recipient contract renewal.
- The Coalition was determined to be a low risk auditee by OEL, and we were able to “skip” this fiscal year for the HCT CPA’s and Consultants/OEL Fiscal Monitoring. This monitoring is usually scheduled for January of each year. It is a review of Coalition operations including; policies and procedures, internal controls, board and personnel practices, cash and revenue management, general ledger and disbursement data, purchasing, contracting, and sub-recipient monitoring. The Coalition will be monitored NEXT year, for both this and next fiscal year periods.

#### *Programmatic:*

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

- 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. This was also the first monitoring for School Readiness/DCF Health and Safety Inspections. From this monitoring there were nine compliance issues. Five of the issues were programmatic and routine in nature.

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The other three were fiscally related. All applicable corrective action items were completed and received before the final report.

- The 2017/2018 Third Quarter Monitoring is scheduled for April 30 – May 11, 2018. The final report is scheduled to be completed by June 1, 2018. A summary of the final report will be included in the next quarterly program board report.

*ALL full reports are available upon request.*

### **3RD QUARTER EARLY LITERACY REPORT**

J. Whitson reported on the following items:

#### **Highlights:**

**Kiwanis Character Breakfast:** On Saturday, February 10, 2018, the ELC partnered with the St. Augustine Kiwanis Club to host their first annual Kiwanis Character Breakfast at the Solomon Calhoun Center in St. Augustine. Highlights included a fantastic breakfast for the children and family members, live music spun by a DJ and a Character dance. The children were entertained by their favorite Characters such as Cinderella, Spiderman, Superman, Dora the Explorer and many more! Over 250 people attended, making this event a rousing success in raising funds to support the many local children's charities that Kiwanis supports. The ELC received a \$1,000 donation from the proceeds of this event.

**ELC Early Educators Conference:** The ELC hosted its fifth annual Early Educators Conference on January 27, 2018 at the Thrasher Horne Center in Orange Park. The theme of this year's conference was "Full Steam Ahead" and the keynote speaker was Dr. Rebecca Isbell, noted Early Childhood Consultant and author of numerous books and articles related to creative development, play, language, literacy and child development. The afternoon provided educational breakout sessions on topics such as "Preventing Combustion (dealing with Trauma)" and "The Art in Music and Movement". Our Educators received continuing education credits for attending these sessions and valuable tools and resources to use in their classrooms! Over 280 educators attended this event.

**Teacher of the Year 2017:** Congratulations to the 2017 ELCNF teacher of the year Margie Tedder, a VPK teacher at Village Academy in St. Augustine. Margie has been a dedicated pre-school teacher for over 30 years, highly skilled and innovative, incorporating a variety of teaching methods daily to prepare her students for even greater success in kindergarten and beyond! She was honored on January 27, 2018 at the Educator's conference with a \$500 cash prize from Kaplan Early Learning Co., our teacher of the year sponsor.

#### **Early Literacy Outreach:**

**Florida Literacy Week:** The ELC participated in the annual simultaneous reading event held on January 25, 2018 by encouraging all providers to read the 2018 book pick "Big Al" by Andrew

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Clements. A free copy of this book and activity packet was given to every attendee at the Early Educator's conference.

**Children's Week:** In honor of Children's Week, Episcopal Children Services hosted six different literacy programs (one in each of our six counties) featuring the book character Pete the Cat. Over 800 children attended these events and received a FREE Pete the Cat book to read with their family members.

**Dr. Seuss Week:** In celebration of Dr. Seuss's birthday, on March 2nd, seven Dr. Seuss themed literacy programs were presented in preschools that entered a special drawing at the Early Educator's conference. Each child received a FREE Dr. Seuss book and each classroom received a variety pack of Dr. Seuss books with activity resources to go with the books.

**Themed Literacy Programs:** The ELC Outreach team was in full swing putting on 40 themed literacy programs during this quarter. The programs included "Meet the Masters", "Mother Goose", "Space", "Dr. Seuss" and "Eric Carle's World of Colors". These programs are proving to be highly successful and a wonderful addition to our outreach programming. Nearly 900 children participated in these programs in 22 different schools. Each child has received a FREE book or bag of books and the teachers are receiving a fantastic resource bag filled with teaching supplies to continue to teach the theme presented to future children in their classrooms. We plan to continue these programs as well as introduce new literacy themed programs in the next fiscal year!

#### EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the May 2, 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 February 7, 2018 Exec/Admin Committee Meeting Minutes\*
2. Ratify Approval of Financials as of March 31, 2018\*- **HANDOUT**
3. Ratify Approval of Episcopal Children's Services 2018/2019 Primary Service Provider Contract\*
4. Ratify Approval of the Revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2018/2019\*
5. Ratify Approval of the 2017-19 School Readiness Plan Amendment #15\*

2. M. Allen motioned for ratification of items 1- 5 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 THE 2017/18 BUDGET REALIGNMENT /QUALITY DOLLARS\***

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To be in compliance of completing the 2017-2018 budget year within the 1.5% margin, shifting of budget categories may be necessary. We request to move any unused Administrative Dollars to any OCA item as needed.

- 3.** B. Graham motioned the Approval of the 2017-18 Budget Realignment / Admin Dollars. A. Deputy seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict. No discussion-motion passed unanimously.

**APPROVAL OF THE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA FOR SCHOOL READINESS, VOLUNTARY PREKINDERGARTEN (VPK) AND THE PERFORMANCE FUNDING PROJECT (PFP)\***

- 4.** B. Graham motioned the Approval of the grant agreement between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida for School Readiness, Voluntary Prekindergarten (VPK) and the Performance Funding Project (PFP). V. Delcomyn seconded the motion. No discussion – motion passed unanimously.

**APPROVAL OF THE VOLUNTARY PREKINDERGARTEN OUTREACH AND AWARENESS AND MONITORING INITIATIVE (VPK OAMI) GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA\***

- 5.** V. Delcomyn motioned Approval of the Voluntary Prekindergarten Outreach and Awareness and Monitoring Initiative (VPK OAMI) Grant Agreement between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida. T. Little seconded the motion. No Discussion- motion passed unanimously.

**APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2017/2018 CONTRACT AMENDMENT #0005-17\***

The Coalition received a new Notice of Award dated May 21, 2018 for the “Performance Funding Project”. This award increased funding by \$41,846, and updated the grant award number. The increased funding is for providers and provider staff for stipends and quality bonuses, who completed their requirements for these payments.

- 6.** T. Little motioned Approval of the Episcopal Children’s Services 2017/2018 Contract Amendment #0005-17. 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 THE 2017-19 SCHOOL READINESS PLAN AMENDMENT #16\***

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The following items were revised to update practices and introduce House Bill 1091. HB1091 will become effective July 1, 2019, and replace the Performance Funding Project:

CORE DOCUMENT - Part III Quality Activities, Sections:

B. Infant and Toddler Early Learning Programs

C. Inclusive Early Learning Programs

D. Quality Performance Report

7. T. Little motioned approval of the 2017-19 School Readiness Plan Amendment #16. V. Delcomyn seconded the motion. No discussion- motion passed unanimously.

**APPROVAL OF THE PRELIMINARY ELCNF BUDGET FOR 2018/2019\***

- 1. The ELCNF needs to have a working budget until the funding totals are received from OEL by way of Notice of Award in the beginning of the 2018-2019 fiscal year. If not approved, the Coalition would not be working under a budget for the portion of the year prior to receipt of the Notice of Award funds.

8. T. Little motioned approval of the preliminary ELCNF budget for 2018/2019. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF 2018/19 MEETING SCHEDULE\***

9. V. Delcomyn motioned Approval of the 2018/19 meeting schedule as presented. B. Graham seconded the motion. No discussion- motion passed unanimously.

**APPROVAL OF THE CONSULTING AGREEMENT WITH ROBERT HUND\***

Robert Hund will provide the necessary support to input and implement the MIP Non Profit Fund Accounting software for ELC North Florida 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 and reviewing all general ledger entries with the Finance Manager.

This contract shall be for the period of June 20, 2018 – December 31, 2018 at the rate of \$25.00 per hour, plus mileage and the contract value is not to exceed \$20,000.00

10. B. Graham motioned Approval of the consulting agreement with Robert Hund. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

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### **APPROVAL OF 2018-19 WEB MARKETING CONSULTING CONTRACT-HANDOUT\***

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually

11. B. Graham motioned Approval of the 2018/2019 Web Marketing Consulting Contract. T. Little seconded the motion. No Discussion- motion passed unanimously.

### **BOARD SELF EVALUATION- HANDOUT**

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to R. Cody no later than July 9, 2018. This evaluation assists the staff in their continued strive to be a model Coalition and a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectations.

### **REVIEW OF RFP AND RFQ TIMELINES FOR RECRUITING EVALUATORS-INFORMATIONAL**

T. Dixon reviewed the schedules for both the RFP and RFQ timelines with the Board and asked for volunteers to serve on either committee. It was requested that at least four Board Members would be needed on each committee. J. Stanton agreed to serve on either committee and several other Board member agreed to consider serving and would advise as soon as they reviewed their schedules.

### **REVIEW OF NEW FLORIDA STATE LEGISLATIVE OVERVIEW, HB 1091-INFORMATIONAL**

T. Matheny provided an overview of the new Florida State bill HB 1091 to the Board that increases quality and accountability in the School Readiness Program Program. The new legislation includes an assessment tool that measures the quality of teacher-child interactions, including emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children ages birth to five. The Office of Early Learning will lead the implementation of this legislation in partnership with all State Early Learning Coalitions.

### **REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL**

Our total board membership is at 17 members and there have been no changes in membership since the last meeting in March. CEO Bell is still actively recruiting for additional Board Members and does have some promising prospects.

### **BOARD ABSENTEEISM LOG: INFORMATIONAL**

No Comments.

### **BOARD COMMENTS**

No comments.

### **NEXT MEETINGS:**

The next scheduled meetings are as follows:

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- Wednesday, August 1, 2018 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, September 19, 2018 10:30 a.m. –**ANNUAL** Board Meeting World Golf Village Convention Center, Troon Meeting Room

**ADJOURNMENT\***

12. B. Graham motioned for adjournment at 11:42am. A. Deputy Seconded the motion. No discussion – motion passed unanimously.

**Minutes Submitted By: Rhonda Cody, Office Manager**

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