

Early Learning Coalition of North Florida, Inc.

ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center
September 19, 2018
10:30 a.m.

ATTENDANCE

Members Present:

Myrna Allen
Vina Delcomyn
Adam Deputy
Mary Garcia
Marsha Hill
Theresa Little, *Treasurer*
Teresa Matheny, *ECS*
Brian McElhone
Nancy Pearson, *Chair*
Mala Ramoutar
Kristi Simpkins
Joy Stanton, *Secretary*
Renee Williams, *Vice Chair*

Members Absent:

Ron Coleman, excused
Brian Graham, excused
Angelia Hough, excused
Commissioner Jeb Smith, excused

Staff Present:

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

Others Present:

Michael Siragusa
Michelle Jonihakis
Aubrie Simpson

CALL TO ORDER/ROLL CALL

Nancy Pearson called the meeting to order at 10:36 a.m. Roll was taken; quorum was met, with 13 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.

Early Learning Coalition of North Florida, Inc.
Annual Board Meeting
September 19, 2018
World Golf Village Convention Center

APPROVAL OF JUNE 20, 2018 BOARD MEETING MINUTES*

- 1.** R. Williams motioned to approve the June 20, 2018 Board Meeting Minutes, as presented. T. Matheny seconded the motion. No discussion. Motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO REPORT- REVIEW OF THE 2018 BOARD SELF EVALUATION RESULTS

D. Bell reviewed the results of the 2018 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. Twelve Board Members participated in the self-evaluation where overall results was rated a 4 or “exceeds expectations”.

FINANCE MANAGER’S REPORT-VERBAL

S. Pettijohn introduced herself to the Board as the new Finance Manager for the Coalition and reviewed the progress to date on recreating and restoring the financial database for fiscal year 2017-18. This was an extraordinary effort which included de-installing and re-installing the MIP software and migrating over the Coalition’s entire financial database. A comparison of the Coalition’s expenses to budget was also provided for the current fiscal year 2018-19 that illustrated the Coalition was on track and actually under projected budget to date.

4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The Coalition received the Draft Report of the Office of Early Learning (OEL) and the Office of Inspector General (OIG) School Readiness Provider “On-boarding” Audit that began January 6, 2017. This review focused on controls in place to qualify and accept child care providers for the School Readiness Program as well as identifying best practices and opportunities for improvement. Our Coalition had no findings, and we were listed three times under ‘best practices’.
- The 2018/2019 Coalition/Episcopal Children’s Services (ECS) Contract and the OEL Grant Agreements were completed and approved.
- The 2018/2019 Coalition’s Monitoring Plan (including description, schedule, and monitoring tools) was completed and approved.

- The 2018/2019 Coalition’s Anti-Fraud Plan was submitted to the OIG, and we received notice today that it was approved.
- All planning and scheduling for the RFP for External Auditing Services and the RFQ for Primary Service Provider was completed for 2018/2019.
- Biennial OEL Accountability Review – samples were gathered and uploaded in May and the on-site review was done the week of June 11. However, it has continued remotely since then. We were notified today that OEL is scheduling a conference call for the first week of September to go over the Draft report.
- The Coalition and ECS staff had its semi-annual Opens Discussions lunch May 22.
- Rhonda Cody did her first annual inventory with Anita Miller-Sackman June 25, and updated the OEL database.
- Rhonda also did all the 3rd and 4th quarter monitoring fiscal sampling. She was cross-trained and completed the 4th quarter fiscal on-site monitoring as well!
- On a personal note, my Kiwanis Club of Palatka hosted our first “Toddler Fest” June 2 at the Palatka Library. Joan worked with our club president and committee to transition this event from the Coalition to our local civic club. And it was a HUGE hit. Our club plans to do this annually now.

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

- The 2017/2018 Third Quarter Monitoring was performed April 30 – May 11, 2018. This monitoring included all OEL required “eligibility” criteria, Provider Assessments, and the Fiscal Non-Direct Costs review. From this monitoring, there were only four compliance issues. Three of the issues were programmatic and were routine in nature. The one fiscal issue was \$1.90 charged to a wrong program code. All corrective action items were completed and received before the final report.
- The 2017/2018 Fourth Quarter Monitoring was performed July 30 – August 10, 2018. This monitoring included all OEL required “eligibility” criteria, Child Pre and Post-Assessments, the Fiscal Non-Direct Costs review, and the Fiscal Year-end Overview. From this monitoring there were five compliance issues that were programmatic and routine in nature. There were no fiscal compliance issues. All corrective action items were completed and received before the final report.

ALL full reports are available upon request.

4TH QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following:

Highlights:

RSVP Annual Volunteer Appreciation Luncheon: May 8th - The ELC partners with the Retired Senior Volunteer Program of St. Johns to place readers into local pre-school classrooms.

Each year special volunteers are honored for their outstanding work. An ELC husband and wife team, Donna and Bob Stephens were this year's preschool volunteers of the year.

Toddler/Preschool Fest: June 2nd - The ELC partnered with the Kiwanis Club of Palatka to put on a large Toddler/Preschool festival at the Palatka library on Saturday, June 2nd. Over 200 people attended. The day was filled with activities, entertainment, popular characters and every child received a FREE book.

Woman Are Fierce: June 6th and 20th - ELC volunteers were recognized at this yearly event in St. Johns County that brings in motivational speakers from all over the area and provides network opportunities for woman.

Early Literacy Outreach:

Themed Literacy Programs: During May, the ELC outreach team put on four Pete the Cat literacy programs, four Mother Goose programs and one dinosaur program in area pre-schools. These programs always include a story time and activities relating to the theme. Each child receives a FREE book relating to the theme and the teacher receives a bag of resources for their classroom. There were no programs in June and July due to the summer break.

Mother Goose Sorority: Mother Goose (AKA Sandi Dunnivant, outreach assistant) officially started the Mother Goose Sorority this quarter. Four volunteers are currently in training to become Mother Goose. This program is centered on nursery rhymes and teaches the importance of rhyming as it pertains to a child's auditory development.

Reading Pals: At the end of each school year, the ELC provides its reading volunteers with books that they can give their students as an end of the school year gift. This also happens at Christmas time. This is just another perk for providers to have a reading volunteer. Currently there are 54 reading volunteers in 44 schools.

Literacy program planning: Summer is the time the ELC outreach team plans for the upcoming school year and works on developing new programs. A dinosaur themed program was created that will be launched in October of this year and will introduce ELC's new dinosaur mascot "ELSIE" (ELC!). To support our program planning, our wonderful volunteers assisted in stuffing book bags and putting program supplies together!

EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the August 1, 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 May 2, 2018 Exec/Admin Committee Meeting Minutes*
2. Ratify Approval of Episcopal Children's Services 2018/2019 Contract Amendment #0001-18*
3. Ratify Retro-Approval of 2017-19 School Readiness Plan Amendment #17*
4. Ratify Approval of 2018-2019 ELCNF COOP*

2. R. Williams motioned for ratification of items 1-4 on the Exec Admin Committee Consent agenda, as presented. V. Delcomyn seconded the motion.

T. Matheny abstained from voting on item #2. No Discussion. Motion passed unanimously.

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 11, 2018 with Nancy Pearson, Ron Coleman, Adam Deputy, Renee Williams and Joy Stanton serving as evaluators.
- Of the total 17 evaluations mailed/handed to the board members, 13 members completed the evaluation, 2 members chose not to complete the evaluation due to not being on the board the appropriate time period to fully evaluate D. Bell's performance. 2 board members did not return the evaluation at all.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was a 4.17 = Very Good.
- Dawn's next evaluation period ends September 1, 2019
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2018/2019 CONTRACT AMENDMENT #0002-18 (THIS WAS A REVISED AMENDMENT FROM THE ORIGINAL IN THE BOARD PACKET AND WAS A HANDOUT*)

Revisions:

- A. Items #1, 2 and 5 are to update the School Readiness budget amounts per the August 17, 2018 Notice of Award.
- B. Item #3 is an update to the VPK Outreach and Awareness budget amount per the July 1, 2018 Notice of Award (for this part of the contract) that not included in ECS contract amendment #1.
- C. Item #4 is due to an update made in the 2018/2019 OEL Grant Agreement regarding an auditing threshold (for this part of the contract) that was not included in ECS contract amendment #1.

3. V. Delcomyn motioned the Approval of the revisions to the Episcopal Children's Services 2018/2019 Contract Amendment #0002-18. R. Williams seconded the motion. T. Matheny recused herself from voting on this agenda item. No Discussion. Motion passed unanimously.

APPROVAL OF THE 2017-19 SCHOOL READINESS PLAN AMENDMENT #18*

Revisions to the SR Plan "Attachment V A ECS SR Provider Monitoring 082218":

After our recent OEL Accountability review, ECS realized that pages 4 and 5 needed updates regarding sample sizes (page 4) and low risk auditees (page 5).

- 4.** V. Delcomyn motioned approval of the 2017-19 School Readiness Plan Amendment #18. K. Simpkins seconded the motion. No Discussion. Motion Passed unanimously.

RETROACTIVE APPROVAL OF THE UNIVERSITY OF FLORIDA/LASTINGER CENTER AND ELC OF NORTH FLORIDA CONTRACT (#SR400) AMENDMENT #1 EFFECTIVE 09/16/2018*

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

This is a quality initiative that is also known as the “Early Learning Florida” initiative.

This contract amendment extends the contract to November 30, 2018 and to increase the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.

The Scope of Services for this contract is to:

- A.** Conduct pre-Classroom Assessment Scoring System (CLASS) observations.
- B.** Conduct post-CLASS observations.
- C.** Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).

- 5.** J. Stanton motioned the retroactive approval of the University of Florida/Lastinger Center and ELC of North Florida Contract (@SR400) Amendment #1 effective 09/16/2018. V. Delcomyn seconded the motion. No discussion. Motion passed unanimously.

RETROACTIVE APPROVAL OF THE ELC OF NORTH FLORIDA/UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISCOPAL CHILDREN’S SERVICES CONTRACT (#SR400) AMENDMENT #1 EFFECTIVE 09/16/2018*

This contract amendment extends the contract to November 30, 2018 and increases the contract amount to \$41,300 to cover the 2018-19 Pre-Assessments added to the original scope of work.

(This dollar amount change was also added to ECS’s 2018/2019 primary contract with amendment #2.)

This is a quality initiative that is also known as the “Early Learning Florida” initiative.

The Scope of Services for this contract is to:

- A.** Conduct pre-Classroom Assessment Scoring System (CLASS) observations.
- B.** Conduct post-CLASS observations.
- C.** Compose and enter observation notes as well as CLASS numerical scores into the Web-based Early Learning System (WELS).

6. T. Little motioned the retroactive approval of the ELC of North Florida/University of Florida Lastinger Center and Episcopal Children's Services Contract (#SR400) Amendment #1 effective 09/16/2018. A. Deputy seconded the motion. T. Matheny recused herself from voting on this agenda item. No discussion. Motion passed unanimously.

APPROVAL OF (RFQ) REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES (FOR FISCAL YEAR ENDING 06/30/2019)*

To receive new proposals from qualified auditing firms, with at least two years of Florida Early Learning Coalition auditing experience.

The awarded firm's contract would be for Fiscal Year Ending 06/30/2019 (2018/2019), with the option to renew for two more years.

7. T. Little motioned to approve the Request for Qualifications for External Auditing Services for fiscal year ending 06/30/2019. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF B. GRAHAM/R. WILLIAMS/J. STANTON TO ATTEND THE READYNATION 2018 GLOBAL BUSINESS SUMMIT ON EARLY CHILDHOOD (NOVEMBER 1-2, 2018) HELD IN NEW YORK CITY*

Hosted by ReadyNation, this is the 12th annual business summit that gathers over 200 business leaders and senior policymakers to discuss investment in early childhood that strengthens the current and future workforce and promotes economic vitality. The conference will inspire and equip executives to promote solutions that prepare young children to succeed in education, work and life.

Key Themes:

- Global examples of corporate action
- Social entrepreneurship to catalyze innovation and investments in early childhood programs
- New economic and brain science evidence
- Victories in challenging policy environments

8. T. Little motioned to approve B. Graham/R. Williams/J. Stanton to attend the ReadyNation 2018 Global Business Summit on Early Childhood (November 1-2, 2018) held in New York City. A. Deputy seconded the motion. R. Williams and J. Stanton recused themselves from voting and B. Graham was absent from the meeting. No discussion. Motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER MIKE SIRAGUSA*

Mike Siragusa is an Attorney and Senior Partner at the law firm of Upchurch, Bailey and Upchurch, PA. He is well known to ELCNF, having served two terms as a Private Sector Board Member from June 2009 to June 2017. After a full year hiatus, he has agreed to serve again.

Mike Siragusa's term will be September 2018 to September 2022.

9. V. Delcomyn motioned to approve Private Sector Board Member Mike Siragusa. T. Little seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF M. ALLEN'S SECOND TERM AS THE DESIGNEE OF A PRESIDENT OF A FLORIDA COLLEGE SYSTEM*

Dr. Myrna Allen is St. Johns River State College's Dean of Teacher Education and has been designated to serve on the board on behalf of Mr. Joe H. Pickens, President of St. Johns River State College.

M. Allen's term would extend from September 2018 – September 2022.

10. M. Garcia motioned to approve M. Allen's second term as the Designee of a President of a Florida College system. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF R. WILLIAMS SECOND TERM AS THE DESIGNEE OF THE REGIONAL WORKFORCE BOARD EXECUTIVE DIRECTOR*

Ms. Renee Williams is District Director for both Clay and Putnam counties at Workforce and has been designated to serve on the board on behalf of Mr. Bruce Ferguson, Jr., President of CareerSource Northeast Florida.

R. Williams term would extend from September 2018 – September 2022.

11. V. Delcomyn motioned to approve R. Williams second term as the Designee of the Regional Workforce Board Executive Director. J. Stanton seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF ELC 2018-2019 BUDGET PROPOSAL*

S. Pettijohn and D. Bell reviewed the ELC 2018-2019 budget proposal with the Board. There were no questions regarding any of the budget items; all were considered reasonable expenses.

12. R. Williams motioned to approve the ELC 2018-2019 budget proposal. V. Delcomyn seconded the motion. No discussion. Motion passed unanimously.

APPROVAL ELCNF 2017-18 ANNUAL REPORT*

D. Bell explained that 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, 2018.

- 13.** V. Delcomyn motioned to approve the ELCNF 2017-18 Annual Report. R. Williams seconded the motion. No discussion. Motion passed unanimously.

BOARD MEMBERSHIP REVIEW

R. Cody reviewed upcoming board term dates and overall membership statuses including the Governor's reappointment of N. Pearson to the Board.

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 2018-19 fiscal year:

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

- 14.** M. Garcia motioned to approve the Election of Officers. V. Delcomyn seconded the motion. No Discussion. Motion passed unanimously.

STANDING COMMITTEE DISCUSSION AND SIGN-UP.

An email was sent to all board members prior to the meeting asking for volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

The current committee consists of the following members: N. Pearson, J. Stanton, R. Williams, T. Little, M. Allen, V. Delcomyn, T. Matheny and B. McElhone.

R. Cody will email the board with the final results of the 2018-19 Executive Admin standing committee.

APPROVAL OF AMERIS MAIN ELCNF BANK ACCOUNT SIGNERS*

To add additional signers to our main Ameris banking account.

Current signers are as follows:

1. Dawn E. Bell, Executive Director
2. Nancy R. Pearson, Board Chair
3. Cranford Ronald Coleman, Board Member

4. Adam L. Deputy, Board Member
5. Brian T. McElhone, Board Member

The Coalition is requesting approval for additional check signers (2-3) as backup to assure continuity and flow in accounting/payables operations.

- 15.** Three additional Board Members volunteered to be additional check signers: M. Siragusa, M. Allen and J. Stanton. V. Delcomyn motioned to approve the additional check signers. T. Little seconded the motion. No Discussion. Motion passed unanimously.

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 who were 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 who were not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

BOARD ABSENTEEISM LOG- INFORMATIONAL

No Comments.

BOARD COMMENTS

No comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, November 7, 2018 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 5, 2018, 2:00 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

ADJOURNMENT*

16. T. Little motioned for adjournment at 11:47a.m. J. Stanton seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Rhonda Cody, Office Manager