

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Caddy Shack Restaurant
December 5, 2018
2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Vina Delcomyn
Adam Deputy
Mary Garcia
Marsha Hill
Theresa Little, Treasurer
Teresa Matheny
Joy Stanton, Secretary
Renee Williams, Vice Chair

Members Absent:

Ronald Coleman, *excused*
Brian Graham, *excused*
Brian McElhone, *excused*
Nancy Pearson, Chair, *excused*
Kristi Simpkins, *excused*
Michael Siragusa, *excused*
Commissioner Jeb Smith, *excused*

Staff Present:

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

Others Present:

Michelle Jonihakis, ELCNF Board
Nominee
Aubrie Simpson-Gotham, ELCNF Board
Nominee

CALL TO ORDER/ROLL CALL

R. Williams called the meeting to order at 2:09pm. Roll Call was taken by R. Cody; quorum was met with 9 of the 16 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 SEPTEMBER 19, 2018 ANNUAL BOARD MEETING MINUTES*

1. T. Little motioned to approve the September 19, 2018 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 EFS Mod rollout that has been nothing short of a disaster. The new MOD was rolled out July 2018 but has continued to have performance issues from reporting to timeouts to compromised data. At this time, we cannot obtain validation of VPK bulk attendance for example, nor verify payments to providers. OEL continues to troubleshoot the entire system but concerns exist that this new system is fraught with issues and is having a negative impact on all of Florida's Coalitions. D. Bell explained that she would provide updates to the Board and that hopefully, the system will be improved and working. D. Bell also updated the Board on proposed merger activity/discussion and in particular with ELC IRMO. The newly elected representative from that district has brought forward the discussion of potential coalition mergers to the legislature again. There has been no appetite from Florida Reps. to entertain this as of now but she would keep the Board apprised of any updates on the subject.

B. FINANCE MANAGER'S REPORT

D. Bell presented on behalf of S. Pettijohn:

Financial Software Status

Software is now installed and working smoothly. Future software projects for the year include

- Configuration of automated financial statements
- Set-up of Bank Reconciliation function within software

Audits

The external audit fieldwork has been completed. I am currently in communication with the auditors on a couple of questions before the finalization of the audited statements for FY 2017-18.

The OEL desk review items for Jan 2018 – Jun 2018 has been submitted to OEL for their review.

Revenue and Expense Report (see attachment)

Our revenue from OEL is in alignment with expectations. We are holding enough of an advance to be able to reimburse ECS for their expenses in advance of receipt of reimbursement from OEL. The new OEL invoice workbook includes both SR and VPK programs on the same invoice. This is creating a slightly longer delay in reimbursement than was experienced in prior years.

Expenses are in alignment with expectations. Bonuses paid in the last couple of months created a small variance in salary and payroll expense. This will smooth out over the remaining part of the year. There are a few other small variances, primarily due to the budget expense being reported in a different category (or account) than it is actually recorded. After a year on this software and chart of accounts, we will have a better history for budgets by account.

The payments we are making to Episcopal Children Services are estimates for Direct Services due to the problems the state is having with EFS MOD. Dawn will cover this issue more thoroughly in her report.

Revenue and Expense Report Attachment:

**Revenue and Expenses
Comparison to Budget
As of October 31, 2018**

2018-19 Notice of Awards	Annual Budget	Jul - Oct Budget	Jul - Oct Actual	YTD Budget Variance (over) under	
School Readiness (SR)	\$ 17,370,697	\$ 5,790,232	\$ 5,401,737	\$ 388,495	
Program Assessment	267,900	89,300	28,104	61,196	
CCEP	18,835	6,278	0	6,278	
Voluntary PreKindergarten (VPK)		<u>4,612,922</u>	<u>5,897,580</u>	<u>(1,284,658)</u>	Due to currently held advance for next month
Total Notice of Award	<u>\$ 31,483,196</u>	<u>\$ 10,498,733</u>	<u>\$ 11,327,421</u>	<u>\$ (828,688)</u>	
Subrecipient Estimated Expense					
School Readiness (SR)	\$ 16,423,621	\$ 5,474,540	5,039,698	\$ 434,842	
Program Assessment	267,900	89,300	28,104	61,196	
CCEP	18,835	6,278	0	6,278	
Voluntary PreKindergarten (VPK)		<u>4,590,866</u>	<u>5,147,398</u>	<u>(556,532)</u>	
Total Subrecipient Expense	<u>\$ 30,482,954</u>	<u>\$ 10,160,985</u>	<u>\$ 10,215,200</u>	<u>\$ (54,215)</u>	
Funds Available to ELC of North Florida	<u>\$ 1,000,242</u>	<u>\$ 337,748</u>	<u>\$ 1,112,221</u>	<u>\$ (774,473)</u>	Due to Advance held for next month.
ELC of North Florida Estimated Expense					
Salaries	\$ 508,042	\$ 169,347	\$ 181,022	\$ (11,675)	
PR Taxes	37,640	12,547	13,663	(1,116)	
Health Insurance & HSA Contributions	88,650	29,550	29,734	(184)	
Pension	20,595	6,865	6,898	(33)	
Life, Disability, and WC	13,672	4,557	3,281	1,276	
Staff Development	9,500	3,167	2,972	195	
Contract Services	2,500	833	0	833	
Accounting	1,500	500	0	500	
Auditing	13,500	4,500	0	4,500	
Information Technology	3,500	1,167	467	700	
Legal	200	67	0	67	
Printing & Reproduction	2,267	756	0	756	
Repairs & Maintenance	750	250	313	(63)	
Office Sites - Occupancy	37,500	12,500	13,549	(1,049)	
Postage, Freight & Delivery	1,493	498	83	415	
Rentals - Office Equipment	9,500	3,167	1,335	1,832	
Office Supplies	8,150	2,716	3,108	(392)	

Communications	13,400	4,467	4,579	(112)
D & O Insurance	2,700	900	2,467	(1,567)
General Liability	3,900	1,300	352	948
Equipment <\$1,000	1,900	633	179	454
Equipment >\$1,000	4,000	1,333	0	1,333
Travel - In State	2,500	833	159	674
Travel - Out of Town	5,000	1,667	0	1,667
Travel - Local	12,200	4,067	1,065	3,002
Bank Fees	500	167	182	(15)
Software/Licenses/Support	6,000	2,000	2,723	(723)
Web Service	22,000	7,333	5,845	1,488
Other employee expenditures	5,000	1,667	205	1,462
ADP Fees	0	0	1,723	(1,723)
Dues & Subscriptions	7,700	6,900	7,755	(855)
Taxes, Licenses and Fees	200	67	0	67
Misc. - Other Current Charges	5,000	1,666	729	937
Quality Program		<u>49,761</u>	<u>30,507</u>	<u>19,254</u>
	<u>149,283</u>			
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>1,000,242</u>	<u>337,748</u>	<u>314,895</u>	<u>18,520</u>
Total ELC North Florida Estimated Expense	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
	<u>-</u>	<u>-</u>	<u>797,326</u>	<u>(792,993)</u>

Surplus or Loss

C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- All processes for both the RFP for External Auditing Services and the RFQ for Primary Service Provider are on schedule, and without any issues.
- Biennial OEL Accountability Review – we received the Final report October 23, 2018, and we will share the results on the next quarterly update report.
- Annual archiving processes have begun.
- The ELC staff completed the 2018/2019 Internal Controls Questionnaire (ICQ), and we will have policy revisions for either the February Exec/Admin committee meeting or the March board meeting (once other annual policy reviews are completed). In addition, ECS completes this same ICQ each year and ELC staff review their responses.
- The ELC staff met the October 1 OEL deadline for all the annual items such as the annual report, inventory, COOP (Continuation of Operations Plan), Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- In July, all staff completed their annual review of Anti-Fraud plan, policies and practices.
- Our ELC, along with other ELC's, have requested waivers from OEL for sub-recipient monitoring requirements this year due to the issues with OEL's database conversion. We are still awaiting their answer and conditions.

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

- The 2018/2019 First Quarter Monitoring was performed October 29 – November 9, 2018. This monitoring included all OEL required “eligibility” criteria EXCEPT for the School Readiness child/family file review and their matching attendance review. This was due to technical issues with OEL’s EFS “MOD” (new database) preventing this ability. However, all other OEL required eligibility criteria were monitored as well as the Annual Full-Scale Information Technology Systems and Systems Security review, and the Fiscal Non-Direct Costs review. From this monitoring, there were zero compliance issues! ECS should be commended on this phenomenal performance! In the pre-scheduled time allotted for the School Readiness review, ECS and Coalition staff used this time to train and strategize on possible work-around scenarios for the upcoming Second Quarter monitoring.
- The 2018/2019 Second Quarter Monitoring is scheduled for January 28 – February 8, 2019.

ALL full reports are available upon request.

D. 1ST QUARTER EARLY LEARNING LITERACY REPORT

J. Whitson presented the following report:

Highlights:

Summer Reading Conference: On August 2nd, I was a guest speaker at the Retired Senior Volunteer Program of St. Johns County’s annual summer volunteer conference. The RSVP program is a great resource for volunteers and is a close community partner with the ELC.

Toddler Sensory Day – This event was held on August 29th at the Anastasia Island Library in St. Augustine. The ELC collaborated with the Kiwanis Club of St. Augustine to put on this toddler sensory day event. The event included a special Pete the Cat story time and numerous sensory activities for the children to participate in. Each child received a FREE book and the parents received a bag of educational information about the importance of sensory play.

Literacy Outreach:

Book of the Month: This is a program the Episcopal Children’s Services education specialists use in their targeted centers for the coming year. Each month they focus their instruction with the provider using two books; one geared for infants and toddlers and the other for the 4 year old child. They then give the two books each month to that provider to help build up their libraries. The ELC purchased the books for this program. In addition to this program, the ELC will help the targeted centers by providing them with a special story time event where the children are given free books and the teacher receives a bag of books and materials to duplicate the program.

ELC Volunteer Reading Conference: This event was held on September 18th at the Marywood Retreat Center in St. Johns. This is an annual event where all of our reading volunteers come together for a day filled with special speakers and interactive classes all with the goal of improving their reading. The topics included incorporating dramatic play, adding music and movement, rhymers are readers, using themes and picking the best books. Forty volunteers attended for this special day.

Volunteer Reading Pals: Over the summer, much work was completed in improving and organizing our volunteer lending libraries. Through the help of one committed volunteer, our lending libraries will soon have a digital catalog that readers can access on line. They can search for any book by author, theme and will be able to see a picture of the book and description. If this volunteer charged for her services, she would contract out work like this for \$16,000.

Themed Literacy Programs: During the summer, a lot of time was spent creating and developing two new themed literacy programs as well as updating and perfecting our current programs! Outreach Assistant Sandi Dunnivant is working on a new program based on music and movement and I created a new Dinosaur themed program.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE:

Draft minutes of the November 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 August 1, 2018 Exec/Admin Committee Meeting Minutes*
2. Ratify Approval of ECS 2018/19 Contract Amendment #0003-18*
3. Ratify Approval of the Revisions to the Coalition's Personnel Policies and Procedures Manual*

2. T. Little motioned for ratification of item 1 on the Exec Admin Committee Consent agenda. V. Delcomyn seconded the motion. V. Delcomyn motioned for ratification of items 2 and 3. A. Deputy seconded the motion. T. Matheny recused herself from the vote on item 2, see attached memo of voting conflict. No Discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF REQUEST FOR PROPOSAL (RFP) #ELCNF 19/20-001 FOR THE DELIVERY OF SCHOOL READINESS AND VOLUNTARY PREKINDERGARTEN SERVICES (INCLUDING ALL APPENDICES)*

Florida Statute 287.057 mandates a formal procurement process for any contracts in the amount of \$35,000.00 or more, at least once every three years. The contract for providing these services is up for renewal and for new solicitations in fiscal year 2019-20 and as such, the Request for Proposal Ad Hoc committee was formed to start the procurement process. T. Matheny recused herself from the entire discussion and left the room while the Board reviewed all documents including the minutes from the first committee meeting to the review of the actual RFP document.

3. V. Delcomyn motioned the approval of the Request for Proposal (RFP) #ELCNF 19.20-001 for the delivery of school readiness and voluntary prekindergarten services (including all appendices). M. Hill seconded the motion. T. Matheny recused herself from the vote and left the room, see attached memo of voting conflict. No discussion, motion passed unanimously.

APPROVAL OF THE RFQ AD-HOC COMMITTEE RECOMMENDATION FOR EXTERNAL AUDITING SERVICES CONTRACT*-HANDOUT

Moss, Krusick and Associates scored the highest score out of the five proposals received. Moss, Krusick and Associates is also our current auditing firm and has done an outstanding job. Aside from the score ranking, the committee was in mutual agreement of who should be awarded the contract. 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. If this were not done, ELCNF would not have a procured contract in place for auditing services beginning July 1, 2019.

4. V. Delcomyn motioned to approve the RFQ Committee recommendation that Moss, Krusick and Associates be awarded the Request for Qualifications for External Auditing Services Contract for Fiscal Year ending 06/30/2019. Allen seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2017/2018*

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

5. T. Little motioned the approval of the management decision recommendation for ECS Audit 2017/2018. J. Stanton seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF 2017-2019 SCHOOL READINESS PLAN AMENDMENT #19* (Note: Two attachments- 1. "VA 1A Tier FY 18-19 Schedule" and 2. "VA 1B Tier 2 FY 18-19 Compiled Data" will be provided as HANDOUTS)

Background:

A memo from OEL dated October 18, 2018 stated:

House Bills 1091 and 7055 modified provisions related to the School Readiness Program that directly affect the content of the Early Learning Coalition School Readiness Plan. OEL amended Rule 6M – 9.115, F.A.C., to reflect the new School Readiness Program requirements by adding new elements or substantially revising existing elements. These revisions will require the coalition to submit a plan amendment for the following elements:

- II.C Eligibility and Enrollment Policies and Procedures;

- II.F Child Screening;
- II.G Program Assessment;
- II.H Use of Observation Based Child Assessment, if applicable;
- ~~H.J Contracted Slots, if applicable; (NOT APPLICABLE)~~
- III.D Quality Improvement Strategies; and
- V.A Monitoring Plan and Procedures.
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The due date for submission to OEL is on or before December 31, 2018.

Therefore, the above SR Plan attachments were updated to meet the new compliance issues, and we updated “Attachment II B Single Point of Entry policies and procedures” as well.

6. V. Delcomyn motioned the approval of the School Readiness Plan Amendment #19. J. Stanton seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF DCF REGIONAL ADMINISTRATOR OR DESIGNEE: CHARLES PUCKETT*

Charles Puckett is the Circuit 7 Community Development Administrator serving Volusia, Flagler, St. John's, and Putnam Counties for the Department of Children and Families Child Care Licensing. Mr. Puckett has been designated to serve on the board on behalf of Patricia Medlock, Northeast Regional Director for the Department of Children and Families. C. Puckett’s term would extend from December 2018 – December 2022. Should the Board not have approved this, the Coalition would continue to be out of compliance by not having a mandated seat filled.

7. A. Deputy motioned the approval of DCF Regional Administrator or Designee Charles Puckett to serve the ELCNF Board. T. Matheny seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER AUBRIE SIMPSON-GOTHAM*

Aubrie Simpson-Gotham is currently the Auxiliary Board Coordinator for Kids Bridge, an organization that is dedicated to the advocacy of children who have been separated from family members by providing them a safe place for meaningful visits with family. Ms. Simpson-Gotham has an extensive background in early childhood education. Aubrie Simpson-Gotham’s term will be December 2018 to December 2022. Should this not occur, the Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.

8. A. Deputy motioned to approve Private Sector Board Member Aubrie Simpson-Gotham. V. Delcomyn seconded the motion. No further discussion- motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER MICHELLE D. JONIHAKIS*

Michelle Jonihakis is an experienced professional with a track record of strong leadership and nearly 20 years experience in the commercial finance, credit, collections and recovery operations

of large financial institutions. She is currently the Vice President of Recovery, Loan Servicing and Collections with TD Bank. Michelle Jonihakis's term will be December 2018 to December 2022. Should this not occur, the Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.

9. A. Deputy motioned to approve Private Sector Board Member Michelle D. Jonihakis. J. Stanton seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2021*

Staff requests board approval to approve the lease extension of the ELCNF Clay County Office. The space is 600 square feet with two large offices, half bath and storage area for supplies. The total rent is \$700 per month and includes internet and water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training. Should this not be approved, the Coalition would need to find new comparable office space for Clay County staff and Reading Pal Volunteers and our Clay County Literacy Outreach programs could be less effective in delivering the quality and level of service expected and renowned for.

10. A. Deputy motioned to approve the Clay County Office Lease extension to January 31, 2021. 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 18 members with the departure of Adam Deputy, Private Sector, Angelia Hough, Provider Representative, Mala Ramatour, DCF Regional Administrator and with the additions of Charles Puckett, DCE Regional Administrator or Designee, Aubrie Simpson-Gotham, Private Sector and Michelle D. Jonihakis, Private Sector effective December 5, 2018. There were no comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 6, 2019, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 13, 2019, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

11. M. Garcia motioned for adjournment at 3:10 p.m.

J. Stanton seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: **1.** Revised Tentative Agenda 12.05.18; **2.** Conflict of Interest Questionnaire; **3.** Approval of the RFQ Ad-Hoc Committee’s recommendation for External Auditing Services Contract; **4.** Approval of 2017-2019 School Readiness Plan Amendment #19, two attachments: VA 1A Tier 1 FY 18-19 Schedule and VA 1B Tier 2 FY 18-19 Compiled Data

Minutes Submitted By: Rhonda Cody, Office Manager