

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
August 1, 2018
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Board Chair
Renee Williams, Vice Chair
Joy Stanton, Secretary
Myrna Allen
Teresa Matheny, ECS
Vina Delcomyn

Committee Members Absent:

Theresa Little, Treasurer
Brian McElhone

Others Present:

Coalition Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Tajaro Dixon, Grants and Operations Manager
Susan Pettijohn, Finance Manager

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:36 a.m. by Nancy Pearson and roll was called; quorum was present with 6 of 8 committee members in attendance.

PUBLIC COMMENT

No Comments.

REVIEW OF CREDIT CARD STATEMENTS

Employee Credit card statements were presented to the committee for the review of the months of April, May and June of 2018. (American Express and Visa cards issued to D. Bell and R. Cody). There were no comments or questions.

APPROVAL OF MAY 2, 2018 EXEC ADMIN COMMITTEE MEETING MINUTES *

1. R. Williams motioned to approve the May 2, 2018 Executive Admin Committee Meeting Minutes. N. Pearson seconded the motion. No discussion – motion passed unanimously.

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APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2018/2019 CONTRACT AMENDMENT #0001-18*

T Dixon explained the following revisions to the Episcopal Children’s Services 2018/2019 Contract as follows:

Revisions:

- A. Items #3, 10, and 18 were to update the School Readiness budgeted amounts per the July 1, 2018 Notice of Award.
- B. Items#10 and 18 were to add the “School Readiness Program Assessments” budgeted amounts per the July 1, 2018 Notice of Award.
- C. Items #12, 14, 15, and 19 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2018 Notices of Awards.
- D. Item #17 is to replace the Provider Payment Rates attachment for St. Johns County (ONLY), as the before (or) after school rates have been deleted – due to the OEL not allowing for these type of payments starting July 1, 2018.
- E. The remaining items were due to revisions made to the 2018/2019 OEL Grant Agreement.

Should this amendment not be approved, ECS’s contract would not have the correct budgeted amounts or updated provider payment rates in St. John’s County for the School Readiness program and the contract would not be compliant.

- 2. V. Delcomyn motioned to approve the revisions to the Episcopal Children’s Services 2018/2019 Contract. J. Stanton seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict.

RETRO-ACTIVE APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #17*

The ELC had to immediately request OEL approval for revisions made to the SR Plan Attachment II G Provider Payment Rate eff 070118-w corrections to St Johns ONLY. The portal does not allow for part-time before/after school rates, and this was set up for St. Johns County (only). These rates had to be deleted immediately so that providers were paid correctly (with part time rates) effective July 1, 2018. In addition, the ELC organization chart was updated effective July 1, 2018 to add a second Screening Specialist and a Finance Analyst position. Therefore, the ELC is requesting **RETRO-ACTIVE** approval to July 1, 2018.

- 3. V. Delcomyn motioned to retro-active approve the 2017-19 School Readiness Plan Amendment #17. J. Stanton seconded the motion. No discussion-motion passed unanimously.

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APPROVAL OF THE 2018-2019 ELCNF CONTINUITY OF OPERATIONS PLAN (COOP)*

The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s). The COOP is to be revised if needed and submitted to OEL by October 1st of every year. The revisions made to this year's COOP are:

- Changes in names, titles and contact information.
- Changes to reflect the processes that ECS has in place if they were to activate their COOP.

4. R. Williams motioned to approve the Coalition's Continuity of Operations Plan (COOP). V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEAR ENDING 6/30/2019 AND TIMELINE*

Request for Qualifications for External Auditing Services so that we are able 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. If this is not done, the Coalition would not be compliant with Florida's Office of Early Learning which requires the coalitions to procure auditing services every three years.

5. R. Williams motioned to approve the request for qualifications for external auditing services for fiscal year ending 6/30/2019 and the timeline including the Board committee formations. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

CEO REVIEW AND DISCUSSION OF COALITION STAFF COMPENSATION ANALYSIS-INFORMATIONAL

D. Bell reviewed her compensation analysis of the Coalition staff with the Board, advising them that based on a review of other Coalitions in the same employee and scope range that she was adjusting salaries of key staff from 8 to 15% depending on where they were in the salary range of their positions. Some of the Board members did not see her spreadsheet analysis so it was resent to the Board for review and if there were additional questions to advise her accordingly.

REVIEW OF BOARD MEMBERSHIP

Informational; no comments with the exception of D. Bell announcing that Mike Siragusa had agreed to return to the Coalition Board and would attend our next Board meeting in September. In addition, two new Board prospects would be attending the September meeting as well.

COMMITTEE ABSENTEEISM LOG

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Informational; no comments.

COMMITTEE COMMENT

NEXT MEETINGS

- **Board Meeting**–
September 19, 2018; 10:30 a.m., Renaissance Resort at World Golf Village Convention Center, Troon Conference Room
- **Exec/Admin Committee**– November 7, 2018; 10:30 a.m. Conference Call

ADJOURNMENT*

1. R. Williams motioned to approve adjournment. V. Delcomyn seconded the motion. No discussion- motion passed unanimously. Meeting adjourned at 10:59 a.m.

Minutes submitted by Rhonda Cody, Office Manager

Approved 11/18

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