

Early Learning Coalition of North Florida, Inc.

**EXECUTIVE ADMINISTRATIVE COMMITTEE**

Conference Call Meeting  
November 7, 2018  
10:30a.m.

**ATTENDANCE**

**Committee Members Present:**

Renee Williams, Vice Chair  
Theresa Little, Treasurer  
Myrna Allen  
Vina Delcomyn  
Teresa Matheny, ECS  
Michael Siragusa

**Committee Members Absent:**

Nancy Pearson, Board Chair- EXCUSED  
Joy Stanton, Secretary-EXCUSED

**Others Present:**

Brian McElhone

**Coalition Staff Present:**

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

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**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 10:32 a.m. by R. Cody 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 July, August and September 2018. (Amex and Visa cards issued to D. Bell and R. Cody)  
There were no comments or questions.

**APPROVAL OF AUGUST 1, 2018 EXEC ADMIN MEETING MINUTES \***

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1. V. Delcomyn motioned to approve the August 1, 2018 Exec Admin Meeting Minutes. T. Little seconded the motion. No discussion – motion passed unanimously.

### **APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2018/2019 CONTRACT AMENDMENT #0003-18\***

#### Revisions:

- A. Item #1 removes the requirement of foster children child care placement based on facility type (the Florida Administrative Code rule changed 03/16/18). This correction was a suggestion from the ELC’s June 2018 OEL Accountability review.
- B. Items #2 and 3 are to update the School Readiness Performance Funding Project budget amounts per the October 05, 2018 Notice of Award.

2. T. Little motioned to approve the ECS 2018/2019 Contract Amendment #0003-18. V. Delcomyn seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

### **APPROVAL OF THE REVISIONS TO THE COALITION’S PERSONNEL POLICIES AND PROCEDURES MANUAL\***

#### Revisions:

#### HR204 - Employment Reference/Criminal History Checks

- added to first paragraph the Coalition will ensure appropriate screenings are processed for Contractors.
- added “Contractor” to heading of last section.
- added process to ensure background screenings, job descriptions, work history and required licenses are received from Contractor (who are not a qualified entity) who may have access to children or confidential information. As in this revision, this process will include using the Coalition’s “Contract Employee Request and Approval Form”.

This was a corrective action for the OEL Accountability Review that began 06/11/18.

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3. M. Siragusa motioned to approve the revisions to the Coalition's Personnel Policies and Procedures Manual. M. Allen seconded the motion. No discussion, motion passed unanimously.

**REVIEW OF BOARD MEMBERSHIP- Informational**

Informational; no comments.

**COMMITTEE ABSENTEEISM LOG- Informational**

Informational; no comments.

**COMMITTEE COMMENT**

No comment

**NEXT MEETING**

December 5, 2018, 2:00 p.m. –Board Meeting at World Golf Village Caddy Shack Restaurant  
February 6, 2019, 10:30 a.m. – Executive Administrative Committee Meeting- Conference Call

**ADJOURNMENT\***

4. M. Allen motioned to approve adjournment. T. Little seconded the motion.  
10:47 am No discussion- motion passed unanimously.

**Minutes submitted by, Rhonda Cody, Office Manager November 28, 2018**

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