

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Legends 2 Conference Room

March 13, 2019

10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Ron Coleman
Vina Delcomyn
Mary Garcia
Brian Graham
Marsha Hill
Michelle Jonihakis
Theresa Little, Treasurer
Teresa Matheny, ECS
Brian McElhone
Nancy Pearson, Board Chair
Charles Puckett
Kristi Simpkins
Aubrie Simpson-Gotham
Michael Siragusa
Commissioner Jeb Smith
Joy Stanton, Secretary
Renee Williams, Vice Chair

Members Absent:

Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Susan Pettijohn, Finance Manager
Christopher Spell, Finance Manager
Joan Whitson, Early Literacy Manager
Sandra Dunnivant, Outreach Assistant

Others Present:

Patricia Tauch, Private Childcare
Representative, Board Nominee
Ed Moss, Moss Krusick & Associates
Katia Filippucci, Moss Krusick &
Associates
Shelia Turbet, Quality Program Volunteer
Susan Murphy, Quality Program
Volunteer

CALL TO ORDER/ROLL CALL

N. Pearson, Board Chair called the meeting to order at 10:35 am. Roll was taken; quorum was met, with 18 of the 18 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, which are made available at each regular board meeting for board review, were passed around with no discussion or questions on the items reviewed.

APPROVAL OF DECEMBER 5, 2018 BOARD MEETING MINUTES*

1. V. Delcomyn motioned to approve the December 5, 2018 Board Meeting Minutes, as presented. R. Coleman seconded the motion. No discussion, motion passed unanimously.

REVIEW AND APPROVAL OF 2017-18 AUDIT-HANDOUT*

2. Ed Moss of Moss, Krusick and Associates presented the results of the ELCNF 2017-2018 Audit. Financial statements were reviewed and summarized regarding the financial position of ELC of North Florida. There were no findings or discrepancies noted and overall, this was a clean audit. V. Delcomyn motioned to accept and approve the 2017-18 Audit as presented. R. Williams seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO Report-Verbal

D. Bell introduced Patricia Tauch as the Board Provider Representative nominee as well reintroduced Christopher Spell, Finance Manager for ELCNF for Board Members who did not meet him at the December Board Meeting. Christopher will be job sharing with Susan Pettijohn to perform the Finance Manager responsibilities and allowing for a flexible and more efficient work

schedule. She also provided updates on the EFS MOD rollout, which continues to have performance issues from reporting to timeouts to compromised data. She will continue to provide the Board all updates as they are presented.

Finance Manager’s Report

S. Pettijohn reviewed and submitted the following report to the Board:

Desk Reviews and Audits

All Desk Reviews have been completed and the observations were minor, but will probably require us to make a few changes to our Finance policies.

Revenue and Expense Report

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.

Expenses are generally in alignment with expectations. In total we are about \$22K greater than budget to date and are offset by revenues which are slightly higher than budget. Our net surplus year-to date is primarily due to miscellaneous donations. Please review the following:

Early Learning Coalition of North Florida

Revenue and Expenses

Comparison to Budget

As of January 31, 2019

2018-19 Notice of Awards	Annual	Jul - Jan	Jul - Jan	YTD Budget
School Readiness (SR)	\$	\$	\$	\$
Program Assessment	267,9	133,95	68,96	\$
CCEP	18,8	9,41	0	\$
Voluntary PreKindergarten (VPK)			8,351,74	\$
Total Notice of Award	\$	\$	\$	\$
Subrecipient Expense				
School Readiness (SR)	\$	\$	9,024,45	\$
Program Assessment	267,9	133,95	68,96	\$
CCEP	18,8	9,41	0	\$
Voluntary PreKindergarten (VPK)			8,351,74	\$
Total Subrecipient Expense	\$	\$	\$	\$
Grant Funds Available to ELC of North Florida	\$ 1,000,247	\$ 500,121	\$ 529,288	\$ 79,167
Other Donations and Revenue				
Clav Electric Foundation	\$ -	\$ -	\$	\$

Miscellaneous Donations	\$ -	\$ -	\$ 1,122	\$ 1,122
Total Revenues	\$	\$	\$	\$
ELC of North Florida Estimated Expenses				
Salaries	\$	\$	\$	\$
PR Taxes	37.6	18.82	21.45	(2.636)
Health Insurance & HSA Contributions	88.6	44.32	57.61	(13.2)
Pension	20.5	10.29	10.82	(525)
Life, Disability, and WC	13.6	6.83	5.087	1.749
Staff Development	9.500	4.75	3.977	773
Contract Services	2.500	1.25	150	1.100
Accounting	1.500	750	0	750
Auditing	13.5	11.00	11.00	0
Information Technology	3.500	1.75	467	1.283
Legal	200	100	0	100
Printing & Reproduction	2.267	1.13	0	1.134
Repairs & Maintenance	750	375	488	(113)
Office Sites - Occupancy	37.5	18.75	24.23	(5.487)
Postage, Freight & Delivery	1.493	747	980	(234)
Rentals - Office Equipment	9.500	4.75	1.919	2.831
Office Supplies	8.150	4.07	5.742	(1.667)
Communications	13.4	6.70	7.530	(830)
D & O Insurance	2.700	2.70	2.467	233
General Liability	3.900	3.00	2.702	298
Equipment <\$1,000	1.900	950	179	771
Equipment >\$1,000	4.000	2.00	0	2.000
Travel - In State	2.500	1.25	159	1.091
Travel - Out of State	5.000	2.50	5.418	(2.918)
Travel - Local	12.2	6.10	2.347	3.753
Bank Fees	500	250	229	21
Software/Licenses/Support	6.000	3.00	3.408	(408)
Web Service	22.0	11.00	11.86	(861)
Other employee expenditures	5.000	2.50	0	2.500
ADP Fees	0	0	3.128	(3.128)
Dues & Subscriptions	7.700	3.85	8.791	(4.941)
Taxes, Licenses and Fees	200	100	75	25
Misc. - Other Current Charges	5.000	2.50	792	1.708
Quality Program			53.07	21,568
Total ELC North Florida Estimated Expense	\$ 1,000,747	\$ 506,771	\$ 529,485	\$ (77,714)
Surplus or Loss	\$ -	\$	\$	\$

Targets and Restrictions

The coalition is currently in alignment with the OEL grant required targets and restrictions as per below:

SR Direct Services, Min 78%	80.7
SR Admin, Max 5%	4.50

SR Admin/NonDirect/Quality Max 22%	19.3
SR Quality Min. 4%	9.50
Infant & Toddler Min \$236,540	\$119,122
Pay for Performance Max. \$129,447	\$42,726
PEP Quality Support & Proj Mgmt. \$29,076	\$5,719.8
Program Assessment \$267,900	\$68,967
VPK Admin Max 4%	3.95

2ND QUARTER PROGRAM UPDATE

D. Bell presented the 2nd Quarter Program report on behalf of T. Dixon per the following:

Coalition Activities:

- The RFQ for External Auditing Services project completed on schedule and resulted in a contract with Moss, Krusick and Associates, who will continue to perform the Coalition’s financial audits.
- The RFP for Primary Service Provider project was completed on schedule, and the RFP Committee is making their recommendation during today’s board meeting.
- OEL released a memo (and revised monitoring tools) February 1, 2019. Sub-recipient monitoring requirements were changed due to the issues with OEL’s database conversion (EFS “MOD”). OEL reduced sample size requirements by half and instructed that any problems with EFS MOD be reported as an “observation” (instead of a “compliance issue”) for this year.
- The Coalition/ECS 2017/2018 Contract closed-out on schedule and with no issues.
- The Coalition and ECS had its semi-annual “Open Discussions Lunch” in October, which continues to improve open communications and quality of services.

The Final Report of the Biennial OEL Accountability Review was received October 23, 2018. The following is a summary of the findings:

1. During a Coalition Exec/Admin meeting, one board member recused herself – but did not turn in the official form.
2. Although the Coalition had received a letter verifying background screenings from their contracted IT company, the Coalition must obtain the actual background screenings (along with other certifications/credentials).
3. One 16/17 School Readiness childcare provider was not monitored more than once during the year, per risk level and monitoring requirements.

4. The 16/17 VPK childcare provider-monitoring tool did not include verification of instructor credentials.
5. During a “secret shopper call”, the Family Service staff person did not find out the schedule/type of care needed or offer a childcare listing.
6. A Family Service staff person did not send a requested childcare listing to a “secret shopper”.
7. The Coalition was not obtaining evidence of school district child developmental screenings, or verifying they were completed.
8. Although child developmental screenings results were being mailed to providers to give to parents, there was not a process in place to verify that the parents received the results.
9. A family’s income was miscalculated by using the wrong frequency of pay.
10. There were two data entry errors regarding a street address and a parent’s name spelling per their driver’s licenses.
11. The Coalition’s website required parents to make two mouse-clicks to get to OEL’s Family Portal. Only one mouse-click from the home page is allowed.
12. The school readiness “Parent’s Terms and Conditions” form still had old language regarding the possibility of losing childcare due to inappropriate conduct. However, revised legislation no longer included this language.
13. Two sections of a VPK attendance form (VPK 02S Part B - Specialized Instructional Services) were not completed by staff; sections 15 (Remaining Funding) and 16 (Payment Date).

Please note there were findings challenged by the Coalition; however, they remained in the report. It is also noted that there were no pending corrective actions at the time of the final report.

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

The 2018/2019 Second Quarter Monitoring was performed for January 28 – February 8, 2019. This monitoring included all OEL required “eligibility” criteria (including the School Readiness eligibility/payment validations), and developmental screenings.

Due to technical issues with OEL’s new database (EFS “MOD”), it was not possible to review School Readiness eligibility records for the 1st quarter monitoring. During *this monitoring*, however, School Readiness files were reviewed using the strategies and work-around scenarios that ECS and Coalition staff created.

From this monitoring, there was only one compliance issue. This is a major achievement, *especially considering the database conversion issues during this time!*

The 2018/2019 Third Quarter Monitoring is scheduled for April 29 – May 10, 2019.

2ND QUARTER EARLY LITERACY REPORT

J. Whitson submitted her report on the following:

Highlights:

Ancient City Kids Day – October 27th. The ELC and Episcopal Children Services both participated in the annual Ancient City Kids Day event held at St. Francis field in St. Augustine. Over 2,100 people attended this family friendly event. The ELC joined with the Kiwanis Club of St. Augustine and provided several different craft and learning activities. The ELC provided books that were given away at the ECS table.

Clay Electric Grant – On September 16th the ELC received a \$5,000 grant from the Clay Electric Foundation. The grant will be used to help fund our new themed literacy outreach programs.

Early Literacy Outreach

ELC Days at Amazing Grace Crop Maze – October 15th and 23rd. 21 providers came and brought 430 children. The children enjoyed fall agricultural themed activities, which included a corn maze, hayride, visiting farm animals up close and much more. Each child received a FREE copy of the book “Spookley the Square Pumpkin.” The teachers received a bag full of FALL themed books. ELC volunteers provided an extra special FALL craft as well adding to the festivities.

Read for the Record – October 25th. This is an annual reading event put on by Jump Start and the Pearson Foundation with the purpose to break the world record of reading the same book on the same day to the most children. An email was sent to all providers encouraging them to participate. The ELC then provided to any provider who requested it a FREE copy of the book and activity packet to go with it. This year’s book was “Maybe Something Beautiful” by Isabel Campoy. 94 centers participated with 6,541 children participating.

Themed Literacy Programs

October was the kick off for this year’s themed literacy programs. A new program was launched called Dinosaur’s Galore. This program introduces children to the fascinating world of dinosaurs. One of the main goals of these programs is to model for teachers good practices and to provide

them with a teachable curriculum that they then can further implement in their classrooms. Each child receives a FREE book as well that goes with the theme and the teacher receives a bag of resources for their classroom. 15 programs were put on this quarter.

Mother Goose Sorority

Under the leadership and training of outreach assistant Sandi Dunnivant the newly formed Mother Goose Sorority goslings have gone out on their own. The new members are first doing their programs in partnership with current reading pals. The goal is to further enhance the work of our reading volunteers in teaching the importance of rhyming. Three programs were put on this quarter in St. Johns County by two new members, Shelia Turbet and Susan Murphy. Both were introduced to the Board and were “pinned” as official Mother Goose Goslings or “Honkers” as they are affectionately called!

NEW/UNFINISHED BUSINESS

REVIEW OF RFP AD-HOC COMMITTEE MEETING MINUTES-FEBRUARY 21, 2019- INFORMATIONAL

APPROVAL OF THE RFP COMMITTEE RECOMMENDATION FOR THE COALITION’S RFP (REQUEST FOR PROPOSALS) #RFP-19/20-001 CONTRACT AWARD*

Episcopal Children’s Services (ECS) responded with the only proposal for the above referenced RFP. The proposal was evaluated by the four RFP Committee members. Scores were then compiled at the February 21, 2019 Final RFP Committee meeting. The RFP Committee’s recommendation was to award Episcopal Children’s Services (ECS) the Coalition’s contract for Primary Service Provider for the 2019/2020 fiscal year.

3. J. Stanton motioned for approval of the RFP Committee Recommendation for the Coalition’s RFP (Request for Proposals) #RFP-19/20-001 Contract Award. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

RETRO ACTIVE APPROVAL (EFFECTIVE 01/04/19) OF THE 2018/2019 OEL/ELC OF NORTH FLORIDA/UNIVERSITY OF FLORIDA/LASTINGER CENTER PAY FOR PERFORMANCE CONTRACT EFFECTIVE 01/04/2019-08/31/2019 (#SR974)*

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 CONTRACT is to support the implementation of Early Learning Florida online classes by assisting with registration, technical and subject matter support and to provide the University of Florida, Lastinger Center for Learning (University) with the support, services, and/or materials found in 'Exhibit A', pages 2-3. The total contract is **not to exceed \$22,500**.

4. T. Little motioned the Retro Active Approval (effective 01/04/2019) of the 2018/2019 OEL/ELC of North Florida/University of Florida/Lastinger Center Pay for Performance Contract effective 01/04/2019-08/31/2019 (#SR974) . M. Garcia seconded the motion. No discussion – motion passed unanimously.

RETRO ACTIVE APPROVAL (EFFECTIVE 01/04/2019) OF THE ELC OF NORTH FLORIDA/UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISCOPAL CHILDREN’S SERVICES CONTRACT EFFECTIVE 01/04/19-8/31/19 (#SR974)*

THIS CONTRACT is to support the implementation of Early Learning Florida online classes by assisting with registration, technical and subject matter support and to provide the University of Florida, Lastinger Center for Learning (University) with the support, services, and/or materials found in 'Exhibit A', pages 2-3. The total contract is **not to exceed \$22,500**.

5. V. Delcomyn motioned the Retro Active Approval (effective 01/04/19) of the ELC of North Florida/University of Florida/Lastinger Center and Episcopal Children’s Services Contract effective 01/04/19-08/31/19 (#SR974). T. Little seconded the motion. T. Matheny recused herself, paperwork attached. No discussion – motion passed unanimously.

APPROVAL OF ECS 2018/2019 CONTRACT AMENDMENT #0004-18*

Items #1 and 2 are to add to the ECS 2018/2019 contract, the OEL/University of Florida’s Lastinger Center “Early Learning Florida” Contract (SR974) and its dollar amount **not to exceed \$22,500**.

6. T. Little motioned to approve the ECS 2018/2019 Contract Amendment #0004-18. J. Stanton seconded the motion. T. Matheny recused herself, paperwork attached. No discussion-motion passed unanimously.

APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #20*

Updated Organizational Chart (SR Plan Attachment I. B.) to add the second position of Finance Manager, effective 11/14/18.

7. V. Delcomyn motioned to approve the 2017-19 School Readiness Plan Amendment #20. R. Coleman seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF REPRESENTATIVE OF PRIVATE FOR-PROFIT CHILD CARE PROVIDERS: PATRICIA TAUCH*

Patricia Tauch is the director of OPK, Inc. (Orange Park Kindergarten) and has been involved in early childhood education for over 40 years, teaching kindergarten and preschool programs.

Her Term will be March 2019 to March 2023

8. M. Garcia motioned to approve Patricia Tauch as the Board Representative of Private for Profit Child Care Providers. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

RETRO ACTIVE APPROVAL (EFFECTIVE 12/05/18) OF B. GRAHAM TO ATTEND THE 2018 NATIONAL SUMMIT ON EDUCATION IN WASHINGTON, D.C.*

ExcelinEd's 11th annual National Summit on Education Reform, happening December 5–December 7, 2018 in Washington, D.C.

Each year, ExcelinEd's flagship event gathers national leaders, state policymakers, reform organizations and education stakeholders to share what works, what does not and what's next in education reform. Last year's National Summit was attended by more than 900 education leaders from 45 states. Travel Dates for B. Graham will be Dec. 5- Dec. 7, 2018.

9. T. Little motioned to retro actively approve effective 12/05/2018, B. Graham to attend the 2018 National Summit on Education in Washington, D.C. J. Stanton seconded the motion. No discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-Informational

No Comments

BOARD ABSENTEEISM LOG- Informational

No Comments.

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, May 1, 2019 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, June 19, 2019 10:30 a.m. –Board Meeting World Golf Village Convention Center (This date may be rescheduled to June 12, 2019)

ADJOURNMENT*

- 10.** J. Stanton motioned for adjournment at 11: 43am. T. Little
Seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Rhonda Cody, Office Manager