

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

The World Golf Village and Convention Center

Legends 1 Conference Room

March 11, 2020

10:30 a.m.

**ATTENDANCE**

**Members**

**Present:**

Dr. Myrna  
Allen,

**Members Absent:**

Mary Garcia  
Brian Graham  
Marsha Hill  
James K. Johns  
Nancy Pearson, Board Chair  
Kristi Simpkins

Treasurer  
Ron Coleman  
Kyle Gammon  
Michelle Jonihakis  
Theresa Little  
Teresa Matheny, ECS  
Brian McElhone  
Charles Puckett  
Aubrie Simpson-Gotham, Secretary  
Michael Siragusa  
Joy Stanton, Vice Chair  
Patricia Tauch  
Renee Williams

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Rhonda Cody, Office Manager  
Tajaro Dixon, Contracts Manager  
Susan Pettijohn, Finance Manager  
Christopher Spell, Finance Manager  
Joan Whitson, Early Literacy Manager

**Others Present:**

Rich Cassidy, Moss Krusick &  
Associates

**CALL TO ORDER/ROLL CALL**

J. Stanton, Vice Chair called the meeting to order at 10:31 am. Roll was taken; quorum was met, with 13 of the 19 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 4, 2019 BOARD**

### **MEETING MINUTES\***

1. T. Little motioned to approve the December 4, 2019 Board Meeting Minutes, as presented. R. Coleman seconded the motion. No discussion, motion passed unanimously.

### **REVIEW AND APPROVAL OF 2018-19 AUDIT-HANDOUT\***

2. Rich Cassidy of Moss, Krusick and Associates presented the results of the ELCNF 2018-2019 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. A. Simson-Gotham motioned to accept and approve the 2018-19 Audit as presented. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

### **STAFF AND COMMITTEE REPORTS**

#### **CEO Report-Verbal**

D. Bell reviewed the proposed addendum #1 to the 2019-20 Grant Agreement between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida (ELCNF) with the Board, referencing the document listed in new business. The addendum requires ELCNF and OEL to abide by the terms, conditions and provisions of the original Agreement and this addendum. D. Bell explained that there are still issues with EFS Mod, (the system used for entering provider payments etal) and this addendum that OEL is asking the coalitions to sign, holds the coalitions to terms that may not be possible to meet given the EFS Mod issues. Board members agreed and

recommended that until OEL has completed the data fixes to EFS Mod and/or to allow time for revisions from all Coalitions, that our Coalition not sign this document at this time. The Board agreed to table this vote to approve or not approve until the May or June Board meetings. D. Bell advised she would continue to keep the Board updated on this as new information is provided.

**Finance Manager’s Report**

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

Desk Reviews and Audits

The Oct 5 Desk Review was completed without adjustments from OEL. We have received a new Desk Review for Jul 2019 through Dec 2019 time period. We are currently working on our responses due to OEL on March 15.

Q2 Financial Statements (see below)

Attached is the Q2 financial statements for FY 2019-20. There is a slight loss due to the funds from the Clay Foundation Grant being spent in Q1. This grant runs from Oct 1 – Sep 30. Though we did recognize the revenue in FY 2018-19. We received new grant funds from Clay Foundation in Jan 2020 that are not reflected on the Q2 Financial Statements.

Targets and Restrictions

The coalition is currently in alignment with the grant required targets and restrictions.

**Statement of Revenue and Expense**

As of Dec 31, 2019

	2019-2020 Annual Budget	2019-2020 Q1 Budget	Q2 2019-20 YTD Actual	Over (Under )
<b>2018-19 Notice of Awards</b>				
School Readiness (SR)	\$ 18,278,285	\$ 9,139,143	\$ 8,392,542	\$ (746,601)
OAMI	23,485	11,742.00	8,277	(3,465)
PDG Services	132,424	66,212.00	61,861	(4,351)
Voluntary PreKindergarten (VPK)	14,878,087	7,439,044.00	7,943,951	504,907
<b>Total Notice of Award</b>	<b>\$ 33,312,281</b>	<b>\$ 16,656,141</b>	<b>\$ 16,406,631</b>	<b>\$ (249,510)</b>

**Subrecipient Expense**

School Readiness (SR)	17,298,637	\$ 8,649,319	7,966,131	(683,188)
OAMI	23,485	11,742.50	8,277	(3,466)
PDG Services	132,424	66,212.00	61,861	(4,351)
Voluntary PreKindergarten (VPK)	14,820,864	7,410,432.00	7,930,819	520,387
<b>Total Subrecipient Expense</b>	<b>\$ 32,275,410</b>	<b>\$ 16,137,705</b>	<b>\$ 15,967,088</b>	<b>\$ (170,617)</b>

<b>Grant Funds Available to ELC of North FL</b>	<b>\$</b>	<b>1,036,871</b>	<b>\$</b>	<b>518,436</b>	<b>\$</b>	<b>439,543</b>	<b>\$</b>	<b>(78,893)</b>
<b>Other Donations and Revenue</b>								
Interest Income	\$	530	\$	500	\$	500	\$	-
Clay Electric Foundation		5,000		0		0		0
Kiwanis		1,000		0		0		0
Reinhold		750		0		0		0
Quality Teacher's Conference		6,500		0		0		0
Miscellaneous Donations		2,000		1,000		3,254		2,254
<b>Total Revenues</b>	<b>\$</b>	<b>1,052,651</b>	<b>\$</b>	<b>519,936</b>	<b>\$</b>	<b>443,297</b>	<b>\$</b>	<b>(76,639)</b>
<b>ELC of North Florida Estimated Expense</b>								
Salaries	\$	592,000	\$	296,000	\$	229,183	\$	(66,817)
PR Taxes		47,576		23,788		17,342		(6,446)
Health Insurance & HSA Contributions		112,000		56,000		62,068		6,068
Pension		27,000		13,500		8,826		(4,674)
Life, Disability, and WC		9,500		4,750		6,591		1,841
Staff Development		8,000		4,000		2,600		(1,400)
Contract Services		3,000		1,500		0		(1,500)
Auditing		15,000		7,500		6,500		(1,000)
Legal		500		250		0		(250)
Printing & Reproduction		2,000		1,000		20		(980)
Repairs & Maintenance		1,075		538		224		(314)
Office Sites - Occupancy		47,000		23,500		21,418		(2,082)
Postage, Freight & Delivery		1,795		898		1,694		797
Rentals - Office Equipment		5,000		2,500		1,964		(536)
Office Supplies		9,500		4,750		4,691		(59)
Communications		14,700		7,350		6,855		(495)
D & O Insurance		2,800		2,800		2,277		(523)
General Liability		3,900		3,900		4,336		436
Equipment <\$1,000		3,500		1,750		1,295		(455)
Equipment >\$1,000		2,000		1,000		0		(1,000)
Travel - In State		3,000		1,500		1,788		288
Travel - Out of State		6,000		3,000		0		(3,000)

Travel - Local	6,500	3,250	2,602	(648)
Bank Fees	600	300	0	(300)
Software/Licenses/Support	11,500	5,750	3,530	(2,220)
Web Service	24,000	12,000	8,313	(3,687)
Other employee expenditures	1,000	500	10	(490)
ADP Fees	6,700	3,350	3,478	128
Dues & Subscriptions	12,000	6,000	9,563	3,563
Taxes, Licenses and Fees	450	225	75	(150)
Misc. - Other Current Charges	3,055	1,528	1,666	139
Quality Program	70,000	35,000	37,389	2,389
<b>Total ELC North Florida Estimated Expense</b>	<b>1,052,651</b>	<b>529,676</b>	<b>446,298</b>	<b>(83,378)</b>
<b>Surplus or (Loss)</b>	<b>0</b>	<b>(9,740)</b>	<b>(3,001)</b>	<b>6,739</b>

## 2ND QUARTER PROGRAM UPDATE

T. Dixon presented the 2<sup>nd</sup> Quarter Program report to the Board per the following:

### *Coalition Activities:*

- The Coalition/Episcopal Children’s Services 2018/2019 Contract closed-out on schedule and with no issues.
- The Coalition and Episcopal Children’s Services had its semi-annual “Open Discussions Lunch” in October, which continues to improve open communications and quality of services.
- Coalition staff completed the annual review of all administrative policies for any needed updates. The IT (Information Technology) Policies and Procedures were the only set requiring revisions. (The Accounting and Financial policies were updated September 2019.) The IT revisions are in today’s board packet for approval.

- OEL (Office of Early Learning) released their School Readiness/VPK Monitoring Guides, and VPK Monitoring Tools for the first time in two years. The Coalition has updated our tools from those that were available. The School Readiness Monitoring Tools have not been released as of today's date.

- EFS MOD\* 'fixes' have now made it possible to better monitor School Readiness slot utilization (enrollment), and Episcopal Children's Services has re-initiated that report for this year.

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

The 2019/2020 First Quarter Monitoring was performed November 8 – November 22, 2019. This monitoring included all OEL required "eligibility" criteria for School Readiness children, VPK children, and VPK Providers. In addition, the personnel files, background screenings, and Information Technology Systems were review. This was the first monitoring that the Coalition could review ACTUAL attendance instead of ESTIMATED attendance, AND reviewed a full size sample since the onset of "EFS MOD"\*. (The fiscal reviews will take place during the 2<sup>nd</sup> and 4<sup>th</sup> quarter monitoring.) From this monitoring there were five compliance issues, all in the SR child eligibility review. All but one were corrected during ECS's pre-monitoring file review and corrective actions were immediately put into place at that time. Considering the tumultuous year of 18/19, ECS is to be highly commended for this very small error rate.

The 2019/2020 Second Quarter Monitoring is scheduled for February 18 – March 2, 2020.

\*"EFS MOD" is the name the Office of Early Learning/State of Florida has given its new database.

*ALL full reports are available upon request.*

## **2ND QUARTER EARLY LITERACY REPORT**

J. Whitson submitted her report to the Board on the following:

### **Highlights:**

**Ancient City Kids Day:** Saturday, October 26<sup>th</sup> at St. Francis Field in S.A. The ELC partnered with the Kiwanis Club of S.A. to host an activity table at this yearly family event. We provided several craft activities and gave out free books. Two thousand people attended this event.

## **Literacy Outreach:**

**ELC Days at Amazing Grace Crop Maze in Lake Asbury:** Wednesday's October 9<sup>th</sup> and 16<sup>th</sup>. The ELCNF hosted two field trip days for area providers to come out and enjoy a morning of fun at the Crop Maze. The activities included a hayride, petting farm, a walk through the crop maze, hopping on the big trampoline corn popper, a story time featuring the book Spookley the Square Pumpkin and craft time provided by ELC volunteers. Each child received a FREE Spookley book and each classroom teacher received a bag of FALL books. Over five hundred children were in attendance.

**Read for the Record 2020: November 7th 2019** - The ELC provided a free copy of this year's book "Thank You Omu" along with an activity packet to all of our providers. We encouraged all of our providers to participate by reading this book to their children in an effort to break the world record of reading the same book to the most kids on the same day. We had 75 providers participate for a total of 5,540 children read to. In St. Johns County, the ELC partnered with the United Way who provided 18 reading volunteers to be special "Read for the Record guests" in 12 St. Augustine preschools.

**Themed Outreach Programs:** During the second quarter, the outreach teams put on the following programs: Three Ocean themed programs, five Dance/Movement, two Dinosaur and five Mother Goose programs. Over 275 children were reached in 12 preschools. Each child received a FREE book relating to the theme and each teacher received a large resource bag with books and materials relating to the theme.

**Teacher of the Year:** The 2019 Teacher of the Year was selected and surprised with a prize patrol on December 20<sup>th</sup>. This year's winner was Teresa Forbes and she is a VPK teacher at Brighton Day Academy in St. Augustine. She was also honored at our annual Early Educators Conference in January and given a \$500 cash prize from Kaplan Early Learning Co.

**ELCNF Volunteers:** During December, special holiday volunteer/party meetings were held to honor the ELC's many wonderful literacy outreach volunteers. Currently, there are 54 reading volunteers who read weekly in local preschools and there are another 40 volunteers who just assist with special themed programs and other events.

## **NEW/UNFINISHED BUSINESS**

**APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #25\***

The following two School Readiness Plan Attachments were revised:

- Attach I.D. ELCNF Bylaws 031120  
(Typing edits and revisions for new Provider Representatives nominating/board approval process)

3. T. Little motioned for approval of the 2017-19 School Readiness Plan Amendment #25. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

**APPROVAL 2020-2021 UNITED WAY FUNDING  
APPLICATION FOR SCHOOL READINESS CHILD CARE SUBSIDY\***

The Coalition is requesting approval of the 2020-21 United Way Funding application for the School Readiness childcare subsidy in St. John’s County, in the amount of \$25,000. Should the Board not approve this application, the Coalition would be without matching funds to provide School Readiness child care subsidies to working families in St. John’s County.

4. A. Simpson-Gotham motioned to approve the 2020-2021 United Way application for School Readiness Child Care Subsidy. M. Jonihakis seconded the motion. T. Little and T. Matheny recused themselves, paperwork attached. No discussion – motion passed unanimously.

**APPROVAL OF THE PRESCHOOL DEVELOPMENT GRANT (PDG) BIRTH-FIVE PLAN EXTENSION FOR IMPLEMENTATION OF CHILD ASSESSMENT BEST PRACTICES\***

The Office of Early Learning (OEL) requires the Early Learning Coalition of North Florida Board to approve the Preschool Development Grant Birth-Five Plan. Once approved by our committee and OEL, the updated “PDG” Grant Plan will go immediately into effect and will be EXTENDED TO JUNE 30, 2020. Other changes were made to adjust the budget to match the grant award and allowances, as well as to add or clarify various information. This updated plan has been submitted to OEL for review; and, OEL is aware that it would be in today’s ELC Board Meeting packet for approval.

5. M. Allen motioned to approve the Preschool Development Grant (PDG) Birth-Five Plan extension for implementation of Child Assessment Best Practices. R. Coleman seconded the motion. T. Matheny and P. Tauch



recused themselves, paperwork attached. No discussion – motion passed unanimously.

**APPROVAL OF REVISIONS TO THE  
COALITION’S INFORMATION TECHNOLOGY  
SYSTEMS AND SECURITY POLICIES AND  
PROCEDURES MANUAL\***

Revisions:

IT101 – General Scope,

- Added definitions for “smishing” and “vishing” that was featured in a security training video for staff.

IT201 – Use of Coalition IT Property,

- Three phrasing/grammatical corrections.

IT301 – IT Vendor Management/System Performance Monitoring,

- Added “IT” to the beginning of this policy and each header to differentiate between IT employees from Coalition employees.
- Added the term “IT” or “IT vendor” before the words ‘contract/contractor’ and in a few other places for clarification.
- A few phrasing/grammatical corrections.
- Added ‘policy review’ to the IT vendor’s annual requirements.

IT302 – User Management,

- Added “Coalition” before ‘employees’ to differentiate between coalition and IT vendor employees.
- Updated the name of the state’s database system to “Single Statewide Information System (SSIS)”.
- Updated the name of “OEL’s Memorandum of Understanding and Data Security Agreement”.

IT304 – Change Management,

- Added “Coalition” before ‘employees/employment’ to differentiate between coalition and IT vendor employees.
- Updated the name of the state’s database system to “Single Statewide Information System (SSIS)”.
- One phrasing/grammatical correction.

IT501 – Systems and Policies Review,

- Added “IT vendor” to the annual review of policies.

IT601 – Use of Online Services and Emails,

- Added that employees should exercise care/be aware of “smishing and vishing practices”, and referred back to the definitions in policy #IT101.
- Added “secured” in front of ‘communication’.

- IT701 – Misuse of Computers and IT Systems,
    - Changed ‘personnel staff’ to ‘Office Manager’.
    - One phrasing/grammatical correction.
- Throughout IT Policy: Verified and corrected/updated several hyphenated words and terms. *(A separate list is part of the review records and is available upon request.)*

If this is not done, the following would occur:

- The Coalition’s IT Policy (and School Readiness Plan IT Policy Attachment I. I.) would not be updated and compliant with OEL requirements.

- 6.** T. Little motioned to approve the revisions to the Coalition’s Information Technology Systems and Security Policies and Procedures Manual. R. Coleman seconded the motion. No discussion-motion passed unanimously.

#### **APPROVAL OF OUR 2020-2021 COOP (CONTINUITY OF OPERATIONS PLAN)\***

The COOP (Continuity of Operations 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 before May 1<sup>st</sup> of every year. The revisions made to this year’s COOP are:

- Changes in names, titles and contact information.

Changes were made to reflect the processes that ECS has in place if they were to activate their COOP.

- 7.** M. Jonihakis motioned to approve the 2020-2021 COOP (Continuity of Operations Plan). T. Little seconded the motion. No discussion-motion passed unanimously.

#### **APPROVAL OF THE MEMBER APPOINTED BY BOARD OF COUNTY COMMISSIONERS OR THE GOVERNING MUNICIPALITY\***

James K. Johns has been appointed to fill the vacancy created by the recent change in Commissioner assignments, for a term beginning March 11, 2020 and ending March 11, 2024.

James K. Johns ELCNF term would extend from March 2020 – March 2024.

8. T. Little motioned to approve James K. Johns, member appointed by the Board of County Commissioners or the governing municipality. J. Stanton seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF PRIVATE SECTOR BOARD MEMBER JOY STANTON’S SECOND TERM\***

Joy Stanton is Assistant General Counsel for Blue Cross and Blue Shield of Florida, Inc. specializing in intellectual property and corporate matters. She has worked at a large national law firm, for the State of New York, for the federal government, and as an adjunct biology professor. Her service record includes working as a director for a non-profit organization and serving as an AmeriCorps\*VISTA volunteer creating juvenile justice programs for the State of Alaska.

J. Stanton’s private sector Second term would be from March 2020 – March 2024.

9. T. Little motioned to approve private sector board member Joy Stanton’s second term. R. Coleman seconded the motion. J, Stanton recused herself, paperwork attached. No discussion-motion passed unanimously.

**REVIEW AND DISCUSSION OF PROPOSED AMENDMENT TO THE 2019-20 GRANT AGREEMENT BETWEEN OEL AND THE EARLY LEARNING COALITION OF NORTH FLORIDA-HANDOUT**

Please refer to the CEO verbal report in these minutes.

**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 6, 2020 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, June 10, 2020 10:30 a.m. –Board Meeting World Golf Village Convention Center

## **ADJOURNMENT\***

**10.** T. Little motioned for adjournment at 11: 45am.

R. Williams

Seconded the motion. No discussion – motion

passed unanimously.

**Minutes Submitted By: Rhonda Cody, Office Manager**