

Early Learning Coalition of North Florida, Inc.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
August 7, 2019
10:30a.m.

ATTENDANCE

Committee Members Present:

Renee Williams, Vice Chair
Theresa Little, Treasurer
Myrna Allen
Teresa Matheny, ECS
Michael Siragusa
Nancy Pearson, Chair
Joy Stanton, Secretary

Committee Members Absent:

Others Present:

Coalition Staff Present:

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:30 a.m. by R. Cody and roll was called; quorum was present with 7 of 7 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 March, April, May and June 2019. (Amex and Visa cards issued to D. Bell and R. Cody)
There were no comments or questions.

APPROVAL OF November 7, 2018 EXEC ADMIN MEETING MINUTES *

1. _____ T. Little motioned to approve the November 7, 2018 Exec Admin Meeting Minutes. J. Stanton seconded the motion. No discussion – motion passed unanimously.

**Executive/Admin Committee
August 7, 2019**

APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2019/2020 CONTRACT AMENDMENT #0001-19*

Revisions:

- A. Items #3, 8 and 15 were to update the School Readiness budgeted amounts per the July 1, 2019 Notice of Award.
- B. Items #10, 11, 12, and 16 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2019 Notices of Awards.
- C. Item #13 was to add the Coalition as “additionally insured”, as it was left off in error in the original contract.
- D. Item #8, under “Additional School Readiness-Related Programs and Funding” was to:
 - Remove “Performance Funding Project” as it is no longer in effect.
 - Remove the one “Early Learning Florida” contract that has expired.
 - Add references in the grant agreement regarding elements of HB1091, which replaced the Early Learning Pay for Performance contracts.
 - Update the “School Readiness Program Assessment” project section.
 - Add the “Preschool Development Grant Services” project section.
- E. The remaining items were due to revisions made to the 2019/2020 OEL Grant Agreement.

2. _____ R. Williams motioned to approve the ECS 2019/2020 Contract Amendment #0001-19. T. Little seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

RETRO-ACTIVE APPROVAL OF THE VOLUNTARY PREKINDERGARTEN (VPK) OUTREACH AND AWARENESS AND MONITORING INITIATIVE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA*

Reason for Action:

RETRO ACTIVE Board Approval required of VPK OAMI Grant Agreement for FY 2019-20, effective **June 19, 2019**, which is the ELCNF CEO signature date.

3. _____ T. Little motioned to retro-actively approve the Voluntary Prekindergarten (VPK) Outreach and Awareness and Monitoring Initiative Grant Agreement Between the Office of Early Learning (OEL) and the Early

**Executive/Admin Committee
August 7, 2019**

Learning Coalition of North Florida. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

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

Revisions:

HR201 – Employment Categories

- changed “Regular Part-Time” category from “less than 25 hours per week” to “less than 40 hours per week”.
- added that “Regular Part-Time” employees are “generally” not entitled to any benefits other than those required by law.

HR305 – Sick Leave Benefits,

- replaced language regarding “Personal Reasons (Leave)” to clarify that it is based on the biweekly work schedule for both Regular full-time and Regular part-time employees.
- gave an example of the calculation of “personal leave” for “Regular part-time” employees.
- clarified language regarding eligibility for this type of leave.

4. _____ R. Williams motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. J. Stanton seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES REVISIONS*-HANDOUT

Revisions due to updated, corrected, or clarified regulations:

From Grants and Operations Manager:

F304 – Charging of Costs to Federal Awards, OMB correction.

F306 – Travel and Business Expenses,

- added to “Employee and Director Business Travel” section, #3, “Note: “Airbnb” expenses are not allowable/reimbursable.” (This is per e-mail from Donna Budd, DMS.myflorida.com, dated 01/16/19 stating that Airbnb would not be reimbursable for state agencies.) (Also added to Personnel policy #HR404.)
- changed language regarding board member travel approval as a corrective action item for the OEL Fiscal Monitoring that began 01/28/18.

**Executive/Admin Committee
August 7, 2019**

F405 – Leases, OMB correction.

F702 – Annual Audit, in section “How Often to Review the Selection of the Auditor”, changed from every three years to every four years. (Per 01/25/19 e-mail from OEL Supervisor FMSAS, Laura McKinley.)

5. R. Williams motioned to approve the Accounting and Financial Policies and Procedures revisions. T. Matheny seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION’S PROCUREMENT OF COMMODITIES AND/OR CONTRACTUAL SERVICES POLICIES AND PROCEDURES MANUAL*-HANDOUT

Revisions:

PR601 – Bidding Processes,

- corrected “Florida Administrative Weekly” to “Florida Administrative Register”
 - in number 4, added Florida Statute reference regarding renewal years, and then added OEL clarification regarding this. This is a correction from what was previously a total of 3 years per contract, to 4 years per contract before a new bid process is required.
5. M. Siragusa motioned to approve the revisions to the Coalition’s Procurement of Commodities and/or Contractual Services Policies and Procedures Manual. J. Stanton seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE 2019-2020 ELCNF 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 were made to reflect the processes that ECS has in place if they were to activate their COOP.

**Executive/Admin Committee
August 7, 2019**

6. R. Williams motioned to approve the 2019-2020 ELCNF COOP. M. Siragusa 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

Board **ANNUAL**- September 11, 2019; 10:30am, Renaissance WGV Convention Center
Executive Administrative Committee Meeting November 6, 2019; 10:30am Conference Call

ADJOURNMENT*

7. J. Stanton motioned to approve adjournment at 10:57am. T. Little seconded the motion. No discussion- motion passed unanimously.

Minutes submitted by, Rhonda Cody, Office Manager August 28, 2019

**Executive/Admin Committee
August 7, 2019**