



BOARD MEETING

March 10, 2021, 10:30 a.m.

*Conference Call: 888-296-6500, Guest Code# 966582
Renaissance World Golf Village and Convention Center
Troon Meeting Room*

TENTATIVE AGENDA

***Action Item**

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Delegation of Authority Items**
- IV. Approval of December 2, 2020 Board Meeting Minutes***
- V. Review and Approval of 2019-2020 Audit***
Presented by Moss, Krusick and Associates- **HANDOUT**
- VI. Special Presentation- “Anytime is 3Ts Time”, Molly Grant, Program Director, AELC**
- VII. Staff and Committee Reports**
 - A. CEO Report-Verbal
 - B. Finance Manager’s Report
 - C. 2nd Quarter Program Update
 - D. 2nd Quarter Early Literacy Report
- VIII. New/Unfinished Business**
 - A. Review of Tentative 2021 School Readiness Provider Rate Increases-**HANDOUT and Separate Email**
 - B. Approval of 2019-21 School Readiness Plan Amendment #29*-**Separate Link and Email**
 - C. Approval of Revisions to the Coalition’s Contract Management and Monitoring Policies and Procedures *
 - D. Approval of Revisions to the Coalition’s Operational Policies and Procedures*
 - E. Approval of Episcopal Children’s Services 2020/2021 Contract Amendment #0003-20*
 - F. Approval of Revisions to the Accounting and Financial Policies*
 - G. Approval of Revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan for 2021-2022*
 - H. Approval of Disposal of Inventory*
 - I. Approval of Revisions to the 2020-2021 Budget for Early Learning Coalition of North Florida*
 - J. Approval of our 2021-2022 COOP (Continuity of Operations Plan)*
 - K. Approval of revisions to the Early Learning Coalition of North Florida’s Bylaws specific to Section 3.2 Membership Terms, 3.2.2 Faith Based Child Care Provider Representative*
 - L. Approval of the Member Appointed by Board of County Commissioners or the Governing



Municipality: Christian Whitehurst*

M. Approval of Private Sector Board Member Whitney Kersey Graves*

N. Approval of Representative of Faith Based Child Care Providers: Theresa Little, Second Term*

O. Review Hearing for Westside Nursery and Preschool, owner Peggy Driggers* (**Will go to the Sub Committee following adjournment of the regular Board Meeting**)

IX. Review of Board Membership – *Informational*

X. Board Absenteeism Log- *Informational*

XI. Board Comment

XII. Next Meetings

- Wednesday, May 5, 2021 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, June 9, 2021 10:30 a.m. – Board Meeting

XIII. Adjournment*

I. Call to Order/Roll Call

II. Public Comment

III. Review of Delegation of Authority Items

**IV. Approval of December 2, 2020
Board Meeting Minutes***

***ACTION ITEM**

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Caddy Shack Restaurant
December 2, 2020
2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen, *Treasurer*
Ronald Coleman
Vina Delcomyn
Kyle Gammon
Mary Garcia
Marsha Hill
Michelle Jonihakis
Theresa Little
Teresa Matheny
Brian McElhone
Charles Puckett
Kristi Simpkins
Aubrie Simpson-Gotham, *Secretary*
Michael Siragusa
Joy Stanton, *Vice Chair*
Patricia Tauch
Renee Williams

Members Absent:

Brian Graham, *excused*
Nancy Pearson, Chair, *excused*
Commissioner James Johns, *excused*

Staff Present:

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

Others Present:

CALL TO ORDER/ROLL CALL

J. Stanton called the meeting to order at 2:07pm. Roll Call was taken by R. Cody; quorum was met with 17 of the 20 board members in attendance.

PUBLIC COMMENT

No comments.

REVIEW OF DELEGATION OF AUTHORITY ITEMS

**Board Meeting
December 2, 2020**

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 are made available at each regular board meeting for board review. Delegation items were emailed to all Board Members with no discussion or questions on the items reviewed.

APPROVAL OF JUNE 30, 2020 EMERGENCY BOARD MEETING MINUTES*

- 1.** T. Little motioned to approve the June 30, 2020 Emergency Board Meeting Minutes. R. Coleman seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF SEPTEMBER 9, 2020 ANNUAL BOARD MEETING MINUTES*

- 2.** M. Jonihakis motioned to approve the September 9, 2020 Annual Board Meeting Minutes. M. Siragusa seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell reported that there were no new updates other than the Coalition just completed its bi-annual OEL onsite monitoring. She explained that she would share the results of our monitoring as well as any new updates that OEL and the State provide throughout the year.

B. FINANCE MANAGER'S REPORT

S. Pettijohn and C. Spell presented the following report:

Desk Reviews and Audits

We completed the October Desk Review for the last half of FY2020. There were a couple of minor adjustments. OEL Monitoring for the period covering Dec 2018 through Aug 2020 is still in progress. We hope to have that complete before the Christmas holidays. We have completed the information requests from our external auditors, but have not yet received an audit report.

Q1 Financial Statements (see attachment)

Attached is the Q1 financial statements for FY 2020-21. The Coalition's year to date expenditures are less than budget due to the reversal of accruals made at the end of FY19-20. As the year progresses these will probably be reduced to a smaller amount.

Targets and Restrictions

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

**Early Learning Coalition of North Florida
FY 2020-2021
As of September 30, 2020**

Notice of Awards	09.01.2020			
	2020-2021	Jul-Sep 2020	Q1 2012-21	Over
	Annual Budget	Estimated Budget	YTD Actual	(Under)
	\$		\$	\$
School Readiness (SR)	18,457,902	\$ 4,614,476	5,202,571	588,095
OAMI	16,618	0	0	0
PDG Services	163,364	0	0	0
CARES	4,830,678	2,415,339	2,124,766	(290,573)
Voluntary PreKindergarten (VPK)	14,924,803	3,731,201	2,830,097	(901,104)
Total Notice of Award	\$ 38,393,365	\$ 10,761,015	\$ 10,157,433	\$ (603,582)

Subrecipient Expense

	\$		\$	\$
School Readiness (SR)	17,448,254	\$ 4,362,064	4,966,258	604,194.05
OAMI	16,618	0	0	0
PDG Services	163,364	0	0	0
CARES	4,830,678	2,415,339	2,124,766	(290,573)
Voluntary PreKindergarten (VPK)	14,867,400	3,716,850	2,801,398	(915,452)
Total Subrecipient Expense	\$ 37,326,314	\$ 10,494,253	\$ 9,892,421	\$ (601,832)

Grant Funds Available to ELC of North FL

	\$		\$	\$
	1,067,051	\$ 266,763	265,012	(1,750)

Other Donations and Revenue

			\$	
Interest Income	\$ 530	\$ 133	173	\$ 40
Clay Electric Foundation	15,000	0	0	0
Kiwanis	750	0	0	0
Reinhold	750	0	0	0
Quality Teacher's Conference	6,500	0	0	0
Miscellaneous Donations	2,000	500	3,983	3,483
Total Revenues	\$ 1,092,581	\$ 267,396	269,168	1,773

ELC of North Florida Estimated Expense

				Under (OVER)
	\$	\$	\$	\$
Salaries	579,868	144,967	127,958	17,009
PR Taxes	47,363	11,841	9,698	2,143
Health Insurance & HSA Contributions	121,000	30,250	35,890	(5,640)
Pension	27,000	6,750	4,614	2,136
Life, Disability, and WC	15,000	3,750	2,245	1,505
Staff Development	8,500	2,125	0	2,125
Contract Services	3,000	750	0	750
Auditing	15,000	0	0	0
Legal	500	125	0	125
Printing & Reproduction	2,000	500	0	500
Repairs & Maintenance	1,000	250	0	250
Office Sites - Occupancy	50,000	12,500	10,573	1,927
Postage, Freight & Delivery	2,000	500	110	390
Rentals - Office Equipment	5,000	1,250	706	544
Office Supplies	10,000	2,500	1,276	1,224
Communications	15,000	3,750	3,675	75
D & O Insurance	2,800	2,800	2,277	523
General Liability	4,500	4,500	2,028	2,472
Equipment <\$1,000	3,500	875	1,374	(499)

Equipment >\$1,000	2,000	500	2,796	(2,296)
Travel - In State	3,500	875	0	875
Travel - Out of State	6,500	1,625	0	1,625
Travel - Local	7,000	1,750	662	1,088
Bank Fees	600	150	139	11
Software/Licenses/Support	14,000	3,500	1,398	2,102
Web Service	26,000	6,500	7,751	(1,251)
Other employee expenditures	2,000	500	10	490
ADP Fees	7,500	1,875	1,570	305
Dues & Subscriptions	14,000	8,500	8,984	(484)
Taxes, Licenses and Fees	450	113		113
Misc. - Other Current Charges	4,250	1,063	600	463
Quality Program	91,750	22,938	14,491	8,447
Total ELC North Florida Estimated Expense	1,092,581	279,870	240,825	39,045
Surplus or (Loss)	\$ -	\$ (12,475)	\$ 28,343	\$ 40,818

C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- COVID-19 CARES funding was received from OEL again for 2020/2021 as well as School Readiness “Wait List” Funding and the ECS Contract Amendment #2 is in today’s packet.
- Staff (and Episcopal Children’s Services) continue to process all COVID-19 related documents/guidance from OEL and government agencies for needed actions.
- The ELC staff completed the 2020/2021 Internal Controls Questionnaire (ICQ). In addition, ECS completes this same ICQ each year and their responses are reviewed by ELC staff for any needed follow-up and/or approval.
- The ELC staff met the October 1 OEL deadline for all the annual items such as the annual report, inventory, Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- In July, all staff completed their annual review of Anti-Fraud plan, policies and practices.
- Annual archiving processes have begun.
- Annual policy reviews and revisions have begun.
- My club, The Kiwanis Club of Palatka, hosted its first “Back to School” event August 22 in partnership with Staples Office Supply in Putnam County. We were able to follow COVID-19 guidance and handout 250 school supply bags individualized by grade levels. It was a huge hit (especially as there were very few school supply events this year), and Staples was happy to offer making this an annual event.

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

The 2019/2020 Third and Fourth Quarters (COMBINED) Monitoring was performed August 17 – 28, 2020. The monitoring took place remotely and included; Data Security Updates, VPK Provider Review, Child Care Resource and Referral, School Age Care, Preschool Development Grant, Childcare Provider Monitoring, Fiscal non-direct costs review, and the Fiscal Year-end Overview. From this review, there was only one compliance issue regarding a particular type of travel expense that was minor in value and quickly corrected.

The 2020/2021 First Quarter Monitoring is scheduled for November 6 – 20, 2020. At this time, the plan is this monitoring will take place remotely. This monitoring will include all OEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates and School Readiness applications and wait list procedures.

ALL full reports are available upon request.

D. 1ST QUARTER EARLY LEARNING LITERACY REPORT

J. Whitson presented the following report:

Highlights:

Highlights:

Literacy and Shaved Ice Event at Brandt’s Child Care: August 18th - The ELC collaborated with the Kiwanis Club of St. Augustine and Beaver Toyota to host a story time event with Pete the Cat. The Kiwanis club and Beaver Toyota paid the Kona Ice truck to be there so that after the story time the children and staff all received a free shaved ice. Each child also received a goodie bag with books, coloring book, markers and colored pencils.

Provider Appreciation Basket Deliveries: Throughout August and September, the ELC outreach team and ECS education team worked to put together and deliver just over 90-provider appreciation baskets. We just wanted to do something to show our providers how much we appreciate them staying open during COVID and how much we see and appreciate all the extra work they have and are still doing to keep our children safe. The baskets contained much needed supplies like hand sanitizer, soap, clear masks along with school supplies and edible goodies. Each child ages 3-5 received a free book and many schools received a personal visit by Pete the Cat. This proved to be such a worthwhile project. So many providers have had no one to thank them. They are struggling financially as well. These little visits meant a lot and let them know we have not forgotten them.

ELC Videos: The ELC outreach team continued to create and publish 12 more educational videos during this quarter to be shared with providers, families and volunteers. The videos are posted on the ELC of North Florida U-tube page and shared by social media and email.

ELC Volunteer Lending Libraries: These summer months were the perfect time to update and digitalize our lending libraries for our volunteer readers. All books are now categorized in a digital database by author and theme. Now books can be easily searched for remotely and in the three lending library offices. Outreach assistant Susan Murphy is responsible for the upkeep of the lending libraries.

Volunteer Reading Zoom Conference: September 28th – The ELC hosted their annual volunteer reading conference by zoom instead of in person due to COVID. A very lively interactive 2 hour conference was put on featuring four speakers covering topics like Using props, Intentional early literacy skills to incorporate into your reading, Developing themes and a

discussion featuring the top book picks for today. Most readers are not currently reading in their assigned schools but we need to keep them excited and trained so they will be ready to go back when schools are letting visitors in.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 4, 2020-Cancelled

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 9, 2020 with Mike Siragusa, Aubrie Simpson-Gotham, Renee Williams, and Joy Stanton serving as evaluators.
- Of the total 18 evaluations mailed/handed to the board members, 14 members completed the evaluation and four board members did not return the evaluation.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was 4.29 which earned a final rating of "Very Good".
- Dawn's next evaluation period ends September 1, 2021.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2020/2021 CONTRACT AMENDMENT #0002-20*

Revisions:

- A. Items #1, 4 and 5 were to update the School Readiness and Additional School Readiness-Related Programs budgeted amounts per the September 3, 2020, October 5, 2020, October 19, 2020, and November 13, 2020 Notices of Award (NOA).
 - NOA September 3, 2020 was to correct SR Match funds
 - NOA October 5, 2020 was to:
 - Adjust School Readiness funds for 'wait list' numbers
 - De-obligate CARES carryover funding that was actually an advance for 2019/2020. And adjust the CARES 'Rising Kindergarten Summer Program' funding.
 - NOA October 19, 2020 was to add additional funds to the PDG program.
 - NOA November 13, 2020 was to add additional CARES (general) funds and CARES Phase IV Provider Grants.
- B. Item #2 was to remove a report no longer required by OEL.
- C. Item #3 was to revise a Coalition report to be quarterly instead of annually.
- D. Item #4, was to add the "Early Learning Florida" contract under Additional School Readiness-Related Programs and Funding.

3. T. Little motioned to approve the Episcopal Children's Services 2020/2021 Contract Amendment #0002-20. R. Coleman seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet. No discussion, motion passed unanimously.

RETRO ACTIVE APPROVAL (EFFECTIVE 09/01/2020) OF ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/20-08/31/21*

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 courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers.

The total contract is **not to exceed \$5,000.**

4. R. Coleman motioned to the retro-active approval (09/01/2020) of ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/20-08/31/21. R. Williams seconded the motion. No discussion, motion passed unanimously.

RETRO ACTIVE APPROVAL OF (EFFECTIVE 09/01/20) OF ELC OF NORTH FLORIDA-UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISOPAL CHILDREN'S SERVICES EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/20-08/31/21*

(This Contract and dollar amount was also added to ECS's 2020/2021 primary contract with amendment #2.)

THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers.

The total contract is **not to exceed \$5,000.**

5. T. Little motioned the retro active approval (09/01/20) of the ELC of North Florida-University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/20-08/31/21. A. Simpson-Gotham seconded the motion. T. Matheny recused herself from the vote, memorandum of

voting conflict is attached in the Board Packet. No discussion- motion passed unanimously.

APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #26-POLICY REVISIONS*

The Episcopal Children’s Services (ECS) Procurement and Disbursement policies, as well as their Information Technology (IT) policies were updated by staff to include all departments/programs of ECS.

Upon SR Plan Amendment #26 submission, OEL required further minor revisions and clarifications. The following two School Readiness Plan Attachments were revised.

- Attachment I F and I J ECS (Episcopal Children’s Services) Procurement- Disbursements Pol and Proc Final 101520
- Attachment I I ECS SRAD01 IT Pol and Proc Final 060320 – showing edits

6. R. Coleman motioned to approve the 2019-21 School Readiness Plan Amendment #26 Policy Revisions. M. Jonihakis seconded the motion. No further discussion- motion passed unanimously.

APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #28*

The following School Readiness Plan Attachments were revised:

- Attach II D ECS Parental Access Policy 111320
(The ECS “Terms and Conditions” Form was deleted as it is no longer needed. This information is on the State’s Family Portal automatically.)
- Attach II I ECS SRBR09 Billing and Reimb Provider Rates 092518
(It was recently discovered that this was not properly processed for the SR Plan. It was processed for the POLICY updates, but not the SR Plan. A measure has been put in place to ensure this error is not made again.)

7. A. Simpson-Gotham motioned to approve the 2019-21 School Readiness Plan Amendment #28. M. Jonihakis seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet No further discussion-motion passed unanimously.

APPROVAL OF THE MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2019/2020*

To approve management decision to consider the ECS annual audit properly reviewed and therefore resolved.

- 8.** R. Coleman motioned to approve the Management Decision Recommendation for ECS Audit 2019/2020. T. Little seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet. No further discussion-motion passed unanimously.

APPROVAL OF ELCNF 2019-2020 ANNUAL REPORT*

To approve the ELCNF 2019-2020 Annual Report in accordance with OEL Policy. The Annual Report was included in the Board Packet as well as a Handout.

- 9.** R. Coleman motioned to approve the ELCNF 2019-2020 Annual Report. M. Hill seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF REVISIONS TO THE 2020-2021 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA *

On Nov13, 2020, Office of Early Learning sent a revision to the Notice of Award for the 2020-2021 Grant Year. The revision added PDG services revenue, CARES revenue, and changed SR allocations.

This budget revision adds the additional award amount to projected revenue for those programs and applies all of those funds to the projection for Direct Services provided by Episcopal Children Services.

If not approved, we will not have a budget that reconciles to the Notice of Award.

- 10.** M. Jonihakis motioned to approve the revisions to the 2020-21 budget for the Coalition. M. Siragusa seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2023 AND RENTAL INCREASE TO \$750 PER MONTH*

Staff requests board approval to approve the lease extension of the ELCNF Clay County Office.

The space is 600 square feet with two large offices, half bath and storage area for supplies. The rent will be increased from \$700 per month to \$750 per month and includes water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training.

- 11.** M. Siragusa motioned to approve the ELCNF Clay County office lease extension to January 1, 2023 and rental increase to \$750 per month. R. Coleman seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF ELCNF ST. AUGUSTINE OFFICE LEASE EXTENSION TO FEBRUARY 28, 2023*

The Coalition requests board approval to extend the lease of the St. Augustine Office located at 2450 Old Moultrie Road, Ste #103. The current lease ends on February 28, 2021 and the new lease extension will start on March. 1, 2021 and expire on February 28, 2023.

This office space is considered the Coalition's main office and houses the CEO, the two Finance Managers, the Early Outreach Manager and the Office Manager as well an additional Outreach Assistant. In addition, there is the main Reading Pals resource room and storage/conference room space.

- 12.** M. Siragusa motioned to approve the ELCNF St. Augustine office lease extension to February 28, 2023. P. Tauch seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF REVISIONS TO PERSONNEL POLICY HR302 FOR THE EARLY LEARNING COALITION OF NORTH FLORIDA*-HANDOUT

The current policy states that approval for usage of annual leave should be obtained 2 weeks prior to using the leave. In actual practice this is not practical as many times leave is not identified as being needed that far in advance. We would like to change the policy to reflect our actual practice, per the following:

“Employees may receive verbal approval from their supervisor and submit the leave form (that has been verbally approved) with the time sheet appropriate for that leave period.”

- 13.** T. Little motioned to approve the revisions to Personnel Policy HR302 for the Early Learning Coalition of North Florida. M. Siragusa seconded the motion. No further discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

R. Cody provided a report to the Board that reviewed the members who have resigned and/or gone into an advocate role since the last meeting. Our total board membership remains at 19 members with the addition of Vina Delcomyn, Private Sector, a returning Board member. There were no questions or comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 3, 2021, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 10, 2021, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 14.** R. Coleman motioned for adjournment at 2:50 p.m.
M. Siragusa seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: **1.** Revised Tentative Agenda 12.02.20 **2.** Summary of D. Bell Annual Evaluation **3.** Approval of Revisions to Personnel Policy HR302 for the ELCNF.

Minutes Submitted By: Rhonda Cody, Office Manager

V. Review and Approval of 2019-2020 Audit*

**Presented by Moss Krusick and Associates-
HANDOUT**

***ACTION ITEM**

**VI. Special Presentation: “Anytime is 3Ts
Time”, Molly Grant, Program Director, AELC
-HANDOUT**

VII. Staff and Committee Reports

A. CEO Report-VERBAL

VII. Staff and Committee Reports

B. Finance Manager's Report

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

Mar 10, 2021

Desk Reviews and Audits

We in the process of completing the Desk Review for the first half of FY2021. OEL Monitoring for the period covering Dec 2018 through Aug 2020 field work has been completed and we have received a preliminary report for response. Overall it was a good report with a couple of minor findings.

Q2 Financial Statements (see attachment)

Attached are the Q2 financial statements for FY 2020-21. The Coalition's year to date loss is less than budget. Grant expenses are less than anticipated at this time in direct proportion to less grant revenue.

Targets and Restrictions

VPK Admin percentage is at 4.2% at end of December. The target requirement is 4%. This overage is due to a drop in VPK enrollment. We have adjusted our admin allocations and expect to be in line with the YTD target within the next 2 months. All other targets and restrictions are in alignment with Grant requirements.

Susan Pettijohn and Chris Spell

Early Learning Coalition of North Florida

FY 2020-2021

As of December 31, 2020

	09.01.2020			
	2020-2021	Jul-Dec 2020	Q2 2012-21	Over
Notice of Awards	Annual Budget	Estimated Budget	YTD Actual	(Under)
School Readiness (SR)	\$ 19,250,875	\$ 9,625,437.50	\$ 9,420,394	\$ (205,044)
OAMI	16,618	5,539	1,473	(4,066)
PDG Services	201,655	67,218	29,430	(37,788)
CARES	4,238,970	3,730,294	3,795,373	65,079
Voluntary PreKindergarten (VPK)	14,924,803	7,462,402	6,456,136	(1,006,266)
Total Notice of Award	\$ 38,632,921	\$ 20,890,890	\$ 19,702,806	\$ (1,188,084)
Subrecipient Expense				
School Readiness (SR)	\$ 18,241,227	\$ 9,120,613.50	\$ 8,974,239	\$ (146,374.50)
OAMI	16,618	5,539	1,473	(4,066)
PDG Services	201,655	67,218	29,430	(37,788)
CARES	4,238,970	3,730,294	3,795,373	65,079
Voluntary PreKindergarten (VPK)	14,867,400	7,433,700	6,448,791	(984,909)
Total Subrecipient Expense	\$ 37,565,870	\$ 20,357,365	\$ 19,249,306	\$ (1,108,059)
Grant Funds Available to ELC of North FL	\$ 1,067,051	\$ 533,526	\$ 453,500	\$ (80,026)
Other Donations and Revenue				
Interest Income	\$ 530	\$ 265	\$ 327	\$ 62
Clay Electric Foundation	15,000	0	0	0
Kiwanis	750	0	0	0
Reinhold	750	0	0	0
Quality Teacher's Conference	6,500	0	0	0
Miscellaneous Donations	2,000	1,000	5,513	4,513
Total Revenues	\$ 1,092,581	\$ 534,791	\$ 459,340	\$ (75,451)
ELC of North Florida Estimated Expense				
Salaries	\$ 579,868	\$ 289,934	\$ 232,249	\$ (57,685)
PR Taxes	47,363	23,682	17,590	(6,092)
Health Insurance & HSA Contributions	121,000	60,500	66,982	6,482
Pension	27,000	13,500	8,892	(4,608)
Life, Disability, and WC	15,000	7,500	4,327	(3,173)
Staff Development	8,500	4,250	1,052	(3,198)
Contract Services	3,000	1,500	0	(1,500)
Auditing	15,000	10,000	9,500	(500)
Legal	500	250	0	(250)
Printing & Reproduction	2,000	1,000	0	(1,000)
Repairs & Maintenance	1,000	500	0	(500)
Office Sites - Occupancy	50,000	25,000	21,620	(3,380)
Postage, Freight & Delivery	2,000	1,000	1,957	957
Rentals - Office Equipment	5,000	2,500	1,823	(677)
Office Supplies	10,000	5,000	3,712	(1,288)
Communications	15,000	7,500	7,639	139
D & O Insurance	2,800	2,800	2,277	(523)
General Liability	4,500	4,500	4,569	69
Equipment <\$1,000	3,500	1,750	1,374	(376)
Equipment >\$1,000	2,000	1,000	2,796	1,796
Travel - In State	3,500	1,750	0	(1,750)
Travel - Out of State	6,500	3,250	0	(3,250)
Travel - Local	7,000	3,500	852	(2,648)
Bank Fees	600	300	139	(161)
Software/Licenses/Support	14,000	7,000	2,796	(4,204)
Web Service	26,000	13,000	18,428	5,428
Other employee expenditures	2,000	1,000	34	(966)
ADP Fees	7,500	3,750	3,026	(724)
Dues & Subscriptions	14,000	7,000	9,929	2,929
Taxes, Licenses and Fees	450	225	75	(150)
Misc. - Other Current Charges	4,250	2,125	3,110	985
Quality Program	91,750	45,875	34,401	(11,474)
Total ELC North Florida Estimated Expense	1,092,581	552,441	461,149	(91,291.50)
Surplus or (Loss)	\$ -	\$ (17,650)	\$ (1,809)	\$ 15,841

VII. Staff and Committee Reports

C. 2nd Quarter Program Update



2450 Old Moultrie Road, Suite 103
St. Augustine, FL 32086
904-342-2267
www.elcnorthflorida.org

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: February 9, 2021
Subject: 2020/2021 Second Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- COVID-19 CARES funding was received from OEL (Office of Early Learning) December 4, 2020 for 2020/2021 and the ECS (Episcopal Children's Services) Contract Amendment #3 is in today's packet. As of the date of this memo, the Coalition is awaiting another Notice of Award for increased provider rates – to add to this same contract amendment.
- Also as of today, the Coalition is awaiting OEL approved provider rate increases to create the needed School Readiness Plan Amendment for board approval.
- The Coalition completed our annual external audit in October, our biennial OEL Accountability Monitoring mid-November, and our annual OEL Fiscal Monitoring early December. Initial Accountability draft reports are extremely positive and may result in less than five (very minor) findings.
- Coalition staff completed the annual review of all administrative policies for any needed updates. As of today's date we are preparing the revisions for board (and OEL) approval.
- The Coalition/Episcopal Children's Services 2019/2020 Contract closed-out on schedule and with no issues.
- OEL released their School Readiness/VPK (Voluntary Pre-Kindergarten) monitoring guides and tools before the upcoming ECS second quarter monitoring. The Coalition has updated all eligibility monitoring tools per these newest guidelines.

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

The 2020/2021 First Quarter Monitoring was performed remotely November 6 – 20, 2020. This monitoring included all OEL required "eligibility" criteria for School Readiness and VPK and the annual Data and Data Security Systems review. From this review, there were eight eligibility compliance issues that mostly only required staff refresher training sessions. The trainings were held in time for ECS's response to the final report.

The 2020/2021 Second Quarter Monitoring is scheduled for February 16 – March 1, 2021. At this time, the plan is this monitoring will take place remotely. This monitoring will include all OEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates, School Readiness applications and wait list procedures, and Non-direct Costs review for both first and second quarters.

ALL full reports are available upon request.



A United Way Agency Funded by the State of Florida



VII. Staff and Committee Reports

D. 2nd Quarter Early Literacy Report

Early Literacy Outreach Report 2nd Quarter 2020-2021

Presented by Joan Whitson

Highlights:

Volunteer Reading Conference: October 21st. This year the annual volunteer reading conference was held virtually through Zoom. There were four presenters and 24 attendees. Each presentation focused on a different aspect of improving reading skills. It has been a challenge not meeting in person in 2020, but many volunteers have embraced the digital era and we will have more virtual meetings in the future. On January 16th we offered this same conference again to providers through the ECS training portal.

Teacher of the Year 2020 – This year the ELC added an Infant/Toddler teacher award to its annual teacher of the year awards. The winner of this award was Emily Musserallo a teacher at St. John Paul Early Learning Center in Ponte Vedra. The Preschool teacher of the year winner which focuses on 4-5 year olds was Kelly Yeager, a teacher at Baker Pre-K center in Macclenny. Both winners went above and beyond in their duties and are true examples of what a caring and dedicated teacher should be. The winners were visited by a prize patrol in December and then were honored with a \$500 cash prize from Kaplan Early Learning and Clay Electric Foundation at the ELC Early Educators conference in January.

Clifford Literacy Event with Kiwanis and Beaver Toyota: On December 14th the ELC partnered with the Kiwanis club of St. Augustine and Beaver Toyota to put on a Clifford story time event at Castlebrook Academy in St. Augustine. Beaver Toyota sponsored the Kona Ice truck which gave sweet frozen treats to all the children and Kiwanis paid for the kids to all receive a free Clifford book.

Read for the Record 2020 – October 29th. The ELC participated for the 10th year in the annual Read for the Record campaign. The goal is to break the world record of reading the same book to the most kids on the same day. This year's book was "Bear Sees Colors" by Karma Wilson. The ELC provided a free copy of this book along with an activities packet to each of our providers. All providers were encouraged to participate. A total of 6,257 kids were read to with 92 providers participating.

Literacy Outreach Programs: Throughout this quarter the outreach team managed to put on two ocean themed programs, 3 Pete the Cat programs, one Eric Carle program and 3 Clifford programs. Providers started to open up their doors to programs. Many of the programs were done outside due to COVID. A Hygiene program was created and launched as well with the help of an ELC volunteer who wrote a book about hand washing.

ELC of N. Florida U-Tube Channel: The ELC outreach team continued to add new educational videos to the ELC of N. Florida U-tube channel. These videos are also being shared on the ECS In the Know social media outlet. A monthly book pick newsletter is going out along with a monthly activity video spotlight by outreach assistant Susan Murphy.

VIII. New/Unfinished Business

A. Review of Tentative 2021 School Readiness Provider Rate Increases- HANDOUT

Tentative 2021 School Readiness Provider Rate Increases - REVISED

Information for Early Learning Coalition Board Briefing

Action Requested: Authorize the Executive Director to amend the coalition’s School Readiness Plan and providers’ contracts to implement provider rate increases when finalized by the Office of Early Learning.

The 2020 Legislature appropriated \$50 million in Child Care Development Funds (CCDF) to the Office of Early Learning (OEL) for provider rate increases. The requirements of this appropriation are below.

From the funds in Specific Appropriation 85, \$50,000,000 in nonrecurring funds from the Child Care and Development Block Grant Trust Fund is provided to the Office of Early Learning to provide eligible early learning coalitions with school readiness provider rate increases to reduce variance and inequities in provider payment rates across the state. The funds shall be placed in reserve. Upon the completion of a detailed allocation plan that identifies the school readiness provider payment rates that will be increased and how the \$50,000,000 will be allocated to the eligible early learning coalitions, the office is authorized to submit budget amendments for the funds being held in reserve pursuant to the provisions of chapter 216 Florida Statutes.

The Office of Early Learning (OEL), in collaboration with the coalitions, has proposed to prioritize care levels as follows:

1. Infants/Special Needs* (5% of total SR population)
2. Toddlers and Preschool Age 2 (10% and 13% of total SR population)
3. Preschool Ages 3, 4 and 5 years old (15%, 15% and 11% of total SR population)

A tiered methodology will be used to model the increases by care levels for a maximum allocation of \$50M for January – June 2021. The following is the current recommendation.

Infants: Percent of the 75 th Percentile	Toddlers: Percent of the 75 th Percentile	2 Year Olds: Percent of the 75 th Percentile	3 Year Olds: Percent of the 75 th Percentile	4 Year Olds: Percent of the 75 th Percentile	5 Year Olds: Percent of the 75 th Percentile	Impact for 240 Days* (12 Months)	Impact for 120 Days (6 Months)
100%	85%	85%	75%	75%	75%	\$99,799,221	\$49,899,610

*240 days is the average SR attendance rate which equates to 92-93% attendance.

It is important to note that there will be no reductions in provider rate reimbursements when the coalition’s base reimbursement is at or above the statewide base reimbursement rate.

To implement these provider rate increases, OEL will provide coalitions with a Simplified Plan Amendment form.

VIII. New/Unfinished Business

B. Approval of 2019-21 School Readiness Plan Amendment #29*- Separate Link and Attachment

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2019-21 School Readiness Plan Amendment #29
Reason for Recommended Action	<p>The following School Readiness Plan Attachments were revised:</p> <p><u>Revisions/Updates Required:</u></p> <ul style="list-style-type: none"> • Form SR115 - ELCNF SR PLAN 2019-21 CORE Doc rev 022321 • Attach I H ECS SRAD12 Record Storage 020821 • Attach II B Single Point of Entry Pol rev 021921 • Attach II C Combined Eligibility Policies Rev 022421 • Attach II C Community Assessment 020821 • Attach II F ESD_A_1_Screening_Policies rev 021521 • Attach II G Program Assessment rev 021521 • Attach II H ECS Pre-Post Assessments rev 021521 • Attach II I Provider Payment Rates eff 010121 • Attach III D Quality Improvement rev 021521 <p><u>Annual Updates:</u></p> <ul style="list-style-type: none"> • Attach V A ELC 2122 ECS Monitoring Plan narrative 021021 • Attach V A ELC Monitoring Schedule 2122 021021 <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition’s School Readiness Plan would not be properly updated/in compliance with OEL.
How the Action will be accomplished	Board Approval, then OEL Approval.



OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

Early Learning Coalition School Readiness Plan



School Readiness Plan Template

Coalition Identification and Information

Coalition Name: Early Learning Coalition of North Florida, Inc.
Address: 2450 Old Moultrie Rd. #103
St. Augustine, FL 32086
Phone: 904-342-2267
E-mail Address: rcody@elcnorthflorida.org

FEIN #: 59-3691819
Mailing Address
(if different)
Fax: 904-342-2268

Chair	Executive Director or Chief Executive Officer	Finance Director	Counties Represented
Nancy R. Pearson	Dawn E. Bell	Susan Pettijohn	Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties

I. COALITION OPERATIONS

A. Membership

Please complete the **Coalition Membership Form**.

Early Coalition of [North Florida] Approved as of [May 13, 2020]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
4	Chair, appointed by the Governor	Yes	Nancy Pearson 1000 Sawgrass Village Dr., Ste. 404 Ponte Vedra Beach, FL 32082 904-285-4482 nrpearson@comcast.net	Private Sector; Prudential Network Realty	St. Johns	Nov. 22, 2013 Second term start date: August 30, 2018	4 Year April 30, 2021	2
2	Private sector appointed by the Governor	Yes	577 Golden Links Drive Orange Park, FL 32073 (904) 614-7315 rcoleman7315@outlook.com	Private Sector; Baroneo Management Consultants, Inc	Clay	Nov. 22, 2013	4 Year April 30, 2016	1
3	Private sector appointed by the Governor	Yes	Brian H. Graham PO Box 9630 Fleming Island, FL 32006 904-376-5288 BrianHGraham@gmail.com BHG@AmericanaAdvisors.com	Private Sector; Dixie Strategies, LLC.	Clay	May 14, 2015	4 Year April 30, 2019	2

Early Coalition of [North Florida] Approved as of [May 13, 2020]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
4	Department of Children & Family Services circuit administrator or designee	Yes	Charles Puckett Dept. of Children and Families Child Care Regulations 210 North Palmetto Avenue, Ste 440 Daytona Beach, FL 32114 Ph: (386) 316-2057 Fax: (386) 238-4905	County Department of Children and Families	Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns	December 2018	4 Year December 2022	1
5	District superintendent of schools or designee	Yes	Kristi Simplins 1201 Atlantic Avenue Fernandina Beach, FL 32034 (904) 491-9885 kristi.Simplins@nassau.k12.fl.us	Nassau County School District / Office of Elementary Education – Director	Nassau	Dec. 4, 2013 Second term start date: December 2017	4 Year December 2021	2
6	Regional workforce board executive director or designee	Yes	Renee L. Williams CareerSource Northeast Florida District Director, Clay & Putnam 1845 Town Center Blvd., Suite 150, Fleming Island, FL 32003 (904) 213-3888 ext. 2076 Fax (904) 278-5696 www.careersourcenortheastflorida.com	Regional Workforce Board; CareerSource	District 8: Clay, Baker, Nassau, Putnam and St. Johns	Sept. 17, 2014 Second term start date: September 2018	4 year September 2022	2
7	County health department director or designee	Yes	Mary L. Garcia Administrator Florida Department of Health, Putnam County 2801 Kennedy Street Palatka, FL 32177 Ph: (386) 326-3254 Mary.garcia2@flhealth.gov	County Health Department; Putnam County	Putnam	December 6, 2017	4 Year December 2021	1

Early Coalition of [North Florida] Approved as of [May 13, 2020]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
8	President of a Florida College System institution or his or her permanent designee	Yes	Dr. Myrna Allen St. Johns River State College Dean of Teacher Education myrnaallen@sirstate.edu (386) 312-4242	Community College; St. Johns River State College	Clay, Putnam, St. Johns	Sept. 17, 2014 Second term start date: September 2018	4 Year September 2022	2
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	James K. Johns 500 San Sebastian View St. Augustine, FL 32084 P: (904) 209-0301 bee1johns@sjefl.us	Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners	St. Johns	March 2020	4 Year March 2024	1
10	Head Start Director	Yes	Brian McElhone 102 Martin Luther King Ave. St. Augustine, FL 32084 Ph: 904-547-8963 Brian.McElhone@stjohns.k12.fl.us	Head Start; Director, Early Childhood Services and District Assessment Development	St. Johns	July 21, 2017	4 Year July 2021	1
11	Representative of private for-profit child care providers	Yes	Patricia Tauch 3050 Moody Avenue Orange Park, FL 32065 Ph: (904) 264-9959 Fax: (904) 264-2831 Opkinc1960@gmail.com	Private for-profit child care; OPK Inc dba Orange Park Kindergarten	Clay	March 2019	4 Year March 2023	1
12	Representative of faith based child care providers	Yes	Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 Ph: (904) 429-7637 Fax: (904) 726-1791 tlittle@etkatholic.com	Faith Based Child Care; Diocese of St. Augustine	St. Johns	Dec. 7, 2016	4 Year Dec. 7, 2020	1

Early Coalition of [North Florida] Approved as of [May 13, 2020]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
13	Representative of program under federal Individuals with Disabilities Education Act	Yes	Marsha Hill Director of Instructional Services, NEFEC 124 Confederate Pt. Rd. Palatka, FL 32177 Ph: (386) 329-3800 hillm@nefec.org	Director of Instructional Services for Florida Diagnostic & Learning Resources System for the North East Florida Education Consortium	Putnam	March 1, 2018	4 Year March 2022	1
N/A	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	N/A					
N/A	Child care licensing agency head	Yes, if applicable	N/A					
14	Central agency administrator	Yes, if applicable	Teresa Matheny 8443 Baymeadows Rd., Ste. 1 Jacksonville, FL 32256 Ph: (904)726-1500 tmatheny@ees4kids.org	Episcopal Children's Services	Clay, Baker, Bradford, Nassau, Putnam & St. Johns	9/21/2016	4 Year N/A	
15	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Michelle Jonihakis 4600 Touchton Road, Building 200, Suite 400 Jacksonville, FL 3246 Ph: (904) 565-4188 Michelle.jonihakis@td.com	Private Sector; TD Bank	St. Johns	December 2018	4 years December 2022	1
16	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Aubrie Simpson-Gotham 981 Oak Arbor Circle St. Augustine, FL 32084 Ph: (904) 813-5809 ASimpson057@alumni.flagler.edu	Private Sector; VIPKID	St. Johns	December 2018	4 Years December 2022	1
17	Private Sector Business	Yes, if needed to meet private sector percentage or	Joy Stanton 120 Topsail Dr. Ponte Vedra, FL 32081 (904)679-3418 (646)596-0178	Private Sector; Blue Cross and Blue Shield of Florida, Inc.	St. Johns	March 2020	4 Years March 2024	2

Early Coalition of [North Florida] Approved as of [May 13, 2020]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		multi-county representation	Joy.Stanton@bebsfl.com					
18	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Mike Siragusa 780 N. Ponce de Leon Blvd. St. Augustine, FL 32084 (904) 829-9066 masiragusa@ubulaw.com	Private Sector; Upchurch Bailey and Upchurch, Attorney at Law	St. Johns	September 2018	September 2022	1
19	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Kyle Gammon 449 Center St. Green Cove Springs, FL 32043 Ph: (904) 291-9330 kyleg@vallencourt.com	Private Sector; Vallencourt Construction Co., Inc.	St. Johns	September 2019	September 2023	1
20	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Vina Delecomyn 4213 County Road 218, Ste. 1 Middleburg, FL 32068 (904) 291-9598 (904) 291-3365 delecomynv@yahoo.com	Private Sector; Awakenings Association Management	Clay	September 2020	September 2024	1
	Non-Profit Child Care Provider*	Yes						
	DCF Staff***	No						

Early Coalition of [North Florida] Membership Management Approved as of [May 13, 2020]	
I.	TOTAL MEMBERSHIP : 20
II.	TOTAL PRIVATE SECTOR MEMBERSHIP: 9, PRIVATE SECTOR PERCENTAGE: 45%
III.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: 0
IV.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: 0

B. Business Organization

Please attach a copy of the coalition's organization chart as **Attachment I.B.**

C. Articles of Incorporation

Please attach a copy of the coalition's articles of incorporation as **Attachment I.C.**

N/A

D. Bylaws

Please attach a copy of the coalition's bylaws as **Attachment I.D.**

E. Coalition Fiscal Agent Contract (if applicable)

Please attach a copy of the fiscal agent contract (if applicable) as **Attachment I.E.**

N/A

F. Procurement

Please attach the coalition's procurement policy as **Attachment I.F.**

G. Tangible Personal Property Maintenance

Please attach the coalition's tangible personal property maintenance policy as **Attachment I.G.**

H. Records Maintenance

Please attach the coalition's maintenance of records policy as **Attachment I.H.**

I. Information Technology Security Controls

Please attach the coalition’s IT security policy as **Attachment I.I.**

J. Disbursement Controls

Please attach the coalition’s disbursement controls policy as **Attachment I.J.**

II. IMPLEMENTATION

A. Minimum Children to be Served by Care Level

Please fill out the **Minimum Children to be Served by Care Level Form** by running **EFS Ad Hoc Report CC085** .

Care Code	Description	Minimum # of Children Served
(INF)	<12 MTH	387
(TOD)	12<24 MTH	681
(2YR)	24 <36 MTH	854
(PR3)	36 <48 MTH	894
(PR4)	48 <60 MTH	820
(PR5)	60 <72 MTH Not In School	550
(SCH)	In School	1708
(SPCR)	Special Needs	59

If applicable, please attach supporting documentation as **Attachment II.A.**

***Please note CC085 was ran for the period 07/1/2016 through 3/30/17.**

B. School Readiness Application and Waiting List Procedures

Please attach the coalition’s policies and procedures for implementing the School Readiness Application and Waiting List Procedures as **Attachment II.B.**

C. Eligibility and Enrollment Policies and Procedures

Please complete the Coalition Local Priorities Form and attach the coalition’s community assessment and eligibility and enrollment policies and procedures as **Attachment II.C.**

Coalition Local Priorities

Describe the data source used to conduct the community assessment:

U.S Census Data, Florida; ALICE Report – United Way; CHARTs – Florida Department of Health; Council on Homelessness – DCF; Non- Promotions – DOE; Feeding America; ELC Data; Florida Department of Transportation. See assessment document for further detail.

Priority Number	Priority	Describe how community needs are addressed.
3	Economically disadvantaged children until eligible to enter kindergarten. Their older siblings up to the age they are eligible to enter 6th grade may also be served as funding allows	The community needs assessment on page 10 & 11 15 & 16 references the large number of families living in poverty especially those 5 years old and younger indicates school readiness is needed_ so that parents can work and children begin school ready to succeed and that the full need is not met. School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales as indicated by the community needs assessment on page 11-16 . Additionally the assessment indicated that school age care before and after care costs less than 50% 30% to 40% less than full time care for a Pre-K child making it more likely that parents could afford the cost of after school care.
4	Children from birth to kindergarten whose parents are transitioning from the temporary cash assistance work program to employment.	The community needs assessment indicates school readiness is needed so that parents can work and children begin school ready to succeed and that the full need is not met. Child

		<p>poverty rates are more than 150% of the population at large. In every county except St. Johns County the rate of children living in poverty far exceeds the total population living in poverty. While the levels of poverty are high for the total population, the situation for young children is dramatically worse. (See page 8 <u>14-16</u> of the Community Needs Assessment). Therefore, it is important the parents transition from temporary cash assistance into employment have access to affordable child care.</p>
5	<p>At-risk children who are at least age 9 but younger than 13. Those with siblings in priority groups 1-3 are higher priority than other children ages 9-13 in this priority group.</p>	<p>School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales as indicated by the community needs assessment on page 44 <u>46</u>. Additionally the assessment indicated that school age care is up to 50% <u>30% to 40%</u> less expensive than full time care for a Pre-K aged child making it more likely that parents could afford the cost of after school care.</p>
6	<p>Economically disadvantaged children younger than 13. Priority in this category is given to children who have a younger sibling in the School Readiness Program under priority 3.</p>	<p>The community needs assessment indicates school readiness is needed so that parents can work and children begin school ready to succeed and that the full need is not met. School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales as indicated by the community needs assessment on page 44 <u>46</u>. Additionally the assessment indicated that school age care is up to 50% <u>30% to 40%</u> less expensive than full time care for a Pre-K aged child making it more likely that parents could afford the cost of after school care.</p>
7	<p>Children younger than 13 whose parents are transitioning from the temporary cash assistance work program to employment.</p>	<p>School age children can still benefit from SR services as funding allows but they do have additional options in most cases, such as after school programs with sliding fee scales as indicated by the community needs assessment on page 44 <u>46</u>. Additionally the assessment indicated that school age care is up to 50% <u>30% to 40%</u> less expensive than full time care for a Pre-K aged child making it more likely that parents could afford the cost of after school care.</p>

8	Children who have special needs and current individual educational plans from age 3 until they are eligible to enter kindergarten.	Special needs children benefit by SR programs but are often times served by Head Start/Early Head Start and School District programs. See Head Start/Early Head Start chart showing available slots on page 5 41 and Children with Disabilities section on page 17 22 & 23 of the Community Needs Assessment. However, if SR is the best choice for the family, they <u>could</u> may be served without regards to income other than to assess parent fees.
9	Children concurrently enrolled in the federal Head Start Program and VPK, regardless of priorities 1-4.	While the community assessment indicates a need for full time care, children in this category are receiving up to 9 hours of care with their concurrent enrollments in Head Start and VPK. As indicated in the Community Needs Assessment on pages 9 & 10 44 & 45 , there is a large unmet need of children living in poverty but not receiving care. Therefore, the ELC will serve 4 year olds concurrently enrolled in Head Start and VPK as the final priority so that it is better able to serve as many children as possible who are not currently enrolled in another program.

D. Parent Access and Choice

Please attach the coalition’s policies and procedures for implementing parent access and choice as **Attachment II.D.**

E. Sliding Fee Scale and Fee Waiver Policies

Please attach the coalition’s sliding fee scale and fee waiver policies as **Attachment II.E.**

F. Child Screenings

Attach the coalition’s policies and procedures for implementing child screenings as **Attachment II.F.**

G. Program Assessment

Attach the coalition’s policies and procedures for the implementation of the program assessment as **Attachment II.G.**

H. Use of Observation-Based Child Assessments

What assessment tool/tools are used for child assessments?

Teaching Strategies Gold (TSG), Galileo, and CORES may be used by providers voluntarily fulfilling the requirements to qualify for a payment differential but the ELC and its primary service provider will support TSG only through training, technical support and financially with the exception of the payment differential available to providers using any of the three assessments listed above. Providers participating in Child Assessment implementation shall complete observations for children ages birth through 5 years old, three times a year.

How does the coalition solicit voluntary participation?

~~Child care providers that voluntarily participate in our Enrichment program or volunteer to do the pre and post assessments in order to receive quality supplies for their program.~~
See Attachment II.H.

Attach supporting documentation as **Attachment II.F.**

N/A

I. Provider Payment Rates

Please complete the **Provider Payment Rate Schedule Form** and attach the coalition’s procedures for implementing the provider rates as **Attachment II.G.**

Coalition Gold Seal Rate _____ %

If Applicable, In Addition to the State Approved Quality Rate, the Coalition Quality Improvement Rate	
Level	Percent
1	

2	
3	
4	
5	

DAILY PAYMENT-RATE SCHEDULE (Effective _____)

		Full-Time Daily Rates (Completed by COALITION)						
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH							
(TOD)	12<24 MTH							
(2YR)	24 <36 MTH							
(PR3)	36 <48 MTH							
(PR4)	48 <60 MTH							
(PR5)	60 <72 MTH							
(SCH)	In School							
(SPCR)	Special Needs							
		Part-Time Daily Rates (Completed by COALITION)						
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public Schools	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
(INF)	<12 MTH							
(TOD)	12<24 MTH							
(2YR)	24 <36 MTH							
(PR3)	36 <48 MTH							

(PR4)	48 <60 MTH							
(PR5)	60 <72 MTH							
(SCH)	In School							
(SPCR)	Special Needs							

J. Contracted Slots

Please describe the coalition’s use of contracted slots based on the community assessment and attach supporting documentation as **Attachment II.J:**

[In collaboration with OEL, the ELC may determine that there are specific geographic areas, identified by zip codes and poverty tracts from the Child Care Desert Maps, that would benefit from the pilot contracted slots program. When this happens, and resources allow, the ELC may participate in a contracted slots program with specific providers meeting the criteria for participation.](#)

N/A

III. QUALITY ACTIVITIES AND SERVICES

A. Child Care Resource and Referral (CCR&R) and School-Aged Care

Describe the quality activities and services the coalition will implement to enhance child care resource and referral and school-age care.

CCR&R is the point of entry for early care and programs, School Readiness and VPK services. All parents/guardians that request it are given resource and referral information that will help them meet the needs of their families. Through the CCR&R department, we provide families with the most up-to-date, accurate information about childcare and early education opportunities available. The CCR&R department helps families understand the importance of a high quality early education experience, and assists them in locating providers that meet each family's needs by the customization of child care listings. This includes information on the Department of Children and Families (DCF) licensing website, how to search for a provider, child care options, quality indicators and a four-step guidance process to help them in their search for a provider. Once CCR&R information is provided, School Readiness and VPK services are offered to all interested families. Referrals are also made for inclusion services such as early special needs intervention, special needs referrals, warm line contact information and other activities that promote inclusion, such as 2 inclusion specialists that assist providers in offering inclusive services for children with special needs. All services are provided in a customer-friendly manner, and in accordance with the system requirements of the CCR&R Network of the Office of Early Learning (OEL).

Through community outreach and education, the ELC publicizes early learning services and educates parents/guardians and providers, human service agencies, employers, and community planners in the workplace regarding early childhood services. This includes school readiness and VPK laws and regulations, availability of early education and care options and quality School Readiness services. CCRR compiles guides of community resources for each county we serve to help parents and other agencies working with our clients find all available resources needed to provide for the physical, educational and emotional needs of their children. These are posted online at ecs4kids.org and are also available in printed additions as funding allows. We advertise CCRR services through our contractor's website and one other venue. Additionally, we attend community events several times a year to do community outreach including active participation Kiwanis and Rotary Clubs. The Coalition C.E.O. and staff actively participate in interagency meetings with other entities that impact early learning, as well as maintaining Kiwanis and Rotary memberships as well as local Chamber of Commerce memberships. Kiwanis is a service organization that focuses on early education and other child issues. The Putnam County Kiwanis partners with The Coalition on their annual Kid Rally and Reading Roundup as well as the Reading Pals program and Three year old book bag projects.

The ELC, through its Primary Service Provider, works to ensure that there is adequate availability of high quality school age care as well as care for younger children. We offer provider training and technical assistance in school age care, either through the Primary Service Provider or in partnership with OEL. Additionally, the ELC seeks to recruit additional licensed providers, focusing on family child care homes in particular, to provide school age care.

Ferst Foundation – Based on available funding the ELC may fund books for school readiness children in Baker, Bradford, Nassau, and/or other counties through the Ferst Foundation. The books are sent to School Readiness children who are under school age and include parent activities that promote parents as their child's first teacher.

Toddler/Preschool Festivals: This is a big festival style event used to raise awareness geared for families with children ages 1-5. The ELC currently holds these events in Clay, Putnam, and St. Johns in partnership with several local partners such as Kiwanas and the Rotary Club. There is live entertainment and tons of activities geared for our youngest learners. The activities include a storytelling and puppet show tent, fishing for books, block zone, car arena, princess parlor with pictures with Cinderella, playdough table and many craft activities. Free books and bike helmets and many free screenings are also available through local health agencies.

Please attach any supporting documentation as **Attachment III.A.**

B. Infant and Toddler Early Learning Programs

Describe the quality activities and services the coalition will implement to enhance infant and toddler early learning programs.

The Coalition's Primary Service Provider employs Education Specialists, who provide on-site technical assistance, coaching and modeling to school readiness programs serving infant and toddlers by promoting the group-care philosophy of small groups, primary care, and continuity of care. We use the Lastinger Center coaching model which centers around the CLASS assessment which is provided upon request and in all Enrichment Centers as agreed to by providers requesting enrichment services. When appropriate, an ERS assessment may be used as well with permission of the childcare program. The specialists work with infant/toddler classrooms by reading stories, playing games and providing activities that focus on a variety of skills, such as; problem-solving, social/emotional development and language and literacy. Additionally, the specialists provide technical assistance on room arrangement that enhances infant and toddler creative abilities, expands oral language, encourages incorporating words with an activity, and assists children in making choices that help develop confidence. The specialists also provide information, techniques, and education on reducing the risk of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome, and promoting health, wellness and safety issues. Provider trainings are offered on line and in person based on the CLASS assessment, Lastinger Center coaching model and support the CDA subject areas.

C. Inclusive Early Learning Programs

Describe the quality activities and services the coalition will implement to enhance inclusive early learning programs.

The Coalition's contractor employs an Inclusion Specialist and maintains a Warm Line to furnish training, technical assistance and other supports to school readiness providers including the purchase of materials to aid in creating an inclusive environment. The Inclusion Specialist works with providers to improve behavior management techniques, make accommodations for children with special needs, and serve as a model for teachers learning to respond appropriately to the needs of children with serious health issues. The Inclusion Specialist is able to ensure that children with identified development concerns receive the specialized services to which they are entitled. Inclusion Specialists also may request the purchase of inclusive classroom materials as need and funding allow.

The ELC raises community awareness of the inclusion of children with special needs. The Inclusion Specialist creates and/or distributes materials about issues affecting inclusion, and collaborates with community partners to promote inclusion. The Inclusion Specialist provides assistance and education to providers and parents for all special needs children and those with special health needs, regardless of their subsidized status, and facilitates networking with the appropriate community resources as needed.

Inclusion topics appear on the Master Training Calendars. Inclusion related trainings are offered during each calendar year, and are available in a variety of locations.

Please attach any supporting documentation as **Attachment III.C.**

D. Quality Improvement Strategies

Describe the quality improvement strategies the coalition will use as part of the program assessment Quality Improvement Plan.

[Please see revised attachment III D.](#)

Please attach the coalition's policies and procedures as **Attachment III.D.**

E. Quality Performance Report

a. Does the coalition train programs on the Child Performance Standards adopted by OEL?

Yes No

If yes, does the coalition track how many programs were trained, by provider type, on the child performance standards?

Yes No

If yes, does the coalition track the number of children served in programs trained on the child performance standards?

Yes No

b. Does the coalition provide targeted technical assistance to programs such as coaching, mentoring, or consulting during the fiscal year? Note: targeted technical assistance is (coaching, mentoring and consultation) designed to address a particular domain/area of quality.

Yes No

If yes, what type of targeted technical assistance is provided?

Health and safety

Infant and toddler care

School-age care

Inclusion

Teaching dual language learners

Understanding developmental screenings and/or observational assessment tools for program improvement purposes

Mental health

Business management practices

Other Describe:

See Attachment III.D.

Programs participating in our Enrichment program receive weekly coaching. Programs that participated recently but have completed the program are called Maintenance Programs and may receive continued coaching once a month to ensure that gains made during participation in the Enrichment program are maintained. The Enrichment program uses the CLASS assessment which measures the quality of teacher interactions and if the program requests it, we will use the ERS assessments to add insight to any perceived environmental concerns. From there Education Specialists and the programs will develop an improvement plan based on the teacher's stated interest. Normally most quality spending for supplies is used to strengthen these programs with classroom supplies, curriculum supports, curriculum, [training stipends](#) and/or other classroom needs [for School Readiness providers](#). Other quality funds may be used for mini-grants, curriculum or other needs of providers ~~not~~ participating in the [Enrichment School Readiness](#) program depending on need and funding.

Training for the above list as well as early literacy, transitions, curriculum training, classroom management, developmentally appropriate practices and other topics are offered both in person and through ~~off~~ online platforms, [Funded in part by the Community Foundation to ECS](#), making high quality trainings available to providers throughout our service area in a manner that providers are able to access unimpeded by geography or long program hours. These trainings have been designed to compliment and not compete with the work being done by the Lasinger Center.

Additionally, the ELC through ECS offers one on one technical assistance on the topics listed above to any School Readiness provider based on provider need.

Additional Quality Services

Reading Pals: This is a reading program that places volunteer readers into 3 and 4 year old classrooms once a week to read to small groups of children. Currently we have reading pals in Putnam, St. Johns and Clay Counties. Volunteers must fill out an application and are background screened to meet all state volunteer regulations. Reading pals go through an initial training then quarterly meetings are held all year where they receive additional training. Currently we have 68 reading pal volunteers reading in 42 School Readiness centers.

Three Year Old Book Bag Project: This is a book program give away program in the Fall and Spring. Book bags are distributed to area three year old classrooms in School Readiness programs in the six counties we serve. In each bag is 10-12 age appropriate books along with educational information for parents on the importance of reading to their child. Volunteers put all the bags together and then along with ECS and ELC staff the bags are personally delivered to child care centers. At the time of delivery a special story time program featuring a different book character each year is presented. In 2014-2015 just over 1,400 bags were delivered. The goal for 2015-2016 is 1,600 bags. This program is funded through current quality funds as well as donations from local organizations and grants.

Early Educators Conference: Each year in January starting in 2013 we have hosted an early educators conference for all of our providers in the six counties we serve. The Conference is held in different areas of our service area each year to ensure all providers can participate. The ELC of North Florida works closely with Episcopal Children's Services to host this day long event. Attendees are able to receive CEU's and or in-service hours for attending. There is a key note speaker and many break- out sessions featuring many different topics relating to early education. This past year we also included in this event the "Preschool Teacher of the Year" awards. A top teacher was honored from each of our six counties.

National Read for the Record day in October and the Florida State Wide Simultaneous Reading event in January. The ELC provides the book and a packet of activities that goes along with it for the centers that wish to participate in both of these events.

ELC Days at Sykes Farms – Each October the ELC hosts two days at Sykes Farms in Elkton. This is a partnership with their agricultural education program and early literacy. The farm has corn mazes centered around a children's book. The ELC is on hand for these two days giving out that year's book and providing an additional activity for the children. Child care programs serving School Readiness children are invited to attend.

Themed Literacy programs – throughout the year different themed literacy programs are made available to all of the ELC providers. The themes include the Five Senses, Jungle, Pete the Cat, Ocean Life and Insects. A team of ELC volunteers and staff provide different activities all relating to that theme and each child receives a free books relating to that theme as well. The teacher receives a bag of books and activities which they then can use to duplicate that same program in the future. During the first week in March each year in celebration of Dr. Seuss Birthday we put on a different Dr. Seuss program each day that week.

Reading with Ronald – in partnership with Episcopal Children's Services we provide free books for each child that attends the Reading with Ronald events scheduled in each of the six counties we serve. Child care programs serving School Readiness children are invited to attend.

Putnam County United Way Book Bag Project – Using a grant from United Way, ECS our primary services provider, distributes books to Putnam County children and activities and sets of selected books to give to SR teachers in the county.

~~Additionally the ELC and their primary contractor in the Performance Funding Project. This project has continued to evolve over the past several years, but the ELC will continue to participate in accordance to the most recent guidance available.~~

~~In 2016-2017 OEL also initiated a "Contracted Slots" program. ELC participated by selecting providers were are at least Level 2 in the PFP project to participate and using the benchmarks contained in the PFP to continue to monitor the "Contracted Slot" providers. The ELC plans to continue participation as long as the program continues to be funded by OEL.~~

~~The ELC may participate in a "Contracted Slots" program as the opportunity and funding allows. A contracted slots program would be in partnership with OEL and would operate in specific geographic areas, identified by zip code and porverty tracts from the Child Care Desert Maps.~~

c. Does the coalition provide financial supports to early learning providers? Financial supports must be intended to reward, improve, or sustain quality. They can include grants, cash, reimbursements, gift cards, or purchases made to benefit a program. One-time grants, awards, or bonuses include any kind of financial support that a program can receive only once. On-going or periodic quality stipends include any kind of financial support intended to reward, improve, or sustain quality that a program can receive more than once.

Does the coalition provide one-time grants, awards or bonuses to **Child Care Centers**?

Yes No

If yes, describe:

~~We purchase items for programs to improve their quality including classroom supplies, and curriculum as the need and funding allows. Additionally, we periodically offer mini-grants to programs to purchase curriculum, tablets, or other quality supports including stipends for additional staffing. As funding allows child care centers may receive curriculum, training and/or materials to assist in increasing quality of provider sites. Mini-grants are periodically offered to providers to assist in the purchase of curriculum, training, classroom supplies, tablets or other quality supports including stipends for staff.~~

Does the coalition provide one-time grants, awards or bonuses to **Family Child Care Homes**?

Yes No

If yes, describe:

~~We purchase items for programs to improve their quality including classroom supplies, and curriculum as the need and funding allows. Additionally, we periodically offer mini-grants to programs to purchase curriculum, tablets, or other quality supports including stipends for additional staffing. As funding allows Family Child Care Homes may receive grants to purchase curriculum, training and/or materials to assist in increasing quality of provider sites. FCCHs also may receive scholarships to attend conferences. Mini-grants are periodically offered to providers to assist in the purchase of curriculum, training, classroom supplies, tablets or other quality supports including stipends.~~

Does the coalition provide on-going or periodic quality stipends to **Child Care Centers**?

- Yes No

If yes, describe:

Does the coalition provide on-going or periodic quality stipends to **Family Child Care Homes**?

- Yes No

If yes, describe:

Please check what types of financial supports are provided to child care teachers/providers.

- Scholarships
- Reimbursement for Training Expenses
- Loans
- Wage supplements
- N/A
- Other Describe:

~~Free CEU's and classes offered online. Reimbursement to providers for some early learning conferences including per diem and mileage in some cases. Classroom materials, training stipends, training, CEUs, conference registration fees.~~

d. Does the coalition have a voluntary Quality Rating Improvement System (QRIS) in place for the coalition’s service area?

Yes No

If yes, please provide how many levels and a brief description of each level:

QRIS Level	Level Description

Please attach any supporting documentation as **Attachment III.D.**

IV. FINANCIAL MANAGEMENT

A. Budget

Please fill out **Attachment IV.A Coalition Budget Report.**

B. Prior Year Revenues and Expenditures

Please fill out **Attachment IV.B Coalition Revenue and Expenditure Report.**

V. MONITORING

A. Monitoring Plan and Procedures

Please attach a copy of the coalition’s policies and procedures for monitoring SR Program providers as **Attachment V.A.**

B. Grievance/Complaint Resolution

Please attach a copy of the grievance policies and procedures that address complaints made by parents and child care providers as **Attachment V.B.**

VI. COALITION PLAN VALIDATION

A. Public Input

Please attach copies of proof of public input, such as coalition minutes as **Attachment VI.A.**

By signing below, I hereby certify that all information provided in this plan is accurate and complete to the best of my belief and knowledge. I certify that all services will be provided in accordance with the plan as approved by the Florida Office of Early Learning (OEL). I further certify that the local services will be provided in compliance with all applicable federal, state, and local laws and regulations and the State Child Care and Development Fund Plan approved by the Federal Department of Health and Human Services.

Chair Signature: _____

Executive Director: _____

Printed Name: _____

Printed Name: _____

Date Signed: _____

Date Signed: _____

VIII. New/Unfinished Business

C. Approval of Revisions to the Coalition's Contract Management and Monitoring Policies and Procedures *

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition's Contract Management and Monitoring Policies and Procedures
Reason for Recommended Action	<p><u>Revisions from annual review of policies:</u></p> <p>CM302 – <u>Contract Requirements</u>, deleted outdated grant agreement assurances and certifications listing for sub-recipient contracts (other than those noted with an asterisk). Added the most current grant agreement assurances and certifications for sub-recipient contracts.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	Approval of the revisions listed above.

CM302 Contract Requirements

Effective Date: 04/08/15

Revision Date: 03/16/16, 12/07/16, 02/07/18, 06/12/19, 03/10/21

Contract Overview

A clear and complete contract is a critical component of this process. The quality of the contract can determine whether the contract will be successful. Additionally, issuing a comprehensive contract is necessary because the quality of the contract will have a direct effect on the payment process, the monitoring process, and the overall success of the project.

Contracts should CONTAIN:

- A specific and clearly defined scope of work
- Specific deliverables (quantifiable, measurable and directly related to the scope of work)
- Sub-contracting/sub-granting terms, if applicable
 - The contractor should be required to use a competitive procurement method or provide a detailed cost analysis for services obtained from subcontractors.
 - If the contract is a cost reimbursement contract, any subcontractor should also be a cost reimbursement contract.
- All terms and conditions necessary to govern the relationship between the contractor and the subcontractor.
- Payment terms (e.g., frequency of payments, method of payment and required documentation)
- Specific steps for pro-rating invoice amounts if minimum performance standards are not met. Remember, cost reimbursement and fixed price agreements should include minimum performance standards that ensure an adequate level of services are provided.
- Contracts with subcontractors must contain standard audit language regarding federal and state financial assistance.
- The timing, nature and substance of all reports the contractor/subcontractor is required to prepare
- A provision for the disposition of property purchased with coalition funds. If the contractor is for contractual services and the property is defined as “property” in Coalition policy #F402, it should be returned to the coalition upon contract termination. Disposition of non-expendable property acquired with state or federal financial assistance must be disposed of in accordance with applicable rules and regulations.
- Specific sanctions for noncompliance/nonperformance of required services
- All required/applicable contract provisions/disclosures in writing. [2 CFR Part 200.326]

Contracts should REQUIRE:

- The contractor and subcontractors maintain both cost and programmatic records for five years and allow the coalition access to the records.
- The contractor/subcontractor to have an adequate cost accounting system or require the contractor/subcontractor to maintain a separate bank account.
- A financial status report (summary of activity and costs) submitted prior to the final payment.
- Return of all unused funds
- All costs to be reasonable, allowable, allocable and documented, and require repayment for all disallowed costs
- Bonding for construction-related contracts. (if allowable). [2 CFR Part 200.325]
- Cleared Background Screenings and Credentials of Contractor employees assigned to work on the contract (if applicable). See Coalition Personnel Policy #**HR204** for more information.

Price Cost Analysis

Depending on the procurement method and type of contract to be entered into, a price and/or cost analysis should be completed. The price and/or cost analysis must be completed before receiving bids or responses to proposals. Section 216.3475 Florida Statutes requires that a person or entity that is awarded funding on a non-competitive basis may not be paid more than the competitive market rate.

	Definition	Objective	Actions
Price Analysis	The process of examining and evaluating proposed price without evaluating its separate cost elements.	Verify that overall price is fair and reasonable.	*Compare current proposed prices *Compare current price to previous price
Cost Analysis	The process of reviewing and evaluating separate cost elements.	Determine the allowability and reasonableness of proposed cost elements.	*Determine that proposed costs are allowable per federal and state laws, rules and regulations. *Evaluate necessity for and reasonableness of proposed costs. Give particular attention to fringe benefits, overhead and indirect cost rates, profit margin. *Compare to actual costs previously incurred for same services.

NOTE:

- Competition (2 or more responses) usually establishes price reasonableness.
- Fixed price/fixed rate agreements with vendors, which have been competitively

Contract Renewals and Extensions

Renewals

Pursuant to Section 287.057(13), F.S., coalitions may renew contracts for commodities or contractual services for the original term of the contract or for a period that may not exceed three (3) years, whichever period is longer. The coalition must provide documentation justifying that the renewal is in the best interest of the State and keep such justification in the contract file. Renewals are contingent upon satisfactory performance evaluations by the coalition, are subject to availability of funds, and must be authorized by mutual agreement in writing. Contractors shall include the cost of any contemplated renewals in their responses, and the renewal, if any, is subject to the same terms and conditions set forth in the initial contract. Exceptional purchase contracts pursuant to Section 287.057, paragraphs (3)(a) (emergency procurements) and (c) (single source procurements) may not be renewed.

Extensions

Pursuant to Section 287.057(12), F.S., coalitions may extend contracts for services for a period not to exceed 6 months. The extension is subject to the same terms and conditions set forth in the initial contract. A coalition may only extend a services contract once, unless events beyond the control of the contractor cause the contractor's failure to meet the criteria for contract completion.

Contract Provisions

The Coalition includes the following provisions, as applicable, in all contracts charged to Federal awards (including small purchases) with vendors and sub grants to grantees/contractors:

Federal Considerations [2 CFR Part 200.326; 2 CFR Part 200 Appendix II]

For transactions funded by federal programs, additional disclosures are **required regardless of scoped/services.**

- a. Debarment and suspension provision(s).
- b. Equal Employment Opportunity provision.
- c. Other/additional terms may also apply based on scoped goods/services.

Audit Requirements

Audits

1. Federally-funded

This section is applicable if the ELC is a state or local government or a non-profit organization as defined in 2 CFR §200. A web site that provides links to several Federal Single Audit Act resources can be found at: [Federal Single Audit Act Resources](#).

- 1.1. According to the Subpart F-Audits 45 CFR §75.501(a), non-federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part and other applicable federal regulations. Guidance on determining Federal awards expended is provided in 45 CFR Part 75.502 (2 CFR §200.502).
- 1.2. The Office's Notice of Award indicates Federal resources awarded through the Office by this agreement. In determining the Federal awards expended in its fiscal year, the ELC shall consider all sources of Federal awards, including Federal resources received from the Office. In connection with the audit requirements, the recipient shall also fulfill the following instructions related to auditee responsibilities as provided in 45 CFR §§75.508 through 75.512 (also 2 CFR §§200.508 through 200.512), as well as the following additional state-level requirements. The financial statements shall disclose whether the grantee met the matching requirement for each applicable contract/grant in accordance with OEL Program Guidance 440.10 – Match Reporting.
 - 1.2.1. The ELC shall fully disclose in the audit report all questioned costs and liabilities due to OEL with reference to the OEL grant award(s), agreement(s) or contract(s) involved.
 - 1.2.2. The audit procedures and Single Audit reports must include OEL's annual financial and programmatic monitoring report results, as applicable.
- 1.3. The ELC is responsible for submitting the Single Audit Reports and the required federal Data Collection Forms (SF-FAC) electronically to the Federal Audit Clearinghouse within the earlier of thirty (30) days after receipt or nine months after the fiscal year's end of the audit period.
- 1.4. If the ELC expends less than \$750,000 in federal awards in its fiscal year, a federal Single Audit is not required. If the ELC still elects to have an audit conducted in accordance with the provisions of 2 CFR §200, then the cost of the audit must be paid from non-federal resources (i.e., the ELC must pay the audit costs from resources obtained from non-federal and non-state entities).

2. State-funded

This part is applicable if the ELC is a non-state entity as defined by s. 215.97(2), F.S. – The Florida Single Audit Act. Additional information regarding the Florida Single Audit Act can be found at: [Florida Single Audit Act](#).

- 2.1. The Office's Notice of Award indicates State resources awarded through the Office by this agreement. In determining the State awards expended in its fiscal year, the ELC shall consider all sources of State awards, including State resources received from the Office.
- 2.2. In the event the ELC expends \$750,000 or more of state financial assistance in any fiscal year, the ELC must have a state single or project-specific audit conducted accordance with the Florida Single Audit Act; Chapter 69I-5, F.A.C.; Rule 61H1-20.0093, F.A.C., Chapter 10.550 – Local Government Entity Audits or Chapter 10.650 – Florida Single Audit Act Audits Non-profit and For-profit Organizations.

- 2.3. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Office, other state agencies and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.
- 2.4. If the ELC expends less than \$750,000 in state financial assistance in its fiscal year, a Florida Single Audit is not required. If the ELC still elects to have an audit conducted in accordance with the provisions of s. 215.97, F.S., the cost of the audit must be paid from non-state resources (i.e., the ELC must pay the audit costs from resources obtained from non-federal and non-state entities).
- 2.5. Pursuant to s. 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with s. 215.97, F.S. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits.
- 2.6. Find additional information regarding the Florida Single Audit Act at the Florida DFS website State Single Audit resources.

3. Special Audit Testing Requirements

- 3.1. It is essential that the audit firm test the Coalition's monthly reconciliation of its financial records to the Single Statewide Information System (SSIS). The auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) that the Coalition staff performs this reconciliation monthly; (b) that the Coalition has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Coalition's financial records and the SSIS records were reconciled and in agreement as of the annual program year end (June 30th). Finally, a statement must be included to indicate the auditor's work papers include documentation to verify tests of these tasks were performed and such work papers are available for review by OEL staff upon request.
- 3.2. If such testing was not completed, or if these statements are missing from the annual audit report, the auditor's annual procedures will be considered incomplete/deficient and the Coalition will receive notice of such in the OIG's annual Management Decision.
- 3.3. All funds administered by the Coalitions must be included in the audit coverage. This includes funds that are provided to any auxiliary entity over which the Coalition exercises controlling influence, such as a foundation. For purposes of this Agreement, all foundations or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
- 3.4. For any affiliated organization, at a minimum the audit report should disclose the entity's mission/purpose and summarized financial data including total assets, liabilities, net assets, revenues, expenditures, and the entity's relationship to the Coalition's activities. The auditor may need to provide other disclosures and presentations (such as consolidated financial statements) as appropriate after giving proper consideration of applicable accounting standards pronouncements regarding reporting of related entities such as FASB Statement of Position (SOP) 94-3.

4. Report submission

- 4.1. Copies of reporting packages (including any management letter issued by the auditor and the ELC's written corrective action plan response(s)) for federal Single Audits required by Sections C.1. and C.2. above shall be submitted as required by 2 CFR §200.512, by or on behalf of the ELC directly to each of the addresses indicated.
- 4.2. Submit one electronic copy of the financial reporting package and files described above in Section B.3. to the **Coalition's Finance Manager** and the Office at the following address:
Office of Early Learning

Financial Management Systems Assurance Section (FMSAS)

Email – OEL.Questions@oel.myflorida.com

Website – OEL Share Point site:

*OEL Portal/Partners/Contractor site/FMSAS Document Exchange – Restricted/20XX-XX
FMSAS/Annual Audit Report Files*

- 4.3. Submit the Single Audit Reports and the required federal Data Collection Forms (SF-FAC) electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the fiscal year's end of the audit period.
- 4.4. Submit one paper copy by mail and one electronic copy of the financial reporting package to the **Coalition's Finance Manager** and the Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us
Website: <https://flauditor.gov/>

The ELC shall indicate in correspondence accompanying the reporting packages the date of delivery from the auditors to the ELC for the reporting package.

- 4.5. All items Auditor General Rule 10.656(3) requires, as described on the [Auditor General's Financial Reporting Package Submittal Checklist](#) and the related [checklist instructions](#) must be included for a reporting package to be considered complete.

Certifications and Assurances

The Coalition will not award a contract where the Contractor has failed to accept the certifications this section contains. In performing its responsibilities under the agreement, the Contractor will certify and assure that it will fully comply with all applicable following requirements.

I. Federal Certifications – applicable to ALL ENTITIES as noted

- A. Cost allocation plan or indirect cost rate proposal.
- B. Proper expenditure reporting.
- C. Smoking Prohibitions (Pro-Children Act of 2001).*
- D. Status as a non-major corporation.
- E. Debarment, suspension and other responsibility matters.*
- F. Drug-Free Workplace. * - *applies to purchases of services of \$100,000 or more*
- G. Environmental Tobacco Smoke Certification
- H. Filing and payment of taxes.*
- I. Lobbying.* - *certification applies to purchases of \$100,000 or more*

**applies to all vendor/contractor and subrecipient agreements, contracts and awards*

II. Federal or state-required Assurances – applicable to OEL SUBRECIPIENTS as noted

- ~~A. Assurances—The Transparency Act (as defined by 2 CFR Part 170).~~
- ~~B. Other miscellaneous/general disclosures.~~
- ~~C. CCDF Salary Cap annual testing requirements.~~

- ~~D. Restrictions on funding ACORN.~~
- ~~E. Separation of VPK Education Program and SR Program funds (ss. 1002.71(1) and (7), F.S., 1002.89, F.S., and 45 CFR part 98.54).~~
- ~~F. Subrecipient monitoring.~~
- ~~G. Immigration status.~~
- ~~H. Standards of conduct.~~
- I. Clean Air Act (42 U.S.C. 7401, et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251, et seq.).* - *applies to purchases of \$150,000 or more*
- J. Conflicts of Interest. *
- K. Contract Work Hours and Safety Standards Act.*
- L. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c).*
- M. Davis Bacon Act, as amended (40 U.S.C. 276a, et seq.).*
- ~~N. DUNS number – Data Universal Numbering System.~~
- O. Equal Employment Opportunity (EEO).*
- P. Procurement of recovered materials.*
- ~~Q. Procurements and other purchases.~~
- ~~R. Property.~~
- S. Purchase of American-Made Equipment and Products.*
- ~~T. Reporting of matters related to recipient integrity and performance.~~
- ~~U. System for Award Management (SAM) Unique Entity Identifier Requirements.~~
- ~~V. Trafficking Victims Protection Act of 2000 (TVPA).~~

**applies to all vendor/contractor and subrecipient agreements, contracts and awards as noted*

Descriptions of the following requirements are provided in OEL’s most recent annual grant agreement:

- A. Assurances – Non-Construction Programs
- B. Certification Regarding Convicted and Discriminatory Vendor List, Section 287.133 Florida Statutes
- C. Unauthorized Aliens; Employment Prohibited, Section 448.09, Florida Statutes
- D. Facility Accessibility Statement
- E. Separation of VPK and SR Program Funds, Section 1002.71(1) and (7) F.S., and 45 CFR Part 98.54
- F. Audit Requirements
- G. Certification Regarding Immigration Status
- H. Certification Regarding Standards of Conduct
- I. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organizations for Reform Now (ACORN)
- J. The Transparency Act
- K. Scrutinized Companies Lists Provisions and Certification (s. 287.135, F.S.)
- L. Certification Regarding Subrecipient Monitoring
- M. Assurance for Proper Expenditure Reporting
- N. CCDF Salary Cap Annual Testing Requirements
- O. Certification Regarding Non-profit Organization Status as a Non-major Corporation
- P. Certification of Cost Allocation Plan or Indirect Cost Rate Proposal
- Q. Assurances - Construction Programs, if applicable
- R. Other Miscellaneous/General Disclosures
- S. Procurements and other Purchases
- T. Property
- U. Reporting of Matters Related to Recipient Integrity and Performance

III. Any other applicable Certification and/or Assurance not listed above (as listed and/or updated in the most current OEL Grant Agreement - which is incorporated into each subrecipient contract).

Other Required Clauses

Remedies:

All contracts with an amount expected to exceed \$35,000 (per Florida Statute 287.058 (1)(h)) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.

Termination:

All contracts with an amount expected to exceed \$10,000 [per 45 CFR Part 92.36(i)(2) and 2 CFR Chapter II, Part 200.B effective December 2014] shall contain suitable provisions for termination for cause and for convenience by the recipient and subrecipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.

Right to Audit:

The Coalition requires a “Right to Audit” clause in all contracts between the Coalitions and vendors that either; (1) take any form of temporary possession of assets directed for the Coalition, or (2) process data that will be used in any financial function of the Coalition.

This Right to Audit clause shall permit access to and review of all documentation and processes relating to the vendor’s operations that apply to the Coalition, as well as all documents maintained or processed on behalf of the Coalition, for a period of three years. The clause shall state that such audit procedures may be performed by the Coalition employees or an outside auditor or contractor designated by the Coalition.

VIII. New/Unfinished Business

D. Approval of Revisions to the Coalition's Operational Policies and Procedures *

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition’s Operational Policies and Procedures
Reason for Recommended Action	<p><u>Revisions from annual review of policies:</u></p> <p>OP101 – <u>Governance / Bylaws</u>, delete the word “Bylaws” from the title of this policy as there are no bylaws in this policy. Bylaws are a separate document, and this title could cause confusion.</p> <p>OP302 - <u>Emergency Chief Executive Officer Succession Plan</u>, deleted the CEO job description from 2009, added CEO job description from 2017 (most current).</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would not have the most accurate and updated Policies and Procedures.
How the Action will be accomplished	Approval of the revisions listed above.

OP101 Governance / By-Laws

Effective Date: 07/28/05

Revision Date: 11/15/06, 02/02/11, 12/04/13, 06/17/15, 03/10/21

The Early Learning Coalition of North Florida, Inc., (Coalition), a 501(C) 3 Organization, is responsible for development, implementation and oversight of the School Readiness and Voluntary Pre-Kindergarten Programs. The Coalition is governed by and shall administer school readiness and voluntary pre-kindergarten funds, plans, and policies including and pursuant to, but not limited to, the block grant award (NGA) by the Office of Early Learning, (School Readiness Program) Chapter 1002, Part VI (1002.81 – 1002.97), (VPK Program) Chapter 1002, Part V (1002.51 – 1002.79) FS, other School Readiness and Voluntary Pre-Kindergarten governances, and other applicable State and Federal Laws. The Coalition is governed by its own Corporate By-Laws.

Governance Policy

GOVERNANCE PROCESS

The purpose of the Board, on behalf of the communities of Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, is to ensure that the Early Learning Coalition which serves these counties achieves appropriate results for eligible children and their families at an appropriate cost.

GOVERNING STYLE

The Board will govern with an emphasis on:

1. Outward vision rather than internal preoccupation
2. Encouragement of diversity of viewpoints
3. Strategic leadership more than administrative detail
4. Clear distinction of Board and Chief Executive Officer roles
5. Collective rather than individual decisions
6. Future rather than past or present
7. Pro-activity rather than reactivity

Accordingly,

- A. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board's values or mission.
- B. The Board will direct, control and inspire the organization through effective policy and planning and measurement of performance outcomes.

OP302 Emergency Chief Executive Officer Succession Plan

Effective Date: 08/05/09

Revision Date: 04/07/10, 02/02/11, 02/12/13, 09/17/14, 02/03/16, 05/13/16, 03/10/21

Purpose:

The Board of Directors of the Early Learning Coalition of North Florida (Coalition) recognizes that this is a plan for contingencies due to the disability, death or departure of the Chief Executive Officer (C.E.O.). If the organization is faced with the unlikely event of an untimely vacancy, the Coalition has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Coalition Board has reviewed the job description of the C.E.O. (included in the plan). The Board has a clear understanding of the C.E.O.'s role in organizational leadership, program development, program administration, operations, Board of Directors' relationships, financial operations, resource development and community presence.

Short Term Succession Plan in Event of a Temporary, Unplanned Absence

A temporary absence is one of less than three months in which it is expected that the C.E.O. will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors authorizes the Coalition to implement the terms of this emergency plan in the event of the unplanned absence of the C.E.O.

In the event of an unplanned absence of the C.E.O., the Office Manager shall immediately inform the Board Chair of the absence, if the C.E.O. is unable to do so, and will immediately designate the Finance Manager and the Grants and Operations Manager as Co-Directors.

As soon as it is feasible, the Chair shall convene a meeting of the Board of Directors to affirm the procedures prescribed in this plan.

Authority and Compensation of the Acting Chief Executive Officer

The persons appointed as Co-Directors shall have the full authority for decision-making and independent action as the regular C.E.O.

The Co-Directors may be offered a temporary salary increase to the entry-level salary of the C.E.O. position or a bonus during the Co-Directors' period. Other salary negotiations may occur at the discretion of the Board of Directors, based on the circumstances involved.

Initial Planning

Once the Co-Directors have been designated, the Board of Directors, or its designee(s), shall hold a meeting with the Co-Directors to:

1. Review the C.E.O.'s job description,
2. Develop an initial timeline covering at least the first phase of the transition, establish assignments for board and staff, identify key tasks that need to be addressed immediately such as reports due to the Office of Early Learning, attendance of key meetings, notification of change of leadership to business partners and the community at-large, etc. and,
3. Identify immediate crises or issues that need to be addressed, as applicable.

Once initial plans have been determined, the Board Chair and Co-Directors shall meet with the remaining staff to hear any staff concerns, provide appropriate assurance, and inform staff of the initial plans for the transition. Feedback from the staff shall be incorporated into the transition plan as appropriate.

Board Oversight

The board member responsible for monitoring the work of the Co-Directors shall be the Board Chair. At the Board Chair's discretion, he/she may assign one or more board members to assist with the monitoring process.

Those named above shall be sensitive to the special support needs of the Co-Directors in this temporary leadership role by offering support and additional time for consultation as needed.

Communications Plan

Immediately upon transferring the responsibilities to the Co-Directors, the Board Chair will notify staff members and members of the Board of Directors of the delegation of authority.

As soon as possible after the Co-Directors has/have begun covering the unplanned absence, Board members and the Co-Directors shall communicate the temporary leadership structure to key external supporters of the Coalition. First contact shall be made to the Office of Early Learning, current primary services sub-contractors/sub-recipients, and the Department of Children and Families to inform them of the management change and to communicate the interim plan. Key community organizations shall be notified immediately following those organizations listed above.

Long Term Succession Plan in Event of a Temporary, Unplanned Absence

A long-term absence is one that is expected to last more than three months, but less than one year. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Directors will give immediate consideration, in consultation with the Co-Directors, to temporarily filling the position left vacant by the C.E.O. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Co-Directors to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Co-Directors need assistance.

Completion of Short Term and Long-Term Emergency Succession Period

The decision about when the absent C.E.O. returns to lead the Coalition should be determined by the C.E.O. and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Chief Executive Officer

A permanent change is one in which it is firmly determined that the C.E.O. will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with these additions:

1. The Coalition Board shall appoint a Search and Transition Committee within **5** (five) calendar days to plan and carry out a transition to a new permanent C.E.O. The Board shall also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee shall also determine the need for an Interim C.E.O., and plan for the recruitment and selection of an Interim C.E.O. and/or permanent C.E.O.

2. The Board of Directors shall review personnel policies to ensure that the board understands the organization's obligations to the departing C.E.O. for unpaid leave, insurance, etc. The Board of Directors shall follow the policies in place regarding employment termination, including but not limited to, securing the office key and credit card, obtaining Coalition materials and supplies stored at the C.E.O.'s home office, etc.
3. If the departure is planned and the C.E.O. is in good standing, the departing C.E.O. shall be asked to develop a handoff report (sample attached) that outlines key contacts, grants and contracts, major deadlines, internal and external liabilities and obligations, and the executive's sense of the organization's current situation and future direction. If receiving a report is not possible, the Chair shall attempt to hold an exit interview with the C.E.O. to acquire this critical information verbally.
4. If the board is discharging the C.E.O., legal advice shall be secured to discuss the terms of separation and to review related documents.
5. The Board of Directors shall ensure that the signatories on all financial accounts are changed.
6. The auditor shall be notified of the situation and the Board of Directors shall determine if a special audit may be needed.
7. A public statement and talking points about the C.E.O.'s departure shall be developed to ensure that all board members are on the same page in their communications.
8. A spokesperson shall be identified to respond to media inquiries, if necessary.
9. Ongoing communication shall be established with the Office of Early Learning and key contractors to provide updates on the hiring process and to provide assurance that the board is working diligently to implement a successful transition.

Checklist for Acceptance of All Types of Emergency Succession Plans

- Succession plan approval.** This succession plan shall be approved by the Board of Directors for its vote and approval. This plan shall be reviewed annually and upon personnel changes.
- Signatories.** The Board Chair, the C.E.O., and the Co-Directors shall sign this plan, and the appointees designated in this plan.
- Organizational Charts.** Two organizational charts shall be prepared and attached to this plan. The first plan shall reflect staffing positions and lines of authority/reporting throughout the organization. The second organizational chart shall reflect how that structure will change within the context of an emergency/unplanned absence of the C.E.O.
- Important Organizational Information.** The attached C.E.O.'s Job Description, Information and Contact Inventory (Handoff Report), and the Coalition's organizational charts shall be included as part of the C.E.O. Emergency Succession Plan.
- Copies.** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by administrative offices.

Chief Executive Officer's Job Description

Early Learning Coalition of North Florida, Inc.

JOB DESCRIPTION

Position: Chief Executive Officer

Reports to: Board of Directors

Basic Function: Responsible for the overall leadership and operational management of the Early Learning Coalition. Responsible for establishing systems for evaluation and ensuring continuous quality improvement in early learning in service areas. Support efforts to move forward the vision, mission and goals of the Coalition.

Employment Status: This position is classified as exempt status from the basic requirements stipulate by the Fair Labor Standards Act as provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541.

General Responsibilities:

- Develops and implements a strategic work plan process based on the approved Coalition Plan.
- Develop, implement and administer a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre kindergarten program.
- Provides leadership, supervision and direction to all staff to ensure that the mission, goals of the coalition are effectively carried out and manages the human resources of the organization according to agency personnel policies.
- Prepare and recommend an annual budget to the coalition to insure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with state guidelines.
- Responsible for the oversight of fiscal accounting to insure compliance with state and federal requirements.
- Responsible for planning, evaluating, monitoring quality assurance and coordinating appropriate accountability for reporting to the Board and officers on all activities of the coalition and contracted programs.
- Recommend methods for improving/increasing early learning services to pre-school children, their parents, and participates with communities, agencies and organizations to build partnerships that impact the early education and care system.
- Stay knowledgeable about legislative issues and provides direction and technical assistance to the Coalition; educating, training, and communicating with the Board, staff, providers and partners.
- Assist the Coalition in the identification and recruitment of new board members.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals/grants and administration.
- Research and develop new opportunities to promote the ELC and its mission, vision and resources.
- Work flexible hours and travel.
- Other duties as assigned.

Knowledge, Skills and Ability Requirements:

- Ability to think analytically and strategically, using effective time management to prioritize and focus in changing situations.

- Can deal with multiple situations, tasks, events and people simultaneously, while meeting goals and objectives through organizing the efforts of others and maintain effective group performance.
- Demonstrates leadership abilities of initiative and commitment, self motivated, prepares thoroughly and respects process.
- Expertise in hiring, supervising and managing staff; can identify staff developmental needs.
- Can apply technical, procedural, and operational knowledge to tasks of operation and is results oriented.
- Builds effective relationships and has experience with boards.
- Can assess accurateness and completeness of information received and can clearly and concisely convey knowledge/information to others (written and oral).
- Can create an atmosphere of open communication and information sharing and can communicate with multiple constituencies.
- Ascertain and evaluates all of the facts before making or implementing a decision and can gather data, analyze information and devise solutions and can see the "big picture".
- Knowledge of revenue/expense forecasting, budgeting, budget expenditure tracking and reporting.
- Knowledge of contract negotiations, monitoring and management.
- Knowledge of procurement and assessment of Quality Service Delivery.
- Knowledge and ability to use computer applications and hardware: Microsoft Office; email.
- A valid driver's license is required.
- Must have personal, reliable transportation.

Education/Experience Requirements:

- Minimum qualification required: Bachelor's Degree in human services, early education, education, business or related field.
- Preferred qualification required: Master's degree in human services, early education, education, business, or related field.
- Minimum experience required: five years management/leadership experience in human service, early education, education, or related field. Experience in data and report analysis, fiscal analysis, management of non profit budget process, supervision of staff, and developing early education or related programs.
- Preferred experience required: Prior experience with building effective board relationships and board reporting. Management of non profit organization and public policy experience.

EMPLOYEE STATEMENT:

I have read and understand the requirements of this position and the role as **Chief Executive Officer** with the Early Learning Coalition of North Florida. I will abide by the guidelines and policies of the Coalition.

Employee Signature

Date

Employee Name Printed

JOB DESCRIPTION

(revised 08/12/17)

Position: Chief Executive Officer

Reports to: Board of Directors

Basic Function: Responsible for the overall leadership and operational management of the Early Learning Coalition. Responsible for establishing systems for evaluation and ensuring continuous quality improvement in early learning in service areas. Support efforts to move forward the vision, mission and goals of the Coalition.

Employment Status: This position is classified as exempt status from the basic requirements stipulate by the Fair Labor Standards Act as provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541.

General Responsibilities:

- Develops and implements a strategic work plan process based on the approved Coalition Plan.
- Develop, implement and administer a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre-kindergarten program.
- Provides leadership, supervision and direction to all staff to ensure that the mission, goals of the coalition are effectively carried out and manages the human resources of the organization according to agency personnel policies.
- Prepare and recommend an annual budget to the coalition to insure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with state guidelines.
- Responsible for the oversight of fiscal accounting to insure compliance with state and federal requirements.
- Contract Administrator
- Responsible for planning, evaluating, and monitoring quality assurance and coordinating appropriate accountability for reporting to the Board and officers on all activities of the coalition and contracted programs.
- Recommend methods for improving/increasing early learning services to pre-school children, their parents, and participates with communities, agencies and organizations to build partnerships that impact the early education and care system.
- Stay knowledgeable about legislative issues and provides direction and technical assistance to the Coalition; educating, training, and communicating with the Board, staff, providers and partners.
- Assist the Coalition in the identification and recruitment of new board members.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals/grants and administration.
- Research and develop new opportunities to promote the ELC and its mission, vision and resources.
- Employee may have a purchasing card (p-card) or credit card assigned.
- Work flexible hours and travel.
- Emergency duties as explained in the ELC COOP (continuity of operations plan)
- Other duties as assigned.

Knowledge, Skills and Ability Requirements:

- Ability to think analytically and strategically, using effective time management to prioritize and focus in changing situations.
- Can deal with multiple situations, tasks, events and people simultaneously, while meeting goals and objectives through organizing the efforts of others and maintain effective group performance.
- Demonstrates leadership abilities of initiative and commitment, self-motivated, prepares thoroughly and respects process.
- Expertise in hiring, supervising and managing staff; can identify staff developmental needs.
- Can apply technical, procedural, and operational knowledge to tasks of operation and is results oriented.
- Builds effective relationships and has experience with boards.
- Can assess accurateness and completeness of information received and can clearly and concisely convey knowledge/information to others (written and oral).
- Can create an atmosphere of open communication and information sharing and can communicate with multiple constituencies.
- Ascertains and evaluates all of the facts before making or implementing a decision and can gather data, analyze information and devise solutions and can see the "big picture".
- Knowledge of revenue/expense forecasting, budgeting, budget expenditure tracking and reporting.
- Knowledge of contract negotiations, monitoring and management.
- Knowledge of procurement and assessment of Quality Service Delivery.
- Knowledge and ability to use computer applications and hardware: Microsoft Office; email.
- A valid driver's license is required.
- Must have personal, reliable transportation.

Education/Experience Requirements:

- Minimum qualification required: Bachelor's Degree in human services, early education, education, business or related field.
- Preferred qualification required: Master's degree in human services, early education, education, business, or related field.
- Minimum experience required: five years management/leadership experience in human service, early education, education, or related field. Experience in data and report analysis, fiscal analysis, management of non-profit budget process, supervision of staff, and developing early education or related programs.
- Preferred experience required: Prior experience with building effective board relationships and board reporting. Management of non-profit organization and public policy experience.
- Certificates of acknowledgement required: Conflict of Interest, Code of Ethics, Confidentiality agreements, IT Systems and Security, Anti-Fraud, HR Employee Acknowledgement Form.

EMPLOYEE STATEMENT:

I have read and understand the requirements of this position and the role as **Chief Executive Officer** with the Early Learning Coalition of North Florida. I will abide by the guidelines and policies of the Coalition.

Employee Signature *Date*

Employee Name Printed

**Early Learning Coalition of North Florida – Information and Contact Inventory
(Handoff Report)**

Below is the Coalition’s key information and its location so that if an emergency succession should occur the Coalition would be able to quickly continue work in the most efficient and effective way.

Nonprofit Status

IRS Determination Letter	
IRS Form 1023	
Bylaws	
Mission Statement	
Board Minutes	

Financial Information

Employer Identification Number (EIN) #	
Current and previous Form 990s	
Current and previous audited financial statements	
State or District Sales-Tax	
Exemption Certificate	
Blank Checks	
Computer passwords	
Donor Records	
Client Records	
Vendor Records	

Auditor

Name	
Primary Contact	
Phone Number	
Email	

Bank

Name	
Account Numbers	
Branch Representative(s)	
Phone Number	
Fax	
Email	
Who is authorized to make transfers?	
Who is authorized to make wire transfers?	
Are there alternatives?	
Who are the authorized check signers?	
Is there an office safe?	
Who has the combination/keys?	

Legal Counsel (Attorney)

Name	
Address	
Phone Number	

E-mail	
--------	--

Human Resources Information

Employee Records/Personnel Information (*Names, home addresses, phone numbers, email, emergency contacts, etc.)	
I-9s	

Payroll

Company Name	
Account Number	
Phone Number	
Email	

Facilities Information

Office Lease (for renters)	
<i>Building Management</i> Company Name	
Contact Name	
Phone Number	
Email	
Office Lease (for renters)	
<i>Building Management</i> Company Name	
Contact Name	
Phone Number	
Email	
Office Lease (for renters)	
<i>Building Management</i> Company Name	
Contact Name	
Phone Number	
Email	

Insurance Information

General Liability / Commercial Umbrella

Company/Underwriter	
Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Directors & Officers Liability

Company/Underwriter	
---------------------	--

Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Health Insurance

Company/Underwriter	
Group Number	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

OPTIONAL INSURANCES

Life Insurance

Company/Underwriter	
Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Disability Insurance (short-term)

Company/Underwriter	
Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Disability Insurance (long-term)

Company/Underwriter	
Policy Numbers	
Representative Name	

Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Dental/ Vision

Company/Underwriter	
Group Number	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

Additional Coverage

Company/Underwriter	
Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

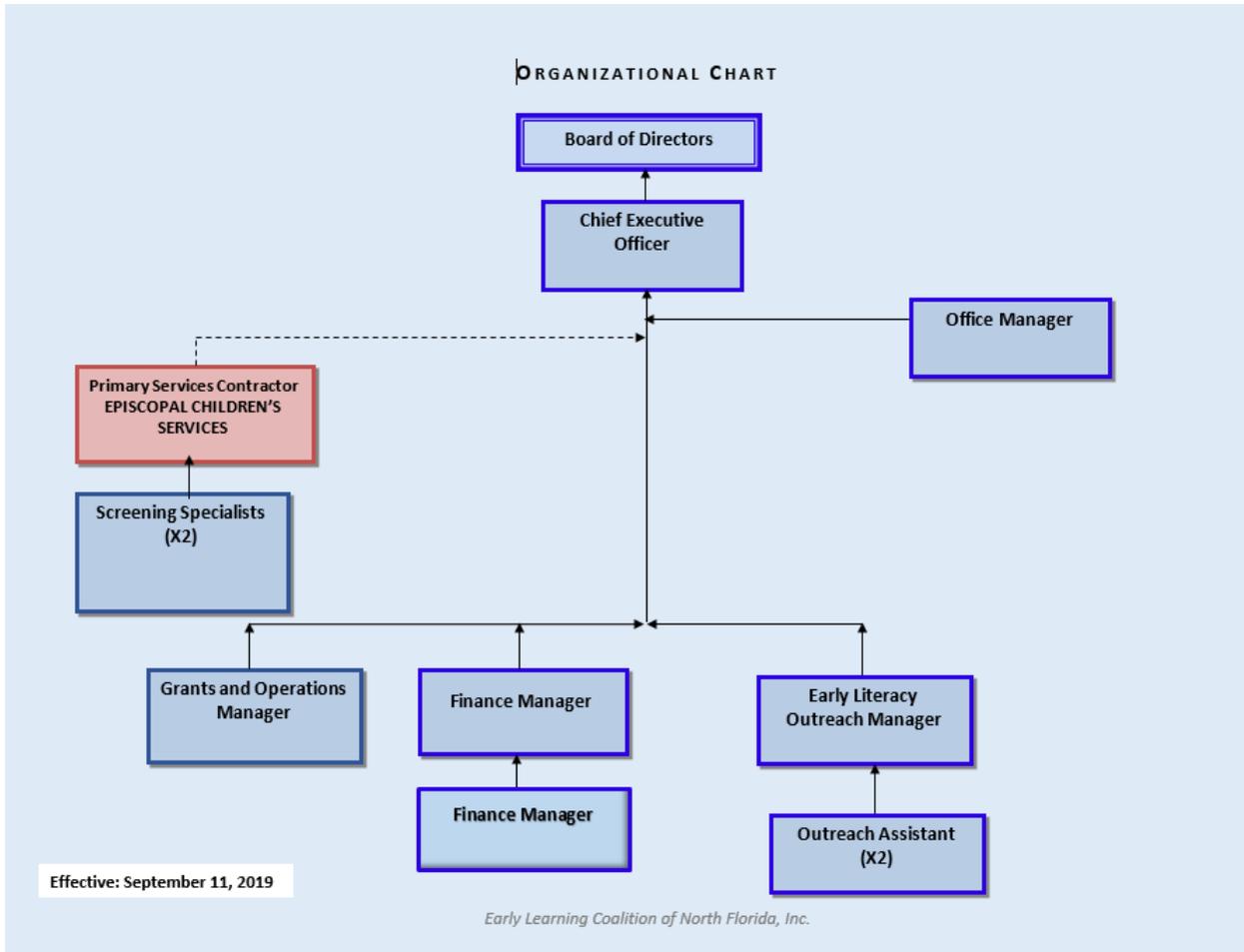
Retirement Plan

Company/Underwriter	
Policy Numbers	
Representative Name	
Representative Phone Number	
Representative Email	
Broker Contact	
Broker Phone Number	
Broker Email	

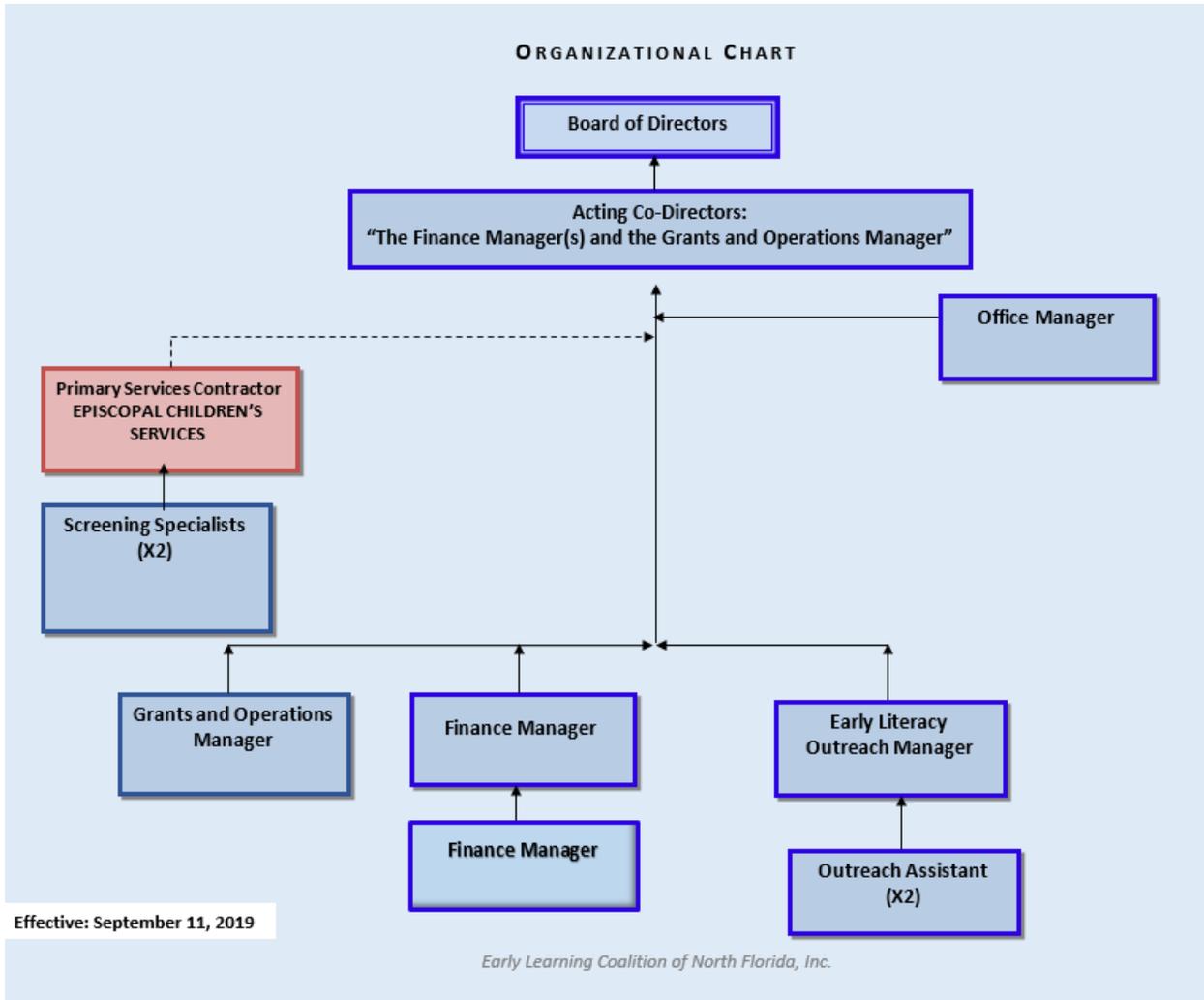
Name of Person Completing the Information and Contact Inventory (Handoff Report):

Date of Completion: _____

ORGANIZATIONAL CHART



SUCCESSION PLAN ORGANIZATIONAL CHART



Early Learning Coalition of North Florida - Signatures of Approval

Board Chair

Date

Chief Executive Officer

Date

Individual Selected as Co-Director / Finance Manager

Date

Individual Selected as Co-Director / Grants and Operations Manager

Date

VIII. New/Unfinished Business

E. Approval of Episcopal Children's Services 2020/2021 Contract Amendment #0003-20*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children’s Services 2020/2021 Contract Amendment #0003-20:
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>A. Items #1, 2 and 4 were to update the <u>School Readiness and Additional School Readiness-Related Programs</u> budgeted amounts per the December 4, 2020 and February 25, 2021 Notices of Award (NOA):</p> <ul style="list-style-type: none"> • Revised School Readiness dollar amounts to match the last NOA, which was an increase of \$2,037,914 for the Provider Rate Increases. • Added the CARES total dollar amount to narrative section of contract. • On budget attachment, moved the CARES general administration dollar amount to the left hand column only, as it is already included in the total dollar amount. And updated the amount to match the last NOA, which was an increase of \$770,341. • On budget attachment, decreased CARES “Rising Kindergarten” funds by \$230,000. <p>B. Items #3 were to update all school readiness childcare <u>Provider Reimbursement Rate Schedules</u> as calculated and instructed by OEL, and made effective January 1, 2021.</p> <p><u>If this is not done, the following would occur:</u></p> <p>A. ECS’s contract would not have the correct budgeted amounts for the School Readiness, additional School Readiness-related programs, or the CARES “Rising Kindergarten” program.</p> <p>B. ECS’s contract would not have the updated Provider Rates.</p>
How the Action will be accomplished	Approval of ECS 2020/2021 amendment #0003-20, and party signatures.

**Amendment 0003-20 to Primary Services Contract
Episcopal Children’s Services**

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children’s Services, hereinafter referred to as the Contractor, amends the **2020-21** primary services contract as follows:

Item #	Page #	Headings and Text
1	9	<p>C. <u>RESOURCE MANAGEMENT</u> (SR)</p> <p>Pursuant to the Request for Proposal and the Contractor’s signed response, and the fact that this contract is upon a cost-reimbursement method of payment, the CONTRACTOR shall be fiscally responsible pursuant to the following:</p> <p>1. BUDGET SURPLUS/DEFICIT: The Contractor shall serve no fewer than 3,800 children with the slot dollars provided under this contract, unless the available School Readiness grant funding would not financially provide for all 3,800 slots. Regardless of the total amount of funding for slots, the Contractor will ensure no less than 78% of School Readiness grant funds will be used for slot funding. The 78% calculation includes direct services, applicable Gold Seal OCA expenditures, and performance-based payment differentials to providers up to the provider’s private pay rate, as defined in the most recent version of the OEL Standard Codes document, and local match. The slot funding will be expended within 1.5% under and 0% over the contracted budget amount, with the understanding the goal is to use 0.75% under. The Contractor further agrees reimbursements under this contract shall be up to, and are capped at the total budgeted amount of funding for direct child care slot funding which is \$15,304,447 \$17,282,360. This funding is inclusive of the annual OEL School Readiness Grant Award including local match funds (when applicable), and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Gold Seal payments are subject to adjustments due to budget constraints. Additionally, the Contractor shall be responsible for actively soliciting and obtaining local match funds for children in School Readiness Programs to be used only for slots.</p>
2	20	<p>VII. Method of Payment (SR)</p> <p>This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed \$18,218,737 \$20,226,650. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds, and is based on availability of funds. If county allocations are reduced at the state level, contracts will</p>

be amended accordingly. Up to and no more than ~~\$373,411~~ **\$420,000** may be allocated to administrative expenditures. Local match will be reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.

Additional School Readiness-Related Programs and Funding:

The following programs' funding is **exclusive** of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the individual contracts and/or OEL Grant Agreements.

A. C.A.R.E.S. Funding

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law March 27th, 2020. For Florida's Early Learning Coalitions, this funding is for enrollments of children of first responders and health care workers, including provider bonuses (OEL Memorandum 2020-012), and the "Rising Kindergarten Summer Program". Per Notice of Award no more than 5% of total CARES expenditures shall be expended for administrative activities, **for a total dollar amount of \$4,779,311.**

B. School Readiness Program Assessment

Contractor shall provide program assessments on School Readiness providers. These program assessments will be conducted in accordance with OEL Program Guidance 420.02 – Program Assessment and 250.01 – Other Cost Accumulators, and for a **total dollar amount** up to and not to exceed an amount to be determined once grant award received for 2020/2021.

C. Preschool Development Grant Services (P.D.G.)

This is a federal grant designed to fund states to conduct a comprehensive statewide birth through five needs assessment followed by in-depth strategic planning to include curriculum and mental health supports, while enhancing parent choice and expanding the current mixed delivery system consisting of a wide range of provider types and settings.

Best practices for supporting child assessment implementation are outlined in OEL Program Guidance 420.02 Attachment C – School Readiness Child Assessment Guide. To the extent possible, each coalition's plan for supporting child assessment implementation should align to these best practices.

To the extent possible, Contractor will complete all targets and goals of the plan. Contractor may not exceed the following **total dollar amounts:**

- **\$29,430 (PDG Grant for July 1 – December 30, 2020)**
- **\$172,225 (PDG-R Grant for July 1, 2020 – June 30, 2021)**
- **GRAND TOTAL of \$201,655**

D. Early Learning Florida

		<p>The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL's "Early Learning Florida Contracts" [in cooperation with 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 ("University")] with the Coalition:</p> <p>To support the implementation of Early Learning Florida professional development courses for the Coalition's Child Care Providers (that support local quality improvement goals) (Effective dates 09/01/20 – 08/31/21) for a total dollar amount up to and not to exceed \$5,000.</p>
3	68-73	Attachments 7A – 7F PROVIDER REIMBURSEMENT RATE SCHEDULES
		(Attached, Pages 4-9 shows the NEW RATES. Pages 4-9 replaces original contract attachment and is incorporated as part of this amendment.)
4	75-76	Attachment 9 School Readiness Budget
		(Attached, Pages 10-11 show the deletions, and pages 12-13 show the additions. Pages 12-13 replaces original contract attachment and is incorporated as part of this amendment.)
		END OF AMENDMENTS

ATTACHMENT 7-A

**PROVIDER REIMBURSEMENT RATE SCHEDULE
Baker County**

**EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES
Baker County**

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	27.02	5.40	36.00	7.20	35.00	7.00	-
TOD	12<24 MTH	22.10	4.42	27.20	5.44	27.20	5.44	-
ZYR	24 <36 MTH	20.40	4.08	26.35	5.27	25.50	5.10	-
PR3	36 <48 MTH	16.69	3.34	22.50	4.50	22.50	4.50	-
PR4	48 <60 MTH	16.69	3.34	22.50	4.50	21.00	4.20	-
PR5	60 <72 MTH	16.69	3.34	21.00	4.20	20.78	4.16	-
SCH	In School	13.48	2.70	12.84	2.57	12.84	2.57	-
SPCR	Special Needs	27.02	5.40	36.00	7.20	35.00	7.00	-

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	27.00	5.40	29.00	5.80	27.00	5.40	-
TOD	12<24 MTH	22.10	4.42	21.25	4.25	21.25	4.25	-
ZYR	24 <36 MTH	20.40	4.08	21.25	4.25	21.25	4.25	-
PR3	36 <48 MTH	15.75	3.15	18.00	3.60	17.25	3.45	-
PR4	48 <60 MTH	15.75	3.15	17.25	3.45	16.50	3.30	-
PR5	60 <72 MTH	15.75	3.15	16.50	3.30	16.50	3.30	-
SCH	In School	8.56	1.71	8.56	1.71	8.56	1.71	-
SPCR	Special Needs	27.00	5.40	29.00	5.80	27.00	5.40	-

ATTACHMENT 7-B

**PROVIDER REIMBURSEMENT RATE SCHEDULE
Bradford County**

EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES

Bradford County

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

<i>Full-Time Daily Rates (Completed by COALITION)</i>								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	40.00	8.00	36.00	7.20	35.00	7.00	-
TOD	12<24 MTH	20.40	4.08	27.20	5.44	27.20	5.44	-
2YR	24 <36 MTH	18.70	3.74	26.35	5.27	25.50	5.10	-
PR3	36 <48 MTH	16.69	3.34	22.50	4.50	22.50	4.50	-
PR4	48 <60 MTH	16.69	3.34	22.50	4.50	21.00	4.20	-
PR5	60 <72 MTH	16.69	3.34	21.00	4.20	20.78	4.16	-
SCH	In School	12.84	2.57	12.84	2.57	12.84	2.57	-
SPCR	Special Needs	40.00	8.00	36.00	7.20	35.00	7.00	-

<i>Part-Time Daily Rates (Completed by COALITION)</i>								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	35.00	7.00	29.00	5.80	27.00	5.40	-
TOD	12<24 MTH	15.00	3.00	21.25	4.25	21.25	4.25	-
2YR	24 <36 MTH	12.75	2.55	21.25	4.25	21.25	4.25	-
PR3	36 <48 MTH	11.25	2.25	18.00	3.60	17.25	3.45	-
PR4	48 <60 MTH	11.25	2.25	17.25	3.45	16.50	3.30	-
PR5	60 <72 MTH	11.25	2.25	16.50	3.30	16.50	3.30	-
SCH	In School	9.63	1.93	8.56	1.71	8.56	1.71	-
SPCR	Special Needs	35.00	7.00	29.00	5.80	27.00	5.40	-

ATTACHMENT 7-C

**PROVIDER REIMBURSEMENT RATE SCHEDULE
Clay County**

**EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES
Clay County**

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	40.00	8.00	36.00	7.20	32.33	6.47	-
TOD	12<24 MTH	30.60	6.12	27.20	5.44	27.20	5.44	-
ZYR	24 <36 MTH	28.90	5.78	27.20	5.44	27.20	5.44	-
PR3	36 <48 MTH	22.50	4.50	22.50	4.50	22.50	4.50	-
PR4	48 <60 MTH	22.50	4.50	22.50	4.50	20.78	4.16	-
PR5	60 <72 MTH	20.25	4.05	21.00	4.20	20.78	4.16	-
SCH	In School	16.05	3.21	12.84	2.57	12.84	2.57	-
SPCR	Special Needs	40.00	8.00	36.00	7.20	32.33	6.47	-

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	32.00	6.40	32.00	6.40	32.00	6.40	-
TOD	12<24 MTH	23.80	4.76	22.10	4.42	22.10	4.42	-
ZYR	24 <36 MTH	22.95	4.59	21.25	4.25	20.40	4.08	-
PR3	36 <48 MTH	18.75	3.75	18.00	3.60	18.00	3.60	-
PR4	48 <60 MTH	18.75	3.75	18.00	3.60	18.00	3.60	-
PR5	60 <72 MTH	15.00	3.00	18.00	3.60	18.00	3.60	-
SCH	In School	10.79	2.16	10.91	2.18	10.91	2.18	-
SPCR	Special Needs	32.00	6.40	32.00	6.40	32.00	6.40	-

ATTACHMENT 7-D

**PROVIDER REIMBURSEMENT RATE SCHEDULE
Nassau County**

**EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES
Nassau County**

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	34.00	6.80	36.00	7.20	35.00	7.00	-
TOD	12<24 MTH	28.05	5.61	27.20	5.44	27.20	5.44	-
2YR	24 <36 MTH	28.05	5.61	26.35	5.27	25.50	5.10	-
PR3	36 <48 MTH	24.00	4.80	22.50	4.50	22.50	4.50	-
PR4	48 <60 MTH	20.25	4.05	22.50	4.50	21.00	4.20	-
PR5	60 <72 MTH	20.25	4.05	21.00	4.20	20.78	4.16	-
SCH	In School	14.12	2.82	12.84	2.57	12.84	2.57	-
SPCR	Special Needs	34.00	6.80	36.00	7.20	35.00	7.00	-

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	35.00	7.00	29.00	5.80	27.00	5.40	-
TOD	12<24 MTH	31.17	6.23	21.25	4.25	21.25	4.25	-
2YR	24 <36 MTH	31.17	6.23	21.25	4.25	21.25	4.25	-
PR3	36 <48 MTH	19.50	3.90	18.00	3.60	17.25	3.45	-
PR4	48 <60 MTH	19.50	3.90	17.25	3.45	16.50	3.30	-
PR5	60 <72 MTH	19.50	3.90	16.50	3.30	16.50	3.30	-
SCH	In School	8.56	1.71	8.56	1.71	8.56	1.71	-
SPCR	Special Needs	35.00	7.00	29.00	5.80	27.00	5.40	-

ATTACHMENT 7-E

**PROVIDER REIMBURSEMENT RATE SCHEDULE
Putnam County**

**EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES
Putnam County**

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

Full-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	31.41	6.28	36.00	7.20	23.43	4.69	-
TOD	12<24 MTH	23.82	4.76	27.20	5.44	19.90	3.98	-
2YR	24 <36 MTH	21.59	4.32	26.35	5.27	17.12	3.42	-
PR3	36 <48 MTH	17.25	3.45	22.50	4.50	16.05	3.21	-
PR4	48 <60 MTH	15.75	3.15	22.50	4.50	16.05	3.21	-
PR5	60 <72 MTH	15.75	3.15	21.00	4.20	16.05	3.21	-
SCH	In School	13.91	2.78	13.91	2.78	13.91	2.78	-
SPCR	Special Needs	31.41	6.28	36.00	7.20	23.43	4.69	-

Part-Time Daily Rates (Completed by COALITION)								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	25.00	5.00	29.00	5.80	17.56	3.51	-
TOD	12<24 MTH	18.70	3.74	21.25	4.25	13.60	2.72	-
2YR	24 <36 MTH	17.00	3.40	21.25	4.25	13.60	2.72	-
PR3	36 <48 MTH	14.25	2.85	18.00	3.60	12.04	2.41	-
PR4	48 <60 MTH	14.25	2.85	17.25	3.45	12.04	2.41	-
PR5	60 <72 MTH	14.25	2.85	16.50	3.30	12.04	2.41	-
SCH	In School	10.43	2.09	10.43	2.09	10.43	2.09	-
SPCR	Special Needs	25.00	5.00	29.00	5.80	17.56	3.51	-

ATTACHMENT 7-F

**PROVIDER REIMBURSEMENT RATE SCHEDULE
St. Johns County**

**EARLY LEARNING COALITION OF NORTH FLORIDA/EPISCOPAL CHILDREN'S SERVICES
St. Johns County**

DAILY PAYMENT-RATE SCHEDULE (Effective 01/01/2021)

Full-Time Daily Rates <i>(Completed by COALITION)</i>								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	53.00	10.60	36.00	7.20	30.00	6.00	-
TOD	12<24 MTH	38.25	7.65	27.20	5.44	22.95	4.59	-
ZYR	24 <36 MTH	36.55	7.31	26.35	5.27	22.95	4.59	-
PR3	36 <48 MTH	31.50	6.30	22.50	4.50	20.54	4.11	-
PR4	48 <60 MTH	29.25	5.85	22.50	4.50	18.83	3.77	-
PR5	60 <72 MTH	29.25	5.85	21.00	4.20	18.83	3.77	-
SCH	In School	20.38	4.08	15.41	3.08	15.41	3.08	-
SPCR	Special Needs	53.00	10.60	36.00	7.20	30.00	6.00	-

Part-Time Daily Rates <i>(Completed by COALITION)</i>								
CARE CODE	Description	Licensed or Exempt Centers and Public/Non-Public	Gold Seal Differential	Licensed Family Child Care Homes	Gold Seal Differential	Registered Family Child Care Homes	Gold Seal Differential	Informal Providers
INF	<12 MTH	43.20	8.64	29.00	5.80	27.00	5.40	-
TOD	12<24 MTH	36.55	7.31	21.25	4.25	21.25	4.25	-
ZYR	24 <36 MTH	34.85	6.97	21.25	4.25	21.25	4.25	-
PR3	36 <48 MTH	28.50	5.70	18.00	3.60	17.25	3.45	-
PR4	48 <60 MTH	28.50	5.70	17.25	3.45	16.50	3.30	-
PR5	60 <72 MTH	28.50	5.70	16.50	3.30	16.50	3.30	-
SCH	In School	12.41	2.48	11.56	2.31	11.56	2.31	-
SPCR	Special Needs	43.20	8.64	29.00	5.80	27.00	5.40	-

ATTACHMENT 9
SCHOOL READINESS BUDGET

State of Florida Notice of Award No. EL431	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	2001FLTANF (27.48%)
93.575 / CCDF Discretionary	G2001FLCCDD (45.45%)
93.596 / CCDF Mandatory	G2001FLCCDF (6.24%)
93.596 / CCDF Matching and MOE	G2001FLCCDM (20.74%)
93.667 / SSBG	G2001FLS0SR (0.07%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	<u>Total ECS and ELC</u>
General Administration	97BBA, 97FIR, 97LCA	\$390,000	\$530,406	\$920,406
Non-direct Services	97BBD	\$288,026		\$288,026
Systems	97SYS			
Eligibility Determination	97BDE	\$703,518		\$703,518
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$758,036	\$476,733	\$1,234,769
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$362,017	\$25,000	\$387,017
Inclusion	97QIN	\$98,028		\$98,028
Resource & Referral	97Q14	\$314,665		\$314,665
Total Non-Slots (Non-Direct)		\$2,914,290	\$1,032,139	\$3,946,429
Gold Seal Payments	97GSD	\$600,000		\$600,000
Performance Funding	QPIIPD,QPICA, QPIPQ, QPICQ	\$536,373		\$536,373
SR Matching Funding		\$171,200		\$171,200
Slots		\$13,996,874		\$13,996,874
Total Slots (Direct Services)		\$15,304,447		\$15,304,447
Grand Totals		\$18,218,737	\$1,032,139	\$19,250,876

NOA Total

Additional School Readiness-Related Programs and Funding

(Exclusive of OEL School Readiness Grant Award Funding)

<p>A. C.A.R.E.S. (Coronavirus Aid, Relief, and Economic Security Act) Funding (EL431) CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2001FLCCC3 – 100% funding General Administration (no more than 5%) Rising Kindergarten Summer Program Provider Grants and Bonuses, First Responders Direct Payments Total</p>	<p align="right">\$211,949 \$555,200 \$3,683,770 \$4,238,970</p>
<p>B. Preschool Development Grant (PDG) (EL431) CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos. Prior Year Carry Forward (PDG) (19/20): (July 1 – December 30, 2020) 90TP0004–100% funding General Administration (no more than 5%) Best Practices for Child Assessments Total Current Year (PDG-R): (July 1, 2020 – June 30, 2021) 90TP0068-01-00 – 100% funding General Administration (no more than 5%) Curricula Implementation Mental Health Supports Total GRAND TOTAL</p>	<p align="right">\$ 1,472 27,958 \$29,430 \$ 8,611 62,820 100,794 \$172,225 \$201,655</p>
<p>C. SR Program Assessment For General Administration of CLASS Assessments (OCA - SRPAS) Total (total dollar amount up to and not to exceed)</p>	<p align="center">Amount to be determined once grant award received for 2020/2021</p>
<p>D. Early Learning Florida (through the University of Florida Lastinger Center) Effective dates 09/01/20 – 08/31/21 Total (total dollar amount up to and not to exceed)</p>	<p align="right">\$5,000</p>

ATTACHMENT 9
SCHOOL READINESS BUDGET

State of Florida Notice of Award No. EL431	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	2001FLTANF (27.48%)
93.575 / CCDF Discretionary	G2001FLCCDD (45.45%)
93.596 / CCDF Mandatory	G2001FLCCDF (6.24%)
93.596 / CCDF Matching and MOE	G2001FLCCDM (20.74%)
93.667 / SSBG	G2001FLS0SR (0.07%)
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	<u>Total ECS and ELC</u>
General Administration	97BBA, 97FIR, 97LCA	<u>\$420,000</u>	<u>\$560,406</u>	<u>\$980,406</u>
Non-direct Services	97BBD	\$288,026		\$288,026
Systems	97SYS			
Eligibility Determination	97BDE	\$703,518		\$703,518
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$758,036	\$476,733	\$1,234,769
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$362,017	\$25,000	\$387,017
Inclusion	97QIN	\$98,028		\$98,028
Resource & Referral	97Q14	\$314,665		\$314,665
Total Non-Slots (Non-Direct)		<u>\$2,944,290</u>	<u>\$1,062,139</u>	<u>\$4,006,429</u>
Gold Seal Payments	97GSD	\$600,000		\$600,000
Performance Funding	QPIIPD,QPICA, QPIPQ, QPICQ	\$536,373		\$536,373
SR Matching Funding		\$171,200		\$171,200
Slots		<u>\$15,974,787</u>		<u>\$15,974,787</u>
Total Slots (Direct Services)		<u>\$17,282,360</u>		<u>\$17,282,360</u>
Grand Totals		<u>\$20,226,650</u>	<u>\$1,062,139</u>	<u>\$21,288,789</u>

NOA Total

Additional School Readiness-Related Programs and Funding

(Exclusive of OEL School Readiness Grant Award Funding)

<p>A. C.A.R.E.S. (Coronavirus Aid, Relief, and Economic Security Act) Funding (EL431)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF)</p> <p>Federal Award No. 2001FLCCC3 – 100% funding</p> <p>Rising Kindergarten Summer Program \$325,200</p> <p>Provider Grants and Bonuses, First Responders Direct Payments \$4,454,111</p> <p><u>(including up to \$238,966 for General Administration)</u></p> <p>Total \$4,779,311</p>	
<p>B. Preschool Development Grant (PDG) (EL431)</p> <p>CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos.</p> <p>Prior Year Carry Forward (PDG) (19/20): (July 1 – December 30, 2020)</p> <p>90TP0004–100% funding</p> <p>General Administration (no more than 5%) \$ 1,472</p> <p>Best Practices for Child Assessments 27,958</p> <p>Total \$29,430</p> <p>Current Year (PDG-R): (July 1, 2020 – June 30, 2021)</p> <p>90TP0068-01-00 – 100% funding</p> <p>General Administration (no more than 5%) \$ 8,611</p> <p>Curricula Implementation 62,820</p> <p>Mental Health Supports 100,794</p> <p>Total \$172,225</p> <p>GRAND TOTAL \$201,655</p>	
<p>C. SR Program Assessment</p> <p>For General Administration of CLASS Assessments (OCA - SRPAS)</p> <p>Total (total dollar amount up to and not to exceed)</p>	<p>Amount to be determined once grant award received for 2020/2021</p>
<p>D. Early Learning Florida (through the University of Florida Lastinger Center)</p> <p>Effective dates 09/01/20 – 08/31/21</p> <p>Total (total dollar amount up to and not to exceed)</p>	<p>\$5,000</p>

THIS AMENDMENT shall begin on March 10, 2021, or the date, on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this 14 page amendment to be executed by their officials thereunto duly authorized.

**EARLY LEARNING COALITION OF
NORTH FLORIDA**

**EPISCOPAL CHILDREN'S SERVICES,
INC.**

NAME _____

NAME _____

TITLE _____

TITLE _____

SIGNED _____

SIGNED _____

DATE _____

DATE _____

VIII. New/Unfinished Business

F. Approval of Revisions to the Accounting and Financial Policies*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Accounting and Financial Policies and Procedures Revisions
Reason for Recommended Action	<p><u>Revisions from annual review of policies:</u></p> <p>F203 – <u>Administration of Other Funding Sources</u>, deleted language regarding on-line donations, as the Coalition no longer accepts on-line donations. Although this was removed from the referenced policy #F206 with the 09/11/19 revisions, this part of this policy was overlooked to be removed.</p> <p>F301 – <u>Purchasing Policies and Procedures</u>, updated the language regarding the Coalition’s prior approval process as it is now automated on an OEL portal.</p> <p>F802 – <u>Monitoring of Sub-Recipients</u>, updated the language regarding the Coalition’s sub-contractor’s prior approval process as it is now automated on an OEL portal.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition’s Accounting and Financial Policies and Procedures would not be up-to-date nor compliant.
How the Action will be accomplished	Approval of Accounting and Financial Policies and Procedures revisions

F203 ADMINISTRATION OF OTHER FUNDING SOURCES

Effective Date: 09/16/09

Revision Date: 04/06/11, 12/07/11, 03/10/21

Overview

Non-Grant Revenues

Non-Grant Revenues are all revenues received by the Coalition from sources other than a granting or awarding agency, as described in section F202. There are two types of Non-Grant Revenues: Unrestricted revenues and donor-restricted revenues.

Unrestricted Revenues

Unrestricted funds are donations that are available for the Coalition to use toward any purpose that furthers the mission of the Coalition. Sources of these funds include state and local governments, private donors, etc. These funds can only be used with the authorization of the C.E.O. or Board of Directors as set forth in section F303, Authorization of Spending Levels.

Donor-Restricted Revenues

Donor-restricted funds are donations that are available for the Coalition to use toward any purpose that furthers the mission of the Coalition and meets the restrictions imposed by the donor for use of those funds. Sources of these funds include state and local governments, private donors, etc. These funds can only be used with the authorization of the C.E.O. or Board of Directors as set forth in section F303, Authorization of Spending Levels. In addition, the Coalition Board of Directors has the authority to set aside funds for a specific purpose. These funds will be reclassified as Board Restricted Funds.

The Coalition shall accept unrestricted or donor-restricted charitable contributions of all types of assets from any type of donor, with the following exceptions:

1. Contributions of non-liquid assets or assets possessing legal or other characteristics rendering the asset difficult to sell or convert to liquid assets, as determined by the C.E.O.;
2. Contributions with donor-imposed restrictions that provide excessive control to the donor over future uses of the donated asset(s), as determined by the C.E.O.;
3. Contributions with donor-imposed restrictions that violate or involve uses that go beyond the Coalition's current mission statement and tax-exempt purpose, as determined by the C.E.O.; and
4. Contributions from donors involved in businesses or activities that are deemed inconsistent with the Coalition's mission, as determined by the C.E.O.

Note: Fund-raising expenses are unallowable costs for Federal grants.

Prior to the Coalition's embarking on any significant fund-raising activities, the board should establish policies regarding the types of contributions it is willing to accept.

There are three primary aspects of gift acceptance:

- a. The types of noncash assets that will be accepted;
- b. The nature of donor restrictions that will be accepted;
- c. The types of donors whose gifts will be accepted.

The Board also must be aware of (and develop policies to mitigate) any liability issues that may arise with fund-raising campaigns, as well as any state laws that may require registration and/or reporting of such activities.

Documentation of Donations

All donations will be segregated based on funding source. All unrestricted funds will be designated as general revenue and treated accordingly. Donor restricted funds will note the restrictions in the accounting information software. When donor-restricted funds are expended, a copy of the expenditure information will be attached to the donation documentation and will include a copy of the written authorization to expend the funds from the C.E.O. and/or Board, as appropriate, depending on the size and nature of the expenditure.

Reconciliation of Donations

1. Donation is received by the Finance Manager, who follows established cash or check handling procedure as established in F206-Cash Receipts for a cash donation, or for an in-kind donation, follows handling procedures as established in F203.1 Matching (In-Kind) and Cost Sharing, ~~or for an online donation, follows handling procedures as established in policy #F206~~ “Processing of Online Donations”.
2. Donor receives acknowledgement of donation per the procedures listed in F204-Contributions Received.
3. Finance Manager discusses with C.E.O. and other staff, as needed, to develop a plan for the use and/or disposition of the donation. The Finance Manager will handle coordination and completion of the plan. The plan and all documentation will be submitted to the C.E.O. for final approval and plan closure.
4. Interim and final reports, detailing the donation amount, restrictions, and disposition of donation will be provided to the Donor, C.E.O., Board, and/or awarding agencies, as needed.

Staff Training

Handling of non-grant revenue and donations will be included in the overall training for new staff and in refresher courses for current staff, as applicable.

F301 PURCHASING POLICIES AND PROCEDURES

Effective Date: 08/28/07

Revision Date: 03/19/08, 08/06/08, 09/16/09, 05/19/11, 07/01/11, 02/12/13, 04/03/13, 09/18/13, 12/04/13, 03/19/14, 09/17/14, 04/08/15, 11/04/15, 03/16/16, 12/07/16, 09/20/17, 03/10/21

Overview

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL GRANT FUNDED PURCHASES MADE BY THE COALITION.

The Coalition requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders.

Responsibility for Purchasing

Following C.E.O. approval, the C.E.O. or Office Manager shall initiate purchases on behalf of the Coalition, within the Coalition's Accounting and Financial as well as the Procurement of Commodities and/or Contractual Services Policies and Procedures Manuals.

The C.E.O. has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Prior Approval Guidance

The applicable 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must be followed when determining the cost items and administrative requirements that require prior approval. To streamline the approval process, OEL has provided a guidance that the Coalition will follow as procedure (see the most current version of the OEL Final Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements). And, OEL has provided a designated portal to process the following:

- An annual approval form for as many of the specified cost items as possible;
- A prior approval request form for other individual approval requests to be handled on a case by case basis;
- Instructions for electronically submitting the above referenced forms items to OEL staff for review and approval;
- The timeline for OEL staff to review requests; and

- The process for OEL to notify Coalition ~~via email~~ of final decisions.

Non-Discrimination Policy

All vendors/contractors who are the recipients of the Coalition funds, or who propose to perform any work or furnish any goods under agreements with the Coalition, shall agree to these important principles:

1. Vendors/contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors/contractors.
2. Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Procurement Procedures and Thresholds – See Coalition Procurement Policy and Procedure

Purchasing Authorization Levels

1. The C.E.O. has authority to purchase unit items that are \$5,000.00 or less.
2. Purchases \$5,000.01 or more have to be approved by the Board of Directors.

Purchases cannot be split into individual amounts to avoid an expenditure limit.

Vendor Files and Required Documentation

The Accounting Department shall create a vendor folder for each new vendor from whom the Coalition purchases goods or services.

The Accounting Department shall mail a blank Form W-9 to new contract vendors. Completed forms shall be filed in a permanent W-9 folder (separate from the vendor's fiscal year file). Vendors who do not comply with this request shall be issued a Form 1099 at the end of each calendar year in accordance with the policies described in the section of this manual on "Government Returns." See the section on "Payroll and Related Policies" for guidance on determining whether a vendor should be treated as an employee.

Receipt and Acceptance of Goods

The Office Manager places all orders and inspects all goods received. Upon receipt of any item from a vendor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point
2. Verify the quantity of boxes/containers with the bill of lading
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.)
4. Sign and date the bill of lading
5. Remove the packing slip from each box/container
6. Compare the description and quantity of goods per the approved order request to the packing slip
7. Examine goods for physical damage
8. Count or weigh items, if appropriate, and record the counts on the approved order request.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with vendors.

F802 MONITORING OF SUB-RECIPIENTS

Effective Date: 08/28/07

Revision Date: 03/19/08, 08/05/09, 12/07/16, 03/10/21

When the Coalition utilizes Federal funds to make sub-awards to sub-recipients, the Coalition is subject to a requirement to monitor each sub-recipient in order to provide reasonable assurance that sub-recipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor sub-recipients, the following policies apply to all sub-awards of Federal funds made by the Coalition to sub-recipients:

1. Sub-award agreements shall include all information necessary to identify the funds as Federal funding. This information shall include:
 - a. The applicable Catalog of Federal Domestic Assistance (CFDA) titles and numbers
 - b. Award name
 - c. Name of Federal agency
 - d. Amount of award
2. Sub-award agreements shall identify all applicable audit requirements, including the requirement to obtain an audit in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, if the sub-recipient meets the criteria for having to undergo such an audit.
3. Sub-awards shall include a listing of all applicable Federal requirements that each sub-recipient must follow.
4. Sub-awards shall require that sub-recipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
5. Sub-awards shall require that sub-recipients submit prior approval requests to the Coalition/OEL, using the procedures as outlined in the agreement, ~~and forms attached to the agreement~~. In addition, all sub-awards shall require that sub-recipients be knowledgeable of and adhere to all applicable Coalition policies and procedures.
6. Sub-awards shall require that sub-recipients submit financial and program reports to the Coalition on a monthly basis.
7. The Coalition will follow up with all sub-recipients to determine whether all required audits have been completed. The Coalition will cease all funding of sub-recipients failing to meet the requirement to undergo an audit in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. For sub-recipients that properly obtain an audit in accordance with 2 CFR 200, Uniform Administrative

Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Coalition shall obtain and review the resulting audit reports for possible effects on the Coalition's accounting records or audit.

8. The Coalition shall assign one of its employees the responsibility of monitoring each sub-recipient on an ongoing basis, during the period of performance by the sub-recipient. This employee will establish and document, based on her/his understanding of the requirements that have been delegated to the sub-recipient, a system for the ongoing monitoring of the sub-recipient.
9. Ongoing monitoring of sub-recipients will vary from sub-recipient to sub-recipient, based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with sub-recipients and appropriate inquiries regarding the program.
 - b. Reviewing programmatic and financial reports prepared and submitted by the sub-recipient and following up on areas of concern.
 - c. Monitoring sub-recipient budgets.
 - d. Performing site visits to the sub-recipient to review financial and programmatic records and assess compliance with applicable laws, regulations, all applicable Coalition policies and procedures, and provisions of the sub-award.
 - e. Offering sub-recipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the sub-recipient in order to assure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to assure timely submission of all reports required of the sub recipient.
10. Documentation shall be maintained in support of all efforts associated with monitoring of sub recipients.
11. Sub-award agreements shall identify procedures if a sub-recipient should go out of business or unilaterally terminate the contract, which include:
 - a. The sub-recipient will perform an immediate final close-out audit.
 - b. The sub-recipient will immediately inventory and transfer custody of all records to the Coalition.

VIII. New/Unfinished Business

G. Approval of Revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2021-2022*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2021/2022
Reason for Recommended Action	<p>The OEL deadline for all annual revisions is June 30, 2021.</p> <p>Revisions:</p> <ol style="list-style-type: none">1. Updated the fiscal year of the Plan, revision date, and Coalition approval date.2. Job titles were updated on pages 2.3. Grammar corrections throughout.4. More specific language when applicable. <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none">• OEL would not have the most accurate and current Coalition Anti-Fraud Plan for 2021/2022, and the Coalition would be out of compliance.
How the Action will be accomplished	Board Approval and OEL/Inspector General submittal/approval.



Anti-Fraud Plan 2020- ~~2021~~-2022

Revised: 03/12/2020

Board approved: 06/12/19

Plan Statement

The Anti-Fraud Plan addresses the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for the School Readiness program and Voluntary Prekindergarten program services. The Plan addresses parents or legal guardians of children enrolled in the School Readiness or VPK programs. *Note that provider fraud is a violation of the terms of the contract and addressed in the state wide contracts rules. The due process procedures for providers are provided for in the contract between the ELC and the provider, pursuant to Rule 6M-4.610. F.A.C.*

The Anti-Fraud Plan serves to support organizational processes and staff in prevention of fraud, build on employee knowledge and awareness of fraud prevention and describe the coalition's procedures for detecting and investigating possible acts of fraud, abuse of services and related overpayment. Due process procedures for suspending or terminating a recipient's eligibility for School Readiness or VPK programs and the recipient's right to appeal the decision are included in the Plan.

The Plan will be submitted to the Office of Early Learning (OEL) Office of Inspector General (OIG) by requested date annually.

Plan Definitions

Recipient - The parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.

Fraud - An intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.

Suspension - When services are temporarily no longer provided, however the parents do not have to go to the waiting list when their suspension is finished.

Termination - When services are ended, and the recipient would have to return to the waiting list when their termination is expired.

Reference Addendum ELC of North Florida's Organizational Chart

The Program Support Coordinator with Episcopal Children's Services (ELC of North Florida's Primary Service Provider) is responsible for implementing the coalition's anti-fraud activities.

The C.E.O. is responsible for reviewing an initial appeal request by recipient for decision to uphold or modify the suspension or termination.

The following positions are responsible for the daily activities related to prevention, detection, investigation, and reporting of possible overpayment resulting from potential fraud or abuse:

- Senior Director of Programs
- Family Services Coordinators
- Family Services Specialists
- Family Services Assistant
- Training Director
- Grants and Operations Manager
- Early Literacy Coordinator
- Finance Manager
- Director of Provider Services
- Reimbursement Coordinator
- Reimbursement Specialists
- Education Specialists
- Manager of School Readiness Education
- Director of School Readiness Education
- Manager of Family Services
- Contract Coordinator
- Contract Specialists
- Provider Contract Monitoring Specialist
- Program Support Coordinator
- Chief of Programs

Plan Procedures

ELC Procedures Review –The ELC of North Florida and Episcopal Children's Services will annually review job descriptions and internal processes to confirm appropriate separation of duties is in place and review internal controls to reduce risk.

ELC Staff Education/Awareness/Training – Training will be targeted both at policy level and operational level.

- All ELC and ECS staff will receive Annual Awareness Review of *their Employee Handbook* covering topics including Employee Conduct and Work Rules, Whistleblower Policy, Criminal Destruction of Records and Files Policy, t, and Conflict of Interest and Business Ethics which requires employees to report any actual or potential conflict of interest between the employee/employee's family and the ELC or ECS.
- All staff will sign the Anti-Fraud Plan Disclaimer Statement & Acknowledgement Form after receiving the annual training indicating that they have received a copy of the ELC or ECS Employee Handbook.

- All staff will sign the Code of Ethics Statement upon hire.
 - Additionally, all staff will be reminded of specific Internal Control policies and practices in place to prevent fraud. On a regular and routine basis, it is the responsibility of all management staff to ensure that all internal control practices, appropriate fiscal procedures and separation of duties are being followed.
-

- A mandatory fraud prevention staff training annually and new staff training within thirty (30) calendar days of hire using OEL fraud prevention related training documents for daily coalition/ECS work activities. Topics to be covered include Client Applications and Forms, Local School Readiness Income Worksheet, Client Rights and Responsibilities, Authorization for release of information and other related documents related to fraud prevention

- Client responsibility to report changes within ten (10) calendar days of change and coalition/ECS responsibility to implement reported change, including acting on unreported changes, once discovered
- Quality interviewing techniques during intake, redetermination, and when reporting changes
- What to look for in an altered or falsified document
- Eligibility staff are required to identify, verify and resolve case inconsistencies when inconsistencies occur

SR and VPK Parent Education and Awareness

- Display fraud awareness posters in interview rooms at ECS
- Include a fraud awareness statement - posted on the ECS website with ECS phone number and/or email to report any suspected fraud
- Family Services Specialists will review responsibilities of parent in detail at interview at enrollment and redetermination, including importance of reporting changes in their circumstances within ten (10) calendar days.

SR and VPK Provider Education and Awareness

- Encourage child care providers to report potential fraud to ELC or ECS staff through provider communication venues including email or portal communications or other methods and venues as appropriate, ~~and appropriate provider group meetings~~
- Periodic reminders to providers about procedures in place to prevent fraud in addition to regular practices of monitoring that occur with providers that also keep providers aware of ELC's/ECS's intention to prevent and/or detect fraudulent practices

Providers, Parents, employees, and Public Access to Reporting of Potential Fraud

- Email and/or newsletter reminders to providers of what to look for and how to report potential fraud
- Employee fraud prevention training as well as a periodic reminder of internal controls
- Annual staff training includes Whistleblower procedures to report potential fraud
- Statement on website with hotline phone number to report potential fraud for parents, providers, and the general public.

ELC Detection and Investigation of Acts of Fraud, Abuse or Overpayment

- Monthly unscheduled reviews of work products and follow up on questionable circumstances by the Family Services Coordinators, Manager of Family Services, and the Training Manager.
 - Monthly review, research, and follow up of data quality reports generated from Office of Early Learning by Manager of Family Services, the Training Manager and designated ELC/ECS staff
-

- Documented verification of child care referrals from other organizations through contact with referring agencies.
- Job descriptions of ELC/ECS staff include fraud prevention task
- Daily alertness of Eligibility staff to inconsistencies through regular operational processes with parents and reporting suspected fraud or abuse to supervisor.
- Follow up on potential fraud reported to ELC/ECS for investigation and to verify or question when inconsistencies occur by Family Services staff.
- Once inconsistencies are identified through any of the above means, contact parent or legal guardian and obtain verification from parent or legal guardian to resolve inconsistencies, which could include but not limited to income, residential documentation, or household composition, and determine if situation is resolved or warrants next steps of due process provisions for termination or suspension of School Readiness or Voluntary Prekindergarten benefits. – Program Support Coordinator
- For those where investigation concludes that the recipient has committed fraud in the receipt of School Readiness or Voluntary Prekindergarten services, calculate associated overpaid benefits amount and follow the *Due Process provisions for termination or suspension of School Readiness or Voluntary Prekindergarten benefits*. Program Support Coordinator and Director of Provider Services or other designated staff.

Due Process Provisions for Termination or Suspension of School Readiness or Voluntary Prekindergarten Benefits

The ELC/ECS will provide written advance notice of the intended action to suspend or terminate benefits to the recipient to be affected. This notice ~~and it~~ must clearly advise of the allegations, the basis of the allegations, the intended action and the date the action is to be imposed. The coalition/ECS shall send the written advance notice at least fourteen (14) calendar days before the intended action. The written advance notice will be translated in the recipient's native language if the coalition's/ECS's other communications with the recipient have been translated. The written advance notice shall include the following:

1. The procedure for the recipient to follow to attempt to appeal the decision.
2. A statement, in bold print, that the failure to file a timely appeal waives the right to an appeal.
3. Notice of the potential for -the demand of repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the written advance notice.
4. The procedure for the recipient to obtain a copy of his or her file.
5. The amount of overpayment to be recovered, if applicable.
6. The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable. The following general guide for penalties will be applied, however, considerations will also include the length of time proportionate to the alleged offense committed, consistent with suspensions or terminations issued to other recipients who allegedly committed comparable offenses, and may also consider prior offenses, as appropriate.

Penalties Guideline

- First determination of fraud, eligibility is suspended for the longer of six months or restitution or repayment of overpaid benefits.
- Second determination, eligibility is terminated the longer of one year or restitution or

repayment of overpaid benefits.

- Third and subsequent determinations, eligibility is terminated the longer of five years or restitution or repayment of overpaid benefits.

The recipient has a right to challenge the suspension or termination of benefits within fourteen (14) calendar days of the date of the notice of the proposed action. If the challenge is before benefits are terminated or suspended, then benefits remain in place for duration of initial challenge. However, if the decision is upheld, any services received during that timeframe will be included with the overpayment amount.

A suspension or termination shall not be applied against recipients with a valid at-risk referral.

Recipient Right to Challenge Decision

Pre appeal Resolution Procedure

If recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting the coalition/ECS and providing the necessary documentation to resolve the issue. The Program Support Coordinator will consider all statements, review all documents, and may request any additional evidence or information ~~if it is~~ necessary and relevant to the review. Within fourteen (14) calendar days of receiving the parent's request for review, the recipient will be notified in writing of the determination and given a new date when services will end (intended action date) should the finding of fraud stand. Otherwise, the parent will be informed within this same timeframe that upon review there is no finding of fraud and therefore no penalty will be assessed. The C.E.O. of the coalition shall not be involved in the pre-appeal resolution of the issue.

If the recipient believes that the issue was not resolved during the pre-appeal resolution procedure, the appeal procedure is outlined in *Florida Rule 6M-9-400 Early Learning Coalition Anti-Fraud Plan, subsection (e) and (f) as follows:*

Appeal Resolution Procedure:

If the recipient believes that the issue was not resolved by the coalition/ECS, the recipient may file a formal written appeal for review by the C.E.O. of the Coalition, using the following procedure:

1. Submit a written appeal to the C.E.O. or other executive staff person as designated by the coalition board. The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any documentation which supports the recipient's claim.
2. The appeal shall be postmarked or emailed before the date of the intended action noted above. The recipient who fails to file a timely appeal waives the right of appeal.
3. If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the C.E.O. or the original date of the intended action, whichever is later.
4. The C.E.O. of the coalition or other executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) calendar days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.

~~5.~~ The recipient who wishes to appeal the decision of the C.E.O. of the coalition or other executive staff person designated by the coalition board may request further review by an appeals committee.

| in accordance with subsection (e) of this rule. The request for further

review by an appeals committee must be submitted to the coalition in writing within ten (10) calendar days of the date of the C.E.O. or other executive staff person designated by the coalition board's written response to the recipient's formal written appeal.

The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee. When the meeting of the appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies.

1. The appeals committee shall be selected by the Chairman of the Board of the coalition and a chair of the appeals committee shall be named.
2. The appeals committee shall be convened within forty-five (45) calendar days of receipt of the recipient's request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the appeals committee to consider.
4. The coalition staff, excluding the Executive Director or other executive staff person designated by the coalition board shall be available to provide any information requested by the committee.
5. The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.
6. The appeals committee shall select or appoint a member of the coalition, ~~excluding the C.E.O. the coalition or another executive staff person designated by the coalition board~~ but ~~excluding the C.E.O.~~ to memorialize the events of the appeals committee proceeding and the final determination including the basis for the decision.
7. The appellant shall be notified in writing of the appeals committee's determination within ten (10) calendar days of the date of the meeting.
8. The determination of the appeals committee shall be final.

Benefit Recovery

- For a voluntary overpayment repayment, the ELC/ECS will follow the ELC overpayment repayment process, including review for approval of a payment plan with the recipient, if requested
- For criminal prosecution with restitution, the ELC/ECS will follow the ruling from the court regarding restitution plan

Monthly Reporting Process to OEL

The Program Support Coordinator will submit an electronic report monthly reporting the parents and providers terminated from services as a result of fraud, per Rule 6M-9.400 subsection (b).

Process for Mandatory Reporting Fraud and Abuse through the OEL Fraud Referral System

The Program Support Coordinator is the coalitions designated administrator for the Office of Early Learning's *Fraud Referral System*. Contact information: _____

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Kenya Register;
Early Learning Coalition of North Florida/ Episcopal Children's Services
kenya.register@ecs4kids.or
☎ 904-726-1500 ext. 2246

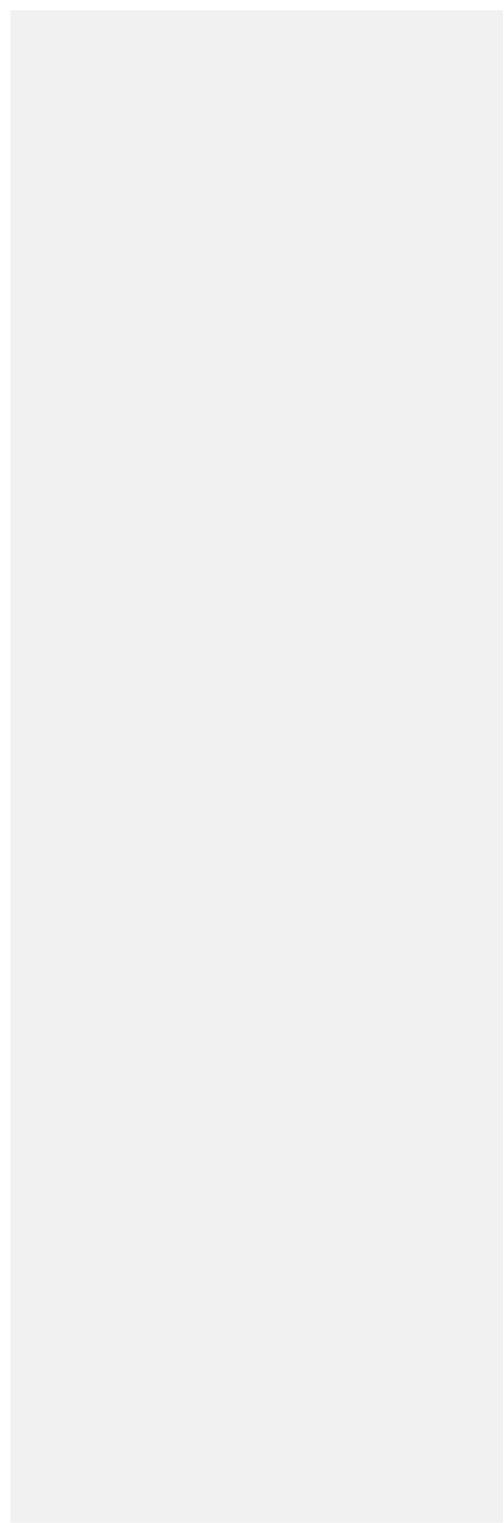
At the point when potential fraud has been communicated to the recipient, the Program Support Coordinator makes a mandatory referral for potential fraud or abuse investigation using Office of Early Learning *Fraud Referral System*. The referral includes the recipient information, amount of overpayment, discovery date and a brief summary of the allegations, and notification of any evidencing documents available that substantiate the allegations. At this time, the Program Support Coordinator also notifies the Office of Early Learning's Inspector General's office that a fraud referral has been submitted.

Note the coalition's fraud investigation and appeals procedures outlined in this plan will complement the OEL referral process to Department of Financial Services through the *Fraud Referral System*. If the recipient appeals the decision through the coalition appeals process, the Program Support Coordinator will update the referral information in the *Fraud Referral System* as appeal decisions are made throughout the appeal process.

Related Policies:
Grievance Policy

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VIII. New/Unfinished Business

H. Approval of Disposal of Inventory*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Disposal of Inventory
Reason for Recommended Action	<p>Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.</p> <p>Staff is asking permission to dispose of items that are no longer in good working order and are listed in Fair, Poor, Obsolete, Scrap Condition for tag numbers:</p> <ul style="list-style-type: none"> • Latitude Dell Laptop E6530, SN: 6R63GZ1, ID tag: ELCNF124 <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would have to hold on to inventory that is no longer being used.
How the Action will be accomplished	Board Approval; then work with OEL on permission and approval on how to dispose of property.

VIII. New/Unfinished Business

I. Approval of Revisions to the 2020-2021 Budget for Early Learning Coalition of North Florida*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of revisions to the 2020-2021 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>On Feb 25, 2021 Office of Early Learning sent a revision to the Notice of Award for the 2020-2021 Grant Year. The revision increased the SR grant amount for an increase in provider rates. The revision also granted additional CARES funds.</p> <p>This budget revision adds the additional award amount to projected revenue for those programs and applies all of those funds to the projection for Direct Services provided by Episcopal Children Services.</p> <p>If not approved, we will not have a budget that reconciles to the Notice of Award.</p>
How the Action will be accomplished	Board Approval and submission to OEL.

Early Learning Coalition of North Florida

Preliminary Budget

FY 2020-2021

As of March 10, 2021

	2019-2020	07.01.2020	09.01.2020	11.13.2020	03.10.2021
	Annual Budget	2020-2021	2020-2021	2020-2021	2020-2021
Notice of Awards	Annual Budget				
School Readiness (SR)	\$ 18,278,285	\$ 18,278,285	\$ 18,457,902	\$ 19,250,875	\$ 21,288,789
OAMI	23,485	23,485	16,618	16,618	16,618
PDG Services	132,424	132,424	163,364	201,655	201,655
CARES	0	0	4,830,678	4,238,970	4,779,311
Voluntary PreKindergarten (VPK)	14,878,087	14,878,087	14,924,803	14,924,803	14,924,803
Total Notice of Award	\$ 33,312,281	\$ 33,312,281	\$ 38,393,365	\$ 38,632,921	\$ 41,211,176

Subrecipient Expense

School Readiness (SR)	17,298,637	17,298,637	17,448,254	18,241,227	20,279,141
OAMI	23,485	23,485	16,618	16,618	16,618
PDG Services	132,424	132,424	163,364	201,655	201,655
CARES	0	0	4,830,678	4,238,970	4,779,311
Voluntary PreKindergarten (VPK)	14,820,864	14,820,864	14,867,400	14,867,400	14,867,400
Total Subrecipient Expense	\$ 32,275,410	\$ 32,275,410	\$ 37,326,314	\$ 37,565,870	\$ 40,144,125

Grant Funds Available to ELC of North F	\$ 1,036,871	\$ 1,036,871	\$ 1,067,051	\$ 1,067,051	\$ 1,067,051
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Other Donations and Revenue

Interest Income	\$ 530	\$ 530	\$ 530	\$ 530	\$ 530
Clay Electric Foundation	5,000	15,000	15,000	15,000	15,000
Kiwanis	1,000	750	750	750	750
Reinhold	750	750	750	750	750
Quality Teacher's Conference	6,500	6,500	6,500	6,500	6,500
Miscellaneous Donations	2,000	2,000	2,000	2,000	2,000
Total Revenues	\$ 1,052,651	\$ 1,062,401	\$ 1,092,581	\$ 1,092,581	\$ 1,092,581

ELC of North Florida Estimated Expense

Salaries	\$ 592,000	\$ 569,401	\$ 579,868	\$ 579,868	\$ 579,868
PR Taxes	47,576	47,000	47,363	47,363	47,363
Health Insurance & HSA Contributions	112,000	121,000	121,000	121,000	121,000
Pension	27,000	27,000	27,000	27,000	27,000
Life, Disability, and WC	9,500	15,000	15,000	15,000	15,000
Staff Development	8,000	8,500	8,500	8,500	8,500
Contract Services	3,000	3,000	3,000	3,000	3,000
Auditing	15,000	15,000	15,000	15,000	15,000
Legal	500	500	500	500	500
Printing & Reproduction	2,000	2,000	2,000	2,000	2,000
Repairs & Maintenance	1,075	1,000	1,000	1,000	1,000
Office Sites - Occupancy	47,000	50,000	50,000	50,000	50,000
Postage, Freight & Delivery	1,795	2,000	2,000	2,000	2,000
Rentals - Office Equipment	5,000	5,000	5,000	5,000	5,000
Office Supplies	9,500	10,000	10,000	10,000	10,000
Communications	14,700	15,000	15,000	15,000	15,000
D & O Insurance	2,800	2,800	2,800	2,800	2,800
General Liability	3,900	4,500	4,500	4,500	4,500
Equipment <\$1,000	3,500	2,500	3,500	3,500	3,500
Equipment >\$1,000	2,000	2,000	2,000	2,000	2,000
Travel - In State	3,000	3,500	3,500	3,500	3,500
Travel - Out of State	6,000	6,500	6,500	6,500	6,500
Travel - Local	6,500	7,000	7,000	7,000	7,000
Bank Fees	600	600	600	600	600
Software/Licenses/Support	11,500	13,000	14,000	14,000	14,000
Web Service	24,000	26,000	26,000	26,000	26,000
Other employee expenditures	1,000	2,000	2,000	2,000	2,000
ADP Fees	6,700	6,900	7,500	7,500	7,500
Dues & Subscriptions	12,000	14,000	14,000	14,000	14,000
Taxes, Licenses and Fees	450	450	450	450	450
Misc. - Other Current Charges	3,055	4,250	4,250	4,250	4,250
Quality Program	70,000	75,000	91,750	91,750	91,750

Total ELC North Florida Estimated Exper	1,052,651	1,062,401	1,092,581	1,092,581	1,092,581
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Surplus or (Loss)	0	0	0	0	0
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VIII. New/Unfinished Business

J. Approval of our 2021-2022 COOP (Continuity of Operations Plan)*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of our 2021-2022 COOP (Continuity of Operations Plan)
Reason for Recommended Action	<p>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).</p> <p>The COOP is to be revised if needed and submitted to OEL before May 1st of every year. The revisions made to this year's COOP are:</p> <ul style="list-style-type: none"> • 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. • Attachment 9 added for Infectious Disease Emergency Addendum
How the Action will be accomplished	Approval of the 2021-2022 COOP and then it will be submitted to OEL.

CONTINUITY OF OPERATIONS PLAN (COOP)

Early Learning Coalition of North Florida, Inc.



**2450 Old Moultrie Rd., Ste. 103
St. Augustine, FL 32086
Phone: (904) 342-2267**

Warning: This document contains information pertaining to the deployment, mobilization, and tactical operations of the OEL and the Early Learning Coalition in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes.

Approved: _____, CEO
Name and Title of Signature Authority

Date: _____

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ATTACHMENTS

Attachment 1	Relocation Team
Attachment 2	Alternate Site Locations
Attachment 3	Designated Emergency Coordinating Officer
Attachment 4	Executive Leadership Team
Attachment 5	Potential Alternate Service Providers
Attachment 6	a). Coalition Staff Roster b). Coalition Board Membership Roster c). Sub-Contractor Staff Roster
Attachment 7	a). Memorandum of Delegation of Authority b). Operating Organizational Chart
Attachment 8	Standardized Communications & “Canned” News Releases
Attachment 9	Infectious Disease Emergency Addendum

SECTION I: INTRODUCTION

I-1 Purpose

Pursuant to Florida Statutes, Chapter 252.365: *Emergency Coordination Officers; disaster-preparedness plans*, this Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of the mission-essential functions for the Florida's Office of Early Learning (OEL) and the local Early Learning Coalitions in the event that an emergency threatens or incapacitates operations, and requiring the relocation of selected personnel and functions of the **Early Learning Coalition of North Florida**, located at **2450 Old Moultrie Rd., Ste. 103, St. Augustine, Florida 32086**. Specifically, this plan is designed to:

- a. Ensure the Early Learning Coalition of North Florida is prepared to respond to emergencies, recover from them, and mitigate their impact.
- b. Ensure the Early Learning Coalition of North Florida is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

The Early Learning Coalition of North Florida has continuously increased its use of computer supported information processing to support financial and administrative services. Similarly, telecommunication has become a vital tool for accomplishing the Coalition's mission. The dependence on computers and telecommunications poses the risk that even temporary loss of these capabilities could adversely affect or interrupt operational support systems of the Coalition. Three levels of risk have been identified, based on the type of threats, impacts of disruptions, duration of impacts and difficulty of implementing recovery strategies. The Coalition's continuity plan is designed to reduce the risk to an acceptable level by insuring the restoration of critical business functions within 72 hours and all less essential services within one to two weeks. Level III threats constitute risks that should be mitigated only after Level I and II risks are ameliorated to the extent possible. Level I threats are the lowest level of risks, which could be addressed over a period of up to two weeks after disruption, since loss of functions and services impacted could be accommodated without disruption of critical and essential functions.

The plan identifies the critical functions of the Primary Services Provider and the resources required to support them. The plan provides guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response, and that proper steps will be carried out to permit the timely restoration of services.

I-2 Applicability and Scope

Name	Title Organization	Contact #'s	Email Address
Nancy R. Pearson	Board Chair, Early Learning Coalition of North Florida	W: (904) 285-1800 F: (904) 285-3036 H: (904) 285-4482 C: (904) 504-4369	Nrpearson2@gmail.com
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 H: (904) 794-5480 C: (904) 377-5248	dbell@elcnorthflorida.org
Susan Pettijohn	Finance Manager, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 C: (904) 252-0883	speettijohn@elcnorthflorida.org
Christopher Spell	Finance Manager, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 C: (904) 654-8049	cspell@elcnorthflorida.org
Connie Stophel	Chief Executive Officer, Episcopal Children's Services	W: (904) 726-1500 F: (904) 726-1520 H: (904) 751-5577 C: (904) 505-4059	cstophel@ecs4kids.org

SECTION II: CONCEPT OF OPERATIONS

II-1 Objectives

Objectives of this plan are to:

- Ensuring the continuous performance of the local coalition's essential functions/operations during an emergency.
- Provide for the safety and well being of all persons in the facility.
- Ensure prompt and orderly response to emergency situations.
- Minimize financial and business losses; maintain legal and regulatory compliance.
- Protect and minimize losses of property, assets and data.
- Ensure resumption of critical business functions ASAP.
- Establish overall management responsibility, and coordination of recovery.

II-2 Planning Considerations

In accordance with State guidance and emergency management principles, the Early Learning Coalition of North Florida Continuity of Operations Plan will:

- Will be maintained at a high-level of readiness;
- Will be capable of implementation both with and without warning;
- Will be operational no later than 12 hours after activation, if at all possible;

- Will be capable of maintaining sustained operations for up to 30 days;
- Will take maximum advantage of existing state or federal and local government infrastructures; and
- Address protection of equipment and other coalition assets.

II-3 Assumptions

The plan is predicated on the validity of the following assumptions:

- All mission-essential functions provided by other State agencies in support of the local coalition will continue in accordance with their respective continuity of operations plans. This includes, but is not limited to, services provided by OEL.
- It will be determined (taking into consideration staffing and technical resources) if the mission-essential functions of the affected primary facility can feasibly be temporarily transferred to an established unaffected state or community based facility as an alternative to physically relocating staff.
- The situation that causes the disaster is of a magnitude which reasonably allows the Coalition to attempt continuity of functions.
- In a higher magnitude disaster, the restoration of essential services to the community will take precedence over the recovery of this individual organization.
- Personnel have had instruction and practice in emergency response and evacuation.
- Support required from vendors, utilities, communications and other services will be provided within a reasonable time frame.
- Management will exercise prudent judgment in activating the contingency plan.
- Insurance or other funds will be adequate, and repair, replacement, and restoration will be completed within a reasonable time frame.
- The scope of the disaster has not destroyed substantial surrounding infrastructure and resource/service/support providers.

II-4 COOP Execution

- a. Emergencies or potential emergencies may affect the ability of the coalition to perform its mission-essential functions from any or all of its primary facilities. The following are scenarios that could mandate the activation of the local early learning coalition's COOP:
 - The coalition's administrative/fiscal offices are closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.

- The facilities/subcontractor for eligibility, resource and referral and other required services is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.
 - The city/town/county is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks.
- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate the facilities or the city/town/county, as a precaution, the coalition's designated employee, may activate the local coalition's COOP. The designated alternate facility will be activated, if necessary, and at the discretion of the designated employee of the Coalition.
 - c. The Relocation Team (composed of subject matter experts and essential support staff) for the coalition will ensure the mission essential functions of the coalition are maintained and capable of being performed using the designated alternate facility until full operations are re-established at the administrative/fiscal entity and/or subcontractor offices.
 - d. Selected staff from appropriate coalition, county, or other agencies may supplement the coalition's Relocation Team. The Relocation Team will either relocate temporarily to the designated alternate facility, if necessary, or operate remotely from a predetermined secure location serving as an assembly site. The Relocation Team will be responsible for continuing mission essential functions of the coalition within 12 hours and for a period up to 30 days pending regaining access to the administrative/fiscal or the full occupation of the designated alternate facility.
 - e. All staff necessary to perform the mission-essential functions of the coalition will be contacted and advised to report to either the alternate facility, a predetermined secure location, or other location as determined by the coalition's designee. Other staff (non-relocating staff) will be instructed to go to or remain home pending further instructions.
 - f. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
 - g. It is expected that, in most cases, the coalition and/or subcontractor will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the Relocation Team.
 - h. Without warning, the process can become less routine, and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the administrative/fiscal entity and/or the subcontractor's facilities, and whether the coalition's or subcontractor's personnel are present in the building or in the surrounding area.
1. *To be included under **Attachment 1**, the coalition will need to provide the list of names of staff and/or subcontractor staff that will compose the Relocation Team. The list should also include contact information to include home telephone, cell telephone, etc.*

2. *To be included under **Attachment 2**, the coalition will need to provide no less than two alternate site locations for facilities to insure services continue. Alternative facility locations should include several sites from within the county or adjacent counties from which services could be provided (i.e., adjacent coalitions, county shelters, one stop centers, etc.). Facilities to be used as alternative sites should take into consideration possible damages caused by flooding, wind damage, road access, communications, equipment available, etc.*

3. *Identify below the title of the individual who will be designated by the coalition as the responsible party activation of the local level (i.e., Director, Chair, etc.).*

Dawn E. Bell, CEO,
 Early Learning Coalition of North Florida, Inc.
 (904) 342-2267 – Work
 (904) 377-5248 – Cell
 (904) 342-2268 – Fax
dbell@elcnorthflorida.org – email

II-5 Disaster Magnitude Classifications, Levels and Definitions

The following Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance, and would not necessarily require activation of the COOP.

- **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery-oriented.

- **Catastrophic Disaster:** Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

1. *Identify how the coalition will determine whether or not to activate the COOP based upon the above. In addition, the coalition may consider whether or not State and/or County Emergency Operation Centers are involved.*

Level One Disaster: Computers/network(s) will not function

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Level Two Disaster: Building intact but without electricity.

- a. One to three days

- b. Four to seven days
- c. Eight to fourteen days

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Current Business Process: Standard operating procedures and functions under non-emergency conditions.

Impact: The ability to deliver service if a threat occurs; which include the degree of failure of business operation and how it will affect clients and staff.

Recovery Strategies: The action to eliminate the event that impacts the agency's ability to continue operations.

Contingency: Planned actions(s) to eliminate or reduce the impact of a risk/threat at or after the time of failure.

Risk or Threat: Event or non-event having a negative impact on or endangering a core business function or a critical system of the organization.

Risk Assessment: An activity performed to identify risk(s) estimate the probability and impact of their occurrence.

Time Horizon to Failure: Date risk/threat will first have impact.

Validation: The process of evaluating a system or a component during or at the end of the development process to determine whether it satisfied the specified requirements.

Mission Critical System: A system supporting a core business process test—the process of exercising a product to identify differences between the expected and actual behavior.

The COOP plan will be activated in the case of a Minor Disaster if it is expected that scheduled operations will be interrupted for longer than 12 hours that would result in delays in services or payment. It will always be activated in the case of a Major or Catastrophic Disaster. State and County Operation Centers will be involved in any Disaster where their services are available and deemed to aid in implementing the COOP, and maintaining or restoring services. An example would be where county emergency transportation services could aid in moving operations.

II-6 Emergency Coordinating Officer

The coalition will designate an Emergency Coordinating Officer. At the local level, this may be done through selecting a staff person of the coalition and/or subcontractor, or can be a member of the Early Learning Coalition. In an emergency, the Emergency Coordinating Officer will work closely with the appropriate County Emergency Operations Center and the State of Florida Emergency Operation Center to provide information and direction to affected staff to provide immediate response capability to protect life and property and to ensure minimal disruption to the continuance of the coalition's mission-essential functions.

- a. *To be included under **Attachment 3**, the coalition will need to designate an Emergency Coordinating Officer and provide all contact information to include name, address, home phone number, cell phone number, e-mail, etc.*

II-7 Executive Leadership Team

The Executive Leadership Team will review the COOP and all attachments annually to identify necessary resources to support COOP activities, to ensure that the plan remains viable and compatible with Florida's Comprehensive Emergency Management Plan and that it is maintained at a high level of readiness. The resources necessary to ensure adequate maintenance and operation of the COOP will be considered in the coalition's planning process.

The Executive Leadership Team consists of key staff with responsibilities linked to the mission-essential functions of the coalition. This team has the responsibility for assessing the situation, activating the COOP, selecting alternate facilities, providing information to and from OEL and other appropriate state and federal entities. This team will ensure that rosters for their respective staff are kept current and that staff members are informed and provided reporting instructions.

1. *To be included under **Attachment 4**, provide the titles of the individuals to be involved in the Executive Leadership Team.*

II-8 Relocation Team

Personnel who are responsible for relocating services under this plan to the selected alternate facility are known collectively as the Relocation Team (*Attachment #1*).

- a. The Relocation Team must be able to continue operations and the performance of mission-essential functions for up to 30 days at an alternate facility. Each alternate facility must be currently equipped with telephones, computers and fax machines. If the coalition does not currently have equipment such as laptops, computers, fax machines, printers, cell phones, and a disaster should occur, OEL may assist the Relocation Team in obtaining these once the disaster/need occurs. The Relocation Team should be able to work from a remote facility to insure childcare services are not disrupted.
- b. Since alternate facility space and support capabilities may be limited, the membership of the Relocation Team is restricted to only those personnel who possess the skills and experience needed for the execution of mission-essential functions.
- c. Coalition personnel who are not designated Relocation Team members may be directed to relocate to other facilities, or may be advised to remain at or return home pending further instructions, as determined by the coalition or Executive Leadership Team. When it is determined to be feasible, associates may be allowed to telecommute from their homes until the affected facility can be reoccupied or another facility is established.
- d. COOP activation should not, in most circumstances, affect the pay and benefits of Relocation Team members or other personnel. Staff that are required to temporarily relocate to another geographical area of the State should be compensated for travel expenses in accordance with Florida Statutes, Chapter 112.061.

1. *Describe your plan to implement the above section. This should include at a minimum, your coalition's ability to maintain fiscal controls and integrity; maintain payroll to staff and subcontractors/child care service providers; maintain childcare referral services and eligibility determinations, etc.*

The plan includes a relocation team of specialized personnel able to carry out the day-to-day functions of the Coalition and its Primary Service Providers.

The plan would be activated when Dawn Bell as the CEO contacts the Emergency Coordinating Officer. The Emergency Coordinating Officer would then contact the Relocation Team members to prepare to relocate operations. Immediately following notification of the Relocation Team, the Director of Family and Provider Services will notify the remaining primary service provider's staff of the activation of the COOP plan by the most expedient method available. At the same time, the Emergency Coordinating Officer will inform the Coalition members and media outlets using the prepared public service announcements. The Emergency Coordinating Officer (ECO) would also give the Relocation Team a time frame to complete the transfer of services. If the disaster is immediate, transition will begin immediately. The ECO will also direct the team based on circumstances to which site operations will be moved choosing the location based on likelihood of the location being affected by the disaster and available resources.

Each alternate location is equipped with computers, fax machines, internet access and telephones.

Fiscal controls would be maintained by the Emergency Coordinating Officer approving all expenses and processed by the Finance Manager. The accounting software is backed-up nightly and is stored at an offsite location. In the event of an emergency relocation, the software will contain current information and could be accessed by the Finance Manager. All checks will be signed by the CEO and any other authorized signor. This will ensure that all transactions are recorded in a continuous general ledger and maintain the integrity of financial data.

The Emergency Coordinating Officer will be available to answer questions and provide guidance as to the Coalition's policy as needed and to report to OEL any needs or concerns.

The Finance Manager will be available to invoice OEL for the Coalition expenses and will maintain Coalition financial data and projections.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site when the nature and timing of the disaster permit. Documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits. Sufficient storage boxes to move the files will be kept on hand at all times in the event of activation of the COOP.

All members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones, fax machines etc., are available at the relocation site.

All records, whenever possible, will be kept electronically and backed up to a remote storage device so that in the event that physical records are lost or destroyed in an emergency a record of activities will still exist.

For Service Providers:

Payroll is part of the accounting systems currently in use by the primary providers and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and employees are paid by direct deposit so the staff's ability to receive their pay on regular pay dates will not be affected.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations.

Provider payments will be processed by the Provider Services Manager using EFS. EFS is currently backed up nightly and is stored on remotely using a cloud based service.. EFS is currently loaded on several laptops and is available in each of the Work Source locations named in this plan. The Reimbursement Manager currently performs and oversees this function, and she will be aided as needed by the COO who also has experience with this process. A payment transmittal will be prepared by the Reimbursement Manager and given to Controller. The Controller will then process the payments using the accounting software described above.

The Controller will prepare the monthly invoice and any other necessary reports.

Resource and Referral and eligibility determination will be performed by the Family Services Coordinator and aided by other staff normally assigned to the office and the Director of Family and Provider Services, using EFS,SPE/UWL and the EFS Modernization Software. If staff in other counties are not affected by the emergency, normal operations will continue in those counties. Copies of forms, brochures, voucher agreements, etc. used in normal operations will be prepared in advance and taken to the emergency operation site for use there.

The Coalition's CEO will be consulted as to the Coalition policy as needed and to report to OEL any needs or concerns.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site as needed when the nature and timing of the disaster permit it and when electronic copies are not expected to be accessible. When electronic documentation is either not available or not expected to be accessible, documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits and based on the nature of the emergency.

Additionally, all members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones fax machines etc. are available at each relocation site.

All records whenever possible will also be kept electronically at all times and backed up to the server so that in the event that physical records are lost or destroyed in an emergency, a record of School Readiness activities will still exist.

The Relocation team includes the following key staff:

<u>Title</u>	<u>Function</u>
Chief Operating Officer	Oversees and Coordinates Service
Family Service Coordinators (4)	Resource and Referral and Eligibility
Director of Family & Provider Services	Eligibility, Provider Payments, Policy, and Billing
Provider Services Manager	Processing Provider Payments, EFS & SPE/UWL Systems Administrator
VPK Manager	Child and Provider Eligibility and Processing Provider Payments
IT Manager	Hardware & Software Management
Controller	Process Provider & Other Payments, Other Essential Accounting Functions
Staff Accountant	Process Payroll
CFO	Oversees Finances
Coalition Administration	Key Coalition Staff
Emergency Coordinating Officer	Authorization of Expenses, Works with Emergency Services and Informs Public of Pertinent Information
Finance Manager	Processes Invoices, Monitors Coalition Expenses, Prepares Utilization Summaries and Disbursements

2. *Describe under what circumstances the coalition would allow staff to telecommute from their homes until the affected facility can be reoccupied, how the integrity of the system will be maintained (i.e., fiscal duties, administrative duties, etc.), and whether or not backup systems are in place to continue payroll and travel reimbursements.*

All staff whose normal assigned work location is not affected by the disaster or emergency condition will be expected to report to work as scheduled. Any employee whose normally assigned work location is affected and is not part of the relocation team will not be expected to report to work and will receive full pay. Any employee falling into this category that is able to perform their job duties through telecommuting will do so. In the case of hourly employees, they will be paid for their normally scheduled hours. Members of the relocation team whose function does not normally include interaction with the public and has available the necessary technology to telecommute may do so as well.

Payroll is part of the accounting systems currently in use and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and

employees are paid by direct deposit enabling the staff's to receive their pay on regular pay dates during the activation of the COOP.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations. Employees not able to submit mileage by fax, e-mail or regular mail will be permitted to call in their mileage and submit their reimbursement form as soon as it is possible or within three working days of resuming normal operations.

II-9 Alternate Relocation Point

- a. The determination of the alternate relocation point should be made at the time of activation by the coalition's Emergency Coordinating Officer in consultation with the Executive Leadership Team of the Coalition, if time permits, and will be based on the incident, threat, risk assessments, and execution timeframe.
- b. To ensure the adequacy of assigned space and other resources, the Emergency Coordinating Officer should review all alternate facilities during the annual review of the COOP.
- c. The designated alternate relocation points should be pre-equipped with telephone, fax and computer lines which have electronic access to the coalition's records and statewide school readiness system databases.
- d. The alternate relocation points have adequate parking capacity to support the Relocation Team. Information on dining and lodging should be provided to the Relocation Team members as soon as possible upon COOP activation.
 1. *Attachment 2 provides, at a minimum, two alternate site locations in the event of a disaster/emergency situation. Provide a description of the how alternate site selection determinations were made and the basis for choosing the alternative facilities (i.e., available computer equipment, communications, proximity to client base, physical location).*

Alternate sites were selected because they are currently being used for early learning activities; therefore, all sites have the equipment and staffing to support early learning activities and services in the interim.

2. *Provide the notification process by the Emergency Coordinating Officer to the Relocation Team in the event that an alternate site must be used to temporarily set-up day-to-day operations.*

Most of the Primary Service Provider team is located at the 8443 Baymeadows Rd. Ste. 1 address. If the decision to activate the COOP plan is made during business hours the most expedient manner will normally be by telephone; however, e-mail may be considered.

If the decision to activate the COOP plan is made after hours the most expedient manner for notification will normally be by telephone; e-mail may also be utilized. Notification will begin as soon as the Emergency Coordinating Officer (ECO) receives notice of activation. If a member of the team is not available immediately for notification, notification by an alternate phone or means

will be attempted. If a member of the Relocation Team is unavailable to be informed in a timely manner and the absence of this member affects the Team's ability to relocate, the Emergency Coordinating Officer (ECO) may appoint another staff person with similar job skills to replace the unavailable member.

Primary Services staff is located in the following locations:

Headquarters:

Episcopal Children's Services
8443 Baymeadows Rd., Ste. 1
Jacksonville, FL 32256
(904) 726-1500 - phone
(904) 726-1516 - fax

Nassau County:

c/o CareerSource
96042 Lofton Square
Yulee, FL 32097
(904) 491-3638 - phone
(904) 277-7219 - fax

Baker County:

418 South 8th St.
Macclenny, FL 32063
(904) 259-4225 - phone
(904) 259-9169 - fax

Putnam County:

821 State Rd. 19 S.
Palatka, FL 32177
(386) 385-3450 - phone
(386) 530-2692 - fax

Bradford County:

1080 North Pine St.
Starke, FL 32091
(904) 964-1543 - phone
(904) 964-5863 - fax

St. Johns County:

5 Clark St.
St. Augustine, FL 32084
(904) 770-2565 - phone
(904) 429-7604 - fax

Clay County:

c/o CareerSource
1845 Town Center Blvd., Ste. 150
Orange Park, FL 32003
(904) 213-3939 - phone
(904) 278-2099 - fax

II-10 Mission-Essential Functions

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the mission-essential functions. All Relocation Team members shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential may be deferred until additional personnel and resources become available.

In the event of an emergency, the following *primary functions* are considered mission-essential for OEL:

1. Administration of Early Learning Services at the local-level

- Coordinating responses to all subcontractors and childcare providers regarding activities and services which may be affected
- Insuring contact points are maintained and communication is intact

2. Distribution of Programmatic Funds

To ensure reliable infrastructure support for the coalition, the following *support functions* are also considered to be mission-essential

- Executive Direction
- Information Technology Support & Maintenance
- Finance & Accounting Services
- Communications
- Facilities/Property Management
- Human Resource Management

To ensure adequate reproduction of records and databases, the coalition must maintain off-site records storage OEL's Information Technology Services Unit has standard daily backup procedures for all critical information systems at the state level; however, local coalitions must maintain back-up systems in case of a disaster/emergency situation.

1. *Provide your Coalition's procedures to insure all data at the local level is updated on a regular basis. Describe who is responsible for the backup of data, how often this is done, and where the information is stored (off-site) to insure its safety.*

For Coalition Administrative Services, a back-up of all systems is stored offsite through an IT Contractor. A laptop is also available in the event of an emergency. For the primary service provider, a back-up of all systems is made nightly. The IT Manager is in charge of the back-ups. The back-ups are preset to occur at the same time every day. Backups are stored daily in a cloud based system.

2. *Provide your coalition's procedures to maintain hard-copy files of participant records and of administrative/fiscal records; where the records are located; and how the records would be secured, if time permits, in the case of a disaster.*

In the event of a disaster where time permits computer hardware will be prepared and moved first. If there is still time before complete evacuation is necessary, the accounting, administrative, provider, eligibility, and program files will be boxed and inventoried and relocated. Hard copies of administrative records are kept at the Coalition Office located at 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL.

Eligibility files are stored at the CareerSource One Stop Offices. Periodically, normally annually, files from all locations are sent to an offsite storage facility. Participant records are kept for every family receiving services and are kept in the county where the family resides. Files are normally kept by family name except in the case of foster children whose files are kept under the child's name.

3. *If the hard copy of records were destroyed (to include fiscal and programmatic) describe how the coalition would recreate the information and from what sources the data would be re-created.*

Information would be retrieved from the server; the latest two year's of data in-house, the older data is stored at a separate records storage facility. Financial data could be recreated by using the General Ledger. Vendors and others could be contacted and copies of pertinent data requested. Additionally, copies of our annual audits are available from our CPA firm. They may also be able to supply other major components of our hard copy records from their working papers.

Results from programmatic activities are stored on a shared drive on a server. This is backed up nightly and stored offsite in a cloud based system. From this record we could recreate our hard copies of the results of our past work. It may be impossible to recreate the actual screenings and assessments if the physical records were destroyed.

Parent files would have to be recreated by contacting parents and having them supply us with needed information. Their child care provider may be able to aid in this effort as well with such things as birth certificates or copies of signed voucher agreements.

Provider payment files would be recreated by rerunning payment reports from EFS. Copies of rosters will be requested from all providers keeping copies for their own records.

The process of recreating physical records will be time consuming and some documentation may not be able to be recreated. Therefore, where ever possible, it will be Coalition and ECS policy to move these records to an offsite location in the case of a disaster whenever time permits.

Coalition computers are backed-up daily and stored at an off-site location. (This includes fiscal data).

PRE-DISASTER PLAN

Employee notification Procedure

- Identify the type of emergency or threat
- Get a report of the latest update of the emergency or threatening situation
- Contact the Director for a decision on closing of the facility
- Establish a method of notification of closure of facility and when facility may possibly reopen
- Up to date list of Directors name and telephone number

Securing Building Procedure

- Back up all computers
- Secure the windows
- Lock all filing cabinets
- Move computers away from windows and cover with plastic
- Lock doors

Record Retention

- Label vital records
- Back up computer systems
- Photograph facility assets
- Copies of records that must be kept for 7 years

As soon as possible after a disaster inventory will be taken of hardware that needs to be repaired or replaced at the Coalition Office. The CEO and IT Contractor will oversee the repair or replacement of the damaged hardware.

Risk Assessments

Level One Disaster: Computers will not function

a. One to three days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

b. Four to seven days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

c. Eight to fourteen days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

Level two disaster: Building intact but without electricity

a. One to three days

1. Impact: In addition to Level 1 impacts, no way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director will notify associates about a temporary interruption in services. Emergency contact cell phone numbers are provided to all to maintain communication.

b. Four to seven days

1. Impact: Same 2A. No way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director notifies employees and sub-contractors that we are resuming critical functions including financial obligations and reporting requirements; and essential programs.

c. Eight to fourteen days

1. Impact: Same as Level 2B.
2. Recovery Strategy: Same as Level 2B.

Level three disaster: No power, no communications, building is inaccessible or inoperable

a. One to three days

1. Impact: No way for Coalition to perform its appointed functions at office location.

b. Four to seven days

1. Impact: No way for Coalition to perform its appointed functions at office location.
2. Recovery Strategy: Establish operations at an alternative work site.

c. Eight to fourteen days

1. Impact: No way for Coalition to perform its appointed functions at office location.
2. Recovery Strategy: If at the end of fourteen days, the building is inoperable, management will review the situation and develop extended recovery plan.

A disaster may involve a single facility site or an area-wide emergency situation and may be internal or external. Notify the proper officials and staff as to the extent and type of emergency or disaster. Direction of authorities will be followed when they have taken control of a situation.

Internal disasters are incidents within the facility or in the immediate area, such as fire, explosion, extended power outage, internal water break, etc. External disasters are situations arising from outside the facility, such as hurricanes, hazardous materials spills, tornado, flood waters, etc.

Flooding

The facility is not located in a Flood Zone. Local surface flooding could accompany severe storm conditions. A coastal water storm surge is not a direct danger.

Fire-Explosion Safety

Evacuate occupants when fire is an imminent danger; implement **RACE**.

- R** **Rescue** – remove anyone in immediate danger to a safe area away from fire.
- A** **Alarm** – sound the alarm within the office and call the Fire Department (911).
- C** **Confine** – contain the fire by shutting doors and windows after everyone has been rescued.
- E** **Evacuate** – Evacuate the building. Extinguish the fire only if you feel certain you can put it out; otherwise leave it for the Fire Department which is usually minutes from arriving.

The first person to discover the danger should alert all occupants that are in danger, activate the fire alarm, call the Fire Department (911). The person in charge will immediately begin evacuation

to the pre-determined site away from the facility, directing all staff to assist as necessary, and ensuring that everyone is out. The Evacuation Assembly Area is the parking lot across the street.

Stay calm. Meet and direct the fire units; let them know if everyone is out or the location of individuals inside. Be available to answer questions.

After the proper authorities have determined that the emergency is over, the facility will be checked for damage to determine if it is safe for occupancy and resumption of activity.

The person in charge will disconnect any electrical equipment and then remove vital records after everyone's safety has been assured.

All personnel must know how and when to call the Fire Department, must familiarize themselves with the exits and activate the evacuation procedures when the fire is discovered.

There are three basic classes of fires:

Class A: Wood, paper, cloth, trash, most plastics, and ordinary combustibles.

Class B: Flammable liquids such as gasoline, oil, grease, alcohol, oil based paint, etc.

Class C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, Appliances

The extinguisher must match the class of fire being fought. Do not use water, or an extinguisher labeled only for class A fires on a class B or class C fire. Many fire extinguishers are multipurpose A-B-C models.

Extinguisher use: Pull the pin (releasing the lever) – Aim at base of fire from about 8 feet (extinguisher upright) – Squeeze lever – Sweep slowly side to side.

Tornadoes

Tornadoes can occur without warning and may be associated with severe thunderstorms, which are frequent occurrences in some areas. Potential wind damage, structural damage from trees and debris, local flooding and loss of vital services could result. In the event a tornado can be seen or heard or a warning is issued, all persons in the facility should move quickly to an interior pre-designated "safe" area, on the floor near interior walls away from windows and doors, or under heavy furniture. Account for all persons. Use something to protect the head such as a pillow or place hands over head. This same procedure should be followed in the event of an Earthquake.

Hurricanes and Tropical Storms

Know if the facility is located in an evacuation or flood zone. Severe weather watches, warnings and/or evacuation orders are issued by authorities through the local media, and must be closely monitored and heeded. Hurricanes and severe tropical storms with high wind velocity and heavy rainfall can be devastating, but the probability of occurrence at a specific site is low. Area damage, loss of electrical power, access, communication, and other vital services or supplies could result:

- Monitor the radio for situation updates

- Alert staff about approaching storm and stay prepared to implement the emergency plan, and advise their families if appropriate.
- Evacuation, if required, should be completed before arrival of gale force (40mph) winds.
- Check supplies and activities needed to secure the facility.
- If not evacuating, direct all occupants to a safe area away from doors and windows, which must be closed and secured; account for all persons.
- Have emergency flashlights available.
- Keep calm and assure the safety of all occupants.

Severe Temperatures – Power Loss

If severe cold or severe heat is a probability, power outages and/or heat – air conditioning failure during such occurrences could present an emergency situation. Prolonged outage, failure, unsafe or unhealthy conditions could require evacuation.

In the event of prolonged hot or cold weather, utilize heat/air cooling equipment, or close or open doors, windows and window covering as necessary, to maintain a comfortable range; reduce the use of equipment that could contribute to the problem, as much as possible; avoid activities that may cause excess physical exertion; have adequate water available.

Crime – Civil Disturbances

If there are reports or observation of possible criminal activity or unrest in the vicinity, be sure all doors and windows are secured and remain alert. Call 911 for Police/Sheriff if there is an immediate threat such as an attempt to enter or damage the facility, or other crime in progress.

Bomb Threats

Persons likely to receive calls, particularly switchboard operators, should:

1. Remain calm and do not upset or interrupt the caller.
2. Keep the caller on the phone as long as possible.
3. If possible, have a third party listen in on the call – signal another person to notify police emergency (911) and senior staff
4. Record the exact words of the caller and the exact time and date; ask him/her to repeat the message if possible – Note if caller indicates knowledge of the facility.
5. Pay close attention to details; try to determine and log the following:
 - Male/Female
 - Adult/Juvenile – Approximate Age
 - Manner/Attitude
 - Background Noises (music, voices, etc.)

- Accent/Language/Voice/Speech Characteristics
6. If possible, ask the caller (without interrupting) – Where is the bomb located? What time is it going to explode?
 7. Tell the caller that injury or death to innocent people could result.
 8. Document any demands or instructions and indicate cooperation.
 9. Immediately notify the Supervisor and the Police Department.
 10. Cooperate fully with police who should be put in authority upon arrival; facility staff with master keys should be available if requested, along with facility floor plans.
 11. Evacuate building as in case of fire.

Administrative Services

Administrative Services is responsible for submission of reports to OEL.

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with monthly reports.
2. **Recovery Strategy:** Administrative Services will continue processing reports manually, using calculators and copier paper. If the event occurs before the required reports have been processed and it is reasonable to expect that the computers will be functional within a three day period, submission of reports will be delayed until the computers are functional. The reports will then be submitted to OEL.

Level 1-B (four to seven days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Administrative services will continue processing reports manually, using calculators and copier paper. If the event occurs before required reports have been processed, and it is not reasonable to expect that the computer will be functional within a three day period, submission of the reports will be delayed until the information can be retrieved by back up files.

Level 1-C (eight to fourteen days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with reports.

- 2. Recovery Strategy:** Administrative services will continue to process reports manually. Data for OEL reports will be tracked manually. When computers are functional, data tracked manually will be entered into the system and reports compiled to bring data to current status.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

- 1. Impact:** Administrative services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered, and unable to provide OEL with monthly reports. In addition the Coalition will be unable to communicate with Board members and sub-contractors.
- 2. Recovery Strategy:** Coalition staff will retrieve office supplies. The staff will manually keep records. In an effort to conserve power, printers will be used only when absolutely necessary. Calculators powered by batteries will be used for calculating records. The statistical report will be manually processed. The reports that cannot be generated by back-up files will be manually calculated by the appropriate staff person. The assumption is that manually processing these payments will require a lengthier processing period. The staff may be required to work overtime and/or temporary help will be hired.

Level 2-B (four to seven days)

- 1. Impact:** Same as level 2-A
- 2. Recovery Strategy:** Same as level 2-A

Level 2-C (eight to fourteen days)

- 1. Impact:** Same as level 2-A
- 2. Recovery Strategy:** Same as level 2-A

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

- 1. Impact:** Administrative Services will not be able to access computers to process data and will be unable to process payments to sub-contractors for services rendered.
- 2. Recovery Strategy:** Administrative Services will use same procedures described in Level 2-A, but at an alternative work site (ACHA).

Level 3-B (four to seven days)

- 1. Impact:** Same as Level 3-A.
- 2. Recovery Strategy:** Same as Level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as Level 3-A.
2. **Recovery Strategy:** Same as Level 3-A.

Fiscal Department

Current Business Practices:

- Generate monthly financial statements
- Prepare monthly bank and other reconciliations
- Process bi-weekly payroll
- Pay monthly invoices and cash receipts

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** No way to access data to operate the accounting system, pay bills or sub-contractors, meet deadlines for proper reporting to appropriate state or federal departments.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills

Level 1-B (four to seven days)

1. **Impact:** Same as Level 1-A.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills. Use hardcopy back-up to generate reports for state or federal departments

Level 1-C (eight to fourteen days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Same as level 1-B.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

1. **Impact:** No way to operate computers, lights, AC/Heat
2. **Recovery Strategy:** Use battery operated lights for lighting. Only operate to satisfy most urgent needs in check and report writing.

Level 2-B (four to seven days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level 2-C (eight to fourteen days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

1. **Impact:** No way for department to perform its appointed functions at offices.
2. **Recovery Strategy:** Establish operations at an alternative work site if possible.

Level 3-B (four to seven days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

II-11 Delineation of Mission-Essential Functions

In the event the capacity of the Coalition is such that it cannot respond to the needs of customers or deliver crucial services, the Coalition's functions will need to revert to alternative providers.

1. *To be included under **Attachment 5**, provide a list of potential alternative service providers that may be considered under such situations. This may include other state departments and/or community based organizations located at the local level which may be able to deliver services, community based organizations, etc.*

II-12 Warning Conditions

- a. With Warning. It is expected that, in most cases, the coalition will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment of the Relocation Team to an assembly site or a pre-identified alternate relocation point.

- b. Without Warning. The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive. If the deployment of staff to an alternate relocation point is not feasible because of the loss of personnel, temporary leadership of the coalition will be passed to OEL which shall implement the coalition's COOP at the local level.

(1) Non-Duty Hours. Affected staff should be alerted and the Relocation Team activated to support operations for the duration of the emergency.

(2) Duty Hours. If possible, the COOP will be activated immediately to support operations for the duration of the emergency.

1. *To be included under **Attachment 6**, provide a list of all employees and their contact information and contact information for subcontractors. If this changes, the attachment must be revised and submitted to OEL.*

II-13 Direction and Control

- a. In the event that the CEO and Chair is incapacitated or unavailable to make decisions regarding this COOP Plan, authorized successors will be specified.

Lines of succession will be maintained by the coalition organizational elements, to ensure continuity of mission-essential functions (See **attachment 7b** for Operating Organizational Chart). As organizational changes occur, the Operating Organizational Chart will be updated and submitted to OEL.

- b. Pursuant to Sections 20.05 (1) (b) and 20.50 (3), Florida Statutes, the coalition must have an official established Memorandum for Delegation of Authority for managers and officers within the local coalition. (*See Attachment 7a*)
- c. The CEO and/or their designee may order activation of the coalition's COOP.
- d. The Emergency Coordinating Officer, which may be the same individual, will be responsible for disseminating COOP guidance and direction during the activation and relocation phases.
- e. When executed, the Emergency Coordinating Officer will notify OEL, the Baker County Emergency Operations Center (904-259-6111), the Bradford County Emergency Operations Center (904-966-6337), The Clay County Emergency Operations Center (904-284-7703), the Nassau County Emergency Operations Center (904-548-4980), the Putnam County Emergency Operations Center (386-329-0379), the St. Johns County Emergency Operations Center (904-824-5550), and the State of Florida Emergency Operations Center (850-413-9969).
1. *Provide the list of titles/chain of command of individuals to act in a decision making capacity for the coalition should the Director and/or Chair be unavailable.*

1st Rhonda Cody, Office Manager

2nd Susan Pettijohn, Finance Manager

3rd Tajaro Dixon, Grants and Operations Manager

2. *To be included under **Attachment 7**, provide the coalition's current Organizational Chart and an official memorandum as approved Coalition, for the Delegation of Authority should the Director and/or Chair should be unavailable.*

II-14 Operational Hours

- a. During COOP contingencies, the coalition's individual under the Delegation of Authority will determine the hours of work for the staff.

II-15 Alert and Notification

Procedures must be followed in the execution of the coalition's COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off duty, and the extent of damage to the affected facilities and its occupants. This plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this plan is implemented depends on the type and magnitude of the events or threats thereof.

1. *Alert procedures: If the situation allows, warning staff, subcontractors, parents and child care providers will be completed prior to activation of the COOP. Describe your procedures and processes to notify staff, subcontractors, parents and child care providers warning of the activation of the coalition's COOP plan. Your description should address the means by which notification will be made (i.e., fax, e-mail, website, public service announcements, media, etc.), and the estimated time needed to complete this process.*

When the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means. First, will be a notice on the Coalition and primary service provider web sites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This web site update will be completed by the CEO or their designee and should not take more than 30 minutes to complete.

Public service announcements will be faxed to all local media outlets providing the same information under the direction of the Emergency Coordinating Officer and should not take more than 1 hour to complete. (See "canned" news release in **Attachment 8**). All staff will be notified in person or by e-mail if the decision to activate the COOP is made during business hours. Notification will be the responsibility of the Emergency Coordinating Officer. Any staff physically in the office that day will be called by their immediate supervisor and informed of the situation.

A phone tree will be used to call all employees if the COOP is initiated during non-business hours, whereby the Emergency Coordinating Officer will call the COO and Compliance of the primary service providers. This individual will call an assigned list of department heads who will each call the staff reporting directly to them. Each coordinator under a department head will call the staff reporting directly to the coordinator until each staff person has been contacted. This should be completed for all employees that were available by phone in less than two hours.

An attempt to contact the sub-contractor by phone or e-mail will be made prior to COOP activation as time allows. Providers will be notified as detailed in our subcontractor's COOP plan. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail. Additionally, the phone message on central agency or primary services provider phone system will instruct callers to dial the number at the relocation site.

1. *The coalition needs to develop standardized notifications and "canned" news releases which can be easily disseminated to the media and required individuals. To be included under Attachment 8, provide all standardized communications and "canned" news releases to be used in case of activation of the coalition's COOP.*

II-16 Telecommunications and Information Systems Support

Telecommunication and information systems maintained at the local level must be assessed to determine any inconsistencies or issues that may arise if the COOP is activated. The coalition must insure that there are backup plans to address disruptions in communications in the event of a disaster.

1. *Provide a description of your current communications system and any backup strategies that will be implemented should your current system fail or is disabled during a disaster.*

Phone lists are routinely updated and sent out to all staff members. The Primary Service Provider's central offices back-up the central phone system programming monthly. The Primary Service Provider's central phone system also consists of an 8 hour battery back-up in the event of power failure. If the Primary Service Provider's phone system should go down, calls will be automatically forwarded to an alternate number so that the public, providers and employees can continue to receive updates concerning services. Redirection of information and communication follow will occur seamlessly through this system. Emergency greetings and instruction may be implemented to the system within seconds by the receptionist or system administrator.

II-17 Security and Access Controls

- a. The coalition **will insure** that the COOP and the administrative/fiscal facilities and subcontractor facilities have posted evacuation route plans in all areas accessed by the public and staff.
 - b. The coalition **will insure** all necessary security and access controls are provided at the alternate facility and that the administrative/fiscal facilities are secured during COOP operations.
 - c. Electronic copies of the COOP should be secured through limited access protocols.
1. *Provide assurances that evacuation routes have been posted in all areas accessed by the public and employees for the administrative/fiscal facilities and subcontractor offices.*

Evacuation routes are posted in the Resource Room of 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL address. Evacuation routes are also posted in each of our subcontractor's offices.

2. *Describe the coalition's process and/or procedures to insure security of administrative/fiscal facilities to protect property, records, equipment, etc., in the event the COOP is activated.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. Finally, the alarm system will be set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

II-18 Test, Training and Exercise

- a. Test, training and exercise programs must be developed to include the following components:
 - Staff awareness
 - Leadership responsibilities
 - Alert and notification procedures
 - Validation and testing of equipment and communications of selected alternate facilities.
 - b. Exercise programs to test staff awareness and response capabilities should be initiated and performed bi-annually.
1. *Describe how staff and subcontractor staff are trained to administer the COOP at the local level. This may include new employee orientations, group training, etc.*

A group training will be given annually at a meeting with the Executive Leadership and Relocation Team members to familiarize each individual off his or her responsibilities in the event of COOP activation.

Additionally, the training will focus on:

- Staff awareness
 - Leadership responsibilities
 - Alert and notification procedures
2. *Describe how components of the COOP plan are provided to child care providers and parents regarding continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designation, etc. The reader should be able to clearly understand how*

child care providers and parents will be notified and/or provided information regarding coalition activities should the coalition need to activate their COOP.

*Below are the guidelines that our primary service provider would be charged with handling these activities:

Each June, after the Senior Management Team has reviewed the COOP plan and made any necessary adjustments to the plan, a update to the ECS website will explain how activation of the COOP will effect continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designations, etc. for parents and providers. All providers will be notified by fax, phone or e-mail of the plan's implementation either prior to or immediately (within 36 hours) after the COOP has been activated based on time constraints. Notice will include contact information. Providers whose counties are affected by the COOP will be asked to inform parents of the change in Episcopal contact information.by means of a Parent Letter given to Providers and posted to the ECS website within 24 hours explaining the change in location if it expected that the move will be longer than 4 business days in duration, and will include contact information and information on how to find a new temporary provider if needed.

Parents will be allowed to change providers if needed without a signed form from the previous provider saying that the parent does not owe parent fees or has made satisfactory arrangements to pay the previous provider. Once the emergency situation is over and the original provider is operational signed forms will be required to make the change to the new provider permanent. Parents may change providers during the COOP by calling the Family Service Specialist at the Emergency Operations Center. The Family Service Specialist will help with referrals to providers unaffected by the emergency or disaster. Providers closing due to a disaster that resulted in the activation of the Coalition's COOP plan will be paid for any days that their closure is necessary within the limits of the rules established by The Florida's Office of Early Learning unless the child's parent temporarily moves the child to another center. Federal regulations forbid paying for care to two providers for the same child for the same time frame. How to locate alternate care and transfer providers during the COOP will be discussed in the newsletter.

Payment to providers should continue without interruption; however payments may be slightly delayed due to a shortage of employees processing payments. All efforts will be made to avoid this and in any case payments will be made within 10 days of receiving payment from the OEL in all cases. This will be discussed in the provider newsletter.

SECTION III: PHASE I – ACTIVATION PROCEDURES

III-1 Initial Actions

- a. Based on the situation and circumstance of the event, the coalition will evaluate the capability and capacity levels required to support the current mission-essential functions of the facilities and determine if the situation necessitates relocation of staff and/or other resources. If it is deemed necessary to activate the COOP, the Executive Leadership Team will select an appropriate alternate relocation point.

- b. The coalition's designated employee will initiate the immediate deployment of the Relocation Team to an assembly site or the designated alternate relocation point.
- c. The Emergency Coordinating Officer will notify staff and provide instructions and guidance on operations and the location of the alternate relocation point.
- d. The coalition's designated individual will coordinate the immediate deployment of the coalition to an assembly site or the designated alternate relocation point.
- e. After the initial notification effort is complete, the results, including individuals not contacted, must be reported to the coalition's designee responsible for this activity.
- f. The coalition will notify the facility contact at the designated alternate relocation point to expect the relocation of the administrative/fiscal and/or subcontractor facilities.
- g. The Emergency Coordinating Officer will call OEL, the State of Florida Emergency Operations Center (850-413-9969), and the local County Emergency Office that an emergency relocation of the local coalition and/or the subcontractor is anticipated or is in progress.
- h. All personnel and sections of the coalition should implement normal security procedures for areas being vacated.
- i. The coalition's designated employee should take appropriate measures to ensure security of the administrative/fiscal offices and equipment or records remaining in the building.
- j. The coalition will prepare the alternate relocation point for the continuity of the coalition's mission-essential operations.
- k. The coalition will provide daily updates to OEL's Director and the other interested parties regarding COOP activation and operations.
- l. OEL will notify staff at the state level of the alternate mail service location and the coalition will notify the local mail delivery system of the relocation and provide mail routing instructions as appropriate.
- m. If appropriate, the coalition will prepare a public press release to inform customers of alternate provisions including new work locations, phone numbers, etc.

III-2 Activation Procedures Duty Hours

- 1. *Describe the above process of notification within your local coalition during normal work hours. Include the titles of individuals (versus individual names as these may change) who will be responsible for notifications throughout the above step-by-step process.*

Upon being notified either by news broadcasts or a call from Coalition staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or as many members as can be contacted immediately will

meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The team will also decide which, if any, of the offices to close. The coalition staff member will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

2. *Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

If the COOP is to be activated then, when the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and primary service provider's websites that will state the anticipated time the COOP will go into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the Coalition's staff and the primary service provider's Managers of Information Technology and should take no more than one hour.

Public service announcements will be faxed and e-mailed to all local radio and television stations giving the same information. This should not take more than 1 hour to complete. All Coalition members and staff will be notified by e-mail if the decision to activate the COOP is made during business hours. This can be accomplished in 15 minutes time and will be the responsibility of the Emergency Coordinating Officer.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers and by a mailing from the Primary Service Provider, to be completed with 48 hours of the COOP activation. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured at the point of notification of the COOP.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records, and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. The local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a comprehensive COOP file.

III-3 Activation Procedures Non-Duty Hours

1. *Describe the above process that will occur outside of normal work hours for the coalition.*

This process does not differ from on duty hours. Upon being notified either by news broadcasts or a call from the Coalition Contracted Staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or all members that can be contacted immediately will meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The Executive Leadership Team does not need a quorum to make a decision. Coalition staff members will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

2. *Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

When the COOP is to be activated and when the situation allows, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and the primary service provider's websites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the coalition's Emergency Coordinating Officer and the primary care providers IT Manager and should take no more than one hour and can be accomplished during non-duty hours as soon as the primary service provider's IT Manager is located.

Public service announcements will be faxed to all local radio and television stations giving the same information. This will be done by the Emergency Coordinating Officer and should not take more than 1 hour to complete and can be completed during non-duty hours.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours and cannot begin until providers open for business, normally between 6:00 and 7:00 am. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers, and by the primary service provider completing a mailing within 48 hours of the COOP activation if the move to an alternate location is expected to last 4 days or longer. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured and accessed outside of normal work hours at the point of notification of activation of the COOP.*

The Emergency Coordinating Officer will contact the relocation team on their cell phone or home phone numbers who will be asked to come into work at a designated time depending on conditions. Then working with the relocation team, he/she will ensure that all equipment, records and other

property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. All employees available will be responsible for clearing equipment and supplies from desktops.

The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured and building alarm set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

III-4 Transition to Alternate Operations

- a. Following the activation of the COOP and establishment of communication links at an alternate facility, the Emergency Coordinating Officer and/or their designee will order the cessation of operations at their main sites.
- b. The Emergency Coordinating Officer and/or his/her designee will notify OEL and the State of Florida Emergency Operations Center that an emergency relocation of the coalition staff is complete and will provide new contact numbers.
- c. As appropriate, the Emergency Coordinating Officer or his/her designee notifies press, news media, outside customers, vendors and other service providers of the temporary relocation (including any changes to coalition contact information).

1. Provide the titles of the individuals who will be responsible for this activity.

The Emergency Coordinating Officer will be ultimately responsible for insuring that notification is made to the individuals listed above.

The Emergency Coordinating Officer will be aided by primary service provider and management staff.

He/she will be aided by the SVP of Administration and Compliance, the CFO and the Finance Manager as needed. The task of notifying parents will be the responsibility of the primary service provider.

III-5 Site-Support Responsibilities

Following notification that a relocation of the coalition staff has been ordered or is in progress, the facility contact at the alternate relocation point will coordinate with the Emergency Coordinating Officer and/or his/her designee in preparation for the activation of the COOP and to receive the Relocation Team. This includes providing for the protection and movement of records. Staff from OEL's statewide data system may assist with establishing connectivity and maintaining support for the required systems and databases.

- 1. Provide a description of the local coalition's process to establish communications, computer access and transfer of records to the alternate facility. This may include accessing off-site records and/or back-up systems which have stored data available. This should include administrative, fiscal and programmatic records/data.*

Administrative Services will be set up at the alternate site. Computer back-ups will be used on a laptop if the computer system is not available. For the primary school readiness services, laptop computers and the e-mail, will be moved to the relocation site and set up as soon as possible. The latest available back-up will be brought for all systems. If the servers are inoperable, space on servers at other Coalitions or at the software vendor will be obtained. New servers will be obtained as quickly as possible if the servers are permanently damaged.

The coalition staff and IT Manager will work with OEL staff to establish connectivity and maintaining support for the required systems and databases. If it is not possible to obtain the latest back-up from on site, the latest back-up stored off-site will be retrieved as soon as possible and that will be used to restore systems.

SECTION IV: PHASE II - ALTERNATE OPERATIONS

IV-1 Execution of Mission-Essential Functions

Upon COOP activation, the coalition will begin providing support for the following functions:

- a. Monitoring and assessing the situation that required the relocation;
- b. Monitoring the status of personnel and resources;
- c. Planning and preparing for the restoration of operations at the main facilities or other long-term facility.

IV-2 Establishment of Communications

- a. The coalition staff in conjunction with OEL Information Technology staff will ensure all necessary and preplanned communications systems are established, adequate, and functioning properly; and will service and correct any faulty or inadequate communications systems.
- b. The alternate facility should be pre-equipped with computer, telephone and fax lines.
- c. The coalition will ensure continual updates are provided in the form of telephone contacts, press releases and web page updates in order to optimize our communication efforts to both internal and external customers.

IV-3 Relocation Team

- a. Relocation Team Responsibilities: As soon as possible following their arrival at the designated alternate relocation point, the Relocation Team members will begin providing support for the following functions:
 - (1) Coordinating transition of coalition's mission-essential functions to the alternate relocation point.
 - (2) Disseminating administrative and logistics information upon arrival. This information must cover the operational procedures for the next 30 days.

IV-4 Augmentation of Staff and Other Resources

- a. If it becomes evident that the coalition staff cannot ensure the continuous performance of mission-essential functions, the coalition, in coordination with OEL, will determine the additional positions necessary to ensure the continuous performance of mission-essential functions.
- b. The coalition, with assistance from OEL if needed, will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- c. The coalition in cooperation with OEL will ensure that all resources needed to sustain operations for 30 days are acquired.

IV-5 Amplification of Guidance to All Personnel

- a. The coalition will develop informative memorandum for dissemination to its staff, subcontractors, OEL, and the local community to include child care providers and parents, regarding the duration of alternate operations, pertinent information on child care payments, location(s) for services, payroll, time and attendance, duty assignments, travel authorizations and reimbursements. The coalition will disseminate the information to the appropriate staff.
- b. The coalition has responsibility for consideration of the health and emotional well-being of their staff and families. This includes obtaining information and providing guidance on any medical or special needs of their staff and families.
 1. *Describe any services offered by the coalition such as an Employee Assistance Program (EAP), or community based relationships which may be accessed if needed.*

The Coalition's health insurance coverage includes a service offered to all employees of the Coalition that offers counseling, health services, financial advice as well as other services. This information is given to all employees annually and at the time of hire. In the case of a disaster contact information and the service available will be re-distributed to all employees.

IV-6 Development of Plans and Schedules for Reconstitution and Termination

- a. The coalition will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all coalition functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.
- b. The coalition will approve the plans and schedules prior to the cessation of operations, and will submit the plan to OEL in writing, as soon as is feasibly possible.
- c. The coalition will take the lead role in overseeing the Reconstitution and Termination process.

SECTION V: PHASE III - RECONSTITUTION AND TERMINATION

V-1 Overview

Within 24 hours of an emergency relocation, the coalition will initiate operations to salvage, restore, and recover the affected facilities after the approval of the local and federal law enforcement and emergency services, if involved. Reconstitution procedures will commence when it is ascertained that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- a. Continue to perform mission essential functions at the alternate relocation point for up to 30 days.
- b. Begin an orderly return to the main facilities affected and reconstitute full operations.
- c. Establish operations in some other facility in the same geographical area.

V-2 Procedures

Upon a decision by the coalition, that the main facility can be reoccupied, or that a different facility will be secured for the coalition:

- a. The coalition will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate relocation point to a new or restored facility.
- b. Prior to relocating back to the main facility or another building, the coalition will ensure appropriate security, safety, and health assessments for suitability.
- c. The staff remaining at the alternate relocation point will transfer mission- essential functions and resume normal operations when the equipment and documents are in place at the new or restored facility.

V-3 After-Action Review and Remedial Action Plan

- a. An After-Action Review (information collection process) will be initiated prior to the cessation of operations at the alternate relocation point. The information to be collected will, at a minimum, include information from any employee working during the COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.
- b. The information is incorporated into a COOP Remedial Action Plan. Recommendations for changes to the COOP and any accompanying documents will be developed and incorporated into the COOP annual review process.

PROFILE
Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086

Building Contact for Coalition: Rhonda Cody
Phone: (904) 342-2267

Mission-Essential Functions performed in facility:

- Executive Direction
- Programmatic Funds Distribution
- Information Technology Support/Maintenance
- Communications
- Finance & Accounting Services
- Facilities/Property Management Services
- Program Technical Assistance and Support
- Program oversight and direction for Early Learning Coalitions

Mission-Essential Data Systems and Records:

- Resource and Referral
- Unified Waiting List
- Financial Management Tracking System (EFS)
- Simplified Point of Entry
- Web-EFS
- Customer Information Control System (CICS) Mainframe
- Internet

Alternate Facilities:

1. Early Learning Coalition of North Florida 3620 Peoria Road Orange Park, FL 32065	2. CareerSource Fleming Island Business Park 1845 Town Center Blvd., Ste. 150 Orange Park, FL 32003	3. Episcopal Children's Services Early Learning Center #9 45089 Third Ave. Callahan, FL 32011
4. CareerSource 96042 Lofton Square Yulee, FL 32097	5. Episcopal Children's Services Early Learning 5 Clark St. St. Augustine, FL 32084	6. Early Learning Coalition of North Florida 3841 Reid St. Palatka, FL 32177

Note: Selected Alternate Facilities are fully functional offices with established telephone, computer and fax lines.

Attachment 1

RELOCATION TEAM	
<p>Dawn E. Bell, CEO ELC of North Florida Work Number: 904-342-2267 Home Number: 904-794-5480 Cell Number: 904-377-5248 dbell@elcnorthflorida.org</p>	<p>Rhonda Cody, Office Manager ELC of North Florida Work Number: 904-342-2267 Home Number: N/A Cell Number: 904-612-6624 rcody@elcnorthflorida.org</p>
<p>Susan Pettijohn, Finance Manager ELC of North Florida Work Number: 904-342-2267 Home Number: N/A Cell Number: 904-252-0883 spettijohn@elcnorthflorida.org</p>	<p>Teresa Matheny, Chief of Programs Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-521-6803 tmatheny@ecs4kids.org</p>
<p>Brittney Spangler, Director of Family & Provider Services Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-537-3646 bbridge@ecs4kids.org</p>	<p>Melissa Burrows, Director of Finance Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-423-9247 mburrows@ecs4kids.org</p>
<p>Alicia Williams Baltzell, Provider Services Manager Episcopal Children's Services Work Number: 904-726-1500 Home Number: 904-647-8787 Cell Number: 904-349-2342 awilliams@ecs4kids.org</p>	<p>Robert Simmons, Senior Director of Information Technology Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-891-1513 rsimmons@ecs4kids.org</p>
<p>Brian Zaletel, CFO Episcopal Children's Services Work Number: 904-726-1500 x 2106 Cell Number: 904-475-8491 Brian.zaletel@ecs4kids.org</p>	<p>Kris Cline, Staff Accountant Episcopal Children's Services Work Number: 904-726-1500 Home Number: 252-571-3738 Cell Number: 252-259-2804 kcline@ecs4kids.org</p>
<p>Shanda Ellis, VPK Manager Work Number: 904-726-1500 Home Number: 904-282-0659 Cell Number: 904-673-6014 sellis@ecs4kids.org</p>	<p>Diana Alvarez, Family Services Coordinator Episcopal Children's Services Work Number: 904-823-2276 Home Number: N/A Cell Number: 904-229-7216 dalvarez@ecs4kids.org</p>
<p>Michelle Goytia, Family Services Coordinator Episcopal Children's Services Work Number: 386-329-4878x2881 Home Number: N/A Cell Number: 904-705-2987 mgoytia@ecs4kids.org</p>	<p>Anita Miller Sackman, Training Director Episcopal Children's Services Work Number: 904-726-1500 ext.207 Home Number: N/A Cell Number: 413-209-0988 or 904-217-8192 amsackman@ecs4kids.org</p>
<p>Candace Lee, Disbursements Manager Episcopal Children's Services Work Number: 904-726-1500 x2240 Cell Number: 904-699-0388 Candace.lee@ecs4kids.org</p>	<p>Shecovia Grimes, Family Services Coordinator Episcopal Children's Services Work Number: 904-726-1500 x2290 Home Number: 904-642-0075 Cell Number: 904-540-9172 sgrimes@ecs4kids.org</p>
<p>Dawn Weber, Payroll Specialist Episcopal Children's Services Work Number: 904-726-1500 x 2254 Cell Number: 954-242-4489 Dawn.weber@ecs4kids.org</p>	

Attachment 2

ALTERNATE SITE LOCATIONS

In the case that the Early Learning Coalition of North Florida finds that due to emergency circumstances operations could no longer continue from its present locations at 2450 Old Moultrie Rd., Suite 103, St. Augustine, FL 32086 and/or 3841 Reid St., Palatka, FL 32177, and/or 3601 Peoria Road, Orange Park, FL 32065.

1. ELC of Flagler and Volusia Counties
230 N. Beach St.
Daytona Beach, FL 321

2. Episcopal Children's Services
5 Clark St.
St. Augustine, FL 32284

3. Episcopal Children's Services
8443 Baymeadows Rd., Ste. 1
Jacksonville, FL 32256

4. CareerSource
96042 Lofton Square
Yulee, FL 32097

5. Episcopal Children's Services Early Learning Center #9
45089 Third Ave.
Callahan, FL 32011

6. CareerSource
Fleming Island Business Park
1845 Town Center Blvd., Ste. 150
Orange Park, FL 32003

Attachment 3

Designated Emergency Coordinating Officers

ELC OF NORTH FLORIDA			
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 H: 904-794-5480 C: 904-377-5248	dbell@elcnorthflorida.org
Rhonda Cody	Office Manager, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 C: 904-612-6624	rcody@elcnorthflorida.org

Attachment 4

Executive Leadership Team

Dawn Bell

Chief Executive Officer
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
dbell@elcnorthflorida.org

Susan Pettijohn

Finance Manager
Early Learning Coalition of N. F. Inc.
Work Number: 904-342-2267
spettijohn@elcnorthflorida.org

Rhonda Cody

Office Manager
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
rcody@elcnorthflorida.org

Key Primary Service Provider Staff:

Connie Stophel

Chief Executive Officer
Episcopal Children's Services
Work Number: 904-726-1500
cstophel@ecs4kids.org

Heather Hodges

Vice President of Human Resources
Episcopal Children's Services
Work Number: 904-726-1500
hhodges@ecs4kids.org

Brian Zaletel

Chief Financial Officer
Episcopal Children's Services
Work Number: 904-726-1500
Brian.Zaletel@ecs4kids.org

Temple DePlato

Chief of Administration
Episcopal Children's Services
Work Number: 904-726-1500
temple.deplato@ecs4kids.org

Teresa Matheny

Chief of Programs
Episcopal Children's Services
Work Number: 904-726-1500
tmatheny@ecs4kids.org

Robert Simmons

Sr. Director of Information and Technology
Episcopal Children's Services
Work Number: 904-726-1500
rsimmons@ecs4kids.org

Attachment 5

POTENTIAL ALTERNATIVE SERVICE PROVIDERS

1. Early Learning Coalition of Volusia Flagler Counties

230 N. Beach St.
Daytona Beach, FL 32114
386-323-2400

2. Florida's Office of Early Learning

250 Marriott Dr.
Tallahassee, FL 32399
850-717-8601

3. Jacksonville Children's Commission

1095 A. Phillip Randolph Ave.
Jacksonville, FL 32202
904-630-3647

4. Early Learning Coalition of Duval County

6500 Bowden Rd. Suite 290
Jacksonville, FL 32216
904-208-2044

Attachment 6a

STAFF ROSTER – COOP PLAN

****CONFIDENTIAL****

	<p>Administrative Office: 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086 Phone: (904) 342-2267 Fax: (904) 342-2268 Website: www.elcnorthflorida.org</p>
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Name	Title	Extension or Phone #	Email address
Dawn Bell	Chief Executive Officer	Admin: 904-342-2267 x204 Cell: 904-377-5248	dbell@elcnorthflorida.org
Cheryl Lynette Clark	Screening Specialist	904-726-1500 x245 Episcopal Children's Services (ECS)	lclark@ecs4kids.org
Rhonda Cody	Office Manager	Admin: 904-342-2267 x 203 Cell: 904-612-6624	rcody@elcnorthflorida.org
Tajaro Dixon	Grants and Operations Manager	Putnam:386-328-6232 Cell: 386-538-0836	tdixon@elcnorthflorida.org
Lacy Doss	Outreach Assistant	Clay: 904-213-3999 Cell: 904-716-6082	ldoss@elcnorthflorida.org
Stephanie LaRoche	Screening Specialist	904-726-1500 x 103 Episcopal Children's Services (ECS)	slaroch@ecs4kids.org
Susan Murphy	Outreach Assistant	Admin: 904-342-2267 Cell: 513-319-5677	smurphy@elcnorthflorida.org
Susan Pettijohn	Finance Manager	Admin: 904-342-2267 x206 Cell: 904-252-0883	spettijohn@elcnorthflorida.org
Christopher Spell	Finance Manager	Cell: 904-654-8049	cspell@elcnorthflorida.org
Joan Whitson	Early Literacy Outreach Manager	Admin: 904-342-2267 x202 Cell: 904-495-3645	jwhitson@elcnorthflorida.org

Attachment 6b

Early Learning Coalition of North Florida, Inc.

BOARD MEMBERSHIP ROSTER

ELCNF Board Approved September 9, 2020 Submitted to TDixon for plan amendment September 10, 2020 OEL Approved May 13, 2020								
Early Coalition of North Florida								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Private Sector; Chair, appointed by the Governor (Two, 4 yr. terms)	Yes	Nancy Pearson 1000 Sawgrass Village Dr., Ste. 101 Ponte Vedra Bch, FL 32082 904-285-4482 nrpearson@comcast.net	Private Sector; Prudential Network Realty	St. Johns	Nov. 22, 2013 Second term start date: August 30, 2018	4 Year April 30, 2021	2
2	Private sector appointed by the Governor	Yes	Cranford R. Coleman 577 Golden Links Drive Orange Park, FL 32073 (904) 614-7315 rcoleman7315@outlook.com	Private Sector; Baronco Management Consultants, Inc	Clay	Nov. 22, 2013	4 Year April 30, 2016	1
3	Private sector appointed by the Governor	Yes	Brian H. Graham PO Box 9630 Fleming Island, FL 32006 904-376-5288 BrianHGraham@gmail.com BHG@AmericanaAdvisors.com	Private Sector; Dixie Strategies, LLC.	Clay	May 14, 2015	4 Year April 30, 2019	2
4	Department of Children & Family Services circuit administrator or designee	Yes	Charles Puckett Dept. of Children and Families Child Care Regulations 210 North Palmetto Avenue, Ste 440 Daytona Beach, FL 32114 Ph:(386)316-2057 Fax: (386)238-4905 Charles.puckett@myflfamilies.com	County Department of Children and Families	Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns	December 2018	4 Year December 2022	1

ELCNF Board Approved September 9, 2020

Early Coalition of North Florida

Submitted to TDixon for plan amendment September 10, 2020

OEL Approved May 13, 2020

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
5	District superintendent of schools or designee	Yes	Kristi Simpkins 1201 Atlantic Avenue Fernandina Beach, FL 32034 (904) 491-9885 kristi.Simpkins@nassau.k12.fl.us	Nassau County School District / Office of Elementary Education - Director	Nassau	Dec. 4, 2013 Second term start date: December 2017	4 Year December 2021	2
6	Regional workforce board executive director or designee	Yes	Renee L. Williams CareerSource Northeast Florida District Director, Clay & Putnam 1845 Town Center Blvd., Suite 150, Fleming Island, FL 32003 (904) 213-3888 ext. 2076 Fax (904) 278-5696 www.careersourcenortheastflorida.com	Regional Workforce Board; CareerSource	District 8: Clay, Baker, Nassau, Putnam and St. Johns	Sept. 17, 2014 Second term start date: September 2018	4 year September 2022	2
7	County health department director or designee	Yes	Mary L. Garcia Administrator Florida Department of Health, Putnam County 2801 Kennedy Street Palatka, FL 32177 Ph: (386) 326-3254 Mary.garcia2@flhealth.gov	County Health Department; Putnam County	Putnam	December 6, 2017	4 Year December 2021	1
8	President of a Florida College System institution or his or her permanent designee	Yes	Dr. Myrna Allen St. Johns River State College Dean of Teacher Education myrnaallen@sjrstate.edu (386) 312-4242	Community College; St. Johns River State College	Clay, Putnam, St. Johns	Sept. 17, 2014 Second term start date: September 2018	4 Year September 2022	2

ELCNF Board Approved September 9, 2020

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OEL Approved May 13, 2020

Early Coalition of North Florida

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	James K. Johns 500 San Sebastian View St. Augustine, FL 32084 P: (904) 209- 0301 bcc.ljohns@sjcfl.us	Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners	St. Johns	March 2020	4 Year March 2024	1
10	Head Start Director	Yes	Brian McElhone 102 Martin Luther King Ave. St. Augustine, FL 32084 Ph: 904-547-8963 Brian.McElhone@stjohns.k12.fl.us	Head Start; Director, Early Childhood Services and District Assessment Development	St. Johns	July 21, 2017	4 Year July 2021	1
11	Representative of private for-profit child care providers (One, 4 yr. term)	Yes	Patricia Tauch 3050 Moody Avenue Orange Park, FL 32065 Ph: (904) 264-9959 Fax: (904) 264-2831 Opkinc1960@gmail.com	Private for-profit child care; OPK Inc dba Orange Park Kindergarten	Clay	March 2019	4 Year March 2023	1
12	Representative of faith based child care providers (One 4 yr. term and must rotate counties)	Yes	Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 Ph: (904) 429-7637 Fax: (904) 726-1791 tlittle@ctkcatholic.com	Faith Based Child Care; Diocese of St. Augustine	St. Johns	Dec. 7, 2016	4 Year Dec. 7, 2020	1
13	Representative of program under federal Individuals with Disabilities Education Act	Yes	Marsha Hill Director of Instructional Services, NEFEC 124 Confederate Pt. Rd. Palatka, FL 32177 Ph: (386) 329-3800 hillm@nefec.org	Director of Instructional Services for Florida Diagnostic & Learning Resources System for the North East Florida Education Consortium	Putnam	March 1, 2018	4 Year March 2022	1
N/A	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	N/A					

ELCNF Board Approved September 9, 2020

Early Coalition of North Florida

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Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
N/A	Child care licensing agency head	Yes, if applicable	N/A					
14	Central agency administrator or designee	Yes, if applicable	Teresa Matheny 8443 Baymeadows Rd., Ste. 1 Jacksonville, FL 32256 Ph: (904)726-1500 tmatheny@ecs4kids.org	Episcopal Children's Services	Clay, Barker, Bradford, Nassau, Putnam & St. Johns	9/21/2016	4 Year N/A	
15	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Michelle Jonihakis 4600 Touchton Road, Building 200, Suite 400 Jacksonville, FL 3246 Ph: (904) 565-4188 Michelle.jonihakis@td.com	Private Sector; TD Bank	St. Johns	December 2018	4 years December 2022	1
16	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Aubrie Simpson-Gotham 981 Oak Arbor Circle St. Augustine, FL 32084 Ph: (904) 813-5809 ASimpson057@alumni.flagler.edu	Private Sector; VIPKID	St. Johns	December 2018	4 Years December 2022	1
17	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Joy Stanton 120 Topsail Dr. Ponte Vedra, FL 32081 (904)679-3418 (646)596-0178 Joy.Stanton@bcbsfl.com	Private Sector; Blue Cross and Blue Shield of Florida, Inc.	St. Johns	March 2020	4 Years March 2024	2
18	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Mike Siragusa 780 N. Ponce de Leon Blvd. St. Augustine, FL 32084 (904) 829-9066 masiragusa@ubulaw.com	Private Sector; Upchurch Bailey and Upchurch, Attorney at Law	St. Johns	September 2018	September 2022	1
19	Private Sector Business	Yes, if needed to meet private sector percentage or	Kyle Gammon 449 Center St. Green Cove Springs, FL 32043	Private Sector; Vallencourt Construction Co., Inc.	St Johns	September 2019	September 2023	1

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Early Coalition of North Florida

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		multi-county representation	Ph: (904)-291-9330 kyleg@vallencourt.com					
20	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Vina Delcomyn 4213 County Road 218, Ste. 1 Middleburg, FL 32068 (904) 291-9598 (904)291-3365 delcomynv@yahoo.com	Private Sector; Awakenings Association Management	Clay	September 2020	September 2024	1
	Non Profit Child Care Provider*	Yes						
	DCF Staff***	No						

- * Add rows, as needed.
- ** If required member is not a family home provider.
- *** If there is no local licensing agency.

Early Coalition of North Florida, Inc. Membership Management
 Approved as of May 13, 2020

I.	TOTAL MEMBERSHIP : 20
II.	TOTAL PRIVATE SECTOR MEMBERSHIP: 9, PRIVATE SECTOR PERCENTAGE: 45%
III.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: 0
IV.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: 0

Attachment 6c
Subcontractor – Episcopal Children’s Services
Employee/Contractor Contact List - One-Stop Centers

Employee Names:	Office Phone	Cell #	Home Phone	Supervisor
Michele Goytia	(904) 213-3939 x 2082	(904) 705-2987	N/A	Shanda Ellis
Vickie Hancock	(904) 964-1543	(904) 937-8513	N/A	Shecovia Grimes
Courtney Edmond	(904) 213-3939 x 2081	(863) 838-7604	N/A	Diana Alvarez
Leatrice Ahmadu	(904) 394-0600	(904) 306-6835	N/A	Diana Alvarez
Diana Alvarez	(904) 770-2565 x 104	(904) 229-7216	N/A	Shanda Ellis
Christy Bramley	(904) 770-2565	(704) 618-9801	N/A	Diana Alvarez
Jasmine Wilkerson	(386) 385-3450 x 2881	(386) 546-2132	N/A	Diana Alvarez
Christina Jackson	(386) 385-3450 x 2884	(386) 983-1629	N/A	Diana Alvarez
Shauna Mayo	(386) 385-3450	(904) 610-4976	N/A	Amanda Griffis
Eryss Meguia	(904) 259-9169	(904) 993-5441	N/A	Shecovia Grimes
Mary Catherine Quigley	(904) 432-0009 Ext. 2626	(914) 522-5130	N/A	Shecovia Grimes
Jacqueline Chimino	(904) 394-0600	(904) 306-6835	(904) 705-9651	Diana Alvarez
Jena Waters	(386) 385-3450	(386) 530-1592	N/A	Ashley Rich
Sherry Tindale	(386) 385-3450	(386) 983-4281	(386) 326-1321	Ashley Rich
April Florida	(904) 770- 2565 x 105	(904) 392-5817	(904) 537-9782	Diana Alvarez
Brandi Harrison	(904) 770- 2565	(904) 955-3044		Diana Alvarez

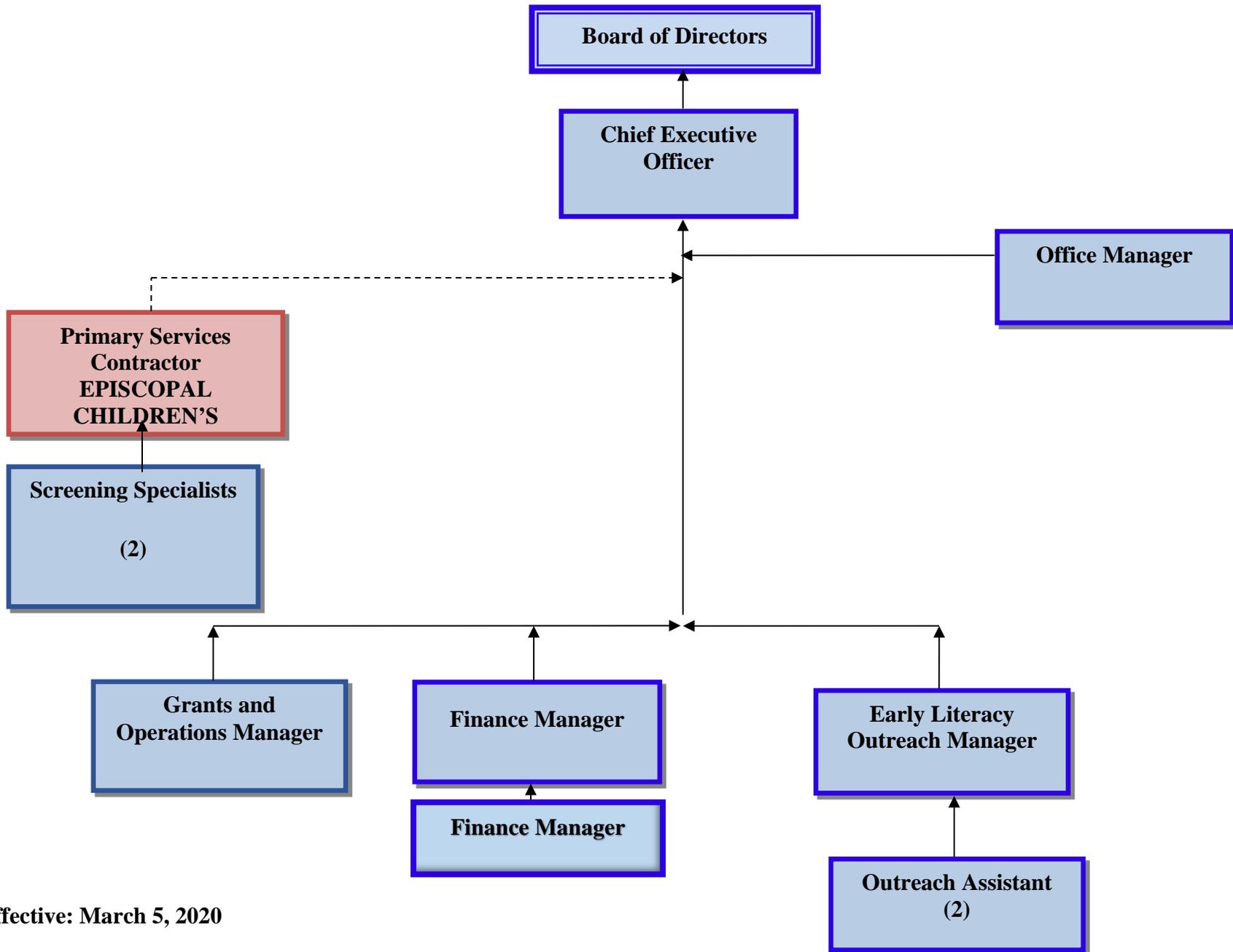
Attachment 7a

MEMORANDUM OF THE EARLY LEARNING COALITION OF NORTH FLORIDA

TO: Florida's Office of Early Learning
FROM: Dawn E. Bell, Chief Executive Officer
DATE: June 26, 2015
SUBJECT: Delegation of Authority

In the event that the CEO of the Early Learning Coalition of North Florida, Dawn E. Bell should be unavailable during the activation of the Continuity of Operations Plan or when activation of the plan is being contemplated, decision making capability for the Early Learning Coalition of North Florida will pass to the Office Manager, Rhonda Cody. In the event that Rhonda Cody is unavailable, decision making capability will pass to the Finance Manager, Susan Pettijohn. If Susan Pettijohn is also unavailable, decision making capability will then pass to Tajaro Dixon, Grants and Operations Manager.

ATTACHMENT 7B
ORGANIZATIONAL CHART



Effective: March 5, 2020

Attachment 8a
Parent and Provider Newsletter
Emergency Operations Procedures

Dear Parents and Providers,

Florida has unpredictable hurricane activity from year to year and in some cases child care providers may need to have temporary closings or parents may be unable to take their children to their child care providers. The Early Learning Coalition of North Florida and its service provider, Episcopal Children's Services have also had day long closings due to the weather. Of course a variety of circumstances could result in emergency closures and the activation of our emergency operations plan, known as the COOP plan.

Parents

If a parent needs child care during the emergency and their regular provider has closed, they will be allowed to transfer temporarily until the original child care provider reopens. After that, a parent will be required to have a transfer form completed by the original provider to make the transfer permanent. Episcopal will have Family Service Specialist available to help parents locate emergency care. If your local county office is closed, call the Episcopal main number at 1-800-238-3463 to speak to a Family Service Specialist that can help you.

Providers

In the event that The Early Learning Coalition of North Florida activated their COOP plan due to an area wide emergency, providers forced to close will be paid for the duration of the emergency, not to exceed 10 days total absences for the month in any one month. Child care providers need to mark the attendance roster with the first letter of the storm or otherwise indicate the cause of the closure. In the case of Hurricane Frances for example, rosters would be marked with an "F" for the days closed. If child care were closed due to a security issue, a provider might use an "S" for security. The important thing is that when someone looks at the roster, perhaps a year from now, that it is clear that the absences were due to unusual circumstances.

Providers closing due to conditions not considered an area wide emergency can not be paid for their closures. An example would be if a provider closed due to a water main break affecting only their center. Saint Johns is also prohibited by federal law to pay twice for the same child for the same time period. Therefore, if a parent transfers to another center during the emergency, we can only pay the provider that actually provides the care.

In the event of a COOP plan activation, The Early Learning Coalition of North Florida, and Episcopal Children's Services, will notify providers as soon as possible by phone, fax, or e-mail. At the same time ECS asks that after an emergency or disaster providers let us know whether you are open and when you expect to open. Please call the ECS office closest to you or our main number after an area wide emergency to let us know your status. We will also accept provider damage reports, in order to keep the state informed of the area's needs.

If we have moved to another location during the emergency, we will also ask providers to post a notice to parents in their centers saying that we are now in emergency operations, giving our contact information,. Additionally, our emergency information will be posted on our web site at ecs4kids.org and on our voice mail at 1-800-238-3463. If the relocation and the emergency plan are expected to last for more than a day or two, parents will also be notified of the changes by mail.

We hope this information will make dealing any future emergencies a little easier. If we can be of any further assistance, please feel free to contact your local family services specialist or the Episcopal Children's Services main office at 1-800-238-3463.

Sincerely,
Teresa Matheny

Attachment 8 B

CANNED NEWS RELEASE

Prior to Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties Early Learning families, are temporarily moving operations as of _____ from _____ to _____ due to the following occurrence: _____. Families or others in _____ County needing services may call _____ to reach the Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

During Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, have temporarily moved operations as of _____ to _____ due to _____. Families or others in _____ County(ies) needing services may call _____ to reach a Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

COOP Plan Is Ended

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties have ended emergency operations from _____ and will once again be available to serve families from our regular business offices. Families needing service may call _____ or 904-726-1500. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org.

Attachment 9

Infectious Disease Emergency Addendum to the ELCNF COOP Plan

INTRODUCTION

BACKGROUND

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. Infectious disease emergencies may include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., COVID-19, SARS, avian influenza), and bioterrorism. The circumstances of infectious disease emergencies may vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality (bioterrorism), and many others. Public health measures to contain such outbreaks are especially important for diseases with high morbidity or mortality and limited medical prophylaxis and/or treatment. The ELCNF will follow all protocol as directed by the State of Florida.

PURPOSE

The purpose of the Infectious Disease Emergency Addendum Plan is to offer additional guidance to the existing COOP plan in the case of outbreaks of diseases caused by infectious agents, biological toxins, or responding to other infectious disease emergencies as defined above.

Activities that may be implemented during an Infectious Disease Emergency include:

- Coordination with other city, regional, state and federal agencies and other organizations responding to a large public health emergency. The employees of the Early Learning Coalition are to be considered interchangeable during emergencies and should be willing to serve in other agency roles to ensure operational needs during these emergencies as well as following the emergency during a rebuild.
- Development and dissemination of information and guidance for our employees to ensure proper protocols with the community we serve.
- Public health disease containment measures such as infection control, isolation and quarantine, or restriction and clearance.
- Coordination of internal work processes and management of alternate work when necessary.

SCOPE

An infectious disease emergency occurs when urgent and possibly extensive public health and medical interventions are needed to respond to and contain an infectious disease outbreak or biological threat that has the potential for significant morbidity and mortality in the Northeast Florida area. The communicable disease control and prevention efforts will include routinely receiving reports of cases of infectious disease and will update staff as a result of these reports and the State of Florida's plan for containment measures. This plan is intended to be used for any infectious disease emergency that requires a response that may require changing normal ELCNF business operations in order to maintain the health and safety of our employees, the clients we serve, and the public at large.

TRAVEL

In light of the foregoing, the ELCNF would also like to ask employees to self-identify whether they or a family member have traveled to impacted regions where the current threat has been indicated. (i.e., areas with extensive person-to-person transmission of the illness).

For those employees identified as having potential exposure, the ELCNF may direct you to work from home if the C.D.C. recommends an incubation period.

Employees who do not want to provide information about travel or potential exposure may also be asked to work from home or not work until it has been determined that the employee is safe to return to work. The ELCNF will follow all guidelines as indicated by the CDC, State and local Health officials.

CLOSURE OF ELCNF WORK LOCATIONS

In the need to prevent illness, when recommended by State of Florida or Federal officials, the closure of ELCNF locations may become necessary. In this case, all employees will need to be prepared to work remotely to ensure the continuity of our operations. This will be completed in the following manner:

- Employees previously approved to work from home may continue to do so immediately. Check in calls and/or electronic correspondence with his or her supervisor for accountability will be conducted and work to be performed will be documented.
- Employees not yet approved to work from home but whose positions allow for work from home may do so with daily supervisory check in's and a detailed list of approved duties completed and submitted to their immediate supervisor.
 - Employees should check their home internet connectivity ability by logging into <https://www.speedtest.net/> and send a screenshot of the connect ability results to Compass MSP at help@compassmsp.com or call Compass at 904-777-0087 to gauge the ability to be successful with your work load or receive assistance.
 - Employees at the main office location in St. Augustine can check their voicemail by dialing the main number (904) 342-2267 and press # your extension. For our employees working in the two remote offices, please leave a greeting on your office phone that you are not in the office but will be checking your voicemails daily and will respond to those calls as soon as it is conveniently possible. You should also provide the main St. Augustine Office number on your greeting as well to allow for an alternate option for the caller.
- All other employees whose positions normally do not allow for work from home; where possible and based on ELCNF agency needs, may be assigned alternative duties which can be completed from home. These positions will also be required to participate in check in's and be willing to work with alternative duties during the emergency closure period or use available paid leave to cover the period of time the ELCNF is closed. These employees should also check their connectivity and follow the guidelines regarding their phones outlined above.

WHEN ILLNESS STRIKES

- Follow guidelines posted by the Centers for Disease Control and Prevention (CDC).
- Employees are encouraged to utilize Florida Blue Teladoc services, unless their symptoms are severe. www.teladoc.com or 1-800-835-2362
- Use wellness CDC based programs to instruct all ELCNF employees about hygiene and disease prevention.
- Tell employees to stay home if they have a fever and cough and to seek care for severe respiratory distress. All employees who are sick during emergency closures, or who report in as sick, during these times, should not work.
- Once offices re-open, all employees who are sick or show symptoms of illness should remain home until fever is gone for a minimum of 24 hours and be evaluated by a physician before returning to work.
- If employees need to be off work for a long time for issues related to an infectious disease, these issues will be handled on a case-by-case basis by Executive Director Dawn Bell and or the Office Manager, Rhonda Cody.

Identifying Coronavirus Symptoms

Common coronaviruses typically cause mild to moderate upper-respiratory tract illnesses, and those affected exhibit cold-like symptoms. The most common symptoms include:

- Headache
- Cough
- Fever
- Sore throat
- Runny nose

Some cases of coronavirus can be more severe, and individuals experience more serious lower respiratory tract illnesses like bronchitis and pneumonia. For the elderly, infants and those with weakened immune systems, a coronavirus can be deadly. Therefore, it is important to report all flu and cold like symptoms and stay home to prevent spread.

VIII. New/Unfinished Business

K. Approval of Revisions to the Early Learning Coalition of North Florida's Bylaws Specific to Section 3.2 Membership Terms, 3.2.2 Faith Based Child Care Provider Representative*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of revisions to the Early Learning Coalition of North Florida's Bylaws specific to Section 3.2 Membership Terms, 3.2.2 Faith Based Child Care Provider Representative.
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>3.2.2 The faith based child care provider representative may serve two four year terms.</p> <p>Eliminate the last sentence in the paragraph stating "The faith based child care provider seat will be rotated each term from county to county."</p> <p>If this is not approved, ELCNF will not have the ability to maintain the continuity of retaining and developing experienced board members.</p>
How the Action will be accomplished	Board Approval and submission to OEL.

BYLAWS

Adopted: 03/20/2013
Effective: 07/01/2013
Revised: 09/16/2015

ARTICLE 1 NAME, AUTHORITY AND LOCATION

Section 1.1. NAME

The name of the organization shall be the Early Learning Coalition of North Florida Inc., comprised of Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, hereinafter referred to as the Coalition.

Section 1.2. AUTHORITY

The Coalition is authorized by the School Readiness Program and the Voluntary Prekindergarten Education Program of the Florida Statutes, or any applicable state Law revising these chapters.

Section 1.3. LOCATION

The main administrative office shall be located at 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL, 32086, in St. Johns County. The Coalition may have other offices as the members may determine or as the affairs of the organization may require.

ARTICLE II PURPOSE AND RESPONSIBILITIES

Section 2.1. PURPOSE

The purpose of the Coalition shall be to carry out the duties and responsibilities invested and entrusted to the Coalition pursuant to the provisions of School Readiness Program and Voluntary Prekindergarten Education Program and subsequent amendments. The Coalition recognizes the primacy of parents as their children's first teachers and the importance of children entering the education system ready to learn, and seeks to assist parents by providing opportunities for the at-risk birth-to-kindergarten population to enhance their chances for education success by participating in quality school readiness programs that can better prepare them for school.

Section 2.2. RESPONSIBILITIES

In carrying out the intent of the School Readiness Program, and Voluntary Prekindergarten Education Program, the Coalition shall develop a plan for implementing Early Learning Programs to meet legislative requirements and performance standards and outcome measures established by the agency(ies) under relevant statutes.

Early Learning Coalition of North Florida, Inc.

- 2.2.1. The Coalition's service delivery plan may have county specific objectives, priorities, rates and fees based on the specific needs of each population. The Board will approve any and all plan recommendations through the plan development and amendment process, and included in primary services contracts. Coalition or contracted staff may submit recommendations for plan revisions as needed to the Board of Directors.
- 2.2.2. The plan shall be reviewed and revised as necessary, but at least biennially.
- 2.2.3. Prohibited activities: Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, this corporation and its members shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization that shall be exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations, now existing or hereafter amended or as referenced in Florida Statute.
- 2.2.4. These bylaws and the Coalition's Articles of Incorporation are part of the Coalition Plan and any amendments to them constitute an amendment to the Plan.

Section 2.3. BOARD MEMBERS

Role: Board members acting as a group, set policies and goals for the Chief Executive Officer to implement and achieve. Board members do not take actions as individuals, they must act as a team; members who take actions without approval of the full board seriously damage the organization

Function: All corporate powers shall be exercised by or under the authority of, and the business and affairs for the Corporation and shall be managed under the direction of the Board of Directors who may also be referred to as the "Coalition", "Coalition Board" or "Board Members".

- 2.3.1. Board members must ensure their organization has adequate finances and that the funds are responsibly spent. Board members are "trustees" of the organization's funding. This may be accomplished by ensuring the money was spent effectively to deliver the school readiness and voluntary prekindergarten programs and services that have been authorized through routine financial and performance audits.
- 2.3.2. Board members must participate actively in making decisions and supporting the Coalition and its Chief Executive Officer. A Board's role is to collectively provide the direction to the Chief Executive Officer in which they want the Chief Executive Officer to take the organization. Board members make decisions that affect the organization as a whole.
- 2.3.3. Management of individual employees is delegated to the Chief Executive Officer
- 2.3.4. Board Members, acting as a full board, select and evaluate the Chief Executive Officer.

ARTICLE III MEMBERSHIP

Section 3.1. BOARD MEMBERSHIP

The Coalition will follow the requirements of the current version of Florida Statute regarding Early Learning Coalition Membership.

Section 3.2. MEMBERSHIP TERMS:

The Executive/ Administrative Committee will oversee membership to assure that the membership is geographically representative of each county served by the coalition.

- 3.2.1. The Chair, who is appointed by the Governor of Florida, may server two four year terms.
- 3.2.2. Provider Representatives: Private For-Profit Child Care Provider Representatives which include Child Care Center and Family Child Care Home providers may serve one four-year term. The provider representative seat will be nominated for the full service area of Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties. The Coalition will rotate each term from private for-profit child care provider to private for-profit family child care home provider. The faith based child care provider representative may serve one four year term. The faith based child care provider seat will be rotated each term from county to county.
- 3.2.3. Private Sector and mandated members may serve two terms; terms will be staggered and must be a uniform length not to exceed four years. These mandated representative will be rotated to allow representation from each county when all counties are not represented by virtue of the area served by the mandated member. A mandated member from an entity that serves all counties that is the only person who can fill that board seat, would not be subject to “the one year break in service” requirement.
- 3.2.4. Ex officio members will be nominated for membership and elected in the same manner as other required members. Length of terms for ex officio members will be the same as other required members and can serve a maximum of two four-year terms.
- 3.2.5. Private sector and mandated members may be nominated to serve additional terms after a one year break in service.
- 3.2.6. Any representative member may be removed by two-thirds (2/3) vote of a quorum of the members whenever, in their judgment, the best interests of the organization would be served. Notice of removal shall be given in writing to the member by the chair prior to the next Coalition meeting.
- 3.2.7. Unexcused absences from two (2) consecutive meeting within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.
- 3.2.8. Mandated members with three (30 consecutive unexcused absences from meeting or six (6) unexcused absences from meeting within a twelve month period without due cause may be notified by the Chair that their membership is not in good standing.

Early Learning Coalition of North Florida, Inc.

- 3.2.9. Any member may resign by giving notice to the Chair. Acceptance of such resignation shall not be necessary to become effective.
- 3.1.10. Members will not receive any compensation for their services.

Section 3.3. MEMBERSHIP DUTIES

Serving on the Coalition requires a commitment of time including attending regular Coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development, school readiness and voluntary prekindergarten.

- 3.3.1. All Board Members are subject to the ethics provisions outlined in Part III of Chapter 12 of the Florida Statutes, General Provisions; Code of Ethics for Public Officers and Employees. Specifically, s. 112.313, s. 112.3135, and s. 112.3143, as well as additional directives established by Statute or Rule and are required to sign a statement agreeing to comply.

**ARTICLE IV
MANAGEMENT**

Section 4.1. POWER AND DUTIES

Powers, management, and control of the Coalition, and all of its affairs, shall be vested in members as outlined in the “Early Learning Act” or its legislative successor. The Board Members, upon appropriate resolution, may delegate certain responsibilities to its Chief Executive Officer.

Section 4.2. VOTING

Fifty one (51) percent of the board member serving at the time of a meeting shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the board members.

- 4.2.1. At any duly noticed meeting of the Coalition, Fifty one (51) percent of the members present shall constitute a quorum for the purpose of conducting business. If less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.
- 4.2.2. No member of the Coalition may appoint a designee to act in his or her place. A member may send a representative to Coalition meetings, but that representative will have no voting privileges.
- 4.2.3. Conflict of interest may occur when an item is presented for a vote that will directly affect the member, their employer, another organization they are involved with, a member of their family, or in which they have a direct financial interest. Members shall disclose the conflict, abstain from discussion or voting on the matter, and fill our required Memorandum of Voting Conflict for Board Members form to be filed with meetings minutes. Additionally, Board member are required to sign and comply with a Conflict of Interest and Ethics Compliance Statement.

Section 4.3. MEETINGS

Regular meetings shall be held at a time and place to be decided by the members. Regular meeting of the board shall be held with appropriate public notice. Written notice of the time and place of all meetings of the board or committees shall be given either by personal delivery, regular mail, e-mail, or facsimile transmission at least five (5) days before the meeting. Notice of all meetings shall be made public and all meetings are open to the public.

- 4.3.1. The annual meeting of the Coalition will be held each year on the first quarter after the end of the fiscal year.
- 4.3.2. Special meeting of the Coalition members may be called by or at the request of the Chair or by quorum of members. The administration for the Coalition will locate a place within the counties or in a central location.
- 4.3.3. The agenda and order of business at all Coalition meeting shall be developed by the Chief Executive Officer in conjunction with the Chair of the Board or Committee Chair.
- 4.3.4. Minutes of all Coalition meetings shall be kept pursuant to Florida Statute 286.011, Government in the Sunshine. These minutes shall be provided to members at least five (5) days prior to the next scheduled meeting. These minutes shall be a summarization of the meeting containing documentation of all formal motions made by the Coalition or Committee.
- 4.3.5. Notice of all Coalition meeting will be made pursuant to Florida Statute 286.001. Notice of all Coalition meetings shall be provided in a manner, including electronically, designed to provide reasonable and actual notice to members or other interested parties or as otherwise required by law.
- 4.3.6. Members serve on the board as outlined in Florida Statute. Member may participate in formal board and committee discussions and may make motions and cast votes on action items.
- 4.3.7. Members shall notify the Chief Executive Officer or designee in advance of meetings, if possible when they cannot attend.
- 4.3.8. Members shall read the rules for Meeting in the Sunshine and abide by their mandates and attend a formal new member orientation.
- 4.3.9. Members of the Coalition or a committee of the Coalition may participate in a meeting of such board or such committee by means of a conference telephone or similar telecommunications technology allowing for public access by means of which persons participating in the meeting may communicate and may hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 4.4. PARLIAMENTARY AUTHORITY:

Robert's Rules of Order, Newly Revised, may govern the Coalition in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Coalition may adopt. However, the failure to strictly comply with the provisions of Robert's Rules of Order shall not affect the validity of any action taken by the Coalition provided said action is taken by the Coalition in conformity with these bylaws unless it can be

Early Learning Coalition of North Florida, Inc.

affirmatively demonstrated that the failure to follow Robert's Rules of Order directly resulted in a lack of understanding of the action being proposed or other injustice has occurred.

ARTICLE V OFFICERS

Section 5.1. ELECTION OF OFFICERS:

The officers of the Coalition shall consist of the Chair, Vice Chair, Treasurer, and the Secretary. The Governor of Florida will appoint the Chair of the Coalition, who is a private sector member, as well as two additional private sector board members. A member in good standing shall be eligible for nomination and election to any office of this Coalition, other than the Chair. The following applies to all offices, except for Chair.

- 5.1.1.** The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.
- 5.1.2.** Elected officers shall be voted on at the annual meeting, and installed at the next regularly scheduled meeting and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two consecutive years.
- 5.1.3.** If an office is vacated prior to the completion of a one year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

Section 5.2. OFFICERS OF THE COALITION:

- 5.2.1.** **The Chair** shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/ Administrative Committee Chair in which the Board Chair serves as Chair.
- 5.2.2.** **The Vice Chair** shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the chair.
- 5.2.3.** **The Treasurer**, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition and will make a monthly report at the Coalition Board Meetings.
- 5.2.4.** **The Secretary** shall with administrative staff to ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

ARTICLE VI

Early Learning Coalition of North Florida, Inc.

COMMITTEES

Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:

Ad hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

Standing Committees of the Coalition shall include: An Executive/Administrative Committee. The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chair's shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee, who will be the Chair of the Board.

- 6.1.1. Executive/Administrative Committee:** The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the chair of the board, who shall be the committee chair, the Vice-Chair, the treasurer, the secretary, and at least four additional members. The chair of this committee or by the majority of the committee, may convene Ad hoc committees for a specific purpose or task.

The Committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the board in regularly reviewing and updating the board committee structure, the board committee statement of its roles and areas of responsibility, what is expected of individual board members as well as recruitment and retention of board members and other activities outlined in the board governance policy. The committee will also regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

Section 6.2. COMMITTEE MEMBERSHIP

- 6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.
- 6.2.2.** Each Coalition committee shall consist of the committee Chair and other Coalition members. Each committee shall consist of the committee chair and at least four additional members of the Coalition.
- 6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.

- 6.2.4. Notice of all committee meetings will be made pursuant to Florida Statute 286.011.

ARTICLE VII BOOKS AND RECORDS

Section 7.1. RECORDKEEPING:

Correct and complete books and records of the proceedings of the Coalition, its committees, and its financial accounts will be kept and maintained at the principal office of the Coalition. All records and information shall be considered public record for purposes of Chapter 119, F.S. and shall be subject to inspection by any member of the Coalition, the public, or any agency(ies) under relevant statutes at any reasonable time.

Section 7.2. MEMBERSHIP LIST:

The organization shall keep an accurate record of the names and addresses of the members.

ARTICLE VIII FINANCIAL MANAGEMENT

Section 8.1. FISCAL YEAR:

The fiscal year of the organization shall begin on July 1st and end on June 30th.

8.1.1. An audit of the books and records of the organization shall be conducted annually.

8.1.2. The audit report shall be presented to the members within thirty (30) days of its completion.

Section 8.2. MAINTENANCE OF BUDGETS

An overall budget will be prepared and maintained. Expenses will be charged proportionately to each county. All match and county specific fundraising generated will remain with the county from which it comes.

Section 8.3. ADMINISTRATIVE STAFF

The Chief Executive Officer reports to the Coalition's Board of Directors. All other staff report to the Chief Executive Officer or the Office Manager in the absence of the Chief Executive Officer.

BYLAWS IX

Section 9.1. IMPLEMENTATION AND INTERPRETATION:

These Bylaws shall become effective immediately upon adoption. The Coalition's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote.

Section 9.2. AMENDMENTS:

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds majority of the members at any regular meeting or at any called meeting of the members, if at least five (5) days written notice is given of an intention to alter, amend, or repeal these Bylaws at such meeting.

DBell

Signature of Authorized Representative

9-17-15

Date

Dawn E Bell

Print Name of Authorized Representative

CEO

Title of Authorized Representative

VIII. New/Unfinished Business

L. Approval of the Member Appointed by Board of County Commissioners or the Governing Municipality: Christian Whitehurst*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Member Appointed by Board of County Commissioners or the Governing Board of a Municipality: Christian Whitehurst
Reason for Recommended Action	Christian Whitehurst has been appointed to fill the vacancy created by the recent change in Commissioner elections and assignments. Commissioner Christian Whitehurst's ELCNF term would extend from March 2021 – March 2025. <u>If this is not done, the following would occur:</u> <ul style="list-style-type: none">• The Coalition would continue to be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.



St. Johns County Board of County Commissioners

February 9, 2021

Ms. Dawn E. Bell
Chief Executive Officer
Early Learning Coalition of North Florida
2450 Old Moultrie Road, Ste. 103
Saint Augustine, FL 32086

RE: Appointment of a St. Johns County Board of County Commissioner Representative to the Early Learning Coalition of North Florida

Dear Ms. Bell:

Please be advised that with the recent change in assignments to the St. Johns County Board of County Commissioners, Commissioner Christian Whitehurst has been assigned to serve on the Early Learning Coalition of North Florida. Commissioner Whitehurst may be reached via the below contact information.

Christian Whitehurst
Commissioner, District 1
P: (904) 209-0301
C: (904) 584-5348
E: bcc1cwhitehurst@sjcfl.us

The St. Johns County Board of County Commissioners appreciates the opportunity to support your agency by allowing this appointment. If there are any questions or concerns, I may be reached at (904) 209-0300.

Sincerely,


Jeremiah Ray Blocker, Chair
Board of County Commissioners
St. Johns County, FL

/mal

cc: St. Johns County Board of County Commissioners
Hunter S. Conrad, County Administrator

VIII. New/Unfinished Business

M. Approval of Private Sector Board Member Whitney Kersey Graves*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Private Sector Board Member Whitney Kersey Graves
Reason for Recommended Action	<p>Whitney Kersey Graves serves as the Coordinator and Grant Specialist for the St. Johns County Tax Collector’s Office’s Project Buckle Up. This organization provides education to parents, educators and Law Enforcement on proper child passenger safety laws and regulations. In addition, Project Buckle Up distributes free child safety seats to low-income families in St. Johns County.</p> <p>Whitney Kersey Graves term will be March 2021 to March 2025.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.
How the Action will be accomplished	Board Approval; then OEL will be notified via Plan Amendment/Board Roster submission.



Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086
PH: (904) 342-2267
FX: (904) 342-2268
www.elcnorthflorida.org

BOARD MEMBERSHIP APPLICATION

NAME: Whitney Kersey Graves

(Please Print)

ADDRESS:

Street

City

State

Zip

MAILING ADDRESS:

City

State

Zip

PHONE: _____

FAX: _____

CELL PHONE: _____

EMAIL: _____

EMPLOYER: St. Johns County Tax Collector

ADDRESS: 4030 Lewis Speedway St. Augustine FL 32084
Street City State Zip

MAILING ADDRESS: PO Box 9001 St. Augustine FL 32084
City State Zip

PHONE: 904-209-2276 FAX: 904-209-2283

*Please indicate where you would prefer Board information to be sent:
Employer Address OR Personal Address X*

COMMENTS: _____

1. Tell us why you would like to serve on the Coalition.

I am a recent graduate of Flagler College, and a lifelong resident of St. Johns County. I am looking to devote time to an organization that aligns with my values while I am in graduate school at LSU Shreveport working towards an MBA with a minor concentration in Human Resource Management. I have three small children and am a Nationally Certified Child Passenger Safety Technician.

2. What concerns do you have relating to early care and education?

As the mother of three young children (Ages 6, 5, and 2), I am very fortunate to have familial support and the benefit of a stable two parent household. My children have the privilege of being raised in a loving home where learning and preparation for their educational career is expected and valued. My work with Project Buckle Up has given me the opportunity to see firsthand the disadvantages that can occur when children are not given the opportunity to look at early childhood education as a tool that will set the tone and future of their scholastic performances. In response to the global pandemic we are facing, it is woefully apparent that childcare and early education is an avenue that needs all of the funding and support that can be mustered. Many daycares, early learning centers, and educational experiences for children are unfortunately facing unprecedented times and funding is critical component to provide these much-needed services.

3. What strengths will you bring to the Coalition?

Through my work with the St. Johns County Tax Collector's Office as the coordinator for Project Buckle Up and a nationally certified car seat technician. I have also had experience in foundation grant writing, and management. We have been the recipient of a foundation grants from State Farm, and the University of Florida's Occupant Resource Center. I have been involved in budget creation and approval with the St. Johns County Tax Collector's Office and am familiar with Generally Accepted Accounting Principles (GAAP) and local government fund allocation and disbursement. I have been, and will continue to be an advocate for social services that effect our children.

4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program?

No.

5. Do you serve on any other boards? If so, please list.

Not currently.

FOR PROVIDERS ONLY:

1. Name of the Provider you represent: St. Johns County Tax Collector's Office
Project Buckle Up
2. Position: Coordinator and Grant Specialist.
3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.

We provide education to parents, caregivers, schools, law enforcement officers, and the Department of Children and Family Services on proper child passenger safety laws and regulations. We are active in many school functions and events with both the St. Johns County School District and private organizations. Through our partnership with the University of Florida's Occupant Protection Resource Center and State Farm, our program distributes seats to low-income families in St. Johns County.

4. Does your center have a religious affiliation (faith-based provider)?

_____ YES

 X NO

5. From what source do the majority of your funds come?

_____ Private

Subsidies

Parent fees

Other: Grant Funding, and Budget Allocation

VIII. New/Unfinished Business

N. Approval of Representative of Faith Based Child Care Providers: Theresa Little, Second Term*

***ACTION ITEM**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Representative of Faith Based Child Care Providers: Theresa Little, Second Term
Reason for Recommended Action	<p>Theresa was born and raised in Jacksonville, she is married and has 2 sons. Theresa has been in childcare for 20 years, and was initially hired to be the director at Christ the King Child Care and has grown now to be the Early Learning Coordinator for the Diocese of St. Augustine. In her present role, she manage sites in Clay, Duval and St. Johns County. Theresa presently also sits on the board at the Early Learning Coalition of Duval and serves on the Executive committee.</p> <p>Theresa Little’s second term will be March 2021 to March 2025</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition would be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.

VIII. New/Unfinished Business

O. Review Hearing for Westside Nursery and Preschool, owner Peggy Driggers* (Will go to the Sub Committee following Adjournment of the regular Board Meeting)

***ACTION ITEM**

IX. Review of Board Membership

INFORMATIONAL

BOARD MEMBERSHIP SUMMARY
As of January 1, 2021

Position	Name	Term Start Date	Term End Date
BAKER			
Total Private Sector	0		
BRADFORD			
Total Private Sector	0		
CLAY			
Governor Appointee Private Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee Private Sector	*Brian H. Graham	May 14, 2015	April 30, 2019
Private Sector	Vina Delcomyn	September 2020	September 2024
Total Private Sector	3		
NASSAU			
District Superintendent of Schools or Designee	*Kristi Simpkins	December 2013	December 2021
Total Private Sector	0		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Hill	March 2018	March 2022
County Health Department Director or Designee	Mary Garcia	December 2017	December 2021
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Vacant		
Head Start Director	Brian McElhone	July 2017	July 2021
Governor Appointee Private Sector CHAIR	Nancy Pearson, <i>Chair</i>	November 22, 2013	April 30, 2021
Private Sector	Mike Siragusa	September 2018	September 2022
Private Sector	Michelle Jonihakis	December 2018	December 2022
Private Sector	Kyle Gammon	September 2019	September 2023
Total Private Sector	4		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Charles Puckett	December 2018	December 2022
Regional Workforce Board Executive Director or Designee	*Renee Williams, (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	* Dr. Myrna Allen, <i>Treasurer</i>	September 2014	September 2022

	(Clay, Putnam, St. Johns)		
Representative of Private For-Profit Child Care Providers	Patricia Tauch (Clay County)	January 2019	January 2023
Representative of Faith Based Child Care Providers	Theresa Little, (Putnam, St. Johns)	December 7, 2016	December 7, 2020
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
Private Sector	Aubrie Simpson Gotham, <i>Secretary</i> (St. Johns)	December 2018	December 2022
Private Sector	Joy Stanton, <i>Vice Chair</i> (St. Johns)	March 2020	March 2024
Total Private Sector	2		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	9		
TOTAL MEMBERSHIP	19		

Second 4 year term

- **Ron Coleman-** Governor appointee for the private sector has filed paperwork with the Governor's office for approval of a second term. I received word that Ron is approved, just waiting on documentation.
- **Nancy Pearson-** Governor appointee for the private sector has filed her paperwork with the Governor's office for approval of a second term and has been approved. Nancy's new term is from August 30, 2018 to April 30, 2021.
- **Dr. Myrna Allen-** Term date is September 2018; she has served one term and has been reappointed as the Designee by President Joe Pickens of St. Johns River State College to serve a second term. The Board approved Dr. Allen's second term on the September 19, 2018 meeting. Dr. Allen's second term expires September 2022. (President of a Florida College system designee)
- **Renee Williams-** Term date is September 2018; she has served one term and has been reappointed for a second term as the Designee by President Bruce Ferguson of the Regional Workforce Board. The Board approved R. Williams second term on the September 19, 2018 meeting. R. Williams second term expires September 2022. (Regional Workforce Board Executive Director or Designee)
- **Joy Stanton-**Term date is March 16,2020. The Board approved J. Stanton's second term on the March 11, 2020 meeting. J. Stanton's second term expires March 2024.
- **Theresa Little-** 1st term expired December 2020. The Board will vote on approval for a second term at the March 10, 2021 Board Meeting.

- **Mandatory Seats:** All mandatory seats have been filled with the exception of one, the Board Of County Commissioners, St Johns County. The Board will vote on approval for a replacement, Commissioner Christian Whitehurst, who will replace James Johns at the March 10, 2021 Board Meeting.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): $1/3$ of 19= 47%. We currently have 9 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 19 board members.

IX. Review of Board Absenteeism- INFORMATIONAL

**BOARD
MEMBER ABSENTEEISM LOG**

By-Laws Unexcused absences from two (2)

3.2.8. Mandated

members with three (3) consecutive

X = Attended

MEMBER NAME	12/4/2019	No Meeting Jan-20	No Meeting Feb-20	3/11/2020	No Meeting Apr-20	No Meeting May-20	6/10/2020	No Meeting July-20	No Meeting August-20	9/09/2020	No Meeting Oct-20	No Meeting Nov-20	12/2/2020
Allen, M.	X			X			X			X			X
Coleman, R.	X			X			X			X			X
Delcomyn, V.	No longer a member			No longer a member			No longer a member			X			X
Gammon, K.	X			X			X			X			X
Garcia, M.	X			EXCUSED			X			X			X
Graham, B.	EXCUSED			EXCUSED			EXCUSED			X			EXCUSED
Hill, M.	EXCUSED			EXCUSED			X			X			X
Johns, J.	Not a member			EXCUSED			X			X			EXCUSED
Jonihakis, M.	X			X			X			X			X
Little, T.	X			X			X			X			X
Matheny, T	X			X			X			X			X
McElhone, B.	X			X			X			X			X
Pearson, N.	EXCUSED			EXCUSED			EXCUSED			EXCUSED			EXCUSED
Puckett, C.	EXCUSED			X			X			X			X
Simpkins, K.	X			EXCUSED			X			X			X
Simpson-Gotham, A.	X			X			X			X			X
Siragusa, M.	EXCUSED			X			X			X			X
Stanton, J.	X			X			X			X			X
Tauch, P.	X			X			X			X			X
Williams, R.	X			X			X			X			X

XI. Board Comment

XII. Next Meetings

- Wednesday, May 5, 2021 10:30 a.m. –
Exec/Admin Committee Conference Call
Meeting
 - Wednesday, June 9, 2021, 10:30 a.m.-
Board Meeting at
**Renaissance World Golf Village and Convention
Center**
-

XIII. Adjournment*

***ACTION ITEM**

Board Members Memorandum of Voting Conflict

INFORMATIONAL

MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME MATHENY, TERESA		
MAILING ADDRESS 8443 BAY MEADOWS RD, JACKSONVILLE	CITY	COUNTY DUVAL
NAME OF BOARD OR COMMITTEE ELC NORTH FLORIDA	DATE ON WHICH THE VOTE OCCURRED MARCH 10, 2021	

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Teresa Matheny, hereby disclose that on March 10, 2021:

(a) A measure came or will come before me which will (check one)

- inure to my special private gain or loss;
- inure to the special gain or loss of my business associate, _____;
- inure to the special gain or loss of my relative, _____;
- inure to the special gain or loss of Episcopal Children's Services, Inc. by whom I am retained; or
- inure to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

E. Approval of Episcopal Children's Services 2020/2021 Contract Amendment #0003-20*

3/3/2021
Date Filed

Signature

MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME LITTLE, THERESA		
MAILING ADDRESS 11625 OLD ST. AUGUSTINE ROAD	CITY JACKSONVILLE	COUNTY DUVAL
NAME OF BOARD OR COMMITTEE EARLY LEARNING COALITION OF NORTH FLORIDA, INC.	DATE ON WHICH THE VOTE OCCURRED MARCH 10, 2021	

Per OEL-PG-003-10(6)(b) and F.S. 112.3143(3)(a):

Each voting member shall:

1. Prior to the vote being taken, publicly state the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists.
2. Abstain from voting.
3. Within 15 days after the vote occurs, complete and file this Memorandum form with the person responsible for recording the minutes of the meeting, who then shall incorporate this Memorandum form in the minutes.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Theresa Little, hereby disclose that on March 10, 2021:

(a) A measure came or will come before me which will (check one)

- inure to my special private gain or loss;
- inure to the special gain or loss of my business associate, _____;
- inure to the special gain or loss of my relative, _____;
- inure to the special gain or loss of Diocese of St. Augustine by whom I am retained; or
- inure to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before me and the nature of my conflicting interest is the measure as follows:

- K. Approval of revisions to the Early Learning Coalition of North Florida's Bylaws specific to Section 3.2 Membership Terms, 3.2.2 Faith Based Child Care Provider Representative*
- N. Approval of Representative of Faith Based Child Care Providers: Theresa Little, Second Term*

March 4, 2021

Date Filed



Signature