

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

Renaissance World Golf Village Convention Center, St. Augustine Meeting Room  
St. Augustine, FL 32092

June 10, 2020

Conference Call: 888-296-6500, Guest Code: 966582  
10:30 a.m.

**ATTENDANCE**

**Members Present:**

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

**Members Absent:**

Nancy Pearson, Board Chair  
Brian Graham

**Staff Present:**

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

**Others Present:**

**CALL TO ORDER/ROLL CALL**

J. Stanton, Vice Chair called the meeting to order at 10:33 am. Roll was taken by R. Cody; quorum was met with 17 of the 19 board members in attendance.

### **PUBLIC COMMENT**

No comments.

### **REVIEW OF DELEGATION OF AUTHORITY ITEMS**

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents, which are made available at each regular board meeting for board review, were sent via email to all Board Members for review prior to the meeting and there was no discussion or questions on the items reviewed.

### **APPROVAL OF MARCH 11, 2020 BOARD MEETING MINUTES\***

1. T. Little motioned to approve the March 11, 2020 Board Meeting Minutes, as presented. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

### **STAFF AND COMMITTEE REPORTS**

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

D. Bell advised the Board on the issues surrounding the rollout of the Essential Workers Childcare Referral Program and process. She cited the many numerous misunderstandings of the program including the incorrect advertising of the program that stated the program was free (for Childcare Services) for parents, to the parents who contacted Tallahassee complaining about Providers and Coalitions on a myriad of issues that had no merit. D. Bell further explained that Episcopal Children's Services (ECS) under the guidance and leadership of T. Matheny have been simply outstanding and leading the way for other Coalitions to follow. The very statistic cited that 94 % of our Providers and Centers have remained opened in all six counties of our Coalition compared to other counties in Florida, stated the incredible commitment ECS and ELCNF have in providing safe and affordable childcare services to our many communities.

#### **Finance Manager's Report**

##### Desk Reviews and Audits

The Desk Review for Jul 2019 through Dec 2019 time period was completed without adjustments from OEL. We have received no further audit requests this quarter.

##### Q3 Financial Statements (see attachment)

Attached is the Q3 financial statements for FY 2019-20. We received a \$15,000 grant from Clay Foundation for FY19-20. This grant runs from Oct 1 – Sep 30. Our year to date expenditures are in line with expectations.

##### Targets and Restrictions

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

**Statement of Revenue and Expense  
As of March 31, 2020**

	<b>2019-2020 Annual Budget</b>	<b>2019-2020 Q3 Budget</b>	<b>Q3 2019-20 YTD Actual</b>	<b>Over (Under )</b>
<b>2018-19 Notice of Awards</b>				
School Readiness (SR)	\$ 18,278,285	\$ 13,708,714	\$ 12,795,633	\$ (913,081)
OAMI	23,485	17,614	13,352	(4,262)
PDG Services	132,424	99,318	102,994	3,676
Voluntary PreKindergarten (VPK)	14,878,087	11,158,565	12,165,340	1,006,775
<b>Total Notice of Award</b>	<b>\$ 33,312,281</b>	<b>\$ 24,984,211</b>	<b>\$ 25,077,319</b>	<b>\$ 93,108</b>
<b>Subrecipient Expense</b>				
School Readiness (SR)	17,298,637	\$ 12,973,978	12,170,871	(803,107)
OAMI	23,485	17,613.75	13,352	(4,262)
PDG Services	132,424	99,318.00	102,994	3,676
Voluntary PreKindergarten (VPK)	14,820,864	11,115,648.00	12,148,166	1,032,518
<b>Total Subrecipient Expense</b>	<b>\$ 32,275,410</b>	<b>\$ 24,206,558</b>	<b>\$ 24,435,383</b>	<b>\$ 228,826</b>
<b>Grant Funds Available to ELC of North FL</b>	<b>\$ 1,036,871</b>	<b>\$ 777,653</b>	<b>\$ 641,936</b>	<b>\$ (135,717)</b>
<b>Other Donations and Revenue</b>				
Interest Income	\$ 530	\$ 500	\$ 521	\$ 21
Clay Electric Foundation	5,000	5,000	15,000	\$ 10,000
Kiwanis	1,000	0	1,000	1,000
Reinhold	750	0	0	0
Quality Teacher's Conference	6,500	6,500	7,105	605
Miscellaneous Donations	2,000	1,500	4,015	2,515
<b>Total Revenues</b>	<b>\$ 1,052,651</b>	<b>\$ 791,153</b>	<b>\$ 669,577</b>	<b>\$ (121,576)</b>
<b>ELC of North Florida Estimated Expense</b>				
Salaries	\$ 592,000	\$ 409,846	\$ 329,945	\$ (79,901)
PR Taxes	47,576	32,937	25,023	(7,914)
Health Insurance & HSA Contributions	112,000	84,000	91,155	7,155
Pension	27,000	20,250	13,020	(7,230)
Life, Disability, and WC	9,500	7,125	10,993	3,868
Staff Development	8,000	6,000	3,465	(2,535)
Contract Services	3,000	2,250	0	(2,250)
Auditing	15,000	15,000	13,500	(1,500)
Legal	500	375	0	(375)

Printing & Reproduction	2,000	1,500	20	(1,480)
Repairs & Maintenance	1,075	806	224	(582)
Office Sites - Occupancy	47,000	35,250	31,994	(3,256)
Postage, Freight & Delivery	1,795	1,346	1,703	357
Rentals - Office Equipment	5,000	3,750	3,202	(548)
Office Supplies	9,500	7,125	6,190	(935)
Communications	14,700	11,025	10,143	(882)
D & O Insurance	2,800	2,800	2,277	(523)
General Liability	3,900	3,900	4,290	390
Equipment <\$1,000	3,500	2,625	2,394	(231)
Equipment >\$1,000	2,000	1,500	0	(1,500)
Travel - In State	3,000	2,250	2,543	293
Travel - Out of State	6,000	4,500	5,513	1,013
Travel - Local	6,500	4,875	3,490	(1,385)
Bank Fees	600	450	0	(450)
Software/Licenses/Support	11,500	8,625	5,528	(3,097)
Web Service	24,000	18,000	14,699	(3,301)
Other employee expenditures	1,000	750	10	(740)
ADP Fees	6,700	5,025	5,150	125
Dues & Subscriptions	12,000	9,000	10,405	1,405
Taxes, Licenses and Fees	450	338	75	(263)
Misc. - Other Current Charges	3,055	2,291	3,000	709
Quality Program	70,000	62,500	59,270	(3,230)
<b>Total ELC North Florida Estimated Expense</b>	<b>1,052,651</b>	<b>768,015</b>	<b>659,221</b>	<b>(108,794)</b>
<b>Surplus or (Loss)</b>	<b>0</b>	<b>23,139</b>	<b>10,356</b>	<b>(12,783)</b>

### 3RD QUARTER PROGRAM UPDATE

T. Dixon presented the 3<sup>rd</sup> quarter program per the following:

#### *Coalition Activities:*

- The 2020/2021 Sub-recipient Contract Monitoring Schedule and Narrative Plan has been completed and is part of the School Readiness Plan Amendment #26 which is included in the board packet today for approval.
- OEL (Office of Early Learning) released their School Readiness Child Eligibility and VPK Provider Monitoring Tools for 2019/2020. These were the only documents remaining to be released, and the Coalition has reviewed and updated our monitoring documents and processes.
- The annual review and update of the CEO Succession Plan Hand-off report was completed February 3, 2020. (This is a summary report of all essential day-to-day operational information that would be needed in the case of an emergency.)
- Coalition staff completed the annual refresher Data Security training and Information Technology policy review February 2020.
- Staff have been immediately processing and making record of all COVID-19 documents/guidance from OEL and government agencies for immediate action and future reviews of those actions.

- The Episcopal Children’s Services contract renewal process for 2020/2021 has begun.

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

The 2019/2020 Second Quarter Monitoring was performed February 18 – March 3, 2020. This monitoring included all OEL required “eligibility” criteria for School Readiness children, VPK children, and VPK Providers. In addition, there was a review of all Contract certifications and assurances, Data and data security system updates, and Fiscal non-direct costs review for 1<sup>st</sup> and 2<sup>nd</sup> quarters. From this monitoring there were eight compliance issues. All but one were SR child eligibility issues. The eighth issue was regarding travel coding. All were corrected by the end of the reporting cycle, and all corrective actions were immediately put into place. Considering the ongoing EFS MOD\* issues, this is still a very small error rate.

The 2019/2020 Third Quarter Monitoring is scheduled for May 18 - 28, 2020.

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

*ALL full reports are available upon request.*

**3RD QUARTER EARLY LITERACY REPORT**

J. Whitson submitted her report on the following:

**Highlights:**

**Early Educators Conference:** January 18 at the Thrasher Horne Conference Center in Orange Park. The theme was “Let’s Flamingle” and 250 early educators attended this yearly daylong conference. Varieties of breakout sessions were provided and the keynote speaker was Dr. Jean Feldman. CEU’s were provided to all of the providers in attendance.

**2019 Teacher of the Year:** The ELCNF 2019 Teacher of the year Teresa Forbes from Brighton Day Academy in St. Augustine was honored at the annual early educator’s conference. Kaplan Early Learning, the teacher of the year sponsor, was on hand to give Teresa a \$500 cash prize.

**Kiwanis Character Breakfast:** February 8 – Solomon Calhoun Center in St. Augustine. The ELCNF collaborated with the Kiwanis Club of St. Augustine to host its third annual Character Breakfast event. This family friendly event included a chance for kids to mingle with their favorite characters including Spiderman, Cinderella, Superman, Winnie the Pooh, Elmo, Elsa and Ahna from Frozen and many more. There was a Live DJ dance with the characters, activity zones, photo booths, breakfast and silent auction. Monies raised through this event go to fund the many Kiwanis charities of which the ELCNF is one. 250 attended and nearly \$10,000 was raised.

**Clay Electric Grant:** February 11 - The ELCNF received a \$15,000 grant from the Clay Electric Foundation to use for literacy programs.

**Early Literacy Outreach:**

**Florida Literacy Week 2020:** On the last week of January, each year Florida hosts a simultaneous reading day for preschools statewide where they pick two books for providers to read to their children on the same day. This year's books were Grumpy Bird by Jeremy Tankard and Rooster's off to see the World by Eric Carle. The ELCNF provided a copy of each book to every attendee at the early educator's conference in January along with activity guides and promoted the reading event to providers.

**Dr. Seuss Week:** During the first week of March, a Dr. Seuss program was put on every day by the ELC outreach team. The program consisted of a story time with special guest "The Cat in the Hat" and an activity time featuring fun Dr. Seuss related projects. Each child received a free Dr. Seuss book and the classroom received a bag filled with a variety of Dr. Seuss books and activity supplies.

**Cat in the Hat visits the Ravines:** March 8<sup>th</sup> at Ravine Gardens in Palatka. This was a special Dr. Seuss themed literacy field trip event for Putnam County providers. The event consisted of a special story time with the "Cat in the Hat" and 8 different activity zones all featuring fun Dr. Seuss related activities. 120 attended. Each child received a FREE Dr. Seuss book and each school received a bag of Dr. Seuss books and resources.

**EXECUTIVE ADMINISTRATIVE COMMITTEE**

Draft minutes of the May 6, 2020 Exec Admin Committee Meeting were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee:

**Consent Agenda:**

1. Ratify Approval of August 7, 2019 Exec/Admin Committee Meeting Minutes\*
  2. Ratify Approval of the 2019-21 School Readiness Plan Amendment #26\*
  3. Ratify Approval of the Revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2020/2021\*
  4. Ratify Retro Approval (Effective May 1, 2020) of the Infectious Disease Emergency Addendum to the ELCNF 2020-2021 COOP (Continuity of Operations Plan)\*
2. R. Coleman motioned for ratification of items 1- 4 on the Exec Admin Committee Consent agenda. M. Garcia seconded the motion. No Discussion, motion passed unanimously.

**NEW/UNFINISHED BUSINESS**

**APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2019/2020 CONTRACT AMENDMENT #0003-19\***

Revisions:

Updated the School Readiness budgeted amounts:

- A. Added mini-grant allocation of \$666,975 to Quality.
- B. Added \$1.1 Million to slots based on Coalition Finance Manager’s projections to complete 2019/2020 contract/fiscal year.
- C. Added \$620,000 to slots for projected “First Responder” referrals/enrollments.
  - 3.** A. Simpson-Gotham motioned for approval of Episcopal Children’s Services 2019/2020 Contract Amendment #0003-19. T. Little seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest. No discussion, motion passed unanimously.

**APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2020/2021 PRIMARY SERVICE PROVIDER CONTRACT (TO INCLUDE RECORDING OF INDIVIDUAL VOTES)\***

Episcopal Children’s Services won last year’s RFP (Request for Proposals) award through the recommendation of the RFP Committee (February 21, 2019) and subsequent approval of the ELC Board of Directors (March 13, 2019). AND, As the Coalition has been satisfied with Episcopal Children’s services (ECS) delivery of services in contract year 2019/2020 (and all applicable prior years), the Coalition will continue contracting with ECS for 2020/2021.

T. Dixon mentioned these very important items as the ECS contract is a “related party contract” and as such the requirements are:

- Any related party has to disclose their conflict to the board and complete the conflict of interest form.
- We (the ELC) are notifying the board that Teresa Matheny is a ‘related party’ as she has a statutorily-required voting seat on the board and is ALSO the Chief of Programs and Administration of Episcopal Children’s Services.
- As she has a conflict, she has completed the form “8B”. And, as she is present, she will not be allowed to have discussion or participate in the vote on this item (contract).
- Because this is a related party contract, we must have 2/3 vote (of the entire board) approval of the contract before we can send it to OEL for approval.
- The contract will not be executed (signed by both parties) until the ELC receives OEL approval.
- The minutes from this meeting will reflect that these requirements were disclosed to you and will reflect the individual votes.

- 4.** A. Simpson-Gotham motioned the Approval of ECS 2020-2021 Primary Service Provider Contract. T. Little seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest.

At this point, individual votes were taken by calling all board member names, having them state yes or no. This information was captured on the roll call sheet (attached) and here:

Dr. Myrna Allen, YES; Ron Coleman, YES; Kyle Gammon, YES; Mary Garcia, YES; *Brian Graham, not present*; Marsha Hill, YES; James K. Johns, YES, Michelle Jonihakis, YES; Theresa Little, YES; Brian McElhone, YES; *Nancy Pearson, not present*; Charles Puckett, YES; Kristi Simpkins, YES; Aubrie Simpson-Gotham, YES; Mike Siragusa, YES; Joy Stanton, YES; Patricia Tauch, YES; Renee Williams, YES.

Motion passed unanimously.

**APPROVAL OF THE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA FOR SCHOOL READINESS (SR) AND VOLUNTARY PREKINDERGARTEN (VPK)\***

The Coalition would not receive the required grant funding for its School Readiness and Voluntary Prekindergarten programs should the Board not approve this grant agreement.

5. J. Johns motioned the approval of the Grant Agreement between the Office of Early Learning and the Early Learning Coalition of North Florida for School Readiness (SR) and Voluntary Prekindergarten (VPK). T. Little seconded the motion. No discussion, motion passed unanimously.

**APPROVAL OF THE REVISIONS TO THE ELCNF 2019/2020 BUDGET\***

On June 2, 2020, Office of Early Learning sent a revision to the Notice of Award for the 2019-2020 Grant Year. The revision added \$540,168 to our award for the School Readiness Program.

This budget revision adds the additional award amount to projected revenue for the School Readiness Program 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.

6. M. Siragusa motioned the approval of the revisions to the ELCNF 2019/2020 budget. R. Coleman seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest. No discussion, motion passed unanimously.

**APPROVAL OF THE PRELIMINARY ELCNF BUDGET FOR 2020/2021\***

To have a working budget until the funding totals are received from OEL by way of Notice of Award in the beginning of the 2020-2021 fiscal year.

**If this is not done, the following would occur:**

- If not approved: The Coalition would not be working under a budget for the portion of the year prior to receipt of the Notice of Award funds.
  - The Coalition would not be in compliance with policy requiring Board approval.
7. A. Simpson-Gotham motioned the approval of the preliminary ELCNF budget for 2020/2021. M. Siragusa seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest No discussion, motion passed unanimously.

**APPROVAL OF THE WEB/MARKETING CONSULTING CONTRACT WITH CREATIVE TYPES/AMY LYN D’ALESIO\***

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually.

**If this is not done, the following would occur:**

- The Coalition would not have anyone in place to assist the Coalition with their ongoing Marketing/Ad Graphics, website updates and social media marketing, etc. To hire a staff person to solely perform these duties would be far more costly than \$12,000 annually.
8. T. Little motioned the approval of the Web/Marketing Consulting Contract with Creative Types/Amy Lyn D’Alesio. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

**APPROVAL OF 2020/2021 MEETING SCHEDULE\***

***2020-21 MEETING SCHEDULE***

*Unless stated otherwise, all meetings are held at:*

**Renaissance World Golf Village Resort and Convention Center  
500 South Legacy Trail, St. Augustine, FL 32092**

<b>DATE</b>	<b>TIME</b>	<b>MEETING</b>
July 2020		<b>No Meetings</b>

August 5 <sup>th</sup>	10:30 a.m.	<b>Exec/Admin Committee; Conference Call:</b> <i>Dial 1-888-296-6500 and enter Guest Code 966582</i>
September 9 <sup>th</sup>	10:30 a.m.	<b>ANNUAL Board; Meeting/Workshop; Elect Officers</b>
October		<b>No Meetings</b>
November 4 <sup>th</sup>	10:30 a.m.	<b>Exec/Admin Committee; Conference Call:</b> <i>Dial 1-888-296-6500 and enter Guest Code 966582</i>
December 2 <sup>nd</sup>	2:00 p.m.	<b>Board- CaddyShack Restaurant, World Golf Village</b>
January 2021		<b>No Meetings</b>
February 3 <sup>rd</sup>	10:30 a.m.	<b>Exec/Admin Committee; Conference Call:</b> <i>Dial 1-888-296-6500 and enter Guest Code 966582</i>
March 10 <sup>th</sup>	10:30 a.m.	<b>Board</b>
April		<b>No Meetings</b>
May 5 <sup>th</sup>	10:30 a.m.	<b>Exec/Admin Committee; Conference Call:</b> <i>Dial 1-888-296-6500 and enter Guest Code 966582</i>
June 9 <sup>th</sup>	10:30 a.m.	<b>Board</b>

- **Board Meetings are held quarterly on the 2<sup>nd</sup> Wednesday of the month with the exception of the December Meeting.**
- **Exec/Admin Committee Conference Call Meetings are also held quarterly on the 1<sup>st</sup> Wednesday of the month.**
- **AD-HOC Committee Meetings are added as needed.**

9. R. Williams motioned to approve the 2020/2021 Meeting Schedule.  
T. Little seconded the motion. No discussion, motion passed unanimously.

**APPROVAL OF ADDENDUM #1 TO THE 2019-20 GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING AND THE EARLY LEARNING COALITION OF NORTH FLORIDA\***

The Addendum would commit us to the following:

- The ELC acknowledges receipt of the following documents from OEL and understands these disclosures should be used in the entity's year-end closeout and reconciliation tasks.

- 2018-19 Revenue Confirmation for SR, Child Care Executive Partnership, Voluntary Prekindergarten, Outreach/Awareness and Monitoring Initiative and Performance Funding Program activities.
  - 2018-19 Supplemental Data Form including the ELC’s self-reported FY2018-19 results for the temporary SR/VPK OCA codes SRRCN and/or VPRCN.
- The ELC has identified and will pay all SR Provider underpayments for FY2018-19 by [REDACTED].
  - The ELC has completed or will complete provider reconciliation and provide notice to OEL by June 30, 2020. The reconciliation process shall be verified by:
    - X 100-percent of provider payments and records: or
    - \_\_\_ A sample of provider payments, as approved by OEL, equating to \_\_\_-percent of the ELCs total number of SR providers.
  - The ELC will continue to conduct its routine quality assurance activities related to:
    - Eligibility validation
    - Child Attendance Records validation
    - Child Care Providers Payment validation
  - The ELC agrees to use the Cherwell Overpayment Tracking Tool for reporting overpayment data.
  - The ELC has completed the SR record corrections in EFS Mod or will complete by June 30, 2020 and notify the OEL of their completion. This is dependent upon OEL’s successful deployment of data fixes necessary for attendance and payment reconciliation for 2018-19. If record corrections are not able to be made by June 30, 2020, acceptable equivalent documentation may be used for payment reconciliation and for use by auditors for testing.

If this is done, the following would occur:

- We could easily have a finding or be found not compliant to our Grant Agreement if items are not completed by these dates. EFS updates often erase data that we do not even know has been lost until we are told by OEL.

10. T. Little motioned to table approval of Addendum #1 to the 2019-20 Grant Agreement between the Office of Early Learning and the Early Learning

Coalition

of North Florida to the next Board Meeting. J. Johns seconded the motion.

No

discussion, motion passed unanimously.

**APPROVAL OF ADDENDUM #2 TO THE 2019-20 GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING AND THE EARLY LEARNING COALITION OF NORTH FLORIDA\***

This Addendum, with some alternate language, can protect this ELC from another finding on our Independent Single Audit for the 19/20 FISCAL YEAR. However, we are suggesting alternate language added to this Addendum:

An alternate date of Sept 30, 2020 and the following:

“with the exception of impossibility due to any malfunction or unsuccessful deployment of data fixes in ESS MOD. Upon notification of any and all malfunctions the deadline shall be renegotiated, in writing, to both parties’ satisfaction.”

If not approved, we could face having the same findings as we did in the 18/19 Single Audit due to the malfunction of the EFS MOD system at the State.

- 11.** A. Simpson-Gotham motioned to approve Addendum #2 to the 2019-20 Grant Agreement between the Office of Early Learning and the Early Learning Coalition of North Florida with the alternate language. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

**BOARD SELF EVALUATION DISCUSSION-HANDOUT**

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to R. Cody no later than July 17, 2020. This evaluation assists the staff in their continued strive to be a model Coalition and a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectations.

**REVIEW OF BOARD MEMBERSHIP-Informational**

No Comments

**BOARD ABSENTEEISM LOG- Informational**

No Comments.

**BOARD COMMENTS**

No Comments.

**NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, August 5, 2020 , 10:30 a.m. – Exec/Admin Committee Conference Call

- Wednesday, September 9, 2020 10:30 a.m. –Board Meeting World Golf Village Convention Center

**ADJOURNMENT\***

- 12.** M. Siragusa motioned for adjournment at 11: 28am. T. Little seconded the motion. No discussion – motion passed unanimously.

**Minutes Submitted By: Rhonda Cody, Office Manager on June 11, 2020**