

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Caddy Shack Restaurant
December 4, 2019
2:00 p.m.

ATTENDANCE

Members Present:

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

Staff Present:

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

Members Absent:

Brian Graham, *excused*
Marsha Hill, *excused*
Nancy Pearson, Chair, *excused*
Charles Puckett, *excused*
Michael Siragusa, *excused*
Commissioner Jeb Smith, *excused*

Others Present:

Tracy Roberts, Brighton Day Academy
Donald Sutton, Crowned Hart Preschools

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 13 of the 19 board members in attendance.

PUBLIC COMMENT

No comments.

REVIEW OF DELEGATION OF AUTHORITY ITEMS

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were passed around with no discussion or questions on the items reviewed.

APPROVAL OF SEPTEMBER 11, 2019 ANNUAL BOARD MEETING MINUTES*

**Board Meeting
December 4, 2019**

1. T. Matheny motioned to approve the September 11, 2019 Annual Board Meeting Minutes. R. Coleman seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell advised the board that Erin Smeltzer is the new AELC Director replacing Saralyn Glass who is moving back to Jacksonville. She advised that there are no additional updates on the new MOD that was rolled out in July 2018 other than it has continued to have performance issues from reporting to timeouts to compromised data. She further advised that she would keep the Board updated on any changes including legislative updates. Dawn took a moment to introduce Donald Sutton, owner of Crowned Harts Preschools including Brighton Day Academy and Tracy Roberts, Director of Brighton Day Academy. Mr. Sutton expressed his deepest appreciation for all the Coalition does to support the Providers and especially the parents and children attending his schools—without it, they could not provide the quality of care and education to the children that is necessary for them to be successful.

B. FINANCE MANAGER'S REPORT

C. Spell presented the following report:

Desk Reviews and Audits

The fieldwork for our external audit has been completed. All seemed to go smoothly and I am not expecting any audit entries. Though at this point we are not sure if the reconciliation of the EFS program will cause any adjustments.

As expected we did receive the OEL request for desk review items on Oct 5. Those have been copied and sent to OEL. We are waiting on their response.

Revenue and Expense Report (see attachment) **HANDOUT (In the Board Packet)**

Attached is a final copy of the FY18-19 financial statements from our system. I do not expect any major changes on the audited financial statements .

Also attached is the Q1 financial statement for FY 2019-20-**HANDOUT (In the Board Packet)**. There is a slight loss due to the funds from the Clay Foundation Grant being spent in Q1. This grant runs from Oct 1- Sep 30. Though we did recognize the revenue in FY 2018-19.

Budget Revision 2019-20

A 3rd revision to the 2019-20 Budget is attached-**HANDOUT (In the Board Packet)**. The change is due to grant revisions that have been incorporated into the budget. Those changes are highlighted and do not result in a change in the anticipated Net Surplus or Net Loss.

Targets and Restrictions

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

C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- The ELC staff completed the 2019/2020 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, COOP (Continuation of Operations Plan), 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.
- Our ELC has again requested a waiver from OEL for sub-recipient monitoring sampling size requirements this year due to the continued issues with the “EFS MOD” database conversion. We are awaiting their reply.

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

The 2019/2020 First Quarter Monitoring is scheduled for November 8 – November 22, 2019. This monitoring will include all OEL required “eligibility” criteria for School Readiness children, VPK children, and VPK Providers. In addition, there will be a review of personnel files and background screenings.

As we continue to have technical issues with OEL’s new database (“EFS “MOD”), School Readiness files are still being reviewed using the strategies and work-around scenarios that ECS and the Coalition staff create, adjust, and document for OEL.

(Due to a change in the monitoring schedule cycle for this year, there is not an update to provide as of this date - as this monitoring has not yet occurred.)

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

ALL full reports are available upon request.

D. 1ST QUARTER EARLY LEARNING LITERACY REPORT

J. Whitson presented the following report:

Highlights:

Kiwanis Florida State Convention: August 15-17th at the Omni Hotel in Orlando. I represented both the Kiwanis Club of St. Augustine and the ELCNF by attending and presenting a workshop about our highly successful Character Breakfast event.

Literacy Outreach:

Book of the Month: This is a program the Episcopal Children's Services education specialists use in their targeted centers for the coming year. Each month they focus their instruction with the provider using two books one geared for infants and toddlers and the other for the 4 year old child. They then give the two books each month to that provider to help build up their libraries. The ELC purchased the books for this program. In addition to this program the ELC will help the targeted centers during the year by providing them with one of our themed literacy programs.

Baby Bags: In August, volunteers assembled book bags filled with 4-5 board books and a read aloud guide for parents. The bags were given to each ECS county office to hand out to families with children ages 0-2.

Volunteer Reading Pals: Over the summer, much work was done improving and organizing our volunteer lending libraries. The goal is for all three of our libraries to have a digital catalog that readers can access on line. They can search for any book by author, theme and will be able to see a picture of the book and description.

ELCNF Reading Conference: September 25th at the Marywood Retreat Center in St. Johns. This is an annual event where all of our reading volunteers come together for a day filled with special speakers and interactive classes all with the goal of improving their reading. This year the conference was also made available to teachers to obtain CEU's. Sixteen teachers took advantage of this. The topics included: incorporating dramatic play, adding music and movement, rhymers are readers, using themes and picking more diverse books. Forty-five volunteers were in attendance.

Themed Literacy Programs: During the summer, we launched a new Ocean themed literacy program. Seven programs were put on three different counties. The program focuses on teaching children facts about ocean life through an interactive story and activity time. Children get to paint seashells, make their own ocean in a bottle, create sand necklaces and sea life visors. Each child received a free copy of a National Geographic Kids Ocean Creatures book and the teachers received a resource bag filled with books and materials to further teach this theme.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 6, 2019-Cancelled

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 11, 2019 with Nancy Pearson, Theresa Little, Renee Williams, Brian Graham and Joy Stanton serving as evaluators.
- Of the total 18 evaluations mailed/handed to the board members, 13 members completed the evaluation and five 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 4.60 which earned a final rating of "Outstanding".
- Dawn's next evaluation period ends September 1, 2020.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

APPROVAL OF NEFEC LEASE 2020-2021*

Staff requests board approval to continue the NEFEC lease agreement of rental of office space in Palatka, FL. The current lease ends January 31, 2020, and the new lease will start Feb. 1, 2020 and conclude January 31, 2021, with the option of automatic renewal for 12 months, starting Feb. 1 2021 and concluding on Jan. 31, 2022 at the monthly rental rate of \$400.

The space currently houses our Grants and Operations Manager, Tajaro Dixon, our Putnam County Reading Pals resource room, and one office is used for Coalition storage. The total for all three rooms is \$400.00 per month and includes electric.

2. R. Coleman motioned to approve the NEFEC Lease for 2020-21 with the option of automatic renewal for 12 months. T. Matheny seconded the motion. M. Hill recused herself from the vote, memorandum of voting conflict is attached in the Board Packet. No discussion, motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2019/2020 CONTRACT AMENDMENT 0002-19*

Requested Revisions for Approval:

- A. Items #1, 2, and 4 were to update the School Readiness budgeted amounts per the September 13, 2019 Notice of Award.
- B. Items #2 and 4 were to update the Program Assessment and Preschool Development Grant Services (P.D.G.) budgeted amounts per the September 30, 2019 Notice of Award.
- C. Item #2, under "Additional School Readiness-Related Programs and Funding" was to:
 - Remove the one "Early Learning Florida" contract that has expired.
 - Add the new "Early Learning Florida" contract for 19/20.
 - Update the "School Readiness Program Assessment" project section.
 - Update the "Preschool Development Grant Services" project section.
- D. Item #3 was to correct language regarding Travel classifications and required prior approvals.
- E. Note: In both Attachment 9's, the yellow-highlighted revision in the far right, last column for "Total Non-Slots (Non-Direct)" is a CORRECTION. The wrong amount was entered here for Contract Amendment #0001-19, so this is only a correction.

3. A. Simpson-Gotham motioned the approval of Episcopal Children's Services 2019/20 Contract Amendment 0002-19. R. Williams 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 OF (EFFECTIVE 09/01/019) OF ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/19-08/31/20*

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 \$12,000.**

4. T. Little motioned the retro active approval of the ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/19-08/31/20. K. Simpkins seconded the motion. No discussion- motion passed unanimously.

RETRO ACTIVE APPROVAL OF (EFFECTIVE 09/01/19) OF ELC OF NORTH FLORIDA-UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISOPAL CHILDREN'S SERVICES EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/19-08/31/20*

(This Contract and dollar amount was also added to ECS's 2019/2020 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 \$12,000.**

5. R. Coleman motioned the retro active approval of the ELC of North Florida-University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/19-08/31/20. M. Garcia 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 #24 (PART 1-ATTACHMENT II C COMBINED ELIGIBILITY POLICIES)*

Updated Attachment II C Combined Eligibility Policies Rev 091919. The edits are on pages 27, 31, 43-44, and 51-52 ONLY from the entire SR Plan Attachment. We have condensed the document for board review to show only these pages (instead of the entire policy of 58 pages).

- To change the term “CCEP (Child Care Executive Partnership)” to “SR Match Funding” to align with current grant language.
- To add procedures for verifying the frequency of client employment bonuses or overtime (recommendations from OEL following our last Accountability review).

6. M. Garcia motioned to approve the 2019-21 School Readiness Plan Amendment #24 (Part 1-Attachment IIC Combined Eligibility Policies. T. Matheny seconded the motion. No further discussion- motion passed unanimously.

APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #24 (PART 2- ATTACHMENT II I PROVIDER PAYMENT RATES*

Revisions to the SR Plan Attachment II I Provider Payment Rates, to give all providers in the Coalition’s six counties an across-the-board increase of 10% (except for one part time rate in Bradford county, as that would put it at above the 75th percentile of the market rate).

7. A. Simpson-Gotham motioned to approve the 2019-21 School Readiness Plan Amendment #24 (Part 2-Attachment II I Provider Payment Rates. M. Jonihakis seconded the motion. T. Matheny, B. McElhone and P. Tauch recused themselves from the vote, memorandums of voting conflict is attached in the Board Packet No further discussion-motion passed unanimously.

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

Revisions:

HR313 – Emergency Closings

- Replaced the third paragraph with language that more closely aligns to Federal and State regulations and practices.
- Removed the fourth paragraph regarding employees working while officially closed.

8. T. Little motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. K. Gammon seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2018/2019*

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

9. M. Jonihakis motioned to approve the Management Decision recommendation for ECS Audit 2018/2019. M. Garcia 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 2018-2019 ANNUAL REPORT*

To approve the ELCNF 2018-2019 Annual Report in accordance with OEL Policy. The Annual Report was included in the Board Packet as well as a Handout.

- 10.** M. Garcia motioned to approve the ELCNF 2018-2019 Annual Report. K. Simpkins seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE THIRD PRELIMINARY BUDGET FOR 2019/2020*-HANDOUT

This is the third revised draft of the Preliminary budget following the receipt of the funding totals from OEL by way of Notice of Award in the beginning of the 2019-2020 fiscal year.

- 11.** K. Gammon motioned to approve the third preliminary budget for 2019/2020. R. Coleman 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 is now at 19 members with the addition of Kyle Gammon, Private Sector. There were no comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

No Comments.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 5, 2020, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 11, 2020, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 12.** R. Williams motioned for adjournment at 2:50 p.m.
A. Simpson-Gotham seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: 1. Revised Tentative Agenda 12.04.19; 2. Conflict of Interest Questionnaire; 3. Summary of D. Bell Annual Evaluation 4. Approval of the third Preliminary Budget for 2019/2020.

Minutes Submitted By: Rhonda Cody, Office Manager