



BOARD MEETING

December 6, 2017; 2:00 p.m.
Renaissance World Golf Village and Convention Center
Caddy Shack Restaurant

REVISED TENTATIVE AGENDA-HANDOUT

***Action Item**

- I.** Call to Order/Roll Call
- II.** Public Comment
- III.** Success Spotlight-**HANDOUT**
- IV.** Review of Delegation of Authority Items
- V.** Approval of September 20, 2017 Annual Board Meeting Minutes*

VI. Staff and Committee Reports

- A. CEO Report-Verbal
- B. 1st Quarter Program Update
- C. 1st Quarter Early Literacy Report
- D. Executive Administrative Committee

Draft minutes of November 1, 2017 Meeting – Informational

Consent Agenda:

- 1. Ratify Approval of August 9, 2017 Exec/Admin Committee Meeting Minutes*
- 2. Ratify Approval of ECS 2017/18 Contract Amendment #0003-17*
- 3. Ratify Approval of the 2017/18 OEL/ELC University of Florida/Lastinger Center Pay for Performance Contract effective 9/15/17 – 7/31/18 (#SR400)*
- 4. Ratify Approval of the 2017/18 ELC/ECS University of Florida /Lastinger Center Pay for Performance Contract effective 9/15/17 – 7/31/18 (#SR400)*
- 5. Ratify Approval of the ELC SR Plan 2017-19 Certification*
- 6. Ratify Approval of District Superintendent of Schools or Designee, Kristi Simpkins, 2nd Term.* (Dec. 2017 Dec. 2021)
- 7. Ratify Approval of Consulting Agreement with Kim Brumfield*
- 8. Ratify Approval of Moultrie Place Lease Continuation (St. Aug Office)*
- 9. Ratify Approval of Agreement with Contemporary Staffing Solutions*

VII. New/Unfinished Business

- A. Approval of ELCNF 2017-2018 Budget Proposal-Revision #1 *-**HANDOUT**
- B. Approval of Management Decision Recommendation for ECS Audit 2016/2017*
- C. Approval of NEFEC Lease 2018-2019 Continuation*
- D. Approval of ECS 2017/2018 amendment #0004-17 and party signatures*
- E. Approval of Consulting Agreement with Padma Rajan*-**HANDOUT**
- F. Approval of Revisions to the Coalition's Personnel Policies and Procedures Manual*
- G. Approval of the Member Appointed by Executive Director of NEFEC for the mandated position of Programs for Children with Disabilities under the Federal Individuals with Disabilities Act: Marsha Hill*
- H. Approval of the County Health Department Director or Designee, Mary Garcia*



I. Review of Board Membership- Informational

VIII. Board Absenteeism Log – INFORMATIONAL

IX. Board Comment

X. Next Meetings

- Wednesday, February 7th, 2018 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 21st, 10:30 a.m. – Board Meeting

XI. Adjournment*



Success Spotlight

A couple of years ago, Career Source sent us a referral client, Alex*, to enroll in a school readiness program. School readiness programs are designed to increase children's chances of achieving future educational success. Working families who meet certain income requirements are able to enroll their children. Parents pay a copayment based on a sliding fee scale and developmental screenings are conducted at least semi-annually to chart the individual progress.

Our client, Alex*, had come from an abusive relationship, lost her job and was trying to rebuild her life with her two girls in St. Johns County. While living at her father's home, she went to school and shortly after graduation was offered a job toward her career growth.

In February of 2017, Alex received a promotion which allowed her to move out of her father's home and into her own home with her girls. Continuing to build on her successes, in September of this year she received yet another promotion to take a job offer in Duval County.

When ELC told her about how she could transfer her school readiness services to Duval, she informed ELC that she no longer needed the services because her new job allowed her to financially handle it on her own. While it had served her and her family greatly during their time of need, she let ELC know that she would rather the resources go to a family more in need and thanked us for the resources on her journey.

** Not her real name*

ACTION ITEM SUMMARY

DESCRIPTION	ELCNF 2017-2018 Budget Proposal – Revision #1
Reason for Recommended Action	<p>The Coalition received a Notice of Award dated November 1, 2017 for the School Readiness Services, requiring a budget amendment to match the revised Notice of Award. The Coalition's Administrative Budget and the contract with ECS has been amended to utilize the amounts specified in the Notice of Awards received by the Office of Early Learning</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition budget would not match the 2017/2018 fund allocations from the State, and would therefore not be accurate as to the funds available to spend for 2017-2018.• The Coalition will be at risk of potential questioned costs due to noncompliance with state statutes.
How the Action will be accomplished	2017-2018 Revised budget will be presented to the Board on December 6, 2017 for approval.

ELC North Florida
Preliminary Budget - Fiscal Year 2017-2018

	Initial		Revised 11/1/2017
Local Match	159,400.00		159,400.00
School Readiness	15,682,960.00	4,209.00	15,687,169.00
Volunteer Pre-K	13,630,680.00		13,630,680.00
VPK O&A	32,284.00		32,284.00
Unrestricted			
Other Program Revenue	0.00		-
Interest	0.00		-
	<u>29,505,324.00</u>	<u>4,209.00</u>	<u>29,509,533.00</u>
Expenses			
Contract Services	0.00	7,500.00	7,500.00
Health Ins - HSA Accts	20,100.00		20,100.00
Salaries	400,000.00		400,000.00
Reemployment Taxes	100.00		100.00
PR Taxes	41,267.00		41,267.00
Health Insurance	70,000.00		70,000.00
Pension	20,000.00		20,000.00
Life, Disability	1,700.00		1,700.00
Staff Development	18,000.00	(2,500.00)	15,500.00
Tuition Reimbursement	1,200.00		1,200.00
Accounting	1,500.00		1,500.00
Auditing	13,500.00		13,500.00
Informaion Technology	200.00		200.00
Legal	200.00		200.00
Printing & Reproduction	1,718.00		1,718.00
Repairs & Maintenance	200.00		200.00
Office Sites - Occupancy	35,000.00		35,000.00
Postage, Freight & Delivery	1,500.00		1,500.00
Rentals - Office Equipment	16,589.00		16,589.00
Office Supplies	8,500.00		8,500.00
Communications	15,000.00		15,000.00
D & O Insurance	2,558.00		2,558.00
General Liability	3,704.00		3,704.00
Workers Compensation	1,006.00		1,006.00
Equipment <\$1,000	2,500.00		2,500.00
Equipment >\$1,000	3,000.00		3,000.00
Travel - In State	2,000.00		2,000.00
Travel - Out of Town	6,500.00		6,500.00
Travel - Local	15,547.00		15,547.00
Bank Fees	500.00		500.00
Software/Licenses/Support	1,500.00		1,500.00
Web Service	28,000.00		28,000.00
Other employee expenditures	7,500.00		7,500.00
Dues & Subscriptions	9,000.00		9,000.00
Taxes, Licenses and Fees	200.00		200.00
Misc. - Other Current Charges	7,500.00	(5,000.00)	2,500.00
Joan - Quality	60,000.00		60,000.00
Total Expenses	<u>817,289.00</u>	<u>0.00</u>	<u>817,289.00</u>
ECS-SR	15,682,960.00	4,209.00	15,687,169.00
ECS VPK	13,630,680.00		13,630,680.00
Local Match	159,400.00		159,400.00
VPKOMAI	32,284.00		32,284.00
97BBA	765,289.00		425,000.00
97Q00			260,669.00
97QCS	0.00		79,620.00
VPK Admin	52,000.00		52,000.00
Total Income	<u>817,289.00</u>	<u>0.00</u>	<u>817,289.00</u>
Total Expenses	<u>817,289.00</u>	<u>0.00</u>	<u>817,289.00</u>
Surplus (right now)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**** The Board acknowledges that approval of the annual budget also approves local and overnight travel for both staff and CEO as the CEO deems fitting with coalition business. This budget also gives the CEO the ability to work with board members and their travel as needed for coalition business.**

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Consulting Agreement with Padma Rajan
Reason for Recommended Action	<p>Overview:</p> <p>P. Rajan will provide the necessary financial and cost benefit analysis of a proposed merger of ELC North Florida and ELC Duval that will in turn be presented to the State legislature if and /or as needed.</p> <p>The scope of this work will include reviewing 990s in Guidestar of all 5 coalitions including ELCNF, which have been pre-selected for merger; review of coalition annual reports; following State legislature for updates of the Appropriations and Education Committee and providing weekly reports to Dawn Bell.</p> <p>This contract shall be for the period of November 29, 2017 to January 31, 2018 at the rate of \$40.00 per hour and the contract value is not to exceed \$4,000.00</p> <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none"> • ELCNF would not be fully prepared with the needed research of a proposed merger and the impact to the organization and staff would be significant, possibly resulting in realignment of staff and expenses that would not be cost effective.
How the Action will be accomplished	Board Approval and signing of contract.

Consulting Agreement

This contract is entered into between **Early Learning Coalition of North Florida, Inc.** hereinafter referred to as the "**Contractor**," and **Padma Rajan**, hereinafter referred to as the "**Consultant**."

I. THE CONSULTANT AGREES:

- A. To provide services according to the terms and conditions specified herein.
- B. That the consultant shall not assign the responsibility nor subcontract for any portion of the work contemplated in this contract to another party without prior written approval of the contractor.
- C. In performing the responsibilities under the agreement, and by signing this agreement, the CONSULTANT hereby agrees to fully comply with the following certifications and assurances:

Equal Employment Opportunity (EEO)

The CONSULTANT agrees to comply with E.O. No. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), Sept. 24, 1965, as E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, of Oct. 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i)(3).

Certification regarding debarment, suspension and other responsibility matters –primary covered transaction

As required by E.O.(s) 12549 and 12689, Debarment and Suspension, and implemented at 45 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement) for prospective participants in primary covered transactions, no contract shall be made to parties the General Services Administration's Excluded Parties List System identifies as excluded from Federal Procurement or Nonprocurement Programs. This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contracts with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences (e.g., disallowance of cost, termination of project or debarment). To assure that this requirement is met, there are four options for obtaining satisfaction that sub-grantees and contractors are not suspended, debarred or disqualified. The CONSULTANT through the duly appointed undersigned representative, certifies, to the best of its knowledge and belief, that it, its principals or its officers –

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency. The Federal Excluded Parties list is currently located at <https://www.epls.gov/> and also available on the Florida Department of Management Services website. The United States Department of Agriculture Food Program's National Disqualification List is available through the Florida Department of Health.
2. Have not, within a three-year period preceding the agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense connected to obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violating federal or state antitrust statutes; or embezzlement, theft, forgery, bribery, records falsification or destruction, making false statements or receiving stolen property.

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in this certification's paragraph B.2.
4. Have not, within a three-year period preceding the agreement, had one or more public transactions (federal, state or local) terminated for cause or default.

E. CERTIFICATION REGARDING CONVICTED VENDOR LIST AND DISCRIMINATORY VENDOR LIST

The CONTRACTOR hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the CONTRACTOR, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list or discriminatory vendor list pursuant to s. 287.134, Florida Statutes, all of which are located at the Florida Department of Management Services website. The CONTRACTOR understands and agrees that it is required to inform the COALITION immediately upon any change of circumstances regarding this status.

T. ACCESS TO RECORDS

Pursuant to 2 CFR §200.336, Access to records, the CONTRACTOR agrees to provide access by the COALITION, the Office of Early Learning, the Federal Health and Human Services (HHS) Agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the CONTRACTOR which are directly pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

Where the prospective CONSULTANT is unable to certify to any of the statements in this certification, such prospective CONSULTANT shall attach an explanation to the agreement.

II. THE CONTRACTOR AGREES:

- A. To pay for contracted services according to the terms and conditions stated herein.

III. THE CONTRACTOR AND CONSULTANT MUTUALLY AGREE:

- A. Effective and ending dates:

1. This contract shall be for the period **11/29/17 to 1/31/18**. This may be extended with an addendum, as deemed necessary by the Contractor.

Week of 11/28/17	10 hours
Week of 12/4/17	15 hours
Week of 12/11/17	15 hours
Week of 12/18/17	15 hours
Week of 1/2/18	5 hours
Week of 1/8/18	10 hours

Week of 1/15/18	10 hours
Week of 1/22/18	10 hours
TOTAL	90 hours

2. This contract can be severed at any time by either the Contractor or the Consultant, without penalty.

B. Services shall be performed as follows:

1. Be available for contract work on an as need basis.
2. Review form 990 (in Guidestar) of the 5 coalitions which were 'selected' for merger
3. Go through the annual report of the 5 coalitions and the FLOEL web site - enrollment, costs etc
4. Get an understanding of the landscape of what the merger would entail
5. Cost / financial analysis of the merger of ELCNF to ELCD - implications
6. Follow the legislature to be updated on the work of the Appropriations and Education Committee
7. Connect up with ELC of Santa Rosa and other EDs as requested
8. Regular update every Friday to Executive Director of ELCNF
9. Provide other technical assistance as deemed appropriate by the CEO to assist in meeting deadlines, as required by the Coalition or the Office of Early Learning.

C. SCOPE OF SERVICES:

This agreement relates exclusively to the provision of consulting services to be rendered to the CONTRACTOR. The Consultant has been determined to be a vendor, and therefore would be exempt from sub-recipient requirements.

The CONSULTANT shall fulfill his/her designated responsibilities as outlined within this agreement. The CONSULTANT will be responsible for any additional training needs the CONTRACTOR requests and the CONSULTANT will be responsible for submitting an itemized list of services rendered and time allotted for each service. This itemization will be submitted with the CONSULTANT'S invoice.

IV. COMPENSATION:

- A. All hours will be tracked. Tracking documentation MUST be submitted with the invoice for reimbursement.

- B. Checking email and answers will be at no charge, unless the task(s) take longer than 15 minutes to research and write.
- C. The consultant shall receive compensation, at the rate of \$40 per hour, upon submission of an invoice.
- D. Contract value is not to exceed \$3,600.
- E. Consultant will invoice the Contractor on a weekly basis, unless the total bill is less than 10 hours, in which case the invoice will be held for the following week.
- F. The consultant shall be responsible for all taxes, including Social Security and Federal taxes.
- G. **Termination at Will** - This contract may be terminated by any party upon no less than thirty (30) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by read-receipt e-mail, certified mail-return receipt requested or in person with proof of delivery.
- H. **Termination for Breach** - This contract may be terminated by the Coalition for nonperformance by the Contractor upon no less than a seven (7) calendar day notice in writing to the Contractor. Waiver or breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. In the event of such termination, the Coalition shall be liable for payment only for services rendered prior to the effective date of termination. Contractor shall give the Coalition written notice of any perceived breach and it shall give the Coalition ten (10) business days to cure any perceived breach under the contract.

V. All of the terms and conditions of this contract are agreed upon by the parties.

In witness thereof, the parties hereto have caused this two (2)-page contract to be executed and duly authorized by signatures below.

Contractor

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

Consultant

Padma Rajan
Address

Signature
Name: Dawn E. Bell
Title: CEO

Signature
Name: Padma Rajan

Date

Date

H. Termination for Breach - This contract may be terminated by the Coalition for nonperformance by the Contractor upon no less than a seven (7) calendar day notice in writing to the Contractor. Waiver or breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. In the event of such termination, the Coalition shall be liable for payment only for services rendered prior to the effective date of termination. Contractor shall give the Coalition written notice of any perceived breach and it shall give the Coalition ten (10) business days to cure any perceived breach under the contract.

V. All of the terms and conditions of this contract are agreed upon by the parties.

In witness thereof, the parties hereto have caused this two (2)-page contract to be executed and duly authorized by signatures below.

Contractor

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

Signature
Name: Dawn E. Bell
Title: CEO

Date

Consultant

Padma Rajan
Address

Padma Rajan
Signature
Name: Padma Rajan

11/29/17
Date

5363 MARSALA LAN
JAX, FL 32244
904-994-6723

Early Learning Coalition of North Florida, Inc.

ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center

September 20, 2017

10:30 a.m.

ATTENDANCE

Members Present:

Adam Deputy
Mala Ramoutar
Myrna Allen
Rence Williams, *Treasurer*
Vina Delcomyn
Brian Graham, *Vice Chair*
Teresa Matheny, *ECS*
Brian McElhone
Theresa Little
Joy Stanton

Members Absent:

Kristi Simpkins; excused
Nancy Pearson, *Board Chair*; excused
Amy Lane; excused
Commissioner Jeb Smith; excused
Cynthia Kent; excused
Ron Coleman; excused
Angelia Hough; excused

Staff Present:

Dawn Bell, Chief Executive Officer
Kim Brumfield, Office Manager
Tajaro Dixon, Grants and Operations Manager
Joan Whitson, Early Literacy Coordinator
Patty Larkin, Finance Manager

Others Present:

CALL TO ORDER/ROLL CALL

R. Williams called the meeting to order at 10:40 a.m. Roll was taken; quorum was met, with 10 of the 17 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 JUNE 21, 2017 BOARD MEETING MINUTES*

1. T. Little motioned to approve the June 21, 2017 Board Meeting Minutes, as presented. A. Deputy seconded the motion. Motion passed unanimously. No discussion

STAFF AND COMMITTEE REPORTS

CEO REPORT- REVIEW OF THE 2017 BOARD SELF EVALUATION RESULTS

D. Bell used this time to review the board self-evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff really looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board.

4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

Coalition Activities:

- The ELC recently created its own Vendor Contracts Checklists (and other reference documents) while cross training on contract compliance May 19, 2017.
- Kim Brumfield and I created Travel Regulations training documents and held staff training June 20 for the new regulations taking effect July 1, 2017.
- With the ELC migrating to a cloud-based MIP program for OEL invoicing, cross-training will have to take place again (for monthly invoicing) once this software is fully in place. We will update you once that has been scheduled.
- As the ELC will be 'skipped' this year for the OEL fiscal monitoring (due to being designated a 'low risk auditee from prior year reviews), ELC staff have requested 'voluntary' desk reviews of the two newest procedures to ensure compliance. Those two areas are the travel regulations and MIP (fiscal) transactions.

Programmatic:

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

- The 2016/2017 Third Quarter Monitoring was performed April 24 – May 5, 2017. This monitoring included all OEL required "eligibility" criteria, SR Plan Compliance: Unified Waiting List, Child Care Provider Monitoring (and SR Provider Contract Requirements), and the Fiscal Non-Direct Costs review. From this monitoring there were eight compliance issues and one observation. Four of the issues were programmatic and routine in nature. Three of the issues related to the provider reimbursements. The last issue and the one observation were fiscally related. All corrective action items were completed and received by the final report.
- The 2016/2017 Fourth Quarter Monitoring was performed on-site July 24 – August 4, 2017. This monitoring will include all OEL required "eligibility" criteria, SR Plan Compliance: Quality Performance Report, the Fiscal Non-Direct Costs review, and the

Year-end Fiscal Overview. The next round of on-site monitoring dates will be September 18 – 22 and will include the review of the 13th invoice (last fiscal year invoice). The final report is scheduled to be completed by September 28, 2017. A summary of the final report will be included in (this) next quarterly program board report.

ALL full reports are available upon request.

4TH QUARTER EARLY LITERACY REPORT

J. Whitson reported on the following:

Highlights:

Toddler Sensory Day: May 8th - The ELC participated in a Toddler Sensory program sponsored by the Kiwanis Club of St. Augustine at the Hastings Branch Library. The kids were given free books and even experienced a visit from Dora the Explorer.

Early Literacy Outreach Programs:

Mother Goose Program: Outreach assistant Sandi Dunnavant AKA “Mother Goose” put on 9 rhyming themed story time programs in Clay and Baker County pre-school classrooms. This program highlights the importance of teaching nursery rhymes and models to teacher’s easy and unique ways to teach them in their classrooms. Each teacher is given a resource kit that can implement this program into their everyday curriculum. 850 children received a FREE Nursery Rhyme book. Sandi is forming a Mother Goose society where she is training volunteers who also want to be Mother Goose with the purpose of increasing the number of these programs in the coming years.

New Outreach Programs: STEAM Focus (Now being offered to providers) these programs are being taught by ELC outreach staff and volunteers.

- 1. Meet the Masters Arts Program:** This program introduces children to the great Masters of the Arts such as musicians Beethoven and Mozart and artists like Van Gough, Rodin, Seurat, Matisse and Monet. The children get to wave scarves to the music of Beethoven and play rhythm sticks to the “March of the Toys” by Victor Hubert. One of the presenters dresses up as the artist George Seurat wearing a beard and hat and with a French accent gives facts about themselves then reads a book to the children. The children rotate to different activities all centered on a different artist and our able to participate in an art project like painting or sculpting that relates to that artist. Each child receives a FREE copy of the book “The Dot” and the teacher receives a large resource packet with art and music supplies and teachers manual to duplicate the program themselves.
- 2. Science/Space Program:** This program introduces the children to the world of space. The children are shown a model of the planets and get to see pictures of earth from space as well as look through a telescope. A space themed story time is presented then the kids experience at least three different activities such as making their own telescope, playing with galactic dough and painting a planets picture. The children will all receive a national geographic beginner’s book about space and the teacher will receive a kit that includes a globe, space model, telescope and lesson plans to duplicate this program.

Three and Four Year Old Book Bag Program: This quarter six centers in Putnam, Clay and St. Johns county were visited with a book bag distribution program featuring special guest Pete the Cat or Clifford. 245 book bags filled with 8-10 books were distributed.

Baby Bags: 100 bag bags filled with 5 board books were distributed by Episcopal Children's services at their client services locations in Putnam, St. Johns and Clay County to children ages 0-2. Nassau, Bradford and Baker office locations participate in the First Foundation book program instead.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the August 9, 2017 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 financials as of June 30, 2017*
2. Ratify Approval of ELC North Florida Budget Revision #5*
3. Ratify Approval of ECS 2017/2018 Contract Amendment #0001-17*
4. Ratify Approval of North Florida 2017/2018 OAMI Grant Agreement*
5. Ratify Approval of 2017-2018 COOP*

2. A. Deputy motioned for ratification of items 1-5 on the Exec Admin Committee Consent agenda, as presented. R. Williams seconded the motion. No Discussion, motion passed unanimously.

T. Matheny abstained from voting on item # 3

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION (HANDOUT)

A handout of the summary was provided and is as follows

- The evaluation was conducted on September 1, 2017 with Nancy Pearson, Ron Coleman, Brian Graham, Adam Deputy and Joy Stanton serving as evaluators.
- Of the total 17 evaluations mailed/handed to the board members, 12 members completed the evaluation, 3 member chose not to complete the evaluation due to not being on the board for any length of time. 2 board members did not return the eval.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was a 4.31 = Very Good.
- Dawn's next evaluation period ends September 1, 2018
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Kim Brumfield.

APPROVAL OF REVISIONS TO THE COALITIONS PERSONNEL POLICIES AND PROCEDURES MANUAL*

HR404 – Business Travel Expenses,

- added new state regulation references (FAC 69I-42 and FDOE Travel Policy DOE-IOP-500, effective 12/01/16)
- added criteria for car rental sizes

changed report submittal due dates per FDOE Travel policy, page 8, IV. Travel Reimbursement, B. 1. and 2.

3. V. Delcomyn motioned the Approval of the revisions to the coalitions personnel policies and procedures manual. B. McElhone seconded the motion. No Discussion. Motion passed unanimously .

APPROVAL OF THE REVISIONS TO THE COALITIONS ACCOUNTING AND FINANCIAL PROCEDURES MANUAL*

Revisions:

F301 – Purchasing Policies and Procedures, deleted “Purchase or Lease Decision” section, to move to the procurement policy PR401, after #5 which contains other cost and price analysis information/requirements.

F305 – Accounts Payable Management,

- Deleted statement regarding effective dates and phase-in dates of purchase order system (as the Coalition is in compliance of these dates, and no longer apply).
- Added statement that it is the Coalition’s policy to issue a purchase order (or use of a credit card with proper authorization) PRIOR to procurement of good and services. (Post 17/18 Internal Controls Questionnaire review.)

F306 – Travel and Business Expenses,

- added FAC and FDOE regulations to top of policy
- changed travel advancement expense reports must be submitted (from 7 days) to within five (5) business of return from travel.

Changes to “Employee and Director Business Travel” section:

- #5 - changed mileage rate from IRS rates to OEL rates.
- #9 - added board member
- Added #12 regarding Coalition Travel Mileage Log for frequented trips.
- Changed #3 of “Reasonableness of Travel Costs” section to read compact cars are required for single travelers, and when larger cars are appropriate.

F307 – Cash Disbursements (Check-Writing) Policies, added to “Check Preparation” section that checks are pre-numbered and are imprinted with “Void after 90 days” statement. (Post 17/18 Internal Controls Questionnaire review.)

F309 – Payroll and Related Policies, added “Leave Audits” section stating periodically (and prior to fiscal year-end) the Office Manager will send e-mails notices to all staff to verify leave balances and identify how many annual leave hours the employee may have in jeopardy of losing, if not used by fiscal year-end. (Post 17/18 Internal Controls Questionnaire review.)

4. J. Stanton motioned Approval of Coalitions Accounting and financial procedures manual. V. Delcomyn seconded the motion. No Discussion. Motion Passed unanimously.

APPROVAL OF THE COALITIONS PROCUREMENT OF COMMODITIES AND /OR/ CONTRACTUAL SERVICES POLICIES AND PROCEDURES MANUAL*

Revisions:

PR401 - What to Consider When Procuring Any Item with Grant Funding

- added a reference to the Coalition's Procurement Form, to the top of the policy.
- Added #6, "Cost and Price Analysis - Purchase or Lease Decision" to section, "What to Consider when procuring any Item with Grant Funding". This item was deleted from policy F301, to move to the procurement policy, after #5 which contains other cost and price analysis information/requirements.
- added #9, "Membership dues, subscriptions and licensing fees" requirements to section, "For All Grant Funded Procurements" (post 17/18 Internal Controls Questionnaire and 17/18 OEL Grant Agreement – page 17, Exhibit I, S.)
- added "SAM" website link to #2 in section, "For All Grant Funded Procurements" following research with OEL on how to check for a banned company that is located outside of Florida.

PR402 - Types of Procurement, added a definition for "informal bids" to "Small Purchases" section. (Post 17/18 Internal Controls Questionnaire review.)

5. A. Deputy motioned the Approval of the coalitions procurement of commodities and /or/ contractual services policies and procedures manual. R. Williams seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF B. GRAHAM, R. WILLIAMS, T. LITTLE AND J. STANTON TO ATTEND THE 2017 NATIONAL SUMMIT ON EDUCATION REFORM, NOV. 29- DEC. 1, 2017 IN NASHVILLE, TN.*

ExcelinEd's 10th Annual National Summit on Education Reform, happening November 29 – December 1, 2017 in Nashville, TN.

Celebrating 10 years as ExcelinEd's flagship initiative, the National Summit on Education Reform convenes the nation's leaders in education policy to share what works, what doesn't and what's next in education.

Governor Jeb Bush, hosts 1,000 state and national policymakers, education leaders and advocates for two comprehensive days on new trends, successful policies, evolving laws and the latest innovations that are transforming education for the 21st century.

Travel Dates will be Nov. 29- Dec. 3, 2017

6. V. Delcomyn motioned to approve B. Graham, R. Williams, T. Little and J. Stanton to attend the 2017 National Summit on Education Reform, Nov. 29 - Dec 1, 2017 in Nashville, TN. A. Deputy seconded the motion. No discussion – motion passed unanimously.

B. Graham, R. Williams, T. Little and J. Stanton recused themselves from voting.

APPROVAL OF IT/CLOUD SERVICES WITH WWIT/COMPASS MSP*

To approve the contract being presented for services with our current IT services company Compass MSP, formerly Worldwide IT. The new contract has:

- Monthly fee schedule of \$941.00 (6 hours of support included in this cost)
- Once 6 hours of monthly support has been exhausted, an hourly rate of 125.00/hr for M-F, 8am – 5pm starts.
- If after hours support is needed the hourly rate goes to 187.50/hr
- This contract is not to exceed \$25,000 annually without written permission.

7. A. Deputy motioned to approve the IT/Cloud services with Compass MSP
T. Little seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF DISPOSAL OF INVENTORY*

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.

Staff is asking permission to use this item for scrap parts after it has been wiped clean. The computer is no longer in working condition, but can be used for parts.

- CNBB 305 / ECS1809 – Computer- Latitude E6520
Serial # 23CB5Q1
- CNBB 306 / ECS 1810- Computer- Latitude E6520
Serial #JX6B5Q1
- CNBB 69 / ECS 1345 FLEFS113/127/139 Server
- CNBB 25 / ECS 1336 Oracle Database Std. Edition software Installed on CNBB 69 / ECS 1345

8. B. McElhone motioned to approve the disposal of inventory items. J. Stanton seconded the motion. No discussion – motion passed unanimously.

T. Matheny recused herself from voting. See attached paperwork

BOARD MEMBERSHIP REVIEW

K. Brumfield reviewed upcoming board term dates and overall membership stats

ELECTION OF OFFICERS*

By unanimous vote via emailed ballots, the following board members were nominated and elected to serve as the Coalition Officers for the 2017-18 fiscal year.

- Chair: Nancy Pearson
- Vice Chair: Renee Williams
- Treasurer: Theresa Little
- Secretary: Joy Stanton

9. A. Deputy motioned to approve Election of Officers. V. Delcomyn seconded the motion. No Discussion. Motion passed unanimously.

STANDING COMMITTEE DISCUSSION AND SIGN-UP.

Emailed to all board members asking for volunteers on this committee. Besides our elected officers we would like 4 additional members.

The committee is as follows: N. Pearson, J. Stanton, R. Williams, T. Little, M. Allen, V. Delcomyn, T. Matheny, B. McElhone,

K. Brumfield will email the board with final results on both election of officers and standing committee .

CODE OF ETHICS (HANDOUT)

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

CONFLICT OF INTEREST QUESTIONNAIRE (HANDOUT)

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

APPROVAL ELCNF 2016-17 ANNUAL REPORT* (HANDOUT)

D. Bell explained this Annual Report format came from the state and this is the required format for the state's Annual Report with submission required on October 1.

10. V. Delcomyn motioned the Approval of the 2016-17 Annual Report, as presented. A. Dreputy seconded the motion. No Discussion – motion passed unanimously.

BOARD ABSENTEEISM LOG- Informational

No Comments.

BOARD COMMENTS

T. Little was appointed to the Committee on Early Grade Success. Letter Attached.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, November 1, 2017 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 6, 2017 2 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

ADJOURNMENT*

11. M. Miner motioned for adjournment at 11:07a.m. A. Deputy: seconded the motion. No discussion – motion passed unanimously.

HANDOUTS: 1. Election of Officers, 2. Standing Committee Sign up, 3. Code of Ehics, 4. Conflict of Interest, 5. ELCNF Annual Report, 6. ECS17/18 Contract Amendment#0002-17

Minutes Submitted By: Kim Brumfield, Office Manager

MEMORANDUM OF VOTING CONFLICT FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME MATHENY, TERESA, JOAN		
MAILING ADDRESS 8443 BAYMEADOWS RD.	CITY JACKSONVILLE, FL 32256	COUNTY DUVAL
NAME OF BOARD OR COMMITTEE EXECUTIVE ADMIN. COMMITTEE		DATE ON WHICH THE VOTE OCCURRED 12/6/17

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 Dec 6, 2017:

(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 _____ by whom I am retained; or

☒ inure to the special gain or loss of Episcopal Children's Services, Inc., 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:

Approval of the Episcopal Children's Services 2017/2018 Contract Amendment #0003-17
Approval of the 2017/18 ELC/ECS University of Florida/Lastinger Center Pay for Performance Contract
Approval of ELCNF 2017-18 Budget Proposal-Revision #1
Approval of Management Decision Recommendation of ECS's 2016-2017 Audit
Approval of the ECS 2017/18 amendment #0004-17 and party signatures

12/16/17
Date Filed

Teresa Matheny
Signature