



EARLY LEARNING COALITION

North Florida

EXEC/ADMIN COMMITTEE MEETING

May 2, 2018; 10:30 a.m.

Conference Call

Dial 1-888-296-6500 and enter Guest Code **966582**

TENTATIVE AGENDA

**Action Item*

- I. Call to Order/Roll Call
- II. Public Comment
- III. Review of Credit Card Statements
- IV. Approval of February 7, 2018 Exec/Admin Committee Meeting Minutes*
- V. Review of Finance Manager's Report, March 2018-**HANDOUT**
- VI. Approval of Consulting Agreement with Lauren Carpenter*-**HANDOUT**
- VII. Approval of Episcopal Children's Services 2018/2019 Primary Service Provider Contract*
- VIII. Approval of the Revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2018/2019*
- IX. Approval of 2017-19 School Readiness Plan Amendment #15
- X. Review of Board Membership- Informational
- XI. Committee Absenteeism Log – Informational
- XII. Committee Comment
- XIII. Next Meetings: Board - June 20, 2018; 10:30 a.m.
Exec/Admin –Conference Call, August 1, 2018 10:30 a.m. (new fiscal year)
- XIV. Adjournment*

XIV. Next Meeting – May 2, 2018 10:30am- Conference Call (Board meeting March 21st 10:30 am)

XV. Adjournment*

FINANCE MANAGERS REPORT

Fiscal Year 2017-2018

March 2018 Financial Information

Financial Statements

The 3rd quarter monitoring of ECS began this week, April 30th. I attended the Finance Officer's conference in Orlando 4/17 through 4/19 and will be attending the MIP conference May 6th – May 9th. Revenue and Expenditure reports will be available for the next board meeting, in the meantime, the following information is for your review:

School Readiness Grant Requirements and other significant data: As of March 2018

Targets and Restrictions		
Direct Services Minimum: 78%		81.4%
Admin Maximum: 5%		3.9%
Admin/PSS/Quality Maximum: 22%		18.6%
Quality Minimum: 4%		9.1%
CCEP Admin Maximum: 5%		0.0%
CCEP Match: \$15,242	\$	15,450.06
CCEP Direct Services Minimum: 81%		100.0%
Working Poor Eligible Match: \$376,039	\$	203,898.62
Infant & Toddler Minimum: \$195,421	\$	174,358.99

- Average children served per month is 3,848.

Total Grant Expenditure on Direct Services (slots, without advance) - \$9,470,021.51.

Total Grant Expenditure for Administration & Indirect Services - \$ 1,062,054.80.

Percentage of Grant year: 75 %

Percentage of Grant expended for the year: 75 %

Voluntary Pre-K Grant Requirements and other significant data: As of March 2018

Administrative Monitoring and Eligibility Costs must be below 4% of the grant expenditure

- Costs are currently 3.7 %

Total Grant Expenditure on Direct Services - \$ 9,873,551.39.

Total Grant Expenditure on Administration & Indirect Services-\$ 361,084.09.

Percentage of Grant year: 75 %

Percentage of Grant expended for the year (without advance): 75 %

Average Children Served per Month is 4638

Summary

SR – School Readiness

- The coalition is 1.1 % below the maximum threshold for administrative services.
- The coalition is 3.4 % above the minimum threshold for direct services.

VPK – Coalition Pre-K:

- The coalition is .3 % below the maximum threshold for administrative services.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Consulting Agreement with Lauren Carpenter
Reason for Recommended Action	<p>Overview:</p> <p>Lauren Carpenter will provide the necessary support to the Finance Manager by reviewing general ledger entries, including performing quality analysis and other analysis as needed.</p> <p>The scope of this work will include creating required reporting formats, reviewing data input, reversing entries that recorded twice during the implementation process of MIP and reviewing all general ledger entries with the Finance Manager.</p> <p>This contract shall be for the period of May 2, 2018 to November 30, 2018 at the rate of \$30.00 per hour, plus mileage 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 Finance Manager has not been trained on the creation of reports, reversing entries and budget input. This contract is more cost effective than the telephone support currently utilized with MIP.
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 Lauren Carpenter, 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.

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 May 2, 2018 to November 30, 2018. This may be extended with an addendum, as deemed necessary by the Contractor.
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. Assist in all fiscal related areas as deemed appropriate by the Executive Director.
3. Provide other technical assistance as deemed appropriate by the Executive Director to assist in meeting deadlines as required by the Coalition or the Office of Early Learning.
4. Review general ledger entries and assist the Finance Manager in generating reports and perform financial analysis as needed.

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 \$30 per hour, upon submission of an invoice.
- D. Contract value is not to exceed \$4,000.
- 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

Lauren Carpenter
68 Weeden Street
St. Augustine, FL 32084

Signature
Name: Dawn E. Bell
Title: CEO

Signature
Name: Lauren Carpenter

Date

Date