



EXEC/ADMIN COMMITTEE MEETING

November 7, 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 August 1, 2018 Exec Admin Committee Minutes*
- V.** Approval of Episcopal Children's Services 2018/2019 Contract Amendment #0003-18*
- VI.** Approval of the Revisions to the Coalition's Personnel Policies and Procedures Manual*
- VII.** Review of Board Membership
- VIII.** Committee Absenteeism Log – Informational
- IX.** Committee Comment
- X.** Next Meeting:
December 5, 2018, 2:00 p.m. –Board Meeting at World Golf Village Caddy Shack
Restaurant
February 6, 2019, 10:30 a.m. – Executive Administrative Committee Meeting-
Conference Call
- XI.** Adjournment*

I. Call to Order/Roll Call

II. Public Comment

III. Review of Credit Card Statements

- Statements are provided to **Board/Committee Members ONLY** for review and have been emailed at the time meeting packets were emailed.

**IV. Approval of August 1, 2018 Exec/Admin
Committee Meeting Minutes***

****ACTION ITEM***

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
August 1, 2018
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Board Chair
Renee Williams, Vice Chair
Joy Stanton, Secretary
Myrna Allen
Teresa Matheny, ECS
Vina Delcomyn

Committee Members Absent:

Theresa Little, Treasurer
Brian McElhone

Others Present:

Coalition Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Tajaro Dixon, Grants and Operations Manager
Susan Pettijohn, Finance Manager

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:36 a.m. by Nancy Pearson and roll was called; quorum was present with 6 of 8 committee members in attendance.

PUBLIC COMMENT

No Comments.

REVIEW OF CREDIT CARD STATEMENTS

Employee Credit card statements were presented to the committee for the review of the months of April, May and June of 2018. (American Express and Visa cards issued to D. Bell and R. Cody). There were no comments or questions.

APPROVAL OF NOVEMBER 1, 2017 EXEC ADMIN COMMITTEE MEETING MINUTES *

1. R. Williams motioned to approve the May 2, 2018 Executive Admin Committee Meeting Minutes. N. Pearson seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2018/2019 CONTRACT AMENDMENT #0001-18*

**Executive/Admin Committee
August 1, 2018**

T Dixon explained the following revisions to the Episcopal Children's Services 2018/2019 Contract as follows:

Revisions:

- A. Items #3, 10, and 18 were to update the School Readiness budgeted amounts per the July 1, 2018 Notice of Award.
- B. Items#10 and 18 were to add the "School Readiness Program Assessments" budgeted amounts per the July 1, 2018 Notice of Award.
- C. Items #12, 14, 15, and 19 were to update the Voluntary Pre-Kindergarten and VPK Outreach and Awareness budgeted amounts per the July 1, 2018 Notices of Awards.
- D. Item #17 is to replace the Provider Payment Rates attachment for St. Johns County (ONLY), as the before (or) after school rates have been deleted – due to the OEL not allowing for these type of payments starting July 1, 2018.
- E. The remaining items were due to revisions made to the 2018/2019 OEL Grant Agreement.

Should this amendment not be approved, ECS's contract would not have the correct budgeted amounts or updated provider payment rates in St. John's County for the School Readiness program and the contract would not be compliant.

2. V. Delcomyn motioned to approve the revisions to the Episcopal Children's Services 2018/2019 Contract. J. Stanton seconded the motion. T. Matheny recused herself from the vote, see attached memo of voting conflict.

RETRO-ACTIVE APPROVAL OF 2017-19 SCHOOL READINESS PLAN AMENDMENT #17*

The ELC had to immediately request OEL approval for revisions made to the SR Plan Attachment II G Provider Payment Rate eff 070118-w corrections to St Johns ONLY. The portal does not allow for part-time before/after school rates, and this was set up for St. Johns County (only). These rates had to be deleted immediately so that providers were paid correctly (with part time rates) effective July 1, 2018. In addition, the ELC organization chart was updated effective July 1, 2018 to add a second Screening Specialist and a Finance Analyst position. Therefore, the ELC is requesting **RETRO-ACTIVE** approval to July 1, 2018.

3. V. Delcomyn motioned to retro-active approve the 2017-19 School Readiness Plan Amendment #17. J. Stanton seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE 2018-2019 ELCNF CONTINUITY OF OPERATIONS PLAN (COOP)*

The COOP (Continuity Of Operation Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s). The COOP is to be revised if needed and submitted to OEL by October 1st of every year. The revisions made to this year's COOP are:

- Changes in names, titles and contact information.

**Executive/Admin Committee
August 1, 2018**

- Changes to reflect the processes that ECS has in place if they were to activate their COOP.
4. R. Williams motioned to approve the Coalition’s Continuity of Operations Plan (COOP). V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

APPROVAL OF THE REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEAR ENDING 6/30/2019 AND TIMELINE*

Request for Qualifications for External Auditing Services so that we are able to receive new proposals from qualified auditing firms with at least two years of Florida Early Learning Coalition auditing experience. The awarded firm’s contract would be for Fiscal Year Ending 06/30/2019 (2018/2019), with the option to renew for two more years. If this is not done, the Coalition would not be compliant with Florida’s Office of Early Learning which requires the coalitions to procure auditing services every three years.

5. R. Williams motioned to approve the request for qualifications for external auditing services for fiscal year ending 6/30/2019 and the timeline including the Board committee formations. V. Delcomyn seconded the motion. No discussion-motion passed unanimously.

CEO REVIEW AND DISCUSSION OF COALITION STAFF COMPENSATION ANALYSIS-INFORMATIONAL

D. Bell reviewed her compensation analysis of the Coalition staff with the Board, advising them that based on a review of other Coalitions in the same employee and scope range that she was adjusting salaries of key staff from 8 to 15% depending on where they were in the salary range of their positions. Some of the Board members did not see her spreadsheet analysis so it was resent to the Board for review and if there were additional questions to advise her accordingly.

REVIEW OF BOARD MEMBERSHIP

Informational; no comments with the exception of D. Bell announcing that Mike Siragusa had agreed to return to the Coalition Board and would attend our next Board meeting in September. In addition, two new Board prospects would be attending the September meeting as well.

COMMITTEE ABSENTEEISM LOG

Informational; no comments.

COMMITTEE COMMENT

NEXT MEETINGS

- **Board Meeting**–
September 19, 2018; 10:30 a.m., Renaissance Resort at World Golf Village Convention Center, Troon Conference Room
- **Exec/Admin Committee**– November 7, 2018; 10:30 a.m. Conference Call

ADJOURNMENT*

1. R. Williams motioned to approve adjournment. V. Delcomyn seconded the motion. No discussion- motion passed unanimously. Meeting adjourned at 10:59 a.m.

Minutes submitted by Rhonda Cody, Office Manager

DRAFT

**V. Approval of Episcopal Children's Services
2018/2019 Contract Amendment #0003-18***

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children’s Services 2018/2019 Contract Amendment #0003-18:
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>A. Item #1 removes the requirement of foster children child care placement based on facility type (the Florida Administrative Code rule changed 03/16/18). This correction was a suggestion from the ELC’s June 2018 OEL Accountability review.</p> <p>B. Items #2 and 3 are to update the School Readiness Performance Funding Project budget amounts per the October 05, 2018 Notice of Award.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The ECS Contract would not be up-to-date regarding foster children child care placement regulations. • ECS’s contract would not have the correct and current budget and award amounts for the Performance Funding Project.
How the Action will be accomplished	Approval of ECS 2018/2019 Contract Amendment #0003-18, and party signatures.

**Amendment 0003-18 to Primary Services Contract
Episcopal Children’s Services**

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children’s Services, hereinafter referred to as the Contractor, amends the 2018-19 primary services contract as follows:

Item #	Page #	Headings and Text
1	6-7	A. <u>ELIGIBILITY AND ENROLLMENT</u>
		<p>5. Childcare and School Readiness services for children determined to be at-risk of abuse or neglect who are in the custody of the state will be provided care in licensed centers or homes, unless OEL/DCF approve otherwise a licensed early education or child care program. Examples include: 1. Gold Seal accredited child care providers or providers participating in a quality rating system; 2. Licensed child care providers; 3. Public school providers; and, 4. License exempt child care providers, including religious exempt, registered, and non-public schools (Ref FAC 65C-13.030(2)(d) Effective 03/06/18). The placement of children who are in protective custody will comply with OEL and DCF policies. All OTHER clients will have a choice of the following: licensed or exempt childcare center; licensed or registered childcare family home; exempt school-based site; in-home care; relative care; non-relative care; or other legal care arrangement. The contractor shall conform to the program standards in OEL Guidance and with s. 402.305, F.S., and as defined by rules promulgation from the State of Florida.</p>
2	20	VII. Method of Payment (SR)
		<p>This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed \$16,442,456. This funding is inclusive of the annual OEL School Readiness Grant Award which does not include local match funds or CCEP, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Up to and no more than \$361,411 (97BBA) may be allocated to administrative expenditures. Local match will be reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.</p> <p><u>Additional School Readiness-Related Programs and Funding:</u></p> <p>The following programs’ funding is exclusive of the annual OEL School Readiness Grant Award funding. Contractor reimbursements will be based on all provisions as set forth in the individual contracts and/or OEL Grant Agreements.</p>

		<p>Performance Funding Project In addition to the School Readiness Grant described above, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL’s “Performance Funding Project” Grant Agreement with the Coalition (OEL NOA #EL439) for a total dollar amount up to and not to exceed \$68,885 \$129,447.</p> <p>AND, the Coalition shall pay the contractor for the delivery of service provided in accordance with the terms and conditions of OEL’s “Pay for Performance Contract” [in cooperation with The University of Florida Board of Trustees, a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning (“University”)] with the Coalition for a total dollar amount up to and not to exceed \$41,300.</p> <p>School Readiness Program Assessment-Non ELPPF Providers Per recently enacted legislation (Ch. 2018-136, Laws of Florida), the Contractor shall provide a program assessment on School Readiness providers that are not already participating in the 2018-2019 Early Learning Performance Funding Project. These program assessments will be conducted in accordance with OEL Program Guidance 420.02 – Program Assessment and 250.01 – Other Cost Accumulators, and for a total dollar amount up to and not to exceed \$267,900.</p>
3	68-69	Attachment 9 School Readiness Budget
		(Attached, Pages 3-4 show what was deleted, and pages 5-6 show what was added. Pages 5-6 replaces original contract attachment and is incorporated as part of this amendment.)
		END OF AMENDMENTS

ATTACHMENT 9
SCHOOL READINESS BUDGET

State of Florida Notice of Award No. EL439	
DUNS # 130220796	
CFDA# / Name	Federal Award #
93.558 / TANF	G1802FLTANF (27.42%)
93.575 / CCDF Discretionary	G1802FLCCDF (39.48%)
93.596 / CCDF Mandatory	G1802FLCCDF (33.02%)
93.667 / SSBG	G1801FLS0SR (0.08%)
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$361,411	\$507,124	\$868,535
Non-direct Services	97BBD	\$283,479		\$283,479
Systems	97SYS			
Eligibility Determination	97BDE	\$660,931		\$660,931
Quality	97Q00, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	\$670,211	\$414,952	\$1,085,163
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	\$267,306	\$25,000	\$292,306
Inclusion	97QIN	\$105,099		\$105,099
Resource & Referral	97Q14	\$277,639		\$277,639
Total Non-Slots (Non-Direct)		\$2,626,076	\$947,076	\$3,573,152
Gold Seal Payments	97GSD	\$600,000		\$600,000
Slots		\$13,197,545		\$13,197,545
CCEP funding		\$18,835		\$18,835
Total Slots (Direct Services)		\$13,816,380		\$13,816,380
Grand Totals		\$16,442,456	\$947,076	\$17,389,532
				NOA Total

Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

Performance Funding Project (OEL NOA #EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding Total (total dollar amount up to and not to exceed)	\$68,885
Pay for Performance (through the University of Florida) Contract SR400 Total (total dollar amount up to and not to exceed)	\$41,300
SR Program Assessment (EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF-100% funding For General Administration of CLASS Assessments (OCA - SRPAS) Total (total dollar amount up to and not to exceed)	\$267,900

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Total Non-Slots (Non-Direct)		\$2,626,076	\$947,076	\$3,573,152
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				NOA Total

Supplemental Contracts

(Exclusive of OEL School Readiness Grant Award Funding)

<p>Performance Funding Project (OEL NOA #EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF–100% funding <u>OCA's: PFPPQ, PFPCA, PFPCO and PFPCL</u> <u>OCA's: 97PFA and 97PFO (may not exceed \$29,076)</u> Total (total dollar amount up to and not to exceed)</p>	<p>\$100,371 \$29,076 \$129,447</p>
<p>Pay for Performance (through the University of Florida) Contract SR400 Total (total dollar amount up to and not to exceed)</p>	<p>\$41,300</p>
<p>SR Program Assessment (EL439) CFDA# 93.575/CCDF, Federal Award No. G1802FLCCDF–100% funding For General Administration of CLASS Assessments (OCA - SRPAS) Total (total dollar amount up to and not to exceed)</p>	<p>\$267,900</p>

THIS AMENDMENT shall begin on November 7, 2018, or the date, on which the amendment has been signed by both parties, whichever is later.

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

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

This amendment is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this 7 page amendment to be executed by their officials thereunto duly authorized.

**EARLY LEARNING COALITION OF
NORTH FLORIDA**

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

NAME _____

NAME _____

TITLE _____

TITLE _____

SIGNED _____

SIGNED _____

DATE _____

DATE _____

V. Approval of the Revisions to the Coalition's Personnel Policies and Procedures Manual*

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition’s Personnel Policies and Procedures Manual
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>HR204 - <u>Employment Reference/Criminal History Checks</u></p> <ul style="list-style-type: none"> • added to first paragraph the Coalition will ensure appropriate screenings are processed for Contractors. • added “Contractor” to heading of last section. • added process to ensure background screenings, job descriptions, work history and required licenses are received from Contractor (who are not a qualified entity) who may have access to children or confidential information. As in this revision, this process will include using the Coalition’s “Contract Employee Request and Approval Form”. <p>This was a corrective action for the OEL Accountability Review that began 06/11/18.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition’s background policy would not include this preventative corrective action policy and process from the recent OEL Accountability Review.
How the Action will be accomplished	Approval of the Personnel Policies and Procedures Manual revisions listed above.

HR204 Employment Reference/Criminal History Checks

Effective Date: 02/19/08

Revision Date: 04/07/10, 02/02/11, 08/03/11, 06/06/12, 08/24/12, 02/12/13, 04/03/13, 11/05/14, 03/16/16, 09/21/16, 02/01/17, 02/07/18, 11/07/18

The Coalition will conduct reference and criminal history checks on all prospective and current employees, as well as volunteers, as outlined within this policy. The Coalition will ensure appropriate screenings are processed for contractors as well.

QUALIFIED ENTITY

A “qualified entity”, as defined in s. 943.0542, F.S., means a business or organization, whether public, private, operated for profit, operated not-for-profit or voluntary, that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services.

The Coalition is a qualified entity and therefore is registered with the Florida Department of Law Enforcement (FDLE).

The Coalition requires any sub-recipient, contractor, or subcontractor it retains that also meets the definition of qualified entity to likewise register and have all of the employees it assigns to work under agreement screened in a manner consistent with s. 943.0542, F.S.

For monitoring and audit purposes, the Coalition maintains on file verification for all Coalition personnel and any sub-recipient or contractor’s personnel per the guidelines of the OEL Grant Agreement current during the time of background screening processing.

REFERENCES/CREDENTIALS

The Coalition will verify (for all employees and volunteers) where applicable; clear background screenings, educational and professional credentials, and employment history/references prior to the first day of employment/assignment.

The Coalition will verify the highest level of education claimed (if the position requires), applicable professional licenses claimed (if position requires), and employment history (if position requires) for Coalition staff AND for Qualified Entities that are subrecipients/subcontractors and their staff.

Documentation of these verifications will be maintained by the Coalition.

CRIMINAL BACKGROUND SCREENING PROCEDURE

1. As applicable, the potential or current employee (or volunteer) must have a criminal background check processed prior to the first day of employment (or volunteer work), and screened in a manner consistent with Section 943.0542, F.S. The Coalition shall arrange for and pay all costs for the background screenings. If appropriate, the applicant and employee must meet criteria for background screening as required for child care personnel in child care licensing regulations.

2. The personnel staff will complete and submit the appropriate paperwork for the criminal background check and other necessary paperwork as required by the Department of Children and Families

upon employment and (at a minimum of) every five (5) years thereafter. The following paperwork may be included:

- a. **Affidavit of Good Moral Character** – All candidates must complete this form and have it notarized before employment. This form is available from the Department of Children and Families (DCF) District Screening Office. Human Resources will stress to the candidate the importance of this requirement and ensure that the candidate clearly understands it.
- b. **Local Criminal Records** – The personnel staff will complete the Request for a Local Law Enforcement Check and send it to the sheriff office in Baker, Bradford, Clay, Nassau, Putnam, and/or St. Johns counties.
- c. **Employment History/Reference Checks** – Conducted by the personnel staff, these checks should cover a two-year period preceding employment in the screened position and should exclude periods of unemployment. The potential applicant and current employee may be subject to additional background reviews depending upon their job specifics.
- d. **State and Federal Criminal Records** – The Coalition’s personnel staff will instruct the candidate (or employee) to complete a “Live Scan” of their fingerprints with a vendor approved by the Coalition, to be sent to the FDLE (Florida Department of Law Enforcement) and the FBI (Federal Bureau of Investigation) for clearances. Effective July 1, 2012 all new employees will be screened, unless they have a current DCF clearance under five (5) years old and have had no break in service (or break in service under 90 days). Also effective July 1, 2012 all current employees will be re-screened on or before the five-year anniversary date of the last screening and thereafter if the individual continues performing under the OEL agreement (for the Coalition).
- e. **States other than Florida, if Resided in the Preceding Five Years** – If new or rescreening staff have lived out of the state of Florida at any time during the preceding five years, the DCF instructions will be followed, per DCF e-mail 10/10/16, “Updates to Background Screening Process”. This document is available on the Coalition’s share drive folders, “Policies and Procedures”, then “Referenced Documents-Regulations”.

NOTE: The full background screening may not be necessary for candidates transferring from another employer where he/she was screened, or for candidates who have had their fingerprints taken and processed by a Florida public school board provided that in either case there has not been more than a 90-day break in service.

3. **Volunteers and Board Members**

Any volunteer who will have contact with children 10 hours per month or MORE is required to have a Level II screening. Volunteers may only be approved for assignments once the background checks have been received and are clear. Volunteers still in service after five (5) years will be re-screened.

All potential and current volunteers (including board members) who will have contact with children on an intermittent basis (LESS than 10 hours per month) are NOT required to be background screened as long as a person who meets the Level II background screening requirements (as set forth in s. 435.04, F.S.) has the volunteer in his or her line of sight during any interaction with children (per 2012/2013 Grants Agreement section (45)(a) and e-mail correspondence from Kathy Summers, OEL Business Analyst dated 02/27/13 with OEL Memorandum dated November 19, 2012 “Background Screening Follow-Up Guidance”).

Reading Pals

Although not required, the Coalition may process Level I screenings for volunteers of its “Reading

Pals” program. The Coalition also ensures that the volunteers do not meet or exceed 10 hours per month contact with children. Reading Pal volunteers complete the Coalition’s Volunteer Application and Affidavit of Good Moral Character. Upon completion, the Coalition personnel staff submits a request to the local county Sheriff’s Office (of the volunteer’s place of residence) for a local criminal background check. Also, the Coalition personnel staff performs a database search on the Dru Sjodin National Sex Offender Public Website (www.nsopw.gov/Core/Portal.aspx), and the FDLE sexual offender/predator search website.

4. The personnel staff will track receipt of the local and FDLE criminal history checks results. When the results are received, the personnel staff will input the records into the applicant’s/employee’s personnel file and will track and monitor the 5-year re-screening dates.

5. **If the local law check or FDLE transaction listing on the applicant/employee are returned with any charges**, the C.E.O. will review the charge(s). Additional information, such as disposition, should be requested from the applicant/employee and reviewed regarding the charge(s). The applicant/employee should be advised both by telephone and in writing of the needed documentation, and should be given a deadline to submit the paperwork. If it is a current employee, and the employee needs any time off to obtain documentation, the C.E.O. will notify the supervisor of the needed time. (The nature of the need for time off, including charges should be kept confidential and not shared with the Supervisor.)

6. Where applicable, the C.E.O. or designee will determine if the applicant/employee is disqualified from employment based on Section 435.03 and 435.04, Florida Statutes. Assistance should be requested from DCF to make this determination. If the applicant/employee has committed an offense listed on the Good Moral Character Affidavit/Attestation, they may be considered disqualified for hire and may be terminated or placed in a position for which background screening is not required. Exemptions from such disqualification may be taken into consideration on a case-by-case basis.

7. **If the applicant/employee is disqualified due to his/her criminal background check results**, the C.E.O. or designee will follow appropriate procedures for notifying the applicant/employee in compliance with Department of Children & Families. A copy of the notification letter must also be sent to DCF along with the transaction listing and any associated court documents received.

If the applicant/employee is disqualified due to federal (FBI) results, DCF will notify the Coalition. The Coalition must then immediately remove the employee from his/her assignment.

8. The personnel staff will maintain the Affidavit/Attestation of Good Moral Character, results of local, FDLE and federal (FBI) criminal history information and other related correspondence, and the employment history checks in the applicant’s/employee’s personnel file. This file will be kept in a secured area to ensure confidentiality.

9. **Each Coalition employee, subcontractor employee, or volunteer for either organization, is required to notify the Coalition immediately or the next business day of being arrested for any criminal offense.** The Coalition will review the alleged offense, determine if the offense is one that would exclude the employee (or volunteer) under either the level I or level II background screenings (whichever is applicable), and if so remove the employee (or volunteer) from their assignment/position or remove them from working on a contract, if applicable. The employee (or volunteer), or contract staff, may not return to their work until cleared of all charges.

SUBRECIPIENT/SUBCONTRACTOR/CONTRACTOR COMPLIANCE

1. Any subrecipient, contractor or subcontractor who does not meet the definition of “Qualified Entity” but who will perform duties under contract with the Coalition and who is permitted access to a child

care location while children are present, or who will have access to confidential information about the children in care or their family shall comply with all of the above.

At the time of Contract approval, or change in staff during the course of a contract, the Coalition will supply the Contractor with the "Contract Employee Request and Approval Form" to ensure all applicable screenings are processed. The Contractor will have to submit the completed form with the cleared level II background screening documents, job descriptions, resume/work history, educational credentials and licenses required.

Once the Coalition has reviewed all documents, the Office Manager will approve, sign, date, and send back to the Contractor allowing the staff person to work on the Coalition's contract. If they are not approved, the Coalition's Office Manager will sign THAT portion of the form and follow-up with the Contractor regarding that decision.

2. Any contractor or subcontractor who does not meet the definition of "Qualified Entity" and who will perform duties under this contract but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or his family is not required to submit its employees to a background screening.

VII. Review of Board Membership

INFORMATIONAL

**November 7, 2018
Exec/Admin Committee Meeting
Early Learning Coalition of North Florida, Inc.**

BOARD MEMBERSHIP SUMMARY
As of September 25, 2018

Position	Name	Term Start Date	Term End Date
BAKER			
Total Private Sector	0		
BRADFORD			
Total Private Sector	0		
CLAY			
Governor Appointee Private Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee Private Sector	*Brian H. Graham, <i>Vice Chair</i>	May 14, 2015	April 30, 2019
Private Sector	*Vina Delcomyn	July 2011	July 2019
Total Private Sector	3		
NASSAU			
District Superintendent of Schools or Designee	Kristi Simpkins	December 2013	December 2021
Total Private Sector	0		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Hill	March 2018	March 2022
County Health Department Director or Designee	Mary Garcia	December 2017	December 2021
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Jeb Smith	June 2017	June 2021
Head Start Director	Brian McElhone	July 2017	July 2021
Governor Appointee Private Sector CHAIR	Nancy Pearson, <i>Chair</i>	November 22, 2013	April 30, 2021
Private Sector	Mike Siragusa	September 2018	September 2022
Private Sector	*Adam Deputy	December 2014	December 2018
Total Private Sector	3		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Mala Ramoutar	November 2014	November 2018
Regional Workforce Board Executive Director or Designee	Renee Williams, <i>Vice Chair</i> (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	Dr. Myrna Allen (Clay, Putnam, St. Johns)	September 2014	September 2022

Representative of Private For-Profit Child Care Providers	Angelia Hough (Putnam, St. Johns)	June 15, 2016	June 15, 2020
Representative of Faith Based Child Care Providers	Theresa Little, <i>Treasurer</i> (Putnam, St. Johns)	December 7, 2016	December 7, 2020
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
Private Sector			
Private Sector	Joy Stanton, <i>Secretary</i> (St. Johns)	March 16, 2016	March 16, 2020
Total Private Sector	1		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	7		
TOTAL MEMBERSHIP	18		

* *Second 4 year term*

- **Ron Coleman-** Governor appointee for the private sector has filed paperwork with the Governor's office for approval of a second term. I received word that Ron is approved, just waiting on documentation.
- **Nancy Pearson-** Governor appointee for the private sector has filed her paperwork with the Governor's office for approval of a second term and has been approved. Nancy's new term is from August 30, 2018 to April 30, 2021.
- **Mary Garcia-** Voted in December 2017 to December 2021 as County Health Department Director or Designee.
- **Dr. Myrna Allen-** Term date is September 2018; she has served one term and has been reappointed as the Designee by President Joe Pickens of St. Johns River State College to serve a second term. The Board approved Dr. Allen's second term on the September 19, 2018 meeting. Dr. Allen's second term expires September 2022. (President of a Florida College system designee)
- **Renee Williams-** Term date is September 2018; she has served one term and has been reappointed for a second term as the Designee by President Bruce Ferguson of the Regional Workforce Board. The Board approved R. Williams second term on the September 19, 2018 meeting. R. Williams second term expires September 2022. (Regional Workforce Board Executive Director or Designee)
- **Mandatory Seats:** All mandatory seats have been filled.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): $1/3$ of 18 = 39%. We currently have 7 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 18 board members.

VIII. Committee Absenteeism Log

INFORMATIONAL

**November 7, 2018
Exec/Admin Committee Meeting
Early Learning Coalition of North Florida, Inc.**

By-Laws

STRATIVE COMMITTEE

SENTEEISM LOG

Section 3.2.7 - Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.

Section 3.2.8 - Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings within a twelve month period without due cause may be notified by the Chair that their X = Attended

	Member Name	8/9/2017	No Mtg. Sep-17	No Mtg. Oct-17	11/1/2017	No Mtg. Dec.-17	No Mtg. 18/1/2018	2/7/2018	No Mtg. Mar.-18	No Mtg. 18/4/2018	5/2/2018	No Mtg. Jun-18	No Mtg. Jul-18	8/1/2018
1	Delcomyn, V.	X			Excused			X			X			X
2	Graham, B.	Excused			No longer a member			No longer a member			No longer a member			No longer a member
3	Pearson, N.	X			Excused			Excused			X			X
4	Williams, R.	X			X			Excused			X			X
5	Matheny, T.	X			X			X			X			X
6	Stanton, J.	X			X			X			X			X
7	Allen, M.	X			X			X			Excused			X
8	McElhone, B.			Not a member yet	X			X			X			Excused
9	Little, Theresa				X			X			X			Excused

IX. Committee Comment

X. Next Meetings:

- **Board Meeting–**
December 5, 2018; Board Meeting at **World Golf Village Caddyshack Restaurant.**
 - **Exec/Admin Committee**
February 6, 2019; 10:30 a.m. Conference Call
-

XI. Adjournment*

****ACTION ITEM***