



EXEC/ADMIN COMMITTEE MEETING

May 5, 2021; 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 May 6, 2020 Executive/Admin Committee Meeting Minutes*
- V.** Approval of 2019-21 School Readiness Plan Amendment #30*
- VI.** Approval of the Online Mediation Course for the Executive Director, Dawn Bell*
- VII.** Approval of She is Fierce Training Membership for ELC of North Florida Staff and Board Members*
- VIII.** Retro Active Approval (Effective April 1, 2021) of the Contract Amendment to Media/Graphic Design Provider Contract Amy Lyn D'Alesio, Sole Proprietor of Creative Types*
- IX.** Review of Board Membership-Informational
- X.** Committee Absenteeism Log – Informational
- XI.** Committee Comment
- XII.** Next Meeting: Board – June 9, 2021; 10:30 a.m.
Exec/Admin – August 4, 2021; 10:30 a.m. Conference Call
- XIII.** 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 May 6, 2020 Exec/Admin Committee
Meeting Minutes***

****ACTION ITEM***

EXECUTIVE ADMINISTRATIVE COMMITTEE

Conference Call Meeting
May 6, 2020
10:30a.m.

ATTENDANCE

Committee Members Present:

Nancy Pearson, Board Chair
Joy Stanton, Vice Chair
Myrna Allen, Treasurer
Aubrie Simpson-Gotham, Secretary
Teresa Matheny, ECS
Michael Siragusa

Committee Members Absent:

Theresa Little-EXCUSED
Renee Williams-EXCUSED

Others Present:

Coalition Staff Present:

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

CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:35 a.m. by R. Cody 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 January, February, March and April, 2020. (Amex and Visa cards issued to D. Bell and R. Cody) There were no comments or questions.

APPROVAL OF AUGUST 7, 2019 EXEC ADMIN MEETING MINUTES *

1. M. Allen motioned to approve the August 7, 2019 Exec Admin Meeting Minutes. A. Simpson-Gotham seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF THE 2019-21 SCHOOL READINESS PLAN AMENDMENT #26*

The following three School Readiness Plan Attachments were revised:

- Attachment I F and I J ECS (Episcopal Children’s Services) Procurement- Disbursements Pol and Proc 041620
(ECS Procurement and Disbursement policies were updated by staff to include all departments/programs of Episcopal Children’s Services.)
(A summary page of the changes is placed before the policy in the packet.)
- Attachment I I ECS SRAD01 IT Pol and Proc 022020 – showing edits
(The ECS “IT” policies were updated by staff to include all departments/programs of Episcopal Children’s Services)
- Attachment II E ELC Sliding Fee Scale eff 070120
- Attachment V A ELC 2021 Monitoring Plan Narrative 042220 – showing edits
- Attachment V A ELC 2021 Monitoring Schedule 042220

2. A. Simpson-Gotham motioned to approve the 2019-21 School Readiness Plan Amendment #26. N. Pearson seconded the motion. No discussion- motion passed unanimously. T. Matheny recused herself from voting, documentation attached.

APPROVAL OF THE REVISIONS TO THE EARLY LEARN COALITION OF NORTH FLORIDA’S ANTI-FRAUD PLAN FOR 2020/21*

Revisions:

1. Updated the fiscal year of the Plan, revision date, and Coalition approval date.
2. Updated the job title for who is responsible for implementing the coalition’s anti-fraud activities from “Project Compliance Specialist” to “Program Support Coordinator” on pages 2, 6, 7, and 8.
3. Other job titles were updated on pages 2, 4, and 5 (due recent ECS re-structuring).
4. Names of specific forms updated on page 2.
5. Electronic delivery of information updated on page 4.
6. Contact information for the Program Support Coordinator updated on page 8.

**Executive/Admin Committee
May 6, 2020**

3. M. Allen motioned to approve the revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 020/21. J. Stanton seconded the motion. No discussion, motion passed unanimously.

RETRO ACTIVE APPROVAL (EFFECTIVE May, 1 2020) OF THE INFECTIOUS DISEASE EMERGENCY ADDENDUM TO THE ELCNF 2020-2021 COOP (CONTINUITY OF OPERATIONS PLAN)*

The purpose of the Infectious Disease Emergency Addendum Plan is to offer additional guidance to the existing ELCNF COOP in the case of outbreaks of diseases caused by infectious agents, biological toxins or responding to other infectious disease emergencies. The ELCNF will follow all protocol as directed by the State of Florida.

4. J. Stanton motioned to retro active approve (effective May 1, 2020) of the Infectious Disease Emergency Addendum to the ELCNF 2020-2021 COOP (Continuity of Operations Plan) N. Pearson seconded the motion. No discussion, motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP- Informational

Informational; no comments.

COMMITTEE ABSENTEEISM LOG- Informational

Informational; no comments.

COMMITTEE COMMENT

No comment

NEXT MEETING

June 10, 2020, 10:30a.m., Board- Renaissance World Golf Village Resort an Convention Center
August 5, 2020 10:30 a.m. – Executive Administrative Committee Meeting- Conference Call

ADJOURNMENT*

5. N. Pearson motioned to adjourn the meeting at 10:59 a.m. M. Siragusa seconded the motion. No discussion – motion passed unanimously.

Minutes submitted by, Rhonda Cody, Office Manager on May 29, 2020

**Executive/Admin Committee
May 6, 2020**

**V. Approval of 2019-21 School Readiness Plan
Amendment #30***

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2019-21 School Readiness Plan Amendment #30
Reason for Recommended Action	<p>The following School Readiness Plan Attachments were revised:</p> <ul style="list-style-type: none">• Attachment II E Parent Sliding Fee Scale eff 070121 <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition’s School Readiness Plan would not be properly updated/in compliance with OEL.
How the Action will be accomplished	Board Approval, then OEL Approval.

Sliding Fee Scale for
Effective date

North Florida Early Learning
July 1, 2021
Coalition

Florida's Office of Early Learning
SLIDING FEE SCHEDULE

DAILY FEE

Annual Gross Income - Number of persons in Family

Full-Time	Part-Time	FPL as indicated unless exceeds														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0.80	0.40	85% SMI														
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		6,440	8,710	10,980	13,250	15,520	17,790	20,060	22,330	24,600	26,870	29,140	31,410	33,680	35,950	38,220
1.60	0.80	50% FPL														
		6,441	8,711	10,981	13,251	15,521	17,791	20,061	22,331	24,601	26,871	29,141	31,411	33,681	35,951	38,221
		9,660	13,065	16,470	19,875	23,280	26,685	30,090	33,495	36,900	40,305	43,710	47,115	50,520	53,925	57,330
2.40	1.20	75% FPL														
		9,661	13,066	16,471	19,876	23,281	26,686	30,091	33,496	36,901	40,306	43,711	47,116	50,521	53,926	57,331
		12,879	17,419	21,959	26,499	31,039	35,579	40,119	44,659	49,199	53,739	58,279	62,819	67,359	71,899	76,439
3.20	1.60	FPL														
		12,880	17,420	21,960	26,500	31,040	35,580	40,120	44,660	49,200	53,740	58,280	62,820	67,360	71,900	76,440
		15,027	20,324	25,621	30,918	36,214	41,511	46,808	52,105	57,402	62,698	67,995	73,292	78,589	83,886	89,183
4.00	2.00	15,028	20,325	25,622	30,919	36,215	41,512	46,809	52,106	57,403	62,699	67,996	73,293	78,590	83,887	89,184
		17,174	23,228	29,281	35,335	41,389	47,442	53,496	59,550	65,603	71,657	77,711	83,764	89,818	95,871	101,925
4.80	2.40	17,175	23,229	29,282	35,336	41,390	47,443	53,497	59,551	65,604	71,658	77,712	83,765	89,819	95,872	101,926
		19,320	26,130	32,940	39,750	46,560	53,370	60,180	66,990	73,800	80,610	87,420	94,230	101,040	107,850	114,660
5.60	2.80	19,321	26,131	32,941	39,751	46,561	53,371	60,181	66,991	73,801	80,611	87,421	94,231	101,041	107,851	114,661
		20,071	27,146	34,220	41,295	48,370	55,444	62,519	69,594	76,668	83,743	90,818	97,892	104,967	112,042	119,117
6.40	3.20	20,072	27,147	34,221	41,296	48,371	55,445	62,520	69,595	76,669	83,744	90,819	97,893	104,968	112,043	119,117
		20,822	28,161	35,501	42,840	50,179	57,519	64,858	72,197	79,537	86,876	94,215	101,555	108,894	116,234	123,573
7.20	3.60	20,823	28,162	35,502	42,841	50,180	57,520	64,859	72,198	79,538	86,877	94,216	101,556	108,895	116,235	123,574
		21,573	29,177	36,781	44,385	51,989	59,593	67,197	74,801	82,405	90,009	97,613	105,217	112,821	120,425	128,029
8.00	4.00	21,574	29,178	36,782	44,386	51,990	59,594	67,198	74,802	82,406	90,010	97,614	105,218	112,822	120,426	128,030
		22,324	30,192	38,061	45,930	53,799	61,667	69,536	77,405	85,273	93,142	101,011	108,880	116,748	124,617	132,486
8.80	4.40	22,325	30,193	38,062	45,931	53,800	61,668	69,537	77,406	85,274	93,143	101,012	108,881	116,749	124,618	132,487
		23,075	31,208	39,341	47,475	55,608	63,742	71,875	80,008	88,142	96,275	104,409	112,542	120,675	128,809	136,942
9.60	4.80	23,076	31,209	39,342	47,476	55,609	63,743	71,876	80,009	88,143	96,276	104,410	112,543	120,676	128,810	136,943
		23,828	32,227	40,626	49,025	57,424	65,823	74,222	82,621	91,020	99,419	107,818	116,217	124,616	133,015	141,414
10.40	5.20	23,829	32,228	40,627	49,026	57,425	65,824	74,223	82,622	91,021	99,420	107,819	116,218	124,617	133,016	141,415

11.20	5.60	85% SMI	24,794	33,534	42,273	51,013	59,752	68,492	77,231	85,971	92,642	94,710	103,450	112,189	120,929	129,668	138,408	147,147
12.00	6.00	200% FPL	24,795	33,535	42,274	51,014	59,753	68,493	77,232	85,972	94,711	103,451	112,190	120,930	129,669	138,409	147,148	
12.80	6.40	85% SMI	25,760	34,840	43,920	53,000	62,080	71,160	80,240	89,320	98,400	107,480	116,560	125,640	134,720	143,800	152,880	
13.60	6.80	85% SMI	25,761	34,841	43,921	53,001	62,081	71,161	80,241	89,321	98,401	107,481	116,561	125,641	134,721	143,801	152,881	
			27,692	37,453	47,214	56,975	66,736	76,497	86,258	96,019	105,780	115,541	125,302	135,063	144,824	154,585	164,346	
			27,693	37,454	47,215	56,976	66,737	76,498	86,259	96,020	105,781	115,542	125,303	135,064	144,825	154,586	164,347	
		85% SMI	29,624	40,066	50,508	60,950	71,392	81,834	92,276	102,718	113,160	123,602	134,044	144,486	154,928	165,370	175,812	
		85% SMI	29,625	40,067	50,509	60,951	71,393	81,835	92,277	102,719	113,161	123,603	134,045	144,487	154,929	165,371	175,813	
			34,166	44,678	55,191	65,703	76,216	86,728										

Parents receiving hourly care pay up to the part time fee.

Note: 10% Parent Fee was calculated using 260 days.

Refer to 6M-4.400, F.A.C.

Income 85% State Median Income: Upper threshold for eligibility

Please answer the following questions:

(1) If there is a sibling discount what is the percentage? 50%

(2) If any family pays more than 10% of their gross income for child care, please complete and attach the justification form that explains how the fees will not limit parent access to services. N/A

2021 Poverty Level (FPL) effective January 13, 2021
LIHEAP IM 2020-02 State Median Income Estimates

**VI. Approval of the Online Mediation Course for the
Executive Director, Dawn Bell***

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Online Mediation Course for the Executive Director, Dawn Bell
Reason for Recommended Action	<p>Mediation Course taught online for all applicants for \$900 to give the Executive Director professional training in the mediation arena. This course normally involves additional costs for travel but due to Covid, the entire course is online. No travel expenses will be required.</p> <p><u>If this is not done, the following would occur: The Executive Director would not have a chance to have professional development in the mediation arena.</u></p>
How the Action will be accomplished	Board Approval



**Mediation Certification Class-next
VIRTUAL class starts February 18,
2021! Rules to get your certification have
been relaxed!**

**I am available to virtually mediate your
family law cases!**

**NEW- we are expanding our practice to
include LEMON LAW!**

Family Law Mediation Training February 2021

Civil Courses also available, see www.flamedtc.com

All certifications for 2021 have been relaxed to eliminate or reduce the required number of observations after the class, take advantage of virtual classes and these reduced requirements in 2021!

Register for the [family law mediation training class](#) or for a one day CME/CLE. All 2021 classes will be held via Zoom. Contact my office for more information!

Family Law Mediation Services Available Via Zoom

I am available to mediate your family law cases via Zoom! I am offering a reduced rate of \$250/hour for first time Zoom mediations (further reductions on a case-by-case basis). Contact my office for scheduling and availability. I have conducted many successful zoom mediations since March.

I have been practicing family law for over 20 years in Miami-Dade, Palm Beach, and Broward counties. I have been a certified family law mediator for 18 years. I am a Primary Trainer for family mediation.

Available for Mediation, Mediation Training and ART Law

I handle all Artificial Reproductive Technology cases such as surrogates and egg donor contracts. I also co-founded [Florida Mediation Training Center](#) which has

upcoming classes to train you to be a family or circuit civil law mediator, as well as provide CMEs and CLEs. Contact me for more information!

Mediation Information

I charge \$300 per hour for in-person mediations, with lower rates available on a case-by-case basis.

- No charge for travel time
- Florida Supreme Court Certified Family Law Mediator since 2003
- Rate dependent on parties' incomes (fee may be less than \$300 per hour on a case-by-case basis)
- Excellent settlement rate

I hope to be able to settle one of your cases soon!

Thanks,

The Geller Law and Mediation team

Geller Law and Mediation LLC, 2924 Davie Road,
Suite 102, Davie, Florida 33314, (954) 634-1786



[Unsubscribe](#)

Send free email today

HubSpot

Rhonda Cody

From: Dawn Bell
Sent: Monday, March 22, 2021 11:19 AM
To: Rhonda Cody
Subject: FW: Jessica Lassman Geller - Family Law Mediator for 18 Years

For exec committee, can I put on the agenda to approve me attending a Mediation Course (see below)?

Dawn E. Bell, CEO

Early Learning Coalition of North Florida

Address: 2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086

Phone: 904-342-2267 x 204

Cell: 904-377-5248

Fax: 904-342-2268

Website: elcnorthflorida.org

facebook.com/elcnorthflorida

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." -Maya Angelou



SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of North Florida Board members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail. 2) Furthermore, most e-mail communications made or received by the ELC of North Florida members are considered public records that must be retained and, upon request, made available.

From: Dawn Bell
Sent: Thursday, March 18, 2021 11:35 AM
To: Susan Pettijohn <spettijohn@elcnorthflorida.org>; Christopher Spell <cspell@elcnorthflorida.org>; Jessica Geller <JGELLER@GLAM-LAW.com>
Subject: FW: Jessica Lassman Geller - Family Law Mediator for 18 Years

Susan and Chris,

The cost is \$875 and the course is
July 8, 9, 10, 16 and 17 from 830 to 545 by zoom.
The Course is Family Mediation and the agenda will be coming soon.

Jessica, when possible, please send the agenda to all. Thanks everyone.

Dawn

FLORIDA MEDIATION TRAINING CENTER, LLC
Family Mediation Training
February 18, 19, 20, 26 and 27, 2021

******Trainers will avail themselves of the electronic training method pursuant to the Supreme Court of Florida Administrative Order AOSC20-24 via Zoom to meet the requirements for training and attendance, including the role plays required by training standard 2.03.**

DAY ONE

<u>Time</u>	<u>Topic</u>	<u>Lecturer</u>
8:30 – 9:00 a.m.	Introduction of faculty and students, Display of video	Ana Cristina Maldonado Jessica Lassman Geller Darlene Gimble
9:00 – 9:30 a.m.	Training descriptions; course objectives; course materials; teaching methodology; homework assignments; class participation	Ana Cristina Maldonado
9:30 – 9:45 a.m.	BREAK	
9:45 – 10:15 a.m.	Conflict Resolution Concepts in Family Mediation	Darlene Gimble

Learning Objectives:

- (1) *Explain the difference between the following methods of dispute resolution: negotiation, mediation, arbitration (binding and non-binding), early neutral evaluation, parent coordination, collaborative law, and litigation.*
- (2) *Identify the strengths and weaknesses of various dispute settlement methods.*
- (3) *Identify and demonstrate the basic principles of negotiation.*
- (4) *Distinguish between the professional roles and responsibilities of judges, lawyers, experts, mediators, arbitrators, general magistrates, case managers, parent coordinators, and guardians ad litem.*
- (5) *Recognize the importance of party empowerment and self-determination in family mediation.*

10:15 – 10:45 a.m. Court Process

Darlene Gimble

Learning Objectives:

- (1) *Identify the route and manner by which a case is referred to mediation by the court.*
- (2) *Recognize the characteristics of pre-judgment and post-judgment mediation.*
- (3) *Explain the consequences of a full or partial mediated agreement as well as the lack of an agreement.*

- (4) *Identify the state rules, state statutes and local procedures and forms governing family mediation.*
- (5) *Recognize the mediator's obligations to comply with the American with Disabilities Act (ADA) and strategies for handling situations when faced with disability issues or special needs.*
- (6) *Identify the various types of disputes which may be presented in a family mediation.*
- (7) *Identify the protections, constraints, and exceptions of the Florida Mediation Confidentiality and Privilege Act.*
- (8) *Recognize the mandatory reporting requirements pursuant to Florida law which may apply when an individual becomes aware of possible abuse, neglect or abandonment of a child or abuse, neglect, or exploitation of a vulnerable adult.*
- (9) *Identify the certification and renewal requirements for Supreme Court certified family mediators.*
- (10) *Distinguish between court-ordered and non-court ordered mediation such as pre-suit, voluntary, contractual, or statutory.*
- (11) *Describe the structure of the Florida state courts, including the concepts of the unified family court.*

**10:45 – 11:30 a.m. Role Definitions: analyzing and comparing the roles of the mediator, attorney and parties (Interpersonal Dynamics) Ana Cristina Maldonado
Darlene Gimble**

Learning Objectives:

- (1) *Distinguish between the professional roles and responsibilities of judges, lawyers, experts, mediators, arbitrators, general magistrates, case managers, parent coordinators, and guardians ad litem.*
- (2) *Explain the mediator's role in assisting parties in identifying and clarifying their issues.*
- (3) *Identify individuals who are essential participants in mediation as well as those who are entitled to be present and those who are not required to participate but whose participation may be helpful.*

11:30 – 12:15 p.m. Analysis of Mediation Statutes and Rules (Lawyers and Mediation); A comparison of private to court ordered mediation and ethical implications Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify the state rules, state statutes and local procedures and forms governing family mediation.*
- (2) *Identify the various types of disputes that may be presented in a family mediation.*

12:15 – 1:15 p.m. LUNCH

1:15 – 2:15 p.m. Mediation Process and Techniques Jessica Lassman Geller

Learning Objectives:

- (1) *Identify components of a mediation.*

- (2) *Explain and demonstrate the role of the mediator in conducting a mediation such as conducting an opening statement, preparing a disputant to mediate, maintaining decorum, professionalism, control of the session, structuring and managing the discussion, building on partial agreements, scheduling the time, location and number of conferences, establishing the format of each conference and focusing discussion.*
- (3) *Explain the importance of and demonstrate, building rapport, establishing trust, setting a cooperative tone, maintaining neutrality and impartiality, listening and questioning, promoting party empowerment and remaining non-judgmental.*
- (4) *Identify procedural elements which should be addressed prior to the entry of the parties into the mediation room, including seating of parties and set-up of the room.*
- (5) *Demonstrate an appropriate opening statement.*
- (6) *Explain the mediator's role in assisting parties in identifying and clarifying their issues.*
- (7) *Frame issues in neutral language.*
- (8) *Develop a framework for discussing the issues in a dispute.*
- (9) *Identify issues which are appropriate for mediation and those which are not appropriate.*
- (10) *Identify individuals who are essential participants in mediation as well as those who are entitled to be present and those who are not required to participate but whose participation may be helpful.*

2:15 – 3:15 p.m.

**Mediation Video and
Opening Statement**

Jessica Lassman Geller

Learning Objectives:

- (1) *Demonstrate an appropriate opening statement.*
- (2) *Explain a mediator's ethical duty to inform mediation parties and participants that mediation is a consensual process; that the mediator is an impartial facilitator without the authority to impose a resolution or adjudicate any aspect of the dispute; and communications made during the process are confidential except where disclosure is required or permitted by law.*
- (3) *Recognize that upon commencement of the mediation session, a mediator shall describe the mediation process and the role of the mediator.*

3:15 – 3:30 p.m.

BREAK

3:30 – 4:00 p.m.

Communication Skills

Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify and demonstrate essential elements for effective listening and responding.*
- (2) *Identify and demonstrate essential elements for effective note-taking.*
- (3) *Identify and demonstrate essential elements for effective questioning.*
- (4) *Identify and demonstrate appropriate non-verbal communication.*
- (5) *Demonstrate how to record the parties' agreement.*

(6) *Demonstrate the ability to communicate in an understandable manner with the parties and participants and avoid the use of legalese and jargon which inhibit the communication process.*

4:00 – 4:45 p.m. Mediating the Case (Mediation Process and Techniques) Joint session questioning; initial focusing; creating an agenda; evaluating and testing; time use

Ana Cristina Maldonado

Learning Objectives:

- (1) *Frame issues in neutral language.*
- (2) *Develop a framework for discussing the issues in a dispute.*
- (3) *Identify issues which are appropriate for mediation and those which are not appropriate.*
- (4) *Identify appropriate techniques for mediating when persons not required to attend are present in mediation.*
- (5) *Identify and demonstrate techniques a mediator may use to assist a party to reconsider his or her position.*
- (6) *Identify techniques to address unresolved issues.*
- (7) *Recognize when and how to use experts.*

4:45 – 5:45 p.m. Caucusing (Mediation Process and Techniques); joint and separate sessions; caucusing with or without attorneys; creating movement and return to joint session and ethical implications.

Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify the protections, constraints, and exceptions of the Florida Mediation Confidentiality and Privilege Act.*
- (2) *Explain when and how to use caucuses.*

Homework:

Draft your Opening Statement

DAY TWO

<u>Time</u>	<u>Topic</u>	<u>Lecturer</u>
8:30 – 10:15 a.m.	Psychological Issues in Separation and Divorce and Family Dynamics in Family Mediation	Mathew Smith, MA, JD, LMHC Ana Cristina Maldonado

Learning Objectives:

- (1) Explain the impact divorce has on individuals and on family dynamics and the implications for the mediation process.*
- (2) Discuss how emotions affect divorce issues and a party's ability to effectively mediate.*
- (3) Identify factors which may indicate the presence of domestic violence.*
- (4) Identify domestic violence lethality indicators.*
- (5) Identify safety issues before, during and after mediation for victims of domestic violence and their families.*
- (6) Recognize the impact domestic violence and abuse has on the parties and their capacity to participate meaningfully in the mediation session.*
- (7) Discuss how to assess whether domestic violence is present.*
- (8) Explain how to screen cases for domestic violence issues which may compromise the self-determination of one of the parties.*
- (9) Identify the stages of divorce and grief and the implications for the mediation process.*
- (10) Discuss the impact of grandparents, stepparents and significant others on family systems and the mediation process.*

10:15– 10:30 a.m. BREAK

10:30 – 12:30 p.m.	Issues Concerning Needs of Children and Interpersonal Violence	Mathew Smith, MA, JD, LMHC Ana Cristina Maldonado
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Domestic Violence Education is Now Interpersonal Violence Education

The definition of domestic violence education for Continuing Mediator Education (CME) has been expanded and the requirement will now be known as interpersonal violence education. Interpersonal violence education includes the following subject matter: domestic violence; stalking; repeat violence; dating violence; child abuse; child neglect; abuse of vulnerable adults; human trafficking; animal cruelty; workplace violence; physical and emotional safety and security; trauma informed responses; suicide prevention, awareness and risk factors; and self-harm (not suicidal).

Learning Objectives:

- (1) Discuss the needs of children and the effect of divorce on their relationships with their mother, father, step families, siblings and others in the family relationship.*
- (2) Discuss the impact the mediation process can have on the children's well-being and behavior and recognize when and how to involve children in mediation.*
- (3) Identify child(ren)'s developmental stages and how they relate to divorce and parenting arrangements.*
- (4) Identify the impact of parental conflict on children's well-being and the parental alienation syndrome.*
- (5) Assist parties in developing options for different parenting arrangements which consider the needs of the child(ren) and each parent's capacity to parent.*

- (6) *Identify the indicators of child abuse and/or neglect.*
- (7) *Recognize the mandatory reporting requirements pursuant to Florida law which may apply when an individual becomes aware of possible abuse, neglect or abandonment of a child or abuse, neglect, or exploitation of a vulnerable adult.*
- (8) *Identify factors which may indicate the presence of domestic violence.*
- (9) *Identify domestic violence lethality indicators.*
- (10) *Identify safety issues before, during and after mediation for victims of domestic violence and their families.*
- (11) *Recognize the impact domestic violence and abuse has on the parties and their capacity to participate meaningfully in the mediation session.*
- (12) *Discuss how to assess whether domestic violence is present.*
- (13) *Explain how to screen cases for domestic violence issues which may compromise the self-determination of one of the parties.*
- (14) *Recognize the statutory constraints of mediating cases where domestic violence exists.*
- (15) *Discuss ethical considerations of mediating when domestic violence may compromise safety, self-determination, or the mediation process.*
- (16) *Recognize the issue of confidentiality as it relates to child abuse, neglect and abandonment, domestic violence advocate-victim privilege, domestic violence centers, vulnerable adult, abuse, neglect or exploitation, and the safety of the victim.*

12:30 – 1:30 p.m. LUNCH

**1:30 – 4:15 p.m. Standards of Conduct /
Ethics and Ethical Considerations
in Mediating Family Law Cases**

Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify potential ethical dilemmas.*
- (2) *Discuss appropriate courses of action when confronted with an ethical dilemma.*
- (3) *Identify acts specifically required and acts specifically prohibited by the Florida Rules for Certified and Court-Appointed Mediators.*
- (4) *Recognize that it is more important for the mediator to conduct the mediation process consistent with the Standards of Professional Conduct for Mediators than it is for the parties to settle their case.*
- (5) *Discuss the mediator's obligations regarding impartiality.*
- (6) *Discuss the mediator's obligation to be neutral with regard to the outcome of the mediation.*
- (7) *Explain when a mediator shall adjourn or terminate.*
- (8) *Recognize the statutory constraints of mediating cases where domestic violence exists.*
- (9) *Discuss the mediator's ethical responsibilities with respect to confidentiality.*
- (10) *Discuss ethical considerations of mediating when domestic violence may compromise safety, self-determination, or the mediation process.*

- (11) Recognize the issue of confidentiality as it relates to child abuse, neglect and abandonment, domestic violence advocate-victim privilege, domestic violence centers, vulnerable adult, abuse, neglect or exploitation, and the safety of the victim.
- (12) Explain the interplay between other professional standards and the Florida Rules for Certified and Court-Appointed Mediators.
- (13) Recognize that a mediator may provide information that the mediator is qualified by training or experience to provide only if such can be done in a manner consistent with the standards of mediator impartiality and the preservation of party self-determination.
- (14) Recognize that a mediator shall not offer a personal or professional opinion intended to coerce the parties, unduly influence the parties, decide the dispute, direct a resolution of any issue or indicate how the court in which the case has been filed will resolve the dispute.
- (15) Recognize that a mediator may point out possible outcomes of the case and discuss the merits of a claim or defense only if consistent with standards of mediator impartiality and preservation of party self-determination.
- (16) Discuss the mediator's ethical obligations regarding advertising and billing practices.
- (17) Explain how a mediator shall decline an appointment, withdraw or request appropriate assistance when the facts and circumstances of the case are beyond the mediator's skill or experience.
- (18) Explain how a mediator shall respect the roles of other professional disciplines in the mediation process and shall promote cooperation between mediators and other professionals.
- (19) Recognize how a mediator shall promote awareness by the parties of the interest of persons affected by actual or potential agreements who are not represented at mediation.
- (20) Explain the grievance procedure contained in the Florida Rules for Certified and Court-Appointed Mediators.
- (21) Discuss the ethical and practical ramifications involved when the mediator writes the agreement.
- (22) Recognize that a mediator shall discuss with the parties and counsel the process for formalization and implementation of the agreement and ensure that the terms of any agreement be memorialized appropriately.
- (23) Explain a mediator's ethical duty to inform mediation parties and participants that mediation is a consensual process; that the mediator is an impartial facilitator without the authority to impose a resolution or adjudicate any aspect of the dispute; and communications made during the process are confidential except where disclosure is required or permitted by law.
- (24) Recognize that upon commencement of the mediation session, a mediator shall describe the mediation process and the role of the mediator.
- (25) Recognize when and how to use outside experts effectively or how to assist the parties in deciding on appropriate community resources.
- (26) Identify when a mediator shall advise the parties of the right to seek independent legal counsel.
- (27) Identify when a mediator shall adjourn or terminate mediation.
- (28) Recognize the ethical issues that arise when some parties, participants or representatives repeatedly participate in mediation.

4:15 - 4:30 p.m. BREAK

4:30 – 5:30 p.m. Ethics – MEAC Opinions

Ana Cristina Maldonado

5:30 - 5:45 p.m. Homework Assignment and Dismissal

Ana Cristina Maldonado

DAY THREE

<u>Time</u>	<u>Topic</u>	<u>Lecturer</u>
8:30 – 10:00 a.m.	PEACE Family Financial Affidavits Financial Issues	Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify sources of information necessary for parties to complete a financial affidavit.*
- (2) *Complete a financial affidavit.*

10:00 – 10:15 a.m. BREAK

10:15 – 12:15 p.m. Equitable Distribution **Ana Cristina Maldonado**

Learning Objectives:

- (3) *Explain the significance of asset valuation issues (e.g., valuation date; cost basis; future tax liabilities; and valuation basis.)*
- (4) *Discuss the importance of full financial disclosure.*
- (5) *Explain the significance of business valuation issues (e.g., businesses; sole proprietorships; partnerships; and corporations.)*
- (6) *Explain the significance of tax issues relating to dependency exemptions; sale of marital residence; earned income tax credit; transfers of stock or property; legal expenses; innocent spouse rule; filing status issues; life insurance products; property transfer rules; alimony; and pensions and retirement plans.*
- (7) *Explain the significance of valuation and division issues relating to pension and retirement plans, including, but not limited to, the use of Qualified Domestic Relation Order (QDRO) and its implications.*
- (8) *Explain the issues of valuation of life insurance for equitable distribution purposes.*
- (9) *Discuss the role of life insurance to secure support.*
- (10) *Calculate child support based on child support guidelines and consideration of additional economic needs of children.*
- (11) *Identify different types of financial experts and resources.*

12:15 – 1:15 p.m. LUNCH

1:15 - 3:45 p.m.

Florida Family Law

Ana Cristina Maldonado

Learning Objectives:

- (1) *Identify issues of geographic relocation.*
- (2) *Identify issues of equitable distribution.*
- (3) *Identify issues of shared and sole parental responsibility laws.*
- (4) *Identify issues of parenting plan including time sharing schedule.*

(5) *Identify issues of child support and child support guidelines.*

(6) *Identify issues of spousal support.*

(7) *Identify issues of grandparent rights.*

(8) *Identify issues of domestic violence.*

(9) *Identify issues of abuse and neglect.*

(10) *Identify issues of paternity.*

3:45 - 4:00 p.m. BREAK

4:00 - 5:00 p.m. Diversity Issues Ana Cristina Maldonado

Learning Objectives:

(1) Recognize personal biases, prejudices and styles which are the product of one's background and personal experiences and which may impact the mediation.

(2) Develop an awareness of and techniques for addressing cultural, racial, ethnic, age, gender, religious, sexual orientation, socio-economic and disability issues which may arise in mediation or affect the parties' negotiation style, ability or willingness to engage in mediation.

(3) Develop an awareness that people differ in how they make decisions, how they process information and how they communicate.

**5:00 - 5:45 p.m. Homework Assignment and Dismissal Ana Cristina Maldonado
Barbara Peterson**

DAY FOUR

<u>Time</u>	<u>Topic</u>	<u>Lecturer</u>
8:30 – 9:30 a.m.	Role Play 1	Ana Cristina Maldonado
9:30 - 9:50 a.m.	Role Play Debriefing	Ana Cristina Maldonado
9:50 - 10:05 a.m.	BREAK	
10:05 - 11:05 a.m.	Role Play 2	Ana Cristina Maldonado
11:05 - 11:25 a.m.	Role Play Debriefing	Ana Cristina Maldonado
11:25 - 12:25 p.m.	Role Play 3	Ana Cristina Maldonado
12:25 - 12:45 p.m.	Role Play Debriefing	Ana Cristina Maldonado
12:45 - 1:30 p.m.	LUNCH	
1:30 - 2:30 p.m.	Role Play 4	Ana Cristina Maldonado
2:30 - 2:50 p.m.	Role Play Debriefing	Ana Cristina Maldonado
2:50 - 3:05 p.m.	BREAK	
3:05 - 4:05 p.m.	Role Play 5	Ana Cristina Maldonado
4:05 - 4:25 p.m.	Role Play Debriefing	Ana Cristina Maldonado
4:25 - 5:25 p.m.	Role Play 6	Ana Cristina Maldonado
5:25 - 5:45 p.m.	Role Play Debriefing	Ana Cristina Maldonado

DAY FIVE

<u>Time</u>	<u>Topic</u>	<u>Lecturer</u>
8:30-11:15 a.m.	Finalizing Issues; Closure (Written Communications); beginning to concretize the agreement; partial-full agreements and ethical constraints	Ana Cristina Maldonado Darlene Gimble

Learning Objectives:

- (1) Explain the consequences of a full or partial mediated agreement as well as the lack of an Agreement.*
- (2) Identify and demonstrate techniques to conclude a mediation.*

Writing the Agreement and Writing Exercise (Written Communications)	Ana Cristina Maldonado Darlene Gimble
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Learning Objectives:

- (1) Demonstrate how to record the parties' agreement.*
- (2) Discuss the ethical and practical ramifications involved when the mediator writes the agreement.*
- (3) Recognize that a mediator shall discuss with the parties and counsel the process for formalization and implementation of the agreement and ensure that the terms of any agreement be memorialized appropriately.*

11:15 - 11:30 a.m. BREAK

11:30 – 12:45 p.m.	Ethics; Review of Standards and Rules; Confidentiality; power imbalances; fairness	Ana Cristina Maldonado
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12:45 – 1:30 p.m. LUNCH

1:30 – 3:00 p.m.	Additional mediation process and techniques	Ana Cristina Maldonado
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Learning Objectives:

- (1) Recognize techniques for mediating with a self-represented party.*
- (2) Identify appropriate techniques for mediating when persons not required to attend are present in mediation.*
- (3) Identify appropriate techniques for mediating when one or more parties are not physically present but participate in the mediation.*
- (4) Describe techniques for mediating when all parties are self-represented, some parties are self-represented, or all parties are presented by counsel.*
- (5) Identify and demonstrate techniques a mediator may use to assist a party to reconsider his or her position.*
- (6) Identify and demonstrate techniques to conclude a mediation.*
- (7) Identify techniques to address unresolved issues.*
- (8) Explain when and how to use caucuses.*

(9) Discuss the dynamics of mediating when one or more parties, participants, or representatives repeatedly participates in mediation.

(10) Identify appropriate techniques for handling difficult or dangerous situations.

(11) Describe techniques for addressing situations where there is a language barrier and for appropriately utilizing the services of an interpreter in mediation.

(12) Recognize when and how to use experts.

(13) Identify appropriate courses of action when confronted with substance abuse during the mediation session.

3:00 – 3:15 p.m.

BREAK

3:15 – 4:15 p.m.

**The Business of Mediation
and Ethical Implications**

Ana Cristina Maldonado

Learning Objectives:

(1) Discuss the mediator's ethical obligations regarding advertising and billing practices.

4:15 – 4:45 p.m.

**Community Resources
and Referral Process**

**Ana Cristina Maldonado
Darlene Gimble**

Learning Objectives:

(1) Develop a list of the types of resources which may be available for domestic violence situations.

(2) Recognize the potential value of utilizing outside resources.

4:45 – 5:45 p.m.

Wrap up and Closing

**Ana Cristina Maldonado
Jessica Lassman Geller
Darlene Gimble**

**VII. Approval of She is Fierce Training Membership
for ELC of North Florida Staff and Board Members***

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Approval of She is Fierce Training Membership for ELC of North Florida Staff and Board Members
Reason for Recommended Action	She is Fierce Training Membership for ELC of North Florida \$5,000 which will be open to staff and board for trainings as well as outreach events. <u>If this is not done, the following would occur: Staff and Board would miss out on many training opportunities in leadership as well as outreach events to promote the ELC and the VPK programs.</u>
How the Action will be accomplished	Board Approval



CUSTOMIZED
PARTNERSHIP

2021

SHE IS
fierce![®]





SHE IS
fierce!

Connecting Established Leaders + Women on the Rise!

**Our
Market:**

- Women, 25-54+
- College or Graduate degree
- Household Income: \$75k+
- Entrepreneurs and Business Leaders

**Partnership
Results:**

- Protect the reputation and integrity of your brand
- Increased productivity and job satisfaction
- Recruitment benefit for potential employees
- Retention of talented and experienced employees
- Establishment of a positive platform for women to grow into leadership roles
- Maximize professional development enthusiasm





WHAT WE DO

SOLD-OUT LIVE EVENTS
ONLINE MEDIA PLATFORM
TV & RADIO PARTNERSHIPS
AN ENGAGED GLOBAL MEMBERSHIP



DIGITAL MARKETING PARTNERSHIPS

Access our network of 150,000+ women between 25 – 54+ with an income of \$75K+

Highlight your brand's products and services in organic marketing campaigns that both benefit our audience and create brand affinity.

Access to internationally award-winning She Is Fierce! creative team - a vibrant resource for your marketing & leadership team.



EVENT MARKETING + TICKET PACKAGES

Branding, Company Participation, and Tickets to Sold-Out Live Events

Promotional space and recognition at our live speaker events, the She Is Fierce! Summit, meetups and the opportunity to highlight YOUR remarkable female leaders.



SPEAKING + WORKSHOPS

Dynamic In-House Events + Training for companies' senior leadership and rising leaders

Personal Branding
Confidence
Leadership
Communications
Stress Management
Customized Training

International Training Partners:



CUSTOMIZED PARTNERSHIP BENEFITS

INCLUDES NONPROFIT STATUS AT ALL NORTH FLORIDA EVENTS

- Networking, inspirational, and hands-on development content
- Programming around pursuing professional success, confidence, wellness, and self-care
- High-level Keynote Speakers
- Panels and Small Group Coaching sessions in professional skills and wellness
- Groups of corporate women and open ticketing for other non-corporate attendees

TICKET PACKAGES for all in-person and virtual events:

- **Business Leaders Retreat: April 30, 2021**
- **Women's Wednesday at The Treasury on the Plaza: June 9, 2021**
- **Success Summit in St. Augustine: Sept. 22-24, 2021**
- Virtual Corporate Workshops for Partners
- Pop-Up Networking & Community Events



SUPPORTING BUSINESSES & NONPROFITS

Event Package Benefits:

- **Dedicated Table Space reserved for ELC** employees and guests at North Florida events
- **Access for one ELC Board Member to the She Is Fierce! CEO Mastermind Circle** - a 12-month coaching program for professional leaders
- **Logo display and marketing table** space at all events, including call-outs for volunteers and donations
- **Opportunities to promote ELC services** via She Is Fierce! platforms and public relations across TV, radio and print partnerships
- **Access to virtual and in-person professional development programming** throughout the year



BENEFITS OVERVIEW

- **Dedicated Table Space reserved for ELC** employees and guests at North Florida events
- **Access for one ELC Board Member to the She Is Fierce! CEO Mastermind Circle** - a 12-month coaching program for professional leaders (\$3,000 value)
- **Logo display and marketing table** space at all events, including call-outs for volunteers and donations
- **Opportunities to promote ELC services** via She Is Fierce! platforms and public relations across TV, radio and print partnerships
- **Access to virtual and in-person professional development programming** throughout the year

Total Value: \$15,000
Less ELC Nonprofit Special Rate: - \$10,000

Total Cost: \$5,000

She Is Fierce!
24 S Dixie Hwy
Saint Augustine, FL 32084 US
kelly@sheisfiercehq.com



INVOICE

BILL TO
Early Learning Coalition of
North Florida

INVOICE # 1667
DATE 03/31/2021
DUE DATE 04/30/2021

DESCRIPTION	QTY	RATE	AMOUNT
Chapter Annual Partnerships:Chapter Annual Partnerships	1	5,000.00	5,000.00

BALANCE DUE **\$5,000.00**

**VIII. Retro Approval of (Effective April 1, 2021) of
the Contract Amendment to Media/Graphic Design
Provider Contract Amy Lyn D'Alesio, Sole Proprietor
of Creative Types***

****ACTION ITEM***

ACTION ITEM SUMMARY

DESCRIPTION	Retro Approval (Effective April 1, 2021) of the Contract Amendment to Media/Graphic Design Provider Contract Amy Lyn D'Alesio, Sole Proprietor of Creative Types
Reason for Recommended Action	<p>THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida Inc. hereinafter referred to as the Coalition, and Amy Lyn D'Alesio hereinafter referred to as the Contractor, amends the 2020-2021 Media/Graphic Design Provider Contract with Amy Lyn D'Alesio (Creative Types), as follows:</p> <p>Page 2 of Contract: Currently States: <i>Fees & Terms: Marketing/ Ad Graphics Contracted Service not to exceed 200 hours @ \$60/hr. Not to exceed \$12,000 annually.</i></p> <p>Amendment: <i>Fees & Terms: Marketing/ Ad Graphics Contracted Service not to exceed 300 hours @\$60/hr. Not to exceed \$18,000 annually.</i></p> <p>THIS AMENDMENT shall begin on April 1, 2021.</p>
How the Action will be accomplished	Board Approval, then OEL Approval.

Amendment to Media/Graphic Design Provider Contract Amy Lyn D’Alesio, Sole-Proprietor (Creative Types)

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida Inc. hereinafter referred to as the Coalition, and Amy Lyn D’Alesio hereinafter referred to as the Contractor, amends the 2020-2021 Media/Graphic Design Provider Contract with Amy Lyn D’Alesio (Creative Types), as follows:

Page 2 of Contract: Currently States: *Fees & Terms: Marketing/ Ad Graphics Contracted Service not to exceed 200 hours @ \$60/hr. Not to exceed \$12,000 annually.*

Amendment: Fees & Terms: Marketing/ Ad Graphics Contracted Service not to exceed 300 hours @\$60/hr. Not to exceed \$18,000 annually.

THIS AMENDMENT shall begin on April 1, 2021.

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 amendment to be executed by their officials thereunto duly authorized.

EARLY LEARNING COALITION OF NORTH FLORIDA

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

AMY LYN D’ALESIO (CREATIVE TYPES)

NAME: Amy Lyn D’Alesio

TITLE: President

SIGNATURE: _____ DATE: _____

IX. Review of Board Membership

INFORMATIONAL

**May 5, 2021
Exec/Admin Committee Meeting
Early Learning Coalition of North Florida, Inc.**

BOARD MEMBERSHIP SUMMARY
As of January 1, 2021

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	May 14, 2015	April 30, 2019
Private Sector	Vina Delcomyn	September 2020	September 2024
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	Vacant		
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Christian Whitehurst	March 2021	March 2025
Head Start Director	Brian McElhone	July 2017	July 2021
Governor Appointee Private Sector CHAIR	Vacant, <i>Chair</i>		
Private Sector	Mike Siragusa	September 2018	September 2022
Private Sector	Michelle Jonihakis	December 2018	December 2022
Private Sector	Kyle Gammon	September 2019	September 2023
Total Private Sector	3		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Charles Puckett	December 2018	December 2022
Regional Workforce Board Executive Director or Designee	*Renee Williams, (Baker, Clay, Nassau, Putnam, St. Johns)	September 2014	September 2022
President of a Florida College System or Designee	* Dr. Myrna Allen, <i>Treasurer</i>	September 2014	September 2022

	(Clay, Putnam, St. Johns)		
Representative of Private For-Profit Child Care Providers	Patricia Tauch (Clay County)	January 2019	January 2023
Representative of Faith Based Child Care Providers	Theresa Little, (Putnam, St. Johns)	December 7, 2016	March 2025
Central Agency Administrator	Teresa Matheny (All Counties)	September 21, 2016	NA
Private Sector	Aubrie Simpson Gotham, <i>Secretary</i> (St. Johns)	December 2018	December 2022
Private Sector	Joy Stanton, <i>Vice Chair</i> (St. Johns)	March 2020	March 2024
Private Sector	Whitney Kersey Graves	March 2021	March 2025
Total Private Sector	3		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	9		
TOTAL MEMBERSHIP	19		

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 retired effective April 30, 2021. We are working with the Governor's office for approval of a new Board Chair appointee.
- **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)
- **Joy Stanton-**Term date is March 16,2020. The Board approved J. Stanton's second term on the March 11, 2020 meeting. J. Stanton's second term expires March 2024.
- **Theresa Little-** 1st term expired December 2020. The Board will vote on approval for a second term at the March 10, 2021 Board Meeting.

- **Mandatory Seats:** All mandatory seats have been filled with the exception of one, Mary Garcia has resigned from the Board and we will have a new Designee from the Putnam County Health Department, Jessica Bishop approved at the June 9, 2021 Board meeting.
- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): $1/3$ of 19= 47%. We currently have 9 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 19 board members.

X. Committee Absenteeism Log

INFORMATIONAL

**May 5, 2021
Exec/Admin Committee Meeting
Early Learning Coalition of North Florida, Inc.**

By-Laws

ISTRATIVE 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	5/1/2019 Meeting Cancelled	No Mtg. Jun-19	No Mtg. Jul-19	8/7/2019 Meeting	No Mtg. Sep-19	No Mtg. Oct-19	11/6/2019 Meeting Cancelled	No Mtg. Dec-19	No Mtg. Jan-20	2/5/2020 Meeting Cancelled	No Mtg. Mar-20	No Mtg. Apr-20	5/6/2020 Meeting
1	Delcomyn, V.				No longer a member			X						No longer a member
2	Siragusa, M.				X			X						X
3	Pearson, N.				X			Excused						X
4	Williams, R.				X			X						Excused
5	Matheny, T.				X			X						X
6	Stanton, J.				X			Excused						X
7	Allen, M.				X			X						X
8	McElhone, B.				No longer a member			No longer a member		Not a member yet				No longer a member
9	Simpson-Gotham, A.				Not a member			Not a member						X
10	Little, T.				X			X						Excused

XI. Committee Comment

XII. Next Meetings:

- **Board Meeting–**
June 9, 2021; 10:30 a.m. Renaissance Resort at
World Golf Village Convention center
 - **Exec/Admin –** August 4, 2021; 10:30 a.m.
Conference Call
-

XIII. Adjournment*

****ACTION ITEM***