

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 2, 2020

2:00 p.m.

**ATTENDANCE**

**Members Present:**

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

**Members Absent:**

Brian Graham, *excused*  
Nancy Pearson, *Chair, excused*  
Commissioner James Johns, *excused*

**Staff Present:**

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

**Others Present:**

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**CALL TO ORDER/ROLL CALL**

J. Stanton called the meeting to order at 2:07pm. Roll Call was taken by R. Cody; quorum was met with 17 of the 20 board members in attendance.

**Board Meeting  
December 2, 2020**

## **PUBLIC COMMENT**

No comments.

## **REVIEW OF DELEGATION OF AUTHORITY ITEMS**

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

## **APPROVAL OF JUNE 30, 2020 EMERGENCY BOARD MEETING MINUTES\***

1. T. Little motioned to approve the June 30, 2020 Emergency Board Meeting Minutes. R. Coleman seconded the motion. No discussion-motion passed unanimously.

## **APPROVAL OF SEPTEMBER 9, 2020 ANNUAL BOARD MEETING MINUTES\***

2. M. Jonihakis motioned to approve the September 9, 2020 Annual Board Meeting Minutes. M. Siragusa seconded the motion. No discussion-motion passed unanimously.

## **STAFF AND COMMITTEE REPORTS**

### **A. CEO Report-Verbal**

D. Bell reported that there were no new updates other than the Coalition just completed its bi-annual OEL onsite monitoring. She explained that she would share the results of our monitoring as well as any new updates that OEL and the State provide throughout the year.

### **B. FINANCE MANAGER'S REPORT**

S. Pettijohn and C. Spell presented the following report:

#### Desk Reviews and Audits

We completed the October Desk Review for the last half of FY2020. There were a couple of minor adjustments. OEL Monitoring for the period covering Dec 2018 through Aug 2020 is still in progress. We hope to have that complete before the Christmas holidays. We have completed the information requests from our external auditors, but have not yet received an audit report.

#### Q1 Financial Statements (see attachment)

Attached is the Q1 financial statements for FY 2020-21. The Coalition's year to date expenditures are less than budget due to the reversal of accruals made at the end of FY19-20. As the year progresses these will probably be reduced to a smaller amount.

## Targets and Restrictions

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

### Early Learning Coalition of North Florida

FY 2020-2021

As of September 30, 2020

	<b>09.01.2020</b>			
	<b>2020-2021</b>	<b>Jul-Sep 2020</b>	<b>Q1 2012-21</b>	<b>Over</b>
<b>Notice of Awards</b>	<b>Annual Budget</b>	<b>Estimated Budget</b>	<b>YTD Actual</b>	<b>(Under )</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
School Readiness (SR)	18,457,902	4,614,476	5,202,571	588,095
OAMI	16,618	0	0	0
PDG Services	163,364	0	0	0
CARES	4,830,678	2,415,339	2,124,766	(290,573)
Voluntary PreKindergarten (VPK)	14,924,803	3,731,201	2,830,097	(901,104)
<b>Total Notice of Award</b>	<b>\$ 38,393,365</b>	<b>\$ 10,761,015</b>	<b>\$ 10,157,433</b>	<b>\$ (603,582)</b>
<b>Subrecipient Expense</b>				
School Readiness (SR)	\$ 17,448,254	\$ 4,362,064	\$ 4,966,258	\$ 604,194.05
OAMI	16,618	0	0	0
PDG Services	163,364	0	0	0
CARES	4,830,678	2,415,339	2,124,766	(290,573)
Voluntary PreKindergarten (VPK)	14,867,400	3,716,850	2,801,398	(915,452)
<b>Total Subrecipient Expense</b>	<b>\$ 37,326,314</b>	<b>\$ 10,494,253</b>	<b>\$ 9,892,421</b>	<b>\$ (601,832)</b>
<b>Grant Funds Available to ELC of North FL</b>	<b>\$ 1,067,051</b>	<b>\$ 266,763</b>	<b>\$ 265,012</b>	<b>\$ (1,750)</b>
<b>Other Donations and Revenue</b>				
Interest Income	\$ 530	\$ 133	\$ 173	\$ 40
Clay Electric Foundation	15,000	0	0	0
Kiwanis	750	0	0	0
Reinhold	750	0	0	0

Quality Teacher's Conference	6,500	0	0	0
Miscellaneous Donations	2,000	500	3,983	3,483
<b>Total Revenues</b>	<b>\$ 1,092,581</b>	<b>\$ 267,396</b>	<b>\$ 269,168</b>	<b>\$ 1,773</b>

<b>ELC of North Florida Estimated Expense</b>				<b>Under (OVER)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Salaries	579,868	144,967	127,958	17,009
PR Taxes	47,363		11,841	9,698
Health Insurance & HSA Contributions	121,000		30,250	35,890
Pension	27,000		6,750	4,614
Life, Disability, and WC	15,000		3,750	2,245
Staff Development	8,500		2,125	0
Contract Services	3,000		750	0
Auditing	15,000		0	0
Legal	500		125	0
Printing & Reproduction	2,000		500	0
Repairs & Maintenance	1,000		250	0
Office Sites - Occupancy	50,000		12,500	10,573
Postage, Freight & Delivery	2,000		500	110
Rentals - Office Equipment	5,000		1,250	706
Office Supplies	10,000		2,500	1,276
Communications	15,000		3,750	3,675
D & O Insurance	2,800		2,800	2,277
General Liability	4,500		4,500	2,028
Equipment <\$1,000	3,500		875	1,374
Equipment >\$1,000	2,000		500	2,796
Travel - In State	3,500		875	0
Travel - Out of State	6,500		1,625	0
Travel - Local	7,000		1,750	662
Bank Fees	600		150	139
Software/Licenses/Support	14,000		3,500	1,398
Web Service	26,000		6,500	7,751
Other employee expenditures	2,000		500	10

ADP Fees	7,500	1,875	1,570	305
Dues & Subscriptions	14,000	8,500	8,984	(484)
Taxes, Licenses and Fees	450	113		113
Misc. - Other Current Charges	4,250	1,063	600	463
Quality Program	91,750	22,938	14,491	8,447
<b>Total ELC North Florida Estimated Expense</b>	<b>1,092,581</b>	<b>279,870</b>	<b>240,825</b>	<b>39,045</b>
<b>Surplus or (Loss)</b>	<b>\$ -</b>	<b>\$ (12,475)</b>	<b>\$ 28,343</b>	<b>\$ 40,818</b>

### C. 1<sup>ST</sup> QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

#### *Coalition Activities:*

- COVID-19 CARES funding was received from OEL again for 2020/2021 as well as School Readiness “Wait List” Funding and the ECS Contract Amendment #2 is in today’s packet.
- Staff (and Episcopal Children’s Services) continue to process all COVID-19 related documents/guidance from OEL and government agencies for needed actions.
- The ELC staff completed the 2020/2021 Internal Controls Questionnaire (ICQ). In addition, ECS completes this same ICQ each year and their responses are reviewed by ELC staff for any needed follow-up and/or approval.
- The ELC staff met the October 1 OEL deadline for all the annual items such as the annual report, inventory, Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- In July, all staff completed their annual review of Anti-Fraud plan, policies and practices.
- Annual archiving processes have begun.
- Annual policy reviews and revisions have begun.
- My club, The Kiwanis Club of Palatka, hosted its first “Back to School” event August 22 in partnership with Staples Office Supply in Putnam County. We were able to follow COVID-19 guidance and handout 250 school supply bags individualized by grade levels. It was a huge hit (especially as there were very few school supply events this year), and Staples was happy to offer making this an annual event.

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

The 2019/2020 Third and Fourth Quarters (COMBINED) Monitoring was performed August 17 – 28, 2020. The monitoring took place remotely and included; Data Security Updates, VPK Provider Review, Child Care Resource and Referral, School Age Care, Preschool Development Grant, Childcare Provider Monitoring, Fiscal non-direct costs review, and the Fiscal Year-end Overview. From this review, there was only one compliance issue regarding a particular type of travel expense that was minor in value and quickly corrected.

The 2020/2021 First Quarter Monitoring is scheduled for November 6 – 20, 2020. At this time, the plan is this monitoring will take place remotely. This monitoring will include all OEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates and School Readiness applications and wait list procedures.

*ALL full reports are available upon request.*

#### **D. 1<sup>ST</sup> QUARTER EARLY LEARNING LITERACY REPORT**

J. Whitson presented the following report:

##### **Highlights:**

##### **Highlights:**

**Literacy and Shaved Ice Event at Brandt’s Child Care:** August 18<sup>th</sup> - The ELC collaborated with the Kiwanis Club of St. Augustine and Beaver Toyota to host a story time event with Pete the Cat. The Kiwanis club and Beaver Toyota paid the Kona Ice truck to be there so that after the story time the children and staff all received a free shaved ice. Each child also received a goodie bag with books, coloring book, markers and colored pencils.

**Provider Appreciation Basket Deliveries:** Throughout August and September, the ELC outreach team and ECS education team worked to put together and deliver just over 90-provider appreciation baskets. We just wanted to do something to show our providers how much we appreciate them staying open during COVID and how much we see and appreciate all the extra work they have and are still doing to keep our children safe. The baskets contained much needed supplies like hand sanitizer, soap, clear masks along with school supplies and edible goodies. Each child ages 3-5 received a free book and many schools received a personal visit by Pete the Cat. This proved to be such a worthwhile project. So many providers have had no one to thank them. They are struggling financially as well. These little visits meant a lot and let them know we have not forgotten them.

**ELC Videos:** The ELC outreach team continued to create and publish 12 more educational videos during this quarter to be shared with providers, families and volunteers. The videos are posted on the ELC of North Florida U-tube page and shared by social media and email.

**ELC Volunteer Lending Libraries:** These summer months were the perfect time to update and digitalize our lending libraries for our volunteer readers. All books are now categorized in a digital database by author and theme. Now books can be easily searched for remotely and in the

three lending library offices. Outreach assistant Susan Murphy is responsible for the upkeep of the lending libraries.

**Volunteer Reading Zoom Conference:** September 28<sup>th</sup> – The ELC hosted their annual volunteer reading conference by zoom instead of in person due to COVID. A very lively interactive 2 hour conference was put on featuring four speakers covering topics like Using props, Intentional early literacy skills to incorporate into your reading, Developing themes and a discussion featuring the top book picks for today. Most readers are not currently reading in their assigned schools but we need to keep them excited and trained so they will be ready to go back when schools are letting visitors in.

#### **E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 4, 2020-Cancelled**

#### **NEW/UNFINISHED BUSINESS**

#### **SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT**

- The evaluation was conducted on September 9, 2020 with Mike Siragusa, Aubrie Simpson-Gotham, Renee Williams, and Joy Stanton serving as evaluators.
- Of the total 18 evaluations mailed/handed to the board members, 14 members completed the evaluation and four board members did not return the evaluation.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was 4.29 which earned a final rating of "Very Good".
- Dawn's next evaluation period ends September 1, 2021.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Rhonda Cody.

#### **APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2020/2021 CONTRACT AMENDMENT #0002-20\***

##### Revisions:

- A. Items #1, 4 and 5 were to update the School Readiness and Additional School Readiness-Related Programs budgeted amounts per the September 3, 2020, October 5, 2020, October 19, 2020, and November 13, 2020 Notices of Award (NOA).
  - NOA September 3, 2020 was to correct SR Match funds
  - NOA October 5, 2020 was to:
    - Adjust School Readiness funds for 'wait list' numbers
    - De-obligate CARES carryover funding that was actually an advance for 2019/2020. And adjust the CARES 'Rising Kindergarten Summer Program' funding.
  - NOA October 19, 2020 was to add additional funds to the PDG program.

- NOA November 13, 2020 was to add additional CARES (general) funds and CARES Phase IV Provider Grants.
  - B. Item #2 was to remove a report no longer required by OEL.
  - C. Item #3 was to revise a Coalition report to be quarterly instead of annually.
  - D. Item #4, was to add the “Early Learning Florida” contract under Additional School Readiness-Related Programs and Funding.
3. T. Little motioned to approve the Episcopal Children’s Services 2020/2021 Contract Amendment #0002-20. R. Coleman seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet. No discussion, motion passed unanimously.

**RETRO ACTIVE APPROVAL (EFFECTIVE 09/01/2020) OF ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/20-08/31/21\***

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition’s Child Care Providers.

The total contract is **not to exceed \$5,000**.

4. R. Coleman motioned to the retro-active approval (09/01/2020) of ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 09/01/20-08/31/21. R. Williams seconded the motion. No discussion, motion passed unanimously.

**RETRO ACTIVE APPROVAL OF (EFFECTIVE 09/01/20) OF ELC OF NORTH FLORIDA-UNIVERSITY OF FLORIDA/LASTINGER CENTER AND EPISOPAL CHILDREN’S SERVICES EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 09/01/20-08/31/21\***

(This Contract and dollar amount was also added to ECS’s 2020/2021 primary contract with amendment #2.)



THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers.

The total contract is **not to exceed \$5,000.**

5. T. Little motioned the retro active approval (09/01/20) of the ELC of North Florida-University of Florida/Lastinger Center and Episcopal Children's Services Early Learning Florida Contract effective 09/01/20-08/31/21. A. Simpson-Gotham seconded the motion. T. Matheny recused herself from the vote, memorandum of voting conflict is attached in the Board Packet. No discussion- motion passed unanimously.

### **APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #26-POLICY REVISIONS\***

The Episcopal Children's Services (ECS) Procurement and Disbursement policies, as well as their Information Technology (IT) policies were updated by staff to include all departments/ programs of ECS.

Upon SR Plan Amendment #26 submission, OEL required further minor revisions and clarifications. The following two School Readiness Plan Attachments were revised.

- Attachment I F and I J ECS (Episcopal Children's Services) Procurement- Disbursements Pol and Proc Final 101520
- Attachment I I ECS SRAD01 IT Pol and Proc Final 060320 – showing edits

6. R. Coleman motioned to approve the 2019-21 School Readiness Plan Amendment #26 Policy Revisions. M. Jonihakis seconded the motion. No further discussion- motion passed unanimously.

### **APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #28\***

The following School Readiness Plan Attachments were revised:

- Attach II D ECS Parental Access Policy 111320  
(The ECS "Terms and Conditions" Form was deleted as it is no longer needed. This information is on the State's Family Portal automatically.)
- Attach II I ECS SRBR09 Billing and Reimb Provider Rates 092518

(It was recently discovered that this was not properly processed for the SR Plan. It was processed for the POLICY updates, but not the SR Plan. A measure has been put in place to ensure this error is not made again.)

7. A. Simpson-Gotham motioned to approve the 2019-21 School Readiness Plan Amendment #28. M. Jonihakis seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet No further discussion-motion passed unanimously.

**APPROVAL OF THE MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2019/2020\***

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

8. R. Coleman motioned to approve the Management Decision Recommendation for ECS Audit 2019/2020. T. Little seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet. No further discussion-motion passed unanimously.

**APPROVAL OF ELCNF 2019-2020 ANNUAL REPORT\***

To approve the ELCNF 2019-2020 Annual Report in accordance with OEL Policy. The Annual Report was included in the Board Packet as well as a Handout.

9. R. Coleman motioned to approve the ELCNF 2019-2020 Annual Report. M. Hill seconded the motion. No further discussion-motion passed unanimously.

**APPROVAL OF REVISIONS TO THE 2020-2021 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA\***

On Nov13, 2020, Office of Early Learning sent a revision to the Notice of Award for the 2020-2021 Grant Year. The revision added PDG services revenue, CARES revenue, and changed SR allocations.

This budget revision adds the additional award amount to projected revenue for those programs and applies all of those funds to the projection for Direct Services provided by Episcopal Children Services.

If not approved, we will not have a budget that reconciles to the Notice of Award.

10. M. Jonihakis motioned to approve the revisions to the 2020-21 budget for the

Coalition. M. Siragusa seconded the motion. No further discussion-motion passed unanimously.

**APPROVAL OF ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2023 AND RENTAL INCREASE TO \$750 PER MONTH\***

Staff requests board approval to approve the lease extension of the ELCNF Clay County Office.

The space is 600 square feet with two large offices, half bath and storage area for supplies. The rent will be increased from \$700 per month to \$750 per month and includes water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training.

- 11.** M. Siragusa motioned to approve the ELCNF Clay County office lease extension to January 1, 2023 and rental increase to \$750 per month. R. Coleman seconded the motion. No further discussion-motion passed unanimously.

**APPROVAL OF ELCNF ST. AUGUSTINE OFFICE LEASE EXTENSION TO FEBRUARY 28, 2023\***

The Coalition requests board approval to extend the lease of the St. Augustine Office located at 2450 Old Moultrie Road, Ste #103. The current lease ends on February 28, 2021 and the new lease extension will start on March. 1, 2021 and expire on February 28, 2023.

This office space is considered the Coalition's main office and houses the CEO, the two Finance Managers, the Early Outreach Manager and the Office Manager as well an additional Outreach Assistant. In addition, there is the main Reading Pals resource room and storage/conference room space.

- 12.** M. Siragusa motioned to approve the ELCNF St. Augustine office lease extension to February 28, 2023. P. Tauch seconded the motion. No further discussion-motion passed unanimously.

**APPROVAL OF REVISIONS TO PERSONNEL POLICY HR302 FOR THE EARLY LEARNING COALITION OF NORTH FLORIDA\*-HANDOUT**

The current policy states that approval for usage of annual leave should be obtained 2 weeks prior to using the leave. In actual practice this is not practical as many times leave is not identified as being needed that far in advance. We would like to change the policy to reflect our actual practice, per the following:

“Employees may receive verbal approval from their supervisor and submit the leave form (that has been verbally approved) with the time sheet appropriate for that leave period.”

- 13.** T. Little motioned to approve the revisions to Personnel Policy HR302 for the Early Learning Coalition of North Florida. M. Siragusa seconded the motion. No further discussion-motion passed unanimously.

### **REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL**

R. Cody provided a report to the Board that reviewed the members who have resigned and/or gone into an advocate role since the last meeting. Our total board membership remains at 19 members with the addition of Vina Delcomyn, Private Sector, a returning Board member. There were no questions or comments by the Board.

### **BOARD ABSENTEEISM LOG**

No Comments.

### **BOARD COMMENTS**

No Comments.

### **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, February 3, 2021, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 10, 2021, 10:30 a.m. –Board Meeting World Golf Village Convention Center

### **ADJOURNMENT\***

- 14.** R. Coleman motioned for adjournment at 2:50 p.m.  
M. Siragusa seconded the motion. No discussion – motion passed unanimously.

**HANDOUTS:** 1. Revised Tentative Agenda 12.02.20 2. Summary of D. Bell Annual Evaluation  
3. Approval of Revisions to Personnel Policy HR302 for the ELCNF.

**Minutes Submitted By: Rhonda Cody, Office Manager**