

Early Learning Coalition of North Florida, Inc.

**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

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**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 \***

Executive/Admin Committee  
May 6, 2020

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.

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

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.

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

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

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**

Approved 5.5.2021

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