

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Renaissance World Golf Village and Convention Center
March 9, 2022
10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Jessica Bishop
Vina Delcomyn
Joy Farris, *Interim Chair*
Whitney Kersey-Graves
Mary Ann Holanchock
Michelle Jonihakis 0
Theresa Little
Teresa Matheny
Marsha Peacock
Aubrie Simpson-Gotham, *Vice Chair*
Christian Whitehurst
Renee Williams

Staff Present:

Dawn Bell, Chief Executive Officer
Susan Pettijohn, Finance Manager
Christopher Spell, Finance Manager
Marie Hanson, Office Manager
Rhonda Cody, Consultant
Tajaro Dixon, Grants and Operations Manager

Members Absent:

Ronald Coleman -*excused*
Kyle Gammon, *excused*
Brian Graham, *excused*
Brian McElhone, *excused*
Michael Siragusa, *excused*
Patricia Tauch, *excused*
Andrew Warnock, *excused*
Rebecca Chandler, *excused*

Others Present:

Jessica Stallings, Board member nominee
Leslie Barstow, Board member nominee

CALL TO ORDER/ROLL CALL

J. Farris called the meeting to order at 10:35 am. Roll Call was taken by M. Hanson; quorum was met with 13 of the 20 board members in attendance.

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.

**Board Meeting
March 9, 2022**

APPROVAL OF DECEMBER 1, 2021 ANNUAL BOARD MEETING MINUTES*

- 1.** T. Little motioned to approve the December 1, 2021 Board Meeting Minutes. C. Whitehurst seconded the motion. No discussion-motion passed unanimously.

REVIEW AND APPROVAL OF 2020-21 AUDIT

Rich Cassidy of Moss, Krusick and Associates presented the results of the ELCNF 2020-2021 Audit. Financial statements were reviewed and summarized regarding the financial position of ELC of North Florida. There were no findings or discrepancies noted and overall, this was a clean audit. The Audit material was emailed to all Board members.

- 2.** W. Kersey Graves motioned to accept and approve the 2020-21 Audit as presented. M. Holanchock seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell discussed the recent DEL monitoring commenting that this year was the worst they have endured, not the results, but the process. There were no additional updates discussed

B. FINANCE MANAGER'S REPORT

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

Desk Reviews and Audits

Desk Reviews and Audits

We are currently undergoing the Annual DEL Monitoring review and the Q2 Expenditure Validation Review.

Q2 Financial Statements (see attachment)

Attached are the Q2 financial statements for FY 2021-22. The Coalition's year to date surplus is slightly greater than was budgeted. Grant expenses are less than anticipated at this time and in direct proportion to the reduction in grant revenue.

Targets and Restrictions

VPK Admin percentage was 4.0% at end of December which is in line with our target of 4%. SR Administration was 4.2% at the end of December which is less than our target of 5%. All other targets and restrictions remain in alignment with Grant requirements.

Early Learning Coalition of North Florida

FY 2021-2022

As of Dec 31, 2021

	2021-2022	Jul-Dec 2021	Q2 2021-22	Favorable
Notice of Awards	Annual Budget	Estimated Budget	YTD Actual	(Unfavorable)
School Readiness (SR)	\$ 22,031,549	\$ 11,015,774.50	9,183,664	\$ (1,832,111)
PDG Services	179,161	89,581	27,396	(62,185)
CRRSA	10,825,067	9,215,968	9,215,968	0
ESSER	116,033	0	0	0
ARP	32,122,431	0	0	0
Voluntary PreKindergarten (VPK)	14,695,013	7,347,507	7,576,668	229,162
Total Notice of Award	\$ 79,969,254	\$ 27,668,830	\$ 26,003,696	\$ (1,665,134)
Subrecipient Expense				
School Readiness (SR)	\$ 20,933,056	\$ 10,466,528.00	\$ 8,710,014	\$ 1,756,514.00
PDG Services	179,161	89,581	27,396	62,185
CRRSA	10,825,067	9,215,968	9,215,968	0
ESSER	116,033	0	0	0
ARP	32,122,431	0	0	0
Voluntary PreKindergarten (VPK)	14,638,494	7,319,247	7,568,581	(249,334)
Total Subrecipient Expense	\$ 78,814,242	\$ 27,091,324	\$ 25,521,959	\$ 1,569,365
Grant Funds Available to ELC of North FL	\$ 1,155,012	\$ 577,506	\$ 481,737	\$ (95,769)
Other Donations and Revenue				
Interest Income	\$ 530	\$ 265	308	\$ 43
Clay Electric Foundation	15,000	0	0	0
Kiwanis	750	0	0	0
Reinhold	1,000	0	0	0
Quality Teacher's Conference	5,000	0	0	0
Miscellaneous Donations	2,000	1,000	3,937	2,937
Total Revenues	\$ 1,179,292	\$ 578,771	\$ 485,982	\$ (92,789)
ELC of North Florida Estimated Expense				
Salaries	\$ 595,000	\$ 297,500	\$ 242,514	\$ 54,986
PR Taxes	63,000	31,500	18,280	13,220
Health Insurance & HSA Contributions	129,000	64,500	69,648	(5,148)
Pension	30,000	15,000	9,050	5,950
Life, Disability, and WC	15,000	7,500	4,794	2,706
Staff Development	9,500	4,750	8,089	(3,339)
Contract Services	3,000	1,500	11,260	(9,760)
Auditing	15,000	3,500	3,000	500
Legal	500	250	0	250
Printing & Reproduction	3,000	1,500	0	1,500
Repairs & Maintenance	1,000	500	0	500
Office Sites - Occupancy	60,000	30,000	22,253	7,747
Postage, Freight & Delivery	3,750	1,875	1,365	510
Rentals - Office Equipment	5,200	2,600	1,812	788
Office Supplies	10,000	5,000	3,633	1,367
Communications	18,000	9,000	10,008	(1,008)
D & O Insurance	2,900	2,900	2,491	409
General Liability	4,800	4,800	8,982	(4,182)
Equipment <\$1,000	4,500	2,250	0	2,250
Equipment >\$1,000	3,500	1,750	0	1,750
Travel - In State	6,000	3,000	5,668	(2,668)
Travel - Out of State	7,500	3,750	0	3,750
Travel - Local	7,500	3,750	634	3,116
Bank Fees	600	300	35	265
Software/Licenses/Support	17,000	8,500	4,602	3,898
Web Service	32,000	16,000	14,795	1,205
Other employee expenditures	3,000	1,500	70	1,430
ADP Fees	8,000	4,000	3,469	531
Dues & Subscriptions	14,000	7,000	9,370	(2,370)
Taxes, Licenses and Fees	500	250	77	173
Misc. - Other Current Charges	6,800	3,400	1,314	2,086
Quality Program	98,000	39,000	27,172	11,828
Total ELC North Florida Estimated Expense	1,177,550	578,625	484,385	94,240
Surplus or (Loss)	\$ 1,742	\$ 146	\$ 1,597	\$ 1,451

C. 2ND QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- The Coalition received additional notices of awards and the Episcopal Children's Services (ECS) Contract Amendment #4 is in today's packet.
- The Coalition/Episcopal Children's Services 2020/2021 Contract closed-out on schedule and with no issues.
- The RFQ (Request for Qualifications) for External Auditing Services No. 2022-01 procurement processes began. The solicitation document is in today's board packet for approval, and committee members have been selected.
- Coalition and ECS staff attended the AELC (Association of Early Learning Coalitions) Leadership Conference the week of October 25, 2021 in Daytona.
- Coalition staff completed the annual review of all administrative policies for any needed updates. Those revisions are in today's board packet for approval.
- Coalition staff started their annual review of Information Technology Policies and Procedures and anti-virus refresher trainings.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2021/2022 First Quarter Monitoring was performed November 5 - 19, 2021. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. One additional area of review was the Annual Data and Data Security Systems Review. From this review, there were six compliance issues that mostly only required staff refresher training sessions. The trainings were held in time for ECS's response to the draft report.

The 2021/2022 Second Quarter Monitoring is scheduled for February 14 – 28, 2022. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be the School Readiness Plan Compliance II. E. Quality Performance Report review and the Fiscal Non-direct Costs review for 1st and 2nd quarters.

ALL full reports are available upon request.

D. 2ND QUARTER EARLY LEARNING LITERACY REPORT

Highlights:

Teacher of the Year: In December, the 2021 teachers of the year were selected from a very large stack of nominees. The Infant/Toddler winner was Amy Finkley, a 30-year teaching veteran from Deerwood Park Academy in St. Johns and the Pre-School winner was Marisol Buitrago from Green Cove Springs Head Start/VPK center. The winners receive a \$500 cash prize thanks to Kaplan Early Learning and the Clay Electric Foundation and were honored by prize patrol and in person at the ELC of N. Florida's annual Early Educators Conference held January 29, 2022.

Literacy Outreach:

ELC Days at Amazing Grace Crop Maze: The ELCNF hosted two field trip days at the Amazing Grace Crop Maze in Green Cove Springs on October 19 and 21. Twenty two schools came out to enjoy all the farm themed activities including a hay ride, corn maze, farm animal fun and more. ELC staff and volunteers were on hand providing an extra FALL themed craft. Each child received a FREE farm themed book and each school received a bag of assorted FALL books.

Read for the Record: The ELC participated in the 2022 Read for the Record campaign sponsored by JumpStart and the Pearson Foundation. Each year participants all over the world try to break the world record of reading the same book on the same day to the most children. This year's book was "Amy Wu and the Patchwork Dragon" by Kat Zhang. The ELCNF provided any school that wanted Two FREE copies of the book along with an activity packet of extension ideas to do along with the book. 92 school participated for a total of 6,120 children.

Literacy programs: The ELC launched a new Five Senses Science program in November. It is a very interactive program where the kids explore all of their five senses and even learn about animals with super senses. The children explore sound through playing instruments, they experience many textures by making their own touch book and they get to test their smelling smarts by playing a mystery scents game. Eight programs were put on this quarter in St. Johns County. Each child receives a free book called "My Five Senses" by Alikei and the classroom receives a large resource bag of Five Sense teaching materials for their classroom.

Mother Goose (aka Susan Murphy, outreach assistant) also hit the road this quarter by visiting 10 pre-k classes in the Putnam County School District. This program focuses on rhyming with a emphasis on nursery rhymes.

ELCNF Volunteer Program: This quarter was much better for recruiting and training new volunteers. Ten new volunteers were trained and either placed as a weekly reader in a local preschool or trained to assist in the ELC outreach literacy programs. In December, two Holiday/meetings were held and people came out and were eager to start volunteering again since COVID.

NEW/UNFINISHED BUSINESS**APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #32***Revisions:

The following School Readiness Plan Attachments were revised:

Revisions/Updates Required:

- Attach I.F. and I.J. ECS Procurement and Disbursements 091521 (Revisions needed upon ECS review)
- Attach V A ELC Subrecipient Monitoring Schedule 2223
- Attach V A ELC Subrecipient 2223 Monitoring Narrative (Episcopal Children's Services monitoring plan for next fiscal year)

- 3.** A. Simpson-Gotham motioned to approve the School Readiness Plan Amendment #32. M. Holanchock seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2021/2022 CONTRACT AMENDMENT #0004-21*

Revisions:

- A. Items **#1, 2, and 6** were to update contract narratives and Attachment 9 for the School Readiness Budget and Additional School Readiness-Related Programs due to the 11/30/21 and 02/10/22 Notices of Awards that were issued:
 - Added \$71,188 to School Readiness funding for Quality Performance Incentives (QPI).
 - Replaced former “CARES” section “A” with The American Rescue Plan Act (ARPA) Stabilization funding of \$32,122,431.
 - Added in section “C” \$19,500 for Phase V Provider grants from the Coronavirus Response and Relief Supplemental Act (CRRSA) grant.
 - Added section “E” for Program Assessments funding of \$47,229.
 - B. Items **#3, 4, 5 and 7** were to add sections to contract narratives and Attachment 10 for the Additional VPK-Related Programs due to the 12/22/21 Notice of Award that was issued:
 - Added \$116,033 for VPK Coordinated Screening / Progress Monitoring services supported by the E.S.S.E.R. II (Elementary and Secondary School Emergency Relief) Funding grant.
- 4.** W. Kersey Graves motioned to the approval of Episcopal Children’s Services 2021/2022 Contract Amendment #0004-21. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION’S OPERATIONAL POLICIES AND PROCEDURES*

Revisions from annual review of policies:

OP302 - Emergency Chief Executive Officer Succession Plan, updated the policy for the Director to be the Office Manager, to match the Bylaws.

- 5.** M. Holanchock motioned to approve the revisions to the Coalition’s Operational Policies and Procedures. A. Simpson-Gotham seconded the motion. No discussion- motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION’S ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES*

Revisions from annual review of policies:

F203.1 – Matching (In-Kind) and Cost Sharing

- Deleted language regarding volunteer time and services (cannot be used for match)
- Deleted language regarding required local match (no longer required by DEL)

F205 – Billing/invoicing Policies

- Changed financial reports frequency from monthly to quarterly

F301 – Purchasing Policies and Procedures

- Changed ‘vendor folder’ to ‘annual accounts payable folder’
- Updated paragraph regarding W-9s to actual practices

F305 – Accounts Payable Management

- Changed accounts payables processing frequency from bi-weekly to monthly
- Deleted language regarding grouping of vouchers to voucher schedule. Accounting software does this automatically.
- Added a threshold of \$500 for unrecorded liabilities, twice in this policy. This threshold was recommended by DEL staff.
- Added language regarding check requests to “Use of Purchase Orders” section.
- Deleted language regarding aged outstanding purchase request report review from “Use of Purchase Orders” section.
- Changed invoice approvals from Finance Manager to Office Manager.
- Changed employee expense reports being processed during the next vendor payment cycle to the next payroll cycle.
- Deleted checking statements for unprocessed invoices, monthly.
- Added reviewing open purchase orders, annually.
- Changed Finance Manager to Office Manager mailing/emailing W-9s to new vendors for completion.
- Deleted ‘contact name’ from vendor file data.
- Deleted specific tasks from the annual master vendor file audit.
- Deleted public records search for new vendors.

F307 – Cash Disbursements (Check-Writing) Policies

- Changed frequency of check preparation from bi-weekly to monthly.
- Added Electronic Funds Transfers section.
- Added Finance Manager can process stop payments.

F309 – Payroll and Related Policies

- Deleted wage comparability study section.

F401 – Cash and Cash Management

- Deleted section regarding Florida laws for unclaimed property.
- Added ‘contracted subrecipient’ to section that requires dual signatures for wire transfer payments.
- Deleted language that the Executive/Administrative committee will be notified of all newly established EFT recipients.

F405 – Leases

- Deleted section ‘Scheduled Increases in Rent Payments’.

F601 – Financial Statements

- Changed financial statements produced to Board of Directors, instead of Executive/Administrative committee.

F602 – Government Returns

- Corrected due dates for W-2's and 1099's

F701 – Budgeting

- Changed budgets, and changes in budgets presented to and approved by Board of Directors, instead of Executive/Administrative committee.
- Deleted language regarding revised draft budgets.

F703 – Cost Allocation Plan

- Deleted language regarding cost pools being initially allocated.

6. C. Whitehurst motioned to approve the revisions to the Coalition's Accounting and Financial Policies. T. Little seconded the motion. No further discussion- motion passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION'S INFORMATION TECHNOLOGY SYSEMS AND SECURITY POLICIES AND PROCEDURES MANUAL*

Revisions (from annual review):

IT101 – General Scope,

- Added definition for “ransomware” that has been featured in many security trainings for staff.

IT201 – Use of Coalition IT Property,

- Added IT Vendor task of watching the shredding of computer hard drives after data cleansing – and for disposal.

IT303 - Access and Security,

- Revised DEL's instructions to report a breach of security/security incident immediately and which departments/contacts per the 2021/2022 DEL grant agreement.

IT401 - Back-up Systems and Storage,

- Added IT Vendor required back up services/archiving of emails, Microsoft Sharepoint and TEAMS platforms.

IT601 – Use of Online Services and Emails,

- Added requirement for encrypted emails to third party recipients containing Personal Identifiable Information (PII) or secure information.

7. A. Simpson-Gotham motioned to approve of Revisions to the Coalition's Information Technology Systems and Security Policies and Procedures Manual. M. Allen seconded the motion.

APPROVAL OF REVISIONS TO THE 2021-2022 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA*

On Feb 10, 2022 The Division of Early Learning sent a revision to the Notice of Award for the 2021-2022 Grant Year. Compared to our previously approved budget this revision 1) awarded \$32,122,431 for the American Rescue Plan Act (ARP), 2) awarded \$116,033 for the Elementary and Secondary School Emergency Relief II Act (ESSER II), and 3) Added \$47,229 for SR Program Assessment. There was a correction after the last NOA of \$19,500 additional to the CRRSA Fund.

- 8.** T. Little motioned to approve the Revisions to the 2021-2022 Budget for Early Learning Coalition of North Florida. C. Whitehurst seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE COALITION’S 2022-2023 COOP (CONTINUITY OF OPERATIONS PLAN)*

The COOP (Continuity of Operations 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 before May 1st of every year. The revisions made to this year’s COOP are:

- Changes in names, titles and contact information.
- Changes in ECS Office Addresses
- Changes were made to reflect the processes that ECS has in place if they were to activate their COOP.

Attachment 9 added for Infectious Disease Emergency Addendum

- 9.** T. Little motioned to approve the Coalition’s 2022-2023 COOP (Continuity of Operations Plan). A. Simpson-Gotham seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES (FOR FISCAL YEAR ENDING 06/30/2022)*

To receive new proposals from qualified auditing firms, with at least two years of recent Florida Early Learning Coalition auditing experience.

The awarded firm’s contract would be for Fiscal Year Ending 06/30/2022 (2021/2022), with the option to renew for three additional one-year periods.

- 10.** R. Williams motioned to approve the Request For Qualifications for External Auditing services (for Fiscal Year Ending 06/30/2022) M. Holanchock seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF MEMBER APPOINTED BY PUTNAM COUNTY DISTRICT SUPERINTENDENT OF SCHOOLS JESSICA STALLINGS*

Jessica Stallings currently serves as a Pre-K Curriculum Specialist supporting Putnam County. She has been designated to serve on the board on behalf of Rick Surrency, Superintendent of Putnam County District Schools.

Jessica's term would extend from March 2022 to March 2026.

11. T. Little motioned to approve the appointment by Putnam County District Superintendent of Schools Jessica Stallings. M. Holanchock seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER LESLIE BARSTOW*

Leslie Barstow is a Psychiatric Nurse Practitioner with extensive experience working with children and adolescents with mental health disorders. She holds a doctorate in Nursing Practice and currently is with Agape Family Health FQHC in Jacksonville, Fl.

Leslie's term will be March 2022 to March 2026.

12. W. Kersey Graves motioned to approve the Private Sector member Leslie Barstow. V. Delcomyn seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE DCF APPOINTEE REBECCA CHANDLER*

Rebecca Chandler currently serves as a Family Services Coordinator supporting the Counties of Clay, Duval and Nassau. She has been designated to serve on the board on behalf of Mala Ramatour, Program Manager for the Department of Children and Families in accordance with the new State established guidelines that two DCF representatives or designees serve on Coalition Boards.

Rebecca's term would extend from March 2022 – March 2026.

13. T. Little motioned to approve the DCF appointee Rebecca Chandler. C. Whitehurst seconded the motion. No further discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

M. Hanson 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 is at 22 members with the addition of Jessica Stallings, Leslie Barstow and Rebecca Chandler. 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, May 4, 2022 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, June 15, 2022 10:30 a.m. – Board Meeting

ADJOURNMENT*

- 14.** T. Little motioned for adjournment at 11:38 am
R. Williams seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager