

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 7, 2022

2:00 p.m.

ATTENDANCE

Members Present:

Leslie Barstow
Vina Delcomyn
Joy Farris, *Acting Chair*
Brian Graham
Eleanor Hoffman
Whitney Kersey-Graves
Mary Ann Holanchock
Michelle Jonihakis
Theresa Little
Aubrie Simpson-Gotham, *Vice Chair*
Michael Siragusa
Jessica Stallings
Cassandra Virgo
Renee Williams

Members Absent:

Dr. Myrna Allen, *excused*
Rebecca Chandler, *excused*
Kyle Gammon, *excused*
Brian McElhone, *excused*
Marsha Peacock, *excused*
Patricia Tauch, *excused*
Christian Whitehurst, *excused*

Staff Present:

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

Others Present:

Jennifer Overly, Board member nominee
Teresa Matheny, Chief of Programs, ECS
Carol Kazounis, Putnam Dept. of Health

CALL TO ORDER/ROLL CALL

J. Farris called the meeting to order at 2:03pm. Roll Call was taken by M. Hanson; quorum was met with 14 of the 22 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.

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APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

- 1.** V. Delcomyn motioned to approve the Delegation of Authority Items as presented. M. Jonihakis seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF SEPTEMBER 14, 2022 ANNUAL BOARD MEETING MINUTES*

- 2.** T. Little motioned to approve the September 14, 2022 Board Meeting Minutes. A. Simpson-Gotham seconded the motion. No discussion-motion passed unanimously.

RE-APPROVAL OF DECEMBER 1, 2021 ANNUAL BOARD MEETING MINUTES*

- A. Added recusal language for T. Matheny vote on Management Decision Recommendation for the ECS Audit June 30, 2021.
- 3.** T. Little motioned to approve the September 14, 2022 Board Meeting Minutes. A. Simpson-Gotham seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell updated the Board on approval of the United Way two year grant.

B. FINANCE MANAGER'S REPORT

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

Desk Reviews and Audits

Our DEL monitoring occurred the last week in Oct and first week in November. Two minor items were noted in our report. DEL has not yet determined if those items will remain in the final report. Our prior year PCAP was closed by this monitoring group since DEL had not closed that report. Our first half year desk review is currently in progress. Our internal audit is also currently in progress.

Q1 Financial Statements (see attachment)

Attached are the Q1 financial statements for FY 2022-23. The Coalition's year to date surplus is slightly less 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 is currently 2.9% which is lower than our target of 4%. SR Administration percentage is currently 4.1% 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

DRAFT

Balance Sheet

As of September 30, 2022

ASSETS

Cash, Operating	\$	8,346,316
Cash, Money Market		61,794
Petty Cash		200
Deposits		850
DEL Receivable		3,856,206
ECS Advance ARPA		5,893,022
Prepaid Expense		7,973
Equipment		6,498
Less: Accumulated Depreciation		(6,498)

TOTAL ASSETS \$ 18,166,361

LIABILITIES

Episcopal Children's Services Payable	\$	3,668,430
DEL Advance Payable		14,645,435
Accounts Payable		162
Interest due to OEL		577
Accrued Vacation		24,129
Accrued Employee Benefits		816

TOTAL LIABILITIES \$ 18,339,549

Net Assets at 6/30/2022 (173,551)

Net change at 09/30/2022 363

Total Liabilities and Net Assets \$ 18,166,361

Early Learning Coalition of North Florida

FY 2022-2023

As of September 30, 2022

	9.14.22				Favorable
Notice of Awards	Annual Budget	Q1 Budget	Q1 Actual	(Unfavorable)	
School Readiness (SR)	\$ 22,892,970	\$ 5,723,242.50	\$ 5,077,529	\$ (645,714)	
PDG Services	74,990	18,748	6,422	(12,325)	
CRRSA	2,144,687	536,172	589,141	52,969	
ESSER	87,905	21,976	87,784	65,808	
ARP	27,735,669	6,933,917	5,515,621	(1,418,296)	

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Voluntary	19,867,462	4,966,866	4,390,833	(576,032)
Total Notice of	\$ 72,803,683	\$ 18,200,921	\$ 15,667,329	\$ (2,533,591)
Subrecipient Expense				
School Readiness (SR)	\$ 21,752,477	\$ 5,438,119.25	\$ 4,836,272	\$ 601,847
PDG Services	74,990	18,748	6,422	12,325
CRRSA	2,144,687	536,172	589,141	(52,969)
ESSER	87,905	21,976	87,784	(65,808)
ARP	27,735,669	6,933,917	5,515,621	1,418,296
Voluntary	19,803,067	4,950,767	4,386,318	564,448
Total Subrecipient	\$ 71,598,795	\$ 17,899,699	\$ 15,421,558	\$ 2,478,141
Grant Funds Available to	\$ 1,204,888	\$ 301,222	\$ 245,771	\$ (55,451)
Other Donations and Revenue				
Interest Income	\$ 600	\$ 150	\$ 264	\$ 114
Clay Electric	15,000	0	0	
Quality Teacher's	6,000	0	0	
Miscellaneous	3,500	1,100	1,132	
Total Revenues	\$ 1,229,988	\$ 302,472	\$ 247,167	\$ (55,305)
ELC of North Florida Estimated Expense				
Salaries	\$ 595,000	\$ 148,750	\$ 137,015	\$ 11,735
PR Taxes	65,000	16,250	10,432	5,818
Health Insurance & HSA	150,000	37,500	38,336	
Pension	40,000	10,000	6,349	3,651
Life, Disability, and WC	18,000	4,500	2,122	2,378
Staff Development	10,000	2,500	120	2,380
Contract Services	12,000	3,000	0	3,000
Auditing	15,000	0	0	
Legal	500	125	0	
Printing & Reproduction	2,000	500	332	
Repairs & Maintenance	1,000	250	0	
Office Sites - Occupancy	65,000	16,250	11,516	4,734
Postage, Freight & Delivery	4,000	1,000	218	
Rentals - Office Equipment	6,000	1,500	538	
Office Supplies	12,000	3,000	1,461	1,539
Communications	22,000	5,500	4,745	
D & O Insurance	2,700	0	0	
General Liability	8,700	0	0	
Equipment <\$5000	4,500	1,125	2,600	(1,475)
Equipment >\$5000	4,000	1,000	0	1,000
Travel - In State	8,000	2,000	0	2,000
Travel - Out of State	6,000	1,500	0	1,500
Travel - Local	7,000	1,750	897	
Bank Fees	500	125	0	

Software/Licenses/Support	20,000	5,000	2,431	2,569
Web Service	35,000	8,750	4,100	4,650
Other employee expenditures	4,000	1,000	8	
ADP Fees	9,000	2,250	1,797	
Dues & Subscriptions	15,000	8,000	9,730	(1,730)
Taxes, Licenses and Fees	800	200	0	
Misc. - Other Current Charges	9,000	2,250	1,016	1,234
Quality Program	65,000	16,250	11,041	5,209
Total ELC North Florida	1,216,700	301,825	246,804	55,021
Surplus or (Loss)	\$ 13,288	\$ 647	\$ 363	\$ (284)

C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- The Coalition received the final report (April 13, 2022) for the annual Division of Early Learning (DEL) Fiscal Monitoring that occurred March 1-4, 2022. The report included two compliance issues and one observation. The Coalition submitted its corrective action plan June 21, 2022 and are currently still awaiting approval and the close-out letter.
- July 11 – 15, 2022 began the DEL Accountability Review, which continues. The scheduled date for the Exit Interview is October 26, 2022.
- The Coalition received an additional notice of award and the Episcopal Children's Services (ECS) Contract Amendment #2 is in today's packet.
- The Coalition staff completed the 2022/2023 Internal Controls Questionnaire (ICQ). In addition, ECS completes this same ICQ each year and their responses are reviewed by Coalition staff for any needed follow-up and/or approval.
- The Coalition staff met the October 1, 2022 DEL 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.
- All Coalition staff completed their annual review of Anti-Fraud plan, policies and practices in July.
- Annual archiving processes have begun.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2021/2022 Fourth Quarter Monitoring was performed August 15 - 26, 2022. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were the Data Security Systems Updates, SR Plan Compliance II. H. (Child) Pre/post Assessments, ARPA Provider Application Monitoring, Non-direct Costs Review (3rd and 4th

quarters combined), and Fiscal Year-end Overview. From this review, there were seven compliance issues that required staff refresher training sessions, and some required corrections during monitoring. The staff trainings were held in time for ECS's response to the final report. And the close-out letter will be done once the supplemental ARPA Provider Application Monitoring has been completed.

The 2022/2023 First Quarter Monitoring is scheduled for November 4 - 18, 2022. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates and the ARPA Provider Application Monitoring.

ALL full reports are available upon request.

D. EXECUTIVE ADMINISTRATIVE COMMITTEE:

APPROVAL OF THE OCTOBER 12, 2022 EXEC/ADMIN MEETING MINUTES*

1. W. Kersey-Graves motioned to approve the Minutes of the October 12, 2022 Admin/Exec. Meeting. L. Barstow seconded the motion. No further discussion, motion passed unanimously.

RETRO APPROVAL OF THE REVISIONS TO THE 2022-2023 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA*

2. V. Delcomyn motioned to approve the revision to the 2022-2023 Budget for Early Learning Coalition of North Florida. T. Little seconded the motion. No further, discussion, motion passed unanimously.

APPROVAL OF THE REQUEST FOR SENDING FOUR BOARD MEMBERS TO ATTEND THE NATIONAL SUMMIT ON EDUCATION 2022 CONFERENCE*

3. L. Barstow motioned to approve the request for sending four Board members to attend the National Summit on Education 2022 Conference. M. Jonihakis seconded the motion. R. Williams, M. Holanchock, J. Stallings, T. Little recused themselves from the vote, memorandum of voting conflict is attached to Board Minutes. No further discussion, motion passed unanimously.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 2, 2022-Cancelled

NEW/UNFINISHED BUSINESS

REVIEW OF VOTING RECUSAL: ACKNOWLEDGEMENT FORM AND STATED AT EACH VOTE:

D. Bell reviewed the Memorandum of Voting Conflict form.

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 14, 2022 with Aubrie Simpson-Gotham, Vina Delcomyn, Theresa Little and Renee Williams serving as evaluators.
- Of the total 20 evaluations emailed to the board members, 9 members completed the evaluation and 10 did not return the evaluation.
- Out of a 1 to 5 rating scale, 1= unsatisfactory and 5= Outstanding; Dawn's Overall Rating Score was 4.704 which earned a final rating of "Outstanding".
- Dawn's next evaluation period ends September 2, 2023.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

APPROVAL OF REVISIONS TO THE 2022-2023 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA. *

On Sep 29, The Division of Early Learning sent a revision to the Notice of Award for the 2022-2023 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2022-23.

The allocation of these funds between ECS and ELCNF has been agreed to by both entities.

- 4.** A. Gotham-Simpson motioned to approve the revisions to the 2022-2023 budget for Early Learning Coalition of North Florida. T. Little seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF MANAGEMENT DECISION RECOMMENDATIONS FOR ECS AUDIT 2021/2022*

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

- 5.** V. Delcomyn motioned to approve the management decision recommendations for the ECS audit 2021/2022. M. Jonihakis seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF 2022-2024 SCHOOL READINESS PLAN AMENDMENT ACKNOWLEDGEMENT SUBMISSION*

Background:

House Bills 419 and 1349 modified provisions related to the School Readiness Program that directly affect the content of the Early Learning Coalition School Readiness Plan. DEL amended Rule 6M-9.115, F.A.C., to reflect the new School Readiness Program requirements. These revisions require coalitions to submit plan amendments for the following elements:

- I.A. Membership (*previously updated and board approved*)
- I.D. Bylaws (*previously updated and board approved*)
- II.C. Eligibility and Enrollment Policies and Procedures
- II.E. Sliding Fee Scale and Fee Waiver Policies (*did not require updates*)
- II.F. Child Screening
- II.G. Program Assessment
- II.J. Contracted Slots, if applicable (*not applicable*)

Four of the seven elements above did not require updates. The remaining three (highlighted in grey) did require updates and they are included with ALL other needed document updates for the entire SR Plan (this is done upon SR Plan renewals).

For a complete list of SR Plan revisions, see the attached SR Plan amendment log (and documents showing the revisions).

- 6.** M. Holanchock motioned to approve the 2022-2024 School Readiness Plan Amendment Acknowledgement Submission. T. Little seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2022/2023 CONTRACT AMENDMENT # 0002-22*

Revisions:

- A. Item #1 is to make updates to Child Care Resource and Referral reports deliverables.
- B. Items #2 and 3 were to update the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the September 29, 2022 Notice of Award and two University of Florida Lastinger Center Contracts through DEL.
- 7.** R. Williams motioned to approve the Episcopal Children's Services 2022/2023 Contract Amendment # 0002-22. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

RETRO APPROVAL, EFFECTIVE 8/01/22, ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER FOR EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 8/01/22-6/30/2023 (SR101)*

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 implement the Early Learning Florida professional development Educator Stipends program. The Coalition will provide (through Episcopal Children's Services) administrative support, distribution of information, completion of timely invoices, and provide timely payment to Educators who have submitted course completion documents.

The total contract is **not to exceed \$50,000**.

8. T. Little motioned to retro approve, effective 8/01/22 ELC of North Florida and the University of Florida/Lastinger Center for Early Learning Florida Contract effective 8/01/22-6/30/2023. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

RETRO APPROVAL EFFECTIVE 9/01/2022, ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 9/01/22-8/31/23*

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 \$13,000**.

9. T. Little motion to retro approve, effective 9/01/22, ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 9/01/22-8/31/23. V. Delcomyn seconded the motion. No further discussion, the motion was passed unanimously.

APPROVAL OF REVISIONS TO THE COALITION'S PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions:

HR204 – Employment Reference/Criminal History Checks, added updated, missing language from 21/22 grant agreement background screening requirements for employees who have access to confidential information (both for the Coalition which is a "Qualified Entity" and for subrecipients/contractors/subcontractors who are Not a "Qualified Entity").

This was discovered during the Coalition's DEL Accountability review.

- 10.** M. Holanchock motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. T. Little seconded the motion. No further discussion the motion passed unanimously.

APPROVAL OF THE ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2024*

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 \$790 per month to \$840 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.** L. Barstow motioned to approve the ELCNF Clay County office lease extension to January 31, 2024. A. Gotham-Simpson seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF ELCNF ST. AUGUSTINE OFFICE LEASE MARCH 1, 2023 THROUGH FEBRUARY 29, 2028*

The Coalition requests board approval to renew the lease of the St. Augustine Office located at 2450 Old Moultrie Road, Ste #103. The current lease ends on February 28, 2023 and the new lease will start on March. 1, 2023 and expire on February 29, 2028.

This office space is considered the Coalition’s main office and houses the CEO, the two Finance Managers, the two Program Support Specialists and the Office Manager. In addition, there is the main Reading Pals resource room and storage/conference room space.

- 12.** M. Holanchock motioned to approve the ELCNF St. Augustine office lease March 1, 2023 through February 29, 2028. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER AUBRIE SIMPSON-GOTHAM*

Aubrie Simpson-Gotham is founder & CEO of Fostering Connections, a nonprofit organization founded in 2019 that uplifts local children and youth impacted by foster care or trauma by providing needed essentials, educational programs, and community connections. Ms. Simpson-Gotham has an extensive background in early childhood education.

- 13.** W. Kersey-Graves motioned to approve private sector Board member Aubrie Simpson-Gotham. V. Delcomyn seconded the motion. A. Gotham Simpson recused herself from the vote, memorandum of voting conflict is attached to the Board Minutes. No further discussion, motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER MICHELLE D. JONIHAKIS*

Michelle Jonihakis is an experienced professional with a track record of strong leadership and nearly 20 years' experience in the commercial finance, credit, collections and recovery operations of large financial institutions. She is currently the Senior Business Management Specialist, Collections and Recovery Operations Strategy with TD Bank.

- 14.** V. Delcomyn motioned to approve private sector Board member Michelle Jonihakis. L. Barstow seconded the motion. M. Jonihakis recused herself from the vote, memorandum of voting conflict is attached to the Board Minutes. No further discussion, motion passed unanimously.

APPROVAL OF THE DCF REGIONAL ADMINISTRATOR OR DESIGNEE JENNIFER OVERLEY*

Jennifer currently serves as the supervisor for licensing in Circuit 7 which includes St. John's County. 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.

- 15.** W. Kersey-Graves motioned to approve DCF designee Jennifer Overley. V. Delcomyn 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 23 members with the addition of Jennifer Overley, mandated DCF position. There were no questions or comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

The four Board members, T. Little, R. Williams, M. Holanchock and J. Stallings, gave an overview of the National Summit on Education 2022 Conference they attended in November.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 1, 2023, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 8, 2023, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 14.** M. Holanchock motioned for adjournment at 2:59 p.m.
V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager

APPROVED 3/8/2023