

Early Learning Coalition of North Florida, Inc.

**BOARD MEETING**

The World Golf Village and Convention Center

Legends 1 Conference Room

March 10, 2021

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Dr. Myrna Allen, Treasurer

Ron Coleman

Kyle Gammon

Mary Garcia

Brian Graham

Marsha Hill

Michelle Jonihakis

Theresa Little

Teresa Matheny, ECS

Nancy Pearson, Board Chair

Kristi Simpkins

Aubrie Simpson-Gotham, Secretary

Michael Siragusa

Joy Stanton, Vice Chair

Patricia Tauch

Renee Williams

**Members Absent:**

Vina Delcomyn

Brian McElhone

Charles Puckett

**Staff Present:**

Dawn Bell, Chief Executive Officer

Rhonda Cody, Office Manager

Tajaro Dixon, Contracts Manager

Susan Pettijohn, Finance Manager

Christopher Spell, Finance Manager

Joan Whitson, Early Literacy Manager

**Others Present:**

Rich Cassidy, Moss Krusick &  
Associates

Ed Moss, Moss Krusick & Associates

Christian Whitehurst, Board Member

Nominee

Whitney Kersey Graves, Board Member

Nominee

## **CALL TO ORDER/ROLL CALL**

J. Stanton, Vice Chair called the meeting to order at 10:34 am. Roll was taken; quorum was met, with 16 of the 19 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, which are made available at each regular board meeting for board review, were passed around with no discussion or questions on the items reviewed.

## **APPROVAL OF DECEMBER 2, 2020 BOARD MEETING MINUTES\***

1. M. Allen motioned to approve the December 2, 2020 Board Meeting Minutes, as presented. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

## **REVIEW AND APPROVAL OF 2019-20 AUDIT-HANDOUT\***

2. Rich Cassidy of Moss, Krusick and Associates presented the results of the ELCNF 2019-2020 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. T. Little motioned to accept and approve the 2019-2020 Audit as presented. K. Gammons seconded the motion. No discussion, motion passed unanimously.

**SPECIAL PRESENTATION- "ANYTIME IS 3TS TIME", MOLLY GRANT, PROGRAM DIRECTOR, AELC-CANCELLED AND WILL BE PRESENTED AT A LATER TIME TO BE ANNOUNCED.**

## **STAFF AND COMMITTEE REPORTS**

### **CEO Report-Verbal**

D. Bell had no further updates and deferred to the Staff to present their reports in brief given the length of the New Business agenda. She did note that at the end of the Board meeting, there would be a Hearing Review for Westside Nursery and Preschool. The Board Subcommittee would stay on the call or would be present and the other Board members were free to attend as well but that it was

not mandatory. Dawn advised she would continue to keep the Board updated on new legislation as it related to early learning as appropriate.

**Finance Manager’s Report**

S. Pettijohn reviewed and submitted the following report to the Board:

Desk Reviews and Audits

We in the process of completing the Desk Review for the first half of FY2021. OEL Monitoring for the period covering Dec 2018 through Aug 2020 field work has been completed and we have received a preliminary report for response. Overall, it was a good report with a couple of minor findings.

Q2 Financial Statements (see attachment)

Attached are the Q2 financial statements for FY 2020-21. The Coalition’s year to date loss is less than budget. Grant expenses are less than anticipated at this time in direct proportion to less grant revenue.

Targets and Restrictions

VPK Admin percentage is at 4.2% at end of December. The target requirement is 4%. This overage is due to a drop in VPK enrollment. We have adjusted our admin allocations and expect to be in line with the YTD target within the next 2 months. All other targets and restrictions are in alignment with Grant requirements.

Early Learning Coalition of North Florida

FY 2020-2021

As of December 31, 2020

	<b>09.01.2020</b>			
	<b>2020-2021</b>	<b>Jul-Dec 2020</b>	<b>Q2 2020-21</b>	<b>Over</b>
<b>Notice of Awards</b>	<b>Annual Budget</b>	<b>Estimated Budget</b>	<b>YTD Actual</b>	<b>(Under )</b>
School Readiness (SR)	\$ 19,250,875	\$ 9,625,437.50	\$ 9,420,394	\$ (205,044)
OAMI	16,618	5,539	1,473	(4,066)
PDG Services	201,655	67,218	29,430	(37,788)
CARES	4,238,970	3,730,294	3,795,373	65,079
Voluntary PreKindergarten (VPK)	14,924,803	7,462,402	6,456,136	(1,006,266)
<b>Total Notice of Award</b>	<b>\$ 38,632,921</b>	<b>\$ 20,890,890</b>	<b>\$ 19,702,806</b>	<b>\$ (1,188,084)</b>

**Subrecipient Expense**

	\$	\$	\$	\$
School Readiness (SR)	18,241,227	9,120,613.50	8,974,239	(146,374.50)
OAMI	16,618	5,539	1,473	(4,066)
PDG Services	201,655	67,218	29,430	(37,788)
CARES	4,238,970	3,730,294	3,795,373	65,079
Voluntary PreKindergarten (VPK)	14,867,400	7,433,700	6,448,791	(984,909)
<b>Total Subrecipient Expense</b>	<b>\$ 37,565,870</b>	<b>\$ 20,357,365</b>	<b>\$ 19,249,306</b>	<b>\$ (1,108,059)</b>

**Grant Funds Available to ELC of North FL**

<b>\$ 1,067,051</b>	<b>\$ 533,526</b>	<b>\$ 453,500</b>	<b>\$ (80,026)</b>
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**Other Donations and Revenue**

	\$	\$	\$	\$
Interest Income	530	265	327	62
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	1,000	5,513	4,513
<b>Total Revenues</b>	<b>\$ 1,092,581</b>	<b>\$ 534,791</b>	<b>\$ 459,340</b>	<b>\$ (75,451)</b>

**ELC of North Florida Estimated Expense**

	\$	\$	\$	\$
Salaries	579,868	289,934	232,249	(57,685)
PR Taxes	47,363	23,682	17,590	(6,092)
Health Insurance & HSA Contributions	121,000	60,500	66,982	6,482
Pension	27,000	13,500	8,892	(4,608)
Life, Disability, and WC	15,000	7,500	4,327	(3,173)
Staff Development	8,500	4,250	1,052	(3,198)
Contract Services	3,000	1,500	0	(1,500)
Auditing	15,000	10,000	9,500	(500)
Legal	500	250	0	(250)
Printing & Reproduction	2,000	1,000	0	(1,000)

Repairs & Maintenance	1,000	500	0	(500)
Office Sites - Occupancy	50,000	25,000	21,620	(3,380)
Postage, Freight & Delivery	2,000	1,000	1,957	957
Rentals - Office Equipment	5,000	2,500	1,823	(677)
Office Supplies	10,000	5,000	3,712	(1,288)
Communications	15,000	7,500	7,639	139
D & O Insurance	2,800	2,800	2,277	(523)
General Liability	4,500	4,500	4,569	69
Equipment <\$1,000	3,500	1,750	1,374	(376)
Equipment >\$1,000	2,000	1,000	2,796	1,796
Travel - In State	3,500	1,750	0	(1,750)
Travel - Out of State	6,500	3,250	0	(3,250)
Travel - Local	7,000	3,500	852	(2,648)
Bank Fees	600	300	139	(161)
Software/Licenses/Support	14,000	7,000	2,796	(4,204)
Web Service	26,000	13,000	18,428	5,428
Other employee expenditures	2,000	1,000	34	(966)
ADP Fees	7,500	3,750	3,026	(724)
Dues & Subscriptions	14,000	7,000	9,929	2,929
Taxes, Licenses and Fees	450	225	75	(150)
Misc. - Other Current Charges	4,250	2,125	3,110	985
Quality Program	91,750	45,875	34,401	(11,474)
<b>Total ELC North Florida Estimated Expense</b>	<b>1,092,581</b>	<b>552,441</b>	<b>461,149</b>	<b>(91,291.50)</b>
<b>Surplus or (Loss)</b>	<b>\$ -</b>	<b>\$ (17,650)</b>	<b>\$ (1,809)</b>	<b>\$ 15,841</b>

## 2ND QUARTER PROGRAM UPDATE

T. Dixon presented the 2<sup>nd</sup> Quarter Program report to the Board per the following:

### Coalition Activities:

- COVID-19 CARES funding was received from OEL (Office of Early Learning) December 4, 2020 for 2020/2021 and the ECS (Episcopal Children’s Services) Contract Amendment #3 is in today’s packet. As of the date of this memo, the Coalition is awaiting another Notice of Award for increased provider rates – to add to this same contract amendment.
- Also as of today, the Coalition is awaiting OEL approved provider rate increases to create the needed School Readiness Plan Amendment for board approval.
- The Coalition completed our annual external audit in October, our biennial OEL Accountability Monitoring mid-November, and our annual OEL Fiscal Monitoring early December. Initial Accountability draft reports are extremely positive and may result in less than five (very minor) findings.
- Coalition staff completed the annual review of all administrative policies for any needed updates. As of today’s date we are preparing the revisions for board (and OEL) approval.
- The Coalition/Episcopal Children’s Services 2019/2020 Contract closed-out on schedule and with no issues.
- OEL released their School Readiness/VPK (Voluntary Pre-Kindergarten) monitoring guides and tools before the upcoming ECS second quarter monitoring. The Coalition has updated all eligibility monitoring tools per these newest guidelines.

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

The 2020/2021 First Quarter Monitoring was performed remotely November 6 – 20, 2020. This monitoring included all OEL required “eligibility” criteria for School Readiness and VPK and the annual Data and Data Security Systems review. From this review, there were eight eligibility compliance issues that mostly only required staff refresher training sessions. The trainings were held in time for ECS’s response to the final report.

The 2020/2021 Second Quarter Monitoring is scheduled for February 16 – March 1, 2021. 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, School Readiness applications and wait list procedures, and Non-direct Costs review for both first and second quarters.

*ALL full reports are available upon request.*

**2ND QUARTER EARLY LITERACY REPORT**

J. Whitson submitted her report to the Board on the following:

## Highlights:

**Volunteer Reading Conference:** October 21<sup>st</sup>. This year the annual volunteer reading conference was held virtually through Zoom. There were four presenters and 24 attendees. Each presentation focused on a different aspect of improving reading skills. It has been a challenge not meeting in person in 2020, but many volunteers have embraced the digital era and we will have more virtual meetings in the future. On January 16<sup>th</sup> we offered this same conference again to providers through the ECS training portal.

**Teacher of the Year 2020** – This year the ELC added an Infant/Toddler teacher award to its annual teacher of the year awards. The winner of this award was Emily Musserallo a teacher at St. John Paul Early Learning Center in Ponte Vedra. The Preschool teacher of the year winner which focuses on 4-5 year olds was Kelly Yeager, a teacher at Baker Pre-K center in Macclenny. Both winners went above and beyond in their duties and are true examples of what a caring and dedicated teacher should be. The winners were visited by a prize patrol in December and then were honored with a \$500 cash prize from Kaplan Early Learning and Clay Electric Foundation at the ELC Early Educators conference in January.

**Clifford Literacy Event with Kiwanis and Beaver Toyota:** On December 14<sup>th</sup> the ELC partnered with the Kiwanis club of St. Augustine and Beaver Toyota to put on a Clifford story time event at Castlebrook Academy in St. Augustine. Beaver Toyota sponsored the Kona Ice truck which gave sweet frozen treats to all the children and Kiwanis paid for the kids to all receive a free Clifford book.

**Read for the Record 2020** – October 29<sup>th</sup>. The ELC participated for the 10<sup>th</sup> year in the annual Read for the Record campaign. The goal is to break the world record of reading the same book to the most kids on the same day. This year's book was "Bear Sees Colors" by Karma Wilson. The ELC provided a free copy of this book along with an activities packet to each of our providers. All providers were encouraged to participate. A total of 6,257 kids were read to with 92 providers participating.

**Literacy Outreach Programs:** Throughout this quarter the outreach team managed to put on two ocean themed programs, 3 Pete the Cat programs, one Eric Carle program and 3 Clifford programs. Providers started to open up their doors to programs. Many of the programs were done outside due to COVID. A Hygiene program was created and launched as well with the help of an ELC volunteer who wrote a book about hand washing.

**ELC of N. Florida YouTube Channel:** The ELC outreach team continued to add new educational videos to the ELC of N. Florida YouTube channel. These videos are also being shared on the ECS In the Know social media outlet. A monthly book pick newsletter is going out along with a monthly activity video spotlight by outreach assistant Susan Murphy.

## NEW/UNFINISHED BUSINESS

**REVIEW OF TENTATIVE 2021 SCHOOL READINESS PROVIDER RATE INCREASES-  
HANDOUT AND SEPARATE EMAIL. THERE WAS NO VOTE ON THIS MEASURE AS  
IT WAS A TENTATIVE INCREASE AND WOULD BE VOTED ON ONCE THE FINAL  
RATE INCREASES WERE PRESENTED.**

**APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #29\* (SEPARATE  
LINK AND EMAIL)**

The Coalition is requesting approval for the following School Readiness Plan Attachments  
revisions:

Revisions/Updates Required:

- Form SR115 - ELCNF SR PLAN 2019-21 CORE Doc rev 022321
- Attach I H ECS SRAD12 Record Storage 020821
- Attach II B Single Point of Entry Pol rev 021921
- Attach II C Combined Eligibility Policies Rev 022421
- Attach II C Community Assessment 020821
- Attach II F ESD\_A\_1\_Screening\_Policies rev 021521
- Attach II G Program Assessment rev 021521
- Attach II H ECS Pre-Post Assessments rev 021521
- Attach II I Provider Payment Rates eff 010121
- Attach III D Quality Improvement rev 021521

Annual Updates:

- Attach V A ELC 2122 ECS Monitoring Plan narrative 021021
- Attach V A ELC Monitoring Schedule 2122 021021

3. A. Simpson-Gotham motioned to approve the 2019-21 School Readiness Plan  
Amendment #29 revisions. T. Little seconded the motion. No discussion –  
motion passed unanimously.

**APPROVAL OF REVISIONS TO THE COALITION’S CONTRACT MANAGEMENT AND  
MONITORING POLICIES AND PROCEDURES\***

The Coalition is requesting approval of revisions to the Contract Management and Monitoring Policies  
and Procedures based on an annual review of policies:



CM302 – Contract Requirements, deleted outdated grant agreement assurances and certifications listing for sub-recipient contracts (other than those noted with an asterisk). Added the most current grant agreement assurances and certifications for sub-recipient contracts.

If this is not done, the following would occur:

- The Coalition would not have the most accurate and updated Policies and Procedures.
  4. P. Tauch motioned to approve the revisions to the Coalition’s Contract Management and Monitoring Policies and Procedures. M. Siragusa seconded the motion. No discussion – motion passed unanimously.

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

Revisions from annual review of policies:

OP101 – Governance / Bylaws, delete the word “Bylaws” from the title of this policy as there are no bylaws in this policy. Bylaws are a separate document, and this title could cause confusion.

OP302 - Emergency Chief Executive Officer Succession Plan, deleted the CEO job description from 2009, added CEO job description from 2017 (most current).

5. R. Coleman motioned to approve the revisions to the Coalition’s Operational Polices and Procedures. T. Little seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2020/2021 CONTRACT AMENDMENT #0003-20\***

Contract Revisions:

- A. Items #1, 2 and 4 were to update the School Readiness and Additional School Readiness-Related Programs budgeted amounts per the December 4, 2020 and February 25, 2021 Notices of Award (NOA):
  - Revised School Readiness dollar amounts to match the last NOA, which was an increase of \$2,037,914 for the Provider Rate Increases.
  - Added the CARES total dollar amount to narrative section of contract.

- On budget attachment, moved the CARES general administration dollar amount to the left hand column only, as it is already included in the total dollar amount. And updated the amount to match the last NOA, which was an increase of \$770,341.
  - On budget attachment, decreased CARES “Rising Kindergarten” funds by \$230,000.
- B. Items #3 were to update all school readiness childcare Provider Reimbursement Rate Schedules as calculated and instructed by OEL, and made effective January 1, 2021.

**If this is not done, the following would occur:**

- A. ECS’s contract would not have the correct budgeted amounts for the School Readiness, additional School Readiness-related programs, or the CARES “Rising Kindergarten” program.
- B. ECS’s contract would not have the updated Provider Rates.

- 6.** M. Allen motioned to approve the Episcopal Children’s Services 2020/2021 Contract Amendment #0003-20. T. Little seconded the motion. T. Matheny recused herself, paperwork attached. No discussion-motion passed unanimously.

**APPROVAL OF REVISIONS TO THE ACCOUNTING AND FINANCIAL POLICIES\***

Revisions from annual review of policies:

F203 – Administration of Other Funding Sources, deleted language regarding on-line donations, as the Coalition no longer accepts on-line donations. Although this was removed from the referenced policy #F206 with the 09/11/19 revisions, this part of this policy was overlooked to be removed.

F301 – Purchasing Policies and Procedures, updated the language regarding the Coalition’s prior approval process as it is now automated on an OEL portal.

F802 – Monitoring of Sub-Recipients, updated the language regarding the Coalition’s sub-contractor’s prior approval process as it is now automated on an OEL portal.

If this is not done, the following would occur:

- The Coalition’s Accounting and Financial Policies and Procedures would not be up-to-date nor compliant.

- 7.** T. Little motioned to approve the revisions to the Coalition’s Accounting

Financial Policies. M. Allen seconded the motion. No discussion-motion passed unanimously.

### **APPROVAL OF REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA'S ANTI-FRAUD PLAN FOR 2021-2022\***

The OEL deadline for all annual revisions is June 30, 2021.

#### **Revisions:**

1. Updated the fiscal year of the Plan, revision date, and Coalition approval date.
2. Job titles were updated on pages 2.
3. Grammar corrections throughout.
4. More specific language when applicable.

If this is not done, the following would occur:

- OEL would not have the most accurate and current Coalition Anti-Fraud Plan for 2021/2022, and the Coalition would be out of compliance.

- 8.** T. Little motioned to approve the revisions to the Early Learning Coalition of North Florida's Anti-Fraud Plan for 2021-2022. M. Allen seconded the motion. No discussion-motion passed unanimously.

### **APPROVAL OF DISPOSAL OF INVENTORY\***

Any disposal of property listed on Coalition inventory, must be board approved in order to proceed with the removal of any item on the inventory.

Staff is asking permission to dispose of items that are no longer in good working order and are listed in Fair, Poor, Obsolete, Scrap Condition for tag numbers:

- Latitude Dell Laptop E6530, SN: 6R63GZ1, ID tag: ELCNF124

#### **If this is not done, the following would occur:**

The Coalition would have to hold on to inventory that is no longer being used.

- 9.** T. Little motioned to approve the disposal of inventory as described above. R. Coleman seconded the motion. No discussion-motion passed unanimously.

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

On Feb 25, 2021, the Office of Early Learning sent a revision to the Notice of Award for the 2020-2021 Grant Year. The revision increased the SR grant amount for an increase in provider rates. The revision also granted additional CARES funds.

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.** T. Little motioned to approve the revisions to the 2020-2021 budget for the Early Learning Coalition of North Florida. M. Allen seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF THE ELCNF 2021-2022 COOP (CONTINUITY OF OPERATIONS)\***

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 1<sup>st</sup> of every year. The revisions made to this year's COOP are:

- Changes in names, titles and contact information.
- 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

- 11.** P. Tauch motioned to approve the ELCNF 2021-2022 COOP (Continuity of Operations). M. Hill seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF REVISIONS TO THE EARLY LEARNING COALITION OF NORTH FLORIDA'S BYLAWS SPECIFIC TO SECTION 3.2 MEMBERSHIP TERMS, 3.2.2 FAITH BASED CHILD CARE PROVIDER REPRESENTATIVE\***

Revisions:

3.2.2 The faith based child care provider representative may serve two four year terms.

Eliminate the last sentence in the paragraph stating “The faith based child care provider seat will be rotated each term from county to county.”

If this is not approved, ELCNF will not have the ability to maintain the continuity of retaining and developing experienced board members.

- 12.** A. Simpson-Gotham motioned to approve the revisions to the Early Learning Coalition of North Florida’s bylaws specific to Section 3.2 membership terms, 3.2.2 faith based child care Provider Representative. M. Allen seconded the motion. T. Little recused herself, paperwork attached. No discussion-motion passed unanimously.

**APPROVAL OF THE MEMBER APPOINTED BY BOARD OF COUNTY COMMISSIONERS OR THE GOVERNING MUNICIPALITY: CHRISTIAN WHITEHURST\***

Christian Whitehurst has been appointed to fill the vacancy created by the recent change in Commissioner elections and assignments.

Commissioner Christian Whitehurst’s ELCNF term would extend from March 2021 – March 2025.

**If this is not done, the following would occur:**

- The Coalition would continue to be out of compliance by not having a mandated seat filled.

- 13.** T. Little motioned to approve the member appointed by Board of County Commissioner’s or the governing municipality: Christian Whitehurst. M. Allen seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF PRIVATE SECTOR BOARD MEMBER NOMINEE WHITNEY KERSEY GRAVES\***

Whitney Kersey Graves serves as the Coordinator and Grant Specialist for the St. Johns County Tax Collector’s Office’s Project Buckle Up. This organization provides education to parents, educators and Law Enforcement on proper child passenger safety laws and regulations. In

addition, Project Buckle Up distributes free child safety seats to low-income families in St. Johns County.

Whitney Kersey Graves term will be March 2021 to March 2025.

**If this is not done, the following would occur:**

- The Coalition would be close to being out of compliance with our requirement to maintain more than 1/3 of our total board membership as private sector.

**14.** T. Little motioned to approve private second Board member nominee Whitney Kersey Graves. M. Hill seconded the motion. No discussion-motion passed unanimously.

**APPROVAL OF REPRESENTATIVE OF FAITH BASED CHILD CARE PROVIDERS:  
THERESA LITTLE, SECOND TERM\***

Theresa was born and raised in Jacksonville, she is married and has 2 sons. Theresa has been in childcare for 20 years, and was initially hired to be the director at Christ the King Child Care and has grown now to be the Early Learning Coordinator for the Diocese of St. Augustine. In her present role, she manages sites in Clay, Duval and St. Johns County. Theresa presently also sits on the board at the Early Learning Coalition of Duval and serves on the Executive committee.

Theresa Little's second term will be March 2021 to March 2025

**If this is not done, the following would occur:**

- The Coalition would be out of compliance by not having a mandated seat filled.

**15.** R. Coleman motioned to approve Representative of Faith Based Child Care Providers, Theresa Little's second term. M. Allen seconded the motion. T. Little recused herself, paperwork attached.

**REVIEW HEARING FOR WESTSIDE NURSERY AND PRESCHOOL, OWNER, PEGGY DRIGGERS**

D. Bell explained to the Board that this new business matter would go to the Subcommittee following adjournment of the regular Board meeting. Board members not on the subcommittee were invited to stay for the hearing but it was not mandatory.

**REVIEW OF BOARD MEMBERSHIP-Informational**

No Comments

**BOARD ABSENTEEISM LOG- Informational**

No Comments.

**BOARD COMMENTS**

No Comments.

**NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, May 5, 2021 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, June 9, 2021 10:30 a.m. –Board Meeting World Golf Village Convention Center

**ADJOURNMENT\***

- 16.** T. Little motioned for adjournment at 11: 38am. C. Whitehurst seconded the motion. No discussion – motion passed unanimously.

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