

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

June 30, 2021

Conference Call: 888-296-6500, Guest Code: 966582
10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen, Treasurer
Jessica Bishop
Ron Coleman
Vina Delcomyn
Kyle Gammon
Whitney Kersey Graves
Marsha Hill
Theresa Little
Teresa Matheny, ECS
Bianca Montoro
Aubrie Simpson-Gotham, Secretary
Michael Siragusa
Joy Stanton, Vice Chair
Renee Williams

Members Absent:

Brian Graham
Charles Puckett
Michelle Jonihakis
Brian McElhone
Kristi Simpkins
Patricia Tauch
Christian Whitehurst

Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Tajaro Dixon, Grants and Operations Manager

Others Present:

CALL TO ORDER/ROLL CALL

J. Stanton, Vice Chair called the meeting to order at 10:31 am. Roll was taken by R. Cody; quorum was met with 14 of the 21 board members in attendance.

PUBLIC COMMENT

No comments.

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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 available at each regular board meeting for board

review, were sent via email to all Board Members for review prior to the meeting and there was no discussion or questions on the items reviewed.

APPROVAL OF JUNE 9, 2021 BOARD MEETING MINUTES*

1. T. Little motioned to approve the June 9, 2021 Board Meeting Minutes, as presented. W. Kersey Graves seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF THE GRANT AGREEMENT BETWEEN THE OFFICE OF EARLY LEARNING (OEL) AND THE EARLY LEARNING COALITION OF NORTH FLORIDA FOR SCHOOL READINESS (SR) AND VOLUNTARY PREKINDERGARTEN (VPK)*

As the Coalition has been satisfied with Episcopal Children's services (ECS) delivery of services in contract year 2020/2021 (and all applicable prior years), the Coalition will continue contracting with ECS for 2021/2022.

2. T. Little motioned the Approval of the Grant Agreement between the Office of Early Learning (OEL) and the Early Learning Coalition of North Florida for School Readiness (SR) and Voluntary Prekindergarten (VPK). W. Kersey Graves seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2020/2021 CONTRACT AMENDMENT #0004-20- HANDOUT*

Revisions:

- A. Items #1, 2 and 3 were to update the School Readiness Program budgeted amounts per the March 29, 2021 and May 6, 2021 Notices of Award (NOA):
 - 03/29/21 NOA:
 - Revised School Readiness dollar amounts to match the NOA, which was an increase of \$120,000 for QPI (Quality Performance Incentive/Contracted Slots).
 - 05/06/21 NOA:

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- Revised CARES dollar amounts for a de-obligation for provider bonuses, and a re-obligation for parent co-pays – netting in a \$30,848 funding gain.
- Deleted the “Program Assessment” section from the contract that was not awarded this year, and replaced it with new Coronavirus Response and Relief Supplemental Act (CRRSA) funding awarded on this NOA – a total of \$4,035,000 for provider grants.

Revised PDG grant year/funding information (Preschool Development Grant Services) to match the NOA.

- 3.** A. Simpson-Gotham motioned to approve Episcopal Children’s Services Contract Amendment #0004-20. T. Little seconded the motion. T. Matheny recused herself from voting. Memorandum of Voting Conflict attached. No discussion, motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER MARY ANN HOLANCHOCK*

Mary Ann Holanchock is a returning Board Member, having served with the Early Learning Coalition of North Florida’s Board in a mandated position while the Director of St. John’s County School District’s Head Start Program for over 20 years. She brings a wealth of knowledge and experience in early learning literacy programs including being a private provider and Director of Presbyterian Day School. Her entire tenure with the Coalition’s Board is over 13 years with a combination of the mandated position and as a private provider. She will now serve in the capacity as a Private Sector Board Member.

Mary Ann Holanchock’s term will be from June 2021 – June 2025.

- 4.** R. Coleman motioned to approve Private Sector Board Member Mary Ann Holanchock. A. Simpson-Gotham seconded the motion. No discussion, motion passed unanimously.

**REVIEW OF RFP AND RFQ TIMELINES FOR RECRUITING EVALUATORS-
INFORMATIONAL & REMINDER**

Early Learning Coalition of North Florida

Timelines for 2021/2022– Meeting Dates ONLY

(Created 05/10/21)

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**RFP (Request for Proposals)
for Primary Service Provider 2022/2023**

Activities/Events	Date	Time	Address
Distribute RFP <u>Timeline</u> and recruit RFP Procurement Committee members (2 Fiscal and 2 Program)	06/09/21	10:30 am	Coalition Board of Directors Meeting World Golf Village
RFP Committee Meeting to: (1) approve the Final RFP to be forwarded to Exec/Admin committee, and (2) assign a chairperson who will prepare the recommendation for the Board (after the scoring of the proposals).	07/21/21	11:00 am	RFP Committee Conference Call
Exec/Admin Committee Meeting to approve Final RFP	08/04/21	10:30 am	Exec/Admin Committee Conference Call
Initial RFP Procurement Committee Meeting to include Public Opening of Proposals	09/21/21	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
Final RFP Procurement Committee meeting , scores tabulated, proposers ranked, and Prepare Recommendation for Board	11/02/21	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village
Board Meeting: Review and approve RFP Committee recommendation	12/01/21	2:00 pm	Coalition Board of Directors Meeting World Golf Village
Board Meeting: Approve Contract (<i>ONLY if it is a NEW contractor; to allow for transition activities</i>)	03/09/22	10:30 am	Coalition Board of Directors Meeting World Golf Village
Board Meeting: Approve Contract	06/08/22	10:30 am	Coalition Board of Directors Meeting World Golf Village

**RFQ (Request For Qualifications)
for External Auditing Services 2022/2023**

Activities/Events	Date	Time	Address
Distribute RFP <u>Timeline</u> (to recruit evaluators)	06/09/21	10:30 am	Coalition Board of Directors Meeting World Golf Village
RFQ document to be approved	03/09/22	10:30 am	Coalition Board of Directors Meeting World Golf Village
E-mail proposals to review team for scoring.	04/25/22		ELC will e-mail proposals and scoring tools/instructions
RFQ Proposals External Reviewers' Evaluation Meeting	05/11/22	11:00 am	Caddy Shack Restaurant meeting room at World Golf Village

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Board Meeting: Approve RFQ Committee recommendation and contract	06/08/22	10:30 am	Coalition Board of Directors Meeting World Golf Village
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Orange indicates an additional meeting date.

Dates/times may be subject to change

BOARD SELF EVALUATION- REMINDER DUE JULY 16, 2021

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to R. Cody no later than July 16, 2021. This evaluation assists the staff in their continued strive to be a model Coalition and a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectations.

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, August 4, 2021 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, September 8, 2021 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

5. V. Delcomyn motioned for adjournment at 11: 04 a.m. T. Little seconded the motion. No discussion – motion passed unanimously.

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