

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

Renaissance World Golf Village Convention Center, Troon Meeting Room

St. Augustine, FL 32092

June 9, 2021

Conference Call: 888-296-6500, Guest Code: 966582

10:30 a.m.

ATTENDANCE

Members Present:

Ron Coleman
Vina Delcomyn
Kyle Gammon
Whitney Kersey Graves
Marsha Hill
Michelle Jonihakis
Theresa Little
Teresa Matheny, ECS
Brian McElhone
Kristi Simpkins
Aubrie Simpson-Gotham, Secretary
Michael Siragusa
Joy Stanton, Vice Chair
Patricia Tauch
Christian Whitehurst
Renee Williams

Members Absent:

Dr. Myrna Allen, Treasurer
Brian Graham
Charles Puckett

Staff Present:

Dawn Bell, Chief Executive Officer
Rhonda Cody, Office Manager
Susan Pettijohn, Finance Manager
Christopher Spell, Finance Manager
Joan Whitson, Early Literacy Manager
Tajaro Dixon, Grants and Operations Manager

Others Present:

Jessica Bishop, New Board Member
Appointee
Bianca Montoro, New Board Member
Appointee

CALL TO ORDER/ROLL CALL

J. Stanton, Vice Chair called the meeting to order at 10:35 am. Roll was taken by R. Cody; 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 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 MARCH 10, 2021 BOARD MEETING MINUTES*

1. C. Whitehurst motioned to approve the March 10, 2021 Board Meeting Minutes, as presented. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO Report-Verbal

D. Bell advised the Board of the recently passed legislation, HB419, that impacts how all of the State Coalitions will operate going forward. Coalitions will have more significant oversight by the Department of Education (DOE) which may even include how ELC offices manage their office hours, holidays and leave. Dawn will continue to update the Board as more information rolls out from OEL/DOE and what our Coalition's roll will be going forward.

Finance Manager's Report

S. Pettijohn reported on the following:

Desk Reviews and Audits

We have completed all Desk Reviews and Audits at this time. Responses were provided to OEL on a timely basis. No further changes to our policies and procedures were required.

Q3 Financial Statements (see attachment)

Attached are the Q3 financial statements for FY 2020-21. 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 3.9% at the end of March bringing us back in line with our target. All other targets and restrictions remain in alignment with Grant requirements.

Early Learning Coalition of North Florida

FY
2020-2021
1

As of March 31, 2021

03.10.2021				
	2020-2021	Jul-Mar 2021	Q3 2020-21	Favorable
Notice of Awards	Annual Budget	Estimated Budget	YTD Actual	(Unfavorable)
School Readiness (SR)	\$ 21,288,789	\$ 15,966,591.75	\$ 13,804,416	\$ (2,162,176)
OAMI	16,618	11,079	12,870	1,792
PDG Services	201,655	134,437	187,799	53,362
CARES	4,779,311	4,062,414	4,143,370	80,956
Voluntary PreKindergarten (VPK)	14,924,803	11,193,602	10,361,307	(832,295)
Total Notice of Award	\$ 41,211,176	\$ 31,368,124	\$ 28,509,762	\$ (2,858,361)
Subrecipient Expense				
School Readiness (SR)	\$ 20,279,141	\$ 15,209,355.75	\$ 13,137,628	\$ 2,071,727.75
OAMI	16,618	11,079	12,870	(1,791)
PDG Services	201,655	134,437	187,799	(53,362)
CARES	4,779,311	4,062,414	4,143,370	(80,956)
Voluntary PreKindergarten (VPK)	14,867,400	11,150,550	10,352,258	798,292
Total Subrecipient Expense	\$ 40,144,125	\$ 30,567,835	\$ 27,833,925	\$ 2,733,910
Grant Funds Available to ELC of North FL	\$ 1,067,051	\$ 800,288	\$ 675,837	\$ (124,451)
Other Donations and Revenue				
Interest Income	\$ 530	\$ 398	\$ 476	\$ 78

Clay Electric Foundation	15,000	15,000	15,000	0
Kiwanis	750	0	0	0
Reinhold	750	0	0	0
Quality Teacher's Conference	6,500	6,500	2,785	(3,715)
Miscellaneous Donations	2,000	1,500	5,776	4,276
Total Revenues	\$ 1,092,581	\$ 823,686	\$ 699,874	\$ (123,812)

ELC of North Florida Estimated Expense

Salaries	\$ 579,868	\$ 434,901	\$ 350,958	\$ 83,943
PR Taxes	47,363	35,522	26,643	8,879
Health Insurance & HSA Contributions	121,000	90,750	98,298	(7,548)
Pension	27,000	20,250	13,899	6,351
Life, Disability, and WC	15,000	11,250	6,606	4,644
Staff Development	8,500	6,375	1,771	4,604
Contract Services	3,000	2,250	0	2,250
Auditing	15,000	12,500	10,500	2,000
Legal	500	375	0	375
Printing & Reproduction	2,000	1,500	0	1,500
Repairs & Maintenance	1,000	750	0	750
Office Sites - Occupancy	50,000	37,500	32,759	4,741
Postage, Freight & Delivery	2,000	1,500	2,762	(1,262)
Rentals - Office Equipment	5,000	3,750	3,067	683
Office Supplies	10,000	7,500	5,375	2,125
Communications	15,000	11,250	12,130	(880)
D & O Insurance	2,800	2,800	2,277	523
General Liability	4,500	4,500	4,569	(69)
Equipment <\$1,000	3,500	2,625	1,464	1,161
Equipment >\$1,000	2,000	1,500	5,111	(3,611)
Travel - In State	3,500	2,625	0	2,625
Travel - Out of State	6,500	4,875	0	4,875

Travel - Local	7,000	5,250	1,582	3,668
Bank Fees	600	450	139	311
Software/Licenses/Support	14,000	10,500	4,194	6,306
Web Service	26,000	19,500	24,170	(4,670)
Other employee expenditures	2,000	1,500	98	1,402
ADP Fees	7,500	5,625	4,615	1,010
Dues & Subscriptions	14,000	10,500	10,364	136
Taxes, Licenses and Fees	450	338	115	223
Misc. - Other Current Charges	4,250	3,188	5,106	(1,919)
Quality Program	91,750	68,813	60,763	8,050
Total ELC North Florida Estimated Expense	1,092,581	822,511	689,335	133,176
Surplus or (Loss)	\$ -	\$ 1,176	\$ 10,539	\$ 9,363

3RD QUARTER PROGRAM UPDATE

T. Dixon presented the 3rd quarter program per the following:

Coalition Activities:

- QPI (Quality Performance Incentive/Contracted Slots) funding was received from OEL (Office of Early Learning) March 29, 2021 and the ECS (Episcopal Children's Services) Contract Amendment #4 will be in the June 30, 2021 Emergency Board Conference Call.
- The Coalition received the Final Report (March 17, 2021) for the biennial OEL Accountability Monitoring that occurred mid-November 2020. As there were no outstanding corrective actions, we also received the official close-out letter the same date.
- The Coalition received the draft report (February 23, 2021) for the annual OEL Fiscal Monitoring that occurred early December 2020. In this draft report there were three compliance issues. However, the Coalition submitted responses to each issue, and some of them may be removed.
- The 2021/2022 Sub-recipient Contract Monitoring Schedule and Narrative Plan were completed and was submitted as part of the School Readiness Plan Amendment #29 included in the March 2021 board packet.

- The annual review and update of the CEO Succession Plan Hand-off report was completed January 21, 2021. (This is a summary report of all essential day-to-day operational information that would be needed in the case of an emergency.)
- Coalition staff completed the annual refresher Data Security training and Information Technology policy review February 12, 2021.
- Coalition and ECS staff were able to attend OEL-sponsored WipFli Webinar Trainings the first week of March.
- The Episcopal Children’s Services contract renewal process for 2021/2022 has begun.

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

The 2020/2021 Second Quarter Monitoring was performed (remotely) February 16 – March 1, 2021. This monitoring included all OEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates, School Readiness applications/wait list procedures, and Non-direct Costs review. From this review, there were five eligibility compliance issues that were corrected and only required further staff refresher training sessions as corrective action. The trainings were held by ECS’s response to the final report.

The 2020/2021 Third Quarter Monitoring is scheduled for May 17-28, 2021. This monitoring will include all OEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates, and School Readiness Plan Compliance for section II. C. Inclusion.

ALL full reports are available upon request.

3RD QUARTER EARLY LITERACY REPORT

J. Whitson submitted her report on the following:

Early Educators Conference – January 16th at the Thrasher Horne Center in Orange Park. Due to COVID, this year’s conference looked a little different. The conference featured a morning and afternoon session with keynote speaker Ron Schuali. There were 130 teachers and providers in attendance sitting social distance style. The 2020 Teacher of the year recipients were honored and received a plaque along with a \$500 cash prize thanks to Kaplan Early Learning and the Clay Electric Foundation.

Florida Literacy Week – January 28th – Our providers joined others from all over the state to read this year’s book picks. This year’s books were “Ten Tiny Toes” by Caroline Jayne Church and “What I Like about Me” by Allia Zobel-Nolan. The ELCNF provided copies of these books along

with book activity packets to each attendee at the early educator's conference and promoted it with all of our providers to participate.

Themed Literacy Programs – Schools started opening up to let us come and put on our themed literacy programs. The outreach team wore clear facemasks and put on seven Ocean themed programs during this quarter. In the Ocean program, kids get to learn amazing facts about the ocean itself and all of its amazing creatures. They get to create their own ocean in a bottle, paint seashell creatures, make sand necklaces and create awesome looking octopuses. Each child receives a free book called “Discovering the Ocean's” and the teacher receives a resource bag for their classroom filled with books and teaching tools to learn about the ocean.

Dr. Seuss Month Celebrations– In honor of Dr. Seuss's birthday, which is the first week in March, the ELCNF outreach team put on 19 Dr. Seuss themed literacy programs. Each program featured a story time with special guest The Cat in the Hat. Each child received a FREE Dr. Seuss book and each classroom received a wonderful set of Dr. Seuss books and teaching resources for their classroom.

Dr. Seuss Reading Corner Contest: The ELCNF held a contest for providers looking for the best and most creative Dr. Seuss themed reading corners. Forty-five entries were submitted. Two top winners were chosen and four runners up. The competition was fierce and it was very difficult to pick the winners. The winners received either a beautiful new classroom rug or set of soft-sided child size furniture.

ELC of N. Florida YouTube Channel– The outreach team continued to make educational videos to add and share on the ELCNF YouTube channel. These videos are shared to providers on social media through Episcopal Children's Services “ECS In the Know” Facebook page and the ELCNF social media outlets. Please subscribe to our ELC of North Florida YouTube Channel.

EXECUTIVE ADMINISTRATIVE COMMITTEE

Draft minutes of the May 5, 2021 Exec Admin Committee Meeting were provided as an informational item. The following are the items that were up for ratification on the Exec Admin Committee:

Consent Agenda:

1. Ratify Approval of May 6, 2020 Exec/Admin Committee Meeting Minutes*
2. Ratify Approval of the 2019-21 School Readiness Plan Amendment #30*
3. Ratify Approval of the Online Mediation Course for the Executive Director, Dawn Bell*
4. Ratify Approval of She is Fierce Training Membership for ELC of North Florida Staff and Board Members*
5. Ratify Retro Active Approval (Effective April 1, 2021) of the Contract Amendment to Media/Graphic Design Provider Contract Amy Lyn D'Alesio, Sole Proprietor of Creative Types*

- 2.** R. Coleman motioned for ratification of items 1- 5 on the Exec Admin Committee Consent agenda. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2021/2022 PRIMARY SERVICE PROVIDER CONTRACT (TO INCLUDE RECORDING OF INDIVIDUAL VOTES)*

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.

T. Dixon mentioned these very important items as the ECS contract is a “related party contract” and as such, the requirements are:

- Any related party has to disclose their conflict to the board and complete the conflict of interest form.
- We (the ELC) are notifying the board that Teresa Matheny is a ‘related party’ as she has a statutorily required voting seat on the board and is ALSO the Chief of Programs and Administration of Episcopal Children’s Services.
- As she has a conflict, she has completed the form “8B”. And, as she is present, she will not be allowed to have discussion or participate in the vote on this item (contract).
- Because this is a related party contract, we must have 2/3 vote (of the entire board) approval of the contract before we can send it to OEL for approval.
- The contract will not be executed (signed by both parties) until the ELC receives OEL approval.
- The minutes from this meeting will reflect that these requirements were disclosed to you and will reflect the individual votes.

- 3.** A. Simpson-Gotham motioned the Approval of ECS 2021-2022 Primary Service Provider Contract. T. Little seconded the motion. T. Matheny recused herself and completed the form “8B”, disclosing and documenting her conflict of interest. No discussion, motion passed unanimously.

At this point, individual votes were taken by calling all board member names, having them state yes or no. This information was captured on the roll call sheet (attached) and here:

Dr. Myrna Allen, not present ; Ron Coleman, YES; Vina Delcomyn, YES; Kyle Gammon, YES; *Brian Graham, not present*; Whitney Kersey Graves, YES; Marsha Hill, YES; Michelle Jonihakis, YES; Theresa Little, YES; Brian McElhone, YES; *Charles Puckett, not present*; Kristi Simpkins, YES; Aubrie Simpson-Gotham, YES; Mike Siragusa, YES; Joy Stanton, YES; Patricia Tauch, YES; Christian Whitehurst, YES; Renee Williams, YES.

Motion passed unanimously.

APPROVAL OF THE REVISIONS TO THE ELCNF 2020/2021 BUDGET*

On May 6, 2021 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, increased the CARES Grant, and added the CRRSA (Coronavirus Response and Relief Supplemental Act) Grant.

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.

- 4.** T. Little motioned the approval of the revisions to the ELCNF 2020/2021 Budget. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE PRELIMINARY ELCNF BUDGET FOR 2021/2022*

The attached preliminary budget is an estimate of expected expenses for the upcoming year. At this point we have not received our Notice of Award for FY 2021-22, but are required to operate within a Board approved budget.

This budget maintains revenues at the amount awarded for FY2020-21 and ECS expenses at the contracted amount for FY2020-21. The expenses are estimated based on the prior 12 months of expense. Annual purchase orders for FY2021-22 will be created based on these budgeted amounts.

If not approved, we will be operating without an approved budget.

5. W. Kersey Graves motioned to approve the preliminary ELCNF budget for 2021/2022. T. Little seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE WEB MARKETING CONSULTING CONTRACT WITH CREATIVE TYPES/AMY LYN D’ALESIO*

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 300 hours/\$18,000 annually.

If this is not done, the following would occur:

- The Coalition would not have anyone in place to assist the Coalition with their ongoing Marketing/Ad Graphics, website updates and social media marketing, etc. To hire a staff person to solely perform these duties would be far more costly than \$18,000 annually.

6. V. Delcomyn motioned the approval of the web marketing consulting contract with Creative Types/Amy Lyn D’Alesio. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE 2021-2022 MEETING SCHEDULE*

2021-22 MEETING SCHEDULE

Unless stated otherwise, all meetings are held at:

**Renaissance World Golf Village Resort and Convention Center
500 South Legacy Trail, St. Augustine, FL 32092**

DATE	TIME	MEETING
July 2021		No Meetings
August 4 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582

September 8 th	10:30 a.m.	ANNUAL Board; Meeting/Workshop; Elect Officers
October		No Meetings
November 3 rd	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
December 1	2:00 p.m.	Board- CaddyShack Restaurant, World Golf Village
January 2021		No Meetings
February 2 nd	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
March 9 th	10:30 a.m.	Board
April		No Meetings
May 4 th	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
June 8 th	10:30 a.m.	Board

- **Board Meetings are held quarterly on the 2nd Wednesday of the month with the exception of the December Meeting.**
- **Exec/Admin Committee Conference Call Meetings are also held quarterly on the 1st Wednesday of the month.**
- **AD-HOC Committee Meetings are added as needed.**

PLEASE MAKE NOTE: This is a tentative schedule that is continuously being updated as meetings are being added cancelled or rescheduled, due to unforeseen circumstances.

Updated Meeting Schedules are posted on our website: www.elcnorthflorida.org

7. T. Little motioned the approval of the 2021-2022 Meeting Schedule. A. Simpson-Gotham seconded the motion. No discussion, motion passed unanimously.

**APPROVAL OF THE MEMBER APPOINTED BY THE HEAD START DIRECTOR:
BRIAN MCELHONE'S SECOND TERM***

Brian McElhone is the Director of Early Childhood Services and District Assessment Development for St. Johns County School District. Brian has served as a school district director for the past five years. Prior to district administration, he was the Principal at South Woods Elementary School for six years, the assistant principal at Osceola Elementary School for five years and a teacher for six years. During his tenure, he was the teacher of the year finalist and the assistant principal of the year for St. Johns County School District.

Brian's ELCNF second term will be from July 2021 – July 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.

- 8.** T. Little motioned the approval of the member appointed by the Head Start Director: Brian McElhone's second term. A. Simpson-Gotham seconded the motion. B. McElhone recused himself from voting, Memorandum of Voting Conflict attached. No discussion, motion passed unanimously.

**APPROVAL OF THE COUNTY HEALTH DIRECTOR OR DESIGNEE: JESSICA
BISHOP***

Dr. Jessica Bishop is the Health Educator for the Florida Department of Health in Putnam County. Under the Florida Healthy Babies grant, she is the Team Lead for the Maternal and Child Health Education for Putnam County's Community Health Improvement Plan (2021-2025). She has extensive experience in Early Childcare Education as well as working for the Department of Health in both Maternal-Child Health and WIC programs.

Dr. Jessica Bishop's ELCNF term would extend from June 2021- June 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.

- 9.** T. Little motioned to approve the County Health Director or Designee: Jessica Bishop. A. Simpson-Gotham seconded the motion. No discussion, motion passed unanimously.

**APPROVAL OF DISTRICT SUPERINTENDENT OF SCHOOLS OR DESIGNEE:
 BIANCA MONTORO***

Bianca Montoro is the Reading Curriculum Specialist at the Clay County School District. She has extensive teaching experience at all grade levels with a focus on supporting students with disabilities, English Language learners, students from low socioeconomic households and students identified as having substantial reading deficiencies. She is currently in the process of completing her Doctorate of Education degree that focuses on instructional leadership.

Bianca Montoro’s ELCNF term would extend from June 2021- June 2025.

- 10.** T. Little motioned to approve the District Superintendent of Schools or Designee: Bianca Montoro. W. Kersey Graves seconded the motion. No discussion, motion passed unanimously.

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

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

Activities/Events	Date	Time	Address
Distribute RFP Timeline 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 Timeline (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
Board Meeting: Approve RFQ Committee recommendation and contract	06/08/22	10:30 am	Coalition Board of Directors Meeting World Golf Village

*Orange indicates an additional meeting date.
Dates/times may be subject to change*

BOARD SELF EVALUATION DISCUSSION-HANDOUT

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*

- 11.** T. Little motioned for adjournment at 11: 34am. C. Whitehurst seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Rhonda Cody, Office Manager on June 9, 2021