

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 1, 2021

2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Jessica Bishop
Ronald Coleman
Whitney Kersey-Graves
Mary Ann Holanchock
Michelle Jonihakis
Teresa Matheny
Brian McElhone
Aubrie Simpson-Gotham, *Vice Chair*
Joy Stanton, *Interim Chair*
Patricia Tauch
Christian Whitehurst

Members Absent:

Vina Delcomyn, *excused*
Kyle Gammon, *excused*
Brian Graham, *excused*
Theresa Little, *excused*
Bianco Montoro, *excused*
Marsha Peacock, *excused*
Michael Siragusa, *excused*
Renee Williams, *excused*

Staff Present:

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

Others Present:

Andrew Warnock, Board member nominee

CALL TO ORDER/ROLL CALL

J. Stanton called the meeting to order at 2:03pm. Roll Call was taken by M. Hanson; quorum was met with 12 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
December 1, 2021**

APPROVAL OF SEPTEMBER 8, 2021 ANNUAL BOARD MEETING MINUTES*

1. C. Whitehurst motioned to approve the September 8, 2021 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 the changes in the leadership of the Division of Early Learning. There were no additional updates discussed

B. FINANCE MANAGER'S REPORT

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

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.

Q1 Financial Statements (see attachment)

Attached are the Q1 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 5.1% at end of September which is greater than our target of 4%. This is due to timing of revenue awarded for VPK. The expectation is for the percentage of VPK administration will be in line with the restriction at end of Q2, since revenue will increase for Q2. All other targets and restrictions remain in alignment with Grant requirements.

FY 2021-2022

As of September 30, 2021

	2021-2022 Annual Budget	Jul-Sep 2021 Estimated Budget	Q1 2021-22 YTD Actual	Over (Under)
Notice of Awards				
School Readiness (SR)	\$ 21,913,132	\$ 5,478,283.00	4,650,906	\$ (827,377)
PDG Services	179,161	89,581	0	(89,581)
CRRSA	10,805,567	2,701,392	0	(2,701,392)
Voluntary PreKindergarten (VPK)	14,695,013	3,673,753	3,526,392	(147,361)
Total Notice of Award	\$ 47,592,873	\$ 11,943,009	\$ 8,177,298	\$ (3,765,711)
Subrecipient Expense				
School Readiness (SR)	\$ 20,803,379	\$ 5,200,844.75	4,401,215	\$ (799,629.75)
PDG Services	179,161	89,581	0	(89,581)
CRRSA	10,805,567	2,701,392	0	(2,701,392)
Voluntary PreKindergarten (VPK)	14,638,494	3,659,624	3,522,226	(137,398)
Total Subrecipient Expense	\$ 46,426,601	\$ 11,651,441	\$ 7,923,441	\$ (3,728,000)

Grant Funds Available to ELC of North FL	\$ 1,166,272	\$ 291,568	\$ 253,857	\$ (37,711)
Other Donations and Revenue				
Interest Income	\$ 530	\$ 133	155	\$ 22
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	500	3,766	3,266
Total Revenues	\$ 1,190,552	\$ 292,201	\$ 257,778	\$ (34,423)
ELC of North Florida Estimated Expense				
Salaries	\$ 595,000	\$ 148,750	\$ 125,426	\$ 23,324
PR Taxes	63,000	15,750	9,401	6,349
Health Insurance & HSA Contributions	129,000	32,250	37,281	(5,031)
Pension	30,000	7,500	4,632	2,868
Life, Disability, and WC	15,000	3,750	2,138	1,612
Staff Development	9,500	2,375	6,171	(3,796)
Contract Services	14,260	3,565	11,260	(7,695)
Auditing	15,000	0	0	0
Legal	500	125	0	125
Printing & Reproduction	3,000	750	0	750
Repairs & Maintenance	1,000	250	0	250
Office Sites - Occupancy	60,000	15,000	11,170	3,830
Postage, Freight & Delivery	3,750	938	490	448
Rentals - Office Equipment	5,200	1,300	812	488
Office Supplies	10,000	2,500	1,869	631
Communications	18,000	4,500	4,840	(340)
D & O Insurance	2,900	0	0	0
General Liability	4,800	0	0	0
Equipment <\$1,000	4,500	1,125	0	1,125
Equipment >\$1,000	3,500	875	0	875
Travel - In State	6,000	1,500	1,183	317
Travel - Out of State	7,500	1,875	0	1,875
Travel - Local	7,500	1,875	245	1,630
Bank Fees	600	150	0	150
Software/Licenses/Support	17,000	4,250	2,534	1,716
Web Service	32,000	8,000	5,853	2,147
Other employee expenditures	3,000	750	50	700
ADP Fees	8,000	2,000	1,605	395
Dues & Subscriptions	14,000	3,500	9,070	(5,570)
Taxes, Licenses and Fees	500	125	0	125
Misc. - Other Current Charges	6,800	1,700	691	1,009
Quality Program	98,000	24,500	19,211	5,289
Total ELC North Florida Estimated Expense	1,188,810	291,528	255,932	35,596

Surplus or (Loss)

\$	1,742	\$	674	\$	1,846	\$	1,173
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C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- The Coalition and the Division of Early Learning (DEL) agreed on a Preventative Corrective Action Plan (PCAP) July 28, 2021 for the annual OEL Fiscal Monitoring that occurred early December 2020. The final report only had two minor compliance issues. As all items in the PCAP have been completed, the Coalition received the official close-out letter October 14, 2021.
- The Coalition began the 21/22 processing of the Request for Proposals (RFP) for Primary Service Provider. The RFP committee had its Initial meeting (which included public opening of the bids September 21, 2021. And the Final RFP meeting is scheduled for November 2, 2021 (which includes the tallying of scores). Today's packet includes a memo of recommendation from the RFP Committee.
- The Coalition received additional notices of awards and the Episcopal Children's Services (ECS) Contract Amendment #3 is in today's packet.
- The Coalition staff completed the 2021/2022 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 Division of Early Learning (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.
- In July, all Coalition staff completed their annual review of Anti-Fraud plan, policies and practices.
- Annual archiving processes have begun.
- Annual policies review and revisions have begun.

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

The 2020/2021 Fourth Quarter Monitoring was performed (remotely) August 16-27, 2021. This monitoring included Data and Data Security Systems Updates, and School Readiness Plan Compliance for section II. G. Program Assessment, Fiscal Non-direct Costs review for 3rd and 4th quarters, and the Fiscal Year-end Overview. From this review, there were no compliance issues. A great review for ECS!

The 2021/2022 First Quarter Monitoring is scheduled for November 5 - 19, 2021. This monitoring will include all DEL required “eligibility” criteria for School Readiness and VPK. One additional area of review will be the Annual Data and Data Security Systems Review.

ALL full reports are available upon request.

D. 1ST QUARTER EARLY LEARNING LITERACY REPORT

Highlights:

Kiwanis Kids Fest- June 19th at Staples in Palatka. The ELC provided character costumes, activities and free books as a partnership with the Kiwanis club of Palatka who hosted a community kids festival.

Civic Club Partnerships: During July and August I was the guest speaker for both the Palatka Pilot Club and Woman’s club. Both clubs partner with the ELC by adopting a child care center that their members read at each week throughout the year. They also provide regular volunteers who help with our themed literacy programs and these clubs help spread the work we do in the community.

Literacy Programs:

Ocean Program: Our Ocean themed program received a science update over the summer. Kids got to make their own ocean slime, ocean in a bottle and their own classroom jars showing the different levels of the ocean and the creatures that live in them. The outreach team is putting a stronger emphasis on STEA M learning. (Science, Technology, Engineering, Arts and Math) 7 Ocean programs were done over the summer.

Volunteer Programs: During August and September a lot of time was focused on recruiting and training new reading volunteers. Due to COVID we lost quite a few volunteers so we needed to replenish our forces. We updated our training manuals to give everything a fresh look. Four training sessions were held in Clay and St. Johns County and 10 new volunteers joined the team. These volunteers have been assigned a weekly reading assignment in a local preschool. Many of these volunteers will also help put on our themed literacy programs as well. We started back with in person quarterly volunteer meetings. The energy was very high as everyone is excited to be back in the schools again doing what they love...working with kids.

Science Programs: Two new science themed programs have been created and launched this quarter. One teaches kids about the concepts of air and wind and the other focuses on the five senses. Both programs have a strong emphasis on STEAM learning as mentioned above. Kids will learn how to do their own wind experiments and learn scientific processes like making predictions and conclusions, They will make their own tornado in a bottle while wearing lab coats and safety goggles. They will have fun discovering so many amazing facts about their five senses and even amazing facts about animals with super senses. Twenty of these programs have already been scheduled for this coming year. Each child will receive a free book relating to the theme to take home and as with all of our programs the classroom receives a very nice resource bag of teaching materials related to the theme presented.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 3, 2021-Cancelled

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 8, 2021 with Joy Stanton, Vina Delcomyn, Aubrie Simpson-Gotham, Renee Williams, and Theresa Little serving as evaluators.
- Of the total 19 evaluations mailed/handed to the board members, 14 members completed the evaluation and five board members did not return the evaluation.
- Out of a 1 to 5 rating scale, 1 = Unsatisfactory and 5 = Outstanding; Dawn's Overall Rating Score was 4.475 which earned a final rating of "Outstanding".
- Dawn's next evaluation period ends September 1, 2022.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2021/2022 CONTRACT AMENDMENT #0003-21*

Revisions:

- A. Item #2 was to update changes made in the "Service Provider Snapshot Report" for contract year 2021/2022.
 - B. Items #1, 3, and 4 were to update contract narratives and Attachment 9 for the School Readiness Budget and Additional School Readiness-Related Programs due to four new Notices of Awards that were issued:
 - September 17, 2021 - Preschool Development Grant (PDG)
 - September 30, 2021 - School Readiness Wait List
 - October 22, 2021 - School Readiness Provider rate increases
 - October 29, 2021 - Coronavirus Response and Relief Supplemental Act (CRRSA) grant award
2. R. Coleman motioned to approve the Episcopal Children's Services 2021/2022 Contract Amendment #0003-21. W. Kersey Graves seconded the motion. T. Matheny recused herself from the vote; memorandum of voting conflict is attached in the Board Packet. No discussion, motion passed unanimously.

APPROVAL OF 2019-21 SCHOOL READINESS PLAN AMENDMENT #31*

The following School Readiness Plan Attachments were revised:

Revisions/Updates Required:

- Attach I G ECS SRAD18 Tangible Personal Property 071721
- Attach I G ELC F402 Tangible Personal Property 120121

All revisions made per OEL Fiscal Guidance 240.02 “Tangible Personal Property”, revised 07/01/21:

- revised inventory threshold from \$1,000 to \$5,000
- added requirements for inventorying ‘attractive items’
- other various requirements added from FG 240.02
- Attach I D Bylaws ELCNF BA 120121
 - corrections needed upon review
- Attach II I ELC Provider Payment Rates Schedule Form eff 010122
 - provider rate increases per notice of award 10/29/21 (financial workbooks with fiscal impact summaries, public input, and executive summary included)

- 3.** R. Coleman motioned to the approval of 2019-21 School Readiness Plan Amendment #31. M. Allen seconded the motion. P. Tauch recused herself from the vote; memorandum of voting conflict is attached in the Board Packet No discussion, motion passed unanimously.

APPROVAL OF THE RFP COMMITTEE RECOMMENDATION FOR THE COALITION’S RFP (REQUEST FOR PROPOSALS) #RFP -22/23-001 CONTRACT AWARD*

The purpose of this memorandum is to advise the Board of the RFP Committee’s findings and recommendation for Primary Service Provider Contractor for fiscal/contract year 2022/2023, with the option to renew for up to three additional one-year terms.

Background:

The RFP Committee met September 21, 2021 and November 2, 2021 to consider proposals for Primary Service Provider, in response to Coalition Request for Proposals #ELCNF-22/23-001. An RFP criteria checklist/evaluation tool was utilized to assign numerical scoring for nine criteria necessary for these services. These criteria are weighted and are included in the table below.

Committee Findings:

As noted, one organization submitted a proposal. And with the scoring of that proposal the committee is satisfied with the selection of Episcopal Children’s Services as the awardee.

In addition, the committee discussed the methods that were used to advertise this RFP and feels it is in the Coalitions best interest to accept this proposal without resoliciting the RFP.

Committee Recommendation:

As the proposal submitted by Episcopal Children’s Services (ECS) attained a total averaged score of **531**, it is the RFP Committee’s recommendation to award Episcopal Children’s Services (ECS) the Coalition’s contract for Primary Service Provider for the 2022/2023 fiscal year. It is the committee’s standing that this award choice is the most advantageous for the Coalition.

Evaluation and Selection Tool – Score Tabulations

Criteria	Possible Maximum Score	Episcopal Children's Services (E.C.S.)	
		Total (weighted) score	Average Score (total divided by 2 evaluators per section)
Section B – Knowledge of and Commitment to School Readiness and Voluntary Prekindergarten Services	45	85	42.5
Section C – Relationships with Key Community Players	18	36	18
Section D – Processes to Ensure Quality Services and Achieve Performance Specifications	48	92	46
Section E – Capacity to Manage and Coordinate Management Information Systems	36	60	30
Section F-1 – Ability to Provide Appropriate and Effective Child Care Resource & Referral, Inclusion, Quality Support Services, and Eligibility and Enrollment Services	75	150	75
Section F-2 – Ability to Provide Child Care Services and Contracting	45	80	40
Section G – Ability to Provide Early Care and Education Services pertaining to Fiscal Administration	60	115	57.5
Section H – History, Experience, Organizational Capacity, Staffing and Transition	60	120	60
Section I – Budget Proposal and Financial Capability	162	324	162
TOTALS	549	1062	531

4. A. Simpson-Gotham motioned the RFP Committee Recommendation for the Coalition's RFP (Request for Proposals) #RFP-22/23-001 Contract Award. M. Holanchock seconded the motion. T. Matheny recused herself from the vote, memorandum of voting conflict is attached in the Board Packet. No discussion-motion passed unanimously.

REVIEW OF THE RFP AND RFQ TIMELINES FOR RECRUITING EVALUATORS – INFORMATIONAL

REVIEW OF THE POST RFP MEMO-INFORMATIONAL

APPROVAL OF ACCOUNTING AND FINANCIAL POLICIES AND PROCEDURES REVISIONS*

Revisions from annual review of policies:

- F103 – Internal Controls, corrected ‘morale’ to ‘morals’ (discovered while searching for the word “morale”).
- F106 – Policy on Suspected Misconduct, changed the phrase employee ‘morale’ to employee ‘health and welfare’ per the Wipfli Consultants Grants Webinar recommendations.
- F305 – Accounts Payable Management, deleted “DFS State Travel Manual” as it is no longer applicable.
- F306 – Travel and Business Expenses, deleted “DFS State Travel Manual” as it is no longer applicable. Added section regarding higher allowable hotel rate of \$175 per night ONLY IF the lodging was associated with a meeting, conference, or convention organized or sponsored by the Coalition (sponsored meaning contributed money toward the event.)

5. C. Whitehurst motioned to approve the Accounting and Financial Policies and Procedures Revisions. M. Jonihakis seconded the motion. No further discussion- motion passed unanimously.

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

Revisions from annual review of policies:

- CM302 – Contract Requirements, Added the most current grant agreement assurances and certifications for sub-recipient contracts. Added additional sections to ‘audit requirements’, not previously in policy. The additional sections also had new requirements in this year’s grant agreement for related party transactions and special audit testing requirements.

6. W. Kersey-Graves motioned to approve of Revisions to the Coalition’s Contract Management and Monitoring Policies and Procedures. C. Whitehurst seconded the motion.

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

Revisions:

- HR108 – Immigration Law Compliance, added language to follow the instructions of the most current grant agreement when using the E-verify system.
- HR303 – Holidays, revised the list of holidays to match DEL’s requirements for allowable holidays, starting fiscal year 2021-2022.

HR605 – Personal Appearance and Casual Days, changed the phrase employee ‘morale’ to employee ‘health and welfare’ per WipFli Consultants Grants Webinar recommendations.

If this is not done, the following would occur:

- The Coalition’s Personnel Policies would not be updated to be more in line with governmental regulations nor actual practices.

7. R. Coleman motioned to approve the Revisions to the Coalition’s Personnel Policies and Procedures Manual. M. Jonihakis seconded the motion. No further 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:

- Work Station Furniture, 10 Cubicles, condition poor
- Work Station Furniture, 14 Cubicles, condition poor

9. A. Simpson-Gotham motioned to approve the Disposal of Inventory. M. Jonihakis seconded the motion. T. Matheny recused herself from the vote, memorandum of voting conflict is attached in the Board Packet No further discussion-motion passed unanimously.

APPROVAL OF DCF DESIGNEE ANDREW WARNOCK*

Andrew Warnock currently serves as a Child Care Regulation Supervisor supporting the Counties of Clay, Duval and Nassau. He has been designated to serve on the board on behalf of Mala Ramatour, Program Manager for the Department of Children and Families.

Andrew’s term would extend from December 2021 – December 2025.

10. M. Holanchock motioned to approve the DCF Designee Andrew Warnock. R. Coleman seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE MANGEMENT DECISION RECOMMENDATION FOR ECS AUDIT JUNE 30, 2021*

Management Decision Recommendation
ECS Audit Report
For FYE June 30, 2021

Dixon, Hughes, Goodman, LLP performed the June 30, 2021 audit of Episcopal Children's Services, Inc. The report was issued on October 27, 2021 and subsequent events were evaluated through the date of issuance. This report was reviewed by ELC management and staff. The report and audited financial statements are on file and available to the Board for review at any time.

A summary of the audit results is as follows:

1. The Independent Auditor's Report
 - a. Expressed an unqualified opinion on the consolidated financial statements of ECS.
 - b. Stated no instances of noncompliance material to the financial statements of Episcopal Children's Services, Inc. were disclosed during the audit.
 - c. Stated no material weaknesses were identified during the audit of the financial statements.
 - d. Expressed an unqualified opinion on the major award programs.
 - e. Stated no material weaknesses were identified during the audit of major federal programs.
2. The Independent Auditor's Report on Internal Controls
 - a. Expressed no opinion on ECS internal controls.
 - b. Reported no material weaknesses to internal controls.
 - c. Expressed no opinion on ECS compliance and other such matters.
 - d. The results of the internal control testing disclosed no issues of noncompliance or other matters that would be required to be reported under *Government Auditing Standards*.
3. Supplemental Information
 - a. There were no findings in relation to prior audits.
 - b. There were no current audit findings on the ECS Financial Statements.
 - c. There were no current audit findings or questioned costs on the ECS Major Federal Awards Program Audit.
 - d. ECS qualifies as a low risk auditee.

With no audit findings, material weaknesses, or issues of noncompliance, this audit is considered complete.

11. B. McElhone motioned to approve the Management Decision Recommendation for the ECS Audit June 30, 2021. M. Holanchock seconded the motion. **T. Matheny recused herself from the vote, memorandum of voting conflict is attached in the Board Packet.** No further discussion-motion passed unanimously.

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

On Oct 29, 2021 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) added

\$624,343 to our award for the School Readiness Program, 2) reduced our PDG Services award by \$22,494, 3) reduced our expected award for Voluntary PreKindergarten by \$229,790, 4) eliminated a separate grant for OAMI, 5) ended the CARES grant, and 6) awarded \$10,805,567 for CRRSA.

Most of these revisions are direct flow through to ECS, though the ELCNF portion of administration budget for SR and VPK did change proportionately to the grant changes.

12. C. Whitehurst motioned to approve the Revisions to the 2021-2022 Budget for Early Learning Coalition of North Florida. W. Kersey Graves seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE NOTHEAST FLORIDA EDUCATIONAL CONSORTIUM LEASE RENEWAL EFFECTIVE JANUARY 31, 2022*

Staff requests board approval to continue the NEFEC lease agreement of rental of office space in Palatka, FL. The current lease ends January 31, 2022, and the new lease will start Feb. 1, 2022 and conclude January 31, 2023, with the option of automatic renewal for 12 months, starting Feb. 1 2023 and concluding on Jan. 31, 2024 at the monthly rental rate of \$450.

The space currently houses our Grants and Operations Manager, Tajaro Dixon, our Putnam County Reading Pals resource room, and one office is used for Coalition storage. The total for all three rooms is \$450.00 per month and includes electric. This is a \$50 increase from the previous lease and is still considered an excellent monthly rent.

13. W. Kersey Graves motioned to approve the Northeast Florida Educational Consortium Lease Renewal Effective January 31, 2022. A. Simpson-Gotham seconded the motion. No further discussion-motion passed unanimously.

APPROVAL OF THE ELCNF INSURANCE COVERAGES WITH FLORIDA INSURANCE TRUST TO INCLUDE OUR GENERAL LIABILITY, DIRECTORS & OFFICERS, WORKERS COMPENSATION, CYBER, CRIME AND PROPERTY COVERAGE*

Florida Insurance Trust is an Insurance Company that is specific to Florida and to Non-Profits and provides the best costs and insurance coverage to its clients. It has been recognized as the leader in the non-profit insurance pooling industry.

Effective December 11, 2021, ELCNF are renewing the following coverages with Florida Insurance Trust (FIT):

- General Liability-including Employee Benefits Liability, Cost: \$2642.22
- Automobile Liability only, Cost: \$216.14
- Crime. Cost: \$200.83
- Property, Cost: \$583.87
- Directors and Officers, Cost: \$2,968.68
- Cyber Coverage, Cost: \$5,115
- Workers Compensation: \$987

The total cost of bundling these coverages is: \$12,713.74 and exceeds Dawn Bell, C.E.O's authority to approve. In addition, we will be moving to a common anniversary date of June 1 for renewal. All of these coverages will be prorated into that anniversary date (June 1, 2022).

14. W. Kersey Graves motioned to approve the ELCNF Insurance Coverages with Florida Insurance Trust to include our General Liability, Directors & Officers, Workers Compensation, Cyber, Crime and Property Coverage. M. Jonihakis seconded the motion. No further discussion-motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

R. Cody 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 20 members with the addition of Andrew Warnock, mandated DCF position, and the resignation of Bianco Montoro. 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, February 2, 2022, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 9, 2022, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 14.** M. Holanchock motioned for adjournment at 2:58 p.m.
C. Whitehurst seconded the motion. No discussion – motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager