**Early Learning Coalition of North Florida, Inc.**

**BOARD MEETING**

**Renaissance World Golf Village Convention Center, Troon Meeting Room**

**St. Augustine, FL 32092**

**June15, 2022**

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

**10:30 a.m.**

**ATTENDANCE**

|  |  |
| --- | --- |
| **Members Present:**Leslie BarstowRon ColemanVina Delcomyn Joy Farris, Vice ChairWhitney Kersey GravesMary Ann HolanchockMichelle JonihakisTheresa LittleBrian McElhoneMarsha PeacockAubrie Simpson-Gotham, SecretaryJessica StallingsPatricia TauchChristian WhitehurstRenee Williams | **Members Absent:**Dr. Myrna Allen, TreasurerRebecca ChandlerBrian GrahamJessica BishopKyle GammonMichael SiragusaAndrew WarnockCassandra Virgo – *New member* |

|  |  |
| --- | --- |
| **Staff Present:**Dawn Bell, Chief Executive OfficerMarie Hanson, Office ManagerSusan Pettijohn, Finance ManagerChristopher Spell, Finance ManagerJoan Whitson, Early Literacy ManagerTajaro Dixon, Grants and Operations Manager | Others Present:Teresa Matheny, ECS |

**CALL TO ORDER/ROLL CALL**

J. Farris, Vice Chair, called the meeting to order at 10:33 am. Roll was taken by M. Hanson; quorum was met with 15 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, which are available at each regular board meeting for board review. Discussion ensued with regards to having each Board member review and sign off on the Delegation of Authority items at each Board meeting and to make this a vote item on the agenda for future meetings.

**APPROVAL OF MARCH 10, 2021 BOARD MEETING MINUTES\***

1. A. Simpson-Gotham motioned to approve the March 9, 2022 Board Meeting Minutes, as presented. T. Little seconded the motion. No discussion, motion passed unanimously.

**STAFF AND COMMITTEE REPORTS**

**CEO Report-Verbal**

D. Bell updated the Board on changes coming from the DEL. Discussion ensued regarding possible upcoming changes to the ELC groups and the need to closely monitor these changes over the next 48 months. Dawn went on to discuss one of the changes impacting ELCNF will be to our Early Literacy Program. Our Early Literacy Manager J. Whitson and Early Literacy Coordinator S. Murphy will no longer be doing in classroom programs but are working towards their certification to become classroom “modelers” to assist the teachers. They will work with the Episcopal Children’s Services towards these goals.

The Board discussed the challenges with the childcare resources due to lack of funding, the new credentialing for the teachers along with the low pay structure for the teachers. It was noted that over 50 providers have been lost since 2020.

D. Bell 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’ve received the monitoring report from DEL for the monitoring that took place last November. We are preparing our response to DEL due on June 17. We’ve responded to the questions from the Jul21-Dec21 Desk Review but have not yet received a final report.

Q3 Financial Statements (see attachment)

Attached are the Q3 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 3.5% at end of March which is lower than our target of 4%. SR Administration was 3.9% at the end March which is less than our target of 5%. All other targets and restrictions remain in alignment with Grant requirements.

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| **Early Learning Coalition of North Florida** |  |
| **DRAFT** |  |  |  |
| **Balance Sheet** |  |  |  |
| **As of March 31, 2022** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **ASSETS** |  |  |  |
| Cash, Operating |  |  $ 3,129,677  |  |
| Cash, Money Market |  | 61,763  |  |
| Petty Cash |  | 200  |  |
| OEL Receivable  |  | 2,908,729  |  |
| Deposits |  | 850  |  |
| Prepaid Expense |  | 0  |  |
| Equipment |  | 6,498  |  |
|  Less: Accumulated Depreciation |  | (6,498) |  |
|   |  |  |  |
| **TOTAL ASSETS** |  |  $ 6,101,219  |  |
|  |  |  |  |
| **LIABILITIES** |  |  |  |
| Episcopal Children's Services Payable |  |  $ 3,153,530  |  |
| OEL Advance |  | 3,094,640  |  |
| Interest due to OEL |  | 615  |  |
| Accrued Vacation |  | 25,502  |  |
| Accrued Employee Benefits |  | 1,117  |  |
|  |  |  |  |
| **TOTAL LIABILITIES** |  |  $ 6,275,403  |  |
|  |  |  |  |
| Net Assets at 6/30/2021 |  | (182,964) |  |
| Net change at 03/31/2022 |  | 8,780  |  |
|  |  |  |  |
| **Total Liabilities and Net Assets** |  |  $ 6,101,219  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Early Learning Coalition of North Florida** |  |  |  |  |
| **FY 2021-2022** |  |  |  |  |
| **As of Mar 31, 2022** |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **2021-2022** | **Jul21-Mar22** | **Q3 2021-22** | **Favorable** |
|  **Notice of Awards** | **Annual Budget** | **Estimated Budget** | **YTD Actual**  | **(Unfavorable)** |
|  | School Readiness (SR) |  $ 22,031,549  |  $ 16,523,661.75  | 14,155,942  |  $ (2,367,720) |
|  | PDG Services | 179,161  | 134,371  | 102,775  | (31,596) |
|  | CRRSA | 10,825,067  | 9,215,968  | 9,215,968  | 0  |
|  | ESSER | 116,033  | 0  | 0  | 0  |
|  | ARP | 32,122,431  | 0  | 16,000,848  | 16,000,848  |
|  | Voluntary PreKindergarten (VPK) | 14,695,013  | 11,021,260  | 11,737,977  | 716,717  |
|  |  **Total Notice of Award** |  $ 79,969,254  |  $ 36,895,260  |  $ 51,213,510  |  $ 14,318,250  |
|  |  |  |  |  |  |
| **Subrecipient Expense** |  |  |  |  |
|  | School Readiness (SR) |  $ 20,933,056  |  $ 15,699,792.00  |  $ 13,449,779  |  $ 2,250,013.00  |
|  | PDG Services | 179,161  | 134,371  | 102,775  | 31,596  |
|  | CRRSA | 10,825,067  | 9,215,968  | 9,215,968  | 0  |
|  | ESSER | 116,033  | 0  | 0  | 0  |
|  | ARP | 32,122,431  | 0  | 16,000,848  | (16,000,848) |
|  | Voluntary PreKindergarten (VPK) | 14,638,494  | 10,978,871  | 11,727,688  | (748,818) |
|  | **Total Subrecipient Expense** |  $ 78,814,242  |  $ 36,029,001  |  $ 50,497,058  |  $ (14,468,057) |
|  |  |  |  |  |  |
| **Grant Funds Available to ELC of North FL** |  **$ 1,155,012**  |  **$ 866,259**  |  **$ 716,452**  |  **$ (149,807)** |
|  |  |  |  |  |  |
| **Other Donations and Revenue** |  |  |  |  |
|  | Interest Income |  $ 530  |  $ 398  | 525  |  $ 127  |
|  | Clay Electric Foundation | 15,000  | 15,000  | 15,000  | 0 |
|  | Kiwanis | 750  | 0  | 0  | 0 |
|  | Reinhold | 1,000  | 0  | 0  | 0 |
|  | Quality Teacher's Conference | 5,000  | 5,000  | 5,815  | 815 |
|  | Miscellaneous Donations | 2,000  | 1,500  | 3,975  | 2,475  |
| **Total Revenues** |  **$ 1,179,292**  |  **$ 888,157**  |  **$ 741,767**  |  **$ (146,390)** |
|  |  |  |  |  |  |
| **ELC of North Florida Estimated Expense** |  |  |  |  |
|  | Salaries |  $ 595,000  |  $ 446,250  |  $ 367,866  |  $ 78,384  |
|  | PR Taxes | 63,000  | 47,250  | 27,829  | 19,421  |
|  | Health Insurance & HSA Contributions | 129,000  | 96,750  | 101,636  | (4,886) |
|  | Pension | 30,000  | 22,500  | 14,668  | 7,832  |
|  | Life, Disability, and WC | 15,000  | 11,250  | 6,464  | 4,786  |
|  | Staff Development | 9,500  | 7,125  | 10,029  | (2,904) |
|  | Contract Services | 3,000  | 2,250  | 11,260  | (9,010) |
|  | Auditing | 15,000  | 11,250  | 9,950  | 1,300  |
|  | Legal | 500  | 375  | 0  | 375  |
|  | Printing & Reproduction | 3,000  | 2,250  | 0  | 2,250  |
|  | Repairs & Maintenance | 1,000  | 750  | 0  | 750  |
|  | Office Sites - Occupancy | 60,000  | 45,000  | 35,058  | 9,942  |
|  | Postage, Freight & Delivery | 3,750  | 2,813  | 1,634  | 1,179  |
|  | Rentals - Office Equipment | 5,200  | 3,900  | 3,228  | 672  |
|  | Office Supplies | 10,000  | 7,500  | 5,740  | 1,760  |
|  | Communications | 18,000  | 13,500  | 13,625  | (125) |
|  | D & O Insurance | 2,900  | 2,900  | 2,491  | 409  |
|  | General Liability | 4,800  | 4,800  | 8,508  | (3,708) |
|  | Equipment <$1,000 | 4,500  | 3,375  | 0  | 3,375  |
|  | Equipment >$1,000 | 3,500  | 2,625  | 0  | 2,625  |
|  | Travel - In State | 6,000  | 6,000  | 6,003  | (3) |
|  | Travel - Out of State | 7,500  | 5,625  | 0  | 5,625  |
|  | Travel - Local | 7,500  | 5,625  | 1,721  | 3,904  |
|  | Bank Fees | 600  | 450  | 35  | 415  |
|  | Software/Licenses/Support | 17,000  | 12,750  | 6,470  | 6,280  |
|  | Web Service | 32,000  | 24,000  | 22,017  | 1,983  |
|  | Other employee expenditures | 3,000  | 2,250  | 260  | 1,990  |
|  | ADP Fees | 8,000  | 6,000  | 4,771  | 1,229  |
|  | Dues & Subscriptions | 14,000  | 10,500  | 10,195  | 305  |
|  | Taxes, Licenses and Fees | 500  | 375  | 77  | 298  |
|  | Misc. - Other Current Charges | 6,800  | 5,100  | 2,491  | 2,609  |
|  | Quality Program | 98,000  | 73,500  | 58,961  | 14,539  |
|  |  |  |  |  |  |
| **Total ELC North Florida Estimated Expense** | **1,177,550**  | **886,588**  | **732,987**  | **153,600**  |
|  |  |  |  |  |  |
| **Surplus or (Loss)** |  **$ 1,742**  |  **$ 1,570**  |  **$ 8,780**  |  **$ 7,210**  |

**3rd Quarter Program Update**

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

Coalition Activities:

* The RFQ (Request for Qualifications) for External Auditing Services No. 2022-01 procurement process has concluded. The committee’s recommendation for award is in today’s board packet for approval.
* The Coalition received the final report (April 13, 2022) for the annual DEL Fiscal Monitoring that occurred March 1-4, 2022. The report included two compliance issues and one observation. The Coalition is currently awaiting the corrective action plan follow-up from DEL. Two of the needed policy revisions are in today’s packet for approval. Coalition staff completed additional policy/procedures revisions from the DEL Fiscal Monitoring and they are in today’s board packet for approval as well.
* The 2022/2023 Sub-recipient Contract Monitoring Schedule and Narrative Plan were completed and was submitted as part of the School Readiness Plan Amendment #32 included in the March 2022 board packet.
* The annual review and update of the CEO Succession Plan Hand-off report was completed January 28, 2022. (This is a summary report of all essential day-to-day operational information that would be needed in the case of an emergency.)
* The Episcopal Children’s Services contract renewal process for 2022/2023 began during third quarter, and is in today’s board packet for approval.

### Episcopal Children’s Services (ECS) Contract Monitoring:

The 2021/2022 Second Quarter Monitoring was performed February 14 – 28, 2022. This monitoring included all DEL required “eligibility” criteria for School Readiness and VPK. Additional areas of review were the School Readiness Plan Compliance II. E. Quality Performance Report review and the Fiscal Non-direct Costs review for 1st and 2nd quarters. From this review, there were ten compliance issues that required staff refresher training sessions and one new report and process to assist staff with “enrolled vs. attending”. The staff trainings were held in time for ECS’s response to the draft report.

The 2021/2022 Third Quarter Monitoring is scheduled for May 16 – 27, 2022. This monitoring will include all DEL required “eligibility” criteria for School Readiness and VPK. Additional area of review will be Data Security Systems Updates.

*ALL full reports are available upon request.*

**3rd** **Quarter Early Literacy Report**

J. Whitson submitted her report on the following:

**Highlights:**

**Early Educators Conference:** Held January 29th at the Thrasher Horne Conference Center. This year’s keynote speaker was Don Monopoli from the Learning Station. Over 220 participants were in attendance. The afternoon was filled with break-outs sessions featuring different topics from Working with Infants to Emotional Support in the classroom. CEU’s were awarded. The 2021 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. In celebration of Florida Literacy week each attendee received the book “Over in the Jungle” by MaryAnn Berkes. This book tied in with the conference jungle theme, “Fiercely Fearless Educators.”

**Themed Literacy Programs:** During this quarter the outreach team put on the following programs: 14 Five Senses, 2 Eric Carle “Colors”, 1 Meet the Masters, 5 Air/Wind Science and 8 Dr. Seuss. All of these programs include an interactive story time program followed by activities to go with the particular theme. These programs are put on directly in local child care/preschool centers. Each child receives a book relating to that theme and the teacher receives a bag of teaching resources to further teach that theme in their classroom. ELC volunteers are very instrumental in the success of these programs providing hands on assistance.

**Dr. Seuss Programs:** Each March in celebration of Read Across America the ELCNF team puts on Dr. Seuss themed literacy programs in area preschools. A drawing is held at the Early Educators conference for individual schools to receive a program. This year the ELC team hosted two large Dr. Seuss events. The first one was held March 11th at Ravine Gardens State park. The second one was held on March 23rd at the Thrasher Horne Conference Center. These are field trip events for the schools. Over 175 children attended. The programs featured a story time with special guest “The Cat in the Hat” followed by a room full of activities all centered around different Dr. Seuss books. The activities included Cat in the Hat cup stacking, Ten Apples Up on Top block building, Green Eggs and Ham sensory bins, making a Foot Book and lots more. Each child received a FREE Dr. Seuss book and the teachers received a Dr. Seuss themed resource bag with books for their classroom.

**Clay Electric Grant:** February 8th. The ELCNF was gifted a $15,000 donation from the Clay Electric Foundation to assist in our on-going outreach work.

**Volunteer Reading Program:** 45 ELCNF reading volunteers continue to read weekly in local preschools. Volunteers bring the joy of reading to the classroom. This program continues to be very successful and effective.

**Executive Administrative Committee** *(no meetings to report on)*

**NEW/UNFINISHED BUSINESS**

**Approval of the Preliminary ELCNF Budget for 2022/2023\***

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 2022-23, but are required to operate within a Board approved budget.

This budget maintains revenues at the amount used for FY2021-22 and ECS expenses at the contracted amount for FY2021-22. The expenses are estimated based on the prior 12 months of expense. Annual purchase orders for FY2022-23 will be created based on these budgeted amounts.

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

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| **Early Learning Coalition of North Florida** |
| **FY 2022-2023** |
| **As of June 15, 2022** |
| **6/15/2022** |
|  | **2021-2022** | **2022-2023** |
| **Notice of Awards** | **Annual Budget** | **Proposed Budget\*** |
| School Readiness (SR) $ 22,031,549 | $ 20,020,000 |
| PDG Services | 179,161 | 180,000 |
| CRRSA | 10,825,067 | 500,000 |
| ESSER | 116,033 | 0 |
| ARP | 32,122,431 | 16,000,000 |
| Voluntary PreKinde | rgarten (VPK) 14,695,013 | 14,000,000 |
| **Total Notice of** | **Award** $ 79,969,254 | $ 50,700,000 |
| **Subrecipient Expense** |
| School Readiness (SR) $ 20,933,056 | $ 19,000,000 |
| PDG Services | 179,161 | 180,000 |
| CRRSA | 10,825,067 | 500,000 |
| ESSER | 116,033 | 0 |
| ARP | 32,122,431 | 16,000,000 |
| Voluntary PreKinde | rgarten (VPK) 14,638,494 | 13,940,000 |
| **Total Subrecipient** | **Expense** $ 78,814,242 | $ 49,620,000 |
| **Grant Funds Available to** | **ELC of North FL $ 1,155,012** | **$ 1,080,000** |
| **Other Donations and Revenue** |
| Interest Income | $ 530 | $ 600 |
| Clay Electric Foundation 15,000 | 15,000 |
| Kiwanis | 750 | 0 |
| Reinhold | 1,000 | 0 |
| Quality Teacher's C | onference 5,000 | 5,800 |
| Miscellaneous Donations 2,000 | 3,900 |
| **Total Revenues** |  **$ 1,179,292**  | **$ 1,105,300**  |
| **ELC of North Florida Estimated Expense** |
| Salaries | $ 595,000 | $ 595,000 |
| PR Taxes | 63,000 | 59,500 |
| Health Insurance & HSA | Contributions 129,000 | 132,000 |
| Pension | 30,000 | 30,000 |
| Life, Disability, and WC | 15,000 | 9,000 |
| Staff Development | 9,500 | 10,000 |
| Contract Services | 3,000 | 11,000 |
| Auditing | 15,000 | 15,000 |
| Legal | 500 | 500 |
| Printing & Reproduction | 3,000 | 1,000 |
| Repairs & Maintenance | 1,000 | 1,000 |
| Office Sites - Occupancy | 60,000 | 55,000 |
| Postage, Freight & Deliv | ery 3,750 | 2,500 |
| Rentals - Office Equipment 5,200 | 4,500 |
| Office Supplies | 10,000 | 10,000 |
| Communications | 18,000 | 19,000 |
| D & O Insurance | 2,900 | 2,600 |
| General Liability | 4,800 | 8,600 |
| Equipment <$1,000 | 4,500 | 3,000 |
| Equipment >$1,000 | 3,500 | 3,400 |
| Travel - In State | 6,000 | 6,000 |
| Travel - Out of State | 7,500 | 6,000 |
| Travel - Local | 7,500 | 4,000 |
| Bank Fees | 600 | 200 |
| Software/Licenses/Supp | ort 17,000 | 9,000 |
| Web Service | 32,000 | 30,000 |
| Other employee expendi | tures 3,000 | 3,000 |
| ADP Fees | 8,000 | 7,000 |
| Dues & Subscriptions | 14,000 | 12,000 |
| Taxes, Licenses and Fee | s 500 | 500 |
| Misc. - Other Current Ch | arges 6,800 | 5,000 |
| Quality Program | 98,000 | 50,000 |
| **Total ELC North Florida** | **Estimated Expense 1,177,550** | **1,105,300** |
|  |  |  |
| **Surplus or (Loss)** |  **$ 1,742**  | **$ -**  |
| **\*** (Budget Expenses based on annualization of Q3 Financial Statements) |

1. T. Little motioned the approval of the preliminary ELCNF 2022/2023 Budget. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

**Approval of revisions to the 2021-2022 budget for ELCNF\***

On June 7, 2022 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 $100,000 to our award for the School Readiness Program.

This revision is a direct flow through to ECS.

If not approved, we will not have a budget that reconciles to the Notice of Award.

1. A. Simpson-Gotham motioned the approval of the revisions to the 2021-2022 budget for the ELCNF. M. Holanchock seconded the motion. No discussion, the motion passed unanimously.

**Approval of the Episcopal Children’s Services 2022/2023 Primary Service Provider Contract\***

Episcopal Children’s Services won the 2022/2023 RFP (Request for Proposals) and this is the contract for their first year of that award.

In addition, the Coalition has been satisfied with Episcopal Children’s Services (ECS) performance in all prior years.

If this is not done, the following would occur:

The Coalition would not have a Primary Service Provider contracted for 2022/2023.

1. A. Simpson-Gotham motioned the approval of the Episcopal Children’s Services 2022/2023 Primary Service Provider Contract. V. Delcomyn seconded the motion. No discussion, the motion passed unanimously.

**APPROVAL - RETRO ACTIVE of Episcopal Children’s Services 2021/2022 Contract Amendment #0005-21\***

Revisions:

Retro-active approval to be **effective January 1, 2022** of Attachments 7-A through 7-F, Provider Reimbursement Rate Schedules for all six Coalition counties. *(Upon drafting the 2022/2023 ECS Contract it was discovered that amendment #4 did not include these updates.)*

If this is not done, the following would occur:

ECS’s contract Attachments 7-A through 7-F would not have the correct provider payment amounts for the School Readiness programs.

1. T. Little motioned the approval, retro-active, of the Episcopal Children’s Services 2021/2022 Contract Amendment # 0005-21. V. Delcomyn seconded the motion. No discussion, the motion passed unanimously.

**Approval of the Episcopal Children’s Services 2021/2022 Contract Amendment # 0006-21\***

Revisions:

Updated the contract narratives and Attachment 9 for the School Readiness Budget and Additional School Readiness-Related Programs due to the June 7, 2022 Notice of Award that was issued:

* Added $100,000 to School Readiness funding for Quality Performance Incentives (QPI).

If this is not done, the following would occur:

ECS’s contract narratives and Attachment 9 would not have the correct budgeted amounts for the School Readiness programs.

1. W. Kersey-Graves motioned the approval of the Episcopal Children’s Services 2021/2022 Contract Amendment # 0006-21. T. Little seconded the motion. No discussion, the motion passed unanimously.

**Approval of the ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 9/01/21 – 8/31/22 AMENDMENT #1 (05/03/22)\***

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 original total contract wasnot to exceed $12,000.

This amendment #1 would increase the “not to exceed” amount to $13,000.

If this is not done, the following would occur:

* The Coalition would not be able to increase the contract amount to $13,000 for extending this professional development opportunity to the child care providers in the Coalition’s service area.
1. T. Little motioned the approval of the ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 9/01/210-08/31/22 Amendment #1 (5/03/22). W. Kersey-Graves seconded the motion. No discussion, the motion passed unanimously.

**Approval of the ELC of North Florida – University of Florida/Lastinger Center and Episcopal Children’s Services Early Learning Florida Contract Effective 9/01/21 – 8/31/22 AMENDMENT #1\***

(This Contract and dollar amount will also be added to ECS’s 2021/2022 primary contract with amendment #2.)

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 was not to exceed $12,000.

This contract amendment will increase the “not to exceed” amount to $13,000.

If this is not done, the following would occur:

The Coalition would not be able to increase the contract amount to $13,000 to extend this professional development opportunity to the child care providers in the Coalition’s service area (through ECS).

1. T. Little motioned for the approval of the ELC of North Florida – University of Florida/Lastinger Center and Episcopal Children’s Services Early Learning Florida Contract Effective 9/01/21-8/31/22 Amendment #1. V. Delcomyn seconded the motion. No discussion the motion passed unanimously.

**Approval of 2019-21 School Readiness Plan Amendment #33\***

The following School Readiness Plan Attachments were revised:

Revisions/Updates Required:

* Attachment I.I.I. E Quality Performance Report rev 061522

(annual updates to this section)

If this is not done, the following would occur:

The Coalition’s School Readiness Plan attachment for the SR Plan section I.I.I. Quality Performance Report would not be properly updated/in compliance with DEL.

1. C. Whitehurst motioned to approve the 2019-21 School Readiness Plan Amendment #33. M. Holanchock seconded the motion. No discussion, the motion passed unanimously.

**Approval of the Revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan 2022/2023\***

The DEL/OIG (Division of Early Learning/Office of Inspector General) deadline for all annual revisions is June 30, 2022.

Revisions:

1. Updated the fiscal year of the Plan and revision date, and deleted Coalition Board approval date.
2. Changed “OEL” to “DEL” throughout plan document.
3. Job titles were updated on pages 2 (two new titles were added).
4. Punctuation corrections throughout.

If this is not done, the following would occur:

DEL/OIG would not have the most accurate and current Coalition Anti-Fraud Plan for 2022/2023, and the Coalition would be out of compliance.

1. T. Little motioned to approve the revisions to the Early Learning Coalition of North Florida’s Anti-Fraud Plan 2022/2023. A. Simpson-Gotham seconded the motion. No discussion, the motion passed unanimously.

**Approval of the Accounting and Financial Policies and Procedures revisions\***

These revisions are post DEL Fiscal Monitoring and staff review of policies:

F304 – Charging of Costs to Federal Awards, added reference to Coalition “Cost Allowability” form.

F305 – Accounts Payable Management, corrected date/version of a reference, added ‘recurring’ purchase orders, and added that Finance Managers will document completion of the annual vendor review and purge.

F306 – Travel and Business Expenses, added reference of Delegation of Authority policy #OP101, and added more procedures for the “Frequent Trips” travel mileage log.

F308 – Credit Cards, added term “credit card” (after “purchase card”), added reference to the purchase order policy #F305, added reference of Delegation of Authority policy #OP101 (twice), and added that credit card annual fees are not allowable.

F309 – Payroll and Related Policies, added reference of Delegation of Authority policy #OP101.

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.

1. T. Little motioned to approve the Accounting and Financial Policies and Procedures revisions. M. Holanchock seconded the motion. No discussion, the motion passed unanimously.

**Approval to the Coalition’s information Technology Systems and Security Policies and Procedures Manual \***

Revisions:

IT302 - User Management, added new hires will complete IT training(s) within 30 days (post DEL Fiscal Monitoring).

IT303 - Access and Security, added security language regarding use of privately-owned cell phones for Coalition use (post IT vendor annual review).

IT602 - Cyber Communication and Social Media Use by Employees, added “Webinars and Other Types of Remote Sessions” section (post IT vendor annual review).

If this is not done, the following would occur:

The Coalition’s IT Policy would not be updated and compliant with OEL requirements.

1. M. Holanchock motioned to approve the Coalition’s information Technology Systems and Security Policies and Procedures Manual. T. Little seconded the motion. No discussion, the motion passed unanimously.

**Approval of the Revisions to the Coalition’s Personnel Policies and Procedures Manual\***

Revisions:

 HR315 – Leave Donation Policy, added.

Remaining revisions are post DEL Fiscal Monitoring:

HR202 – Introductory Period and New Employee Orientation, added requirement that new employees must complete IT Data Security Training within 30 days.

HR207 – Performance Evaluation, added that should an employee reach their maximum pay per their job descriptions pay range, a supplemental merit payment (equaling the total for their performance score) can be issued in replacement of a merit raise.

HR301 – Employee Benefits and Salaries, added required language for employee performance incentives, and added reference to policy #OP101 regarding delegation of authority for all CEO personnel and financial matters.

 HR302 – Annual Leave Benefits, updated how annual leave balances are calculated and documented for employees, and corrected how Regular Part Time employees earn annual leave time.

If this is not done, the following would occur:

The Coalition would not have a “Leave Donation” policy to benefit employees.

The Coalition would not have the most accurate and updated Policies and Procedures.

1. T. Little motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. V. Delcomyn seconded the motion. No discussion, the motioned passed unanimously.

**Approval of the Revisions to the Coalition’s Procurement of Commodities and/or Contractual Services Policies and Procedures Manual\***

These revisions are post DEL Fiscal Monitoring, staff review of policies, and new Florida Statute requirements:

PR401 - What to Consider When Procuring Any Item with Grant Funding,

* Raised first purchasing threshold (for quotes requirement) from $2,501 to $5,001, and added reference to purchase order policy #F305.
* Added information from policy #PR601 regarding frequency of procurement.

PR402 – Types of Procurement,

* Raised the micro-purchasing level to $5,000 (after researching that it actually tops out at $10,000).
* Added new Florida Statute requirements for State Contracts.

PR601 – Bidding Processes,

* Corrected reference to Florida Statute 287.057 (13) to (14).

If this is not done, the following would occur:

The Coalition would not have the most accurate and updated Policies and Procedures.

1. A. Simpson-Gotham motioned to approve the revisions to the Coalition’s Procurement of Commodities and/or Contractual Services Policies and Procedures Manual. V. Delcomyn seconded the motion. No discussion, the motion passed unanimously.

**Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D’Alesio for 2022-2023\***

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.

1. T. Little motioned to approve the Web/Marketing Consulting Contract with Creative Types/Amy Lyn D’Alesio for 2022-2023. C. Whitehurst seconded the motion. No discussion, the motion passed unanimously.

**Approval of the RFQ Committee’s recommendation for External Auditing Services Contract –** **HANDOUT** \*

Approval of the RFQ Committee’s recommendation that Moss, Krusick and Associates be awarded the Request for Qualifications for External Auditing Services Contract (for Fiscal Year ending 06/30/2022).

Moss, Krusick and Associates scored the highest score out of the two proposals received. Moss, Krusick and Associates is also our current auditing firm and has done an outstanding job. Aside from the score ranking, the committee was in mutual agreement of who should be awarded the contract.

The awarded firm’s contract would be for Fiscal Year Ending 06/30/2022 (2021/2022), with the option to renew for three more years.

If this is not done, the following would occur:

* The ELC of North Florida would not have a procured contract in place for auditing services beginning July 1, 2022.

Michelle Jonihakis, RFQ Committee Chair read the report of the RFQ Committee:

The RFQ for audit committee met on May 11, 2022 to consider proposals from two certified public accounting firms for auditing services. A. criteria checklist and evaluation tool was utilized to rate via numerical scoring of six criteria necessary for audition services. These criteria included: approach to the engagement, firm profile and qualifications, audit team members and qualifications, cost of services, prior non-profit and governmental audition services and prior, recent Early Learning Coalition auditing experience. In addition, there were technical requirements which both firms met.

**Committee Findings and Recommendations:**

As notes, two firms submitted proposals and their assigned numerical results, out of a possible 200 maximum, were as follows:

Moss, Krusick & Associates, LLC Certified Public Accountants 194.50

James Moore & Co., P.L. 177.75

Given the results as noted, it is the Audit Committee’s recommendation to the Board of Directors of the ELC of North Florida that **Moss, Krusick & Associates, LLC** be awarded the audit services contract.

In addition, the committee discussed (and we were in agreement) that if for some reason Moss, Krusick & Associates were not able to accept this contract, that the Request for Proposals process should be done again.

1. M. Holanchock motioned to approve the RFQ Committee’s recommendation for External Auditing Services Contract. W. Kersey-Graves seconded the motion. No discussion, the motion passed unanimously.

**Approval of the DCF Designee Board Member Cassandra Virgo\***

Cassandra is the DCF Designee filling the seat vacated by Andrew Warnock. Cassandra is the Family Services Counselor Supervisor, Officer of Licensing, at the Department of Children and Families. Cassandra has over 20 years in early childhood education and child care.

Cassandra’s term will be June 2022 to June 2026.

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.

1. W. Kersey-Graves motioned to approve the approval of the DCF Designee Board Member Cassandra Virgo. M. Holanchock seconded the motion. No discussion the motion passed unanimously.

**Approval of the 2022-2023 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 2022 |  | **No Meetings** |
| August 3rd  | 10:30 a.m. | **Exec/Admin Committee;** *Conference Call:* *Dial* ***1-888-296-6500*** *and enter Guest Code* ***966582*** |
| September 14th  | 10:30 a.m. | ***ANNUAL* Board;** *Meeting/Workshop; Elect Officers* |
| October |  | **No Meetings** |
| November 2nd  | 10:30 a.m. | **Exec/Admin Committee;** *Conference Call:* *Dial* ***1-888-296-6500*** *and enter Guest Code* ***966582*** |
| December 7th  | 2:00 p.m. | **Board- CaddyShack Restaurant, World Golf Village** |
| January 2023 |  | **No Meetings** |
| February 1st  | 10:30 a.m. | **Exec/Admin Committee;** *Conference Call:* *Dial* ***1-888-296-6500*** *and enter Guest Code* ***966582*** |
| March 8th  | 10:30 a.m. | **Board**  |
| April  |  | **No Meetings** |
| May 3rd   | 10:30 a.m. | **Exec/Admin Committee;** *Conference Call:* *Dial* ***1-888-296-6500*** *and enter Guest Code* ***966582*** |
| June 14th  | 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***](http://www.elcnorthflorida.org)

1. T. Little motioned to approve the 2022-2023 Meeting schedule. M. Jonihakis seconded the motion. No discussion, the motion passed unanimously.

**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 M. Hanson no later than July 15, 2022, preferably returned electronically. 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 Comment**

D. Bell announced that our September Board meeting will be the last meeting that we have the conference call option available.

Discussion ensued regarding the lack of teachers and the timeliness in receiving background check approvals for teachers. The group also briefly discussed the lack of pay (livable income) to attract more teachers. The group will form an Ad Hoc committee to brain storm on ideas for helping to solve some of these issues. Those Board members who wish to volunteer for the Ad Hoc committee need to contact M. Hanson.

**Next Meetings**

* Wednesday, August 3, 2022, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
* Wednesday, September 14, 2022, 10:30 a.m. – ANNUAL Board Meeting

**Adjournment\***

1. A. Simpson Gotham motioned to adjourn the meeting at 12:05. C. Whitehurst seconded the motion. No discussion, the motion was unanimously approved.

**Minutes submitted by: M. Hanson, Office Manager, June 15, 2022**