

Early Learning Coalition of North Florida, Inc.

**ANNUAL BOARD MEETING**

The Renaissance World Golf Village and Convention Center

September 14, 2022

10:30 a.m.

**ATTENDANCE**

**Members Present:**

Myrna Allen,  
Leslie Barstow  
Ronald Coleman  
Vina Delcomyn - *Treasurer*  
Kyle Gammon  
Whitney Kersey Graves  
Mary Ann Holanchock  
Theresa Little  
Brian McElhone  
Marsha Peacock  
Aubrie Simpson-Gotham, *Vice Chair*  
Michael Siragusa  
Jessica Stallings  
Patricia Tauch  
Renee Williams, *Secretary*

**Members Absent:**

Rebecca Chandler  
Joy Farris *Interim Chair*  
Brian Graham  
Michelle Jonihakis  
Cassandra Virgo  
Christian Whitehurst

**Staff Present:**

Dawn E. Bell, Chief Executive Officer  
Marie Hanson, Office Manager  
Tajaro Dixon, Grants and Operations Manager

**Others Present:**

Eleanor Hoffman, Board Member  
Nominee  
Teresa Matheney, ECS representative

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**CALL TO ORDER/ROLL CALL**

Aubrie Simpson-Gotham, Vice Chair called the meeting to order at 10:38 a.m. Roll was taken; quorum was met, with 16 of the 22 board members in attendance.

**PUBLIC COMMENT- None**

**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 passed around with no discussion or questions on the items reviewed.

## **APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS\***

- 1.** V. Delcomyn motioned to approve the Delegation of Authority Items as presented. M. Hollanchock seconded the motion. No discussion. Motion passed unanimously.

## **APPROVAL OF JUNE 28, 2022 BOARD MEETING MINUTES\***

- 2.** V. Delcomyn motioned to approve the June 28, 2022 Board Meeting Minutes, as presented. R. Williams seconded the motion. No discussion. Motion passed unanimously.

## **STAFF AND COMMITTEE REPORTS**

### **CEO REPORT**

#### **REVIEW OF THE 2020-21 BOARD SELF EVALUATION RESULTS**

D. Bell reviewed the results of the 2021-22 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff really looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Fourteen Board Members participated in the self-evaluation where overall results was rated a 4.11 or “exceeds expectations”.

### **CEO UPDATES**

D. Bell updated the Board on the changes with personnel in the ELC office, specifically Joan Whitson and Susan Murphy. They have both transitioned to Program Support Specialists under the ECS umbrella.

D. Bell reviewed the recent Ad Hoc Committee discussion. The group discussed the teacher crisis with an emphasis on out-of-state background checks as hindering the hiring process.

### **FINANCE MANAGER’S REPORT-VERBAL**

D. Bell gave the Finance report for S. Pettijohn :

#### Desk Reviews and Audits

We submitted our responses to the PCAP for the DEL Monitoring that occurred in Mar22. We have not received a response to our submission from DEL. All Desk Reviews are closed. We are looking forward to our internal audit that will occur in October 22 and the next DEL monitoring that is scheduled for the week of Nov 1, 2022.

#### Q4 Financial Statements (see attachment)

Attached are the Q4 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 June which is lower than our target of 4%. SR Administration was 3.9% at the end June which is less than our target of 5%. All other targets and restrictions remain in alignment with Grant requirements.

Budget (see attachment)

**Early Learning Coalition of North Florida**

**DRAFT**

**Balance Sheet**

**As of June 30, 2022**

**ASSETS**

Cash, Operating	\$	2,432,399
Cash, Money Market		61,794
Petty Cash		200
Deposits		850
Prepaid Expense		15,814
Equipment		6,498
Less: Accumulated Depreciation		(6,498)

**TOTAL ASSETS** \$ 2,511,057

**LIABILITIES**

Episcopal Children's Services Payable	\$	1,939,483
OEL Advance Payable		705,602
Accounts Payable		1,069
Interest due to OEL		1,012
Accrued Salaries		12,663
Accrued Vacation		24,129
Accrued Employee Benefits		650

**TOTAL LIABILITIES** \$ 2,684,608

Net Assets at 6/30/2021 (182,964)

Net change at 06/30/2022 9,413

**Total Liabilities and Net Assets** \$ 2,511,057

**Early Learning Coalition of North Florida**

**FY 2021-2022**

**As of Jun 30, 2022**

	2021-2022	Q4 2021-22	Favorable
Notice of Awards	Annual Budget	YTD Actual	(Unfavorable)
School Readiness (SR)	\$ 22,131,549	\$ 19,151,749	\$ (2,979,800)
PDG Services	179,161	104,171	(74,990)

CRRSA	10,825,067	8,708,505	(2,116,562)
ESSER	116,033	0	(116,033)
ARP	32,122,431	4,386,762	(27,735,669)
Voluntary PreKindergarten (VPK)	14,695,013	13,940,518	(754,495)
<b>Total Notice of Award</b>	<b>\$ 80,069,254</b>	<b>\$ 46,291,705</b>	<b>\$ (33,777,549)</b>

**Subrecipient Expense**

School Readiness (SR)	\$ 21,033,056	\$ 18,210,076	\$ 2,822,980.00
PDG Services	179,161	104,171.00	74,990
CRRSA	10,825,067	8,708,505.00	2,116,562
ESSER	116,033	0	116,033
ARP	32,122,431	4,386,762.00	27,735,669
Voluntary PreKindergarten (VPK)	14,638,494	13,927,817.00	710,677
<b>Total Subrecipient Expense</b>	<b>\$ 78,914,242</b>	<b>\$ 45,337,331</b>	<b>\$ 33,576,911</b>

<b>Grant Funds Available to ELC of North FL</b>	<b>\$ 1,155,012</b>	<b>\$ 954,374</b>	<b>\$ (200,638)</b>
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**Other Donations and Revenue**

Interest Income	\$ 530	557	\$ 27
Clay Electric Foundation	15,000	15,000	\$ -
Kiwanis	750	0	\$ (750)
Reinhold	1,000	0	\$ (1,000)
Quality Teacher's Conference	5,000	5,815	\$ 815
Miscellaneous Donations	2,000	9,055	\$ 7,055

<b>Total Revenues</b>	<b>\$ 1,179,292</b>	<b>\$ 984,801</b>	<b>\$ (194,491)</b>
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**ELC of North Florida Estimated Expense**

Salaries	\$ 595,000	\$ 514,350	\$ 80,650
PR Taxes	63,000	39,121	23,879
Health Insurance & HSA Contributions	129,000	127,193	1,807
Pension	30,000	20,072	9,928
Life, Disability, and WC	15,000	8,208	6,792
Staff Development	9,500	12,668	(3,168)
Contract Services	3,000	11,260	(8,260)
Auditing	15,000	15,500	(500)
Legal	500	0	500
Printing & Reproduction	3,000	0	3,000
Repairs & Maintenance	1,000	0	1,000
Office Sites - Occupancy	60,000	47,115	12,885
Postage, Freight & Delivery	3,750	1,970	1,780
Rentals - Office Equipment	5,200	3,787	1,413
Office Supplies	10,000	8,762	1,238
Communications	18,000	18,605	(605)
D & O Insurance	2,900	2,768	132
General Liability	4,800	8,860	(4,060)
Equipment <\$1,000	4,500	0	4,500
Equipment >\$1,000	3,500	0	3,500

Travel - In State	6,000	6,580	(580)
Travel - Out of State	7,500	0	7,500
Travel - Local	7,500	2,230	5,270
Bank Fees	600	35	565
Software/Licenses/Support	17,000	8,048	8,952
Web Service	32,000	33,293	(1,293)
Other employee expenditures	3,000	344	2,656
ADP Fees	8,000	6,227	1,773
Dues & Subscriptions	14,000	11,494	2,506
Taxes, Licenses and Fees	500	77	423
Misc. - Other Current Charges	6,800	10,364	(3,564)
Quality Program	98,000	56,457	41,543
<b>Total ELC North Florida Estimated Expense</b>	<b>1,177,550</b>	<b>975,388</b>	<b>202,162</b>
<b>Surplus or (Loss)</b>	<b>\$ 1,742</b>	<b>\$ 9,413</b>	<b>\$ 7,671</b>

#### 4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

##### *Coalition Activities:*

- Following the board's June approval of the RFQ (Request for Qualifications) for External Auditing Services committee's recommendation, the Letter of Agreement was reviewed by our legal advisor and completed with Moss, Krusick and Associates.
- 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 submitted its corrective action plan June 21, 2022 and are currently awaiting approval and the close-out letter.
- Coalition and ECS staff held an "Open Discussions Lunch" meeting April 21, 2022, which continues to be a valuable process.
- The Coalition's COOP (Continuation of Operations Plan) for 2022/2023 was submitted to DEL by May 1, 2022.
- The Coalition's 2022/2023 Subcontractor Monitoring Plan was completed and submitted to ECS and DEL.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2022 funding and services.
- The 2022/2023 Coalition's Anti-Fraud Plan was submitted to DEL's Office of Inspector General June 16, 2022 (and was approved July 26, 2022).

##### *Episcopal Children's Services (ECS) Contract Monitoring:*

The 2021/2022 Third Quarter Monitoring was performed May 16 – 27, 2022. This monitoring included all DEL required “eligibility” criteria for School Readiness and VPK. Additional area of review was the Data Security Systems Updates. From this review, there were four compliance issues and one observation that required staff refresher training sessions. The staff trainings were held in time for ECS’s response to the final report.

The 2021/2022 Fourth Quarter Monitoring is scheduled for August 15-26, 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, SR Plan Compliance II. H. (Child) Pre/post Assessments, ARPA Provider Application Monitoring, Non-direct Costs Review (3<sup>rd</sup> and 4<sup>th</sup> quarters combined), and Fiscal Year-end Overview.

*ALL full reports are available upon request.*

## **EXECUTIVE ADMINISTRATIVE COMMITTEE NO AUGUST MEETING**

### **NEW/UNFINISHED BUSINESS**

#### **APPROVAL OF EPISCOPAL CHILDREN’S SERVICES 2022/2023 CONTRACT AMENDMENT #0001-22\***

##### Revisions:

- A. Items **#5, 13, and 24** were to update the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the July 1, 2022 Notice of Award.
- B. Items **#16, 21, 22, and 25** were to update the Voluntary Prekindergarten budgeted amounts as well as the Additional Voluntary Prekindergarten-Related Programs budgeted amounts per the July 1, 2022 and August 8, 2022 Notices of Award.
- C. Items **#17 and 20** were to remove language regarding the VPK Outreach, Awareness, and Monitoring Initiative (OAMI) Grant, as it is no longer awarded.
- D. Items **#6, 10, 11, 12, and 19** were to make updates to reports deliverables.
- E. Items **#1-5, 7-10, 12, 14-15, 18, and 26** were updates from the Division of Early Learning (DEL) 2022/2023 Grant Agreement.
- F. Item **#23** was to update the Provider Reimbursement Rate Schedules effective July 1, 2022.

- 1.** V. Delcomyn motioned the approval of Episcopal Children’s Services 2022/2023 Contract Amendment #0001-22. L. Barstow seconded the motion. No further discussion. Motion passed unanimously.

## **APPROVAL OF THE IT POLICY REVISIONS TO THE COALITION'S INFORMATION TECHNOLOGY SYSTEM SECURITY POLICIES AND PROCEDURES MANUAL\***

Revisions:

IT303 - Access and Security, added all required language of DEL/DOE from 08/05/22 email (from review of SR Plan amendments #32 and #33 for previous IT policy revisions- 03/09/22 and 06/15/22).

- 2.** W. Kersey-Graves motioned approval of It Policy Revisions to the Coalition's Information Technology System Security Policies and Procedures Manual. M. Allen seconded the motion. No further discussion. Motion Passed unanimously.

## **APPROVAL OF THE 2019-2021 SCHOOL READINESS PLAN AMENDMENT #34\***

Revisions/Updates Required:

- Attachment I D Bylaws ELCNF revised 091422 (Revisions needed upon DEL review)
- (SR Plan Core document) and Attachment III. A. Child Care Resource & Referral (CCRR) and School-aged Care revised 091422 (Revisions needed upon ELC review)
- (SR Plan Core document) and Attachment III. E. Quality Performance Report revised 091422 (Revisions needed upon ELC review)

- 3.** V. Delcomyn motioned the approval of the 2019-2021 School Readiness Plan Amendment #34. M. Hollanchock seconded the motion. No further discussion. Motion passed unanimously.

## **APPROVAL OF ELCNF 2021-2022 ANNUAL REPORT\* HANDOUT**

The Board was provided a copy of the ELCNF 2021-2022 Annual Report that is a handout and on our official website.

- 4.** M. Allen motioned the approval of the ELCNF 2021-2022 Annual Report. M. Hollanchock seconded the motion. No further discussion. Motion passed unanimously.

## **APPROVAL OF THE DESIGNEE FOR THE MANDATED POSITION FOR PUTNAM COUNTY HEALTH DEPARTMENT ELEANOR HOFFMAN\***

Eleanor Hoffman, RRT, CLC, is the Healthiest Weight Coordinator and Lifestyle Coach for Putnam County. Eleanor brings with her a wealth of experience and knowledge along with a passion to be an advocate for the children in our community. Eleanor believes in promoting after school programs, increasing access to books and making sure the children in our community have the skills and tools to be successful.

Eleanor's ELCNF term would extend from September 2022– September 2026.

- 7.** W.Kersey-Graves motioned the approval of the Designee for the mandated Board Member for Putnam County Health Department Eleanor Hoffman to the Board of Directors. J. Stallings seconded the motion. No further discussion. Motion passed unanimously.

#### **APPROVAL OF THE DESIGNEE FOR THE MANDATED POSITION FOR THE PRESIDENT OF A FLORIDA COLLEGE SYSTEM DR. MYRNA ALLEN\***

Dr. Myrna Allen is St. Johns River State College's Dean of Teacher Education and has been designated to serve on the board on behalf of Mr. Joe H. Pickens, President of St. Johns River State College.

- 8.** R. Coleman motioned the approve the Designee for the mandated position for the President of a Florida College system. E. Hoffman seconded the motion. No further discussion. Motion passed unanimously.

#### **APPROVAL OF THE PRIVATE SECTOR BOARD MEMBER MICHAEL SIRAGUSA\***

Mike Siragusa is an Attorney and Senior Partner at the law firm of Upchurch, Bailey and Upchurch, PA. He is well known to ELCNF, having served three terms as a Private Sector Board Member from June 2009 to June 2022. He has agreed to serve again.

Mike Siragusa's term will be September 2022 to September 2026.

- 9.** M. Hollanchock motioned to approve the private sector Board member Michael Siragusa. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

#### **APPROVAL OF THE REGIONAL WORKFORCE BOARD DESIGNEE RENEE WILLIAMS\***

Ms. Renee Williams is District Director for both Clay and Putnam counties at Workforce and has been designated to serve on the board on behalf of Mr. Bruce Ferguson, Jr., President of CareerSource Northeast Florida.



**10.** M. Allen motioned to approve the Regional Workforce Board Designee Renee Williams. T. Little seconded the motion. No further discussion. Motion passed unanimously.

## **BOARD MEMBERSHIP REVIEW**

D. Bell reviewed upcoming board term dates and overall membership statuses. No discussion or further comments.

## **ELECTION OF OFFICERS\***

By unanimous vote, the following board members were nominated and re-elected to serve as the Coalition Officers for the 2022-23 fiscal year:

- Interim Chair: Joy Stanton
- Vice Chair: Aubrie Simpson-Gotham
- Treasurer: Vina Delcomyn
- Secretary: Renee Williams

**9.** W. Kersey-Graves motioned to approve the Election of Officers. E. Hoffman seconded the motion. No Discussion. Motion passed unanimously.

## **STANDING COMMITTEE DISCUSSION AND SIGN-UP.**

An email was sent to all board members prior to the meeting asking for volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

Based on the responses from Board Members, the following were re-elected to the Executive Administration Committee: J. Farris, A. Simpson-Gotham, V. Delcomyn, R. Williams, Little and Michael Siragusa.

## **CODE OF ETHICS-HANDOUT**

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Code of Ethics policy sent to them for review and signature.

## **CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT**

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in. Any board member and/or staff who were not in attendance of today's meeting will have their Conflict of Interest policy sent to them for review and signature.

## **BOARD ABSENTEEISM LOG- INFORMATIONAL**

No Comments.

## **BOARD COMMENTS**

L. Barstow inquired about the income voucher guidelines. D. Bell and T. Matheney lead a brief discussion explaining the process and how our ELC works with the State Association of ELC's.

## **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, November 2, 2022 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 7, 2022, 2:00 p.m. –Board Meeting World Golf Village Caddy Shack Restaurant.

## **ADJOURNMENT\***

**10.** L. Barstow motioned for adjournment at 11:38 a.m. R. Williams seconded the motion. No discussion. Motion passed unanimously.

**Minutes Submitted By: Marie Hanson, Office Manager**