



ANNUAL BOARD MEETING

September 14, 2022; 10:30 a.m.

Renaissance Resort World Golf Village Convention Center, Troon Room

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

TENTATIVE AGENDA

****Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Approval of Delegation of Authority Items***
- IV. Approval of June 28, 2022 Board Meeting Minutes***
- V. Staff and Committee Reports**
 - A. CEO Report
 1. Review of ELCNF 2022 Board Self Evaluation Compiled Results- **HANDOUT**
 - B. Finance Manager's Report
 - C. 4th Quarter Program Update
 - D. Executive Administrative Committee *No August meeting*
- VI. New/Unfinished Business**
 - A. Approval of Episcopal Children's Services 2022/2023 Contract Amendment #0001-22*
 - B. Approval of IT Policy Revisions to the Coalition's Information Technology System Security Policies and Procedures Manual*
 - C. Approval of the 2019-2021 School Readiness Plan Amendment #34*
 - D. Approval of ELCNF 2021-2022 Annual Report* **-HANDOUT**
 - E. Approval of the Designee, for the mandated position for Putnam County Health Department Eleanor Hoffman*
 - F. Approval of the Designee, for the mandated position for President of a Florida College System Dr. Myrna Allen*
 - G. Approval of Private Sector Board Member Michael Siragusa*
 - H. Approval of Regional Workforce Board designee Renee Williams*
 - I. Review of Board Membership-**INFORMATIONAL**
 - J. Election of Officers* **HANDOUT (To be emailed for nominations prior to meeting)**
 - K. Standing Committee Discussion and Sign-Up **HANDOUT (To be emailed for sign up prior to meeting)**
 - L. Code of Ethics and Conflict of Interest-**HANDOUT (Vendor List to be emailed for review prior to meeting)**
- VII. Board Absenteeism Log – INFORMATIONAL**



VIII. Board Comment

IX. Next Meetings

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

X. Adjournment*

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Delegation of Authority items
Reason for Recommended Action	<p>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.</p> <p><u>If this is not done the following would occur:</u></p> <p>It was recommended by the board to have these items approved at meetings, following the last Accountability Review. Therefore, the ELC is requesting board approval.</p>
How the Action will be accomplished	Board members will review the documents.

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bail
 TITLE: Chief Executive Officer

PP End: 7/5/2022

APPROVING AUTHORITY: ELCNF Board
 TITLE: N/A

Date	# of Hours	*978BA	*97900	979CS	*9PADM	Other	AL	SL	PSL	Unallocated Time	DESCRIPTION
6/22/2022	7.00	7.00								0.00	Reviewing/responding Internal documents, electronic correspondence
6/24/2022	7.00	7.00								0.00	Reviewing/responding Internal documents, electronic correspondence
6/25/2022	0.00	7.00								0.00	Reviewing/responding Internal documents, electronic correspondence
6/27/2022	3.00	3.00								0.00	electronic correspondence
6/28/2022	4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
6/29/2022	8.00	3.00	2.00				4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
7/1/2022	6.00	6.00								0.00	Reviewing/responding Internal documents, electronic correspondence
7/2/2022	3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence
7/3/2022	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence
7/4/2022	0.00	4.00								0.00	electronic correspondence
7/5/2022	6.00	4.00	2.00				2.00			2.00	8.00 Holiday
Total	62.00	58.00	4.00	0.00	0.00	8.00	10.00	0.00	0.00	18.00	Reviewing/responding Internal documents, electronic correspondence
Unallocated	18.00	16.84	1.16	0.00	0.00						
Total	80.00	74.84	5.16	0.00	0.00						
Percent		0.93548	0.06452	0.00000	0.00000						

I hereby affirm that this is a true and complete statement of my hours changed in this period.

Employee Signature

D. Bail

Date

6/4/22

Approving Authority Signature

Neckman

Date

7/6/2022

For Official Use Only:
 17
 Check and Initial Once Reviewed & Entered into Pay
 Check and Initial Once Entered into PRR Roll-Up

ANNUAL LEAVE	
6/22/2022 AL Balance	129.00
This PP Accrual	8.00
This PP Usage	-10.00
7/5/2022 AL Balance	127.00

TOTAL SICK LEAVE	
6/22/2022 SL Balance	67.50
This PP Accrual	4.00
This PP Usage	0.00
7/5/2022 SL Balance	71.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	11.00
This PP Usage	0.00
7/5/2022 PSL Balance	11.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 5/22/2022

Date(s) / Time of Leave:

Leave Type (See Legend):

06/27 4 annual leave

06/28 4 annual leave

07/05 2 annual leave

10 hours ANNUAL LEAVE

Approved: Meckham

Date: 7/6/2022

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 7/19/2022

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	*7BBA	*7COM	*7CCS	*PADM	CHM	AL	SL	PSL	Unallocated Time	DAILY LOG
7/6/2022	6.00	3.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence with book bag stuffing
7/7/2022	0.00						8.00			8.00	Reviewing/responding internal documents, electronic correspondence
7/8/2022	2.00	2.00					6.00			6.00	Reviewing/responding internal documents, electronic correspondence
7/9/2022	4.00	4.00								0.00	
7/10/2022	4.00	4.00								0.00	
7/11/2022	5.00	5.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/12/2022	7.00	4.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence with book bag stuffing
7/13/2022	7.00	4.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence with book bag stuffing
7/14/2022	5.00	5.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/15/2022	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/16/2022	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/17/2022	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/18/2022	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/19/2022	7.00	5.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence with book bag stuffing
7/19/2022	7.00	3.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence with book bag stuffing
Total	66.00	51.00	15.00	0.00	0.00	0.00	14.00	0.00	0.00	14.00	
Percent	0.772727	0.227273	0.227273	0.000000	0.000000						
Unallocated	14.00	10.82	3.18	0.00	0.00						
Total	80.00	61.82	18.18	0.00	0.00						
Percent	0.77273	0.22727	0.22727	0.000000	0.000000						

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature Dawn E Bell

Date 7/19/22

Approving Authority Signature Prockman

Date 7/19/2022

For Official Use Only:
 Check and Initial Once Reviewed & Entered into Pay
 Check and Initial Once Entered into PAR Roll-Up

ANNUAL LEAVE	
7/6/2022 AL Balance	120.40
This PP Accrual	8.00
This PP Usage	-14.00
7/19/2022 AL Balance	114.40

TOTAL SICK LEAVE	
7/6/2022 SL Balance	71.50
This PP Accrual	4.00
This PP Usage	0.00
7/19/2022 SL Balance	75.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
7/19/2022 PSL Balance	80.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 5/22//2022

Date(s) / Time of Leave:

Leave Type (See Legend):

07/07 8 annual leave

07/08 6 annual leave

14 hours ANNUAL LEAVE

Approved: Ann EC Hanson

Date: 7/19/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 8/2/2022

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date		# of Hours	%BBA	%TQM	%CCS	%PADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
7/20/2022	W	6.00	6.00								2.00	Reviewing/responding internal documents, electronic correspondence
7/21/2022	T	8.00	8.00					2.00			0.00	Reviewing/responding internal documents, electronic correspondence
7/22/2022	F	7.00	7.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/23/2022	S	0.00									0.00	Reviewing/responding internal documents, electronic correspondence
7/24/2022	S	4.00	4.00								0.00	electronic correspondence
7/25/2022	M	6.00	6.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/26/2022	T	6.00	4.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence
7/27/2022	W	8.00	4.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence
7/28/2022	T	6.00	6.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/29/2022	F	5.00	3.00	2.00				3.00			0.00	Reviewing/responding internal documents, electronic correspondence
7/30/2022	S	2.00	2.00								0.00	Reviewing/responding internal documents, electronic correspondence
7/31/2022	S	4.00	4.00								0.00	electronic correspondence
8/1/2022	M	6.00	4.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/2/2022	T	7.00	7.00								0.00	Reviewing/responding internal documents, electronic correspondence
Total		75.00	65.00	10.00	0.00	0.00	0.00	5.00	0.00	0.00	5.00	
Percent		0.866667	0.133333	0.000000	0.000000	0.000000	0.00	5.00	0.00	0.00	5.00	
Undeclared		5.00	4.33	0.67	0.00	0.00						
Total		80.00	69.33	10.67	0.00	0.00						
Percent		0.86667	0.133333	0.000000	0.000000	0.000000						

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature: Dawn E. Bell

Date: 8/2/22

Approving Authority Signature: [Signature]

Date: 8/2/2022

ANNUAL LEAVE	
7/20/2022 AL Balance	114.40
This PP Accrual	8.00
This PP Usage	-5.00
8/2/2022 AL Balance	117.40

TOTAL SICK LEAVE	
7/20/2022 SL Balance	75.50
This PP Accrual	4.00
This PP Usage	0.00
8/2/2022 SL Balance	79.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
8/2/2022 PSL Balance	80.00

For Official Use Only:
 Check and Initial Once Reviewed & Entered into Pay
 Check and Initial Once Entered into PAR Roll-Up

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 7/21/2022

Date(s) / Time of Leave:

Leave Type (See Legend):

07/20 2 annual leave

07/29 3 annual leave

78 hours ANNUAL LEAVE

Approved: *Dawn E Bell*

Date: 8/2/2022

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 8/16/2022

APPROVING AUTHORITY: ELCNIF Board
TITLE: N/A

Date	# of Hours	*TRBA	*TR00	*TR05	*TR0H	Other	AL	SL	PSL	Unallocated Time	DESCRIPTION
8/3/2022	W 8.00	8.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/4/2022	T 7.00	7.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/9/2022	F 7.00	5.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/10/2022	S 0.00									0.00	
8/12/2022	S 4.00	4.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/13/2022	M 7.00	7.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/15/2022	T 5.00	5.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/16/2022	W 8.00	5.00	1.00							0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/17/2022	T 7.00	7.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/18/2022	F 6.00	2.00					2.00			2.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/19/2022	S 0.00									0.00	
8/20/2022	S 3.00	3.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/21/2022	M 4.00	2.00					4.00			4.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
8/22/2022	T 8.00	4.00								0.00	Reviewing/responding to internal and external docs/ electronic correspondence/ book bag prep
Total	74.00	59.00	3.00	0.00	12.00	0.00	6.00	0.00	0.00	6.00	
Percent	0.797297	0.04054	0.00000	0.16216							
Unbooked	5.00	4.78	0.24	0.00	0.97						
Total	80.00	63.78	3.24	0.00	12.97						
Percent	0.79730	0.04054	0.00000	0.16216							

I hereby affirm that this is a true and complete statement of my hours charged in this period.

Employee Signature

Dawn E. Bell

Date

8/16/22

Approving Authority Signature

Dawn E. Bell

Date

8/16/2022

For Official Use Only:
 Check and Initial Once Reviewed & Entered into Pay
 [Signature] Check and Initial Once Entered into PAR Roll-Up

ANNUAL LEAVE	
8/3/2022 AL Balance	117.40
This PP Accrual	8.00
This PP Usage	-6.00
8/16/2022 AL Balance	119.40

TOTAL SICK LEAVE	
8/3/2022 SL Balance	79.50
This PP Accrual	4.00
This PP Usage	0.00
8/16/2022 SL Balance	83.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
8/16/2022 PSL Balance	80.00

Personnel Activity Report

EMPLOYEE NAME: Dawn E. Bell
TITLE: Chief Executive Officer

PP End: 8/30/2022

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	'9785A	'97900	'97935	'9794M	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
8/17/2022	0.00										
8/18/2022	2.00	2.00					8.00			8.00	Reviewing/responding internal documents, electronic correspondence
8/19/2022	6.00	6.00					6.00			6.00	Reviewing/responding internal documents, electronic correspondence
8/20/2022	3.00	3.00					2.00			2.00	Reviewing/responding internal documents, electronic correspondence
8/21/2022	0.00									0.00	
8/22/2022	6.00	4.00	1.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/23/2022	5.00	5.00								0.00	Reviewing/responding internal documents, electronic correspondence
8/24/2022	9.00	5.00	4.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/25/2022	9.00	6.00	3.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/26/2022	4.00	4.00								0.00	Reviewing/responding internal documents, electronic correspondence
8/27/2022	4.00	2.00								0.00	Reviewing/responding internal documents, electronic correspondence
8/28/2022	5.00	3.00	2.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/29/2022	6.00	4.00	1.00							0.00	Reviewing/responding internal documents, electronic correspondence
8/30/2022	48.00	1.00	0.00				16.00	3.00	0.00	19.00	reviewing/responding internal documents, electronic correspondence
Total	61.00	0.786885	0.18033	0.00000	0.03279	0.00	16.00	3.00	0.00	19.00	
Unkrschd	19.00	14.95	3.43	0.00	0.62						
Total	80.00	62.95	14.43	0.00	2.62						
Percent		0.78689	0.18033	0.00000	0.03279						

I hereby affirm that this is true and complete statement of my hours changed in this period.

Employee Signature

Dawn E. Bell

Date

8/30/22

Approving Authority Signature

Dawn E. Bell

Date

8/30/2022

For Official Use Only:
 Check and hold Over Reviewed & Entered into Pay
 Check and hold Once Entered into PAR Roll-Up

ANNUAL LEAVE	
8/17/2022 AL Balance	121.40
This PP Accrual	8.00
This PP Usage	-16.00
8/30/2022 AL Balance	113.40

TOTAL SICK LEAVE	
8/17/2022 SL Balance	87.50
This PP Accrual	4.00
This PP Usage	-3.00
8/30/2022 SL Balance	88.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	80.00
This PP Usage	0.00
8/30/2022 PSL Balance	80.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 8/21/2022

Date(s) / Time of Leave:

Leave Type (See Legend):

08/17 8 annual leave

08/18 6 annual leave

08/19 2 annual leave

08/29 3 sick leave

16 hours ANNUAL LEAVE / 3 hours sick leave

Approved: *M. Keenan*

Date: 8/30/2022

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

June 28, 2022

Conference Call: 888-296-6500, Guest Code: 966582
2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen, Treasurer
Rebecca Chandler
Ron Coleman
Vina Delcomyn
Joy Farris, Interim Chair
Kyle Gammon
Whitney Kersey Graves
Mary Ann Holanchock
Theresa Little
Marsha Peacock
Michael Siragusa
Cassandra Virgo
Renee Williams

Members Absent:

Leslie Barstow
Jessica Bishop
Brian Graham
Michelle Jonihakis
Brian McElhone
Aubrie Simpson Gotham
Jessica Stallings
Patricia Tauch
Christian Whitehurst

Staff Present:

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

Others Present:

CALL TO ORDER/ROLL CALL

J. Farris, Interim Chair, called the meeting to order at 2:06 p.m. Roll was taken by M. Hanson; quorum was met with 13 of the 22 board members in attendance.

PUBLIC COMMENT

No comments.

APPROVAL OF JUNE 15, 2022 Board Meeting Minutes*

- 1.** T. Little motioned to approve the June 9, 2021 Board Meeting Minutes, as presented. R. Coleman seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

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

As the Coalition has been satisfied with Episcopal Children's services (ECS) delivery of services in contract year 2020/2021 (and all applicable prior years), the Coalition will continue contracting with ECS for 2022/2023.

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

BOARD SELF EVALUATION- REMINDER DUE JULY 15, 2022

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, 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 3, 2022 , 10:30 a.m. – Exec/Admin Committee Conference Call
- Wednesday, September 14, 2022 10:30 a.m. – Annual Board Meeting World Golf Village Convention Center

ADJOURNMENT*

5. V. Delcomyn motioned for adjournment at 2:19 p.m. T. Little seconded the motion. No discussion – motion passed unanimously.

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

Sep 14, 2022

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.

Susan Pettijohn and Chris Spell

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	<u>(6,498)</u>
TOTAL ASSETS	\$ <u>2,511,057</u>
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	<u>650</u>
TOTAL LIABILITIES	\$ <u>2,684,608</u>
Net Assets at 6/30/2021	(182,964)
Net change at 06/30/2022	<u>9,413</u>
Total Liabilities and Net Assets	\$ <u><u>2,511,057</u></u>

Early Learning Coalition of North Florida

FY 2021-2022

As of Jun 30, 2022

	2021-2022 Annual Budget	Q4 2021-22 YTD Actual	Favorable (Unfavorable)
Notice of Awards			
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)
Total Notice of Award	\$ 80,069,254	\$ 46,291,705	\$ (33,777,549)
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
Total Subrecipient Expense	\$ 78,914,242	\$ 45,337,331	\$ 33,576,911
Grant Funds Available to ELC of North FL	\$ 1,155,012	\$ 954,374	\$ (200,638)
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
Total Revenues	\$ 1,179,292	\$ 984,801	\$ (194,491)
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
Total ELC North Florida Estimated Expense	1,177,550	975,388	202,162
Surplus or (Loss)	\$ 1,742	\$ 9,413	\$ 7,671

ACTION ITEM SUMMARY

DESCRIPTION	Approval of revisions to the 2022-2023 budget for Early Learning Coalition of North Florida.
Reason for Recommended Action	<p>On Aug 8, 2022 The Division of Early Learning sent a revision to the Notice of Award for the 2022-2023 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2022-23.</p> <p>The allocation of these funds between ECS and ELCNF has been agreed to by both entities.</p> <p>If not approved, we will not have a budget that reconciles to the Notice of Award.</p>
How the Action will be accomplished	Board Approval and submission to DEL.

Early Learning Coalition of North Florida

FY 2022-2023

As of September 14, 2022

	6/15/2022 2022-2023	9/14/2022 2022-2023
	Initial Budget	Proposed Budget
Notice of Awards		
School Readiness (SR)	\$ 20,020,000	\$ 22,892,970
PDG Services	180,000	74,990
CRRSA	500,000	2,144,687
ESSER	0	87,905
ARP	16,000,000	27,735,669
Voluntary PreKindergarten (VPK)	14,000,000	19,867,462
Total Notice of Award	\$ 50,700,000	\$ 72,803,683
Subrecipient Expense		
School Readiness (SR)	\$ 19,000,000	\$ 21,752,477
PDG Services	180,000	74,990
CRRSA	500,000	2,144,687
ESSER	0	87,905
ARP	16,000,000	27,735,669
Voluntary PreKindergarten (VPK)	13,940,000	19,803,067
Total Subrecipient Expense	\$ 49,620,000	\$ 71,598,795
Grant Funds Available to ELC of North FL	\$ 1,080,000	\$ 1,204,888
Other Donations and Revenue		
Interest Income	\$ 600	\$ 600
Clay Electric Foundation	15,000	15,000
Quality Teacher's Conference	5,800	6,000
Miscellaneous Donations	3,900	3,500
Total Revenues	\$ 1,105,300	\$ 1,229,988
ELC of North Florida Estimated Expense		
Salaries	\$ 595,000	\$ 595,000
PR Taxes	59,500	65,000
Health Insurance & HSA Contributions	132,000	150,000
Pension	30,000	40,000
Life, Disability, and WC	9,000	18,000
Staff Development	10,000	10,000
Contract Services	11,000	12,000
Auditing	15,000	15,000
Legal	500	500
Printing & Reproduction	1,000	2,000
Repairs & Maintenance	1,000	1,000
Office Sites - Occupancy	55,000	65,000
Postage, Freight & Delivery	2,500	4,000
Rentals - Office Equipment	4,500	6,000
Office Supplies	10,000	12,000
Communications	19,000	22,000
D & O Insurance	2,600	2,700
General Liability	8,600	8,700
Equipment <\$1,000	3,000	4,500
Equipment >\$1,000	3,400	4,000
Travel - In State	6,000	8,000
Travel - Out of State	6,000	6,000
Travel - Local	4,000	7,000
Bank Fees	200	500
Software/Licenses/Support	9,000	20,000
Web Service	30,000	35,000
Other employee expenditures	3,000	4,000
ADP Fees	7,000	9,000
Dues & Subscriptions	12,000	15,000
Taxes, Licenses and Fees	500	800
Misc. - Other Current Charges	5,000	9,000
Quality Program	50,000	65,000
Total ELC North Florida Estimated Expense	1,105,300	1,216,700
Surplus or (Loss)	\$ -	\$ 13,288



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904-342-2267
www.elcnorthflorida.org

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: August 4, 2022
Subject: 2021/2022 Fourth Quarter Program Update and Quality Assurance Activities

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 (3rd and 4th quarters combined), and Fiscal Year-end Overview.

ALL full reports are available upon request.



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ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children’s Services 2022/2023 Contract Amendment #0001-22:
Reason for Recommended Action	<p><u>Revisions:</u></p> <ul style="list-style-type: none"> A. Items #5, 13, and 24 were to update the <u>School Readiness</u> budgeted amounts, as well as the <u>Additional School Readiness-Related Programs</u> budgeted amounts per the July 1, 2022 Notice of Award. B. Items #16, 21, 22, and 25 were to update the <u>Voluntary Prekindergarten</u> budgeted amounts as well as the <u>Additional Voluntary Prekindergarten-Related Programs</u> budgeted amounts per the July 1, 2022 and August 8, 2022 Notices of Award. C. Items #17 and 20 were to <u>remove</u> language regarding the <u>VPK Outreach, Awareness, and Monitoring Initiative (OAMI) Grant</u>, as it is no longer awarded. D. Items #6, 10, 11, 12, and 19 were to make <u>updates</u> to <u>reports deliverables</u>. E. Items #1-5, 7-10, 12, 14-15, 18, and 26 were <u>updates from the</u> Division of Early Learning (DEL) 2022/2023 <u>Grant Agreement</u>. F. Item #23 was to <u>update</u> the <u>Provider Reimbursement Rate Schedules</u> effective July 1, 2022. <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> A. ECS’s contract would not have the correct budgeted amounts for the School Readiness program, nor the Additional School Readiness-Related Programs. B. ECS’s contract would not have the correct budgeted amounts for the Voluntary Prekindergarten program, nor the Additional Voluntary Prekindergarten-Related Programs. C. ECS’s contract would contain VPK OAMI information, for which is no being longer being awarded. D. ECS’s contract would not contain the updated information regarding reports deliverables. E. ECS’s contract would not have corrected, up-to-date information from the 2022/2023 DEL Grant Agreement updates. F. ECS’s contract would not have the updated Provider Reimbursement Rate Schedules.
How the Action will be accomplished	Approval of ECS 2022/2023 amendment #0001-22, and party signatures.

ACTION ITEM SUMMARY

DESCRIPTION	Revisions to the Coalition's Information Technology Systems and Security Policies and Procedures Manual
Reason for Recommended Action	<p>Revisions:</p> <p style="padding-left: 40px;">IT303 - <u>Access and Security</u>, 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).</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition's IT Policy would not be updated and compliant with DEL requirements.
How the Action will be accomplished	Approval of the revisions listed above.

IT303 Access and Security

Effective Date: 10/01/08

Revision Date: 02/04/09, 02/03/10, 02/02/11, 02/01/12, 08/24/12, 03/16/16, 03/22/17, 06/12/19, 03/09/22, 06/15/22, 09/14/22

Referenced Legislation and Guidance

DEL Grant award Exhibit I, Section F, *Breach of Security/Confidentiality*
Florida Administrative Code & Florida Administrative Register Rule 60gg-2.001

(Note: Please find these referenced documents/regulations in the “Referenced Documents-Regulations” folder in the “Policies and Procedures” folder located in the Coalition “Company Share” drive. Contact the Coalition Grants and Operations Manager should there be any difficulty in finding a document or regulation.)

The Three Critical Components of a Total Information Security Strategy

Data at Rest

Data is at rest when it is stored on a hard drive. In this relatively secure state, information is primarily protected by conventional perimeter-based defenses such as firewalls and anti-virus programs. However, these barriers are not impenetrable.

Organizations need additional layers of defense to protect sensitive data from intruders if the network is compromised.

Encrypting hard drives is one of the best ways to ensure the security of data at rest. Other steps can also help, such as storing individual data elements in separate locations to decrease the likelihood of attackers gaining enough information to commit fraud or other crimes.

Data in Use

Data in use is more vulnerable than data at rest because, by definition, it must be accessible to those who need it. Of course, the more people and devices that have access to the data, the greater the risk that it will end up in the wrong hands at some point. The keys to securing data in use are to control access as tightly as possible and to incorporate some type of authentication to ensure that users aren't hiding behind stolen identities.

Access Controls

The confidentiality and integrity of data stored on agency computer systems must be protected by access controls (both on-site and remotely) to ensure that only authorized employees have access. The Coalition maintains compliance with all DEL IT Security policies and procedures. Access shall be restricted to only those capabilities that are appropriate to each employee's job duties. All staff (and subrecipient/subcontractor staff) with access to ELC data systems complete “DEL's Memorandum of Understanding and Data Security Agreement” upon hire and/or position (responsibility) transfer and annually thereafter.

Employees assume all responsibility for their access to the Coalition's information systems. Passwords or access codes must not be shared with others. Any individual password to access the information systems belongs to the

Coalition and information regarding usage of the Coalition's information systems is accessible at all times by management for any business purpose. Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her ID or password to another, except in cases necessary to facilitate computer maintenance and repairs and then only to authorized Coalition Information Technology staff, management, or contracted vendor of IT services. When any user terminates his or her relationship with the Coalition, passwords are changed immediately and his or her access and use of the Coalition's information systems is prohibited.

Physical Security and Access

The Coalition's server is provided by the Coalition's IT vendor and is housed in a secured datacenter. The datacenter has an emergency lighting device within reach, or an emergency lighting system. In addition, the datacenter has a gas based fire extinguishing system. The Coalition, through its IT vendor, uses a cloud-based server.

All critical computer equipment is stored in secure locations and access is restricted to only those individuals who require such access for the performance of their job responsibilities.

Access to network and Windows servers is privileged to the Coalition's IT staff and/or IT vendor who require this level of access based on their function and training levels.

The Coalition's staff have controls and processes in place to physically safeguard the entity's operating systems. The Coalition currently complies with requirements described in DEL IT Security Policy 5.05.02.17, *Physical and Environmental Security*.

A list of such controls for computer equipment include, but are not limited to:

- Heating/cooling standards
- Smoke detectors
- Fire suppression
- Uninterruptible power supplies
- Locks/access
- Alarms
- Cameras
- Instructions for visitors

Password Security

No passwords will be allowed that block entry to a PC or to specific applications or files without prior approval from the employee's supervisor. Users are responsible for safeguarding their login passwords. Passwords may not be shared, printed, or stored online. Users should not leave their computers unattended without logging off. If a user suspects that the secrecy of their password has been compromised they should report this to the Office Manager immediately and initiate a password change request.

Prohibit password sharing and reuse

For a password to have any value, it must be confidential. That means password sharing must be generally prohibited. Any exceptions to this rule must be explained clearly in your business' password policy. Exceptions to password sharing can leave employees vulnerable to social engineering attacks, such as an

attacker posing as a help desk representative and asking to use an employee's password to troubleshoot an application.

Similarly, passwords shouldn't be reused for multiple accounts. In our survey of U.S. consumers, 53% of respondents reported reusing the same password for multiple accounts. This is a fundamentally insecure practice that multiplies the odds of falling victim to a data breach.

For all passwords the Coalition follows the DEL IT Policy 5.05.02.32, which requires ten minimum protocols for creating passwords:

1. Passwords should contain at least eight (8) characters and contain a combination of letters, numbers, and special characters.
2. Passwords cannot be reused for at least six (6) changes.
3. Never assign a login account a password that is the same string as the employee ID or that contains the employee ID (e.g., "bob123" is not an appropriate password for employee "bob").
4. Never set any password equal to the null string (i.e., a blank password), which is equivalent to no password at all.
5. Passwords should not be a dictionary word in any language.
6. Passwords should not contain any proper noun or the name of any person, pet, child, or fictional character.
7. Passwords will not contain any associate serial number, social security number, birth date, telephone number, or any information that could be readily guessed about the creator of the password.
8. Passwords should not contain any simple pattern of letters or numbers, such as "xyz123."
9. Passwords should not share more than three (3) sequential characters in common with a previous password (i.e., do not simply increment the number on the same password, such as fido1, fido2, etc.).
10. Use a password that is easy to remember (e.g., a phrase, line from a song, or nonsense words) and that you can type quickly.

Although DEL policy allows for 90 day use of passwords, and allow to reuse passwords after six changes, the Coalition passwords are changed every 60 days and unique passwords are required at each change. The IT vendor ensures that password updates are set up to be generated on demand every 60 days, and that the new password meets the password criteria.

Other DEL policy protocols for passwords require guidelines for the storage and visibility of passwords and certain instructions on how to setup and assign passwords (for example, avoid using the "remember password" feature on web sites and other applications).

After five attempts to access a system with incorrect passwords, that system will be subjected to a lockout time of 10 minutes. This lock feature is set to mitigate brute-force based attacks.

In addition to password security, all Coalition PC's are protected by installed 10 minute time out screen savers, requiring the user's password to reenter their PC's.

Azure (MFA)

Multi-factor authentication is a process in which users are prompted during the sign-in process for an additional form of identification, such as a code on their cellphone or a fingerprint scan.

If you only use a password to authenticate a user, it leaves an insecure vector for attack. If the password is weak or has been exposed elsewhere, an attacker could be using it to gain access. When you require a second form of authentication, security is increased because this additional factor isn't easy for an attacker to obtain or duplicate.

Azure AD Multi-Factor Authentication works by requiring two or more of the following authentication methods:

- Something you know, typically a password.
- Something you have, such as a trusted device that's not easily duplicated, like a phone or hardware key.
- Something you are - biometrics like a fingerprint or face scan.

Azure AD Multi-Factor Authentication can also further secure password reset. When users register themselves for Azure AD Multi-Factor Authentication, they can also register for self-service password reset in one step. Administrators can choose forms of secondary authentication and configure challenges for MFA based on configuration decisions.

You don't need to change apps and services to use Azure AD Multi-Factor Authentication. The verification prompts are part of the Azure AD sign-in, which automatically requests and processes the MFA challenge when needed.

Database Security

The Coalition complies with requirements for restrictions on access to sensitive or confidential data described in DEL's IT Policy and Program Guidance 101.02, *Records Confidentiality*. This includes identifying and safeguarding confidential records, Personally Identifiable Information (PII), and Protected Personally Identifiable Information (PPII). *(Please refer to "Definition" section of this policy for more information on these items, as defined by DEL Program Guidance 101.02, Records Confidentiality). (Also refer to the Coalition's Confidentiality policy #OP201.)*

Database Access is granted to users via the application level only. Changes at the database level are permitted by the database administrator only. Application controls are used to ensure proper access to information within applications based on the responsibility of the staff member. Log files are maintained for changes to all databases.

Mobile Computing Devices are strictly controlled by the Early Learning Coalition. This policy applies to all Coalition-owned mobile devices including, but not limited to laptops, smart phones, tablets and external hard drives/flash drives. Such devices are limited in use and are only serving in the capacity of an access agent to the primary server. In the event of the loss or theft of a laptop, no information would be present on the device. In addition, the Coalition utilizes media storage devices that are password protected and scanned for viruses before each use. The devices (flash drives, thumb drives, laptops, email transmissions, etc.) shall not contain

confidential data unless the device is fully encrypted and password protected. In the event of a loss or theft of a smart phone, tablet or other mobile device, the Office Manager will ensure the Coalition's IT Vendor performs a "remote wipe" of the device clearing it of any Coalition information. If an employee is expected to use their personally-owned mobile/cell phones, they must do so by securely accessing emails or software applications through multi-factor authentication. Other than that function, or a failure in primary phone systems, employee cell phone use for Coalition purposes is prohibited.

Portable Storage Media or Peripheral Device Security

The Coalition, including its employees, subcontractors, agents, or any other individuals to whom the Coalition exposes confidential information obtained under this agreement, shall not store, or allow to be stored, any confidential information on any portable storage media (e.g., laptops, thumb drives, hard drives, etc.) or peripheral device with the capacity to hold information without encryption software installed on the devices meeting the standards prescribed in the National Institute of Standards and Technology Special Publication 800-111 [<http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-111.pdf>].

Remote Access is provided to all Coalition staff. Encryption is used on both the data sent from and to their workstation. Log records are maintained on all workstations and firewall logs are monitored for unusual activity. The Coalition prohibits the use of personal devices to download or store sensitive or confidential data.

Access to the Coalition's Internal Network is restricted by a hardware firewall. The firewall performs multiple network and security functions such as antivirus, antispyware, firewall, intrusion prevention, and device and application control for complete workstation protection. The network is further protected from spam and viruses by a third party filtering system. In addition, the Coalition is protected against email information loss and business disruption during planned or unplanned outages by access to a web-based email console. During an outage, all inbound and outbound email continues to be filtered to protect the Coalition from threats.

Electronic Imaging and Signatures

Electronic imaging is used to generate official operating records and transaction files. The Coalition has an effective system of controls in place that ensures digital images of the original paper document are accurately represented because staff scan all documents in their entirety.

Staff are instructed to retain all documents per the Coalition's record retention policy to ensure access to the images are not destroyed, but remain accessible until the applicable retention period expires.

If changes to an electronic image are necessary and authorized, staff are instructed to save a copy of the unaltered, original file.

Electronic Signatures must be unique to the signer. To utilize electronically signed documents, the Coalition ensures that signers use a unique signature they control which can be verified via a mechanism such as login or IP address of the signer in a read only format so as not to be altered.

Security and Problem Management

The Coalition's IT vendor records all reports of problems, security incidents, and Coalition requests for services to ensure that these events are responded to and/or resolved within the required four hour response time. In addition, the IT vendor must have the capability to install/perform an automated email alert system, with the firewall, to report any unauthorized or malicious activity.

The Coalition is also required to document and provide the following details for any/each incident, and report to DEL:

- (i) The nature of the unauthorized use or disclosure
- (ii) The confidential information used or disclosed
- (iii) Who made the unauthorized use or received the unauthorized disclosure
- (iv) What the Coalition has done or shall do to mitigate any harmful impact of the unauthorized use or disclosure and
- (v) What corrective action the Coalition has taken or shall take to prevent similar future unauthorized use or disclosure incidents.

Breach of Security or Security Incident

Coalition staff are required to report any breach/security incidents. The Coalition shall immediately notify DEL's Inspector General (at Inspector.General@oel.myflorida.com) and Information Security Manager (at Information.Security@oel.myflorida.com) in writing of any Security Incident or Breach of Security of which it becomes aware by its employees, subcontractors, agents or representatives.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of 2019-21 School Readiness Plan Amendment #34
Reason for Recommended Action	<p>The following School Readiness Plan documents/sections were revised:</p> <p><u>Revisions/Updates Required:</u></p> <ul style="list-style-type: none"> • 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) <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition’s bylaws would not be properly updated/in compliance with DEL. • The Coalition’s School Readiness Plan core document and attachment for the SR Plan section III. A. CCRR and School-aged Care would not be properly updated/in compliance with DEL. • The Coalition’s School Readiness Plan core document and attachment for the SR Plan section III. E. Quality Performance Report would not be properly updated/in compliance with DEL.
How the Action will be accomplished	Board Approval, then DEL Approval.

BYLAWS

Adopted: 03/20/2013
Effective: 07/01/2013
Revised: 09/16/2015, 03/11/2020, 03/10/2021, 12/01/21, 09/14/22

ARTICLE 1 NAME, AUTHORITY AND LOCATION

Section 1.1. NAME

The name of the organization shall be the Early Learning Coalition of North Florida Inc., comprised of Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, hereinafter referred to as the Coalition.

Section 1.2. AUTHORITY

The Coalition is authorized by the School Readiness Program and the Voluntary Prekindergarten Education Program of the Florida Statutes or any applicable state law revising these chapters.

Section 1.3. LOCATION

The main administrative office shall be located at 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL, 32086, in St. Johns County. The Coalition may have other offices as the members may determine or as the affairs of the organization may require.

ARTICLE II PURPOSE AND RESPONSIBILITIES

Section 2.1. PURPOSE

The purpose of the Coalition shall be to carry out the duties and responsibilities invested and entrusted to the Coalition pursuant to the provisions of School Readiness Program and Voluntary Prekindergarten Education Program and subsequent amendments. The Coalition recognizes the primacy of parents as their children's first teachers and the importance of children entering the education system ready to learn and seeks to assist parents by providing opportunities for the at-risk birth-to-kindergarten population to enhance their chances for education success by participating in quality school readiness programs that can better prepare them for school.

Section 2.2. RESPONSIBILITIES

In carrying out the intent of the School Readiness Program and Voluntary Prekindergarten Education Programs, the Coalition shall develop a plan for implementing Early Learning Programs to meet legislative requirements and

performance standards and outcome measures established by the agency(ies) under relevant statutes.

- 2.2.1. The Coalition’s service delivery plan may have county specific objectives, priorities, rates and fees based on the specific needs of each population. The Board will approve any and all plan recommendations through the plan development and amendment process and included in primary services contracts. Coalition or contracted staff may submit recommendations for plan revisions as needed to the Board of Directors.
- 2.2.2. The plan shall be reviewed and revised as necessary but at least biennially.
- 2.2.3. Prohibited activities: Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, this corporation and its members shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization that shall be exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations, now existing or hereafter amended or as referenced in Florida Statute.
- 2.2.4. These bylaws and the Coalition’s Articles of Incorporation are part of the Coalition Plan and any amendments to them are an amendment to the Plan.

Section 2.3. BOARD MEMBERS

Role: Board members acting as a group, set policies and goals for the Chief Executive Officer to implement and achieve. Board members do not take actions as individuals, they must act as a team; members who take actions without approval of the full board seriously damage the organization.

Function: All corporate powers shall be exercised by or under the authority of, and the business and affairs for the Corporation and shall be managed under the direction of the Board of Directors who may also be referred to as the “Coalition”, “Coalition Board” or “Board Members”.

- 2.3.1. Board Members must ensure their organization has adequate finances and that the funds are responsibly spent. Board Members are “trustees” of the organization’s funding. This may be accomplished by ensuring the money was spent effectively to deliver the school readiness and voluntary prekindergarten programs and services that have been authorized through routine financial and performance audits.
- 2.3.2. Board Members must participate actively in making decisions and supporting the Coalition and its Chief Executive Officer. A Board’s role is to provide the direction to the Chief Executive Officer in which they want the Chief Executive Officer to take the organization. Board Members make decisions that affect the organization as a whole.
- 2.3.3. Management of individual employees is delegated to the Chief Executive Officer.
- 2.3.4. Board Members, acting as a full board, select and evaluate the Chief Executive Officer.

ARTICLE III

Early Learning Coalition of North Florida, Inc.

MEMBERSHIP

Section 3.1. BOARD MEMBERSHIP

The Coalition will follow the requirements of the current version of Florida Statute regarding Early Learning Coalition Membership.

3.1.1 BOARD OF DIRECTORS

Statutorily Designated Directors

- (1) A Department of Children and Families regional administrator or a designee who has the authority to make decisions on behalf of the department.
- (2) A district superintendent of Schools or permanent designee.
- (3) The local Workforce Board Executive Director or permanent designee.
- (4) A County Health Department Director or permanent designee.
- (5) A Department of Children and Families child care regulation representative or an agency head of a local licensing agency.
- (6) A president of a Florida college institution or permanent designee.
- (7) A Director appointed by the Board of County Commissioners.
- (8) A Head Start director
- (9) A Director representing private for-profit child care providers including Family Child Care Home providers.
- (10) A Director representing faith-based childcare providers.
- (11) A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act.

Governor Appointed Directors

- (12) Three private-sector business members appointed by the governor.

Private-Sector Business Members

The Early Learning Coalition may appoint additional members who must be private-sector business members. Private-sector business representative means an individual

who does not work for a business entity that the government owns or operates. The term also includes:

1. An individual who has dual employment in both a business entity and the public sector.
2. An individual who is retired or no longer works for a business entity, provided that individual is not currently employed in the public sector.

Private-sector business members can represent either for-profit or nonprofit entities. Neither the members nor any of their relatives, as defined in Section 112.3143, F.S., may have a substantial financial interest in the design or delivery of the VPK or SR programs.

The Statutory Directors are those Directors specified in Chapter 1002.83 of the Florida Statutes. Private Sector Board Directors including Governor Appointments shall be selected as required by law.

Section 3.2. MEMBERSHIP TERMS:

The Executive/Administrative Committee will oversee membership to assure that the membership is geographically representative of each county served by the Coalition.

- 3.2.1.** The Chair, who is appointed by the Governor of Florida, may serve two (2) four-year terms. The Governor shall appoint the chair and two other members of each early learning coalition, who must each meet the qualifications of a private sector business member. In the absence of a governor-appointed chair, the Commissioner of Education may appoint an interim chair from the current early learning coalition board membership.
- 3.2.2.** Provider Representatives: Private For-Profit Child Care Provider Representatives which include Child Care Center and Family Child Care Home providers may serve one (1) four-year term. The provider representative seat will be nominated for the full service area of Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties. The Coalition will rotate each term from private for-profit child care provider to private for-profit family child care home provider. When the seat becomes vacant, it will be advertised to either the private-for-profit or child care home provider audience depending on the rotation. The faith based child care provider representative may serve two (2) four-year terms.
- 3.2.3.** Private Sector and mandated members may serve two (2) terms; terms will be staggered and must be a uniform length not to exceed four (4) years. These mandated representatives will be rotated to allow representation from each county when all counties are not represented by virtue of the area served by the mandated member. A mandated member from an entity that serves all counties is the only person who can fill that board seat and would not be subject to “the one-year break in service” requirement. For specific mandated seats such as the FLA college and Career Source seat, the member will be “seated until replaced.”

- 3.2.4. Ex officio members will be nominated for membership and elected in the same manner as other required members. Length of terms for ex officio members will be the same as other required members and can serve a maximum of two (2) four-year terms.
- 3.2.5. Private sector and mandated members may be nominated to serve additional terms after a one-year break in service.
- 3.2.6. Any representative member may be removed by two-thirds (2/3) vote of a quorum of the members whenever, in their judgment, the best interests of the organization would be served. Notice of removal shall be given in writing to the member by the Chair prior to the next Coalition meeting.
- 3.2.7. Unexcused absences from two (2) consecutive meetings within a twelve-month period by a representative or appointed member is equivalent to resignation from the Coalition.
- 3.2.8. Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings within a twelve-month period without due cause may be notified by the Chair that their membership is not in good standing and the agency representative or supervisor shall be asked to appoint a designee to serve in the current member's place. Absences by gubernatorial appointees may be addressed through notification to the Governor's office.
- 3.2.9. Any member may resign by giving notice to the Chair. Acceptance of such resignation shall not be necessary to become effective.
- 3.1.10. Members will not receive any compensation for their services.

Section 3.3. MEMBERSHIP DUTIES

Serving on the Coalition requires a commitment of time including attending regular Coalition meetings, committee involvement, and reading and becoming educated about many aspects of early childhood development, school readiness and voluntary prekindergarten.

- 3.3.1. All Board Members are subject to the ethics provisions outlined in Part III of Chapter 12 of the Florida Statutes, General Provisions: Code of Ethics for Public Officers and Employees. Specifically, s. 112.313, s. 112.3135, and s. 112.3143, as well as additional directives established by Statute or Rule and are required to sign a statement agreeing to comply.

**ARTICLE IV
MANAGEMENT**

Section 4.1. POWER AND DUTIES

Powers, management, and control of the Coalition, and all of its affairs, shall be vested in members as outlined in the "Early Learning Act" or its legislative successor. The Board Members, upon appropriate resolution, may delegate certain responsibilities to its Chief Executive Officer.

Section 4.2. VOTING

Early Learning Coalition of North Florida, Inc.

Fifty-one (51) percent of the Board Members serving at the time of a meeting shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the board members.

- 4.2.1. At any duly noticed meeting of the Coalition, fifty-one (51) percent of the members present shall constitute a quorum for the purpose of conducting business. If less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.
- 4.2.2. No member of the Coalition may appoint a designee to act in his or her place. A member may send a representative to Coalition meetings, but that representative will have no voting privileges.
- 4.2.3. Conflict of interest may occur when an item is presented for a vote that will directly affect the member, their employer, another organization they are involved with, a member of their family, or in which they have a direct financial interest. Members shall disclose the conflict, abstain from discussion or voting on the matter, and fill out required Memorandum of Voting Conflict for Board Members form to be filed with meetings minutes. Additionally, Board Members are required to sign and comply with a Conflict of Interest and Ethics Compliance Statement.

Section 4.3. MEETINGS

Regular meetings shall be held at a time and place to be decided by the members. Regular meeting of the board shall be held with appropriate public notice. Written notice of the time and place of all meetings of the board or committees shall be given either by personal delivery, regular mail, e-mail, or facsimile transmission at least five (5) days before the meeting. Notice of all meetings shall be made public and all meetings are open to the public.

- 4.3.1. The annual meeting of the Coalition will be held each year on the first quarter after the end of the fiscal year.
- 4.3.2. Special meetings of the Coalition members may be called by or at the request of the Chair or by quorum of members. The administration for the Coalition will locate a place within the counties or in a central location.
- 4.3.3. The agenda and order of business at all Coalition meetings shall be developed by the Chief Executive Officer in conjunction with the Chair of the Board or Committee Chair.
- 4.3.4. Minutes of all Coalition meetings shall be kept pursuant to Florida Statute 286.011, Government in the Sunshine Act. These minutes shall be provided to members at least five (5) days prior to the next scheduled meeting. These minutes shall be a summarization of the meeting containing documentation of all formal motions made by the Coalition or Committee.
- 4.3.5. Notice of all Coalition meetings will be made pursuant to Florida Statute 286.001. Notice of all Coalition meetings shall be provided in a manner, including electronically, designed to provide reasonable and actual notice to members or other interested parties or as otherwise required by law.

- 4.3.6. Members serve on the board as outlined in Florida Statute 286.011. Members may participate in formal board and committee discussions and may make motions and cast votes on action items.
- 4.3.7. Members shall notify the Chief Executive Officer or designee in advance of meetings, if possible, when they cannot attend.
- 4.3.8. Members shall read the rules for Meeting in the Sunshine and abide by their mandates and attend a formal new member orientation.
- 4.3.9. Members of the Coalition or a committee of the Coalition may participate in a meeting of such board or such committee by means of a conference telephone or similar telecommunications technology allowing for public access by means of which persons participating in the meeting may communicate and may hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 4.4. PARLIAMENTARY AUTHORITY:

Robert's Rules of Order, Newly Revised, may govern the Coalition in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Coalition may adopt. However, the failure to strictly comply with the provisions of Robert's Rules of Order shall not affect the validity of any action taken by the Coalition provided said action is taken by the Coalition in conformity with these bylaws unless it can be affirmatively demonstrated that the failure to follow Robert's Rules of Order directly resulted in a lack of understanding of the action being proposed or other injustice has occurred.

**ARTICLE V
OFFICERS**

Section 5.1. ELECTION OF OFFICERS:

The officers of the Coalition shall consist of the Chair, Vice Chair, Treasurer, and the Secretary. The Governor of Florida will appoint the Chair of the Coalition, who is a private sector member, as well as two (2) additional private sector board members. A member in good standing shall be eligible for nomination and election to any office of this Coalition, other than the Chair. The following applies to all offices, except for Chair.

- 5.1.1. The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.
- 5.1.2. Elected officers shall be voted on at the annual meeting and installed at the next regularly scheduled meeting and shall serve for a term of one (1) year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two (2) consecutive years.
- 5.1.3. If an office is vacated prior to the completion of a one-year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

Section 5.2. OFFICERS OF THE COALITION:

- 5.2.1. The Chair** shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/Administrative Committee Chair in which the Board Chair serves as Chair.
- 5.2.2. The Vice Chair** shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the Chair.
- 5.2.3. The Treasurer**, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition.
- 5.2.4. The Secretary** shall, with administrative staff, ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

**ARTICLE VI
COMMITTEES**

Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:

Ad-hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

Standing Committees of the Coalition shall include: An Executive/Administrative Committee. The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chairs shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee, who will be the Chair of the Board.

- 6.1.1. Executive/Administrative Committee:** The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as a quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the Chair of the Board, who shall be the Committee Chair, the Vice-Chair, the Treasurer, the Secretary, and at least four additional members. The Chair of this committee or by the majority of the committee, may commune Ad-hoc committees for a specific purpose or task.

The Committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the Board in regularly reviewing and updating the Board committee structure, the Board committee statement of its roles and areas of responsibility, what is expected of individual Board members as well as recruitment and retention of Board members and other activities outlined in the Board governance policy. The committee will also regularly review the Board's practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

Section 6.2. COMMITTEE MEMBERSHIP

- 6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.
- 6.2.2.** Each Coalition committee shall consist of the Committee Chair and other Coalition members. Each committee shall consist of the Committee Chair and at least four additional members of the Coalition.
- 6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.
- 6.2.4.** Notice of all committee meetings will be made pursuant to Florida Statute 286.011.

**ARTICLE VII
BOOKS AND RECORDS**

Section 7.1. RECORDKEEPING:

Correct and complete books and records of the proceedings of the Coalition, its committees, and its financial accounts will be kept and maintained at the principal office of the Coalition. All records and information shall be considered public record for purposes of Chapter 119, F.S. and shall be subject to inspection by any member of the Coalition, the public, or any agency(ies) under relevant statutes at any reasonable time.

Section 7.2. MEMBERSHIP LIST:

The organization shall keep an accurate record of the names and addresses of the members.

**ARTICLE VIII
FINANCIAL MANAGEMENT**

Section 8.1. FISCAL YEAR:

The fiscal year of the organization shall begin on July 1st and end on June 30th.

- 8.1.1.** An audit of the books and records of the organization shall be conducted annually.

8.1.2. The audit report shall be presented to the members within thirty (30) days of its completion.

Section 8.2. MAINTENANCE OF BUDGETS

An overall budget will be prepared and maintained. Expenses will be charged proportionately to each county. All match- and county-specific fundraising generated will remain with the county from which it comes.

Section 8.3. ADMINISTRATIVE STAFF

The Chief Executive Officer reports to the Coalition’s Board of Directors. All other staff report to the Chief Executive Officer or the Office Manager in the absence of the Chief Executive Officer.

BYLAWS IX

Section 9.1. IMPLEMENTATION AND INTERPRETATION:

These Bylaws shall become effective immediately upon adoption. The Coalition’s interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote.

Section 9.2. AMENDMENTS:

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds (2/3) majority of the members at any regular meeting or at any called meeting of the members, if at least five (5) days written notice is given of an intention to alter, amend, or repeal these Bylaws at such meeting.

Signature of Authorized Representative

Date

Print Name of Authorized Representative

Title of Authorized Representative

Attachment III E. Quality Performance Report

Programs participating in our Enrichment program receive weekly coaching. Programs that participated recently but have completed the program are called Maintenance Programs and may receive continued coaching once a month to ensure that gains made during participation in the Enrichment program are maintained. All Education Specialists are required to become CLASS Reliable in Infant, Toddler and Pre-K CLASS within the 1st year of employment. They are also required to become Lastinger Center Certified Coaches in the first year of employment or as soon thereafter as the training is offered. The Enrichment program uses the CLASS assessment which measures the quality of teacher interactions and if the program requests it, we will use the ERS assessments to add insight to any perceived environmental concerns. From there Education Specialists and the programs will develop an improvement plan based on the teacher's stated interest. Normally most quality spending for supplies is used to strengthen these programs with classroom supplies, curriculum supports, curriculum and other classroom needs. Other quality funds may be used for mini-grants, curriculum or other needs of providers not participating in the Enrichment program depending on need and funding.

Training for the above list as well as early literacy, transitions, curriculum training, classroom management, developmentally appropriate practices and other topics are offered both in person and through our online platform, making high quality trainings available to providers throughout our service area in a manner that providers can access unimpeded by geography or long program hours. These trainings have been designed to complement and not compete with the work being done by the Lastinger Center.

Additionally, the ELC through ECS offers one on one technical assistance on the topics listed above to any School Readiness provider based on provider need as well as online National CDA classes that are fully scholarshiped and a scholarship for the submission fees once the requirements have been met.

Additional Quality Services

Reading Pals: This is a reading program that places volunteer readers into 3 and 4-year-old classrooms once a week to read to small groups of children. Currently we have reading pals in Putnam, St. Johns and Clay County Counties. Volunteers must fill out an application and are background screened to meet all state volunteer regulations. Reading pals go through an initial training then quarterly meetings are held all year where they receive additional training. Currently we have 68 15 reading pal volunteers reading in 42 15 School Readiness centers.

~~**Three Year Old Book Bag Project:** This is a book program giveaway program in the Fall and Spring. Book bags are distributed to area three year old classrooms in School Readiness programs in the six counties we serve. In each bag is 10-12 age appropriate books along with educational information for parents on the importance of reading to their child. Volunteers and ELC Staff put all the bags together and then along with ECS and ELC staff the bags are personally delivered to child care centers. At the time of delivery, a special story time program featuring a different book character each year is presented. In 2018-2019 just over 1,200 bags were delivered. The goal for 2019-20 is 1,200 bags. This program is funded through current quality funds as well as donations from local organizations and grants.~~

Book Bag Project: This is a book program given away throughout the year. Book bags are distributed to area School Readiness programs in the six counties we serve. In each bag is 10-12 age appropriate books along with educational information for parents on the importance of reading to their child. ECS and ELC staff ensure the bags are personally delivered to child care providers. At the time of delivery a special story time program featuring a different book character is presented. This program is funded through current quality funds as well as donations from local organizations and grants.

Early Educators Conference: Each year in January starting in 2013 we have hosted an early educators conference for all our providers in the six counties we serve. The Conference is held in different areas of our service area each year to ensure all providers can participate. The ELC of North Florida works closely with Episcopal Children's Services to host this daylong event. Attendees can receive CEU's and or in-service hours for attending. There is a key note speaker and many break-out sessions featuring many different topics relating to early education. Each

year we also hold at this event our “Preschool Teacher of the Year” awards. The nominees and the winner are honored for their outstanding work.

National Read for the Record day in October and the Florida State Wide Simultaneous Reading event in January. The ELC provides the book and a packet of activities that goes along with it for the centers that wish to participate in both events.

ELC Days at Amazing Grace Crop Maze – Each October the ELC hosts two days at Amazing Grace Crop Maze in Green Cove Springs. This is a partnership with their agricultural education program and early literacy. The farm has corn mazes centered around a children’s book. The ELC is on hand for these two days giving out that year’s book and providing an additional activity for the children. Child care programs serving School Readiness children are invited to attend.

Themed Literacy programs—throughout the year different themed literacy programs are made available to all the ELC providers. The themes include Space, Dinosaurs, World of Colors, Mother Goose Rhymers are Readers and Meet the Master’s Arts program. In 2018 a Mother Goose sorority was formed consisting of ELC staff and volunteers further increasing the number of literacy programs performed. A team of ELC volunteers and staff provide different activities all relating to that theme and each child receives a free book relating to that theme as well. The teacher receives a bag of books and activities which they then can use to duplicate that same program in the future. During the first week in March each year in celebration of Dr. Seuss Birthday we put on a different Dr. Seuss program each day that week.

Provider Conferences – ECS Education staff hold several times a year, day long training conferences that allow providers to earn .6 CEU’s. Child care teachers and directors can gain knowledge on relevant early learning and care topics.

Baby Bags: This is a book program targeting our school readiness children ages 0-2. 4-5 board books along with a Read Aloud Guide are put together in a bag by ELC staff and volunteers and given to ECS staff to give to clients when registering for services. 500 bags were given out in 2018-2019.

Book of the Month: Each month two books are given to each of the targeted centers that ECS staff works with. One book is geared for Toddlers and the other is for pre-school age. The education staff uses these books all month in their instruction then leaves them with the provider to build up their libraries. Videos are made modeling how to read the book and showing lesson plan ideas to go along with the book. These videos are shared with providers on ECS in the Know Facebook page.

Dr. Seuss Celebrations: During the month of March each year we put on 2 or 3 large Dr. Seuss themed literacy events. This is a field trip for providers. Each child receives a free Dr. Seuss book and each teacher receives a bag of Dr. Seuss books for their classroom. There is a story time featuring special guest “The Cat in the Hat” followed by activities all centered on different Dr. Seuss books.

Book Donations: Throughout the year the ELCNF receives book donations from different organizations. These books are then donated to different providers or given to ECS staff who give them to clients registering for our services. 400 books were donated in 2021-2022.



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Early Learning Coalition School Readiness Plan

III. QUALITY ACTIVITIES AND SERVICES

A. Child Care Resource and Referral (CCR&R) and School-Aged Care

Describe the quality activities and services the coalition will implement to enhance child care resource and referral and school-age care.

CCR&R is the point of entry for early care and programs, School Readiness and VPK services. All parents/guardians that request it are given resource and referral information that will help them meet the needs of their families. Through the CCR&R department, we provide families with the most up-to-date, accurate information about childcare and early education opportunities available. The CCR&R department helps families understand the importance of a high quality early education experience, and assists them in locating providers that meet each family's needs by the customization of child care listings. This includes information on the Department of Children and Families (DCF) licensing website, how to search for a provider, child care options, quality indicators and a four-step guidance process to help them in their search for a provider. Once CCR&R information is provided, School Readiness and VPK services are offered to all interested families. Referrals are also made for inclusion services such as early special needs intervention, special needs referrals, warm line contact information and other activities that promote inclusion, such as 2 inclusion specialities that assist providers in offering inclusive services for children with special needs. All services are provided in a customer-friendly manner, and in accordance with the system requirements of the CCR&R Network of the Office of Early Learning (OEL).

Through community outreach and education, the ELC publicizes early learning services and educates parents/guardians and providers, human service agencies, employers, and community planners in the workplace regarding early childhood services. This includes school readiness and VPK laws and regulations, availability of early education and care options and quality School Readiness services. CCRR compiles guides of community resources for each county we serve to help parents and other agencies working with our clients find all available resources needed to provide for the physical, educational and emotional needs of their children. These are posted online at ecs4kids.org and are also available in printed additions as funding allows. We advertise CCRR services through our contractor's website and one other venue. Additionally, we attend community events several times a year to do community outreach including active participation Kiwanis and Rotary Clubs. The Coalition C.E.O. and staff actively participate in interagency meetings with other entities that impact early learning, as well as maintaining Kiwanis and Rotary memberships as well as local Chamber of Commerce memberships. Kiwanis is a service organization that focuses on early education and other child issues. The Putnam County Kiwanis partners with The Coalition on their annual ~~Kid Rally and Reading Roundup Kids Fest and Back to School events~~ as well as ~~the Reading Pals program and three-year-old~~ book bag projects.

The ELC, through its Primary Service Provider, works to ensure that there is adequate availability of high quality school age care as well as care for younger children. We offer provider training and technical assistance in school age care, either through the Primary Service Provider or in partnership with OEL. Additionally, the ELC seeks to recruit additional licensed providers, focusing on family child care homes in particular, to provide school age care.

Ferst Foundation – Based on available funding the ELC may fund books for school readiness children in ~~Baker, Bradford, Nassau, and/or other counties~~ county through the Ferst Foundation. The books are sent to School Readiness children who are under school age and include parent activities that promote parents as their child's first teacher.

Toddler/Preschool Festivals: ~~This is a big festival style event used to raise awareness geared for families with children ages 1-5. The ELC currently holds these events in Clay, Putnam, and St. Johns in partnership with several local partners such as Kiwanas and the Rotery Club. There is live entertainment and tons of activities geared for our youngest learners. The activities include a storytelling and puppet show tent, fishing for books, block zone, car arena, princess parlor with pictures with Cinderella, playdough table and many craft activities. Free books and bike helmets and many free screenings are also available through local health agencies.~~

E. Quality Performance Report

Programs participating in our Enrichment program receive weekly coaching. Programs that participated recently but have completed the program are called Maintenance Programs and may receive continued coaching once a month to ensure that gains made during participation in the Enrichment program are maintained. The Enrichment program uses the CLASS assessment which measures the quality of teacher interactions and if the program requests it, we will use the ERS assessments to add insight to any perceived environmental concerns. From there Education Specialists and the programs will develop an improvement plan based on the teacher's stated interest. Normally most quality spending for supplies is used to strengthen these programs with classroom supplies, curriculum supports, curriculum, training stipends and/or other classroom needs for School Readiness providers. Other quality funds may be used for mini-grants, curriculum or other needs of providers participating in the School Readiness program depending on need and funding.

Training for the above list as well as early literacy, transitions, curriculum training, classroom management, developmentally appropriate practices and other topics are offered both in person and through online platforms, making high quality trainings available to providers throughout our service area in a manner that providers are able to access unimpeded by geography or long program hours. These trainings have been designed to compliment and not compete with the work being done by the Lasinger Center.

Additionally, the ELC through ECS offers one on one technical assistance on the topics listed above to any School Readiness provider based on provider need.

Additional Quality Services

Reading Pals: This is a reading program that places volunteer readers into 3 and 4-year-old classrooms once a week to read to small groups of children. Currently we have reading pals in Putnam, St. Johns and Clay County Counties. Volunteers must fill out an application and are background screened to meet all state volunteer regulations. Reading pals go through an initial training then quarterly meetings are held all year where they receive additional training. Currently we have 68 15 reading pal volunteers reading in 42 15 School Readiness centers.

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Book Bag Project: This is a book program given away throughout the year. Book bags are distributed to area School Readiness programs in the six counties we serve. In each bag is 10-12 age appropriate books along with educational information for parents on the importance of reading to their child. ECS and ELC staff ensure the bags are personally delivered to child care providers. At the time of delivery a special story time program featuring a different book character is presented. This program is funded through current quality funds as well as donations from local organizations and grants.

Early Educators Conference: Each year in January starting in 2013 we have hosted an early educators conference for all of our providers in the six counties we serve. ~~The Conference is held in different areas of our service area each year to ensure all providers can participate.~~ The ELC of North Florida works closely with Episcopal Children's Services to host this day long event. Attendees are able to receive CEU's and or in-service hours for attending. There is a key note speaker and many break-out sessions featuring many different topics relating to early education. This past year we also included in this event the "Preschool Teacher of the Year" awards. A top teacher was honored from each of our six counties.

National Read for the Record day in October and the Florida State Wide Simultaneous Reading event in January. The ELC provides the book and a packet of activities that goes along with it for the centers that wish to participate in both of these events.

ELC Days at Sykes Farms Amazing Grace Crop Maze— Each October the ELC hosts two days at Amazing Grace Crop Maze in Green Cove Springs. This is a partnership with their agricultural education program and early literacy. The farm has corn mazes centered around a children's book. The ELC is on hand for these two days giving out that year's book and providing an additional activity for the children. Child care programs serving School Readiness children are invited to attend.

Themed Literacy programs— throughout the year different themed literacy programs are made available to all of the ELC providers. The themes include the Five Senses, Jungle, Pete the Cat, Ocean Life and Insects. A team of ELC volunteers and staff provide different activities all relating to that theme and each child receives a free books relating to that theme as well. The teacher receives a bag of books and activities which they then can use to duplicate that same program in the future. During the first week in March each year in celebration of Dr. Seuss Birthday we put on a different Dr. Seuss program each day that week.

Reading with Ronald— in partnership with Episcopal Children's Services we provide free books for each child that attends the Reading with Ronald events scheduled in each of the six counties we serve. Child care programs serving School Readiness children are invited to attend.

Putnam County United Way Book Bag Project— Using a grant from United Way, ECS our primary services provider, distributes books to Putnam County children and activities and sets of selected books to give to SR teachers in the county.

Provider Conferences— ECS Education staff hold several times a year, day long training conferences that allow providers to earn .6 CEU's. Child care teachers and directors can gain knowledge on relevant early learning and care topics.

Book of the Month: Each month two books are given to each of the targeted centers that ECS staff works with. One book is geared for Toddlers and the other is for pre-school age. The education staff uses these books all month in their instruction then leaves them with the provider to build up their libraries. Videos are made modeling how to read the book and showing lesson plan ideas to go along with the book. These videos are shared with providers on ECS in the Know Facebook page.

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Book Donations: Throughout the year the ELC/NCF receives book donations from different organizations. These books are then donated to different providers or given to ECS staff who give them to clients registering for our services. 400 books were donated in 2021-2022.

The ELC may participate in a "Contracted Slots" program as the opportunity and funding allows. A contracted slots program would be in partnership with OEL and would operate in specific geographic areas, identified by zip code and poverty tracts from the Child Care Desert Maps.

Attachment IIIA. CCRR and School Aged Care

CCR&R is the point of entry for early care and programs, School Readiness and VPK services. All parents/guardians that request it are given resource and referral information that will help them meet the needs of their families. Through the CCR&R department, we provide families with the most up-to-date, accurate information about childcare and early education opportunities available. The CCR&R department helps families understand the importance of a high-quality early education experience and assists them in locating providers that meet each family's needs by the customization of child care listings. This includes information on the Department of Children and Families (DCF) licensing website, how to search for a provider, child care options, quality indicators and a four-step guidance process to help them in their search for a provider. Once CCR&R information is provided, School Readiness and VPK services are offered to all interested families. Referrals are also made for inclusion services such as early special needs intervention, special needs referrals, warm line contact information and other activities that promote inclusion, such as 2 inclusion specialists that assist providers in offering inclusive services for children with special needs. All services are provided in a customer-friendly manner, and in accordance with the system requirements of the CCR&R Network of the Office of Early Learning (OEL).

Through community outreach and education, the ELC publicizes early learning services and educates parents/guardians and providers, human service agencies, employers, and community planners in the workplace regarding early childhood services. This includes school readiness and VPK laws and regulations, availability of early education and care options and quality School Readiness services. CCRR compiles guides of community resources for each county we serve to help parents and other agencies working with our clients find all available resources needed to provide for the physical, educational and emotional needs of their children. These are posted online at ecs4kids.org and are also available in printed additions as funding allows. We advertise CCRR services through our contractor's website and one other venue. Additionally, we attend community events several times a year to do community outreach including active participation Kiwanis and Rotary Clubs. The Coalition C.E.O. and staff actively participate in interagency meetings with other entities that impact early learning, as well as maintaining Kiwanis and Rotary memberships as well as local Chamber of Commerce memberships. Kiwanis is a service organization that focuses on early education and other child issues. The Putnam County Kiwanis partners with The Coalition on their annual Kid Rally and Reading Roundup Kids Fest and Back to School events as well as the Reading Pals program and three-year-old book bag projects.

The ELC, through its Primary Service Provider, works to ensure that there is adequate availability of high-quality school age and infant/toddler care as well as care for all children. We offer provider training and technical assistance in school age care, either through the Primary Service Provider or in partnership with OEL. Additionally, the ELC seeks to recruit additional licensed providers, focusing on family child care homes, to provide school age care.

Ferst Foundation – Based on available funding the ELC may fund books for school readiness children in Baker, Bradford, Nassau, and/or other counties county through the Ferst Foundation. The books are sent to School Readiness children who are under school age and include parent activities that promote parents as their child's first teacher.

Toddler/Preschool Festivals: This is a big festival style event used to raise awareness geared for families with children ages 1-5. The ELC currently holds these events in Clay, Putnam, and St. Johns in partnership with several local partners such as Kiwanis and the Rotary Club. There is live entertainment and tons of activities geared for our youngest learners. The activities include a storytelling and puppet show tent, fishing for books, block zone, car arena, princess parlor with pictures with Cinderella, playdough table and many craft activities. Free books and bike helmets and many free screenings are also available through local health agencies.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the County Health Department Director or Designee, Eleanor Hoffman
Reason for Recommended Action	<p>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.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would continue to be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.

1. Tell us why you would like to serve on the Coalition.

I would like to be an advocate for the children in our community by encouraging & promoting after school programs, increasing access to books, and making sure the children in our community have the skills + tools to be successful.

2. What concerns do you have relating to early care and education?

- equal learning opportunities
- improving childhood literacy

3. What strengths will you bring to the Coalition?

- Knowledge of the area and educators
- Creativity
- humor
- empathy
- organization

4. Do you or anyone in your immediate family derive an income from a childcare or pre-school program?

NO

5. Do you serve on any other boards? If so, please list.

NO



Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Road, Ste. 103, St. Augustine, FL 32086
PH: (904) 342-2267
FX: (904) 342-2268
www.elcnorthflorida.org

BOARD MEMBERSHIP APPLICATION

NAME: Eleanor Hoffman
(Please Print)

ADDRESS: 105 Glades St Florahome FL 32140
Street City State Zip

MAILING ADDRESS: see above
City State Zip

PHONE:

CELL PHONE: 386-546-7986

PREFERRED EMAIL: Eleanor.Heffman@flhealth.gov

EMPLOYER: Florida Dept. of Health - Putnam

ADDRESS: 2801 Kennedy St. Palatka FL 32177
Street City State Zip

MAILING ADDRESS: see above
City State Zip

PHONE: 386-326-3200 FAX:

Please indicate where you would prefer Board information to be sent:
Employer Address [X] OR Personal Address []

COMMENTS:

ACTION ITEM SUMMARY

DESCRIPTION	Approval of M. Allen’s second term as the Designee of a President of a Florida College System.
Reason for Recommended Action	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. <u>If this is not done, the following would occur:</u> <ul style="list-style-type: none">• The Coalition would continue to be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Private Sector Board Member Michael Siragusa
Reason for Recommended Action	<p>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.</p> <p>Mike Siragusa's term will be September 2022 to September 2026.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• 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.
How the Action will be accomplished	Exec/Admin Approval, Board Ratification; then OEL will be notified via Plan Amendment/Board Roster submission.

ACTION ITEM SUMMARY

DESCRIPTION	Approval of R. Williams third term as the Designee of the Regional Workforce Board Executive Director.
Reason for Recommended Action	<p>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.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would be out of compliance by not having a mandated seat filled.
How the Action will be accomplished	Board approval; then OEL will be notified via Plan Amendment/Board Roster submission.

BOARD MEMBERSHIP SUMMARY
As of June 15, 2022

Position	Name	Term Start Date	Term End Date
BAKER			
Total Private Sector	0		
BRADFORD			
Total Private Sector	0		
CLAY			
Governor Appointee Private Sector	Ron Coleman	November 22, 2013	April 30, 2016
Governor Appointee Private Sector	*Brian H. Graham	May 14, 2015	April 30, 2019
Private Sector	Vina Delcomyn - <i>Treasurer</i>	September 2020	September 2024
Total Private Sector	3		
PUTNAM			
Representative of Programs for Children with Disabilities under the Federal Individuals with Disabilities Education Act	Marsha Peacock		
County Health Department Director or Designee	Jessica Bishop	June 2021	June 2025
Appointed by Putnam County District Superintendent of Schools	Jessica Stallings	March 2022	March 2026
Total Private Sector	0		
ST. JOHNS			
Member Appointed by Bd. of County Commissioners or the Governing Board of a Municipality	Christian Whitehurst	March 2021	March 2025
Head Start Director	*Brian McElhone	July 2021	July 2025
Governor Appointee Private Sector CHAIR	Vacant, <i>Chair</i>		
Private Sector	Mike Siragusa	September 2018	September 2022
Private Sector	Michelle Jonihakis	December 2018	December 2022
Private Sector	Kyle Gammon	September 2019	September 2023
Total Private Sector	3		
MULTI COUNTIES			
DCF Regional Administrator or Designee	Cassandra Virgo	June 2022	June 2026
	Rebecca Chandler	March 2022	March 2026
Regional Workforce Board Executive Director or	*Renee Williams, <i>Secretary</i> (Baker,	September 2014	September 2022

Designee	Clay, Nassau, Putnam, St. Johns)		
President of a Florida College System or Designee	* Dr. Myrna Allen, (Clay, Putnam, St. Johns)	September 2014	September 2022
Representative of Private For-Profit Child Care Providers	Patricia Tauch (Clay County)	January 2019	January 2023
Representative of Faith Based Child Care Providers	*Theresa Little, (Putnam, St. Johns)	December 7, 2016	December 2022
Private Sector	Leslie A. Barstow (St. Johns)	March 2022	March 2026
Private Sector	Aubrie Simpson Gotham, <i>Vice Chair</i> (St. Johns)	December 2018	December 2022
Private Sector	*Joy Farris, <i>Interim Chair</i> (St. Johns)	March 2020	March 2024
Private Sector	Whitney Kersey Graves (St. Johns)	March 2021	March 2025
Private Sector	Mary Ann Holanchock	June 2021	June 2025
Total Private Sector	5		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	11		
TOTAL MEMBERSHIP	22		

Second 4 year term

- **Ron Coleman-** Governor appointee for the private sector has filed paperwork with the Governor's office for approval of a second term. I received word that Ron is approved, just waiting on documentation.
- **Nancy Pearson-** Governor appointee for the private sector has retired effective April 30, 2021. We are working with the Governor's office for approval of a new Board Chair appointee.
- **Dr. Myrna Allen-** Term date is September 2018; she has served one term and has been reappointed as the Designee by President Joe Pickens of St. Johns River State College to serve a second term. The Board approved Dr. Allen's second term on the September 19, 2018 meeting. Dr. Allen's second term expires September 2022. (President of a Florida College system designee)
- **Renee Williams-** Term date is September 2018; she has served one term and has been reappointed for a second term as the Designee by President Bruce Ferguson of the Regional Workforce Board. The Board approved R. Williams second term on the September 19, 2018 meeting. R. Williams second term expires September 2022. (Regional Workforce Board Executive Director or Designee)

- **Joy Farris**-Term date is March 16,2020. The Board approved J. Farris' second term on the March 11, 2020 meeting. J. Farris' second term expires March 2024.
- **Theresa Little**- 1st term expired December 2020. The Board will vote on approval for a second term at the March 10, 2021 Board Meeting.
- **Theresa Metheney** – The position was eliminated from the Board March 2022.
- **Andrew Warnock, DCF Regional Admin/Designee** – Was replaced with Cassandra Virgo pending Board approval June 15, 2022.

Mandatory Seats: All mandatory seats have been filled.

- **Combined Total Private Sector** (*Must be comprised of MORE THAN 1/3 of total Board Membership*): $1/3$ of 20= 50%. We currently have 11 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 22 board members.

BYLAWS

Adopted: 03/20/2013
Effective: 07/01/2013
Revised: 09/16/2015

ARTICLE V OFFICERS

Section 5.1. ELECTION OF OFFICERS:

The officers of the Coalition shall consist of the Chair, Vice Chair, Treasurer, and the Secretary. The Governor of Florida will appoint the Chair of the Coalition, who is a private sector member, as well as two additional private sector board members. A member in good standing shall be eligible for nomination and election to any office of this Coalition, other than the Chair. The following applies to all offices, except for Chair.

- 5.1.1. The Board shall convene in the first quarter of the fiscal year for their annual meeting at which time they will determine eligible candidates for office and to prepare an official slate of nominees. Any person so nominated shall give their consent to nomination and election as an officer.
- 5.1.2. Elected officers shall be voted on at the annual meeting, and installed at the next regularly scheduled meeting and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two consecutive years.
- 5.1.3. If an office is vacated prior to the completion of a one year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

Section 5.2. OFFICERS OF THE COALITION:

- 5.2.1. **The Chair** shall preside at all meetings of the Coalition and perform the duties which are the will of the full Board. The Chair shall appoint Chairs of all Committees, except for the Executive/ Administrative Committee Chair in which the Board Chair serves as Chair.
- 5.2.2. **The Vice Chair** shall perform the duties of the Chair when the Chair is absent and have such other responsibilities as may be designated by the chair.
- 5.2.3. **The Treasurer**, in cooperation with the relevant Coalition staff, ensures accurate accounting of monies received and expended for the use of the Coalition and will make a monthly report at the Coalition Board Meetings.
- 5.2.4. **The Secretary** shall with administrative staff to ensure that notice required by these bylaws is given, keep records of all proceedings of the Coalition in cooperation with the staff, keep record of attendance, and report correspondence to the Coalition at each meeting. Correspondence shall be conducted relative to the nomination of required membership and any other business as called upon by the Chair. The Secretary shall perform the duties of the Chair when the Chair and Vice Chair are absent and have such other responsibilities as may be designated by the Chair.

OFFICER LOG

FY 2021-2022

Position	Name	Term	Reappointed To	Term
Interim Chair	Joy Stanton	October 2021-September 2022		
Vice-Chair	Aubrie Simpson-Gotham	October 2021-September 2022		
Secretary	Renee Williams	October 2021-September 2022		
Treasurer	Vina Delcomyn	October 2021-September 2022		

FY 2020-2021

Position	Name	Term	Reappointed To	Term
Vice-Chair	Joy Stanton	October 2020-September 2021		
Secretary	Aubrie Simpson-Gotham	October 2020– September 2021		
Treasurer	Myrna Allen	October 2020 – September 2021		

FY 2019-2020

Position	Name	Term	Reappointed To	Term
Vice-Chair	Joy Stanton	October 2019-September 2020		
Secretary	Aubrie Simpson-Gotham	October 2019– September 2020		
Treasurer	Myrna Allen	October 2019 – September 2020		

FY 2018-2019

Position	Name	Term	Reappointed To	Term
Vice-Chair	Renee Williams	October 2018-September 2019		
Secretary	Joy Stanton	October 2018– September 2019		
Treasurer	Theresa Little	October 2018 – September 2019		

FY 2017-2018

Position	Name	Term	Reappointed To	Term
Vice-Chair	Renee Williams	October 2017-September 2018		
Secretary	Joy Stanton	October 2017– September 2018		
Treasurer	Theresa Little	October 2017 – September 2018		

FY 2016-2017

Position	-17Name	Term	Reappointed To	Term
Vice-Chair	Brian Graham	October 2016-September 2017		
Secretary	Mark Miner	October 2016 – September 2017	Joy Stanton	
Treasurer	Renee Williams	October 2016 – September 2017		

FY 2015-2016

Position	Name	Term	Reappointed To	Term
Vice-Chair	Brian Graham	October 2015-September 2016		
Secretary	Mark Miner	October 2015 – September 2016		
Treasurer	Renee Williams	October 2015 – September 2016		

FY 2014-15

Position	Name	Term	Reappointed To	Term
Vice-Chair	Ron Coleman	October 2014 – September 2015		
Secretary	Brian Graham	October 2014 – September 2015		
Treasurer	Cyndi Stevenson	October 2014 – September 2015		

FY 2013-14

Position	Name	Term	Reappointed To	Term
Vice-Chair	Ron Coleman	October 2013 – September 2014		
Secretary	Jared Dollar	October 2013 – September 2014		
Treasurer	Sam Garrison	October 2013 – September 2014		

FY 2012-13

Position	Name	Term	Reappointed To	Term
Vice-Chair	Sherry Russell	November 2012 – October 2013		
Secretary	Jared Dollar	November 2012 – October 2013		
Treasurer	Patricia Hubbard	November 2012 – October 2013		

FY 2011-12

Position	Name	Term	Reappointed To	Term
Vice-Chair	Jared Dollar	November 2011 – October 2012		
Secretary	Patricia Hubbard	November 2011 – October 2012		
Treasurer	Sherry Russell	November 2011 – October 2012		

FY 2010-11

Position	Name	Term	Reappointed To	Term
Vice-Chair	Jared Dollar	November 2010 – October 2011		
Secretary	Patricia Hubbard	November 2010 – October 2011		
Treasurer	Sherry Russell	November 2010 – October 2011		

FY 2009-10

Position	Name	Term	Reappointed To	Term
Vice-Chair	John Birney	November 2009 – October 2010		
Secretary	Melanie Brown	November 2009 – October 2010		
Treasurer	Ken Forrester	November 2009 – October 2010		

FY 2008-09

Position	Name	Term	Reappointed To	Term
Vice-Chair	John Birney	November 2008 – October 2009		
Secretary	Cyndi Stevenson	November 2008 – October 2009	Melanie Brown	12/03/08 – October 2009
Treasurer	Betsy Lewis	November 2008 – October 2009	Ken Forrester	02/04/09 – October 2009

FY 2007-08

Position	Name	Term	Reappointed To	Term
Vice-Chair	Vickie Cofield	November 2007 – October 2009		
Secretary	John Birney	November 2007 – October 2009		
Treasurer	Betsy Lewis	November 2007 – October 2009		

**Slate of Officers
2022-23**

Board Member Name: _____

Interim Chair: _____

Write In Candidate: _____

Write In Candidate: _____

Vice-Chair: _____

Write In Candidate: _____

Write In Candidate: _____

Secretary:

Write In Candidate: _____

Write In Candidate: _____

Treasurer:

Write In Candidate: _____

Write In Candidate: _____

ARTICLE VI COMMITTEES

Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:

Ad hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

Standing Committees of the Coalition shall include: An Executive/Administrative Committee. The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chair's shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee, who will be the Chair of the Board.

6.1.1. Executive/Administrative Committee: The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the chair of the board, who shall be the committee chair, the Vice-Chair, the treasurer, the secretary, and at least four additional members. The chair of this committee or by the majority of the committee, may convene Ad hoc committees for a specific purpose or task.

The Committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the board in regularly reviewing and updating the board committee structure, the board committee statement of its roles and areas of responsibility, what is expected of individual board members as well as recruitment and retention of board members and other activities outlined in the board governance policy. The committee will also regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

Section 6.2. COMMITTEE MEMBERSHIP

- 6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.
- 6.2.2.** Each Coalition committee shall consist of the committee Chair and other Coalition members. Each committee shall consist of the committee chair and at least four additional members of the Coalition.
- 6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.
- 6.2.4.** Notice of all committee meetings will be made pursuant to Florida Statute 286.011.

COMMITTEE SIGN-UP

EXECUTIVE-ADMINISTRATIVE COMMITTEE

The Exec Admin Committee will meet via **Conference Call** on the 1st Wednesday of the months of August, November, February, and May at 10:30 a.m.

SIGN - UP			
1	Chair: VACANT	7	
2	Vice-Chair:	8	
3	Treasurer:	9	
4	Secretary:	10	
5		11	
6		12	

OP202 Code of Ethics

Effective Date: 08/05/09

Revision Date: 02/03/10, 04/07/10, 02/02/11, 02/12/13, 12/04/13, 06/17/15

The Coalition's Code of Ethics (also known as a Code of Conduct) is a compilation of what business conduct is expected from all of its employees and board members as it pertains to (but not limited to) each of four aspects of the Coalition's business processes: Personnel, Accounting and Financial, Procurement of Goods or Services, and Contract Management and Monitoring. Upon hire, acceptance, or assignment, each individual is required to read the Coalition's Code of Ethics and sign the Coalition's Code of Ethics Acknowledgment of Compliance form, and then annually for each subsequent year of employment or affiliation.

The following are a few generalized examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment or board assignment:

- Theft or inappropriate removal or possession of property
- Contributing to the misrepresentation or falsification of documents
- Altering, covering up, falsifying, or destroying any document that may be relevant to an official investigation
- Insubordination or other disrespectful conduct
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

More specific examples of misconduct and/or unethical behavior are discussed in the following four areas of key operations.

Personnel

The successful business operation and reputation of the Coalition is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Coalition is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to the Coalition, its clients, and Board representatives to act in a way that will merit the continued trust and confidence of the public.

The Coalition will comply with all applicable laws and regulations and expects its Board of Directors, C.E.O., managers, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor.

Compliance with this policy of business ethics and code of conduct is the responsibility of every Coalition employee. Disregarding or failing to comply with this standard of business ethics and code of conduct could lead to disciplinary action, up to and including possible termination of employment.

Accounting and Financial

Practice of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Coalition depend to a very large extent on the following considerations.

Each employee must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Coalition policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Coalition or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each board member and C.E.O. is responsible for the ethical business behavior of her/his subordinates; and must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

To the extent that the C.E.O. authorizes other managers to perform certain activities, those managers become responsible for those portions of the organization's system of internal control, and at no time is Coalition management allowed to override an Internal Control process.

Compliance with Laws, Regulations, and the Coalition Policies

The Coalition does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of the Coalition policy or engagement in unscrupulous dealings.
- Any attempt of management to override a financial internal control process.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Legal Action

In the event that legal services are required for active or pending litigation, the Board of Directors must be notified in advance and approval for such action granted. This notification should include, at a minimum, a description of the services to be rendered, anticipated fees, and allowability of the expense in regards to the use of grant award funds.

Procurement of Goods or Services

Code of Conduct

Employees and board members should strive at all times to make decisions and take actions that make concrete contributions to the professional, financial and organizational welfare of the Early Learning Coalition and its counties and communities.

Receiving Business Gifts

Employees and board members are expected to be professional about receiving gifts from clients, providers, vendors, suppliers, and other organizations the Coalition directly or indirectly conducts business with. This includes the purchase of business related meals and after work refreshments.

Contract Management and Monitoring

Coalition Ethics

1. Staff members are prohibited by Chapter 112, Part III, F.S., from soliciting or accepting anything of value that would cause them to be influenced in the discharge of their responsibilities.

2. Examples of ethics violations include, but are not limited to the following:

- (a) Deliberately failing to disclose a conflict of interest in the course of one's duties.
- (b) Engaging in or carrying on a business enterprise with a client or person doing business with the Coalition.
- (c) Accepting or requesting gifts or gratuities from contractors, providers, or clients in violation of the Coalition's Code of Ethics.

3. Staff members are prohibited from revealing client names or other confidential information from the Coalition or contractors records to unauthorized persons. Examples include releasing HIV/AIDS client names or reporter information from the Florida Protective Services System.

4. Staff members are expected to conduct themselves in a manner that favorably reflects upon the Coalition, and themselves.

Early Learning Coalition of North Florida, Inc.

**CODE OF ETHICS
ACKNOWLEDGEMENT OF COMPLIANCE FORM**

This form must be completed, signed, and submitted for each Coalition board member, and employee upon hire, acceptance, or assignment, and then annually for each subsequent year of employment or affiliation.

This acknowledgement form is submitted by _____, a Coalition board member or employee of the Early Learning Coalition of North Florida, Inc.

By signing below, I certify that I have read, understood, and agree to be (and remain) in compliance with all of the provisions of the **Coalition's Operational Code of Ethics Policy #OP202**.

Name (printed)

Position with the Coalition (board member or employee)

Signature

Date

OP203 Conflict of Interest

Effective Date: 08/05/09

Revision Date: 02/03/10, 04/07/10, 12/28/10, 02/02/11, 02/12/13, 06/17/15, 03/16/16, 12/07/16

The Coalition's Conflict of Interest Policy is a compilation of policies as it pertains to (but not limited to) each of three aspects of the Coalition's business processes: Personnel, Accounting and Financial, and Procurement of Goods or Services. Annually, Coalition board members and employees are required to review, complete, and sign the Coalition's Conflict of Interest Questionnaire.

Personnel

Employees and board representatives have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Coalition wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

The Coalition adheres to the highest legal and ethical standards applicable in our business. The Coalition business is conducted in strict observance of both the letter and the spirit of all applicable laws and the integrity of each employee are of the utmost importance.

Employees of the Coalition shall conduct their personal affairs in such a fashion that their duties and responsibilities to the Coalition are not jeopardized and/or legal questions do not arise with the respect to their association or work with the organization.

An actual or potential conflict of interest occurs when an employee or board representative is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Coalition's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Coalition does business, but also when an employee or relative receives bribes, substantial gifts, or special consideration, as a result of any transaction or business dealings involving the Coalition.

Outside Employment/Conflict of Interest Questionnaire

Employees may hold outside jobs as long as they meet the performance standards of their job with the Coalition. All employees will be judged by the same performance standards and will be subject to the Coalition's scheduling demands, regardless of any existing outside work requirements.

If the Coalition determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Coalition as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Coalition.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Coalition for materials produced or services rendered while performing their jobs with the Coalition.

Employees who have their own businesses must disclose such interest to the company in accordance with its conflicts of interest policy. Generally, the Coalition will not purchase from a business owned by one of its employees.

Each year, employees and board members must complete a conflict of interest questionnaire.

Accounting and Financial

Introduction

In the course of business, situations may arise in which the Coalition decision-maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All board members, the C.E.O., and employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Coalition in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Board of Directors, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

What Constitutes a Conflict of Interest?

A potential conflict of interest arises when a board member, C.E.O. or employee involved in making a decision:

- Is, or has an immediate family member, or owns a business entity in a position to benefit (directly or indirectly) from his/her dealings with the Coalition or person conducting business with the Coalition.
- Has direct or indirect ownership of more than five (5) percent of the **total assets or capital stock**, cumulatively, of one or more of the proscribed sources of income. “Proscribed sources of income” are derived from interests in the design or delivery of the VPK or SR program.
- During the prior two (2) years, more than five (5) percent of the **gross income** of the coalition member, relative, or owned business entity was derived, cumulatively, from one or more proscribed sources of income.

(For more information please refer to paragraphs (1)(d) 1. and 2. and (e) of Florida Administrative Code 6M-9.110 “Requirements and Criteria for Early Learning Coalition Composition” dated 03/29/15).

The Coalition defines an “Immediate Family Member” the same as Florida Statute defines “relative” in the next section.

Voting Conflicts Florida Statute s. 112.3143(1)(c) defines “Relative” as:

Any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Examples of conflicts of interest include, but are not limited to, situations in which a board member, the C.E.O., or an employee:

1. Negotiates or approves a contract, purchase/sale, or lease on behalf of the Coalition and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;

2. Employs or approves the employment of, or supervises a person who is an immediate family member of a board member, C.E.O., or employee;
3. Sells products or services in competition with the Coalition;
4. Uses the Coalition's facilities, other assets, employees, or other resources for personal gain;
5. Receives a substantial gift from a vendor, if the board of Directors, C.E.O., or employee is responsible for initiating or approving purchases from that vendor.

Procurement of Goods or Services

Conflict of Interest

Conflict of interest refers to actions or decisions that are not in the best interests of the Coalition. These may include, but are not limited to:

1. Performing non-company work during regular work hours.
2. Use of company techniques, materials, equipment, supplies and/or employees for personal or non-company reasons or projects.
3. Involvement in agreements or contracts with suppliers, vendors, job applicants, etc., which result in personal financial gain, reward, special status or personal favors.
4. Using the employee's, board member, or Coalition agent's position with the Coalition to enhance your own position, status or financial gain at the expense of, or to the detriment of the Coalition.
5. Officers, employees, and agents soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, acceptable situations are those in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. *Reference 2 CFR Part 200.318 (c)(1).*
6. Organizational conflicts of interest that occur because of relationships with a parent, affiliate or subsidiary organization. Due to interconnected nature of program operations, processes, and benchmarks, a non-Federal entity like OEL is unable (or may appear to be unable) to operate on an independent or impartial basis in conducting a procurement action involving a related organization, such as an ELC or other OEL sub-recipient. *Reference 2 CFR Part 200.318(c)(2).*

If the employee, board member, or Coalition agent is not sure about a situation, it is their responsibility to talk with the C.E.O. to clarify their role and the Coalition's position regarding their situation. Where conflict of interest is clearly present, it is the employee's, board member's, or Coalition agent's responsibility to act in the best interests of the Coalition in handling the situation and to report the resolution of the problem to management.

For more details on requirements for Related Party activities and Voting Conflicts, please see Coalition policy #PR401.

Disclosure Requirements

The board member, C.E.O. or employee who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure [2 CFR Part 200.112].

Therefore, the Coalition requires the following:

1. On an annual basis, all members of the Board of Directors, the C.E.O., and employees with purchasing and/or hiring responsibilities or authority shall inform, in writing, the C.E.O. and the chair of the Board of Directors, of all reportable conflicts.

2. Prior to the preparation of the disclosure statements, the accounting department shall distribute a list of all vendors with whom the Coalition has transacted business at any time during the preceding year, along with a copy of the disclosure statement, to be completed by the first Board meeting of each fiscal year. In addition, each person completing the disclosure statement will be asked to list the names of all businesses that he/she (or any member of her/his immediate family) are affiliated with, that it is possible the Coalition may consider for future business dealings.
3. The C.E.O. shall review all forms completed by employees, and the Executive/Administrative Committee shall review all forms completed by Board of Directors and the C.E.O., and determine appropriate resolution in accordance with the next section of this policy, if applicable.
4. If a conflict arises during the year, the employee or board member will immediately notify the C.E.O. who will determine appropriate resolution.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the Executive/Administrative Committee and the C.E.O. of the Coalition. Conflicts shall be resolved as follows:

- The C.E.O. shall be responsible for making all decisions concerning resolutions of conflicts involving employees, subject to the approval of the Executive/Administrative Committee.
- The Executive/Administrative Committee shall be responsible for making all decisions concerning resolutions of conflicts involving the C.E.O. and other members of the board.
- The chair of the committee shall be responsible for making all decisions concerning resolutions of conflicts involving the Executive/Administrative Committee members.
- The full board shall be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Executive/Administrative Committee.

The Board of Directors, C.E.O., or Coalition employees may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the board
- Appeals must be made within 30 calendar days of the initial determination
- Resolution of the appeal shall be made by vote of the full Board of Directors
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the board

Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Coalition or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her/his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.

3. Against any board member or C.E.O. who attempts to retaliate, directly or indirectly, or encourages others to do so against any employee who reports a violation of this policy.

A board member who violates this policy will be removed from the board.

For more details on state statutory instructions, please refer to OEL's Program Guidance, *Related Party Disclosures*.

For more information on conflicts of interest:

- See the Florida Commission on Ethics *Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees*.
- See the Florida Commission on Ethics *Overview of Laws relating to Gifts*.
- See the Florida Commission on Ethics *Overview of Laws relating to Honoraria*.
- See OEL's Uniform Guidance 2 CFR Part 200, Policy updates for Conflicts of Interest

Early Learning Coalition of North Florida, Inc.

Employee and Board Member

Conflict of Interest Questionnaire

Each year, employees and board members must complete a conflict of interest questionnaire. At the Early Learning Coalition, our reputation for integrity is one of our most valuable assets and is directly affected by the conduct of our employees. For this reason, employees and Board members must not use their position for private gain, to advance their personal interests, or to obtain favors or benefits for themselves, members of their immediate families*, or any other individuals or business entities. This includes Board members abstaining from voting on a matter when an item is presented for a vote that will directly affect that Board member, his/her employees, or another organization the Board member is involved with. The following **questions** are designed to protect you as an employee or a Board member of the Early Learning Coalition, and to comply with the federal and state mandates under which we operate. We appreciate your cooperation in completing this form.

Employees Only:

Are you currently employed with another employer other than the Early Learning Coalition? (yes or no?) _____

If yes, please list each employer, as well as the days and the hours that you are scheduled to work: _____

Employees and Board Members:

1. **Are you** related to any of the current employees of the Early Learning Coalition? If yes, list each relative’s name and his/her relationship to you. _____
2. **Are you** related to any of our providers who utilize any of our services? If yes, please list the provider’s business name(s) here: _____
3. **Are you**, or any member of your immediate family, related to any of the vendors listed on the attached vendor list? If so, please list the name(s) of the vendor(s) here: _____
4. **Please list** the names of all businesses that you, or any member of your immediate family, are affiliated with, that it is possible the Coalition may consider for future business dealings: _____
5. **Do you** own your own business? If yes, please provide the name, address, and nature of your business. _____

I understand that by signing this form:

- I will abide by these guidelines and all aspects of the **Coalition’s Conflict of Interest Policy, #OP203**.
- I have reviewed the annual list of current Coalition vendors for any potential conflict of interest, and have no potential conflict of interest to report.
- I have listed all business organizations that I, or any member of my immediate family, am affiliated with that would cause a conflict of interest when participating in future Coalition business decisions.

Name and Title (please print)	Signature	Date
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* see definition of “Immediate Family” in Policy #OP203

Main - ELC of NFL
Vendor Information List - Active Vendor List - SP

Vendor Name	Status	Printed Main Address
1st Coast Printing	Active	103 Coquina Court Ponte Vedra Beach, FL 32082
3-RingCircus.com	Active	1005 Kennedy Dr. St. Augustine, FL 32084
Abila	Active	Dept. 2145 PO Box 122145 Dallas, TX 75312-2145
ADP, LLC	Active	PO Box 842875 Boston, MA 02284-2875
AELC	Active	206-B S. Monroe Street Tallahassee, FL 32301
Aflac	Active	Worldwide Headquarters Columbus, GA 31999
American Express Rhonda	Active	PO Box 650448 Dallas, TX 75265-0448
American Express- Marie Creonte-Hanson	Active	P. O. Box 650448 Dallas, TX 75265-0448 USA
American Express-Dawn	Active	P. O. Box 650448 Dallas, TX 75265-0448
American Heritage Life Ins. Co.	Active	PO Box 650514 Dallas, TX 75265-0514
Ameris Bank	Active	Palatka, FL 32177
Amy Louise Finkley	Active	13276 Didymus Drive Jacksonville, FL 32258
Amy Lyn D'Alesio	Active	dba Creative Types 14030 Atlantic Blvd. Unit 3414 Jacksonville, FL 32225
Assoc. of Early Learning Coalitions, Inc.	Active	206-B S. Monroe St Tallahassee, FL 32301
AT&T	Active	PO Box 5014 Carol Stream, IL 60197-5014
Bagan & Company, LLC	Active	Daniel J. Bagan 215 Vaill Rd Saint Augustine, FL 32086
Blue Cross & Blue Shield of FL	Active	P. O. BOX 105358 Atlanta, GA 30348-5358
Brian Graham	Active	2970 Ravines Road #1326 Middleburg, FL 32068
Catherine G. Mancino	Active	dba Moultrie Place Commercial Office Building 2450 Old Moultrie Rd Suite 301 St. Augustine, FL 32086
Center State Bank	Active	Attn: Ali Zwally 709 S. Ponce deLeon Blvd. St. Augustine, FL 32084
Clara's Tidbits Restaurant	Active	1076 Henricks Avenue Jacksonville, FL 32207
Clay County Chamber of Commerce	Active	ATTN: Kellie Collins 1845 Town Center Blvd., Ste 410 Fleming Island, FL 32003
Clay County Sheriff's Office	Active	PO Box 548 Green Cove Springs, FL 32043

Main - ELC of NFL
Vendor Information List - Active Vendor List - SP

Vendor Name	Status	Printed Main Address
Comcast	Active	P. O. Box 71211 Charlotte, NC 28272-1211
Compass MSP, LLC	Active	PO Box 844769 Boston, MA 02284-4769
Confirm Choice, LLC	Active	4205 Hillsboro Rd., Ste 200 Nashville, TN 37215
Craft's Trophies and Awards, Inc.	Active	1964 US 1 South Saint Augustine, FL 32086
Dawn Bell	Active	4036 White Pine Lane St. Augustine, FL 32086
Discover Realty, Inc.	Active	3620 Peoria Road Orange Park, FL 32065 USA
Division of Early Learning	Active	Department of Education 325 W. Gaines St Suite 522 Tallahassee, FL 32399
Don Monopoli Productions	Active	AKA The Learning Station 3950 Bristol Court Melbourne, FL 32904
Dr. Jean & Friends LLC	Active	3037 Marsh Gate Drive Seabrook Island, SC 29455
Ed & Vicky Provost	Active	2450 Old Moultrie Road, Suite 301 St. Augustine, FL 32086 USA
Emily Muserallo	Active	127 Stone Mason Way Ponte Vedra, FL 32081 USA
EPIC Community Services, Inc.	Active	DBA EPIC Behavioral Healthcare 17 St. Johns Medical Park Drive St Augustine, FL 32086
Episcopal Children's Services	Active	PO Box 56080 Jacksonville, FL 32241
Evergreen Creations, LLC.	Active	c/o Aaron Burakoff 1510 Lexington Ave., 6D New York, NY 10029 USA
Ferst Foundation for Childhood Literacy,	Active	PO Box 1327 Madison, GA 30650
First Coast Shredding, LLC	Active	1960 US Highway 1 S. #220 St. Augustine, FL 32086
First Day Learning	Active	2150 Wise Street, #4709 Charlottesville, Va 22905-4709
First Florida Insurance Brokers	Active	20 N Orange Avenue Suite 500 Orlando, FL 32801
First National Bank Omaha	Active	P. O. Box 2818 Omaha, NE 68103-2818
Florida Association for Infant Mental Health, Inc.	Active	PO Box 1182 Riverview, FL 33568 USA

Main - ELC of NFL
Vendor Information List - Active Vendor List - SP

Vendor Name	Status	Printed Main Address
Florida Department of State	Active	The Gray Building 500 S. Bronough Street 4th Fl Tallahassee, FL 32399-0250
FPL	Active	General Mail Facility Miami, FL 33188-0001
Fun Fitness Training, LLC	Active	DBA Shua Life Skills 2800 SW 73rd Way, #1605 Davie, FL 33314
Guardian Insurance	Active	PO Box 26090 Lehigh Valley, PA 18002-6090
IPFone	Active	PO Box 612770 Miami, FL 33161-2770
Joan Whitson	Active	5337 1st Street St. Augustine, FL 32080
Joy Stanton	Active	297 Jackrabbit Trail Ponte Vedra, FL 32081
Jumpstart for Young Children, Inc.	Active	Attention: Carolyn Swanhall 308 Congress Street, 6th Fl Boston, MA 02210-1027
Kelly D. Yeager	Active	13599 Saddleback Trail Jacksonville, FL 32220 USA
Kiwanis Club of Palatka	Active	P O Box 313 Palatka, FL 32178
Kiwanis Club of St. Augustine	Active	PO Box 637 St. Augustine, FL 32085-0637
Konica Minolta Business Solutions USA Inc	Active	Dept. AT 952823 Atlanta, GA 31192-2823
Lastinger Center for Learning	Active	Attn: John Fuller P. O. Box 117052 Gainesville, FL 32611-7052 USA
Logate LLC	Active	3620 Peoria Road Orange Park, FL 32065
Marisol Buitrago	Active	2739 Creek Ridge Dr Green Cove Springs, FL 32043
Marywood Retreat Center	Active	235 Marywood Dr. St. Johns, FL 32259
Molly Maid First Coast	Active	310 Commerce Lake Drive Suite 104 St. Augustine, FL 32095
Moss, Krusick & Associates, LLC	Active	501 S. New York Avenue Suite 100 Winter Park, FL 32789
National Alarm Service, Inc.	Active	4861 S.R. 13 North St. Johns, FL 32259
NonProfit Technologies Inc.	Active	631 North US Hwy 1, Suite 101 North Palm Beach, FL 33408
North East Florida Educational Consortium	Active	3841 Reid Street Palatka, FL 32177
Office Depot, Inc.	Active	P. O. Box 1413 Charlotte, NC 28201-1413
Palatka Daily News	Active	PO Box 777 Palatka, FL 32178-0777

Main - ELC of NFL
Vendor Information List - Active Vendor List - SP

Vendor Name	Status	Printed Main Address
Petty Cash	Active	2450 Old Moultrie Rd. Suite 103 St. Augustine, FL 32086 USA
Principal Life Insurabce Company	Active	PO Box 77202 Minneapolis, MN 55480-7200
Putnam County Chamber of Commerce	Active	1100 Reid Street Palatka, FL 32177
Ravine Gardens State Park	Active	1600 Twiggy St. Palatka, FL 32177
Renee Williams	Active	100 Stephanie Street Palatka, FL 32177
Rethreaded, Inc.	Active	515 E 9th St Jacksonville, FL 32209
Scholastic Inc.	Active	PO Box 639852 Cincinnati, OH 45263-9852
Sharon Brown	Active	DBA Sharon's Janitorial + Cleaning Service 4342 Woodley Creek Road Jacksonville, FL 32218
South State Bank	Active	Attn: Tina Plount 1975 A1A South St. Augustine, FL 32080
St. Augustine Sunrise Rotary	Active	PO Box 505 St. Augustine, FL 32085
St. Johns County Chamber of Commerce	Active	100 Southpark Blvd Suite 405 & 406 St. Augustine, FL 32086
St. Johns River State College	Active	283 College Drive Attn: Ellen Hare Orange Park, FL 32065
Staples Business Credit	Active	P O Box 105638 Atlanta, GA 30345-5638
Stellar Performance Group, LLC	Active	365 College Drive, #106 Middleburg, FL 32065 USA
Stephanie LaRoche	Active	4813 Florida Club Circle #1205 Jacksonville, FL 32216
T-Mobile	Active	PO Box 742596 Cincinnati, OH 45274-2596
TASK of St. Johns County	Active	PO Box 2096 St Augustine, FL 32085
Teresa P Forbes	Active	1705 SR 16 St Augustine, FL 32084
Theresa Little	Active	3637 Montclair Drive Jacksonville, FL 32217
Turner Insurance Advisor Group, Inc.	Active	2121 N.E. Coachman Rd. Clearwater, FL 33765
United Way of SJC	Active	PO Box 1007 St. Augustine, FL 32085
VOID Check	Active	,

BOARD

MEMBER ABSENTEEISM LOG

By-Laws Unexcused absences from two (2)

3.2.8. Mandated

members with three (3) consecutive

X = Attended

MEMBER NAME	6/9/2021	No Meeting July-21	No Meeting August-21	9/8/2021	No Meeting Oct - 21	No Meeting Nov-21	12/1/2021	No Meeting Jan- 22	No Meeting Feb-22	3/9/2022	No meeting April -22	No meeting May 22	6/15/2022
Allen, M.	EXCUSED			X			X			X			EXCUSED
Barstow, L.										X			X
Bishop, J.	X			X			X			X			EXCUSED
Chandler, R.										EXCUSED			EXCUSED
Coleman, R.	X			X			X			EXCUSED			X
Delcomyn, V.	X			X			EXCUSED			x			X
Farris, J.	X			X			X			X			X
Gammon, K.	X			X			EXCUSED			EXCUSED			EXCUSED
Garcia, M.	No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Graham, B.	EXCUSED			EXCUSED			EXCUSED			EXCUSED			EXCUSED
Holanchock, M.	Not a member			EXCUSED			X			X			X
Hill, M.	X			No longer a member			No longer a member			No longer a member			No longer a member
Johns, J.	No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Jonihakis, M.	X			X			X			X			X
Kersey Graves, W.	X			EXCUSED			X			X			X
Little, T.	X			X			EXCUSED			X			X
Matheny, T	X			X			X			X			No longer a member
McElhone, B.	X			EXCUSED			X			EXCUSED			X
Montoro, Bianco							EXCUSED			No longer a member			No longer a member
Pearson, N.	No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Peacock, M.	Not a member			X			EXCUSED			x			X
Puckett, C.	EXCUSED			EXCUSED			No longer a member			No longer a member			No longer a member
Simpkins, K.	EXCUSED			No longer a member			No longer a member			No longer a member			No longer a member
Simpson-Gotham, A.	X			X			X			X			X
Siragusa, M.	X			X			Excused			EXCUSED			EXCUSED
Stallings, J										X			X
Tauch, P.	X			X			X			EXCUSED			X
Virgo, Cassandra													EXCUSED
Warnock, Andrew							X			EXCUSED			NO LONGER A MEMBER
Whitehurst, C.	X			X			X			X			X
Williams, R.	X			X			EXCUSED			X			X