



BOARD MEETING
March 8, 2023, 10:30 a.m.

*Renaissance World Golf Village and Convention Center
Legends 1 Meeting Room*

TENTATIVE AGENDA

****Action Item***

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Review of Delegation of Authority Items**
- IV. Approval of December 7, 2022 Board Meeting Minutes***
- V. Review and Approval of 2021-2022 Audit ***
Presented by Moss, Krusick and Associates - **HANDOUT**
- VI. Staff and Committee Reports**
 - A. CEO Report-Verbal
 - B. Finance Manager's Report
 - C. 2nd Quarter Program Update
- VII. New/Unfinished Business**
 - A. Approval of Episcopal Children's Services 2022/2023 Contract Amendment #0003-22*
 - B. Approval of Revisions to the 2022-2023 Budget for Early Learning Coalition of North Florida*
 - C. Approval of the Coalition's 2023-2024 COOP (Continuity of Operations Plan)*
 - D. Retro Approval of the ELCNF Cyber Insurance Coverage with Florida Insurance Trust *
 - E. Approval of Representative of Private Family Home Care Providers: Patricia Dorsey*
 - F. Approval of the member appointed by Board of County Commissioners or the Governing Board of a Municipality: Krista Joseph*
- VIII. Review of Board Membership – *Informational***
- IX. Board Absenteeism Log- *Informational***
- X. Board Comment**



XI. Next Meetings

- Wednesday, May 3, 2023 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, June 21, 2023 10:30 a.m. – Board Meeting

XII. 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. Bell
 TITLE: Chief Executive Officer

PP End: 12/6/2022

APPROVING AUTHORITY: ELCNF Board
 TITLE: N/A

Date	# of Hours	*97BBA	*97000	970CS	*VPADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
11/23/2022	W	0.00								3.00	3.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
11/24/2022	T	0.00				8.00				8.00 Thanksgiving	8.00 Thanksgiving
11/25/2022	F	0.00				8.00				8.00 Day After Thanksgiving	8.00 Day After Thanksgiving
11/26/2022	S	2.00	2.00							0.00 electronic correspondence	0.00 electronic correspondence
11/27/2022	S	3.00	3.00							0.00 electronic correspondence	0.00 electronic correspondence
11/28/2022	M	7.00	2.00							0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
11/29/2022	T	7.00	3.00							0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
11/30/2022	W	9.00	2.00							0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/1/2022	T	8.00	5.00			4.00				0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/2/2022	F	2.00	2.00							0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/3/2022	S	4.00	4.00							0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/4/2022	S	4.00	4.00							0.00 electronic correspondence	0.00 electronic correspondence
12/5/2022	M	4.00	2.00					4.00		4.00 electronic correspondence	4.00 electronic correspondence
12/6/2022	T	7.00	4.00					7.00		0.00 Reviewing/responding Internal documents, electronic correspondence and VPK book bag prep	0.00 Reviewing/responding Internal documents, electronic correspondence and VPK book bag prep
Total		57.00	35.00	5.00	0.00	17.00	0.00	7.00	0.00	23.00	
Percent		0.614035	0.08772	0.00000	0.29825	16.00	0.00	7.00	0.00	23.00	
Unbooked		23.00	14.12	2.02	0.00	6.86					
Total		80.00	49.12	7.02	0.00	23.86					
Percent		0.61404	0.08772	0.00000	0.29825						

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

Employee Signature

D Bell

12/6/2022
Date

Approving Authority Signature
Richardson

12/6/2022
Date

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

ANNUAL LEAVE	
11/23/2022 AL Balance	147.40
This PP Accrual	8.00
This PP Usage	0.00
12/6/2022 AL Balance	155.40

TOTAL SICK LEAVE	
11/23/2022 SL Balance	67.50
This PP Accrual	4.00
This PP Usage	-7.00
12/6/2022 SL Balance	64.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
12/6/2022 PSL Balance	41.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 11/21/2022

Date(s) / Time of Leave:

Leave Type (See Legend):

11/23 3 PSL

12/05 4 PSL

7 hours PERSONAL SICK LEAVE

Approved: *Reckson*

Date: 12/6/2022

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personal Activity Report

EMPLOYEE NAME: **Dawn E. Bell** TITLE: **Chief Executive Officer** PP End: **12/20/2022** APPROVING AUTHORITY: **ELCNF Board**

Date	# of Hours	%BBA	%G00	%C05	%PDM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
12/17/2022	W 8.00	4.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/18/2022	T 8.00	4.00	1.00		3.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/19/2022	F 7.00	7.00								0.00	Reviewing/responding Internal documents, electronic correspondence and VPK book bag prep
12/19/2022	S 4.00	4.00								0.00	electronic correspondence
12/19/2022	S 3.00	3.00								0.00	electronic correspondence
12/19/2022	M 6.00	3.00			3.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/19/2022	T 3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/19/2022	W 6.00	3.00			3.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/19/2022	T 8.00	4.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/19/2022	F 5.00	5.00								0.00	Reviewing/responding Internal documents, electronic correspondence and book bag prep
12/17/2022	S 3.00	3.00								0.00	electronic correspondence
12/18/2022	S 4.00	4.00								0.00	electronic correspondence
12/19/2022	M 8.00	5.00	2.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence and VPK book bag prep
12/20/2022	T 7.00	4.00	1.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence and VPK book bag prep
Total	80.00	56.00	8.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	
Percent		0.7	0.10000	0.00000	0.20000						
Unbooked	0.00	0.00	0.00	0.00	0.00						
Total	80.00	56.00	8.00	0.00	16.00						
Percent		0.70000	0.10000	0.00000	0.20000						

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

Employee Signature *D Bell*

Date *12/20/2022*

Approving Authority Signature *Richardson*

Date *12/20/2022*

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

ANNUAL LEAVE	
12/17/2022 AL Balance	155.40
This PP Accrual	8.00
This PP Usage	0.00
12/20/2022 AL Balance	163.40

TOTAL SICK LEAVE	
12/17/2022 SL Balance	64.50
This PP Accrual	4.00
This PP Usage	0.00
12/20/2022 SL Balance	68.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
12/20/2022 PSL Balance	41.00

Personnel Activity Report

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

PP End: 1/3/2023

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	*97BBA	*97QB0	97QCS	*VPADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
12/21/2022	W 8.00	4.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
12/22/2022	T 7.00	5.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
12/23/2022	F 0.00					8.00				8.00	Christmas Eve Holiday
12/24/2022	S 4.00	4.00								0.00	
12/25/2022	S 0.00									0.00	
12/26/2022	M 0.00					8.00				8.00	Christmas Holiday
12/27/2022	T 6.00	4.00	1.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
12/28/2022	W 6.00	3.00	2.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
12/29/2022	T 5.00	5.00								0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
12/30/2022	F 0.00					8.00				8.00	New Years Eve Holiday
12/31/2022	S 3.00	3.00								0.00	
1/1/2023	S 3.00	3.00								0.00	
1/2/2023	M 0.00					8.00				8.00	New Years Holiday
1/3/2023	T 6.00	3.00	2.00		1.00					0.00	Reviewing/responding Internal documents, electronic correspondence / SR and VPK book bags
Total	48.00	34.00	9.00	0.00	5.00	32.00	0.00	0.00	0.00	32.00	
Percent		0.708333	0.18750	0.00000	0.10417						
Unallocated	32.00	22.67	6.00	0.00	3.33						
Total	80.00	56.67	15.00	0.00	8.33						
Percent		0.70833	0.18750	0.00000	0.10417						

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

Dawn E Bell
 Employee Signature

01/03/23
 Date

Dawn E Bell
 Approving Authority Signature

1/3/2023
 Date

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

ANNUAL LEAVE	
12/21/2022 AL Balance	163.40
This PP Accrual	8.00
This PP Usage	0.00
1/3/2023 AL Balance	171.40

TOTAL SICK LEAVE	
12/21/2022 SL Balance	68.50
This PP Accrual	4.00
This PP Usage	0.00
1/3/2023 SL Balance	72.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
1/3/2023 PSL Balance	41.00

Personnel Activity Report

EMPLOYEE NAME: **Dawn E. Bell** TITLE: **Chief Executive Officer** PP End: **1/17/2023** APPROVING AUTHORITY: **ELC/NF Board**

Date	# of Hours	*17BBA	*7C00	37C03	*VPADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
1/4/2023	W 5.00	3.00	2.00				3.00			3.00	Reviewing/responding Internal documents, electronic correspondence
1/9/2023	T 4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/16/2023	F 4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/23/2023	S 3.00	3.00								0.00	electronic correspondence
1/30/2023	S 3.00	3.00								0.00	electronic correspondence
1/6/2023	M 5.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence
1/13/2023	T 4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
1/20/2023	T 7.00	4.00	3.00							0.00	Reviewing/responding Internal documents, electronic correspondence
1/27/2023	F 4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
2/3/2023	F 3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence
2/10/2023	S 4.00	4.00								0.00	electronic correspondence
2/17/2023	S 3.00	3.00								0.00	electronic correspondence
2/24/2023	M 4.00	3.00				8.00				8.00	Holiday
3/3/2023	T 4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
Total	53.00	45.00	7.00	0.00	1.00	8.00	19.00	0.00	0.00	27.00	
Unallocated	27.00	22.92	3.57	0.00	0.51						
Total	80.00	67.92	10.57	0.00	1.51						
Percent		0.84906	0.13208	0.00000	0.01887						

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

Employee Signature: *Dawn E. Bell*

Date: 1/17/2023

Approving Authority Signature: *Dawn E. Bell* Date: 1/17/2023

For Official Use Only: Check and Initial Once Reviewed & Entered into Pay
 Check and Initial Once Entered into PARS Software

ANNUAL LEAVE	
1/4/2023 AL Balance	171.40
This PP Accrual	8.00
This PP Usage	-19.00
1/17/2023 AL Balance	160.40

TOTAL SICK LEAVE	
1/4/2023 SL Balance	72.50
This PP Accrual	4.00
This PP Usage	0.00
1/17/2023 SL Balance	76.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
1/17/2023 PSL Balance	41.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 1/21/2023

Date(s) / Time of Leave:

Leave Type (See Legend):

01/04 3 AL

01/10 4 AL

01/12 4 AL

01/13 4 AL

01/17 4 AL

19 hours annual LEAVE

Approved: *Neckerson*

Date: 1/17/2023

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: 1/31/2023

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	*9788A	*97900	970CS	*97ADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
1/18/2023	9.00	5.00	2.00		2.00					0.00	Reviewing/responding Internal documents, electronic correspondence
1/19/2023	3.00	3.00					5.00			5.00	Reviewing/responding Internal documents, electronic correspondence
1/20/2023	6.00	6.00					2.00			2.00	Reviewing/responding Internal documents, electronic correspondence
1/21/2023	3.00	3.00								0.00	electronic correspondence
1/22/2023	3.00	3.00								0.00	electronic correspondence
1/23/2023	6.00	6.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/24/2023	2.00	2.00					6.00			6.00	Reviewing/responding Internal documents, electronic correspondence
1/25/2023	5.00	3.00	2.00							0.00	Reviewing/responding Internal documents, electronic correspondence
1/26/2023	4.00	3.00			1.00					0.00	Reviewing/responding Internal documents, electronic correspondence
1/27/2023	4.00	4.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/28/2023	3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/29/2023	3.00	3.00								0.00	Reviewing/responding Internal documents, electronic correspondence
1/30/2023	4.00	4.00					4.00			4.00	Reviewing/responding Internal documents, electronic correspondence
1/31/2023	4.00	2.00	1.00				21.00	0.00	0.00	21.00	Reviewing/responding Internal documents, electronic correspondence
Total	58.00	50.00	5.00	0.00	4.00	0.00	21.00	0.00	0.00	21.00	
Percent		0.847458	0.08475	0.000000	0.06780						
Unallocated	21.00	17.80	1.78	0.00	1.42						
Total	80.00	67.80	6.78	0.00	5.42						
Percent		0.84745	0.08475	0.00000	0.06780						

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

Employee Signature: *Dawn E Bell*

Date: *1/31/2023*

Approving Authority Signature: *Doreen*

Date: *1/31/2023*

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

ANNUAL LEAVE	
1/18/2023 AI Balance	179.40
This PP Accrual	8.00
This PP Usage	-21.00
1/31/2023 AI Balance	166.40

TOTAL SICK LEAVE	
1/18/2023 SL Balance	76.50
This PP Accrual	4.00
This PP Usage	0.00
1/31/2023 SL Balance	80.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
1/31/2023 PSL Balance	41.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 9/21/2022

Date(s) / Time of Leave:

Leave Type (See Legend):

01/19 5 L

01/20 2 L

01/24 6 L

01/30 4 L

01/31 4 L

21 hours annual leave

Approved: Mecherson

Date: 1/31/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Personnel Activity Report

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

PP End: 2/14/2023

APPROVING AUTHORITY: ELCNF Board
TITLE: N/A

Date	# of Hours	*97BBA	*97000	970CS	*9PADM	Other	AL	SL	PSL	Unallocated Time	DAILY LOG
2/1/2023	W 5.00	3.00	1.00		1.00					0.00	Reviewing/responding internal documents, electronic correspondence
2/2/2023	T 4.00	2.00	1.00		1.00					0.00	Reviewing/responding internal documents, electronic correspondence
2/3/2023	F 5.00	5.00								0.00	Reviewing/responding internal documents, electronic correspondence
2/4/2023	S 3.00	3.00								0.00	electronic correspondence
2/6/2023	M 6.00	4.00	2.00							0.00	electronic correspondence
2/7/2023	T 5.00	2.00	2.00		1.00		3.00			0.00	Reviewing/responding internal documents, electronic correspondence
2/8/2023	W 5.00	3.00	1.00		1.00		3.00			3.00	Reviewing/responding internal documents, electronic correspondence
2/9/2023	T 5.00	3.00	1.00		1.00		3.00			3.00	Reviewing/responding internal documents, electronic correspondence
2/10/2023	F 4.00	2.00			2.00		4.00			4.00	Reviewing/responding internal documents, electronic correspondence
2/11/2023	S 3.00	3.00								0.00	electronic correspondence
2/12/2023	S 3.00	2.00					6.00			6.00	electronic correspondence
2/13/2023	M 2.00	3.00					3.00			3.00	Reviewing/responding internal documents, electronic correspondence
2/14/2023	T 5.00	3.00			2.00		22.00			22.00	Reviewing/responding internal documents, electronic correspondence
Total	58.00	41.00	8.00	0.00	9.00	0.00	22.00	0.00	0.00	22.00	
Percent		0.706997	0.137993	0.000000	0.155517						
Unsubsid	22.00	15.55	3.03	0.00	3.41						
Total	80.00	56.55	11.03	0.00	12.41						
Percent		0.706990	0.137993	0.000000	0.155517						

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

Employee Signature

Dawn E. Boil
 2/14/23
 Date

Dawn E. Boil
 Approving Authority Signature

2/14/2023
 Date

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

ANNUAL LEAVE	
2/1/2023 AL Balance	166.40
This PP Accrual	8.00
This PP Usage	-22.00
2/14/2023 AL Balance	152.40

TOTAL SICK LEAVE	
2/1/2023 SL Balance	80.50
This PP Accrual	4.00
This PP Usage	0.00
2/14/2023 SL Balance	84.50

PERSONAL SICK LEAVE	
FY21/22 PSL Balance	41.00
This PP Usage	0.00
2/14/2023 PSL Balance	41.00

LEAVE REQUEST FORM

Name: Dawn E Bell

Date of Request: 2/21/2023

Date(s) / Time of Leave:

Leave Type (See Legend):

02/07 3 AL

02/08 3 AL

~~02/09 3 AL~~

02/10 4 AL

02/13 6 AL

02/14 3 AL

22 hours ANNUAL LEAVE

Approved: *D. Dickerson*

Date: 2/14/2023

Not Approved: _____

Date: _____

Comments: _____

AL: Annual Leave

SL: Sick Leave

PSL: Personal Sick Leave

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 7, 2022

2:00 p.m.

ATTENDANCE

Members Present:

Leslie Barstow
Vina Delcomyn
Joy Farris, *Acting Chair*
Brian Graham
Eleanor Hoffman
Whitney Kersey-Graves
Mary Ann Holanchock
Michelle Jonihakis
Theresa Little
Aubrie Simpson-Gotham, *Vice Chair*
Michael Siragusa
Jessica Stallings
Cassandra Virgo
Renee Williams

Members Absent:

Dr. Myrna Allen, *excused*
Rebecca Chandler, *excused*
Kyle Gammon, *excused*
Brian McElhone, *excused*
Marsha Peacock, *excused*
Patricia Tauch, *excused*
Christian Whitehurst, *excused*

Staff Present:

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

Others Present:

Jennifer Overly, Board member nominee
Teresa Matheny, Chief of Programs, ECS
Carol Kazounis, Putnam Dept. of Health

CALL TO ORDER/ROLL CALL

J. Farris called the meeting to order at 2:03pm. Roll Call was taken by M. Hanson; quorum was met with 14 of the 22 board members in attendance.

PUBLIC COMMENT

No comments.

REVIEW OF DELEGATION OF AUTHORITY ITEMS

The Board designates authority to the Coalition's Office Manager to review and approve the Chief Executive Officer's timesheets, leave requests, work related travel expenses, and other routine operational requests. These documents are made available at each regular board meeting for board review. Delegation items were emailed to all Board Members with no discussion or questions on the items reviewed.

**Board Meeting
December 7, 2022**

APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

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

APPROVAL OF SEPTEMBER 14, 2022 ANNUAL BOARD MEETING MINUTES*

- 2.** T. Little motioned to approve the September 14, 2022 Board Meeting Minutes. A. Simpson-Gotham seconded the motion. No discussion-motion passed unanimously.

RE-APPROVAL OF DECEMBER 1, 2021 ANNUAL BOARD MEETING MINUTES*

- A. Added recusal language for T. Matheny vote on Management Decision Recommendation for the ECS Audit June 30, 2021.
- 3.** T. Little motioned to approve the September 14, 2022 Board Meeting Minutes. A. Simpson-Gotham seconded the motion. No discussion-motion passed unanimously.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

D. Bell updated the Board on approval of the United Way two year grant.

B. FINANCE MANAGER'S REPORT

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

Desk Reviews and Audits

Our DEL monitoring occurred the last week in Oct and first week in November. Two minor items were noted in our report. DEL has not yet determined if those items will remain in the final report. Our prior year PCAP was closed by this monitoring group since DEL had not closed that report. Our first half year desk review is currently in progress. Our internal audit is also currently in progress.

Q1 Financial Statements (see attachment)

Attached are the Q1 financial statements for FY 2022-23. The Coalition's year to date surplus is slightly less 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 is currently 2.9% which is lower than our target of 4%. SR Administration percentage is currently 4.1% which is less than our target of 5%. All other targets and restrictions remain in alignment with Grant requirements.

Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of September 30, 2022

ASSETS

Cash, Operating	\$	8,346,316
Cash, Money Market		61,794
Petty Cash		200
Deposits		850
DEL Receivable		3,856,206
ECS Advance ARPA		5,893,022
Prepaid Expense		7,973
Equipment		6,498
Less: Accumulated Depreciation		(6,498)

TOTAL ASSETS \$ 18,166,361

LIABILITIES

Episcopal Children's Services Payable	\$	3,668,430
DEL Advance Payable		14,645,435
Accounts Payable		162
Interest due to OEL		577
Accrued Vacation		24,129
Accrued Employee Benefits		816

TOTAL LIABILITIES \$ 18,339,549

Net Assets at 6/30/2022 (173,551)
Net change at 09/30/2022 363

Total Liabilities and Net Assets \$ 18,166,361

Early Learning Coalition of North Florida

FY 2022-2023

As of September 30, 2022

	9.14.22				Favorable
Notice of Awards	Annual Budget	Q1 Budget	Q1 Actual	(Unfavorable)	
School Readiness (SR)	\$ 22,892,970	\$ 5,723,242.50	\$ 5,077,529	\$ (645,714)	
PDG Services	74,990	18,748	6,422	(12,325)	
CRRSA	2,144,687	536,172	589,141	52,969	
ESSER	87,905	21,976	87,784	65,808	
ARP	27,735,669	6,933,917	5,515,621	(1,418,296)	

**Board Meeting
December 7, 2022**

Voluntary	19,867,462	4,966,866	4,390,833	(576,032)
Total Notice of	\$ 72,803,683	\$ 18,200,921	\$ 15,667,329	\$ (2,533,591)
Subrecipient Expense				
School Readiness (SR)	\$ 21,752,477	\$ 5,438,119.25	\$ 4,836,272	\$ 601,847
PDG Services	74,990	18,748	6,422	12,325
CRRSA	2,144,687	536,172	589,141	(52,969)
ESSER	87,905	21,976	87,784	(65,808)
ARP	27,735,669	6,933,917	5,515,621	1,418,296
Voluntary	19,803,067	4,950,767	4,386,318	564,448
Total Subrecipient	\$ 71,598,795	\$ 17,899,699	\$ 15,421,558	\$ 2,478,141
Grant Funds Available to	\$ 1,204,888	\$ 301,222	\$ 245,771	\$ (55,451)
Other Donations and Revenue				
Interest Income	\$ 600	\$ 150	\$ 264	\$ 114
Clay Electric	15,000	0	0	
Quality Teacher's	6,000	0	0	
Miscellaneous	3,500	1,100	1,132	
Total Revenues	\$ 1,229,988	\$ 302,472	\$ 247,167	\$ (55,305)
ELC of North Florida Estimated Expense				
Salaries	\$ 595,000	\$ 148,750	\$ 137,015	\$ 11,735
PR Taxes	65,000	16,250	10,432	5,818
Health Insurance & HSA	150,000	37,500	38,336	
Pension	40,000	10,000	6,349	3,651
Life, Disability, and WC	18,000	4,500	2,122	2,378
Staff Development	10,000	2,500	120	2,380
Contract Services	12,000	3,000	0	3,000
Auditing	15,000	0	0	
Legal	500	125	0	
Printing & Reproduction	2,000	500	332	
Repairs & Maintenance	1,000	250	0	
Office Sites - Occupancy	65,000	16,250	11,516	4,734
Postage, Freight & Delivery	4,000	1,000	218	
Rentals - Office Equipment	6,000	1,500	538	
Office Supplies	12,000	3,000	1,461	1,539
Communications	22,000	5,500	4,745	
D & O Insurance	2,700	0	0	
General Liability	8,700	0	0	
Equipment <\$5000	4,500	1,125	2,600	(1,475)
Equipment >\$5000	4,000	1,000	0	1,000
Travel - In State	8,000	2,000	0	2,000
Travel - Out of State	6,000	1,500	0	1,500
Travel - Local	7,000	1,750	897	
Bank Fees	500	125	0	

Software/Licenses/Support	20,000	5,000	2,431	2,569
Web Service	35,000	8,750	4,100	4,650
Other employee expenditures	4,000	1,000	8	
ADP Fees	9,000	2,250	1,797	
Dues & Subscriptions	15,000	8,000	9,730	(1,730)
Taxes, Licenses and Fees	800	200	0	
Misc. - Other Current Charges	9,000	2,250	1,016	1,234
Quality Program	65,000	16,250	11,041	5,209
Total ELC North Florida	1,216,700	301,825	246,804	55,021
Surplus or (Loss)	\$ 13,288	\$ 647	\$ 363	\$ (284)

C. 1ST QUARTER PROGRAM UPDATE

T. Dixon presented the following report:

Coalition Activities:

- The Coalition received the final report (April 13, 2022) for the annual Division of Early Learning (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 still awaiting approval and the close-out letter.
- July 11 – 15, 2022 began the DEL Accountability Review, which continues. The scheduled date for the Exit Interview is October 26, 2022.
- The Coalition received an additional notice of award and the Episcopal Children's Services (ECS) Contract Amendment #2 is in today's packet.
- The Coalition staff completed the 2022/2023 Internal Controls Questionnaire (ICQ). In addition, ECS completes this same ICQ each year and their responses are reviewed by Coalition staff for any needed follow-up and/or approval.
- The Coalition staff met the October 1, 2022 DEL deadline for all the annual items such as the annual report, inventory, Sub-recipient monitoring plan, Fiscal prior year Revenue and Expense report and current year Budget.
- All Coalition staff completed their annual review of Anti-Fraud plan, policies and practices in July.
- Annual archiving processes have begun.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2021/2022 Fourth Quarter Monitoring was performed August 15 - 26, 2022. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were the 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. From this review, there were seven compliance issues that required staff refresher training sessions, and some required corrections during monitoring. The staff trainings were held in time for ECS's response to the final report. And the close-out letter will be done once the supplemental ARPA Provider Application Monitoring has been completed.

The 2022/2023 First Quarter Monitoring is scheduled for November 4 - 18, 2022. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates and the ARPA Provider Application Monitoring.

ALL full reports are available upon request.

D. EXECUTIVE ADMINISTRATIVE COMMITTEE:

APPROVAL OF THE OCTOBER 12, 2022 EXEC/ADMIN MEETING MINUTES*

- 1.** W. Kersey-Graves motioned to approve the Minutes of the October 12, 2022 Admin/Exec. Meeting. L. Barstow seconded the motion. No further discussion, motion passed unanimously.

RETRO APPROVAL OF THE REVISIONS TO THE 2022-2023 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA*

- 2.** V. Delcomyn motioned to approve the revision to the 2022-2023 Budget for Early Learning Coalition of North Florida. T. Little seconded the motion. No further, discussion, motion passed unanimously.

APPROVAL OF THE REQUEST FOR SENDING FOUR BOARD MEMBERS TO ATTEND THE NATIONAL SUMMIT ON EDUCATION 2022 CONFERENCE*

- 3.** L. Barstow motioned to approve the request for sending four Board members to attend the National Summit on Education 2022 Conference. M. Jonihakis seconded the motion. R. Williams, M. Holanchock, J. Stallings, T. Little recused themselves from the vote, memorandum of voting conflict is attached to Board Minutes. No further discussion, motion passed unanimously.

E. EXECUTIVE ADMINISTRATIVE COMMITTEE, November 2, 2022-Cancelled

NEW/UNFINISHED BUSINESS

REVIEW OF VOTING RECUSAL: ACKNOWLEDGEMENT FORM AND STATED AT EACH VOTE:

D. Bell reviewed the Memorandum of Voting Conflict form.

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 14, 2022 with Aubrie Simpson-Gotham, Vina Delcomyn, Theresa Little and Renee Williams serving as evaluators.
- Of the total 20 evaluations emailed to the board members, 9 members completed the evaluation and 10 did not return the evaluation.
- Out of a 1 to 5 rating scale, 1= unsatisfactory and 5= Outstanding; Dawn's Overall Rating Score was 4.704 which earned a final rating of "Outstanding".
- Dawn's next evaluation period ends September 2, 2023.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

APPROVAL OF REVISIONS TO THE 2022-2023 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA. *

On Sep 29, 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.

The allocation of these funds between ECS and ELCNF has been agreed to by both entities.

- 4.** A. Gotham-Simpson motioned to approve the revisions to the 2022-2023 budget for Early Learning Coalition of North Florida. T. Little seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF MANAGEMENT DECISION RECOMMENDATIONS FOR ECS AUDIT 2021/2022*

To approve management decision to consider the ECS annual audit properly reviewed and therefore resolved.

- 5.** V. Delcomyn motioned to approve the management decision recommendations for the ECS audit 2021/2022. M. Jonihakis seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF 2022-2024 SCHOOL READINESS PLAN AMENDMENT ACKNOWLEDGEMENT SUBMISSION*

Background:

House Bills 419 and 1349 modified provisions related to the School Readiness Program that directly affect the content of the Early Learning Coalition School Readiness Plan. DEL amended Rule 6M-9.115, F.A.C., to reflect the new School Readiness Program requirements. These revisions require coalitions to submit plan amendments for the following elements:

- I.A. Membership (*previously updated and board approved*)
- I.D. Bylaws (*previously updated and board approved*)
- II.C. Eligibility and Enrollment Policies and Procedures
- II.E. Sliding Fee Scale and Fee Waiver Policies (*did not require updates*)
- II.F. Child Screening
- II.G. Program Assessment
- II.J. Contracted Slots, if applicable (*not applicable*)

Four of the seven elements above did not require updates. The remaining three (highlighted in grey) did require updates and they are included with ALL other needed document updates for the entire SR Plan (this is done upon SR Plan renewals).

For a complete list of SR Plan revisions, see the attached SR Plan amendment log (and documents showing the revisions).

- 6.** M. Holanchock motioned to approve the 2022-2024 School Readiness Plan Amendment Acknowledgement Submission. T. Little seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2022/2023 CONTRACT AMENDMENT # 0002-22*

Revisions:

- A. Item #1 is to make updates to Child Care Resource and Referral reports deliverables.
 - B. Items #2 and 3 were to update the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the September 29, 2022 Notice of Award and two University of Florida Lastinger Center Contracts through DEL.
- 7.** R. Williams motioned to approve the Episcopal Children's Services 2022/2023 Contract Amendment # 0002-22. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

RETRO APPROVAL, EFFECTIVE 8/01/22, ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER FOR EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 8/01/22-6/30/2023 (SR101)*

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

THIS CONTRACT is to implement the Early Learning Florida professional development Educator Stipends program. The Coalition will provide (through Episcopal Children's Services) administrative support, distribution of information, completion of timely invoices, and provide timely payment to Educators who have submitted course completion documents.

The total contract is **not to exceed \$50,000.**

- 8.** T. Little motioned to retro approve, effective 8/01/22 ELC of North Florida and the University of Florida/Lastinger Center for Early Learning Florida Contract effective 8/01/22-6/30/2023. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

RETRO APPROVAL EFFECTIVE 9/01/2022, ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 9/01/22-8/31/23*

This Contract for Services is made and entered into by and between The University of Florida Board of Trustees (a public body corporate of the State of Florida for the benefit of its Lastinger Center for Learning) and the ELC of North Florida.

THIS CONTRACT is to support the implementation of Early Learning Florida courses (e.g., online only, online with Community of Practice (CoP) Facilitation, and online with Technical Assistance (TA) Coaching) that aligns with quality improvement goals/initiatives, for the Coalition's Child Care Providers.

The total contract is **not to exceed \$13,000.**

- 9.** T. Little motion to retro approve, effective 9/01/22, ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract effective 9/01/22-8/31/23. V. Delcomyn seconded the motion. No further discussion, the motion was passed unanimously.

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

Revisions:

HR204 – Employment Reference/Criminal History Checks, added updated, missing language from 21/22 grant agreement background screening requirements for employees who have access to confidential information (both for the Coalition which is a "Qualified Entity" and for subrecipients/contractors/subcontractors who are Not a "Qualified Entity").

This was discovered during the Coalition's DEL Accountability review.

- 10.** M. Holanchock motioned to approve the revisions to the Coalition’s Personnel Policies and Procedures Manual. T. Little seconded the motion. No further discussion the motion passed unanimously.

APPROVAL OF THE ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2024*

Staff requests board approval to approve the lease extension of the ELCNF Clay County Office.

The space is 600 square feet with two large offices, half bath and storage area for supplies. The rent will be increased from \$790 per month to \$840 per month and includes water. The office houses our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provides a conference area for training.

- 11.** L. Barstow motioned to approve the ELCNF Clay County office lease extension to January 31, 2024. A. Gotham-Simpson seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF ELCNF ST. AUGUSTINE OFFICE LEASE MARCH 1, 2023 THROUGH FEBRUARY 29, 2028*

The Coalition requests board approval to renew the lease of the St. Augustine Office located at 2450 Old Moultrie Road, Ste #103. The current lease ends on February 28, 2023 and the new lease will start on March. 1, 2023 and expire on February 29, 2028.

This office space is considered the Coalition’s main office and houses the CEO, the two Finance Managers, the two Program Support Specialists and the Office Manager. In addition, there is the main Reading Pals resource room and storage/conference room space.

- 12.** M. Holanchock motioned to approve the ELCNF St. Augustine office lease March 1, 2023 through February 29, 2028. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER AUBRIE SIMPSON-GOTHAM*

Aubrie Simpson-Gotham is founder & CEO of Fostering Connections, a nonprofit organization founded in 2019 that uplifts local children and youth impacted by foster care or trauma by providing needed essentials, educational programs, and community connections. Ms. Simpson-Gotham has an extensive background in early childhood education.

- 13.** W. Kersey-Graves motioned to approve private sector Board member Aubrie Simpson-Gotham. V. Delcomyn seconded the motion. A. Gotham Simpson recused herself from the vote, memorandum of voting conflict is attached to the Board Minutes. No further discussion, motion passed unanimously.

APPROVAL OF PRIVATE SECTOR BOARD MEMBER MICHELLE D. JONIHAKIS*

Michelle Jonihakis is an experienced professional with a track record of strong leadership and nearly 20 years' experience in the commercial finance, credit, collections and recovery operations of large financial institutions. She is currently the Senior Business Management Specialist, Collections and Recovery Operations Strategy with TD Bank.

- 14.** V. Delcomyn motioned to approve private sector Board member Michelle Jonihakis. L. Barstow seconded the motion. M. Jonihakis recused herself from the vote, memorandum of voting conflict is attached to the Board Minutes. No further discussion, motion passed unanimously.

APPROVAL OF THE DCF REGIONAL ADMINISTRATOR OR DESIGNEE JENNIFER OVERLEY*

Jennifer currently serves as the supervisor for licensing in Circuit 7 which includes St. John's County. She has been designated to serve on the board on behalf of Mala Ramatour, Program Manager for the Department of Children and Families in accordance with the new State established guidelines that two DCF representatives or designees serve on Coalition Boards.

- 15.** W. Kersey-Graves motioned to approve DCF designee Jennifer Overley. V. Delcomyn seconded the motion. No further discussion, motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

M. Hanson provided a report to the Board that reviewed the members who have resigned and/or gone into an advocate role since the last meeting. Our total board membership is at 23 members with the addition of Jennifer Overley, mandated DCF position. There were no questions or comments by the Board.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

The four Board members, T. Little, R. Williams, M. Holanchock and J. Stallings, gave an overview of the National Summit on Education 2022 Conference they attended in November.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, February 1, 2023, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 8, 2023, 10:30 a.m. –Board Meeting World Golf Village Convention Center

ADJOURNMENT*

- 14.** M. Holanchock motioned for adjournment at 2:59 p.m.
V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager

DRAFT

**EARLY LEARNING
COALITION OF NORTH
FLORIDA, INC.**

Financial Statements

Year Ended June 30, 2022

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Partners

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Certified Public
Accountants

Florida Institute of
Certified Public
Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Early Learning Coalition of North Florida, Inc.
St. Augustine, Florida

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Early Learning Coalition of North Florida, Inc. (a nonprofit organization) (the "Coalition"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net deficit, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Coalition as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Coalition and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coalition's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coalition's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards and state financial assistance, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, State of Florida Chapter 10.650, *Rules of the Auditor General*, and special audit guidance provided by the Division of Early Learning, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 8, 2023, on our consideration of the Coalition's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Coalition's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition's internal control over financial reporting and compliance.

Moss, Krusick & Associates, LLC

Winter Park, Florida
March 8, 2023

Early Learning Coalition of North Florida, Inc.

STATEMENT OF FINANCIAL POSITION

June 30, 2022

ASSETS

Cash and cash equivalents	\$ 2,495,243
Prepaid expenses	<u>15,813</u>
Total assets	<u><u>\$ 2,511,056</u></u>

LIABILITIES AND NET DEFICIT

Liabilities	
Accounts payable	\$ 709,600
Accrued expenses	35,530
Due to related parties	<u>1,939,483</u>
Total liabilities	2,684,613
Net deficit	
Without donor restrictions	<u>(173,557)</u>
Total liabilities and net deficit	<u><u>\$ 2,511,056</u></u>

The accompanying notes are an integral part of these financial statements.

Early Learning Coalition of North Florida, Inc.

STATEMENT OF ACTIVITIES AND CHANGES IN NET DEFICIT

Year ended June 30, 2022

REVENUES

Government grants:	
School Readiness	\$ 19,259,176
Voluntary Pre-Kindergarten	13,940,519
Coronavirus Response and Relief Supplemental American Rescue Plan Act	8,708,505
Local government match	4,386,762
Local grants	175,233
	<u>30,427</u>
Total revenues	<u>46,500,622</u>

EXPENSES

Program services:	
School Readiness	19,026,143
Voluntary Pre-Kindergarten	13,927,817
Coronavirus Response and Relief Supplemental American Rescue Plan Act	8,708,505
Other	4,386,762
	<u>22,388</u>
Total program services	46,071,615
Supporting services:	
Management and general	<u>419,596</u>
Total expenses	<u>46,491,211</u>

Change in net assets	9,411
Net deficit, beginning of year	<u>(182,968)</u>
Net deficit, end of year	<u>\$ (173,557)</u>

The accompanying notes are an integral part of these financial statements.

Early Learning Coalition of North Florida, Inc.

STATEMENT OF FUNCTIONAL EXPENSES

Year ended June 30, 2022

	Functional Category						Total
	School Readiness	Voluntary Pre-Kindergarten	Coronavirus Response and Relief Supplemental	American Rescue Plan Act	Other	Management and General	
Pass-through payments to sub-recipients	\$ 18,317,504	\$ 13,927,817	\$ 8,708,505	\$ 4,386,762	\$ -	\$ -	\$ 45,340,588
Salaries and benefits	380,787	-	-	-	-	327,595	708,382
Match	175,233	-	-	-	-	-	175,233
Professional fees	31,023	-	-	-	4,500	39,261	74,784
Quality program expense	50,392	-	-	-	6,066	-	56,458
Rent expense	34,661	-	-	-	-	16,241	50,902
Office expenses	17,146	-	-	-	9,620	23,156	49,922
Travel and conferences	11,941	-	-	-	1,802	7,736	21,479
Membership subscriptions	5,941	-	-	-	275	5,278	11,494
Postage and printing	1,515	-	-	-	125	329	1,969
Total expenses	<u>\$ 19,026,143</u>	<u>\$ 13,927,817</u>	<u>\$ 8,708,505</u>	<u>\$ 4,386,762</u>	<u>\$ 22,388</u>	<u>\$ 419,596</u>	<u>\$ 46,491,211</u>

The accompanying notes are an integral part of these financial statements.

Early Learning Coalition of North Florida, Inc.

STATEMENT OF CASH FLOWS

Year ended June 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$	9,411
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Change in:		
Prepaid expenses		(432)
Accounts payable		642,504
Accrued expenses		(499)
Due to related parties		<u>(4,446)</u>
Net cash provided by operating activities		646,538

CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR

1,848,705

CASH AND CASH EQUIVALENTS AT END OF YEAR

\$ 2,495,243

The accompanying notes are an integral part of these financial statements.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE A - ORGANIZATION, NATURE OF OPERATIONS, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

1. Organization and nature of operations

Early Learning Coalition of Putnam and St. Johns Counties, Inc. (the "Coalition") was incorporated on October 6, 2000 as a not-for-profit corporation. The Coalition was formed to operate for the advancement of charity and education particularly by implementing a comprehensive program of school readiness services for Florida's at-risk birth-to-kindergarten population.

On July 1, 2005, the Coalition merged with St. Johns County School Readiness Coalition, Inc., and changed its name to Early Learning Coalition of Putnam and St. Johns Counties, Inc.

On July 1, 2013, the Coalition merged with the Early Learning Coalition of Clay, Nassau, Baker and Bradford Counties, Inc., and changed its name to Early Learning Coalition of North Florida, Inc. The Coalition provides funding for child care programs in Putnam, St. Johns, Nassau, Baker, Bradford and Clay Counties, Florida.

2. Basis of accounting and financial statement presentation

The accompanying financial statements and accompanying schedules have been prepared on the accrual basis of accounting. The Coalition reports information regarding its financial position and activities according to two classes of net assets as follows:

Net Assets Without Donor Restrictions

Net assets without donor restrictions are available for use at the discretion of the Board of Directors (the "Board") and/or management for general operating purposes. From time to time the Board designates a portion of these net assets for specific purposes which makes them unavailable for use at management's discretion.

Net Assets With Donor Restrictions

Net assets with donor restrictions consist of assets whose use is limited by donor-imposed restrictions, time and/or purpose restrictions.

The Coalition reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, the net assets are reclassified as net assets without donor restriction and reported in the statement of activities as net assets released from restrictions.

Some net assets with donor restrictions may include a stipulation that assets provided be maintained permanently (perpetual in nature) while permitting the Coalition to expend the income generated by the assets in accordance with the provisions of additional donor imposed stipulations or a Board approved spending policy.

3. Revenue recognition

The Coalition follows Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (ASC 606), which outlines a five-step model whereby revenue is recognized as performance obligations within a contract are satisfied, and ASU 2018-08, *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASC 958), which clarifies how transactions should be accounted for as contributions (nonreciprocal transactions) or exchange transactions and whether a contribution is conditional.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE A - ORGANIZATION, NATURE OF OPERATIONS, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

3. Revenue recognition (continued)

Revenue from government grants is recorded when earned, which is generally when the allowable costs of the specific grant provisions have been incurred or the performance of services rendered. Such revenue is subject to audit by the grantor and, if the examination results in a deficiency of allowable expenses, the Coalition will be required to refund any deficiencies. Management is of the opinion that all monies recognized as revenue have been earned as of June 30, 2022. These amounts are reflected as revenue without donor restrictions if received and expended in the same year.

Revenue from program fees are recognized when the earnings process is substantially complete and goods have been delivered or services performed. Revenues from program fees are recognized in the year to which they relate. As part of the Voluntary Pre-Kindergarten grants, the Coalition receives advances on revenue which are to be repaid to the state.

4. Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

5. Cost allocation

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities and Changes in Net Deficit. Salaries and other expenses which are associated with a specific program are charged directly to that program. Salaries and other program support service expenses which benefit more than one program are allocated to the various programs based on the relative benefit provided.

6. Cash and cash equivalents

For purposes of the statement of cash flows, the Coalition considers all unrestricted, highly liquid investments with an initial maturity of three months or less to be cash equivalents. Financial instruments, which potentially expose the Coalition to concentrations of credit risk, consist principally of cash bank deposits. The Coalition's policy is to place its cash investments with high quality financial institutions insured by the Federal Deposit Insurance Corporation, which provides coverage on balances up to \$250,000 per depositor per institution. At June 30, 2022, the Coalition had \$2,248,560, in excess of the federally insured limit. The Coalition has never experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on cash and cash equivalents.

7. Income taxes

The Coalition is a not-for-profit corporation and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. As such, its normal activities do not result in any income tax liability.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE A - ORGANIZATION, NATURE OF OPERATIONS, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

7. Income taxes (continued)

Management has analyzed the Coalition's various federal and state filing positions and believes that its income tax filing positions and deductions are well documented and supported and that no accruals for tax liabilities are necessary. Therefore, no reserves for uncertain income tax positions have been recorded. The Coalition remains subject to examination by the US Internal Revenue Service for the years ended June 30, 2020 through June 30, 2022.

8. Property and equipment

Property and equipment is recorded at historical cost. Property and equipment with a cost in excess of \$5,000 and a useful life of one or more years is capitalized and depreciated using the straight-line method of depreciation over the estimated useful life of 5 years.

Property acquired with governmental funds is considered to be owned by the Coalition while used in the program for which it was purchased or in future authorized programs; however, its disposition as well as the ownership of any proceeds from the sale of assets therefore is subject to applicable regulations.

9. Recent accounting pronouncements

In February 2016, the FASB issued ASU 2016-02, *Leases*, that requires lessees to put most leases on their balance sheets and recognize expenses on their income statements in a manner similar to today's capital lease accounting. For lessors, the guidance modifies the classification criteria for accounting for sales-type and direct financing leases. The new guidance is effective for fiscal years beginning after December 15, 2021.

10. Subsequent events

Management has evaluated the effect subsequent events would have on the financial statements through the date these financial statements were available to be issued on March 8, 2023.

NOTE B - CONCENTRATIONS

1. Economic dependency

The Coalition is financially dependent on grant funding and operates in a heavily regulated environment. The operations of the Coalition are subject to the administrative directives, rules and regulations of federal, state, and local regulatory agencies. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by the State of Florida. Such change may occur with little notice or inadequate funding to pay for the related cost, including the additional burden, to comply with a change.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE B – CONCENTRATIONS (continued)

2. Concentration of credit risk

The activities of the Coalition are conducted in Clay, Nassau, Baker, Bradford, Putnam and St. Johns Counties, Florida and are supported by funding provided by government agencies. Expenditures incurred by the Early Learning Coalition of North Florida, Inc. and the subgrantees associated with the execution of various grants are subject to audit and possible disallowance by the grantor agency. The Coalition would be held responsible for recovery (reimbursement to the grantor agency) of disallowed amounts incurred by the subgrantee if the subgrantee were not able to do so. Management believes that if audited, any adjustment for disallowed expenses would be immaterial in amount.

NOTE C - PROPERTY AND EQUIPMENT

Property and equipment and accumulated depreciation at June 30, 2022 is summarized as follows:

Furniture and fixtures	\$	6,498
Less: accumulated depreciation		<u>(6,498)</u>
Property and equipment, net	\$	<u><u>-</u></u>

NOTE D - RELATED PARTY TRANSACTIONS

Certain members of the Board are mandated in the “School Readiness Act.” Related party members include representation from Episcopal Children’s Services, a provider of government grants to the Coalition, and other representatives from private and public sector industries. Total payments to these related organizations during the year ended June 30, 2022 were \$45,340,588 and accounts payable to them at June 30, 2022 were \$1,939,483.

NOTE E - RETIREMENT PLAN

The Coalition established a tax deferred retirement plan effective for all qualifying employees. All regular full time employees are eligible to participate in the plan. The Coalition will contribute up to a 6% match of the employee’s salary. The Coalition provided matching contributions of \$20,071 for retirement benefits to the plan for the year ended June 30, 2022. Employees are immediately vested in their contributions and the matching contributions.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE F - LEASES AND COMMITMENTS

The Coalition has non-cancelable operating leases for the rental of office space in Palatka, St. Augustine, and Orange Park, Florida, and various office equipment. Rent expense for the year ended June 30, 2022 totaled \$50,902. The future minimum lease payments are as follows:

Years ending June 30:		
2023	\$	33,658
2024		5,136
2025		<u>4,280</u>
	\$	<u><u>43,074</u></u>

NOTE G - FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and benefits, professional fees, travel and conferences, rent expense, office expenses, membership subscriptions and postage and printing, which are allocated on the basis of estimates of time and effort.

NOTE H - LIQUIDITY AND AVAILABILITY OF RESOURCES

The Coalition's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

Cash and cash equivalents	<u>\$ 2,495,243</u>
Accounts payable	709,600
Accrued expenses	35,530
Due to related parties	<u>1,939,483</u>
Total financial liabilities available within one year	<u>2,684,613</u>
Total net financial assets available within one year	<u><u>\$ (189,370)</u></u>

As part of the Coalition's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Coalition receives the majority of its funding from federal and state grants passed through DEL which are on a reimbursable basis. Throughout the year, the Coalition receives advances and reimbursements each month to cover incurred expenses. To help manage unanticipated liquidity needs, the Coalition at times receives advances from DEL.

Early Learning Coalition of North Florida, Inc.

NOTES TO FINANCIAL STATEMENTS

June 30, 2022

NOTE I - RISK AND UNCERTAINTY

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Coalition's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce.

SUPPLEMENTAL INFORMATION



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Joe M. Krusick
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Early Learning Coalition of North Florida, Inc.
St. Augustine, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Early Learning Coalition of North Florida, Inc. (a nonprofit organization) (the "Coalition"), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net deficit, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 8, 2023

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Coalition's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control. Accordingly, we do not express an opinion on the effectiveness of the Coalition's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Coalition's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Coalition's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Krusick & Associates, LLC

Winter Park, Florida
March 8, 2023



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND STATE OF FLORIDA CHAPTER 10.650, RULES OF THE AUDITOR GENERAL

Partners

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Cori G. Cameron
Bob P. Marchewka
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To the Board of Directors of
Early Learning Coalition of North Florida, Inc.
St. Augustine, Florida

Report on Compliance for Each Major Federal Program and State Project

Opinion on Each Major Federal Program and State Project

We have audited Early Learning Coalition of North Florida, Inc.'s (the "Coalition") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the requirements described in the Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on each of the Coalition's major federal programs and state projects for the year ended June 30, 2022. The Coalition's major federal programs and state projects are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Coalition's complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program and State Project

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and State of Florida Chapter 10.650, *Rules of the Auditor General* (Chapter 10.650), and special audit guidance provided by the Division of Early Learning. Our responsibilities under those standards, the Uniform Guidance, and Chapter 10.650 are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Coalition's and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program and state project. Our audit does not provide a legal determination of the Coalition's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Coalition's federal programs and state projects.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Coalition's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.650, will always detect material noncompliance when it exists.

Auditor's Responsibilities for the Audit of Compliance (continued)

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Coalition's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and Chapter 10.650, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Coalition's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Coalition's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.650, but not for the purpose of expressing an opinion on the effectiveness of the Coalition's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.650. Accordingly, this report is not suitable for any other purpose.

Moss, Krusick & Associates, LLC

Winter Park, Florida
March 8, 2023

Early Learning Coalition of North Florida, Inc.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
June 30, 2022

Section I - Summary of Auditor's Results

Financial Statements

- | | |
|---|---------------|
| 1. Type of auditor's report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weakness(es) identified? | No |
| b. Significant deficiencies identified that are not considered to be material weaknesses? | None Reported |
| 3. Noncompliance material to financial statements noted? | No |

Federal Awards

- | | |
|---|---------------|
| 1. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 2. Internal control over major programs: | |
| a. Material weakness(es) identified? | No |
| b. Significant deficiencies identified that are not considered to be material weaknesses? | None Reported |
| 3. Audit findings disclosed that are required to be reported in accordance with Uniform Guidance? | No |
| 4. Dollar threshold used to distinguish between Type A and Type B programs | \$970,633 |
| 5. Auditee qualified as low-risk auditee? | Yes |

Identifications of major programs:

<u>Name of Federal Program</u>	<u>ALN</u>
Temporary Assistance for Needy Families	93.558
Child Care and Development Fund (CCDF) Cluster	93.575, 93.596

Early Learning Coalition of North Florida, Inc.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE

June 30, 2022

Section I – Summary of Auditor’s Results (continued)

State Financial Assistance

- | | |
|--|---------------|
| 1. Type of auditor’s report issued on compliance for major projects: | Unmodified |
| 2. Internal control over major projects: | |
| a. Material weakness(es) identified? | No |
| b. Significant deficiencies identified that are not considered to be material weaknesses? | None Reported |
| 3. Audit findings disclosed that are required to be reported in accordance with the Florida Single Audit Act and Chapter 10.650, <i>Rules of the Auditor General</i> ? | No |
| 4. Dollar threshold used to distinguish between Type A and Type B projects | \$750,000 |

Identification of major projects:

<u>Name of State Project</u>	<u>CSFA Number</u>
Voluntary Pre-Kindergarten	48.108

Section II - Enhanced Fields System (EFS Mod) monthly reconciliation

- | | |
|--|-----|
| 1. EFS Mod reconciled monthly | Yes |
| 2. Processes in place to identify and correct errors during monthly reconciliations to EFS Mod | Yes |
| 3. Coalition’s financial records reconcile and agree to EFS Mod records as of program year ended June 30, 2022 | Yes |
| 4. Audit work papers documenting verification of reconciliations available to OEL staff | Yes |

Section III - Financial Statement Findings

No current year findings (no corrective action plan or management letter required)

Section IV - Federal Award and State Projects Findings and Questioned Costs

None (there are no items related to Federal Awards and State financial assistance required to be reported in the management letter, therefore no management letter issued)

Section V - Status of Prior Year Audit Findings

There were no prior year audit findings.

Early Learning Coalition of North Florida, Inc.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE

Year ended June 30, 2022

Grantor/Program Title	ALN CSFA	Award Number	Expenditures	Transfer to Sub-recipient
Federal Awards:				
U.S. Department of Health and Human Services				
<i>Passed through State of Florida's Division of Early Learning</i>				
Child Care and Development Block Grant	93.575	EL432	\$ 9,958,781	\$ 9,471,850
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	EL432	5,617,407	5,342,745
American Rescue Plan Act	93.575	EL432	4,386,762	4,386,762
Coronavirus Response and Relief Supplemental Appropriations Funds	93.575	EL432	<u>8,680,378</u>	<u>8,680,378</u>
Total Child Care and Development Cluster			28,643,328	27,881,735
Temporary Assistance for Needy Families	93.558	EL432	3,562,813	3,388,610
Preschool Development Grants	93.434	EL432	104,171	99,078
Social Services Block Grant	93.667	EL432	16,004	15,221
U.S. Department of Education				
<i>Passed through State of Florida's Division of Early Learning</i>				
Education Stabilization Fund	84.425D	EL432	<u>28,127</u>	<u>28,127</u>
Total Expenditures of Federal Awards			<u>\$ 32,354,443</u>	<u>\$ 31,412,771</u>
State Financial Assistance:				
State of Florida Department of Education				
<i>Passed through State of Florida's Division of Early Learning</i>				
Voluntary Pre-Kindergarten	48.108	EL432	<u>\$ 13,940,519</u>	<u>\$ 13,927,817</u>
Total Expenditures of State Financial Assistance			<u>\$ 13,940,519</u>	<u>\$ 13,927,817</u>

Basis of Presentation

The accompanying schedule of expenditures of federal awards and state financial assistance is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, State of Florida Chapter 10.650, *Rules of Auditor General*, and the Florida *Department of Fiscal Service's State Projects Compliance Supplement*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Indirect Cost Rate

The Coalition has elected to not use the 10% de minimis indirect cost rate for its federal programs and state projects for the year ended June 30, 2022. The indirect cost rates used on the Coalition's federal programs and state projects are determined by the relevant federal or state agency.

See independent auditor's report.

Early Learning Coalition of North Florida

Finance Manager's Report

Board Meeting

March 8, 2023

Desk Reviews and Audits

Our DEL monitoring occurred the last week in Oct and first week in November. The final report reflected no issues. The half year desk review for Jan22 thru Jun22 was completed. We paid a small amount from our unrestricted funds their findings. The desk review for Jul22 thru Dec 22 is currently in progress.

Q2 Financial Statements (see attachment)

Attached are the Q2 financial statements for FY 2022-23. We currently have a small year-to-date loss due to timing of the receipt of miscellaneous donations. 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 is currently 2.7% which is lower than our target of 4%. SR Administration percentage is currently 4.0% 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

FY 2022-2023

As of December 31,2022

Notice of Awards	9/29/2023			Favorable (Unfavorable)
	Annual Budget	Q2 Budget	Q2 Actual	
School Readiness (SR)	\$ 22,906,772	\$ 11,453,386.00	\$ 10,147,790	\$ (1,305,596)
PDG Services	74,990	37,495	74,841	37,346
CRRSA	2,144,687	1,072,344	597,441	(474,903)
ESSER	87,905	43,953	87,784	43,832
ARP	53,654,648	26,827,324	18,161,611	(8,665,713)
Voluntary PreKindergarten (VPK)	19,867,462	9,933,731	10,069,481	135,750
Total Notice of Award	\$ 98,736,464	\$ 49,368,232	\$ 39,138,948	\$ (10,229,284)

Subrecipient Expense

School Readiness (SR)	\$ 21,766,279	\$ 10,883,139.50	\$ 9,686,157	\$ 1,196,983
PDG Services	74,990	37,495	74,841	(37,346)
CRRSA	2,144,687	1,072,344	597,441	474,903
ESSER	87,905	43,953	87,784	(43,831)
ARP	53,654,648	26,827,324	18,161,611	8,665,713
Voluntary PreKindergarten (VPK)	19,803,067	9,901,534	10,059,491	(157,958)
Total Subrecipient Expense	\$ 97,531,576	\$ 48,765,788	\$ 38,667,325	\$ 10,098,463

Grant Funds Available to ELC of North FL

\$ 1,204,888	\$ 602,444	\$ 471,623	\$ (130,821)
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Other Donations and Revenue

Interest Income	\$ 600	\$ 300	\$ 634	\$ 334
Clay Electric Foundation	15,000	7,500	0	0
Quality Teacher's Conference	6,000	0	0	0
Miscellaneous Donations	3,500	1,750	2,181	431
Total Revenues	\$ 1,229,988	\$ 611,994	\$ 474,438	\$ (130,056)

ELC of North Florida Estimated Expense

Salaries	\$ 595,000	\$ 297,500	\$ 249,821	\$ 47,679
PR Taxes	65,000	32,500	18,984	13,516
Health Insurance & HSA Contributions	150,000	75,000	71,752	3,248
Pension	40,000	20,000	11,323	8,677
Life, Disability, and WC	18,000	9,000	5,989	3,011
Staff Development	10,000	5,000	5,677	(677)
Contract Services	12,000	6,000	0	6,000
Auditing	15,000	7,500	5,700	1,800
Legal	500	250	0	250
Printing & Reproduction	2,000	1,000	332	668
Repairs & Maintenance	1,000	500	0	500
Office Sites - Occupancy	65,000	32,500	23,268	9,232
Postage, Freight & Delivery	4,000	2,000	337	1,663
Rentals - Office Equipment	6,000	3,000	1,436	1,564
Office Supplies	12,000	6,000	3,530	2,470
Communications	22,000	10,000	9,638	362
D & O Insurance	2,700	2,700	3,038	(338)
General Liability	8,700	8,700	7,434	1,266
Equipment <\$5000	4,500	2,250	5,064	(2,814)
Equipment >\$5000	4,000	0	0	0
Travel - In State	8,000	4,000	0	4,000
Travel - Out of State	6,000	3,000	5,787	(2,787)
Travel - Local	7,000	3,500	2,003	1,497
Bank Fees	500	250	0	250
Software/Licenses/Support	20,000	10,000	5,286	4,714
Web Service	35,000	17,500	11,100	6,400
Other employee expenditures	4,000	2,000	8	1,992
ADP Fees	9,000	4,500	3,365	1,135
Dues & Subscriptions	15,000	7,500	10,069	(2,569)
Taxes, Licenses and Fees	800	400	75	325
Misc. - Other Current Charges	9,000	4,500	2,056	2,444
Quality Program	65,000	32,500	12,710	19,790

Total ELC North Florida Estimated Expense

1,216,700	611,050	475,782	135,268
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Surplus or (Loss)

\$ 13,288	\$ 944	\$ (1,344)	\$ (284)
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Early Learning Coalition of North Florida

DRAFT

Balance Sheet

As of December 31, 2022

ASSETS

Cash, Operating	\$	8,501,246
Cash, Money Market		61,928
Petty Cash		200
Deposits		850
DEL Receivable		10,730,040
ECS Advance ARPA		12,000,000
Prepaid Expense		5,600
Equipment		6,498
Less: Accumulated Depreciation		<u>(6,498)</u>

TOTAL ASSETS \$ 31,299,864

LIABILITIES

Episcopal Children's Services Payable	\$	14,078,064
DEL Advance Payable		17,352,413
Interest due to OEL		19,685
Accrued Vacation		24,129
Accrued Employee Benefits		<u>468</u>

TOTAL LIABILITIES \$ 31,474,759

Net Assets at 6/30/2022 (173,551)

Net change at 09/30/2022 (1,344)

Total Liabilities and Net Assets \$ 31,299,864



2450 Old Moultrie Road, Suite 103
St. Augustine, FL 32086
904-342-2267
www.elcnorthflorida.org

MEMORANDUM

To: All Board Members
From: Tajaro Dixon, Grants and Operations Manager
Date: January 11, 2023
Subject: 2022/2023 Second Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- The Division of Early Learning (DEL) Fiscal Monitoring occurred October 31 – November 3, 2022. This is in the Draft Report stage as of today's date.
- The DEL Accountability Review (for 21/22) was completed and the Coalition received the Final Report December 7, 2022. There was a total of 12 compliance issues. Three were the Coalition's (regarding background screening documentation/policy, board roster updates, and board recusal). The other nine were programmatic and routine in nature. All corrective actions were completed before the final report, and acknowledged in the report.
- The Coalition/Episcopal Children's Services 2021/2022 Contract closed-out on schedule and with no issues.
- Coalition staff started their annual review of Information Technology Policies and Procedures and anti-virus refresher trainings.
- The entirely updated School Readiness (SR) Plan for 2022-2024 was submitted to DEL ahead of schedule/DEL deadline.
- The Coalition received final DEL approvals for all outstanding 2019-2021 SR Plan amendments.
- DEL released School Readiness updated program guidance for 22/23, and the Coalition was able to make all needed updates for the second quarter monitoring period.
- Coalition staff completed the annual review and updates of the CEO Succession Plan Handoff Report.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2022/2023 First Quarter Monitoring was performed November 4 - 18, 2022. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were the Annual Data and Data Security Systems Review and American Rescue Plan Act (ARPA) Provider Application Monitoring. From this review, there were only three compliance issues. These required staff refresher training sessions and some required corrections during monitoring. (Two of the compliance issues involved new staff to the position.) The staff trainings were held and corrections were made before the final report.

The 2022/2023 Second Quarter Monitoring is scheduled for February 13 – 27, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Contract Certifications/Assurances Verifications, Non-direct Costs Review (1st and 2nd quarters combined), and ARPA Provider Application Monitoring.

ALL full reports are available upon request.



A United Way Agency Funded by the State of Florida



ACTION ITEM SUMMARY

DESCRIPTION	Episcopal Children’s Services 2022/2023 Contract Amendment #0003-22:
Reason for Recommended Action	<p><u>Revisions:</u></p> <p>A. Items #1-3 were to update the <u>School Readiness</u> budgeted amounts per the January 26, 2003 Notice of Award and to add grant award information for “Other Direct Services” on bottom of contract attachment 9 (School Readiness Budget).</p> <p><u>If this is not done, the following would occur:</u></p> <p>A. ECS’s contract would not have the correct budgeted amounts for the School Readiness program, nor the grant award information.</p>
How the Action will be accomplished	Approval of ECS 2022/2023 amendment #0003-22, and party signatures.

**Amendment 0003-22 Primary Services Contract
Episcopal Children’s Services**

THIS AMENDMENT, entered into between the Early Learning Coalition of North Florida, Inc. hereinafter referred to as the Coalition, and Episcopal Children’s Services, hereinafter referred to as the Contractor, amends the **2022-23** primary services contract as follows:

Item #	Page #	Headings and Text
1	9	<p>C. <u>RESOURCE MANAGEMENT</u> (SR)</p> <p>Pursuant to the Request for Proposal and the Contractor’s signed response, and the fact that this contract is upon a cost-reimbursement method of payment, the CONTRACTOR shall be fiscally responsible pursuant to the following:</p> <ol style="list-style-type: none"> BUDGET SURPLUS/DEFICIT: The Contractor shall serve children with the slot dollars provided under this contract, unless the available School Readiness grant funding would not financially provide for all slots. Regardless of the total amount of funding for slots, the Contractor will ensure no less than 78% of School Readiness grant funds will be used for slot funding. The 78% calculation includes direct services, as defined in the most recent version of the DEL Standard Codes document, and local match. The slot funding should not be expended over the contracted budget amount. The Contractor further agrees reimbursements under this contract shall be up to, and are capped at the total budgeted amount of funding for direct child care slot funding which is \$16,914,462 \$15,531,239, unless written arrangements are made with the Coalition to move additional funds into the slot budget. This funding is inclusive of the annual DEL School Readiness Grant Award including local match funds (when applicable), and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Gold Seal payments are subject to adjustments due to budget constraints. Additionally, the Contractor shall be responsible for actively soliciting and obtaining local match funds for children in School Readiness Programs to be used only for slots.
2	21	<p>VII. Method of Payment (SR)</p> <p>This is a cost-reimbursement contract. The Coalition shall pay the contractor for the delivery of service provided in accordance with the terms of this contract for a total dollar amount up to and not to exceed \$20,019,037 \$18,519,037. This funding is inclusive of the annual DEL School Readiness Grant Award which does not include local match funds, and is based on availability of funds. If county allocations are reduced at the state level, contracts will be amended accordingly. Up to and no more than \$420,000 \$400,000 may be allocated to administrative expenditures. Local match will be</p>

		reimbursed based on funding from match raised from local grants up to the amount earned or the amount of the local grants, whichever is less.
3	77-78	Attachment 9 School Readiness Budget
		(Attached, pages 3-6. Pages 5-6 replace the original contract attachment and is incorporated as part of this amendment.)
		END OF AMENDMENTS

**ATTACHMENT 9
SCHOOL READINESS BUDGET *(deletions)***

State of Florida Notice of Award No. EL433	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	2201FLTANF (20.63%)
93.575 / CCDF Discretionary, ARPA	G2201FLCCDD and 2101FLCDC6 (58.89%)
93.596 / CCDF Mandatory	G2201FLCCDF (4.68%)
93.596 / CCDF Matching and MOE	G2201FLCCDM (15.75%)
93.667 / SSBG	G2201FLS0SR (0.05%)
	Grand Total 100%

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$420,000	\$560,403	\$980,403
Non-direct Services	97BBD	318,093		318,093
Systems	97SYS			
Eligibility Determination	97BDE	711,990		711,990
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	710,972	555,090	1,266,062
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	468,750	25,000	493,750
Inclusion	97QIN	116,910		116,910
Resource & Referral	97Q14	357,860		357,860
Total Non-Slots (Non-Direct)		3,104,575	1,140,493	4,245,068
SR Matching Funding		173,799		173,799
Slots		16,740,663		16,740,663
Total Slots (Direct Services)		16,914,462		16,914,462
Grand Totals		\$20,019,037	\$1,140,493	\$21,159,530
				NOA Total

Other Direct Services:

Gold Seal Payments	97GSQ	\$875,326		\$875,326
Performance Funding	QPIIPD, QPICA, QPIPQ, QPICQ	\$837,244		\$837,244
Special Needs	SPCRQ	\$105,686		\$105,686

Additional School Readiness-Related Programs and Funding

(Exclusive of DEL School Readiness Grant Award Funding)

<p>A. (A.R.P.A.) The American Rescue Plan Act – Stabilization Funding (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2101FLCDC6 and 2101FLCSC6 – 100% funding [amount includes up to 5% (\$2,677,448) for General Administration]</p> <p>ARPA Stabilization Funds \$50,950,723</p> <p>ARPA Build a World Class Workforce Initiatives 2,598,239</p> <p>Total \$53,548,962</p>	
<p>B. Preschool Development Grant (PDG) (EL433)</p> <p>CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos.</p> <p>Federal Award No. 90TP0068-03-01 – 100% funding [amount includes up to 5% (\$3,750) for General Administration]</p> <p>Total \$74,990</p>	
<p>C. C.R.R.S.A. (Coronavirus Response and Relief Supplemental Act) Funding (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2101FLCDC6 – 100% funding [amounts include up to 5% (\$107,234) for General Administration]</p> <p>Phase V and VI Provider Grants \$953,860</p> <p>CRRSA VPK Closure Days 43,152</p> <p>CRRSA ELC Program Outreach and Awareness 136,599</p> <p>CRRSA ELC Workforce Incentives 1,011,076</p> <p>Total \$2,144,687</p>	
<p>D. Early Learning Florida (through the University of Florida Lastinger Center)</p> <p>Effective dates 09/01/22 – 08/31/23 Total (total dollar amount up to and not to exceed) \$13,000</p> <p>Effective dates 08/01/22 – 06/30/23 (contract SR101) Total (total dollar amount up to and not to exceed) \$50,000</p>	
<p>E. School Readiness Program Assessments (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. G2201FLCCDD – 100% funding</p> <p>Total \$34,672</p>	

ATTACHMENT 9
SCHOOL READINESS BUDGET (additions)

State of Florida Notice of Award No. EL433	
CFDA# / Name	Federal Award #
93.558 / TANF and MOE	2201FLTANF (22.16%)
93.575 / CCDF Discretionary, ARPA	G2201FLCCDD and 2101FLCDC6 (52.26%)
93.596 / CCDF Mandatory	G2201FLCCDF (5.03%)
93.596 / CCDF Matching and MOE	G2201FLCCDM (20.50%)
93.667 / SSBG	G2201FLS0SR (0.06%)
Grand Total 100%	

Description	OCA	ECS Dollar Amounts	Coalition Dollar Amounts	Total ECS and ELC
General Administration	97BBA, 97FIR, 97LCA	\$400,000	\$560,403	\$960,403
Non-direct Services	97BBD	385,000		385,000
Systems	97SYS			
Eligibility Determination	97BDE	600,000		600,000
Quality	97QOO, 97QHS, 97QCS, 97QST, 97QCR, 97QAS, 97QTA, 97QPD, 97QPT	732,798	555,090	1,287,888
Infant & Toddler Services	97INT, 97ICR, 97IAS, 97ICS	410,000	25,000	435,000
Inclusion	97QIN	110,000		110,000
Resource & Referral	97Q14	350,000		350,000
Total Non-Slots (Non-Direct)		2,987,798	1,140,493	4,128,291
SR Matching Funding		173,799		173,799
Slots		15,357,440		15,357,440
Total Slots (Direct Services)		15,531,239		15,531,239
Grand Totals		\$18,519,037	\$1,140,493	\$19,659,530

NOA Total

Other Direct Services: (EL433) [CFDA #93.575/Child Care Development Fund (CCDF Discretionary)]

Gold Seal Payments	97GSQ (Fed Awards: CARES - 2001FLCCC3, CRRSA-2101FLCCC5-100%, ARPA-2101FLCDC6)	\$875,326		\$875,326
Performance Funding	QPIIPD, QPICA, QPIPQ, QPICQ (Fed Award ARPA-2101FLCDC6-100%)	\$837,244		\$837,244
Special Needs	SPCRQ (Fed Award ARPA-2101FLCDC6-100%)	\$105,686		\$105,686

Additional School Readiness-Related Programs and Funding

(Exclusive of DEL School Readiness Grant Award Funding)

<p>B. (A.R.P.A.) The American Rescue Plan Act – Stabilization Funding (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2101FLCDC6 and 2101FLCSC6 – 100% funding [amount includes up to 5% (\$2,677,448) for General Administration]</p> <p>ARPA Stabilization Funds \$50,950,723</p> <p>ARPA Build a World Class Workforce Initiatives 2,598,239</p> <p>Total \$53,548,962</p>	
<p>B. Preschool Development Grant (PDG) (EL433)</p> <p>CFDA# 93.434/ESSA Florida Preschool Development Grants Birth Through Five, Federal Award Nos.</p> <p>Federal Award No. 90TP0068-03-01 – 100% funding [amount includes up to 5% (\$3,750) for General Administration]</p> <p>Total \$74,990</p>	
<p>D. C.R.R.S.A. (Coronavirus Response and Relief Supplemental Act) Funding (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. 2101FLCDC6 – 100% funding [amounts include up to 5% (\$107,234) for General Administration]</p> <p>Phase V and VI Provider Grants \$953,860</p> <p>CRRSA VPK Closure Days 43,152</p> <p>CRRSA ELC Program Outreach and Awareness 136,599</p> <p>CRRSA ELC Workforce Incentives 1,011,076</p> <p>Total \$2,144,687</p>	
<p>D. Early Learning Florida (through the University of Florida Lastinger Center)</p> <p>Effective dates 09/01/22 – 08/31/23 Total (total dollar amount up to and not to exceed) \$13,000</p> <p>Effective dates 08/01/22 – 06/30/23 (contract SR101) Total (total dollar amount up to and not to exceed) \$50,000</p>	
<p>E. School Readiness Program Assessments (EL433)</p> <p>CFDA# 93.575/Child Care Development Fund (CCDF) Federal Award No. G2201FLCCDD – 100% funding</p> <p>Total \$34,672</p>	

THIS AMENDMENT shall begin on March 8, 2023, or the date, on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

IN WITNESS WHEREOF, the parties hereto have caused this 7 page amendment to be executed by their officials thereunto duly authorized.

**EARLY LEARNING COALITION OF
NORTH FLORIDA**

**EPISCOPAL CHILDREN'S SERVICES,
INC.**

NAME _____

NAME _____

TITLE _____

TITLE _____

SIGNED _____

SIGNED _____

DATE _____

DATE _____

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 Jan 26, 2023, 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

	6/15/2022 2022-2023 Initial Budget	9/14/2022 2022-2023 Proposed Budget	9/29/2022 2022-2023 Proposed Budget	1/26/2023 2022-2023 Proposed Budget
Notice of Awards				
School Readiness (SR)	\$ 20,020,000	\$ 22,892,970	\$ 22,906,772	\$ 21,512,458
PDG Services	180,000	74,990	74,990	74,990
CRRSA	500,000	2,144,687	2,144,687	2,144,687
ESSER	0	87,905	87,905	87,905
ARP	16,000,000	27,735,669	53,654,648	53,548,962
Voluntary PreKindergarten (VPK)	14,000,000	19,867,462	19,867,462	19,867,462
Total Notice of Award	\$ 50,700,000	\$ 72,803,683	\$ 98,736,464	\$ 97,236,464
Subrecipient Expense				
School Readiness (SR)	\$ 19,000,000	\$ 21,752,477	\$ 21,766,279	\$ 20,371,965
PDG Services	180,000	74,990	74,990	74,990
CRRSA	500,000	2,144,687	2,144,687	2,144,687
ESSER	0	87,905	87,905	87,905
ARP	16,000,000	27,735,669	53,654,648	53,548,962
Voluntary PreKindergarten (VPK)	13,940,000	19,803,067	19,803,067	19,803,067
Total Subrecipient Expense	\$ 49,620,000	\$ 71,598,795	\$ 97,531,576	\$ 96,031,576
Grant Funds Available to ELC of North FL	\$ 1,080,000	\$ 1,204,888	\$ 1,204,888	\$ 1,204,888
Other Donations and Revenue				
Interest Income	\$ 600	\$ 600	\$ 600	\$ 600
Clay Electric Foundation	15,000	15,000	15,000	15,000
Quality Teacher's Conference	5,800	6,000	6,000	6,000
Miscellaneous Donations	3,900	3,500	3,500	3,500
Total Revenues	\$ 1,105,300	\$ 1,229,988	\$ 1,229,988	\$ 1,229,988
ELC of North Florida Estimated Expense				
Salaries	\$ 595,000	\$ 595,000	\$ 595,000	\$ 595,000
PR Taxes	59,500	65,000	65,000	65,000
Health Insurance & HSA Contributions	132,000	150,000	150,000	150,000
Pension	30,000	40,000	40,000	40,000
Life, Disability, and WC	9,000	18,000	18,000	18,000
Staff Development	10,000	10,000	10,000	10,000
Contract Services	11,000	12,000	12,000	12,000
Auditing	15,000	15,000	15,000	15,000
Legal	500	500	500	500
Printing & Reproduction	1,000	2,000	2,000	2,000
Repairs & Maintenance	1,000	1,000	1,000	1,000
Office Sites - Occupancy	55,000	65,000	65,000	65,000
Postage, Freight & Delivery	2,500	4,000	4,000	4,000
Rentals - Office Equipment	4,500	6,000	6,000	6,000
Office Supplies	10,000	12,000	12,000	12,000
Communications	19,000	22,000	22,000	22,000
D & O Insurance	2,600	2,700	2,700	2,700
General Liability	8,600	8,700	8,700	8,700
Equipment <\$1,000	3,000	4,500	4,500	4,500
Equipment >\$1,000	3,400	4,000	4,000	4,000
Travel - In State	6,000	8,000	8,000	8,000
Travel - Out of State	6,000	6,000	6,000	6,000
Travel - Local	4,000	7,000	7,000	7,000
Bank Fees	200	500	500	500
Software/Licenses/Support	9,000	20,000	20,000	20,000
Web Service	30,000	35,000	35,000	35,000
Other employee expenditures	3,000	4,000	4,000	4,000
ADP Fees	7,000	9,000	9,000	9,000
Dues & Subscriptions	12,000	15,000	15,000	15,000
Taxes, Licenses and Fees	500	800	800	800
Misc. - Other Current Charges	5,000	9,000	9,000	9,000
Quality Program	50,000	65,000	65,000	65,000
Total ELC North Florida Estimated Expense	1,105,300	1,216,700	1,216,700	1,216,700
Surplus or (Loss)	\$ -	\$ 13,288	\$ 13,288	\$ 13,288

ACTION ITEM SUMMARY

DESCRIPTION	Approval of our 2023-2024 COOP (Continuity of Operations Plan)
Reason for Recommended Action	<p>The COOP (Continuity of Operations Plan) establishes policy and guidance to ensure the continued execution of the mission-essential functions continue should an emergency threaten or incapacitates operations and require the relocation of selected personnel and functions of the Coalition and/or its subcontractor(s).</p> <p>The COOP is to be revised if needed and submitted to OEL before May 1st of every year. The revisions made to this year's COOP are:</p> <ul style="list-style-type: none"> • Changes in names, titles and contact information. • Changes in ECS Office Addresses • Changes were made to reflect the processes that ECS has in place if they were to activate their COOP. • Attachment 9 added for Infectious Disease Emergency Addendum
How the Action will be accomplished	Approval of the 2023-2024 COOP and then it will be submitted to OEL.

CONTINUITY OF OPERATIONS PLAN (COOP)

Early Learning Coalition of North Florida, Inc.



**2450 Old Moultrie Rd., Ste. 103
St. Augustine, FL 32086
Phone: (904) 342-2267**

Warning: This document contains information pertaining to the deployment, mobilization, and tactical operations of the OEL and the Early Learning Coalition in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes.

Approved: _____, CEO Date: _____
Name and Title of Signature Authority

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SECTION V: PHASE III – RECONSTITUTION AND TERMINATION

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ATTACHMENTS

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SECTION I: INTRODUCTION

I-1 Purpose

Pursuant to Florida Statutes, Chapter 252.365: *Emergency Coordination Officers; disaster-preparedness plans*, this Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continued execution of the mission-essential functions for the Florida's Office of Early Learning (OEL) and the local Early Learning Coalitions in the event that an emergency threatens or incapacitates operations, and requiring the relocation of selected personnel and functions of the **Early Learning Coalition of North Florida**, located at **2450 Old Moultrie Rd., Ste. 103, St. Augustine, Florida 32086**. Specifically, this plan is designed to:

- a. Ensure the Early Learning Coalition of North Florida is prepared to respond to emergencies, recover from them, and mitigate their impact.
- b. Ensure the Early Learning Coalition of North Florida is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

The Early Learning Coalition of North Florida has continuously increased its use of computer supported information processing to support financial and administrative services. Similarly, telecommunication has become a vital tool for accomplishing the Coalition's mission. The dependence on computers and telecommunications poses the risk that even temporary loss of these capabilities could adversely affect or interrupt operational support systems of the Coalition. Three levels of risk have been identified, based on the type of threats, impacts of disruptions, duration of impacts and difficulty of implementing recovery strategies. The Coalition's continuity plan is designed to reduce the risk to an acceptable level by insuring the restoration of critical business functions within 72 hours and all less essential services within one to two weeks. Level III threats constitute risks that should be mitigated only after Level I and II risks are ameliorated to the extent possible. Level I threats are the lowest level of risks, which could be addressed over a period of up to two weeks after disruption, since loss of functions and services impacted could be accommodated without disruption of critical and essential functions.

The plan identifies the critical functions of the Primary Services Provider and the resources required to support them. The plan provides guidelines for ensuring that needed personnel and resources are available for both disaster preparation and response, and that proper steps will be carried out to permit the timely restoration of services.

I-2 Applicability and Scope

Name	Title Organization	Contact #'s	Email Address
Nancy R. Pearson Joy Farris	Interim Board Chair, Early Learning Coalition of North Florida	W: (904) 285-1800 F: (904) 285-3036 H: (904) 285-4482 C: (904) 504-4369	Nrpearson2@gmail.com Joy.Farris@bcbsfl.com
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 H: (904) 794-5480 C: (904) 377-5248	dbell@elcnorthflorida.org
Susan Pettijohn	Finance Manager, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 C: (904) 252-0883	spettijohn@elcnorthflorida.org
Christopher Spell	Finance Manager, Early Learning Coalition of North Florida	W: (904) 342-2267 F: (904) 342-2268 C: (904) 654-8049	cspell@elcnorthflorida.org
Connie Stophel	Chief Executive Officer, Episcopal Children's Services	W: (904) 726-1500 F: (904) 726-1520 H: (904) 751-5577 C: (904) 505-4059	cstophel@ecs4kids.org

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SECTION II: CONCEPT OF OPERATIONS

II-1 Objectives

Objectives of this plan are to:

- Ensuring the continuous performance of the local coalition's essential functions/operations during an emergency.
- Provide for the safety and well being of all persons in the facility.
- Ensure prompt and orderly response to emergency situations.
- Minimize financial and business losses; maintain legal and regulatory compliance.
- Protect and minimize losses of property, assets and data.
- Ensure resumption of critical business functions ASAP.
- Establish overall management responsibility, and coordination of recovery.

II-2 Planning Considerations

In accordance with State guidance and emergency management principles, the Early Learning Coalition of North Florida Continuity of Operations Plan will:

- Will be maintained at a high-level of readiness;
- Will be capable of implementation both with and without warning;
- Will be operational no later than 12 hours after activation, if at all possible;

- Will be capable of maintaining sustained operations for up to 30 days;
- Will take maximum advantage of existing state or federal and local government infrastructures; and
- Address protection of equipment and other coalition assets.

II-3 Assumptions

The plan is predicated on the validity of the following assumptions:

- All mission-essential functions provided by other State agencies in support of the local coalition will continue in accordance with their respective continuity of operations plans. This includes, but is not limited to, services provided by OEL.
- It will be determined (taking into consideration staffing and technical resources) if the mission-essential functions of the affected primary facility can feasibly be temporarily transferred to an established unaffected state or community based facility as an alternative to physically relocating staff.
- The situation that causes the disaster is of a magnitude which reasonably allows the Coalition to attempt continuity of functions.
- In a higher magnitude disaster, the restoration of essential services to the community will take precedence over the recovery of this individual organization.
- Personnel have had instruction and practice in emergency response and evacuation.
- Support required from vendors, utilities, communications and other services will be provided within a reasonable time frame.
- Management will exercise prudent judgment in activating the contingency plan.
- Insurance or other funds will be adequate, and repair, replacement, and restoration will be completed within a reasonable time frame.
- The scope of the disaster has not destroyed substantial surrounding infrastructure and resource/service/support providers.

II-4 COOP Execution

- a. Emergencies or potential emergencies may affect the ability of the coalition to perform its mission-essential functions from any or all of its primary facilities. The following are scenarios that could mandate the activation of the local early learning coalition's COOP:
 - The coalition's administrative/fiscal offices are closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.

- The facilities/subcontractor for eligibility, resource and referral and other required services is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the facility and the surrounding area.
 - The city/town/county is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks.
- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate the facilities or the city/town/county, as a precaution, the coalition's designated employee, may activate the local coalition's COOP. The designated alternate facility will be activated, if necessary, and at the discretion of the designated employee of the Coalition.
 - c. The Relocation Team (composed of subject matter experts and essential support staff) for the coalition will ensure the mission essential functions of the coalition are maintained and capable of being performed using the designated alternate facility until full operations are re-established at the administrative/fiscal entity and/or subcontractor offices.
 - d. Selected staff from appropriate coalition, county, or other agencies may supplement the coalition's Relocation Team. The Relocation Team will either relocate temporarily to the designated alternate facility, if necessary, or operate remotely from a predetermined secure location serving as an assembly site. The Relocation Team will be responsible for continuing mission essential functions of the coalition within 12 hours and for a period up to 30 days pending regaining access to the administrative/fiscal or the full occupation of the designated alternate facility.
 - e. All staff necessary to perform the mission-essential functions of the coalition will be contacted and advised to report to either the alternate facility, a predetermined secure location, or other location as determined by the coalition's designee. Other staff (non-relocating staff) will be instructed to go to or remain home pending further instructions.
 - f. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
 - g. It is expected that, in most cases, the coalition and/or subcontractor will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert, notification of all personnel, and activation of the Relocation Team.
 - h. Without warning, the process can become less routine, and potentially more serious and difficult. The ability to execute the COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the administrative/fiscal entity and/or the subcontractor's facilities, and whether the coalition's or subcontractor's personnel are present in the building or in the surrounding area.
1. *To be included under **Attachment 1**, the coalition will need to provide the list of names of staff and/or subcontractor staff that will compose the Relocation Team. The list should also include contact information to include home telephone, cell telephone, etc.*

2. *To be included under **Attachment 2**, the coalition will need to provide no less than two alternate site locations for facilities to insure services continue. Alternative facility locations should include several sites from within the county or adjacent counties from which services could be provided (i.e., adjacent coalitions, county shelters, one stop centers, etc.). Facilities to be used as alternative sites should take into consideration possible damages caused by flooding, wind damage, road access, communications, equipment available, etc.*

3. *Identify below the title of the individual who will be designated by the coalition as the responsible party activation of the local level (i.e., Director, Chair, etc.).*

Dawn E. Bell, CEO,
Early Learning Coalition of North Florida, Inc.
(904) 342-2267 – Work
(904) 377-5248 – Cell
(904) 342-2268 – Fax
dbell@elcnorthflorida.org – email

II-5 Disaster Magnitude Classifications, Levels and Definitions

The following Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:

- **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance, and would not necessarily require activation of the COOP.

- **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery-oriented.

- **Catastrophic Disaster:** Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

1. *Identify how the coalition will determine whether or not to activate the COOP based upon the above. In addition, the coalition may consider whether or not State and/or County Emergency Operation Centers are involved.*

Level One Disaster: Computers/network(s) will not function

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Level Two Disaster: Building intact but without electricity.

- a. One to three days

- b. Four to seven days
- c. Eight to fourteen days

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

- a. One to three days
- b. Four to seven days
- c. Eight to fourteen days

Current Business Process: Standard operating procedures and functions under non-emergency conditions.

Impact: The ability to deliver service if a threat occurs; which include the degree of failure of business operation and how it will affect clients and staff.

Recovery Strategies: The action to eliminate the event that impacts the agency's ability to continue operations.

Contingency: Planned actions(s) to eliminate or reduce the impact of a risk/threat at or after the time of failure.

Risk or Threat: Event or non-event having a negative impact on or endangering a core business function or a critical system of the organization.

Risk Assessment: An activity performed to identify risk(s) estimate the probability and impact of their occurrence.

Time Horizon to Failure: Date risk/threat will first have impact.

Validation: The process of evaluating a system or a component during or at the end of the development process to determine whether it satisfied the specified requirements.

Mission Critical System: A system supporting a core business process test—the process of exercising a product to identify differences between the expected and actual behavior.

The COOP plan will be activated in the case of a Minor Disaster if it is expected that scheduled operations will be interrupted for longer than 12 hours that would result in delays in services or payment. It will always be activated in the case of a Major or Catastrophic Disaster. State and County Operation Centers will be involved in any Disaster where their services are available and deemed to aid in implementing the COOP, and maintaining or restoring services. An example would be where county emergency transportation services could aid in moving operations.

II-6 Emergency Coordinating Officer

The coalition will designate an Emergency Coordinating Officer. At the local level, this may be done through selecting a staff person of the coalition and/or subcontractor, or can be a member of the Early Learning Coalition. In an emergency, the Emergency Coordinating Officer will work closely with the appropriate County Emergency Operations Center and the State of Florida Emergency Operation Center to provide information and direction to affected staff to provide immediate response capability to protect life and property and to ensure minimal disruption to the continuance of the coalition's mission-essential functions.

- a. *To be included under **Attachment 3**, the coalition will need to designate an Emergency Coordinating Officer and provide all contact information to include name, address, home phone number, cell phone number, e-mail, etc.*

II-7 Executive Leadership Team

The Executive Leadership Team will review the COOP and all attachments annually to identify necessary resources to support COOP activities, to ensure that the plan remains viable and compatible with Florida's Comprehensive Emergency Management Plan and that it is maintained at a high level of readiness. The resources necessary to ensure adequate maintenance and operation of the COOP will be considered in the coalition's planning process.

The Executive Leadership Team consists of key staff with responsibilities linked to the mission-essential functions of the coalition. This team has the responsibility for assessing the situation, activating the COOP, selecting alternate facilities, providing information to and from OEL and other appropriate state and federal entities. This team will ensure that rosters for their respective staff are kept current and that staff members are informed and provided reporting instructions.

1. *To be included under **Attachment 4**, provide the titles of the individuals to be involved in the Executive Leadership Team.*

II-8 Relocation Team

Personnel who are responsible for relocating services under this plan to the selected alternate facility are known collectively as the Relocation Team (**Attachment #1**).

- a. The Relocation Team must be able to continue operations and the performance of mission-essential functions for up to 30 days at an alternate facility. Each alternate facility must be currently equipped with telephones, computers and fax machines. If the coalition does not currently have equipment such as laptops, computers, fax machines, printers, cell phones, and a disaster should occur, OEL may assist the Relocation Team in obtaining these once the disaster/need occurs. The Relocation Team should be able to work from a remote facility to insure childcare services are not disrupted.
- b. Since alternate facility space and support capabilities may be limited, the membership of the Relocation Team is restricted to only those personnel who possess the skills and experience needed for the execution of mission-essential functions.
- c. Coalition personnel who are not designated Relocation Team members may be directed to relocate to other facilities, or may be advised to remain at or return home pending further instructions, as determined by the coalition or Executive Leadership Team. When it is determined to be feasible, associates may be allowed to telecommute from their homes until the affected facility can be reoccupied or another facility is established.
- d. COOP activation should not, in most circumstances, affect the pay and benefits of Relocation Team members or other personnel. Staff that are required to temporarily relocate to another geographical area of the State should be compensated for travel expenses in accordance with Florida Statutes, Chapter 112.061.

1. *Describe your plan to implement the above section. This should include at a minimum, your coalition's ability to maintain fiscal controls and integrity; maintain payroll to staff and subcontractors/child care service providers; maintain childcare referral services and eligibility determinations, etc.*

The plan includes a relocation team of specialized personnel able to carry out the day-to-day functions of the Coalition and its Primary Service Providers.

The plan would be activated when Dawn Bell as the CEO contacts the Emergency Coordinating Officer. The Emergency Coordinating Officer would then contact the Relocation Team members to prepare to relocate operations. Immediately following notification of the Relocation Team, the Director of Family and Provider Services will notify the remaining primary service provider's staff of the activation of the COOP plan by the most expedient method available. At the same time, the Emergency Coordinating Officer will inform the Coalition members and media outlets using the prepared public service announcements. The Emergency Coordinating Officer (ECO) would also give the Relocation Team a time frame to complete the transfer of services. If the disaster is immediate, transition will begin immediately. The ECO will also direct the team based on circumstances to which site operations will be moved choosing the location based on likelihood of the location being affected by the disaster and available resources.

Each alternate location is equipped with computers, fax machines, internet access and telephones.

Fiscal controls would be maintained by the Emergency Coordinating Officer approving all expenses and processed by the Finance Manager. The accounting software is backed-up nightly and is stored at an offsite location. In the event of an emergency relocation, the software will contain current information and could be accessed by the Finance Manager. All checks will be signed by the CEO and any other authorized signor. This will ensure that all transactions are recorded in a continuous general ledger and maintain the integrity of financial data.

The Emergency Coordinating Officer will be available to answer questions and provide guidance as to the Coalition's policy as needed and to report to OEL any needs or concerns.

The Finance Manager will be available to invoice OEL for the Coalition expenses and will maintain Coalition financial data and projections.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site when the nature and timing of the disaster permit. Documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits. Sufficient storage boxes to move the files will be kept on hand at all times in the event of activation of the COOP.

All members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones, fax machines etc., are available at the relocation site.

All records, whenever possible, will be kept electronically and backed up to a remote storage device so that in the event that physical records are lost or destroyed in an emergency a record of activities will still exist.

For Service Providers:

Payroll is part of the accounting systems currently in use by the primary providers and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and employees are paid by direct deposit so the staff's ability to receive their pay on regular pay dates will not be affected.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations.

Provider payments will be processed by the Provider Services Manager using EFS. EFS is currently backed up nightly and is stored on remotely using a cloud based service.. EFS is currently loaded on several laptops and is available in each of the Work Source locations named in this plan. The Reimbursement Manager currently performs and oversees this function, and she will be aided as needed by the COO who also has experience with this process. A payment transmittal will be prepared by the Reimbursement Manager and given to Controller. The Controller will then process the payments using the accounting software described above.

The Controller will prepare the monthly invoice and any other necessary reports.

Resource and Referral and eligibility determination will be performed by the Family Services Coordinator and aided by other staff normally assigned to the office and the Director of Family and Provider Services, using EFS, SPE/UWL and the EFS Modernization Software. If staff in other counties are not affected by the emergency, normal operations will continue in those counties. Copies of forms, brochures, voucher agreements, etc. used in normal operations will be prepared in advance and taken to the emergency operation site for use there.

The Coalition's CEO will be consulted as to the Coalition policy as needed and to report to OEL any needs or concerns.

Physical copies of financial data, eligibility files, employee files, and provider files will be transported to the relocation site as needed when the nature and timing of the disaster permit it and when electronic copies are not expected to be accessible. When electronic documentation is either not available or not expected to be accessible, documentation concerning screenings, assessments, and CCR&R will be transported to the relocation site as time permits and based on the nature of the emergency.

Additionally, all members of the Relocation Team will be responsible for bringing their cell phones, printers, and laptops. Additional computers, phones fax machines etc. are available at each relocation site.

All records whenever possible will also be kept electronically at all times and backed up to the server so that in the event that physical records are lost or destroyed in an emergency, a record of School Readiness activities will still exist.

The Relocation team includes the following key staff:

<u>Title</u>	<u>Function</u>
Chief Operating Officer	Oversees and Coordinates Service
Family Service Coordinators (4)	Resource and Referral and Eligibility
Director of Family & Provider Services	Eligibility, Provider Payments, Policy, and Billing
Provider Services Manager	Processing Provider Payments, EFS & SPE/UWL Systems Administrator
VPK Manager	Child and Provider Eligibility and Processing Provider Payments
IT Manager	Hardware & Software Management
Controller	Process Provider & Other Payments, Other Essential Accounting Functions
Staff Accountant	Process Payroll
CFO	Oversees Finances
Coalition Administration	Key Coalition Staff
Emergency Coordinating Officer	Authorization of Expenses, Works with Emergency Services and Informs Public of Pertinent Information
Finance Manager	Processes Invoices, Monitors Coalition Expenses, Prepares Utilization Summaries and Disbursements

2. *Describe under what circumstances the coalition would allow staff to telecommute from their homes until the affected facility can be reoccupied, how the integrity of the system will be maintained (i.e., fiscal duties, administrative duties, etc.), and whether or not backup systems are in place to continue payroll and travel reimbursements.*

All staff whose normal assigned work location is not affected by the disaster or emergency condition will be expected to report to work as scheduled. Any employee whose normally assigned work location is affected and is not part of the relocation team will not be expected to report to work and will receive full pay. Any employee falling into this category that is able to perform their job duties through telecommuting will do so. In the case of hourly employees, they will be paid for their normally scheduled hours. Members of the relocation team whose function does not normally include interaction with the public and has available the necessary technology to telecommute may do so as well.

Payroll is part of the accounting systems currently in use and there should be no delays in processing payroll. Hourly employees that due to the emergency are not able to submit a time sheet will be paid at their regularly scheduled hours. After the emergency is over and normal operations are resumed, staff will then turn in timesheets covering the emergency period and payroll will be reconciled. The payroll specialist will be included in the relocation team and

employees are paid by direct deposit enabling the staff's to receive their pay on regular pay dates during the activation of the COOP.

Payments for mileage reimbursement will be made as regularly scheduled. If due to the emergency, employees are not able to submit their mileage or other expenses, payment will be made within 5 business days of resuming normal operations. Employees not able to submit mileage by fax, e-mail or regular mail will be permitted to call in their mileage and submit their reimbursement form as soon as it is possible or within three working days of resuming normal operations.

II-9 Alternate Relocation Point

- a. The determination of the alternate relocation point should be made at the time of activation by the coalition's Emergency Coordinating Officer in consultation with the Executive Leadership Team of the Coalition, if time permits, and will be based on the incident, threat, risk assessments, and execution timeframe.
 - b. To ensure the adequacy of assigned space and other resources, the Emergency Coordinating Officer should review all alternate facilities during the annual review of the COOP.
 - c. The designated alternate relocation points should be pre-equipped with telephone, fax and computer lines which have electronic access to the coalition's records and statewide school readiness system databases.
 - d. The alternate relocation points have adequate parking capacity to support the Relocation Team. Information on dining and lodging should be provided to the Relocation Team members as soon as possible upon COOP activation.
1. *Attachment 2 provides, at a minimum, two alternate site locations in the event of a disaster/emergency situation. Provide a description of the how alternate site selection determinations were made and the basis for choosing the alternative facilities (i.e., available computer equipment, communications, proximity to client base, physical location).*

Alternate sites were selected because they are currently being used for early learning activities; therefore, all sites have the equipment and staffing to support early learning activities and services in the interim.

2. *Provide the notification process by the Emergency Coordinating Officer to the Relocation Team in the event that an alternate site must be used to temporarily set-up day-to-day operations.*

Most of the Primary Service Provider team is located at the ~~8443 Baymeadows Rd., Ste. 1~~ 8649 Baypine Rd, Ste 300 address. If the decision to activate the COOP plan is made during business hours the most expedient manner will normally be by telephone; however, e-mail may be considered.

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If the decision to activate the COOP plan is made after hours the most expedient manner for notification will normally be by telephone; e-mail may also be utilized. Notification will begin as soon as the Emergency Coordinating Officer (ECO) receives notice of activation. If a member of

the team is not available immediately for notification, notification by an alternate phone or means will be attempted. If a member of the Relocation Team is unavailable to be informed in a timely manner and the absence of this member affects the Team's ability to relocate, the Emergency Coordinating Officer (ECO) may appoint another staff person with similar job skills to replace the unavailable member.

Primary Services staff is located in the following locations:

Headquarters:

Episcopal Children's Services
8649 Baypine Rd. Ste 300
Building 7
Jacksonville, FL 32256
(904) 726-1500 - phone
(904) 726-1516 - fax

Nassau County:

c/o CareerSource
96042 Lofton Square
Yulee, FL 32097
(904) 491-3638 - phone
(904) 277-7219 - fax

Baker County:

418 South 8th St.
Macclenny, FL 32063
(904) 259-4225 - phone
(904) 259-9169 - fax

Putnam County:

821 State Rd. 19 S.
Palatka, FL 32177
(386) 385-3450- phone
(386) 530-2692 - fax

Bradford County:

1080 North Pine St.
Starke, FL 32091
(904) 964-1543 - phone
(904) 964-5863 - fax

St. Johns County:

5 Clark St.
St. Augustine, FL 32084
(904) 770-2565 - phone
(904) 429-7604 - fax

Clay County:

c/o CareerSource
1845 Town Center Blvd., Ste. 150
Orange Park, FL 32003
(904) 213-3939 - phone
(904) 278-2099 - fax

II-10 Mission-Essential Functions

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the mission-essential functions. All Relocation Team members shall ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission-essential may be deferred until additional personnel and resources become available.

In the event of an emergency, the following *primary functions* are considered mission-essential for OEL:

1. Administration of Early Learning Services at the local-level

- Coordinating responses to all subcontractors and childcare providers regarding activities and services which may be affected

- Insuring contact points are maintained and communication is intact

2. Distribution of Programmatic Funds

To ensure reliable infrastructure support for the coalition, the following *support functions* are also considered to be mission-essential

- Executive Direction
- Information Technology Support & Maintenance
- Finance & Accounting Services
- Communications
- Facilities/Property Management
- Human Resource Management

To ensure adequate reproduction of records and databases, the coalition must maintain off-site records storage. OEL's Information Technology Services Unit has standard daily backup procedures for all critical information systems at the state level; however, local coalitions must maintain back-up systems in case of a disaster/emergency situation.

1. *Provide your Coalition's procedures to insure all data at the local level is updated on a regular basis. Describe who is responsible for the backup of data, how often this is done, and where the information is stored (off-site) to insure its safety.*

For Coalition Administrative Services, a back-up of all systems is stored offsite through an IT Contractor. A laptop is also available in the event of an emergency. For the primary service provider, a back-up of all systems is made nightly. The IT Manager is in charge of the back-ups. The back-ups are preset to occur at the same time every day. Backups are stored daily in a cloud based system.

2. *Provide your coalition's procedures to maintain hard-copy files of participant records and of administrative/fiscal records; where the records are located; and how the records would be secured, if time permits, in the case of a disaster.*

In the event of a disaster where time permits computer hardware will be prepared and moved first. If there is still time before complete evacuation is necessary, the accounting, administrative, provider, eligibility, and program files will be boxed and inventoried and relocated. Hard copies of administrative records are kept at the Coalition Office located at 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL.

Eligibility files are stored at the CareerSource One Stop Offices. Periodically, normally annually, files from all locations are sent to an offsite storage facility. Participant records are kept for every family receiving services and are kept in the county where the family resides. Files are normally kept by family name except in the case of foster children whose files are kept under the child's name.

3. *If the hard copy of records were destroyed (to include fiscal and programmatic) describe how the coalition would recreate the information and from what sources the data would be re-created.*

Information would be retrieved from the server; the latest two year's of data in-house, the older data is stored at a separate records storage facility. Financial data could be recreated by using the General Ledger. Vendors and others could be contacted and copies of pertinent data requested. Additionally, copies of our annual audits are available from our CPA firm. They may also be able to supply other major components of our hard copy records from their working papers.

Results from programmatic activities are stored on a shared drive on a server. This is backed up nightly and stored offsite in a cloud based system. From this record we could recreate our hard copies of the results of our past work. It may be impossible to recreate the actual screenings and assessments if the physical records were destroyed.

Parent files would have to be recreated by contacting parents and having them supply us with needed information. Their child care provider may be able to aid in this effort as well with such things as birth certificates or copies of signed voucher agreements.

Provider payment files would be recreated by rerunning payment reports from EFS. Copies of rosters will be requested from all providers keeping copies for their own records.

The process of recreating physical records will be time consuming and some documentation may not be able to be recreated. Therefore, where ever possible, it will be Coalition and ECS policy to move these records to an offsite location in the case of a disaster whenever time permits.

Coalition computers are backed-up daily and stored at an off-site location. (This includes fiscal data).

PRE-DISASTER PLAN

Employee notification Procedure

- Identify the type of emergency or threat
- Get a report of the latest update of the emergency or threatening situation
- Contact the Director for a decision on closing of the facility
- Establish a method of notification of closure of facility and when facility may possibly reopen
- Up to date list of Directors name and telephone number

Securing Building Procedure

- Back up all computers
- Secure the windows
- Lock all filing cabinets
- Move computers away from windows and cover with plastic
- Lock doors

Record Retention

- Label vital records
- Back up computer systems
- Photograph facility assets
- Copies of records that must be kept for 7 years

As soon as possible after a disaster inventory will be taken of hardware that needs to be repaired or replaced at the Coalition Office. The CEO and IT Contractor will oversee the repair or replacement of the damaged hardware.

Risk Assessments

Level One Disaster: Computers will not function

a. One to three days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

b. Four to seven days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

c. Eight to fourteen days

1. Impact: No way to access data to operate accounting system, pay bills, meet deadlines for proper reporting to appropriate state, federal, or agency departments.

Level two disaster: Building intact but without electricity

a. One to three days

1. Impact: In addition to Level 1 impacts, no way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director will notify associates about a temporary interruption in services. Emergency contact cell phone numbers are provided to all to maintain communication.

b. Four to seven days

1. Impact: Same 2A. No way to operate computers, lights, AC/Heat.
2. Recovery Strategy: The Executive Director notifies employees and sub-contractors that we are resuming critical functions including financial obligations and reporting requirements; and essential programs.

c. Eight to fourteen days

1. Impact: Same as Level 2B.
2. Recovery Strategy: Same as Level 2B.

Level three disaster: No power, no communications, building is inaccessible or inoperable

a. One to three days

1. Impact: No way for Coalition to perform its appointed functions at office location.

b. Four to seven days

1. Impact: No way for Coalition to perform its appointed functions at office location.
2. Recovery Strategy: Establish operations at an alternative work site.

c. Eight to fourteen days

1. Impact: No way for Coalition to perform its appointed functions at office location.
2. Recovery Strategy: If at the end of fourteen days, the building is inoperable, management will review the situation and develop extended recovery plan.

A disaster may involve a single facility site or an area-wide emergency situation and may be internal or external. Notify the proper officials and staff as to the extent and type of emergency or disaster. Direction of authorities will be followed when they have taken control of a situation.

Internal disasters are incidents within the facility or in the immediate area, such as fire, explosion, extended power outage, internal water break, etc. External disasters are situations arising from outside the facility, such as hurricanes, hazardous materials spills, tornado, flood waters, etc.

Flooding

The facility is not located in a Flood Zone. Local surface flooding could accompany severe storm conditions. A coastal water storm surge is not a direct danger.

Fire-Explosion Safety

Evacuate occupants when fire is an imminent danger; implement **RACE**.

- R** **Rescue** – remove anyone in immediate danger to a safe area away from fire.
- A** **Alarm** – sound the alarm within the office and call the Fire Department (911).
- C** **Confine** – contain the fire by shutting doors and windows after everyone has been rescued.
- E** **Evacuate** – Evacuate the building. Extinguish the fire only if you feel certain you can put it out; otherwise leave it for the Fire Department which is usually minutes from arriving.

The first person to discover the danger should alert all occupants that are in danger, activate the fire alarm, call the Fire Department (911). The person in charge will immediately begin evacuation

to the pre-determined site away from the facility, directing all staff to assist as necessary, and ensuring that everyone is out. The Evacuation Assembly Area is the parking lot across the street.

Stay calm. Meet and direct the fire units; let them know if everyone is out or the location of individuals inside. Be available to answer questions.

After the proper authorities have determined that the emergency is over, the facility will be checked for damage to determine if it is safe for occupancy and resumption of activity.

The person in charge will disconnect any electrical equipment and then remove vital records after everyone's safety has been assured.

All personnel must know how and when to call the Fire Department, must familiarize themselves with the exits and activate the evacuation procedures when the fire is discovered.

There are three basic classes of fires:

Class A: Wood, paper, cloth, trash, most plastics, and ordinary combustibles.

Class B: Flammable liquids such as gasoline, oil, grease, alcohol, oil based paint, etc.

Class C: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, Appliances

The extinguisher must match the class of fire being fought. Do not use water, or an extinguisher labeled only for class A fires on a class B or class C fire. Many fire extinguishers are multipurpose A-B-C models.

Extinguisher use: Pull the pin (releasing the lever) – Aim at base of fire from about 8 feet (extinguisher upright) – Squeeze lever – Sweep slowly side to side.

Tornadoes

Tornadoes can occur without warning and may be associated with severe thunderstorms, which are frequent occurrences in some areas. Potential wind damage, structural damage from trees and debris, local flooding and loss of vital services could result. In the event a tornado can be seen or heard or a warning is issued, all persons in the facility should move quickly to an interior pre-designated "safe" area, on the floor near interior walls away from windows and doors, or under heavy furniture. Account for all persons. Use something to protect the head such as a pillow or place hands over head. This same procedure should be followed in the event of an Earthquake.

Hurricanes and Tropical Storms

Know if the facility is located in an evacuation or flood zone. Severe weather watches, warnings and/or evacuation orders are issued by authorities through the local media, and must be closely monitored and heeded. Hurricanes and severe tropical storms with high wind velocity and heavy rainfall can be devastating, but the probability of occurrence at a specific site is low. Area damage, loss of electrical power, access, communication, and other vital services or supplies could result:

- Monitor the radio for situation updates

- Alert staff about approaching storm and stay prepared to implement the emergency plan, and advise their families if appropriate.
- Evacuation, if required, should be completed before arrival of gale force (40mph) winds.
- Check supplies and activities needed to secure the facility.
- If not evacuating, direct all occupants to a safe area away from doors and windows, which must be closed and secured; account for all persons.
- Have emergency flashlights available.
- Keep calm and assure the safety of all occupants.

Severe Temperatures – Power Loss

If severe cold or severe heat is a probability, power outages and/or heat – air conditioning failure during such occurrences could present an emergency situation. Prolonged outage, failure, unsafe or unhealthy conditions could require evacuation.

In the event of prolonged hot or cold weather, utilize heat/air cooling equipment, or close or open doors, windows and window covering as necessary, to maintain a comfortable range; reduce the use of equipment that could contribute to the problem, as much as possible; avoid activities that may cause excess physical exertion; have adequate water available.

Crime – Civil Disturbances

If there are reports or observation of possible criminal activity or unrest in the vicinity, be sure all doors and windows are secured and remain alert. Call 911 for Police/Sheriff if there is an immediate threat such as an attempt to enter or damage the facility, or other crime in progress.

Bomb Threats

Persons likely to receive calls, particularly switchboard operators, should:

1. Remain calm and do not upset or interrupt the caller.
2. Keep the caller on the phone as long as possible.
3. If possible, have a third party listen in on the call – signal another person to notify police emergency (911) and senior staff
4. Record the exact words of the caller and the exact time and date; ask him/her to repeat the message if possible – Note if caller indicates knowledge of the facility.
5. Pay close attention to details; try to determine and log the following:
 - Male/Female
 - Adult/Juvenile – Approximate Age
 - Manner/Attitude
 - Background Noises (music, voices, etc.)

- Accent/Language/Voice/Speech Characteristics
6. If possible, ask the caller (without interrupting) – Where is the bomb located? What time is it going to explode?
 7. Tell the caller that injury or death to innocent people could result.
 8. Document any demands or instructions and indicate cooperation.
 9. Immediately notify the Supervisor and the Police Department.
 10. Cooperate fully with police who should be put in authority upon arrival; facility staff with master keys should be available if requested, along with facility floor plans.
 11. Evacuate building as in case of fire.

Administrative Services

Administrative Services is responsible for submission of reports to OEL.

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with monthly reports.
2. **Recovery Strategy:** Administrative Services will continue processing reports manually, using calculators and copier paper. If the event occurs before the required reports have been processed and it is reasonable to expect that the computers will be functional within a three day period, submission of reports will be delayed until the computers are functional. The reports will then be submitted to OEL.

Level 1-B (four to seven days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Administrative services will continue processing reports manually, using calculators and copier paper. If the event occurs before required reports have been processed, and it is not reasonable to expect that the computer will be functional within a three day period, submission of the reports will be delayed until the information can be retrieved by back up files.

Level 1-C (eight to fourteen days)

1. **Impact:** Administrative Services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered and unable to provide OEL with reports.

- 2. Recovery Strategy:** Administrative services will continue to process reports manually. Data for OEL reports will be tracked manually. When computers are functional, data tracked manually will be entered into the system and reports compiled to bring data to current status.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

- 1. Impact:** Administrative services will not be able to process data. The Coalition will be unable to process payments to sub-contractors for services rendered, and unable to provide OEL with monthly reports. In addition the Coalition will be unable to communicate with Board members and sub-contractors.
- 2. Recovery Strategy:** Coalition staff will retrieve office supplies. The staff will manually keep records. In an effort to conserve power, printers will be used only when absolutely necessary. Calculators powered by batteries will be used for calculating records. The statistical report will be manually processed. The reports that cannot be generated by back-up files will be manually calculated by the appropriate staff person. The assumption is that manually processing these payments will require a lengthier processing period. The staff may be required to work overtime and/or temporary help will be hired.

Level 2-B (four to seven days)

- 1. Impact:** Same as level 2-A
- 2. Recovery Strategy:** Same as level 2-A

Level 2-C (eight to fourteen days)

- 1. Impact:** Same as level 2-A
- 2. Recovery Strategy:** Same as level 2-A

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

- 1. Impact:** Administrative Services will not be able to access computers to process data and will be unable to process payments to sub-contractors for services rendered.
- 2. Recovery Strategy:** Administrative Services will use same procedures described in Level 2-A, but at an alternative work site (ACHA).

Level 3-B (four to seven days)

- 1. Impact:** Same as Level 3-A.
- 2. Recovery Strategy:** Same as Level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as Level 3-A.
2. **Recovery Strategy:** Same as Level 3-A.

Fiscal Department

Current Business Practices:

- Generate monthly financial statements
- Prepare monthly bank and other reconciliations
- Process bi-weekly payroll
- Pay monthly invoices and cash receipts

Level One Disaster: Computers will not function

Level 1-A (one to three days)

1. **Impact:** No way to access data to operate the accounting system, pay bills or sub-contractors, meet deadlines for proper reporting to appropriate state or federal departments.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills

Level 1-B (four to seven days)

1. **Impact:** Same as Level 1-A.
2. **Recovery Strategy:** Use manual check register to write only the most needed checks to pay bills. Use hardcopy back-up to generate reports for state or federal departments

Level 1-C (eight to fourteen days)

1. **Impact:** Same as level 1-A
2. **Recovery Strategy:** Same as level 1-B.

Level Two Disaster: Building intact but without electricity

Level 2-A (one to three days)

1. **Impact:** No way to operate computers, lights, AC/Heat
2. **Recovery Strategy:** Use battery operated lights for lighting. Only operate to satisfy most urgent needs in check and report writing.

Level 2-B (four to seven days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level 2-C (eight to fourteen days)

1. **Impact:** Same as level 2-A.
2. **Recovery Strategy:** Same as level 2-A.

Level Three Disaster: No power, no communication, building is inaccessible or inoperable

Level 3-A (one to three days)

1. **Impact:** No way for department to perform its appointed functions at offices.
2. **Recovery Strategy:** Establish operations at an alternative work site if possible.

Level 3-B (four to seven days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

Level 3-C (eight to fourteen days)

1. **Impact:** Same as level 3-A.
2. **Recovery Strategy:** Same as level 3-A.

II-11 Delineation of Mission-Essential Functions

In the event the capacity of the Coalition is such that it cannot respond to the needs of customers or deliver crucial services, the Coalition's functions will need to revert to alternative providers.

1. *To be included under **Attachment 5**, provide a list of potential alternative service providers that may be considered under such situations. This may include other state departments and/or community based organizations located at the local level which may be able to deliver services, community based organizations, etc.*

II-12 Warning Conditions

- a. **With Warning.** It is expected that, in most cases, the coalition will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment of the Relocation Team to an assembly site or a pre-identified alternate relocation point.

- b. **Without Warning.** The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive. If the deployment of staff to an alternate relocation point is not feasible because of the loss of personnel, temporary leadership of the coalition will be passed to OEL which shall implement the coalition's COOP at the local level.

(1) **Non-Duty Hours.** Affected staff should be alerted and the Relocation Team activated to support operations for the duration of the emergency.

(2) **Duty Hours.** If possible, the COOP will be activated immediately to support operations for the duration of the emergency.

- 1. *To be included under **Attachment 6**, provide a list of all employees and their contact information and contact information for subcontractors. If this changes, the attachment must be revised and submitted to OEL.*

II-13 Direction and Control

- a. In the event that the CEO and Chair is incapacitated or unavailable to make decisions regarding this COOP Plan, authorized successors will be specified.

Lines of succession will be maintained by the coalition organizational elements, to ensure continuity of mission-essential functions (See **attachment 7b** for Operating Organizational Chart). As organizational changes occur, the Operating Organizational Chart will be updated and submitted to OEL.

- b. Pursuant to Sections 20.05 (1) (b) and 20.50 (3), Florida Statutes, the coalition must have an official established Memorandum for Delegation of Authority for managers and officers within the local coalition. (*See **Attachment 7a***)
- c. The CEO and/or their designee may order activation of the coalition's COOP.
- d. The Emergency Coordinating Officer, which may be the same individual, will be responsible for disseminating COOP guidance and direction during the activation and relocation phases.
- e. When executed, the Emergency Coordinating Officer will notify OEL, the Baker County Emergency Operations Center (904-259-6111), the Bradford County Emergency Operations Center (904-966-6337), The Clay County Emergency Operations Center (904-284-7703), the Nassau County Emergency Operations Center (904-548-4980), the Putnam County Emergency Operations Center (386-329-0379), the St. Johns County Emergency Operations Center (904-824-5550), and the State of Florida Emergency Operations Center (850-413-9969).
- 1. *Provide the list of titles/chain of command of individuals to act in a decision making capacity for the coalition should the Director and/or Chair be unavailable.*

1st Marie Creonte-Hanson, Office Manager

2nd Susan Pettijohn, Finance Manager

3rd Tajaro Dixon, Grants and Operations Manager

2. *To be included under **Attachment 7**, provide the coalition's current Organizational Chart and an official memorandum as approved Coalition, for the Delegation of Authority should the Director and/or Chair should be unavailable.*

II-14 Operational Hours

- a. During COOP contingencies, the coalition's individual under the Delegation of Authority will determine the hours of work for the staff.

II-15 Alert and Notification

Procedures must be followed in the execution of the coalition's COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off duty, and the extent of damage to the affected facilities and its occupants. This plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this plan is implemented depends on the type and magnitude of the events or threats thereof.

1. *Alert procedures: If the situation allows, warning staff, subcontractors, parents and child care providers will be completed prior to activation of the COOP. Describe your procedures and processes to notify staff, subcontractors, parents and child care providers warning of the activation of the coalition's COOP plan. Your description should address the means by which notification will be made (i.e., fax, e-mail, website, public service announcements, media, etc.), and the estimated time needed to complete this process.*

When the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means. First, will be a notice in the Coalition and primary service provider web sites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This web site update will be completed by the CEO or their designee and should not take more than 30 minutes to complete.

Public service announcements will be ~~faxed~~ **emailed** to all local media outlets providing the same information under the direction of the Emergency Coordinating Officer and should not take more than 1 hour to complete. (See "canned" news release in **Attachment 8**). All staff will be notified in person or by e-mail if the decision to activate the COOP is made during business hours. Notification will be the responsibility of the Emergency Coordinating Officer. Any staff physically in the office that day will be called by their immediate supervisor and informed of the situation.

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A phone tree will be used to call all employees if the COOP is initiated during non-business hours, whereby the Emergency Coordinating Officer will call the COO and Compliance of the primary service providers. This individual will call an assigned list of department heads who will each call the staff reporting directly to them. Each coordinator under a department head will call the staff reporting directly to the coordinator until each staff person has been contacted. This should be completed for all employees that were available by phone in less than two hours.

An attempt to contact the sub-contractor by phone or e-mail will be made prior to COOP activation as time allows. Providers will be notified as detailed in our subcontractor's COOP plan. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail. Additionally, the phone message on central agency or primary services provider phone system will instruct callers to dial the number at the relocation site.

1. *The coalition needs to develop standardized notifications and "canned" news releases which can be easily disseminated to the media and required individuals. To be included under **Attachment 8**, provide all standardized communications and "canned" news releases to be used in case of activation of the coalition's COOP.*

II-16 Telecommunications and Information Systems Support

Telecommunication and information systems maintained at the local level must be assessed to determine any inconsistencies or issues that may arise if the COOP is activated. The coalition must insure that there are backup plans to address disruptions in communications in the event of a disaster.

1. *Provide a description of your current communications system and any backup strategies that will be implemented should your current system fail or is disabled during a disaster.*

Phone lists are routinely updated and sent out to all staff members. The Primary Service Provider's central offices back-up the central phone system programming monthly. The Primary Service Provider's central phone system also consists of an 8 hour battery back-up in the event of power failure. If the Primary Service Provider's phone system should go down, calls will be automatically forwarded to an alternate number so that the public, providers and employees can continue to receive updates concerning services. Redirection of information and communication follow will occur seamlessly through this system. Emergency greetings and instruction may be implemented to the system within seconds by the receptionist or system administrator.

II-17 Security and Access Controls

- a. The coalition **will insure** that the COOP and the administrative/fiscal facilities and subcontractor facilities have posted evacuation route plans in all areas accessed by the public and staff.
 - b. The coalition **will insure** all necessary security and access controls are provided at the alternate facility and that the administrative/fiscal facilities are secured during COOP operations.
 - c. Electronic copies of the COOP should be secured through limited access protocols.
1. *Provide assurances that evacuation routes have been posted in all areas accessed by the public and employees for the administrative/fiscal facilities and subcontractor offices.*

Evacuation routes are posted in the Resource Room of 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL address. Evacuation routes are also posted in each of our subcontractor's offices.

2. *Describe the coalition's process and/or procedures to insure security of administrative/fiscal facilities to protect property, records, equipment, etc., in the event the COOP is activated.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. Finally, the alarm system will be set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

II-18 Test, Training and Exercise

- a. Test, training and exercise programs must be developed to include the following components:
 - Staff awareness
 - Leadership responsibilities
 - Alert and notification procedures
 - Validation and testing of equipment and communications of selected alternate facilities.
- b. Exercise programs to test staff awareness and response capabilities should be initiated and performed bi-annually.
 1. *Describe how staff and subcontractor staff are trained to administer the COOP at the local level. This may include new employee orientations, group training, etc.*

A group training will be given annually at a meeting with the Executive Leadership and Relocation Team members to familiarize each individual off his or her responsibilities in the event of COOP activation.

Additionally, the training will focus on:

- Staff awareness
 - Leadership responsibilities
 - Alert and notification procedures
2. *Describe how components of the COOP plan are provided to child care providers and parents regarding continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designation, etc. The reader should be able to clearly understand how*

child care providers and parents will be notified and/or provided information regarding coalition activities should the coalition need to activate their COOP.

*Below are the guidelines that our primary service provider would be charged with handling these activities:

Each June, after the Senior Management Team has reviewed the COOP plan and made any necessary adjustments to the plan, a update to the ECS website will explain how activation of the COOP will effect continuity of child care services, payments, realigning children to various providers dependent upon areas affected by the disaster, contact information, alternate site designations, etc. for parents and providers. All providers will be notified by fax, phone or e-mail of the plan's implementation either prior to or immediately (within 36 hours) after the COOP has been activated based on time constraints. Notice will include contact information. Providers whose counties are affected by the COOP will be asked to inform parents of the change in Episcopal contact information by means of a Parent Letter given to Providers and posted to the ECS website within 24 hours explaining the change in location if it expected that the move will be longer than 4 business days in duration, and will include contact information and information on how to find a new temporary provider if needed.

Parents will be allowed to change providers if needed without a signed form from the previous provider saying that the parent does not owe parent fees or has made satisfactory arrangements to pay the previous provider. Once the emergency situation is over and the original provider is operational signed forms will be required to make the change to the new provider permanent. Parents may change providers during the COOP by calling the Family Service Specialist at the Emergency Operations Center. The Family Service Specialist will help with referrals to providers unaffected by the emergency or disaster. Providers closing due to a disaster that resulted in the activation of the Coalition's COOP plan will be paid for any days that their closure is necessary within the limits of the rules established by The Florida's Office of Early Learning unless the child's parent temporarily moves the child to another center. Federal regulations forbid paying for care to two providers for the same child for the same time frame. How to locate alternate care and transfer providers during the COOP will be discussed in the newsletter.

Payment to providers should continue without interruption; however payments may be slightly delayed due to a shortage of employees processing payments. All efforts will be made to avoid this and in any case payments will be made within 10 days of receiving payment from the OEL in all cases. This will be discussed in the provider newsletter.

SECTION III: PHASE I – ACTIVATION PROCEDURES

III-1 Initial Actions

- a. Based on the situation and circumstance of the event, the coalition will evaluate the capability and capacity levels required to support the current mission-essential functions of the facilities and determine if the situation necessitates relocation of staff and/or other resources. If it is deemed necessary to activate the COOP, the Executive Leadership Team will select an appropriate alternate relocation point.

- b. The coalition's designated employee will initiate the immediate deployment of the Relocation Team to an assembly site or the designated alternate relocation point.
- c. The Emergency Coordinating Officer will notify staff and provide instructions and guidance on operations and the location of the alternate relocation point.
- d. The coalition's designated individual will coordinate the immediate deployment of the coalition to an assembly site or the designated alternate relocation point.
- e. After the initial notification effort is complete, the results, including individuals not contacted, must be reported to the coalition's designee responsible for this activity.
- f. The coalition will notify the facility contact at the designated alternate relocation point to expect the relocation of the administrative/fiscal and/or subcontractor facilities.
- g. The Emergency Coordinating Officer will call OEL, the State of Florida Emergency Operations Center (850-413-9969), and the local County Emergency Office that an emergency relocation of the local coalition and/or the subcontractor is anticipated or is in progress.
- h. All personnel and sections of the coalition should implement normal security procedures for areas being vacated.
- i. The coalition's designated employee should take appropriate measures to ensure security of the administrative/fiscal offices and equipment or records remaining in the building.
- j. The coalition will prepare the alternate relocation point for the continuity of the coalition's mission-essential operations.
- k. The coalition will provide daily updates to OEL's Director and the other interested parties regarding COOP activation and operations.
- l. OEL will notify staff at the state level of the alternate mail service location and the coalition will notify the local mail delivery system of the relocation and provide mail routing instructions as appropriate.
- m. If appropriate, the coalition will prepare a public press release to inform customers of alternate provisions including new work locations, phone numbers, etc.

III-2 Activation Procedures Duty Hours

1. *Describe the above process of notification within your local coalition during normal work hours. Include the titles of individuals (versus individual names as these may change) who will be responsible for notifications throughout the above step-by-step process.*

Upon being notified either by news broadcasts or a call from Coalition staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or as many members as can be contacted immediately will

meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The team will also decide which, if any, of the offices to close. The coalition staff member will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

2. *Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

If the COOP is to be activated then, when the situation allows, staff, subcontractors, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and primary service provider's websites that will state the anticipated time the COOP will go into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the Coalition's staff and the primary service provider's Managers of Information Technology and should take no more than one hour.

Public service announcements will be faxed and e-mailed to all local radio and television stations giving the same information. This should not take more than 1 hour to complete. All Coalition members and staff will be notified by e-mail if the decision to activate the COOP is made during business hours. This can be accomplished in 15 minutes time and will be the responsibility of the Emergency Coordinating Officer.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers and by a mailing from the Primary Service Provider, to be completed with 48 hours of the COOP activation. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured at the point of notification of the COOP.*

The Emergency Coordinating Officer working with the relocation team will ensure that all equipment, records, and other property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured. The local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a comprehensive COOP file.

III-3 Activation Procedures Non-Duty Hours

1. *Describe the above process that will occur outside of normal work hours for the coalition.*

This process does not differ from on duty hours. Upon being notified either by news broadcasts or a call from the Coalition Contracted Staff or the Emergency Coordinating Officer of an event or expected event that could require implementation of the COOP, the Executive Leadership Team or all members that can be contacted immediately will meet either in person or by conference call to decide whether or not to implement the COOP; and if so, the location of relocation site based on the threat level at each site and available space. The Executive Leadership Team does not need a quorum to make a decision. Coalition staff members will then contact the Emergency Coordinating Officer and inform him/her of their recommendations.

2. *Describe how child care providers and parents will be notified of the relocation of the administrative/fiscal offices and/or subcontractor offices, so that services are not disrupted more than is necessary during activation of the COOP.*

When the COOP is to be activated and when the situation allows, parent and childcare providers will be alerted to the activation of the COOP in advance by various means.

There will be a notice on the Coalition and the primary service provider's websites that will state the anticipated time the COOP will come into effect and the alternative contact information, including e-mail address, phone number and physical address, along with anticipated hours of operation if they will differ from normal operating hours. This will be done by the coalition's Emergency Coordinating Officer and the primary care providers IT Manager and should take no more than one hour and can be accomplished during non-duty hours as soon as the primary service provider's IT Manager is located.

Public service announcements will be faxed to all local radio and television stations giving the same information. This will be done by the Emergency Coordinating Officer and should not take more than 1 hour to complete and can be completed during non-duty hours.

Providers will be called, faxed or e-mailed as time allows by the primary services provider. This may take up to 8 hours and cannot begin until providers open for business, normally between 6:00 and 7:00 am. It will be requested that childcare providers post an announcement to parents concerning the activation of the COOP. Several of these functions can be completed simultaneously so that the total time allotted for notification of all concerned should take no more than 8 hours except when a party is unavailable by phone or e-mail.

Parents will be notified through the Coalition and the primary services provider's websites, public service announcements, notice given by providers, and by the primary service provider completing a mailing within 48 hours of the COOP activation if the move to an alternate location is expected to last 4 days or longer. Additionally, the phone message on the Coalition's and/or the primary services provider's phone systems will instruct callers to dial the number at the relocation site.

3. *Describe how the facilities, property, equipment, participant records, fiscal records, and other pertinent information will be secured and accessed outside of normal work hours at the point of notification of activation of the COOP.*

The Emergency Coordinating Officer will contact the relocation team on their cell phone or home phone numbers who will be asked to come into work at a designated time depending on conditions. Then working with the relocation team, he/she will ensure that all equipment, records and other

property that is endangered by the disaster has been moved off site as conditions permit before closing the office. Each department will maintain a list of equipment and files to be moved in the event of COOP activation. The list will be prioritized in case there is not time to move everything listed. All employees available will be responsible for clearing equipment and supplies from desktops.

The Emergency Coordinating Officer will assure that office doors are locked and that the outside doors to the building have been secured and building alarm set. The alarm company and local law enforcement officials will be notified of staff's temporary move to another location. Copies of insurance policies and equipment warranties will be kept in a file labeled COOP Insurance & Warranties and taken to the new location by the Emergency Coordinating Officer.

III-4 Transition to Alternate Operations

- a. Following the activation of the COOP and establishment of communication links at an alternate facility, the Emergency Coordinating Officer and/or their designee will order the cessation of operations at their main sites.
- b. The Emergency Coordinating Officer and/or his/her designee will notify OEL and the State of Florida Emergency Operations Center that an emergency relocation of the coalition staff is complete and will provide new contact numbers.
- c. As appropriate, the Emergency Coordinating Officer or his/her designee notifies press, news media, outside customers, vendors and other service providers of the temporary relocation (including any changes to coalition contact information).

1. Provide the titles of the individuals who will be responsible for this activity.

The Emergency Coordinating Officer will be ultimately responsible for insuring that notification is made to the individuals listed above.

The Emergency Coordinating Officer will be aided by primary service provider and management staff.

He/she will be aided by the SVP of Administration and Compliance, the CFO and the Finance Manager as needed. The task of notifying parents will be the responsibility of the primary service provider.

III-5 Site-Support Responsibilities

Following notification that a relocation of the coalition staff has been ordered or is in progress, the facility contact at the alternate relocation point will coordinate with the Emergency Coordinating Officer and/or his/her designee in preparation for the activation of the COOP and to receive the Relocation Team. This includes providing for the protection and movement of records. Staff from OEL's statewide data system may assist with establishing connectivity and maintaining support for the required systems and databases.

- 1. Provide a description of the local coalition's process to establish communications, computer access and transfer of records to the alternate facility. This may include accessing off-site records and/or back-up systems which have stored data available. This should include administrative, fiscal and programmatic records/data.*

Administrative Services will be set up at the alternate site. Computer back-ups will be used on a laptop if the computer system is not available. For the primary school readiness services, laptop computers and the e-mail, will be moved to the relocation site and set up as soon as possible. The latest available back-up will be brought for all systems. If the servers are inoperable, space on servers at other Coalitions or at the software vendor will be obtained. New servers will be obtained as quickly as possible if the servers are permanently damaged.

The coalition staff and IT Manager will work with OEL staff to establish connectivity and maintaining support for the required systems and databases. If it is not possible to obtain the latest back-up from on site, the latest back-up stored off-site will be retrieved as soon as possible and that will be used to restore systems.

SECTION IV: PHASE II - ALTERNATE OPERATIONS

IV-1 Execution of Mission-Essential Functions

Upon COOP activation, the coalition will begin providing support for the following functions:

- a. Monitoring and assessing the situation that required the relocation;
- b. Monitoring the status of personnel and resources;
- c. Planning and preparing for the restoration of operations at the main facilities or other long-term facility.

IV-2 Establishment of Communications

- a. The coalition staff in conjunction with OEL Information Technology staff will ensure all necessary and preplanned communications systems are established, adequate, and functioning properly; and will service and correct any faulty or inadequate communications systems.
- b. The alternate facility should be pre-equipped with computer, telephone and fax lines.
- c. The coalition will ensure continual updates are provided in the form of telephone contacts, press releases and web page updates in order to optimize our communication efforts to both internal and external customers.

IV-3 Relocation Team

- a. Relocation Team Responsibilities: As soon as possible following their arrival at the designated alternate relocation point, the Relocation Team members will begin providing support for the following functions:
 - (1) Coordinating transition of coalition's mission-essential functions to the alternate relocation point.
 - (2) Disseminating administrative and logistics information upon arrival. This information must cover the operational procedures for the next 30 days.

IV-4 Augmentation of Staff and Other Resources

- a. If it becomes evident that the coalition staff cannot ensure the continuous performance of mission-essential functions, the coalition, in coordination with OEL, will determine the additional positions necessary to ensure the continuous performance of mission-essential functions.
- b. The coalition, with assistance from OEL if needed, will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.
- c. The coalition in cooperation with OEL will ensure that all resources needed to sustain operations for 30 days are acquired.

IV-5 Amplification of Guidance to All Personnel

- a. The coalition will develop informative memorandum for dissemination to its staff, subcontractors, OEL, and the local community to include child care providers and parents, regarding the duration of alternate operations, pertinent information on child care payments, location(s) for services, payroll, time and attendance, duty assignments, travel authorizations and reimbursements. The coalition will disseminate the information to the appropriate staff.
- b. The coalition has responsibility for consideration of the health and emotional well-being of their staff and families. This includes obtaining information and providing guidance on any medical or special needs of their staff and families.
 - 1. *Describe any services offered by the coalition such as an Employee Assistance Program (EAP), or community based relationships which may be accessed if needed.*

The Coalition's health insurance coverage includes a service offered to all employees of the Coalition that offers counseling, health services, financial advice as well as other services. This information is given to all employees annually and at the time of hire. In the case of a disaster contact information and the service available will be re-distributed to all employees.

IV-6 Development of Plans and Schedules for Reconstitution and Termination

- a. The coalition will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all coalition functions, personnel, equipment, and records from the temporary alternate location to a new or restored facility.
- b. The coalition will approve the plans and schedules prior to the cessation of operations, and will submit the plan to OEL in writing, as soon as is feasibly possible.
- c. The coalition will take the lead role in overseeing the Reconstitution and Termination process.

SECTION V: PHASE III - RECONSTITUTION AND TERMINATION

V-1 Overview

Within 24 hours of an emergency relocation, the coalition will initiate operations to salvage, restore, and recover the affected facilities after the approval of the local and federal law enforcement and emergency services, if involved. Reconstitution procedures will commence when it is ascertained that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- a. Continue to perform mission essential functions at the alternate relocation point for up to 30 days.
- b. Begin an orderly return to the main facilities affected and reconstitute full operations.
- c. Establish operations in some other facility in the same geographical area.

V-2 Procedures

Upon a decision by the coalition, that the main facility can be reoccupied, or that a different facility will be secured for the coalition:

- a. The coalition will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate relocation point to a new or restored facility.
- b. Prior to relocating back to the main facility or another building, the coalition will ensure appropriate security, safety, and health assessments for suitability.
- c. The staff remaining at the alternate relocation point will transfer mission- essential functions and resume normal operations when the equipment and documents are in place at the new or restored facility.

V-3 After-Action Review and Remedial Action Plan

- a. An After-Action Review (information collection process) will be initiated prior to the cessation of operations at the alternate relocation point. The information to be collected will, at a minimum, include information from any employee working during the COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.
- b. The information is incorporated into a COOP Remedial Action Plan. Recommendations for changes to the COOP and any accompanying documents will be developed and incorporated into the COOP annual review process.

PROFILE
Early Learning Coalition of North Florida, Inc.
2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086

Building Contact for Coalition: Marie Creonte-Hanson
Phone: (904) 342-2267

Mission-Essential Functions performed in facility:

- Executive Direction
- Programmatic Funds Distribution
- Information Technology Support/Maintenance
- Communications
- Finance & Accounting Services
- Facilities/Property Management Services
- Program Technical Assistance and Support
- Program oversight and direction for Early Learning Coalitions

Mission-Essential Data Systems and Records:

- Resource and Referral
- Unified Waiting List
- Financial Management Tracking System (EFS)
- Simplified Point of Entry
- Web-EFS
- Customer Information Control System (CICS) Mainframe
- Internet

Alternate Facilities:

1. Early Learning Coalition of North Florida 3620 Peoria Road Orange Park, FL 32065	2. CareerSource Fleming Island Business Park 1845 Town Center Blvd., Ste. 150 Orange Park, FL 32003	3. Episcopal Children's Services Early Learning Center #9 45089 Third Ave. Callahan, FL 32011
4. CareerSource 96042 Lofton Square Yulee, FL 32097	5. Episcopal Children's Services Early Learning 5 Clark St. St. Augustine, FL 32084	6. Early Learning Coalition of North Florida 3841 Reid St. Palatka, FL 32177

Note: Selected Alternate Facilities are fully functional offices with established telephone, computer and fax lines.

Attachment 1

RELOCATION TEAM	
Dawn E. Bell, CEO ELC of North Florida Work Number: 904-342-2267 Home Number: 904-794-5480 Cell Number: 904-377-5248 dbell@elcnorthflorida.org	Marie Hanson, Office Manager ELC of North Florida Work Number: 904-342-2267 Home Number: N/A Cell Number: 508-326-3322 mhanson@elcnorthflorida.org
Susan Pettijohn, Finance Manager ELC of North Florida Work Number: 904-342-2267 Home Number: N/A Cell Number: 904-252-0883 spettijohn@elcnorthflorida.org	Teresa Matheny, Chief of Programs Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-521-6803 tmatheny@ecs4kids.org
Brittney Spangler, Director of Family & Provider Services Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-537-3646 bbridge@ecs4kids.org	Melissa Burrows, Director of Finance Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-423-9247 mburrows@ecs4kids.org
Shirvaugh Aliecia Williams Baltzell, Provider Services Manager Episcopal Children's Services Work Number: 904-726-1500 Home Number: 904-647-8787 Cell Number: 904-349-2342 631-708-4536 awilliams@ecs4kids.org Shivaghn.Williams@ecs4kids.org	Robert Simmons, Senior Director of Information Technology Episcopal Children's Services Work Number: 904-726-1500 Home Number: N/A Cell Number: 904-891-1513 rsimmons@ecs4kids.org
Wendy Hughes Brian Zaletel, CFO Episcopal Children's Services Work Number: 904-726-1500 x 2106 Cell Number: 904-475-8491 904-342-9200 Brian.zaletel@ecs4kids.org Wendy.Hughes@ecs4kids.org	Kris Cline, Staff Accountant Episcopal Children's Services Work Number: 904-726-1500 Home Number 252-571-3738 Cell Number: 252-259-2804 kcline@ecs4kids.org
Shanda Ellis, VPK Manager Manager Family Services Work Number: 904-726-1500 Home Number: 904-282-0659 Cell Number: 904-673-6014 sellis@ecs4kids.org	Diana Alvarez, Family Services Coordinator Episcopal Children's Services Work Number: 904-823-2276 Home Number: N/A Cell Number: 904-229-7216 dalvarez@ecs4kids.org
Michelle Goytia, Family Services Coordinator Child Care Resource & Referral Coordinator Episcopal Children's Services Work Number: 386-329-4878x2881 Home Number: N/A Cell Number: 904-705-2987 mgoytia@ecs4kids.org	Anita Miller Sackman, Training Director Episcopal Children's Services Work Number: 904-726-1500 ext.207 Home Number: N/A Cell Number: 413-209-0988 or 904-217-8192 amsackman@ecs4kids.org
Candace Lee, Disbursements Manager Episcopal Children's Services Work Number: 904-726-1500 x2240 Cell Number: 904-699-0388 Candace.lee@ecs4kids.org	Sheevia Grimes, Mary Chatherine Quigley, Family Services Coordinator Episcopal Children's Services Work Number: 904-726-1500 x2290 Home Number: 904-642-0075 Cell Number: 904-540-9172 sgrimes@ecs4kids.org
Dawn Weber Shera Crandall, Payroll Specialist Episcopal Children's Services Work Number: 904-726-1500 x 2254 Cell Number: 954-242-4489 904-513-1398 Dawn.weberShera.Crandall@ecs4kids.org	Emily Taylor, Family Services Coordinator Episcopal Children's Services Work Number: 386-385-3450 Cell Number: 321-960-7729 etaylor@ecs4kids.org

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Attachment 2

ALTERNATE SITE LOCATIONS

In the case that the Early Learning Coalition of North Florida finds that due to emergency circumstances operations could no longer continue from its present locations at 2450 Old Moultrie Rd., Suite 103, St. Augustine, FL 32086 and/or 3841 Reid St., Palatka, FL 32177, and/or 3601 Peoria Road, Orange Park, FL 32065.

1. ELC of Flagler and Volusia Counties
230 N. Beach St.
Daytona Beach, FL 321
2. Episcopal Children's Services
5 Clark St.
St. Augustine, FL 32284
3. Episcopal Children's Services
~~8443 Baymeadows Rd., Ste. 1~~ 8649 Baypine Rd, Bldg. 7, Ste 300
Jacksonville, FL 32256
4. CareerSource
96042 Lofton Square
Yulee, FL 32097
5. Episcopal Children's Services Early Learning Center #9
45089 Third Ave.
Callahan, FL 32011
6. CareerSource
Fleming Island Business Park
1845 Town Center Blvd., Ste. 150
Orange Park, FL 32003

Attachment 3

Designated Emergency Coordinating Officers

ELC OF NORTH FLORIDA			
Dawn E. Bell	Chief Executive Officer, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 H: 904-794-5480 C: 904-377-5248	dbell@elcnorthflorida.org
Marie Creonte-Hanson	Office Manager, Early Learning Coalition of North Florida	W: 904-342-2267 F: 904-342-2268 C: 508-326-3322	mhanson@elcnorthflorida.org

Attachment 4

Executive Leadership Team

Dawn Bell

Chief Executive Officer
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
dbell@elcnorthflorida.org

Susan Pettijohn

Finance Manager
Early Learning Coalition of N. F. Inc.
Work Number: 904-342-2267
spettijohn@elcnorthflorida.org

Marie Hanson

Office Manager
Early Learning Coalition of North Florida, Inc.
Work Number: 904-342-2267
mhanson@elcnorthflorida.org

Key Primary Service Provider Staff:

Connie Stophel

Chief Executive Officer
Episcopal Children's Services
Work Number: 904-726-1500
cstophel@ecs4kids.org

Heather Hodges

Vice President of Human Resources
Episcopal Children's Services
Work Number: 904-726-1500
hhodges@ecs4kids.org

~~Brian Zaletel~~ **Wendy Hughes** —

Chief Financial Officer
Episcopal Children's Services
Work Number: 904-726-1500
Brian.Zaletel@ecs4kids.org

Temple DePlato

Chief of Administration
Episcopal Children's Services
Work Number: 904-726-1500
temple.deplato@ecs4kids.org

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Teresa Matheny

Chief of Programs
Episcopal Children's Services
Work Number: 904-726-1500
tmatheny@ecs4kids.org

Jeanne Dillard

COO
Episcopal Children's Services
904-726-1500
jdillard@ecs4kids.org

Robert Simmons

Sr. Director of Information and Technology
Episcopal Children's Services
Work Number: 904-726-1500
rsimmons@ecs4kids.org

Attachment 5

POTENTIAL ALTERNATIVE SERVICE PROVIDERS

1. Early Learning Coalition of Volusia Flagler Counties

230 N. Beach St.
Daytona Beach, FL 32114
386-323-2400

2. Florida's Department of Early Learning

250 Marriott Dr.
Tallahassee, FL 32399
850-717-8601

3. Jacksonville Children's Commission

1095 A. Phillip Randolph Ave.
Jacksonville, FL 32202
904-630-3647

4. Early Learning Coalition of Duval County

6500 Bowden Rd. Suite 290
Jacksonville, FL 32216
904-208-2044

Attachment 6a
STAFF ROSTER – COOP PLAN

****CONFIDENTIAL****

	<p>Administrative Office: 2450 Old Moultrie Rd., Ste. 103, St. Augustine, FL 32086 Phone: (904) 342-2267 Fax: (904) 342-2268 Website: www.elcnorthflorida.org</p>
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Name	Title	Extension or Phone #	Email address
Dawn Bell	Chief Executive Officer	Admin: 904-342-2267 x204 Cell: 904-377-5248	dbell@elcnorthflorida.org
Cheryl Lynette Clark	Screening Specialist	904-726-1500 x245 Episcopal Children's Services (ECS)	lclark@ecs4kids.org
Marie Hanson	Office Manager	Admin: 904-342-2267 x 203 Cell: 508-326-3322	mhanson@elcnorthflorida.org
Tajaro Dixon	Grants and Operations Manager	Putnam:386-328-6232 Cell: 386-538-0836	tdixon@elcnorthflorida.org
Lacy Doss	Outreach Assistant	Clay: 904-213-3999 Cell: 904-716-6082	ldoss@elcnorthflorida.org
Stephanie LaRoche	Screening Specialist	904-726-1500 x 103 Episcopal Children's Services (ECS)	slaroch@ecs4kids.org
Susan Murphy	Program Support Specialist Outreach Assistant	Admin: 904-342-2267 Cell: 513-319-5677	smurphy@elcnorthflorida.org
Susan Pettijohn	Finance Manager	Admin: 904-342-2267 x206 Cell: 904-252-0883	spettijohn@elcnorthflorida.org
Christopher Spell	Finance Manager	Cell: 904-654-8049	cspell@elcnorthflorida.org
Joan Whitson	Program Support Specialist Early Literacy Outreach Manager	Admin: 904-342-2267 x202 Cell: 904-495-3645	jwhitson@elcnorthflorida.org

ELCNF Board Approved September 8, 2021 June 15, 2022 **Early Coalition of North Florida**
 Submitted to TDixon for plan amendment October 11, 2021 June 23, 2022
 OEL Approved July 15, 2022

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	Christian Whitehurst 500 San Sebastian View St. Augustine, FL 32084 P: (904) 209- 0301 bcc1whitehurst@sjcfl.us	Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners	St. Johns	March 2021	4 Year March 2025	1
10	Head Start Director	Yes	Brian McElhone 102 Martin Luther King Ave. St. Augustine, FL 32084 Ph: 904-547-8963 Brian.McElhone@stjohns.k12.fl.us	Head Start; Director, Early Childhood Services and District Assessment Development	St. Johns	July 21, 2017 Second Term Date: July 2021	4 Year July 2025	2
11	Representative of private for-profit child care providers (One, 4 yr. term)	Yes	Patricia Tauch 3050 Moody Avenue Orange Park, FL 32065 Ph: (904) 264-9959 Fax: (904) 264-2831 Opkinc1960@gmail.com	Private for-profit child care; OPK Inc dba Orange Park Kindergarten	Clay	March 2019	4 Year March 2023	1
12	Representative of faith based child care providers (One 4 yr. term and must rotate counties)	Yes	Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 Ph: (904) 429-7637 Fax: (904) 726-1791 tlittle@ctkcatholic.com	Faith Based Child Care; Diocese of St. Augustine	St. Johns	Dec. 7, 2016 Second Term Date: Dec March 2020 1	4 Year 12/2020 March 2025 12/2024 2	1 2
13	Representative of program under federal Individuals with Disabilities Education Act	Yes	Marsha Peacock Florida Diagnostic & Learning Resources, NEFEC .3841 Reid Street Palatka, FL 32177 Ph: (386) 329-3817 Peacockm@nefec.org	Director of Instructional Services for Florida Diagnostic & Learning Resources System for the North East Florida Education Consortium	Putnam	September 2021	4 Year September 2025	1
N/A	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	N/A					
N/A	Child care licensing agency head	Yes, if applicable	N/A					

ELCNF Board Approved ~~September 8, 2021~~ June 15, 2022

Early Coalition of North Florida

Submitted to TDixon for plan amendment ~~October 11, 2021~~ June 23, 2022

OEL Approved July 15, 2022

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
44	Central agency administrator or designee	Yes, if applicable	Teresa Matheny 8649 Baypine Rd., Ste 300 Jacksonville, FL 32256 Ph: (904)726-1500 tmatheny@ccs4kids.org	Episcopal Children's Services	Clay, Baker, Bradford, Nassau, Putnam & St. Johns	9/21/2016	4 year N/A	
145	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Michelle Jonihakis 4600 Touchton Road, Building 200, Suite 400 Jacksonville, FL 3246 Ph: (904) 565-4188 Michelle.jonihakis@td.com	Private Sector; TD Bank	St. Johns	December 2018	4 year December 2022	1
156	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Aubrie Simpson-Gotham 981 Oak Arbor Circle St. Augustine, FL 32084 Ph: (904) 813-5809 fosteringconnectionsfl@gmail.com ASimpson057@alummi-flagler.edu	Private Sector; VIPKID	St. Johns	December 2018	4 year December 2022	1
167	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Joy Farris Stanton 120 Topsail Dr. Ponte Vedra, FL 32081 (904)679-3418 (646)596-0178 Joy.Stanton@bcbsfl.com	Private Sector; Blue Cross and Blue Shield of Florida, Inc.	St. Johns	March 16, 2016 <u>Second term start date: March 2020</u> <u>March 2020</u>	4 year March 16, 2020 March 2024	2
178	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Mike Siragusa 780 N. Ponce de Leon Blvd. St. Augustine, FL 32084 (904) 829-9066 masiragusa@ubulaw.com	Private Sector; Upchurch Bailey and Upchurch, Attorney at Law	St. Johns	September 2018 <u>Second term start date Sept. 2022</u>	4 year September 2022 <u>Sept. 2026</u>	4 2
189	Private Sector Business	Yes, if needed to meet private sector	Kyle Gammon 449 Center St. Green Cove Springs, FL 32043 Ph: (904)-291-9330	Private Sector; Vallencourt Construction Co., Inc.	St. Johns	September 2019	4 year September 2023	1

ELCNF Board Approved ~~September 8, 2021~~ June 15, 2022 **Early Coalition of North Florida**
 Submitted to TDixon for plan amendment ~~October 11, 2021~~ June 23, 2022
 OEL Approved July 15, 2022

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		percentage or multi-county representation	kyleg@vallencourt.com					
1929	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Vina Delcomyn 4213 County Road 218, Ste. 1 Middleburg, FL 32068 (904) 291-9598 (904)291-3365 delcomynv@yahoo.com	Private Sector; Awakenings Association Management	Clay	September 2020	4 year September 2024	1
2024	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Whitney Kersey Graves 4030 Lewis Speedway St. Augustine, FL 32084 Ph: (904) 209-2760 Fax: (904)-209-2283	Private Sector; St. Johns County Tax Collector	St Johns	March 2021	4 year March 2025	1
212	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Mary Ann Holanchock 316 Hidden Garden Ct. St. Augustine, FL 32086 Ph: (904)- 669-0668 maryannholanchock@gmail.com	Retired Private Sector	St Johns	June 2021	4 year June 2025	1
22	Private Sector Business	Yes, if needed to meet multi-county representation	Leslie A. Barstow 228 River Plantation Road, S. St. Augustine, FL 32092	Private Sector Agape Family Health & Baptist Medical Center	St. Johns	March 2022	4 year March 2026	1
	Non Profit Child Care Provider*	Yes						
	DCF Staff***	No						

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* Add rows, as needed.
 ** If required member is not a family home provider.
 *** If there is no local licensing agency.

Early Coalition of North Florida, Inc. Membership Management
Approved as of March 11, 2021

- I. TOTAL MEMBERSHIP : 21
- II. TOTAL PRIVATE SECTOR MEMBERSHIP: 9, PRIVATE SECTOR PERCENTAGE: 43%
- III. TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: 0
- IV. NUMBER OF VACANCIES IN REQUIRED POSITIONS: 0

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Attachment 6c
Subcontractor – Episcopal Children’s Services
Employee/Contractor Contact List - One-Stop Centers

Employee Names:	Office Phone	Cell #	Home Phone	Supervisor
Michele Goytia	(904) 213-3939 x 2082	(904) 705-2987	N/A	Shanda Ellis
Vickie Hancock	(904) 964-1543	(386-546-3326) 904-937-8513	N/A	Mary Catherine Quigley Shecovia-Gr
Holly Poole Courtney Edmond	(904) 432-0009 213-3939 x-2081	904-540- 9881(863)-838- 7604	N/A	Mary Catherin Quigley Diana-Alvarez
Leatricia Ahmadu	(904) 213-3939 394-0600	(904) 306-6835	N/A	Emily Taylor Diana-Alvarez
Courtney White Diana Alvarez	(904) 213-3939 -770-2565 x-104	(904) 467-1004 229-7216	N/A	Emily Taylor Shanda-Ellis
Sharon Greene Christy Bramley	(904) 770-2565	386-983- 2311(704)-618- 9801	N/A	Emily Taylor Diana-Alvarez

Florine Reeves Jasmine Wilkerson	904-726-1500(386) 385-3450 x 2881	904-450-1470(386) 546-2132	N/A	Mary Catherine Quigley Diana Alvarez
Christina Jackson	(386) 385-3450 x 2884	(386) 983-1629	N/A	Emily Taylor Diana Alvarez
Shalanda Hall Shauna Mayo	904-726-1500(386) 385-3450	(904) 415-9229 610-4976	N/A	Mary Catherine Quigley Amanda Griffis
Eryss Meguia	(904) 259-9169	(904) 993-5441	N/A	Mary Catherine Quigley Shecovia-Grimes
Mary Catherine Quigley	(904) 432-0009 Ext. 2626	(914) 522-5130	N/A	Shanda Ellis Shecovia-Grimes
Jacqueline Chimino	(904) 213-3939 394-0600	(904) 705-9651 306-6835	(904) 705-9651	Emily Taylor Diana Alvarez
Jena Waters	(386) 385-3450	(386) 546-3977 530-1592	N/A	Ashley Rich
Sherry Tindale	(386) 385-3450	(386) 983-4281	(386) 326-1321	Ashley Rich
April Florida	(904) 770- 2565 x 105	(904) 392-5817	(904) 537-9782	Emily Taylor Diana Alvarez
Martha Castaneda Brandi Harrison	(904) 770- 2565	646-387-3525(904) 955-3044		Emily Taylor Diana Alvarez

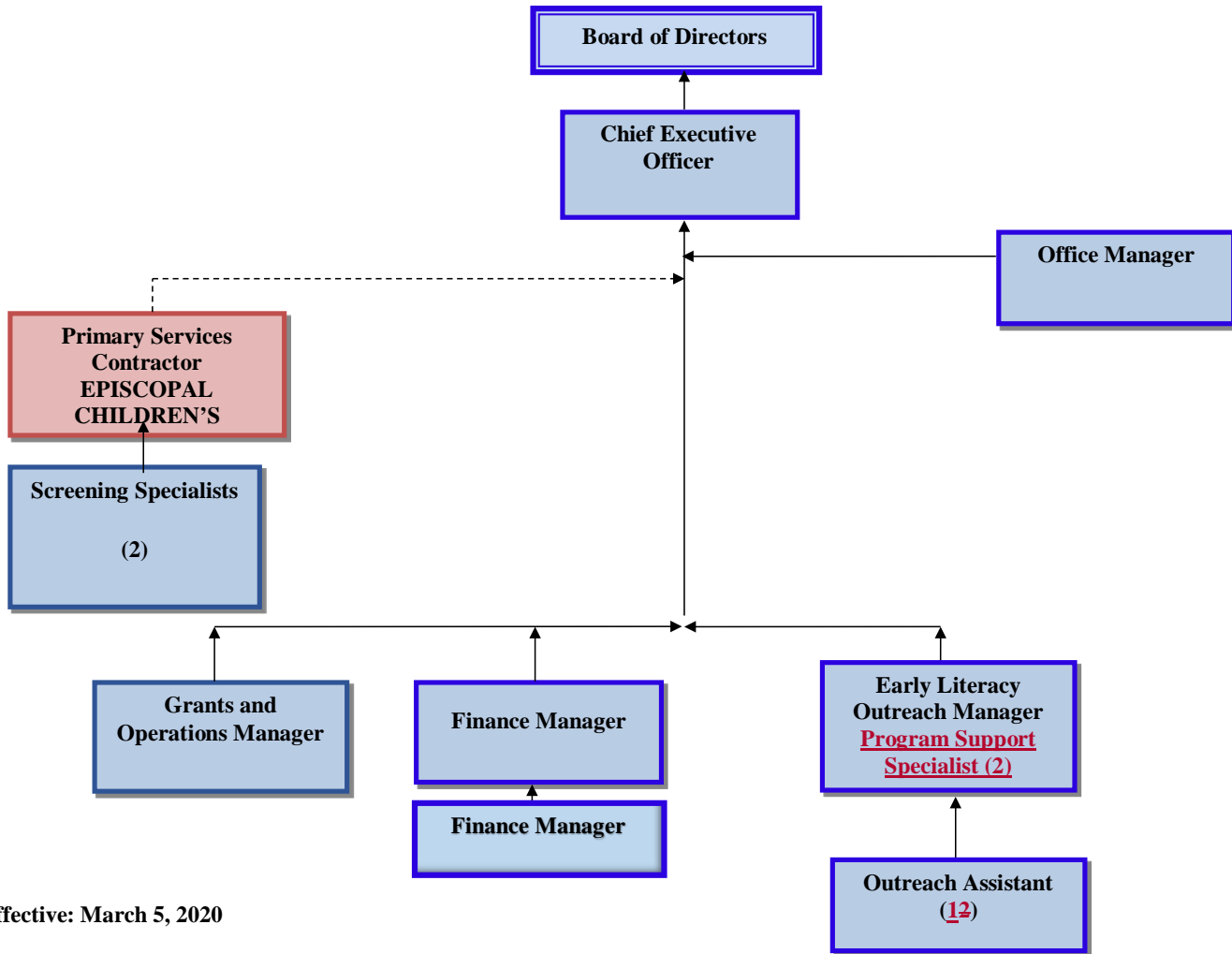
Attachment 7a

MEMORANDUM OF THE EARLY LEARNING COALITION OF NORTH FLORIDA

TO: Florida's Office of Early Learning
FROM: Dawn E. Bell, Chief Executive Officer
DATE: June 26, 2015
SUBJECT: Delegation of Authority

In the event that the CEO of the Early Learning Coalition of North Florida, Dawn E. Bell should be unavailable during the activation of the Continuity of Operations Plan or when activation of the plan is being contemplated, decision making capability for the Early Learning Coalition of North Florida will pass to the Office Manager, Marie Hanson. In the event that Marie Hanson is unavailable, decision making capability will pass to the Finance Manager, Susan Pettijohn. If Susan Pettijohn is also unavailable, decision making capability will then pass to Tajaro Dixon, Grants and Operations Manager.

ATTACHMENT 7B
ORGANIZATIONAL CHART



Effective: March 5, 2020

Attachment 8a
Parent and Provider Newsletter
Emergency Operations Procedures

Dear Parents and Providers,

Florida has unpredictable hurricane activity from year to year and in some cases child care providers may need to have temporary closings or parents may be unable to take their children to their child care providers. The Early Learning Coalition of North Florida and its service provider, Episcopal Children's Services have also had day long closings due to the weather. Of course a variety of circumstances could result in emergency closures and the activation of our emergency operations plan, known as the COOP plan.

Parents

If a parent needs child care during the emergency and their regular provider has closed, they will be allowed to transfer temporarily until the original child care provider reopens. After that, a parent will be required to have a transfer form completed by the original provider to make the transfer permanent. Episcopal will have Family Service Specialist available to help parents locate emergency care. If your local county office is closed, call the Episcopal main number at 1-800-238-3463 to speak to a Family Service Specialist that can help you.

Providers

In the event that The Early Learning Coalition of North Florida activated their COOP plan due to an area wide emergency, providers forced to close will be paid for the duration of the emergency, not to exceed 10 days total absences for the month in any one month. Child care providers need to mark the attendance roster with the first letter of the storm or otherwise indicate the cause of the closure. In the case of Hurricane Frances for example, rosters would be marked with an "F" for the days closed. If child care were closed due to a security issue, a provider might use an "S" for security. The important thing is that when someone looks at the roster, perhaps a year from now, that it is clear that the absences were due to unusual circumstances.

Providers closing due to conditions not considered an area wide emergency can not be paid for their closures. An example would be if a provider closed due to a water main break affecting only their center. Saint Johns is also prohibited by federal law to pay twice for the same child for the same time period. Therefore, if a parent transfers to another center during the emergency, we can only pay the provider that actually provides the care.

In the event of a COOP plan activation, The Early Learning Coalition of North Florida, and Episcopal Children's Services, will notify providers as soon as possible by phone, fax, or e-mail. At the same time ECS asks that after an emergency or disaster providers let us know whether you are open and when you expect to open. Please call the ECS office closest to you or our main number after an area wide emergency to let us know your status. We will also accept provider damage reports, in order to keep the state informed of the area's needs.

If we have moved to another location during the emergency, we will also ask providers to post a notice to parents in their centers saying that we are now in emergency operations, giving our contact information,. Additionally, our emergency information will be posted on our web site at ecs4kids.org and on our voice mail at 1-800-238-3463. If the relocation and the emergency plan are expected to last for more than a day or two, parents will also be notified of the changes by mail.

We hope this information will make dealing any future emergencies a little easier. If we can be of any further assistance, please feel free to contact your local family services specialist or the Episcopal Children's Services main office at 1-800-238-3463.

Sincerely,
Teresa Matheny

Chief of Programs and Administration

Attachment 8 B

CANNED NEWS RELEASE

Prior to Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties Early Learning families, are temporarily moving operations as of _____ from _____ to _____ due to the following occurrence: _____. Families or others in _____ County needing services may call _____ to reach the Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

During Activation of COOP

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties, have temporarily moved operations as of _____ to _____ due to _____. Families or others in _____ County(ies) needing services may call _____ to reach a Coalition or Episcopal representative. Families that reside in a county not named may contact their local One Stop Office. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org. You will be informed when operations return to our regular place of business.

COOP Plan Is Ended

The Early Learning Coalition of North Florida and/or Episcopal Children's Services, serving Baker, Bradford, Clay, Nassau, Putnam and St. Johns Counties have ended emergency operations from _____ and will once again be available to serve families from our regular business offices. Families needing service may call _____ or 904-726-1500. More information may be obtained by going to www.elcnorthflorida.org or www.ecs4kids.org.

Attachment 9

Infectious Disease Emergency Addendum to the ELCNF COOP Plan

INTRODUCTION

BACKGROUND

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. Infectious disease emergencies may include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., COVID-19, SARS, avian influenza), and bioterrorism. The circumstances of infectious disease emergencies may vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality (bioterrorism), and many others. Public health measures to contain such outbreaks are especially important for diseases with high morbidity or mortality and limited medical prophylaxis and/or treatment. The ELCNF will follow all protocol as directed by the State of Florida.

PURPOSE

The purpose of the Infectious Disease Emergency Addendum Plan is to offer additional guidance to the existing COOP plan in the case of outbreaks of diseases caused by infectious agents, biological toxins, or responding to other infectious disease emergencies as defined above. Activities that may be implemented during an Infectious Disease Emergency include:

- Coordination with other city, regional, state and federal agencies and other organizations responding to a large public health emergency. The employees of the Early Learning Coalition are to be considered interchangeable during emergencies and should be willing to serve in other agency roles to ensure operational needs during these emergencies as well as following the emergency during a rebuild.
- Development and dissemination of information and guidance for our employees to ensure proper protocols with the community we serve.
- Public health disease containment measures such as infection control, isolation and quarantine, or restriction and clearance.
- Coordination of internal work processes and management of alternate work when necessary.

SCOPE

An infectious disease emergency occurs when urgent and possibly extensive public health and medical interventions are needed to respond to and contain an infectious disease outbreak or biological threat that has the potential for significant morbidity and mortality in the Northeast Florida area. The communicable disease control and prevention efforts will include routinely receiving reports of infectious disease and will update staff as a result of these reports and the State of Florida's plan for containment measures. This plan is intended to be used for any infectious disease emergency that requires a response that may require changing normal ELCNF business operations in order to maintain the health and safety of our employees, the clients we serve, and the public at large.

TRAVEL

In light of the foregoing, the ELCNF would also like to ask employees to self-identify whether they or a family member have traveled to impacted regions where the current threat has been indicated. (i.e., areas with extensive person-to-person transmission of the illness). For those employees identified as having potential exposure, the ELCNF may direct you to work from home if the C.D.C. recommends an incubation period. Employees who do not want to provide information about travel or potential exposure may also be asked to work from home or not work until it has been determined that the employee is safe to return to work. The ELCNF will follow all guidelines as indicated by the CDC, State and local Health officials.

CLOSURE OF ELCNF WORK LOCATIONS

In the need to prevent illness, when recommended by State of Florida or Federal officials, the closure of ELCNF locations may become necessary. In this case, all employees will need to be prepared to work remotely to ensure the continuity of our operations. This will be completed in the following manner:

- Employees previously approved to work from home may continue to do so immediately. Check in calls and/or electronic correspondence with his or her supervisor for accountability will be conducted and work to be performed will be documented.
- Employees not yet approved to work from home but whose positions allow for work from home may do so with daily supervisory check in's and a detailed list of approved duties completed and submitted to their immediate supervisor.
 - Employees should check their home internet connectivity ability by logging into <https://www.speedtest.net/> and send a screenshot of the connect ability results to Compass MSP at help@compassmsp.com or call Compass at 904-777-0087 to gauge the ability to be successful with your work load or receive assistance.
 - Employees at the main office location in St. Augustine can check their voicemail ~~through their email by dialing the main number (904) 342-2267 and press # your extension.~~ For our employees working in the two remote offices, please leave a greeting on your office phone that you are not in the office but will be checking your voicemails daily and will respond to those calls as soon as it is conveniently possible. You should also provide the main St. Augustine Office number on your greeting as well to allow for an alternate option for the caller.
- All other employees whose positions normally do not allow for work from home; where possible and based on ELCNF agency needs, may be assigned alternative duties which can be completed from home. These positions will also be required to participate in check in's and be willing to work with alternative duties during the emergency closure period or use available paid leave to cover the period of time the ELCNF is closed. These employees should also check their connectivity and follow the guidelines regarding their phones outlined above.

WHEN ILLNESS STRIKES

- Follow guidelines posted by the Centers for Disease Control and Prevention (CDC).
- Employees are encouraged to utilize Florida Blue Teladoc services, unless their symptoms are severe. www.teladoc.com or 1-800-835-2362
- Use wellness CDC based programs to instruct all ELCNF employees about hygiene and disease prevention.
- Tell employees to stay home if they have a fever and cough and to seek care for severe respiratory distress. All employees who are sick during emergency closures, or who report in as sick, during these times, should not work.
- Once offices re-open, all employees who are sick or show symptoms of illness should remain home until fever is gone for a minimum of 24 hours and be evaluated by a physician before returning to work.
- If employees need to be off work for a long time for issues related to an infectious disease, these issues will be handled on a case-by-case basis by Executive Director Dawn Bell and or the Office Manager, Marie Hanson.

Identifying Coronavirus Symptoms

Common coronaviruses typically cause mild to moderate upper-respiratory tract illnesses, and those affected exhibit cold-like symptoms. The most common symptoms include:

- Headache
- Cough
- Fever
- Sore throat
- Runny nose

Some cases of coronavirus can be more severe, and individuals experience more serious lower respiratory tract illnesses like bronchitis and pneumonia. For the elderly, infants and those with weakened immune systems, a coronavirus can be deadly. Therefore, it is important to report all flu and cold like symptoms and stay home to prevent spread.

ACTION ITEM SUMMARY

<p>DESCRIPTION</p>	<p>Retro Approval of the ELCNF Insurance Coverage with Florida Insurance Trust through Coalition Insurance Solutions, Inc. Cyber Coverage.</p>
<p>Reason for Recommended Action</p>	<p>Florida Insurance Trust is an Insurance Company that is specific to Florida and to Non-Profits and provides the best costs and insurance coverage to its clients. It has been recognized as the leader in the non-profit insurance pooling industry.</p> <p>Effective December 11, 2022, ELCNF are renewing the following coverage with Florida Insurance Trust (FIT):</p> <ul style="list-style-type: none"> • Cyber Coverage, Cost: \$9,164.00 (18 months coverage) <p>The total cost of this coverage exceeds Dawn Bell, C.E.O's authority to approve.</p> <p><u>If this is not approved,</u> the Coalition would not be insured for Cyber coverage and would be in violation of Coalition and Department of Early Learning policy but Florida State Policy as well.</p>
<p>How the Action will be accomplished</p>	<p>The Boards approval will keep the cyber insurance in place</p>



Coalition Insurance Solutions, Inc.
 FL License No. L100906
 55 2nd St, Suite 2500
 San Francisco, CA 94105
 Producer Code: 1035616

COALITION CYBER POLICY QUOTATION

Subject to the terms and conditions contained herein, Coalition Insurance Solutions ("Coalition") agrees to issue to the below Named Insured the following quotation for insurance coverage. Upon binding of this account, we must receive a signed application from the Insured.

Coalition Quote No. C-4MQ8-090536-CYBER-2022-03

Named Insured Address Early Learning Coalition of North Florida, Inc.
 2450 Old Moultrie Road
 St. Augustine, FL 32086

Policy Period From: December 11, 2022 (Effective Date)
 To: June 01, 2024 (Expiration Date)
Both dates at 12:01 AM at the Named Insured's address above.

Policy Premium

Premium without TRIA	\$8,975.02
TRIA Premium	\$8.98
Policy Premium	\$8,984.00
FIGA Assessment Surcharge (2%)	\$180.00
Total	\$9,164.00

Aggregate Policy Limit of Liability \$1,000,000

Coverage under this policy is provided only for those Insuring Agreements for which a limit of liability appears below. If no limit of liability is shown for an Insuring Agreement, such Insuring Agreement is not provided by this policy. The Aggregate Policy Limit of Liability shown above is the most the Insurer(s) will pay regardless of the number of Insured Agreements purchased.

THIRD PARTY LIABILITY COVERAGES

Insuring Agreement	Limit/Sub-Limit	Retention/Sub-Retention
A. NETWORK AND INFORMATION SECURITY LIABILITY	\$1,000,000	\$10,000
B. REGULATORY DEFENSE AND PENALTIES	\$1,000,000	\$10,000
C. MULTIMEDIA CONTENT LIABILITY	\$1,000,000	\$10,000
D. PCI FINES AND ASSESSMENTS	\$1,000,000	\$10,000



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FIRST PARTY COVERAGES

Insuring Agreement		Limit/Sub-Limit	Retention/Sub-Retention
E.	BREACH RESPONSE SERVICES	\$1,000,000	\$0
F.	BREACH RESPONSE COSTS	\$1,000,000	\$10,000
G.	CRISIS MANAGEMENT AND PUBLIC RELATIONS	\$1,000,000	\$10,000
H.	CYBER EXTORTION	\$1,000,000	\$10,000
I.	BUSINESS INTERRUPTION AND EXTRA EXPENSES	\$1,000,000	\$10,000 i. Waiting period: 8 hours ii. Enhanced waiting period: 8 hours
J.	DIGITAL ASSET RESTORATION	\$1,000,000	\$10,000
K.	FUNDS TRANSFER FRAUD	\$250,000	\$25,000

Coverage by Endorsement		Limit/Sub-Limit	Retention/Sub-Retention
	REPUTATION REPAIR ¹	\$1,000,000	\$10,000
CR.	COMPUTER REPLACEMENT	\$500,000	\$10,000
SF.	SERVICE FRAUD	\$100,000	\$10,000
RHL.	REPUTATIONAL HARM LOSS	\$1,000,000	Waiting period: 14 days
	BREACH RESPONSE SEPARATE LIMIT	\$1,000,000	\$10,000
Limit is separate from and in addition to the Aggregate Policy Limit of Liability			

Pre-Claim Assistance

\$2,240 Pre-claim assistance is a benefit included as part of the premium. See Section V. CLAIMS PROCESS, PRE-CLAIM ASSISTANCE of the Policy for more details.

Insurers and Quota Share Percentage

Insurer	Policy No.	Quota Share % of Loss	Quota Share Limit of Liability	Premium
Swiss Re Corporate Solutions America Insurance Corporation		100.0%	\$1,000,000	\$8,984.00

Retroactive Date

Full prior acts coverage

Continuity Date

December 11, 2021

Breach Response Services Advisor

Coalition, Inc.

Endorsements and Forms Effective at Inception

DECLARATIONS	SP 17 226 0219
SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION	SP 3 881 0307
SIGNATURE PAGE	SP 17 225 0219
COALITION CYBER POLICY	SP 15 450 0219
FLORIDA CHANGES	

¹ REPUTATION REPAIR ENDORSEMENT amends G. CRISIS MANAGEMENT AND PUBLIC RELATIONS; use of this limit reduces limit for G.



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COMPUTER REPLACEMENT ENDORSEMENT	SP 16 381 0718
REPUTATION REPAIR ENDORSEMENT	SP 14 802 1117
REPUTATIONAL HARM LOSS	SP 17 228 0219
SERVICE FRAUD ENDORSEMENT	SP 16 183 0518
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	SP 17 252 0219
DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT	SP 17 255 0220
BREACH RESPONSE SEPARATE LIMIT ENDORSEMENT	SP 17 223 0219
COURT ATTENDANCE COST REIMBURSEMENT ENDORSEMENT	SP 16 777 0918
CRIMINAL REWARD COVERAGE	SP 16 670 0818
GENERAL DATA PROTECTION REGULATION (GDPR) ENHANCEMENT ENDORSEMENT	SP 17 147 0119
NAME CHANGE ENDORSEMENT	SP 14 493 NAS 0522

Conditions:

This quotation expires within sixty (60) days or on the expiration date of the current coverage, whichever comes first.

This quotation for insurance coverage is issued based on the truthfulness and accuracy of the responses to the questions on the insurance application entered into our underwriting system.

If between the date of the quotation and the Effective Date of the proposed insurance contract, there is a material change in the condition of the Named Insured or if any notice of claim or circumstance giving rise to a claim is reported prior to the Effective Date of the proposed insurance contract, then the Named Insured must notify Coalition. Whether or not this quotation has already been accepted by the Named Insured, Coalition reserves the right to rescind this indication as of its Effective Date or to modify the final terms and conditions of the quotation upon review of the information. Coalition also reserves the right to modify the final terms and conditions upon review of the information received in satisfaction of the aforementioned conditions.

This quotation is also subject to the satisfaction of the following conditions:

- an authorized representative of the Named Insured sign the application within ten (10) days of the effective date of a binder or insurance coverage will not take effect.

Please note this quotation contains only a general description of coverage provided. For a detailed description of the terms, you must refer to the insurance contract itself and the endorsements listed herein.



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55 2nd St, Suite 2500
San Francisco, CA 94105
Producer Code: 1035616

December 05, 2022

Producer:

Jordan Jones
AssuredPartners
(not given)
Orlando, FL 32801

Re: Coalition Cyber Policy

Dear Jordan Jones:

We are pleased to offer the attached quotation for Early Learning Coalition of North Florida, Inc.. Should you have any questions, please let us know.

In addition to our comprehensive insurance coverage, Coalition also provides robust cyber security tools including automated alerts, threat intelligence, expert guidance and recommendations, benchmarking, and ongoing monitoring to all of our policyholders. All are included in our apps platform at no additional cost to the insured. To learn more, visit www.thecoalition.com.

Thank you again for the opportunity to work with you as a risk management partner to Early Learning Coalition of North Florida, Inc.. If we can further assist you, or if you would like to learn more about our coverage or integrated approach to cyber risk management, please do not hesitate to contact us.

Sincerely,

Monika Gladman
Business Development
+19145103228 (direct)
monika.gladman@coalitioninc.com



Coalition Insurance Solutions, Inc.
FL License No. L100906
55 2nd St, Suite 2500
San Francisco, CA 94105

ELECTRONIC DISCLOSURE AND SIGNATURE, TERMS OF SERVICE, PRIVACY POLICY, AND SECURITY CONTACT CONSENTS

Electronic Signature and Electronic Delivery of Disclosures and Notices

By signing below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the forms provided on this web site. Those forms include:

- Insurance application
- Surplus Lines notices
- Insurance policy and other related documents
- All updates and details regarding your policy
- Responses to communications from you
- All changes and updates to these disclosures, notices, and documents

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies to materials related to purchasing and effecting your insurance policy.

System Requirements

In order to use electronic signatures and to receive electronic communications, you must have

- a personal computer or other device that can connect to the Internet
- an e-mail address
- a web browser
- software that enables you to receive and view Portable Document Format (PDF) files, such as Adobe Acrobat Reader (available for a free download at <https://get.adobe.com/reader>)

Withdrawal of Electronic Acceptance of Disclosures and Notices

You may withdraw your consent to receive electronic communications at any time. If you wish to do so, you must email us at help@coalitioninc.com with the following subject line: "WITHDRAW ELECTRONIC CONSENT." The body of the email must include your name, policy number, effective and expiration dates of the policy, the effective date of your withdrawal, and whether you want (a) all communications to be in paper form and (b) your insurance policy to be sent to you in paper form.

Applicant Security Contact Information for Security Notifications

By providing the information below, you authorize Coalition to contact you in the event of a security event Coalition deems significant. These contact methods may include:

- E-mail
- Phone (including voicemail)
- Mail

Terms of Service and Privacy Policy

By signing below, you have read and agreed to Coalition's Terms of Service and Privacy Policy (available at <https://www.coalitioninc.com/legal/terms> and <https://www.coalitioninc.com/legal/privacy>).



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San Francisco, CA 94105

Policyholder/Applicant's Signature:	<u>Dawn E Bell</u>		
Print Name of Authorized Representative:	<u>Dawn E Bell</u>		
Policyholder/Applicant's Phone Number:	<u>904 342 2267 x204</u>		
Title:	<u>CEO</u>	Date:	<u>12/8/22</u>
Security Contact Email:	<u>dawnbell@bellsouth.net</u>		
Security Contact Phone Number:	<u>904 377-5248</u>		



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Swiss Re Corporate Solutions America Insurance Corporation
1200 Main Street, Suite 800
Kansas City, MO 64105

CYBER POLICY APPLICATION – FLORIDA

NOTICE: THIS APPLICATION IS FOR CLAIMS-MADE AND REPORTED COVERAGE. CLAIMS-MADE AND REPORTED COVERAGE APPLIES ONLY TO CLAIMS THAT ARE FIRST MADE AND REPORTED DURING THE POLICY PERIOD OR EXTENDED REPORTING PERIOD, IF PURCHASED. THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES WILL BE REDUCED AND MAY BE EXHAUSTED BY CLAIMS EXPENSES. FURTHERMORE, CLAIMS EXPENSES WILL BE APPLIED AGAINST THE RETENTION.

IF A POLICY IS ISSUED, THIS APPLICATION WILL ATTACH TO AND BECOME PART OF THE POLICY. THEREFORE, IT IS IMPORTANT THAT ALL QUESTIONS ARE ANSWERED TRUTHFULLY AND ACCURATELY.

General Information

Named Insured	Early Learning Coalition of North Florida, Inc.
Website Domain(s)	elcnorthflorida.org
Address	2450 Old Moultrie Road St. Augustine, FL 32086
Industry	Domestic Non-Profit - Professional Associations
Number of Employees	26-50
Revenue (expected over the next 12 months)	\$35,952,921.00
Gross Profit / Net Revenue (expected over the next 12 months)	N/A

Attestation Questions	
1. Within the last 3 years has Early Learning Coalition of North Florida, Inc. suffered any cyber incidents resulting in a claim in excess of \$25,000?	No
(If Yes) Please explain the cyber incidents and/or claims.	N/A
2. Is Early Learning Coalition of North Florida, Inc. aware of any circumstances that could give rise to a claim under this insurance policy?	No
(If Yes) Please explain the circumstances and/or potential claims.	N/A
3. Does Early Learning Coalition of North Florida, Inc. enable disk encryption on laptops, desktops, and other portable media devices?	Yes



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4. Does Early Learning Coalition of North Florida, Inc. accept credit cards or collect Personally Identifiable Information (PII) or Protected Health Information (PHI) from its customers? (This does not include employees of Early Learning Coalition of North Florida, Inc..)	Yes
4a. How many payment card numbers (credit cards, debit cards, etc.) does Early Learning Coalition of North Florida, Inc. store, process, transmit, or have access to?	<100,000
4b. How many customer PII or PHI records does Early Learning Coalition of North Florida, Inc. have?	<100,000
5. Does Early Learning Coalition of North Florida, Inc. have procedures to back up, archive, and restore sensitive data and critical business systems?	Yes
6. Does Early Learning Coalition of North Florida, Inc. require dual control when transferring funds in excess of \$25,000? ¹	Yes
7. Within the last 3 years has Early Learning Coalition of North Florida, Inc. been subject to any complaints concerning the content of its website, advertising materials, social media, or other publications?	No
8. Does Early Learning Coalition of North Florida, Inc. have procedures to remove content (including third party content) that is libelous, infringing, or otherwise controversial?	Yes

¹Dual control for transferring funds refers to a process by which a transfer must be approved or confirmed by someone other than the initiator of the transfer



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THE UNDERSIGNED AUTHORIZED REPRESENTATIVE OF THE APPLICANT DECLARES (1) THIS APPLICATION FORM HAS BEEN COMPLETED AFTER REASONABLE INQUIRY, (2) THE STATEMENTS SET FORTH HEREIN ARE TRUE, AND (3) THAT THESE DECLARATIONS ARE A MATERIAL INDUCEMENT TO THE UNDERWRITER TO PROVIDE A PROPOSAL FOR INSURANCE. THE UNDERSIGNED AUTHORIZED REPRESENTATIVE AGREES THAT IF THE INFORMATION SUPPLIED ON THIS APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE EFFECTIVE DATE OF THE INSURANCE, HE/SHE WILL, IN ORDER FOR THE INFORMATION TO BE ACCURATE ON THE EFFECTIVE DATE OF THE INSURANCE, IMMEDIATELY NOTIFY THE UNDERWRITER OF SUCH CHANGES, AND THE UNDERWRITER MAY WITHDRAW OR MODIFY ANY OUTSTANDING QUOTATIONS OR AUTHORIZATIONS OR AGREEMENTS TO BIND THE INSURANCE.

NOTHING CONTAINED HEREIN OR INCORPORATED HEREIN BY REFERENCE SHALL CONSTITUTE NOTICE OF A CLAIM OR POTENTIAL CLAIM SO AS TO TRIGGER COVERAGE UNDER ANY CONTRACT OF INSURANCE. NO COVERAGE SHALL BE AFFORDED FOR ANY CLAIMS ARISING OUT OF A CIRCUMSTANCE NOT DISCLOSED IN THIS APPLICATION.

ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO THE INSURER IN CONJUNCTION WITH THIS APPLICATION ARE HEREBY INCORPORATED BY REFERENCE INTO THIS APPLICATION AND MADE A PART HEREOF.

NOTICE TO APPLICANTS

NOTICE TO FLORIDA APPLICANTS: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Policyholder/Applicant's Signature: Dawn E Bell

Print Name of Authorized Representative: Dawn Bell

Title: CEO **Date:** 12/8/22

Email: dawnbell@bellsouth.net
dawnbell@bellsouth.net

This application is in compliance with Section 626.752, Florida Statutes. A copy has been furnished to the applicant or insured and coverage is:

[N/A] Bound Effective (time) (date); [N/A] Not Bound.

BROKER'S SIGNATURE: N/A - Do not complete

Florida requires that we have the Name and Address of your (Applicant's) Authorized Agent or Broker.

Signature of Authorized Agent or Broker: N/A - Do not complete

Name of Authorized Agent Broker: N/A - Do not complete

Address: N/A - Do not complete



Coalition Insurance Solutions, Inc.
FL License No. L100906
55 2nd St, Suite 2500
San Francisco, CA 94105
Producer Code: 1035616

License Identification Number: N/A – Do not complete

POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

- I hereby **elect** to purchase the federal terrorism insurance coverage for the premium of \$6.27
- I hereby **reject** this offer of the federal terrorism insurance coverage and elect to have a terrorism exclusion, sublimit or other limitation included in my policy. I understand that I will have no, or limited, coverage for losses arising from acts of terrorism under my policy.

Dawn E Bell

Applicant/Named Insured Signature

12/8/22

Date

Dawn E Bell

Print Name

Swiss Re Corporate Solutions America
Insurance Corporation

Name of Insurer

ACTION ITEM SUMMARY

DESCRIPTION	Approval of Representative of Private Family Home Care Providers: Patricia Dorsey
Reason for Recommended Action	<p>Patricia Dorsey is the owner/operator of Legacy 3 Child Development Center. Patricia is a former (retired) special education teacher/administrator and Director of special education. She brings a global perspective to the needs of young children. Her mission is to represent the providers throughout the state giving a sincere, authentic voice to the services they provide, the challenges and struggles they face as childcare providers.</p> <p>Her Term will be: March 2023 to March 2028</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.



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: Patricia S. Dorsey
(Please Print)

ADDRESS: 110 Sevilla Street East Palatka FL 32131
Street City State Zip

MAILING ADDRESS: 110 Sevilla Street East Palatka FL 32131
City State Zip

PHONE: 386/385-3057 FAX: _____

CELL PHONE: 386/972-7598 Day & month of birthday: 15th of June

EMAIL: pcurny2721@comcast.net

EMPLOYER: Self-employed/Owner-Operator Legacy 3

ADDRESS: 110 Sevilla Street East Palatka FL 32131
Street City State Zip

MAILING ADDRESS: 110 Sevilla Street East Palatka FL 32131
City State Zip

PHONE: 386/385-7598 FAX: N/A

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

COMMENTS: _____

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

The reason I want to serve on the Coalition Board is to represent the providers in my area and throughout the state, giving a sincere, authentic voice to the services we provide, the challenges and struggles we face as childcare providers.

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

My main concern is the lack of adequate funding, equality and equity across the state as it relates to early care and education.

3. What strengths will you bring to the Coalition?

As a former (retired) special education teacher, administrator and Director of Special Education I will bring a global perspective to the needs of young children with identified

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

Currently, I am the owner/operator of Legacy's Child Development Care Center, LLC and I receive funding from private pay with subsidies and grants from the Coalition.

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

No.

FOR PROVIDERS ONLY:

1. Name of the Provider you represent: Self.

2. Position: Owner/Operator

3. Please describe your center and the services provided to Baker, Bradford, Clay, Nassau, Putnam and/or St. Johns Counties.

Legacy 3: Child Development Care Center, LLC is a Family Day Care Home licensed to serve a max of 10 children. Currently, I serve 6 students, ages 3 months to 25 months of age.

4. Does your center have a religious affiliation (faith-based provider)?

YES

NO

5. From what source do the majority of your funds come?

Private

Subsidies

Parent fees

Other grants

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the Member Appointed by Board of County Commissioners or the Governing Board of a Municipality: Krista Joseph
Reason for Recommended Action	Krista Joseph has been appointed to fill the vacancy created by the recent change in Commissioner elections and assignments. Commissioner Joseph's ELCNF term would extend from March 2023 – March 2028. <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.



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PH: (904) 342-2267
FX: (904) 342-2268
www.elcnorthflorida.org

BOARD MEMBERSHIP APPLICATION

NAME: KRISTA JOSEPH
(Please Print)

ADDRESS: _____
Street City State Zip

MAILING ADDRESS: _____
City State Zip

PHONE: 904-679-2620

CELL PHONE: _____ Day & month of birthday: _____

EMAIL: bcc4kjoseph@sjcfl.us

EMPLOYER: St Johns County

ADDRESS: 500 San Sebastian View, St. Augustine, FL 32084
Street City State Zip

MAILING ADDRESS: _____
City State Zip

PHONE: 904-679-2620 FAX: 904-209-0315

*Please indicate where you would prefer Board information to be sent:
Employer Address x OR Personal Address €*

COMMENTS: I am so excited to learn about the Early Learning Coalition! As an elected official it is important that I keep my constituents represented! Thank you for the opportunity! Krista

BOARD MEMBERSHIP SUMMARY
As of March 8, 2023

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	September 2021	September 2025
County Health Department Director or Designee	Eleanor Hoffman	September 2022	September 2026
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	Krista Joseph	March 2023	March 2027
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 2026
Private Sector	Michelle Jonihakis	December 2018	December 2026
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
	Jennifer Overley	December 2022	December 2026
Regional Workforce Board Executive Director or	*Renee Williams, <i>Secretary</i> (Baker,	September 2014	September 2026

Designee	Clay, Nassau, Putnam, St. Johns)		
President of a Florida College System or Designee	* Dr. Myrna Allen, (Clay, Putnam, St. Johns)	September 2014	September 2026
Representative of Private Family Home Child Care Providers	Patricia Dorsey (Putnam County)	March 2023	March 2027
Representative of Faith Based Child Care Providers	*Theresa Little, (Putnam, St. Johns)	December 7, 2016	December 2025
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 2026
Private Sector	*Joy Farris, <i>Interim Chair</i> (St. Johns)	March 2020	March 2024
Private Sector	Mary Ann Holanchock	June 2021	June 2025
Total Private Sector	4		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	10		
TOTAL MEMBERSHIP	21		

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. Nancy officially retired April 30, 2021.
- **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 expired September 2022. The Board approved Dr. Allen's third term on the September 14, 2022 meeting. Dr. Allen's third term expires September 14, 2026. (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 expired September 2022. The Board approved R Williams third term on the September 14, 2022 meeting. R Williams third term expires September 2026. (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 approved for a second term at the March 10, 2021 Board Meeting with the second term ending March 2025.
- **Theresa Metheny – ECS Representative** -The position was eliminated from the Board March 2022.
- **Andrew Warnock, DCF Regional Admin/Designee** – Was replaced with Cassandra Virgo ate the June 15, 2022 Board meeting.
- **Cassandra Virgo, DCF Regional Admin/Designee** – Board approved June 2022 and expires June 2026.
- **Rebecca Chandler, DCF Regional Admin/Designee** – Board approved March 2022, term expired March 2026. **Replaced by Jennifer Overley December 2022.**
- **Jessica Bishop, Putnam County Health Dept. Designee**- Board approved June 2021.**Was replaced by Eleanor Hoffman September 2022.**
- **Eleanor Hoffman, Putnam County Health Dept. Designee** – Board approved September 2022, expired September 2026
- **Whitney Kersey-Graves** - March 2023, removed from Board per a DEL review, no private sector member can be employed by public sector.

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.

**BOARD
MEMBER ABSENTEEISM LOG**

By-Laws Unexcused absences from two (2)

3.2.8. Mandated

members with three (3) consecutive

X = Attended

MEMBER NAME	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	No Meeting July 2022	No Meeting August 2022	9/14/2022	No Meeting October 2022	No Meeting November 2022	12/7/2022
Allen, M.	X			X			X			EXCUSED			X			Excused
Barstow, L.							X			X			X			X
Bishop, J.	X			X			X			EXCUSED			No longer a member			No longer a member
Chandler, R.							EXCUSED			EXCUSED			Excused			No longer a member
Coleman, R.	X			X			EXCUSED			X			X			Excused
Delcomyn, V.	X			EXCUSED			x			X			X			X
Farris, J.	X			X			X			X			Excused			X
Gammon, K.	X			EXCUSED			EXCUSED			EXCUSED			X			Excused
Garcia, M.	No longer a member			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			X
Hoffman, E.													X			X
Holanchock, M.	EXCUSED			X			x			X			X			X
Hill, M.	No longer a member			No longer a member			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			No longer a member
Jonihakis, M.	X			X			X			X			Excused			X
Kersey Graves, W.	EXCUSED			X			X			X			X			X
Little, T.	X			EXCUSED			X			X			X			X
Matheny, T	X			X			X			No longer a member			No longer a member			No longer a member
McElhone, B.	EXCUSED			X			EXCUSED			X			X			Excused
Montoro, Bianco				EXCUSED			No longer a member			No longer a member			No longer a member			No longer a member
Overly, Jennifer																X
Pearson, N.	No longer a member			No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Peacock, M.	X			EXCUSED			x			X			X			Excused
Puckett, C.	EXCUSED			No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Simpkins, K.	No longer a member			No longer a member			No longer a member			No longer a member			No longer a member			No longer a member
Simpson-Gotham, A.	X			X			X			X			X			X
Siragusa, M.	X			Excused			EXCUSED			EXCUSED			X			X
Stallings, J							X			X			X			X
Tauch, P.	X			X			EXCUSED			X			X			Excused
Virgo, Cassandra										EXCUSED			Excused			X
Warnock, Andrew				X			EXCUSED			NO LONGER A MEMBER			NO LONGER A MEMBER			NO LONGER A MEMBER
Whitehurst, C.	X			X			X			X			X			Excused
Williams, R.	X			EXCUSED			X			X			X			X