



EXEC/ADMIN COMMITTEE MEETING

May 3, 2023 at 10:30 a.m.

Conference Call

Dial 1-888-296-6500 and enter Guest Code 966582

TENTATIVE AGENDA

****Action Item***

I. Call to Order/Roll Call

II. Public Comment

III. New/Unfinished Business

A. RETRO ACTIVE approval of Management decision to use funds for recruiting new Finance Manager

B. RETRO ACTIVE Approval of 2022-24 School Readiness Plan Amendment #02

IV. Review of Board Membership – *Informational*

V. Executive/Admin Committee Absenteeism Log - *Informational*

VI. Committee Comment

VII. Next Meetings:

Board – June 21, 2023 – World Golf Village Renaissance Hotel

VII. Adjournment*

ACTION ITEM SUMMARY

DESCRIPTION	Retro-Approval of Management Decision to pay recruiter fee of \$15,000.00 for hire of Finance Manager Russell Huzior.
Reason for Recommended Action	<p>To retro- approve management decision to pay recruiter fee of \$15,000.00 to hire Finance Manager Russell Huzior.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The Coalition would be without a qualified Finance Manager.
How the Action will be accomplished	Management decision to be approved at 5/3/2023 Exec/Admin Committee meeting.



March 24, 2023

Personal & Confidential

MARIE HANSON
EARLY LEARNING COALITION OF N. FLORIDA
2450 OLD MOULTRIE ROAD SUITE 103
ST. AUGUSTINE, FL 32086

Job Order Number: 01120-0012624596

Dear Marie,

Thank you for choosing Robert Half to meet your talent solutions needs. Russell Huzior will begin working for Early Learning Coalition of N. Florida as a Financial Analyst Manager on 03-27-2023. We are confident that Russell will be a valuable addition to your company.

We will separately send an invoice for our agreed upon placement fee of \$15,000.00. As noted in the Robert Half Fee Schedule & Guarantee, the fee is earned at the time the candidate accepts the position and you will be invoiced no more than ten (10) calendar days before the scheduled starting date of employment. Applicable sales and service taxes will be added to the above amount. In addition to the placement fee referenced above, all of the other terms of the Fee Schedule & Guarantee represent the terms of our final agreement and are incorporated herein by this reference.

Congratulations on your new hire! We look forward to working with you in the future. Please do not hesitate to contact us if you have any questions or if we can be of additional service.

Sincerely,

Robert Half
10751 Deerwood Park Blvd. South
Suite 130
Jacksonville, FL 32256
(800) 474-4253

ACTION ITEM SUMMARY

DESCRIPTION	RETRO ACTIVE Approval of 2022-24 School Readiness Plan Amendment #02
Reason for Recommended Action	<p>The following School Readiness Plan Attachments were revised:</p> <p><u>Annual Updates THAT WERE SUBMITTED TO DEL 03/14/23:</u></p> <ul style="list-style-type: none"> • Attach II E Sliding Parent Fee Scale eff 070123 • Attach V A ELC Monitoring Schedule 2324 011223 • Attach V A ELC 2324 ECS Monitoring Plan narrative 011723 <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none"> • The Coalition’s School Readiness Plan would not be properly updated/in compliance with DEL.
How the Action will be accomplished	RETRO ACTIVE Board Approval, then DEL Approval.

Florida Division of Early Learning SLIDING FEE SCHEDULE

Instructions

85% SMI	The 85% of the SMI that is included in the red font under each family size is the exit threshold. As family size increases, the SMI becomes lower than the FPL. Even though this happens, the SMI indicated on the sliding fee scale will be used as the exit threshold for that particular family size.	BG8-ECON, CCPP-PI
TCA clients	Income may exceed 85% of SMI as long as it remains below 185% of FPL	BG3-TCAN, BG3W-TCAW, WRC-RC
TANF	Income may exceed 85% of SMI as long as it remains below 200% of FPL. If income increases above 200% FPL, the family can be moved to BG8 until the family reaches the CCDF exit threshold of above 85% SMI.	BG3AP-APP, BG3-28A, BG5-TCC
At-risk and special needs	Eligibility is not dependent on family income. The Sliding Fee Scale will assist in setting the parent fee.	BG3R-RCG; BG1- IN, -OUT, -14R, - 13, -11, -FAM, -HOME, -11D; CF-SN

Sliding Fee Scale for
Effective date

ELC of North Florida
July 1, 2023

Coalition

Florida Division of Early Learning SLIDING FEE SCHEDULE

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----															
Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
0.80	0.40	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		50%FPL	7,290	9,860	12,430	15,000	17,570	20,140	22,710	25,280	27,850	30,420	32,990	35,560	38,130	40,700	43,270
1.60	0.80	75%FPL	7,291	9,861	12,431	15,001	17,571	20,141	22,711	25,281	27,851	30,421	32,991	35,561	38,131	40,701	43,271
			10,935	14,790	18,645	22,500	26,355	30,210	34,065	37,920	41,775	45,630	49,485	53,340	57,195	61,050	64,905
2.40	1.20		10,936	14,791	18,646	22,501	26,356	30,211	34,066	37,921	41,776	45,631	49,486	53,341	57,196	61,051	64,906
			14,579	19,719	24,859	29,999	35,139	40,279	45,419	50,559	55,699	60,839	65,979	71,119	76,259	81,399	86,539
3.20	1.60	FPL	14,580	19,720	24,860	30,000	35,140	40,280	45,420	50,560	55,700	60,840	65,980	71,120	76,260	81,400	86,540
			17,010	23,007	29,004	35,001	40,998	46,995	52,992	58,988	64,985	70,982	76,979	82,976	88,973	94,969	100,966
4.00	2.00	85% SMI	17,011	23,008	29,005	35,002	40,999	46,996	52,993	58,989	64,986	70,983	76,980	82,977	88,974	94,970	100,967
			19,441	26,295	33,148	40,002	46,856	53,709	60,563	67,417	74,270	81,124	87,978	94,831	101,685	108,539	115,392
4.80	2.40	85% SMI	19,442	26,296	33,149	40,003	46,857	53,710	60,564	67,418	74,271	81,125	87,979	94,832	101,686	108,540	115,393
		150%FPL	21,870	29,580	37,290	45,000	52,710	60,420	68,130	75,840	83,550	91,260	98,970	106,680	114,390	122,100	129,810
5.60	2.80		21,871	29,581	37,291	45,001	52,711	60,421	68,131	75,841	83,551	91,261	98,971	106,681	114,391	122,101	129,811
			22,720	30,730	38,739	46,749	54,759	62,768	70,778	78,788	86,797	94,807	102,817	110,826	118,836	126,846	134,855
6.40	3.20	85% SMI	22,721	30,731	38,740	46,750	54,760	62,769	70,779	78,789	86,798	94,808	102,818	110,827	118,837	126,847	134,856
			23,570	31,879	40,189	48,498	56,807	65,117	73,426	81,735	90,045	98,354	106,663	114,973	123,282	131,591	139,901
7.20	3.60	85% SMI	23,571	31,880	40,190	48,499	56,808	65,118	73,427	81,736	90,046	98,355	106,664	114,974	123,283	131,592	139,902
			24,420	33,029	41,638	50,247	58,856	67,465	76,074	84,683	93,292	101,901	110,510	119,119	127,728	136,337	144,946
8.00	4.00	85% SMI	24,421	33,030	41,639	50,248	58,857	67,466	76,075	84,684	93,293	101,902	110,511	119,120	127,729	136,338	144,947
			25,270	34,179	43,087	51,996	60,905	69,813	78,722	87,631	96,539	105,448	114,357	123,265	132,174	141,082	149,991
8.80	4.40	85% SMI	25,271	34,180	43,088	51,997	60,906	69,814	78,723	87,632	96,540	105,449	114,358	123,266	132,175	141,083	149,992
			26,120	35,328	44,537	53,745	62,953	72,162	81,370	90,578	99,787	108,995	118,203	127,411	136,620	145,828	155,036
9.60	4.80	85% SMI	26,121	35,329	44,538	53,746	62,954	72,163	81,371	90,579	99,788	108,996	118,204	127,412	136,621	145,829	155,037
		185%FPL	26,973	36,482	45,991	55,500	65,009	74,518	84,027	93,536	103,045	112,554	122,063	131,572	141,081	150,590	160,099
10.40	5.20		26,974	36,483	45,992	55,501	65,010	74,519	84,028	93,537	103,046	112,555	122,064	131,573	141,082	150,591	160,100

	85% SMI	28,067	37,961	47,856	57,750	67,645	77,539	87,434	97,328	107,223	117,117	127,012	136,906	146,801	156,695	166,590
11.20	5.60	28,068	37,962	47,857	57,751	67,646	77,540	87,435	97,329	107,224	117,118	127,013	136,907	146,802	156,696	166,591
	85% SMI								97,889							
	200%FPL	29,160	39,440	49,720	60,000	70,280	80,560	90,840	101,120	111,400	121,680	131,960	142,240	152,520	162,800	173,080
12.00	6.00	29,161	39,441	49,721	60,001	70,281	80,561	90,841	101,121	111,401	121,681	131,961	142,241	152,521	162,801	173,081
	85% SMI							95,761								
		31,347	42,398	53,449	64,500	75,551	86,602	97,653	108,704	119,755	130,806	141,857	152,908	163,959	175,010	186,061
12.80	6.40	31,348	42,399	53,450	64,501	75,552	86,603	97,654	108,705	119,756	130,807	141,858	152,909	163,960	175,011	186,062
	85% SMI															
		33,534	45,356	57,178	69,000	80,822	92,644	104,466	116,288	128,110	139,932	151,754	163,576	175,398	187,220	199,042
13.60	6.80	33,535	45,357	57,179	69,001	80,823	92,645	104,467	116,289	128,111	139,933	151,755	163,577	175,399	187,221	199,043
	85% SMI	36,885	48,235	59,584	70,934	82,283	93,633									

Parents receiving hourly care pay up to the part-time fee.

Note: 10% parent fee was calculated using 260 days.

Refer to 6M-4.400, F.A.C.

Income 85% State Median Income: Upper threshold for eligibility

2023 Poverty Level (FPL) effective January 19, 2023.
LIHEAP IM 2022-04 State Median Income Estimates

Please answer the following questions:

(1) If there is a sibling discount, what is the percentage? **Yes, 50%**

(2) If any family pays more than 10% of its gross income for child care, complete and attach the justification form that explains how the fees will not limit parent access to services. **N/A. No family will pay more than 10% of their gross income for child care.**

Early Learning Coalition of North Florida
Monitoring Plan (contract/fiscal year ~~2022/2023~~ 2023/2024)
for Primary Service Provider Contractor,
Episcopal Children’s Services

Purpose

To review key areas of the fiscal and programmatic areas of the contracted services for delivery of the School Readiness (SR) and Voluntary Prekindergarten (VPK) grant awards, as the primary service provider/sub-recipient contractor. Processes and results are monitored for compliance, integrity, efficiency, and possible improvements in services.

Contract monitoring is intended to guide the Contractor and the Coalition in ensuring that the contract terms and conditions are being met, the Contractor is complying with the contract terms including following universal administrative, financial, and programmatic terms and conditions mandated by federal and state law, rules and regulations and Coalition policy, and the Contractor’s administrative systems are adequate to manage all contracted funds.

Risk Assessment

Before planning the extent of necessary monitoring, the Coalition performs a risk assessment to determine the extent/depth of monitoring needed for each contractor.

The following table represents Episcopal Children’s Services assessment scoring and results for ~~2022/2023~~ 2023/2024:

Risk Assessment Criteria			
Risk Factors	Level of Risk		
	High	Medium	Low
1. Performance History			X
2. Financial Stability			X
3. Management Systems			X
4. Previous Findings			X
5. Compliance with contract requirements			X
6. Program Complexity	X		
7. Percentage of funds passed through	X		
8. Award size	X		
9. Experience with sub-recipient			X
10. Personnel or system changes			X
Totals	3	0	7
Weighted Scores	(3x) = 9	(2x) = 0	(1x) = 7
Total weighted score 16 /10 categories = 1.6 (medium risk)			

Description of Monitoring

The Early Learning Coalition of North Florida has scheduled the ~~2022/2023~~ 2023/2024 monitoring to ensure all four quarters will be monitored in a timely manner.

The fourth quarter monitoring is scheduled to ensure time for any corrective billing by the 13th invoice.

As indicated in the risk assessment, the Coalition will perform “medium” level on-site monitoring for ~~2022/2023~~ 2023/2024, and the key areas to be monitored are:

Full-scale Quarterly (due to on-going minimum requirements)

1. Administrative and programmatic policies/procedures, job descriptions, and organizational chart review and updates
2. Data security system updates
3. Fiscal review of non-direct costs (SR and VPK) (including staffing allocations, cost allocation, prior approvals)
4. SR enrollment and eligibility (client records)
5. SR attendance review/payment validation
6. VPK enrollment and eligibility (client records)
7. VPK attendance review/payment validation
8. VPK provider requirements (provider records)

Coalition School Readiness Plan Compliance

The monitoring schedule (separate document) indicates which elements to be monitored during which quarters. From the ELC of North Florida SR Plan effective ~~July 1, 2015~~ May 3, 2022 (and DEL certified for 2017-2019 and 2019-2021):

1. ~~III. B. Infant/ Toddler~~
2. ~~III. A. CCRR and School Age Care~~

Additional Monitoring

1. Annual Data and Data Security Systems Review
2. ~~Contract Certifications/Assurances Verifications~~
3. ~~Developmental Screenings~~
4. Child Care Provider Monitoring
5. Personnel Files/Background Screenings
6. ARPA Provider Application Monitoring
7. Fiscal Overview* to include in depth review of Internal Controls Questionnaire (new questions only), Policies and Procedures, Board minutes, and 4th Quarter Fiscal Contract Monitoring Tool review for year-end, etc.) **The entire ICQ is reviewed at time of submittal and the Cost Allocation Plan is reviewed at time of submitted revisions/amendments.*

Additional Fiscal Monitoring

In addition to the above-mentioned monitoring, the Coalition will perform an analysis of ECS's single audit. The analysis will be in the form of a memo report issued to the Coalition board. Should there be any findings, the Coalition will issue a management decision on all audit findings within six months after receipt of ECS's audit report. The Coalition will ensure and verify that ECS takes appropriate and timely action.

Will NOT be full-scale monitored [due to recent satisfactory reviews]

1. SR Provider Services
2. Quality Contracts
3. ~~Child Care Provider Monitoring~~
4. ~~CCR&R and School Age Care~~
5. ~~Personnel Files/Background Screenings~~
6. Staff Development and Training
7. School Readiness Application and Waiting List Procedures
8. Inclusive Early Learning Programs
9. Program Assessment
10. (Child) Pre/Post Assessments
11. Infant/Toddler
12. Contract Certifications/Assurances Verifications
13. Developmental Screenings

Please see attached schedule for all planning dates and additional information.

Monitoring Tools

The Coalition will continue utilizing the contract monitoring tool that was first established in 2007/2008, edited to be current with the ~~2022/2023~~ 2023/2024 contract. From this tool, applicable criteria will be extracted for each monitoring.

The rating scale will be scored from a review of a compilation of requested documents, additional monitoring tool results, observations, interviews, and other applicable resources. The additional monitoring tools may be modified as a result of further research or discussions during the scheduled pre-monitoring meetings, or from DEL updates, trainings, or guidance.

The tools supplied now will be further refined and updated closer to the actual monitoring, and will be supplied to ECS staff prior to each quarters' pre-monitoring meeting.

Whenever possible, the Coalition will utilize tools designed by the Division of Early Learning and follow similar sampling and reporting processes. Sample sizes for DEL's

Eligibility Monitoring Tools will be determined from DEL's Annual Report data (to determine unduplicated totals), plus any other updated guidance.

Please see attached tools for more information.

Expectations from Monitoring

From each monitoring, the Coalition will address any compliance issues or observations that should be addressed by the Contractor. In addition, the Coalition include any best practices which acknowledges something done by the contractor that is 'above and beyond' the requirements of the Coalition, and that significantly aids staff in a particular process.

Throughout the monitoring process, the Coalition and Contractor will collaborate to perform any research needed and to create solutions for situations that may arise.

One week after the last on-site day of each monitoring, the Coalition staff will meet by phone with the Contractor staff for an exit interview. Prior to the conference call, the Coalition will draft a memo to e-mail so that all participants have a written copy. In addition, all monitoring tools (in draft form) will be uploaded to DEL's Share Point for the Contractor at the end of each monitoring, so that the Contractor can begin preliminary follow-up.

One week after the exit report, and in one-week increments, the following actions will occur:

1. Coalition draft report and draft tools
2. Contractor response to draft report (and revised tools, if needed)
3. Final Coalition report with final tools
4. Contractor response and proposed corrective action plans (if applicable)
5. Coalition acceptance/rejection letter (of corrective action plans) with terms and timelines (if applicable)

From this, the Contractor will have one month to complete any outstanding corrective actions (including the resolution of any questioned costs). The Coalition recognizes that this may not always be possible and will consider other timelines, depending on the corrective action needed.

The receipt of all outstanding corrective action items will be tracked by the Coalition. Once all items are received and the Coalition is satisfied, or if no corrective action items were needed, a monitoring close-out letter will be issued to the Contractor.

In Closing

It is the Coalition's intent to verify compliance with all Coalition and applicable governmental regulatory codes, laws, rules and policies, as well as to improve on all

practices related to the program delivery system, as provided by Episcopal Children's Services. It is also the Coalition's goal to continue to build upon the professional cooperation and shared vision of the Coalition and ECS.

Created ~~February 2, 2022~~ January 17, 2023

Tajaro Dixon,
Grants and Operations Manager

**Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2023/2024**

(Revised 01/12/23)

Quarter	Schedule Pre-Monitoring Meeting and begin monitoring docs: (have all mon. docs done & sent to Contractor and ELC fiscal staff at least 2-3 days before the set pre-mon. meeting)	Pre-Monitoring Conference Call Meeting <u>Target Dates</u> (at least 2 weeks before notification letter, and before sampling)	Request to run Tableau Enrollment Reports and upload to Share Point sent to ECS (for program sampling) (give at least one week's notice)	Program Sampling – begin by: (at least 2 weeks before notification letter due) (calculations, request/run OEL SSIS reports, sample, create spreadsheet)	Verify Attendance Payments (to replace samples if needed) (date range is 1 day after previous Qtr Exit report, then up to the day before THIS mon. notification pkg due) [REQUEST 5045's: At least 5 days before needing for verifications]	Notification Package– Due date (8 weeks Prior to Monitoring) (with Request for Documents, schedule, tools, and sample spreadsheets uploaded to SharePoint – <u>with full names</u> . (Once approved, pre-fill tools, run DCF reports, etc.)	ELC Finance Mgr. to send ECS fiscal samples (4 weeks after the end of the quarter)	<u>Monitoring Dates</u> (3 rd and 4 th week of the 2 nd month following the end of the quarter.)	Exit Report and Conference Call (2:00 pm 1 week following the monitoring) (Send report and upload tools no later than 11:00 am)	<u>Draft Report Due</u> (1 week following exit)	<u>Contractor Response to Draft Report</u> (including supporting documents) (1 week after draft report)	<u>Final Report Due</u> (1 week after contractor response to draft)	Contractor Response to Final Report and CAP Due (1 week from final report)	Coalition CAP Acceptance / Denial letter (with terms) (1 week from response)	Receipt of all CAP items – deadline (4 weeks from acceptance letter)	Close-out Letter (within 1 week of CAP items received)
1Q (July – Sept 2023)	Beg. of May 2023	07/10/23 – 07/21/23	07/21/23	07/28/23 (have to do before 22/23 4Q mon)	09/05/23 – 09/07/23 [REQUEST FINAL 5045's: 08/25/23]	09/08/23	10/27/23	November 3, 6-9, 13-17, 2023 (November 10 is a Holiday)	12/04/23 (holidays)	12/11/23	12/18/23	01/02/24 (holidays)	01/09/24	01/17/24 (holiday)	03/04/24 (extended due to monitoring)	03/11/24
2Q (Oct – Dec 2023)	Beg. of Aug. 2023	09/25/23 – 10/06/23	10/13/23	10/20/23 (have to do before 23/24 1Q mon)	12/05/23 – 12/14/23 [REQUEST FINAL 5045's: 11/27/23]	12/15/23	01/26/24	February 12-16, 20-23, 26, 2024 (February 19 is an ELC Training Day) (ELC Finance staff combining 1 st and 2 nd quarter monitoring)	03/04/24	03/11/24	03/18/24	03/25/24	04/02/24 (ELC Training Day)	04/09/24	05/07/24	05/14/24
3Q (Jan – Mar 2024)	Beg. of Nov. 2023	01/08/24 – 01/19/24	01/19/24	01/26/24 (have to do before 23/24 2Q mon)	03/05/24 – 03/15/24 [REQUEST FINAL 5045's: 02/27/24]	03/18/24	04/26/24	May 13-24, 2024	06/03/24 (holiday)	06/10/24	06/17/24	06/24/24	07/01/24	07/09/24 (holiday)	08/06/24	08/13/24
4Q (Apr- June 2024)	Beg. of Feb. 2024	04/08/24 – 04/19/24	04/19/24	04/26/24 (have to do before 23/24 3Q mon)	06/04/24 – 06/14/24 [REQUEST FINAL 5045's: 05/28/24]	06/17/24	07/26/24	August 12-23, 2024 (ELC Finance staff combining 3 rd and 4 th quarter monitoring) (ECS 13 th invoice due to ELC 08/19/24)	08/30/24	09/09/24 (holiday)	09/16/24	09/23/24	09/30/24	10/07/24	11/04/24	11/12/24 (holiday)

Note #1. Areas of review and dates are subject to change. **Note #2.** Dates with "(holiday)" indicate that the deadline was moved because of a holiday.

Early Learning Coalition of North Florida
Sub-recipient Contract Monitoring Schedule
2023/2024

(Revised 01/12/23)

Qtr	Contract/Subject Areas to be Monitored	On-Site Monitoring Dates
1	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: None this quarter (<i>will be combined with 2nd quarter monitoring</i>) - SR & VPK: Attendance/Payment Validation (1/4 year's sample - <i>or the actual number of VPK child (and payment validations) available for summer programs – then sample numbers would be adjusted for the following 2nd – 4th Quarters to make up any shortfall</i>) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample*) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: None this quarter - OEL Scorecard: None this quarter - Additional: Annual Data and Data Security Systems Review and ARPA Provider Application Monitoring 	<p>November 3, 6-9, 13-17, 2023</p> <p>(November 10 is a holiday)</p>
1-2	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: 1st and 2nd Qtr samples (non-direct costs, including staffing allocation) - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: III. A. CCRR and School Age Care - OEL Scorecards: CCRR - Additional: ARPA Provider Application Monitoring 	<p>February 12-16, 20-23, 26, 2024</p> <p>(February 19 is an ELC Training Day)</p>
1-3	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: None this quarter (<i>will be combined with 4th quarter monitoring</i>) - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: None this quarter - OEL Scorecard: Background Screenings - Additional: Personnel Records and ARPA Provider Application Monitoring 	<p>May 13-24, 2024</p>
1-4	<ul style="list-style-type: none"> - Overall: All administrative and programmatic policies/procedures, job descriptions, org chart, etc. review/updates, and data security system updates - Fiscal: 3rd and 4th Qtr samples (non-direct costs, including staffing allocation) AND Fiscal Overview – see below. - SR & VPK: Attendance/Payment Validation (1/4 year's sample) - VPK: Eligibility and Enrollment (child records) (1/4 year's sample) - SR: Eligibility and Enrollment (client records) – (1/4 year's sample) - VPK: Provider Services (provider records)(1/4 year's sample) - Coalition SR Plan Compliance: None this quarter - OEL Scorecard: Child Care Provider Monitoring - Additional: *Fiscal Overview (including in depth review of current year Internal Controls Questionnaire (new questions only), Policies and Procedures, Board minutes, and 4th Quarter Fiscal Contract Monitoring Tool review for year-end, etc.) <i>*The entire ICQ is reviewed at time of submittal and the Cost Allocation Plan is reviewed at time of submitted revisions/amendments.</i> - Additional: ARPA Provider Application Monitoring 	<p>August 12-23, 2024</p>

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			
Private Sector	Mary Ann Holanchock	June 2021	June 2025
Total Private Sector	3		
Combined Total Private Sector (<i>Must comprise MORE THAN 1/3 of total Board Membership</i>):	9		
TOTAL MEMBERSHIP	20		

- **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. March 8, 2023 Joy resigned the Board.
- **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*). We currently have 9 private sector members.
- **Total Membership:** 15 to 30 members. We currently have 20 board members.

By-Laws

STRATIVE COMMITTEE

SENTEEISM LOG

Section 3.2.7 - Unexcused absences from two (2) consecutive meetings within a twelve month period by a representative or appointed member is equivalent to resignation from the Coalition.

Section 3.2.8 - Mandated members with three (3) consecutive unexcused absences from meetings or six (6) unexcused absences from meetings with in a twelve month period without due cause may be notified by the Chair that their

X = Attended

	Member Name	5/5/2021- Meeting	8/4/2021 Meeting	11/03/2021 Meeting CANCELLED	2/02/2022 Meeting CANCELLED	5/04/2022 Meeting CANCELLED	8/03/2022 meeting CANCELLED	8/03/2022 Meeting CANCELLED	8/12/2022 Meeting	11/02/2022 Meeting CANCELLED	2/01/23 Meeting CANCELLED	5/03/2023 Meeting
1	Delcomyn, V.	No longer a member	No longer a member						X			
2	Siragusa, M.	Excused	X						X			
3	Pearson, N.	No longer a member	No longer a member						No longer a member			
4	Williams, R.	X	X						Excused			
5	Matheny, T.	X	Excused						No longer a member			
6	Farris, J.	X	X						X			
7	Allen, M.	X	X						No longer a member			
8	McEhnone, B.	No longer a member	No longer a member						No longer a member			
9	Simpson-Gotham, A.	X	X						X			
10	Little, T.	Excused	X						X			