

Early Learning Coalition of North Florida, Inc.
BOARD MEETING
Renaissance World Golf Village Convention Center, Legends 1 Meeting Room
St. Augustine, FL 32092
June 21, 2023
Conference Call: 888-296-6500, Guest Code: 966582
10:30 a.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen
Leslie Barstow
Ron Coleman
Vina Delcomyn - Treasurer
Patricia Dorsey
Kyle Gammon
Mary Ann Holanchock
Krista Joseph
Theresa Little
Brian McElhone
Jennifer Overly
Marsha Peacock
Aubrie Simpson-Gotham, Vice Chair
Michael Siragusa
Cassandra Virgo
Renee Williams - Secretary

Staff Present:

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

Members Absent:

Brian Graham
Eleanor Hoffman
Michelle Jonihakis
Jessica Stallings

Others Present:

Teresa Matheny, ECS
Joy Farris, former Board member
Shannon Shontz-Phillips, Board member
Nominee
Cassandra Bloom, guest of Jennifer Overly

CALL TO ORDER/ROLL CALL

A. Simpson-Gotham, Vice Chair, called the meeting to order at 10:35 am. M. Hanson took roll; quorum was met with 16 of the 20 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. Delegation items are included in the Board packet to all Board Members. There were no discussion or questions on the items reviewed.

If this is not done the following would occur:

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.

APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

1. T. Little motioned to approve the Delegation of Authority Items as presented. L. Barstow seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF MARCH 8, 2023 BOARD MEETING MINUTES*

Correction to minutes Attendance: Mary Ann Holanchock was absent (her name appears in both the Present and absent columns.

1. M. Siragusa motioned to approve the March 8, 2023 Board Meeting Minutes, as presented. M. Holanchock seconded the motion. No discussion, motion passed unanimously.

STAFF AND COMMITTEE REPORTS

CEO Report-Verbal

D. Bell updated the Board on the recent Association of Early Learning Coalition meeting held in Miami. The highlights were an update on the new State Early Learning Chancellor, the legislation updates and class ratings. Discussion ensued regarding parents' rights.

Finance Manager's Report

New Finance Manager, R. Huzior, introduced himself and gave a brief synopsis of his background and then reviewed the highlights of the Financial report.

Desk Reviews and Audits

The desk review for Jul22 thru Dec 22 is currently in progress. We received the final monitoring report from our last FMSAS monitoring, and they are now closed.

Q2 Financial Statements (see attachment)

Attached are the Q3 financial statements for FY 2022-23. We currently have a small year-to-date loss due to timing of the receipt of miscellaneous donations. We have confirmation from Clay Electrical Foundation that funds will arrive in June. 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.

APPROVED 9/13/2023

Early Learning Coalition of North Florida

FY 2022-2023

As of March 31, 2023

	9/29/2022				Favorable
Notice of Awards	Annual Budget	Q3 Budget	Q3Actual		(Unfavorable)
School Readiness (SR)	\$ 22,906,771	\$ 17,180,079	\$ 15,342,988	\$	(1,837,091)
PDG Services	74,990	56,243	74,990	\$	18,748
CRRSA	2,144,687	1,608,515	666,316		(942,199)
ESSER	87,905	65,929	87,784		21,855
ARP	53,654,648	40,240,986	28,247,053		(11,993,933)
Voluntary Prekindergarten (VPK)	19,867,462	14,900,597	15,633,917		733,320
Total Notice of Award	\$ 98,736,464	\$ 74,052,348	\$ 60,053,047		(13,999,301)
Subrecipient Expense					
School Readiness (SR)	\$ 21,766,279	\$ 16,324,709	\$ 14,655,345	\$	1,669,364
PDG Services	74,990	56,243	74,990	\$	(18,748)
CRRSA	2,144,687	1,608,515	666,316		942,200
ESSER	87,905	65,929	87,784		0
ARP	53,654,648	40,240,986	28,247,053		24,628,984
Voluntary Prekindergarten (VPK)	19,803,067	14,852,300	15,612,002		(44,491,190)
Total Subrecipient Expense	\$ 97,531,576	\$ 73,148,682	\$ 59,343,490	\$	13,805,192
Grant Funds Available to ELC of North FL	\$ 1,204,888	\$ 903,666	\$ 709,557	\$	(194,109)
Other Donations and Revenue					
Interest Income	\$ 600	\$ 450	\$ 724	\$	274
Clay Electric Foundation	15,000	11,250	0	\$	(11,250)
Quality Teacher's Conference	6,000	6,000	7,428		1,428
Miscellaneous Donations	3,500	2,625	3,226		601
Total Revenues	\$ 1,229,988	\$ 923,991	\$ 720,935	\$	(203,056)
ELC of North Florida Estimated Expense					
Salaries	\$ 595,000	\$ 446,250	\$ 387,530	\$	58,720
PR Taxes	65,000	48,750	29,423		19,327
Health insurance & HSA contributions	150,000	112,500	97,747		14,753
Pension	40,000	30,000	17,588		12,412
Life, Disability, and WC	18,000	13,500	7,936		5,s
Staff Development	10,000	7,500	7,499		1
Contract Services	12,000	9,000	1,988		7,012
Auditing	15,000	11,250	12,950		(1,700)
Legal	500	375			375
Printing & Reproduction	2,000	1,500	332		1,168
Repairs & Maintenance	1,000	750	0		750
Office Sites - Occupancy	65,000	48,750	35,651		13,099
Postage, Freight & Delivery	4,000	3,000	524		2,476
Rentals - Office Equipment	6,000	4,500	1,683		2,817
Office supplies	12,000	9,000	5,242		3,758
Communications	22,000	16,500	15,805		695
D & O insurance	2,700	2,700	3,038		(338)
General Liability	8,700	8,700	7,434		1,266
Equipment <\$5000	4,500	4,500	5,064		(564)
Equipment >\$5000	4,000	3,000	0		3,000
Travel - in State	8,000	6,000	731		5,269
Travel - Out of State	6,000	4,500	5,787		(1,287)
Travel - Local	7,000	5,250	3,448		1,802
Bank Fees	500	375	11		364
Software/licenses/Support	20,000	15,000	7,145		7,855
Web Service	35,000	26,250	22,885		3,365
Other employee expenditures	4,000	3,000	93		2,907

ADP Fees	9,000	\$	6,750		6,694		56
Dues & Subscriptions	15,000	\$	11,250		10,699		551
Taxes, Licenses and Fees	800	\$	600		75		525
Misc. - other Current charges	9,000	\$	6,750		11,680		(4,930)
Quality Program	65,000	\$	48,750		21,216		27,534
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Total ELC North Florida Estimated Expense	1,216,700		916,500		727,900		188,600
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Surplus or (Loss)	\$	13,288	\$	7,491	\$	(6,965)	\$ (14,456)
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APPROVED 9/13/2023

Early Learning Coalition of North
Florida **DRAFT**

Balance Sheet

As of March 31, 2023

ASSETS

Cash, Operating	\$	4,747,212
Cash, Money Market		62,018
Petty Cash		ZOO
Deposits		850
DEL Receivable		3,508,021
ECS Advance ARPA		8,162,044
Prepaid Expense		5,600'
Equipment		6,498
Less: Accumulated Depreciation		(6,498)

TOTAL ASSETS \$ 16,485,945

LIABILITIES

Episcopal Children's Services Payable	\$	3,500,010
DEL Advance Payable		13,095,582
Interest due to OEL		46,428
Other AP		
Accrued Vacation		24,129
Accrued Employee Benefits		312

TOTAL LIABILITIES \$ 16,666,461

Net Assets @06/30/2022 (173,551)

Net change YTD@ 03/31/2023 (6,965)

Total liabilities and Net Assets \$ 16,485,945

3RD QUARTER PROGRAM UPDATE

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

Coalition Activities:

- The Division of Early Learning (DEL) Fiscal Monitoring occurred October 31 – November 3, 2022. We received the Final report 01/24/23, however we are still awaiting the close-out letter.
- Coalition staff completed 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. Approvals were sent to the Coalition in 'batches' and have all been processed. Five documents have not been approved as of today's date. DEL advised they had missed these documents on the initial review and it may be mid-April before they can review them.
- The 2023/2024 Sub-recipient Contract Monitoring Schedule and Narrative Plan were completed and were submitted as part of the School Readiness Plan 22/24 Amendment #2.
- The Episcopal Children's Services contract renewal process for 2023/2024 began during third quarter, and is in today's board packet for approval.
- The AELC Training Camp was held March 1-3, 2023 in Daytona, and many ECS and Coalition staff attended.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2022/2023 Second Quarter Monitoring was performed February 13 – 27, 2023. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Contract Certifications/Assurances Verifications, Non-direct Costs Review (1st and 2nd quarters combined) and American Rescue Plan Act (ARPA) Provider Application Monitoring. From this review, there were seven compliance issues. These required staff refresher training sessions and some required corrections during monitoring. The staff trainings were held and corrections were made before the final report.

The 2022/2023 Third Quarter Monitoring is scheduled for May 15 - 26, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Developmental Screenings and ARPA Provider Application Monitoring.

ALL full reports are available upon request

Executive Administrative Committee

RETRO APPROVAL OF MANAGEMENT DECISION TO USE FUNDS FOR RECRUITING NEW FINANCE MANAGER

1. T. Little motioned to approve the management decision do use funds for recruiting new Finance Manager. M. Holanchock seconded the motion. No further discussion, motion passed unanimously.

Board Meeting
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RETRO APPROVAL OF 2022-24 SCHOOL READINESS PLAN AMENDMENT #2

2. T. Little motioned to approve the 2022-24 School Readiness Plan Amendment #2. J. Overly seconded the motion. No further discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

Approval of the Preliminary ELCNF Budget for 2023/2024*

The attached preliminary budget is an estimate of expected expenses for the upcoming year. At this point, we have not received our Notice of Award for FY 2023-24, but are required to operate within a Board approved budget.

This budget maintains revenues at the amount used for FY2022-23 and ECS expenses at the contracted amount for FY2022-23. The expenses are estimated based on the prior 12 months of expense. Annual purchase orders for FY2023-24 will be created based on these budgeted amounts.

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

Early Learning Coalition of North Florida

FY 2023-2024

	6/26/2023
	2023-2024
Notice of Awards	Proposed Budget
School Readiness (SR)	\$ 21,600,000
PDG Services	75,000
ARP	25,000,000
Voluntary PreKindergarten (VPK)	20,000,000
Total Notice of Award	\$ 66,675,000
Subrecipient Expense	
School Readiness (SR)	\$ 20,400,000
PDG Services	75,000
ARP	25,000,000
Voluntary PreKindergarten (VPK)	19,950,000
Total Subrecipient Expense	\$ 65,425,000
Grant Funds Available to ELC of North FL	\$ 1,250,000
Other Donations and Revenue	
Interest Income	\$ 600
Clay Electric Foundation	15,000
Quality Teacher's Conference	6,000

Board Meeting
June 21, 2023

Miscellaneous Donations	3,500
Total Revenues	\$ 1,275,100

ELC of North Florida Estimated Expense

Salaries	\$ 615,000
PR Taxes	65,000
Health Insurance & HSA Contributions	150,000
Pension	50,000
Life, Disability, and WC	18,000
Staff Development	10,000
Contract Services	15,000
Auditing	15,000
Legal	500
Printing & Reproduction	2,000
Repairs & Maintenance	1,000
Office Sites - Occupancy	70,000
Postage, Freight & Delivery	4,000
Rentals - Office Equipment	6,000
Office Supplies	12,000
Communications	22,000
D & O Insurance	2,700
General Liability	8,700
Equipment <\$1,000	4,500
Equipment >\$1,000	4,000
Travel - In State	8,000
Travel - Out of State	6,000
Travel - Local	7,000
Bank Fees	500
Software/Licenses/Support	22,400
Web Service	45,000
Other employee expenditures	4,000
ADP Fees	9,000
Dues & Subscriptions	15,000
Taxes, Licenses and Fees	800
Misc. - Other Current Charges	9,000
Quality Program	65,000
Total ELC North Florida Estimated Expense	\$ 1,267,100
Surplus or (Loss)	\$ 8,000

3. K. Gammon motioned the approval of the preliminary ELCNF 2023/2024 Budget. M. Peacock seconded the motion. No discussion, motion passed unanimously.

Approval of revisions to the 2022-2023 budget for ELCNF 5/10/2023*

On May 10, 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.

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

\$500 was added to the ECS SR Admin amount to cover additional banking charges for COVID-19 related grant awards (to protect over \$250,000 FDIC amounts).

If not approved, we will not have a budget that reconciles to the Notice of Award and our contract with ECS.

4. K. Gammon motioned to approve the revisions to the 2022-2023 Budget 5/10/2023 for Early Learning Coalition of North Florida. M. Holanchock seconded the motion. No discussion, motion passed unanimously.

Approval of revisions to the 2022-2023 budget for ELCNF 6/07/2023*

On June 7, 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.

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

\$8,412,121 was reduced from the ARPA Grant.

If not approved, we will not have a budget that reconciles to the Notice of Award and our contract with ECS.

5. T. Little motioned to approve the revisions to the 2022-2023 Budget 6/07/2023 For Early Learning Coalition of North Florida. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

APPROVAL FOR CEO DAWN E. BELL TO MOVE FUNDS AS NEEDED TO FULLY UTILIZE THE GRANT FUNDS.

The CEO requires authority to move Grant funds from one category to another as needed to make full use of the Grant funds.

If this is not done:

The grant funds would not be fully utilized.

6. T. Little motioned to approve CEO Dawn E. Bell to move funds as needed to fully utilize the grant funds. R. Coleman seconded the motion. No discussion, motion passed unanimously.

APPROVAL FOR CEO DAWN E. BELL TO APPROVE, SIGN AND SUBMIT THE DEL GRANT AGREEMENT

The CEO needs authority to approve, sign and submit the annual DEL Grant Agreement. The Grant needs to be signed, approved and submitted before the beginning of the new fiscal year.

If this is not done:

The Coalition would be out of compliance.

7. T. Little motioned to approve CEO Dawn E. Bell to approve, sign and submit the DEL Grant Agreement. K. Gammon seconded the motion. No discussion, motion passed unanimously.

Approval of the Episcopal Children's Services 2023/2024 Primary Service Provider Contract*

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

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

If this is not done, the following would occur:

- The Coalition would not have a Primary Service Provider contracted for 2023/2024.

8. T. Little motioned the approval of the Episcopal Children's Services 2023/2024 Primary Service Provider Contract. L. Barstow seconded the motion. No discussion, the motion passed unanimously.

APPROVAL OF EPISCOPAL CHILDREN'S SERVICES 2022/2023 CONTRACT AMENDMENT #0004-22

Revisions:

- A. Items **#1 and 3** were to update the School Readiness budgeted amounts per the May 3, 2023 Notice of Award (which included increasing funding for "Other Direct Services" and "ARPA" initiatives), then the June 7, 2023 Notice of Award (de-obligating a portion - \$8,008,771 - of "ARPA" funding).
- B. Items **#1 and 3** were to update the Early Learning Florida (UF Lastinger Contract) section for contract #SR101's first contract amendment, increasing funds from \$50,000 to

\$75,000. AND to add the UF Lastinger Contract for VPK Literacy in the amount of \$2,500.

- C. Items #1 and 3 were to add \$500 to the ECS SR Admin amount to cover additional banking charges for COVID-19 related grant awards (to protect over \$250,000 FDIC amounts).
- D. Item #2 was to update language regarding banking account requirements for earning interest and fully insured accounts.

If this is not done, the following would occur:

- A. ECS's contract would not have the correct budgeted amounts for the School Readiness "Other Direct Services" or "ARPA" initiatives.
- B. ECS's contract would not have the correct budgeted amounts for the UF Lastinger contract #SR101, Nor the UF Lastinger VPK Literacy contract.
- C. ECS's contract would not have the correct budgeted amounts for SR admin costs.
- D. ECS's contract would not have the updated language regarding bank account requirements.

- 9. K. Gammon motioned the approval of the Episcopal Children's Services 2022/2023 Contract Amendment # 0004-22. M. Peacock seconded the motion. No discussion, the motion passed unanimously.

RETRO APPROVAL (EFFECTIVE 2/16/2023) OF THE ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT VPK LITERACY EFFECTIVE 2/16/2023 – 6/30/2023

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 VPK Literacy professional development Educator Stipends program. The Coalition will provide (through Episcopal Children's Services) support for local quality improvement goals, administrative support, distribution of information, completion of timely invoices, and provide timely payment to Educators who complete each course.

The total contract is **not to exceed \$2,500.**

If this is not done, the following would occur:

- The Coalition would not be able to extend these professional development and financial opportunities to the child care providers in the Coalition's service area.

- 10. V. Delcomyn motioned the retro approval of the ELC of North Florida and the University of Florida/Lastinger Center Early Learning Florida Contract VPK Literacy effective 2/16/2023-6/30/2023. T. Little seconded the motion. No discussion, the motion passed unanimously.

RETRO ACTIVE APPROVAL ELC OF NORTH FLORIDA AND THE UNIVERSITY OF FLORIDA/LASTINGER CENTER EARLY LEARNING FLORIDA CONTRACT EFFECTIVE 08/01/22 – 06/30/23 (SR101) FIRST AMENDMENT

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 **AMENDED to not exceed \$75,000. (Original amount was \$50,000.)**

If this is not done, the following would occur:

- The Coalition would not be able to extend these ADDITIONAL professional development and financial opportunities to the child care providers in the Coalition’s service area.

11. M. Holanchock motioned for the retro approval of the ELC of North Florida – University of Florida/Lastinger Center Early Learning Florida Contract effective 8/01/2022 – 6/30/2023 (SR101) first amendment. T. Little seconded the motion. No discussion the motion passed unanimously.

Approval of Web/Marketing Consulting Contract with Creative Types/Amy Lyn D’Alesio for 2023-2024

Our Web/Marketing consulting services is up for procurement. Three quotes were obtained and staff recommends that we accept the Creative Types bid and enter/continue into a contract. This contract is to be billed on an hourly basis of \$60 per hour and not to exceed 200 hours/\$12,000 annually.

If this is not done, the following would occur:

- The Coalition would not have anyone in place to assist the Coalition with their ongoing Marketing/Ad Graphics, website updates and social media marketing, etc. To hire a staff person to solely perform these duties would be far more costly than \$12,000 annually.

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

APPROVAL OF PRIVATE SECTOR BOARD MEMBER SHANNON SHONTZ-PHILLIPS

Shannon Shontz-Phillips is passionate about early childhood education and believes a crucial component is giving parents the support that they need. Shannon has worked her whole life both in schools and daycares and sees first-hand the importance of school-readiness and early education.

Shannon Shontz-Phillip’s term will be June 2023 to June 2027

- 13. T. Little motioned to approve the approval of the Private Sector Board Member Shannon Shontz-Phillips. L. Barstow seconded the motion. No discussion the motion passed unanimously.

Approval of the 2023-2024 Meeting Schedule *

Unless stated otherwise, all meetings are held at:

**Renaissance World Golf Village Resort and Convention Center
500 South Legacy Trail, St. Augustine, FL 32092**

DATE	TIME	MEETING
July 2023		No Meetings
August 2, 2023	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
September 13, 2023	10:30 a.m.	ANNUAL Board; Meeting/Workshop; Elect Officers
October 2023		No Meetings
November 1, 2023	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
December 6, 2023	2:00 p.m.	Board- CaddyShack Restaurant, World Golf Village
January 2024		No Meetings
February 7, 2024		No Meetings
March 6, 2024	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582
April 2024		No Meetings
May 8, 2024	10:30 a.m.	Board Meeting
June 26, 2024	10:30 a.m.	Exec/Admin Committee; Conference Call: Dial 1-888-296-6500 and enter Guest Code 966582

- *Board Meetings are held on the 2nd Wednesday of the month with the exception of the June and December Meetings.*
 - *Exec/Admin Committee Conference Call Meetings are held quarterly on the 1st Wednesday of the month.*
 - *AD-HOC Committee Meetings are added as needed.*
 - *PLEASE MAKE NOTE: This is a tentative schedule that is continuously being updated as meetings are being added cancelled or rescheduled, due to unforeseen circumstances.*
 - *Updated Meeting Schedules are posted on our website: www.elcnorthflorida.org*

14. T. Little motioned to approve the 2023-2024 Meeting Schedule. K. Gammon seconded the motion. No discussion the motion passed unanimously.

BOARD SELF EVALUATION DISCUSSION-HANDOUT

The annual Board of Directors Self-Evaluation Form was distributed to all Board Members and all were requested to return their evaluations to M. Hanson no later than August 10, 2023, preferably returned electronically. This evaluation assists the staff in their continued strive to be a model Coalition as well as a non-profit that community partners enjoy serving and assures the Board that we are fulfilling each and every board members expectation.

Review of Board Membership-INFORMATIONAL

No Comments

Board Absenteeism Log – INFORMATIONAL

No comments

Board Comment

D. Bell gave a big thanks to Leslie Barstow and Krista Joseph for serving on the St. Johns County Health & Human Services Board in addition to our Board.

Next Meetings

- Wednesday, August 2, 2023, 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, September 13, 2023, 10:30 a.m. – ANNUAL Board Meeting

Adjournment*

15. T. Little motioned to adjourn the meeting at 11:45. M. Siragusa seconded the motion. No discussion, the motion was unanimously approved.

Minutes submitted by: M. Hanson, Office Manager, June 21, 2023

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June 21, 2023