

# Early Learning Coalition of North Florida, Inc.

## ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center  
September 13, 2023  
10:30 a.m.

### ATTENDANCE

#### Members Present:

Myrna Allen,  
Leslie Barstow  
Vina Delcomyn - *Treasurer*  
Mary Ann Holanchock  
Krista Joseph  
Michelle Jonihakis  
Theresa Little  
Jennifer Overly  
Marsha Peacock  
Aubrie Simpson-Gotham, *Vice Chair*  
Michael Siragusa  
Jessica Stallings  
Cassandra Virgo  
Renee Williams, *Secretary*

#### Members Absent

Ron Coleman  
Patricia Dorsey  
Kyle Gammon  
Brian Graham  
Eleanor Hoffman  
Brian McElhone  
Shannon Shontz-Phillips

#### Staff Present:

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

#### Others Present:

Teresa Matheney, ECS representative  
Ron Joseph, Public

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### I. CALL TO ORDER/ROLL CALL

Aubrie Simpson-Gotham, Vice Chair called the meeting to order at 10:35 a.m. Roll was taken; quorum was met, with 14 of the 21 board members in attendance.

### II. PUBLIC COMMENT- None

### III. APPROVAL 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. The delegation items are included in the Board Packet for review. There were no discussions or questions on the items.

## 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.

## IV. APPROVAL OF JUNE 21, 2023 BOARD MEETING MINUTES\*

2. T. Little motioned to approve the June 21, 2023 Board Meeting Minutes, as presented. L. Barstow seconded the motion. No discussion. Motion passed unanimously.

## V. NEW/UNFINISHED BUSINESS

### A. APPROVAL OF BUDGET AMENDMENT FY2023-24 FOR EARLY LEARNING COALITION OF NORTH FLORIDA.

The updated budget is an estimate of expected expenses for the upcoming year. Notice of Award for FY 2023-24, are required to operate within a Board approved budget.

This budget maintains revenues similar to amounts 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. Additional updates may come through and we will advise the board.

*Please note: the "handout" for the amendment that was approved was for up to the 8/16/2023 Notice of Award.*

3. M. Siragusa motioned the approval of the budget amendment FY 2023-24 for Early Learning Coalition of North Florida. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

### B. APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2023/2024 CONTRACT AMENDMENT # 001-23

#### Revisions:

1. Items #5, 10, and 28 were to update the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the July 1, 2023, July 21, 2023, and August 17, 2023 Notices of Award.
2. Items #15, 20, 21, and 29 were to update the Voluntary Prekindergarten budgeted amounts as well as the Additional Voluntary Prekindergarten-Related Programs budgeted amounts per the July 1, 2023 and July 21, 2023 Notices of Award.
3. The remaining items were updates from the Division of Early Learning (DEL) 2023/2024 Grant Agreement.

4. M. Allen motioned the approval of the Episcopal Children's Services 2023/2024 Contract Amendment #001-23. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

**C. APPROVAL OF THE 2023-2024 SCHOOL READINESS PLAN AMENDMENT #04**

School Readiness Plan was revised with the following needed updates:

- Attach IF and IJ ECS Procurement - Disbursements V7 080123

5. M. Hollanchock motioned to approve the 2023-2024 School Readiness Plan Amendment #04. T. Little seconded the motion. No further discussion. Motion passed unanimously.

**D. APPROVAL OF THE ELCNF 2022-2023 ANNUAL REPORT**

The Board was provided a copy of the ELCNF 2022-2023 Annual Report that was a handout at the meeting and on our official website.

6. T. Little motioned to approve the ELCNF 2022-2023 Annual Report. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

**E. RETRO-APPROVAL OF THE ASSOCIATION OF EARLY LEARNING COALITIONS, INC. ANNUAL MEMBERSHIP DUES**

The Association of Early Learning Coalitions, Inc. Annual Membership Dues of \$10,025.00 *Ammended: 12/6/2023: to include a discussion stating that the yearly dues be capped at \$10,025.00*

7. M. Holanchock motioned to approve the Association of Early Learning Coalitions, Inc. membership dues. C. Virgo seconded the motion. No further discussion. Motion passed unanimously.

**F. RETRO-APPROVAL OF THE IVENTURE SOLUTIONS FOR MANAGED IT SERVICES CONTRACT EFFECTIVE AUGUST 14, 2023**

The 5 Year contract (August 14, 2023-August 14, 2028) is for managed IT services with iVenture Solutions:

- Full time Managed services
- Network, Server, Workstation & Asset Management with 24/7 x 365 Monitoring and Management.

- Managed Anti-Virus and Firewall Software for all offices
  - Private Cloud management
  - Monthly fee schedule of \$2,008.00
  - Onboarding/Transition fees with Cloud migration \$3,980.00
- This contract is not to exceed \$30,000 annually without written permission.

**G. APPROVAL OF SENDING FOUR BOARD MEMBERS TO THE NATIONAL SUMMIT ON EDUCATION 2023 IN ATLANTA GEORGIA**

8. M. Holanchock motioned to approve sending four Board members to the National Summit on Education 2023 in Atlanta Georgia. M. Jonihakis seconded the motion. C. Virgo, T. Little, L. Barstow and J. Stallings abstained from voting. No further discussion. Motion passed unanimously.

**BOARD MEMBERSHIP REVIEW**

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

**ELECTION OF OFFICERS\***

By unanimous vote, the following board members were nominated and re-elected to serve as the Coalition Officers for the 2023-2024 fiscal year:

- Interim Chair: Aubrie Simpson-Gotham
- Vice Chair: Vina Delcomyn
- Treasurer: Michelle Jonihakis
- Secretary: Dr. Myrna Allen

9. M. Holanchock motioned to approve the Election of Officers. M. Siragusa seconded the motion. No Discussion. Motion passed unanimously.

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

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

Based on the responses from Board Members, the following were re-elected to the Executive Administration Committee: A. Simpson-Gotham, V. Delcomyn, M. Jonihakis, M. Allen and M. Siragusa.

## **CODE OF ETHICS-HANDOUT**

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

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

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

No Comments.

## **IV. STAFF AND COMMITTEE REPORTS**

### **CEO REPORT**

#### **REVIEW OF THE 2022-2023 BOARD SELF EVALUATION RESULTS**

D. Bell reviewed the results of the 2022-2023 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Twelve Board Members participated in the self-evaluation where overall results was rated a 4.13 or "exceeds expectations".

### **CEO UPDATES**

D. Bell updated the Board on the ARP funds, teacher initiatives attached to training and other incentive plans.

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

D. Bell gave the Finance report for the Finance Team.

Annual audits and monitoring of sub-recipient

We are currently transmitting files to our independent auditors for the fiscal yearend June 30, 2023. In addition, we have completed the required monitoring for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2023 with our partner Episcopal Children's Services.

Q4 Financial Statements (see attach ment )

Attached are the Q4 financial statements for fiscal yearend June 30, 2023. We will close out the year with a loss" \$10k. Grant expenditures for the fiscal year are less than anticipated and in direct proportion to the reduction in grant revenue" \$7M.

Targets and Restrictions

VPK Admin percentage is currently 3.22% which is lower than our target of 4%. SR Administration percentage is currently 3.9% which is less than our target of 5%. All other targets and restrictions remain in alignment with grant requirements to close out the fiscal year.

APPROVED 12.06.2023 REVISED

**Balance Sheet**

**As of June 30, 2023**

**ASSETS**

Cash, Operating	\$	2,699,881
Cash, Money Market		62,119
Petty Cash		200
Deposits		850
DEL Receivable		620,002
<b>Other Receivables</b>		<b>890</b>
Prepaid Expense		3,704
Prepaid Insurance		18,683
Equipment		6,498
<b>Less: Accumulated Depreciation</b>		<b>(6,498)</b>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>3,406,328</b>

**LIABILITIES**

<b>Episcopal Children's Services Payable</b>	<b>\$</b>	<b>3,480,681</b>
DEL Advance Payable		
Interest due to OEL		63,428
Other AP		3,561
Accrued Vacation		41,791
<b>Accrued Employee Benefits</b>		<b>0</b>
<b>TOTAL LIABILITIES</b>	<b>\$</b>	<b>3,589,461</b>

Net Assets @06/30/2022		(173,551)
Net change YTD @ 06/30/2023		(9,581)
<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>3,406,329</b>
	<b>\$</b>	<b>(1)</b>

APPROVED 12.06.2023 AMENDED



Early Learning Coalition of North Florida					
FY 2022-2023					
As of June 30, 2023					
	6/30/2023			Favorable	
Notice of Awards	Annual Budget	Q4 Budget	Q4 Actual	(Unfavorable)	
School Readiness (SR)	\$ 21,572,458	\$ 21,572,458	\$ 20,907,005	\$ (665,453)	
PDG Services	74,990	\$ 74,990	74,990	0	
CRRSA	2,144,687	\$ 2,144,687	870,715	(1,273,972)	
ESSER	87,905	\$ 87,905	87,784	(121)	
ARP	45,943,541	\$ 45,943,541	42,196,632	(3,746,909)	
Voluntary PreKindergarten (VPK)	19,977,090	\$ 19,977,090	18,554,030	(1,423,060)	
<b>Total Notice of Award</b>	<b>\$ 89,800,671</b>	<b>\$ 89,800,671</b>	<b>\$ 82,691,156</b>	<b>\$ (7,109,515)</b>	
<b>Subrecipient Expense</b>					
School Readiness (SR)	\$ 20,572,458	\$ 20,572,458	\$ 19,934,289	\$ 638,169	
PDG Services	74,990	74,990	\$ 74,990	0	
CRRSA	2,144,687	2,144,687	\$ 870,715	1,273,972	
ESSER	87,905	87,905	\$ 87,784	121	
ARP	45,943,541	45,943,541	\$ 42,196,632	3,746,909	
Voluntary PreKindergarten (VPK)	19,779,090	19,779,090	\$ 18,510,264	1,268,826	
<b>Total Subrecipient Expense</b>	<b>\$ 88,602,671</b>	<b>\$ 88,602,671</b>	<b>\$ 81,674,674</b>	<b>\$ 6,927,997</b>	
<b>Grant Funds Available to ELC of North FL</b>	<b>\$ 1,198,000</b>	<b>\$ 1,198,000</b>	<b>\$ 1,016,483</b>	<b>\$ (181,518)</b>	
<b>Other Donations and Revenue</b>					
Interest Income	\$ 600	\$ 600	\$ 824	\$ 224	
Clay Electric Foundation	15,000	\$ 15,000	0	\$ (15,000)	
Quality Teacher's Conference	6,000	\$ 6,000	7,428	1,428	
Miscellaneous Donations	3,500	\$ 3,500	3,766	266	
<b>Total Revenues</b>	<b>\$ 1,223,100</b>	<b>\$ 1,223,100</b>	<b>\$ 1,028,501</b>	<b>\$ (194,599)</b>	
<b>ELC of North Florida Estimated Expense</b>					
Salaries	\$ 595,000	\$ 595,000	\$ 571,179	\$ 23,821	
PR Taxes	65,000	\$ 65,000	43,368	21,632	
Health Insurance & HSA Contributions	150,000	\$ 150,000	119,973	30,027	
Pension	40,000	\$ 40,000	25,450	14,550	
Life, Disability, and WC	18,000	\$ 18,000	9,219	8,781	
Staff Development	10,000	\$ 10,000	9,574	426	
Contract Services	12,000	\$ 12,000	17,988	(5,988)	
Auditing	15,000	\$ 15,000	16,800	(1,800)	
Legal	500	\$ 500		500	
Printing & Reproduction	2,000	\$ 2,000	332	1,668	
Repairs & Maintenance	1,000	\$ 1,000	2,850	(1,850)	
Office Sites - Occupancy	65,000	\$ 65,000	48,361	16,639	
Postage, Freight & Delivery	4,000	\$ 4,000	601	3,399	
Rentals - Office Equipment	6,000	\$ 6,000	2,649	3,351	
Office Supplies	12,000	\$ 12,000	6,706	5,294	
Communications	22,000	\$ 22,000	21,685	315	
D & O Insurance	2,700	\$ 2,700	3,342	(642)	
General Liability	8,700	\$ 8,700	7,859	841	
Equipment <\$5000	4,500	\$ 4,500	5,064	(564)	
Equipment >\$5000	4,000	\$ 4,000	9,803	(5,803)	
Travel - In State	8,000	\$ 8,000	2,990	5,010	
Travel - Out of State	6,000	\$ 6,000	5,787	213	
Travel - Local	7,000	\$ 7,000	4,899	2,101	
Bank Fees	500	\$ 500	11	489	
Software/Licenses/Support	20,000	\$ 20,000	8,605	11,395	
Web Service	35,000	\$ 35,000	36,098	(1,098)	
Other employee expenditures	4,000	\$ 4,000		4,000	
ADP Fees	9,000	\$ 9,000	7,839	1,161	
Dues & Subscriptions	15,000	\$ 15,000	11,740	3,260	
Taxes, Licenses and Fees	800	\$ 800	145	655	
Misc. - Other Current Charges	9,000	\$ 9,000	13,292	(4,292)	
Quality Program	65,000	\$ 65,000	23,875	41,125	
<b>Total ELC North Florida Estimated Expense</b>	<b>1,216,700</b>	<b>1,216,700</b>	<b>1,038,082</b>	<b>178,618</b>	
<b>Surplus or (Loss)</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ (9,581)</b>	<b>\$ (15,981)</b>	

## 4TH QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

### Coalition Activities:

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- The Division of Early Learning (DEL) Fiscal Monitoring occurred October 31 – November 3, 2022. We received the Final report 01/24/23, and we received the close-out letter (email) May 9, 2023.
- The entire School Readiness (SR) Plan for 2022-2024 was submitted to DEL October 6, 2022. Three documents have not been approved as of today's date. The Coalition continues to follow up with DEL to have them reviewed and approved.
- Coalition and ECS staff held an "Open Discussions Lunch" meeting April 17, 2023, which continues to be a valuable process.
- The Coalition's COOP (Continuation of Operations Plan) for 2023/2024 was submitted to DEL by the May 1, 2023 deadline.
- The Coalition's 2023/2024 Subcontractor Monitoring Plan was completed and submitted to ECS and DEL.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2023 funding and services.
- The 2023/2024 Coalition's Anti-Fraud Plan was submitted to DEL's Office of Inspector General May 17, 2023 (and was approved July 26, 2023).

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

The 2022/2023 Third Quarter Monitoring was performed May 15 - 26, 2023. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Developmental Screenings and ARPA Provider Application Monitoring. From this review, there were five compliance issues. These required staff refresher training sessions and two required corrections during monitoring. The staff trainings were held and corrections were made before the final report.

The 2022/2023 Fourth Quarter Monitoring is scheduled for August 14-25, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional area of review will be Data Security Systems Updates, SR Plan Compliance III. B. Infant/Toddler, ARPA Provider Application Monitoring, Non-direct Costs Review (3<sup>rd</sup> and 4<sup>th</sup> quarters combined), and Fiscal Year-end Overview.

*ALL full reports are available upon request.*

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

**BOARD ABSENTEEISM LOG- INFORMATIONAL**

**BOARD COMMENTS**

No Comments.

**NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, November 1, 2023 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 6, 2023, 2:00 p.m. –Board Meeting, World Golf Village, Caddy Shack Restaurant.

**ADJOURNMENT\***

- 10.** T. Little motioned for adjournment at 11:43 a.m. L. Barstow seconded the motion. No discussion. Motion passed unanimously.

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