

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 6, 2023

2:00 p.m.

ATTENDANCE

Members Present:

Leslie Barstow
Cassandra Bloom
Vina Delcomyn, *Vice Chair*
Patricia Dorsey
Mary Ann Holanchock
Michelle Jonihakis
Theresa Little
Brian McElhone
Marsha Peacock
Aubrie Simpson-Gotham, *Interim Chair*
Michael Siragusa
Jessica Stallings
Cassandra Virgo
Renee Williams

Members Absent:

Dr. Myrna Allen, *excused*
Ronald Coleman, *excused*
Brian Graham, *excused*
Krista Joseph, *excused*
Shannon Shontz-Phillips, *excused*

Staff Present:

Dawn Bell, Chief Executive Officer
Christopher Spell, Finance Manager
Tajaro Dixon, Grants and Operations Manager
Marie Hanson, Office Manager
Kelly Pearsall-Ruiz, Accounting Assistant

Others Present:

Robyn Jernigan, Board member nominee
Teresa Matheny, Chief of Programs, ECS
Joy Farris, Former Board member
Kim Kendall, Candidate for FL State House
Amy Lyn D'Alesio, Website Designer

CALL TO ORDER/ROLL CALL

M. Jonihakis called the meeting to order at 2:05pm. M. Hanson took Roll Call; quorum was met with 15 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. These documents are available for each regular board meeting for board review in the Board material packet online. There was no discussion or questions on the items reviewed.

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APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS*

- 1.** T. Little motioned to approve the Delegation of Authority Items as presented.
J. Stallings seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF SEPTEMBER 13, 2023 ANNUAL BOARD MEETING MINUTES*

Board member Mary Ann Holanchock requested the minutes be amended to include discussion of “capping” the AELC yearly membership dues at \$10,025.00.

- 2.** L. Barstow motioned to approve the September 13, 2023 Board Meeting Minutes with the AELC discussion amendment to the minutes. M. Holanchock seconded the motion. No discussion-motion passed unanimously.

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT

- The evaluation was conducted on September 13, 2023 with the following Board members serving as the Evaluation Team: Aubrie Simpson-Gotham, Vina Delcomyn, Mary Ann Holanchock and Michael Siragusa
- Twenty-one evaluations were emailed to the board members. Six members completed the evaluation and 15 did not return the evaluation.
- Out of a 1 to 5 rating scale, 1= unsatisfactory and 5= Outstanding; Ms. Bell’s Overall Rating Score was 4.40 which earned a final rating of “very good to Outstanding”.
- Ms. Bell’s next evaluation period ends September 2024.
- 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 2023-2024 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA *

On September 29, The Division of Early Learning sent a revision to the Notice of Award for the 2023-2024 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2023-24.

1. T. Little motioned to approve the revisions to the 2023-2024 budget for Early Learning Coalition of North Florida. M. Peacock seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE ELCNF CLAY COUNTY OFFICE LEASE EXTENSION TO JANUARY 31, 2025*

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 increase from \$840 per month to \$890 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.

2. M. Holanchock motioned to approve the ELCNF Clay County office lease extension to January 31, 2025. M. Siragusa seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE NORTHEAST FLORIDA EDUCATIONAL CONSORTIUM LEASE RENEWAL EFFECTIVE FEBRUARY 1, 2024*

Staff requests board approval to continue the NEFEC lease agreement of rental office space in Palatka, FL. The current lease ends January 31, 2024, and the new lease will start February 1, 2024 and conclude January 31, 2025, with the option of automatic renewal for 12 months, starting February 1 2024 and concluding on January 31, 2025 at the monthly rental rate of \$300.00.

The space currently houses our Grants and Operations Manager, Tajaro Dixon and one office is used for Coalition storage. The total for the two rooms is \$300.00 per month and includes electric. There is no increase from the addendum of August 1, 2023 lease and is still considered an excellent monthly rent.

3. T. Little motioned to approve the Palatka office lease February 1, 2024 through January 31, 2025. J. Stallings seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2022/2023*

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

4. R. Williams motioned to approve the management decision recommendation for the ECS Audit. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE PUTNAM COUNTY HEALTH DEPARTMENT DIRECTOR OR DESIGNEE, ROBYN JERNIGAN*

Robyn Jernigan is the designee for the Putnam County Health Department. Robyn is the Healthy Families Program Manager for Putnam County. Robyn holds a master's degree in Psychology, specializing in addiction and has worked in the daycare setting with ages two and up.

- 5.** T. Little motioned to approve the Putnam County Health Department Designee Robyn Jernigan. L. Barstow seconded the motion. No further discussion, motion passed unanimously.

APPROVAL OF DCF REGIONAL ADMINISTRATOR OR DESIGNEE: CASSANDRA BLOOM*

Cassandra 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.

- 6.** T. Little motioned to approve the DCF Regional Designee Cassandra Bloom. L. Barstow seconded the motion. No further discussion, motion passed unanimously.

REVIEW OF BOARD MEMBERSHIP-INFORMATIONAL

M. Hanson provided a report in the packet that reviewed the members who have resigned and/or gone into an advocate role since the last meeting. Our total board membership is at 20 members. There were no questions or comments by the Board.

STAFF AND COMMITTEE REPORTS

A. CEO Report-Verbal

- D. Bell introduced three guests: Joy Farris, Kimberly Kendall and Amy Lyn D'Alesio.
- D. Bell updated the Board on the United Way of St. Johns County Grant Funding.
- D. Bell introduced Kelly Pearsall-Ruiz, ELC's new Accounting Assistant.

B. FINANCE MANAGER'S REPORT

C. Spell presented the following report:

Desk Reviews and Audits:

Our Desk Review for the last half of FY2023 DEL is currently in progress. We have completed the information requests from our external auditors, but have not yet received an audit report.

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 3.98% which is less than our target of 4%. SR Administration percentage is currently 4.76% which is less than our target of 5%. ARPA admin percentage is currently 33.1% which is greater than our target of 5%. This will be in alignment once spending in the other OCA's starts. All other targets and restrictions remain in alignment with grant requirements.

Early Learning Coalition of North Florida

Balance Sheet

As of September 30, 2023

ASSETS

Cash, Operating	\$ 4,791,762
Cash, Money Market	62,219
Petty Cash	200
Deposits	850
DEL Receivable	3,840,178
Other Receivables	1,101
Prepaid Expense	1,558
Prepaid Insurance	14,616
Equipment	6,498
Less: Accumulated Depreciation	(6,498)

TOTAL ASSETS \$ 8,712,485

LIABILITIES

Episcopal Children's Services Payable	\$ 3,735,973
DEL Advance Payable	\$ 5,117,295
Interest due to DEL	\$ 14,441
Other AP	\$ 1,037
Accrued Vacation	\$ 25,774
Accrued Employee Benefits	846

TOTAL LIABILITIES \$ 8,895,367

Net Assets @ 6/30/2023 (183,131)

Net change YTD @ 9/30/2023 249

Total Liabilities and Net Assets \$ 8,712,485

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FY 2023-2024

As of September 30, 2023

	7/1/2023			Favorable
Notice of Awards	Annual Budget	Q1 Budget	Q1 Actual	(Unfavorable)
School Readiness (SR)	\$ 25,313,287	\$ 6,328,322	\$ 5,436,384	\$ (891,938)
CRRSA	1,279,153	\$ 319,788		(319,788)
ARPA	13,155,584	\$ 3,288,896	2,799,421	(489,475)
Voluntary PreKindergarten (VPK)	18,133,727	\$ 4,533,432	4,470,463	(62,969)
Total Notice of Award	\$ 57,881,751	\$ 14,470,438	\$ 12,706,268	\$ (1,764,169)
Subrecipient Expense				
School Readiness (SR)	\$ 24,313,287	\$ 6,078,322	\$ 5,158,792	\$ 919,530
CRRSA	\$ 1,279,153	\$ 319,788	\$ -	\$ 319,788
ARPA	\$ 13,155,584	\$ 3,288,896	\$ 2,799,421	\$ 489,475
Voluntary PreKindergarten (VPK)	\$ 17,883,727	\$ 4,470,932	\$ 4,451,508	\$ 19,424
Total Subrecipient Expense	\$ 56,631,751	\$ 14,157,938	\$ 12,409,721	\$ 1,748,217
Grant Funds Available to ELC of North FL	\$ 1,250,000	\$ 312,500	\$ 296,548	\$ (15,952)
Other Donations and Revenue				
Interest Income	\$ 600	\$ 150	\$ 601	\$ 451
Quality Teacher's Conference	\$ 6,000	\$ -	\$ -	\$ -
Miscellaneous Donations	\$ 3,500	\$ 875	\$ 45	\$ (830)
Total Revenues	\$ 1,260,100	\$ 313,525	\$ 297,193	\$ (16,332)
ELC of North Florida Estimated Expense				
Salaries	\$ 615,000	\$ 153,750	\$ 150,568	\$ 3,182
PR Taxes	\$ 65,000	\$ 16,250	\$ 11,434	\$ 4,816
Health Insurance & HSA Contributions	\$ 150,000	\$ 37,500	\$ 35,925	\$ 1,575
Pension	\$ 50,000	\$ 12,500	\$ 7,405	\$ 5,095
Life, Disability, and WC	\$ 18,000	\$ 4,500	\$ 2,135	\$ 2,366
Staff Development	\$ 10,000	\$ 2,500	\$ 3,463	\$ (963)
Contract Services	\$ 15,000	\$ 3,750	\$ 1,500	\$ 2,250
Auditing	\$ 15,000	\$ -	\$ -	\$ -
Legal	\$ 500	\$ 125	\$ -	\$ 125
Printing & Reproduction	\$ 2,000	\$ 500	\$ -	\$ 500
Repairs & Maintenance	\$ 1,000	\$ 250	\$ -	\$ 250
Office Sites - Occupancy	\$ 70,000	\$ 17,500	\$ 12,582	\$ 4,918
Postage, Freight & Delivery	\$ 4,000	\$ 1,000	\$ 109	\$ 891
Rentals - Office Equipment	\$ 6,000	\$ 1,500	\$ 409	\$ 1,091
Office Supplies	\$ 12,000	\$ 3,000	\$ 3,049	\$ (49)
Communications	\$ 22,000	\$ 5,500	\$ 4,943	\$ 557
D & O Insurance	\$ 2,700	\$ -	\$ -	\$ -
General Liability	\$ 8,700	\$ -	\$ -	\$ -
Equipment <\$5000	\$ 4,500	\$ 1,125	\$ 1,275	\$ (150)
Equipment >\$5000	\$ 4,000	\$ 1,000	\$ -	\$ 1,000
Travel - In State	\$ 8,000	\$ 2,000	\$ 1,998	\$ 2
Travel - Out of State	\$ 6,000	\$ 1,500	\$ -	\$ 1,500
Travel - Local	\$ 7,000	\$ 1,750	\$ 1,534	\$ 216
Bank Fees	\$ 500	\$ 125	\$ 25	\$ 100
Software/Licenses/Support	\$ 22,400	\$ 5,600	\$ 2,271	\$ 3,329
Web Service	\$ 45,000	\$ 11,250	\$ 26,785	\$ (15,535)
Other employee expenditures	\$ 4,000	\$ 1,000	\$ -	\$ 1,000
ADP Fees	\$ 9,000	\$ 2,250	\$ 1,495	\$ 755
Dues & Subscriptions	\$ 15,000	\$ 3,750	\$ 11,129	\$ (7,379)
Taxes, Licenses and Fees	\$ 800	\$ 200	\$ 54	\$ 146
Misc. - Other Current Charges	\$ 9,000	\$ 2,250	\$ 392	\$ 1,858
Quality Program	\$ 65,000	\$ 16,250	\$ 16,466	\$ (216)
Total ELC North Florida Estimated Expense	\$ 1,267,100	\$ 310,175	\$ 296,944	\$ 13,231
Surplus or (Loss)	\$ (7,000)	\$ 3,350	\$ 249	\$ (3,101)

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ALL full reports are available upon request.

FIRST QUARTER PROGRAM UPDATE

T. Dixon's report included a special recognition of ECS employee Kenya Register, Application Processor, who went above and beyond her normal job duties to assist a client in need.

Coalition Activities:

- The entire School Readiness (SR) Plan for 2022-2024 was submitted to DEL October 6, 2022. The last three documents were approved September 20, 2023.
- The Coalition received an additional notice of award September 29, 2023 and the Episcopal Children's Services (ECS) Contract Amendment #2 is in today's packet.
- The Coalition staff completed the 2023/2024 Internal Controls Questionnaire (ICQ). In addition, ECS completed this same ICQ (as they do each year) and their responses are reviewed by Coalition staff for any needed follow-up and/or approval. There were no issues for follow up.
- The Coalition staff met the October 1, 2023 DEL deadline for all the annual items; annual report, ELC staffing changes, inventory, sub-recipient monitoring plan, CEO annual review, 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.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2022/2023 Fourth Quarter Monitoring was performed August 14-25, 2023. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates, SR Plan Compliance III. B. Infant/Toddler, ARPA Provider Application Monitoring, Non-direct Costs Review (3rd and 4th quarters combined), and Fiscal Year-end Overview. From this review, there were nine compliance issues. These required corrections during monitoring and staff refresher training sessions. The staff trainings were held and corrections were made before the final report.

The 2023/2024 First Quarter Monitoring is scheduled for November 3-17, 2023. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Annual Data Security Systems Review and ARPA Provider Application Monitoring.

ALL full reports are available upon request.

D. EXECUTIVE ADMINISTRATIVE COMMITTEE MEETING NOVEMBER 1, 2023:

Draft of November 1, 2023 Exec/Admin Meeting Minutes – *Informational*

- 1.** Ratify Approval of the Episcopal Children's Services 2023/2024 Contract Amendment 0002-23*
- 2.** Ratify Approval of the Approval of 2022-2024 School Readiness Plan Attachment I.H. ELC Record Retention Policy*
- 3.** Ratify Approval of Disposal of Inventory*
- 4.** Ratify Approval of the minutes of the August 4, 2021 Exec/Admin meeting*
- 5.** Ratify Approval of the minutes of the May 3, 2023 Exec/Admin meeting*

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**BY CONSENT AGENDA, APPROVAL OF THE NOVEMBER 1, 2023
EXEC/ADMIN MEETING MINUTES***

7. T. Little motioned to approve the Minutes of the November 1, 2023 Admin/Exec. Meeting as a Consent Agenda. V. Delcomyn seconded the motion. No further discussion, motion passed unanimously.

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

D. Bell noted that the format of the Board meetings has changed to include the Quarterly Program Report that will now highlight a family or staff member.

The four Board members, T. Little, L. Barstow, Cassandra Virgo and J. Stallings, gave an overview of the National Summit on Education 2023 Conference they attended in November.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, March 6, 2024, 10:30 a.m. – Exec/Admin Committee Zoom Conference Call Meeting
- Wednesday, May 8, 2024, 10:30 a.m. – Board Meeting World Golf Village Convention Center

ADJOURNMENT*

8. T. Little motioned for adjournment at 2:50 p.m.
J. Stallings seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager