



EARLY LEARNING COALITION

North Florida

EXECUTIVE/ADMIN COMMITTEE MEETING

ZOOM Meeting
March 6, 2024 10:30 a.m.

ATTENDANCE

Members Present:

Aubrie Simpson Gotham, Interim Chair
Vina Delcomyn, Vice Chair
Michelle Jonihakis, Treasurer
Michael Siragusa
Dr. Myrna Allen, Secretary

Members Absent:

Theresa Little

Staff Present:

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

Others Present:

Teresa Matheny, Chief of Programs ECS
Krista Joseph, Board Member
Katia Filippucci, Moss Krusick
Rich Cassidy, Moss Krusick

CALL TO ORDER/ROLL CALL

A. Simpson Gotham called the meeting to order at 10:33 a.m. M. Hanson took Roll Call; quorum was met with five of the six Exec/Admin committee members in attendance.

PUBLIC COMMENT

No comments.

REVIEW AND APPROVAL OF 2022-2023 AUDIT*

Katia Filippucci and Rich Cassidy of Moss, Krusick and Associates presented the results of the ELCNF 2022-2023 Audit. Financial statements were reviewed and summarized regarding the financial position of ELC of North Florida. There were no findings or discrepancies noted and overall, this was a clean audit.

- 1.** M. Allen motioned to accept and approve the 2022-2023 Audit as presented.
V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2023/2024 CONTRACT AMENDMENT #0003-23*

- 2.** V. Delcomyn motioned to approve the Episcopal Children's Services 2023/2024 Amendment #0003-23. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

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

- 3.** M. Siragusa motioned to approve revisions to the Coalition's Operational Policies and Procedures. M. Jonihakis seconded the motion. No discussion, motion, passed unanimously.

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

- 4.** M. Siragusa motioned to approve revisions to the Coalition's Personnel Policies and Procedures Manual. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE COALITION'S 2024-2025 COOP (CONTINUITY OF OPERATION PLAN)*

- 5.** M. Allen motioned to approve the Coalition's 2024-2025 COOP (Continuity of Operations Plan)*. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

RETROACTIVE APPROVAL OF THE EARLY LEARNING COALITION NORTH FLORIDA WEBSITE UPGRADE BY CREATIVE TYPES*

- 6.** M. Jonihakis motioned the retroactive approval of the Early Learning Coalition North Florida website upgrade by Creative Types. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

Exec/Admin Committee COMMENTS

D. Bell gave a brief legislative update on using the federal poverty tables' vs using the state median impact tables. She expects to have an update from the state soon.

NEXT MEETINGS

The next scheduled meeting:

- **Board Meeting:** May 8, 2024 at 10:30 am at World Golf Village
- **Exec/Admin Committee Meeting:** June 26, 2024 at 10:30 am Zoom meeting

ADJOURNMENT*

7. M. Siragusa motioned for adjournment at 10:59 a.m.
V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager

APPROVED MAY 8, 2024