

Attachment 6b

Early Learning Coalition of North Florida, Inc.

BOARD MEMBERSHIP ROSTER

Early Learning Coalition of North Florida Approved as of [12/06/23]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Chair, appointed by the Governor	Yes	Vacant				April 30, 2021 Retired	
2	Private sector appointed by the Governor	Yes	Cranford R. Coleman 577 Golden Links Drive Orange Park, FL 32073 Ph: (904) 614-7315 rcoleman7315@outlook.com	Private Sector; Baronco Management Consultants, Inc	Clay	Nov. 22, 2013	4 year April 30, 2016	1
3	Private sector appointed by the Governor	Yes	Brian H. Graham PO Box 9630 Fleming Island, FL 32006 Ph: (904) 376-5288 BrianHGraham@gmail.com BHG@AmericanaAdvisors.com	Private Sector: Dixie Strategies, LLC.	Clay	May 14, 2015	4 year April 30, 2019	2
4	Department of Children & Family Services regional administrator or designee	Yes	Cassandra Virgo Dept. of Children and Families Child Care Regulations 5920 Arlington Expressway Jacksonville, FL 32211 Ph:904-463-2919 Fax: 904-723-5315 Cassandra.virgo@myfamilies.com	County Department of Children and Families	Northeast Region: Baker, Bradford, Clay, Nassau, Putnam, St. Johns	June 2022	4 Year June 2026	1 1
5	District superintendent of schools or designee	Yes	Jessica Stallings Putnam County School District 200 Reid Street Palatka, FL 32177 Ph: 386-329-0538 jstallings@my.putnamschools.org	Putnam County School District	Putnam	March 2022	4 Year March 2026	1
6	Local Workforce Board Executive director or designee	Yes	Renee L. Williams CareerSource Northeast Florida District Director, Clay & Putnam	Regional Workforce Board: CareerSource	District 8: Clay, Baker Nassau, Putnam and St. Johns.	Sept. 17, 2014	Seated until replaced	

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			1845 Town Center Blvd., Suite 150, Fleming Island, FL 32003 Ph: (904) 213-3888 ext. 2076 Fax (904) 278-5696 www.careersourcenort heastflorida					
7	County health department director or designee	Yes	Robyn Jernigan Department of Health, Putnam County 2801 Kennedy Street Palatka, FL 32177 Ph: (386) 326-3330	County Health Department, Putnam County	Putnam.	Decemb er 2023	4 Year Decembe r 2027	1
8	President of a Florida College System institution or his or her permanent designee	Yes	Dr. Myrna Allen St. Johns River State College Dean of Arts and Sciences 2990 College Dr. St. Augustine, FL 32084 Ph: (386) 312-4242 myrnaallen@sjrstate.e du	Community College: St. Johns River State	Clay, Putnam, St. Johns	Sept. 17, 2014	Seated Until replaced	
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	Krista Joseph 500 San Sebastian View St. Augustine, FL 32084 Ph: (904) 209- 0301 bcc1kjoseph@sjcfl.us	Board of County Commissioners or municipal governing board; St. Johns Board of County Commissioners	St. Johns	March 2023	4 Year March 2027	1
10	Head Start Director	Yes	Brian McElhone 102 Martin Luther King St. Augustine, FL 32084 Ph: 904-547-8963 Brian.McElhone@stjohns 2.fl.us	Head Start; Director, Early Childhood Services and District Assessment Development	St. Johns	Start: July 2017 Second term start date: July 2021	4 Year July 2025	2
11	Representative of private for- profit child care providers	Yes	Patricia Dorsey Legacy 3 110 Sevilla Street East Palatka, FL 32131 (386) 385-3057 pcurry2721@comcast. net	Private for-profit child care; Legacy 3	Clay	Start March 2023	4 Year March 2027	1

Early Learning Coalition of North Florida
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12	Representative of faith based child care providers	Yes	Theresa Little 2468 County Rd. 210 St. Johns, FL 32259 Ph: (904) 429-7637 Fax: (904) 726-1791 tlittle@ctkcatholic.co m	Faith Based Child Care; Diocese of St. Augustine	St Johns	Start: Dec. 2016 Second term start date: Dec 2020	4 Year 12/2020 12/2024	1 2
13	Representative of program under federal Individuals with Disabilities Education Act	Yes	Marsha Peacock Florida Diagnostic & Learning Resources, NEFEC 3841 Reid Street Palatka, FL 32177 Ph: (386)- 329-3817 Peacockm@nefec.org	Director of Instructional Services for Florida Diagnostic & Learning Resources System for the North East Florida Education Consortium	Putnam	Septemb er 2021	4 Year Septembe r 2025	1
N/A	Children services council or juvenile welfare board chair or executive director_from each county, if applicable	Yes, if applicable	N/A					
14	DCF child care regulation representative or child care licensing agency head	Yes	Cassandra Bloom Dept. of Children and Families 210 N. Palmetto Street Daytona Beach, FL 32114 Ph: 386-785-3664 jennifer.overley@myflfamilies.com	Department of Children & Families Childcare Licensing	Northeast Region: Baker, Bradford, Clay Nassau, Putnam, St. Johns	Decemb er 2023	Decembe r 2027	1
15	Private Sector Business	Yes, if needed to meet multi- county representati on	Michelle Jonihakis 4600 Touchton Road, Building 200, Suite 400 Jacksonville, FL 3246 Ph: (904) 565-4188 Michelle.jonihakis@td.com	Private Sector: TD Bank	St. Johns	Decemb er 2018 Decemb er 2022	4 Year Decembe r 2022 Decembe r 2026	1 2
16	Private Sector Business	Yes, if needed to meet multi- county representati on	Aubrie Simpson- Gotham 981 Oak Arbor Circle St. Augustine, FL 32084 Ph: (904) 813-5809	Private Sector: Fostering Connections	St. Johns	Decemb er 2018 Decemb er 2022	4 Year Decembe r 2022 Decembe r 2026	1 2

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			fosteringconnectionsfl@gmail.com					
17	Private Sector Business	Yes, if needed to meet multi- county representati on	Shannon Shontz- Phillips 3946 St. Johns Ave. Jacksonville, FL 32205 PH: 330-524-0558 shannonshontz@gmail. com	Private Sector Florida Blue	St. Johns	June 2023	4 Year June 2027	1
18	Private Sector Business	Yes, if needed to meet multi- county representati on	Mike Siragusa 780 N. Ponce de Leon Blvd. St. Augustine, FL 32084 Ph: (904) 829-9066 masiragusa@ubulaw.c om	Private Sector; Upchurch Bailey and Upchurch, Attorney at Law	St. Johns	Septemb er 2018 Second term start date: Sept. 2022	4 Year Septembe r 2022 Sept. 2026	2
19	Private Sector Business	Yes, if needed to meet multi- county representati on	Vina Delcomyn 4213 County Road 218, Ste. 1 Middleburg, FL 32068 Ph: (904) 291-9598 Cell: (904)291-3365 delcomynv@yahoo.com	Private Sector; Awakenings Association Management	Clay	Septemb er 2020	4 Year March 2024	1
20	Private Sector Business	Yes, if needed to meet multi- county representati on	Mary Ann Holanchock 655 W. Marina Cove Drive Apt. 313 St. Augustine, FL 32080 Ph: (904-669-0668 maryannholanchock@gmail.c om	Retired Private Sector	St. Johns	June 2021	4 Year June 2025	1
21	Private Sector Business	Yes, if needed to meet multi- county representati on	Leslie A. Barstow 228 River Plantation Rd. S. St. Augustine, FL 32092	Private Sector Agape Family Health & Baptist Medical Center	St. Johns	March 2022	4 Year March 2026	1

Early Learning Coalition of North Florida Membership Management
Approved as of [12/06/23]

- I. TOTAL MEMBERSHIP : 20**
- II. TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: 0**
- III. NUMBER OF VACANCIES IN REQUIRED POSITIONS: 1**

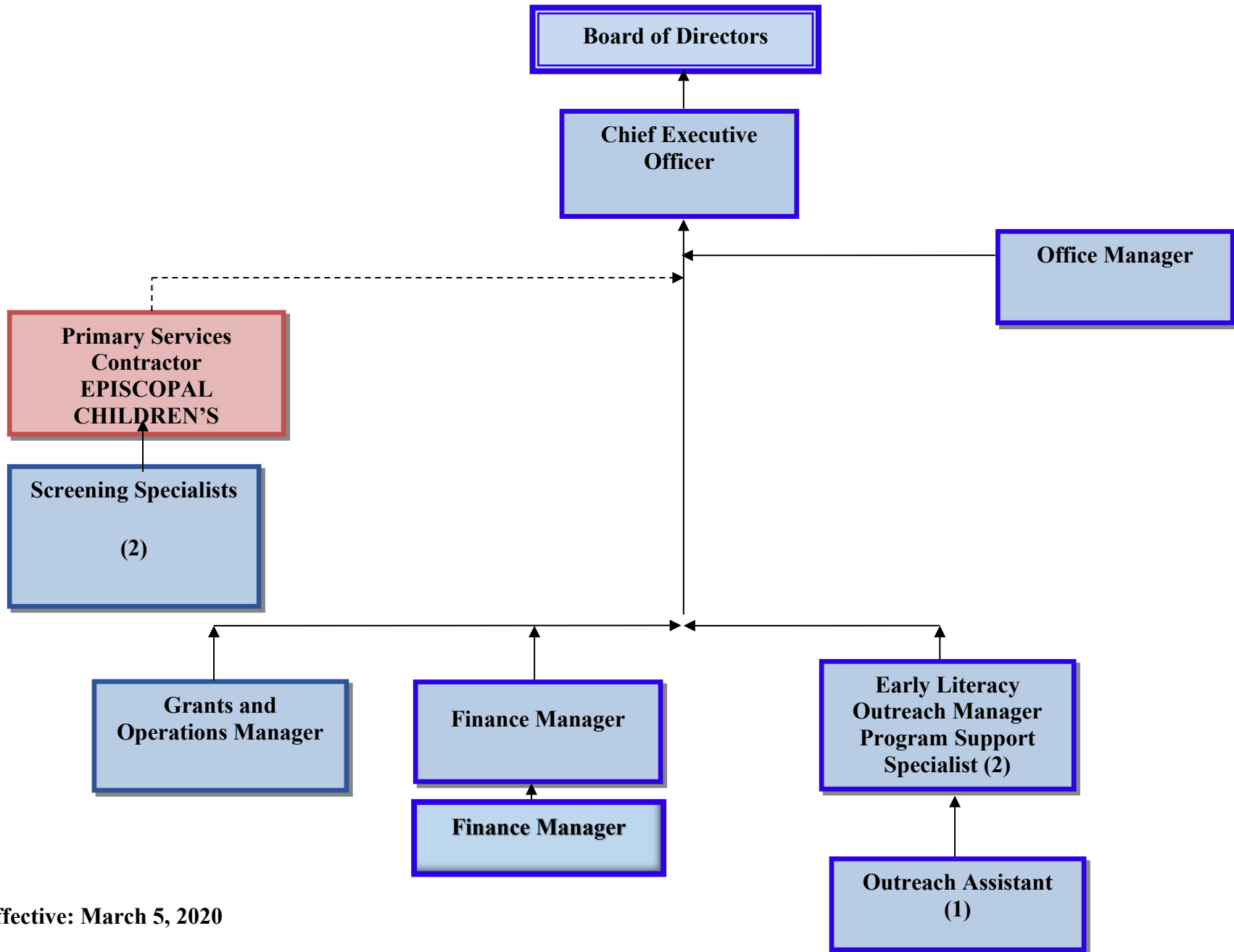
Attachment 7a

MEMORANDUM OF THE EARLY LEARNING COALITION OF NORTH FLORIDA

TO: Florida's Office of Early Learning
FROM: Dawn E. Bell, Chief Executive Officer
DATE: June 26, 2015
SUBJECT: Delegation of Authority

In the event that the CEO of the Early Learning Coalition of North Florida, Dawn E. Bell should be unavailable during the activation of the Continuity of Operations Plan or when activation of the plan is being contemplated, decision making capability for the Early Learning Coalition of North Florida will pass to the Office Manager, Marie Hanson. In the event that Marie Hanson is unavailable, decision making capability will pass to the Finance Manager, Susan Pettijohn. If Susan Pettijohn is also unavailable, decision making capability will then pass to Tajaro Dixon, Grants and Operations Manager.

ATTACHMENT 7B
ORGANIZATIONAL CHART



Effective: March 5, 2020

Attachment 8a
Parent and Provider Newsletter
Emergency Operations Procedures

Dear Parents and Providers,

Florida has unpredictable hurricane activity from year to year and in some cases child care providers may need to have temporary closings or parents may be unable to take their children to their child care providers. The Early Learning Coalition of North Florida and its service provider, Episcopal Children's Services have also had day long closings due to the weather. Of course a variety of circumstances could result in emergency closures and the activation of our emergency operations plan, known as the COOP plan.

Parents

If a parent needs child care during the emergency and their regular provider has closed, they will be allowed to transfer temporarily until the original child care provider reopens. After that, a parent will be required to have a transfer form completed by the original provider to make the transfer permanent. Episcopal will have Family Service Specialist available to help parents locate emergency care. If your local county office is closed, call the Episcopal main number at 1-800-238-3463 to speak to a Family Service Specialist that can help you.

Providers

In the event that The Early Learning Coalition of North Florida activated their COOP plan due to an area wide emergency, providers forced to close will be paid for the duration of the emergency, not to exceed 10 days total absences for the month in any one month. Child care providers need to mark the attendance roster with the first letter of the storm or otherwise indicate the cause of the closure. In the case of Hurricane Frances for example, rosters would be marked with an "F" for the days closed. If child care were closed due to a security issue, a provider might use an "S" for security. The important thing is that when someone looks at the roster, perhaps a year from now, that it is clear that the absences were due to unusual circumstances.

Providers closing due to conditions not considered an area wide emergency can not be paid for their closures. An example would be if a provider closed due to a water main break affecting only their center. Saint Johns is also prohibited by federal law to pay twice for the same child for the same time period. Therefore, if a parent transfers to another center during the emergency, we can only pay the provider that actually provides the care.

In the event of a COOP plan activation, The Early Learning Coalition of North Florida, and Episcopal Children's Services, will notify providers as soon as possible by phone, fax, or e-mail. At the same time ECS asks that after an emergency or disaster providers let us know whether you are open and when you expect to open. Please call the ECS office closest to you or our main number after an area wide emergency to let us know your status. We will also accept provider damage reports, in order to keep the state informed of the area's needs.

If we have moved to another location during the emergency, we will also ask providers to post a notice to parents in their centers saying that we are now in emergency operations, giving our contact information,. Additionally, our emergency information will be posted on our web site at ecs4kids.org and on our voice mail at 1-800-238-3463. If the relocation and the emergency plan are expected to last for more than a day or two, parents will also be notified of the changes by mail.

We hope this information will make dealing any future emergencies a little easier. If we can be of any further assistance, please feel free to contact your local family services specialist or the Episcopal Children's Services main office at 1-800-238-3463.

Sincerely,
Teresa Matheny

Attachment 8 B

CANNED NEWS RELEASE

Prior to Activation of COOP

Episcopal Children’s Services, providing School Readiness and VPK services in Saint Johns, Clay, Nassau, Baker, Putnam and Bradford Counties are temporarily moving operations at _____ as of _____ to _____ due to _____. Families or others in _____ County needing services may call _____ to reach a Coalition or ECS representative. Families that reside in a county not named may contact their local ECS Child Care Resource and Referral Office. More information may be obtained by going to ecs4kids.org. You will be informed when operations return to our address at 8443 Baymeadows Road, Jacksonville, FL 32256.

During Activation of COOP

Episcopal Children’s Services, providing School Readiness and VPK services in Saint Johns, Clay, Nassau, Baker, Putnam and Bradford Counties has temporarily moved operations at _____ as of _____ to _____ due to _____. Families or others in _____ County(s) needing services may call _____ to reach a Coalition or ECS representative. Families that reside in a county not named may contact their local ECS Child Care Resource and Referral Office. More information may be obtained by going to ecs4kids.org. You will be informed when operations return to our address at 8443 Baymeadows Road, Jacksonville, FL 32256.

COOP Plan Is Ended

Episcopal Children’s Services, providing School Readiness and VPK services in St. Johns, Clay, Nassau, Baker, Putnam and Bradford Counties has ended emergency operations from _____ and will once again be available to serve families from our regular business offices at 8443 Baymeadows Road, Jacksonville, FL 32256. Families needing service may call 1(800) 238-3463 or (904)726-1500. More information may be obtained by going to ecs4kids.org.

Attachment 8 A

Parent and Provider Newsletter Emergency Operations Procedures

Dear Parents and Providers:

Florida has unpredictable hurricane activity from year to year and from time to time other declared emergencies may arise. In some cases child care providers may need to have temporary closures or parents may be unable to take their children to their child care providers. The Early Learning Coalition of North Florida and its service provider, Episcopal Children's Services may also have closings due to the weather. A variety of circumstances could result in emergency closures and the activation of our emergency operations plan, known as the COOP plan.

Parents

If a parent needs child care during the emergency and their regular provider has closed, they will be allowed to transfer temporarily until the original child care provider reopens. After that, a parent will be required to have a transfer form completed by the original provider to make the transfer permanent. Episcopal will have Family Service Specialist available to help parents locate emergency care. If your local county office is closed, you can email crrhotline@ecs4kids.org or call the Episcopal main number at 1-800-238-3463 ext. 7002 to speak to a Family Service Specialist that can help you.

Providers

In the event that The Early Learning Coalition of North Florida activated the COOP plan due to an area wide declared emergency, providers forced to close will be paid for the duration of the emergency, not to exceed 10 days total absences for the month in any one month.

Providers closing due to conditions not considered an area wide emergency can not be paid for their closures. An example would be if a provider closed due to a water main break affecting only their center. The ELC is also prohibited by federal law to pay twice for the same child for the same time-period. Therefore, if a parent transfers to another center during the emergency, we can only pay the provider that provides the care.

In the event of a COOP plan activation, The Early Learning Coalition of North Florida, and Episcopal Children's Services, will notify providers as soon as possible by phone, fax, or e-mail. At the same time ECS asks that after an emergency or disaster providers let us know whether you are open and when you expect to open. Please email crrhotline@ecs4kids.org after an area wide emergency to let

us know your status. If you are unable to email you may call 904-726-1500 ext 7702 to report your status. We will also accept provider damage reports, in order to keep the state informed of the area's needs.

If we have moved to another location during the emergency, we will ask providers to post a notice to parents in their centers saying that we are now in emergency operations, giving our contact information,. Additionally, our emergency information will be posted on our web site at ecs4kids.org and on our voice mail at 1-800-238-3463. If the relocation and the emergency plan are expected to last for more than a day or two, parents will also be notified of the changes by email.

If we can be of any further assistance, please feel free to contact your local family services specialist or the Episcopal Children's Services main office at 1-800-238-3463 or by email at crrhotline@ecs4kids.org .

Sincerely,

Teresa Matheny
Chief of Programs

Attachment 9

Infectious Disease Emergency Addendum to the ELCNF COOP Plan

INTRODUCTION

BACKGROUND

Infectious disease emergencies are circumstances caused by biological agents, including organisms such as bacteria, viruses or toxins with the potential for significant illness or death in the population. Infectious disease emergencies may include naturally occurring outbreaks (e.g., measles, mumps, meningococcal disease), emerging infectious diseases (e.g., COVID-19, SARS, avian influenza), and bioterrorism. The circumstances of infectious disease emergencies may vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality (bioterrorism), and many others. Public health measures to contain such outbreaks are especially important for diseases with high morbidity or mortality and limited medical prophylaxis and/or treatment. ECS will follow all protocol as directed by the Center for Disease Control and Federal, State and local governmental agencies as appropriate.

PURPOSE

The purpose of the Infectious Disease Emergency Addendum Plan is to offer additional guidance to the existing COOP plan in the case of outbreaks of diseases caused by an infectious agents, biological toxins, or respond to other infectious disease emergencies as defined above.

Activities that may be implemented during an Infectious Disease Emergency include:

- Coordination with other city, regional, state and federal agencies and other organizations responding to a large public health emergency. The employees of Episcopal Children's Services, Inc. are to be considered interchangeable during emergencies and should be willing to serve in other agency roles to ensure operational needs during these emergencies.
- Development and dissemination of information and guidance for our employees to ensure proper protocols with the community we serve.
- Public health disease containment measures such as infection control, isolation and quarantine, or restriction and clearance.
- Coordination of internal work processes and management of alternate work when necessary.

SCOPE

An infectious disease emergency occurs when urgent and possibly extensive public health and medical interventions are needed to respond to and contain an infectious disease outbreak or biological threat that has the potential for significant morbidity and mortality in the ECS service area.

In such an occurrence, ECS will form a response team that includes department heads, human resources, fiscal and information technology staff at a minimum. The purpose of the team will be to coordinate and plan our response as well as to communicate a coordinated message to all stakeholders, including staff, families and funders.

The communicable disease control and prevention efforts will include routinely receiving reports of cases of infectious disease and updating staff as a result of these reports and the CDC, Office of Head Start as well as other federal agencies, the State of Florida's and local plans for containment measures. This plan is intended to be used for any infectious disease emergency that requires a response that may require changing normal ECS business operations in order to maintain the health and safety of our employees, the clients we serve, and the public at large.

TRAVEL

During an infectious disease emergency based on CDC or other governmental agency recommendations, ECS may ask employees to self-identify whether they or a family member have traveled to impacted regions where the current threat has been indicated. (i.e., areas with extensive person-to-person transmission of the illness).

For those employees identified as having potential exposure, ECS may direct them to work remotely if the CDC recommends an isolation period.

Employees who do not want to provide information about travel or potential exposure may also be asked to work remotely or not work until a physician has determined the employee safe to return to work. ECS will follow all guidelines as indicated by the CDC, state and local health officials.

CLOSURE OF CENTERS, ONE STOP OFFICES & ECS ADMINISTRATIVE LOCATIONS

In the need to prevent illness, when recommended by State of Florida or Federal officials, the closure of ECS locations may become necessary.

In this case, all employees will need to be prepared to work remotely to ensure the continuity of our operations. This will be completed in the following manner:

- Employees previously approved to work from home may continue to do so immediately. Staff and supervisors should work together to coordinate, and document work performed.
- Employees not yet approved to work remotely but whose positions allow for remote work may do so. Staff and supervisors should work together to coordinate, and document work performed.
 - Employees should check their home internet connectivity ability to gauge the ability to be successful with your workload or receive assistance. Should you need further assistance please contact our IT department by completing a help desk ticket at <https://helpdesk.ecs4kids.org/>.
 - Employees should plan to forward their desk phones to an alternative number, check voicemails remotely or take their office phone home with them depending on what will work best based on each person's technological resources at home. This will allow staff to continue receiving calls while working remotely.

- All other employees whose positions normally do not allow for remote work where possible and based on ECS's needs may be assigned alternative duties, which can be completed remotely. Staff and supervisors should work together to coordinate, and document work performed. These employees should also check their connectivity and forward their phones as indicated above.

WHEN ILLNESS STRIKES

- Follow guidelines posted by the Centers for Disease Control and Prevention (CDC).
- ECS has created an email account, covid@ecs4kids.org for staff to use to report out of the country travel, suspected exposure or illness, or when diagnosed with infectious disease. This same email address can be used for any questions about extended time off due to illness caused by the disease.
- *Employees are encouraged to utilize Florida Blue online services, unless their symptoms are severe. Please visit www.Teladoc.com to connect to a doctor online.*
- Use wellness CDC based programs to instruct all ECS employees about hygiene and disease prevention. Posters should be disseminated to all ECS locations.
- Employees should stay at home if they have a fever and symptoms of the infectious disease as identified by CDC guidance. . All employees who are sick during emergency closures, or who report in as sick, during these times, should not work.
- Once offices reopen, all employees who are confirmed positive, have had direct exposure or or show symptoms of illness should remain home following the most recent published CDC guidelines..

Identifying Coronavirus Symptoms

People with COVID-19 have had a wide array of symptoms ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus. . The most common symptoms include:

- Headache
- Cough
- Fever or chills
- Sore throat
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting

- Diarrhea

Anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Therefore, it is important to report all flu and cold like symptoms and stay home to prevent spread.

Future Occurrences of Infectious Disease

Because future public health crises could require various responses, ECS will rely on CDC guidance and the recommendations of federal, state and local governmental agencies. Our goal will always be to protect our staff, children and parents while continuing to provide services as appropriate under the circumstances.

ACTION ITEM SUMMARY

DESCRIPTION	Retro-Approval of Early Learning Coalition North Florida Website Update Contract with Creative Types/Amy Lyn D'Alesio
Reason for Recommended Action	<p>The ELC Website has not been updated in many years and is out of date. The update includes easier/cleaner user elements for both the families and our Board members. The cost for the website update is \$9,000.00.</p> <p><u>If this is not done, the following would occur:</u></p> <ul style="list-style-type: none">• The website is outdated for the market needs of today.
How the Action will be accomplished	Once Board approved, the contract will be signed and followed.