

**BOARD MEETING**

The World Golf Village and Convention Center

Caddy Shack Restaurant

December 4, 2024

2:00 p.m.

**ATTENDANCE**

**Members Present:**

Leslie Barstow  
Cassandra Bloom  
Vina Delcomyn, *Vice Chair*  
Mary Ann Holanchock  
Michelle Jonihakis  
Brian McElhone  
Mala Ramoutar  
Aubrie Simpson-Gotham, *Interim Chair*  
Jessica Stallings  
Renee Williams

**Members Absent:**

Dr. Myrna Allen, *excused*  
Makayla Buchanan, *excused*  
Ronald Coleman, *excused*  
Tatianna Gaines, *excused*  
Brian Graham, *excused*  
Lisa Koburger, *excused*  
Marsha Peacock, *excused*  
Michael Siragusa, *excused*  
Bailey Steele, *excused*

**Staff Present:**

Dawn Bell, Chief Executive Officer  
Brittany Goodson, Finance Manager  
Tajaro Dixon, Grants and Operations Manager  
Marie Hanson, Office Manager  
Susan Pettijohn, Finance Manager

**Others Present:**

Tamela Bocher, Board member nominee  
Brittney Spangler, Sr. Director of Programs, ECS  
Andrea Ramirez, Board member nominee

---

**CALL TO ORDER/ROLL CALL**

A. Simpson-Gotham called the meeting to order at 2:07pm. M. Hanson took Roll Call; quorum was met with 11 of the 18 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.

**APPROVAL OF THE DELEGATION OF AUTHORITY ITEMS\***

1. M. Holanchock motioned to approve the Delegation of Authority Items as presented. V. Delcomyn seconded the motion. No discussion. Motion passed unanimously.

#### **APPROVAL OF SEPTEMBER 11, 2024 ANNUAL BOARD MEETING MINUTES\***

2. J. Stallings motioned to approve the September 11, 2024 Board Meeting Minutes. R. Williams seconded the motion. No discussion-motion passed unanimously.

#### **NEW/UNFINISHED BUSINESS**

#### **SUMMARY OF D. BELL ANNUAL EVALUATION-HANDOUT**

- The evaluation was conducted on September 11, 2024 with the following Board members serving as the Evaluation Team: Aubrie Simpson-Gotham, Vina Delcomyn, Mary Ann Holanchock, Michael Siragusa, Theresa Little, Brian Graham and Jessica Stallings.
- 10 Board members returned the completed evaluation form.
  - Out of a 1-3 rating scale, 1.9 and below = does not meet expectations, 2.0 -2.9 = meets expectations, 3.0 = exceeds expectations
  - Dawn's overall rating is 3.0 = exceeds expectations
- Ms. Bell's next evaluation period ends September 2025.
- If any Board Member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

#### **APPROVAL OF THE FY2024-25 BUDGET FOR EARLY LEARNING COALITION OF NORTH FLORIDA\***

3. V. Delcomyn motioned to approve the 2024-2025 budget for Early Learning Coalition of North Florida. M. Jonihakis seconded the motion. No further discussion, the motion passed unanimously.

#### **APPROVAL OF MANAGEMENT DECISION RECOMMENDATION FOR ECS AUDIT 2023/2024\***

B. Goodson, Finance Manager, briefly reviewed the audit noting two deficiencies. B. Spangler, Sr. Director of Programs at ECS, gave explanation to the two deficiencies and how they have been corrected.

- 4.** R. Williams motioned to approve the Management Decision Recommendations for the ECS Audit. J. Stallings seconded the motion. No further discussion, the motion passed unanimously.

#### **APPROVAL OF THE SR PLAN AMENDMENT #10 REVISIONS\***

The following School Readiness Plan Attachments were revised after routine review:

Updates:

- 00 ELCNF SR Plan 2022-24 FormSR115 CORE Doc 120722 Revised 110124
  - Coalition ID and Information page updated
  - Use of Observation-Based Child Assessments updated
  - Provider Payment Rate Schedules removed
  - Child Care Resource and Referral and School-Aged Care updated
- Attach II C Combined Eligibility Policies 020123 Revised 111824
  - School Readiness Plus sections added (and other edits regarding this), pages 4-7
  - Projected Deficit and Disenrollment of Children section completely revised, pages 10-12

*(No other updates past page 12)*
- Attach II G Program Assessment 011123 Revised 110724
  - General updates on both pages
- Attach II H ECS Pre-Post Assessments 011123 Revised 110724
  - General updates on the one page
- Attach V A 2 Refusal to Contract 090722 Revised 110824
  - General updates on second page

- 5.** M. Holanchock motioned to approve the SR Plan Amendment #10. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

#### **APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2024/2025 CONTRACT AMENDMENT #0002-24\***

Revisions:

- A. Item **#1** added the state funding information for the SR Plus Program, per September 24, 2024 Notice of Award.
- B. Item **#2** revised language regarding certain ECS personnel documents to be available to the Coalition by way of their company-owned share point.
- C. Items **#3 and 5** included updates to the School Readiness, Additional School Readiness-Related Programs budgeted amounts for the SR Plus Program per the September 24, 2024 Notice of Award.
- D. Item **#3** added the UF Lastinger Contract into narrative section of Additional School Readiness-Related Programs. (This was added to the SR Budget contract attachment

with the 24/25 contract amendment #1, but was not added to the narrative section of the contract.)

E. Item #4 added the new parent fee schedules revised by DEL September 24, 2024.

6. M. Jonihakis motioned to approve the Episcopal Children's Services 2024-2025 Contract Amendment #0002-24. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

#### **RETRO APPROVAL (OF SEPTEMBER 13, 2024) FOR THE PURCHASE OF A SERVER FROM NETGAINS TECHNOLOGY \***

To approve the purchase of a server for IT purposes. The ELC had been renting the server previously from iVenture. The server cost is \$12,878.91.

7. L. Barstow motioned to retro-approve the purchase of a service from NetGains Technology. J. Stallings seconded the motion. No further discussion, the motion passed unanimously.

#### **APPROVAL OF THE NORTHEAST FLORIDA EDUCATIONAL CONSORTIUM LEASE RENEWAL EFFECTIVE FEBRUARY 1, 2026\***

Staff requests board approval to continue the NEFEC lease agreement of rental office space in Palatka, FL. The current lease ends January 31, 2026, and the new lease will start February 1, 2025 and conclude January 31, 2026, with the option of automatic renewal for 12 months, starting February 1 2025 and concluding on January 31, 2026 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.

8. M. Holanchock motioned to approve the Palatka office lease February 1, 2025 through January 31, 2026. J. Stallings seconded the motion. No further discussion, the motion passed unanimously.

#### **APPROVAL OF ELCNF ST. AUGUSTINE OFFICE LEASE\***

The Coalition requests board approval to continue with the lease of the St. Augustine Office located at 2450 Old Moultrie Road, Ste #103. The current lease started on March. 1, 2023 and will expire on February 29, 2028. The 5 year lease was approved at the December 2022 Board meeting and must be approved yearly as the total for the year is over the limit the CEO may approve. The monthly amount is adjusted yearly with the March payment.

This office space is considered the Coalition's main office and houses the CEO, the two Finance Managers, the two Program Support Specialists and the Office Manager.

9. M. Holanchock motioned to approve the ELCNF St. Augustine Lease. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

**APPROVAL OF REPRESENTATIVE OF PRIVATE FOR PROFIT CHILD CARE PROVIDER  
TAMELA BOCHER\***

Tamela is the owner of Orange Park Preschool. Tamela is pleased to have the opportunity to voice her concerns, opinions and to share her experiences to better serve the communities. Her Term will be: December 2024 to December 2028.

10. V. Delcomyn motioned to approve the Representative of Private for Profit Child Care Providers Tamela Bocher. M. Holanchock seconded the motion. No further discussion, motion passed unanimously.

**APPROVAL OF PRIVATE SECTOR BOARD MEMBER ANDREA RAMIREZ \***

Andrea is the Regional Marketing Specialist for Tender Care Medical Services St. Johns and Putnam counties. She previously owned a DCFS-certified daycare for 17 years. She believes early education and supportive resources are the key components in a successful education for both the child and family. Andrea's term will be December 2024 to December 2028.

11. L. Barstow motioned to approve the Private Sector Board Member Andrea Ramirez. V. Delcomyn seconded the motion. No further discussion, the motion passed unanimously.

**APPROVAL OF EX-OFFICIO LISA KOBURGER\***

Lisa Koburger is a VPK/Pre-K Coordinator for Baker County Pre-K/Kindergarten Center. Lisa has been part of the school's pre-K team for 11 years. Lisa is very interested in giving insight from a provider's point of view and the teacher's point of view. Her Term will be: December 2024 to December 2028.

12. L. Barstow motioned to approve Ex-Officio Lisa Koburger. M. Holanchock seconded the motion. No further discussion, the motioned passed unanimously.

**APPROVAL OF THE PUTNAM COUNTY HEALTH DEPARTMENT DIRECTOR OR  
DESIGNEE, TATIANNA GAINES\***

Tatianna Gaines is the designee for the Putnam County Health Department. Tatianna is the WIC Director and a Registered Dietitian with vast experience working with children

13. L. Barrows motioned to approve the Putnam County Health Department Designee Tatianna Gaines. M. Holanchock seconded the motion. No further discussion, motion passed unanimously.

## **APPROVAL OF THE MEMBER APPOINTED BY BOARD OF COUNTY COMMISSIONERS OR THE GOVERNING BOARD OF A MUNICIPALITY ANN TAYLOR.**

- 14.** M. Jonihakis motioned to approve the Board of County Commissioners appointee Ann Taylor. V. Delcomyn seconded the motion. L. Barstow abstained from voting (form on file). 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 took a few moments to recognize and thank Interim-Chair A. Simpson Gotham for her work on the Board and in the Community.

D. Bell also recognized two ELC staff members, Susan Pettijohn and Marie Hanson.

D. Bell reviewed the Conflict of Interest email that was sent to board members October 15, 2024 and instructed them to have their Memorandum of Voting Conflict form turned into the Office Manager within 15 calendar days.

### **B. FINANCE MANAGER'S REPORT**

B. Goodson, Finance Manager, presented the following report:

#### Desk Reviews and Audits

Our Desk Review for the last half of FY2024 DEL is currently in progress. We have completed the information requests from our external auditors, but have not yet received an audit report.

#### Q1 Financial Statements (see attachment)

Attached are the Q1 financial statements for FY24-25. The Coalition's year to date surplus is more 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 5.80% which is slightly more than our target of 5%. During the month of October, the VPK Admin percentage decreased to 4.4%. SR Administration percentage is currently

3.51% which is less than our target of 5%. All other targets and restrictions remain in alignment with grant requirements.

**Early Learning Coalition of North Florida**  
FY 2024-2025

	2024-2025	Q1 FY2025	FY 2024-2025	Favorable
	Total Budget	Budget	Q1 Actual	(Unfavorable)
<b>Notice of Awards</b>				
School Readiness (SR)	\$ 25,210,841	\$ 6,302,710	\$ 6,775,657	\$ 472,947
ARPA	0	0	34,409	34,409
Voluntary PreKindergarten (VPK)	<u>17,583,737</u>	<u>4,395,934</u>	<u>4,441,352</u>	<u>45,418</u>
<b>Total Notice of Award</b>	<u>\$ 42,794,577</u>	<u>\$ 10,698,644</u>	<u>\$ 11,251,418</u>	<u>552,774</u>
<b>Subrecipient Expense</b>				
School Readiness (SR)	\$ 24,070,350	\$ 6,017,588	\$ 6,530,407	\$ (512,820)
ARPA	0	0	34,409	(34,409)
Voluntary PreKindergarten (VPK)	<u>17,500,863</u>	<u>4,375,216</u>	<u>4,430,177</u>	<u>(54,961)</u>
<b>Total Subrecipient Expense</b>	<u>\$ 41,571,213</u>	<u>\$ 10,392,803</u>	<u>\$ 10,994,993</u>	<u>\$ (602,190)</u>
<b>Grant Funds Available to ELC of North FL</b>	<u>\$ 1,223,36</u>	<u>\$ 305,841</u>	<u>\$ 256,425</u>	<u>\$ (49,416)</u>
<b>Other Donations and Revenue</b>				
Interest Income	\$ 600	\$ 150	\$ 537	\$ 387
Miscellaneous Donations	<u>2,500</u>			<u>(1,215)</u>
<b>Total Revenues</b>	<u>\$ 1,226,46</u>	<u>\$ 307,241</u>	<u>\$ 256,997</u>	<u>\$ (50,244)</u>
<b>ELC of North Florida Estimated Expense</b>				
Salaries	\$ 663,500	\$ 165,875	\$ 146,129	\$ 19,746
PR Taxes	51,627	12,907	11,117	1,790
Health Insurance & HSA Contributions	125,000	31,250	20,896	10,354
Pension	35,002	8,751	7,258	1,493
Life, Disability, and WC	9,000	2,250	1,362	888
Staff Development	10,000	2,500	3,051	(551)
Contract Services	5,500	1,375	2,940	(1,565)
Auditing	20,000	0	0	0
Legal	500	125	0	125
Printing & Reproduction	1,000	250	0	250
Repairs & Maintenance	1,000	250	0	250
Office Sites - Occupancy	51,000	12,750	10,886	1,864
Postage, Freight & Delivery	1,000	250	201	49
Rentals - Office Equipment	3,000	750	698	52
Office Supplies	10,500	2,625	1,185	1,440
Communications	24,000	6,000	3,797	2,203
D & O Insurance	5,500	1,375	3,509	(2,134)
General Liability	22,000	20,000	18,092	1,908
Equipment <\$1,000	3,000	750	0	750
Equipment >\$1,000	3,000	750	0	750
Travel - In State	8,000	2,000	660	1,340
Travel - Out of State	11,000	2,750	0	2,750
Travel - Local	7,000	1,750	1,027	723
Bank Fees	200	50		50
Software/Licenses/Support	16,200	4,050	3,447	603
Web Service	70,000	17,500	8,877	8,623
Other employee expenditures	1,000	250	25	225
ADP Fees	9,600	2,400	1,470	930
Dues & Subscriptions	19,000	10,000	9,574	426
Taxes, Licenses and Fees	500	125	0	125
Misc. - Other Current Charges	8,000	2,000	129	1,871
Quality Program	<u>30,000</u>			<u>7,405</u>
<b>Total ELC North Florida Estimated Expense</b>	<u>1,225,629</u>	<u>321,157</u>	<u>256,425</u>	<u>64,732</u>
<b>Surplus or (Loss)</b>	<u>\$ 83</u>	<u>\$ (13,916)</u>	<u>\$ 572</u>	<u>\$ (14,488)</u>

## FIRST QUARTER PROGRAM UPDATE

T. Dixon's report included a special recognition of a School Readiness success story, Gracey's Forever Home.

### Coalition Activities:

---

- The Division of Early Learning (DEL) Fiscal Monitoring occurred January 29 – February 1, 2024. The final report (May 20, 2024), had one compliance issue regarding an incorrect allocation. The Coalition received DEL's acceptance of our corrective action and DEL's close-out letter August 30, 2024.
- The Coalition's 2024/2025 Anti-Fraud Plan was submitted to DEL's Office of Inspector General April 4, 2024, and the Coalition received their approval July 29, 2024.
- DEL's biennial Accountability Review has been completed and is currently in the draft reporting stage.
- All Coalition staff completed their annual review of Anti-Fraud plan, policies and practices in July.
- Coalition staff completed the 2024/2025 Internal Controls Questionnaire (ICQ) August 12, 2024. In addition, ECS completed this same ICQ (as they do each year) and their responses were reviewed by Coalition staff for any needed follow-up and/or approval. There were no issues for follow up.
- Coalition staff met the October 1, 2024 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.

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

The 2023/2024 Fourth Quarter Monitoring was performed August 12-23, 2024. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were the Data Security Systems Updates, DEL Scorecard: Childcare Provider Monitoring, Non-direct Costs Review (3<sup>rd</sup> and 4<sup>th</sup> quarters combined), and Fiscal Year-end Overview. From this review, there were four compliance issues that required staff refresher training sessions. The staff trainings were held before the final report.

The 2024/2025 First Quarter Monitoring is scheduled for November 1-15, 2024. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional area of review will be the Annual Data Security and Security Systems Review. *ALL full reports are available upon request.*



## **BOARD ABSENTEEISM LOG**

No Comments.

## **BOARD COMMENTS**

Three of the four Board members, J. Stallings, M. Holanchock and R. Williams, gave an overview of the National Summit on Education 2024 Conference they attended in November.

## **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, March 5, 2025, 10:30 a.m. – Exec/Admin Committee Zoom Conference Call Meeting
- Wednesday, May 7, 2025, 10:30 a.m. –Board Meeting World Golf Village Convention Center

## **ADJOURNMENT\***

- 15.** M. Holanchock motioned for adjournment at 3:13 p.m. J. Stallings seconded the motion. No discussion, motion passed unanimously.

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