



EARLY LEARNING COALITION

North Florida

EXECUTIVE/ADMIN COMMITTEE MEETING

ZOOM Meeting
March 5, 2025 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:

Staff Present:

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

Others Present:

Teresa Matheny, Chief of Programs ECS
Katia Filippucci, Moss Krusick
Rich Cassidy, Moss Krusick

CALL TO ORDER/ROLL CALL

A. Simpson Gotham called the meeting to order at 10:31 a.m. M. Hanson took Roll Call; quorum was met with 5 of the 5 Exec/Admin committee members in attendance.

PUBLIC COMMENT

No comments.

REVIEW AND APPROVAL OF 2023-2024 AUDIT*

Rich Cassidy and Katia Filippucci of Moss, Krusick and Associates presented the results of the ELCNF 2023-2024 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.** V. Delcomyn motioned to accept and approve the 2023-2024 Audit as presented. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

NEW/UNFINISHED BUSINESS

RETRO-APPROVAL OF THE EPISCOPAL CHILDREN'S SERVICES 2024/2025 CONTRACT AMENDMENT #0003-24*

2. M. Siragusa motioned to retro-approve the Episcopal Children's Services 2024/2025 Amendment #0003-24. M. Jonihakis seconded the motion. No discussion, motion passed unanimously.

The following retro-approvals were done with one vote.

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

3. V. Delcomyn motioned to retro-approve revisions to the Coalition's Operational Policies and Procedures. M. Allen seconded the motion. No discussion, motion, passed unanimously.

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

4. V. Delcomyn motioned to retro-approve revisions to the Coalition's Personnel Policies and Procedures Manual. M. Allen seconded the motion. No discussion, motion passed unanimously.

RETRO-APPROVAL OF REVISIONS TO THE COALITION'S CONTRACT MANAGEMENT POLICY*

5. V. Delcomyn motioned to retro-approve revisions to the Coalition's Contract Management Policy. M. Allen seconded the motion. No discussion, motion passed unanimously.

RETRO-APPROVAL OF REVISIONS TO THE COALITION'S ACCOUNTING AND FINANCIAL POLICIES*

6. V. Delcomyn motioned to retro- approve revisions to the Coalition's Accounting and Financial Policies. M. Allen seconded the motion. No discussion, motion passed unanimously.

RETRO-APPROVAL OF REVISIONS TO THE COALITION'S IT POLICIES*

7. V. Delcomyn motioned to retro-approve revisions to the Coalition's IT Policies. M. Allen seconded the motion. No discussion, motion passed unanimously.

RETRO APPROVAL OF REVISIONS TO THE COALITION'S PROCUREMENT POLICY*

8. V. Delcomyn motioned to retro-approve revisions to the Coalition's Procurement Policy. M. Allen seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE COALITION'S 2025-2026 COOP (CONTINUITY OF OPERATION PLAN)*

9. M. Allen motioned to approve the Coalition's 2025-2026 COOP (Continuity of Operations Plan)*. M. Siragusa seconded the motion. No discussion, motion passed unanimously.

APPROVAL OF THE COALITION'S DISPOSAL OF INVENTORY*

10. M. Jonihakis motioned the approval of the Coalition's disposal of inventory. M. Allen seconded the motion. No discussion, motion passed unanimously.

RETRO-APPROVAL OF THE UPDATED ELC ORG CHART*

11. M. Siragusa motioned the retro-approval of the updated ELC Org Chart. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

Exec/Admin Committee COMMENTS

D. Bell gave a brief legislative update. Ms. Bell reports that there are no issues at this point and that the lobbyists are working hard for Early Learning in Florida.

NEXT MEETINGS

The next scheduled meeting:

- **Board Meeting:** May 7, 2025 at 10:30 am at World Golf Village
- **Exec/Admin Committee Meeting:** June 25, 2025 at 10:30 am Zoom meeting

ADJOURNMENT*

12. M. Siragusa motioned for adjournment at 10:56 a.m. V. Delcomyn seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager