

# Early Learning Coalition of North Florida, Inc.

## ANNUAL BOARD MEETING

The Renaissance World Golf Village and Convention Center  
September 10, 2025  
10:30 a.m.

### ATTENDANCE

#### Members Present:

Kathleen Allen  
Myrna Allen, *Secretary*  
Leslie Barstow  
Tamela Bocher  
Makayla Buchanon  
Tatiana Caines  
Vina Delcomyn – *Vice Chair*  
Joy Farris  
Brian Graham  
Mary Ellen Hancock  
Mary Ann Holanchock  
Michelle Jonihakis, *Treasurer*  
Lisa Koburger –*ex-officio*  
Mala Ramoutar  
Aubrie Simpson-Gotham, *Interim Chair*  
Michael Siragusa  
Jessica Stallings  
Ann Taylor

#### Members Absent

Cassandra Bloom  
Ronald Coleman  
Meghan Deputy  
Marsha Peacock  
Andrea Ramirez  
Bailey Steele  
Renee Williams, *Secretary*

#### Staff Present:

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

#### Others Present:

Teresa Matheny, ECS

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### I. CALL TO ORDER/ROLL CALL

Aubrie Simpson-Gotham, Interim Chair called the meeting to order at 10:35 a.m. Roll was taken; quorum was met, with 18 of the 25 board members in attendance.

### II. PUBLIC COMMENT- None

### III. APPROVAL 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. The delegation items are included in the Board Packet for review. There were no discussions or questions on the items.

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

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

#### **IV. APPROVAL OF MAY 7, 2025 BOARD MEETING MINUTES\***

- 2.** V. Delcomyn motioned to approve the May 7, 2025 Board Meeting Minutes as presented. M. Jonihakis seconded the motion. No discussion. Motion passed unanimously.

#### **V. NEW/UNFINISHED BUSINESS**

##### **A. APPROVAL OF 2022-24 SCHOOL READINESS PLAN AMENDMENT #13\***

Attach I I ECS IT Pol-Proc 021825 – the revisions address changes at the State level and requests from ELC of North Florida.

- 3.** M. Hancock motioned to approve the 2022-2024 School Readiness Plan Amendment #13. J. Farris seconded the motion. No further discussion. Motion passed unanimously.

##### **B. APPROVAL OF THE ELCNF BUDGET FOR 2025/2026\***

On August 26<sup>th</sup>, The Division of Early Learning sent a revision to the Notice of Award for the 2025-26 Grant Year. Compared to our previously approved budget this revision reflects the actual NOA for FY2025-26.

The increases will be used for direct services and paid to ECS as needed.

NOA Remarks: SR Plus Revert/Reappropriate Allocation

- 4.** M. Jonihakis motioned to approve the ELCNF Budget for 2025/2026. K. Allen seconded the motion. No further discussion. Motion passed unanimously.

##### **C. APPROVAL OF THE ECS 2025-2026 CONTRACT AMENDMENT #0001-25\***

- 1.** Items **#5, 11, and 24** included updates to the School Readiness budgeted amounts, as well as the Additional School Readiness-Related Programs budgeted amounts per the July 1, 2025, August 7, 2025, and August 25, 2025 Notices of Award and the UF Lastinger Center contract for professional development.

- 2.** Items #14, 16, 17, and 25 included updates to the Voluntary Prekindergarten budgeted amounts as well as the Additional Voluntary Prekindergarten-Related Programs budgeted amounts per the July 1, 2025 Notice of Award.
- 3.** Items #5 and 6 were to remove language that gold seal payments are subject to adjustments due to budget constraints. DEL now controls the gold seal payment amounts.
- 4.** Item #22 was to update the address for the Clay County ECS office and to correct the spelling of the street name for the Putnam County ECS office.
- 5.** Item #23 was to update the parent fee scales for 2025/2026.
- 6.** The remaining items were updates from the Division of Early Learning (DEL) 2025/2026 Grant Agreement.

**5.** A. Taylor motioned to approve the ECS 2025-2026 Contract Amendment #0001-25. J. Farris seconded the motion. No further discussion. Motion passed unanimously.

**D. DISCUSSION ON PROPOSED 2026-2027 RFP FOR DELIVERY OF SCHOOL READINESS AND VOLUNTARY PRE-K SERVICES – AMENDED 9.10.2025**

T. Matheny, Chief Strategy & Innovation Officer for Episcopal Children’s Services left the meeting at 10:45 am.

T. Dixon, Grant & Operations Manager for ELC reviewed the proposed RFP AMENDMENT 09/10/25 and the process. There were no questions or discussion.

T. Matheny came back to the meeting at 10:51.

**E. APPROVAL OF THE REQUEST FOR PROPOSAL (R.F.P.) #ELCNF-26/27-001 FOR THE DELIVERY OF SCHOOL READINESS AND VOLUNTARY PREKINDERGARTEN SERVICES, AMENDED 09/10/25\***

This revision was done as a result of DEL’s staff guidance (August 29, 2025) stating that any procurement that only has a single response, the resulting contract would NOT BE RENEWABLE. Therefore, the RFP documents were revised to change this to a five-year contract.

- 6.** V. Delcomyn motioned to approve the request for proposal #ELCNF-2026-2027 for the delivery of School Readiness and Voluntary Pre-kindergarten services, amended 9/10/2025. L. Barstow seconded the motion. No further discussion. Motion passed unanimously.

**F. RFP Conflict of Interest Forms were reviewed and signed.**

**G. APPROVAL OF THE ELCNF 2024-2025 Annual Report\***

7. M. Allen motioned to approve the ELCNF 2024-2025 Annual Report. M. Holanchock seconded the motion. No further discussion. Motion passed unanimously.

**H. RETRO-APPROVAL OF THE ELCNF INSURANCE COVERAGES WITH FLORIDA INSURANCE TRUST.\***

8. M. Jonihakis motioned to retro-approve the ELCNF insurance coverages with Florida Insurance Trust. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

**I. APPROVAL OF THE ASSOCIATION OF EARLY LEARNING COALITIONS, INC. ANNUAL MEMBERSHIP DUES.\***

9. L. Barstow motioned to approve the Association of Early Learning Coalitions Annual Membership Dues. M. Jonihakis seconded the motion. No further discussion. Motion passed unanimously.

**J. APPROVAL OF SECOND TERM FOR MARSHA PEACOCK DESIGNEE FOR THE MANDATED POSITION OF PROGRAMS FOR CHILDREN WITH DISABILITIES UNDER THE FEDERAL INDIVIDUALS WITH DISABILITIES ACT\***

10. M. Hancock motioned to approve the second term for Marsha Peacock, designee for the mandated position of Program for Children with Disabilities under the Federal Individuals With Disabilities Act. V. Delcomyn seconded the motion. No further discussion. Motion passed unanimously.

**K. APPROVAL OF FAITH BASED REPRESENTATIVE AMY ROBERTS\***

11. V. Delcomyn motioned to approve the faith based representative Amy Roberts. J. Farris seconded the motion. No further discussion. Motion passed unanimously.

**L. REVIEW OF BOARD MEMBERSHIP – INFORMATIONAL**

D. Bell reviewed upcoming Board term dates and overall membership statuses. No discussion or further comments

**M. ELECTION OF OFFICERS\***

By unanimous vote, the following board members were re-elected to serve as the Coalition Officers for the 2025-2026 fiscal year, noting that the term is for three years.

- Interim Chair: Aubrie Simpson-Gotham

- Vice Chair: Vina Delcomyn
- Treasurer: Michelle Jonihakis
- Secretary: Dr. Myrna Allen

## **N. STANDING COMMITTEE DISCUSSION AND SIGN-UP**

An email was sent to all board members prior to the meeting asking volunteers to serve on the Executive Admin Committee. The committee requires the four elected officers along with an additional four Board Members.

Based on the responses from Board Members, the following were re-elected to the Executive Administration Committee: A. Simpson-Gotham, V. Delcomyn, M. Jonihakis, M. Allen, and M. Siragusa with the addition of Joy Farris.

## **O. CODE OF ETHICS-HANDOUT**

The Coalition policy OP202 Code of Ethics was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board members and staff in attendance signed the acknowledgement of compliance and turned them in.

## **CONFLICT OF INTEREST QUESTIONNAIRE-HANDOUT**

The Coalition policy OP203 Conflict of Interest was provided in the Board Packet. Board Members and staff did not have any questions regarding the policy. All board and staff in attendance completed and signed the questionnaire portion of the policy and turned them in.

No Comments.

## **VI. COMMITTEE REPORTS**

### **A. Approval of August 6, 2025 Executive Admin Meeting minutes\***

12. V. Delcomyn motioned to approve the Minutes of the August 6, 2025 Executive Admin Meeting. M. Jonihakis seconded the motion. No further discussion. Motion passed unanimously.

### **B. Executive Administrative Committee**

1. Ratify Approval of the Request for Proposal (RFP) #ELCNF 26/27 for the delivery of School Readiness and Voluntary Pre-kindergarten Services.

13. V. Delcomyn motioned to ratify the Request for Proposal (RFP) #ELCNF 26/27 for the delivery of School Readiness and Voluntary Pre-kindergarten Services. J. Farris seconded the motion. No discussion, the motion passed unanimously.

## VII STAFF REPORTS

### A. CEO REPORT

D. Bell reviewed the results of the 2024-2025 Board Self Evaluation. This evaluation allows both board and staff members to assess how we are all doing and identifies any gaps that we can provide support through materials or training. Staff looks for those 1 or 2 ratings to see if there may be a gap, whether it is individually or more globally as a board. Fifteen Board Members participated in the self-evaluation.

### B. Finance Manager's Report

#### Desk Reviews and Audits

Our external audit for FY2024-2025 will soon begin. There are no other outstanding desk reviews or audits.

#### Q4 Financial Statements (see attachment)

Attached are the Q4 financial statements for FY23-24. Grant expenses are less than anticipated, in direct proportion to the reduction in grant revenue. Due to DEL regulations, June School Readiness (SR) revenues will be reflected in July along with SR expenses, which explains the approximate two-million-dollar unfavorable numbers in the SR revenue and expenses.

#### Targets and Restrictions

VPK Admin percentage for the year-end was 4.546 % which is less than our target of 5%. SR Administration percentage for the year-end was 3.315% which is less than our target of 5%.

*Brittany Goodson*

**DRAFT**

**Balance Sheet  
As of June 30, 2025**

**ASSETS**

Cash, Operating	\$	2,089,402
Cash, Money Market		64,125
Petty Cash		200
Deposits		874
Prepaid Expense		32,597
Right of Use Asset		118,560
Equipment		17,418
Less: Accumulated Depreciation		<u>(6,498)</u>

**TOTAL ASSETS** \$ 2,316,678

**LIABILITIES**

Episcopal Children's Services Payable	\$	2,158,318
DEL Advance Payable		153,103
Interest due to OEL		52,020
Other AP		21,665
Current portion of Lease Liability		16,524
Accrued Payroll		
Accrued Vacation		27,194
Accrued Employee Benefits		1,614
Long-Term Lease Liability		<u>74,489</u>

**TOTAL LIABILITIES** \$ 2,504,927

Net Assets @06/30/2023 (183,730)

Net change YTD@ 06/30/2024 (4,393)

Net change FY2025 (126)

**Total Liabilities and Net Assets** \$ 2,316,678

\$ (0)

**FY 2024-2025**

	<b>2024-2025 Total Budget</b>	<b>FY 2024-2025 Q4 Actual</b>	<b>Favorable (Unfavorable)</b>
<b>Notice of Awards</b>			
School Readiness (SR)	\$ 25,210,841	\$ 22,277,756	\$ (2,933,085)
ARPA	0	34,409	34,409
Voluntary PreKindergarten (VPK)	17,583,737	17,540,183	(43,554)
<b>Total Notice of Award</b>			
	\$ 42,794,578	\$ 39,852,348	(2,942,230)
<b>Subrecipient Expense</b>			
School Readiness (SR)	\$ 24,070,350	\$ 21,427,415	\$ 2,642,935
ARPA	0	34,409	(34,409)
Voluntary PreKindergarten (VPK)	17,500,863	17,466,937	33,926
<b>Total Subrecipient Expense</b>	\$ 41,571,213	\$ 38,928,760	\$ 2,642,453
<b>Grant Funds Available to ELC of North FL</b>	<b>\$ 1,223,365</b>	<b>\$ 923,587</b>	<b>\$ (299,778)</b>
<b>Other Donations and Revenue</b>			
Interest Income	\$ 600	\$ 1,298	\$ 698
Miscellaneous Donations	2,500	3,140	640
<b>Total Revenues</b>	<b>\$ 1,226,465</b>	<b>\$ 928,026</b>	<b>\$ (298,439)</b>
<b>ELC of North Florida Estimated Expense</b>			
Salaries	\$ 663,500	551,831.49	\$ 111,669
PR Taxes	51,627	41,991.88	9,635
Health Insurance & HSA Contributions	125,000	87,625.77	37,374
Pension	35,002	25,954.86	9,047
Life, Disability, and WC	9,000	5,011.34	3,989
Staff Development	10,000	7,165.81	2,834
Contract Services	5,500	3,214.55	2,285
Auditing	20,000	14,000.00	6,000
Legal	500	0	500
Printing & Reproduction	1,000	0	1,000
Repairs & Maintenance	1,000	0	1,000
Office Sites - Occupancy	51,000	39,540.95	11,459
Postage, Freight & Delivery	1,000	461.95	538
Rentals - Office Equipment	3,000	2,162.80	837
Office Supplies	10,500	5,345.30	5,155
Communications	24,000	14,178.96	9,821
D & O Insurance	5,500	3,509.27	1,991
General Liability	22,000	18,092.66	3,907
Equipment <\$1,000	3,000	1,959.05	1,041
Equipment >\$1,000	3,000	0	3,000
Travel - In State	8,000	2,289.77	5,710
Travel - Out of State	11,000	5,458.13	5,542
Travel - Local	7,000	4,558.03	2,442
Bank Fees	200		200
Software/Licenses/Support	16,200	9,974.63	6,225
Web Service	70,000	63,614.83	6,385
Other employee expenditures	1,000	426.13	574
ADP Fees	9,600	6,209.81	3,390

Dues & Subscriptions	19,000	10,544.00	8,456
Taxes, Licenses and Fees	500	527.23	(27)
Misc. - Other Current Charges	8,000	1,029.00	6,971
Quality Program	30,000	1,473.75	28,526.25
<b>Total ELC North Florida Estimated Expense</b>	<b>1,225,629</b>	<b>928,152</b>	<b>297,477</b>
<b>Surplus or (Loss)</b>	<b>\$ 836</b>	<b>\$ (126)</b>	<b>\$ 962</b>

## 4<sup>TH</sup> QUARTER PROGRAM UPDATE

T. Dixon reported on the following:

### Coalition Activities:

- The Division of Early Learning (DEL) Fiscal Monitoring for 2024/2025 began April 14, 2025. The scope included only the COVID-related grants for this cycle. As of today's date, DEL is still working on all ELC's Draft Reports.
- The Coalition's COOP (Continuation of Operations Plan) for 2025/2026 was submitted to DEL before the May 1, 2025 deadline.
- The 2025/2026 Coalition's Anti-Fraud Plan was submitted to DEL's Office of Inspector General April 2, 2025, and was approved July 21, 2025.
- The DEL Grant Agreement as well as the Episcopal Children Services (ECS) contract were completed and approved in time for July 1, 2025 funding and services.
- In May, the Request for Proposals (RFP) for Primary Service Provider began. This included the writing of the RFP solicitation document, the sample contract attachment, and the budget attachments. This also included the cost/price analysis completed by Brittany Goodson. In June, the RFP committee and legal review of the solicitation documents was completed and the advertisements placed. The approval of the RFP is on the Exec/Admin committee consent agenda for today's board meeting. This RFP process will result in the Primary Service Provider Contract for services beginning July 1, 2026, with the option for three additional one-year contracts.

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

The 2024/2025 Third Quarter Monitoring was performed May 9-23, 2025. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates and Quality Contracts. From this

monitoring there were six compliance issues. All were routine in nature and corrective actions (including staff training) were completed before the Final Report.

The 2024/2025 Fourth Quarter Monitoring is scheduled for August 11-22, 2025. This monitoring will include all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review will be Data Security Systems Updates, Fiscal Non-direct Costs, and Fiscal Year-end Overview.

*ALL full reports are available upon request.*

T. Dixon recognized Episcopal Children's Services (ECS) for their success with the Rebar family. T. Dixon highlighted how ECS used many of their tools to assist a family in need.

## **BOARD ABSENTEEISM LOG- INFORMATIONAL**

### **BOARD COMMENTS**

No Comments.

### **NEXT MEETINGS**

The next scheduled meetings are as follows:

- Wednesday, November 5, 2025 , 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, December 3, 2025, 2:00 p.m. –Board Meeting, World Golf Village, Caddy Shack Restaurant.

### **ADJOURNMENT\***

- 14.** L. Barstow motioned for adjournment at 11:56 a.m. M. Jonihakis seconded the motion. No discussion. Motion passed unanimously.

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