

Early Learning Coalition of North Florida, Inc.

BOARD MEETING

The World Golf Village and Convention Center
Caddy Shack Restaurant

December 3, 2025

2:00 p.m.

ATTENDANCE

Members Present:

Dr. Myrna Allen - *Secretary*
Leslie Barstow
Cassandra Bloom
Tamela Bocher
Vina Delcomyn, *Vice Chair*
Meghan Deputy
Joy Farris
Mary Ellen Hancock
Mary Ann Holanchock
Michelle Jonihakis *Treasurer*
Lisa Koburger
Marsha Peacock
Mala Ramoutar
Amy Roberts
Michael Siragusa
Renee Williams

Members Absent:

Kathleen Allen, *excused*
Makayla Buchanan, *excused*
Ronald Coleman, *excused*
Tatianna Caines, *excused*
Brian Graham, *excused*
Andrea Ramirez *excused*
Aubrie Simpson-Gotham, *Interim Chair*
Jessica Stallings *excused*
Bailey Steele, *excused*
Ann Taylor - *excused*

Staff Present:

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

Others Present:

Teresa Matheny, Chief Strategy and
Innovation Officer, ECS
Brittney Spangler , Associate VP of Programs,
ECS
Theresa Little, Faith Based Child Care
Provider – new Board member
Amy Lynn D'Alesio, guest

CALL TO ORDER/ROLL CALL

V. Delcomyn called the meeting to order at 2:02pm. M. Hanson took Roll Call; quorum was met with 15 of the 26 board members in attendance.

PUBLIC COMMENT

No comments.

EPISCOPAL CHILDREN'S SERVICES UPDATE

B. Spangler, Associate VP of Programs reviewed the recent enrollment numbers across the School Readiness programs. The enrollments have been shut down since 2022 due to funding. With additional funding opening up, the enrollments are now open and we are able to serve more families in need.

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. C. Bloom seconded the motion. No discussion. Motion passed unanimously.

APPROVAL OF SEPTEMBER 10, 2025 ANNUAL BOARD MEETING MINUTES*

2. L. Barstow motioned to approve the September 10, 2025 Board Meeting Minutes. J. Farris seconded the motion. No discussion-motion passed unanimously.

NEW/UNFINISHED BUSINESS

SUMMARY OF D. BELL ANNUAL EVALUATION- HANDOUT

- The evaluation was sent out to all Board members to be returned to Marie Hanson by August 12, 2025
- 10 Board members returned the completed form
- The following Board members are serving as the Evaluation Team:
 - Aubrie Simpson-Gotham, Vina Delcomyn, Mary Ann Holanchock, Michael Siragusa, Brian Graham, Joy Farris and Jessica Stallings.
- 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 2.77 = meets expectations
- Dawn's next evaluation period will be 2025-2026
- If any Board member would like to see a copy of the final compiled evaluation results, please contact Marie Hanson.

APPROVAL OF THE RFP COMMITTEE RECOMMENDATION FOR THE COALITION’S RFP (REQUEST FOR PROPOSALS) #RFP -26/27-001 CONTRACT AWARD*

The purpose of this memorandum is to advise the Board of the RFP Committee’s findings and recommendation for Primary Service Provider Contractor for fiscal/contract year 2026/2027 through 2030/2031.

Background:

The RFP Committee met September 23, 2025 and October 28, 2025 to consider proposals for Primary Service Provider, in response to Coalition Request for Proposals #ELCNF-26/27-001. An RFP criteria checklist/evaluation tool was utilized to assign numerical scoring for nine criteria necessary for these services. These criteria are weighted and are included in the table below.

Committee Findings:

As noted, one organization submitted a proposal. And with the scoring of that proposal the committee is satisfied with the selection of Episcopal Children’s Services as the awardee.

In addition, the committee discussed the methods that were used to advertise this RFP and feels it is in the Coalitions best interest to accept this proposal without resoliciting the RFP.

Committee Recommendation:

As the proposal submitted by Episcopal Children’s Services (ECS) attained a total averaged score of **542.5 (out of a possible maximum score of 585)**, it is the RFP Committee’s recommendation to award Episcopal Children’s Services (ECS) the Coalition’s contract for Primary Service Provider for the fiscal years of 2026/2027 through 2030/2031. It is the committee’s standing that this award choice is the most advantageous for the Coalition.

A breakdown of all scores are attached.

Evaluation and Selection Tool – Score Tabulations

Criteria	Possible Maximum Score	Episcopal Children’s Services (E.C.S.)	
		Total (weighted) score	Average Score (total divided by 2 evaluators per section)
Section B – Knowledge of and Commitment to School Readiness and Voluntary Prekindergarten Services	45	90	45
Section C – Relationships with Key Community Players	18	36	18
Section D – Processes to Ensure Quality Services and Achieve Performance Specifications	48	96	48

Section E – Capacity to Manage and Coordinate Management Information Systems	36	72	36
Section F-1 – Ability to Provide Appropriate and Effective Child Care Resource & Referral, Inclusion, Quality Support Services, and Eligibility and Enrollment Services	75	150	75
Section F-2 – Ability to Provide Child Care Services and Contracting	45	90	45
Section G – Ability to Provide Early Care and Education Services pertaining to Fiscal Administration	60	115	57.5
Section H – History, Experience, Organizational Capacity, Staffing and Transition	60	112	56
Section I – Budget Proposal and Financial Capability	198	324	162
TOTALS	585	1,085	542.5

1. M. Jonihakis motioned to approve the RFP Committee recommendation for the Coalition’s RFP (Request for Proposals) #RFP-26/26-001 Contract Award. L. Barstow seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF REQUEST FOR QUALIFICATIONS FOR EXTERNAL AUDITING SERVICES FOR FISCAL YEARS ENDING 06/30/2026 THROUGH 06/30/2027*

To receive new proposals from qualified auditing firms, with at least two years of recent Florida Early Learning Coalition auditing experience.
The awarded firm’s contract would be for the five fiscal years ending 06/30/2026 through 06/30/2030.

2. M. Holanchock motioned to approve the request for qualifications for external audition service for fiscal years ending 06/30/2026 through 06/30/2027. M. Peacock seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE 2022-24 SCHOOL READINESS PLAN AMENDMENT #14*

The School Readiness Plan was revised:

- **I B ELC Org Chart 070125** *(to reflect current operations)*

3. J. Farris motioned to approve the 2022-24 School Readiness Plan Amendment #14. M. Jonihakis seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF THE NORTHEAST FLORIDA EDUCATIONAL CONSORTIUM LEASE RENEWAL EFFECTIVE FEBRUARY 1, 2027*

Staff requests board approval to continue the NEFEC lease agreement of rental of office space in Palatka, FL. The current lease ends January 31, 2026, and the new lease will start Feb. 1, 2026 and conclude January 31, 2027, with the option of automatic renewal for 12 months, starting Feb. 1 2026 and concluding on January 31, 2027 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.

- 4.** L. Barrows motioned to approve the Palatka office lease February 1, 2026 through January 31, 2027. J. Farris 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 Finance Manager, two Program Support Specialists and the Office Manager.

- 5.** M. Holanchock motioned to approve the ELCNF St. Augustine Lease. M. Jonihakis seconded the motion. No further discussion, the motion passed unanimously.

APPROVAL OF REPRESENTATIVE OF FAITH BASED CHILD CARE PROVIDER THERESA LITTLE*

Theresa was born and raised in Jacksonville. Theresa has been in childcare for over 25 years and initially hired to be the director at Christ the King Child Care and has grown now to be the Coordinator of Early Learning for the Diocese of St. Augustine. In her present role, she brings a strong advocacy by using her voice for children, families and for providers.

Theresa Little's term will be December 2025 to December 2029

- 6.** J. Farris motioned to approve the Representative of Faith Based Profit Child Care Providers Theresa Little. M. Holanchock seconded the motion. 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 26 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 review the Department of Early Learning Customer Service Survey. The following topics were briefly discussed:

- New membership to the Board can be overwhelming. D. Bell will start small training/review sessions with new members.
- Discussion ensued with more ideas such as additional 5 to 10 minute refresher talks/training at each Board meeting.
- Brittney Spangler to present more highlights from ECS (Episcopal Children's Services).

B. FINANCE MANAGER'S REPORT

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

Desk Reviews and Audits

We recently submitted all documentation for the desk review and are awaiting the final report. We are currently being audited by Thomas Howell Ferguson for the Division of Early Learning, the fieldwork is scheduled in January. Our external audit is still ongoing; the Federal Compliance Supplement (the annual guidebook for single audits) has not yet been published by the Federal Government. Our audit cannot be completed until this is released.

Q1 Financial Statements (see attachment)

Attached are the Q1 financial statements for FY25-26. Grant expenses are in direct proportion to the grant revenue. Expenses are as expected or less than projected. Please note that the Insurance fees and Association of Early Learning dues are paid in full at the beginning of the year. The Q1 budget was adjust to reflect this.

Targets and Restrictions

VPK Admin percentage is currently 5.103% which is slightly higher than our target of 5%. This will decrease as we get further into the year. SR Administration percentage is currently 4.119% which is less than our target of 5%. All other targets and restrictions remain in alignment with the grant requirements.

Early Learning Coalition of North Florida

FY 2025-2026

Notice of Awards	2025-2026	Q1 FY2025	FY 2024-2025	Favorable
	Total Budget	Budget	Q1 Actual	(Unfavorable)
School Readiness (SR)	27,236,105.00	6,809,026.25	5,967,257.05	(841,769.20)
Voluntary PreKindergarten (VPK)	17,567,621.00	4,391,905.25	4,707,385.01	315,479.76
Total Notice of Award	\$ 44,803,726.00	\$ 11,200,931.50	\$ 10,674,642.06	\$ (526,289.44)

Subrecipient Expense				
School Readiness (SR)	25,992,076.00	6,498,019.00	5,877,375.68	(620,643.32)
Voluntary PreKindergarten (VPK)	17,483,965.00	4,370,991.25	4,512,519.74	141,528.49
Total Subrecipient Expense	43,476,041.00	10,869,010.25	10,389,895.42	(479,114.83)
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Grant Funds Available to ELC of North FL	1,327,685.00	331,921.25	284,746.64	(47,174.61)
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Other Donations and Revenue				
Interest Income	600.00	150.00	500.00	350.00
Miscellaneous Donations	2,500.00	625.00	-	(625.00)
Total Revenues	1,330,785.00	332,696.25	285,246.64	(47,449.61)

ELC of North Florida Estimated Expense				
5001 Salaries	734,800.00	183,700.00	166,738.40	(16,961.60)
5005 PR Taxes	65,000.00	16,250.00	12,674.53	(3,575.47)
5010 Health Insurance & HSA Contributions	135,000.00	33,750.00	22,474.11	(11,275.89)
5020 Pension	39,000.00	9,750.00	6,836.08	(2,913.92)
5030 Life, Disability, and WC	9,000.00	2,250.00	1,298.34	(951.66)
5101 Staff Development	10,000.00	2,500.00	3,311.00	811.00
6020 Contract Services	6,000.00	1,500.00		(1,500.00)
6002 Auditing	20,000.00	5,000.00	1,500.00	(3,500.00)
Legal	500.00	125.00		(125.00)
Printing & Reproduction	1,500.00	375.00		(375.00)
Repairs & Maintenance	1,500.00	375.00		(375.00)
7001 Office Sites - Occupancy	51,000.00	12,750.00	9,615.62	(3,134.38)
7051 Postage, Freight & Delivery	1,750.00	437.50	212.52	(224.98)
7101 Rentals - Office Equipment	5,000.00	1,250.00	420.57	(829.43)
7151 Office Supplies	12,500.00	3,125.00	1,782.65	(1,342.35)
7201 Communications	25,000.00	6,250.00	3,301.00	(2,949.00)
7251 D & O Insurance	6,500.00	6,500.00	4,019.70	(2,480.30)
260 & 7265 General Liability	24,000.00	24,000.00	23,247.05	(752.95)
7302 Equipment <\$1,000	5,000.00	1,250.00		(1,250.00)
Equipment >\$1,000	5,000.00	1,250.00		(1,250.00)
7501 Travel - In State	10,000.00	2,500.00	1,467.36	(1,032.64)
7505 Travel - Out of State	11,000.00	2,750.00	-	(2,750.00)
7510 Travel - Local	8,000.00	2,000.00	390.74	(1,609.26)
Bank Fees	200.00	50.00		(50.00)
7605 Software/Licenses/Support	20,200.00	5,050.00	3,299.28	(1,750.72)
7610 Web Service	80,000.00	20,000.00	11,422.88	(8,577.12)
7615 Other employee expenditures	2,000.00	500.00		(500.00)
6035 ADP Fees	10,000.00	2,500.00	1,502.49	(997.51)
7620 Dues & Subscriptions	20,000.00	10,000.00	9,455.00	(545.00)
7625 Taxes, Licenses and Fees	500.00	125.00		(125.00)
7635 Misc. - Other Current Charges	5,000.00	1,250.00		(1,250.00)
7410 Quality Program	5,000.00	1,250.00	42.00	(1,208.00)

Total ELC North Florida Estimated Expense	1,329,950.00	332,487.50	285,011.32	(47,476.18)
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Surplus or (Loss)	835.00	208.75	235.32	26.57
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Early Learning Coalition of North Florida

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Balance Sheet

As of Sep 30, 2025

ASSETS

Cash, Operating	\$ 3,347,565
Cash, Money Market	62,739
DEL Receivable	3,864,455
Petty Cash	200
Deposits	850
Prepaid Expense	5,330
Right of Use Asset	118,560
Equipment	17,418
Less: Accumulated Depreciation	<u>(6,498)</u>

TOTAL ASSETS

\$ 7,410,618

LIABILITIES

Episcopal Children's Services Payable	\$ 3,903,884
DEL Advance Payable	3,536,385
Interest due to OEL	9,624
Other AP	1,038
Current portion of Lease Liability	14,072
Accrued Payroll	
Accrued Vacation	27,194
Accrued Employee Benefits	488
Long-Term Lease Liability	<u>105,085</u>

TOTAL LIABILITIES

\$ 7,597,771

Net Assets @06/30/2023	(183,730)
Net change YTD@ 06/30/2024	(4,393)
Net change FY2025	735
Net change FY2026	235

Total Liabilities and Net Assets

\$ 7,410,618

\$ 0

FIRST QUARTER PROGRAM UPDATE

2025/2026 First Quarter Program Update and Quality Assurance Activities

Coalition Activities:

- The Coalition received the Division of Early Learning (DEL) Fiscal Monitoring Report dated August 20, 2025 for the 2024/2025 review that began April 14, 2025. The scope included only the COVID-related grants for this cycle. There was only one observation (that all Coalitions received due to a misunderstanding with DEL's guidance), and the review was closed out September 11, 2025.
- All Coalition staff completed their annual review of Anti-Fraud plan, policies and practices in July.
- Coalition staff completed the 2025/2026 Internal Controls Questionnaire (ICQ) August 11, 2025. 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, 2025 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.
- In May, the Request for Proposals (RFP) for Primary Service Provider began. There were two RFP Committee meetings. September 23, 2025 for the opening of the bids, and October 28, 2025 for evaluation score compiling. The RFP Committee's recommendation is on today's agenda for approval. This RFP process and board approval will result in the Primary Service Provider Contract for services beginning July 1, 2026 through June 30, 2031 (five years).
- This year the Request for Qualifications (RFQ) for External Auditing Services will be conducted; and, the procurement document is in today's packet for approval. This will also result in a five year contract.

Episcopal Children's Services (ECS) Contract Monitoring:

The 2024/2025 Fourth Quarter Monitoring was performed August 11-22, 2025. This monitoring included all DEL required "eligibility" criteria for School Readiness and VPK. Additional areas of review were Data Security Systems Updates, Fiscal Non-direct Costs, and Fiscal Year-end Overview. 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 2025/2026 First Quarter Monitoring is scheduled for October 31 – November 14, 2025. This monitoring includes all DEL required "eligibility" criteria for School Readiness and VPK. One additional area of review is the Annual Data Security and Data Systems Review.

ALL full reports are available upon request.

**Board Meeting
December 3, 2025**

BOARD ABSENTEEISM LOG

No Comments.

BOARD COMMENTS

Board member J. Farris gave an overview of the National Summit on Education 2025 Conference she attended in November. On the agenda this year were discussions on charter schools, school choice and AI in the classroom.

NEXT MEETINGS

The next scheduled meetings are as follows:

- Wednesday, March 4, 2026, 10:30 a.m. – Exec/Admin Committee Zoom Conference Call Meeting
- Wednesday, May 6, 2026, 10:30 a.m. –Board Meeting World Golf Village Convention Center
- Wednesday June 24, 2026, 10:30 a.m. – Exec/Admin Committee Conference call meeting.

ADJOURNMENT*

7. M. Jonihakis motioned for adjournment at 3:06 p.m. M. Peacock seconded the motion. No discussion, motion passed unanimously.

Minutes Submitted By: Marie Hanson, Office Manager