



BOARD OF DIRECTORS

MEETING AGENDA

Wednesday, August 24, 2022, 9:30 AM
 1104 SW Main Blvd, Lake City, FL 32025

Mission: The Early Learning Coalition of Florida's Gateway, Inc. is committed to supporting parents and quality early learning programs that lead to children's educational success.

FY 2022-2023

ITEM	Action	Person	Time
CALL TO ORDER			
Quorum Verification/Pledge of Allegiance		Connie Anderson	2 mins
Welcome/Public Input		Connie Anderson	2 mins
CONSENT AGENDA			
A. Agenda	Approval	Connie Anderson Board Chair	2 mins
B. Presentation of DEL Outsourced Fiscal Acct. Review	Approval	Zack Hackley Finance Director	2 mins
C. Finance Director Notes/MIP Acct Software: Balance Statement	Approval	Mantha Young Board Treasurer	10 mins
D. MIP Acct Software Income Statement	Approval		
E. Operating Check Register	Approval		
F. Accounts Receivables (AR) Aging Report	Approval		
G. Accounts Payable (AP) Aging Report	Approval		
H. State Mandate Report/Expenditures	Approval		
I. Coalition Company Credit Card Statement	Approval	LaShone T. Surrency	10 mins
J. Authorize ED/Board Chair Grant Agreement Signing Authority	Approval		
K. Employee Health Insurance Benefit	Approval		
L. Anti-Fraud Plan for FY 2022-2023	Approval		
M. Board Meeting Schedule for FY 2022-2023	Approval		
Item for Board Approval			
N. Provider Concerns: a. Touch by An Angel Learning Academy (**Appeal Hearing) b. Brightstars Academy c. Busy Bee d. Tender Touch	Information/ APPROVAL	LaShone T. Surrency	5 mins
INFORMATION ITEMS			
O. Board Membership: Committee Chair Vacancy/Faith-Based Provider	Information	LaShone T. Surrency	20 mins
P. Cost Price Analysis versus ELCFG current 3 quote process	Information	LaShone T. Surrency	
Q. FY 2018-2019 School Readiness Reconciliation (RECON)	Information	LaShone T. Surrency	
R. Child Enrollment Report/Waitlist Report	Information	LaShone T. Surrency	
COMMITTEE REPORTS & PARTNER UPDATES			
S. Board Committee Report - QUALITY	Information	TBA, Chair Dr. Pam Carswell, Co-Chair	20 mins
T. Board Committee Report - NOMINATIONS & BYLAWS	Information	Carol Milton, Chair Kerry Waldron, Co-Chair	
U. Board Committee Report - MARKETING & OUTREACH	Information	Diane Head, Chair TBA, Co-Chair	
V. Community Partner Updates	Information	BOARD MEMBERS	

W. Revised Meeting Schedule for FY 2022 - 2023	Information	Revised 8.19.22	
ANNOUNCEMENTS/COMMENTS			
<p>Public Input/Comment: We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Florida's Gateway, Inc. are open to the public. Interested parties who wish to address the Board/Committee must notify the recorder, Patty Reeves or designee of their public comment in writing prior to the Call to Order and addressing the Coalition. All interested parties may be asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes. The Coalition Board/Committee Chair will respond only to that which has been presented in writing by the interested party(ies).</p>			
ADJOURNMENT			

Early Learning Coalition of Florida's Gateway, Inc.
Board of Directors Meeting Minutes
ELCFG 1104 SW Main Blvd, Lake City, Florida 32025
Wednesday, August 24, 2022

Welcome and Call to Order:

Connie Anderson (Board Chair) called the meeting to order at 9:30 am. Quorum confirmed.

Members Present:

Connie Anderson (Chair), Mantha Young, (Treasurer), Dr. Pam Carswell, (Vice-Chair), John Burns (Secretary), Stacey Rimes, Michele Ward, Terri Boyette, Dawn Odum, Myron McClendon, Brandon Fernald, Lisa Newman, Annie Pinello, Eva Jallah and Vondarius Lane.

Staff/Guest in Attendance:

LaShone Surrency (Executive Director), Zack Hackley (Finance Director) and Patty Reeves (Administrative Manager/HR). **No Guest or Public Comments.**

Members Absent:

Carol Milton (Officer-At-Large), Pat Brantley, Janene Fitzpatrick, Diane Head, Tom Moffses, and Melanie Howard

Agenda and Minutes:

*Mantha Young made a motion to approve the Board Agenda and the Executive Committee Meeting minutes as presented; Michele Ward, seconded. **The motion passed with no objections.***

■ **Fiscal/Operational Item Approval:**

○ **Presentation of DEL Outsourced Fiscal Accountability Review**

Zack Hackley, Finance Director presented the Division of Early Learning (DEL) Outsourced Fiscal Accountability Review (THF Accountants). Zack informed the committee that there was only one finding in the audit. Zack noted that the previous year there was three findings.

*Mantha Young made a motion to Approve the Fiscal Review and adjustments in accordance with THF Accountant Firm in collaboration with DEL; Michele Ward seconded. **The motion passed with no objections.***

○ **State Mandate Report**

Zack Hackley, Finance Director presented the State Mandate Report.

○ **MIP Fiscal Balance Sheet/Financial Statements:**

Zack Hackley, Finance Director presented the Fiscal Year 2021-2022 Finance Report/Balance Statement/Income Statements/Operating Check Register.

○ **Mastercard Credit Statement Review:**

Zack Hackley presented the credit card statement.

*Mantha Young made a motion to approve State Mandate Report, Fiscal year 2021-2022 Finance Report, Balance Statement, Income Statements, Operating Check Register and the Credit Card Statement as presented; Michele Ward seconded. **The motion passed with no objections.***

- **Authorize Executive Director/Board Chair Grant Agreement Signing Authority**
LaShone Surrency, Executive Director stated that the State of Florida Division of Early Learning Grant Agreement for FY 2022-2023 was issued to all coalitions.

*Mantha Young made a motion to approve the Executive Director as the grant manager responsible for enforcing performance of the grant agreement terms and serves as liaison between the ELC and DEL. Michele Ward, seconded. **The motion passed with no objections.***

- **Employee Health Insurance Benefit**
LaShone Surrency went ELCFG Health Insurance Policy and noted that ELC of Florida's Gateway currently pays 90% of a fulltime employee's Health Care Plan Coverage as an employee benefit. LaShone also stated that employees are responsible for payment of any dependent coverage portion of the premium, not covered by employer at 100%, that applies to the coverage they request. She in a comparison study, the majority of Early Learning Coalitions across Florida offer 100% Health Insurance Coverage, 401K w/Match, \$10,000 - \$20,000 Life Insurance Policy, and Dental and Vision benefits at no cost to their employees.

LaShone stated If ELCFG pays 100% of "Employee Only" coverage the annual cost to ELCFG will be \$133,059.12. Coalition staff propose offering 100% employee health insurance plan coverage for "EMPLOYEE ONLY" coverage to regular fulltime employees. The projected increase is estimated at approximately \$13,305.91.

*Mantha Young made a motion to approve 100% Health Insurance Benefit Coverage for Regular Fulltime Employees; Michele Ward, seconded. **The motion passed with no objections.***

- **2022-20223 Anti-Fraud Plan**
LaShone Surrency presented the revisions to the Anti-Fraud plan and noted that the plan must be approved by the Division of Early Learning each year.

*Mantha Young made a motion to approve the FY 2022-2023 ELCFG Anti-Fraud Plan as presented by Executive Director for submission and approval to DEL as presented; Michele Ward, seconded. **The motion passed with no objections.***

- **Board Meeting Schedule for FY 2022-2023**
LaShone Surrency presented the new Board Meeting Schedule for FY 2022-2023 to the board. LaShone noted that any revisions will be made at the discretion of the Chair and Committee Chairs.

*Mantha Young made a motion to approve the proposed board meeting schedule for FY 2022-2023 as presented; Michele Ward, seconded. **The motion passed with no objections.***

- **Board Membership**
LaShone Surrency, Executive Director, reviewed the board governance with the committee. She asked for approval on the following board representatives to be re-appointed/renewed:
 - Patricia Brantley 3/31/2026
 - Janeen Fitzpatrick 3/31/2026
 - Thomas Moffses 3/31/2026
 - Carol Milton 7/31/2026
 - Brandon Fernald 6/30/2026

*Mantha Young made a motion to approve the Board representatives listed above to be re-appointed as presented; Michele Ward, seconded. **The motion passed with no objections.***

■ **Informational Items:**

○ **Provider Concerns**

- **Touch By An Angel Learning Academy** – LaShone informed the Board that Touch By An Angel Learning Academy has had a series of DCF violations and was placed on a corrective action which stated to Notify the Coalition immediately of ANY future class 1 or 2 Florida Department of Children and Families (DCF) violations and that any additional violations that occur may result in contract termination. Provider failed to notify ELCFG of new DCF violations and that it was under investigation by DCF. There will be a Contract termination and revocation of eligibility -APPEALS Hearing Review set for Tuesday July 26, 2022.
- **Bright Stars Academy** – LaShone informed the board that the coalition was made aware of an unusual incident that occurred at the facility the week before where a child broke a leg and medical treatment was needed. The provider failed to notify ELCFG as required in the Statewide Contractual agreement. The provider sent in written notification and the incident report. No DCF Violations for this incident have been recorded in the CARES system.
- **Busy Bee** – LaShone noted that Busy Bee is on a 6-month corrective action plan (CAP) for failure to notify ELCFG as required in the Statewide Contractual agreement of an unusual incident (teacher with drugs at facility). The CAP states the provider must notify ELCFG of any/all future incidents and DCF Class violations. Provider will have 3 unannounced visits during the 6-month CAP.
- **Tender Touch** – LaShone informed the Board that Tender Touch was “placed on a probation” on January 2022 for 6 months due to receiving a DCF Class 1 violation. The provider was to successfully pass 2 unannounced visits conducted by the ELCFG for staff supervision and compliance of the Standards. Provider did not successfully pass these visits that were completed before 5/10/22. Two more unannounced visits were added to the probation and must be successful or the SR contract may be terminated.

■ **Board Membership**

- LaShone informed the Board that Dr. Carswell submitted her resignation letter as Chair of the Quality Committee. Dr. Carswell will remain on the Board of Directors, Executive Committee, Appeals Hearing Committee, and has agreed to serve as Co-Chair of the Quality Committee. LaShone noted that If anyone is interested in the Quality Committee Chair position, please contact the Executive Director (386) 961-0121; otherwise, the Board Chair Connie Anderson will appoint a Chair to the Quality Committee.

■ **Cost Price Analysis versus ELCFG 3 quote process**

- LaShone informed the committee that ELCFG policy reflects that prior to purchases coalition staff must obtain up to 3 quotes as well provide documentation that review of certified minority business enterprise vendors was conducted. During the recent DEL/THF Fiscal Monitoring review, DEL made reference that state/federal guidelines require that all coalitions conduct a cost analysis prior to making purchases AND adhere to the current ELCFG policy/process which have been approved by DEL over 15+years.

LaShone noted that ELCFG will continue to consult with DEL to comply with state/federal guidelines without being redundant in our workflow and recordkeeping processes for compliance measures.

- **FY 2018-2019 SR Provider Reconciliation:**
 - LaShone Surrency, Executive Director presented the 2018-2019 EFS MOD Provider Reconciliation (RECON) update. Informed Committee of Chancellor Matt Mears thoughts to possibly redistribute monies to providers.
- **Child Enrollment/Waitlist Data Reports**
 - LaShone Surrency reviewed the Child Enrollment/Provider Report with the committee. She stated that EFS Modernization Data System reports and functionality remain an issue. Coalition staff recommend review of the enrollment data noted. EFS MOD is not fully integrated; and coalitions statewide continue to have the same issues. The Executive Leadership Team will continue to monitor enrollment and enroll from the eligibility priorities – “open enrollment”. As “open enrollment” continues and no waitlist exists, Coalition board may want to consider options to expend excess funds.
- **Board Committee Reports:**
 - **Quality Committee:** (Dr. Pam Carswell, Committee Chair)
 - Dr. Carswell submitted her resignation letter as Chair of the Quality Committee. Dr. Carswell will remain on the Board of Directors, Executive Committee, Appeals Hearing Committee, and has agreed to serve as Co-Chair of the Quality Committee.
 - **Nominating and Bylaws Committee:** (Carol Milton, Committee Chair)
 - **Marketing & Outreach Committee:** (Diane Head, Committee Chair)
 - **Review Hearings/ Appeals Committee:** (Michele Ward, Committee Co-Chair, Connie Anderson, Board Chair)
 - **Finance Committee:** (Mantha Young, Committee Chair, Connie Anderson, Board Chair)
 - **Executive Committee:** (Connie Anderson, Board Chair, Dr. Pam Carswell, Vice -Chair)
- **Community Partner Updates:**
- **Board Meeting Schedule reviewed for updates/revisions.**
 - Board Meeting Schedule reviewed.

The meeting adjourned at 9:45 am

Reminder – Article III, Section 8 of the coalition’s bylaws states that the coalition may consider absence from four (4) consecutive regularly scheduled meetings or six (6) within a 12-month period equivalent to a board member’s resignation