

## Summary for Board of Directors Meeting

Date/Time: January 17, 2024 – 8:30 A.M.

Location: ELCAC Training Room and via Zoom

Members Present: Heather Doles, Eva Jallah (Zoom), Marsha Kiner (Zoom), Candi Morris (Zoom), Tammy Prince, April Tisher, Autumn Tomas, Cheryl Twombly (Zoom), Michael Williams

Members Absent: Brenda Brown (Excused), Laura Gillman (Excused), Ray Holt (Excused),Carolynn Komanski (Excused), Phyllis Marty, Jacquette Rolle, Patricia Snyder (Excused)

Staff Present: Kelli Williams, Steve Harris

Guests Present: None

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
Call to Order	Board of Directors Meeting	Called to order by Tammy Prince at 8:35 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the revised agenda.	A Motion was made and seconded by (Williams/Tomas) to approve the revised agenda. Motion was approved.
Approval of Minutes	Members reviewed the board minutes of November 15 <sup>th</sup> minutes.	A Motion was made and seconded by (Williams/Tomas) to approve the 11/15/23 minutes. Motion was approved.

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
Chair's Report	<p>Tammy Prince requested that directors attend board meetings to present updates for their departments. She asked that they limit their updates to 3-5 minutes.</p> <p>The accountability monitoring has been completed and the final report will be presented to the board at a future meeting date.</p> <p>We would like to create a By-laws Committee to review and update the by-laws. If any board member is interested, please notify Kelli Williams.</p> <p>We have secured a table at the CHILD Center's Help Me Grow luncheon. Board members are encouraged to attend to represent the ELC. Ms. Tomas and Ms. Morris agreed to attend the event.</p> <p>CEO interviews continue. 5 interviews were conducted via Zoom. We will now move to face to face interviews. Once an applicant has been chosen we will schedule a meet and greet with the full board.</p> <p>Ms. Tisher stated that the hiring process has been thorough and the salary being offered is in line with other ELC's of like size and budget.</p> <p><b>Departmental Updates – January 2024</b></p> <p><u>Eligibility Updates: Angela Moore</u></p> <p>We currently have 305 children on the waitlist and 383 VPK applications pending.</p> <p>Doretha Anderson shared information on the Falling In Love with Reading event that will be held at the Abiding Savior Luthern Church located on Newberry Road. The event is scheduled for Saturday, February 10<sup>th</sup> from 10am-1pm. We will be purchasing books by the featured author, Sophia Gholz. We contacted Zaxby's for a food donation but unfortunately that fell through. We will be contacting Chic Fil A to see if we can receive a food donation.</p>	

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	<p>We will be planning a casino night and other larger fundraisers in the future.</p> <p><u>Finance Updates: Steve Harris</u></p> <p>We are currently in the midst of our Annual Single Audit and things have been going very smoothly. Ken has been provided everything that he has requested and is continuing with the fieldwork. Deadline for reports to be delivered is March 31<sup>st</sup>. We are currently held up because DEL hasn't provided us the Revenue Verification that were promised prior to the end of 2023. We just received the annual Fiscal Monitoring notice and request for information last week and have uploaded most everything to the monitors at this point. We are awaiting their specific fieldwork requests and will get those uploaded as soon as we receive their request.</p> <p><u>Program Updates: Terrie Robinson</u></p> <ul style="list-style-type: none"> <li>• The Program's Department is preparing for the Director's Round Table Event. Originally, we were aiming g for February, however, dates of the event will be, <u>Tuesday March 5 and Thursday March 7<sup>th</sup></u>at Alachua County School Board's Fearnside Family Services Center on 15<sup>th</sup> Street, in the Multipurpose Room.</li> <li>• In collaboration with UF Lastinger's New World Reading Program, we are planning to collaborate with ELCAC Family Services to host a <u>Family Night in May 2024</u>. I am currently looking for Provider to host the event.</li> <li>• The Professional Development Team has put together gifts for Provider Appreciation in May 2024. The training team tailored gifts for all aged classrooms from Infant to Pre-K. This year, the ELCAC Chief Administrative Assistant had a great idea to have others at ELCAC, other than the Program's Department, involved with the delivery of the gift baskets to Providers.</li> <li>• The Professional Development and Quality Initiatives Team continues to offer free training to our Providers. Sessions are free and appropriate for all teachers and administration, and include group discussions, opportunities to share, and collaborate with others, strategic planning, and classroom resources.</li> <li>• To increase high quality supportive environments, The Programs Department is partnering with TEACH to fund 100 teachers to receive their CDA over the next 6 months. TEACH Scholarship will pay 80% of the funding and ELCAC is using ARPA dollars to pay for the other 20%, 20 teachers have signed up so far.</li> <li>• The Programs Department has completed boarding documents for all jobs in programs and we are currently proofing this document. I have also created an onboarding document for the Director of Programs.</li> </ul>	

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	<p>Hopefully these documents will be fully completed by the end of February 2024. Each onboarding job will be updated as needed during the year.</p> <ul style="list-style-type: none"> <li>● <b>DEL Meetings:</b></li> </ul> <p>The Division of Early Learning Coalitions (DEL) supports Early Learning Coalitions by facilitating frequent meetings weekly, monthly, and on a quarterly basis. ELC staff members attend the meetings that are appropriate for the job/position within the Coalition.</p> <ul style="list-style-type: none"> <li>- DEL has partnered with Teach stone to provide FREE professional learning opportunities for Florida early learning professionals. Also offers training to teachers and staff. Below is the training they are offering teachers.</li> <li>- The training is geared to early learning teachers, coaches, and leaders, to enhance understanding of how interactions between children and adults lead to better child outcomes.</li> <li>- In total, more than \$9 million in free training is now available to you and your staff—today!</li> </ul> <p><u>Here are two of the many offerings available:</u></p> <ul style="list-style-type: none"> <li>○ <b><u>Instructional Support Strategies - Coaches:</u></b> It’s no secret that Instructional Support is a tough domain. In fact, nationwide, this domain typically scores the lowest. This training preps coaches to better support educators in this domain.</li> <li>○ <b><u>Feedback Strategies for Coaches:</u></b> Sometimes you know what you need to say but you don’t know how to say it. In Feedback Strategies, instructional coaches learn effective techniques for giving feedback to the educators they serve.</li> <li>○ See the attached calendar for classes available in November and December and register at <b><u>Florida - Teachstone.</u></b></li> </ul>	<p>A Motion was made and seconded by (Williams/Tomas) to approve the employment policies. Motion was approved.</p>

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	<p><b>Action Item:</b> Employment Policies</p> <p>History: Annually, the grant agreement with the Division of Early Learning is updated to match rule and law. It is then necessary to update the ELCAC policies and procedures, so they are in compliance,</p> <p>Proposed: Approve the employment policies as updated with the required DEL background screening language.</p>																																																																																						
Financial Reports	<p><b>Financial Report – September 2023</b></p> <p>Balance Sheet</p> <ul style="list-style-type: none"> <li>• All cash accounts have been reconciled through Dec 2023 (as of 01/05/2024)</li> <li>• We are currently holding \$5,651,349.08 in cash (01/05/2024)</li> <li>• Accounts receivable is \$6,822,384.75. (01/05/2024)</li> <li>• We have \$182,525 in fixed assets with a net book value of \$319.13.</li> <li>• Accounts Payable is \$1,284,486.19 and current.</li> <li>• DEL Advance is \$6,434,148.68 and overpayments due to DEL from 18/19 FY are \$853,929.94.</li> <li>• Total Net Assets are \$229,374.19.</li> </ul> <div data-bbox="321 1115 943 1150" style="background-color: #4F81BD; color: white; padding: 2px;">TARGETS AND RESTRICTIONS</div> <table border="1" data-bbox="321 1163 943 1753"> <tbody> <tr> <td>SR Direct Services Min: 78%</td> <td>3,519,389 + 18,219</td> <td>79.7%</td> </tr> <tr> <td></td> <td>4,437,606</td> <td></td> </tr> <tr> <td>SR Admin Max: 5%</td> <td>163,904 +</td> <td>3.694%</td> </tr> <tr> <td></td> <td>4,437,606</td> <td></td> </tr> <tr> <td>SR Admin/NonDirect/Quality Max: 22%</td> <td>899,998 +</td> <td>20.3%</td> </tr> <tr> <td></td> <td>4,437,606</td> <td></td> </tr> <tr> <td>SR Quality Min: 4%</td> <td>328,190 +</td> <td>7.4%</td> </tr> <tr> <td></td> <td>4,437,606</td> <td></td> </tr> <tr> <td>SR Match Max: \$81,250</td> <td></td> <td>10,281.46</td> </tr> <tr> <td>Dollar-for-Dollar Match:</td> <td></td> <td>10,281.46</td> </tr> <tr> <td>Program Assessment: \$6,981</td> <td></td> <td>0.00</td> </tr> <tr> <td>VPK Admin Max: 4%</td> <td>48,779</td> <td>3.238%</td> </tr> <tr> <td></td> <td>1,506,454</td> <td></td> </tr> <tr> <td>PDG Admin Max: 5%</td> <td></td> <td>0.0%</td> </tr> <tr> <td>CRRSA Admin Max: 5%</td> <td></td> <td>0.0%</td> </tr> <tr> <td>ARPA Stabilization**</td> <td>3-Yr Admin Exp</td> <td>3-Yr Total Exp</td> <td>3-Yr Admin %</td> </tr> <tr> <td>Admin Max: 5%</td> <td>178,586</td> <td>16,294,492</td> <td>1.1%</td> </tr> <tr> <td>ARPA Discretionary Admin Max: 5%</td> <td></td> <td></td> <td>0.0%</td> </tr> <tr> <td>ARPA Early Learning Discretionary Grant Program Admin Max: 5%</td> <td></td> <td></td> <td>1.5%</td> </tr> <tr> <td>ARPA Homelessness Admin Max: 5%</td> <td></td> <td></td> <td>0.0%</td> </tr> </tbody> </table> <div data-bbox="321 1780 943 1816" style="background-color: #4F81BD; color: white; padding: 2px;">YTD MATCH SUMMARY</div> <table border="1" data-bbox="321 1816 943 1934"> <thead> <tr> <th>Cost Type</th> <th>Cash in EFSM</th> <th>Cash not in EFSM</th> <th>Total Cash</th> </tr> </thead> <tbody> <tr> <td>Direct Service</td> <td>18,219.04</td> <td>.00</td> <td>18,219.04</td> </tr> <tr> <td>Admin</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> <tr> <td>All Non Direct</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> <tr> <td>Quality</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> </tbody> </table>	SR Direct Services Min: 78%	3,519,389 + 18,219	79.7%		4,437,606		SR Admin Max: 5%	163,904 +	3.694%		4,437,606		SR Admin/NonDirect/Quality Max: 22%	899,998 +	20.3%		4,437,606		SR Quality Min: 4%	328,190 +	7.4%		4,437,606		SR Match Max: \$81,250		10,281.46	Dollar-for-Dollar Match:		10,281.46	Program Assessment: \$6,981		0.00	VPK Admin Max: 4%	48,779	3.238%		1,506,454		PDG Admin Max: 5%		0.0%	CRRSA Admin Max: 5%		0.0%	ARPA Stabilization**	3-Yr Admin Exp	3-Yr Total Exp	3-Yr Admin %	Admin Max: 5%	178,586	16,294,492	1.1%	ARPA Discretionary Admin Max: 5%			0.0%	ARPA Early Learning Discretionary Grant Program Admin Max: 5%			1.5%	ARPA Homelessness Admin Max: 5%			0.0%	Cost Type	Cash in EFSM	Cash not in EFSM	Total Cash	Direct Service	18,219.04	.00	18,219.04	Admin	.00	.00	0.00	All Non Direct	.00	.00	0.00	Quality	.00	.00	0.00	
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Meeting Dates	<p>→ <b>Audit/Finance Committee</b> – March 12<sup>th</sup> @ 8:30 AM</p> <p>→ <b>BOD Meeting</b> – March 20<sup>th</sup> @ 8:30 AM</p> <p>→ <b>Executive Committee</b> – February 14<sup>th</sup> @ 8:30 AM</p> <p>→ <b>Quality Committee</b> – TBA</p>																																																																																																																				
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Adjournment		The Meeting was adjourned by Tammy Prince at 9:15 AM.																																																																																																																			