

Summary for Board of Directors Meeting

Date/Time: November 15, 2023 – 8:30 A.M.

Location: ELCAC Training Room and via Zoom

Members Present: Brenda Brown (Zoom), Ray Holt, Marsha Kiner, Phyllis Marty (Zoom), Candi Morris, Tammy Prince, Jacquette Rolle, April Tisher, Cheryl Twombly (Zoom)

Members Absent: Lisa Armour (Excused), Laura Gillman (Excused), Eva Jallah (Excused),Carolynn Komanksi (Excused), Misty Smith (Excused), Dr. Patricia Snyder (Excused), Autumn Tomas (Excused), Michael Williams (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 8:32 AM.
Declaration of Conflict of Interest	Marsha Kiner and Cheryl Twombly abstained from voting on Item 6C and completed Form 8B.	
Approval of Agenda	Members reviewed the revised agenda.	A Motion was made and seconded by (Holt/Tisher) to approve the revised agenda. Motion was approved.
Approval of Minutes	Members reviewed the board minutes of September 20 th minutes.	A Motion was made and seconded by (Holt/Tisher) to approve the 9/20/23 minutes. Motion was approved.

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
Introductions	N/A	
Chair's Report	<p>Chair's Report – November 2023</p> <p>The Chair reminded the board that the November departmental report was sent out prior to the meeting.</p> <p>Action Item: IT Policy Updates</p> <p>History: The Division of Early Learning requested that updates be made to the IT Policies in order to bring them in alignment with DOE requirements.</p> <p>Proposed: Approve the DEL recommended IT policy changes.</p> <p>Action Item: Submission of Match Grant – CTAC</p> <p>History: ELCAC Policy & Procedures regarding administration of awards require Board of Directors authorization to apply for grants over \$10,000.</p> <p>Proposed: Approve the submission of a request for funding up to \$100k from the Children's Trust of Alachua County for FY23/24.</p> <p>Staff Compensation: The Chair explained that the ELCAC staff have not been given a raise in over 2 years. She is recommending that the staff be given a 3% bonus to be paid out on November 21st and a \$1 an hour raise to be reflected on the 12/8/23 payroll.</p> <p>Marsha Kiner suggested that we complete a salary study and then a formalized plan for increases for the future.</p>	<p>A Motion was made and seconded by (Holt/Tisher) to approve the 9/20/23 minutes. Motion was approved.</p> <p>A Motion was made and seconded by (Holt/Morris) to approve the CTAC Funding Request. Motion was approved.</p> <p>A Motion was made and seconded by (Holt/Kiner) to approve the CTAC Funding Request. Motion was approved.</p>

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	<p>Check Signers: The Chair requested that she be added to all ELC bank accounts and as a check signer.</p> <p>Employee Grievance Results: The Chair announced that the Executive Committee met on November 14th with the ELC attorney. The attorney proceeded to give a summary of his investigation findings regarding the CEO. The Executive Committee voted to terminate the CEO effective November 15th. In keeping with the CEO contract, the ELC will pay out 350 hours of PTO and 3-months salary that will likely be paid out from unrestricted funds. We will know for certain once we seek guidance from DEL.</p> <p>Ms. Kiner thanked the Executive Committee for their hard work overseeing the investigation.</p> <p>Hiring Committee: The Chair asked if any board members were interested in serving on the Hiring Committee. Marsha Kiner, Ray Holt and April Tisher expressed interest.</p>	<p>A Motion was made and seconded by (Tomas/Holt) to approve Ms. Prince as a check signer. Motion was approved.</p>
Financial Reports	<p>Financial Report – September 2023</p> <p>Balance Sheet</p> <ul style="list-style-type: none"> • All cash accounts have been reconciled through Sep 2023 (as of 10/26/2023) • We are currently holding \$2,700,834.27 in cash (10/26/2023) • Accounts receivable is \$2,935,398.98. (10/26/2023) • We have \$182,525 in fixed assets with a net book value of \$319.13 • Accounts Payable is \$1,181,522.68 and current • DEL Advance is \$2,769,396.68 and overpayments due to DEL from 18/19 FY are \$853,929.94. • Total Net Assets are \$196,666.76. 	

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Meeting Dates	<p>→ Audit/Finance Committee – November 7th @ 8:45 AM</p> <p>→ BOD Meeting – November 15th @ 8:30 AM</p> <p>→ Executive Committee – October 18th @ 8:30 AM</p> <p>→ Quality Committee – TBA</p>																																																																																																																				
Public Input	<p>Mia Jones from the CTAC thanked the ELC staff for their participation and support for BLI and the recent Directors Roundtable meeting. The BLI Master Class is set to begin in January 2024.</p> <p>Bonnie Bowman of Persimmon Early Learning Academy expressed disappointment in the lack of communication from the ELC office regarding ARPA funding. Mr. Harris explained that we were given a small 4-day window in which to complete the ARPA application for \$4.5M.</p> <p>Russell Scoates of Small World Daycare shared his concern regarding</p>																																																																																																																				

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	<p>provider rates. He understands that the decision is raise providers rates is now handled at a state level but he wants to make sure that the board understand the importance of raising rates for providers.</p> <p>Ms. Kiner thanked the provider reps for attending the meeting and expressing their concerns. She asked that the ELC poll providers regarding their wants. Coalition staff explained that we have a mechanism for collecting this information through a provider wish list. Staff agreed to give an overview of the wish list process during next month's provider meeting.</p>	
Adjournment		The Meeting was adjourned by Tammy Prince at 9:39 AM.