

## Summary for Board of Directors Meeting

Date/Time: July 24, 2024 – 8:30 A.M.

Location: ELCAC Training Room and via Zoom

Members Present: Heather Doles, Laura Gillman, Ray Holt, Eva Jallah, Marsha Kiner, Dr.Carolynn Komanski, Crystal Marull, Candi Morris, Tammy Prince, Jacquatte Rolle, Dr. Patricia Snyder, April Tisher, Cheryl Twombly, Michael Williams, Joyce Yurchisin

Members Absent: Jennifer Blalock, Brenda Brown, Jeanne Dillard, George Dix, Phyllis Marty

Staff Present: Xaviera White, Kelli Williams, Angela Moore, Terrie Robinson

Guests Present: Dr. Maggie Labarta

<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 8:33 AM.
Declaration of Conflict of Interest	Cheryl Twombly and Marsha Kiner abstained from voting on item 6.D.	
Approval of Agenda	Members reviewed the agenda.	A Motion was made and seconded by (Holt/Williams) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the board minutes of March 20 <sup>th</sup> minutes.	A Motion was made and seconded by (Holt/Morris) to approve the 3/20/24 minutes. Motion was approved.
CEO's Report	<p><b>CEO's Report – July 2024</b></p> <p><b><u>CEO-</u></b> I have completed 34 Provider visits, and I am working to complete visits over the next 3 months. We have increased our social media presence. We will continue working with other community partners to increase ELC physical presence in the community. It will take several months to draft the strategic plan. Goals include the following: Increase community awareness of ELC</p>	

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	<p>through social media and physical presence, improve Customer Service, increase the number of children enrolled in ELC services, increase classrooms/providers, and increase the number of Accredited Gold Seal providers in Alachua County.</p> <p>The workplace environment is good right now. The Executive Leadership Team (ELT) will consistently work to ensure the environment is positive. ELT is working with our Information Technology (IT) to update the website. We will try to schedule a retake so we have photos of all board members to post on our site.</p> <p><b><u>ARPA Funds</u></b> The coalition successfully distributed a total of 4.5 million dollars in Alachua County over the past couple of months as direct support to providers, in the form of grants, staff stipends, equipment and professional development.</p> <p><b><u>Vacancies</u></b> We are fully staffed. The HR department and Family Services interviewing team. Worked hard to accomplish this goal. I will be working with the CFO and Executive Leadership Team (ELT) on retention strategies to maintain current staffing levels. We will make a concerted effort to address pay disparities for the front-line positions.</p> <p><b><u>IT Refresh</u></b> Computers, servers and software has been ordered. We are working with our Information Technology (IT) vendor to image the new work stations and they will be deployed withing the next 2 months.</p> <p><b><u>Building:</u></b> We have had a few issues with the current buildings and are working with the property management company on repairs. ELC staff and I will explore other options if the repairs are not completed. The Property Management has been notified that rent will be withheld until repairs are complete.</p> <p><b><u>Legislative Update</u></b> SR Plus has been approved and we will start processing kids under the SR Plus July.</p> <p><b><u>Finance Update-</u></b> John has been an excellent addition to the team. We will be completing RFP for the forensic audit in September after we close the fiscal year. Current account balances are pasted below. A future report will reflect funds ELC need to send back to Division of Early Learning (DEL) for the 18-19 recoup and the 23-24 unspent funds.</p>	

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	<p><b>Eligibility Department Update- Angela Moore</b>            Currently on waitlist- 104            Currently in queue- 161            Currently enrolled 1616            Rejection (66)            Past Due (25)            Incomplete (107) (42)from yesterday's pull            There will be a provider meeting on 7/30/2024 and the parent in-house orientation on 7/22/2024.</p> <p><b>Programs Department Update – Terrie Robinson</b>  <b>➤ Provider Updates/Changes-</b></p> <ul style="list-style-type: none"> <li>• New Director/Provider Orientations- 0</li> <li>• Termination/Probations-0</li> <li>• Unusual Incidences-1</li> </ul> <p><b>Action Item:</b> Authorize Bank User</p> <p><b>History:</b>            ELCAC has bank accounts setup with Southstate Bank. Those accounts include operating, grant and unrestricted accounts.</p> <p><b>Proposed:</b>            Add the CFO onto all 3 accounts as an authorized bank user.</p> <p><b>Action Item:</b> Credit Card Increase</p> <p><b>History:</b>            ELCAC has a credit card account with a limit of \$10,000. This limit is used by the CFO for online purchases of supplies and equipment and travel expenses including airfare and hotel transportation. Several hotels require prepayment of the entire reservation cost.</p> <p><b>Proposed:</b>            Increase the account limit to \$20,000 with a \$5,000 card for the CEO, a \$5,000</p>	<p>A Motion was made and seconded by (Holt/Tisher) to approve the New Bank User. Motion was approved.</p> <p>A Motion was made and seconded by (Twombly/Kiner) to approve the Credit Card Increase. Motion was approved.</p>

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	<p>card for the CAO and a \$10,000 card for the CFO.</p> <p><b>Action Item:</b> Authorize the Submission of Match Grant - CTAC</p> <p><b>History:</b></p> <p>ELCAC Policy and Procedures regarding administration of awards require Board of Directors authorization to apply for grants over \$10,000.</p> <p><b>Proposed:</b></p> <p>Increase the account limit to \$20,000 with a \$5,000 card for the CEO, a \$5,000 card for the CAO and a \$10,000 card for the CFO.</p> <p><b>Action Item:</b> By-Laws Change Notice</p> <p><b>History:</b></p> <p>ELCAC By-Laws were written in 2008 and have been amended multiple times. The Board of Directors requested that the By-Laws be reviewed and updated.</p> <p><b>Proposed:</b></p> <p>Amend all pertinent sections of the By-Laws.</p> <p><b>Action Item:</b> Tenure Policy</p> <p><b>History:</b> The ELCAC understands that recognizing staff for their longevity and dedication to the agency is crucial for employee retention and increased productivity.</p> <p><b>Proposed:</b> Approve the tenure policy for staff.</p> <p>\$25.00 Gift – 5 Years of Service  \$50.00 Gift – 10 Years of Service  \$100.00 Gift – 15 Years of Service</p>	<p>A Motion was made and seconded by (Holt/Tisher) to approve the CTAC Match Application. Motion was approved.</p> <p>A Motion was made and seconded by (Tisher/Holt) to approve the By-Laws Notice. Motion was approved.</p> <p>A Motion was made and seconded by (Holt/Kiner) to approve the Tenure Policy. Motion was approved.</p>



