

Summary for Board of Directors Meeting

Date/Time: September 18, 2024 – 8:30 A.M.

Location: CEO’s Office and via Zoom

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

Members Absent: Jennifer Blalock, 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 8:36 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the agenda.	A Motion was made and seconded by (Williams/Holt) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the board minutes of May 14 th & July 24 th minutes.	A Motion was made and seconded by (Williams/Holt) to approve the 5/14/24 & 7/24/24 minutes. Motion was approved.

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CEO's Report	<p>CEO's Report – September 2024</p> <p><u>ELT</u> Over the next couple of weeks, I will complete all provider visits. My forward-facing goal will continue to be customer service. I will continue to meet with community partners, build relationships and make sure the community is aware of the ELC and the services we offer. We are in the process of reviewing and updating MOUs and policies.</p> <p>Social Media Outreach Data:</p> <table border="1" data-bbox="355 558 1305 716"> <tr><td>Post Reach</td><td>35,659</td></tr> <tr><td>Post Engagement</td><td>1,879</td></tr> <tr><td>New Page followers</td><td>23</td></tr> <tr><td>Reactions</td><td>267</td></tr> <tr><td>Link clicks</td><td>1,067</td></tr> </table> <p><u>Survey</u> University of Florida (UF)/Division of Early learning (DEL) Survey of Coalitions: DEL contracted with UF to complete surveys for providers, parents and board members. Alachua had the lowest participation rate for the 22-23 survey. Board members were sent a survey from UF in the spring. Last year one board member completed the survey. We would love to increase participation. Please check your deleted and spam for the survey and complete.</p> <p><u>Committees</u> I would like to request board members review the current assigned committees to ensure participation. We would like 3-5 board members on each committee.</p> <table border="1" data-bbox="297 1121 1291 1415"> <thead> <tr> <th><u>Executive</u></th> <th><u>Finance/Audit</u></th> <th><u>Quality</u></th> <th><u>Outreach</u></th> </tr> </thead> <tbody> <tr><td>Tammy Prince</td><td>Tammy Prince</td><td>Tammy Prince</td><td>Tammy Prince</td></tr> <tr><td>Candi Morris</td><td>Michael Williams</td><td>Heather Doles</td><td>Marsha Kiner</td></tr> <tr><td>Cheryl Twombly</td><td>Phyllis Marty</td><td>Eva Jallah</td><td></td></tr> <tr><td>George Dix</td><td></td><td>April Tisher</td><td></td></tr> <tr><td>Stephen Pennypacker</td><td></td><td>Ray Holt</td><td></td></tr> <tr><td></td><td></td><td>Crystal Marull</td><td></td></tr> <tr><td></td><td></td><td>Jacquette Rolle</td><td></td></tr> <tr><td></td><td></td><td>Dr. Patricia Snyder</td><td></td></tr> </tbody> </table> <p><u>Events</u> ELC Storybook Village: 10/12/2024 @ 9a-11a Mt. Carmel Baptist Church 2505 NE 8th av, Gainesville, FL Please join us and volunteer at our literacy event. **flier is attached. ELC staff will be dressed in character, there will be a performance by our team activities for the families including a petting zoo. ELC staff will participate in the Family Promise trunk or treat 10/31/24 5p-7p.</p> <p><u>Building</u> The roof has been repaired; the owner has set up cleaning for the main building. I will meet with the owner to determine if we can come up with an amicable plan to remain on these premises. I will also continue process to locate new rental space.</p>	Post Reach	35,659	Post Engagement	1,879	New Page followers	23	Reactions	267	Link clicks	1,067	<u>Executive</u>	<u>Finance/Audit</u>	<u>Quality</u>	<u>Outreach</u>	Tammy Prince	Tammy Prince	Tammy Prince	Tammy Prince	Candi Morris	Michael Williams	Heather Doles	Marsha Kiner	Cheryl Twombly	Phyllis Marty	Eva Jallah		George Dix		April Tisher		Stephen Pennypacker		Ray Holt				Crystal Marull				Jacquette Rolle				Dr. Patricia Snyder		
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	<p><u>Success Story- Sarah Brown</u> Since 2019, I have been a participant in ELC of Alachua, starting with my first child. Over the years, I've had the privilege of raising five children, and ELC funding has been a crucial support for my childcare needs throughout this journey. ELCAC has stood by me through various challenges, including household changes, employment issues, and even homelessness. They have consistently offered support and additional services whenever my family and I faced difficulties. The staff at ELCAC have been incredibly helpful, not only in managing childcare but also in addressing other obstacles that could have hindered my ability to maintain self-sufficiency. Childcare is essential for me to work and provide for my family, and I genuinely don't know how I would have managed without ELC's assistance and the wonderful support from their staff.</p> <p>I am deeply grateful for the ongoing help and kindness that ELCAC has extended to my family. Their support has made a significant difference in our lives, and I will always be thankful for it.</p> <p><u>Legislative Update</u> Forward facing agenda continue to be work on increasing the FPL for eligibility. HB 7073 Taxation- provision on Child Care Tax Credit sponsored by Representative Fiona McFarland and Senator Erin Grall. The bill aims to alleviate the financial burden of childcare through employer-supported care, so more parents can join the workforce.</p> <p>Employers can use startup cost for childcare facilities, monthly childcare enrollment credit, Direct payment for childcare. **Attached document: Final Employer Guide</p> <p>Ray Holt asked if the CEO would provide information on the Gold Seal Program. She agreed to email it to the full board.</p> <p>The CEO urged all board members to read the By-Laws completely.</p> <p>We are in the process of updating all 18 MOU's that are in place with local community partners.</p> <p><u>Finance Update - John Bonham</u> Balance Sheet</p> <ul style="list-style-type: none"> • All cash accounts have been reconciled through Mar 2024 (as of 03/28/2024). Major project to get completed prior to audit forth coming. • Complete Reconciliation to be finished by 9/30/2024. • We are currently holding \$4,310,113.40 in cash (09/09/2024) • Accounts receivable is \$2,698,895.02 (09/10/2024) • Accounts Payable is \$1,176,224.57 (07/31/2024) • Advance is \$760,127.89 to payback from 2023-24, and overpayments due to DEL from 18/19 \$546,536.01 to be paid this month. Our current 24/25 Advance is \$2,798,000 after a small \$73,000 payback in July. 	

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	<p>Assisting Business Leadership Institute (BLI)- helped recruit <u>14</u> Providers for the next BLI Master Class</p> <hr/> <ul style="list-style-type: none"> ○ <u>TPD Coaching Team</u>- (Numbers from August 2024) ○ # of childcare providers- 8 ○ # of teachers coached- 12 ○ # of classrooms- 10 ○ # of professional trainings- 1 ○ Nearing our goal of 25-30% provider participation for MarcoPolo with a current participation percentage of 23.6% (26 Providers) ○ <u>Assessment/Monitoring Team</u>-- (Numbers from August 2024) ○ <u>VPK FAST- STAR Literacy</u> <ul style="list-style-type: none"> - The 2024-2025 Progress Monitoring (PM) 1 is underway. ○ <u>SR & VPK Assessments</u> <ul style="list-style-type: none"> - During August, there were 16 SR classrooms (4 Providers), and no VPK classrooms assessed. VPK must not have a CLASS observation before 15 instructional days. ○ <u>SR & VPK Monitoring</u> ○ 3 VPK Monitoring for August. SR & VPK full monitoring schedule to start in September. (About 15 Providers SR & VPK combined). ○ <u>Health and Safety</u> ○ 5 TA/CAPS were issued during the month of July ○ <u>VPK Performance Metric:</u> <ul style="list-style-type: none"> 6M-8.622 Voluntary Prekindergarten (VPK) Provider Performance Metric and Designation. Rule passed 9/10/2024 and becomes effective 9/24/224. ○ <u>Contracts</u>-- (Numbers from August 2024) ○ There have been 2 location changes, 1 ownership change, 2 new SR providers, and 2 provider closures within the last month. The 2 providers that closed are expected to reopen at new locations soon TBD. ○ The 2024-2025 VPK annual renewal process is complete with 60 renewed sites and most programs started on 8/12/2024. There are also 5 new approved VPK providers and 3 additional prospective VPK providers in progress. ○ <u>Child Development</u>-- (Numbers from August 2024) ○ # ASQ's processed by Providers/Families- 138 ○ # ASQ's processed by ELCAC- 99 ○ # of Intervention Plans sent- 49 ○ # of Referrals to FDLRS- 0 ○ # of observations- 12 ○ # of Warmline calls- 189 <hr/> <p><u>By-Laws</u> ELCAC staff drafted new By-Laws and notice was given at the July 17th Board of Directors meeting and approved at the August 19th Executive Committee meeting. The new By-Laws include stricter attendance requirements for board members in order to ensure a quorum at each meeting. In addition, references to the Oversight Committee were removed. Copies were provided to all members.</p>	

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>				
	<p>Action Item: Engagement of the Auditor for FY 23/24</p> <p>History: Pursuant to Office of Early Learning, Office of Inspector General Guidance, OEL-IG-12-001, A. Special Guidance for Audit Procurement, ELCAC issues a Request for Proposal (RFP) for External Audit Services on August 23, 2024. Moss, Krusick & Associates, LLC. were selected to perform the audit of the 2023-2024 financial statements and generation of the 2023 990 tax return. The engagement and RFP allowed for two additional contract years.</p> <p>Proposed: Staff recommend engaging Moss, Krusick & Associates, LLC. to perform the audit of the 2023-2024 financial statements and generation of the 2023 990 tax return.</p> <p><u>Board Membership</u> The Chair appointed April Tisher to the Outreach Committee, Joyce Yurchinsin & Dr. Renee Lawson to the Finance/Audit Committee.</p>	<p>A Motion was made and seconded by (Williams/Holt) to approve the Auditor for FY 23/24. Motion was approved.</p>				
<p>Fiscal Update</p>	<p>Financial Report – July 2024</p> <p>Balance Sheet</p> <ul style="list-style-type: none"> • All cash accounts have been reconciled through Mar 2024 (as of 03/28/2024). Major project to get completed prior to audit forth coming. • Complete Reconciliation to be finished by 9/30/2024. • We are currently holding \$4,310,113.40 in cash (09/09/2024) • Accounts receivable is \$2,698,895.02 (09/10/2024) • Accounts Payable is \$1,176,224.57 (07/31/2024) • Advance is \$760,127.89 to payback from 2023-24, and overpayments due to DEL from 18/19 \$546,536.01 to be paid this month. Our current 24/25 Advance is \$2,798,000 after a small \$73,000 payback in July. <p style="text-align: center;">July 2024</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9e1f2; width: 30%; text-align: center;">SR Children Served</td> <td style="background-color: #ffffcc; width: 15%; text-align: center;">1,642</td> <td style="background-color: #d9e1f2; width: 30%; text-align: center;">VPK Children Served</td> <td style="background-color: #ffffcc; width: 15%; text-align: center;">25</td> </tr> </table>	SR Children Served	1,642	VPK Children Served	25	
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