

## Summary for Board of Directors Meeting

Date/Time: March 19, 2025 – 8:30 A.M.

Location: Training Room and via Zoom

Members Present: George Dix (Zoom), Eva Jallah (Zoom), Dr. Renee Lawson (Zoom), Phyllis Marty (Zoom), Candi Morris, Stephen Pennypacker (Zoom), Tammy Prince (Zoom), Dr. Patricia Snyder (Zoom), Michael Williams (Zoom)

Members Absent: Jennifer Blalock, Heather Doles, Marsha Kiner, Crystal Marull, Jacquette Roles, April Tisher, Cheryl Twombly

Staff Present: Xaviera White, Kelli Williams, John Bonham, Zack Hackley, Angela Moore, Terrie Robinson

Guests Present: Jon Duffy of Moss, Krusick & Associates

<b><u>Agenda Item</u></b>	<b><u>Summary/Discussion</u></b>	<b><u>Action</u></b>
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 agenda.	A Motion was made and seconded by (Marty/Williams) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the amended board minutes of January 15 <sup>th</sup> minutes.	A Motion was made and seconded by (Dix/Williams) to approve the 1/15/25 Minutes. Motion was approved.

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
CEO's Report	<p><b>CEO's Report – March 2025</b></p> <p>CFO coverage/transition: I have contracted with Zackary Hackley who has over 20 experiences working for nonprofit organizations. He has also worked with us in the past. He will run the Finance Department, provide training for the fiscal team, submit documents to DEL, and attend meetings during the transition obtaining a new CFO.</p> <p>Staff morale is up and down. We are currently in a storming stage. I will be looking into giving a COLA to staff around the end of the fiscal year. Our lowest paid staff member is \$18.00 our goal is to increase this to \$23.00 over the next several years.</p> <p><b>Building:</b> A location has been selected, negotiations are in progress. I have signed an engagement letter for Regional Counsel which would cover all coalition legal needs. She will address the current lease and ensure we follow the correct protocols securing a new lease. We may have to go through the process of an RFP. I will provide more information regarding RFP after the attorney reviews our documents.</p> <p>The current building owner has notified us of her intent to increase the rent by 10% upon our lease renewal.</p> <p><b>Coalition Hours of Operation:</b> We will be shifting our hours of operation open to the public 7:30-5:30 Monday-Thursday. Friday will be closed to the public, staff will be processing 8a-12p.</p> <p><b>Pending Litigation:</b> We are still awaiting the determination from the EEOC. The complaint's attorney has been in contact with our insurance attorney, but we remain in a holding pattern. We were able to obtain Employment Insurance coverage, however the rate significantly increased due to the pending litigation. If you would like the history on the litigation let me know and I will share the report. At this time, I will be removing this item from my monthly reports.</p> <p><b>Outreach Committee:</b> We have confirmed an Annual Lunch Fundraiser in September 2025 on a Monday. The two options are (9/22/25 or 9/29). We will be promoting our amazing Give fundraiser donation tab will be active on 4/11/25. Please like, share donate. The board was encouraged to invite 3 people to the event.</p> <p><b>Upcoming Events:</b>  <b>Amazing Give Day Date:</b> April 24, 2025 <b>Time:</b> 8:00 AM – 8:00 PM  <b>Online Event:</b> <a href="https://www.theamazinggive.org/organizations/early-learning-coalition-of-alachua-county-inc">Donate Here</a>  <a href="https://www.theamazinggive.org/organizations/early-learning-coalition-of-alachua-county-inc">https://www.theamazinggive.org/organizations/early-learning-coalition-of-alachua-county-inc</a></p> <p><b>The Very Hungry Learners VPK Prom Date:</b> May 10, 2025 <b>Time:</b> 9:30</p>	

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
	<p>AM – 12:30 PM <b>Location:</b> 5701 Venue, 5701 NW 34th Blvd, Gainesville, FL 32653</p> <p><b>Action Item:</b> Approve 23-24 Financial Statements and 990</p> <p><b>History:</b> Moss Krusick &amp; Associates, CPA has completed its FY23-24 audit of the Early Learning Coalition of Alachua County’s financial statements and preparation of the 2024 990 tax return.</p> <p><b>Proposed:</b> Approve the 2023-2024 financial statements and 2024 tax return.</p> <p>Mr. Duffy from MKA provided an overview of the audited financial statements, indicating a clean audit opinion and compliance with government auditing standards. He pointed out a decrease in available cash and total revenues, largely attributed to a reduction in federal and state grant funding. He also discussed the implications of intangible assets and the importance of maintaining a healthy net assets balance for the organization.</p> <p>Mr. Duffy discussed the audit's focus on related party transactions and confirmed that internal controls were tested with no issues found. He reported two compliance findings, one for federal guidance and another for state guidance, both categorized as non-impact findings. He emphasized that these findings do not significantly affect the organization.</p> <p>Mr. Duffy stated that the organization is required to remit all interest earned on federally funded advances to DEL within 30 days after the fiscal year end. The organization failed to do so. The interest check was issued and mailed to DEL on March 11<sup>th</sup>.</p> <p>Mr. Duffy commended Mr. Bonham for the amount of clean up that the performed for the audit.</p> <p>In addition, Mr. Bonham emphasized the necessity of completing 12 financial entries and recommended a full closeout by June 30, 2024, to ensure a smooth fiscal 2025. He discussed recent adjustments to advance payments and the cleanup of unrestricted funds, clarifying that some transactions had been incorrectly charged to the operating account. Ms. White contributed to the discussion by detailing financial expenditures related to staff and events, while also addressing challenges in drawing down matching funds from DEL, which necessitated accurate reporting to secure the full amount.</p> <p>The 990 report had not been finalized and was not approved during the meeting.</p> <p><b>Action Item:</b> Authorize Bank User</p>	<p>A Motion was made and seconded by (Williams/Morris) to approve the Financial Statements. Motion was approved.</p> <p>A Motion was made and seconded</p>

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
	<p><b>History:</b> ELCAC has 3 bank accounts setup with Southstate Bank. Those accounts include operating, grant and unrestricted account.</p> <p><b>Proposed:</b> Add Zackery Hackley as an authorized user on all 3 accounts.</p> <p><b>Action Item:</b> Credit Card Accounts</p> <p><b>History:</b> ELCAC has a credit card account with a limit of \$20,000. 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. Currently, the CEO has a Visa with a limit of \$5,000, the CAO has a Visa with a limit of \$5,000 and the CFO has a Visa with a \$10,000.</p> <p><b>Proposed:</b> Close the CFOs's Visa effective immediately. Issue a 2<sup>nd</sup> Visa to the CEO with a \$10,000 limit to be used for fiscal purposes.</p> <p><b>Action Item:</b> Disposal of Property</p> <p><b>History:</b> Florida Statute 274.07 requires the authorization of the Board of Directors and the recording of such authorization for the disposal of property.</p> <p>ELCAC has the property which is obsolete, destroyed, or in poor condition.</p> <p><b>Proposed:</b> Staff request that the Board of Directors approve the disposal of the following property:</p> <p>Tag #: 1590 Scanner; ScanSnap iX500 – Poor Condition  Tag #: 4042 HP Curved Monitor; HPE34mG4 – Poor Condition  Tag #: 4160 Xerox B235 Multifunction B&amp;W Printer – Poor Condition  Tag # 3121 2-Seat Combo Chairs – Poor Condition  Tag # 1978 2-Seat Combo Chairs – Poor Condition  Tag # 2100 2-Seat Combo Chairs – Poor Condition  Tag # 1977 – Brown Woodgrain Desk – Poor Condition  Tag # 4185 – 3-Seat Combo Chairs – Poor Condition  Tag # 1934 – Refurbished Desk Phone; Yealink – Poor Condition  Tag 4183 – 2-Seat Combo Chairs – Poor Condition  Tag # 1589 – Scanner; ScanSnap iX500 – Poor Condition  Tag # 1791 – Microsoft Docking Station – Poor Condition</p> <p><b>Action Item:</b> Insurance Renewal FY 25/26</p> <p><b>History:</b> All full-time ELCAC employees have the option to choose from 3</p>	<p>by (Williams/Morris) to approve the New Bank User. Motion was approved.</p> <p>A Motion was made and seconded by (Williams/Dix) to approve the Credit Card Accounts. Motion was approved.</p> <p>A Motion was made and seconded by (Marty/Dix) to approve the Disposal of Property. Motion was approved.</p>

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
	<p>BCBS health insurance plans. The ELCAC pays \$973.66 per employee per month towards the cost of medical coverage. Employees have the option to choose employer-paid plans 14006 or 16204. Staff also have the option to upgrade to Plan 14003 and pay the difference.</p> <p>Coalition staff anticipate receiving quotes from AETNA, Cigna and United. However, the Coalition broker has assured us that the Florida Blue renewal, even with the slight increase is still our best option. Switching services to another company would mean a possible provider change for staff.</p> <p>Currently, we have 2 staff enrolled in Plan 15222, 4 staff enrolled in Plan 14003 and 18 staff enrolled in Plan 14006. 2 is within the waiting period. 2 declined coverage.</p> <p><b>Proposed:</b> Staff recommend renewing the 3 current plan options with BCBS. In addition, staff recommend increasing the ELCAC monthly contribution per employee from \$973.66 to \$1067.14. This will result in an annual premium increase of \$31,409.28 based on 28 employees.</p> <p><b>Action Item:</b> Employment Policies – Paid Time Off (PTO) Cashout</p> <p><b>History:</b> A Paid Time Off (PTO) Cashout Policy allows employees to convert unused PTO into a cash payment instead of taking time off.</p> <p>Companies implement this policy for several reasons, including:</p> <ul style="list-style-type: none"> <li>• Allows employees to choose between extra income and taking time off.</li> <li>• Provides financial support for employees who may prefer cash over additional leave.</li> <li>• A PTO cashout option can be an attractive benefit that enhances job satisfaction.</li> <li>• It can incentivize employees to stay with the company rather than leaving for better benefits elsewhere.</li> </ul> <p><b>Proposed:</b> Approve the proposed Paid Time Off (PTO) Policy.</p> <p><b>Action Item:</b> Employment Policies – Paid Time Off (PTO) Donation</p> <p><b>History:</b> A PTO Donation allows employees to donate their accrued Paid Time Off (PTO) to a other staff, which can then be used by eligible coworkers facing medical hardships.</p> <p>The primary purposes of PTO donation include:</p> <ul style="list-style-type: none"> <li>• Helps employees dealing with serious medical conditions.</li> </ul>	<p>A Motion was made and seconded by (Williams/Dix) to approve the Insurance Renewal FY 25/26. Motion was approved.</p> <p>A Motion was made and seconded by (Dix/Marty) to approve the PTO Cashout Policy. Motion was approved.</p> <p>A Motion was made and seconded by (Williams/Morris) to approve the PTO Donation Policy.</p>

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
	<ul style="list-style-type: none"> <li>• Reduces turnover and recruitment costs.</li> <li>• Encourages a culture of support and generosity among employees.</li> <li>• Strengthens team morale and fosters a sense of community.</li> </ul> <p><b>Proposed:</b> Approve the proposed Paid Time Off (PTO) Donation Bank Policy.</p> <p><b>Action Item:</b> Authorize the Submission of Annual Match Grant – COG</p> <p><b>History:</b> 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> Approve the submission of a request for match funding up to \$65k from the City of Gainesville General Fund for fiscal year 2025/2026.</p>	<p>Motion was approved.</p> <p>A Motion was made and seconded by (Morris/Williams) to approve the Match Application - COG. Motion was approved.</p>
Fiscal Update	<p><b>January 2025 Financial Report</b></p> <ul style="list-style-type: none"> <li>• Advance is \$2,000,000 to pay back from 2024-25. Pulled back \$500,000 last month to give us some operating cushion moving forward due to current state of Federal Government.</li> <li>• Unrestricted adjustment of \$31k was transferred to Operating account.</li> <li>• Matching Funds will have to go through analysis to determine if they get moved to Unrestricted or Operating funds. Will complete this after audit.</li> <li>• Match funding of will be corrected to proper total with February billing with a \$1,200 dollar adjustment.</li> </ul> <p>Mr. Bonham reported on complications with the issuance of 1099s due to duplicate vendor entries and incorrect information being sent to a few individuals. Ms. White is managing communication with those affected and implementing credit monitoring. Mr. Hackley is working on reconciling bank statements and addressing fraudulent transactions, while also ensuring that past discrepancies are resolved to prevent future issues.</p> <p>Mr. Hackley stated that he will be adding a few additional reports to the financial packet.</p> <p>Mr. Dix asked if there is any concern regarding the federal government being dismantled. Ms. White stated that there is a strong reserve in Florida and last year \$40M was sent back. An additional \$20M is available this</p>	

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	<div>year, if needed.</div> <div>Current Cash 2025</div> <div><table><tr><th>Account Number</th><th>Current Ledger</th><th>Memo Available</th><th>Memo Ledger</th><th>Total Funds Available</th></tr><tr><td>Number of Accounts: 3</td><td>\$2,383,183.18</td><td>\$2,382,431.20</td><td>\$2,382,431.20</td><td>\$2,382,431.20</td></tr><tr><td>*6563 Match-6563</td><td>\$131,311.25</td><td>\$131,311.25</td><td>\$131,311.25</td><td>\$131,311.25</td></tr><tr><td>*1302 Operating-1302</td><td>\$2,218,546.91</td><td>\$2,217,794.93</td><td>\$2,217,794.93</td><td>\$2,217,794.93</td></tr><tr><td>*0332 Unrestricted-0332</td><td>\$33,325.02</td><td>\$33,325.02</td><td>\$33,325.02</td><td>\$33,325.02</td></tr></table><div>LOCData reported as of Mar 12, 2025 11:18 AM EDT</div><table><tr><th>Account Number</th><th>Principal Loan Balance</th><th>Payoff Amount</th><th>Available Credit</th><th>Current Payment Due Date</th><th>Current Payment Amount Due</th></tr><tr><td>Number of Accounts: 1</td><td>\$0.00</td><td>\$0.00</td><td>\$95,000.00</td><td></td><td>\$0.00</td></tr><tr><td>*1267 Line of Credit-1767</td><td>\$0.00</td><td>\$0.00</td><td>\$95,000.00</td><td>03/27/2025</td><td>\$0.00</td></tr></table></div> <div>December 2024 Month</div> <div>TARGETS AND RESTRICTIONS</div> <div><div>SR Direct Services Min: 78%</div><div>5,000,739 + 6,395,770</div><div>78.2%</div></div> <div><div>SR Admin Max: 5%</div><div>321,892 + 6,395,770</div><div>5.033%</div></div> <div><div>SR Admin/NonDirect/Quality Max: 22%</div><div>1,380,087 + 14,944 6,395,770</div><div>21.8%</div></div> <div><div>SR Quality Min: 4%</div><div>469,893 + 6,395,770</div><div>7.3%</div></div> <div><div>SR Match Max: \$93,438</div><div>3,396.14</div></div> <div><div>Dollar-for-Dollar Match:</div><div>3,396.14</div></div> <div><div>##</div><div>0.00</div></div> <div><div>VPK Admin Max: 4%</div><div>81,450 1,923,253</div><div>4.235%</div></div> <div><div>SR Plus Admin Max: 5%</div><div>0.0%</div></div>	Account Number	Current Ledger	Memo Available	Memo Ledger	Total Funds Available	Number of Accounts: 3	\$2,383,183.18	\$2,382,431.20	\$2,382,431.20	\$2,382,431.20	*6563 Match-6563	\$131,311.25	\$131,311.25	\$131,311.25	\$131,311.25	*1302 Operating-1302	\$2,218,546.91	\$2,217,794.93	\$2,217,794.93	\$2,217,794.93	*0332 Unrestricted-0332	\$33,325.02	\$33,325.02	\$33,325.02	\$33,325.02	Account Number	Principal Loan Balance	Payoff Amount	Available Credit	Current Payment Due Date	Current Payment Amount Due	Number of Accounts: 1	\$0.00	\$0.00	\$95,000.00		\$0.00	*1267 Line of Credit-1767	\$0.00	\$0.00	\$95,000.00	03/27/2025	\$0.00	
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	<div>January 2025 YTD</div> <div><div>PROGRAM TOTALS</div><table><thead><tr><th></th><th><u>Budget</u></th><th><u>Expenditure</u></th><th><u>Balance</u></th><th><u>% of Budget Spent</u></th></tr></thead><tbody><tr><td>SR Total</td><td>12,213,030</td><td>7,504,893</td><td>4,708,137</td><td>61.4%</td></tr><tr><td>SR Admin</td><td>475,940</td><td>379,820</td><td>96,120</td><td>79.8%</td></tr><tr><td>SR Non-Direct</td><td>1,157,833</td><td>697,285</td><td>460,549</td><td>60.2%</td></tr><tr><td>SR Quality</td><td>922,389</td><td>547,102</td><td>375,287</td><td>59.3%</td></tr><tr><td>SR Direct Services*</td><td>9,656,868</td><td>5,880,687</td><td>3,776,181</td><td>60.9%</td></tr><tr><td>Quality Performance</td><td>876,169</td><td>494,152</td><td>382,017</td><td>56.4%</td></tr><tr><td>QPI Shortfall</td><td></td><td></td><td></td><td>0</td></tr><tr><td>SR Match</td><td>93,438</td><td>25,067</td><td>68,370</td><td>26.8%</td></tr><tr><td>Program Assessment</td><td></td><td></td><td></td><td>0</td></tr><tr><td>Special Needs</td><td>49,040</td><td>18,617</td><td>30,423</td><td>38.%</td></tr><tr><td>Gold Seal</td><td>960,358</td><td>701,729</td><td>258,629</td><td>73.1%</td></tr><tr><td>SR Plus</td><td>93,474</td><td>701</td><td>92,773</td><td>.7%</td></tr><tr><td>VPK Total</td><td>4,199,786</td><td>2,418,637</td><td>1,781,149</td><td>57.6%</td></tr><tr><td>VPK Admin</td><td>120,057</td><td>94,891</td><td>25,166</td><td>79.%</td></tr><tr><td>VPK DS</td><td>4,079,729</td><td>2,323,747</td><td>1,755,983</td><td>57.%</td></tr><tr><td>VPK Additional Funds</td><td></td><td></td><td></td><td>0</td></tr><tr><td>VPK PA</td><td>41,795</td><td>24,840</td><td>16,955</td><td>59.4%</td></tr></tbody></table><div>* includes SR Match</div></div>		<u>Budget</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% of Budget Spent</u>	SR Total	12,213,030	7,504,893	4,708,137	61.4%	SR Admin	475,940	379,820	96,120	79.8%	SR Non-Direct	1,157,833	697,285	460,549	60.2%	SR Quality	922,389	547,102	375,287	59.3%	SR Direct Services*	9,656,868	5,880,687	3,776,181	60.9%	Quality Performance	876,169	494,152	382,017	56.4%	QPI Shortfall				0	SR Match	93,438	25,067	68,370	26.8%	Program Assessment				0	Special Needs	49,040	18,617	30,423	38.%	Gold Seal	960,358	701,729	258,629	73.1%	SR Plus	93,474	701	92,773	.7%	VPK Total	4,199,786	2,418,637	1,781,149	57.6%	VPK Admin	120,057	94,891	25,166	79.%	VPK DS	4,079,729	2,323,747	1,755,983	57.%	VPK Additional Funds				0	VPK PA	41,795	24,840	16,955	59.4%	
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Meeting Dates	<div>➔ Audit/Finance Committee – May 13<sup>th</sup> @ 8:30AM</div> <div>➔ BOD Meeting – May 21<sup>st</sup> @ 8:30AM</div> <div>➔ Executive Committee – April 16<sup>th</sup> @ 8:30AM</div> <div>➔ Quality Committee – TBA</div>																																																																																											
Public Input	Russell Scoates congratulated the agency on the audit results. He also stated that his childcare center received a CLASS score of 7 in their infant room. Lastly, he stated that insurance costs continue to go up for the childcare industry. His annual premiums increased from \$23k to \$39k. He stated that childcare providers need a rate increase from the ELC.																																																																																											
Adjournment		The meeting was adjourned by Tammy Prince at 9:51 AM.																																																																																										