

Summary for Executive Committee Meeting

Date/Time: April 16, 2025 – 8:30 PM

Location: Via Zoom

Members Present: George Dix (Zoom), Phyllis Marty (Zoom), Crystal Marull (Zoom), Candi Morris (Zoom), Stephen Pennypacker (Zoom), Tammy Prince (Zoom), Cheryl Twombly (Zoom)

Members Absent: None

Staff Present: Xaviera White, Kelli Williams, Zack Hackley

Guests Present: None

| <u>Agenda Item</u> | <u>Summary/Discussion</u> | <u>Action</u> |
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| Call to Order | Executive Committee Meeting | Called to order by Tammy Prince at 8:28 AM. |
| Declaration of Conflict of Interest | None | |
| Approval of Agenda | Members reviewed the agenda. | A Motion was made and seconded by (Twombly/Morris) to approve the agenda. Motion was approved. |
| Approval of Minutes | Members reviewed the minutes from February 12 th minutes. | A Motion was made and seconded by (Twombly/Dix) to approve the 2/12/25 minutes. Motion was approved. |

| <u>Agenda Item</u> | <u>Summary/Discussion</u> | <u>Action</u> |
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| CEO's Report | <p>CEO April Report – from Xaviera White</p> <p>There is a \$5 million budget discrepancy between the House and Senate. The current statewide concern is deficit in overall state funding as Senate has a 120 million deficit and House has a 60-million-dollar deficit. Session ends on 5/2/2025 the bills are still routing through house and senate with 3 stops in each section prior to the Senate and House Chairman negotiation. Our Association of ELC is working with our lobbyist and legislature to raise awareness to ELC statewide funding needs. All 31 ELC CEOs voted for the AELC to work toward a method that would have the least impact on all coalitions. I will update the board in May when I have concrete information on the next budget. Heading into the summer months, I am seeking opportunities to raise public awareness of our program you will see less paid advertising due to funding shortage. Last year we used ARPA funding. We will be more selective of our advertising contracts. We are currently waitlisting children to ensure sufficient funding.</p> <p>ACTION Items</p> <p>Request Action item for RFP to obtain 10,000 square feet property in Gainesville downtown area.</p> <p>Request Action item to update Employee Handbook.</p> <p>Request Action item to request local match funding from all cities ran governments in Alachua County.</p> <p>Request Action 990 approval. Request Action Line of credit. Request Action ARA application estimated 3Million</p> <p>Request Action discuss CEO Evaluation.</p> <p>Pending Litigation: The opposing attorney has reached out, and our firm will be responding.</p> <p>Outreach Committee: 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.</p> <p>Upcoming Events:</p> <p>📅 Amazing Give Day 📅 Date: April 24, 2025 📅 Time: 8:00 AM – 8:00 PM 📍 Online Event: Donate Here (https://www.theamazinggive.org/organizations/early-learning-coalition-of-alachua-county-inc)</p> <p>📅 The Very Hungry Learners VPK Prom 📅 Date: May 10, 2025 📅 Time: 9:30 AM – 12:30 PM 📍 Location: 5701 Venue, 5701 NW 34th Blvd, Gainesville, FL 32653</p> <p><u>CFO Report- Zack Hackley</u></p> <p>ELC of Alachua County</p> <p>April 6, 2025 Meeting reporting on January 31, 2025, financial statements</p> <p>Fiscal year 2024-2025:</p> <p>Finance Notes</p> <p>Balance Sheet:</p> <ul style="list-style-type: none"> • All cash accounts have been reconciled thru August 31, 2024. My goal is to have all accounts reconciled thru April at our next meeting. • Currently we are hold approximately \$1,700,000 in cash. | |

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| | <ul style="list-style-type: none"> • Accounts receivable consists of approximately \$2,475,000. Most of this balance is for January 2025 Invoice to DEL. See AR Aging Schedule • Accounts receivable consists of approximately \$1,500,000 of which a majority is current. • ELC Advance is approximately \$2,000,000 which we have received from OEL to fund current expenses. • Total Net Assets is approximately \$698,000. Corrections need to be made (see income statement) <p>All Funds Income Statement:</p> <ol style="list-style-type: none"> 1. Revenue-We have approximately \$900,000 in more revenue compared to the prior year 2. Payroll-We have approximately \$32,000 more in payroll expenses 3. Insurance-has increased approximately \$55,000. (I have only reconciled thru August at the time of preparing these financials statements and have noted duplicate posting in MIP to Blue Cross Blue Shield. Analytically, health insurance appears to be out of line and needs to be looked at deeper. 4. IT equipment-increased due to running fiber optic cable throughout the office 5. Curriculum-I heard the auditor mention DEL allowed up to prepay 3 years' work for service for providers. This needs a deeper look. A negative expense means we have a credit or someone owes the coalition a refund. 6. Rent-this expense has been reclassified to Lease expense to comply with ASC 842 7. Lease Expense-This was classified as rent in the prior year 8. Stipends-It appears we do not have the funds available to issue stipends this year due to budget cuts 9. Slots-More \$ are going to the mission at hand. It appears we have spent approximately \$750,000 more this year compared to the prior year 10. This appears to be an error in ARPA. We are not in the business of making a profit. See Arpa Income Statement. <p>ARPA Income Statement:</p> <ol style="list-style-type: none"> 11. We are not awarded ARPA funding this year. This needs to be investigated. | |

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| | <p>12. We are not awarded ARPA funds this year. This needs to be investigated.</p> <p>SR Income Statement:</p> <p>13. Not sure why we have a negative expense in other direct services. This needs to be investigated.</p> <p>14. We have spent approximately 1.4 million more on direct services this year compared to last. Great Job!</p> <p>15. It appears we are close as it related to invoicing DEL. This is a great sign.</p> <p>VPK Income</p> <p>16. It appears we are close as it related to invoicing DEL. This is a great sign.</p> <p>Dashboard mandates:</p> <p>We are not currently meeting all state SR mandates.</p> <p>SR Adm in= 5.068% We need to look at the labor distribution for key positions.</p> <p>SR Direct Services= 78.5%</p> <p>Quality= 7.2%</p> <p>We are currently meeting our VPK mandate.</p> <p>VPK Adm in= 4.091% max is now 5%</p> <p>Sr Enrollment/Budget</p> <p>As of January 31, 2025 we have expended 61.6% of our SR Grant. We should be at 58.3%. We need to watch our spending as we finish up the year.</p> <p>We should seek a re-obligation of funds from DEL. At the current cash flow burn rate, we can expect to be approximately \$600,000 over budget.</p> | |

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| | <p><u>Action Item</u> – Approve 2024 990</p> <p>History: Moss Krusick & 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>Proposed: Approve the 2024 tax return.</p> <p><u>Action Item</u> – Renew Line of Credit</p> <p>History: In November 2013, the ELCAC requested a \$95,000 line of credit to handle cash needs.</p> <p>Proposed: Authorize the renewal of the \$95,000 line of credit with Southstate Bank to cover ELCAC’s cash flow needs.</p> <p>Additionally, authorize the CEO to sign the documentation to establish the line of credit.</p> <p><u>Action Item</u> – Match Request: City of Newberry</p> <p>History:</p> <p>ELCAC Policy and Procedures regarding administration of awards requires Board of Directors authorization to apply for grants over \$10,000.</p> <p>Proposed:</p> <p>Approve the submission of a request for match funding up to \$30k from the City of Newberry for fiscal year 2025-2026.</p> <p><u>Action Item</u> – Match Request: City of Alachua</p> <p>History:</p> <p>ELCAC Policy and Procedures regarding administration of awards requires Board of Directors authorization to apply for grants over \$10,000.</p> <p>Proposed:</p> <p>Approve the submission of a request for match funding up to \$45k from the City of Alachua for fiscal year 2025-2026.</p> | <p>A Motion was made and seconded by (Morris/Twombly) to approve the 2024 990. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the Line of Credit. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the CON Match Request. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the COA Match Request. Motion was approved.</p> |

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| | <p><u>Action Item</u> – Match Request: City of Archer</p> <p>History:</p> <p>ELCAC Policy and Procedures regarding administration of awards requires Board of Directors authorization to apply for grants over \$10,000.</p> <p>Proposed:</p> <p>Approve the submission of a request for match funding up to \$15k from the City of Archer for fiscal year 2025-2026.</p> <p><u>Action Item</u> – Match Request: City of High Springs</p> <p>History:</p> <p>ELCAC Policy and Procedures regarding administration of awards requires Board of Directors authorization to apply for grants over \$10,000.</p> <p>Proposed:</p> <p>Approve the submission of a request for match funding up to \$14k from the City of High Springs for fiscal year 2025-2026.</p> <p><u>Action Item</u> – Employment Policies</p> <p>History: Annually the Coalition staff will review and make recommendations to bring the Employee Handbook in alignment with processes.</p> <p>The employment policies amendment will allow employees with birthdays on Fridays be allowed to take the preceding Thursday or following Monday off, ensuring a full holiday.</p> <p>Proposed: Approve the proposed Employee Handbook updates.</p> <p>COOP: Annually DEL requires ELC's to resubmit their COOP. This year's changes include staff changes and updated contact information.</p> | <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the COA Match Request. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the COHS Match Request. Motion was approved.</p> <p>A Motion was made and seconded by (Marty/Morris) to approve the Employment Policies. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the</p> |

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| | <p>CEO Evaluation: Annually, the Executive Committee is tasked with completing the performance evaluation for the CEO. Each committee member completes an evaluation and provide their feedback to the Board Chair. The Chair will then compiles the feedback into one final document. The Executive Committee commended the CEO for an outstanding job.</p> <p><u>Action Item</u> – RFP: Lease Building</p> <p>History: We are anticipating a 10% increase in our current lease premiums. We are interested in a new office location. An RFP has been drafted and requires Board approval before we can proceed with posting it.</p> <p>Proposed: Approve the RFP for leased space.</p> | <p>COOP. Motion was approved.</p> <p>A Motion was made and seconded by (Pennypacker/Dix) to approve the RFP: Leased Building. Motion was approved.</p> |
| | <p>→ Audit/Finance Committee – Tuesday, May 13th @ 8:30AM</p> <p>→ BOD Meeting – Wednesday, May 21st @ 8:30AM</p> <p>→ Executive Committee – Wednesday, June 18th @ 8:30AM</p> <p>→ Quality Committee – TBA</p> | |
| Public Input | None | |
| Adjournment | | The meeting was adjourned by Tammy Prince at 9:25 AM. |