

Summary for Board of Directors Meeting

Date/Time: March 18, 2020 – 8:30 A.M.

Location: Via Conference Call

Members Present: Karen Bennett, Patrick Bizub, George Dix, Lieba Gouin, Donna Jones, Debby Knopf, Colin Murphy, David Rountree, Cheryl Twombly, Teresa Whitley, Michael Williams

Members Absent: Diana Duque, Laura Gillman, Phyllis Marty, Chris Picou, Patricia Snyder, Natalie Strappy

Staff Present: Jacki Hodges, 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 | Board of Directors Meeting | Called to order by Debby Knopf at 8:33 AM. |
| Declaration of Conflict of Interest | None | |
| Introductions | Colin Murphy & Patrick Bizub were introduced as new board members. Mr. Murphy is the Executive Director at the Children’s Trust of Alachua County. He will serve a 4-year term in this mandated position. Mr. Bizub is the CFO at Shadow Health and he will serve a 4-year term as a private sector board member. | |
| Approval of Agenda | Members reviewed the agenda. | A Motion was made and seconded by (Murphy/Williams) to approve the agenda. Motion was approved. |
| Approval of Minutes | Members reviewed the board minutes of January 15 th . | A Motion was made and seconded by (Murphy/Williams) to approve the 1/15/20 minutes. Motion was approved. |
| CEO/Finance Report | <p>Finance Report</p> <p>Balance Sheet:</p> <ul style="list-style-type: none"> • All cash accounts have been reconciled as of December 31, | |

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| | <p>2019.</p> <ul style="list-style-type: none"> • Currently we are holding approximately \$1,708,000 in cash. \$1.3 of which is our advance. • Accounts receivable consists of approximately \$1,210,000. The majority of this balance is for December 2019 invoices to OEL. See A/R Aging schedule for detailed analysis. We deem all of these receivables to be fully collectible with the exceptions of 3 accounts that were written off or reversed in prior years. See over 90 days past due section. • We have approximately \$182,000 of fixed assets that have a net book value of approximately \$17,000. • Accounts payable consists of approximately \$1,113,000 of which most is current. We are in the process of truing up provider payments for last year. These adjustments will need to be booked as of June 30, 2019 if we underpaid a provider. • Accrued Vacation is approximately \$32,000. This number represents the amount of PTO that would be owed to staff at a point in time. For example, if ELC were to dissolve it would owe employees \$32,000 for unused PTO time. • ELC Advance is approximately \$1,312,000 which we have received from OEL to fund current expenses. • Total Net Assets is approximately \$325,000. This amount represents the total net worth of ELC as of December 31, 2019. <p>Statement of Revenues and Expenditures (Statement of Activities) The Statement of Activities for December 2019 shows all year-to-date expenses within acceptable ranges to budget. See budget to actual and an explanation to all accounts with a variance greater than \$10,000</p> <p>Targets and Restrictions: See Sr Analysis</p> <p>Mr. Hackley reported that we have gone over budget for salaries due to the onboarding of temporary staff to complete the 18/19 reconciliation.</p> <p>Patrick Bizub suggested that an over and under column be added on the SR Analysis report. He also suggested that the Finance/Audit Committee discuss any variances over 10k. He inquired about the \$8291 listed as security deposit. Mr. Hackley felt it was deposit for the</p> | |

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| | <p>building that we occupy but agreed to research it.</p> <p>CEO Report – March 2020</p> <p><u>General Information:</u> We have opened our waitlist. We have contacted 300 families in hope of getting 200 children enrolled during the month of March so that we can spend done some excess revenue. Families are not responding as quickly as we had thought so we will continue to send out notifications to families that they have been selected from our waitlist to receive services. We will serve families on a first come first serve basis from the list pulled off the waitlist. So, once we have reached the maximum number of children we are able to serve, we will no longer accept applications. We have been in touch with OEL regarding this situation and received instructions on the matter.</p> <p>We are in the final days for completing our Single Audit. The deadline for submitting this to OEL is March 31, 2020. Typically, we receive our Revenue Confirmation Letter from the OEL in November. This allows all coalitions time to have their Single Audit firms complete their testing for the fiscal year. Due to the portal issues of 2018-2019, the reconciliation and receiving the Revenue Confirmation Letter in February 2020, our audit firm is diligently trying to finish within the timeframe given. We will ask the Board to allow the Executive Committee to approve the audit on March 30th to allow us an additional 15 days to complete.</p> <p><u>OEL Update:</u> We are the first Coalition to fully complete our Reconciliation for FY 2018-2019. Which means our Reimbursement staff, along with some Family Services staff reviewed the attendance and payment for every Provider for every month during the 2018-2019 fiscal year. Since we were the first, OEL has reached out to us to establish how the best way to keep track of the repayment process and emulate the process for other coalitions. We have established a repayment process starting in April 2020 and will allow Providers to monthly pay back what is owed back to the state through June 2021. Letters were sent to Providers explaining the possible reasons for the overpayments and an additional letter was sent out letting providers know the payment schedule. We are communicating with Providers now to show them the documentation we have to support our findings and hopefully we will be completed by March 31st.</p> <p><u>Legislative Update:</u> The 2020 Legislative session was scheduled to end on Friday, March 13th. Because the House and Senate did not come to an agreement regarding the budget on Wednesday, session most likely will continue</p> | |

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| | <p>through the weekend. The education Bill from Representative Erin Grall and Senator Gayle Harrell stalled the last week in session on the senate side. Therefore, it seems as though no new early education bill will pass this session.</p> <p>Much attention was shifted to the investigation of the Coalition for Domestic Violence. The House, Senate and Governor quickly pulled the sole source revenue for this agency and is under review. Amid reviewing the salaries and paid time off for this agency, 45 other agencies that receive state and federal funding will be reviewed to make sure there is no repeat of this situation. The Early Learning Coalitions have had measures in place for the last 6 years to make sure state and federal dollars are in line with regulations and, as you know, there are caps to how we are able to spend our money including salary caps for the CEO. Our coalition is well within those guidelines.</p> <p>Accountability Monitoring Report: The CEO shared that the 18/19 Accountability Monitoring has concluded. The final report was issued. There were several findings and the Coalition staff are responsible for issuing CAPs for their respective areas. Some of the findings were out of the control of the ELCAC and due to the nature of the 2018-2019 fiscal year migration of the statewide portal, it was expected that we would have some findings.</p> <p>COOP Plan: Staff recommend adding language to the COOP Plan to that it can be executed due to a widespread health and safety incident.</p> <p>Employment Policies & Procedures: Staff recommend amending the reference to the COOP Plan in the handbook to include a widespread health and safety incident outside of the employee's control.</p> <p>In addition, due to a finding in the recent accountability monitoring, the handbook requires a revision to the Employees Charged with Crimes section. The revised language comes directly from the grant agreement with OEL.</p> <p>Action Item: Sliding Fee Scale:</p> <p>History: On an annual basis the federal poverty rates are released and</p> | <p>A Motion was made and seconded by (Murphy/Williams) to approve the COOP. Motion was approved.</p> <p>A Motion was made and seconded by (Williams/Dix) to approve the Employment Policies & Procedures. Motion was approved.</p> <p>A Motion was made</p> |

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| | <p>Coalitions are required to submit updated sliding fee scales (parent co-payment fees) based on an annual gross income and the number of persons in their family. In March of 2005, the ELCAC requested permission to exceed 10% of gross income due to the fact that additional benefits are not included in gross income calculations, such as subsidized housing, food stamps, Medicaid, etc.</p> <p>Proposed: Staff recommend approving the Sliding Fee Schedule effective 4/1/20. The parent fees remain the same as last year.</p> <p>Grant Agreement Addendum: The Office of Early Learning has provided a draft grant agreement addendum for FY18/19. The purpose of the addendum is to provide a year-end-closeout and reconciliation activities and deadline. It was discussed and approved to add language to the addendum that when the statewide portal was working correctly, ELCAC would be granted ample time to reconcile our records to the 5045. However, if at any time the statewide portal malfunctioned, ELCAC would be given additional time, if necessary, to reconcile the process once the system was corrected.</p> <p>Organizational Chart: The Coalition org chart has been updated and now includes the reimbursement manager.</p> <p>Check Signer: The CEO reported that we are in need of at least one more ELCAC check signer.</p> | <p>and seconded by (Murphy/Williams) to approve the Sliding Fee Scale. Motion was approved.</p> <p>A Motion was made and seconded by (Twombly/Dix) to approve the Grant Agreement Addendum. Motion was approved.</p> <p>A Motion was made and seconded by (Murphy/Williams) to approve the Organizational Chart. Motion was approved.</p> |
| Audit/Finance Committee | No Report | |
| Executive Committee | No report | |
| Quality Committee | No report | |

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| Meeting Dates | → Audit/Finance Committee – July 7 th @ 8:30AM → BOD Meeting – July 15 th @ 8:30AM → Executive Committee – June 17 th @ 8:30AM → Quality Committee – TBA | |
| Public Input | <p>Rachel Stroh shared that the Coalition has only given providers 30 days in which to review the Coalition documentation. In addition, providers are being told that they cannot submit adjustments.</p> <p>She also asked if repayment options would be offered and can repayments begin at a later date.</p> <p>Lastly, she inquired how she can share information with the board. The CEO suggested that she reach out to Debby Knopf.</p> | |
| Adjournment | | The Meeting was adjourned by Debby Knopf at 10:02 AM. |