



**Early Learning Coalition of Broward County, Inc.
Board Meeting Agenda
April 29, 2020 2:00 PM**

Via GoToWebinar:

<https://attendee.gotowebinar.com/register/8260373980203105292>

Members are reminded of conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE			
I.	Call to Order		Laurie Sallarulo, Chair
II.	Roll Call		Elsy Silvestre, Executive Assistant
III.	Chair Report		Laurie Sallarulo, Chair
IV.	CEO Report	1	Renee Jaffe, CEO
V.	Consent Agenda		Laurie Sallarulo, Chair
	a. Approve February 13, 2020 Meeting minutes	2	
	b. B205CA1 - Approve contract with 211 Broward	8	
	c. B205CA2 – Approve Amendment to renew INCENTIVES Contract for FY 20-21, pending legal review	13	Christine Klima, CAO
	d. B205CA3 – Approve renewal of contract with Broward County Public Schools for Kindergarten	16	
VI.	Regular Business		
	a. B205RB1 – COVID-19 Update	19	Renee Jaffe, CEO
VII.	Finance Committee		
	a. B205FIN1 – Financials YTD	27	Christine Klima, CAO
	b. B205FIN2 - EFS Mod Reconciliation Update	37	
VIII.	Audit Committee		Rich Campillo, Audit Committee Chair Christine Klima, CAO
IX.	Nominating Committee		
	a. B205NOM1 – Vote and Approve recommendation of Cindy Arenberg Seltzer for Treasurer/Finance Chair	40	Ellie Schrot, Nominating Committee Chair Renee Jaffe, CEO
X.	Provider Representative Update		Cara Cerchione; Beverley Batson

XI.	FYI Items <ul style="list-style-type: none"> • Strategic Plan Executive Summary - FY19/20 • Wait List Report • ELC Contracts FY 19/20 • Cash Disbursements as of February and March • ELC Match Funding Chart FY 19/20 • Education and Quality Training Calendar FY 19/20 • Board Calendar FY 19/20 • Board Committee Member List FY 19/20 • Board Meeting Attendance FY 19/20 • Glossary of Terms 	41 45 47 48 49 50 54 55 56 58	
XII.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from our Partners Public Comment Next ELC Board Meeting: June 25, 2020, 8:30 am Adjourn		
<p>Please Note: Agenda subject to revisions and additions per the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. Members of the Public: Please sign up at the entry desk for public comments to be made on particular agenda items no later than five minutes after the Coalition meeting has been called to order.</p>			

CEO Report – Board Meeting – April 29, 2020

Legislative/Advocacy Update

The Florida State Legislature's 2020 Session ended March 19th. Unfortunately, House Bill 1013 and its companion Senate Bill 1688, which included comprehensive changes to the VPK system, did not make it out of the Senate Appropriations committee and therefore was not brought to the floor for a final vote by the Florida Senate.

At the April 8 virtual PLAN (provider) meeting, the ELC provided information on state and federal loan assistance available for small businesses. Participants were briefed on the Florida Emergency Bridge Loan Program, the Economic Injury Disaster Loan, and Paycheck Protection Program available as well as additional resource.

Board Composition Matrix Update

At the 2/13/20 board meeting, the Governance Committee was tasked with reviewing the current board composition (i.e. skills, experience, etc.) in an effort to identify the needs of the board as well as discuss the criterion that would be helpful in new private sector board members. A board composition matrix was sent to the Board for completion by March 9th and responses collected. This item was supposed to be discussed at the March 31st Governance Committee meeting however the meeting was postponed due to the COVID-19 pandemic. Rescheduling will occur once appropriate.

Update on ELC Officer Election Process

As communicated during the 2/13/20 board meeting, ELC officer elections will occur at the June 25, 2020 Board meeting. Open Officer positions include 1st Vice Chair (Chair of Governance Committee), 2nd Vice Chair, and Secretary. These positions have a two-year term, which would begin on July 1, 2020 and end on June 30, 2022. According to the ELC bylaws, given the resignation of Nick Kaniaris from the board, a special election will be held at the April 29 board meeting to elect a new Treasurer (who also serves as the Chair of the Finance Committee). The new treasurer will assume the position following the board vote on 4/29/20 through June 30, 2022. See attached Action Statement for additional details.

The due date for officer nominations had been March 13th. In light of the pandemic this deadline has been extended. Reminders will resume the first week in May. Feel free to communicate to Renee Jaffe, CEO with your nomination (including self-nominations) of any board member for each specific Officer or Committee Chair positions. Please include the name of the person you would like to nominate and the position. Nominations will be reviewed by the Nominating Committee prior to an officer election at the June 25th board meeting.

Ad Hoc Fundraising Committee Update

The development of an Ad Hoc Fundraising Committee was approved at the 2/13/20 Board meeting. Members of the Committee include Michael Asseff, Amoy Reid, Cara Cerchione, Twan Russell, and Richard Campillo. The appointment of a chair for this Committee and the scheduling of the first meeting is on hold due to the COVID-19 pandemic.

Provider Appreciation

A Provider Appreciation event had been tentatively scheduled for Friday, May 1st. Unfortunately, the in person event has been postponed due to the COVID-19 pandemic. ELC have come up with alternate ways to virtually show our appreciation and support to ELC providers. ELC will provide an update to the board in the near future.

CLASS Assessment Update

Under the Governor's Executive Order in response to COVID-19, OEL waived all assessment requirements for the fiscal year, including CLASS assessments. ELC suspended CLASS assessments on March 13th.

Provider Tours

To date this fiscal year, ELC conducted 2 board tours of local childcare providers (ABC Workshop of Coral Springs and Oakland Academy in Sunrise). There were two additional provider tours scheduled for April and May however they have been cancelled due to COVID-19. The hope is to resume tours in FY 21.



Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

February 13, 2020 – 8:30 AM

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance	Laurie Sallarulo, via phone, Mason Jackson; Michael Asseff; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh, via phone; Monica King, via phone; Richard Campillo; Amoy Reid; Beverley Batson; Cara Cerchione; William Karp; Dawn Liberta; Laurie Rich Levinson, via phone; Twan Russell; Angela Iudica
Members Absent	Nicholas Kaniaris; Renee Podolsky
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Nora Emmanuel, Communications Manager; Allison Metsch, Director of Education & Quality; Pablo Calvo, Director of Community Engagement; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Twan Russell called the meeting to order at 8:35 AM. Roll was called and a quorum was established.
ELC Impact Moment	Video was shown of the BECE Conference. There were over 900 providers present. The purpose was to educate the community and we have received positive feedback.
Pillar 3 Spotlight - Advocate for the Early Care and Early Education System	<p>CEO, Renee Jaffe and Pablo Calvo, Director of Community Engagement, presented on Pillar 3 of the ELC's Strategic Plan, Advocate for the Early Care and Early Education System. ELC wants to better partner with the local community to advocate on behalf of young children and families and providers in our community. ELC is engaged in advocacy discussions with local and statewide partners and presented to 14 of the 18 legislators at Broward's Legislative Delegation hearing in October.</p> <p>Renee and Pablo have both met with legislators locally and in Tallahassee and met with Mayors or Commissioners from 15 cities. ELC is also meeting and presenting to the Education Advisory Boards from the cities.</p> <p>ELC is also working on increasing its online presence via ELC website and social media. We have finalized a new ELC Annual Report and distribution is scheduled for later in February 2020.</p> <p>House Bill 1013 focuses on early care and education. One significant change is the creation of an A-F program grading system for VPK providers. ELC will host a lunch and learn to provide a legislative update.</p> <p>There was a discussion regarding Census 2020 and the importance of families completing the Census 2020. ELC will host Census trainings and presentations for the public and providers.</p>
CEO Report	Shan Goff will be a guest speaker on Thursday, March 19 at the PLAN Meeting. There was a provider tour on January 29. The next one will be on February 27 at Oakland Academy in Sunrise.

	<p>There was an incident at Jack and Jill Child Care Center. A child that was left in a van for 8 minutes. They contacted licensing and us to let us know of the situation and did everything they were supposed to do. This incident resulted in a class one violation. The center is now on probation, there is a corrective action in place and we will continue to monitor them.</p> <p>ELC will be relaunching the Look Before You Lock campaign.</p> <p>DCF has terminated its contract with ELC to provide child care services to the refugee population in Broward County and, beginning March 1, will be contracting with Church World Services for child care administration. Twenty-one families have been impacted and we are giving them information on the new contact</p> <p>OEL awarded a contract to Ernst & Young to conduct third party risk assessment on EFS Mod.</p>
<p>CONSENT AGENDA</p> <p>a. Approve December 19, 2019 Meeting minutes</p>	<p>A Motion was made by Mason Jackson to approve the Consent Agenda. Seconded by Cindy Arenberg-Seltzer. Unanimously approved. Motion Passes.</p>

DRAFT

REGULAR BUSINESS

- a. B204RB1 – Approve Legal Services Contract Renewal and Legal Counsel Board attendance
- b. B204RB2 - Approve Ad Hoc Fundraising Committee
- c. B204RB3 – Quarter 2 Strategic Plan Update
- d. B204RB4 – Governance Committee to address Board Composition, Needs & Criteria; Nominating Committee to Update Private Sector Board Application Process

Approve Legal Services Contract Renewal and Legal Counsel Board attendance:

Jacob Jackson has been legal counsel to ELC since 2012. The Executive Committee approved to enter into the 1st one-year contract renewal and then in October 2020 the Executive Committee will discuss and recommend the next action for the Legal Services Contract. The contract renewal period would be from April 1, 2020 to March 31, 2021.

The Executive Committee is also recommending that legal counsel attend the Board, Executive and Governance Committees and attend all other committee meetings at the discretion of the committee chair.

A Motion was made by Cindy Arenberg-Seltzer to Approve the Legal Services Contract Renewal and Legal Counsel Board attendance. **Seconded by** Twan Russell. **Unanimously approved. Motion Passes.**

Approve Ad Hoc Fundraising Committee:

The recommendation is to create an Ad Hoc Committee to explore fundraising to diversify funding to build a reserve for expenses not covered by OEL and to have additional funding for quality initiatives.

The committee can lay out the parameters of the Ad Hoc Funding Committee. The Ad Hoc Committee will discuss the intent of the dollars raised and how the fund will be used. These recommendations will be brought to the Board for approval.

The following Board members are interested in being in the Ad Hoc Funding Committee: Twan Russell, Amoy Reid, Michael Asseff, Richard Campillo, and Cara Cerchione.

A Motion was made by Cindy Arenberg-Seltzer to Approve Ad Hoc Fundraising Committee. **Seconded by** Mason Jackson. **Unanimously approved. Motion Passes.**

<p>Finance Committee</p> <ul style="list-style-type: none"> a. B204FIN1 – Approve Interim Financial Statements b. B204FIN2 – Approve Budget Amendment #4 	<p>Quarter 2 Strategic Plan Update:</p> <p>There was a summary of the second quarter. As discussed previously, there were some struggles in the first quarter with handling the high volume of calls when school began, and we have seen a vast improvement in the second quarter.</p> <p>FOLLOW UP: Add and “Outlook for the full year” column to the FY 19-20 High level target outcomes chart.</p> <p>Governance Committee to address Board Composition, Needs & Criteria; Nominating Committee to Update Private Sector Board Application Process:</p> <p>In order to better understand the composition of the Board, it is important to continue to look at the Board Criteria. This was discussed at the Board Retreat, Nominating and Executive Committee. The recommendation was that the Governance Committee will address the Board composition needs and criteria for board members and that the Nominating Committee look at the private sector board applicant process.</p> <p>This will be an ongoing process based on the needs of the Board at the time.</p> <p>Finance Committee:</p> <p>. We are continuing to enroll children in School Readiness. We are properly positioned for absorbing any new money that may be available at end of the fiscal year. There will be an analysis at the next Board Meeting.</p> <p>A Motion was made by Cindy Arenberg-Seltzer to Approve the finances. Seconded by Dawn Liberta. Unanimously approved. Motion Passes.</p> <p>Approve Budget Amendment #4:</p> <p>A Motion was made by Dawn Liberta to Approve Budget Amendment Number 4. Seconded by Mason Jackson. Unanimously approved. Motion Passes.</p>
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- Audit Committee**
- a. B204AUD1 - Approve Draft FY18-19 Audit Report
 - b. B204AUD2 – Approve Form 990 FY 2018-2019
 - c. B204AUD3 – Approve Updated OEL Statement of Responsibility in Management Response Letter
 - c. B204AUD4 – Approve Auditor Selection

- Nominating Committee**
- a. B204NOM1 – Approve Zachary Talbot to ELC Board of Directors
 - b. B204NOM2 – Officer Election Process Update

Audit Committee:

Approve Draft FY 18-19 Audit Report:

A **Motion was made by** Twan Russell to Approve the Draft FY18-19 Audit Report. **Seconded** by Cindy Arenberg-Seltzer. **Unanimously approved. Motion Passes.**

Approve Form 990 FY 2018-2019:

A **Motion was made by** Cindy Arenberg-Seltzer to Approve the Form 990 FY 2018-2019. **Seconded** by Twan Russell. **Unanimously approved. Motion Passes.**

Approve new language:

New Language to use for all ELC regarding EFS Mod. Local audit report

A **Motion was made by** Twan Russell to Approve new language. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

Audit RFP:

Seven firms bid on the Audit RFP. Seven RFP books were sent to the Audit Committee and the Committee Chair. Richard Campillo thanked everyone on the Audit committee for their work. Two auditors were chosen to come to ELC to present.

It was recommended that it was in the best interest for ELC to approve Keefe McCullough to provide auditing services to the ELC.

The Audit Committee thanked the previous auditors and Christine and her team for putting together the binders for the Audit RFP.

A **Motion was made by** Cindy Arenberg-Seltzer to Approve the selection of Keefe McCullough. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

Nominating Committee:

Approve Zachary Talbot for Nominating Committee for private sector non-governmental position:

There is currently a private sector vacancy since Dolly Rump resigned. The Nominating Committee met Zachary at the January 17, meeting.

A **Motion was made by** Cindy Arenberg-Seltzer to Approve Zachary Talbot to ELC Board of Directors. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

	<p>As of June 30 there will be three officer positions that will be expiring:</p> <p>First Vice Chair Second Vice Chair Secretary Treasurer</p> <p>ELC is asking board members to communicate to the CEO anyone they will recommend for positions or you can self-nominate. In April, the Nominating Committee will review the nominees in preparation for the June 25 Board Meeting where members will vote on officers.</p> <p>The new officers will assume new roles as of July 1, 2020.</p> <p>CEO announced to the Board that Nicholas Kaniaris resigned from the Board on February 12th.</p> <p>Provider Update</p> <p>Cara stated she and Beverley have spoken to several providers that are contemplating closing their doors because they cannot sustain their business. She also stated waiting times for children to be evaluated or get the services they need are very long. There is a lack of resources for the children. Some providers are facing homelessness, including one of her staff members. Children miss out because they keep losing very good teachers due to low salaries. There was a discussion about homelessness amongst early educators and high turnover due to low wages. Cara stated more funding and staff would help with these issues. The Board discussed different resources available to help homeless families and providers. The board recommended further discussion at the program review committee and new ad-hoc fundraising committee and suggested that a list be put together of community resources for providers in need. It was also suggested that the topic of provider needs and resources be discussed at the next PLAN provider meeting.</p> <p>Research what Michelle Watson had compiled for OEL, and contained in Renee's report, shows under the current model there is a financial disincentive to create a high quality child care setting. Renee is hoping to see some movement that could change this.</p>
NEW BUSINESS	There were no new business items presented.
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	There was no discussion.
PUBLIC COMMENT	There was no discussion.
NEXT MEETING DATE	April 29, 2020 @ 2:00 pm
ADJOURN	Meeting adjourned at 10:35 am

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

ITEM#/MEETING	B205CA1/ BOARD
MEETING DATE:	4/29/20
SUBJECT:	211 Broward FY2020 Sub Recipient Services
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve contract with 211 Broward
FINANCIAL IMPACT:	\$462,000 FY20-21 Budget
AS RECOMMENDED BY:	Executive Committee
STAFF LEAD:	C. Klima

Background Information:

In February 2019, the Board voted to allow 211 Broward’s current sub recipient agreement for CCR&R Services to sunset and replace it with a new sole-sourced sub-recipient agreement in the amount of \$462,000. After a joint review of call traffic and options, both agencies agreed that it would make sense for ELC to handle all child care service related calls directly while continuing to leverage the unique role 211 plays as the FCC-designated resource for all other community services in Broward. ELC also sought to leverage 211’s high quality customer service trainings to reinforce continuous community collaboration between child care and other community referral services. The ELC Board approved the Sub-Recipient Agreement at the 6/6/19 board meeting for one year with up to three additional one-year renewals.

From July to December 2019, 211 met required deliverables as follows:

- Maintained database of over 3500 Community Programs and Resources to supplement ELC child care referrals
- Distributed ELC Program Materials and Information at 10 Community Outreach Events
- Routed 234 Calls to ELC via a warm handoff to a dedicated customer service line at ELC
- Referred 1,887 Clients to ELC for Child Care CCR&R Services
- Handled 1,177 calls on behalf of ELC during 25 planned call routing transfers to provide continuity during ELC staff in-service or other planned events
- Conducted 1 full four-session customer service training series and 2 refresher sessions for ELC customer service staff

In February 2020, ELC staff met with 211 staff to share feedback and observations about the contract scope of work and agreed to make minor adjustments to eliminate the need for 211 staff to access EFS Mod, ramp up outreach activity and correct scrivener’s errors. The scope of work is in the addendum to this document

Current Status/Recommendation

ELC staff recommend that the Board approve the FY 20-21 first year renewal to the 211 contract.

Supporting Documentation:

- Addendum – 211 contract scope of work
- Contract Fact Sheet

Addendum - 211 Contract Scope of Work

A. Community Resource Directory:

211 shall develop and maintain a directory of community resources which, at a minimum, contains parent education programs, financial assistance, programs including the temporary cash assistance program, and related community and social services resources. The directory must be maintained in a format that ELC staff can view, download, sort and share with clients the most up to date information at any time in accordance with OEL CCR&R service requirements and the most recent OEL grant agreement with ELC. Resource Elements shall include, but are not limited to, the following:

1. Community services for Broward County
2. Federal and state financial assistance programs
3. Federal, state and local partners, including state agencies and social services organizations
4. Child healthcare
5. Child welfare and abuse
6. Services for children with special needs or developmental disabilities, such as developmental screenings or assessments
7. Resources provided by the Office of Early Learning or identified through collaboration with other entities; and
8. Other resources as needed and appropriate to the specific needs of the individual family

211 shall promptly share updates to the directory with ELC staff.

B. Community Outreach for ELC Services:

211 Broward shall work collaboratively with ELC staff to develop and launch a community outreach plan for showcasing ELC services no later than July 31. The plan shall consist of at least three community outreach events per month where information and materials about ELC services are featured and shared directly with families or with staff from other agencies that provide services related to children and families. 211 shall share copies of announcements, agendas and event information sufficiently far in advance to permit ELC to disseminate it to ELC clients and stakeholders and to allow opportunities for ELC staff to attend or present at events as appropriate. Event photographs documenting ELC staff participation or how ELC information was featured shall be promptly shared with ELC staff.

C. Routing Calls Received by 211 to ELC for CCR&R and Other ELC Service Requests

211 Broward shall route all calls from clients requesting information related to CCR&R or other ELC Services directly to the OEL Certified CCR&R Counselors in the Customer Service Unit at ELC. 211 Broward should track the number of such calls as practicable.

D. Answering Calls Received by ELC for Community Resource service requests

211 Broward shall develop and maintain a “warm hand-off” process for receiving calls transferred from ELC CCR&R counselors during ELC working hours for ELC clients requesting in-depth non-child care related referral information beyond the directory of services included in the standard CCR&R packet provided by ELC. ELC and 211 shall track the number of such calls.

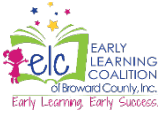
E. Answering Planned and Unplanned ELC Customer Service Call Overflow through Call Routing

If the ELC customer service unit is closed for in-service, staff meetings or other reason; technologically disabled or experiencing an unusually high sustained call volume during standard ELC business hours; ELC shall provide an automated message to parents offering the option of transferring to 211 in addition to leaving a message or requesting a call-back. ELC shall notify 211 at least one week in advance of any planned in-service or staff meetings, and as soon as practicable for any un-planned outages or call overflow.

211 representatives shall attend periodic customer service team meetings at ELC throughout the year to ensure that staff at both agencies are sufficiently cross trained to field the majority potential questions with minimum disruption to ELC clients. 211 shall track the number and nature of such outage or overflow customer service calls handled. 211 shall promptly report complaints received about ELC customer service to ELC Management.

F. Customer Service Training for ELC staff

211 shall provide three full cycles of 211's four-session customer service training series per year for ELC staff that have customer service responsibilities. The trainings will be scheduled for one Friday per month at ELC offices. Additionally, 211 shall provide no fewer than four (one per quarter) one-day customer service refresher training sessions on Fridays throughout the year for staff who have already completed the series above. 211 customer training staff shall also be available to provide ad hoc customer service advice and counsel upon request by ELC management



211 CONTRACT FACT SHEET

The information provided in this document identifies the major contract components including: cost; scope of work; deliverables and goals. The document is being provided for ease of review, but is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME: 2-1-1 Broward (First Call for Help of Broward, Inc.)

CONTRACT NUMBER: TBD

POINT OF CONTACT: Frank Isaza, COO
First Call for Help of Broward, Inc.
250 NE 33rd St
Oakland Park, FL 33334

PROCUREMENT: Sole Source February 2019

CONTRACT TYPE: Sub Recipient ELC funded

BUDGET AMOUNT: \$462,000

METHOD OF PAYMENT: Cost Reimbursement

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2020 through June 30, 2021

SCOPE OF WORK: To provide resource support, outreach, call routing, customer service training and overflow call answering support to ELC's CCR&R-Customer Service Unit.

DELIVERABLES:

- (1) Updated and Accessible Community Resource Directory for ELC Clients
- (2) Documented Results of at least 36 Outreach Events
- (3) All CCR&R and ELC Service Related Calls Directed to ELC Certified Counselors
- (4) Seamless Supplemental Community Resource Referrals (Via Warm Handoff)
- (5) Seamless Outage and Overflow Coverage for ELC Client Inquiries
- (6) High Quality Customer Service Training for ELC Staff.

PERFORMANCE MEASURES:

- (1) ELC CCR&R Counselors will have access to a continuously updated Directory of Community Services in Broward tailored to comply with OEL CCR&R Grant Agreement standards.
- (2) One hundred percent (100%) of callers seeking CCR&R or Other ELC Services shall be referred to ELC for follow up [Measured by Call Traffic Reports and Secret Shopper Inquiries].
- (3) Call overflow and "Warm Handoff" transfers of calls from ELC to 211 Broward are handled seamless with minimal disruption to ELC clients. [Measured by Call Traffic Reports and Secret Shopper Inquiries]

- (4) Ninety-five percent (95%) of ELC staff participating in 211's Customer Service training series will demonstrate knowledge of new skills and techniques [Measured by pre and post training knowledge tests]
- (5) First Call for Help, Inc. spending forecasts and analyses, and budget management shall result in balanced fiscal year budgets, with no deficit spending and with no significant surplus of funds that have been contracted for services. [Measured by ELC records.]

REPORTS:

- (1) Monthly Call Traffic and Outreach Event Reports
- (2) Customer Service training Pre and Post Tests

ITEM#/MEETING	B205CA2/ BOARD
MEETING DATE:	4/29/20
SUBJECT:	INCENTIVE\$ Contract with Children’s Forum (Formerly WAGE\$)
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Amendment to renew INCENTIVE\$ Contract for FY 20-21, pending legal review
FINANCIAL IMPACT:	\$450,909 FY20-21 Budget
AS RECOMMENDED BY:	Executive Committee
STAFF LEAD:	C. Klima

Background Information:

Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGE\$® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By retaining the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better-educated teachers. INCENTIVE\$ addresses individual professional development efforts and low wages, but does not affect budgets, regular wages or parent fees within the child care program.

For more than 10 years ELC has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care WAGE\$® Program to administer the program in Broward County. In FY 18-19, ELC signed a new one-year Contract with Children’s Forum with up to 3 one-year renewal options. The Children’s Forum currently projects it will reward approximately 456 teachers with supplements. For FY 20, the average six-month salary supplement is projected to be approximately \$440 per participant. In FY 19-20 year to date, the turnover rate for INCENTIVE\$ participants is currently only 9%, compared to a national average of 40%.

In FY 20, ELC and Children’s Forum will devise outreach strategies to align INCENTIVE\$ recruitment with ELC’s local Quality Initiative, prioritizing programs with staff retention issues or professional development needs. ELC and Children’s Forum will also analyze program assessments collected in accordance with HB 1091 to identify trends and find ways to leverage INCENTIVE\$ to help build capacity in programs prone to high turnover and other risk factors that affect the quality of child care. Stipends under this program account for approximately 70% of the \$500,000 ELC has paid to educators over the past two years. About 25% of all WAGE\$ participants have also received stipends under the training and quality programs provided directly by the ELC.

Current Status/Recommendation:

ELC recommends exercising the second one-year renewal option for the contract with the Children’s Forum for the upcoming Fiscal Year 20-21 in the amount of \$450,909. The budget remains unchanged from the prior year:

Salary Supplements	\$350,000
Outreach and Eligibility Determination	80,909
<u>Administrative Costs</u>	<u>20,000</u>
Total	\$450,909

Supporting Documentation:

- Contract Fact Sheet

CHILDREN'S FORUM - CONTRACT FACT SHEET

The information provided in this document identifies the major contract components including: cost; scope of work; deliverables and goals. The document is being provided for ease of review, but is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME: Children's Forum, Inc.

CONTRACT NUMBER: FORUM-WAGE\$-20-ELC7

POINT OF CONTACT: Qiana Peters
Program Coordinator

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$450,909

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2020 to June 30, 2021

PARTICIPANT ELIGIBILITY: Child Care Professionals who work for licensed providers of early care and education who have an executed contract with ELC for School Readiness (SR) services and/or Voluntary Prekindergarten (VPK) services are eligible for Child Care INCENTIVE\$ (formerly known as WAGE\$®) services. Priority given to Broward County teachers who are willing to participate and:

- Have been continuously employed at the same child care program for a minimum of six months; and
- Work at least 20 hours per week with children ages 0-5 (supplements will be prorated based on a 40-hour work week); and
- Have a formal child care credential and/or some education beyond a high school diploma; and
- Earn less than \$17.50 per hour as a child care professional.

SCOPE OF WORK: Conduct outreach, eligibility verification, technical assistance and administration for funds provided by ELC to supplement the salaries of qualified child care providers in Broward County. The *Child Care INCENTIVE\$®* Project ("Program") is designed to improve child care quality by reducing turnover and encouraging the continued education of child care teachers. The Program provides education-based salary supplements to low-paid child care teachers working with children between the ages of 0-5.

DELIVERABLES: Provide written management reports: quarterly, end-of-fiscal year, and a historical cumulative report showing the number of staff in each professional development level, the number who

progressed to a higher level from the previous year, the dates, locations, methods and results of outreach, and comparative data from TEACH on scholarships accessed by INCENTIVE\$ participants. Quarterly reports shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds.

End-of-fiscal year (annual) report shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds. The report shall also include data listing the college or programs that issued degrees to INCENTIVE\$ participants.

**PERFORMANCE
MEASURE:**

The turnover rate of Broward County teachers participating in the Child Care INCENTIVE\$® project will be at least 10% lower than the average turnover rate of all states reported in the National Annual Child Care INCENTIVE\$® report produced by Child Care Services Association of North Carolina.

The INCENTIVE\$® program is promoted and made available to 100% of Broward Child Care Providers that have a School Readiness Contract. INCENTIVE\$® representatives will conduct onsite outreach at least two ELC events for providers such as ELC's PLAN meeting or the Broward Early Care and Education Conference.

ITEM#/MEETING	B205CA3/ BOARD
MEETING DATE:	4/29/20
SUBJECT:	ELC and Broward County Public Schools Partnership for Kindergarten Transition
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve renewal of contract with Broward County Public Schools for Kindergarten Transition Project
FINANCIAL IMPACT:	\$100,000 FY20-21 Budget
AS RECOMMENDED BY:	Executive Committee
STAFF LEAD:	C. Klima

Background Information:

Children who enter school with strong foundational skills and strong foundations in health, social development, and engagement are more likely to experience later academic success. Research has shown that kindergarten transition practices in Pre-K have a positive effect on students’ academic achievement and on parent-initiated school involvement during the kindergarten year and throughout elementary school.

The ELC and Broward County Public Schools (BCPS) have worked closely for many years to improve children’s readiness and success in kindergarten and then later in elementary school years. From discussions that began during the Road to Child Outcomes initiative, the ELC and BCPS have brainstormed about how to build a stronger bridge for families between child care years and entry into kindergarten.

At the beginning of FY 18-19, ELC funded a newly-created Countdown to K Ambassador position at the Broward County School Board to provide kindergarten readiness support to five early child providers in northern Broward, five in central Broward, and five in southern Broward who serve VPK and School Readiness children and indicate a need for improved transition, and who feed primarily into Title I elementary schools. These providers indicated the following challenges:

- Lack of connectivity to their feeder elementary schools;
- Traditional lack of parent participation in activities related to transition to Kindergarten; and
- Lack of resources focused on the social emotional impact on both child and family when transitioning to kindergarten

Unfortunately, because of the lengthy legal review process in the Broward School System, the K Ambassador contract execution did not take place until the end of January 2020. Shortly thereafter, just as soon as a candidate to fill the Kindergarten Ambassador position at the School System was identified, the COVID-19 pandemic forced all schools to close, causing an additional delay.

Current Status

Because this contract/program has just begun to take shape as COVID-19 hit, we would like to treat the renewal of this contract as if it were a first-year contract.

The Countdown to K Ambassador will bridge the relationship between child care staff and feeder elementary school staff. Additionally, training and professional development will be provided to early educators on School Readiness, FLKRS Readiness Skills and strategies, and core components of the STAR Early Literacy Assessment. The Ambassador will also assist with linking schools and families to community events and coordinate involvement in Broward Reads Countdown to Kindergarten activities.

Recommendation

ELC staff recommend that the Board renew the K-Ambassador contract for FY 20-21.

Supporting Documentation:

- Contract Fact Sheet

K-AMBASSADOR CONTRACT FACT SHEET

The information provided in this document identifies the major contract components including: cost; scope of work; deliverables and goals. The document is being provided for ease of review, but is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME: K-Ambassador

CONTRACT NUMBER: TBD

POINT OF CONTACT: Lori Canning
Executive Director, Early Learning Language Acquisition

PROCUREMENT: Government Entity, Exempt by Statute

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$100,000

METHOD OF PAYMENT: Cost Reimbursement by Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2020 to June 30, 2021

PARTICIPANT

ELIGIBILITY: Five child care facilities in northern Broward, five facilities in central Broward, and five facilities in southern Broward that serve both Voluntary Prekindergarten (VPK) and School Readiness children chosen by the ELC because of:

- Lack of connectivity to their feeder elementary schools;
- Traditional lack of parent participation in activities related to transition to Kindergarten; and
- Lack of resources focused on the social emotional impact on both child and family when transitioning to kindergarten

SCOPE OF WORK: Conduct individualized transition needs assessments (Readiness Rates, Family Resources and Programs, Review of Current Transition Plans/Planning); provide targeted transition support based on the center-based needs assessments. Facilitate connections with local feeder schools; create a Family Transition Area and implement family transition events; provide technical assistance and coaching to pre-k teachers to support school readiness. Coordinate feeder school visits to Pre-K classrooms, and events at feeder elementary schools.

DELIVERABLES: Provide written management reports: quarterly, end-of-fiscal year, and track family participation at transition to K events at each school, share results of K transition needs assessment and specialized goals based on the needs assessment at each school, track the number of families who

participate in the school's newly created Family library, who progressed to a higher level from the previous year, the dates, locations, events and attendance of all parent workshops and feeder school events.

Quarterly reports shall include the dates, locations, events and attendance of all parent workshops and feeder school events, the number of visits and each school, the number of families using the Family library, the number of attendees to professional development trainings facilitated by the ambassador. Quarterly reports should include any challenges or barriers to services and what was done to reduce and/or solve.

End-of-fiscal year (annual) report shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds. The report shall also include data listing the college or programs that issued degrees to WAGE\$ participants.

**PERFORMANCE
MEASURE:**

Quarter 1:

- 100% of participating schools will complete a K Transition Needs Assessment
- 100% of schools participating will create 3 goals based on the Needs Assessments
- 95% centers will partner with the ambassador to create a Family library

Quarter 2 & 3:

- 90% of the participating directors will make at least 1 contact between the center director/owner and the feeder school principal or appropriate personnel
- 50% of transitioning parents will utilize the parent library each quarter

Quarter 4:

- 75% of schools will meet their needs assessment goals by the end of the year
- 75% of teachers will report feeling more prepared to support families transitioning to Kindergarten on the provider satisfaction survey
- 75% of transitioning families' will respond feeling more ready as their child enters kindergarten on the parent satisfaction survey; felt that specialized K activities helped prepare them; reported that they had access to materials and utilized transition resources
- 85% of children will show improvement on their VPK Assessment #3 as compared to VPK Assessment #1

ITEM/MEETING	B205RB1/BOARD
DATE:	4/29/20
SUBJECT:	Coronavirus Update
FOR ACTION:	No
RECOMMENDED ACTION:	NA
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	N/A
ELC STAFF LEAD	R. Jaffe

Background

On March 16, 2020, the ELC activated their Continuity of Operations Plan (COOP) and the entire ELC workforce shifted to working remotely. All in office appointments (walk-ins included), trainings, and meetings were suspended. While the physical office is closed the ELC continues to be “open” for business. The management team has been meeting frequently to check in and discuss business operations, resources, updates, and staff morale. Managers are in touch with their teams at least once/day.

Since March 13th, we have provided ongoing communication updates, information, and community, State, and Federal Resources to parents, providers and staff via email, website, and social media. We have also provided information to community partners, municipality leaders, and local legislators regarding resources we are providing to parents and providers in light of the pandemic. ELC hosted 3 virtual webinars with providers on March 23rd, April 8th, and April 22nd to provide updated information related to COVID-19. Each webinar was attended by over 200 providers.

To date, OEL has rolled out the following changes in light of COVID-19:

Providers:

- ELC’s will reimburse providers for additional child absences for SR and VPK while providers are open.
- SR and VPK providers will be reimbursed for enrollments during temporary closures related to the COVID-19 virus emergency.
- All remaining child screenings and assessments have been cancelled for the fiscal year.
- VPK provider accountability for 2020 administration of the kindergarten screening has been waived (meaning there will not be readiness rates calculated for 2019-20 VPK Programs).
- All remaining SR program assessments for the 2019-20 school year have been cancelled.
- Timelines for provider improvement plans, reports and VPK instructional calendars have been extended.
- Providers serving children of first responders and medical personnel are eligible to receive a bonus.

Families:

- Termination of SR eligibility has been suspended.
- Timelines required for redetermination of SR eligibility has been extended.
- Parent copays/fees for SR families has been waived.
- Required documentation for SR child absences has been waived.
- ELC’s are administering free child care for parents who are first responders and medical personnel.

ELC's:

- OEL Program Monitoring of ELCs are postponed (through the end of the fiscal year).
- ELC 5% Administrative cap and 22% cap for quality and non-direct services has been waived.

Current Status

Key Highlights as of mid-April include: (see attached supporting documentation for a complete list)

- Provider Closure Tracking: 529 (73%) of ELC providers currently report their status as closed due to the pandemic. The list of open providers is updated by staff daily and posted on ELC's website or available through CCR&R services for parents in need.
- First Responder Childcare Enrollments: 86 children of first responders and medical personnel were enrolled in the first four days following program rollout on April 16.
- Online Provider Trainings & Resources: The ELC's education team continues to conduct provider trainings and provide daily virtual activities for children and families.
- Free Virtual Preschool Classroom: On April 20th, the ELC launched the DOC Parent Portal, a free virtual preschool classroom for providers who are closed and families at home. The ELC has created its own classroom for children whose programs are closed and not utilizing the DOC Parent Portal or other virtual learning tools.
- Free Wellness Services at Child Care Centers: ELC is collaborating with the Children's Services Council to offer Health Services Technicians and/or Registered Nurses to provide free wellness services for children and staff at interested child centers. 42 programs expressed interest in this service which is scheduled to begin next week.
- Provider Payments Schedule Unchanged: Provider payments continue to be issued on time as scheduled on or before the 19th of each month.
- Operational Modifications: Administrative processes and procedures were adapted across the board for 100% Telework and Social Distancing including additional software, updated workflows and new business services for banking, payroll and staff communication.
- Additional Funding from OEL: Staff will submit a request for additional funding from OEL to cover additional provider reimbursement costs, incentives and other pandemic-related supportive services pending analysis of contract utilization status as of March 31.

ELC continues to wait for OEL to provide additional information and updates on rules and requirements. We have been informed they are working on obtaining spending authority for \$223 million dollars in emergency funding allocated to Florida through the CARES Act to support child care through the Child Care and Development Block Grant (CCDBG). They have not yet provided specifics related to how the dollars will be spent or how they will trickle down to Coalitions.

The Coalition is working on additional ways to support ELC providers and families during this time of crises, including trying to provide materials such as gloves, masks, and cleaning supplies to open child care providers and offering financial incentives to early educators who complete on line ELC trainings (see supporting documentation for details). Additionally, we continue to provide information on the available emergency loan assistance programs for small businesses, food drives, virtual job fairs, COVID-19 testing locations, educational resources for families. etc.

Supporting Documentation

- COVID -19 Update and Activities to Date

**COVID-19 Update and Activities to Date
4.23.20**

ELC Current Priorities

- Provide transparent communication, resources, supports and guidance to parents, providers, staff, board members and community partners.
- Connect providers to supports to prevent high quality early learning programs from shutting down (permanently).
- Support and assist early learning programs and families to continue providing early learning experiences.
- Connect essential working parents (including first responders and medical personnel) to open child care sites.
- Support ELC staff during this critical time.

Child Provider Status Summary as of 4.23.20

Providers Open: 28%

Providers Closed: 72%

Child Care Providers (as of 4.20.20)	# Open	# Closed	Total
Both (SR & VPK)	98	279	377
VPK Only	20	157	177
School Readiness Only	59	80	139
Unknown **	24	13	37
Total	201	529	730

**The info has not been recorded in our database and will need to be manually entered

Communications

- Daily communications from 3/13/20 to 4/17/20 to providers and parents with ELC and/or OEL updates, resources, guidance, trainings etc.; 4/20 to present – frequent/regular communications.
- Frequent updates to staff, board and community partners.
- Created a dedicated link on the ELC Website with COVID-19 information, resources and updates.
- Outreach efforts in process for Facebook targeted ads other social media outlets, municipal, county, and state legislative newsletter articles, webinars with municipal administrators, submission of information to local newspapers to inform parents about child care for first responders and medical staff and ELC services to assist parents in locating open child care for essential staff.

Child Care Providers

Provider Activities

- Hosted a virtual Question and Answer session on 3/23 for providers following OEL's Executive Order.
 - Attended by approximately 200 providers.
- Hosted PLAN provider virtual meeting on 4/8.
 - Attended by approximately 200 providers.
 - Reviewed all COVID – 19 related changes and provided breakdown of Stimulus Package benefits for small businesses.
- Hosted PLAN provider virtual meeting on 4/22.
 - Attended by approximately 250 providers.
 - Reviewed all COVID – 19 related changes and information.
- Going forward virtual PLAN meetings will be held bi-weekly.
- All child care providers were paid on time in March and April and will continue to be paid on time.
- In Collaboration with the Children Services Council (CSC) and through one of their existing grants, open (and interested) child care providers are being matched with health care staff who will provide onsite healthcare/well care.

Provider Educational Trainings

- The Quality/Education has conducted 10 virtual provider trainings since March 16 with over 1,333 educators in attendance (12 additional trainings scheduled in April; 15 trainings in May).
- ELC is working on a new initiative to provide stipends directly to child care educational staff for attending/completing ELC trainings since April 1, 2020.

Provider Educational Services (in addition to trainings)

- Inclusion Specialists continue to support programs who report challenging behaviors (through virtual meetings and phone calls).
- Inclusion Specialists continue to refer children to Early Steps and FDLRs to be evaluated.
- Collaborated with developers funded by AD Henderson to launch and allow closed ELC providers access to a virtual preschool platform where they can provide customized free daily educational programming for children at home enrolled in their program. To date, 78 providers have signed up to use this virtual learning tool.

Provider Needs Assessment

- Week of 4/20, ELC will be sending out a brief provider survey to better understand the other critical needs (supplies, rent, staff salaries, etc.) of providers.

Children and Families

Parent/Child Activities

- ELC conducted 11 virtual story time (in English, Spanish, and Creole) via Facebook Live.
- Frequent email communications to parents with resources, information, updates and ideas and options to help children learn at home.
- Daily Together Tip of the Day emails to ELC parents.
- Assisting ALL parents find open child care programs.
- Collaborated with developers funded by AD Henderson to launch and allow ELC parents access to a virtual preschool platform with free daily educational programming for children to participate in at home (with their parents). Since the 4/20 launch date, more than 1,300 families have enrolled.
- Created a coordinated community calendar of daily virtual activities for children and families who are self-distancing.

Child Care Resource and Referral

- Assisting ALL parents find open child care programs.
- Up to date listing of open child care facilities posted on the ELC Website.

ELC Staff

Telework Transition

- Most ELC staff had been previously set up to work remotely allowing for a swift transition.
- ELC IT department was deployed to assist with set up and connectivity issues (which were minimal).
- IT staff continue to assist staff with help desk tickets.
- Provided staff with hotspot for home internet (as needed).
- All work responsibilities are able to occur remotely and meetings are conducted virtually.
- Senior Team, Executive Team, and Department check in meetings are held multiple times throughout the week.
- The ELC conducted its first virtual staff Meeting on Monday on March 30th.

COVID-19 Related Activities

- Monitor and record provider closures (see above summary).
- Assist parents with provider transfers (low volume of requests).
- Connected Memorial Health staff to open child care programs for their staff.
- ELC staff are alerting ChildNet when a child welfare child's program is no longer open.
- ELC Executive Team has mapped out a tentative phased-in return to work plan (to implemented when appropriate).
- ELC Senior Team is developing a plan to handle the increase in workload when all OEL waived requirements are lifted.

- Developed process and communication plan to launch initiative for ELC to cover cost of child care for first responders and medical personnel and provide bonus for providers serving these children. To date, staff have enrolled more than 86 children.

Staff Trainings

- Ongoing virtual internal trainings are taking place for Family Services, Customer Service, and the Education staff.

Finance & Administration

- Providers continue to be paid on time (on or before the 19th of each month).
- Convert approximately 21 providers previously receiving checks to direct deposit.
- Convert approximately 75 operating expense vendors to be paid electronically via either direct deposit, auto draft or purchasing card.
- Implement Zelle automatic transfer to issue stipend payments later in the fiscal year to individual educators.
- Use smartphone technology to deposit checks received by in the mail.
- Convert all funder invoices to fully electronic submission.
- Configure Federally-mandated FMLA leave rules under the CARES Act into payroll system.
- Distribute supplies and other purchases directly to staff at home through online order delivery or mail forwarding.
- Adapt internal workflows to ensure continuity of internal controls as well as continuity of administrative operations.
- Add or upgrade Licenses for Microsoft Teams, Citrix Goto Meetings and Zoom to allow for flexible and accessible video conferencing, webinars and instant message communications.

Human Resources

- Provided information related to the Stimulus package and leave etc. to staff.
- Provided Wellness Information to staff related to working remotely.
- Created virtual activities to connect staff while working remotely (chair yoga, virtual lunch sessions, trivia contests, etc.).
- HR conducted a check in survey to see how staff is doing and coping.
- Created an addendum to leave policies and forms to include the Families First Coronavirus Response Act for paid sick leave and expanded family and medical leave for specific reasons related to the COVID-19.

Information Technology

- The IT team continues to support ELC staff while they work from home.
- Upgraded ELC VPN for better connectivity.
- Installed Teams software for staff to better collaborate remotely.
- Added GoToWebinar for staff to better conduct meetings and trainings remotely.
- Installed Mitel Softphone for staff to answer calls at home (through their existing work phone line).
- Created Tableau reports for management to monitor eligibility extension for parents.
- Updated ELC phone and tracking system to monitor calls from first responders.

OEL Updates:

March 17, 2020 - OEL Executive Order:

Governor DeSantis approved OEL to move forward with the following efforts included in an Executive Order:

For Providers:

- Ensure that all SR and VPK providers receive their funding – which means we will pay/reimburse for additional child absences when the provider is open and for those that occur during **temporary** closures.
- Eliminate all requirements for remaining child screenings/assessments or provider program assessments for the 2019-20 program year.
- Extend timelines for provider improvement plans and reports.

For families:

- Suspending termination of SR eligibility.
- Extending the timelines for redetermination of SR eligibility.
- Waiving parent copays/fees for all eligible SR families regardless of their income effective 4/1/20.

April 1, 2020 - OEL Authorizes Funding for First Responders and Medical Personnel

OEL has authorized ELC's to offer no cost or low cost child care to parents who are first responders and health care staff. Funding will come from the CARES ACT stimulus package approved on March 27th. This funding includes:

- Reimbursing child care providers caring for children of first responders and health care staff regardless of family income.
- A bonus payment to providers (per child) on top of the reimbursement for child care services.
- Retroactive reimbursements for this benefit back to 4/1/20.

ITEM#/MEETING	B205FIN1/ BOARD
MEETING DATE:	4/29/20
SUBJECT:	Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve February 2020 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
AS RECOMMENDED BY:	Finance Committee – April 13, 2020
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

Background Information:

The Interim Financial Statements for the eight-month period ending February 29, 2019 are attached for review.

Current Status:

Financial Highlights for the period are as follows:

1. Overall

After the first eight months of fiscal year 2019-20, ELC was on track to continue a gradual pace of open enrollment for School Readiness services and to fully utilize all of its contract dollars by year end based on the rules in effect at the end of February. However, with the onset of the Coronavirus Pandemic in early March, the amount and type of expenses will likely change as ELC staff have moved to 100% telework and OEL has made significant changes to provider reimbursement rules. Additional allocations are currently in process. Year to date expenditures for slots and overall expenditures are 68% and 66% respectively, as expected.

2. Contract Utilization

School Readiness:

The School Readiness Program was fully enrolled for the fiscal year as of February 29 through gradual enrollments conducted throughout the year. However, the process of adding even limited numbers of new children from the waitlist has been temporarily ended after approximately 68% of the providers that were contracted to accept School Readiness children have temporarily closed due to the Coronavirus Pandemic.

Meanwhile, OEL’s response to the pandemic includes the following changes that will affect contract utilization:

- Waiver of all upcoming redeterminations and terminations which will likely eliminate attrition
- Waiver of all Family Fees for April, May and June so ELC will pay 100% of the maximum reimbursement
- Waiver of limitations on the number of absences paid and the need for supporting documentation.
- Waiver of the requirement to conduct CLASS Observations for the remainder of the fiscal year.
- Provision to pay full time care for school aged children actually in care for full days
- Provision to pay providers that are closed based on existing March enrollments

In addition, ELC Staff are working in collaboration with other Coalitions to develop coordinated incentives or other initiatives that could help quality providers to maintain their infrastructure and staff capacity over the next three months.

OEL has requested that each Coalition provide an estimate of the additional allocation that may be required to cover these new costs. ELC’s current preliminary estimate is provided below. This estimate will be updated in the next two weeks after actuals for the month of March are processed to confirm projected slots and to ensure that all costs are captured.

Estimated Additional Revenue and Costs Required due to Coronavirus Pandemic April 1 to June 30 2020	
Revenue	
Budget Allocation for SR Eligible Children (All Funds)	54,340,334
Funds Set Aside for Registration Fees	750,000
Operating Cost Savings Reallocated to Slots	1,000,000
Additional Allocation Required from OEL	3,230,000
Total Revenue Required	59,320,334
Expense	
Original SR Slot Expenses Prior to Pandemic	54,340,334
Retroactive Registration Fees to be Paid by Year End	750,000
Family Fees April-June	1,600,000
No Attrition & Waived Absences	2,130,000
ELC Initiatives to Support Providers	500,000
Total Estimated Cost	59,320,334

VPK:

Enrollments for the Voluntary Pre-Kindergarten Program continue to follow the seasonal pattern that is typical for each year and ELC expects to fully utilize the funding allocation, particularly now that OEL has waived limitations on the number of absences that may be paid because of the pandemic. VPK is a State entitlement program that is fully funded by OEL based on actual usage.

Other Developing Revenue Issues:

In addition to the funding re-allocations mentioned above, staff anticipate that State and Federal responses to the economic impact of the Coronavirus Pandemic will affect ELC’s budget for this fiscal year and next, but the nature and magnitude of those changes are still taking shape. The State of Florida has been slated to receive approximately \$211 million of the \$3.5 billion federal allocation for child care under the CARES Act Stimulus package, but it is not yet known how and for what this will be further allocated among the Coalitions or when it may be used. Meanwhile, State losses in tax revenue caused by the economic shutdown during the pandemic may prompt the legislature to re-consider recently approved budget allocations that are currently on the Governor’s desk for signature. Exactly how either of these factors will affect ELC’s budget is not yet known.

3. Operating Expenditures

Staff anticipate realizing approximately \$800K in savings of salary & benefit costs by fiscal year end due to:

- The gradual process of hiring to full capacity throughout the year and
- A pause in recruiting for most new hires to backfill for normal turnover during the 4th Quarter while the pandemic continues

Consulting expenses will be reduced by approximately \$125K because consultants are no longer needed to conduct CLASS observations between mid-March and the end of the fiscal year.

Cost savings of an additional \$75K will be realized because expenses for temps, travel, janitorial services, electricity and supplies will be eliminated or significantly lower while staff are required to stay at home at all times.

Summary

ELC staff recommends that the Board approve the February 2020 Interim Financials.

Supporting Documents

- February Interim Financial Statements and February Utilization Projection



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS

FISCAL YEAR 2019-2020

For the Eight Months Ended February 29, 2020

Submitted to the Board Meeting April 29, 2020

As Recommended by the Finance Committee on April 13, 2020

Early Learning Coalition of Broward County, Inc.
FY 2019-2020 Statement of Financial Position
As of February 29, 2020

	February 29, 2020	February 28, 2019
Assets:		
Cash	\$ 1,518,758	\$ 2,421,756
Grants Receivable	18,681,371	18,223,558
Accounts Receivable	1,250,399	1,087,892
Prepaid Expense	233,395	224,381
Fixed Assets	21,094	19,257
Total Assets	\$ 21,705,016	\$ 21,976,844
 Liabilities:		
Accounts Payable	\$ 260,027	\$ 159,212
Salary & Benefits Payable	20,815	18,626
Compensated Absences	201,522	99,493
Rent Abatement	115,803	0
Due to Providers	8,468,776	8,298,053
Due to 211-Broward	31,129	130,065
Due to Children's Forum	32,959	151,487
Due to Other Agencies	18,720	10,646
Deferred Revenue	12,295,052	12,781,158
Total Liabilities	\$ 21,444,803	\$ 21,648,741
 Net Assets		
Unrestricted	260,213	328,103
Total Net Assets	260,213	328,103
 Total Liabilities and Net Assets	 \$ 21,705,016	 \$ 21,976,844

Early Learning Coalition of Broward County, Inc.
FY 2019-2020 Statement of Activities
For The Month Ending February 29, 2020

	February 2020 Actual	FY 2020 YTD Actual	FY 2019 YTD Actual
Revenue			
OEL School Readiness	\$ 4,014,983	\$ 34,856,881	\$ 33,270,202
OEL CCEP/OEL SR Match	523,697	3,698,177	1,377,685
OEL Preschool Development Grant	-	212,347	-
OEL - SR Program Assessments	24,296	90,942	-
OEL - Voluntary Pre-K	4,001,174	26,046,001	26,138,812
OEL - VPK Monitoring & Outreach	2,874	54,232	35,659
CSC - Income Eligible	382,707	4,069,281	2,666,660
CSC - Vulnerable Populations	269,210	2,705,437	1,506,777
Broward County- Match	126,737	1,490,361	632,088
Broward County - Special Needs	29,070	361,601	415,863
DCF Entrant	14,437	184,057	167,080
Univ of Florida Lastinger Ctr	-	11,230	37,271
Municipalities-SR Local Match	64,559	353,187	348,698
BECE Conf & Miscellaneous	1,070	63,195	52,450
Total Revenue	\$ 9,454,815	\$ 74,196,929	\$ 66,649,244
Expenses			
Child Care Slots and Incentives:			
OEL School Readiness	\$ 3,282,454	\$ 29,237,212	\$ 28,462,144
OEL CCEP/OEL SR Match	523,697	3,697,997	1,203,853
OEL - Voluntary Pre-K	3,864,436	25,249,830	25,283,070
CSC - Income Eligible	358,898	3,669,058	2,422,012
CSC - Vulnerable Populations	248,358	2,506,554	1,421,675
Broward County- Match	112,655	1,346,968	561,856
Broward County - Special Needs	25,840	350,950	380,161
DCF Entrant	10,691	162,359	151,527
Univ of Florida Lastinger Ctr	-	8,625	-
Municipalities-SR Local Match	29,559	291,127	224,979
BECE Conf & Miscellaneous	0	0	-
Total Child Care Slots and Incentives	\$ 8,456,588	\$ 66,530,579	\$ 60,111,279
Sub Recipient Expense			
School Board of Broward County	\$ -	\$ -	\$ -
Family Central	-	-	99,433
Nova Southeastern University	-	-	97,423
Children's Forum	28,899	268,381	238,024
211 Broward	31,129	258,254	474,642
Total Sub Recipient Expense	\$ 60,028	\$ 526,634	\$ 909,522
ELC Expense			
Salaries & Benefits	\$ 733,316	\$ 6,017,776	\$ 4,545,494
Attorneys	3,610	48,412	34,966
Auditors	-	31,380	20,665
Temporary Staff	4,663	10,556	256,439
Consultants	37,550	94,867	45,700
Staff & Board Travel	2,286	51,624	63,057
Insurance	2,565	9,575	9,713
Office Rent & Maintenance	40,103	283,905	178,375
Office Machines & Storage	910	8,507	18,189
Software Licences	13,539	80,389	60,259
Internet, Email, Website, Phones	9,056	54,755	45,492
Cell Phones	5,774	38,135	23,547
Sponsorships & Memberships	1,981	13,139	21,064
Other Operating Costs	80,621	359,666	188,070
Computer Equipment & Software	2,445	69,546	68,104
Office Move & Outfitting Costs	215	16,956	-
Total ELC Expense	\$ 938,633	\$ 7,189,187	\$ 5,579,135
Total Expenses	\$ 9,455,249	\$ 74,246,401	\$ 66,599,936
Change in net assets	\$ (434)	\$ (49,472)	\$ 49,309
Net assets, beginning of year		309,685	278,794
Net assets, end of the period		\$ 260,213	\$ 328,103

Early Learning Coalition of Broward County, Inc.
FY 2019-2020 Annual Budget to Actual YTD
For The Period Ending February 29, 2020
Summary

	FY20 Amendment #4	YTD Actual	Balance	% of Budget	Notes
Revenue:					
OEL School Readiness	\$ 52,142,391	\$ 34,856,881	\$ 17,285,510	67%	COVID-19 Related Funds Pending
OEL CCEP/OEL SR Match	5,185,581	3,698,177	1,487,404	71%	
OEL Preschool Development Grant	228,517	212,347	16,170	93%	Residual expenses pending
OEL - SR Program Assessments	354,845	90,942	263,903	26%	Observations suspended
OEL - Voluntary Pre-K	40,613,664	26,046,001	14,567,663	64%	Typical seasonal utilization pattern
OEL - VPK Monitoring & Outreach	72,142	54,232	17,910	75%	Seasonal Expenses Qtrs 1-3
CSC - Income Eligible	5,635,860	4,069,281	1,566,579	72%	Higher 1st quarter contract close out
CSC - Vulnerable Populations	4,165,295	2,705,437	1,459,859	65%	
Broward County- Match	2,010,426	1,490,361	520,065	74%	Higher 1st quarter contract close out
Broward County - Special Needs	669,467	361,601	307,866	54%	
DCF Entrant	341,344	184,057	157,287	54%	Contract sunset February 29
Univ of Florida Lastinger Ctr	8,625	11,230	(2,605)	130%	Addl Revenue Pending
Municipalities-SR Local Match	500,000	353,187	146,813	71%	
BECE Conf & Miscellaneous	65,000	63,195	1,805	97%	BECE Conference February
Total Revenue	\$ 111,993,157	\$ 74,196,929	\$ 37,796,229	66%	
Expense					
Child Care Slots and Incentives					
OEL School Readiness	\$ 41,823,356	\$ 29,237,212	\$ 12,586,144	70%	86% of OEL Contract/78% Required
OEL CCEP/OEL SR Match	5,185,581	3,697,997	1,487,584	71%	
OEL - Voluntary Pre-K	38,989,117	25,249,830	13,739,287	65%	Typical seasonal utilization pattern
CSC - Income Eligible	5,072,274	3,669,058	1,403,216	72%	Higher 1st quarter contract close out
CSC - Vulnerable Populations	3,748,766	2,506,554	1,242,212	67%	
Broward County- Match	1,759,123	1,346,968	412,155	77%	Higher 1st quarter contract close out
Broward County - Special Needs	585,783	350,950	234,834	60%	
DCF Entrant	324,277	162,359	161,918	50%	Contract sunset February 29
Univ of Florida Lastinger Ctr	8,625	8,625	-	100%	Prior year carryforward
OEL Preschool Development Grant	15,000	9,900	5,100	66%	No cost extension since Dec 31 Close
Municipalities-SR Local Match	500,000	291,127	208,873	58%	Match applied when cash rec'd
Total Child Care Slots and Incentives	\$ 98,011,903	\$ 66,530,579	\$ 31,481,324	68%	
Program Expense					
School Board of Broward County	\$ 42,000	\$ -	\$ 42,000	0%	Program start deferred
Children's Forum	430,900	256,719	174,181	60%	Invoice timing
211 Broward	337,000	177,270	159,730	53%	Staff Vacancy
Eligibility, Payments & CCR&R	6,200,377	3,554,781	2,645,595	57%	Hiring occurred gradually
Quality & Education	3,271,036	1,722,837	1,548,199	53%	CLASS Observations suspended
Total Program Expense	\$ 10,281,312	\$ 5,711,607	\$ 4,569,705	56%	
Administrative Expense					
School Board of Broward County	\$ 2,500	\$ -	\$ 2,500	0%	Program start deferred
Children's Forum	20,000	11,662	8,338	58%	Invoice timing
211 Broward	125,000	80,983	44,017	65%	
ELC Administration	3,552,442	1,911,569	1,640,873	54%	2.6% of Revenues (ELC Only)
Total Administrative Expense	\$ 3,699,942	\$ 2,004,214	\$ 1,695,728	54%	2.7% of Revenues
Total Expenses	\$ 111,993,157	\$ 74,246,401	\$ 37,746,756	66%	

Early Learning Coalition of Broward County, Inc.
FY 2019-2020 Annual Budget to Actual by Month
For The Period Ending February 29, 2020
Detail

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OEL - SR Program Assessments	354,845	90,942	263,903	26%	Observations suspended
OEL - Voluntary Pre-K	40,613,664	26,046,001	14,567,663	64%	Typical seasonal utilization pattern
OEL - VPK Monitoring & Outreach	72,142	54,232	17,910	75%	Seasonal Expenses Qtrs 1-3
CSC - Income Eligible	5,635,860	4,069,281	1,566,579	72%	Higher 1st quarter contract close out
CSC - Vulnerable Populations	4,165,295	2,705,437	1,459,859	65%	
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BECE Conf & Miscellaneous	65,000	63,195	1,805	97%	BECE Conference February
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Expense					
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DCF Entrant	324,277	162,359	161,918	50%	Contract sunset February 29
Univ of Florida Lastinger Ctr	8,625	8,625	-	100%	Prior year carryforward
OEL Preschool Development Grant	15,000	9,900	5,100	66%	No cost extension since Dec 31 Close
Municipalities-SR Local Match	500,000	291,127	208,873	58%	Match applied when cash rec'd
Total Child Care Slots and Incentives	\$ 98,011,903	\$ 66,530,579	\$ 31,481,324	68%	
Sub Recipient Expense					
School Board of Broward County	\$ 44,500	\$ -	\$ 44,500	0%	Activities suspended due to COVID19
Children's Forum	450,900	268,381	182,519	60%	Billing delay
211 Broward	462,000	258,254	203,746	56%	Staff Vacancy
Total Sub Recipient Expense	\$ 957,400	\$ 526,634	\$ 430,766	55%	
ELC Expense					
Salaries & Benefits	\$ 9,978,838	\$ 6,017,776	\$ 3,961,062	60%	Approaching fully staffed
Attorneys	90,000	48,412	41,588	54%	As needed
Auditors	33,450	31,380	2,070	94%	Work completed Mar 31 2020
Temporary Staff	35,000	10,556	24,444	30%	As needed
Consultants	320,986	94,867	226,119	30%	CLASS Observations Suspended
Staff & Board Travel	75,026	51,624	23,401	69%	Travel suspended
Insurance	30,000	9,575	20,425	32%	Policy updates/invoicing pending
Office Rent & Maintenance	445,673	283,905	161,768	64%	Telework decreases janitorial & elec
Office Machines & Storage	14,865	8,507	6,358	57%	Pending shredding costs at year end
Software Licences	170,591	80,389	90,202	47%	CRM started February
Internet, Email, Website, Phones	93,896	54,755	39,142	58%	Cost savings following move
Cell Phones	37,300	38,135	(835)	102%	Additional devices and lines required
Sponsorships & Memberships	49,680	13,139	36,541	26%	CSC Resource Guide pending
Other Operating Costs	329,678	359,666	(29,988)	109%	Quality & Ed Books & Curricula
Computer Equipment & Software	60,000	69,546	(9,546)	116%	Recent hires & replacement laptops
Office Move & Outfitting Costs	16,741	16,956	(215)	101%	
Unallocated (Budget Only)	1,242,131	-	1,242,131	0%	Balance to incentives/slots
Total ELC Expense	\$ 13,023,855	\$ 7,189,187	\$ 5,834,668	55%	
Total Non-Slot Expense	\$ 13,981,255	\$ 7,715,822	\$ 6,265,433	55%	
Total Expense	\$ 111,993,157	\$ 74,246,401	\$ 37,746,757	66%	

SCHOOL READINESS 4 YEAR UTILIZATION FY 2019 -2022

New Enrollments from Waitlist:

Enrollments Paused due to Provider
Closures

Funding Changes:

+750K from Ops for Reg Fees
+1M Unused Ops to Slots

Assumptions:

Daily Average Cost forecast reflects current actual trends.
Projected total days paid at 100% Apr-Jun
Parent Fee Suspension Apr-Jun \$1.6M
No Attrition or Absences \$2.1M
Registration Fees Jun2020 \$750K



No Additional CSC Billing

Fiscal Year 2018-19

Act or Proj *	Month	Days of Care	Percent Days Used *	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	Children's Services Council	Total Slots	Match	Net Billable
A	Jul-18	22	94%	9,508	-521	\$18.35	3,675,814	163,411	3,839,225	(82,395)	3,756,829
A	Aug-18	23	94%	9,508	+	20.08	4,225,408	165,736	4,391,144	(275,210)	4,115,934
A	Sep-18	20	94%	9,508	-	19.92	2,260,822	1,527,180	3,788,002	(216,731)	3,571,271
A	Oct-18	23	94%	9,654	+146	19.74	4,240,770	143,360	4,384,130	(174,944)	4,209,185
A	Nov-18	22	94%	9,816	+162	19.13	3,999,326	132,871	4,132,197	(45,357)	4,086,841
A	Dec-18	21	94%	9,823	+7	18.59	3,707,227	126,675	3,833,903	(79,581)	3,754,322
A	Jan-19	23	94%	10,229	+406	19.56	4,468,390	133,965	4,602,355	(141,111)	4,461,244
A	Feb-19	20	94%	10,360	+131	18.83	3,851,782	49,666	3,901,448	(177,745)	3,723,703
A	Mar-19	21	94%	10,538	+178	19.87	4,397,671	-	4,397,671	(363,780)	4,033,892
A	Apr-19	22	94%	10,070	-468	20.07	4,446,993	-	4,446,993	(401,110)	4,045,883
A	May-19	23	94%	10,891	+821	20.31	5,088,475	-	5,088,475	(471,178)	4,617,297
A	Jun-19	20	94%	11,189	+298	26.56	5,942,483	-	5,942,483	(857,465)	5,085,018
Average Enrollments (Baseline)				10,091					Projected Total		\$ 49,461,418
Increase to baseline FY19 over FY18				352					Budget		50,157,568
									Surplus(Deficit)		\$ 696,150
Increase to baseline FY19 over FY17				695	(FY17 Baseline= 9,396)				CSC Carry-Over		\$ 696,365
									SR Carry Over		\$ (215)

* Fiscal Year 2018-19 estimates currently being reconciled.

Fiscal Year 2019-20

Act or Proj	Month	Days of Care	Percent Days Used	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	Children's Services Council	Total Slots	Match	Net Billable
A	Jul-19	23	92%	11,035	-154	\$21.05	4,197,935	1,144,776	5,342,711	(82,395)	5,260,316
A	Aug-19	22	89%	11,568	+533	19.61	4,265,484	724,974	4,990,458	(82,395)	4,908,063
A	Sep-19	21	91%	11,517	-51	18.56	4,434,493	54,487	4,488,980	(37,704)	4,451,276
A	Oct-19	23	92%	11,627	+110	18.36	4,544,548	364,219	4,908,768	(46,104)	4,862,664
A	Nov-19	21	92%	11,497	-130	18.83	4,197,377	349,203	4,546,581	(37,002)	4,509,579
A	Dec-19	22	91%	11,452	-45	18.58	4,331,171	349,613	4,680,784	(36,375)	4,644,409
A	Jan-20	23	91%	11,453	+1	18.60	4,576,729	324,161	4,900,890	(34,827)	4,866,063
A	Feb-20	20	93%	11,374	-79	18.61	3,882,304	350,792	4,233,096	(36,920)	4,196,176
P	Mar-20	22	93%	11,394	+20	20.38	4,757,092	352,168	5,109,260	(33,627)	5,075,633
P	Apr-20	22	100%	11,374	-20	20.93	4,883,847	352,168	5,236,015	(42,563)	5,193,452
P	May-20	21	100%	11,339	-34	20.96	4,639,212	352,168	4,991,381	(40,628)	4,950,752
P	Jun-20	22	100%	11,373	+34	23.81	5,604,356	353,466	5,957,823	(55,355)	5,902,468
Average Enrollments (Baseline)				11,417					Projected Total		\$ 58,820,850
Increase to baseline FY20 over FY19				1,326					Budget		56,090,334
									Surplus(Deficit)		\$ (2,730,516)
Increase to baseline FY20 over FY17				2,021	(FY17 Baseline= 9,396)				CSC Carry-Over		\$ 78
									Surplus(Deficit)		\$ (2,730,594)

Fiscal Year 2020-21

Act or Proj	Month	Days of Care	Percent Days Used	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	Children's Services Council	Total Slots	Match	Net Billable
P	Jul-20	23	94%	10,577	-796	\$21.10	4,813,299	318,708	5,132,007	(43,557)	5,088,450
P	Aug-20	22	94%	10,485	-92	20.42	4,391,632	318,708	4,710,341	(43,557)	4,666,783
P	Sep-20	21	94%	10,445	-40	20.79	4,241,999	318,708	4,560,707	(40,673)	4,520,034
P	Oct-20	23	94%	10,405	-40	19.02	4,214,644	337,502	4,552,146	(38,076)	4,514,071
P	Nov-20	21	94%	10,365	-40	19.57	3,922,316	337,502	4,259,818	(31,573)	4,228,245
P	Dec-20	22	94%	10,325	-40	19.34	4,056,202	337,502	4,393,704	(34,792)	4,358,912
P	Jan-21	23	94%	10,235	-90	19.37	4,221,796	337,502	4,559,298	(37,301)	4,521,996
P	Feb-21	20	94%	10,143	-92	19.29	3,575,818	337,502	3,913,321	(34,779)	3,878,542
P	Mar-21	22	94%	10,251	+108	19.32	4,019,824	337,502	4,357,326	(35,645)	4,321,681
P	Apr-21	22	94%	10,234	-17	19.32	4,011,989	337,502	4,349,491	(35,490)	4,314,001
P	May-21	21	94%	10,205	-29	19.66	3,876,081	337,502	4,213,583	(34,337)	4,179,246
P	Jun-21	22	94%	10,205	+	20.09	4,172,261	337,502	4,509,763	(36,209)	4,473,554
Average Enrollments (Baseline)				10,323					Projected Total		\$ 53,065,515
Increase to baseline FY21 over FY20				(1,094)					Budget		53,066,698
									Surplus(Deficit)		\$ 1,183
Increase to baseline FY21 over FY17				927	(FY17 Baseline= 9,396)				CSC Carry-Over		\$ -
									Surplus(Deficit)		\$ 1,183

SCHOOL READINESS UTILIZATION FY 2018 -2019-2020

Children Services Council Vulnerable Population Contracts

New Enrollments from Waitlist:

Current Waitlist: 168
Enrolling 50 Children Mar-Apr 2020

Funding Changes:



Assumptions:

Parent Fee Suspension Apr-Jun	\$	33,377
No Attrition or Absences	\$	41,923
Registration Fees Jun2020	\$	35,146

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slots	Adjustments	Net Billable
A	Jul-18	22	352		\$22.56		\$ 174,722		\$174,722
A	Aug-18	23	344	-8	23.41		185,204		185,204
A	Sep-18	20	337	-7	24.01		161,823		161,823
A	Oct-18	23	329	-8	23.76		179,824		179,824
A	Nov-18	22	325	-4	25.61		183,121		183,121
A	Dec-18	21	331	+6	24.02		166,987		166,987
A	Jan-19	23	351	+20	23.82		192,295		192,295
A	Feb-19	20	369	+18	24.08		177,699		177,699
A	Mar-19	21	385	+16	25.38		205,161		205,161
A	Apr-19	22	442	+57	24.99		242,956		242,956
A	May-19	23	543	+101	24.82		309,986		309,986
A	Jun-19	20	647	+104	24.76		320,352		320,352
							Projected Total		\$ 2,500,131
							Prior CSC Contract Year Bud		\$ 521,749
							Current CSC Contract Year Bud		2,284,388
							Surplus(Deficit) End of ELC FY19		\$ 306,006
A	Jul-19	23	664	+17	25.75		393,227		393,227
A	Aug-19	22	658	-6	25.17		364,330		364,330
A	Sep-19	21	584	-74	27.34		335,288		335,288
							Projected Total		\$ 1,092,845
							Current CSC Contract Year Bud		761,463
							Surplus(Deficit) ELC FY20 Quarter 1		\$ (331,383)
							Total Surplus(Deficit) Life of Contract		\$ (25,377)
A	Oct-19	23	565	-19	25.56		332,156		332,156
A	Nov-19	21	501	-64	26.42		277,993		277,993
A	Dec-19	22	483	-18	25.57		271,684		271,684
A	Jan-20	23	461	-22	26.02		275,939		275,939
A	Feb-20	20	484	+23	25.20		243,965		243,965
P	Mar-20	22	508	+24	27.91		311,877		311,877
P	Apr-20	22	533	+25	28.51		334,260		334,260
P	May-20	21	533	+	28.51		319,066		319,066
P	Jun-20	22	533	+	31.50		369,406		369,406
							Projected Total		\$ 2,736,345
							FY20 CSC Contract Year Bud		\$ 2,813,299
							Surplus(Deficit) End of ELC FY20		\$ 76,954
P	Jul-20	23	532	-1	25.22		308,621		308,621
P	Aug-20	21	530	-2	25.22		280,717		280,717
P	Sep-20	22	522	-8	25.22		289,611		289,611
							Projected Total		\$ 878,948
							FY20 CSC Contract Year Bud		937,766
							Surplus(Deficit) ELC FY21 Quarter 1		\$ 58,818
							Total Surplus(Deficit) Life of Contract		\$ 135,772

SCHOOL READINESS UTILIZATION FY 2018 -2019-2020

Broward County Children Services Board Special Need Contract (COSPN)

New Enrollments from Waitlist: Funding Changes:

Enrolling all 16 Children on Waitlist February 2020
 Open enrollment up to 10 children per month Mar-Jun 2020



Assumptions:

Parent Fee Suspension Apr-Jun 17,314
 No Attrition or Absences 9,188
 Registration Fees Jun2020 19,404

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slots	Adjustments	Net Billable
A	Jul-18	22	78		\$27.38	46,980		\$46,980
A	Aug-18	23	78	+	27.73	49,751		49,751
A	Sep-18	20	79	+1	23.13	36,545		36,545
A	Oct-18	23	88	+9	23.56	47,678		47,678
A	Nov-18	22	91	+3	24.80	49,645		49,645
A	Dec-18	21	98	+7	24.21	49,814		49,814
A	Jan-19	23	93	-5	24.68	52,789		52,789
A	Feb-19	20	98	+5	23.96	46,960		46,960
A	Mar-19	21	89	-9	24.36	45,531		45,531
A	Apr-19	22	82	-7	24.24	43,724		43,724
A	May-19	23	83	+1	26.42	50,433		50,433
A	Jun-19	20	100	+17	26.18	52,354		52,354
Projected Total								\$ 572,204
Prior SPN Contract Year Bud								133,276
Current SPN Contract Year Bud								443,487
Surplus(Deficit) End of ELC FY19								\$ 4,559
A	Jul-19	23	102	+2	27.03	63,415		63,415
A	Aug-19	22	109	+7	26.03	62,424		62,424
A	Sep-19	21	97	-12	26.80	54,583		54,583
Projected Total								\$ 180,422
Current SPN Contract Year Bud								147,829
Surplus(Deficit) ELC Quarter 1 FY20								\$ (32,593)
Total Surplus(Deficit) Life of Contract								\$ (28,034)
A	Oct-19	23	86	-11	23.62	46,727		46,727
A	Nov-19	21	64	-22	25.62	34,429		34,429
A	Dec-19	22	64	+	23.06	32,471		32,471
A	Jan-20	23	56	-8	23.16	29,827		29,827
A	Feb-20	20	51	-5	25.33	25,840		25,840
P	Mar-20	22	76	+25	24.40	40,798		40,798
P	Apr-20	22	101	+25	27.78	61,737		61,737
P	May-20	21	112	+11	28.34	66,656		66,656
P	Jun-20	22	112	+	31.34	77,215		77,215
Projected Total								\$ 415,700
FY20 SPN Contract Year Bud								\$ 442,500
Surplus(Deficit) End of ELC FY20								\$ 26,800
P	Jul-20	23	111	-1	23.92	61,073		61,073
P	Aug-20	21	111	+	23.92	55,762		55,762
P	Sep-20	22	110	-1	23.92	57,892		57,892
Projected Total								\$ 174,727
FY20 SPN Contract Year Bud								\$ 147,500
Surplus(Deficit) ELC Quarter 1 FY21								\$ (27,227)
Total Surplus(Deficit) Life of Contract								\$ (428)

ITEM#/MEETING	B205FIN2/BOARD
MEETING DATE:	4/13/20
SUBJECT:	EFS Mod Reconciliation Update
FOR ACTION:	No
RECOMMENDED ACTION:	None – Update only
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

Background Information:

On July 1, 2018, the Office of Early Learning (OEL) launched a flawed new version of the system that Coalitions must use to enroll children and pay child care providers called EFS Mod. From the beginning the system was plagued by problems with data migration, design flaws and lack of critical functionality. In particular, the functionality required for providers to be able to enter attendance in the system and for Coalitions to be able to calculate and process reimbursements was offline for 15 months from July 2018 through September 2019.

Without an operational billing system, the Coalition paid providers based on estimates for all twelve months of the fiscal year at OEL’s instruction. Providers were not able to begin entering attendance for services for the entire prior fiscal year until August 2019. The Coalition was able to use the new system to process reimbursement calculations for the first time in September 2019. Since that time, ELC staff have been working with providers and solving technical problems to help them finish putting all of their attendance in EFS so that the cost of actual services can be reconciled to amounts of estimates paid. In December 2019, ELC paid approximately \$1.1M in additional estimated payment to providers that were found to have been likely underpaid.

In January 2020, OEL requested that Coalitions plan to complete the reconciliation process by June 30, 2020 and authorized Coalitions to hold providers harmless for up to \$1,500 per provider location if they were overpaid. OEL also acknowledged that Broward’s approach to reconciliation was correct and more efficient than the approach taken by other Coalitions because:

- Estimate methods were adjusted throughout FY2019 to improve accuracy by keeping roster data and payment calculations as close as possible to the data that could be validated in EFS mod as the system functionality improved.
- EFS Mod has been used as the repository for reconciled data all along. 90% of attendance was successfully entered by providers in the system by October 2019 and no transfers from offline spreadsheet calculations were required.
- Reconciliation activity centers around capturing accurate monthly child rosters and big ticket corrections and does not require a day by day evaluation of every attendance record.
- Customized reporting summarized by month has been developed to help providers validate rosters and payment calculations

Current Status as of April 19, 2020:

Staff continue to work with OEL and providers (to the extent providers are available during the Pandemic) to resolve remaining roster confirmations and adjustment issues placing the highest priority on making corrections and issuing payments to providers that may have been underpaid. ELC will also begin sending “zero balance” confirmation letters to those providers who were either paid correctly or overpaid by OEL’s “hold harmless” threshold of \$1500 or less. ELC will not begin collecting overpayment amounts until services return to normal and the damage caused by the Coronavirus Pandemic can be assessed locally and statewide.

A summary of the overall reconciliation status and the current counts of providers estimated to be overpaid versus underpaid is below. A detailed chronology of reconciliation.

FY2019 EFS Mod Reconciliation Status as of April 19, 2019		
Item	Amount	Percent of Total Paid
Estimates		
Total paid to providers	\$ 55,148,171	
Reconciled in EFS		
Total attendance certified in EFS to date	51,677,282	94%
Additional attendance likely to be certified*	950,000	2%
Est. Delinquent ID'd/no attendance submitted	352,945	1%
<u>Amount likely to be held harmless</u>	<u>498,734</u>	<u>1%</u>
Total amount likely reconciled or held harmless	\$ 53,478,961	97%
Unreconciled		
Total amount likely to be collected back from providers	\$ 1,669,210	3%
<i>*See attached addendum for details</i>		

Count of Providers Over/Underpaid as of April 19, 2020 (Pending Confirmation by Providers)			
Overpaid			
<i>Overpaid but 100% held harmless</i>	110		
<i>Overpaid but >50% held harmless</i>	38		
<i>Overpaid but are now out of business</i>	45		
<i>Overpaid & likely to pay in installments</i>	209		
Total Overpaid		402	72%
Paid Correctly		60	11%
<u>Underpaid</u>		<u>98</u>	<u>18%</u>
Total		560	100%
Overpayment			
Overpayment total amount	\$	3,795,947	
Overpayment average	\$	9,443	
Underpayment			
Underpayment total amount	\$	360,381	
Underpayment average	\$	3,677	

Supporting Documents

- Addendum: Reconciliation Activity over Time

Addendum: FY2019 EFS Mod Reconciliation Activity over Time

Estimates vs EFS Mod				
Month Processed	Payment Type	Estimates Paid	EFS Actuals (Confirmed & Projected)	% Reconciled
Aug-18	Estimate	4,362,115		
Sep-18	Estimate	4,648,261		
Oct-18	Estimate	3,890,881		
Nov-18	Estimate	4,495,729		
Dec-18	Estimate	4,528,502		
Jan-19	Estimate	4,225,475		
Feb-19	Estimate	4,667,652		
Mar-19	Estimate	4,150,301		
Apr-19	Estimate	4,507,456		
May-19	Estimate	4,607,338		
Jun-19	Estimate	5,136,582		
Jul-19	Estimate	4,841,844		
Aug-19		-		
Sep-19	Provider Entered & Certified Attendance in EFS		47,620,415	86.35%
Oct-19	Provider Entered & Certified Attendance in EFS		2,664,950	4.83%
Nov-19	Provider Entered & Certified Attendance in EFS		560,536	1.02%
Dec-19	Additional Estimate to Correct Likely Underpayments	1,086,035	214,210	0.39%
Jan-20	Provider Entered & Certified Attendance in EFS		8,638	0.02%
Feb-20	Provider Entered & Certified Attendance in EFS		378,401	0.69%
Mar-20	Provider Entered & Certified Attendance in EFS		438,456	0.80%
Mar-20	Closed Providers Attendance processed		217,762	0.39%
Mar-20	OEL fixes to remove duplicate entries		(582,540)	-1.06%
Apr-20	Provider Entered & Certified Attendance in EFS		156,454	0.28%
May-20	Est. Value of Sign in/out sheets that must be collected from providers		500,000	0.91%
May-20	Providers that need OEL to add rates in order to process		200,000	0.36%
Jun-20	Est. Value of Manual Adjustments to be Confirmed by Providers		250,000	0.45%
Jun-20	Closed Providers that never submitted sign in/out sheets		352,945	0.64%
Jun-20	\$1500 per provider Hold Harmless to Date		498,734	0.90%
Totals		\$ 55,148,171	\$ 53,478,960	96.97%
Estimated Net Amount to be Collected from Providers			\$ 1,669,211	
Estimated Percent Overpaid			3.12%	

ITEM #/MEETING:	B205NOM1/BOARD
MEETING DATE:	April 29, 2020
SUBJECT:	Officer elections
FOR ACTION:	YES
RECOMMENDED ACTION:	Vote and Approve recommendation of Cindy Arenberg Seltzer for Treasurer/Finance Chair
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	Nominating Committee
ELC STAFF LEAD	R. Jaffe

Background

Section 4.2 of the ELC Bylaws states that *“Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) year term (“term of office”). No Officer may hold the same elected position for more than one (1) term of office but may be elected to the same position after a one (1) term absence from position. Terms of office shall coincide with the Coalition’s fiscal year.”*

The terms of the current elected Board Officer positions end on June 30, 2020. Officer positions include First Vice Chair, Second Vice Chair, Treasurer and Secretary.

On February 12, 2020, ELC board member and Treasurer, Nicholas Kaniaris resigned. Per Section 4.2 of the ELC Bylaws *“If an Officer has resigned from their elected position, or if an Officer has been removed from their elected position by the Board more than (60) days prior to the June election date stated herein, the Board shall have special election at the next regularly scheduled Board meeting for said vacant office. In the event of a special election for a new Officer of the Board, the Nomination Committee shall oversee the nomination process in accordance with the Coalition Bylaws.”*

Based on the above guidelines, a special election for the Treasurer position will be held at the April 29 board meeting to elect a new Treasurer (who also serves as the Chair of the Finance Committee). The newly elected Treasurer will serve in the position from April 29th (following the board vote) through the current fiscal year, and then for a full two-year term that would end on June 30, 2022.

Board members were asked to submit Treasurer nominations to ELC staff by March 31, 2020.

Current Status

ELC staff received a nomination for Cindy Arenberg Seltzer to fill the vacant Treasurer position. No other nominations were received. Cindy has served on the ELC Board since the inception of the ELC and has held each Officer position on the ELC board (once) with the exception of the Board Chair. She served as the ELC’s treasurer from July 1, 2014 to June 30, 2016. Cindy is currently the Chair of the Program Review Committee (PRC), and has been chair since July 2018.

Summary

The Nominating Committee recommends that the Board vote to approve Cindy Arenberg Seltzer for the ELC Treasurer/Finance Chair position.

FYI 1 - ELC of Broward - Strategic Plan Overview- 2019-2020 Updated

Vision:

All children will have high quality early learning experiences leading to success in school and life.

Mission:

Lead and support the early learning community to deliver high quality early learning experiences to young children and their families.

Guiding Principles:

- We believe in environments of success for our children and educators.
- All children develop at their own pace and learn in different ways.
- All children have the ability to reach full potential regardless of economic means.
- Play and imagination are essential learning components.
- Early learning helps to build the foundation for future success.
- Highly skilled educators create the best learning opportunities for ALL children.
- Parents are the "Most important individuals to ensure child's success. "
- Delivering outstanding customer service is vital to delivering our mission.
- We are committed to hiring and developing great employees.

Pillars for Delivering on Our Vision and Mission:

Deliver Outstanding **Eligibility, Enrollment and Payment Services**

Provide **Quality Early Care** Opportunities

Advocate for the Early Care and Education System

Forge Strong long term Strategic **Partnerships**

Strengthen and Develop the **ELC Staff** and Organization

2019-2020 High-Level Targeted Outcomes

ELC will fully maximize School Readiness slot funding
(Achieve at least an 82% contract utilization for slots = 9,042 slots)

ELC will serve at least 77% of Broward 4 year olds in VPK
(at least 77% unduplicated children estimated at 16,975)

75% of providers who score less than a 4.0 and participate in local ELC Broward quality initiative ("Yes, You Can") will increase their CLASS composite score

At least 80% of observed SR providers will score at least a 4.0 in their CLASS composite.

ELC will increase its outreach and local advocacy efforts with Broward county leadership and via outreach events
(meet with at least 80% of legislators and municipalities and increase outreach events by 25%)

85% of staff will respond as "satisfied" or "very satisfied" via annual staff survey

FY 2019 – 2020 Outcomes and Objectives

PILLAR 1: Deliver Outstanding Eligibility, Enrollment and Payment Services

Objectives

1. Create customer-centered focus
2. Continue to evaluate technology for improved performance
3. Leverage partnerships to increase service availability

Outcomes:

- Maintain level of client satisfaction
 - FY20: A minimum of 85% of parents will respond “satisfied” or “very satisfied” with ELC services on client satisfaction survey.
 - FY20: Answer 85% of Call Center calls
- Develop and launch Training & QA Plan
 - FY20: Develop and implement orientation and training curriculum and QA plans for eligibility, enrollment, customer service and payment teams
 - FY20: Develop QA baseline error rate for eligibility, identify error reduction target and implement strategy to reduce errors
- Increase methods to assist and solve client inquiries
 - FY20: Implement and evaluate alternative communication vehicles (i.e. web-based chat functionality)
 - FY20: Develop 4 additional web-based instructional training videos for parents, staff and providers
- Increase client service convenience for parent walk-ins through use of online appointment setting system and increased out-posted sites
 - FY20: Add 2-3 out posted sites
 - FY20: Increase awareness of out-posted sites and services, analyze client traffic patterns quarterly and adjust staffing/services based on analysis

PILLAR 2: Provide Quality Early Care Opportunities

Objectives

1. Expand focus on VPK training and support
2. Provide coaching, professional development, and support services to early learning community
3. Implement 45 tiered training modules (designed at either beginning, intermediate or advanced level) for early educators

Outcomes:

- All providers will have access to new VPK training series
 - FY20: Develop and launch a minimum of 4 classes in VPK training series
 - FY20: 80% of training participants will show mastery of subject based on pre and post testing
- 100% of providers participating in ELC’s new quality initiative will have a developed Success Plan
- 80% of providers in tiered training programs will show mastery of subject based on pre- and post-testing.

PILLAR 3: Advocate for the Early Care and Education System

Objective

1. Be a leader in advocacy of early childhood development and subsidized child care system

Outcomes:

- Educate and advise Broward's legislative delegation on ELC services and priorities
 - FY20: Reach out to 100% of Broward's delegation
 - Meet with/present to 15 of 18 state legislators
- Update and advise Broward's key municipality leadership regarding ELC services, initiatives and possible partnerships and funding
 - FY20: meet with/present to 25 of 31 municipalities
- Demonstrate thought leadership and improve effectiveness of ELC messaging through launch of ELC outreach campaign
 - FY20: Develop and distribute ELC annual report to key stakeholders
 - FY20: Develop at least 3 media opportunities (articles, letters to editor, etc.)

PILLAR 4: Forge Strong and Strategic Partnerships

Objectives

1. Forge stronger relationships with community partners and funders

Outcomes:

- Continue to meet with mandatory referral agencies to ensure excellent client coordination.
 - FY20: Meet Semi-annually
- Continue to offer remote eligibility services at Broward community sites
 - FY20: At least 85% respond as "satisfied" or "very satisfied" on annual survey with key partners
- Expand new partnerships to bring additional resources to better serve our clients
 - FY20: Identify and form two new strategic partnerships
 - FY20: Actively participate in a minimum of 8 local community system of care workgroups/committee meetings

PILLAR 5: Strengthen and Develop the ELC Broward Organization

Objectives

1. Continue to build organizational capabilities
2. Increase staff development and morale
3. Increase our business analytics through the launch of a customer relationship management software system (CRM)
4. Develop plan to increase unrestricted reserve based on organizational need

Outcomes:

- Improve ELC name recognition for recruiting; Improve HR processes to include staff orientations, more robust onboarding process, improved performance management.
 - FY20: ELC will maintain a minimum of 85% of positions filled (based on a monthly average of open positions).
 - FY20: Create baseline of key recruitment metrics (i.e. avg. # of days' positions are open), identify a target reduction percentage and initial improvement strategy
 - FY20: Implement core management and staff development/training program
- Launch CRM to improve organizational effectiveness and efficiency
- Identify and develop new private and corporate sponsors/funders to increase unrestricted reserve
 - FY20: Identify/approach and secure a minimum of 1 prospective external funder and/or funding opportunity

Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019 cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

Cash disbursement for **January 2020**


Vendor Name	Amount	Purpose
211 Broward	33,624.30	December 2019 Sub-Contractor Payment
Abila	2,206.55	Additional Seats for MIP Software and Maintenance & Support for FY 19/20
ADP, Inc.	1,505.71	Processing Charges for PE 12/14/19 & 12/28/19
AlphaGraphics	2,865.00	Programs for February 2020 BECE
Bluejean Software, Inc.	3,131.25	December 2019 Cloud Hosting and Maintenance & Support
Broward College	3,245.00	Facility Rental for February 2020 BECE Conference
Business Card	4,005.98	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card - Amazon	1,112.04	Filing Cabinet to hold Accounts Payable Files
Cause Tech LLC DBA Achieve Causes	1,768.50	Website Development Services for Website Security and Renovation
CDW Government, Inc	2,127.40	Printers and IT Supplies for PRPCP Staff
CDW Government, Inc	4,130.26	Printers and Toner for Out posted Family Services Staff
Colonial Life & Accident Insurance	3,563.76	December 2019 Employee Health Benefits
Colonial Life & Accident Insurance	6,563.16	January 2020 Employee Health Benefits
Crown Castle Fiber, LLC.	1,050.00	Internet Charges for 1/1-1/31/20
Dell Marketing L.P.	4,647.00	Laptops and Monitors for Eligibility Staff
Fort Lauderdale Crown Center, LLC.	30,592.67	February 2020 Rent for Suite 301
Fort Lauderdale Crown Center, LLC.	30,592.67	January 2020 Rent for Suite 301
Guardian	9,101.70	February 2020 Employee Health Benefits
Humana Insurance Co.	1,003.39	February 2020 Employee Health Benefits
Jacob C. Jackson, P.A.	3,800.00	December 2019 Legal Services
Malwarebytes	6,270.40	Malware Endpoint Protection for January 2020 to January 2021
Mantra Lingua	2,717.00	Creole/English Books for Lobby and Outreach
Mitel Cloud Services	4,720.74	Telephone Services for February 2020
Nova Casualty Company	5,906.84	Property, General Liability, & Umbrella Insurance 1/7/20-7/1/20
Panera Bread	14,025.00	Food for February 2020 BECE
School Board of Broward	1,000.00	January 2020 Facility Rental
SwissMango by Global Design, Inc.	1,826.00	Standard Website Package Feb 2020 - Dec 2020
The Children's Forum	24,045.19	November 2019 Sub-Contractor Payment
The Lincoln National Life Insurance	6,675.71	February 2020 Employee Health Benefits
Verizon Wireless	1,394.97	Cell Phone and Data Charges 11/20 - 12/19/19
Verizon Wireless	1,599.89	Cell Phone and Data Charges 11/20 - 12/19/19
Verizon Wireless	1,412.41	Cell Phone and Data Charges 12/20/19-1/19/20
Verizon Wireless	1,598.32	Cell Phone and Data Charges 12/20/19-01/19/20

Cash disbursement for February 2020

Vendor Name	Amount	Purpose
ADP, Inc.	1,535.05	Processing Charges for PE 1/11/20 & 1/25/20
ADP, Inc.	1,080.75	2019 YE Info for W-2's Tax Reporting
AT&T Mobility	13,266.03	Cell Phone and Data Charges for January 2020
Business Card	7,414.65	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card - Intermedia.net	2,531.56	Email Hosting for January 2020
Business Card - 4Imprint	4,094.76	Supplies for Participants of 2020 BECE
Business Card - Aatrix	1,576.02	1099 Vendor Filing and Mailing for 2019 Vendors
Business Card	1,134.19	Bank of America Ops Purchases R. Jaffe (No individual items > \$1,000)
Crown Castle Fiber, LLC.	1,050.00	Internet Charges for 2/1 - 2/29/20
Dell Marketing L.P.	15,150.00	Laptops, Monitors, and Docking Stations for Family Services
Dell Marketing L.P.	1,120.00	Replacement Docking Stations
Fast Lane Clothing Company	1,854.09	T-Shirts with ELC Logo for BECE 2020
Guardian	8,798.07	March 2020 Employee Health Benefits
Jacob C. Jackson, P.A.	9,310.00	January 2020 Legal Services
Konica Minolta Business Solutions	1,658.35	January 2020 Equip Rental & Printing Cost for Color Printer
Lois R. Simpson	4,000.00	Event Planning Services for 2020 BECE
Mitel Cloud Services	4,781.25	Telephone Services for March 2020 and February 2020 Final Balance
Office Depot	1,214.02	January 2020 Supplies
Office Depot	1,235.35	February 2020 Supplies
Riverside Assessments LLC	4,252.50	Developmental Screening Supplies
Scholastic Inc.	11,880.00	Miss Bindergarten Books for Count Down to Kindergarten Event
School Board of Broward	1,000.00	February 2020 Facility Rental
Teachstone Training LLC	11,800.00	CLASS Group Coaching Kits
The Audio Visual Group	4,938.55	Additional Install & Supplies for Microphone System in Training Room
The Audio Visual Group	8,673.25	Final Payment for Install & Supplies for Microphone System in Training Room
The Flying Classroom, LLC.	3,500.00	Keynote Presenter & 2 Breakout Session Services for 2020 BECE
The Lincoln National Life Insurance	6,416.83	March 2020 Employee Health Benefits
United States Postal Service	1,800.00	Postage for January - March 2020
Webauthor.com LLC	5,000.00	CRM Software License & Hosting for February 2020
Western NRG, Inc.	1,059.30	Antivirus Software License for 12/27/19 - 12/26/20



How Long Will I be On the Waitlist?

Children are enrolled based on priorities set by the state and the date they applied. The number of children on the waitlist can be found on our website. 

How do I find my placement on the waitlist?

Though we'd like to be able to tell you, it's not possible to give you an exact "number" of where you are at on the wait list.

Why?

The factors that determine this information change, such as:

1. Amount of funding available from state and local resources;
2. Number of currently funded children who leave care;
3. Age of your child(ren);
4. Purpose for care;
5. County of residence; and,
6. Number of children and their priority on the waitlist ahead of you.

But my need is now, what can I do?

Our trained Child Care Resource and Referral team is available to you, at no cost, to discuss available options while you wait

Call (954) 377-2188

Monday-Friday 8:00 am to 6:00 pm

Early Learning Coalition of Broward County

Number of children (Birth to School-Age) currently on the waiting list

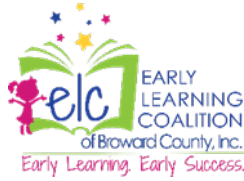
3,513

Updated Weekly

Currently serving applications submitted as of 05/15/19

FYI - ELC Broward Contract 2019-2020 List

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Office of Early Learning	\$96,311,755	<i>School Readiness, VPK & PDG</i>	Revenue	7/1/19-6/30/20	Active
Office of Early Learning	\$72,142	<i>VPK Monitoring & Outreach</i>	Revenue	7/1/19-6/30/20	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/19- 9/30/20	Active
Children's Services Council	\$4,592,700	<i>Financially Assisted Child Care</i>	Revenue	10/1/19-9/30/20	Active
Children's Services Council	\$4,196,000	<i>Vulnerable Populations</i>	Revenue	10/1/19-9/30/20	Active
City of Fort Lauderdale	\$41,249	<i>SR Match Funds</i>	Revenue	10/1/19-9/30/20	Pending
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/18-9/30/20	Pending
City of Pompano Beach	\$20,000	<i>SR Match Funds</i>	Revenue	10/1/19-9/30/20	Active
Dept. of Children & Families	\$392,119	<i>Refugee Entrant Child Care</i>	Revenue	10/1/19-3/31/20	Transfer
United Way	\$325,000	<i>SR Match Funds</i>	Revenue	7/1/19-6/30/20	Active
University of Florida	\$22,500	<i>Provider Training Stipends</i>	Revenue	1/4/19-8/31/19	Expired
Children's Forum, Inc.	\$450,909	<i>INCENTIVES® Program</i>	Sub-recipient	7/1/19-6/30/20	Active
First Call for Help/211	\$462,000	<i>Community Referral Services</i>	Sub-recipient	7/1/19-6/30/20	Active
School Board Broward County	\$100,000	<i>K-Transition Ambassador</i>	Sub-Recipient	10/1/19-6/30/20	Pending
Abila	\$9,029	<i>MIP Accounting Software</i>	Vendor	7/1/19-6/30/20	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	\$24,690	<i>Cell Phones and Hot Spots</i>	Vendor	11/6/19-6/30/20	Active
Atech Security	\$420	<i>Panic Button</i>	Vendor	10/15/19-10/15/20	Active
BlueJean Software, Inc.	\$25,000	<i>Hosting and Support Services</i>	Vendor	7/1/19-6/30/20	Active
Biometrics4All, INC.	\$700	<i>Live Scan Software Support</i>	Vendor	10/29/18-6/30/20	Active
Broward College	\$2,284	<i>BECE Facility Rental</i>	Lease	2/1/2020	Active
Business Leadership Institute	\$25,500	<i>Business Development</i>	Vendor	2/1/20-6/30/20	Active
Cause Tech	\$23,886	<i>Website Development & Hosting</i>	Vendor	9/25/19-Ongoing	Active
CLASS Observers (6 Observers)	\$142,350	<i>\$23,725 per Observer</i>	Vendor	1/15/20-6/30/20	Active
Comcast	\$5,865	<i>Internet</i>	Vendor	7/1/19-6/30-20	Active
Crown Castle	\$12,600	<i>Internet</i>	Vendor	7/1/19-6/30/20	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
Family Central	\$22,100	<i>CEU Processing</i>	Vendor	1/7/20-6/30/20	Active
FL Dept of Law Enforcement	\$2,235	<i>LiveScan Service (annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Flying Classroom	\$3,500	<i>BECE Keynote Speaker</i>	Vendor	12/13/19-6/30/20	Active
Jacob Jackson	\$90,000	<i>Legal Services</i>	Vendor	3/9/17-3/31/20	Renewal
Konica Minolta	\$5,017	<i>Copier and Printer Rental</i>	Vendor	7/1/19-6/30/20	Active
Leboffe Associates	\$22,800	<i>Executive Coaching</i>	Vendor	7/15/19-6/30/20	Active
Mitel	\$38,686	<i>Business Telephone Lines</i>	Vendor	7/1/19-6/30/20	Active
Ronik-Radlauer Group	\$10,000	<i>Board Retreat Facilitation</i>	Vendor	7/1/19 - 10/31/19	Expired
SB & Company	\$31,900	<i>External Audit & 990 Preparation</i>	Vendor	7/1/19-6/30/20	Active
SB & Company	\$1,500	<i>Form 5500 Preparation</i>	Vendor	7/1/19-6/30/20	Active
School Board Broward County	\$12,000/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/19-9/4/22	Active
Sprint	\$4,560	<i>Cell Phones and Hot Spots</i>	Vendor	7/31/19-6/30/20	Active
Teaching Strategies Gold	\$16,425	<i>Child Assessment Software</i>	Vendor	7/1/18-6/30/22	Active
Vantiv Health, LLC	\$12,000	<i>Appointment Software License</i>	Vendor	12/18/18- Ongoing	Active
Verizon	\$17,473	<i>Cell Phones and Hot Spots</i>	Vendor	7/1/19-6/30/20	Active
Webauthor	\$30,000	<i>CRM Software</i>	Vendor	2/1/19-6/30/20	Active
ZipData	\$877	<i>Network Vulnerability Test</i>	Vendor	10/17/19-6/30/20	Active
CareerSource Broward	\$0	<i>Displaced Adult Interns</i>	MOU	8/3/17-6/30/20	Active
Healthy Families Broward	\$0	<i>Collaboration & Referrals</i>	MOU	8/20/18-6/30/20	Active
H.O.M.E.S., Inc.	\$0	<i>TIL Program Interns</i>	MOU	6/15/19-6/30/20	Active
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active
Multiple Community Partners	\$0	<i>Data Sharing Agreement</i>	MOU	TBD	Negotiation
Broward County	\$0	<i>Mills Family Success Center</i>	Lease	TBD	Legal
Broward County	\$0	<i>Weaver Family Success Center</i>	Lease	TBD	Legal



FYI - ELC Match YTD Match Fundraising Report

Funder	Secured FY18/19	Requested	Status	Secured FY19/20
Coconut Creek	\$ 25,684	\$ 25,684	Approved October 2019	\$ 25,690
Cooper City		5,000	No Response	
Coral Springs		20,000	Not Approved	
Dania Beach	1,365	15,000	No Response	
Davie		40,000	Not Approved	
Deerfield Beach	-	15,000	No Response	
Ft. Lauderdale	41,249	41,249	Approved October 2019	41,249
Hallandale	10,000	10,000	Approved December 2019	10,000
Hollywood	14,495	30,000	Approved October 2019	10,000
Lauderdale By The Sea	2,000	2,000	Approved July 2019	2,000
Lighthouse Point	2,000	15,000	No Response	
Lauderdale Lakes		3,000	Not Approved	
Lauderhill		2,000	Not Approved	
Margate	1,000	1,000	Approved October 2019	1,000
Miramar	-	5,000	Approved October 2019	2,500
North Lauderdale	5,000	5,000	Approved March 2020	5,000
Oakland Park	-	10,000	Not Approved	
Parkland	3,000	10,000	Not Approved	
Pembroke Park (Town)		6,000	No Response	
Pembroke Pines	35,000	35,000	Approved February 2020	35,000
Plantation	21,645	22,000	Pending	
Pompano Beach	30,000	40,000	Approved October 2019	20,000
Tamarac		10,000	No Response	
Sunrise	55,890	55,890	Approved October 2019	55,890
Southwest Ranches	-	2,000	No Response	
West Park		15,000	No Response	
Weston		10,000	Not Approved	
Wilton Manors		10,000	Pending	
Total Municipalities (SR)	\$ 248,328	\$ 460,823	Total Secured FY20	\$ 208,329
United Way (SR)	325,000	325,000	Committed as of July 1, 2019	325,000
Child Care Providers (CCEP)	507,308	500,000	Committed as of July 1, 2019	500,000
Broward County (CCEP)	1,291,274	1,677,231	Committed as of July 1, 2019	1,677,231
CSC (SR & CCEP)	1,478,430	2,222,527	Committed as of July 1, 2019	2,475,021
Total All Match	\$ 3,850,340	\$ 5,185,581	Total SR Match	\$ 5,185,581

<u>Date</u>	<u>Time</u>	<u>Trainer</u>	<u>Training</u>	<u>Location</u>
Tuesday 3/31/2020	1pm – 3pm	Allison Metsch, Director of Education Tiffanie Bernard, Q&E Manager, ELC	VPK Improvement Process Workshop	Virtual – GoToMeeting
Thursday 4/2/2020	1pm – 3pm	Allison Metsch, Director of Education, ELC	Developing Minds Want to Know- Infant and Toddler Brain Development	Virtual – GotoWebinar
Tuesday 4/7/2020	1pm – 3pm	Allison Metsch, Director of Education, ELC	Together We Can, Together We Will! Teamwork!	Virtual – GotoWebinar
Thursday 4/9/2020	1pm-3pm	Ayme Hamoui, Q&E Manager Tiffanie Bernard, Q& E Manager, ELC	More Than Just Reading: Making Story Time Fun in the Pre-K Classroom	Virtual – GotoWebinar
Tuesday 4/14/2020	1pm – 2:30pm	Raina Sajous & Antoinette Shaw, Q&E Coaches, ELC	Hugs, Love, and Positive Interactions with Infants	Virtual – GotoWebinar
Wednesday 4/15/2020	1pm – 2:30pm	Adrienne Gilyard & Carolina White, Inclusion Specialists, ELC	Acting Out: The Reasons Behind Most Challenging Behaviors	Virtual – GotoWebinar
Thursday 4/16/2020	1pm – 2:30pm	Julio Maymi & Wendy Gordon, Q&E Coaches, ELC	A CLASS Above the Rest: Learn about Positive Interactions in Pre-K	Virtual – GotoWebinar
Tuesday 4/21/2020	1pm – 2:30pm	Margarita Medina & Mirta De Jesus, Q&E Coaches, ELC	Hugs, Love, and Positive Interactions with Toddlers	Virtual – GotoWebinar

Wednesday 4/22/2020	1pm – 2:30pm	Debbie Kay, Inclusion Manager, ELC	The Impact of Trauma on Behavior and Learning	Virtual – GotoWebinar
Thursday 4/23/2020	1pm – 2:30pm	Aida Brar & Stephanie Templin, Q&E Coaches, ELC	Classroom Organization: Creating a Productive Teaching Environment in Pre- K	Virtual – GotoWebinar
Tuesday 4/28/2020	1pm – 2:30pm	Ana Avalos-Atkinson & Natacha Herisse, Q&E Coaches, ELC	Let's Talk: Language in Infant and Toddler Classrooms	Virtual – GotoWebinar
Wednesday 4/29/2020	1pm – 2:30pm	Suwenda Louis, Inclusion Specialist, ELC	Let's Make Changes and See Results!	Virtual – GotoWebinar
Thursday 4/30/2020	1pm – 2:30pm	Debra Cruz and Grethel Arroyo, Q&E Coaches, ELC	Let's Talk: Instructional Support in Pre-K	Virtual – GotoWebinar
Monday 5/4/2020	7pm – 8:30pm	Q & E Coaches, ELC	TBD	Virtual – GotoWebinar
Tuesday 5/5/2020	1pm – 2:30pm	Jenny Sanchez & Margartia Medina, Q&E Coaches, ELC	Designer 101 – Tips on Infant and Toddler Classroom Environments	Virtual – GotoWebinar
Wednesday 5/6/2020	1pm – 2:30pm	Denise Oliva, Inclusion Specialist, ELC	Spanish: Tools needed to prevent expulsion and suspension in preschoolers	Virtual – GotoWebinar
Thursday 5/7/2020	1pm – 2:30pm	Ayme Hamoui, Q&E Manager Tiffanie Bernard, Q& E Manager, ELC	Connecting in the Real World – Promoting Concept Development in a Pre-K CLASSroom	Virtual – GotoWebinar

Monday 5/11/2020	7pm – 8:30pm	Q&E Coaches, ELC	TBD	Virtual- GotoWebinar
Tuesday 5/12/2020	1pm – 2:30pm	Ana Avalos-Atkinson & Wendy Gordon, Q&E Coaches, ELC	Head, Shoulders, Knees and Toes – How to Create Fun Activities for Infants and Toddlers	Virtual – GotoWebinar
Wednesday 5/13/2020	1pm – 2:30pm	Rachel Wagner, MSW, Early Childhood Specialist & National Trainer Nerfertiti B Poyner, EdD, Early Childhood Mental Health Specialist & National Trainer	Take Care of You, Take Care of the Children In Your Life Using the Power of Resilience to Weather the COVID-19 Crisis	Virtual – GotoWebinar
Thursday 5/14/2020	1pm – 2:30pm	Agnieszka Boddie & Debra Cruz, Q&E Coaches, ELC	My Turn, Your Turn – Building Quality of Feedback in a Pre-K CLASSroom	Virtual – GotoWebinar
Monday 5/18/2020	7pm – 8:30pm	Inclusion Specialist	TBD	Virtual - GotoWebinar
Tuesday 5/19/2020	1pm – 2:30pm	Antoinette Shaw & Natacha Herisse, Q&E Coaches, ELC	Did You Hear That? Talking Throughout the Day with Infants and Toddlers	Virtual – GotoWebinar
Wednesday 5/20/2020	1pm – 2:30pm	Jessica Santiago, Inclusion Specialist, ELC	Spanish: Transitions in the Preschool Setting	Virtual - GotoWebinar
Thursday 5/21/2020	1pm – 2:30pm	Julio Maymi & Raïna Sajous, Q&E Coaches, ELC	Let's Talk – Conversations Throughout the Day in a Pre- K CLASSroom	Virtual – GotoWebinar

Monday 6/1/2020	7pm – 8:30pm	Inclusion Specialist	TBD	Virtual – GotoWebinar
Monday 6/8/2020	7pm – 8:30pm	Q&E Coaches, ELC	TBD	Virtual – GotoWebinar
Monday 6/15/2020	7pm – 8:30pm	Q&E Coaches, ELC	TBD	Virtual – GotoWebinar

All trainings appear on the ELC website on the calendar.
<http://www.elcbroward.org/p/46>



FY 19 - 20 – ELC of Broward County
2019-2020 Board/ Committee Meeting Calendar

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Finance/Executive Meetings begin at 8:30am
(exceptions listed below)

Full Board Meeting begin at 8:30am
(exceptions listed below)

Program Review Committee:

Nominating Committee:

- August 29, 2019
- September 26, 2019
- December 6, 2019 at 11:30 am
- January 30, 2020
- April 2, 2020
- May 7, 2020 (if needed)
- June 11, 2020 (starts at 9:15 am)

- September 12, 2019
- October 3, 2019, Retreat 8:30-4
- December 19, 2019 at 2:00 pm
- February 13, 2020
- April 29, 2020 at 2:00 pm
- May 21, 2020 (if needed)
- June 25, 2020

- July 26, 2019 – 9:30 am
- September 26, 2019 – 3:00 pm
- December 4, 2019 – 3:00 pm
- January 13, 2020 – 9:30 am
- April 17, 2020 – 9:30 am

- June 26, 2019 – 2:00 pm
- August 8, 2019 – 9:00 am
- January 17, 2020 – 9:00 am
- TBD

Governance Committee:

Audit Committee:

- September 16, 2019 – 1:00 pm
- November 18, 2019 – 1:00 pm
- January 23, 2020 – 9:30 am
- March 31, 2020 – 9:30 am

- September 13, 2019 – 3:00 pm
- November 19, 2019 – 2:00 p.m.
- January 30, 2020 – 10:00 am

ELC Offices closed for holidays on:

- Sep 2; Nov 11; Nov 28-29; Dec. 25 - Jan 1; Jan 20; Feb 17; May 25

COMMITTEE	Member Name	Seat	By Laws
			<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>
EXECUTIVE			
Officer	Laurie Sallarulo	Chair	effective 4/2014 - Governor appointment
Officer	Michael Asseff	First Vice Chair	effective 4/14/2017 - 6/2020
Officer	Renee Podolsky	Second Vice Chair	effective 7/2018 - 6/2020
Officer	Twan Russell	Secretary	effective 2/1/2018 -6/2020
Officer	Nicholas Kaniaris	Treasurer	effective 7/2018 - 6/2020
	Cindy Arenberg Seltzer	Program Review Chair	
	Ellie Schrot	Nominating Com. Chair	
	Richard Campillo	Audit Com. Chair	
			<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members.</i>
FINANCE	Nicholas Kaniaris (effec 7/2018)	Chair	
	Renee Podolsky	Member	
	Laurie Sallarulo	Member	
	Cindy Arenberg Seltzer	Member	
	Twan Russell	Member	
			<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program . Reports directly to the Board and shall consist of at least (3) members.</i>
PROGRAM REVIEW	Cindy Arenberg Seltzer (effec 7/2018)	Chair	
	Khalil Zeinieh	Member	
	Laurie Rich Levinson	Member	
	Dawn Liberta	Member	
	Laurie Sallarulo	Member	
	Renee Podolsky	Member	
	Richard Campillo	Member	
	Cara Cerchione (effec 10/2019)	Member	
			<i>Members elected by Board. Consists of at least (5) five Members. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee.</i>
AUDIT	Richard Campillo (effec 7/1/18)	Chair	
	Michael Asseff	Member	
	Twan Russell (effec 12/9/16)	Member	
	Monica King (effec 4/7/17)	Member	
	Beverley Batson (effec 12/19/19)	Member	
			<i>Members Elected by Board. Consists of at least (5) five Members. First Vice Chair shall serve as chair of the Governance Committee</i>
GOVERNANCE	Michael Asseff (effec 4/14/17 - 6/2020)	Chair	
	Mason Jackson	Member	
	Dawn Liberta (effec. 10/2018)	Member	
	Cara Cerchione (effec 6/2019)	Member	
	Laurie Sallarulo	Member	
			<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition</i>
NOMINATING	Ellie Schrot (effec 3/10/17)	Chair	
	Mason Jackson	Member	
	William Karp (effec 6/2019)	Member	
	Twan Russell	Member	
	Dr. Amoy Reid (effec 12/19/19)	Member	
	Laurie Sallarulo	Member	
AD HOC STRAT PLANNING	Richard Campillo	Chair	effec. 11.2017
	Monica King	Member	effec. 11.2017
	Michael Asseff	Member	effec. 11.2017
	Cindy Arenberg Seltzer	Member	effec. 11.2017
	Laurie Sallarulo	Member	effec. 11.2017

Board Attendance Chart FY 19-20

	Member	1st Term Started	1st Term Exp	Sept 12	Oct 3	Dec 19	Feb 13	Apr 29	If needed May 21	June 25	TOTAL FY ABSENCES
1	Angela Iudica	9.7.17	N/A	X	X	ABS					1
2	Cara Cerchione	4.4.19	N/A	X	X	X					0
3	Cindy Arenberg Seltzer	1999	N/A	X	X	X					0
4	Dawn Liberta	6.2018	N/A	X	X	X					0
5	William Karp	4.2019	N/A	X	X	X					0
6	Ellie Schrot	6.2014	N/A	X	X	X					0
7	Khalil Zeinieh	5.12.17	6.30.21	P	X	P					0
8	Monica King	5.12.17	6.30.21	X	X	X					0
9	Laurie Rich Levinson	11.2014	N/A	P	X	ABS					1
10	Laurie Sallarulo	4.2014	4.2018	ABS	X	X					1
11	Mason Jackson	1999	N/A	ABS	X	X					1
12	Michael Asseff	5.7.2013	5.7.2018	X	X	X					0
13	Nicholas Kaniaris	5.2015	6.30.19	P	ABS	ABS					2
14	Renee Podolsky	6.2014	N/A	P	X	X					0
15	Richard Campillo	5.12.17	6.30.21	P	X	X					0
16	Twan Russell	2.2016	N/A	X	X	ABS					1
17	Dr. Amoy Reid	9.2019	N/A	X	X	X					0
18	Beverly Batson	9.2019	N/A	X	X	X					0
19	VACANT - Gub. private sector										
	MEMBERS WHO LEFT DURING FY										
	X = Present at meeting										
	ABS = Absent from Meeting										
	P = phone attendance										

FM First Meeting	LM Last Meeting									
Shaded areas - no meeting scheduled										
Operational\Board\Board Membership\Board Attendance Chart 2018-2019										

FYI - ELC Broward Glossary of Terms (August 2019)

Rev. 7/2019Subject	Acronym	Definition
Ages and Stages Questionnaire®	ASQ	A developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children.
Association of Early Learning Coalitions	AELC	The Association of Early Learning Coalitions (AELC) is an organization comprised of 31 Early Learning Coalitions throughout the State of Florida. The AELC supports the role of the Early Learning Coalitions to develop and administer a comprehensive school readiness program and voluntary pre-kindergarten program that prepares preschool children to succeed in school and in life Each Early Learning Coalition's service area is as unique as the population it serves, with some Coalitions serving a single county while others are serving two to seven counties.
Billing Group	BG	<p>An eligibility category that aligns with Chapter 411, Florida Statutes, which describes the different groups or defined categories of children served; a category of direct service costs. The following defines the various billing groups:</p> <p>BG1 – At Risk Populations: School readiness services for a child in a family that is: referred for investigation by the Broward Sheriff's Office (BSO); under the supervision of ChildNet (in home, foster care or relative/no relative placement); in the custody of a parent who is homeless, as verified in law; in the custody of a parent who is the victim of domestic violence, residing in a certified DCF shelter or; actively participating in a diversion program as required by law.</p> <p>BG3 – Temporary Assistance for Needy Families (TANF), also referred to as Temporary Cash Assistance (TCA) Families who are receiving TCA, and subject to the federal work requirements.</p> <p>BG3R – Relative Caregiver Child who is in receipt of the Relative Caregiver (RCG) payment, who is adjudicated by a Florida court and placed in the home of a relative through ChildNet.</p> <p>BG5 – Transitional Child Care (TCC) Family that is transitioning from the receipt of TCA (from a workforce program) into employment, as defined by law.</p> <p>BG8 – Income Eligible Family that is economically disadvantaged. Parent must meet income and work requirements, which include employment, educational activities or disability.</p> <p>CSC – Children's Services Council Vulnerable Populations Program Eligibility mirrors the Income Eligible (BG8) criteria. Other conditions may be set by CSC, on an as needed (case-by-case) basis.</p>
Categories Exempt from Licensing		Certain religious affiliated and non-public schools may be exempt from licensure but must register with Broward County and receive approval prior to operating. Programs for children grades six and above and summer day camps for elementary school aged children are exempt from licensure.
Center-Based Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children in a nonresidential setting for fewer than 24-hours a day per child.
Child Assessment		<p>An individual assessment performed on each child for the purpose of measuring the child's growth in specific developmental domains. Child care providers who perform this detailed assessment can be reimbursed at a higher rate per child.</p> <p>Teaching Strategies Gold (TSG) is one of three ongoing assessment tools that is approved by OEL for child care providers to receive a Quality Performance Incentive Differential. TSG helps teachers observe children during regular everyday activities, plan for their development and assess their needs. Training is needed to become a reliable observer in the tool.</p>
Child Care Development Fund	CCDF	The federal Child Care and Development Fund (CCDF) is an aggregate of several funding sources that is distributed in block grants by the federal government to the states and territories. The majority of the funds are to be used to provide child care services to families who meet certain income and need criteria. A portion of the funding (at least 4 percent of the block grant amount) is to be used for activities to improve the quality of child care. Another portion (not to exceed 5 percent of the block grant amount) is to be used to pay for costs of administering the CCDF. The purpose of the CCDF is to increase the availability, affordability, and quality of child care services.
Child Care Development Plan		Every two years, states and territories receiving CCDF funds must prepare and submit to the federal government a plan detailing how these funds will be allocated and expended.

Child Care Licensing		The child care licensing program is a component of the services provided by Department of Children and Families. The program is accountable for the statewide licensure of Florida's child care facilities, specialized child care facilities for the care of mildly ill children, large family child care homes and licensure or registration of family day care homes. The purpose of the program is to ensure a healthy and safe environment for the children in child care settings and to improve the quality of their care through regulation and consultation. The department ensures that licensing requirements are met through on-going inspections of child care facilities and homes, thus preventing the continued operation of substandard child care programs
Child Care Resource and Referral Program	CCR&R	The Child Care Resource and Referral Network is dedicated to helping families find answers to their questions regarding how to identify quality child care and early education programs. The CCR&R program also conducts a search for providers that meet the specific needs of the family; the CCR&R program also provides information and community resources that may benefit the entire family.
Children's Services Council	CSC	A Children's Services Council is a local government body that oversees funding for programs and services that improve the lives of children and their families. Chapter 125 of Florida Statutes governs the creation and operation of a Children's Services Council, commonly referred to as a CSC. Florida is the only state in the nation that empowers communities to create a local government with the sole purpose of investing in the well-being of families.
Child Development Associate	CDA	A nationally recognized early childhood professional credential awarded to individuals who successfully complete the nationally established requirements of the CDA program to work with young children.
Classroom Assessment Scoring System™	CLASS	The Classroom Assessment Scoring System™ (CLASS™) is an observational tool that provides a common lens and language focused on classroom interactions that boost student learning. This tool is used as the basis for the State of Florida's Quality Rating System, and CLASS scores are used to calculate payment differentials for child care facilities serving subsidized children.
Continuing Education Units	CEUs	A measure used to track continuing education; in general, a CEU is defined as 10 clock hours of participation in a recognized continuing education program with qualified instruction and sponsorship through an accrediting CEU body.
Enhanced Field System Modernization	EFS Mod	The billing system currently in use for early learning programs.
Environment Rating Scales	ERS	The Early Childhood Environment Rating Scales are designed to assess process quality in an early childhood or school age care group. Process quality consists of the various interactions that go on in a classroom between staff and children, staff, parents, and other adults, among the children themselves, and the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials that support these interactions. Process quality is assessed primarily through observation and has been found to be more predictive of child outcomes than structural indicators such as staff to child ratio, group size, cost of care, and even type of care, for example child care center or family child care home (Whitebook, Howes & Phillips, 1995). There are four environment rating scales, each designed for a different segment of the early childhood field: (ECERS-R) The Early Childhood Environment Rating Scale-Revised (ITERS-R) The Infant/Toddler Environment Rating Scale-Revised (FCCERS-R) The Family Child Care Environment Rating Scale-Revised (SACERS) The School-Age Care Environment Rating Scale
Federal Poverty Guidelines	FPL	The set minimum amount of gross income that a family needs for food, clothing, transportation, shelter and other necessities. In the United States, this level is determined by the Department of Health and Human Services. FPL varies according to family size. The number is adjusted for inflation and reported annually in the form of poverty guidelines. Public assistance programs, such as Medicaid in the U.S., define eligibility income limits as some percentage of FPL. The poverty guidelines are typically issued every February and correspond to the year in which they are issued.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Kindergarten Readiness Screener	FLKRS	The Florida Kindergarten Readiness Screener (FLKRS) is administered to assess the readiness of each child for kindergarten. The FLKRS assessment is the Star Early Literacy®, which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes. The assessment covers 3 main domains: Word Knowledge and Skills, Comprehension Strategies and Constructing meaning, and Numbers and Operations.

Florida Administrative Code	FAC	The Florida Administrative Code is the official compilation of the administrative rules and regulations of state agencies.
Florida Child Care Professional Credential	FCCPC	Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a DCF approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."
Florida Department of Children and Families	DCF	A state agency of Florida. The Department provides social services to children, adults, refugees, domestic violence victims, human trafficking victims, the homeless community, child care providers, disabled people, and the elderly.
Florida Department of Economic Opportunity	DEO	A state agency of Florida. The Department promotes economic opportunities for Floridians through workforce, community, and economic development strategies.
Florida Department of Education	DOE	A state agency of Florida. The Department governs public education and manages funding and testing for local educational agencies (school boards).
Florida Department of Health	DOH	A cabinet level agency of the state government, headed by a state surgeon general who reports to the governor. The Department is responsible for protecting the public health and safety of the residents and visitors of the state of Florida.
Florida Office of Early Learning	OEL	The Office of Early Learning is the lead agency for the administration of state and federal child care funds and partners with 31 Early Learning Coalitions, the Redlands Christian Migrant Association, and others to deliver a comprehensive early learning system of services statewide.
Florida Sunshine Law		The "Sunshine Amendment," adopted by Florida voters through a constitutional initiative in 1976 as Article II, Section 8, Florida Constitution, contains standards of ethical conduct and disclosures applicable to public officers and employees; it also requires the Legislature to adopt the code of ethics (see Code of Ethics definition above).
Gold Seal		In 1996, the Florida Legislature established the Gold Seal Quality Care program to acknowledge child care facilities and family day care homes that are accredited by nationally recognized agencies and whose standards reflect quality in the level of care and supervision provided to children. In addition, the Legislature established provisions for Gold Seal providers participating in the subsidized child care program, a.k.a. school readiness and early Learning, to receive a higher reimbursement per child, than providers not receiving a Gold Seal designation. In 1999, the Legislature revised the program to provide tax incentives through the Department of Revenue or county tax appraiser for participating in the Gold Seal Quality Care Program. Since then, the Legislature has revised the maximum amount of the reimbursement. Currently, the rate differential cannot exceed 20% above the reimbursement rate established by the local early learning coalition, a.k.a. the local school readiness coalition.
Home Instruction for Parents of Preschool Youngsters	HIPPY	Home Instruction for Parents of Preschool Youngsters (HIPPY) is an evidenced-based program that works with families in the home to support parents in their critical role as their child's first and most important teacher.
Inclusion		The principle of enabling all children, regardless of their diverse abilities, to actively participate in natural environments in their communities, including early care and education settings.
Inclusion/Warm Services		These services educate and assist childcare providers with any special needs concerns regarding the children they are serving, particularly children with disabilities and other special health care needs. These services also provide training and consultation on issues such as managing challenging behaviors, understanding the American with Disabilities Act, screening and assessment of children with special needs, and adapting home and school environments.
Individual Education Plan	IEP	The plan for individualizing the education of a child over age three with a disability that includes measurable goals and documentation of the child's progress.
Individual Family Service Plan	IFSP	A plan for special services for young children (under three) with disabilities and their families that includes individualized supports and services that will enhance the child's development.
Infant and Toddler Program		The provision of activities to foster brain development in infants and toddlers.
Informal Child Care		Any legal but non-regulated child care, subject to health and safety requirements, that is provided by a relative or non-relative in the child's home or other location.
Licensed Family Child Care Home	FCCH	An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local family child care licensing requirements.
Licensed Large Family Child Care Provider		Two or more people that provide child care for fewer than 24 hours a day per child in a private residence other than the child's home and meet the state and/or local licensing requirements for large family child care homes.

Match		Refers to a statutorily specified percentage of program or project costs that must be contributed by an entity in order to be eligible for State or Federal funding; the value of third-party in-kind contributions and that portion of project or program costs not borne by the State or Federal government
Market Rate		The price that a child care provider charges for daily, weekly, or monthly child care services.
Office of Child Care	OCC	The Office of Child Care (OCC) supports low-income working families by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with state, territory and tribal governments to provide support for children and their families juggling work schedules and struggling to find child care programs that will fit their needs and that will prepare children to succeed in school. The Office of Child Care was established in September 2010 and replaces the former Child Care Bureau. The Office of Child Care partners with states, territories, and tribes to administer the Child Care and Development Fund (CCDF) program.
Other Cost Accumulator	OCA	OCA is a cost accounting system to maintain the collection of costs in an organized and systematic manner.
Professional Development Initiative	PD	A continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families, as well as ongoing experiences to enhance this work, leading to improvements in knowledge, skills, practices, and dispositions.
Performance Funding Project	FPF	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPFP). It was designed to provide performance based funding for School Readiness providers that demonstrate improved: program quality, teacher-child interactions and/or child outcomes. The ELPFP has demonstrated a significant and positive effect on early childhood program quality and child outcomes among at-risk children and the teachers who support them.
Quality Initiatives	QI	Activities that enhance early learning environments and experiences.
Quality Improvement Plan	QIP	A plan created for providers that do not meet the quality threshold as set by rule 6M-4.741 Program Assessment Threshold Requirements for the School Readiness Program. The plan includes 1 to 2 targeted strategies.
Quality Rating and Improvement System	QRIS	A systematic approach to assessing, supporting, improving, and communicating the level of quality in an early care and education setting. The State of Florida currently utilizes CLASS scores as its only measurement of quality in this system, and assesses whether a child care provider can contract with an ELC to provide care to subsidized children on this. The QRIS system also uses CLASS scores to reimburse child care providers on a scale. Child care providers with higher CLASS scores receive higher reimbursement rates.
Registered Family Child Care Provider		An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local registered family child care requirements.
Religious Exemption		A child care facility which is an integral part of church or parochial schools conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an organization which publishes and requires compliance with its standards for health, safety, and sanitation. Such facilities shall meet minimum requirements of the applicable local governing body as to health, sanitation, and safety and shall meet the screening requirements pursuant to ss. 402.305 and 402.3055. Failure by a facility to comply with such screening requirements shall result in the loss of the facility's exemption from licensure.
School-Age Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children who are at least 5 years of age by Sept 1 of the beginning of the school year and who attends kindergarten through grade 5.
School Readiness Program		The School Readiness Act, Chapter 411.01 of the Florida Statutes, School readiness programs are to be full-day, year-round to the maximum extent possible, to enable parents to work and become financially self-sufficient.
Teacher Education and Compensation Helps	T.E.A.C.H.	A scholarship program, which provides educational scholarships and financial incentives to caregivers and administrators of early childhood programs, family day care homes, and large family child care homes.
Temporary Assistance for Needy Families	TANF	Temporary Assistance for Needy Families (TANF) is one of the federal assistance programs. It began on July 1, 1997, and succeeded the Aid to Families with Dependent Children (AFDC) program, providing cash assistance to indigent American families with dependent children. This cash benefit is often referred to simply as "welfare." TANF was created by the <u>Personal Responsibility and Work Opportunity Act</u> instituted in 1996. The Act provides temporary financial assistance while aiming to get people off of that assistance, primarily through employment. The reform granted states wide discretion of how to distribute TANF entitlements.
Utilization Report		This is a management tool that is system which provides year to date expenditures of dollars by category. This data allows for funding projections, based on actual, projected and historical data, to determine if spending is on target or if adjustments may be needed.

Voluntary Prekindergarten Program	VPK	A constitutional amendment passed by Florida's voters in Nov. 2002, required a voluntary prekindergarten program for all four-year-old children. VPK is a program designed to prepare four-year-olds for kindergarten and build the foundation for their educational success. The program allows a parent to enroll his or her eligible child (four years old by September 1 and residing in Florida) in a free VPK program. The program is voluntary for children and providers.
Wait List		"Waiting list" means a list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility and priority category for seeking school readiness services.