For April 14, 2017 Board Meeting

Subject: CEO Report

Recommended Action: For Information Only

Financial Impact: None

1. **Office of Early Learning Fiscal Monitoring:** As part of the Office of Early Learning (OEL) grant agreement between the Early Learning Coalition of Broward County (ELC), the ELC is required to undergo certain monitoring and audit reviews. These monitoring visits are usually conducted by either OEL or an accounting firm that OEL has selected through the procurement process. Currently, the OEL has a contract with HTC Certified Public Accountants and Consultants to perform the fiscal monitoring reviews of all ELCs. HTC began their monitoring of ELC Broward on March 13, 2017. However, before the review was completed ELC discovered a conflict of interest that exists between HCT and ELC and both staff and the General Counsel formally requested OEL discontinue their activities because it was believed they were unable to perform their duties in a fair, impartial and competent manner. ELC also requested that either another firm be appointed to complete the engagement or that OEL complete the review directly. OEL complied with ELC’s request and agreed to conduct the monitoring testing and analysis themselves during the first two weeks of April. The review is currently underway and an exit interview with OEL is scheduled for Tuesday, April 11.

2. **Health and Safety Additional Standards:** On March 28, 2017 at the Broward County Commissioner’s Meeting, the County Commissioner’s approved a resolution against utilizing county dollars to fund the additional health and safety standards and requirements that recently went into effect. During the week of April 3rd, a meeting is scheduled to take place with Broward County Child Care Licensing Enforcement (BCCLE)/Local Licensing Agency (LLA), OEL, DCF, and the Governor’s Office to further discuss a potential resolution.

3. **Waitlist Enrollment Update:** As of April 7, 2017, there has been a total of 404 children enrolled off of the School Readiness waitlist. Based on utilization numbers and updated projections from January 2017, it has been determined that a total of 665 children can be enrolled utilizing the additional OEL funding. Additional details regarding the waitlist referrals have been included in the Finance Committee section of this packet.

4. **Additional Office Space:** The ELC Broward is still in discussions with Lakeside Plaza regarding obtaining additional office space on the third floor of their current location. There is no new
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information to report. ELC staff will continue to update the Board as new information is available.

5. **Professional Development:** ELC staff have scheduled three provider feedback sessions (May 10, 19, and 25) to obtain provider feedback regarding professional development needs and interests and to provide them with ELC’s Professional Development ideas and plans. The ELC is also in discussion with the Broward County School District regarding a partnership where ELC staff will conduct trainings at the district’s future demonstration site housed at the now vacant Gulfstream Middle School. This would include ELC having a small office at the site. Additional details will be provided at the May Board meeting.

6. **Provider Contract Renewal Process and Child Care Resource and Referral Update:** The 2017-2018 School Readiness and VPK contracts were uploaded to the Provider Portal the week of February 13, 2017. The ELC has and will continue to conduct group and individual provider trainings to assist providers with the contract renewal process. Additional efforts include the addition of 2 temp staff, reminder emails from each Provider Relations staff member to providers, regular robo call reminders, and an incentive promotion (that includes educational items donated by Kaplan, Lakeshore, and Discount School Supplies) for the first 100 providers who submit completed/error-free applications. Below are the ELC proposed deadlines given to providers as well as the percentage of applications received (and being processed) by ELC staff.

- VPK Summer – 3/31/17 (Percentage Applications Received - 91%)
- School Readiness – 5/1/17 (Percentage Applications Received - 36%)
- VPK School Year – 5/5/17 (Percentage Applications Received - 28%)

**Deadlines above are ELC deadlines not OEL.**

Each year per OEL contract, the ELC is required to update provider information (for all Broward County providers) in the child care data base by May 31st. To date, the ELC has updated 97% of provider information.

7. **ELC Honored by 211 Community Partner Award:** ELC will be honored by 211-Broward at its “Making Real Connections” Breakfast event on May 3, 2017. ELC will be recognized for its commitment to building connections within our community and for helping 211-Broward fulfill its mission and meet goals. The event will be held at the Signature Grand Hotel and is sponsored by Kip Hunter Marketing.
8. **Countdown to Kindergarten:** As part of the Broward Reads: Campaign for Grade Level Reading, on April 27th there will be an all-day Broward Reads for Kindergarten event open to all interested School Readiness and VPK providers. All participating providers will read “Look out Kindergarten Here we Come” and engage in a variety of exciting Kindergarten transition activities at their respective sites throughout the day. Additionally, approximately 9,000 VPK children will receive a copy of the book “Miss Bindergarten Gets Ready for Kindergarten”. The Scholastic book organization, through collaboration with the Broward County School District, has generously donated 4,000 books to the Early Learning Coalition for this event. The School District and ELC are working on funding the additional 5,000 books.

9. **ELC New Phone System:** As of March 9th, 2017, the ELC’s new cloud based phone system is live. The migration was successful. There was no impact on ELC parents or providers through the process. The Mitel system has the ability to handle a higher volume of calls with ease and efficiency. The upgrade gives the ELC more flexibility to manage the phone system and we are able to make modifications in minutes.

10. **New ELC Tagline and Logo:** See attachment