

Early Learning Coalition of Broward County, Inc.
Board Meeting Agenda
March 11, 2024, at 9:30 AM
Hybrid Meeting

Meeting ID: 846 4047 5397 Passcode: 295838

<https://us06web.zoom.us/j/84640475397?pwd=WVl1bTJ3LzhhL0tiRmsxazk3UkZOUT09>

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		
1.	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Chair Report Board members have joined the following Board Committees: <ul style="list-style-type: none"> ○ Traci Schwitzer – Co-Chair of Ad Hoc Fundraising Committee 	Laurie Sallarulo, Chair
4.	CEO Report	3 Renee Jaffe, CEO
5.	Mission Moment – Childrens Week	Renee Jaffe, CEO Howard Bakalar CPO,
6.	Audit Committee 1. B245AUD1 – Accept Draft FY23 Financial Statements Audit Report and Draft 2022 Form 990 2. B245AUD2 – Keefe McCullough Ownership Change	4 5 Renee Podolsky, Committee Chair Martha Parker, Partner Citrin Cooperman Christina Klima, CAO
7.	Consent Agenda 1. Approve February 15, 2024, Meeting minutes. 2. B245CA1 – Approve RFQ for Employee Benefits Broker 3. B245CA2 – Approve RFQ for Risk Management Broker 4. B245CA3 – Approve FY25 RFP for Customer Relations Management SaaS 5. B245CA4 – Approve FY25 RFP for Bookworms Supply & Shipping Services 6. B245CA5 – Approve FY25 for First Aid-CPR Training 7. B245CA6 – Approve FY25 RFP for Executive Coaching 8. B245CA7 – Approve MODEL Classroom Vendor Selection 9. B245CA8 – Approve Re-Procurement for Audit and Tax Preparation Services	8 11 12 13 14 17 18 19 20 Laurie Sallarulo, Chair
8.	Finance Committee 1. B245FIN1 – December 2023 Interim Financial Statements 2. B245FIN2 – Approve Budget Amendment #4	21 30 Cindy Arenberg Seltzer, Committee Chair Christine Klima, CAO

9.	Regular Business 1. B245RB1 – Approve United Way Sponsorship Related Party Agreement 2. B245RB2 – Approve FY24 Related Party Purchase of “Starter” books that Broward Healthy Start Coalition Inc. will receive for further distribution to their clients. 3. B245RB3 – Approve Mid-Year CEO Evaluation Merit Increase 4. B245RB4 – CCDG Reauthorization Changes	36 47 53 58	
10.	Governance Committee Update from Committee Chair		Dawn Liberta, Committee Chair
11.	Program Review Committee Update from Committee Chair		Monica King, Committee Chair
12.	Nominating Committee Update from Committee Chair		Michael Asseff, Committee Chair
13.	Ad Hoc Fundraising Update from Committee Chair		Michael Asseff, Committee Co-Chair
14.	Provider Representative Update Update from Provider Representatives		Krystie Castillo, Representative private Faith-based Childcare Provider Melody McDonald, Representative private Future Kids Academy
15.	FYI Items <ul style="list-style-type: none"> o FYI 1 ELC Contracts o FYI 2 January Cash Disbursements o FYI 3 FY24 Match Report o FYI 4 Board Engagement Opportunities o FYI 5 Board Sponsorship Form o FYI 6 FY 23-24 Committee Membership o FYI 7 FY 23-24 Board Meeting Attendance o FYI 8 FY 23-24 Board Calendar o FYI 9 Glossary of Term 	60 62 63 64 66 67 68 69 70	
16.	Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from our Partners Public Comment		
17.	In-Person Retreat: May 6, 2024, @ 9:00 am Next ELC Board Meeting: June 17, 2024, @ 9:30 am		
18.	Adjourn		

Please Note: The Agenda is subject to revisions and additions at 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 any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”

CEO Report

Board Committee – March 11, 2024

School Readiness Enrollment Update

Since resuming enrollments in October 2023, we have enrolled 2,349 children. Our strategy will be to enroll enough children to offset monthly attrition and manage expenditures to serve as many children as possible without incurring a large year-end deficit. As of March 5, 2024, we have 1,046 children on the waitlist.

VPK Update

As of March 5th, we have approved 15,217 VPK school-year applications (FY 23-24), and we have 13,583 children who have now enrolled in VPK. To put this number in context, by the end of last year (FY 22-23), we approved 15,866 VPK school year applications, and 13,959 students eventually completed their enrollment. On January 9, 2024, the Florida Statewide Estimating Conference updated the projected number of VPK participants to 13,157 for the 23-24 school year (and 394 for Summer VPK), which would account for 61.94% of Broward four-year-olds, which continues to be below the levels observed before the pandemic. This trend is reflective of a statewide pattern.

On January 1, 2024, DEL opened the application process for the program year 2024-2025. As of March 5th, we have approved 6,193 VPK school year applications (FY 24-25). By contrast, during the same period for FY 22-23, we approved 5,600 school-year applications. It is too early to predict if the upward trend will continue throughout the program year.

Legislative Update

We are now in Week 9, the final week of Florida's Legislative Session. The House and Senate have agreed on the early learning budget. Most bills have either passed or died but there are still a few early learning bills/issues pending. Below are some of the early learning highlights from this session:

- While the overall budget for School Readiness will remain flat for FY24/25 separate funding was allocated for the following:
 - \$12M increase to ELC Broward's Base Funding (for child care slots).
 - \$20M to be allocated amongst Coalitions to decrease waitlists statewide.
 - \$40M to be allocated amongst Coalitions to ensure all ELCs have sufficient funds to provide SR services to eligible families.
 - \$46M to increase childcare Provider reimbursement rates - *ELC Broward's rates are high compared to the rest of the state so this will have minimal impact on our provider reimbursement rates.*
 - \$60M for "hold harmless" allocations to specific Coalitions. *Broward is not expecting any funding from this pool.*
- 3% increase in VPK student base allocation (BSA) for the school year and summer programs
- 1% increase in VPK Admin funding for Coalitions (from 4% to 5%)
- Still pending: \$23 million for a new program called SR Plus for children already in SR whose family income increases beyond the current eligibility threshold and allows them to remain in the program until they reach 100% of the SMI but with higher fees – This provides a more gradual off-ramp for SR services to avoid a fiscal cliff.
- Still pending (but not likely to be included): A transition from using Federal Poverty Level (FPL) to State Median Income (SMI) for determining income.
- Still pending: A child care tax credit bill.

We will continue to keep the Board up to date as the budget is officially approved and there is more information about the unallocated pots of funding that will eventually be allocated to specific Coalitions.

Board Committee Update

At the last Ad Hoc Fundraising Committee, we are pleased to announce that Traci Schweitzer was nominated and agreed to be the Co-Chair of the Ad Hoc Fundraising Committee. We would like to thank her for stepping into this position.

ITEM/MEETING	B245AUD1 / Board
DATE:	March 11, 2024
SUBJECT:	Final Audit Report for Fiscal Year 2023 and 2022 Form 990
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	1. Accept Final Financial Audit Report for Fiscal Year 2023 2. Accept 2022 IRS Form 990
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with the Early Learning Coalition’s fiscal policies and the DEL Grant Agreement, an audit of the Coalition’s financial operations is performed annually. For FY 2023, ELC’s external audit firm, Keefe McCullough, began a virtual site visit in October 2023 and completed the Audit Report and Form 990 on February 29, 2024.

Current Status:

Keefe McCullough will present their results at the meeting:

- The Audit Report contains no findings.
- IRS Form 990 was prepared by Keefe McCullough’s tax team. It reflects financial data tested during the FY23 audit process and has been reviewed and reconciled by staff to the financials.

Recommendation:

Audit Committee recommend the Board make the following motions:

1. Accept Audit Report for Fiscal Year 2023
2. Accept Form 990 for 2022

Supporting Documentation:

- Final FY23 Audit Report (separate link # 1)
- Final Form 990 2022 (separate link # 2)

MEETING	B245AUD2 / Board
DATE:	March 11, 2024
SUBJECT:	Keefe McCullough Ownership Change
FOR ACTION:	No
RECOMMENDED ACTION:	None: FYI Only
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C Klima

Background:

In late January 2024, Keefe McCullough Partner Martha Parker informed Coalition staff that Keefe McCullough & Co, LP had been acquired by New York City-Based Firm Citrin Cooperman. “Citrin Cooperman” is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients’ business needs. The two firms operate as separate legal entities in an alternative practice structure. Citrin Cooperman is an independent member of Moore North America, which is itself a regional member of Moore Global Network Limited (MGNL). Keefe McCullough became the firm’s Fort Lauderdale office when the ownership change took effect on February 1, 2024. The press release is attached.

Current Status:

In the meeting about the change, Ms. Parker indicated that the change in ownership will have no significant impact on the FY2023 Audit of Coalition financial statements that is currently in progress and that the final report will still be signed under the previous Keefe McCullough name. But there may be changes in the team and approach for the Coalition’s 403B Retirement Plan Financial Statements audit for plan year 2023.

Ms. Parker will provide additional information and updates to the Committee at the meeting.

Recommended action:

None. FYI only

Supporting Documents

- Citrin Cooperman Press Release February 6, 2024

Citrin Cooperman Increases Florida Presence with Acquisition of Keefe McCullough

By [Laura Kucera](#) •

(New York City, NY) February 6, 2024 – Citrin Cooperman, a leading professional services firm headquartered in New York City with offices across the United States, has announced the successful acquisition of Keefe McCullough & Co., LP (KMC), a full-service tax, attest, and business advisory firm based in Fort Lauderdale, Florida effective February 1, 2024. KMC will join Citrin Cooperman with 11 partners, more than 75 total employees, and over \$15M in revenue. KMC’s Fort Lauderdale location will join Citrin Cooperman’s established offices in the Miami Metro area.

“We are thrilled to welcome the KMC partners and staff to Citrin Cooperman. In concert with our Miami office, we look forward to continuing to build our Florida operations where we now have over 150 dedicated professionals serving a wide diversity of corporate and individual clients. What attracted us to KMC was their commitment to their staff, clients, and to each other, all qualities that we at Citrin Cooperman hold dear,” shared Citrin Cooperman Executive Chairman [Joel Cooperman](#) and CEO [Alan Badey](#) in a joint statement.

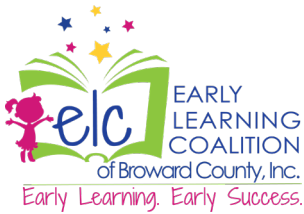
Similar sentiments were shared by KMC Managing Partner [Louis Proietto](#), “We joined Citrin Cooperman exactly 53 years to the day KMC was formed on February 1, 1971. It feels like a momentous step in expanding the resources and solutions we can offer to our clients and an incredibly exciting opportunity for our leadership and employees. The synergies between our industry expertise and our shared client-centered approach make this an exciting next chapter for our team.”

Allan D. Koltin, CEO of Koltin Consulting Group, who advised both firms on the acquisition, commented that, “Citrin Cooperman continues their rapid expansion throughout South Florida with another best-in-class firm. KMC was sought after by numerous companies and chose Citrin Cooperman primarily for the great growth opportunities the firm will provide for their people and the additional resources and depth of knowledge and experience that they can now offer to their clients. Now that Citrin Cooperman has firmly established itself in South Florida, I wouldn’t be surprised to see them expand into some of the northern Florida markets like Orlando and Tampa next.”

About Keefe McCullough: Keefe McCullough (KMC) is based on equal parts of the client relationships created since founders John Keefe and John McCullough first hung their shingle back in 1971; the continuous investments in people and process that result in outstanding work; and the culture of collaboration and teamwork that creates a family atmosphere that is less taxing and more rewarding for the teams entrusted to nurture each client relationship. KMC has since provided comprehensive accounting, advisory, consulting, and planning services to governmental, educational, not-for-profit, and general accounting clients throughout South Florida.

About Citrin Cooperman: Citrin Cooperman is one of the nation's largest professional services firms. With offices across the country, Citrin Cooperman clients span an array of industry and business sectors and leverage a comprehensive menu of business and personal service offerings. Citrin Cooperman & Company, LLP, a licensed independent CPA firm that provides attest services and Citrin Cooperman Advisors LLC, which provides business advisory and non-attest services, operate as an alternative practice structure in accordance with the AICPA's Code of Professional Conduct and applicable law, regulations, and professional standards. The entities include more than 450 partners and 2,800 total professionals. Learn more about Citrin Cooperman at

www.citrincooperman.com.



Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
February 12, 2024, at 9:30 AM
Hybrid Meeting

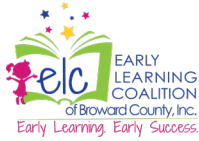
Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell (Virtual); Monica King; Cindy Arenberg-Seltzer; Sharonda Bailey; Richard Campillo; Krystie Castillo (Virtual); Kirk Englehardt; Daniel Foganholi (Virtual); Maria Hernandez (Virtual); Carol Hylton; Melody McDonald (Virtual); Renee Podolsky (Virtual); Dr. Amoy Reid; Traci Schweitzer; Zachary Talbot; Julie Winburn (Virtual)
Members Absent	Michael Asseff; Ellie Schrot
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Ayme Hamoui, Director of Education Program Assessment; Amy Ungor, Director of Provider Relations; Irene Ramos; Office Manager (Virtual); Kasey LaFrance, Contracts Administration Manager (Virtual); Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sarane Epps, Contract Specialist (Virtual); Samantha Dempsey, Accountant; Joseph Fike, IT (Virtual)
Others in Attendance	Julie Klahr, General Counsel; Beverly Batson

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:36 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed newly appointed Board Member Daniel Foganholi and Board members who have joined committees: <ul style="list-style-type: none"> • Dawn Liberta- Audit, Finance, Program Review, and Ad Hoc Fundraising Committees • Traci Schwitzer- Audit and Ad Hoc Fundraising Committees • Krystie Castillo- Program Review and Ad Hoc Fundraising Committees
Mission Moment	A video was shown highlighting the Broward Days/State of Childcare. Chair Laurie Sallarulo requested to have an invite sent to the board for next year as soon as we know the dates.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, including the 2024 Legislative Session. The CEO discussed the bill advocating for reduced use of electronic devices in all classrooms. The House Budget Proposal and the Senate Budget Proposal for FY24/25. CEO asked the Board to look out for an email from Carol Wick regarding the Board survey and Board retreat survey. Finally, CEO informed Board that ELC are a finalist for the 211 nonprofit award. There was a discussion regarding electronic devices in the classrooms.

<p>Consent Agenda</p> <p>1. Approve December 11, 2023, Meeting minutes. 2. B244CA1 – Additional Award for Learning Technology Services Procurement</p>	<p>A Motion was made by Dawn Liberta and Seconded by Cindy Arenberg-Seltzer to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.</p>
<p>Finance Committee</p> <p>1. B244FIN1 – December 2023 Interim Financial Statements</p>	<p><u>Approve December 2023 Interim Financial Statements</u></p> <p>The CAO presented the December Interim Financial Statements.</p> <p>The Finance Committee brought forth a Motion to Approve December 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p>	<p>None</p>
<p>Governance Committee <i>Update from Committee Chair</i></p>	<p>No meeting scheduled at this time</p>
<p>Audit Committee <i>Update from Committee Chair</i></p>	<p>A meeting being scheduled for March</p>
<p>Program Review Committee <i>Update from Committee Chair</i></p>	<p>Committee Chair Monica King highlighted that in our last meeting, discussions were focused on the new initiative of peer support specialists ensuring families with special needs concerns are supported. We have observed an 82% increase in families with children aged 0-3 being linked to Early Steps. There has been considerable success with peer support specialists, and significant growth among the 3-5-year-old group. We continue to see great success with peer support.</p>
<p>Nominating Committee <i>Update from Committee Chair</i></p>	<p>Nothing to report</p>
<p>Ad Hoc Fundraising <i>Update from Committee Chair</i></p>	<p>Meeting following the Board meeting.</p> <p>CEO provided a brief update from the last meeting. Committee members decided they needed to get themselves involved and provide good contacts. Kirk Englehart connected CEO with Ellen Jaffee, a host from a radio station who works with four more radio stations. The CEO will be on her radio station giving information about our services. More to come.</p>
<p>Provider Representatives <i>Update from Provider Representatives</i></p>	<p>Melody McDonald shared that a couple of providers asked if the coalition could send out a communication sharing the dates of licensing and some updates with the new ordinance and meetings, as they do not get all the information from licensing. Krystie Castillo shared that she is working with providers to get all their contact information up to date so they may get any notification that is sent.</p> <p>Krystie Castillo shared that she's been working with some providers to ensure their profiles are updated with the ELC. There were some questions regarding the curriculum grant, but the deadline is past now. Overall, teachers are extremely happy with the stipends and with the number of families being approved.</p>

Unfinished Business	None
Matters from the Chair	<p>Chair Laurie Sallarulo would like to get calendar invites to all events. This way, all board members can see it in the calendar, whether they attend it or not; she prefers a calendar invite for everything. She also wants invites to PLAN meetings and committee meetings.</p> <p>Chair expressed that having Board meetings in person is the best way to communicate and get closer to the Board. Committee meetings are held virtually, but board meetings should be conducted in person, and all board members are encouraged to attend.</p>
Matters from the Board	<p>Julie Windburn replied to Melody McDonald’s provider representative’s request. The flyer gets posted on Facebook, on their website, and emailed, but they would like to send it to someone at the ELC so they can contact all providers via constant contact.</p> <p>Allison Metsch said to email it to her and Ancel so they can distribute.</p>
Matters from the CEO	The CEO shared that on June 11, we have a “Day-in-K” event with the Museum of Science for VPK children going into VPK next year.
Matters from Committees	None
Matters from our Partners	None
Public Comments	There was no discussion.
Next Meeting	<u>March 11, 2024, at 9:30 AM</u>
Adjourn	The meeting adjourned at 10:19 A.M.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.



ITEM/MEETING:	B245CA1 / Board
DATE:	March 11, 2024
SUBJECT:	Employee Benefits Brokerage Services Request for Qualifications
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Qualifications (RFQ) to provide employee benefits brokerage services.
FINANCIAL IMPACT:	Approximately \$250,000-\$300,000 per plan year, depending on total premium costs and commission arrangement.
ELC STAFF LEAD	C. Klima

Background:

In 2019 the Coalition selected an employee benefits broker through a competitive procurement process and entered into a Business Associates Agreement for services for a period not to exceed five years. 2024 is the fifth and final year of the Agreement and services must be re-procured with sufficient time to select benefit plans and conduct open enrollment before the next plan year begins on August 1, 2024.

The Coalition offers health, dental, vision, group term life, short-term disability, accidental death & dismemberment coverage to all full-time permanent employees as well as access to employee-funded supplemental health plans and Flexible Spending Accounts.

Brokerage services include assisting the Coalition with securing a variety of cost-effective plan options for employees to choose from, conducting open enrollment and advising employees on plans that meet their need, intermediary and advocacy services on behalf of the Coalition and plan participants with carriers to resolve problems and ensure smooth service delivery and other value-added services that the successful vendor may offer.

Current Status:

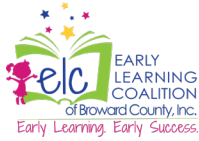
Staff plan to issue a Request for Qualifications (RFQ) procurement solicitation on or about March 12, 2024 and convene a committee to recommend a vendor selection in time for the April/May 2024 Board Meeting Cycle. Contract negotiation would follow for a representation letter and a Business Associates Agreement targeting a late May start date.

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Qualifications (RFQ) to provide employee benefits brokerage services.

Supporting Documents

- None



ITEM/MEETING:	B245CA2 / Board
DATE:	March 11, 2024
SUBJECT:	Risk Management Insurance Brokerage Services Request for Qualifications
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Qualifications (RFQ) to provide risk management insurance brokerage services.
FINANCIAL IMPACT:	TBD, depending on total premium costs and commission arrangement.
ELC STAFF LEAD	C. Klima

Background:

In 2019 the Coalition selected a risk management insurance benefits broker through a competitive procurement process and signed a representation letter for services for a period not to exceed five years. 2024 is the fifth and final year of the representation period and services must be re-procured with sufficient time to select benefit plans before the next policy coverage period begins on July 1, 2024.

The Coalition purchases the following policies:

- Workers Compensation
- ERISA Fidelity Bond
- Commercial Liability and Property
- Hired Automobile Coverage
- Professional Liability & Sexual Molestation Liability
- Director’s & Officer’s Coverage
- Cyber Coverage

Brokerage services include assisting the Coalition with securing a variety of cost-effective coverage options for the Coalition to choose from, advising staff and Board members on policy selections, intermediary and advocacy services on behalf of the Coalition with carriers to resolve problems and ensure smooth service delivery and other value-added services that the successful vendor may offer.

Current Status:

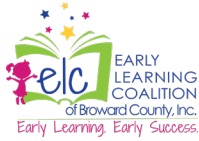
Staff plan to issue a Request for Qualifications (RFQ) procurement solicitation on or about March 12, 2024, and convene a committee to recommend a vendor selection in time for the April/May 2024 Board Meeting Cycle. Contract negotiation would follow for a representation letter and a Business Associates Agreement targeting a late May start date.

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Qualifications (RFQ) to provide employee benefits brokerage services.

Supporting Documents

- None



ITEM/MEETING:	B245CA3 / Board
DATE:	March 11, 2024
SUBJECT:	FY25 Customer Relationship Management Software as a Service Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for Customer Relationship Management Software as a Service
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Currently Estimated between \$75,000-\$100,000
ELC STAFF LEAD	C. Klima

Background:

On June 30, 2024, the Coalition will have no additional renewal options for the Coalition’s current vendor agreement for Customer Relationship Management (CRM) Software as a Service (SaaS) and a new public procurement for services must be completed to finalize a new agreement cycle starting July 1, 2024.

The Coalition currently uses CRM SaaS to create customized, paperless workflows, public-facing forms for providers, partner agencies and the public and specialized data tracking modules. The Coalition will seek a vendor that allows the Coalition to continue to efficiently expand Coalition impact through many of the following operational capabilities:

- Automate and manage sign-up for provider grants, family book packs and provider match participation.
- Create seamless links for child care referrals from Career Source and CSC-funded family support agencies.
- Track waitlist enrollment mailings, family services task assignments, customer inquiries, VPK assessment kits and ELC administrative contracts, purchasing and equipment inventories among many other things.
- Offer a user-friendly module for quickly and efficiently processing thousands of stimulus-funded educator stipend applications featuring near real-time tracking of payment status.
- Offer registration services for professional development training.
- Break new ground by providing data and workflow analytics for Coalition business activities.

Current Status:

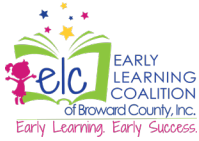
Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about April 1, 2024, and convene a committee to recommend a vendor selection in time for the June 2024 Board Meeting Cycle. Contract negotiation would follow for a target start date of July 1, 2024.

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Proposals (RFP) for Customer Relationship Management Software as a Service for FY25.

Supporting Documents

- None



ITEM/MEETING:	B245CA4 / Board
DATE:	March 11, 2024
SUBJECT:	Broward Bookworms Supply and Shipping Services Request for Proposals
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) to supply books and shipping services for the Broward Bookworm Program in FY25
FINANCIAL IMPACT:	Not to Exceed \$500.000 FY25 Budget
ELC STAFF LEAD	C. Klima

Background:

In order to continue Broward’s popular Bookworms Program into FY25 without interruption, the Coalition must procure and negotiate a contract with a vendor to supply children’s book packs and drop-shipping services directly to Broward families before FY24 ends on June 30. These services were last procured in May 2021 and the current vendor contract which expires on June 30, 2024, has no renewal options available.

The Broward Bookworms Program was launched during the Pandemic to promote literacy and reading at home for families with children ages birth to five years. Age-appropriate books and accompanying activities are drop-shipped by the publisher to any Broward resident family that signs up through the Coalition Website. Parents also have the option to keep in touch with the Coalition when they register by agreeing to receive outreach material and updates by email.

Staff also collaborate with community partners such as Broward Reads and the Healthy Start Coalition to enhance the program and add “Baby Bookworms” services to families with newborns. Since September 2023, more than **8,800** book packs have been shipped to Broward families.

Current Status:

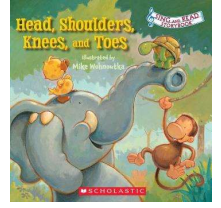
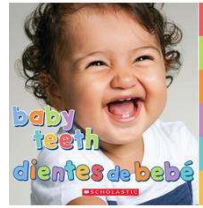
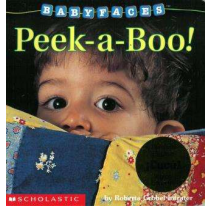
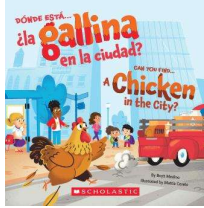
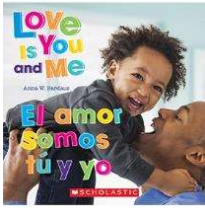
Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about March 12, 2024, and convene a committee to recommend a vendor selection in time for the June 2024 Board Meeting Cycle. Contract negotiation would follow with a July 1, 2024, target start date.

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Proposals (RFP) to supply books and shipping services for the Broward Bookworm Program in FY25

Supporting Documents

- Broward Bookworms Program Website Information



ELC EARLY LEARNING COALITION of Broward County, Inc.
Early Learning. Early Success.

BrowardBookworms!

FREE BOOKS
for Broward County children up to 5 years old!

SIGN UP TODAY AT
BrowardBookworms.org

Books Available in English & Spanish

Powered By: DIVISION OF **Early Learning**
LEARN EARLY. LEARN FOR LIFE.



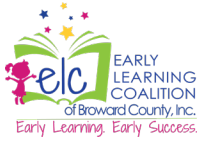
Family Reading Fun!

Broward Bookworms provides **FREE BOOKS** to Broward County families with children between **0 to 5 years of age**.

Families can sign up to receive new books in **English** or **Spanish**, which also includes an activity guide.

*Must be a **Broward County Resident with a child 5 years old or younger**.* Limit two (2) bookworm book bundles per household.

Connect with us on social media using **#BrowardBookworms!**



ITEM/MEETING:	B245CA5 / Board
DATE:	March 11, 2024
SUBJECT:	First Aid and CPR Training Services Request for Proposals
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) to provide first aid and CPR training services for Broward early care educators in FY25
FINANCIAL IMPACT:	Not to Exceed \$40,000 FY25 Budget
ELC STAFF LEAD	C. Klima

Background:

According to the Florida Department of Children and Families Child Care Facility Handbook, child care personnel must meet training requirements and under the training requirements, it is noted on Section 4.2.4 that first aid and CPR should have current and valid certificates of course completion for first aid training and a valid certificate of course completion for pediatric cardiopulmonary resuscitation (CPR). Since 2021, the Coalition has offered low-cost access to first aid and CPR training services to Broward’s early care educators to promote health and safety at child care facilities and assist individual child care workers with State and Local compliance requirements.

Under the program, educators sign up for scheduled vendor classes through the Coalition Website for a nominal (\$10) fee and the Coalitions pays the entire cost of the course to the vendor. Staff anticipates that the cost for these services in FY25 will likely exceed the State of Florida’s threshold (\$35,000), which triggers a requirement to publicly procure the services.

Current Status:

Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about March 12, 2024, and convene a committee to recommend a vendor selection in time for the June 2024 Board Meeting Cycle. Contract negotiation would follow with a target start date of July 1, 2024.

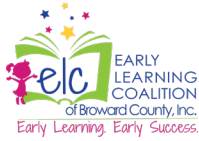
Qualifying vendors will be nationally accredited, licensed, and insured. Instructors will provide First Aid Training using the First Aid Guidelines developed jointly by the American Heart Association (AHA), the American Red Cross (ARC), and/or the American Safety & Health Institute (ASHI).

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Proposals (RFP) to provide first aid and CPR training services for Broward’s early care educators in FY25.

Supporting Documents

None



ITEM/MEETING:	B245CA6 / Board
DATE:	March 11, 2024
SUBJECT:	FY25 Executive Coaching Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for Executive Coaching Services
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Currently Estimated between \$40,000-\$45,000
ELC STAFF LEAD	C. Klima

Background:

Since 2019, the Coalition has contracted with executive coaches for leadership development activities for the CEO and members of the executive team to enhance the skills and effectiveness of Coalition leaders. Over time, the quotations received for these services has started to approach the \$35,000 State of Florida threshold that triggers a requirement for the Coalition to conduct a public competitive procurement for services going forward and staff have determined that a formal request for proposals should be issued in March in order to have contracted services in place for July 1, 2024, pending Board approval of the preliminary budget in June.

The proposed scope of services for July 1, 2024 to June 30, 2025 would include:

- Individual Coaching services for the CEO, members of the Executive team, and Senior Directors (10 staff).
- Group Coaching services for Executive and Senior Leadership.
- Option to include Individual Coaching services for Directors as needed and identified by the Executive Team.

Current Status:

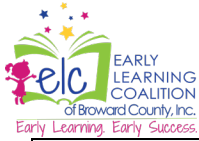
Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about March 12, 2024, and convene a committee to recommend a vendor selection in time for the June 2024 Board Meeting Cycle. Contract negotiation would follow for a target start date of July 1, 2024.

Recommended action:

Executive Committee recommend the Board Authorize staff to release a Request for Proposals (RFP) for Executive Coaching Services.

Supporting Documents

- None



MEETING	B245CA7 / Board
DATE:	March 11, 2024
SUBJECT:	Agreement for Model Classroom Design & Installation Services
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to negotiate and facilitate execution of an Agreement with Lakeshore Learning Materials, LLC to provide design and installation services for model classroom features at Coalition offices under the ARPA Discretionary Funding Plan.
FINANCIAL IMPACT:	Not to Exceed \$50,000 FY24 Budget
ELC STAFF LEAD	C. Klima

Background:

In September 2023 DEL approved the Coalition’s expenditure plan for FY2024 ARPA Discretionary Funding including a proposal to procure design and installation services for model classroom features at ELC offices.

Under our Grant Agreement with the Florida Department of Education Division of Early Learning (DEL), the Coalition is required to provide professional development services to educators that help to improve the quality of child care services and outreach to parents that help them enhance their role as their child’s first teacher. In furtherance of this goal, the Coalition wishes to create a dedicated model classroom space and add interactive learning features to the lobby at the coalition main office location. The Coalition envisions that classroom and lobby features will be STEM (Science, Technology, Engineering and Math) or STEAM (including the Arts) learning activities for toddlers and pre-school aged children. The activities will be designed to tap into a young child’s natural curiosity, make learning fun, and encourage critical thinking. The features should also provide opportunities for parents and educators to observe, learn from and discuss the benefits of children exploring, playing, learning, and having fun in a safe space.

Using up to \$50,000 in ARPA Discretionary funding, the Coalition released a Request for Proposals (RFP) solicitation on January 17, 2024 seeking vendors for the project.

Current Status:

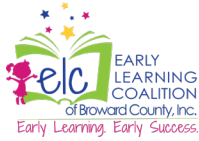
On February 21, 2024 an evaluation committee comprised of Coalition staff convened and recommended that the Coalition select Lakeshore Learning Materials, LLC to provide the services after reviewing proposals and product presentations from two responsive vendors. Lakeshore Learning Materials has more than 10 years of experience providing furniture and materials specifically tailored to the unique needs of young learners. Their mission is to provide the tools necessary to facilitate early learning with ease and effectiveness.

Recommended action:

Executive Committee recommend the Board Authorize staff to negotiate and facilitate execution of an Agreement with Lakeshore Learning Materials, LLC to provide design and installation services for model classroom features at Coalition offices under the ARPA Discretionary Funding Plan

Supporting Documents:

None



ITEM/MEETING:	B243CA8 / Board
DATE:	March 11, 2024
SUBJECT:	Audit and Tax Preparation Services RFP for FY 2025 to FY 2030
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for Audit and Tax Preparation Services for FY2025 to FY2030
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Currently Estimated between \$45,000 and \$60,000 for each year.
ELC STAFF LEAD	C. Klima

Background:

On June 30, 2024, the Coalition will have no additional renewal options for the Coalition’s current vendor agreement for Audit and Tax Preparation Services and a new public procurement for services must be completed to finalize a new agreement cycle starting no later than September 30, 2024.

Annual audits of the Coalition’s Financial Statements and Retirement Plan Statements, as well as annual informational form filings with the IRS and Department of Labor are required by Federal Law and our agreements with funders. The Coalition will seek a vendor that is qualified and able to perform these and other services for a 5-year Agreement cycle.

Qualifications include, but are not limited to:

- Florida Licensed CPA Firm offering both audit and tax preparation services
- Experience in Not for Profit and Government Audits
- Experience with Federal Assistance Programs and Single Audit Requirements
- Experience with State of Florida Funded Financial Assistance Program Audit Requirements

Current Status:

Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about June 1, 2024, and convene the audit committee to recommend a vendor selection in time for the September 2024 Board Meeting Cycle. Contract negotiation would follow for a target start date of October 1, 2024.

Recommended action:

Audit Committee recommend the Board Authorize staff to release a Request for Proposals (RFP) for Audit and Tax Preparation Services for FY2025 to FY2030

Supporting Documents

- None

ITEM#/MEETING	B245FIN1 / Board
MEETING DATE:	March 11, 2024
SUBJECT:	January 2024 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve January 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

Background Information:

The Interim Financial Statements for the seven-month period ending January 31, 2024 are attached for review. Financial Highlights for the period are as follows:

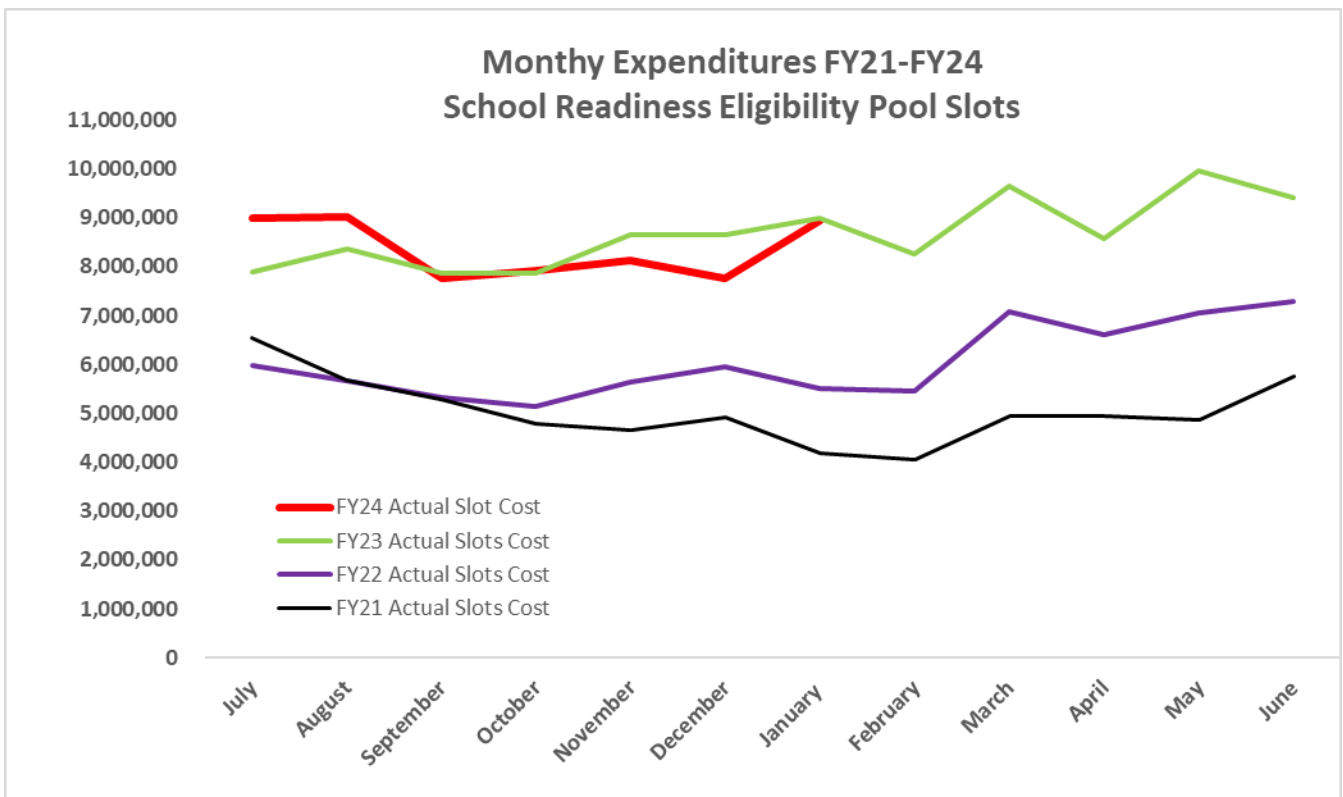
1. Overall

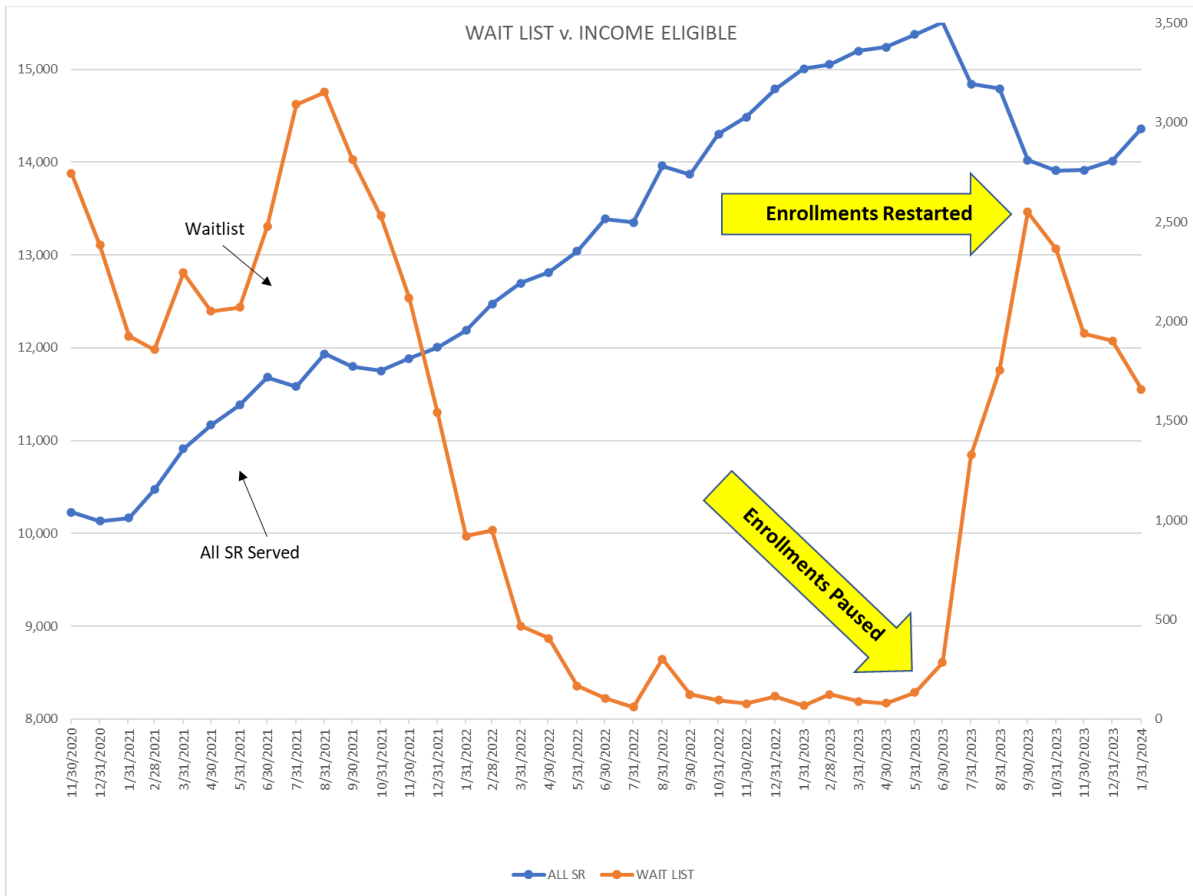
The pace of DEL School Readiness expenditures at the end of January were on target for full utilization of the total School Readiness allocation for the fiscal year 2024. VPK expenditures are shaping up with a normal expenditure pattern at mid-year. Expenditures for the final year of ARPA stimulus funding were progressing in alignment with Coalition’s program plan that was approved by DEL in late September.

2. School Readiness Direct Service:

As of January 31, 2024 cumulative School Readiness Direct Service expenditures for FY2024 began to increase as expected after open enrollment was re-started in October. We remain on target at 58% and we anticipate full contract utilization by year end. We project that the pace of spending will gradually increase during the next two quarters as the rate of new enrollments added gains momentum and gradually overtakes natural monthly attrition.

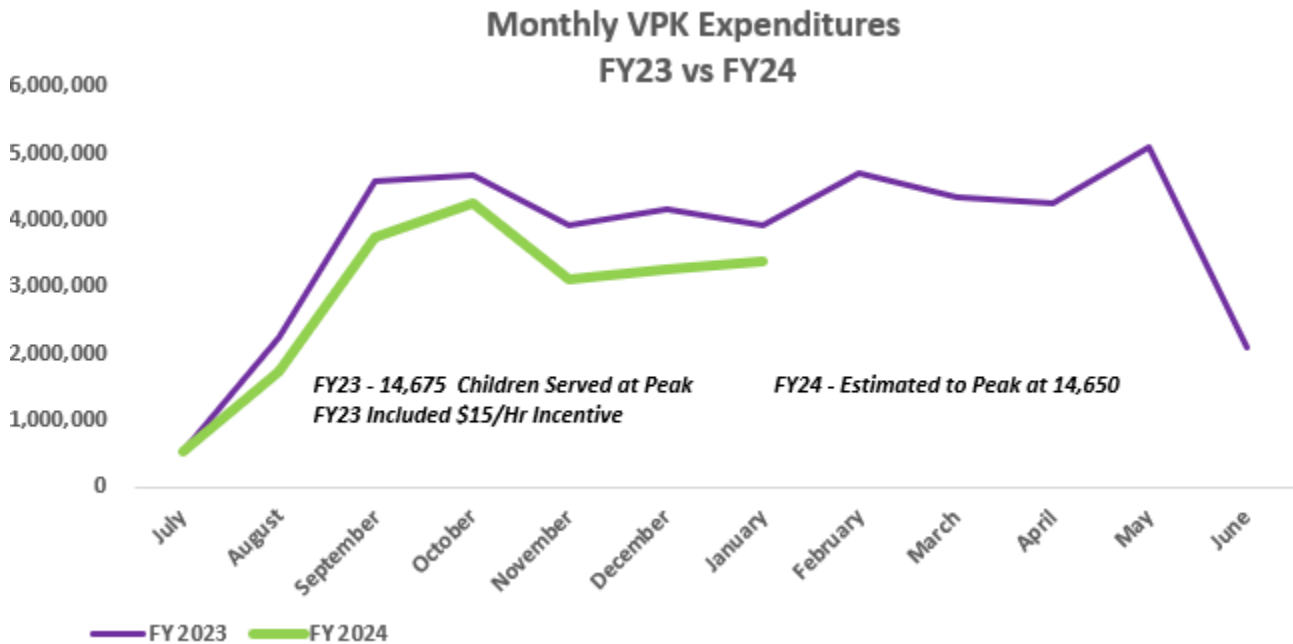
Even with a strong pace of open enrollment since October to maintain an average 14,000 children per month served in FY24, the waitlist is likely to persist at or near current levels because demand for services continues to exceed the number of children we are funded to serve by approximately 2,000 children per month. Advocacy efforts for the legislative season are in full swing to persuade the State to increase our annual base funding allocation so we can continue open enrollment beyond June 30 with confidence and fully meet the needs of Broward children going forward.





3. VPK Direct Service

VPK expenditures are at 52% but are expected to continue following a normal annual spending plan. Sign-ups for school year services in FY24 are comparable to the prior year. Monthly expenditure amounts are lower than the prior year because one time funding for a \$15/hr pay incentive for providers ended with summer services in August. Funding for VPK services is allocated by DEL to match the actual need for services each year.



4. ARPA Stimulus Funding

\$10 million in year-to-date expenditures for the final year of ARPA stimulus funding (some of which was carryforward from the prior year) includes:

- \$7,100,000 for the final round of stabilization grants paid to providers.
- 1,700,000 in curriculum reimbursements paid to providers.
- 915,000 for continuation of Broward’s Above and Beyond program supports to providers.
- 215,000 for Broward’s Bookworms Program.
- 70,000 in rate differentials paid to providers for School Readiness children that are homeless.

Additional expenditures earmarked for the approximately \$18 million for professional development trainings, educator stipends, learning technology, events and other initiatives began rolling out in January as vendor procurements/contracts are finalized. Those expenditures will accelerate significantly in the coming months. All ARPA stimulus dollars must be expended before they expire on June 30, 2024 in accordance with the Coalition’s DEL-approved action plan.

Recommended Action:

Finance Committee recommend the Board Approve January 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

- January 2024 Interim Financial Statements
- January 2024 Slots Utilization Report



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Seven Months Ended January 31, 2024

**Submitted to the Board
March 11, 2024**

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of January 31, 2024

	1/31/2024	1/31/2023
Assets:		
Cash	\$ 10,499,119	\$ 34,203,105
Grants Receivable	29,742,697	15,554,473
Accounts Receivable	1,469,399	1,568,052
Due From Providers	75,580	137,344
Prepaid Expense	399,448	347,461
Fixed Assets	19,479	11,484
Total Assets	\$ 42,205,723	\$ 51,821,920
 Liabilities:		
Accounts Payable	172,123	541,006
Salary & Benefits Payable	(12,045)	24,468
Compensated Absences	487,982	393,550
Rent Abatement	232,275	221,094
Due to Providers	12,984,937	13,488,111
Due to Other Agencies	665,295	1,167,528
Deferred Revenue	27,096,944	35,588,097
Total Liabilities	\$ 41,627,510	\$ 51,423,855
 Net Assets		
Unrestricted	578,213	398,065
Total Net Assets	578,213	398,065
 Total Liabilities and Net Assets	 \$ 42,205,723	 \$ 51,821,920

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For The Seven Months Ended January 31, 2024

	Jan 2024 Actual	FY 2024 YTD Actual	FY 2023 YTD Actual
Revenue			
Recurring			
DEL School Readiness	\$ 8,207,933	\$ 51,848,767	\$ 50,468,535
DEL School Readiness Match	359,311	3,758,089	3,140,223
DEL SR Rate Differentials	1,261,407	8,195,767	7,481,846
DEL - School Readiness Program Assessments	21,083	164,973	144,216
DEL - Voluntary Pre-K	3,492,031	20,597,788	20,695,024
CSC -School Readiness	292,296	1,397,459	3,593,081
CSC - Vulnerable Populations	348,648	2,256,299	1,593,132
Broward County - School Readiness	199,527	3,276,109	1,625,025
Univ of Florida Lastinger Center	-	5,335	60,000
United Way & Cities - School Readiness	18,847	386,386	260,324
Miscellaneous Income	12,003	233,301	52,511
Subtotal Recurring Revenue	\$ 14,213,087	\$ 92,120,273	\$ 89,113,916
Non-Recurring Pandemic Relief			
DEL Preschool Development Grant	-	-	342,522
DEL - CARES/CRRSA Pandemic Relief	-		1,767,212
DEL - ARPA Stabilization & Workforce	754,932	10,006,008	63,376,370
DEL - ARPA VPK \$15/hr Wage Incentive	-	109,826	3,261,095
Subtotal Non-Recurring Pandemic Relief	\$ 754,932	\$ 10,115,834	\$ 68,747,199
Total All Revenue	\$ 14,968,019	\$ 102,236,107	\$ 157,861,115
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 8,979,853	\$ 58,864,296	\$ 58,309,521
DEL - Voluntary Pre-K	3,381,642	20,098,639	23,121,722
CSC - Vulnerable Populations	325,647	2,049,479	1,570,833
Stipends and Grants to Providers	672,526	9,276,432	64,337,151
Subtotal Direct Services	\$ 13,359,668	\$ 90,288,846	\$ 147,339,226
Program Support			
Eligibility, Customer Services & Providers	\$ 739,755	\$ 5,550,253	\$ 4,864,494
Quality & Education	490,378	3,437,302	2,921,584
Subtotal Program Support	\$ 1,230,133	\$ 8,987,555	\$ 7,786,078
Total Program (Direct + Support)	\$ 14,589,801	\$ 99,276,401	\$ 155,125,305
Administration	392,347	2,768,271	2,686,272
Total Expenses	\$ 14,982,148	102,044,672	\$ 157,811,577
Change in net assets	\$ (14,129)	\$ 191,435	\$ 49,538
Net assets, beginning of year		386,778	337,240
Net assets, end of the period		\$ 578,213	\$ 386,778

Early Learning Coalition of Broward County, Inc.
Budget to Actual
For The Period Ending January 31, 2024

Revenue:	FY24 Amendment 3	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 91,023,390	\$ 51,848,767	\$ 39,174,623	57%	
DEL School Readiness Match	5,556,282	3,758,089	1,798,193	68%	Expense timing varies w/ match avail
DEL SR Rate Differentials	14,202,945	8,195,767	6,007,178	58%	
DEL - School Readiness Program Assessment	342,440	164,973	177,467	48%	
DEL - Voluntary Pre-K	39,982,829	20,597,788	19,385,041	52%	Utilization following normal pattern
CSC - School Readiness	2,928,391	1,397,459	1,530,932	48%	FY24 Contract ends Sep, will use 100%
CSC - Vulnerable Populations	3,441,136	2,256,299	1,184,837	66%	Additional funds may be requested
Broward County - School Readiness	4,246,139	3,276,109	970,030	77%	\$900K award spiked exp in 1st Qtr
Univ of Florida Lastinger Center	85,000	5,335	79,665	6%	Program ended in August
United Way & Cities - School Readiness	400,000	386,386	13,614	97%	Intermittent Revenue
Miscellaneous Income	210,000	233,301	(23,301)	111%	\$160K Henderson Grant awarded July
Subtotal Recurring Revenue	\$ 162,418,552	\$ 92,120,273	\$ 70,298,279	57%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant					
DEL - CARES/CRRSA Pandemic Relief	120,000	415	119,585	0%	
DEL - ARPA Stabilization & Workforce	29,052,239	10,005,593	19,046,646	34%	Utilization will accelerate thru June 30
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	109,826	195,174	36%	Incentive Program ended by DEL in Aug
Subtotal Non-Recurring Pandemic Relief	\$ 29,477,239	\$ 10,115,834	\$ 19,361,405	34%	
Total All Revenue	\$ 191,895,791	\$ 102,236,107	\$ 89,659,684	53%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 102,043,188	\$ 58,927,892	\$ 43,115,296	58%	
DEL - Voluntary Pre-K	38,750,027	20,035,044	18,714,984	52%	Utilization following normal pattern
CSC - Vulnerable Populations	3,097,022	2,049,479	1,047,543	66%	Additional funds may be requested
Stipends and Grants to Providers	25,346,408	9,276,432	16,069,976	37%	Utilization will accelerate thru June 30
Total Child Care Slots and Incentives	\$ 169,236,645	\$ 90,288,846	\$ 78,947,799	53%	
Sub Recipient Expense					
Children's Forum	248,205	\$ 141,939	106,266	57%	
211 Broward	462,000	251,991	210,009	55%	
Total Sub Recipient Expense	\$ 710,205	\$ 393,930	\$ 316,275	55%	
ELC Operating Expense					
Salaries & Benefits	\$ 16,737,377	\$ 10,138,668	\$ 6,598,708	61%	
Attorneys	134,000	23,510	110,490	18%	Intermittent Expenditures
Auditors	43,100	29,750	13,350	69%	Intermittent Expenditures
Consultants & Temps	764,150	65,205	698,945	9%	Intermittent Expenditures
Staff & Board Travel & Training	75,000	46,818	28,182	62%	Intermittent Expenditures
Insurance	69,000	38,562	30,438	56%	
Office Rent, Utilities & Maintenance	485,184	284,397	200,787	59%	
Office Machine & Storage Leases	4,806	2,003	2,804	42%	Low printer usage
Software Licenses	195,144	145,139	50,005	74%	Annual renewals paid in full in July
Internet, Email, Phones	162,674	83,247	79,427	51%	
Cell Phones	93,900	56,863	37,037	61%	Rates increased due to federal fees
Sponsorships & Memberships	126,710	53,070	73,640	42%	Intermittent Expenditures
Books for Kids	550,000	217,933	332,067	40%	Intermittent Expenditures
Instructional Materials	612,215	18,580	593,635	3%	Intermittent Expenditures
Other Operating Costs	259,045	138,279	120,766	53%	Intermittent Expenditures
Computer Equipment & Software	150,000	17,039	132,961	11%	Intermittent Expenditures
Furniture & Fixtures	62,968	2,832	60,136	4%	Intermittent Expenditures
Unallocated (Budget Only)	1,423,668	-	1,423,668	0%	
Total ELC Operating Expense	\$ 21,948,941	\$ 11,361,895	\$ 10,587,046	52%	
Total Operating & Sub-Recipient Expense	\$ 22,659,146	\$ 11,755,826	\$ 10,903,320	52%	
Total Expense	\$ 191,895,791	\$ 102,044,672	\$ 89,851,119	53%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

New Enrollments from Waitlist:

FY 24	Attrition:	425	Avg/Month
	Enroll:	544	Avg/Month
	Wait List:	1,616	Avg/Month
FY 25	Attrition:	425	Avg/Month
	Enroll:	435	Avg/Month
	Wait List:	2,758	Avg/Month

Funding Changes:

Adtl SR Alloc:	\$ 15,000,000
Adtl Broward Alloc:	\$ 900,000 (Jul-Sep23)

Assumptions:

Daily Average Cost forecast reflects current actual trends.

Fiscal Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness Base	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-22	21	13,240	-97	\$28.91	5,807,780	962,619	810,496	443,833	13,339	8,038,067	
A	Aug-22	23	13,891	+651	26.17	6,190,104	1,071,210	642,374	444,483	13,550	8,361,722	
A	Sep-22	22	13,817	-74	25.96	5,780,805	1,033,327	620,873	444,483	10,622	7,890,111	
A	Oct-22	21	14,260	+443	26.11	6,377,165	959,400	413,244		69,348	7,819,157	
A	Nov-22	22	14,453	+193	27.57	7,208,998	1,071,764	413,717		70,958	8,765,437	
A	Dec-22	22	14,676	+223	26.71	7,290,353	1,153,020	111,667		68,928	8,623,968	
A	Jan-23	22	14,967	+291	27.38	7,505,371	1,127,466	258,938	111,667	13,503	9,016,945	
A	Feb-23	20	15,000	+33	27.56	6,747,561	1,154,819	231,935	111,667	22,427	8,268,408	
A	Mar-23	23	15,099	+99	27.79	7,964,345	1,320,502	231,935	111,667	20,958	9,649,406	
A	Apr-23	20	15,176	+77	28.29	7,041,792	1,183,347	231,935	111,667	16,458	8,585,199	
A	May-23	23	15,290	+114	28.38	8,239,345	1,376,076	231,935	111,667	20,532	9,979,554	
A	Jun-23	22	15,448	+158	28.18	7,048,313	1,153,373	1,250,000	111,666	13,458	9,576,811	
Ave Enrollments (FY23 Baseline)			14,610		\$27.42	Proj Total	\$ 83,201,932	\$ 13,566,922	\$ 5,449,048	\$ 2,002,800	\$ 354,082	\$ 104,574,784
Baseline FY23 over FY22			2,387			Budget	83,081,887	13,566,922	5,449,048	2,002,800	354,082	104,556,965
						Surplus(Deficit)	(17,819)	-	-	-	-	(17,819)
Baseline FY23 over FY17			5,214	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	456,308
Avg Cost FY23 over FY17			\$ 8.80	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (17,819)	\$ -	\$ -	\$ -	\$ -	\$ 438,489

Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-23	21	14,826	-622	\$29.44	7,076,554	1,227,511	58,418	737,348	64,782	9,164,613	
A	Aug-23	23	14,695	-131	26.65	6,991,288	1,229,326	35,757	737,348	14,957	9,008,677	
A	Sep-23	21	14,003	-692	26.07	5,824,096	1,058,447	35,757	737,787	10,833	7,666,920	
A	Oct-23	22	13,908	-95	25.95	6,412,075	1,065,638	275,915	173,450	13,625	7,940,702	
A	Nov-23	22	13,913	+5	26.63	6,381,069	1,151,842	278,067	173,549	167,363	8,151,889	
A	Dec-23	21	14,012	+99	26.53	6,208,180	1,093,510	278,712	175,204	51,264	7,806,870	
A	Jan-24	23	14,361	+349	27.15	7,221,443	1,258,933	278,714	173,549	33,463	8,966,102	
P	Feb-24	21	14,466	+105	27.45	6,710,277	1,168,971	274,562	173,549	12,863	8,340,222	
P	Mar-24	21	14,581	+115	27.45	6,765,053	1,178,256	274,562	173,549	12,863	8,404,284	
P	Apr-24	22	14,696	+115	27.37	7,146,993	1,242,331	274,562	173,549	12,863	8,850,298	
P	May-24	23	14,811	+115	27.86	7,729,251	1,300,179	274,562	173,549	12,863	9,490,404	
P	Jun-24	20	14,957	+146	28.97	7,038,964	1,145,612	295,962	171,814	12,863	8,665,215	
Average Enrollments (Baseline)			14,436		\$27.29	Proj Total	\$ 81,505,243	\$ 14,120,556	\$ 2,635,552	\$ 3,774,245	\$ 420,600	\$ 102,456,197
Increase to baseline FY24 over FY23			(174)			Budget	81,030,345	14,120,556	2,635,552	3,774,245	400,000	101,960,698
						Surplus(Deficit)	(474,898)	-	(0)	0	(20,600)	(495,499)
Increase to baseline FY24 over FY17			5,040	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	500,804
Increase in Avg Cost over FY17			\$ 8.68	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (474,898)	\$ -	\$ (0)	\$ 0	\$ -	\$ 5,305

Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
P	Jul-24	23	14,641	-315	\$27.08	7,542,504	1,116,240	269,464	175,750	15,068	9,119,026	
P	Aug-24	22	14,651	+10	27.12	7,061,579	1,219,041	269,464	175,750	15,307	8,741,141	
P	Sep-24	21	14,661	+10	27.15	6,785,058	1,116,939	269,464	175,750	12,000	8,359,210	
P	Oct-24	23	14,671	+10	27.28	7,510,550	1,169,877	269,464	175,750	78,342	9,203,982	
P	Nov-24	21	14,681	+10	27.38	6,745,394	1,169,801	269,464	175,750	80,160	8,440,569	
P	Dec-24	22	14,691	+10	27.29	7,176,130	1,119,671	269,464	175,750	77,867	8,818,881	
P	Jan-25	23	14,701	+10	27.06	7,465,903	1,223,734	269,464	175,750	15,254	9,150,105	
P	Feb-25	20	14,711	+10	27.21	6,414,940	1,120,316	269,464	175,750	25,335	8,005,806	
P	Mar-25	22	14,721	+10	27.18	7,213,172	1,121,986	269,464	175,750	23,676	8,804,048	
P	Apr-25	22	14,731	+10	27.17	7,167,792	1,174,279	269,464	175,750	18,593	8,805,878	
P	May-25	22	14,741	+10	27.59	7,253,734	1,226,418	269,464	175,750	23,194	8,948,559	
P	Jun-25	21	14,751	+10	28.53	7,305,674	1,072,071	269,464	175,750	15,204	8,838,162	
Average Enrollments (Baseline)			14,696		\$27.34	Proj Total	\$ 85,642,431	\$ 13,850,373	\$ 3,233,564	\$ 2,109,000	\$ 400,000	\$ 105,235,368
Increase to baseline FY25 over FY2			261			Budget	64,970,370	13,850,373	3,233,564	2,109,000	400,000	84,163,307
						Surplus(Deficit)	(20,672,061)	-	-	-	-	(21,072,061)
Increase to baseline FY24 over FY1			5,300	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	547,613
Increase in Avg Cost over FY17			\$8.72	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (20,672,061)	\$ -	\$ -	\$ -	\$ -	\$ (20,524,448)

SCHOOL READINESS UTILIZATION FY 2021-2024

Children Services Council Vulnerable Population Contract

New Referrals

Enroll per Mo: 21 Nov-Dec
 to SR per Month 23 Eligible Children Nov23-Jul24
 Age Out/Exit Care: 4 Avg/Mo

Funding Changes:



Assumptions:

Daily Average Cost forecast reflects current actual trends.

Contract Year 2021-22 (CONTRACT EXTENSION)

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
A	Oct-21	22	276	-5	27.74	168,431		168,431
A	Nov-21	22	274	-2	26.44	159,352		159,352
A	Dec-21	21	255	-19	30.62	163,954		163,954
A	Jan-22	23	250	-5	26.18	150,542		150,542
A	Feb-22	20	263	+13	29.93	157,427		157,427
A	Mar-22	22	276	+13	34.78	211,165		211,165
A	Apr-22	21	278	+2	33.18	193,695		193,695
A	May-22	23	288	+10	30.90	204,660		204,660
A	Jun-22	21	273	-15	32.60	186,872		186,872
A	Jul-22	22	268	-5	32.49	191,550		191,550
A	Aug-22	21	305	+37	36.79	235,662		235,662
A	Sep-22	20	310	+5	40.06	248,356		248,356

Projected Total	\$	2,271,665
FY2022 CSC Contract Extension		2,271,665
Surplus(Deficit) CSC Contract Year	\$	-

Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
A	Oct-22	21	314	+4	35.90	236,755		236,755
A	Nov-22	22	285	-29	37.66	236,135		236,135
A	Dec-22	22	275	-10	36.17	218,800		218,800
A	Jan-23	22	270	-5	33.73	200,340		200,340
A	Feb-23	20	258	-12	37.51	193,568		193,568
A	Mar-23	23	279	+21	36.23	232,463		232,463
A	Apr-23	20	278	-1	37.95	211,017		211,017
A	May-23	23	282	+4	37.36	242,316		242,316
A	Jun-23	22	298	+16	39.02	255,796		255,796
A	Jul-23	21	322	+24	38.32	259,119		259,119
A	Aug-23	23	345	+23	36.68	291,040		291,040
A	Sep-23	21	345	+	39.24	284,281		284,281

Projected Total	\$	2,861,630
FY23 CSC Contract Year Bud	\$	2,861,630
Surplus(Deficit) CSC Contract Year	\$	-

Contract Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
A	Oct-23	22	386	+41	38.15	323,941		323,941
A	Nov-23	22	389	+3	39.04	334,105		334,105
A	Dec-23	21	373	-16	38.83	304,119		304,119
A	Jan-24	23	379	+6	37.15	323,836		323,836
P	Feb-24	21	373	-6	38.29	299,929		299,929
P	Mar-24	21	367	-6	38.29	295,105		295,105
P	Apr-24	22	361	-6	38.29	304,103		304,103
P	May-24	23	355	-6	38.79	316,724		316,724
P	Jun-24	20	349	-6	39.04	272,503		272,503
P	Jul-24	23	343	-6	39.04	307,990		307,990
P	Aug-24	22	349	+6	38.29	293,573		293,573
P	Sep-24	21	366	+17	38.29	293,899		293,899

Projected Total	\$	3,669,826
FY24 CSC Contract Year Bud	\$	3,090,754
Surplus(Deficit) CSC Contract Year	\$	(579,072)

ITEM#/MEETING	B245FIN2 / Board
MEETING DATE:	March 11, 2024
SUBJECT:	FY 2024 Budget Amendment #4
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY 2024 Budget Amendment #4 as presented
FINANCIAL IMPACT:	None, reallocations only

Background Information:

In June 2023, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of actual grant award letters from funders. In September 2023, the Board approved Amendment #1, which included some, but not all of the expected annual allocations. In October, the Board approved Amendment #2, which included more annual allocations issued in September. In December, the Board approved Amendment #3, which included more annual allocation issued in October. In February, staff conducted a seven month spending analysis and proposes to amend the annual budget to reallocate funds to reflect updated projections.

Current Status: Key changes and updates Included in FY 2024 Budget Amendment #4 are as follows:

- **Staff Costs**

\$708,009 Increase in total projected costs primarily for staff health benefits worker’s compensation insurance premiums. Funds moved from unallocated line. See attached Reports for detailed analysis.

1. **Medical Insurance Premiums:** The original forecast for FY 2024 medical insurance premiums was formulated on the assumption that the impact of a sharp, pandemic-driven increase in premium rates had been fully realized in FY 2023 and that FY 2024 staff vacancies and turnover would continue at the same pace of the prior two years. However financial analysis of actual expenses revealed that these assumptions were not correct, and the cost of medical insurance benefits needed to be adjusted up by approximately \$600K in the Budget. The combined effect of the following were the primary factors in the change:

- a. **Residual effects of a sharp, pandemic-driven premium increase applied in 2022:**

Starting in August 2022, the Coalition’s medical insurance carrier, Blue Cross Blue Shield, applied a 30% premium increase to all of the policies offered in our plan. The increase arose because of the extraordinarily high cost of several serious illness claims during the pandemic on top of a higher-than-average number of claims for chronic conditions within our risk pool. Brown and Brown, our current benefits brokerage firm, was able to ease the impact of the increase by securing a one-month premium “holiday” that temporarily dampened the effect of the increase in that year down to 22%.

Unfortunately, the straight line formula for projecting these costs in FY24 did not restore the premium “holiday” amount to the baseline and the estimated costs for the new fiscal year were set too low as a result.

- b. **Decrease in staff turnover/vacancies compared to prior years:**

Prior to FY 2024, approximately 10% of all budgeted FTEs remained vacant throughout the year as a result of the time internal promotions, Family Medical Leave, normal turnover and the normal recruiting process. These open positions resulted in significant cost savings for

employee benefits in general, and for health insurance benefits in particular. In FY 2024 however, the pattern appears to have changed and the number of vacant budgeted FTEs has fallen to approximately 2%. While this change is a positive development and indicates we have a stable and satisfied workforce at ELC, it also increases the cost of benefits and the budget must be adjusted accordingly.

2. Worker's Compensation Insurance Premiums:

a. Change in Employee Classification Type:

Following an audit of the Coalition's payroll history that was completed in January 2024, the Coalition's Workers Compensation Insurance carrier, the Hartford, is requiring Broward and other ELCs around the State to reclassify all of their staff into the more expensive "social services" job type category for purposes of Workers Compensation. This change adds \$119K to our annual premium in FY24. This is a threefold increase in our costs for a total of \$170K. Staff are following up with our risk management broker AJ Gallagher & Co. to try to find a way to reduce this rate increase.

\$4,800 increase in cell phone cost. Funds moved from unallocated line.

- In December 2023 ATT informed us that the Federal Universal Service charge fee included in our Agreement (a State term contract) increased from 3.5% to 3.6%. Staff estimate the total impact of this change through June 30, 2024 will be \$4,800.


Recommended Action:

Finance Committee recommend the Board Approve FY2024 Budget Amendment #4 as presented.

Supporting Documents:

- Draft FY2024 Budget Amendment #4 and Comparative Charts
- Salary and Budget Details FY2022 to FY2024
- Budgeted Staffing Plans FY2022 to FY 2024

FY2024 Amended Budget by Business Activity (Proposed Amendment #4)

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 75,474,063	\$ 7,145,000	\$ 4,322,087	\$ 4,082,240	\$ 91,023,390
DEL School Readiness Match	\$ 5,556,282	-	-	-	5,556,282
DEL School Readiness Rate Differentials	14,202,945	-	-	-	14,202,945
DEL Program Assessments	-	-	342,440	-	342,440
DEL - Voluntary Pre-K	38,445,028	1,153,351	-	384,450	39,982,829
CSC - Income Eligible	2,635,552	219,629	-	73,210	2,928,391
CSC - Vulnerable Populations	3,097,022	258,085	-	86,028	3,441,136
Broward County- Income Eligible	3,773,850	354,357	-	117,933	4,246,139
Univ of Florida Lastinger Ctr	-	-	85,000	-	85,000
Local Match: United Way & Cities	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	210,000	-	210,000
Total Recurring	\$ 143,584,742	\$ 9,130,422	\$ 4,959,527	\$ 4,743,862	\$ 162,418,552
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	-	-	-	-	-
DEL - ARPA Stabilization & Workforce	120,000	-	27,593,627	1,458,612	29,172,239
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	-	-	-	305,000
Total Non-Recurring Pandemic Relief	\$ 425,000	\$ -	\$ 27,593,627	\$ 1,458,612	\$ 29,477,239
Total All Revenue	\$ 144,009,742	\$ 9,130,422	\$ 32,553,154	\$ 6,202,474	\$ 191,895,791
Expense:					
Child Care Slots					
DEL School Readiness	\$ 102,043,188	\$ -	\$ -	\$ -	\$ 102,043,188
DEL - Voluntary Pre-K	38,750,028	-	-	-	38,750,028
CSC - Vulnerable Populations	3,097,022	-	-	-	3,097,022
Grants/Stipends	120,000	-	25,226,408	-	25,346,408
Total Slots & Grants/Stipends	\$ 144,010,238	\$ -	\$ 25,226,408	\$ -	\$ 169,236,646
Sub Recipient Expense					
Children's Forum	-	-	191,795	56,410	248,205
211-Broward	-	337,000	-	125,000	462,000
Total Sub Recipient Expense	\$ -	\$ 337,000	\$ 191,795	\$ 181,410	\$ 710,205
ELC Operating Expense					
Staff Costs	\$ -	\$ 8,674,181	\$ 4,843,747	\$ 3,927,456	\$ 17,445,384
Attorneys	-	-	-	134,000	134,000
Auditors	-	-	-	43,100	43,100
Consultants & Temps	-	6,250	737,900	20,000	764,150
Staff & Board Travel	-	-	60,000	15,000	75,000
Insurance	-	39,765	17,918	11,317	69,000
Office Rent & Utilities	-	285,117	122,621	77,445	485,184
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	26,732	17,434	150,978	195,144
Phones/Internet/Web Page	-	81,896	36,902	43,876	162,674
Cell Phones	-	-	2,700	96,000	98,700
Sponsorships & Memberships	-	25,000	65,000	36,710	126,710
Books for Kids	-	-	550,000	-	550,000
Instructional Materials	-	-	612,215	-	612,215
Fees, Supplies & Other Misc Ops Costs	-	4,000	63,095	191,950	259,045
Computer Equipment	-	10,350	141,444	(1,794)	150,000
Furniture & Fixtures	-	-	49,573	13,395	62,968
Unallocated (Budget Only)	(497)	(359,869)	(185,598)	1,256,824	710,860
Total ELC Operating Expense	\$ (497)	\$ 8,793,422	\$ 7,134,951	\$ 6,021,064	\$ 21,948,941
Total ELC Operating Expense & Subs	\$ (497)	\$ 9,130,422	\$ 7,326,746	\$ 6,202,474	\$ 22,659,146
Total Expense	\$ 144,009,742	\$ 9,130,422	\$ 32,553,154	\$ 6,202,474	\$ 191,895,791
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -

75%

5%

17%

3%

100%

Proposed FY2024 Preliminary Budget Three Year Comparison



Revenue:	FY2022 Actual	FY2023 Actual (Preliminary & Unaudited)	FY2024 Amendment #3 Approved Dec	FY2024 Amendment #4 Proposed	Change (Amendment 4 over Amendment 3)	Reason for Change
Recurring						
DEL School Readiness	\$ 66,402,097	\$ 91,471,187	\$ 91,023,390	\$ 91,023,390	\$ -	
DEL School Readiness Match	5,331,414	5,124,434	5,556,282	5,556,282	-	
DEL School Readiness Rate Differentia	8,561,947	13,803,743	14,202,945	14,202,945	-	
DEL Program Assessments	403,260	444,941	342,440	342,440	-	
DEL - Voluntary Pre-K	34,068,364	38,239,022	39,982,829	39,982,829	-	
CSC - Income Eligible	3,514,532	5,587,574	2,928,391	2,928,391	-	
CSC - Vulnerable Populations	2,313,271	2,888,847	3,441,136	3,441,136	-	
Broward County- Income Eligible	2,037,895	2,253,132	4,246,139	4,246,139	-	
Univ of Florida Lastinger Ctr	72,785	92,170	85,000	85,000	-	
Local Match: United Way & Cities	406,881	354,509	400,000	400,000	-	
Miscellaneous Grants & Program Inco	13,103	68,187	210,000	210,000	-	
Subtotal Recurring Revenue	\$ 123,125,548	\$ 160,327,746	\$ 162,418,552	\$ 162,418,552	\$ -	
Non-Recurring Pandemic Relief						
DEL Preschool Development Grant	256,437	377,076	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	22,051,941	6,890,447	-	-	-	
DEL - ARPA Stabilization & Workforce	21,245,313	121,201,241	29,172,239	29,172,239	-	
DEL - ARPA VPK \$15/hr Wage Incentive		6,272,721	305,000	305,000	-	
Subtotal Non-Recurring	\$ 43,553,691	\$ 134,741,485	\$ 29,477,239	\$ 29,477,239	\$ -	
Total All Revenue	\$ 166,679,239	\$ 295,069,232	\$ 191,895,791	\$ 191,895,791	\$ -	
Expense:						
Child Care Slots & Grants/Stipends						
School Readiness Funding Pool	\$ 72,852,347	\$ 104,149,015	\$ 102,043,188	\$ 102,043,188	\$ -	
DEL - Voluntary Pre-K	32,774,267	43,079,466	38,750,028	38,750,028	-	
CSC - Vulnerable Populations	2,095,651	2,706,064	3,097,022	3,097,022	-	
Grants/Stipends	43,687,281	122,356,462	25,346,408	25,346,408	-	
Total Slots & Grants/Stipends	\$ 151,409,546	\$ 272,291,007	\$ 169,236,646	\$ 169,236,646	\$ -	
Sub Recipient Expense						
Children's Forum	112,098	236,457	248,205	248,205	\$ -	
211-Broward	447,355	404,211	462,000	462,000	-	
Total Sub Recipient Expense	\$ 559,453	\$ 640,669	\$ 710,205	\$ 710,205	\$ -	
ELC Operating Expense						
Staff Costs	\$ 12,137,603	\$ 15,874,138	\$ 16,737,375	\$ 17,445,384	\$ 708,009	see narrative
Attorneys	46,613	72,424	134,000	134,000	-	
Auditors	46,800	32,000	43,100	43,100	-	
Consultants & Temps	583,489	606,660	764,150	764,150	-	
Staff & Board Travel	93,930	55,151	75,000	75,000	-	
Insurance	42,105	51,656	69,000	69,000	-	
Office Rent & Utilities	460,797	597,035	485,184	485,184	-	
Office Machines & Storage	7,005	11,567	4,806	4,806	-	
Software Licenses	221,725	274,403	195,144	195,144	-	
Phones/Internet/Web Page	147,324	194,772	162,674	162,674	-	
Cell Phones	59,449	108,258	93,900	98,700	4,800	Federal fees inc.
Sponsorships & Memberships	65,525	70,914	126,710	126,710	-	
Books for Kids	249,260	314,212	550,000	550,000	-	
Instructional Materiels	111,766	3,608,438	612,215	612,215	-	
Fees, Supplies & Other Misc Ops Costs	328,025	123,918	259,045	259,045	-	
Computer Equipment	90,253	125,906	150,000	150,000	-	
Furniture & Fixtures	675	790	62,968	62,968	-	
Depreciation	1,778	1,584	-	-	-	
Unallocated (Budget Only)			1,423,669	710,860	(712,809)	
Total ELC Operating Expense	\$ 14,694,122	\$ 22,123,826	\$ 21,948,941	\$ 21,948,941	\$ (0)	
Total ELC Operating Expense & Subs	\$ 15,253,575	\$ 22,764,495	\$ 22,659,146	\$ 22,659,146	\$ (0)	
Total Expense	\$ 166,663,121	\$ 295,055,502	\$ 191,895,791	\$ 191,895,791	\$ (0)	
Revenue over Expense	\$ 16,118	\$ 13,730	\$ -	\$ -	\$ 0	

Salary & Benefits Budget to Actual Detail FY2022 to FY2024

Line item	FY2021-2022			FY2022-2023			FY2023-24		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Projected Actual ⁶	Variance
¹ Salary	\$ 9,861,560	\$ 9,252,302	\$ 609,258	\$ 12,032,031	\$ 11,907,622	\$ 124,409	\$ 12,457,853	\$ 12,404,162	\$ 53,691
Taxes	769,824	654,768	115,056	965,521	882,942	82,579	932,476	940,166	(7,690)
² Retirement	291,499	246,840	44,659	302,589	323,936	(21,348)	350,504	382,378	(31,874)
³ Health, Life, STD	2,162,776	1,956,039	206,738	3,053,458	2,705,886	347,572	2,976,541	3,579,678	(603,137)
⁴ Worker's Comp	15,640	27,654	(12,014)	57,532	55,751	1,781	20,000	139,000	(119,000)
Total	\$ 13,101,300	\$ 12,137,603	\$ 963,697	\$ 16,411,131	\$ 15,876,138	\$ 534,992	\$ 16,737,375	\$ 17,445,384	\$ (708,009)
⁵ FTE Count	196	177	19	234	205	29	219	214	5

¹ Non-recurring 440K bonus pools included in FY2023 and FY2024 . Pools were drawn from normal, expected lapsed salaries from normal turnover.

² 403B participation rate gradually rising due to outreach which increases cost. Employer match amount raised from 3% to 4% for most employees 10/1/23.

³ Total impact of 30% rate increase starting August 1, 2022 not fully realized until FY2024. Rate increase resulted from staff having serious illness during pandemic and high loss ratio (cost of care exceeded total premium paid). ELC working with carrier to bring loss ratios down to slow future rate increases. FY2024 estimated cost set too low and must be adjusted.

⁴ Worker's Comp carrier unexpectedly re-classified all ELC staff to higher cost social service classification, discussion with carrier pending

⁵ Gradual hiring process for CRSSA/ARPA programs in FY22 & FY23 resulted in salary budget savings. 15 vacant & unneeded ARPA roles eliminated on 6/30/24. ELC fully staffed in FY2024 with minor variances due to normal turnover. Slowing staff turnover contributed to higher cost of health benefits. Assumptions will be adjusted for FY 2025. See also Budget Staffing Plan Report.

⁶ FY2024 projection based on actuals through 1/31/24 (annualized)

Budgeted Staffing Plans FY2022-FY2023

Business Unit	FY 2022	FY 2023	FY 2024	+/-	Notes
CEO & Support	2.0	2.0	2.0	0.0	Eliminate 1 Vacant ARPA Stipend Role
Finance & Contracts	10.0	13.0	12.0	(1.0)	
HR & Quality Assurance	9.0	12.0	12.0	0.0	
IT	6.0	7.0	7.0	0.0	
CPO & Communications	1.0	4.0	4.0	0.0	
Total Admin FTE	28.0	38.0	37.0	(1.0)	
Provider Payments	12.0	15.0	15.0	0.0	Eliminate 14 Vacant ARPA Roles
Provider Relations	6.0	13.0	13.0	0.0	
Eligibility	74.0	74.0	74.0	0.0	
Customer Service & CCR&R	22.0	22.0	22.0	0.0	
Quality & Education	54.0	72.0	58.0	(14.0)	
Total Program FTE	168.0	196.0	182.0	(14.0)	
Total Budget FTE	196.0	234.0	219.0	(15.0)	

ITEM/ MEETING:	B245RB1 / Board
DATE:	March 11, 2024
SUBJECT:	Related Party Purchase
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY24 Related Party Purchase for United Way Behavior Health Conference Sponsorship
FINANCIAL IMPACT:	\$29,700 ARPA funds for sponsorship costs less meal costs <u> \$300 Unrestricted funding for meal costs is not reimbursable by DEL</u> \$30,000 Total
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statute and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

According to the Coalition’s DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when, for any transaction, the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest due to a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

Current Status:

The following is a list of requested related party purchases.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$30,000	Maria Hernandez/United Way of Broward County	See the attached United Way Behavior Health Conference Diamond Sponsorship Agreement.

The sponsorship enables ELC to connect behavioral health stakeholders in Broward County with ELC Early Education staff to strengthen community partnerships and highlight the need for mental health support in Early Education. \$29,700 for the sponsorship will come from ARPA funding. Costs of meals for ELC attendees included in the sponsorship (\$300 for 10 attendees x 2 days) are not reimbursable by DEL and will be paid using ELC’s unrestricted funding. This will be ELC Broward’s first year participating in this event.

Recommended Action:

Executive Committee recommend the Board Approve FY24 Related Party Purchase for United Way of Broward Behavioral Health Conference.

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement
- Sponsorship Flyer
- Sponsorship Agreement

DEL FY2023-24 GRANT AGREEMENT

AUDIT REQUIREMENTS

2. **Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 850, Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S. for related party transactions.
 - 2.1. Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
 - 2.1.1. The impacted individual must complete the necessary conflict of interest disclosure forms.
 - 2.1.2. Any governing board member(s) benefitting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
 - 2.1.3. Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.
 - 2.1.4. A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred and funding/OCA code(s) charged.
 - 2.1.5. Related documentation to verify compliance with state purchasing rules.
 - 2.2. No related party activities may be executed without approval from the Division.
 - 2.2.1. Transactions under \$25,000 must be submitted to DEL for processing within thirty (30) days after receipt of governing board approval.
 - 2.2.2. Transactions of \$25,000 or more must be submitted to DEL for prior written approval before the contract/agreement/activity can be executed.
 - 2.3. Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the state of Florida. Such conflicts of interest:
 - 2.3.1. May be financial or non-financial.
 - 2.3.2. May include actual, potential and perceived conflicts of interest.
 - 2.3.3. Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
 - 2.3.4. May occur due to governing board members and/or active entity employees.
 - 2.4. The ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI, List of Reports. If the ELC does not have access to the DEL SharePoint site, DEL will provide alternative written instructions.

UNITED WAY OF BROWARD COUNTY'S
COMMISSION ON BEHAVIORAL HEALTH & DRUG PREVENTION
in collaboration with
BROWARD BEHAVIORAL HEALTH COALITION
presents



9TH ANNUAL

BEHAVIORAL HEALTH CONFERENCE

The Power of Prevention

Tuesday, May 14 and Wednesday, May 15, 2024

NEW Location

GREATER FORT LAUDERDALE BROWARD COUNTY CONVENTION CENTER
1950 Eisenhower Boulevard, Fort Lauderdale, 33316

EARN FREE CEUs

Please contact Janine at Conference@UnitedWayBroward.org
for sponsorship opportunities and more information.



2024 Behavioral Health Conference

5/14/2024 | 8:00 AM - 5/15/2024 | 5:00 PM

Join United Way of Broward County's Commission on Behavioral Health & Drug Prevention in collaboration with Broward Behavioral Health Coalition and the Florida Department of Children & Families for the 9th Annual Behavioral Health Conference: The Power of Prevention.



Attend informative sessions and hear from keynote speakers and subject matter experts to learn, network and discuss issues related to behavioral health practices, policies, and research. CEUs are available for Licensed Clinicians and Certified Professionals. Come join us to learn how you can promote behavioral health and substance use prevention awareness within the community.

[Click Here to Download the Save the Date](#)

Early Bird Tickets Now Available through April 1st – Click the Link Below to Register

Conference Tracks:

- Professional Development
- Faith-Based Focus
- Social Determinants of Behavioral Health
- Innovative Initiatives
- Trauma-Responsive Initiative
- Youth Prevention Interventions
- Collaboration and Integration
- Mental Health Promotion

Call For Presenters

We are actively seeking knowledgeable and engaging workshop presenters to contribute to the success of our event.

The Annual Behavioral Health Conference serves as a platform for professionals in the field to share insights, research and best practices in promoting mental health and well-being. As always, we aim to emphasize the critical role of prevention strategies in enhancing overall behavioral health.

- Showcase your expertise to a diverse audience
- Contribute to the advancement of behavioral health knowledge
- Network with professionals in the field
- Receive recognition in conference materials

We invite subject matter experts to submit workshop proposals by February 9, 2024. [Click here to submit.](#)

Sponsors

Title Sponsors



35 YEARS



Elite Sponsors





Baptist Health

Premier Sponsor



Educate. Change Minds. Save Lives.

Choice Sponsor



PSYCHIATRIST
We Are Here To Help

→ [CLICK TO REGISTER](#)

Details

Start:

5/14/2024 | 8:00 AM

End:

Society

Venue

Broward County Convention Center

1950 Eisenhower Blvd

Fort Lauderdale, FL 33316 United States + [Google Map](#)

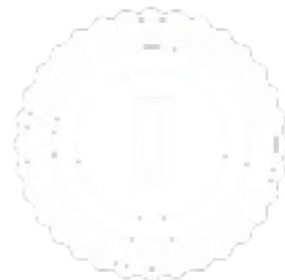
[View Venue Website](#)



CONTACT

954-462-4850 | [EMAIL](#)

Ansin Building I 1300 S Andrews Ave
Fort Lauderdale, FL 33316



The 9th Annual
Behavioral Health Conference
Sponsorship Agreement
May 14th and 15th, 2024



Event Sponsorship Agreement

Sponsor agrees to provide the following sponsorship: (Please check appropriate box)

Title Sponsorship: SOLD



- VIP table reservation in plenary ballroom for all meals and keynote sessions
- Recognition on United Way of Broward County's social media accounts
- Opportunity to address attendees from podium on both days.
- Opportunity to create custom sponsorship messaging on Conference App
- Logo prominently featured in plenary ballroom.
- Company name/logo featured on all printed material (subject to print deadlines)
- Special recognition from the podium at event
- Opportunity to provide company promotional items to attendees.
- Logo on United Way of Broward County website event page
- Logo in event program
- Full page ad/back cover of program journal (8.5" wide x 11" high) full color (300 DPI CMYK) with bleed (bleed size = 8.75" X 11.25", no crop marks)
- 20 complimentary registrations
- Opportunity to host display table.

Amended Diamond Sponsorship: \$30,000

- VIP table reservation in plenary ballroom for all meals and keynote sessions
- Recognition on United Way of Broward County's social media accounts
- Brief address to attendees from podium during one pre-selected conference day
- Sponsorship page in Conference App.
- Logo prominently featured in plenary ballroom.
- Company name/logo featured on all printed material (subject to print deadlines)
- Special recognition from the podium at event
- Opportunity to provide company promotional items to attendees.
- Logo on United Way of Broward County website event page
- Logo in event program
- Full page ad/back cover of program journal (8.5" wide x 11" high) full color (300 DPI CMYK) with bleed (bleed size = 8.75" X 11.25", no crop marks)
- 10 complimentary registrations
- Opportunity to host display table.

Platinum Sponsorship: \$20,000

- Brief address to attendees from podium during one pre-selected conference day
- Sponsorship page in Conference App.
- Logo prominently featured in plenary ballroom.
- Company name/logo featured on all printed material (subject to print deadlines)

- Special recognition from the podium at event
- Opportunity to provide company promotional items to attendees.
- Logo on United Way of Broward County website event page
- Logo in event program
- Full page ad in program journal (8.5" wide x 11" high) full color (300 DPI CMYK) with bleed (bleed size = 8.75" X 11.25", no crop marks)
- 10 complimentary registrations
- Opportunity to host display table.

□ **Elite Sponsorship: \$10,000**

- Logo prominently featured in plenary ballroom.
- Company name/logo featured on all printed material (subject to print deadlines)
- Special recognition from the podium at event
- Logo on United Way of Broward County website event page
- Logo in event program
- Full page ad in program journal (8.5" wide x 11" high) full color (300 DPI CMYK) with bleed (bleed size = 8.75" X 11.25", no crop marks)
- Eight (8) complimentary registrations
- Opportunity to host display table.

□ **Premier Sponsorship: \$5,000**

- Special recognition from podium at event
- Logo on United Way of Broward County website event page
- Logo in event program
- Half page ad in program journal (8.5" wide x 5.5" high) full color (300 DPI CMYK) no bleed, no crop marks) *
- Five (5) complimentary registrations
- Opportunity to host display table.

□ **Choice Sponsorship: \$2,000**

- Logo on United Way of Broward County website event page
- Logo in event program
- Quarter page ad in program journal (4.25" wide x 5.5" high) full color (300 DPI CMYK) no bleed, no crop marks *
- Three (3) complimentary registrations
- Opportunity to host display table.

□ **Table Sponsorship: \$750**

- Two (2) complimentary registrations
- Opportunity to host display table.

***Photo ready artwork and logos must be submitted no later than Friday, March 29, 2024.**

****Please submit your logo with this contract.**

Set-up time: Displays and tables must be set up the day before the Conference (5/13/24) between 2:00 pm – 6:00 pm.

Spaces measure approximately 8' x 8' and include a 2.5' X 5' table with two chairs. Retractable banners only, please note that the venue does not allow signs to be hung. (No electric outlet provided).

If the company/organization has educational items or products for display, they may display them only at the display table for participants to review and purchase.

Booths must be always staffed on both days between 8:00 am - 3:30 pm.

No refunds will be made for cancellations or inclement weather. This agreement denotes a commitment according to the appropriate sponsorship checked above.

Agreement

Last

First

Company or Organization Name

E-Mail Address

Street Address

City

State

Zip

()

Event Day Contact Name

Event Day Contact Cell #

In consideration of this application, the undersigned shall at all times hereafter release and discharge, indemnify and hold harmless **United Way of Broward County Commission on Behavioral Health and Drug Prevention**, their agents, servants, and employees from and against any claim, demand, or cause of action of whatsoever kind or nature, including but not limited to any personal injury or loss of equipment or for any damage to my property, my agents, servants, and employees, arising out of error, omission, negligent act, conduct, or misconduct by my agents, servants, or employees in the participation in the *Behavioral Health Conference "Building Healthier Communities"* under this Agreement, except to the extent that any such claim, demand, or cause of action arises out of or results from the negligence or willful misconduct or intentional misconduct of the United Way of Broward County, or its employees, agents, volunteers, contractors, or invitees.

I understand that **United Way of Broward County Commission on Behavioral Health and Drug Prevention** is not responsible for lost revenue if all or part of the event is cancelled due to inclement weather or other acts of God over which the organizers have no control.

The event organizers reserve the right to make final interpretation of all rules.

Sponsor Name
Signature

Sponsor

Agency/Company

Date

Printed Name: _____

Title: _____

Date: _____

United Way of Broward County

By: _____

**Please make out checks to:
United Way of Broward County**

Return this completed form with check no later than May 1, 2024 to:

Janine Ribeiro

United Way of Broward County

Ansin Building

1300 S. Andrews Avenue, Fort Lauderdale, FL 33316

For additional information, contact Maria Hernandez 954.453.3763 or mhernandez@unitedwaybroward.org

E-Mail: conference@unitedwaybroward.org

THANK YOU FOR YOUR SUPPORT!

ITEM/ MEETING:	B245RB2 / Board
DATE:	March 11, 2024
SUBJECT:	Related Party Purchase
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY24 Related Party Purchase of “Starter” books that Broward Healthy Start Coalition, Inc. will receive for further distribution to their clients that have newborns at home.
FINANCIAL IMPACT:	Not to Exceed \$15,000 FY24 ARPA Funds
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statute and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

According to the Coalition’s DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when, for any transaction, the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest due to a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

Current Status:

The following is a list of requested related party purchases.

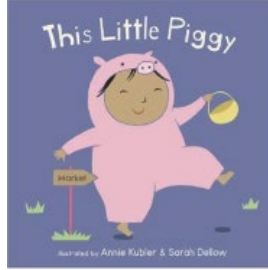
Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$15,000	<ol style="list-style-type: none"> 1. Monica King/Broward Healthy Start Coalition Inc. CEO 2. Dawn Liberta/Broward Healthy Start Coalition, Inc. Board Member 3. Allison Metsch/Broward Healthy Start Coalition, Inc. Board Chair 	Purchase Children’s Books for Families with Newborns Receiving Services from Broward Health Start Coalition, Inc.

In March, 2024 ELC staff will purchase approximately 2,000 age-appropriate children’s books for the new Baby Bookworms program, which is an expansion of their popular Bookworms program. Baby Bookworms will provide books to parents in the community with newborns. This initiative will be rolled out as a pilot to a targeted subset of parents (to newborns), but we hope to eventually reach as many in the community as possible.

In an effort to assist the ELC in distributing Baby Bookworms books in an efficient and low-cost way, the Broward Healthy Start Coalition has agreed to have their staff and their community partners’ staff distribute baby books to clients with newborns during their scheduled home visits. Home visitors will use the ELC-purchased “starter” book to encourage parents to read to their babies and encourage them to sign up for more books on the ELC Bookworms website. Once enrolled in the program, the family will receive a bundle of books through the mail.

The Healthy Start Coalition’s mission is to promote the health and well-being of women, infants and families to achieve a successful pregnancy and a healthy start in life. They operate a home visiting program among other things and are responsible for administering the Healthy Families Program in Broward County. ELC staff will use FY24 ARPA funds earmarked for family

engagement activities to purchase books similar to this example in English, Spanish and Haitian Creole for \$5 to \$7 each plus shipping for a total amount not to exceed \$15,000.



At the Executive Committee meeting on February 27, 2024, ELC General Counsel Julie Klahr requested additional time to explore possible ethics or other regulatory risk issues that could be raised by the transaction between ELC and Healthy because of the ongoing nature of the collaboration for Board members involved. General Counsel conducted a thorough review and provided her analysis to ELC staff and Board members involved. All parties involved agreed to move forward as stated in the above paragraphs. Legal Counsel will be available at the Board meeting to answer any questions.

Recommended Action:

The Executive Committee recommend that the Board approve FY24 Related Party Purchase of “Starter” books that Broward Healthy Start Coalition, Inc. will receive for further distribution to their clients that have newborns at home.

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement
- Signed Conflict of Interest Form – Allison Metsch

**DEL FY2023-24 GRANT AGREEMENT
AUDIT REQUIREMENTS**

- 2. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S. for related party transactions.
 - 2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
 - 2.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.
 - 2.1.2.** Any governing board member(s) benefitting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
 - 2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.
 - 2.1.4.** A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred and funding/OCA code(s) charged.
 - 2.1.5.** Related documentation to verify compliance with state purchasing rules.
 - 2.2.** No related party activities may be executed without approval from the Division.
 - 2.2.1.** Transactions under \$25,000 must be submitted to DEL for processing within thirty (30) days after receipt of governing board approval.
 - 2.2.2.** Transactions of \$25,000 or more must be submitted to DEL for prior written approval before the contract/agreement/activity can be executed.
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 - 2.3.1.** May be financial or non-financial.
 - 2.3.2.** May include actual, potential and perceived conflicts of interest.
 - 2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
 - 2.3.4.** May occur due to governing board members and/or active entity employees.
 - 2.4.** The ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI, List of Reports. If the ELC does not have access to the DEL SharePoint site, DEL will provide alternative written instructions.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Allison Metsch	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Broward County, Inc. EMPLOYEE
MAILING ADDRESS 1475 West Cypress Creek Road Suite 301	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: N/A
CITY COUNTY Fort Lauderdale, FL Broward	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY NAME OF POLITICAL SUBDIVISION: N/A
DATE ON WHICH VOTE OCCURRED February 27, 2024	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE X EMPLOYEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Allison Metsch, hereby disclose that on February 27 and March 11, 20 24 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A measure will come before my agency (the ELC) for which I am a related party. Broward Healthy Start Coalition Inc will receive children's books purchased by the ELC for redistribution to Healthy Start Coalition and partner agency clients during home visits. I am the president of the Board of Directors for the Healthy Start Coalitionthe Board of Directors.

Feb 28, 2024

Allison Metsch

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.






Voting_Conflict_Form_8b Metsch BHSC Related Party

Final Audit Report

2024-02-28

Created:	2024-02-28
By:	Christine Klima (cklima@elcbroward.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhzYtSACQEM924FYc6PlqvpFbZvLxNQMI

"Voting_Conflict_Form_8b Metsch BHSC Related Party" History

-  Document created by Christine Klima (cklima@elcbroward.org)
2024-02-28 - 4:01:33 PM GMT
-  Document emailed to Allison Metsch (ametsch@elcbroward.org) for signature
2024-02-28 - 4:02:39 PM GMT
-  Email viewed by Allison Metsch (ametsch@elcbroward.org)
2024-02-28 - 4:03:01 PM GMT
-  Document e-signed by Allison Metsch (ametsch@elcbroward.org)
Signature Date: 2024-02-28 - 4:12:46 PM GMT - Time Source: server
-  Agreement completed.
2024-02-28 - 4:12:46 PM GMT

ITEM/MEETING	B245RB3 / Board
DATE:	March 11, 2024
SUBJECT:	FY24 CEO Mid-Year Compensation Bonus
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Approve CEO Mid-Year Compensation Bonus of \$2,000
FINANCIAL IMPACT:	\$2,000
ELC STAFF LEAD	J. Merritt

Background/History

For the second year in a row, the Board approved a midyear bonus for all eligible ELC staff, including the CEO based on performance in FY 23/24.

Current Status

All Board members received the mid-year CEO evaluation tool in January. 100% of the Board submitted responses, with the average score being a 4 (on target to exceed annual goals). The scoring was calculated based on feedback from all members who have served on the board for six months or longer. The following is the bonus plan approved by the Board for all staff:

- A score of 3 (on target to meet annual goals) = \$1,500 bonus.
- A score of 4 (on target to exceed annual goals) = \$2,000 bonus.

#	Members	Mid Year Score
1	Laurie Sallarulo	3
2	Dawn Liberta	4
3	Twan Russell	4
4	Monica King	4
5	Cindy Arenberg Seltzer	3
6	Michael Asseff	4
7	Sharonda Bailey	3
8	Richard Campillo	3
9	Krystie Castillo	
10	Kirk J. Englehardt	4
11	David Foganholi	
12	Maria Hernandez	3
13	Carol Hylton	4
14	Melody McDonald	4
15	Renee Podolsky	4
16	Dr. Amoy Reid	4
17	Ellie Schrot	4
18	Traci Schweitzer	
19	Zachary Talbot	4
20	Julie Winburn	3
	Average	4

Recommended Action:

Executive Committee recommend the Board Approve CEO Mid-Year Bonus of \$2,000

Supporting Documents:

- CEO Mid-Year Self Evaluation



CEO Mid-Year Goal Performance Review

Goal 1: Eligible families will be aware of and can access ELC SR services.

Objective 1: Deploy a successful targeted outreach and enrollment initiative.

Outcome 1: ELC staff will actively attend a minimum of 20 community outreach events annually to promote its services.

Outcome 2: ELC communications staff will place a minimum of 60 social media posts concerning the importance of child care and early learning.

Objective 2: Families that are eligible to continue receiving SR services will receive them.

Outcome 1: The overall retention rates for potentially SR eligible families will increase from 80% to 85%

Status Update

- In Q1 & Q2, ELC Broward engaged in 16 community outreach events, a 33% increase from the previous year.
- In Q1 & Q2, ELC Broward posted 40 social media posts promoting ELC services.
- Aggressive promotional activities for School Readiness (SR) services intentionally decreased from July 1 to mid-October 2023 due to insufficient SR funding and a pause on new enrollments.
- Enrolled 1,369 new SR children since resumed waitlist enrollments in mid-October.
- Retention for families being redetermined for eligibility decreased from 75% to 74%. Through continued communications and increased efforts with families and providers, we expect this number to increase in the second half of the year.

GOAL 2: Eligible families will be aware of and access ELC VPK services.

Objective 1: ELC will reach and enroll as many VPK eligible families as possible.

Outcome 1: ELC Broward will meet or exceed State of Florida estimating conference estimates for VPK.

Status Update

- With new SR enrollments on pause through Q1 and some of Q2, various outreach and marketing methods used to focus on reaching potential VPK-eligible families.
- In Q1 & Q2, ELC Broward engaged in 16 community outreach events, a 33% increase from the previous year.
- We attracted 7,440 visitors to the VPK landing page of our website.
- To date for School Year 2022/23 ELC Broward has enrolled 13,275 children into VPK which surpassed the State of Florida's updated estimating conference projections for Broward VPK enrollments, which forecasted enrollment of 61.94% of the county's 4-year-olds, which is 13,157 children. In other words, we exceeded the target.

GOAL 3: Broward's childcare centers/homes are high quality, nurturing settings.

Objective 1: The countywide CLASS score average for School Readiness childcare providers who are CLASS assessed will increase to 6.0.

Outcome 1: CLASS scores will incrementally grow year over year for the 5-year Strategic Plan.

Status Update

- The countywide SR CLASS score is on track to incrementally increase. We are halfway through the year and will have complete data on the current score in May/June 2024.

GOAL 4: Broward’s VPK sites offer high quality services in a nurturing environment.

Objective 1: The countywide CLASS score average for VPK childcare providers who are CLASS assessed will increase to 6.0.

Outcome 1: CLASS scores will incrementally grow year over year for the 5-year Strategic Plan.

Status Update

- The countywide VPK CLASS score is on track to incrementally increase. We are half way through the year and will have complete data on the current score in May/June 2024.

Goal 5: Children will enter kindergarten with the tools, skills, and support they need to succeed.

Objective 1: SR and VPK children will receive support (developmental, behavioral, health, etc.) to maximize their developmental potential.

Outcome 1: 65% of families with children ages 0-2 who have received a referral will follow through with their referrals to Early Steps (current rate is 47 percent, 387 of 833 families).

Outcome 2: 75% of families with children ages 3-5 who have received a referral, will follow through with their referrals to FDLRS (current rate is 63 percent, 364 of 580 families).

Outcome 3: Through funding or partnerships, four (4) additional comprehensive support services will be added or expanded to children/families (such as but not limited to vision, hearing, dental screenings, mental health, nutrition services and general medical).

Objective 2: Expand ELC’s literacy efforts to increase the number of children who have access to books/libraries at home as well as increased exposure to reading experiences.

Outcome 1: Increase # of families with children under 5 who sign up for ELC’s bookworm program to 15,000 families.

Outcome 2: ELC will participate in at least 15 literacy events throughout the year, utilizing new and existing partnerships/events, as well as creating its own.

Status Update

- Through a combination of having an expanded Inclusion Specialist team and the addition of the new Peer Support Specialists, we are tracking the support and follow-through of families (referred for an evaluation) and we are on track to incrementally increase the percentage of families who complete the process over the 5 years of the strategic plan. However, to date here is the data (which will change throughout the year) for Q1 and Q2:
 - 38% of families with children ages 0-2 who have received a referral followed through with their referrals to Early Steps (182 of 476 of families – note: there is a delay in getting follow through data).
 - 50 % of families with children ages 3-5 who have received a referral followed through with their referrals to FDLRS (230 of 458 of families - note: there is a delay in getting follow through data).
- We have partnered with two (2) new organizations to increase the comprehensive services/resources for children served at ELC programs: the Listening to Children and the Center for Hearing and Communication.
 - Listening for Children provides trained volunteers to be active listeners for young children.
 - Center for Hearing and Communication provides hearing evaluations and supports such as assistive devices for all ages.
 - Both partners have attended our PLAN meetings to share these resources with our providers.
- Meetings held with members of Memorial Healthcare system regarding partnership opportunities, with the following initiatives already in motion: ELC participating at Memorial’s initiative One City at a Time Health Fairs, which includes having their mobile health clinic in targeted high-need Broward cities, having mobile clinics visit high volume SR programs, have the mobile clinic and healthcare staff participate in ELC’s A Day in K event at MODS (in June).
- Bookworm registration was temporarily paused from July 1 to October 1 due to funding challenges, however from October 1 to December 31 ELC has promoted our Bookworms. Program. In that time 7,400 unique families signed up for Bookworms resulting in 8,200 book bundles (as some families requested books for a second child) going out to Broward children.
- From July 1 to December 31, 2023, ELC actively participated in 13 literacy events.

Goal 6: The ELC has strong relationships with community leaders and other stakeholders to mobilize all parts of our community to support early learning.

Objective 1: Broward County leaders are aware of the importance of early learning, ELC Services, and ELC Legislative Priorities.

Outcome 1: At the start of each fiscal year, ELC staff will identify which State legislators, Broward County commissioners/County administration, and elected Municipal leaders, and then meet with at least 90% of them.

Objective 2: ELC will strengthen relationships and partnerships with Community leaders and stakeholders through participation in early learning activities/events.

Outcome 1: ELC will actively participate in a minimum of 30 community engagement activities/events annually to promote ELC's services.

Status Update

- ELC has met with 77% (10 of 13) of State, County, and Municipal leaders identified on our FY priority list based on legislative committee assignments, the number of SR kids in each Municipality, and Match funding data.
- In Q1 and Q2, we held one-on-one meetings with all five (local) State elected officials on PreK Appropriation Committees as well as two Legislators with Early Learning Bills and various other Local and State Legislators throughout and leading up to the Legislative Session.
- Presented at the Broward Delegation Public hearing on 10/04/2023, where over 80% attendance was achieved. Shared ELC Broward's top three (3) Legislative priorities with Delegation members.
- Attended 15 City Commission meetings to request School Readiness Match grants from the various Municipalities.

Goal 7: ELC Broward is a healthy, efficient, and effective organization.

Objective 1: The ELC promotes an inspired workplace culture by developing quantitative and qualitative approaches to attract, engage, and retain a talented workforce efficiently and effectively.

Outcome 1: ELC is hiring the right staff for the right positions and retaining them as evidenced by retaining 75% of new hires at one year.

Outcome 2: ELC annual staff turnover will be 5% below the National turnover average for similar organizations.

Outcome 3: 25% of promotional opportunities are filled internally.

Outcome 4: At least 85% of Staff respond they are overall satisfied working at the ELC.

Objective 2: Continue to optimize use of technology and data to promote efficiencies, evaluate value, impact, and progress, and increase data security.

Outcome 1: 85% of the CRM Plan will be fully implemented.

Outcome 2: 90% of ELC data infrastructure will be stored in the cloud.

Outcome 3: A minimum of 95% of ELC staff will continually pass ELC quarterly security testing.

Objective 3: A mechanism exists to bring in a regular stream of funding to address an annual structural deficit and an annual process to gradually build a reserve.

Outcome 1: Annual net asset/reserve balance changes are positive at the end of each fiscal year.

Objective 4: Strategy will be in place to obtain dedicated funding for specific unallowable expenses.

Outcome 1: ELC will have funds for items for meetings, programming, and training.

Objective 5: The ELC board is energized, enthusiastic, educated, participates, and partners effectively with staff.

Outcome1: Results of the annual staff and board survey will show at least a 90% rating in all categories.

Outcome2: 100% of the ELC Board will complete and return the Annual Board Survey, which will be conducted prior to the Annual Board Retreat.

Outcome 3: ELC will track the activity of Board members and report on that engagement.

Objective 6: The ELC will have a cohesive board where every member has a voice.

Outcome 1: Results of the annual board self-survey will show that 90% of board report they feel they have a voice in meetings.

Status Update

- Staff retention rates for staff for 1 year are currently 88.24%, the goal was 75% so we are exceeding expectations.
- Staff turnover rate is 2.33%, target for 5 years is 5% below industry standard (approximately 34%). Far exceeding goal.
- Staff promotions from within is 60%, our goal was 25%. Far exceeding goal.
- The IT Team successfully completed 60% of the CRM modules approved to be created this FY, putting us in a strong position to surpass our target of 85%.
- We've achieved a significant milestone with 70% of our ELC infrastructure now operating in the Cloud. We're well on our way to reaching our objective of a 90% Cloud migration.
- 94.9% of our staff have passed the last quarterly security test. We're committed to continuous improvement and are setting our sights on achieving a pass rate of 95% or higher within the next five years.

Overall Significant Achievements:

- Successfully advocated for additional SR funding (from a pot of \$77M set aside by Legislators), receiving \$15M for new SR enrollments, the highest amount secured amongst Coalitions around the State.
- Successfully advocated for getting ELC Broward-specific Legislative priority included as a Statewide (AELC) Legislative Priority.
- Created plan and rolled out various initiatives funded by an additional \$19M in American Rescue Plan Discretionary funding (trainings, resources, technological learning supports, model classroom, special needs supports, etc.).
- Assisted Representative Bartleman with *new* Special Needs Legislation (now in a Bill going through the Committee process).
- Collaboration in Motion with Healthy Start to rollout Baby Bookworms initiative to provide book bundles and resources for parents of newborns.
- Planned/Held first fundraising event in October 2023, established beneficial new relationships and funding.
- Secured \$5,000 from the Kiwanis Club of Fort Lauderdale (through the Community Foundation's Advised Fund).
- Collaborated with Broward Days board and secured ELC's State of Child Care as the opening Breakfast event in Tallahassee where I was a panelist.
- Partnership/Collaboration with Memorial Healthcare Systems (see above).
- Partnership with the Museum of Discovery and Science (MODS) for a joint event at MODS, A Day in K (to take place June 2024).
- Secured outside funding (Lakeshore; State Farm) for a Staff Gratitude Gathering (Staff Appreciation) held in December.
- Held first-ever ELC Staff Milestone ceremony.
- ELC CEO continues to Chair the AELC Large Coalition committee and serve on the AELC Executive Team.

Ratings:

- 1 - Not on Target to Attain Goal(s) - Unsatisfactory Job Performance
- 2 - Partially on Target to Attain Goal(s) - Improvement Needed
- 3 - On Target to Attain Goal(s) - Meets Expectations/Requirements
- 4 - On Target to Exceed Goal(s) - Exceeds Expectations/Requirements

Overall Score 1 2 3 4

ITEM/MEETING	B245RB4 / Board
DATE:	March 11, 2024
SUBJECT:	CCDF Reauthorization Changes
FOR ACTION:	No
RECOMMENDED ACTIONS:	FYI Only
FINANCIAL IMPACT:	TBD
ELC STAFF LEAD	R. Jaffe

Background/History

On Friday, March 1st, the Administration for Children and Families (ACF), Office of Child Care (OCC), which is the Federal oversight agency, announced a new rule that will lower costs for families that receive child care subsidies, improve payment practices to child care providers, and increase families’ child care options. The changes make much needed updates to the Child Care and Development Fund (CCDF), which is the nation’s largest funding stream to help families afford child care and improve quality in child care settings.

Current Status

The 2024 Child Care and Development Fund (CCDF) Final Rule updates regulations (45 CFR Part 98) to help working families afford child care and broadly support child care quality and accessibility in communities. Policies included in this final rule are designed to:

- Lower child care costs for families;
- Improve payments to child care providers;
- Expand child care options for families (includes making enrollment easier and faster for families);
- Increase clarity in CCDF requirements.

Key updates in each of the 4 categories above are provided below:

1. **Reducing costs to families:** The rule limits the amount that families pay to no more than 7 percent of their household income and makes it easier for Lead Agencies (in our case, the Florida Department of Education) to eliminate co-payments for many more families and allows States to eliminate co-payments for:
 - Eligible families with income up to 150 percent of the federal poverty level.
 - Eligible families that are experiencing homelessness.
 - Eligible families with a child with a disability.
 - Eligible families with a child enrolled in Head Start or Early Head Start.
 - Eligible families with a child in foster or kinship care or otherwise receive or need to receive protective services.
 - Eligible families that meet other criteria established by the Lead Agency.

2. **Improving payments to providers:** Better payment practices to child care providers will help stabilize operations for participating providers and increase parents’ child care options so they can find child care when and where they need it. The final rule includes:
 - Expands Sustainable Payment Practices: States and Territories must make on-time payments based on **enrollment (not attendance)**.
 - Requires States and Territories to use private-pay practices that account for child care fixed costs by paying in advance of or at the beginning of the delivery of services and paying child care providers based on a child’s enrollment or an alternative approach that does not undermine stability.
 - Encourages States to pay child care providers caring for children receiving CCDF subsidies the Lead Agency’s established subsidy rate to better account for the actual cost of care, even if that amount is greater than the price the provider charges parents who do not receive subsidy.

- Requires States and Territories to provide some child care services through grants or contracts as one of many strategies to increase the supply and quality of child care for infants and toddlers, children with disabilities, and children in underserved geographic areas.
3. **Expanding choices for families:** The rule will make it easier for families to find child care that meets their needs and allows for a quicker/easier enrollment process. The final rule includes:
- Encourages State and Territory enrollment policies to consider a child **presumptively eligible** for subsidy prior to full documentation and verification to allow more families to start child care assistance right away so they do not lose out on a job opportunity.
 - It also encourages Lead Agencies to streamline enrollment processes to make it easier for families to apply for and receive child care assistance if they have already demonstrated eligibility for another benefit program.
 - Clarifies that the minimum 12-month eligibility requirement applies when children are newly added to families already participating in the subsidy program and encourages Lead Agencies to align eligibility periods to the new child’s eligibility period. Allowing re-determinations to occur at the same time limits burden on the family and the Lead Agency.
 - Encourages States and Territories to use a family’s enrollment in other public benefits program or documents or verification used for other benefit programs to verify eligibility for CCDF.
 - Requires States and Territories to implement eligibility policies and procedures that minimize disruptions to parent employment, education, or training opportunities and encourages online applications.
4. **Increases clarity in CCDF Requirements:** The final rule includes technical and other changes to improve clarity and program implementation.

OCC hosted two webinars outlining the final rule on March 7. All ELC providers were informed. The recordings for the webinars will be posted on the new [OCC rule resource page](#). OCC will post additional resources related to the rule regularly.

DEL is responsible for providing guidance on how and when they will implement these changes. States can request up to two years to implement.

ELC Broward will continue to keep the board updated as new information is provided, however, since this is a big change to the system (for ELCs, parents, and providers) we thought it was important to share what we know to date.

Recommended Action:

FYI Only

Supporting Documents:

The text of the full rule can be found at: <https://www.federalregister.gov/documents/2024/03/01/2024-04139/improving-child-care-access-affordability-and-stability-in-the-child-care-and-development-fund-ccdf>

ELC Broward Contract List 2023-2024

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Division of Early Learning	\$150,739,951	<i>School Readiness, VPK, PDG & Stimulus</i>	Revenue	7/1/23-6/30/24	Active
A.D. Henderson Foundation	\$160,000	<i>Peer Support Specialist Positions</i>	Revenue	7/1/23-6/30/24	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/22- 9/30/27	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/23-9/30/24	Active
Children's Services Council	\$3,348,317	<i>Vulnerbale Populations</i>	Revenue	10/1/23-9/30/24	Active
City of Fort Lauderdale	\$75,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Deerfield Beach	\$30,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
United Way	\$130,000	<i>SR Match Funds</i>	Revenue	7/1/23-6/30/24	Active
University of Florida	\$90,000	<i>Training Courses for providers</i>	Revenue	9/1/23-8/31/24	Active
Children's Forum	\$1,128,205	<i>INCENTIVE\$® Program</i>	Subrecipient	7/1/23-6/30/24	Active
First Call for Help/211	\$461,092	<i>Community Referral Services</i>	Subrecipient	7/1/23-6/30/24	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	\$93,900	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/23-6/30/24	Ongoing
BlueJean Software, Inc.	\$33,000	<i>Hosting and Support Services</i>	Vendor	7/1/23-6/30/24	Active
Bertelsen Education	\$48,300	<i>Professional Development Training</i>	Vendor	1/16/24-6/30/24	Active
Bryan, Miller, Olive, Attorneys	\$35,000	<i>Labor and employment legal services</i>	Vendor	7/15/23-6/30/24	Active
Causetech DBA Achieve	\$9,463	<i>Website Hosting</i>	Vendor	7/1/23-6/30/24	Active
Carmen Nicholas	\$33,500	<i>Independent CLASS Observer</i>	Vendor	7/1/23-6/30/24	Active
Comcast	\$6,724	<i>Internet</i>	Vendor	7/1/23-6/30/24	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
EPIC Educational & Consultant Services, LLC	\$20,000	<i>Professional Development</i>	Vendor	1/16/24-6/30-24	Active
First Day Learning, Inc.	\$99,400	<i>Professional Development</i>	Vendor	1/16/2024-6/30/24	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Frog Street Press, LLC	\$16,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/23-6/30/24	Active
Intermedia.net, Inc.	\$30,150	<i>Office 365 & Support</i>	Vendor	7/1/2023-6/30/2024	Active
Jaybee Educational Consultant	\$20,800	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Kaplan Early Learning Company	\$30,600	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Keefe McCullough, LLP	\$43,100	<i>External Audit Preparation</i>	Vendor	7/1/23-6/30/24	Active
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement plan legal services</i>	Vendor	7/1/23-6/30/24	Active
Learning Beyond Paper, Inc.	\$26,250	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
One Beat	\$20,000	<i>CPR Training for Providers</i>	Vendor	7/1/23-6/30/24	Active
Revation Systems, Inc.	\$261,113.04	<i>Telecommunications Services</i>	Vendor	9/15/21-9/30/24	Active
Teaching Strategies Gold LLC	\$95,200	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	
The Journey Institute, Inc.	\$24,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active
Sharp	\$14,353.12	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active
Sorenson Consulting	\$29,000	<i>Professional Development Training</i>	Vendor	2/1/24-6/30/24	Active
Teaching Strategies Gold	\$12,950	<i>Child Assessment Software</i>	Vendor	7/1/23-6/30/24	Active
Trusaic	\$6,500	<i>Monthly Fee for up to 500 W2's</i>	Vendor	6/1/23-6/30/24	Active
Webauthor	\$75,000	<i>CRM Software</i>	Vendor	7/1/23-6/30/24	Active
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active
Child Abuse Prevention -CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active

School Board Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/2021-6/1/2045	Active
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active
Women in Distress	\$0	<i>Community Partnership</i>	MOU	6/2/21-6/1/24	Active



FYI 2 – 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 2024

Vendor Name	Amount	Purpose
211 Broward	34,226.77	December 2023 Invoice
Adobe Systems Incorporated	7,550.00	Acrobat Sign Enterprise Annual Renewal (1/11/24-01/10/25)
ADP, Inc.	1,328.40	December 2023 Time & Attendance
ADP, Inc.	2,696.22	December 2023 Processing Charges for 11/09/23-12/23/23
Alison Gonzalez	1,050.00	Class Observation for Dec 2023
Andrew Wolf DBA Ace Business Forms	2,548.00	ELC Branded Folders
AT&T Mobility	8,260.71	January 2024 Cell phone and Data Charge
Bluejean Software, Inc.	1,000	December 2023 Cloud Hosting & Maintenance & Support
Bluejean Software, Inc.	1,000	November 2023 Cloud Hosting & Maintenance & Support
Business Card	7,762.22	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Leadership Institute	6,250.00	Nov 2023 Professional Development Training Services
Carmen Nicholas	2,800.00	CLASS Observations for DEC 2023
Colonial Life & Accident Insurance	9,209.19	December 2023 Employee Benefits
Florida Department of Education	4,538.45	FY22-23 Overpayment Collections from Providers Due to DEL
Goren, Cherof, Doody, & Ezrol, P	5,725.00	December 2023 Legal Services
Indeed	2,500.00	December 2023 Job Posting
Intermedia.ne	3,337.61	January 2024 Office 365
Intermedia.net	1,144.00	Jan 24 Microsoft Defender
Internal Revenue Service	19,652.50	Levy Payment for School of Excellence
Keefe McCullough	2,000.00	Preparation of PY 2022 Form 5500
Keefe McCullough	5,750.00	Financial Audit Services Through December 2023
Malwarebytes	9,057.84	Malware Endpoint Protection for January 18, 2024 - January 17, 2025
Maria Lopez	1,750.00	CLASS Observations for DEC 2023
Revation Systems, Inc.	7,253.84	December 2023 VOIP Services
The School Board of Broward County	1,030.00	December 2023 Gulfstream Lease Custodial Fees
The School Board of Broward County	1,030.00	January 2024 Gulfstream Lease Custodial Fee



FY24 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,249
Cooper City	No Response	-
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	-
Davie	No Response	-
Deerfield Beach	Approved	30,000
Ft. Lauderdale	Approved	75,000
Hallandale Beach	Approved	19,000
Hollywood	Approved	10,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	No Response	-
Lauderdale Lakes	No Response	-
Lauderhill	Approved	20,000
Margate	Pending Response	1,000
Miramar	No Response	-
North Lauderdale	Approved	10,000
Oakland Park	Approved	10,000
Parkland	Approved	3,000
Pembroke Park (Town)	No Response	-
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	21,500
Tamarac	No Response	-
Sunrise	Approved	60,000
Southwest Ranches	No Response	-
West Park	No Response	-
Weston	Approved	5,389
Wilton Manors	Approved	4,240
		357,778
United Way	Committed as of July 1	130,000
Child Care Providers	Committed as of July 1	500,000
Broward County	Committed as of July 1	3,774,346
CSC	Committed as of July 1	794,158
	Total SR Match	5,556,282



Legend:
Bolded Items: Recently Added/Updated
Grayed Out: Past Events

Board Engagement Calendar FY 23-24

Childcare Small Business Site Visits			
*Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a site visit.			
Date	Childcare Center Name	Address	Time
<i>Sep. 13, 2023</i>	<i>Delmar Arts Academy at the Y</i>	<i>1409 NW 6th St, Fort Lauderdale, FL 33311</i>	<i>9:30 AM - 11:00 AM</i>
<i>Oct. 10, 2023</i>	<i>My Little Family Center</i>	<i>18433 Pines Blvd. Pembroke Pines, FL 33029</i>	<i>9:30 AM - 11:00 AM</i>
<i>Nov. 8, 2023</i>	<i>Preschool Kids Planet</i>	<i>328 E Hillsboro Blvd, Deerfield Beach, FL 33441</i>	<i>9:30 AM - 11:00 AM</i>
Mar. 13, 2024	Nur Ul Islam	10600 SW 59th St, Cooper City, FL 33328	9:30 AM - 11:00 AM
Apr. 10, 2024	TBA	TBA	9:30 AM - 11:00 AM
May. 8, 2024	TBA	TBA	9:30 AM - 11:00 AM
Jun. 25, 2024	TBA	TBA	9:30 AM - 11:00 AM

Small Wine Shop Fundraiser		
*Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a site visit.		
Date	Location	Time
<i>Oct. 5, 2023</i>	<i>Small Wine Shop, 410 N Andrews Ave, Fort Lauderdale, FL 33301</i>	<i>6:00 PM – 8:30 PM</i>

ELC Board Meet, Greet, & Eat Social		
ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309		
Date	Location	Time
<i>Sep. 11, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:30 AM – 9:30 AM</i>
<i>Oct. 16, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Dec. 11, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Feb. 12, 2024</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA

ELC Lunch & Learn Workshops *Optional*			
ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309			
Date	Topic	Location	Time
<i>Sep. 21, 2023</i>	<i>Strategic Plan</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Oct. 30, 2023</i>	<i>Advocacy</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Jan. 12, 2024</i>	<i>Special Needs</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Feb. 15, 2024</i>	<i>FAST (Cancelled)</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
Mar. 20, 2024	Conflicts of Interest	Zoom	12:00 PM – 1:00 PM
TBD	Finance	ELC Broward, Training Room	12:00 PM – 1:00 PM
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

Monthly PLAN Meetings

ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309

Date	Location	Time
Sep. 20, 2023	ELC Broward, Training Room	10:00 AM - 11:00 AM
Oct. 18, 2023	ELC Broward, Training Room (Cancelled due to AELC Training Camp Week)	10:00 AM - 11:00 AM
Nov. 15, 2023	ELC Broward, Training Room	10:00 AM - 11:00 AM
Dec. 20, 2023	ELC Broward, Training Room	10:00 AM - 11:00 AM
Jan. 17, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Feb. 21, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Mar. 20, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Apr. 17, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
May 15, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM
Jun. 19, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM

Legislative Meetings

***Please Reach out to Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for a legislative meeting.**

Date	Individual	Location	Time
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

Notable Early Learning Conferences

Please Reach out to Melody Martinez at Mmartinez@elcbroward.org if you would like assistance organizing accommodations

Dates	Conference Name	Location	Registration Info
Sep. 19-20, 2023	Zero to Three Learn Conference	Minneapolis Convention Center- Minneapolis, MN	Click to Register
Oct. 5-8, 2023	Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity)	Renaissance Orlando at SeaWorld- Orlando, FL	Click to Register
Oct. 11-15, 2023	Florida Association for the Education of Young Children (FLAEYC)	Moni Orlando Resort- Orlando, FL	Click to Register
Nov. 15-18, 2023	NAEYC Annual Conference	Nashville, TN	Click to Register
Nov. 28-Dec. 1, 2023	Division for Early Childhood's 39 th Annual International Conference on Young Children with Disabilities and their Families	Hilton Minneapolis- Minneapolis, MN	Click to Register
Jan. 22-25, 2023	National Head Start Winter Leadership Institute	Crystal City, VA	Click to Register
Mar. 7-9, 2024	Southern Early Childhood Association Conference	Crown Plaza Atlanta Perimeter - Atlanta, GA	Click to Register
Mar. 7-10, 2024	American Montessori Society - The Montessori Event	Gaylord Palms Resort and Convention Center - Orlando, FL	Click to Register
Mar. 8-9, 2024	Rocky Mountain Early Childhood Conference	Denver Marriott Tech Center - Denver, CO	Click to Register
Mar. 11-12, 2024	International Conference on Play-Based Learning and Early Childhood Curriculum	Miami, FL	Click to Register
Mar. 14-16, 2024	Virginia Association for the Education of Young Children (vaeayc)	Roanoke, VA	Click to Register
Apr. 3-4 2024	InterAct CLASS Summit	San Diego, CA	Click to Register
Apr. 15-19, 2024	National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI) Conference	Tampa Marriott Water Street - Tampa, FL	Click to Register
Apr. 15-18, 2024	National Head Start Conference	Oregon Convention Center - Portland, OR	Click to Register
May. 19-22, 2024	Child Care Aware 2024 Symposium	Arlington, VA	Click to Register
May 23, 2024	2024 FL Prosperity & Economic Opportunity Solution Summit	Coral Springs, FL	Click to Register
Jun. 26-30, 2024	FL Family Child Care Home Association Annual Conference	Clearwater Beach, FL	Click to Register

BOARD MEMBER SPONSORSHIP FORM



ELC Board Donations and Sponsorship Opportunities
Please indicate the areas and amount you would like to sponsor below.

Board/Committee Refreshments

- Meet & Greet (Avg. Per Event: **\$80**)
- Lunch & Learn (Avg. Per Event: **\$50**)
- Committee Meetings (Avg. Per Event: **\$40**)
- Board Retreat (Avg. Per Event: **\$300**)
- General Board Engagement Activities (Avg. Per Event: **\$50**)

ELC Unfunded Events

- Table Sponsorships for Award Ceremonies (Annual Avg: **\$3000**)
- Staff Recognition: Awards, Staff Appreciation, & Birthdays (Annual Avg: **\$2500**)
- Provider/Staff Training Food and Refreshments
(Annual Avg. is dependent on amount of trainings: **\$5,000-\$16,000**)
- ELC Promotional/ Giveaways for Outreach Events (Annual Avg: **\$500**)

General Donation to ELC Broward

- Unrestricted Funding

Name/Org:

Please enter the total amount of donations:

How will you be paying? *For Cash/Check Donations, please see Lizbeth DeVecchio after the meeting. Checks can also be mailed to ELC Broward. Attn: Christine Klima*

Cash

Check

Card Payment

All donations are appreciated!

TO DONATE PLEASE SCAN THE QR CODE OR VISIT:

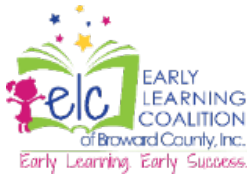
www.elcbroward.org/donate



ELC of Broward County

Committee Membership 2023-2024

COMMITTEE	Member Name	Seat	By Laws	
EXECUTIVE <i>4 needed for a Quorum</i>	<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>			
	Officer 1	Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
	Officer 2	Dawn Liberta	First Vice Chair/Governance	effective 12/11/23
	Officer 3	Twan Russell	Second Vice Chair	effective June 2020 - Again in 2022
	Officer 4	Monica King	Secretary/PRC Chair	effective June 2020 - Again in 2022
	Officer 5	Cindy Arenberg Seltzer	Treasurer	effective June 2020 - Again in 2022
	6	Michael Asseff	Nominating Com. Chair	effective June 2020 - Again in 2022
	7	Renee Podolsky	Audit Com. Chair	effective June 2022
FINANCE <i>4 needed for a Quorum</i>	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>			
	1	Cindy Arenberg Seltzer	Chair	
	2	Maria Hernandez	Member	effective 06/14/23
	3	Dawn Liberta	Member (Officer)	effective 02/12/24
	4	Renee Podolsky	Member	
	5	Twan Russell	Member	
	6	Laurie Sallarulo	Member (Board Chair)	
	7	Zachary Talbot	Member	effective June, 2020
PROGRAM REVIEW <i>5 needed for a Quorum</i>	<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 EXCLUDING CHAIR. No Term Limits</i>			
	1	Monica King	Chair	effective 07/13/22
	2	Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3	Richard Campillo	Member	effective 07/01/18
	4	Krystie Castillo	Member	effective 02/12/24
	5	Dawn Liberta	Member (Officer)	effective 02/12/24
	6	Melody McDonald	Member	effective 10/06/22
	7	Renee Podolsky	Member	effective 05/10/23
	8	Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	9	Ellie Schrot	Member	effective 06/14/23
AUDIT <i>4 needed for a Quorum</i>	<i>Members elected by Board. Consists of at least (5) five Members including Chair. 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. No Term Limits</i>			
	1	Renee Podolsky	Chair	effective 07/01/22 (announced in 6.13.22 Board Meeting)
	2	Michael Asseff	Member (Officer)	
	3	Richard Campillo	Member	effective 10/16/23
	4	Monica King	Member	effective 04/07/17
	5	Dawn Liberta	Member (Officer)	effective 02/12/24
	6	Traci Schwitzer	Member	effective 02/12/24
GOVERNANCE <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>			
	1	Dawn Liberta	Chair	effective 12/11/23
	2	Michael Asseff	Member (Officer)	effective 06/2020
	3	Kirk Englehardt	Member	effective 09/13/21
	4	Carol Hylton	Member	effective 02/2021
	5	Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6	Renee Podolsky	Member	effective 10/06/22
	7	Amoy Reid	Member	effective 10/06/22
NOMINATING <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>			
	1	Michael Asseff	Chair	effective 06/30/20
	2	Sharonda Davis-Bailey	Member	effective 04/27/22
	3	Melody McDonald	Member	effective 10/09/23
	4	Amoy Reid	Member	effective 12/19/19
	5	Twan Russell	Member (Officer)	
	6	Laurie Salarullo	Member (Board Chair)	
	7	Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING <i>4 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm			Chair	
	1	Michael Asseff	Co-Chair	effective 02/13/20 confirmed 08/29/22 Co-Chair effective 06/14/23
	2	Krystie Castillo	Member	effective 02/12/24
	3	Kirk Englehardt	Member	effective 09/20/22
	4	Dawn Liberta	Member (Officer)	effective 02/12/24
	5	Amoy Reid	Member	effective 02/13/20 confirmed 08/10/22
	6	Traci Schwitzer	Member	effective 02/12/24
	7	Zachary Talbot	Member	effective 08/30/22



ELC of Broward County

FY 2023-2024 Board/Committee Meetings Calendar

July 2023						
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					

August 2023						
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20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
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24	25	26	27	28	29	30

October 2023						
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29	30	31				

November 2023						
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29		

March 2024						
Su	Mo	Tu	W	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Board Mondays/9:30 am

- Sep 11, 23
- Oct 16, 23
- Dec 11, 23
- Feb 12, 24
- Mar 11, 24
- May 6, 24 (RETREAT 9am)
- Jun 17, 24

Finance/Executive Tuesdays/1:30 pm

- Aug 29, 23
- Oct 3, 23
- Dec 5, 23
- Jan 23, 24
- Feb 27, 24
- Apr 30, 24
- Jun 4, 24

Governance Mondays

- Apr 22, 24, 11 am

Nominating Wednesdays

- Oct 11, 23, 12:00 pm
- Dec 4, 23, 2:00 pm
- Apr 17, 24

Audit Wednesdays

- Aug 30, 23, 2:30 pm
- Mar 5, 24, 3:00 pm

Program Review

- Aug 28, 23, 2:00 pm
- Jan 12, 24, 12:00 pm
- Apr 2, 24, 12:00 pm

Ad-Hoc Fundraising:

- Aug 30, 2023, 12:30 pm
- Nov 29, 2023, 2:30 pm
- Feb 12, 2024, 12:00 pm

ELC Offices closed for holidays on:

July 4; Sep 4; Nov 10, 22, 23, 24; Dec 25, 26, 29; Jan 1,2; 15; Feb 19; May 27

Federal Holidays:

Oct 9 Columbus
June 19 Juneteenth

Holidays:

Sep 25 Yom Kippur
Sep 30 Sukkot
Dec 8 Hanukkah Start
Dec 15 Hannukah Ends
Dec 26 Kwanzaa
Feb 14 Ash Wed/Lent
Mar 19 Spring Break week
Mar 29 Good Friday
April 23 Passover Starts

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	PPF	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPPF). 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 ELPPF 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.