



Early Learning Coalition of Broward County, Inc.
Board Meeting Agenda
May 6, 2024, at 10:00 AM
Hybrid Meeting

Meeting ID: 846 4047 5397 Passcode: 295838

<https://us06web.zoom.us/j/84640475397?pwd=WVI1bTJ3LzhhL0tiRmsxazk3UkZOUT09>

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	Laurie Sallarulo, Chair
4.	CEO Report	3 Renee Jaffe, CEO
5.	Mission Moment – ELC Boot Camp	Renee Jaffe, CEO Howard Bakalar, CPO,
6.	Consent Agenda 1. Approve March 11, 2024, Meeting minutes. 2. B246CA1 – Approve RFP for Payroll Processing, Tax Services and HR 3. B246CA2 – Approve Budget Amendment for Bertelsen Education Agreement 4. B246CA3 – Approve Teachstone Sole Source 5. B246CA4 – Approve Procurement of VOIP Phone Software as a Service 6. B246CA5 – Approve INCENTIVE\$ Broward CF Sole Source	 6 18 19 21 22 23 Laurie Sallarulo, Chair
7.	Finance Committee 1. B246FIN1 – Approve Interim Financial Statements 2. B246FIN2 – Approve Budget Amendment #5	 29 38 Cindy Arenberg Seltzer, Committee Chair Christine Klima, CAO
8.	Regular Business 1. B246RB1 – Approve CCR&R Services 211 Modification	 42 Christine Klima, CAO
9.	Audit Committee 1. B246AUD1 – Approve Auditor Amendment	 44 Renee Podolsky, Committee Chair Christine Klima, CAO
10.	Governance Committee 1. B246GOV1 – Approve Bylaw Amendments	 45 Dawn Liberta, Committee Chair Judith Merritt, COO
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 Traci Schwitzer, 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"> ○ FYI 1 ELC Contracts ○ FYI 2 March Cash Disbursements ○ FYI 3 FY24 Match Report ○ FYI 4 Board Engagement Opportunities ○ FYI 5 Board Sponsorship Form ○ FYI 6 FY 23-24 Committee Membership ○ FYI 7 FY 23-24 Board Meeting Attendance ○ FYI 8 FY 23-24 Board Calendar ○ FYI 9 FY 24-25 Board Calendar ○ FYI 10 Glossary of Term 	63 65 66 67 69 70 71 72 73 74	
16.	Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from our Partners Public Comment		
17.	Next ELC Board Meeting: June 17, 2024, @ 9:30 am		
18.	Adjourn		
<p>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.</p> <p><i>“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.”</i></p>			

CEO Report Board – May 6, 2024

School Readiness Enrollment Update

Since resuming enrollments in October 2023, we have enrolled 3,234 children. Our strategy will be to enroll enough children to offset monthly attrition and manage expenditures to serve as many children as possible. As of May 1, 2024, we have 861 children on the waitlist, with an approximate three week wait between being put on the waitlist and being called off the waitlist.

VPK Update

As of April 26th, we have approved 15,289 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 April 26th, we have approved 8,493 VPK school year applications (FY 24-25). By contrast, during the same period for FY 22-23, we approved 7,986 school-year applications.

Legislative Session 2024 Wrap Up

The 2024 Legislation session is now over. The Governor is in the process of reviewing/signing passed bills and budgets, including the early learning budget (which must be signed before July 1, 2024). Overall, this was a good year for early learning with many bills and funding increases being a priority for many legislators and State leadership. Unfortunately, the increase in SR eligibility threshold and the special needs did not pass (but got far in the process). However, a new funding methodology for determining each Coalitions SR base funding for FY 24/25 that included the proportionate share of FTE enrollments as well as provider rates, resulting in a \$12 million increase to our current base allocation for Broward (for FY 23/24). Unfortunately, County population and Coalition Waitlist numbers were not included in establishing the base funding (despite strong advocacy efforts), but a separate funding pool was allocated for children on the SR Waitlist (see below) that we are optimistic we will receive a portion of that.

Below are some of the early learning highlights from this session however please see the full list included in the FYI section of this packet:

School Readiness:

- 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 childcare slots).
 - \$20M to be allocated amongst Coalitions to decrease waitlists statewide.
 - \$40M to be allocated amongst Coalitions to ensure ELCs have sufficient funds for eligible children.
 - \$46M to increase Provider reimbursement rates – *See below for information on rate increases for Broward.*
 - \$60M for “hold harmless” allocations to specific Coalitions - *Broward did not get funding from this pool.*
 - \$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. This will allow them to remain in the program until they reach 200% of the State Median Income (SMI) but with higher fees – This provides a more gradual off-ramp for SR services to avoid a fiscal cliff.

VPK:

- 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%)

Provider Rate Increase

Effective July 1, 2023 the State became the sole authority for setting School Readiness provider reimbursement rates for each Coalition. Effective July 1, 2024, the State will implement its first rate increase since this process change took effect. Surprisingly, the most significant increase for Broward was for School Age rates. Full time school age base rates in particular went up by almost 12%, while part time went up by 3%. Full time Infant rates went up by 6% and toddler rates increased by a fraction (less than 1%). DEL will allocate funding to cover the cost of these increases with funds designated by the legislature for FY 2025. Overall, Broward's average reimbursement rates for non-school aged children are approximately 76% of Broward's Federal targets (on average) largely due to our decision to raise rates ourselves as much as possible across the board before the authority to do so shifted to the State. By comparison, full time non-school aged base rates for other large South Florida Coalitions averages at about 70% of their federal targets.

Chancellor Visit

On Thursday, April 11th and Friday, April 12th ELC Broward was fortunate to have a visit from the Division of Early Learning's (DEL) Chancellor, Cari Miller. During her time in Broward, she visited 3 childcare programs, attended a dinner with ELC staff and Board members, a Child Care provider meeting, our New Educator Boot Camp graduation, and an ELC senior staff meeting where we were able to highlight the great and innovative work being done in Broward.

Those who participated felt that the visit was extremely successful. Cari thanked us for an amazing visit and stated she "truly enjoyed visiting providers and having an opportunity to gather with them to share some DEL happenings. I also greatly enjoyed learning more about the staff and work going on in Broward. It couldn't have been a better visit."

Thank you to the many Board members who attended one or more of these activities.

Day in K

ELC Broward will be hosting "A Day in K" at the Museum of Discovery and Science (MODS) June 11th, beginning at 5 pm. With support from the Children's Services Council and the Broward County School District, we expect to be welcoming over one thousand soon-to-be Kindergarteners/families to a fun-filled evening full of valuable information and resources. Families can learn about everything from bus stops to available afterschool activities, while their children enjoy the museum. Fliers will be sent to all VPK families in the next two weeks, and MODS will also be advertising the event. A copy of the flier is included in this packet, and board members have received a calendar invitation.

New Educator Boot Camp

The week of April 8th, the ELC's Education Team held its 2nd New Educator Boot Camp. Boot Camp is for educators employed at a Broward childcare center for less than a year. Each day the team facilitates intensive, interactive, and informative content for a rich weeklong workshop experience. We cover topics ranging from Health & Safety, CLASS, and Challenging Behaviors. On the 5th day, we invite each participant's director or owner to attend a celebration in which all the educators highlight what they learned. Thanks to ARPA dollars, each educator receives a \$1,000 stipend for the week and the school receives \$1200 to cover any extra staffing and travel expenses to cover the week. This past Boot Camp overlapped with Chancellor Cari Miller's visit. We were able to showcase this new and innovative event.

CDA Graduation

On March 15th, 126 graduates of the ELC's CDA Academy marched across the stage at First Presbyterian Church in Hollywood. CDA stands for Child Development Associate and receiving a CDA is the first and most important professional childcare certification for most educators. To receive a CDA, students must attend 120 hours of educational training, and they must put together a portfolio that demonstrates their comprehension and application of what they have learned.

Proud family members watched as the graduates, dressed in cap and gowns, received their certificates from Dr. Calvin Moore, the CEO of the Council for Professional Recognition, which administers the national CDA program, who flew in from Washington DC for this event. After the graduation ceremony, families were treated to dinner, thanks to a generous sponsorship from the Kiwanis (thanks, Kirk)!

Top Workplace

For the third year in a row ELC Broward has received the Top Workplace Award. The Awards ceremony will take place on May 8, 2024 and we are pleased to announce that Zach Talbot has kindly (once again) donated the monies for the 10 seat awards dinner table and the Top Workplace Banner.

Board Retreat Update

As you are aware, we are not having a Full Board Retreat on May 6, 2024, instead we are having a “mini retreat”, which includes a special Meet and Mingle breakfast followed by a (hopefully abridged) Board meeting. Then there will be a brief presentation on the Board Survey results, and finally an informative presentation from the Florida Chamber Foundation on the impact of childcare on Florida’s Workforce Productivity and the State’s Economy. We are strongly encouraging Board members to attend in person so the meet and mingle is useful in getting to know fellow board members better and more easily participate in the conversations related to the presentations. For those who are unable to attend in person, a virtual option will be provided.



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

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell (virtual); Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Sharonda Bailey; Richard Campillo (Virtual); Kirk Englehardt (virtual); Carol Hylton (Virtual); Renee Podolsky (virtual); Dr. Amoy Reid (virtual); Ellie Schrot (virtual); Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn
Members Absent	Krystie Castillo; Daniel Foganholi; Maria Hernandez; Melody McDonald;
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DeVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Beverly Hung, Director of Human Resources; Christopher Rivera, Communications Manager(Virtual); Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager (Virtual); Reinier Potts, Financial Analyst (Virtual); Roy Persaud, Accountant; Samantha Dempsey, Accountant; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist (Virtual); Stephanie Landreville, Controller; Joseph Fike, IT (Virtual)
Others in Attendance	Jacob Horowitz, General Counsel; Martha Parker, CPA & Roberto Ayala, Keefe McCullough, Auditors (Virtual);

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:34 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed Board members and announced Board members who have joined committees: <ul style="list-style-type: none"> Traci Schwitzer- Co-Chair of Ad Hoc Fundraising Committees Also congratulated Monica King on her recent honor at the non-profit 211 Broward Award.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, including the 2024 Legislative Session.
Mission Moment	A video was shown highlighting Mission Moment Childrens Week.
Audit Committee 1. B2454AUD1 – Accept Draft FY23 Financial Statements Audit Report and Draft 2022 Form 990	<p>Martha Parker, Engagement Partner at ELC’s Audit Firm Keefe McCullough, presented the results of ELC’s Final Audit report for FY 23 and the 2022 Form 990.</p> <p>The Auditor's Report contained no findings.</p> <p>The Audit Committee brought forth a Motion to Accept the Final Financial Audit Report for Fiscal Year 2023. The Motion was unanimously approved. Motion Passes.</p> <p>Cindy Arenberg-Seltzer congratulated the Staff.</p> <p>Chair Laurie Sallarulo thanked Martha and her team for their work. Also, thanked Christine and the team for their excellent work.</p>

<p>2. B245AUD2 – Keefe McCullough Ownership Changes</p>	<p>The CEO thanked Stephanie Landreville and Samantha Dempsey, under Christine's Leadership, for all their hard work.</p> <p>The Audit Committee brought forth a Motion to Accept the 2022 IRS Form 990. The Motion was unanimously approved. Motion Passes.</p> <p>FYI only</p>
<p>Consent Agenda</p> <ol style="list-style-type: none"> 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 	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. B245FIN1 – January 2024 Interim Financial Statements 2. B245FIN2 – Approve Budget Amendment #4 	<p><u>Approve January 2024 Interim Financial Statements</u></p> <p>The Finance Committee Chair, Cindy Arenberg-Seltzer, went over the Interim Financial Statements. CAO went over the Utilization for FY24 Financials.</p> <p>The Finance Committee brought forth a Motion to Approve January 2024 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>The Finance Committee Chair, Cindy Arenberg-Seltzer, went over Budget Amendment # 4.</p> <p>The Finance Committee brought forth a Motion to Approve FY 2024 Budget Amendment #4 as presented. The Motion was unanimously approved. Motion Passes.</p>

<p>Regular Business</p> <ol style="list-style-type: none"> 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 	<p>Related Party Purchases</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve FY24 Related Party Purchases for United Way Behavior Health Conference Sponsorship. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve FY24 Related Party Purchases of “Starter” books that Broward Healthy Start Coalition, Inc. will receive for further distribution to their clients that have newborns at home. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions: The following Board Members abstained from voting and will complete the required conflict of interest documentation.</p> <ul style="list-style-type: none"> • Monica King abstained because she is the CEO of Broward Healthy Start Coalition, Inc. • Dawn Liberta abstained because she sits on the Board of the Broward Healthy Start Coalition, Inc. <p>Cindy Arenberg-Seltzer thanked Healthy Start Coalition for facilitating the distribution of the books to the babies. It is important for us to collaborate within the community to reach our clients in any way we can.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve CEO Mid-Year Compensation Bonus of \$2,000. The Motion was unanimously approved. Motion Passes.</p> <p>FYI Only CEO discussed the CCDF Reauthorization Changes. The CEO shared that some changes are required while others are recommended. Some are to lower childcare costs for families, improve payments to childcare providers, expand child care options for families (including making enrollment easier and faster for families), and Increase clarity in CCDF requirements.</p>
<p>Governance Committee <i>Update from Committee Chair</i></p>	<p>No meeting is scheduled at this time</p>
<p>Program Review Committee <i>Update from Committee Chair</i></p>	<p>The next meeting is on April 2, 2024.</p> <p>Chair Laurie Sallarulo thanked staff for sending the invite to everyone.</p>
<p>Nominating Committee <i>Update from Committee Chair</i></p>	<p>Committee Chair Michael Asseff added that we are always looking for Honorary board members; if anyone has someone in mind, send them over.</p> <p>Board Member Richard Campillo said he referred someone and was wondering if someone had reached out to the applicant and informed them that we received it and would reach out to them with a date for Nominating and that it is still under evaluation.</p> <p>The COO informed him that we have.</p>

Ad Hoc Fundraising <i>Update from Committee Chair</i>	Ad Hoc Committee Co-Chair Michael Asseff shared that Traci Schwitzer will be Co-Chair with him. As of now, we do not have a meeting scheduled. Chair Laurie Sallarulo suggested scheduling all committee meetings for the entire year if, of course, the committee chairs are fine with it.
Provider Representatives <i>Update from Provider Representatives</i>	None
Unfinished Business	None
New Business	We have a CDA Graduation on Friday.
Matters from the Chair	None
Matters from the Board	None
Matters from the CEO	None
Matters from Committees	None
Matters from our Partners	None
Public Comments	None
Next Meeting	<u>In-Person Retreat: May 6, 2024 @ 9:00 am</u> <u>Next Board Meeting: June 17, 2024 @ 9:30 am</u>
Adjourn	The meeting adjourned at 10:32 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.

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

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, _____, hereby disclose that on _____, 20 _____:

(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:

03/20/2024

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.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
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IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

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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.

APPOINTED OFFICERS (continued)

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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, Dawn Liberta, hereby disclose that on 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 Healthy Start Coalition of Broward County, 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:

B245RB2 - 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.

2 - Dawn Liberta/Broward Healthy Start Coalition, Inc. Board Member

3/21/24
Date Filed

Dawn Liberta
Signature

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Monica King, hereby disclose that on March 11, 2024.

(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 Broward Healthy Start Coalition clients 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:

B245RB2- 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.

1 Monica King/Broward Healthy Start Coalition Inc. CEO

03/20/24

Date Filed

Signature

Monica F. King 3/18/24

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.



ITEM/MEETING:	B246CA1 / Board
DATE:	May 6, 2024
SUBJECT:	FY25 Outsourced Payroll Processing and Related Services Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for FY25 Outsourced Payroll Processing and Related Services
FINANCIAL IMPACT:	TBD with FY25 Preliminary Budget. Estimate for Payroll Processing Only: \$45,000-\$65,000 Estimate for Payroll + HR Management: \$75,000-\$100,000
ELC STAFF LEAD	C. Klima

Background:

The Coalition has used its current outsourced payroll processing vendor since the Coalition began conducting financial management without a fiscal agent in 2006. At the time, the Coalition had a very small staff, and the cost of these services was nominal. In the 18 years that have passed since then, the Coalition has expanded to approximately 220 employees, and the annual cost of payroll services has reached the State of Florida’s \$35,000 threshold, which triggers a requirement for formal procurement. A new public procurement must be completed to finalize a new agreement cycle and manage a potential vendor transition by October 1, 2024.

The Coalition currently uses outsourced payroll processing services for employee employment and pay data and tracking, payroll, deduction and tax calculation, payroll tax filings and troubleshooting, and other employee activity and cost data management. The Coalition will seek a vendor that allows the Coalition to continue receiving high-quality payroll processing services through the following operational capabilities:

- Overall service reliability, security, user-friendliness, and system flexibility
- Customizable employee data interfaces with workflows for internal or external users
- Robust time and attendance tracking capability
- Versatile cost allocation assignment capability
- Flexible, customizable, external export, import, or API utilities that interface with other Coalition data systems
- Robust self-service pay, deduction, time off, and salary administration policy interfaces
- Geo-location and mobile device-friendly features
- Robust vendor product technical support and staff training resources
- Flexible, customizable reports, including self-service reports available to employees.
- Human resource record and workflow management (optional as an add-on service for vendors that offer it)
- User-friendly banking and cash management policies and utilities

Current Status:

Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about June 1, 2024, and convene a 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:

Authorize staff to release a Request for Proposals (RFP) for FY25 Outsourced Payroll Processing and Related Services

Supporting Documents

- None



ITEM/ MEETING:	B246CA2 / Board
DATE:	May 6, 2024
SUBJECT:	Bertelsen Education LLC Contract Budget Amendment #1
FOR ACTION:	YES
RECOMMENDED ACTION:	Recommend the Board Approve Amendment #1 to the Bertelsen Education, LLC Vendor Agreement Increasing the Amount Not to Exceed \$56,300 pending legal review
FINANCIAL IMPACT:	\$8,000 FY24 ARPA Discretionary
ELC STAFF LEAD	C. Klima

Background

In December 2023, the Coalition selected Bertelsen Education LLC as one of ten (10) vendors to deliver professional development training to educators on a variety of topics in FY24. When Bertelsen began offering their classroom management series sessions in February 2024, registrations quickly exceeded the number of trainings offered, and staff requested that the vendor offer 10 additional sessions before June 30, 2024.

Current Status:

Staff requests to increase the total contract budget by \$8,000 using FY24 ARPA Discretionary Program funds for a total contract amount not to exceed \$56,300 to pay for the additional training.

Recommended Action:

Executive Committee Recommend the Board Approve Amendment #1 to the Bertelsen Education, LLC Vendor Agreement Increasing the Amount Not to Exceed \$56,300 pending legal review.

Supporting Documentation:

Proposed Amended Training List

Bertelsen Education LLC, Proposed Amended Training List

CONTRACT TERM: January 16, 2024 - June 30, 2024				
Training Series	# of Trainings to be provided	Deliverable	Cost	Total
Classroom Management I (English)	11 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,800
Classroom Management I (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
Classroom Management II (English)	10 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,000
Classroom Management II (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
Classroom Management III (English)	10 training sessions	2-hour session for up to 75 participants delivered virtually	\$800 per training session	\$8,000
Classroom Management III (Spanish)	7 training sessions	2-hour session for up to 75 participants delivered virtually	\$1500 per training session	\$10,500
TOTAL COST NOT TO EXCEED:				\$56,300

ITEM/MEETING:	B246CA3 / Board
DATE:	May 6, 2024
SUBJECT:	FY 2025 Sole sourced award for Teachstone CLASS related materials and training
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to issue a sole sourced award posting and purchase order for Teachstone CLASS-related materials and training pending DEL approval and approval of the FY25 preliminary budget.
FINANCIAL IMPACT:	\$201,075
ELC STAFF LEAD	C. Klima

Background:

In order to continue initiatives that help upskill the childcare education workforce that we implemented during FY 2023 and FY 2024, staff propose issuing a sole-sourced award to Teachstone, Inc. to purchase needed CLASS-related materials and training in FY 2025. The materials and training are used to teach educators how to conduct CLASS Observations and how to improve their interactions with children in the classroom.

The Division of Early Learning (DEL) requires all Coalitions to use CLASS® (Classroom Assessment Scoring System) to conduct program assessments of childcare classrooms in accordance with Florida Statutes 1002.82(2)(n) and Rule 6N-4.740, F.A.C. Teachstone, Inc. is the sole-sourced vendor for the CLASS® assessment tool, trainings required to certify its use and all related materials under its trademark.

Current Status:

A list of training and materials needed is below, along with an estimated count of items/sessions and the cost. The proposed award totals \$201,075.

Item/Training	Price	Estimated Items/Sessions	Estimated Cost
CLASS Score Sheets	\$15	2500	\$37,500
CLASS Dimension Guides	\$20	4200	84,000
CLASS Certification Training ELC Staff	\$10,000	7	70,000
Subtotal			\$191,500
Teachstone 5% Project Admin Fee			9,575
Total			\$201,075

The sole-sourced award process is as follows.

1. Post a 'Notice of Intended Single Source Purchase' on our website for a period of fifteen (15) calendar days.
2. Post a 'Notice of Intended Decision to Enter into a Single Source Contract' for 72 hours following the initial posting period.
3. Request approval from DEL to issue the sole-sourced purchase order.
4. Issue purchase order.

Recommended action:

Executive Committee Recommend the Board Authorize staff to issue a sole-sourced award posting and purchase order for Teachstone CLASS-related materials and training pending DEL approval and approval of the FY25 preliminary budget.

Supporting Documents

None



ITEM/MEETING:	B246CA4 / Board
DATE:	May 6, 2024
SUBJECT:	FY25 Voice over Internet Protocol (VOIP) Phone Software as a Service Procurement
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Proposals (RFP) for Voice Over Internet Protocol (VOIP) Phone 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 September 30, 2024, the Coalition will have no additional renewal options for the Coalition’s current vendor agreement for Voice Over Internet Protocol (VOIP) Phone Software as a Service (SaaS) and a new public procurement for services must be completed to finalize a new agreement cycle and manage a potential vendor transition by October 1, 2024.

The Coalition currently uses VOIP SaaS to manage and track voice or text communication with clients and other stakeholders that reach out to us by phone. The Coalition will seek a vendor that allows the Coalition to continue our high-quality call center customer service and family eligibility interactions with parents and providers that use our services through many of the following operational capabilities:

- Overall service reliability, security, user-friendliness, and system flexibility
- Encrypted voice services in real-time as well as secure, compliant messaging, including live chat
- Robust vendor product technical support and staff training resources
- Unified platform accessible to staff using a laptop from any location
- Call queue attendant to inform callers on hold about their place in line and projected wait time and an associated call-back service for those who prefer not to hold
- Skills-based call routing and agent scheduling to quickly route callers to the right resource
- Built-in remote desktop screen sharing to better assist clients as they complete forms or enter data
- Robust quality monitoring tools for supervisor quality assurance and training
- After-call automatic survey capability to collect customer feedback
- Flexible, customizable reports

Current Status:

Staff plan to issue a Request for Proposals (RFP) procurement solicitation on or about May 7, 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 October 1, 2024.

Recommended action:

Executive Committee Recommend the Board Authorize staff to release a Request for Proposals (RFP) for FY25 Voice Over Internet Protocol (VOIP) Phone Software as a Service

Supporting Documents

- None

ITEM/ MEETING:	B246CA5 / Board
DATE:	May 6,2024
SUBJECT:	Children’s Forum FY24 Subrecipient Services – Intent to Award
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY25 pending DEL approval and Board approval of Preliminary FY25 budget.
FINANCIAL IMPACT:	FY 25 Budget TBD- Total cost not to exceed \$1,078,669
ELC STAFF LEAD	C. Klima

Background Information:

For more than 10 years ELC has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care INCENTIVE\$® Program as a sole-sourced vendor to administer the program in Broward County. Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGES® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By retaining the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better-educated teachers. In FY24, the Forum has reported providing over 530 participants with Wage Supplements in the first 6 months of the grant year.

The Coalition has determined that Children’s Forum is a sole-sourced vendor based on the following:

- Children’s Forum holds the sole license to administer the INCENTIVE\$ program in Florida for all participating counties.
- The INCENTIVE\$ Program is affiliated with the Child Care WAGES® Project and is licensed by the Child Care Services Association of Chapel Hill, North Carolina, to the Children’s Forum exclusively. The Children’s Forum administers the INCENTIVE\$ Program through agreements with local Early Learning Coalitions and other entities.

Current Status:

The FY25 budget will remain unchanged from the prior year:

Projected FY 24-25 Budget not Exceed:

INCENTIVE\$ Support to providers	\$841,361 (78%)
Program Support	\$183,375 (17%)
Admin	\$53,933 (5%)
Total	\$1,078,669

The sole-sourced award process is as follows.

1. Post a ‘Notice of Intended Single Source Purchase’ on our website for a period of fifteen (15) calendar days.
2. Post a ‘Notice of Intended Decision to Enter into a Single Source Contract’ for 72 hours following the initial posting period.
3. Request approval from DEL to issue the sole-sourced purchase order.
4. Request Board Authorization to Negotiate an Agreement following Board approval of the FY25 Preliminary Budget in June.

Recommended Action:

Executive Committee Recommend the Board Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY25 pending DEL approval and Board approval of Preliminary FY25 budget.

Supporting Documentation:

1. Documentation of Sole Source for Services
2. Contract Fact sheet

Basic Agreement Between
Child Care Services Association
and
The Children’s Forum, Inc.

To ensure quality and consistency of salary supplement programs using the Child Care WAGES® or affiliate name, logo and materials, the following guidelines and criteria must be met by the administrative home. This agreement with The Children’s Forum, Inc. will be in effect from September 1, 2021 to August 31, 2023 and may be renewed for successive terms unless terminated by Child Care Services Association (CCSA) or The Children’s Forum, Inc.

The Children’s Forum, Inc., as an agency that will administer Early Childhood Educator INCENTIVES\$ FLORIDA, agrees to do the following:

Programmatic

1. Develop and maintain a child care salary supplement model that rewards early educators for achieving higher levels of education and for staying in the same child care setting.
2. Collaborate with child care teachers, family child care providers, child care directors and other appropriate organizations and funders to implement the Early Childhood Educator INCENTIVES\$ Program.
3. Establish or continue an Early Childhood Educator INCENTIVES\$ Advisory Committee as set out in the Competency Assessment.
4. Create, maintain and update as necessary an Early Childhood Educator INCENTIVES\$ policy and procedural manual.
5. Create a partnership between Early Childhood Educator INCENTIVES\$, the INCENTIVES\$ participants and their employers that supports the ongoing receipt of salary supplements for eligible recipients.
6. Serve a diverse provider population that represents the population of child care providers in the community or state.
7. Ensure that the Early Childhood Educator INCENTIVES\$ program has the basic components of:
 - graduated salary supplements paid directly to recipients;
 - linkage of supplements to a retention period in the same child care program of no less than six months; and
 - linkage of supplements to attained levels of education.
8. Evaluate the effectiveness of the Early Childhood Educator INCENTIVES\$ yearly, focusing on input from recipients and program outcomes in terms of continuing education and retention.
9. Make programmatic changes based on the findings of the yearly evaluations.
10. Identify Early Childhood Educator INCENTIVES\$ as a Child Care WAGES® Affiliate on all public relations materials distributed about Early Childhood Educator INCENTIVES\$, including materials on The Children’s Forum, Inc.’s website or similar electronic formats. Ensure that all Early Childhood Educator INCENTIVES\$ marketing materials have the following language included somewhere on the document: Early Childhood Educator INCENTIVES\$ is a Child Care WAGES® Affiliate and licensed program of Child Care Services Association.
11. Use the Child Care WAGES® database as the mechanism to operationalize and collect data on the program, its participants, outputs and outcomes.
12. Ensure that all WAGES\$ staff meet educational requirements for their positions per Center guidance.
13. Report any changes in Early Childhood Educator INCENTIVES\$ management personnel within 30 days of loss or change of such personnel, with the understanding that such changes will likely result in the requirement for participation in training provided by the Center.
14. Work toward continuous quality improvement in meeting the 16 competencies for operating a high-quality Child Care WAGES® Affiliate.

General Administration

15. Accept and act on all reasonable recommendations made by Child Care Services Association to ensure that the integrity and goals of the Child Care WAGES[®] Program are maintained.
16. Provide the Center with a mid-year program update and an annual report for the entire term of the agreement.
17. Pay the costs and fees associated with:
 - consultation services as outlined in the License Fee Schedule.
 - acquiring this license to use the Child Care WAGES[®] Program name and logo or to be its Affiliate, program materials, and the Child Care WAGES[®] Program database.
18. Continue to function as a not-for-profit agency, without a conflict of interest, while administering Early Childhood Educator INCENTIVES\$.
19. Submit to the Center for approval any newly created materials The Children's Forum, Inc. produces that bear the Early Childhood Educator INCENTIVES\$ Program logo.
20. Submit to the Center for approval any Early Childhood Educator INCENTIVES\$ Program materials that have been modified for use in Florida if the modification reflects programmatic, and not merely geographic or stylistic, changes. Any changes to existing supplement scales must be submitted for approval to the Center prior to use.
21. Contact the Center if The Children's Forum, Inc. learns of any group's unauthorized use of Child Care WAGES[®] Program trademarks or materials.
22. Provide an original bound copy or an electronic copy as a direct email forward of the original email sent from the auditor to the agency of The Children's Forum, Inc.'s audit and any accompanying management letters or reports annually and require Early Childhood Educator INCENTIVES\$ FLORIDA Advisory Committee members and The Children's Forum, Inc.'s Board of Directors sign annual conflict of interest statements. Any findings, weaknesses or issues identified in a management letter must be addressed through a corrective action statement provided to the Center within 60 days of the issuance of the audit.
23. Submit the database for full review annually. The Center will provide the specific due date in advance. Should the review suggest a folder monitoring is necessary, provide the requested folders.
24. Schedule, complete/submit and pay associated costs with the COMPETENCY ASSESSMENT within the license period. The Center will notify you in advance as to specific due date and may potentially require additional monitoring activities.
25. Respond to the Center's periodic requests for information and data in a timely manner.
26. Provide the Center with continual remote access to the WAGES\$/INCENTIVES\$ database for monitoring and technical assistance purposes.

Child Care Services Association, as the agency that developed and holds the copyrights and trademarks for the Child Care WAGES[®] Program, agrees to:

1. Authorize, upon payment of established annual licensing fee determined by budget size and billed each January, The Children's Forum, Inc. to use the Child Care WAGES[®] database and materials for their salary supplement program for child care professionals in Florida. The fee entitles The Children's Forum, Inc. to acquire this license to use the name, logo, database and materials during this contract period. Future contract periods will be determined based on compliance with terms of the agreement and acceptable performance in operating the program.
2. Be available for consultation services to facilitate the development of policies and procedures for Early Childhood Educator INCENTIVES\$. The need for additional consultation services will be mutually established or, if a provisional agreement is in place, required by the Center.
3. Make recommendations to The Children's Forum, Inc., based on communication, consultation visits, competency assessments and review of reports, about Early Childhood Educator INCENTIVES\$.

It is further understood by both parties that:

1. Child Care Services Association reserves exclusive rights to license Child Care WAGES® Program trademarks to other groups and to allow other groups to use the Child Care WAGES® Program materials.
2. The Children’s Forum, Inc.’s license is subject to The Children’s Forum, Inc. maintaining the quality of Early Childhood Educator INCENTIVES\$ as required by this agreement.
3. The Children’s Forum, Inc. cannot grant any third party any rights to use the Child Care WAGES® Program trademarks or materials.
4. The Children’s Forum, Inc. cannot use the Child Care WAGES® Program trademarks except in association with the particular services or materials specified in the agreement.
5. CCSA has the right to use any materials developed by Early Childhood Educator INCENTIVES\$ FLORIDA.
6. The Early Childhood Educator INCENTIVES\$ Program name, logo, database or materials cannot be used for a for-profit child care salary supplement program.
7. Child Care Services Association holds the exclusive rights to represent the Child Care WAGES® Program nationally. The Children’s Forum, Inc. may promote Early Childhood Educator INCENTIVES\$ FLORIDA only within FLORIDA, unless prior approval has been granted by the Center.
8. Child Care Services Association has the right to terminate this agreement if The Children’s Forum, Inc. breaches any of the terms of this agreement.
9. The Children’s Forum, Inc. and Child Care Services Association have the right to terminate the agreement for any reason giving the other party 90 days notice.
10. If the agreement is terminated, this license to use the Child Care WAGES® database and materials will be revoked.

DocuSigned by:

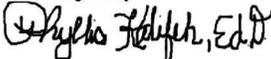
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 Child Care Services Association Authorized Agent

8/4/2021

Date

President, Child Care Services Association
Title

DocuSigned by:

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 The Children’s Forum, Inc. Authorized Agent
 President & CEO

8/4/2021

Date

Title



CHILDREN'S FORUM - CONTRACT FACT SHEET

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

CONTRACT NAME: Children's Forum, Inc.

CONTRACT NUMBER: Pending

POINT OF CONTACT: Lori Stegmeyer
Program Director

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$1,078,669

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2024 to June 30, 2025

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

1. Must work in a School Readiness and/or VPK contracted site in Broward County
2. Must earn less than \$25.00 per hour
3. Must work a minimum of 20 hours per week in the classroom
4. Must work with children birth-five years of age (includes Directors)
5. Must have at least the Florida Staff Credential or NCDA before applying

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

DELIVERABLES: Develop, design and produce all content, materials, campaigns, websites and social media links needed to conduct outreach to individual educators and legally operating child care providers in Broward County to encourage and facilitate participation in the Broward INCENTIVE\$ program.

Provide a user friendly, simplified electronic application platform as a single point of entry for potential participants and their employers. The application must be co-located on a webpage that contains clear information about program requirements, procedures, timelines, points of contact and other things that applicants should know about and expect from the Broward INCENTIVE\$ Program.

Review, evaluate and process applications timely to determine eligibility. Provide timely notice to applicants and/or their employers if the application is missing information or supporting documentation with clear written instructions to correct the problem. Notify participants and their employers in writing whether or not an application has been approved as soon as practicable following a decision and provide contact information for questions or follow up in addition to clear instructions for next steps.

Conduct quarterly financial analysis of wage supplement payments expected during the contract term to determine whether the Contractor believes program funds will under or over utilize allocated wage supplement funds during the Agreement term. Submit analysis in a report to the COALITION with the next monthly invoice submission.

PERFORMANCE

MEASURES:

1. 75% of the active Broward Child Care INCENTIVE\$ recipients will report two or more ways their participation in the program has improved the quality of their work and/or had an impact on the early childhood field
2. The turnover rate of Broward County teachers participating in the Program will remain at or lower than the average turnover rate of all states reported in the National Annual Child Care WAGE\$ report produced by Child Care Services Association of North Carolina.
3. 100% of the invoices shall be submitted on time and shall accurately reflect the Program cost allocation plan and the contractual budget
4. The CONTRACTOR shall manage Program funds allocated without incurring a deficit or leaving a significant surplus at year end.

ITEM#/MEETING	B246FIN1 / Board
MEETING DATE:	May 6, 2024
SUBJECT:	March 2024 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve March 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 nine-month period ending March 31, 2024 are attached for review. Financial Highlights for the period are as follows:

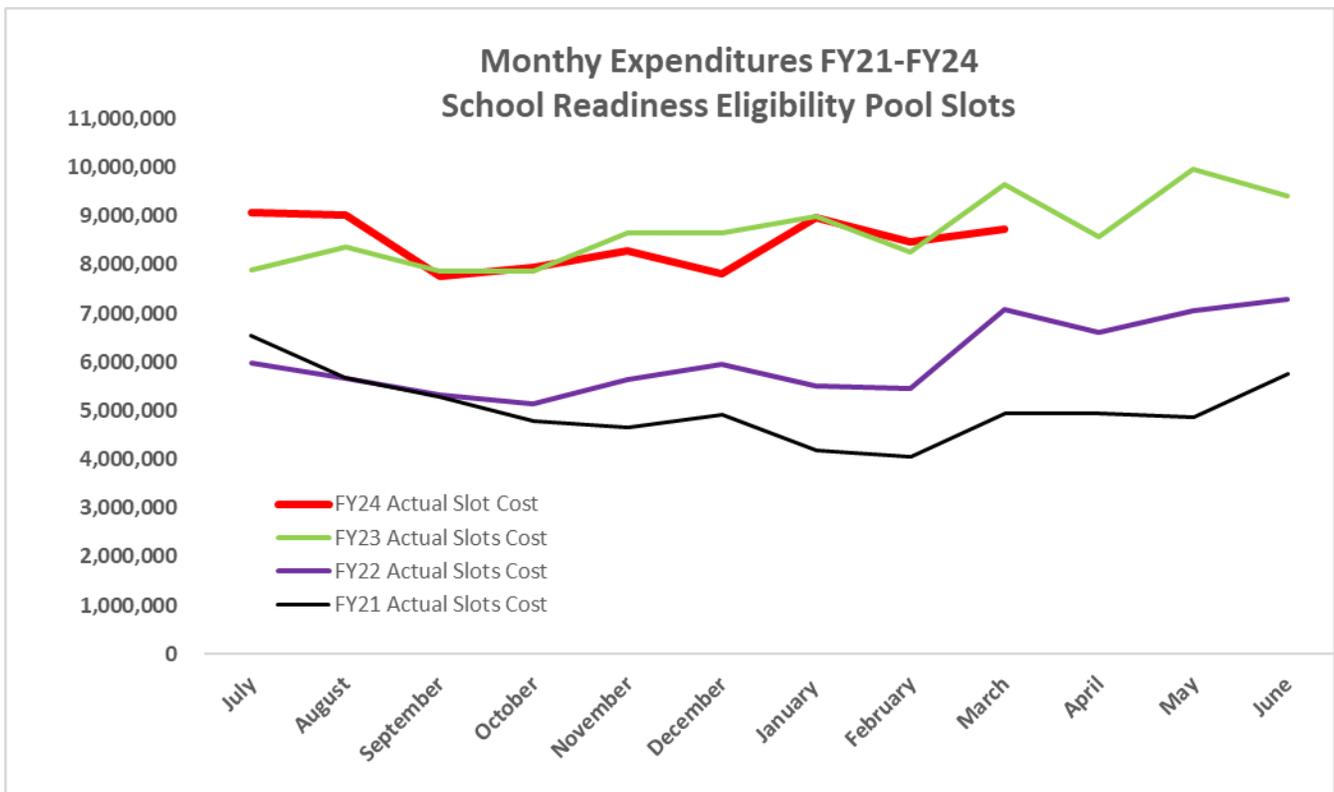
1. Overall

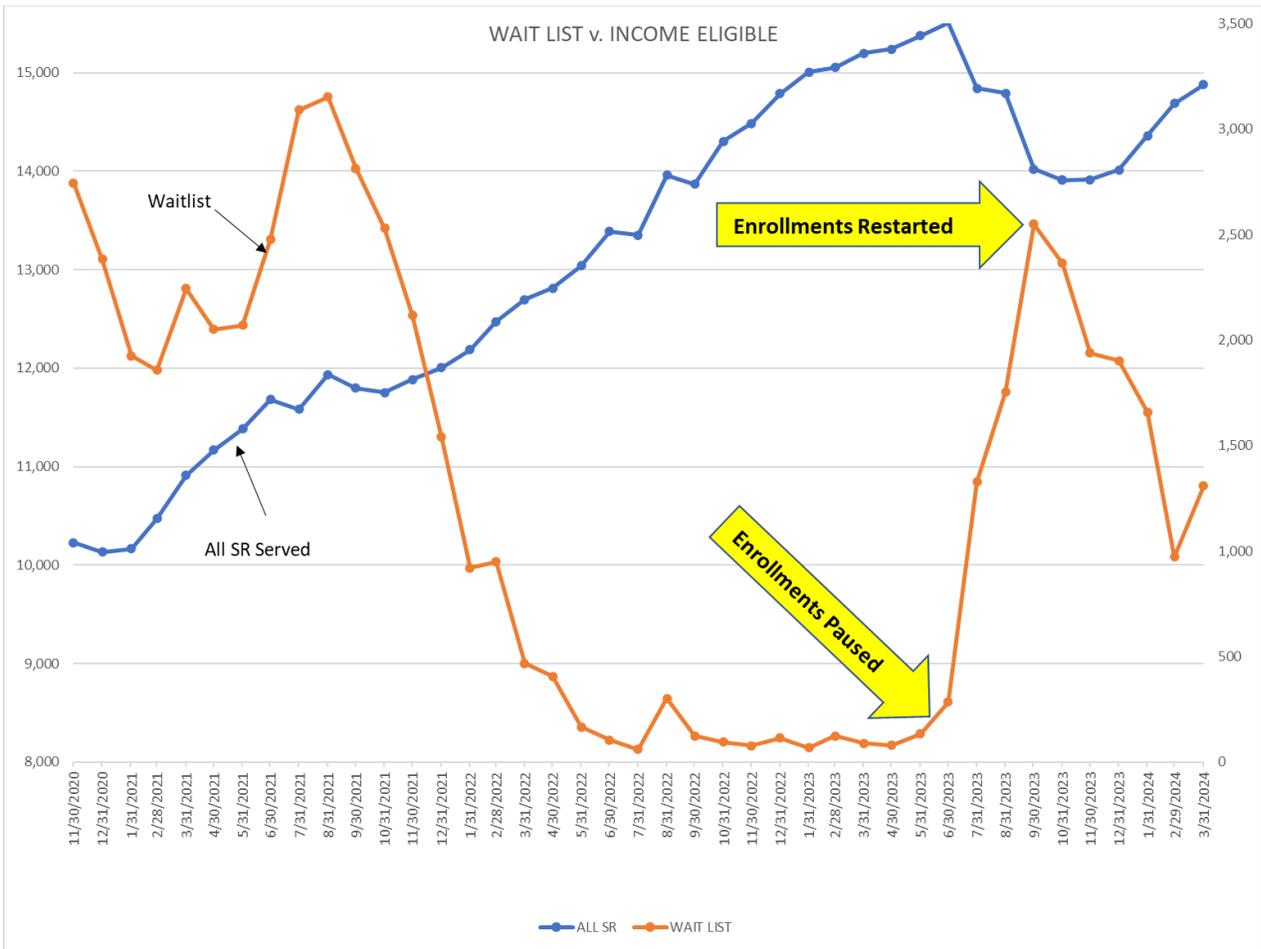
The pace of DEL School Readiness expenditures at the end of March was on target for full utilization of the total School Readiness allocation for the fiscal year 2024. VPK expenditures reflect a normal expenditure pattern at mid-year. Expenditures for the final year of ARPA stimulus funding were progressing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

2. School Readiness Direct Service:

As of March 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 75% and we anticipate full contract utilization by year end. We project that the pace of spending will continue to gradually increase in the 4th quarter as the rate of new enrollments added gains momentum and gradually overtakes natural monthly attrition.

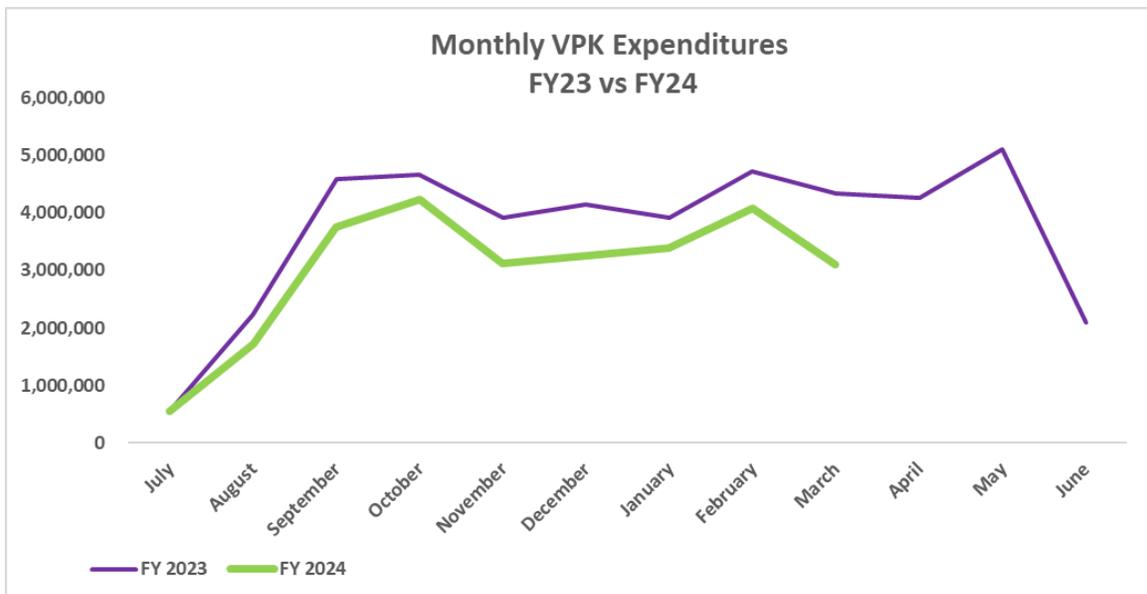
Even with a strong pace of open enrollment since October, the waitlist persists at or near current levels because demand for services and the number of new applications received continue to outpace the number of children we enroll from the waitlist each month. Happily, the State will be increasing Broward’s base allocation for School Readiness in FY25 and has made a variety of funding pools available to allow us to continue full open enrollment without interruption for the foreseeable future. Currently, the waiting time for new applicants to be processed for enrollment is 30 days. At our current pace, we anticipate eliminating that lag time by July and expect to be enrolling all new applicants in near real time going forward.





3. VPK Direct Service

VPK expenditures are at 70% but generally 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. There was also a steeper than normal drop in expenditures for March primarily due to the timing of Spring Break in FY2024. We will continue to monitor attendance for the remainder of the year, but overall enrollment patterns remain normal for the year. Funding for VPK services is allocated by DEL to match the actual need for services each year.



4. ARPA Stimulus Funding

\$12 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.
- 1,600,000 in stipends for educators attending ELC's professional development trainings
- 1,257,000 for continuation of Broward's Above and Beyond program supports to providers.
- 265,000 for Broward's Bookworms Program.
- 78,000 in rate differentials paid to providers for School Readiness children that are homeless.

Additional expenditures earmarked for the approximately \$19 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 continue to ramp up during the 4th quarter of the year. 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 March 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

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



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Nine Months Ended March 31, 2024

**Submitted to the Board
May 6, 2024**

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

	<u>3/31/2024</u>	<u>3/31/2023</u>
Assets:		
Cash	\$ 24,521,701	\$ 27,269,878
Grants Receivable	15,159,646	24,620,446
Accounts Receivable	1,626,258	1,771,123
Due From Providers	64,174	116,582
Prepaid Expense	369,684	330,717
Fixed Assets	19,479	11,484
Total Assets	<u>\$ 41,760,942</u>	<u>\$ 54,120,230</u>
 Liabilities:		
Accounts Payable	1,336,927	1,057,698
Salary & Benefits Payable	502,494	(23,997)
Compensated Absences	487,981.71	393,550.30
Rent Abatement	5,032	223,886
Due to Providers	12,136,681	15,246,574
Due to Other Agencies	581,134	1,120,867
Deferred Revenue	25,820,379	35,679,273
Total Liabilities	<u>\$ 40,870,628</u>	<u>\$ 53,697,851</u>
 Net Assets		
Unrestricted	740,445	422,379
Total Net Assets	<u>740,445</u>	<u>422,379</u>
		-
Total Liabilities and Net Assets	<u>\$ 41,611,073</u>	<u>\$ 54,120,230</u>

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

	<u>Mar 2024</u> <u>Actual</u>	<u>FY 2024</u> <u>YTD Actual</u>	<u>FY 2023</u> <u>YTD Actual</u>
Revenue			
Recurring			
DEL School Readiness	\$ 8,311,054	\$ 68,005,472	\$ 66,525,445
DEL School Readiness Match	359,111	4,476,510	3,930,099
DEL SR Rate Differentials	1,269,764	10,656,865	9,924,673
DEL - School Readiness Program Assessments	72,478	285,627	298,235
DEL - Voluntary Pre-K	3,238,559	28,033,062	28,422,732
CSC -School Readiness	125,905	1,818,076	4,091,148
CSC - Vulnerable Populations	333,037	2,928,095	2,037,161
Broward County - School Readiness	194,630	3,666,422	1,876,275
Univ of Florida Lastinger Center	-	5,335	75,135
United Way & Cities - School Readiness	14,458	519,303	303,633
Miscellaneous Income	10,792	249,982	74,905
Subtotal Recurring Revenue	\$ 13,929,788	\$ 120,644,750	\$ 117,559,442
Non-Recurring Pandemic Relief			
DEL Preschool Development Grant	-	-	377,076
DEL - CARES/CRRSA Pandemic Relief	-		3,940,919
DEL - ARPA Stabilization & Workforce	1,591,884	12,142,565	77,972,945
DEL - ARPA VPK \$15/hr Wage Incentive	-	109,826	4,570,894
Subtotal Non-Recurring Pandemic Relief	\$ 1,591,884	\$ 12,252,391	\$ 86,861,834
Total All Revenue	\$ 15,521,672	\$ 132,897,141	\$ 204,421,276
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 8,738,338	\$ 76,069,981	\$ 76,205,590
DEL - Voluntary Pre-K	3,101,871	27,297,080	31,911,922
CSC - Vulnerable Populations	303,081	2,667,566	1,997,073
Stipends and Grants to Providers	1,277,250	10,875,902	77,414,104
Subtotal Direct Services	\$ 13,420,541	\$ 116,910,530	\$ 187,528,689
Program Support			
Eligibility, Customer Services & Providers	\$ 910,283	\$ 7,375,141	\$ 6,238,761
Quality & Education	683,418	4,543,150	6,858,890
Subtotal Program Support	\$ 1,593,701	\$ 11,918,291	\$ 13,097,650
Total Program (Direct + Support)	\$ 15,014,241	\$ 128,828,820	\$ 200,626,339
Administration	517,740	3,792,028	2.9% 3,706,440
Total Expenses	\$ 15,531,981	132,620,848	\$ 204,332,778
Change in net assets	\$ (10,309)	\$ 276,293	\$ 88,497
Net assets, beginning of year		464,152	333,882
Net assets, end of the period		\$ 740,445	\$ 422,379

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

Revenue:	FY24 Amendment 3	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 91,023,390	\$ 68,005,472	\$ 23,017,917	75%	
DEL School Readiness Match	5,556,282	4,476,510	1,079,772	81%	Expense timing varies w/ match avail
DEL SR Rate Differentials	14,202,945	10,656,865	3,546,080	75%	
DEL - School Readiness Program Assessment	342,440	285,627	56,813	83%	
DEL - Voluntary Pre-K	39,982,829	28,033,062	11,949,767	70%	Utilization following normal pattern
CSC - School Readiness	2,928,391	1,818,076	1,110,316	62%	FY24 Contract ends Sep, will use 100%
CSC - Vulnerable Populations	3,441,136	2,928,095	513,041	85%	Additional funds may be requested
Broward County - School Readiness	4,246,139	3,666,422	579,717	86%	\$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	519,303	(119,303)	130%	Intermittent Revenue
Miscellaneous Income	210,000	249,982	(39,982)	119%	\$160K Henderson Grant awarded July
Subtotal Recurring Revenue	\$ 162,418,552	\$ 120,644,750	\$ 41,773,802	74%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant					
DEL - CARES/CRRSA Pandemic Relief	120,000	-	120,000	0%	
DEL - ARPA Stabilization & Workforce	29,052,239	12,142,565	16,909,674	42%	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	\$ 12,252,391	\$ 17,224,848	42%	
Total All Revenue	\$ 191,895,791	\$ 132,897,141	\$ 58,998,650	69%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 102,043,188	\$ 76,148,241	\$ 25,894,946	75%	
DEL - Voluntary Pre-K	38,750,027	27,218,820	11,531,207	70%	Utilization following normal pattern
CSC - Vulnerable Populations	3,097,022	2,667,566	429,456	86%	Additional funds may be requested
Stipends and Grants to Providers	25,346,408	10,875,902	14,470,506	43%	Utilization will accelerate thru June 30
Total Child Care Slots and Incentives	\$ 169,236,645	\$ 116,910,530	\$ 52,326,115	69%	
Sub Recipient Expense					
Children's Forum	248,205	\$ 144,033	104,172	58%	
211 Broward	462,000	314,602	147,398	68%	
Total Sub Recipient Expense	\$ 710,205	\$ 458,635	\$ 251,570	65%	
ELC Operating Expense					
Salaries & Benefits	\$ 17,445,385	\$ 13,543,044	\$ 3,902,341	78%	
Attorneys	134,000	33,810	100,190	25%	Intermittent Expenditures
Auditors	43,100	29,750	13,350	69%	Intermittent Expenditures
Consultants & Temps	764,150	211,036	553,113	28%	Intermittent Expenditures
Staff & Board Travel & Training	75,000	62,753	12,247	84%	Intermittent Expenditures
Insurance	69,000	49,503	19,497	72%	
Office Rent, Utilities & Maintenance	485,184	368,883	116,301	76%	
Office Machine & Storage Leases	4,806	3,605	1,202	75%	Low printer usage
Software Licenses	195,144	183,229	11,915	94%	Annual renewals paid in full in July
Internet, Email, Phones	162,674	107,128	55,546	66%	
Cell Phones	98,700	73,488	25,212	74%	Rates increased due to federal fees
Sponsorships & Memberships	126,710	78,140	48,570	62%	Intermittent Expenditures
Books for Kids	550,000	263,390	286,610	48%	Intermittent Expenditures
Instructional Materials	612,215	33,880	578,335	6%	Intermittent Expenditures
Other Operating Costs	259,045	184,424	74,621	71%	Intermittent Expenditures
Computer Equipment & Software	150,000	22,789	127,211	15%	Intermittent Expenditures
Furniture & Fixtures	62,968	2,832	60,136	4%	Intermittent Expenditures
Unallocated (Budget Only)	710,860	-	710,860	0%	
Total ELC Operating Expense	\$ 21,948,941	\$ 15,251,683	\$ 6,697,258	69%	
Total Operating & Sub-Recipient Expense	\$ 22,659,146	\$ 15,710,318	\$ 6,948,828	69%	
Total Expense	\$ 191,895,791	\$ 132,620,848	\$ 59,274,943	69%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

New Enrollments from Waitlist:

FY 24	Attrition:	425	Avg/Month
	Enroll:	685	Avg/Month
	Wait List:	1,250	Avg/Month
FY 25	Attrition:	425	Avg/Month
	Enroll:	435	Avg/Month
	Wait List:	2,758	Avg/Month

Funding Changes:

Adtl SR Alloc:	#####
Adtl Broward Alloc:	\$900,000
Adtl SR Alloc:	#####

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	83,201,932	13,566,922	5,449,048	2,002,800	354,082	104,574,784
Baseline FY23 over FY17			5,214	(FY17 Baseline= 9,396)		Surplus(Defi)	-	-	-	-	-	-
Avg Cost FY23 over FY17			\$ 8.80	(FY17 Baseline = \$18.62)								

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	25.94	6,409,778	1,065,638	275,915	173,450	13,625	7,938,406	
A	Nov-23	22	13,913	+5	26.62	6,377,831	1,151,842	278,067	173,549	167,363	8,148,651	
A	Dec-23	21	14,012	+99	26.52	6,205,026	1,093,510	278,712	175,204	51,264	7,803,716	
A	Jan-24	23	14,361	+349	27.13	7,217,708	1,258,933	278,714	173,549	33,463	8,962,368	
A	Feb-24	21	14,690	+329	27.46	6,810,015	1,189,975	278,842	173,004	18,852	8,470,688	
A	Mar-24	21	14,877	+187	28.01	7,194,568	1,262,771	105,000	173,004	14,460	8,749,803	
P	Apr-24	22	15,152	+275	27.81	7,685,509	1,292,567	105,000	173,004	12,863	9,268,942	
P	May-24	23	15,427	+275	28.30	8,385,582	1,365,152	105,000	173,004	12,863	10,041,600	
P	Jun-24	20	15,733	+306	29.38	7,734,071	1,218,431	105,000	173,993	12,863	9,244,358	
Average Enrollments (Baseline)			14,633		\$27.44	Proj Total	\$ 83,912,027	\$ 14,414,103	\$ 1,940,182	\$ 3,774,245	\$428,187	\$ 104,468,742
Increase to baseline FY24 over FY23			23			Budget	84,255,344	14,414,103	2,635,552	3,774,245	430,000	105,509,244
Increase to baseline FY24 over FY17			5,237	(FY17 Baseline= 9,396)		Surplus(Defi)	343,317	-	695,370	0	1,814	1,040,501
Increase in Avg Cost over FY17			\$ 8.83	(FY17 Baseline = \$18.62)		Provider Mat	-	-	-	-	504,120	504,120
						Surplus(Defi)	\$ 343,317	\$ -	\$ 695,370	\$ 0	\$ -	\$ 1,544,621

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	15,418	-315	\$27.15	7,991,586	1,175,129	269,464	175,750	15,068	9,626,997	
P	Aug-24	22	15,428	+10	27.18	7,483,083	1,283,018	269,464	175,750	15,307	9,226,621	
P	Sep-24	21	15,438	+10	27.21	7,188,399	1,175,534	269,464	175,750	12,000	8,821,146	
P	Oct-24	23	15,448	+10	27.33	7,957,289	1,231,350	269,464	175,750	78,342	9,712,195	
P	Nov-24	21	15,458	+10	27.43	7,146,312	1,230,965	269,464	175,750	80,160	8,902,652	
P	Dec-24	22	15,468	+10	27.34	7,603,103	1,178,487	269,464	175,750	77,867	9,304,670	
P	Jan-25	23	15,478	+10	27.13	7,910,300	1,287,792	269,464	175,750	15,254	9,658,559	
P	Feb-25	20	15,488	+10	27.27	6,796,404	1,178,721	269,464	175,750	25,335	8,445,674	
P	Mar-25	22	15,498	+10	27.25	7,640,377	1,180,801	269,464	175,750	23,676	9,290,068	
P	Apr-25	22	15,508	+10	27.24	7,592,493	1,235,676	269,464	175,750	18,593	9,291,975	
P	May-25	22	15,518	+10	27.66	7,684,452	1,290,394	269,464	175,750	23,194	9,443,254	
P	Jun-25	21	15,528	+10	28.60	7,736,348	1,128,056	269,464	175,750	15,204	9,324,820	
Average Enrollments (Baseline)			15,473		\$27.40	Proj Total	\$ 90,730,145	\$ 14,575,923	\$ 3,233,564	\$ 2,109,000	\$400,000	\$ 111,048,632
Increase to baseline FY25 over FY2			840			Budget	90,773,283	14,575,923	3,233,564	2,109,000	400,000	110,691,770
Increase to baseline FY24 over FY1			6,077	(FY17 Baseline= 9,396)		Surplus(Defi)	43,138	-	-	-	-	(356,862)
Increase in Avg Cost over FY17			\$8.78	(FY17 Baseline = \$18.62)		Provider Mat	-	-	-	-	-	616,401
						Surplus(Defi)	\$ 43,138	\$ -	\$ -	\$ -	\$ -	\$ 259,539

SCHOOL READINESS UTILIZATION FY 2021-2024

Children Services Council Vulnerable Population Contract

New Referrals
 Enroll per Mo: 21
 to SR per Month 23
 Age Out/Exit Care: 4

Funding Changes:
 + \$824,000 eff. 2024



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	\$	0

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
A	Feb-24	21	395	+16	37.64		312,240		312,240
A	Mar-24	21	392	-3	36.93		304,029		304,029
P	Apr-24	22	386	-6	37.24		316,255		316,255
P	May-24	23	380	-6	37.74		329,861		329,861
P	Jun-24	20	374	-6	37.99		284,176		284,176
P	Jul-24	23	368	-6	37.99		321,560		321,560
P	Aug-24	22	374	+6	37.24		306,013		306,013
P	Sep-24	21	391	+17	37.24		305,399		305,399
							Projected Total	\$	3,765,533
							FY23 CSC Contract Year Bud	\$	3,832,354
							Surplus(Deficit) CSC Contract Year	\$	66,821

ITEM#/MEETING	B246FIN2 / Board
MEETING DATE:	May 6, 2024
SUBJECT:	FY 2024 Budget Amendment #5
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY 2024 Budget Amendment #5 as presented
FINANCIAL IMPACT:	\$3,767,000 Increase in Revenue

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 March the Board Approved Amendment #4, which reallocated funds to reflect updated projections. As we enter the fourth and final quarter of the fiscal year, we propose Amendment #5 to reflect additional funding awards that are on their way.

Current Status: Key changes and updates Included in FY 2024 Budget Amendment #5 are as follows:

- **School Readiness Base Funding Increase**

\$3,225,000 in additional School Readiness funding is expected to be awarded by DEL very soon to cover the cost of rising child care enrollments. These funds were made available through so-called “Reob/Deob”: a periodic Statewide process where Coalitions that do not expect to fully expend their allocated funding may give back (de-obligate) a portion of their award so that DEL can award (re-obligate) the funds to Coalitions like Broward that need more.

- **Vulnerable Populations Financially Assisted Child Care Program Funding Increase**

\$412,000 additional allocation from the Children’s Services Council to cover the full cost of current Vulnerable Populations Program enrollments through June 30, 2024. This amount is part of an \$824,000 total increase for the contract year, which runs through September 30. CSC has indicated that these funds may become recurring for the new contract year, which starts October 1, if enrollment trends support it and their Council approves it.

- **Local Match Fundraising Income Update Forecast**

\$130,000 increase in the amount of municipal match fundraising awards that we expect to secure and apply to child care expense before June 30. The increase is due to a combination of successful, expanded outreach; improved communication about the impact of proportionate share funding; and timing of the award commitments for revenue and expense recognition. Some municipalities issue their awards on an irregular timeline, which can result in awards from more than one municipal fiscal year (which runs October to September) appearing within a single ELC fiscal year (which runs July to June).

Recommended Action:

Finance Committee recommend the Board members approve FY2024 Budget Amendment #5 as presented.

Supporting Documents:

- Draft FY2024 Budget Amendment #5 and Comparative Charts

FY2024 Amended Budget by Business Activity (Proposed Amendment #5)

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 78,699,062	\$ 7,145,000	\$ 4,322,087	\$ 4,082,240	\$ 94,248,390
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	3,467,822	288,985	-	96,328	3,853,136
Broward County- Income Eligible	3,774,346	353,845	-	117,948	4,246,139
Univ of Florida Lastinger Ctr	-	-	85,000	-	85,000
Local Match: United Way & Cities	530,000	-	-	-	530,000
Miscellaneous Grants & Program Income	-	-	210,000	-	210,000
Total Recurring	\$ 147,311,038	\$ 9,160,810	\$ 4,959,527	\$ 4,754,177	\$ 166,185,552
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	\$ 147,736,038	\$ 9,160,810	\$ 32,553,154	\$ 6,212,789	\$ 195,662,791
Expense:					
Child Care Slots					
DEL School Readiness	\$ 105,398,188	\$ -	\$ -	\$ -	\$ 105,398,188
DEL - Voluntary Pre-K	38,750,028	-	-	-	38,750,028
CSC - Vulnerable Populations	3,467,822	-	-	-	3,467,822
Grants/Stipends	120,000	1	25,226,407	-	25,346,408
Total Slots & Grants/Stipends	\$ 147,736,038	\$ 1	\$ 25,226,407	\$ -	\$ 172,962,446
Sub Recipient Expense					
Children's Forum	-	(15,248)	207,043	56,410	248,205
211-Broward	-	337,000	-	125,000	462,000
Total Sub Recipient Expense	\$ -	\$ 321,752	\$ 207,043	\$ 181,410	\$ 710,205
ELC Operating Expense					
Staff Costs	-	\$ 8,699,910	\$ 4,814,402	\$ 3,931,073	\$ 17,445,384
Attorneys	-	-	-	134,000	134,000
Auditors	-	-	-	43,100	43,100
Consultants & Temps	-	6,250	671,980	85,920	764,150
Staff & Board Travel	-	-	60,000	15,000	75,000
Insurance	-	39,324	18,485	11,191	69,000
Office Rent & Utilities	-	281,794	126,891	76,499	485,184
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	26,851	17,488	150,805	195,144
Phones/Internet/Web Page	-	87,325	41,019	34,330	162,674
Cell Phones	-	-	2,700	96,000	98,700
Sponsorships & Memberships	-	25,000	63,458	38,252	126,710
Books for Kids	-	-	550,000	-	550,000
Instructional Materials	-	-	612,215	-	612,215
Fees, Supplies & Other Misc Ops Costs	-	4,000	48,700	206,345	259,045
Computer Equipment	-	16,653	10,350	122,997	150,000
Furniture & Fixtures	-	-	49,573	13,395	62,968
Unallocated (Budget Only)	-	(348,048)	32,443	1,067,666	752,060
Total ELC Operating Expense	\$ -	\$ 8,839,058	\$ 7,119,704	\$ 6,031,379	\$ 21,990,141
Total ELC Operating Expense & Subs	\$ -	\$ 9,160,810	\$ 7,326,747	\$ 6,212,789	\$ 22,700,346
Total Expense	\$ 147,736,038	\$ 9,160,810	\$ 32,553,154	\$ 6,212,789	\$ 195,662,791
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -

76%

5%

17%

3%

100%

Proposed FY2024 Preliminary Budget Three Year Comparison

 Revenue:	FY2022 Actual	FY2023 Actual	FY2024 Amendment #4 Approved Feb	FY2024 Amendment #5 Proposed	Change (Amendment 5 over Amendment4)	Reason for Change
Recurring						
DEL School Readiness	\$ 66,402,097	\$ 91,627,433	\$ 91,023,390	\$ 94,248,390	\$ 3,225,000	Add'l SR Base Funds
DEL School Readiness Match	5,331,414	5,124,089	5,556,282	5,556,282	-	
DEL School Readiness Rate Differential	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	38,242,091	39,982,829	39,982,829	-	
CSC - Income Eligible	3,514,532	5,587,687	2,928,391	2,928,391	-	
CSC - Vulnerable Populations	2,313,271	2,748,911	3,441,136	3,853,136	412,000	Add'l Allocation
Broward County- Income Eligible	2,037,895	2,253,090	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	530,000	130,000	Expanded Outreach
Miscellaneous Grants & Program Inco	13,103	68,187	210,000	210,000	-	
Subtotal Recurring Revenue	\$ 123,125,548	\$ 160,346,851	\$ 162,418,552	\$ 166,185,552	\$ 3,767,000	
Non-Recurring Pandemic Relief						
DEL Preschool Development Grant	256,437	377,076	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	22,051,941	6,891,264	-	-	-	
DEL - ARPA Stabilization & Workforce	21,245,313	121,209,341	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	\$ 134,750,403	\$ 29,477,239	\$ 29,477,239	\$ -	
Total All Revenue	\$ 166,679,239	\$ 295,097,254	\$ 191,895,791	\$ 195,662,791	\$ 3,767,000	
Expense:						
Child Care Slots & Grants/Stipends						
School Readiness Funding Pool	\$ 72,852,347	\$ 104,143,520	\$ 102,043,188	\$ 105,398,188	\$ 3,355,000	Equals Pace of Exp
DEL - Voluntary Pre-K	32,774,267	43,081,924	38,750,028	38,750,028	-	
CSC - Vulnerable Populations	2,095,651	2,708,529	3,097,022	3,467,822	370,800	Equals Pace of Exp
Grants/Stipends	43,687,281	122,336,312	25,346,408	25,346,408	-	
Total Slots & Grants/Stipends	\$ 151,409,546	\$ 272,270,285	\$ 169,236,646	\$ 172,962,446	\$ 3,725,800	
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	\$ 15,876,029	\$ 17,445,384	\$ 17,445,384	\$ -	
Attorneys	46,613	72,424	134,000	134,000	-	
Auditors	46,800	42,600	43,100	43,100	-	
Consultants & Temps	583,489	606,660	764,150	764,150	-	
Staff & Board Travel	93,930	55,246	75,000	75,000	-	
Insurance	42,105	51,656	69,000	69,000	-	
Office Rent & Utilities	460,797	486,322	485,184	485,184	-	
Office Machines & Storage	7,005	11,567	4,806	4,806	-	
Software Licenses	221,725	249,497	195,144	195,144	-	
Phones/Internet/Web Page	147,324	138,157	162,674	162,674	-	
Cell Phones	59,449	108,258	98,700	98,700	-	
Sponsorships & Memberships	65,525	70,868	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	293,672	259,045	259,045	-	
Computer Equipment	90,253	131,446	150,000	150,000	-	
Furniture & Fixtures	675	790	62,968	62,968	-	
Depreciation	1,778	1,584	-	-	-	
Unallocated (Budget Only)			710,860	752,060	41,200	
Total ELC Operating Expense	\$ 14,694,122	\$ 22,119,426	\$ 21,948,941	\$ 21,990,141	\$ 41,200	
Total ELC Operating Expense & Subs	\$ 15,253,575	\$ 22,760,094	\$ 22,659,146	\$ 22,700,346	\$ 41,200	
Total Expense	\$ 166,663,121	\$ 295,030,379	\$ 191,895,791	\$ 195,662,791	\$ 3,767,000	
Revenue over Expense	\$ 16,118	\$ 66,875	\$ -	\$ -	\$ -	

Proposed FY24 Amendment #5 vs Year to Date Actual



Revenue:	FY2024 Amendment #5 Proposed	March 2024 YTD Actual	Remaining Balance	Percent Spent	
Recurring					
DEL School Readiness	\$ 94,248,390	\$ 68,005,472	\$ 26,242,917	72%	
DEL School Readiness Match	5,556,282	4,476,510	1,079,772	81%	Expense timing varies w/ local match avail
DEL School Readiness Rate Differentials	14,202,945	10,656,865	3,546,081	75%	
DEL Program Assessments	342,440	285,627	56,813	83%	FY23 Expense carried forward to FY24
DEL - Voluntary Pre-K	39,982,829	28,033,062	11,949,767	70%	
CSC - Income Eligible	2,928,391	1,818,076	1,110,316	62%	Contract Runs Oct to Sep, will ramp up
CSC - Vulnerable Populations	3,853,136	2,928,095	925,040	76%	
Broward County- Income Eligible	4,246,139	3,666,422	579,717	86%	Expiring 900K award prioritized Jul-Sep
Univ of Florida Lastinger Ctr	85,000	5,335	79,665	6%	Intermittent Revenue
Local Match: United Way & Cities	530,000	519,303	10,697	98%	Intermittent Revenue, New Funders Secured
Miscellaneous Grants & Program Income	210,000	249,982	(39,982)	119%	Interest Rev. m/b returned to DEL@Year End
Subtotal Recurring Revenue	\$ 166,185,552	\$ 120,644,750	\$ 45,540,803	73%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	-	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	0	-	0	-	
DEL - ARPA Stabilization & Workforce	29,172,239	12,142,565	17,029,674	42%	Stipends & Contracts Underway, ends June 30
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	109,826	195,174	36%	Residual FY23 expense, program ended August
Subtotal Pandemic Relief	\$ 29,477,239	\$ 12,252,391	\$ 17,224,848	42%	
Total All Revenue	\$ 195,662,791	\$ 132,897,141	\$ 62,765,651	68%	
Expense:					
Child Care Slots & Grants/Stipends					
DEL School Readiness	\$ 105,398,188	\$ 76,148,241	\$ 29,249,947	72%	Full utilization expected @ Year End
DEL - Voluntary Pre-K	38,750,028	27,218,820	11,531,207	70%	Utilization following normal pattern
CSC - Vulnerable Populations	3,467,822	2,667,566	800,256	77%	
Grants/Stipends	25,346,408	10,875,902	14,470,506	43%	Stipend Program Underway, ends June 30
Total Slots & Grants/Stipends	\$ 172,962,446	\$ 116,910,530	\$ 56,051,916	68%	
Sub Recipient Expense					
Children's Forum	248,205	144,033	104,172	58%	Invoicing Delays
211-Broward	462,000	314,602	147,398	68%	Staff Vacancies
Total Sub Recipient Expense	\$ 710,205	\$ 458,635	\$ 251,570	65%	
ELC Operating Expense					
Staff Costs	\$ 17,445,384	\$ 13,543,044	\$ 3,902,340	78%	
Attorneys	134,000	33,810	100,190	25%	Intermittent Expenditures
Auditors	43,100	29,750	13,350	69%	Intermittent Expenditures
Consultants	764,150	211,036	553,113	28%	Intermittent Expenditures
Staff & Board Travel	75,000	62,753	12,247	84%	Intermittent Expenditures
Insurance	69,000	49,503	19,497	72%	
Office Rent & Utilities	485,184	368,883	116,301	76%	
Office Machines & Storage	4,806	3,605	1,202	75%	
Software Licenses	195,144	183,229	11,915	94%	Annual license renewals paid in full in July
Phones/Internet	162,674	107,128	55,546	66%	
Cell Phones	98,700	73,488	25,212	74%	
Sponsorships & Memberships	126,710	78,140	48,570	62%	Intermittent Expenditures
Books for Kids	550,000	263,390	286,610	48%	Intermittent Expenditures
Instructional Materiels	612,215	33,880	578,335	6%	Intermittent Expenditures
Fees, Supplies & Other Misc Ops Costs	259,045	184,424	74,621	71%	
Computer Equipment	150,000	22,789	127,211	15%	Intermittent Expenditures
Furniture & Fixtures	62,968	2,832	60,136	4%	Intermittent Expenditures
Unallocated (Budget Only)	752,060	-	752,060	0%	
Total ELC Operating Expense	\$ 21,990,141	\$ 15,251,683	\$ 6,738,457	69%	
Total Non-Slot Expense	22,700,346	15,710,318	6,990,027	69%	
Total Expense	\$ 195,662,791	\$ 132,620,848	\$ 63,041,943	68%	
Revenue over Expense	\$ -	\$ 276,293	\$ (276,293)		

ITEM #/MEETING:	B246RB1 / Board						
MEETING DATE:	May 6, 2024						
SUBJECT:	211 Broward FY25 Scope of Services Changes						
FOR ACTION:	Yes						
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024 Pending Board Approval of the FY25 Preliminary Budget and Legal Review. 2. Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025. 						
AS RECOMMENDED BY:	ELC Staff/Program Review Committee						
FISCAL IMPACT:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>Jul 1 -Dec 31, 2024</td> <td style="text-align: right;">\$230,546</td> </tr> <tr> <td><u>Jan 1 -Jun 30, 2025</u></td> <td style="text-align: right;"><u>\$62,500</u></td> </tr> <tr> <td>Total FY25 Budget</td> <td style="text-align: right;">\$293,046</td> </tr> </table> <p>(\$168,046 Reduction from FY24 Funding Level)</p>	Jul 1 -Dec 31, 2024	\$230,546	<u>Jan 1 -Jun 30, 2025</u>	<u>\$62,500</u>	Total FY25 Budget	\$293,046
Jul 1 -Dec 31, 2024	\$230,546						
<u>Jan 1 -Jun 30, 2025</u>	<u>\$62,500</u>						
Total FY25 Budget	\$293,046						
ELC STAFF LEADS	Renee Jaffe, Christine Klima, Howard Bakalar						

Background Information:

When ELC took over responsibilities for Child Care Resource and Referral (CCR&R) services from 211-Broward in 2019, we were still building out other parts of our organizational infrastructure. We relied on assistance from 211 Broward to help fill the remaining gaps via a continuing sub-recipient contract for \$461,092 annually. The revised scope of work included:

- **Community Outreach:** ELC did not have the capacity to conduct its own program outreach until recently, so in 2019 we asked 211-Broward to leverage their existing outreach infrastructure to promote ELC services at events across Broward County
- **Specialized Customer Service Training:** 211-Broward provides intensive empathetic customer service training to its staff and was already familiar with the nature of ELC’s call traffic when ELC took CCR&R in house. For three years, we tapped their expertise to conduct customer service training for ELC’s growing Family Services and Customer Service staff until we were able to develop training capabilities of our own.
- **Call Center Back Up Services:** 211 -Broward is the trusted, knowledgeable call center back up system for ELC emergency closure days or ELC staff in-service hours because of their strong partnership with ELC and the special role they play in the Broward County Emergency Response plan.
- **Non-Child Care Community Resource Referral Services:** ELC has a strong partnership with 211-Broward and our clients benefit from the unique services they provide. 211-Broward is the sole FCC-designated 211 resource for community services in Broward County. They hold the exclusive license to operate in Broward County using the three-digit FCC designated dialing number, and they are the only 24/7 comprehensive agency that provides support services for individuals seeking crisis intervention assistance and/or information and referral services.

Over the five years that have elapsed since 2019, ELC CCR&R capabilities have evolved into an efficient, effective, and empathetic call center that braids CCR&R into our work with families. During our last Division of Early Learning monitoring visit, the State monitoring team gave many kudos to our excellent CCR&R team. They reviewed files and satisfaction surveys, and they conducted secret shopper calls. They found our services to be timely, accurate, and customer focused. And, to make services even more customer friendly, we have contracted with our CRM provider to create a CCR&R tool on our website for families that prefer to conduct their own childcare choice searches.

Additionally, the ELC has grown a fantastic outreach team that is “everything everywhere, all at once.” We try to attend as many community events as possible, and no one would ever accuse us of sitting behind our table. We actively engage as many people as possible, letting them know about the services we provide, and our goal is to get them to use these services.

Because we have strengthened ourselves as an agency to provide effective services we had previously depended on 211 to provide for us, we are ready to revise 211-Broward’s existing contract with the ELC to better align with our current service model and needs. We truly appreciate the range of programmatic assistance they have given to the ELC in the until now, but we are at a point where we can execute many of these services without outside assistance. That said, we will continue to rely on 211-Broward as our backup system to receive calls when the ELC has planned and sometimes unplanned breaks in service. In addition to our planned breaks, staff meetings, etc. 211-Broward continues to step in as our call center during power outages or system malfunctions. These have happened a few times this year. And ELC will continue to refer clients to 211-Broward for the unique services they are designated to perform that provide ancillary benefits to so many of ELC’s clients.

Current Status:

ELC leadership has already had a discussion with 211-Broward concerning re-aligning their scope of services and moving away from Sub-recipient status, and they are in agreement with ELC’s proposal to reduce their fiscal year 2025 budget to \$293,046 and further reduce this to a continuing annualized amount of \$125,000 beginning January 1, 2025. In doing so, 211-Broward’s status will change from subrecipient of funds to vendor status which is more in line with the services they provide. This will give them more flexibility in utilizing these funds to cover overhead costs of providing back-up call center services for the ELC.

To accomplish this gradual realignment process, staff propose a six (6) month extension through December 31, 2024, to the FY24 agreement (as allowed by state and federal regulations) to wind down our Sub Recipient agreement for a pro-rata amount of \$230,546. Starting July 1, 2024, staff will work with 211 to develop a Vendor Agreement scope of services that will come to the Committees for discussion and approval in the fall with a January 1, 2025 Agreement commencement date and an estimated six (6) month budget of \$62,500. Between the two six-month agreements, the total proposed allocation for FY25 will be \$293,046, which is a \$168,046 reduction from the FY24 allocation.

Leadership also brought this issue to the Program Review Committee on April 2, 2024, asking for the Committee to recommend these changes to both the Finance and Executive Committees at their next meetings. The Program Review Committee voted unanimously to bring this recommendation forward to both committees.

Recommendation:

1. The Executive Committee recommend the Board Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024 Pending Board Approval of the FY25 Preliminary Budget and Legal Review.
2. The Executive Committee recommend the Board Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025.

MEETING	B246AUD1 / Board
DATE:	May 6, 2024
SUBJECT:	Amendment to FY 2024 Agreement for Audit and Tax Services
FOR ACTION:	No
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Authorize Amendment to FY 2024 Agreement with Keefe McCullough to Update and Extend the Agreement Terms, and Assign Remaining Obligations to New Ownership Pending Legal Review 2. Authorize Audit Chair to Sign Revised Engagement Letters with New Ownership Entities for the Following Services: <ol style="list-style-type: none"> a. Completion and Submission of 2022 Form 990 b. Preparation and Submission of 2023 Form 5500 c. Audit of 2023 403B Retirement Plan Year Financial Statements
FINANCIAL IMPACT:	
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.

ELC’s current agreement with Keefe McCullough runs through June 30, 2024 with three unfinished deliverables still pending:

- a. Completion and Submission of 2022 Form 990
- b. Preparation and Submission 2023 Form 5500
- c. Audit of 2023 403B Retirement Plan Year Financial Statements

Current Status:

The Audit Committee is meeting Friday May 3, 2024 and this item will be updated once the Audit Committee has met and agreed on the required actions.

Recommended action:

Supporting Documents



ITEM/MEETING	B246GOV1 / Board
DATE:	May 2, 2024
SUBJECT:	ELC Bylaws Section 3.2 – Board Member Terms ELC Bylaws Section 4.2 – Election and Terms of Officers ELC Bylaws Section 6.1 – Standing Committees Chair Terms
TIES TO PILLAR	Strengthen and Develop the ELC Staff and Organization
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Changes to Bylaws
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background:

The current Bylaws were last Approved by the Board on June 14, 2023. The changes adopted at that time were to increase the Officer terms from one (1) two (2) year term to two (2) consecutive two (2) year terms. Below are the adopted change:

Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) year term (“term of office”). **Officers may hold the same elected position for up to two (2) consecutive terms of office.** Terms of office shall coincide with the Coalition’s fiscal year. Election of Officers shall take place at the annual meeting in June of each fiscal year.

Current Status

We commenced the Nominating process for new Officer to commence July 1, 2024 and have found that while the Officer positions were open to all Board members, only current Officers have applied for Officer roles. Many of the existing Officers expressed an interest in serving longer within those roles, but if not would apply for a different Officer role. After internal discussions and consultation with the Chairs of the Governance and Nominating committees, and General Counsel, ELC staff are proposing an increase in the term length from two (2) years to three (3) years. This additional year would be beneficial in allowing more time to leverage their experience in their position and provide stability for committee/committee members, thus strengthening the ELC as a whole. While reviewing the Bylaws, General Counsel proposed some additional amendments in order to clarify certain sections and bring them all into alignment.

Below are the sections that have proposed DRAFT changes:

Section 3.2 Term (Pages 3 & 4)

Amendments in this section were made to clarify the maximum number of terms a Board member can serve which is two (2) four (4) year terms and to mirror the Florida Statute verbiage.

Section 4.2 Elections and Terms of Office (Page 6)

The recommended changes are to the length of the terms for Officers from two (2) year terms to three (3) year terms. We believe it would be beneficial to the Officer to serve three (3) year terms so they can leverage their experience as an Officer, thus strengthening the ELC as a whole.

While ELC staff are recommending this change, we are committed to increasing our efforts to encourage and/or empower new Board members and non-Officer members to apply for Officer positions when they become available, allowing for more Board members to be involved and have a voice on the Executive Committee and/or overseeing committees.

Section 6.1 Standing Committees (Page 9)

Amendments in this section were made to mirror the proposed Officer terms, changing the Chairs of each Standing Committee term from two (2) to three (3) years.

Attached are the DRAFT Highlighted changes to the Bylaws. The highlighted YELLOW section was added so Governance Committee members could easily identify changes made by General Counsel and ELC staff.

Recommendation

These changes promote the consistency of Officers as well as allowing those interested in applying to be an Officer the opportunity to do so at the end of each term of office. For the individual, three years is a reasonable commitment. For the organization, three years allows for a learning curve with plenty of time for in-depth contribution. For both the individual and the organization, three years is long enough to know if the match is a good one, and if not, to allow for a graceful exit.

Governance Committee recommend the Board accept the changes in the DRAFT Bylaws for the following sections:

1. ELC Bylaws Section 3.2 – Board Member Terms
2. ELC Bylaws Section 4.2 – Election and Terms of Officers
3. ELC Bylaws Section 6.1 – Standing Committees Chair Terms

Supporting Documents

- DRAFT Track Changes Bylaws.

Early Learning Coalition of Broward County, Inc.



Bylaws

Board Approved June 14, 2023

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Early Learning Coalition of Broward County, Inc.

BYLAWS

ARTICLE I: NAME

The name of the organization shall be Early Learning Coalition of Broward County, Inc., hereinafter sometimes referred to as the "Coalition."

ARTICLE II: MISSION AND PURPOSE

Section 2.1 Mission:

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

Section 2.2 Purpose and Goals:

To further the goals and intent of the Legislature as set forth in the Florida Statutes, the Florida Administrative Code(s) and the policies and procedures of the applicable governing agencies.

ARTICLE III: MEMBERSHIP

Section 3.1 Definition:

A "Member" is a person appointed or selected in accordance with the standards and guidelines set forth in applicable Florida Statutes, Florida Administrative Codes, the applicable governing agency's policies and procedures and the Coalition's Bylaws. A Member who serves by virtue of their positions with a state or local agency, board, commission, council or district is hereinafter referred to as "Ex Officio Member". A Member who is appointed by the Governor for the State of Florida is hereinafter referred to as a "Gubernatorial Appointee". An "Honorary Member" shall be so designated by the Board in recognition of their invaluable support of the organization and whose role shall be to assist the Coalition in achieving its mission by supporting the work of the Coalition and acting as an ambassador on its behalf. The membership of the Coalition is hereinafter referred to collectively as the "Board" and individually as a "Member." For purposes of the Coalition Bylaws, the term "Member" shall also include those persons designated as an Ex Officio Member, Honorary Member, or a Gubernatorial Appointee, unless specifically excepted within the Coalition Bylaws.

Section 3.2 Term:

Except for a Gubernatorial Appointee, an Honorary Member, or an Ex Officio Member as defined in Section 3.1 of the Coalition Bylaws, the term of membership for a Member shall be four (4) years **and may serve a maximum of two (2) consecutive terms**. Once a Member's **initial** term of service is completed, a Member shall have the option of serving for an additional, **consecutive** four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term. A Member who opts to serve as a Member for an additional four (4) year term will not be required to go through the Nominating

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Committee or obtain Board approval so long as written notification regarding continued membership is provided to the Chair and the Chief Executive Officer of the Coalition prior to the expiration of their initial term of service; said person is eligible to be a Member of the Coalition; the additional term is consecutive; and said Member is not in violation of the Coalition Bylaws, applicable Florida Statutes, Florida Administrative Codes, and the policies and procedures of the Coalition. The Coalition is under no obligation or duty to re-appoint a Member to the Board if said Member has served two (2) **consecutive** full terms as set forth herein, or is not eligible for membership with the Coalition. For purposes of this section, “eligibility” means that the Member meets the Florida statutory requirement for membership with the Coalition and is not in violation of Coalition Bylaws, applicable Florida Statutes, Florida Administrative Codes, and the policies and procedures of the Coalition at the time of consideration or notice to the Chair and Chief Executive Officer.

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Notwithstanding the foregoing, any person who serves as a Member of the Board for a term as defined herein and resigns either upon the expiration of, or during their term of membership, whichever is earlier, must be vetted and recommended by the Nominating Committee prior to being considered for any future membership by the Board.

The term of membership of an Honorary Member shall be a minimum of one (1) year.

A Gubernatorial Appointee to the Board shall serve for the term specified pursuant to Florida Statutes. In the event the term of service of a Gubernatorial Appointee expires in accordance with Florida Statutes, said Gubernatorial Appointee may continue to serve on the Board with full voting privileges until such time that Gubernatorial Appointee is either reappointed by the Governor, or a new Gubernatorial Appointee replaces the current Gubernatorial Appointee. Nothing in the Coalition Bylaws shall prevent a Gubernatorial Appointee whose term has expired, or who is replaced by the Governor of the State of Florida from serving in a non-gubernatorial capacity as a Member so long as said former Gubernatorial Appointee is eligible to be a Member of the Coalition and said selection is done in accordance with the Coalition Bylaws and Florida Statutes.

Section 3.3 Voting Rights:

Except as set forth herein, a Member shall vote on all matters that come before them during any Board meeting or, if applicable, any Board committee meeting so long as a quorum has been first established in accordance with the Coalition Bylaws. A Member cannot abstain from voting on a matter before the Board or a Board committee unless said Member has a conflict of interest pursuant to applicable Florida law, the policies and procedures of the Coalition, or the Coalition Bylaws.

Except as otherwise permitted by Florida Statutes, a Member, may not appoint a designee to vote in his or her place on the Board. In the event a representative is appointed by a state or local entity that is an Ex Officio Member of the Coalition to serve on the Board, said representative of the ex officio entity shall be considered a Member of the Coalition. The ex officio entity shall inform the Coalition of the name of its Ex Officio Member in writing and only said named Ex Officio Member shall be allowed to vote on matters that come before the Coalition.

An Honorary Member shall be a non-voting position.

Section 3.4 Resignation:

A Member who decides to resign from the Board shall provide a written notice to the Chair of the Board of the Coalition. The Chair shall make the Board aware of the Member's resignation. Such resignation may take effect on the date specified in the statement of resignation. The acceptance of a Member's resignation shall not be necessary to make a resignation effective.

Section 3.5 Meeting Attendance:

Members shall be expected to attend all Board and assigned committee meetings. Absences from three (3) consecutive board meetings or four (4) total regularly scheduled board meetings, within a twelve (12) month fiscal year may be cause for termination of membership with the Coalition. A Member who has exceeded the number of allowed absences as stated herein shall have their membership status and absences reviewed by the Governance Committee. Where applicable, the Governance Committee may recommend removal of a Member to the Board. In the event the Governance Committee determines that an absence of a Member is excusable, the Governance Committee shall include said determination in its recommendation to the Board regarding membership. A recommendation of removal of a Member with excessive absences will not be forwarded to the Board for consideration if the Member has submitted a written resignation to the Coalition prior to consideration by the Board.

Prior to consideration of a Member's membership status by the Governance Committee and, if applicable, the Board, the Member whose attendance is being considered by the committee shall be provided with written notice of the date, time, and place where said Member's Board membership status will be discussed and determined by the Governance Committee and, if applicable, the Board.

Section 3.6 Vacancies:

The Coalition staff shall post and advertise vacancies for board membership pursuant to the policies and procedures as set forth by the applicable governing agencies and the Coalition. All nominations presented to the Board must be approved by the Nominating Committee prior to being submitted to the Board for approval. The Nominating Committee shall use best efforts within (120) day of the official posting and advertising of any Board vacancy to review all qualified applicants and provide recommendation(s) to the Board for the filling of Honorary Members, non-Gubernatorial and non-Ex-Officio Member vacancies to the Board.

Section 3.7 Removal of a Member

Except for a Gubernatorial Appointee or Ex-Officio Member, a Member may be removed from the Board or a Board committee for cause by a 2/3 majority vote of the Board in attendance at a regularly scheduled Board meeting. For purposes of this section, "cause" shall mean a Member's violation of the Coalition Bylaws, Florida Statutes or the Coalition's policies and procedures. A Member may be removed by a 2/3 majority vote in attendance at a regularly scheduled Board meeting for failure to attend Board or Board committee

meetings as set forth in the Coalition Bylaws.

With respect to a Member serving in an ex-officio capacity or as a Gubernatorial Appointee, the Board, after first receiving a recommendation from the Governance Committee, shall provide written notification to the appointing entity of the Member regarding the Member’s membership status.

ARTICLE IV: OFFICERS

Section 4.1 Officers:

The Governor shall appoint the Chair of the Board. The Board shall elect a First Vice-Chair, a Second Vice-Chair, Secretary, and Treasurer from the Members of the Coalition. The elected Members of the Board shall be considered “Officers” for the Coalition and shall be part of the Executive Committee of the Coalition. An Honorary Member may not serve as an Officer of the Board.

Section 4.2 Elections and Terms of Office

Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2)three (3) year term (“term of office”). Officers may hold the same elected position for up to two (2) consecutive terms of office. Terms of office shall coincide with the Coalition’s fiscal year. Election of Officers shall take place at the annual meeting in June of each fiscal year. If an Officer has resigned from their elected position, or if an Officer has been removed from their elected position by the Board more than (60) days prior to the June election date stated herein, the Board shall have special election at the next regularly scheduled Board meeting for said vacant office. In the event of a special election for a new Officer of the Board, the Nomination Committee shall oversee the nomination process in accordance with the Coalition Bylaws. The term of an Immediate Past Chair of the Board shall not exceed one (1) term of two (2)three (3) years and said term shall coincide with the Coalition’s fiscal year.

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Section 4.3 Duties of Officers

- A. The Chair shall:
1. preside at all Board meetings;
 2. except as provided for in the Coalition Bylaws, serve as a Member of all standing and ad hoc committees of the Board;
 3. except as provided for in the Coalition Bylaws, appoint all standing and ad hoc committee members and chairs of the Board committees. The Chair may not serve as a chair of a standing committee other than the Executive Committee as set forth herein;
 4. execute all contracts, agreements, renewals, and amendments as duly approved by the Board in accordance with the policies and procedures of the Coalition, the policies and procedures of the applicable governing agencies,
 5. Florida Statutes, and the Florida Administrative Code; and
 6. perform all of the duties usually pertaining to the office of Chair and as set forth pursuant to Florida Statutes, Florida Administrative Code, the policies and procedures of the applicable governing agencies, the policy and procedures of the Coalition and as directed by the Board.

- B. The First Vice-Chair shall:
 1. serve as the Chair of the Governance Committee;
 2. preside at all Board meetings in the absence of the Chair;
 3. assume the duties of the Chair in the event the office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
 4. perform such duties as designated by the Chair.

- C. The Second Vice-Chair shall:
 1. preside at the Board meetings in the absence of the Chair and the First Vice Chair;
 2. assume the duties of the First Vice-Chair, in the event that office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
 3. perform such duties as designated by the Chair.

- D. The Secretary shall:
 1. preside at the Board meetings in the absence of the Chair, First Vice-Chair and Second Vice-Chair;
 2. confirm recording of the official minutes at each meeting of the Board;
 3. review the minutes for accuracy prior to submission to the Board and certify the minutes after approval by the Board; and
 4. perform such duties as designated by the Chair.

- E. The Treasurer shall:
 1. preside at the Board meetings in the absence of the Chair, First Vice-Chair, Second Vice-Chair and Secretary;
 2. chair the Finance Committee; and
 3. perform such duties as designated by the Chair.

Section 4.4 Resignation and Removal of Officers

Resignation of Officers shall be accepted under the same terms as those pertaining to Members as defined in the Coalition By-laws. Officers elected midterm shall fulfill the unexpired term of said office and shall be eligible for one (1) additional consecutive full term. An Officer who has exceeded the number of allowed absences as stated herein shall have their position and absences reviewed by the Governance Committee. Where applicable, the Governance Committee may recommend removal of an Officer from the Executive Committee due to attendance. Except for the Chair, the Board may remove any Officer at any time, with or without cause, by two-thirds vote of the Members in attendance at a meeting for which a quorum is present. Vacancies created by the resignation or removal of an Officer shall be filled by the Board in accordance with the Coalition Bylaws. The process for recommending a new Officer due to resignation or removal shall be conducted by the Nominating Committee.

ARTICLE V: MEETINGS

Section 5.1 Meeting Times

The Board shall meet a minimum of five (5) times per year. All meetings must be publicly

noticed and in compliance with applicable Florida law. The Coalition's annual meeting shall be held in June of each fiscal year.

Section 5.2 Fiscal Year

The Coalition's fiscal year shall commence July 1 of each year and continue through June 30 of the following year.

Section 5.3 Notices of Meetings

All meeting notices shall be in writing and shall set forth the time, date, and place of any meeting. A notice shall be delivered to Members by US mail, in person, by facsimile, or by electronic mail at least 48 hours prior to the meeting. Notice for a special meeting shall be as set forth in herein unless said special meeting is an emergency in in which case said notice shall be as soon as practicable.

Section 5.4 Special Meetings

The Chair, or any Officer acting as Chair in accordance with Coalition Bylaws may call a special or emergency meeting for any purpose(s) with adequate notice. The Board may direct the Chair to call a special meeting so long as said direction and special meeting is done in accordance with the Coalition Bylaws and if applicable, the Coalition's policies and procedures.

Notice of a special meeting shall be given to all Members. The minutes of the special meeting shall state the manner and method of notice given to the Board or if applicable, a Board committee.

Section 5.5 Audio or Video Participation by a Member

The Coalition may establish policies and procedures for audio or video participation of the Board or a Board committee. Such policies and procedures shall ensure reasonable public access and participation, as appropriate. In the event the Coalition does not have policy and procedures for audio or video participation of Members for a Board or Board committee meeting, audio or video participation shall be done in accordance with applicable Florida law.

Section 5.6 Quorum

A majority of the voting Members shall constitute a quorum required to conduct business of the Coalition at any Board, Board committee, or special meeting. While physical attendance at meetings of the Board of Directors is an expectation of membership, the Early Learning Coalition board may use any method of telecommunications to conduct committee or Board meetings, including establishing a quorum through telecommunication, provided that the public is given proper notice of the telecommunications meeting and reasonable access to observe, and when appropriate, participate.

Section 5.7 Minutes

Minutes of each meeting of the Board and Board committees shall be accurately taken,

preserved and provided to Members at or before the next regular Board or Board committee meeting. The minutes of each meeting shall become the official record of the Coalition upon adoption by the Board and certification by the Secretary of the Board.

Section 5.8 Parliamentary Authority

All Board and Board committee meetings of the Coalition shall be conducted pursuant to Robert's Rules of Order, unless the same conflicts with Florida Statutes, Florida Administrative Code, and the Coalition Bylaws.

ARTICLE VI: COMMITTEES

Section 6.1 Standing Committees

The Board may establish or dissolve standing committees by majority vote of the Board. The term of membership on a standing committee for a Member shall be consistent with the fiscal year. Although not eligible to be appointed to or vote on any Committee, Honorary Members may attend and participate in any Committee meeting.

Except as set forth in the Bylaws, there is no limit to the length of time a Member may serve on a Board standing committee, however, a Member of a standing committee who has either been appointed to said committee by the Chair of the Board or selected to a standing committee by a majority vote of the Board, whichever is applicable, may be removed by a majority vote of the Board after serving on a committee for 1 year, or at any time for violation of ethics and conduct as set forth in the Bylaws, Florida Statute or the Coalition's Code of Conduct or other applicable policies and procedures, or may be removed for lack of attendance. In the event a removal of a Member is due to the above mentioned reasons, such matter shall first go to the Governance Committee for review and consideration in accordance with Sections 3.5 and 3.7 of the Bylaws, whichever is applicable.

Only Members appointed to a standing committee by the Chair or, if applicable, by the Board in accordance with the Coalition Bylaws may vote and act on matters coming before said committee. The length of term of a Committee Chair shall be a ~~two (2)~~ **three (3)** year term ("Committee Chair term") and whenever possible, the commencement of a Committee Chair term should coincide with the election of Officers of the Board. Chairs may be re-appointed to serve one additional consecutive Committee Chair term. The Chair of the Executive Committee is not subject to these specific term limitations as set forth in this section 6.1 of the Bylaws. All standing committees of the Coalition, with the exception of the Audit Committee, shall be responsible for the delivery of committee recommendations and reports to the Executive Committee. Standing committees shall consist of the following:

A. Executive Committee

The Executive Committee shall be a committee that reports directly to the Board. The Executive Committee of the Coalition shall 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 (hereinafter referred to as "Committee Chairs").

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The Executive Committee shall have the authority to do the following:

- i. Assist in the development of the agenda for the Board meeting in collaboration with the Chief Executive Officer;
- ii. oversee the annual performance evaluation of the Chief Executive Officer. The Executive Committee shall forward its recommendations regarding the Chief Executive Officer to the Board;
- iii. review and recommend to the Board the approval, rejection, retention or termination of any contracts or agreements including any amendments and renewals thereto, that are brought to the Executive Committee by the Chief Executive Officer or the Coalition staff. Notwithstanding the foregoing, the Chief Executive Officer may have monetary approval authority for certain contracts and agreements as set forth in the policies and procedures of the Coalition or by majority vote of the Board, so long as said approval authority does not violate Florida Statutes, Florida Administrative Codes, the most current funding agreement between the Coalition and its governing agency (“Grant Agreement”), and the policies and procedures of the applicable governing agencies;
- iv. except as provided for in the Coalition Bylaws, review the reports and recommendations of the standing and ad hoc committees and, if applicable, make recommendations to the Board.
- v. take action on those general administrative and operational Coalition matters that are brought before the Executive Committee by the Chief Executive Officer or Coalition staff. This authority shall be limited to the ability to correct minor mistakes in contracts, agreements, policies and procedures of the Coalition such as scrivener’s errors, identification of proper parties and their contact information, or references to out of date or inapplicable agencies or laws. The Executive Committee shall inform the Board of any action taken hereunder without the Board’s prior approval at the next scheduled Board meeting;
- vi. review and if necessary, take action as it pertains to contract, statutory and agency compliance issues concerning contracted providers and vendors with the Coalition that are non-monetary in nature. If said compliance matters or issues are monetary in nature or will have a fiscal impact on the Coalition, the Executive Committee shall review those matters and forward recommendations to the Board for review and approval; and
- vii. take and approve any action, without prior approval of the Board, in response to an emergency or special circumstance that requires immediate action by the Coalition or the Coalition’s third party contractors, providers or vendors. For purposes of this section, “ emergency” shall be a situation where substantial harm has, or would be likely to be caused to child, parent, guardian, Coalition staff, or to the community due to the acts or omissions of the Coalition or the Coalition’s third party contractors, providers or vendors, or due to circumstances beyond the control of the Coalition such as actions or omissions of a third party (including but

not limited the actions or omissions of a local, state or federal agency, natural disaster, environmental hazard, or acts of God. The Executive Committee shall inform the Board of the action taken hereunder without the Board's prior approval within the 48 hours of said action and report said action at the next Board meeting. The nomination or removal of a Member or an Officer is specifically excluded from this authority.

B. Governance Committee

The Governance Committee shall be a committee that reports directly to the Board and shall consist of at least five (5) Members elected by the Board and the First Vice-Chair of the Board shall serve as chair of the Governance Committee.

The Governance Committee shall have the authority to do the following:

- i. review and if necessary, recommend changes to the employment and governance manuals or any other manual or guidance required for certification purposes for the Coalition;
- ii. except as stated in the Coalition Bylaws, review and if necessary recommend changes, deletions or the creation of policies and procedures for the Coalition;
- iii. review and if necessary, recommend changes to the Coalition's organizational documents (e.g. Bylaws, Coalition Plan and Articles of Incorporation);
- iv. review, respond and make recommendations to the Board, which include, but not limited to corrective actions to be taken by the Coalition or its contractors in response to findings or conclusions from an investigation, report or monitoring by a Florida or federal agency, commission, board or other entity for those matters that would not clearly fall under the responsibilities of the Audit Committee pursuant to the Coalition Bylaws.

C. Finance Committee

The Finance Committee shall be a committee that reports directly to the Board and shall consist of at least five (5) Members. The Treasurer of the Board shall serve as chair of the Finance Committee. The Chair shall make a good faith effort to appoint Members to the Finance Committee that have significant accounting or financial management experience. In the event the Finance Committee is unable to recruit or identify a Member to serve on the committee that has significant accounting or financial management experience in accordance with this section, the Finance Committee may appoint Ad Hoc Member(s) as defined and set forth in the Coalition Bylaws with significant accounting or financial management experience to assist the Members of the Finance Committee.

The Finance Committee shall have the authority to do the following:

- i. review, and recommend revisions to the annual operating budget for the Coalition to the Board;

- ii. review the Coalition’s monthly and quarterly financial statements;
- iii. provide reports and recommendation to the Board for review and approval;
- iv. creation, review and alteration, of accounting and financial related policies and procedures for the Coalition;
- v. ensure that budget to actual variances are done after each year- end numbers are finalized;
- vi. recommend budget amendments;
- vii. analyze budget variances; and
- viii. monitor compliance with State of Florida property guidelines as it pertains to surplus, write offs, and property inventory.
- ix. review and monitor the financial operations of the Coalition in order to determine compliance with applicable Florida and federal laws as well as in accordance with generally accepted financial and accounting standards where applicable.

D. Nominating Committee

The Nominating committee shall be a committee that reports directly to the Board. The Board, at any regular scheduled Board meeting, shall elect Members to serve on the Nominating Committee. The Nominating Committee shall consist of at least three (3) Members who are not Officers of the Coalition.

The Nominating committee shall have the authority to do the following:

- i. oversee and conduct the nomination process for Members and Officers as set forth in the Coalition Bylaws.
- ii. review and recommend potential applicants for membership for the Board and forward the committee’s recommendations to the Board in accordance with the Coalition Bylaws.
- iii. recommend to the Board policies and procedures that govern the selection of Members who are not Ex-Officio Members and Gubernatorial Appointees as set forth in the Coalition Bylaws.

E. Audit Committee

The Audit Committee shall be a committee that reports directly to the Board. The Audit Committee Membership shall consist of, at least, five (5) Members elected by the Board with a minimum of one (1) of the committee Members having significant accounting or financial management experience. In the event the Audit Committee is unable to recruit or identify a Member to serve on the committee that has significant accounting or

financial management experience in accordance with this section, the Audit Committee may appoint Ad Hoc Members as defined and set forth in the Coalition Bylaws with significant accounting or financial management experience to assist the Members of the Audit Committee. No more than one (1) 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 Member of the Audit Committee shall have a business, contractual, beneficial, or monetary interest, whether direct or indirect, with the Coalition. In no event shall the Chair of the Board be a member of the Audit Committee nor shall the chair of the Governance Committee be the chair of the Audit Committee.

The Audit Committee shall have the authority to do the following:

- i. recommend the selection, retention, and termination of the internal and independent external auditor(s) to the Board and shall be responsible for recommending the compensation of the auditors;
- ii. oversee the auditing function of the Coalition, which includes, but is not limited to a review of the internal and external operations of the Coalition;
- iii. monitor and report on the adequacy of the Coalition's financial disclosure;
- iv. review and recommend approval of the audit plan;
- v. monitor and report on the status of the Coalition's compliance with applicable Florida and federal statutes, codes and regulations.
- vi. ensure that an annual audit of the Coalition is done by the auditors for each fiscal year; and
- vii. recommend an investigation into any alleged or actual violations of any financial or compliance related laws or rules committed by the Coalition, its employees, its contractors, its vendors or its service providers that come before, or to the attention of the Audit committee.

F. Program Review Committee

The Program Review committee shall be a committee that reports directly to the Board. The Chair shall make every effort to appoint Members that have relevant program experience. The Program Review Committee shall consist of at least three (3) Members.

The Program Review committee shall have the authority to do the following:

- i. Review and discuss internal and external program and quality reports
- ii. Review and discuss relevant program area and quality outcomes and benchmark included in the ELC's strategic plan

- iii. Review and discuss programmatic (non-financial) audits
- iv. Discuss new or outstanding program/quality issues presented to the committee
- v. Discuss new program ideas and initiatives
- vi. Discuss existing and potential community partnerships and program/quality related grant opportunities

Section 6.2 Ad Hoc Membership and Committees

For purposes of this section, an “Ad Hoc Member” shall mean a person who has been appointed by the Chair to a committee of the Coalition that is not a Member as defined by the Coalition Bylaws. The Ad Hoc Member shall be subject to applicable Florida Statutes, Florida Administrative Codes, the policies and procedures of the applicable governing agencies, the policies and procedures of the Coalition and the Coalition Bylaws, which shall include but not be limited to the following: Florida Sunshine Law, confidentiality, ethics, conflicts of interest, reporting/disclosure requirements and public records.

Ad Hoc Committee may be created from time to time by the Board to review and provide recommendations for special or assigned tasks or projects as circumstances may warrant on behalf of the Coalition. Upon creation of an ad hoc committee by the Board, the Chair shall appoint Members and Ad Hoc Members, as maybe needed by the Board, to serve on an ad hoc committee. The authority of an ad hoc committees shall be limited to those activities and tasks for which said committee was created as set forth by the Board. Unless otherwise directed by the Board, an ad hoc committee composed solely of Members shall report to the Executive Committee. The recommendations of ad hoc committee shall require final approval of the Board.

Ad Hoc Members shall receive no compensation or reimbursement for their service to the Coalition. An Ad Hoc Member shall not hold a position of employment with the Coalition. An ad hoc committee may achieve a quorum for a meeting in the same manner as a standing committee in accordance with the Coalition Bylaws. In no event shall an Ad Hoc Member have any voting rights or be counted for a quorum as set forth in the Coalition Bylaws for a standing committee of the Coalition, or for an ad hoc committee in which there are at least three (3) Members of the Board serving on said committee.

Upon completion of the special or assigned task or project, all ad hoc committee members shall be discharged of their duties under said committee and the ad hoc committee shall be automatically dissolved within thirty (30) days after delivery of a final report or recommendation to the Board.

Notwithstanding the foregoing, the Ad Hoc Committee will not be dissolved if the Executive Committee or the Board requests further comment, consideration, or review of an issue, task, or recommendation contained in a final report or list of recommendations.

ARTICLE VII: CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (“CEO”) shall be employed by at least two-thirds a (2/3) majority

vote of all Members of the Coalition Meeting. The CEO shall perform such administrative duties as specified in the Coalition’s CEO job description and the policies and procedures of the Coalition. In the event the Coalition desires to terminate the CEO, said termination shall only be effective upon at least a two-thirds (2/3) majority vote of all Members of the Coalition. Except as provided in the Coalition Bylaws, the hiring and termination of the CEO shall be noticed no less than ten (10) working days before a Board meeting.

ARTICLE VIII: LIABILITY

The Coalition shall indemnify to the full extent permitted by Florida Statutes against a n y damages, judgments, settlements, costs, charges and expenses incurred in connection with the defense of any action, suit or proceeding or any appeal there from, any Member or Coalition employee, including the CEO, made or threatened to be made a party to such action, suit or proceeding, whether civil or criminal, by reason of the fact that such person is or was a Coalition employee or Member of the Coalition and was acting in an official capacity on behalf of the Coalition unless such Coalition employee’s or Member’s actions or omissions are in violation of Florida Statutes or any other relevant law, code or regulation.

ARTICLE IX: ETHICS, CONFLICT OF INTEREST, AND PUBLIC MEETINGS

Section 9.1 Ethics

Each Member and employee of the Coalition is subject to those applicable Florida Statutes as it pertains to the code of conduct of public officials and employees.

Section 9.2 Conflict of Interest (Voting members)

No Members may participate or vote upon any measure that would inure to their special private gain or loss or that of the principal whom they represent. The term “participate” means any attempt to influence a decision by oral or written communication. It is the duty of all Members to make known through verbal or written communication to the Chair and the Members of the Board of all possible or apparent conflicts and to refrain from voting or participation regarding actions to be taken on the item on which they have a conflict of interest. This does not preclude Members from responding to informational questions directed to them. In the event a Member has, or believes in good faith to have a conflict of interest on matter that is before the Board or if applicable, a Board committee for a vote, the Member shall declare said conflict on the record, abstain from voting on the matter and shall file the required paperwork in accordance with the Coalition Bylaws and applicable Florida law.

Section 9.3 Conflict of Interest (Contracting with the Coalition)

A Member, relative of a Member, or a Coalition employee may not contract with the Coalition except as provided by Florida law and as approved by the Board.

Section 9.4 Public Meetings and Records

The Coalition shall comply with all applicable Florida Statutes and Florida Administrative Codes as it concerns public meetings, public records, and disclosure.

ARTICLE X: REVISION/REPEAL/SUSPENSION OF BYLAWS

The Coalition Bylaws may be amended, suspended, repealed or altered in whole or in part, at any regular or special meeting, by a two-thirds (2/3) majority vote of the Members of the Board present at a Board meeting. Any proposal to amend, repeal, or alter the Coalition Bylaws shall be delivered in writing to Members of the Board not less than fifteen (15) calendar days before the meeting in which the proposal is to be considered and voted upon. The Coalition's Articles of Incorporation and Bylaws are a part of the Coalition's required Plan and any amendment to them shall require an amendment to the Plan.

ARTICLE XI: CONFLICT OF LAWS

In the event there is an unallowable conflict between applicable federal law, Florida law, the Coalition's Plan, the most current funding between the applicable governing state agency and the Coalition, and the Coalition Bylaws, said applicable federal law, Florida law, Coalition's Plan, and the most current funding agreement between the applicable governing state agency and the Coalition shall prevail. For purposes of this section, the "Plan" shall be the early learning coalition plan as described pursuant to Florida Statutes.

ARTICLE XII: POLICIES AND PROCEDURES

The Board may develop policies and procedures to supplement the Coalition Bylaws. In the event the Board approves policies and procedures to supplement the Coalition Bylaws, said policies and procedures shall be binding on the Coalition so long as said policies and procedures do not conflict with applicable federal law, Florida law, the Coalition Plan and, the most current funding agreement between the applicable governing agency and the Coalition. Members and Coalition employees shall be subject to those applicable Coalition's policies and procedures. In the event there is a conflict between the Coalition Bylaws and the policies and procedures of the Coalition, the Coalition Bylaws will prevail.

ARTICLE XIII: IMPLEMENTATION

These Coalition Bylaws and any amendments thereto shall become effective immediately upon adoption by the Board.

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>INCENTIVES® 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,Dooddy,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	Active
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 March 2024

Vendor Name	Amount	Purpose
211 Broward	34,946.97	February 2023 Invoice
ADP, Inc.	1,627.50	2022/Q4 Y/E Info- Tax Reporting, W-2's & Processing Charge
ADP, Inc.	3,777.85	February 2023 Processing Charges
ADP, Inc.	1,191.80	February 2023 Time & Attendance
Blue Jean Software, Inc.	1,000.00	February 2023 Hosting & Maintenance & Support
Business Card	3,357.17	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business card Hotel Stay	1,051.00	A.Moore/ChildrenWeek/Tallahassee 02-26-03-01-24
Business Card Hotel Stay	1,005.00	A.Metsch/ ChildrenWeek/Tallahassee 02-26-03-01-24
Business Card Hotel Stay	1,095.38	S.Paul/ ChildrenWeek/Tallahassee 02-26-03-01-24
Business Card FL State Council	1,049.00	HR Event
Business Card FL State Council	1,049.00	HR Event
Business Leadership Institute	6,250.00	March 2023 Professional Development Training Serv.
Carmen Nicholas	4,900.00	Class Observations for February 2023
Colonial Life & Accident	5,616.14	March 2023 Employee Benefits
Discount School Supply	3,497.40	February 2023 36" Round Mat Of 20
FPL	1,162.90	February 2023 Service at Crown Center STE 301 & 309
Goren, Cherof, Doody, & Ezrol, PA	3,325.00	February 2023 Legal Services
Indeed	6,000.00	February 2023 Job Posting
M. Hanson & Company, Inc.	3,800.00	March 2023 To Remove 15 Stations and Desks and Store
Nova SouthEastern University	14,473.00	Childcare Training
One Beat	1,080.00	CPR Classes For 02/25/2023
Revation Systems, Inc.	7,254.32	February 2023 Services
Scholastic Inc.	15,033.05	Children's Books Ranging In Age Group
Staples	1,617.45	February 2023 Supplies
Sun Life Assurance Company	23,002.37	April 2023 Employee Benefits
The School Board of Broward County	1,050.00	March 2023 Gulfstream Lease (Utility & Custodial Fees)
United States Treasury - IRS	15,299.98	Levy Payment for Agape Workshop center Inc
Webauthor.com LLC	5,000.00	March 2023 CRM Software Licenses
Yvette Veras	2,100.00	February 2023 Class Observation



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	Approved	1,000
Lauderdale Lakes	No Response	-
Lauderhill	Approved	20,000
Margate	Pending Response	1,000
Miramar	No Response	-
North Lauderdale	Approved	10,000
Oakland Park	Pending Response	10,000
Parkland	Pending Response	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	Pending Response	5,389
Wilton Manors	Approved	4,240
		358,778
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	5,557,282



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
Sep. 13, 2023	Delmar Arts Academy at the Y	1409 NW 6th St, Fort Lauderdale, FL 33311	9:30 AM - 11:00 AM
Oct. 10, 2023	My Little Family Center	18433 Pines Blvd. Pembroke Pines, FL 33029	9:30 AM - 11:00 AM
Nov. 8, 2023	Preschool Kids Planet	328 E Hillsboro Blvd, Deerfield Beach, FL 33441	9:30 AM - 11:00 AM
Mar. 13, 2024	Nur Ul Islam	10600 SW 59th St, Cooper City, FL 33328	9:30 AM - 11:00 AM
Apr. 10, 2024	CANCELLED		
May. 8, 2024	Temple Beth Emet Day School	4807 S Flamingo Rd, Cooper City, FL 33330	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
Oct. 5, 2023	Small Wine Shop, 410 N Andrews Ave, Fort Lauderdale, FL 33301	6:00 PM – 8:30 PM

ELC Board Meet, Greet, & Eat Social		
ELC Broward: 1475 W. Cypress Creek Rd., Suite 301, Fort Lauderdale, FL 33309		
Date	Location	Time
Sep. 11, 2023	ELC Broward, Training Room	8:30 AM – 9:30 AM
Oct. 16, 2023	ELC Broward, Training Room	8:45 AM – 9:30 AM
Dec. 11, 2023	ELC Broward, Training Room	8:45 AM – 9:30 AM
Feb. 12, 2024	ELC Broward, Training Room	8:45 AM – 9:30 AM
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
Sep. 21, 2023	Strategic Plan	ELC Broward, Training Room	12:00 PM – 1:00 PM
Oct. 30, 2023	Advocacy	ELC Broward, Training Room	12:00 PM – 1:00 PM
Jan. 12, 2024	Special Needs	ELC Broward, Training Room	12:00 PM – 1:00 PM
Feb. 15, 2024	FAST (Cancelled)	ELC Broward, Training Room	12:00 PM – 1:00 PM
Mar. 20, 2024	Conflicts of Interest	<u>Zoom</u>	12:00 PM – 1:00 PM
Jun. 25, 2024	Lunch & Learn- Labor Training, Discrimination	<u>Zoom</u>	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; Provider Appreciation Celebration	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	Childcare 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 Childcare 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>5 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	<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	Co-Chair	effective 02/13/20 confirmed 08/29/22 Co-Chair effective 06/14/23
	2 Traci Schwitzer	Co-Chair	effective 02/12/24 - Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 02/13/20 confirmed 08/10/22
	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						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 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				

November 2023						
Su	M	Tu	W	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	W	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
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						

Board Mondays/9:30 am

- Sep 11, 23
- Oct 16, 23
- Dec 11, 23
- Feb 12, 24
- Mar 11, 24
- May 6, 24 (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

- May 2, 24, 11:30 am
- May 30, 24, 10:00 am

Nominating Wednesdays

- Oct 11, 23, 12:00 pm
- Dec 4, 23, 2:00 pm
- Jun 10, 24, 10:00 am

Audit Wednesdays

- Aug 30, 23, 2:30 pm
- Mar 5, 24, 3:00 pm
- May 3, 24, 10:30 am

Program Review

- Aug 28, 23, 2:00 pm
- Jan 12, 24, 12:00 pm
- Apr 2, 24, 12:00 pm
- May 21, 24, 3:00 pm

Ad-Hoc Fundraising:

- Aug 30, 23, 12:30 pm
- Nov 29, 23, 2:30 pm
- Feb 12, 24, 12:00 pm
- Jun 17, 24, 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



ELC of Broward County

FY 2024-2025 Board/Committee Meetings Calendar

July 2024							August 2024							September 2024							October 2024							November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2025							February 2025							March 2025							April 2025							May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
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26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
														30	31																										

Board
Mon. at 9:30 am

- Sep 10, 24
- Oct 14, 24
- Dec 16, 24
- Feb 10, 25
- Mar 10, 25
- May 12, 25
- Jun 16, 25

Finance/ Exec
Tues. at 1:30 pm

- Aug 27, 24
- Oct 1, 24
- Dec 10, 24
- Jan 28, 25
- Mar 4, 25
- Apr 29, 25
- Jun 3, 25

Governance
Mon. at 1:00 pm

- Aug 26, 24
- Oct 7, 24
- Feb 3, 25
- Jun 9, 25

Nominating
Wed. at 1:00 pm

- Aug 28, 24
- Jan 29, 25
- Apr 30, 25
- Jun 4, 25

Audit
Tues. at 3:30 pm

- Aug 27, 24
- Oct 10, 25 (NOT Tue)
- Mar 4, 25

Program Review

- Aug 29, 24
- Oct 3, 24
- Jan 30, 25
- May 1, 25

Ad-Hoc Fundraising
Mon. at 12:00 pm

- Sep 10, 24
- Oct 14, 24
- Feb 10, 25
- May 12, 25

ELC offices closed for holidays on:

July 4 Independence; Sep 2 Labor; Nov 11 Veterans; Nov 28 Thanksgiving; Nov 29 Day after Thanksgiving; Dec 25 Christmas; Dec 31 New Years Eve; Jan 1 New Year's Day; Jan 20 MLK; Feb 17 President; May 26 Memorial;

Federal Holidays:

Oct 13 Columbus; Jun 19 Juneteenth;

Holidays:

Oct 2 – Oct 4 Rosh Hashanah; Oct 11 Yom Kippur; Oct 16 – Oct 23 Sukkot; Dec 25 – Jan 2 Hannukah; Mar 5 Ash Wed/Lent; Mar 24 – 28 Spring Break; Apr 18 Good Friday;

FYI - ELC Broward Glossary of Terms (August 2019)

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

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

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

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

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