

Early Learning Coalition of Broward County, Inc.

Board Meeting Agenda

May 12, 2025, at 9:30 AM

Hybrid Meeting

Meeting ID: 867 3607 9086 Passcode: 983903

<https://us06web.zoom.us/j/86736079086?pwd=6xCqp5EwdmGRx2PmXamAeN3lr3F6N.1>

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 Honoring Board Members for Service: Monica King & Richard Campillo Committee Appointments: Maria Hernandez – PRC Chair (Replacing Monica King) Dr. Amoy Reid – Finance Committee (Replacing Twan Russell) Sharonda Bailey – Audit Committee (Replacing Monica King) Traci Schweitzer – Nominating Committee (Replacing Twan Russell) Krystie Castillo – Nominating Committee (New Addition) ALL highlighted in YELLOW on FYI 10		Laurie Sallarulo, Chair
4.	CEO Report	3	Renee Jaffe, CEO
5.	Mission Moment – SR Money in Motion		Christine Klima, CAO
6.	Consent Agenda 1. Approve March 10, 2025, Meeting minutes 2. B256CA1 – Authorize staff to issue Sole Sourced Award posting for Teachstone CLASS-related materials and training 3. B256CA2 – Authorize staff to issue a Sole Sourced posting for INCENTIVE\$ program service from Children’s Forum 4. B256CA3 – Authorize staff to issue Sole Sourced award posting for 211-Broward 5. B256CA4 – Approve DEL CEO Evaluation Tool 6. B256CA5 – Approve ELC 12 Holiday/Closure Days FY25/26 7. B256CA6 – Approve AI Policy 8. B256CA7 – Approve FY26 Risk Management Insurance Policy Renewal Coverage Levels 9. B256CA8 – Approve Updated language in Mandatory Reporting HR Policy	5 13 14 18 28 33 34 40 41	Laurie Sallarulo, Chair
7.	Regular Business 1. B256RB1 – Approve Amendment to Children’s Services Council Vulnerable Populations Program FY24/25 Agreement 2. B256RB2 – Resolution Designating Authorized Staff that may Submit and Discuss a Retirement Plan Voluntary Correction Program Application with the IRS 3. B256RB3 – Legislative Update 4. B256RB4 – Annual Board Survey Results	43 46 51 53	Christine Klima, CAO Renee Jaffe, CEO Judith Merritt, COO Laurie Sallarulo, Chair

8.	Finance Committee 1. B256FIN1 – Approve March 2025 Interim Financial Statements 2. B256FIN2 – Approve FY25 Budget Amendment #5	54 63	Cindy Arenberg-Seltzer, Committee Chair Christine Klima, CAO
9.	Audit Committee Update from Committee Chair – No Update		Renee Podolsky, Committee Chair Christine Klima, CAO
10.	Program Review Committee Update from Committee Chair – No Update – Next Meeting 5.20.25		Maria Hernandez, Committee Chair
11.	Nominating Committee 1. B256NOM1 – Nomination of Board Officer Secretary Position	68	Dr. Amoy Reid, Committee Chair Judith Merritt, COO
12.	Governance Committee Update from Committee Chair (Items on Consent)		Dawn Liberta, Committee Chair
13.	Ad Hoc Fundraising Update from Committee Chair – No Update		Michael Asseff, Committee Chair Traci Schweitzer, Committee Co-Chair
14.	Provider Representative Update Update from Provider Representatives		Krystie Castillo, Representative Faith-based Childcare Provider Amy Hauser, Provider Representative
15.	FYI Items <ul style="list-style-type: none"> o FYI 1 ELC Contracts o FYI 2 February Cash Disbursements o FYI 3 March Cash Disbursements o FYI 4 FY25 Match Report o FYI 5 Board Engagement Opportunities o FYI 6 Board Sponsorship Form o FYI 7 Board Member Responsibilities o FYI 8 Board Recruitment Flyer o FYI 9 FY 24-25 Committee Membership Current o FYI 10 FY 24-25 Committee Membership Updated 5.12.25 o FYI 11 FY 24-24 Board Meeting Attendance o FYI 12 FY 24-25 Board Calendar o FYI 13 FY 25-26 DRAFT Board Calendar o FYI 14 Glossary of Term 	70 72 73 74 75 77 78 79 80 81 82 83 84 85	
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 23, 2025 @ 9:30 am		
18.	Adjourn		

Please Note: The Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

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

CEO Report

Board Meeting – May 12, 2025

School Readiness Enrollment Update

Based on our recent enrollment freeze, we were projecting our census of SR children to decrease from October's number of 15,275 children to approximately 11,873 by June through attrition of approximately 425 per month.

We are happy to report that our enrollment outlook has improved, given we had expected to have to drop our census to less than 12,000 earlier this fiscal year. Because of a number of one-time funding awards discussed at the last board meeting, we have been able to enroll children again. Despite some major setbacks throughout the last month because of significant challenges and issues caused by a badly implemented update to the EFS system, our extraordinary staff was still able to enroll families into the School Readiness program. We paid for 14,504 children in March (April results are not quite ready), and as of May 7th, we had 1,629 children on the waitlist. We plan to pull approximately 700 children from the list tomorrow, which should bring us within approximately six weeks of being current.

EFS Mod Update

On March 20th, 2025, the DEL IT team migrated all provider, family, and staff accounts to a newer version of the EFS mod system. This migration was implemented to enhance overall system efficiency and security. Single Sign-On (SSO) was activated to ensure that parents, providers, and staff use a single login to access multiple applications.

Following the release, the ELC portals experienced quite a few issues that impacted the ability of users to log in and perform standard functions. Specific problems included loss of access to tasks that were previously available, session timeout issues, and widespread login difficulties. These issues affected staff, providers, and parents alike.

While some issues remain, a significant number have already been addressed. Remarkably, despite the disruptions and challenges, staff were still able to ensure that provider payments were processed on time.

Most of the remaining issues are currently affecting parents, particularly those who are unable to claim or sign into their accounts. ELC Staff will continue to collaborate with DEL to fully resolve all portal related problems and assist all parents as needed.

VPK Update

As of May 7th, 2025, we have approved 14,322 VPK school-year applications (FY 24-25), and we have 12,753 children who have now enrolled in VPK. The Florida Statewide Estimating Conference estimated earlier this year that Broward would have 12,815 school year participants. We are very close to meeting the State's estimate.

January 1st began the new enrollment period for next school year's VPK programming. To date we have approved 7,935 VPK applications for the next school year.

ELC Broward's State of Childcare Event

Unfortunately, we had to postpone ELC's State of Childcare event earlier this year due to a lack of response. We have now rescheduled for May 20th. This year's audience is our local match funding partners, but we also invited a limited number of legislators and community partners. Locally, we receive match funding from approximately 20 municipalities, the Children's Services Board, Broward County government, and United Way. We plan to discuss everything early learning on a national, state and Broward level including how we fared during the legislative session, enrollment and quality, and the impact and importance of our local match partners. At this point, all of you have received your invitations, and we look forward to seeing you at the event!

Great News... Top Workplace 2025

We have received confirmation that for the fourth year in a row, ELC of Broward has been named a South Florida Top Workplace by the South Florida Sun Sentinel. Companies chosen for recognition were determined through an employee survey conducted by Energage. The survey measures qualities such as company leadership, communication, appreciation, direction, working environment, managerial skills, wages and benefits.

The Top Workplace Awards Event took place on Wednesday, May 7th at the Fort Lauderdale Marriott Coral Springs Hotel & Convention Center. ELC Broward's CEO was recognized with an award as the South Florida Mid-size Organization for her leadership. Additionally, ELC will be recognized when the results are published on Sunday May 11th in the Sun Sentinel.

Board Private Sector Members

To increase Board membership, we need your assistance in helping to recruit new private sector board members. We did send out an updated flyer and list of roles and responsibilities to the members.

Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
March 10, 2025, at 9:30 AM
Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Michael Asseff (virtual); Richard Campillo (virtual); Monica King; Cindy Arenberg-Seltzer; Sharonda Bailey; Krystie Castillo (virtual); Kirk Englehardt; Amy Hauser; Maria Hernandez (virtual); Carol Hylton (virtual); Renee Podolsky; Dr. Amoy Reid (virtual); Twan Russell (virtual); Ellie Schrot (virtual); Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn (virtual)
Members Absent (Excused)	Brenda Fam
Members Absent (Unexcused)	
Honorary Members	Beverly Batson (virtual)
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Hubert Cesar, CIO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Dir. of Education & Quality; Amy Moore, Senior Dir. of Family Services and Customer Services; Ancel Pratt III, Senior Dir. of Communications; Ayme Hamoui, Dir. of Education Program Assessment; Andres Calero, Accountant; Beverly Hung, Director of Human Resources; Gracy Haladjian, Dir. of Family & Customer Services; Irene Ramos, Office Manager; Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Purchasing & Procurement Specialist; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Senior Dir. of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:39 AM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo informed the Board that Twan Russell had submitted his resignation due to other commitments. She expressed her appreciation for his contributions and stated that he would be sincerely missed.</p> <p>Additionally, Monica King's and Richard Campillo's terms will conclude in April. We will take the opportunity to recognize and thank them for their service at the next Board meeting. I encourage all members to attend in support of their contributions.</p>
CEO Report	<p>CEO Renee Jaffe thanked staff and board members who attended the BECE Early Childhood conference on Saturday, February 22. We received a lot of positive feedback.</p> <p>There are currently two School Readiness bills under consideration; while no formal movement has occurred yet, there is strong support surrounding both pieces of legislation.</p> <p>It was wonderful seeing many of you at the 211 Awards. We're proud to share that our team was honored with the Non-Profit of the Year award for collaboration—a well-deserved recognition of everyone's hard work and dedication.</p>

Mission Moment - Video	Allison Metsch shared the Mission Moment video with the Board.
Consent Agenda 1. Approve February 10, 2025, Meeting minutes	A Motion was made by Cindy Arenberg-Seltzer and Seconded by Dawn Liberta to move the Consent Agenda. The Motion was unanimously approved. Motion Passed.
Audit Committee 1. B255AUD1 – Accept Draft FY24 Financial Statement Audit Report and Draft 2023 Form 990	<p><u>Approve Draft FY24 Financial Audit and 2023 IRS Form 990</u></p> <p>Martha Parker announced she'll be leaving Citrin Cooperman but will remain with us through June.</p> <p>Martha Parker, Engagement Partner at ELC's Audit Firm Citrin Cooperman, presented the results of ELC's Final Audit report for FY 24 and the 2023 IRS 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 2024 and Seconded by Michael Asseff. The Motion was unanimously approved. Motion Passes.</p> <p>Michael Asseff thanked the Audit team and staff for their hard work.</p> <p>Christine Klima thanked Martha for her support with the ELC and Stephanie Landreville for her efforts on the Audit.</p> <p>The Audit Committee brought forth a Motion to Accept the 2023 IRS Form 990 and Seconded by Monica King. The Motion was unanimously approved. Motion Passes.</p>
Finance Committee <i>See Regular Business Items: B255RB1 and B255RB2 for Finance Items</i>	See Regular Business Items: B255RB1 and B255RB2 for Finance Items
Regular Business 1. B254RB1 – Approve January 2025 Interim Financial Statements	<p><u>January 2025 Interim Financial Statements</u></p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Traci Schweitzer to Approve January 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passed.</p> <p>Chair Laurie Sallarulo noted that CSC consistently steps up with funding and support, and emphasized how much the community relies on CSC. She questioned who else should be involved, asking what would happen if CSC couldn't continue doing it all.</p> <p>Cindy Arenberg-Seltzer responded that the vulnerable population initiative was created by CSC without outside funding, starting with \$1 million. She added that ELC is continually raising funds for subsidized childcare.</p>

2. B254FIN2 – Approve Budget Amendment #4	<p><u>Approve Amendment # 4</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Kirk Englehardt to Approve FY2025 Budget Amendment #4 Pending Award for Additional School Readiness Slot Funding by DEL. The Motion was unanimously approved. Motion Passed.</p>
3. B255RB3 – Authorize staff to amend FY25 Scholastic Inc Agreement for Bookworms.	<p><u>Broward Bookworms Supply and Shipping Services</u></p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Sharonda Bailey to Authorize staff to amend the FY25 Agreement with Scholastic Inc. for Broward Bookworms Supply and Shipping Services to increase the total amount of the Agreement by \$75,000 to \$275,000 for services through June 30, 2025, pending legal review. The Motion was unanimously approved. Motion Passed.</p>
4. B255RB4 – Approve Related Party Sponsorship for Broward Healthy Start Coalition	<p><u>Related Party</u></p> <p>A Motion was made by Traci Schweitzer and Seconded by Ellie Schrot to Approve FY2025 Related Party Sponsorship for Broward Healthy Start Coalition Maternal and Child Health Conference. The Motion was unanimously approved. Motion Passed.</p>
5. B255RB5 – Authorize the Chair to execute Amendment to FY25 Revenue Agreement with Children’s Forum for Broward Help me Grow Program	<p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Monica King abstained from the vote due to her position as the CEO of Broward Healthy Start Coalition, Inc. • Dawn Liberta abstained from the vote due to her role as a Board member of Broward Healthy Start Coalition, Inc. <p><u>Execute Amendment to FY25</u></p> <p>A Motion was made by Monica King and Seconded by Maria Hernandez to Authorize the Chair to execute an Amendment to FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program when it becomes available, pending legal review</p>
Program Review Committee Update from Committee Chair	Committee Chair Monica King shared that at the last meeting, staff reported only 98 children dropped off through redetermination, many due to transitioning to other afterschool programs. She noted that CLASS scores remain strong and the bookworm program is going really well.
Nominating Committee Update from Committee Chair	Nothing to report
Governance Committee Update from Committee Chair	Nothing to report
Ad Hoc Fundraising Update from Committee Chair	Committee Chair Michael Asseff shared that he and CEO Renee Jaffe decided to pause Bingo Night this year to focus on building stronger relationships with community and business partners. He emphasized that this effort shouldn’t just fall to the Ad Hoc Committee—it should involve the whole Board.
Provider Representatives Update from Provider	Nothing to report

Representatives	
Unfinished Business	None
New Business	None
Matters from the Chair	Chair Laurie Sallarulo shared that she asked CEO Renee Jaffe to include KPIs in the agenda at least twice a year, so members can expect to start seeing them regularly.
Matters from the Board	
Matters from the CEO	CEO Renee Jaffe shared that we are actively working to secure more appropriate funding for the upcoming year, with significant advocacy efforts underway. Several board members shared upcoming events they are hosting.
Matters from Committees	None
Matters from our Partners	None
Matters from Committees	None
Public Comments	None
Next Meeting	May 12, 2025, at 9:30 AM
Adjourn	Laurie Sallarulo adjourned the meeting at 11:01 AM

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 Liberta, Dawn		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Broward	
MAILING ADDRESS 810 Inverrary Blvd, Suite 101		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Lauderhill, FL 33319		<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
COUNTY Broward		NAME OF POLITICAL SUBDIVISION: Broward	
DATE ON WHICH VOTE OCCURRED 03/10/2025		MY POSITION IS: <input checked="" 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, Dawn Liberta, hereby disclose that on March 10, 20 25 :

(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:

B255RB2- Approve FY2025 Related Party Sponsorship for Broward Healthy Start Coalition Maternal and Child Health Conference

I abstain as I sit on the Board of Healthy Start Coalition, Inc.

D
Date Filed

3/10/2025

Dawn Liberta
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.

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

LAST NAME—FIRST NAME—MIDDLE NAME King, Monica		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ELC of Broward - Board Meeting	
MAILING ADDRESS 4620 N SR 7, Suite 102		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY Lauderdale Lakes	COUNTY Broward	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 3/10/25		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

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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.
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- You must disclose orally the nature of your conflict in the measure before participating.
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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Monica King, hereby disclose that on March 10, 20 25 :

(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, 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:

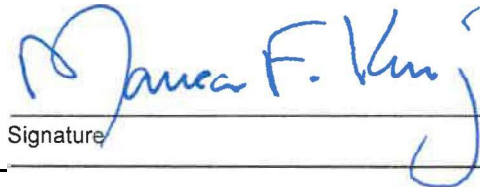
B255RB2- Approve FY2025 Related Party Sponsorship for Broward Healthy Start Coalition Maternal and Child Health Conference

\$1,500 Monica Figueroa King/ Broward Healthy Start Coalition Sponsorship for a Help me Grow Program Outreach Booth

I Abstain as I am the CEO of Broward Healthy Start Coalition Inc.

03/10/2025

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.

ITEM/MEETING:	B256CA1 / Board
DATE:	May 12, 2025
SUBJECT:	FY 2026 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 FY26 preliminary budget.
FINANCIAL IMPACT:	Total cost not to Exceed \$100,000 FY26
ELC STAFF LEAD	C. Klima

Background:

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 proprietary provider and developer of the CLASS® assessment tool and is the only authorized provider of CLASS related content, resources, certifications, and training services.

The Coalition has procured CLASS materials and trainings exclusively from Teachstone over the past several years to support the professional development of its staff and to ensure childcare providers are aligning with national standards in early childhood education.

Current Status:

Teachstone is releasing a new version of the CLASS tool that will be effective starting FY26, which will require additional trainings for both staff and providers. A list of training and materials needed is below, along with an estimated count of items/sessions and the cost. The proposed award total cost for FY26 is Not to Exceed \$100,000.

Item/Training	Price	Estimated Items/Sessions	Estimated Cost
CLASS Score Sheets	\$17	395	\$6,715
CLASS Dimension Guides	\$22	375	\$8,250
CLASS Certification Training ELC Staff	\$10,000	8	\$80,000
Subtotal			\$94,965
Teachstone 5% Project Admin Fee			5,000
Total Cost Not to Exceed:			\$100,000

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:

The 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 FY26 preliminary budget.

Supporting Documents

None

ITEM/ MEETING:	B256CA2 / Board
DATE:	May 12, 2025
SUBJECT:	Children’s Forum FY26 Subrecipient Services – Sole Source Posting
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to issue a Sole Sourced posting for INCENTIVE\$ program services from Children’s Forum in FY26 pending Board approval of Preliminary FY26 budget.
FINANCIAL IMPACT:	FY 26 Total Estimated Cost Not to Exceed \$958,974
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 WAGE\$® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By retaining the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better-educated teachers. In FY25, the Forum reported providing over 420 participants with Wage Supplements in the first 6 months of the grant year.

The Coalition has determined that the 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 WAGE\$® 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 FY26 budget is projected to remain unchanged from the prior year:

Projected FY 25-26 Budget not to Exceed:

INCENTIVE\$ Support to providers	\$748,000 (78%)
Program Support	\$163,025 (17%)
Admin	\$47,949 (5%)
Total	\$958,974

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 FY26 Preliminary Budget in June.

Recommended Action:

The Executive Committee Recommend the Board Authorize staff to issue a Sole Sourced posting for INCENTIVE\$ program services from Children’s Forum in FY26 pending Board approval of Preliminary FY26 budget.

Supporting Documentation:

1. Documentation of Sole Source for Services

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® 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, 2023 to August 31, 2025 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 Early Childhood Educator INCENTIVES\$.
3. Establish or continue an Early Childhood Educator INCENTIVES\$ Advisory Committee.
4. Create, maintain and update as necessary an Early Childhood Educator INCENTIVES\$ FLORIDA policy and procedural manual using the provided manual as a base.
5. Create a partnership between Early Childhood Educator INCENTIVES\$ FLORIDA, 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 Early Childhood Educator INCENTIVES\$ FLORIDA 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\$ FLORIDA 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. Read, support, implement and adhere to the T.E.A.C.H. Early Childhood® National Center Core Values and Guiding Principles and share them with staff.
<https://www.teachechnationalcenter.org/about-the-center/core-values-principles/>
11. 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.
12. Use the CCSA/WAGES\$ database as the mechanism to operationalize and collect data on the program, its participants, outputs and outcomes.
13. Ensure that all INCENTIVES\$ staff meet educational requirements for their positions per Center guidance.
14. Report any changes in Early Childhood Educator INCENTIVES\$ FLORIDA 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.

15. Work toward continuous quality improvement for operating a high-quality Child Care WAGES® Affiliate.

General Administration

16. 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 and its Affiliates are maintained.
17. Provide the Center with a mid-year and final report.
18. 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.
19. Continue to function as a not-for-profit agency, without a conflict of interest, while administering Early Childhood Educator INCENTIVES\$ FLORIDA.
20. 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.
21. 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.
22. Contact the Center if The Children's Forum, Inc. learns of any group's unauthorized use of Child Care WAGES® Program trademarks or materials.
23. 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 Child Care Services Association within 60 days of the issuance of the audit.
24. Require Early Childhood Educator INCENTIVES\$ FLORIDA Advisory Committee members and The Children's Forum, Inc.'s Board of Directors to sign annual conflict of interest statements.
25. Schedule, complete and pay associated costs for programmatic accountability activities as deemed necessary by the Center. The Center will notify you in advance as to specific due dates.
26. Respond to the Center's periodic requests for information and data in a timely manner.
27. Provide the Center with continual remote access to the WAGES\$/INCENTIVES\$ database for monitoring and technical assistance purposes. The Center will provide the specific due dates for annual database reviews in advance. Should the review suggest a folder monitoring is necessary, provide the requested folders.

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 start-up and 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\$ FLORIDA. 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, programmatic accountability activities and review of reports, about Early Childhood Educator INCENTIVES\$ FLORIDA.

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 Child Care WAGES\$[®] Program or INCENTIVES\$ 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:

 048DF322C248405...
 Child Care Services Association Authorized Agent

8/23/2023

Date

 President, Child Care Services Association
 Title

DocuSigned by:

 0797D320947F43D...
 The Children's Forum, Inc. Authorized Agent
 President and Chief Executive Officer

8/23/2023

Date

 Title

ITEM/MEETING:	B256CA3 / Board
MEETING DATE:	May 12, 2025
SUBJECT:	211 Broward FY26 Sole Sourced Vendor posting
FOR ACTION:	Yes
RECOMMENDED ACTION:	Authorize staff to issue a Sole Sourced award posting for 211-Broward pending DEL approval and approval of the FY26 preliminary budget.
FISCAL IMPACT:	FY26 Total estimated not to Exceed \$125,000
ELC STAFF LEADS	C. Klima

Background Information:

In May 2024 the Board approved a proposal to wind down our sub-recipient agreement with First Call for Help d/b/a 211- Broward (211 Broward) by December 31, 2024 and initiate a sole sourced Vendor Services Agreement starting January 1, 2025 to better align the contracted scope of work and deliverables with the way the actual delivery of services has evolved over the past five years. On January 1, 2025, Coalition staff executed the Vendor Services Agreement for an initial six-month period to end on June 30, 2025.

The Coalition has determined that 211 Broward is a sole sourced vendor based on the following:

- 211 Broward is the sole FCC-designated 211 resource for community services in Broward County.
- 211 Broward holds the exclusive license to operate in Broward County using the three-digit FCC designated dialing number.
- 211 Broward is the only 24/7 comprehensive agency that provides support services for individuals seeking crisis intervention assistance and/or information and referral services needed for supporting Coalition services in an emergency.

Current Status:

In order to continue services in FY26 for term beginning July 1, 2025 to June 30, 2026, the Coalition must initiate the sole sourced award process as follows: Post a 'Notice of Intended Single Source Purchase' on our website for a period of fifteen (15) calendar days.

1. Post a 'Notice of Intended Decision to Enter into a Single Source Contract for 72 hours following the initial posting period.
2. Request approval from DEL to issue the sole-sourced purchase order.
3. Request Board Authorization to Negotiate an Agreement following Board approval of the FY26 Preliminary Budget in June.

Recommendation:

The Executive Committee Recommend the Board Authorize staff to issue a sole sourced posting and Vendor Services Agreement for 211-Broward pending DEL approval and approval of the FY26 preliminary budget.

Supporting Documentation:

- Documentation of Sole Sourced Determination

PricewaterhouseCoopers LLP
1155 Peachtree Street
Atlanta GA 30309
Telephone (404) 870 1100
Facsimile (404) 870 1239
Direct phone (404) 870-1123
Direct fax (404) 870-1262

First Call for Help of Broward, Inc.
Kathleen Gent
President/CEO
16 SE 13th Street
Ft. Lauderdale, FL 33316

31 January 2001

Dear Kathleen:

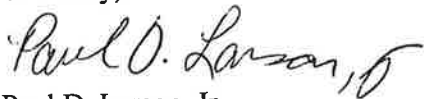
This letter is to confirm our receipt of your request and cashier's check on behalf of First Call for Help of Broward, Inc. for abbreviated dialling (N11) service in the Fort Lauderdale basic local calling area in the State of Florida. Your request for N11 service has resulted in the allocation of the 211 number in the Ft. Lauderdale basic local calling area in the State of Florida.

This allocation comes as a result of FCC order 00-256 adopted July 26, 2000. Please note that the 211 code is currently in use in the Ft. Lauderdale basic local calling area. The current user will have six (6) months from the date they are notified of this assignment to discontinue their service and vacate the 211 code.

Please contact your BellSouth Account Representative to initiate the service request order to begin the process of establishing the service. The cashier's check will be submitted to Mr. Eric McCall of BellSouth Telecommunications, Inc. and will be applied to the charges associated with establishing the service.

If you have any questions regarding this confirmation and allocation or the process forward, please do not hesitate to contact me at (404) 870-1123 or Eric at (404) 927-8077.

Sincerely,



Paul D. Larson, Jr.

Assurance Business Advisory Services

cc: Mr. Eric McCall, BellSouth Telecommunications, Inc.
Mr. Danny Flynn, BellSouth Telecommunications, Inc.
Mr. Robert Lattimore, PricewaterhouseCoopers – Atlanta

Appendix C: Excerpts of FCC Rule 00-256A1 - Assigning 211 Dialing Codes For Use by Community Information and Referral Services

Before the
Federal Communications Commission
Washington, D.C. 20554

In the Matter of)	
)	
Petition by the United States Department of)	NSD-L-99-24
Transportation for Assignment of an Abbreviated)	
Dialing Code (N11) to Access Intelligent)	
Transportation System (ITS) Services Nationwide)	
)	
Request by the Alliance of Information and Referral)	
Systems, United Way of America, United Way 211)	NSD-L-98-80
(Atlanta, Georgia), United Way of Connecticut, Florida)	
Alliance of Information and Referral Services, Inc., and)	
Texas I&R Network for Assignment of 211 Dialing)	
Code)	
)	
The Use of N11 Codes and Other Abbreviated Dialing)	
Arrangements)	
)	CC Docket No. 92-105
)	

THIRD REPORT AND ORDER AND ORDER ON RECONSIDERATION

Adopted: July 21, 2000

Released: July 31, 2000

Petition for Assignment of an N11 Code for Access to Information and Referral Services

Background

- On May 28, 1998, the Alliance of Information and Referral Systems, the United Way of America, United Way 211 (Atlanta, Georgia), United Way of Connecticut, Florida Alliance of Information and Referral Services, Inc. and the Texas I&R (Information and Referral) Network (collectively, Information and Referral Petitioners), filed a petition for nationwide assignment of an abbreviated dialing code for access to community information and referral services (Information and Referral Petition).¹ The Information and Referral Petitioners contend that there is

¹ The Petition requested the 211 code. Request by the Alliance of Information and Referral Systems, United Way of America, United Way 211 (Atlanta, Georgia), United Way of Connecticut, Florida Alliance of Information and Referral Services, Inc., and the Texas I&R Network for Assignment of 211 Dialing Code (Information and Referral

a demonstrated need for an easy to remember, easy to use abbreviated dialing code that will enable persons in need to be directed to services providing free information and referrals to community service organizations. Petitioners argue further that assigning an N11 code to such services would provide an important adjunct to the codes that the Commission has already assigned to meet other public needs.² The Information and Referral Petitioners cite to a range of human needs not addressed by either the 911 code or police non-emergency 311 code such as housing assistance, maintaining utilities, food, finding counseling, hospice services and services for the aging, substance abuse programs, or dealing with physical or sexual abuse.³ The Information and Referral Petitioners state that there is strong interest in several states for developing an N11 code for this purpose,⁴ and that the tools exist to do so. The Information and Referral Petitioners contend that assigning an N11 code for such purposes is in the national interest, and commenters overwhelmingly support the proposal.⁵

Discussion

- We find that the Information and Referral Petitioners have demonstrated sufficient public benefits to justify use of a scarce public resource,⁶ and we therefore assign 211 to be used for access to community information and referral services. Individuals facing serious threats to life, health, and mental well being have urgent and critical human needs that are not

Petition). In response, the Commission issued a public notice for comment on their petition. *See* Request by Alliance of Information and Referral Systems, United Way of America, United Way 211 (Atlanta, Georgia), United Way of Connecticut, Florida Alliance of Information and Referral Services, Inc., and the Texas I&R Network for Assignment of 211 Dialing Code, *Public Notice*, DA 98-1571, NSD File No. L-98-80 (rel. Aug. 6, 1998).

² The Information and Referral Petitioners contend that assignment of 211 would compliment existing uses of 911 for emergency services and the assignment of 311 for police non-emergency uses in the *N11 First Report and Order*. Information and Referral Petition at 5-6.

³ *See id.* at 6.

⁴ In an *ex parte* dated February 22, 2000, representatives of the Information and Referral Petitioners provided Commission staff with an updated state-by-state status of 211, indicating that 211 was active in at least one locality in Connecticut and a thirteen-county area in Atlanta, Georgia. The Information and Referral Petitioners also indicated that petitions for 211 had been filed with local public utility commissions in three other states (Massachusetts, Ohio and Wisconsin) and a county in Michigan. In addition, 211 petitions had been approved in three other states (Alabama, North Carolina and Utah), with statewide information and referral models developed in three others (Florida, Texas and Virginia). Six states had made no commitment on 211, with the remaining considering 211 to some degree for access to community information and referral services.

⁵ *See, e.g.*, Linda Daily Comments (letter from private citizen stating, “[w]hether it’s a mammogram, substance abuse services, therapeutic recreation for a disabled child, or 1 of more than 4,000 human services, the issue is the same. No one knows where to start.”); Ameritech Comments at 1 (supporting Information and Referral Petition as meeting FCC policy of limiting national assignment of unused N11 codes for public purposes).

⁶ We reject arguments to the contrary. *See, e.g.*, CinBell Comments at 2.

addressed by dialing 911 for emergency assistance or 311 for non-emergency police assistance. For example, the Information and Referral Petitioners present a call summary prepared by United Way 211 (based in Atlanta) for the year 1997, which indicates that seven percent of the calls to United Way 211 involved immediate shelter needs, 20 percent involved rental/mortgage assistance needs (for example, threatened eviction), 16 percent involved utility issues, critical in inclement weather, and nine percent involved the need for food.⁷ The remaining calls presented issues relating to counseling, medical aid, prescription assistance, physical and sexual abuse, and potential suicide. Other less urgent situations, also not addressed by 911 service or the current 311 service, might involve persons needing child care solutions, aging and hospice services, adolescent activities, educational programs, support groups, legal assistance, child and spousal abuse counseling, substance abuse programs, and other needs vital to the welfare of individuals, families, and communities.⁸

- We believe that the Information and Referral Petitioners have shown a public need exists for an easy to use, easy to remember N11 code to efficiently bring community information and referral services to those who need them, providing a national safety network for persons to get access readily to assistance. Therefore, we find that the public interest standard has been met here. We are persuaded by the Information and Referral Petitioners' assertion that, with a large number of toll-free telephone numbers, confusion is inevitable and the increased margin for error in dialing eleven digits creates obstacles to use of community information and referral services, particularly in urgent situations.⁹ Moreover, as the Information and Referral Petitioners also point out, this confusion is not resolved when directory assistance for toll-free numbers is used, because directory assistance for toll free numbers lists entries by name, but not service or need category. We also are persuaded that local numbers are not viable alternatives because they are difficult to distinguish from the myriad of other local businesses and community services numbers, and may not be of service to travelers and the recently relocated, who often need temporary assistance. Moreover, people with mental or physical limitations would benefit from the use of a three-digit nationwide number, rather than having to dial various and different seven or ten digits to get access to help. We also note that the number of people served by the information and referral organizations that make up the Information and Referral Petitioners is quite large. The United Way 211 (Atlanta, Georgia and the thirteen-county surrounding area) provides free (bilingual) service 24 hours a day, seven days a week to a

⁷ Information and Referral Petition at 6.

⁸ *Id.*

⁹ *Id.* at 11.

population of more than three million people.¹⁰ In Connecticut, Infoline provides access to community resources throughout the state.¹¹ In Texas, regional data centers – 24-hour data centers linked to the 100 community information centers and each other – are being established to provide comprehensive health and human service information, allowing 18 million residents to have information about vital services across the state.¹² In Florida, information for about 40 percent of the state's counties are represented in search and data features that have been included in an integrated database, uploaded on the Florida Alliance of Information and Referral Service Internet site.¹³ The designation of a uniform national code would simplify access to information from these and other sources and would make such information readily available to new members of communities as well as existing local citizens.

- We believe that providing access to community information and referral services using 211 has many benefits. Individuals will now have an easy to remember nationwide number to call when they need non-emergency help. Unlike 311, which is being used in some communities to provide access to non-emergency police services,¹⁴ the range of services that will be available using 211 is of a much broader scope. We are mindful that the Commission in the *N11 First Report and Order* gave local jurisdictions discretion to use 311 for access to government services that might, in some instances, overlap the services to be provided using 211. We are not convinced, as are some commenters, that this will cause confusion among callers as to which N11 code should be used to access what type of information.¹⁵ To the contrary, we believe that the extensive education campaign that the Information and Referral Petitioners and others have undertaken to publicize the use of 211 has and will continue to eliminate any potential confusion. The Information and Referral Petitioners have invested significant resources in publicizing the use of the 211 code in some areas of the country, and we

¹⁰ *Id.* at 7, 14. We also note that the United Way 211 database includes public and private agencies and programs in the Atlanta region, not just United Way member agencies or those supported by United Way funding. *Id.*

¹¹ *Id.* at 4.

¹² *Id.* at 8.

¹³ *Id.*

¹⁴ According to the Community Oriented Policing Services (COPS) Office at the U.S. Department of Justice, a number of communities have implemented 311 for access to non-emergency police services with the assistance of funds provided by the Department of Justice. These include Baltimore, Maryland; Dukes County, Massachusetts (Martha's Vineyard); Rochester, New York; Miami, Florida; Houston, Texas; City of Los Angeles, California <www.lacity.org>; Pasadena, South Pasadena, California; and Birmingham, Alabama. Other communities also have implemented 311, including Dallas, Texas; Chicago, Illinois; Washington, D.C.; San Jose, California; Hampton, Virginia; and San Antonio, Texas.

¹⁵ See National Telephone Enterprises, Inc. Comments at 6; SBC Communications, Inc. Comments at 1-2.

have already seen an enormous amount of support for efforts to implement access to community information and referral services using 211 at the state and local level from citizens, government officials, and organizations that provide help to others.¹⁶ Thus, we believe that access to community information and referral services using 211 will provide a vital adjunct to existing 311 services. We also believe that 211 service for access to community information and referral services will provide a useful adjunct to 911 service by further reducing calls to 911 that do not require immediate dispatch of police, fire, or medical personnel.¹⁷

- We therefore assign 211 to be used to provide access to community information and referral services. Similar to the Commission's national assignment in the *N11 First Report and Order* of 311 for access to non-emergency police and other government services,¹⁸ we direct that, when a provider of telecommunications services receives a request from an entity (e.g., the United Way) to use 211 for access to community information and referral services, the telecommunications provider must: (1) ensure that any entities that were using 211 at the local level prior to the effective date of this Order relinquish use of the code for non-compliant services, and (2) take any steps necessary (such as reprogramming switch software) to complete 211 calls from its subscribers to the requesting entity in its service area.¹⁹ The 211 dialing code is currently in use in Atlanta, Georgia and parts of Connecticut, and we expect communities across the country will be able to make similar transition to 211. We expect community service organizations to work cooperatively to ensure the greatest public use of this scarce resource. Finally, we will reexamine deployment of community information and referral services using 211 five years after the effective date of this Order to determine whether this resource is being utilized in the manner and to the extent anticipated by the Information and Referral Petitioners. As with 511, if 211 is not being used on a widespread basis for access to community information and referral services, we may consider designating the 211 code for other uses, or removing the exclusive assignment for community information and referral services.

¹⁶ See, e.g., Area Agency on Aging Comments at 1; Ask-2000 Comments at 1; Chris Bell, Houston Council Member, Comments at 1; Big Bend Hospice Comments at 1; Border Families are Valued Project Comments at 1; Brazos County Community Council Comments at 1; Mary Brennan, Florida House of Representatives, Comments at 1; The Bridge Comments at 1; Houston Mayor Lee P. Brown Comments at 1; The City of Calgary Comments at 1; The City of Atlanta, Georgia Comments at 1; Capital Area Healthy Start Coalition Comments at 1; Center for Advocacy for the Rights and Interests of the Elderly Comments at 1; HelpLine Comments at 1; Information and Referral Midland Comments at 1-2; Center for Information and Crisis Services, Inc. Comments at 1.

¹⁷ See *N11 First Report and Order*, 12 FCC Rcd at 5595, para. 36; see also discussion of IAFC Petition at para. 25, *infra*.

¹⁸ *Id.* at 5615, para. 83. See also para. 5, *supra*.

¹⁹ *Id.* at 5615, para. 84.



Dial 211 for Essential Community Services

In many states, dialing “211” provides individuals and families in need with a shortcut through what can be a bewildering maze of health and human service agency phone numbers. By simply dialing 211, those in need of assistance can be referred and sometimes connected to appropriate agencies and community organizations.

Dialing 211 helps direct callers to services for, among others, the elderly, the disabled, those who do not speak English, those having a personal crisis, those with limited reading skills, and those who are new to their communities.

211 is available to approximately 309 million people, which is 94.6 percent of the total U.S. population. 211 covers all 50 states, the District of Columbia, and Puerto Rico. To find out whether 211 services are offered in your area and to obtain more information, visit 211.org.

How 211 Works

211 works a bit like 911. Calls to 211 are routed by the local telephone company to a local or regional calling center. The 211 center’s referral specialists receive requests from callers, access databases of resources available from private and public health and human service agencies, match the callers’ needs to available resources, and link or refer them directly to an agency or organization that can help.

Types of Referrals Offered by 211

- **Basic Human Needs Resources** – including food and clothing banks, shelters, rent assistance, and utility assistance
- **Physical and Mental Health Resources** – including health insurance programs, Medicaid and Medicare, maternal health resources, health insurance programs for children, medical information lines, crisis intervention services, support groups, counseling, and drug and alcohol intervention and rehabilitation
- **Work Support** – including financial assistance, job training, transportation assistance, and education programs
- **Access to Services in Non-English Languages** – including language translation and interpretation services to help non-English-speaking people find public resources (Foreign language services vary by location)
- **Support for Older Americans and Persons with Disabilities** – including adult day care, community meals, respite care, home health care, transportation, and homemaker services
- **Children, Youth and Family Support** – including child care, after-school programs, educational programs for low-income families, family resource centers, summer camps and recreation programs, mentoring, tutoring, and protective services
- **Suicide Prevention** – referrals to suicide prevention help organizations. Callers can also dial the following National Suicide Prevention Hotline numbers, which are operated by the

Substance Abuse and Mental Health Services Administration of the US Department of Health and Human Services:

- 1-800-273-TALK (1-800-273-8255)
- 1-800-SUICIDE (1-800-784-2433)
- 1-888-SUICIDE (1-888-784-2433)
- 1-877-SUICIDA (1-877-784-2432) (Spanish)

Those who wish to donate time or money to community help organizations can also do so by dialing 211.

FCC Consumer Help Center

For more information on consumer issues, visit the FCC's Consumer Help Center at fcc.gov/consumers.

Alternate formats

To request this article in an alternate format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to fcc504@fcc.gov.

Last Reviewed: 12/31/19



Find Help Near You

Simply call 211 to speak to someone now, or search by location for online resources and more contact information.

broward

Search

2-1-1 Broward



Call 211 or (954) 537-0211



Text your zip code to 898-211



Search for resources online

Available 24/7/365 in 180 Languages



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ITEM/MEETING	B256CA4 / Board
DATE:	May 12, 2025
SUBJECT:	CEO Annual Performance Evaluation tool
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve DEL CEO Annual Performance Evaluation tool
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Judith Merritt

Background:

Each year the CEO's performance is evaluated by ELC Board members following the close of the fiscal year, using a tool developed and approved by ELC of Broward Board members. The CEO Performance Evaluation is comprised of two parts, Section I - Leadership performance evaluation that consists of 6 leadership indicators and counts towards 40% of the CEO's evaluation; Section II - CEO Goals metrics (which comes directly from the ELC's Strategic Plan) and counts towards 60% of the evaluation.

In 2022 in compliance with new state legislation, DEL developed a mandatory CEO Annual Performance Evaluation tool which has to be completed and submitted to DEL prior to August 30 each year (based on board feedback) and signed by the Board chair. In 2023 ELC staff tweaked Section I of the internal CEO Evaluation tool to more closely align with DEL's so the scoring could also be entered into the DEL tool and then submitted in accordance with our Grant Agreement.

Current Status:

Currently the ELC Broward uses both of the above-mentioned CEO Performance Evaluation tools. The process is duplicative and inefficient, requiring additional work to ensure the outcomes within the respective evaluations align. Since DEL's tool is required in statute and is a grant agreement deliverable (with DEL), staff recommend moving to using DEL's CEO Evaluation tool (only) going forward since it covers the same leadership indicators as the internal tool. Polling of other Coalitions revealed this is a switch that most have already made. The CEO would continue to provide a self-assessment based on the leadership indicators in the tool and provide an end of the fiscal year status update on all of the goals in the strategic plan. Scoring would align with DEL's tool only, eliminating Section II CEO goal scoring, which was also found to be duplicative with the majority of information provided already being included in the CEO's self-assessment. Board members would continue to have an opportunity to provide feedback and comments on all items included in the new (DEL) CEO Performance Evaluation Tool.

Action(s):

The Governance Committee Recommend to the Board the DEL CEO Evaluation tool.

Supporting Documentation:

- DEL CEO Performance Evaluation Tool

Chief Executive Officer/Executive Director

Annual Performance Evaluation

Officer/Director's Name: _____ Date: _____

Evaluation Period: _____ ELC: Broward _____

Position Summary: The Chief Executive Officer (CEO)/Executive Director (ED) is responsible for providing direction, leadership, and oversight to the Coalition in support of its mission, strategic plan, and annual goals and objectives. The CEO/ED must effectively work with Board members, volunteers, government officials, community leaders, business leaders, child care providers, and the clients and families that the ELC serves. The CEO/ED provides leadership to internal staff and is responsible for daily operations of the business, including oversight of financial management, human resources, fund development, program quality and delivery, and public relations.

Evaluate the CEO/ED's performance in the domains below using the following ratings:

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

Comments must be included for each factor with a rating of "Does Not Meet Expectations." Additional comments may be attached to this form.

Domain 1: Board Administration and Support – Supports operations and administration of the Board by advising and informing Board members, as well as interfacing between Board and staff.

Rating	Performance Indicator
	Provides the Board with professional advice and recommendations based on the organization's strategic plan.
	Engages the Board in establishing the ELC's policy direction; interprets and executes the intent of Board policy; supports Board policy and actions to the public and staff.
	Communicates with the Board chair and other members of the Board to provide accurate, sufficient, and relevant information regarding Board policy and operations in a timely manner.
	Fosters a harmonious working relationship with the Board.
	Provides support for Board teamwork and effectiveness as ELC advocates in the community; promotes and supports Board recruitment, education, and development.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 2: Program and Service Delivery – Oversees development, implementation, and quality assurance of all Coalition programs and services.

Rating	Performance Indicator
	Communicates ELC's vision and goals to staff, community, and others; builds commitment to mission and priorities of ELC.
	Provides direction and defines priorities to assure that the ELC's programs and services respond to the needs of families, children, and providers.
	Identifies problems and issues confronting the ELC and recommends/implements appropriate changes and directions.
	Encourages and promotes long range planning and implementation of plans; keeps Board and others informed of trends and decisions that may impact the ELC.
	Measures the extent to which ELC programs improve enrolled children's school readiness skills for transitioning into kindergarten; reports findings to the Board and the community.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 3: Financial Sustainability and Mission Impact – Provides leadership for sound fiscal management practices and procedures. Assures the budget supports the ELC's mission, goals, and long-range planning. Works with the staff, finance committee and the Board to prepare budgets, monitor progress, initiate changes (to operations and budgets) as appropriate, and resolve fiscal issues that affect the ELC.

Rating	Performance Indicator
	Recommends yearly budget for Board approval.
	Manages the Coalition's resources within budget guidelines according to authorized policies and procedures that comply with current laws and regulations.
	Possesses a robust understanding of the ELC's financial needs and communicates them clearly.
	Provides leadership and supports appropriate strategies for attracting funds for the SR Match Program.
	Oversees the planning and implementation of match development activities, including establishing resource requirements, identifying funding sources and establishing strategies to approach potential donors.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 4: Human Resource Management, Staff and Administrative Relations – Effectively manages the human resources of the organization according to authorized policies and procedures that fully conform to current laws and regulations.

Rating	Performance Indicator
	Provides leadership for developing and executing sound personnel procedures and practices that incorporate directives, attitudes, and behaviors reflective of the integrity and ethical values expected throughout the organization.
	Recruits and retains a talented and diverse staff.

	Ensures compliance with relevant workplace and employment laws; maintains a safe, respectful, and inclusive working environment.
	Encourages and supports staff to participate in ongoing professional development opportunities.
	Establishes clear patterns of authority, responsibility, supervision, and communication with staff.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 5: Community, State, and Public Relations – Directs and coordinates public relations and community awareness efforts. Assures that the Coalition and its mission, programs, and services are consistently presented in a favorable public image to relevant stakeholders.

Rating	Performance Indicator
	Develops and maintains positive relationships with the community, businesses, and civic leaders; encourages community involvement and contribution to the ELC.
	Represents and promotes the ELC through regular attendance and involvement in meetings, conferences, and interagency and community activities dealing with early childhood education and family issues.
	Encourages community involvement and contribution to the ELC.
	Provides leadership on behalf of the ELC at the state level; advocates the needs of the ELC to appropriate federal and state officials and agencies, community leaders, child advocates, and parents, including lobbying the state legislature within the parameters permitted by state and federal law and regulation.
	Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 6: Professional Skills and Abilities

Rating	Performance Indicators
	Maintains high standards of ethics, honesty, and integrity in all professional matters.
	Is well organized and efficient in the accomplishment of objectives.
	Skillful at analyzing and addressing problems, challenges, and conflicts, even under stress.
	Effectively communicates verbally and in written form.
	Actively engages in continuous professional development.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 7 (Optional): List three to five local performance indicators:

Rating	Performance Indicators
--------	------------------------

Rating Average (total divided by # of indicators):	Comments regarding the performance in this domain:

Performance Domain	Rating Averages
Domain 1	
Domain 2	
Domain 3	
Domain 4	
Domain 5	
Domain 6	
Domain 7 – optional local	
*Overall Rating	

**To calculate the overall rating, add up all rating averages from each domain and divide by 6 or 7, as appropriate.*

Overall Rating:

3.0 = Exceeds Expectations

2.0 – 2.9 = Meets Expectations

1.9 and below = Does Not Meet Expectations

Evaluator Name: _____

Evaluator Signature: _____

ITEM/MEETING	B256CA5 / Board
DATE:	May 12, 2025
SUBJECT:	ELC Holiday Closure Days
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve 12 ELC Holiday Closure Days FY25/26
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Judith Merritt

Background:

Each year ELC receives a new Grant Agreement where Coalition Holiday rules are outlined. Coalitions are required to provide DEL with their approved Holiday/Office Closures each fiscal year, to be added to the signed grant agreement. Last year, DEL updated grant agreement language pertaining to Holiday/Office Closures to read as follows:

The State of Florida observes nine (9) paid holidays as listed below. If any of these holidays falls on Saturday, the preceding Friday shall be observed as a holiday. If any of these holidays falls on Sunday, the following Monday shall be observed as a holiday.

State Observed Holidays

- New Year's Day
- Martin Luther King Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving Day
- Christmas Day

The Coalition may, at its discretion, observe up to three (3) additional holidays or office closures for a total of no more than twelve (12) paid holidays/closures per calendar year. Coalitions may also observe any additional statewide office closures authorized by the Governor.

Current Status:

ELC currently observes 11 Holidays, all of the 9 State Observed Holidays above with the addition of Presidents Day and New Years Eve Day.

Based on the new grant agreement language and after careful review of ELC Broward Holiday/Office Closures, ELC staff are proposing the following closures:

- The 9 State Holidays listed above
- **Presidents Day** (February 16, 2026)
- **Columbus Day/Indigenous People Day** (October 12, 2026)
- **Spring Holiday Day** (April 3, 2026) – (Varies each year marking the coming of Spring marked by the vernal equinox, the first day of Spring.)

Action(s):

The Governance Committee recommend the 12 Holiday/Office Closures listed above to the full Board for approval.

Supporting Documentation:

None

ITEM/MEETING	B256CA6 / Board
DATE:	May 12, 2025
SUBJECT:	AI Policy
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve AI Policy
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Hubert Cesar

Background:

As artificial intelligence (AI) technologies become more integrated into the work environment, and administrative systems, it is essential for the ELC organization to establish a clear and comprehensive AI policy. The growing use of AI-driven tools such as content generators, predictive analytics, and automation systems offers opportunities to enhance efficiency, support decision-making, and improve service delivery. At the same time, without well-defined guidelines, these technologies can introduce risks related to data privacy, ethical concerns, transparency, and potential bias.

By implementing an AI policy, the ELC can ensure these technologies are used thoughtfully and ethically, supporting our mission while protecting the interests of all stakeholders.

Current Status:

Up until now the ELC has not had a formal AI policy. As a result, the ELC developed a policy to guide the use of artificial intelligence within the organization. While staff may already use tools and systems with AI capabilities either through third party vendors or internal operations, their implementation has not been governed by the ELC. The new policy provides clear guidance to decrease the risk of inconsistent practices, avoid potential data misuse, and increase transparency in decision-making processes involving AI.

Action(s):

The Governance Committee Recommend the Board Approve the AI policy.

Supporting Documentation:

- AI Policy



ELC Artificial Intelligence (AI) Acceptable Use Policy

A. PURPOSE

This policy establishes guidelines for the responsible use of AI tools by ELC employees using company-issued equipment. AI and generative AI should enhance, not replace, human expertise.

B. ACCEPTABLE USE

ELC recognizes the benefits of AI in improving efficiency and productivity. However, AI also introduces risks such as privacy breaches, misuse, and unintended consequences. AI must be used responsibly, ethically, and in compliance with legal and organizational standards. This policy ensures that AI enhances operations while safeguarding data privacy, fairness, and transparency. AI-generated content must be proofread, edited, and fact-checked before use.

C. BACKGROUND

Generative AI refers to advanced machine learning models trained on large datasets to produce content based on user input. Examples include ChatGPT, Copilot, and DALL-E. These tools are rapidly evolving and should be used with caution to mitigate risks related to misinformation, bias, and data privacy concerns.

D. DEFINITIONS

- **Artificial Intelligence (AI):** Machines performing tasks that require human intelligence.
- **Generative AI:** AI that generates text, images, or videos based on prompts.
- **Machine Learning:** AI that learns patterns from data to improve performance.
- **Algorithm:** A set of rules used for decision-making or problem-solving.
- **Prompt:** Input provided to an AI system to generate responses.

E. PRINCIPLES FOR USING GENERATIVE AI

1. Privacy

Data/information feeding the Generative AI tools are subject to public disclosure. This includes any text, photos, videos, or voice recordings you share with the AI. Be mindful that the AI output may consist of unexpected personal information from another user and ensure that any potential private information is removed before publishing.



2. Accuracy

ELC maintains trust with our clients and partners by providing accurate information. Review and fact check all outputs you receive from a Generative AI. Users should consult trustworthy sources to confirm that the facts and details in the AI-generated content are accurate. Reliable sources include official ELC documents and peer-reviewed journals. Consult the IT Team for other trustworthy sources (e.g., newspapers, blogs, or datasets). Be aware that many systems, like ChatGPT, may only use information up to a specific date (e.g., 2025 for ChatGPT) and cannot guarantee the content they generate is accurate. Keep in mind the tone and specific language in the AI output needs to reflect ELC communication styles. Generative AI is trained in a global context and may not use the vocabulary or tone consistent with the ELC and its values.

3. Proofreading and Fact-Checking

All AI-generated content must be proofread and validated for grammar, spelling, and accuracy.

4. Transparency

Clearly label AI-generated content and disclose AI usage when applicable.

5. Reducing Bias and Harm

AI system responses are based on patterns and relationships learned from large datasets derived from existing human knowledge, which may contain errors and bias under many other factors. Staff must ensure that AI-generated content does not discriminate against individuals based on their protected characteristics. AI systems can reflect the cultural, economic, and social biases of the source materials used for training, and the algorithms used to parse and process that content can also be a source of bias. Employees should carefully review any content generated by AI to ensure that unintended or undesirable instances of bias, or even potentially offensive or harmful material, are changed or removed.

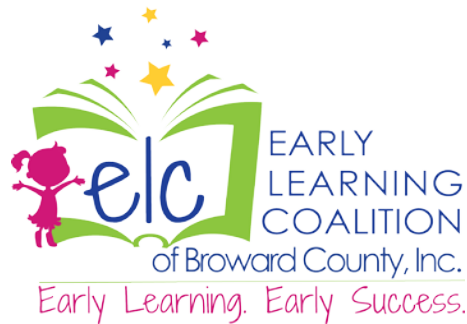
6. Accountability

The person using AI is accountable for the content it generates. Use Generative AI with a healthy dose of skepticism. It is always important to verify information provided by Generative AI.

7. Beneficial Use

Users should be open to responsibly incorporating Generative AI into their work where it can make services better, more just, and more efficient. For example, any AI generative tool can help users quickly go from an outline to a draft memorandum, enabling them to focus more on the analyses and findings that inform recommendations of the ELC's work and mission.

8. AI as a Starting Point



AI-generated content should be viewed as a starting point, not the finished product. While AI can provide a valuable tool for generating content, it cannot replace the creativity and critical thinking skills of human writers and editors.

F. FUNDAMENTAL RULES

- Never submit confidential information to generative AI.
- Review, revise, and fact-check AI-generated content before use.
- Disclose AI-generated content where applicable.
- Stay updated with this policy as AI guidelines evolve.

G. COMPLIANCE

Generative AI usage may be subject to the Public Records Act. Any retained conversations relating to ELC's work may be subject to public records requests and must comply with the ELC's retention policies. This means any prompts, outputs, or other information used in relation to a Generative AI tool may be released publicly. Do not use prompts that may include information not meant for public release.

If you choose to use Generative AI for ELC-related work, it is highly recommended that you utilize your ELC assigned Microsoft 365 account (MyEmailAddress@elcbroward.org) and use Microsoft Copilot as the Gen AI tool. This account should not be used for any personal purpose.

APPROVAL OF AI TOOLS

All software services, even if they are free or part of a pilot or proof-of-concept project, must be vetted, approved, and acquired by the ELC IT department before use to ensure the software receives all necessary reviews and considerations are performed. This requirement applies to downloadable software, Software as a Service, web-based services, browser plug-ins, and smartphone apps. The use of generative AI technology incorporated into existing services and products, such as internet search engines, does not require permission, but the following guidelines must be followed

I. INTELLECTUAL PROPERTY

Content produced by generative AI systems may include copyrighted material. AI systems may be "trained" using data (text, images, etc.) sourced from the internet without regard for copyright or licensing terms. It is extremely difficult to determine what content was used to train an AI system and difficult to verify whether AI-generated content is wholly original or only a slight stylization of



existing copyrighted material. Nevertheless, employees must perform due diligence to ensure that no copyrighted material is published without proper attribution or obtaining proper rights.

For example, ELC employees could check the copyright of text-based content with plagiarism software and the copyright of image-based content with reverse Google searches, although neither of these approaches guarantees protection against copyright infringements. If users are uncertain if content violates copyright, they should either edit the content to be original or not use it.

J. ATTRIBUTION & ACCOUNTABILITY

Audiences should know when content was produced by AI as a whole or in part. If an employee uses AI-generated content in an official capacity, the content should be clearly labeled as having been produced using generative AI tools. Employees should also consider including information about how the material was reviewed and edited and by whom. This allows consumers of the content to understand its authorship and evaluate the content accordingly.

K. DATA PRIVACY

Employees must not submit sensitive, confidential, regulated, or personally identifiable data or data to a generative AI system. ELC recommends that Microsoft Copilot be used, as it provides the protected mode for the organization as part of our Microsoft 365 subscription.

L. OWNERSHIP OF GENERATED CONTENT

In most cases, the user owns the content they input into a Generative AI service and the information they receive as an output. The user can use the content at their discretion, in accordance with ELC policy and any terms and conditions he/she has agreed to. However, many Generative AI companies still retain the right to use both the input and output content for their own commercial purposes.

M. GUIDANCE ON USING GENERATIVE AI

Sample Use Cases

- Drafting memos or job descriptions.

Citing Generative AI

- Cite AI use when 25% or more of the final content originates from AI.
- Ensure factual claims are sourced from credible references.

Example Citation



"This document was drafted with support from CoPilot. The content was edited and fact-checked by ELC staff."

N. POLICY VIOLATIONS

- Non-compliance may result in disciplinary actions, including termination or legal consequences.

O. PRIVACY WAIVER

- ELC reserves the right to monitor employee use of AI and other digital tools.

P. ACKNOWLEDGMENT OF POLICY

By signing below, you acknowledge that you have read, understood, and agree to abide by ELC's AI Acceptable Use Policy.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

ITEM/MEETING:	B256CA7 / Board
MEETING DATE:	May 12, 2025
SUBJECT:	Risk Management Insurance Policies
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed FY26 Risk Management Insurance Policy Renewal Coverage Levels
FINANCIAL IMPACT:	TBD Quotations Pending
ELC STAFF LEAD	C. Klima

Background

In accordance with Fiscal Policies, staff prepare and present proposed commercial insurance policies and coverage levels annually for Board review. AJ Gallagher provides brokerage and advisory services for these policies.

Current Status

The coverage lines listed below comply with all funder contract requirements and meet ELC current business operational needs. AJ Gallagher Brokers is currently marketing our 2026 Renewal Options for Commercial Liability & Property, Professional Liability, Director's & Officers, Cyber and Worker Compensation Coverage and are expected to provide premium estimates for these coverages that are aligned with what we currently have. We changed carriers for Worker Compensation last September and will be aligning our FY26 with our fiscal year going forward.

Type of Policy	Current Carrier	Coverage	Term
Commercial Liability & Property	Florida Insurance Trust	\$1M General \$3M Aggregate \$1M Hired Auto \$2M Umbrella \$500K Property Value	June 2025- May 2026
Professional Liability & Sexual Abuse & Molestation	Florida Insurance Trust	\$1M Total	June 2025- May 2026
Director's & Officers	Florida Insurance Trust	\$3M Total \$10K Per Incident EPLI Deductible 5K Per Incident Other Deductible	June 2025- May 2026
Cyber Coverage	Travelers	\$1M Breach \$1M Liability \$1M Cyber Crime \$1M Business Interruption	July 2025- June 2026
Worker Compensation	Zenith Group	\$1M Per Incident	July 2025- June 2026
ERISA Fidelity Bond	Florida Insurance Trust	\$268K	June 2025- May 2026

Recommendation

The Governance Committee Recommend that the Board Approve Proposed FY26 Risk Management Insurance Policy Renewal Coverage Levels

Supporting Documents

None

ITEM #/MEETING:	B256CA8 / Board
DATE:	May 12, 2025
SUBJECT:	Mandated Reporting Policy update
FOR ACTION:	Yes
RECOMMENDED ACTION:	Recommend the Board approve the revised Mandated Reporting Policy
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background

ELC's are required to update its Policies and Procedures annually to adhere to changes or updates included in DEL's Grant Agreement and/or to reflect changes in federal laws or best practices to ensure compliance.

At the start of FY 25 the ELC's HR department began the process of reviewing all HR Policies and the ELC Employee Handbook to ensure the content, language, and policies are all up to date and in compliance with a target completion date of June 30, 2025.

Current Status

The below language was added to the Grant as it pertained to the Mandated Reporting Policy, we have therefore added the exact wording to the existing policy to be in compliance. As you will see from the attachment, the existing HR Policy language appears at the top of each document followed by the proposed new language. Additionally, the updated text has been added below.

Grant Language - Florida Abuse Hotline reporting

In compliance with s. 39.201, F.S., any employee of the ELC or its subcontractors shall immediately report such knowledge or reasonable suspicion to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE) if the employee knows or has reasonable cause to suspect a child is:

- 1. Abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or*
- 2. In need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care; or*
- 3. Abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or*
- 4. The victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender.*

In addition to updating HR policies as needed, The ELC Employee Handbook is being updated as well to reflect all policy updates and will go into effect July 1, 2025. All updated policies will be reviewed and approved by Governance (first) and then brought to the full Board.

Recommendations

The Governance Committee recommends the Board approve the revised Policy.

Supporting Documents

- Mandated Reporting

3.17 Mandatory Abuse & Neglect Reporting Policy

Current

~~This policy and procedure establishes guidelines for reporting child abuse and neglect.~~

~~It is the policy of the ELC to abide by the Florida Department of Children and Families guidelines as to reporting procedure of child abuse and neglect. The Child Abuse and Neglect Policy of the State of Florida is outlined in the state's published website (http://www.state.fl/cf_web/) and required reading for all staff members. Every employee of the ELC must strictly follow Florida Department of Children and Families guidelines for reporting abuse and neglect. **Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the DCF.** The ELC also requires its employees to immediately, or as soon as possible, report all instances, or suspected instances of child abuse to their supervisor via email. All ELC employees are considered mandatory reporters. Every employee is responsible for having knowledge of and reading the following document located at <http://www.dcf.state.fl.us/abuse/definitions.shtml>. Click on Mandated Reporters- Who is required to report abuse? This document answers detailed questions regarding the State of Florida's legal criteria and reporting procedure.~~

~~Reporters are required to contact the Florida Abuse Hotline when reasonable suspicion occurs.~~

~~Reporters can use the following methods to make a report:~~

- ~~• Telephone 1 (800) 962-2873~~
- ~~• Fax 1 (800) 914-0004~~
- ~~• TDD 1 (800) 453-5145~~

Proposed

This policy and procedure establishes guidelines for reporting child abuse and neglect.

In compliance with s. 39.201, F.S., any employee of the ELC or its subcontractors shall immediately report abuse/neglect complaints or complaints which pose an immediate threat to the health, safety and well-being of a child within one (1) hour to the Florida Abuse Hotline and the local licensing authority, as applicable via phone, DCF online abuse reporting portal, and/or fax to 800-914-0004 with paperwork to follow. If the employee knows or has reasonable cause to suspect a child is:

1. Abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or
2. In need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care; or
3. Abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or
4. The victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender.

The Florida Abuse Hotline number and abuse reporting portal are: 1-800-962-2873 and <https://reportabuse.dcf.state.fl.us/>. All other reports will be processed within two (2) business days. A Friday report will be processed by Tuesday of the following week.

ITEM/ MEETING:	B256RB1 / Board
DATE:	May 12, 2025
SUBJECT:	Children's Services Council Vulnerable Populations Agreement Amendment
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve an Amendment to the Children's Services Council Vulnerable Populations Program FY24/25 Agreement increasing the budget pending receipt of the draft Amendment and legal review.
FINANCIAL IMPACT:	FY25 Original Amount \$4,258,171 <u>Budget Increase +\$2,775,000</u> Total Cost not to Exceed \$7,033,171
ELC STAFF LEAD	C. Klima

Background

The Children's Services Council (CSC) Vulnerable Populations Program funds child care services for exceptionally vulnerable children ages birth to 5 (not yet in kindergarten) in remarkably vulnerable populations throughout Broward County that are not otherwise eligible for the School Readiness program. Vulnerable Populations Program children are referred for immediate services from several CSC funded family support and other programs. Families that turn out to be eligible for School Readiness are transferred as soon as possible thereafter to keep slots available for new referrals. The Agreement runs on the CSC fiscal year October 1 - September 30 and is on track to reach approximately 700 children each month.

For the past two contract years, CSC added \$824,000 in supplemental funding for the program each year because State of Florida School Readiness funding began to level off and fewer Vulnerable Population Program children were being transferred out. However, after the pace of referrals to the Vulnerable Populations Program remained high and the availability of School Readiness funding for transfers out remained low, it became clear that additional funding would be needed to cover a \$2,775,000 projected in the FY24/25 Vulnerable Population Contract.

Current Status

On April 17, 2025 the CSC Board approved a \$2,775,000 budget increase to cover the projected higher costs, bringing the total Vulnerable Populations Contract amount to \$7,033,171 for FY24/25.

The basic scope and purpose of the Agreement will remain unchanged, but the eligibility rules may be updated to lower the cost of the Program going forward. Coalition legal counsel will review the draft for legal sufficiency prior to Coalition signature.

Recommended Action

The Executive Committee recommends the Board Approve an Amendment to the Children's Services Council Vulnerable Populations Program FY24/25 Agreement increasing the budget by \$2,775,000 pending receipt of the draft Amendment and legal review.

Supporting Documents

Contract Fact Sheet

CSC OF BROWARD COUNTY

Vulnerable Population Financially Assisted Childcare – 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 provided for ease of review, but it is not the approved contract. A copy of the full contract is available upon request.

CONTRACT NAME:	Children’s Services Council of Broward County Vulnerable Population Financially Assisted Childcare Program
CONTRACT NUMBER:	23-2581
POINT OF CONTACT:	Madeline Jones, MSW Children’s Services Council of Broward County 6600 West Commercial Boulevard Fort Lauderdale, FL 33319 954-377-1000
BUDGET AMOUNT:	\$4,258,171.00
METHOD OF PAYMENT:	This is a revenue generating contract for which the ELC is reimbursed for units (days) of child care services
PAYMENT SCHEDULE:	Monthly
TERM:	October 1, 2024 – September 30, 2025 with up to 2 renewal options
ANTICIPATED NUMBER OF PARTICIPANTS:	384
SCOPE OF WORK:	<p>The funding will allow the ELC to provide financial assistance for quality child care “slots” for children from birth to age 5 (not yet in kindergarten) living in exceptionally vulnerable families throughout Broward County. Families that are eligible shall receive childcare quickly to:</p> <ul style="list-style-type: none"> • Prevent further breakdown of what may already be difficult family situations, • Help families in becoming or remaining economically self-sufficient, and • Prepare preschool aged children to be successful in school.
DELIVERABLES:	<p>Units of child care. Services are to be provided at legally operating child care facilities that meet at least one of the following wherever possible through parent choice:</p> <ul style="list-style-type: none"> • Accredited Child Care Facilities with “Gold Seal” status as determined by the Florida Department of Children and Families (DCF). • Participating in the Children’s Services Council of Broward County’s Positive Behavioral Interventions and Supports (PBIS) program. • Participating in the PROVIDER’s School Readiness Program Assessment with a CLASS® score of 3.5 or higher.

<p>The PROVIDER is required to submit participant performance measure data within the time frames and formats specified by the CSC. The PROVIDER shall also report any barriers and/or noteworthy activities experienced in performance measure achievement occurring during the term of this Agreement, as required. Performance measures and related processes are subject to change at the discretion of the CSC in response to changes in service delivery (e.g., response to natural disasters or events that impact typical service provision).</p>				
<p>DESIRED RESULT: Children are ready to succeed in school.</p>				
<p>Results-Based Accountability utilizes data to improve performance outcome measures to achieve the desired customer result. When applied, performance measurement answers the following key questions:</p>				
Key Question	Performance	Council Goal	Evaluation Tool	Admin Schedule
How Much Did We Do?	# of children receiving quality child care.	413	ELC monthly report	Analyzed monthly
	Funding allocation utilized.	Per contract	SAMIS Data	Monitored by CSC Program Services
How Well Did We Do It?	% of children remaining in quality child care for a minimum of 6 months with regular attendance.	80%	ELC monthly report	Analyzed monthly
	Data Integrity	95%	GAMIS Quality Assurance Report	Analyzed on a semi-annual schedule
Is Anybody Better Off?	% of parents/caregivers who report benefits by receiving childcare services (e.g., respite, pursue/maintain opportunities for employment, therapeutic treatment, etc.).	80%	A descriptive survey from the initial referral process & survey conducted with parent/caregiver at redetermination	Semi-Annual data submission
	% of families with no verified abuse findings during program participation.	85%	This outcome is to be measured collaboratively between CPIS and CSC	Analyzed on a semi-annual schedule

ITEM/ MEETING:	B256RB2 / Board
DATE:	May 12, 2025
SUBJECT:	Resolution to Designate Staff Authority to Submit and Manage Coalition 403B Retirement Plan Voluntary Correction Program Application to the IRS
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve a resolution to authorize the Chief Executive Officer and the Chief Administrative Officer to submit a Voluntary Correction Program application for the Coalition 403B Retirement Plan to the US Internal Revenue Service, Sign documents related to the application under penalty of perjury and carry out other activities related to the matter as required in consultation with legal counsel.
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	C. Klima

Background:

In February 2021, the Board approved a plan presented by staff and ERISA legal counsel Tanya Bower to correct historical compliance problems that were found in staff reviews of the Coalition 403B Retirement Plan (the Plan) documents and operations starting in 2017. The corrective action steps included:

- Adopting a new plan document with updated language approved by the IRS (June 2021)
- Adjusting employer match contribution amounts and policies to bring the Plan into compliance with ERISA law requirements (June 2021 to February 2023)
- Applying to enter the Internal Revenue Service (IRS) Voluntary Correction Program (VCP) to formally confirm that all past plan mistakes are corrected. (March 2023).

Current Status:

In March 2025, the IRS notified the Coalition by letter that our VCP application that had been submitted two years earlier was finally being reviewed. Staff began to correspond with our assigned agent about our submitted documents in consultation with legal counsel Tanya Bower as the review began. On April 28, 2025 the agent contacted staff to say she was ready to provide feedback and guidance on our application but she needed documentary proof of formal authorization from the Board designating specific staff to take action, sign documents, hold discussions and carry out other activities related to the VCP application as representatives on behalf of the Board and the Plan.

The attached resolution names the Chief Executive Officer, Renee Jaffe and the Chief Administrative Officer, Christine Klima, as the two staff designated to handle this matter with the IRS. Both staff are already designated as Plan Administrators for the Plan. Ms. Klima has been in the lead role analyzing the Plan's compliance issues, conducting research and working with auditors, attorneys and other parties to update Plan operations and bring it into compliance with ERISA rules since 2017 and will continue in that capacity with the VCP application.

Recommended Action:

Approve a resolution to authorize the Chief Executive Officer and the Chief Administrative Officer to submit a Voluntary Correction Program application for the Coalition 403B Retirement Plan to the US Internal Revenue

Service, Sign documents related to the application under penalty of perjury and carry out other activities related to the matter as required in consultation with legal counsel.

The attached draft resolution has been approved as to form by the Coalition's General Counsel.

Supporting Documents:

Draft Resolution

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EARLY LEARNING COALITION OF BROWARD COUNTY, INC.**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EARLY LEARNING COALITION OF BROWARD COUNTY,
INC. AUTHORIZING AND DESIGNATING SPECIFIED
CORPORATE EMPLOYEES TO SUBMIT A VOLUNTARY
CORRECTION PROGRAM (VCP) APPLICATION (VCP
APPLICATION) ON BEHALF OF THE EARLY LEARNING
COALITION OF BROWARD COUNTY, INC. RETIREMENT
PLAN (THE PLAN) TO THE UNITED STATES
DEPARTMENT OF TREASURY INTERNAL REVENUE
SERVICE (IRS), DISCUSS THE VCP WITH
REPRESENTATIVES OF THE IRS AS A DULY
AUTHORIZED REPRESENTATIVE OF THE PLAN, SIGN
DOCUMENTS AND FORMS PERTAINING TO THE VCP
APPLICATION, INCLUDING THOSE THAT BIND THE
PLAN, PROVIDE INFORMATION TO THE IRS UNDER
PENALTY OF PERJURY, OR GRANT POWER OF
ATTORNEY TO LEGAL COUNSEL; PROVIDING FOR
CONFLICTS; PROVIDING FOR SEVERABILITY;
PROVIDING FOR AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE EARLY LEARNING COALITION OF BROWARD COUNTY, INC., THAT:**

Section 1. The following Corporate employees are hereby designated as the official representatives and designees of the Corporation in the submission of a VCP application to the IRS, discussing the VCP with IRS representatives, signing documents and forms pertaining to the VCP Application including those that bind the plan and provide information to the IRS under penalty of perjury or granting Power of Attorney to Legal Counsel hired by the Board of Directors to assist with the matter, to wit:

Chief Executive Officer
Chief Administrative Officer

Section 2. The specific named and designated Corporation Officials and Representatives shall be and are hereby designated and authorized, as more particularly and individually named below, as the specific Officials and Representatives

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EARLY LEARNING COALITION OF BROWARD COUNTY, INC.**

of the Corporation to submit a VCP application to the IRS, discuss the VCP with IRS representatives, sign documents and forms pertaining to the VCP Application including those that bind the Plan, provide information to the IRS under penalty of perjury, or grant Power of Attorney to Legal Counsel hired by the Board of Directors by execution of the required IRS forms, as needed or required.

In carrying out the activities related to the matters described herein, the designated Corporate Officials and Representatives shall periodically consult with and inform the Board of Directors of the Early Learning Coalition of Broward County, Inc. on the status of the Plan's VCP Application with the IRS, any questions or concerns raised by the IRS in their review of the VCP Application, and any actions the Plan may need to successfully complete the VCP Application process.

Section 3. All state and federal agencies, including but not limited to the United States Department of the Treasury Internal Revenue Service, is hereby requested to accept and honor this designation of authority, without further inquiry, and until the delivery to them of written notice of the revocation of the authority granted herein. Authorizations made prior to this Resolution are hereby revoked.

Section 4. As of the date of this Resolution, the following are the named persons and the signatures of the persons holding the office designated after their names, to wit

Renee Jaffe
Chief Executive Officer

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EARLY LEARNING COALITION OF BROWARD COUNTY, INC.**

Christine Klima
Chief Administrative Officer

Section 5. All Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 7. This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE EARLY
LEARNING COALITION OF BROWARD COUNTY, INC., THIS _____ DAY OF
_____, 2025.**

EARLY LEARNING COALITION OF
BROWARD COUNTY, INC.

Laurie Sallarulo, Chair

ATTEST:

Dawn Liberta, First Vice Chair



ITEM/ MEETING:	B256RB3 / Board
DATE:	May 12, 2025
SUBJECT:	Legislation Update
ELC STAFF LEAD	R. Jaffe

Current Status

The 2025 Florida Legislative Session that began on March 4th has been extended through June 6th after the House and Senate were unable to agree on the budget by the original May 2nd deadline. For us, this means the differences between the House and Senate proposed School Readiness appropriations remain unresolved and the possible allocations for Broward in FY26 range from a \$12 million decrease up to a \$10 million increase when compared with FY25 final allocations.

Both the House and Senate have proposed reductions to the overall School Readiness appropriation compared to last year (\$120 M and \$60M respectively). Ironically, the individual allocations for Broward actually increase in both scenarios because a new funding allocation methodology based on the proportional number of children actually served (FTEs) captures Broward's true need better than the methods used by the State in the past.

Most other Coalitions around the State, by contrast, would receive decreased funding in both the House and Senate proposals, because they had higher allocation starting points relative to their need than Broward did in FY25.

Even though the new methodology was mandated by law and is based on a uniform standard applied equally to all ELCs, some Coalitions believe the distribution of funds in both proposals is unfair because not all Coalitions were decreased. Those Coalitions are advocating for lawmakers to modify the methodology to apply decreases proportionately across the board. If this effort succeeds, Broward's base allocation will be essentially level with our \$88 million base in FY25 and we would lose the \$12 million we acquired later in allocations based on need.

In the best scenario for all, the overall School Readiness funding pool would be restored to the same level as FY25 which for many Coalitions would decrease the severity of their cuts. Broward staff, along with the Association for Early Learning Coalitions (AELC), have been advocating for this win/win option at every opportunity in meetings with local and statewide legislators, House and Senate Leadership, legislative aides/staff, and key legislators who have been champions of early learning.

Other key bills that have passed all chambers and are on their way to the Governor for approval:

The most noteworthy are House Bill 859 and Senate Bill 1382 which revise the definition of "economically disadvantaged" in order to raise the SR eligibility threshold to track with an increase to minimum wage that takes effect on October 1, 2025. The bills also transition the state away from using the Federal Poverty Level (FPL) to State Median Income (SMI) when determining eligibility. This was done to better align the benchmark with Florida's economy. The new eligibility threshold will go from 150% FPL to 55% SMI (equivalent to 168% FPL), which is an increase from \$46,800 for a family of four (with two parents) to \$53,920 for a family of the same size. No additional funding for this change has been proposed to date.

ELC Broward supports an increase in the eligibility threshold, which is a great thing for Broward families. However, we also believe Coalitions need to be fully funded to enroll all families at the current eligibility threshold first and

any increases to the eligibility threshold ought to come with additional funding to support the effort. Without first securing sufficient funding for the current system, under-funded coalitions like Broward could be left behind the rest of State as other Coalitions expand to serve a wider eligible population.

Two other early learning bills that have passed include one that revises the criteria for early learning children with special needs to be eligible for additional accommodations in childcare programs and mandates additional training for early educators aiding children with special needs in their classrooms. Another bill streamlines licensing and background screening requirements for childcare programs.

We will continue to keep you posted on the status of ELC Broward's SR base funding for FY 25/26 and break this down further at the Board meeting on May 12th.

ITEM/ MEETING:	B256RB4 / Board
DATE:	May 12, 2025
SUBJECT:	Board Survey 2025
FOR ACTION:	Yes
RECOMMENDED ACTION:	NA
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	Judith Merritt

Background:

The ELC's first Board Survey was conducted in early 2022 by our then Strategic Planning Consultant Carol Wick as part of our planning for the 5 Year Strategic Plan. The results of the survey were presented at the Board Retreat on May 17, 2022. At that time, it was agreed that an Annual Board Survey would be conducted and presented annually to the Board (and included as a goal in the Strategic Plan).

Since the inception of the Annual Board Survey, it has been administered by an external consultant, and the results have been shared as part of the Retreat and/or at Board meetings.

Current Status:

The 2025 Survey was conducted internally for the first time, utilizing our CRM. The same questions were utilized so that comparisons to the prior 3 years could be made. The survey is made up of three sections, Section 1 is for Board members to make their individual ratings. Section 2 is where the board member rates the whole board. Section 3 is for Senior Staff who have interactions with the Board to make their ratings. This year 16 Board members completed the surveys for a 100% return rate for those eligible for completion and 11 ELC Staff completed the Staff portion, which is also a 100% return rate

Except for one question, the survey scores are on an upward trend or remain the same. Below is a comparison of the overall survey scores for both this year and last. The results will be discussed in more detail at the May 12th meeting.

Survey Sections	2024	2025	% Difference
1 - Individual Ratings	79%	92%	+13%
2 - Board Ratings	96%	97%	+1%
3 - Staff Ratings	94%	96%	+2%

Recommended Action:

Review the PowerPoint Presentation with the 4-Year Comparisons for discussion.

Supporting Documents:

Board Survey PowerPoint – 4 Year Comparison

ITEM/MEETING	B256FIN1 / Board
MEETING DATE:	May 12, 2025
SUBJECT:	March 2025 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve March 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

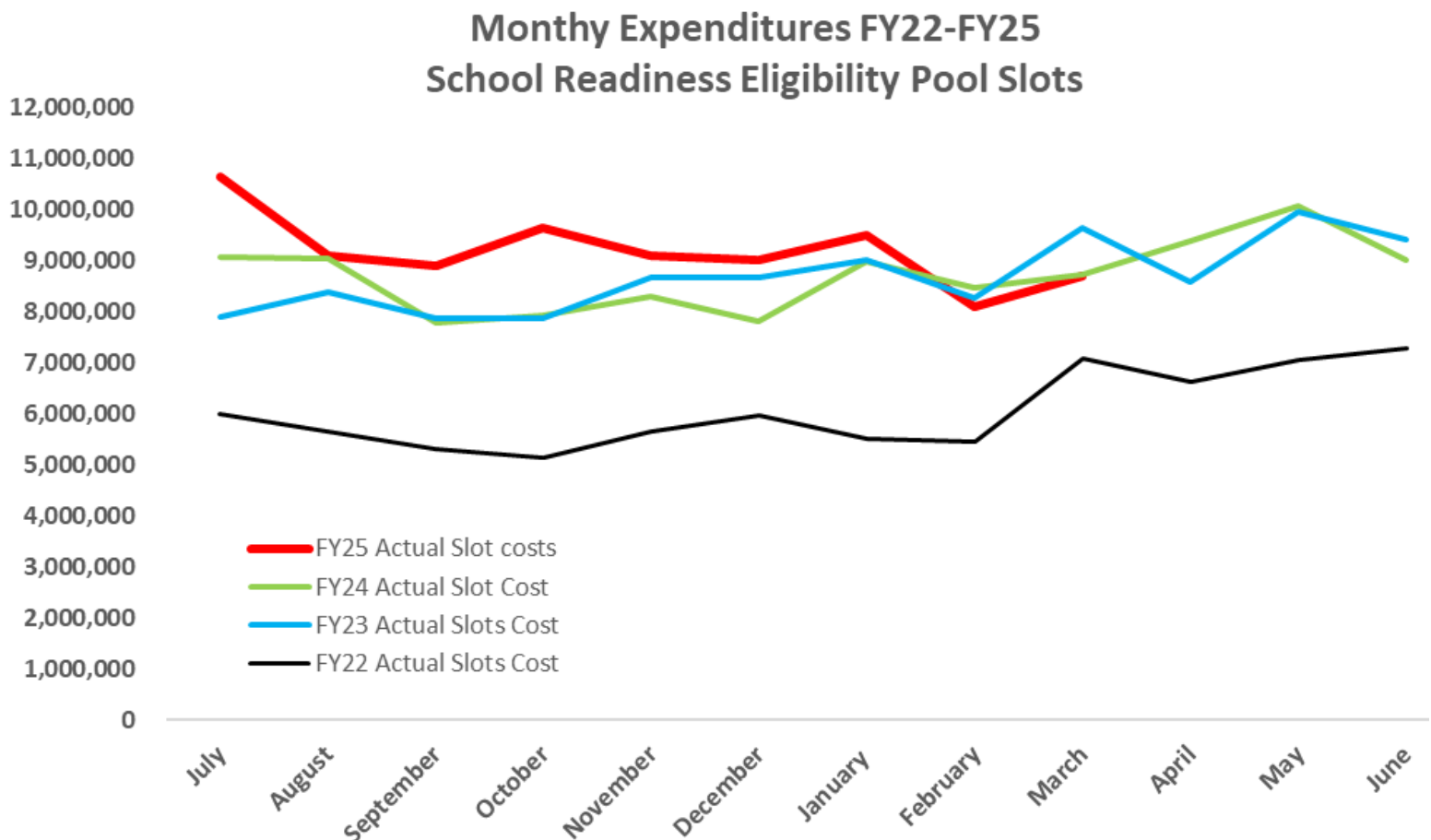
Background Information:

The Interim Financial Statements for the nine-month period ending March 31, 2025, are attached for review. Financial Highlights through the month of March 2025 are as follows:

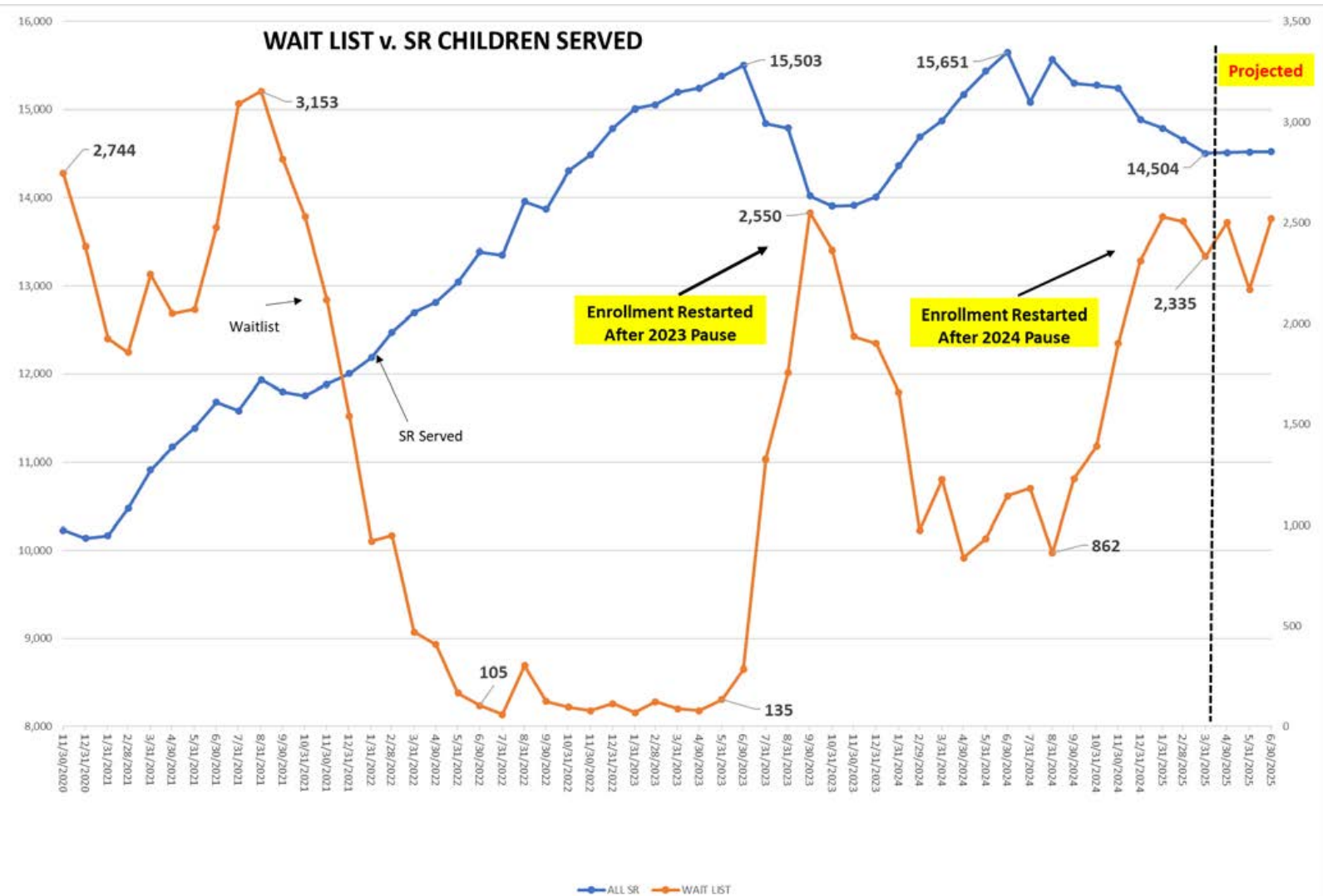
1. School Readiness

The impact of a DEL-mandated School Readiness enrollment pause in November continued to emerge in the third quarter of the fiscal year with a gradual decrease in slot counts and expenditures. The number of children served monthly fell by a total of 736 children over the four months following the pause. In the meantime, we received two additional funding allocations from DEL totaling \$11 million that made it possible for us to both eliminate the deficit we were previously projecting and re-start enrollment at a modest pace to offset attrition. We are now on pace to fully utilize all of our DEL School Readiness Program funds without any projected deficit at year end.

School Readiness expenditures for slots have been at historic high levels throughout 2025 after 4 years of expanded funded and open enrollment from the waitlist. See the charts below, the attached Utilization Projection Report.

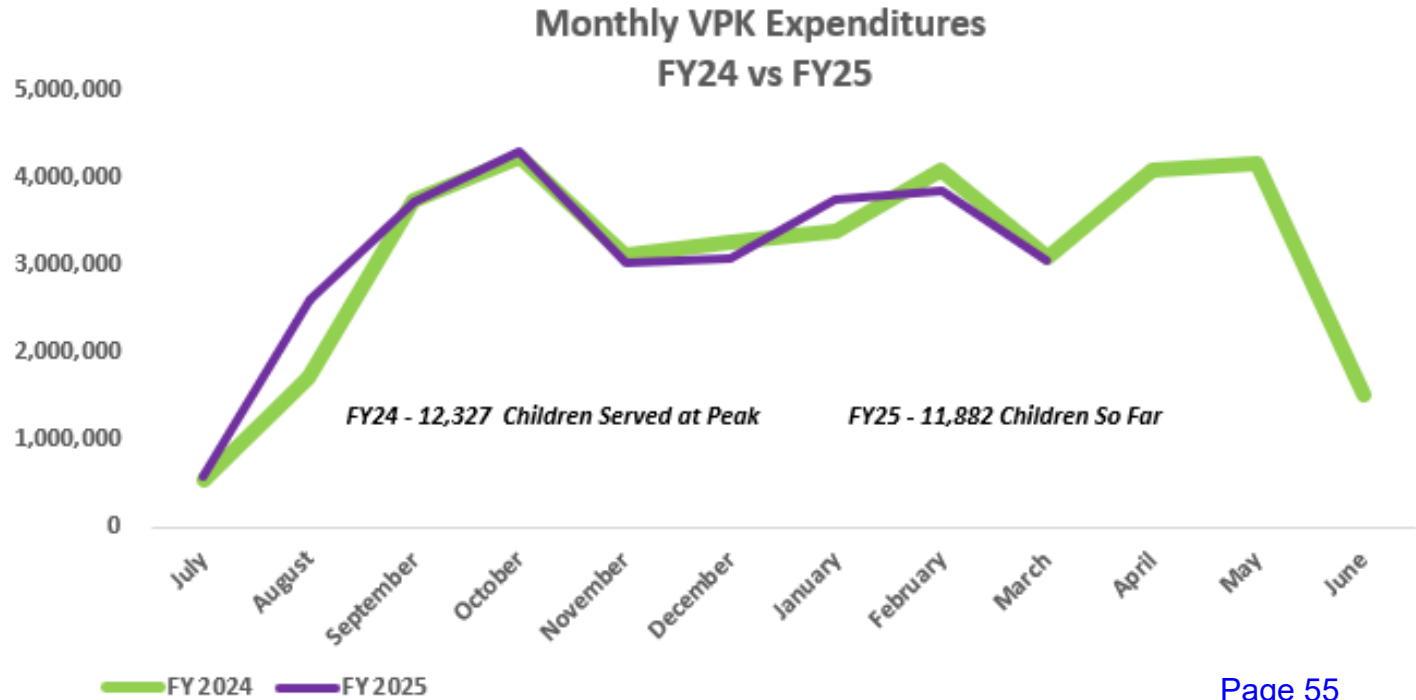


Projected SR Enrollment Trajectory Through FY25 Year End



2. VPK

VPK services typically ramp up during the first quarter of the fiscal year as the regular school year begins in August. Attendance for school year services in FY25 is slightly lower than the prior year but expenditures are nearly identical due to an increase in rates implemented by the State in FY25. Funding is allocated by DEL to match the actual need for services each year.



3. Vulnerable Populations Program

YTD Expenditures in the Children's Services Council-funded Vulnerable Populations Program continued to come in 30% higher than the prior year because of a steady increase in referrals from CSC providers for services, a slower pace of transfers into SR for eligible families as waitlist enrollment has decreased and higher tiered reimbursement rates for child care centers as CLASS scores improve across the County. CSC increased annual funding for the program by \$824K starting in May 2024, and they approved an additional \$2,775,000 one time increase for the FY25 contract year to cover the continuing increase in children served and the associated projected funding shortfall. Calling children from the SR waitlist starting in March provides opportunities to transfer eligible families into School Readiness funding, but the impact will only partially reduce the upward trend on enrollment. CSC has indicated it will work with our staff in the coming weeks to modify program rules so that enrollment can be better aligned with annual funding going forward.

Recommended Action:

The Finance Committee Recommend the Board Approve March 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant.

Supporting Documents:

- March 2025 Interim Financial Statements
- March 2025 Utilization Projection



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Nine Months Ended March 31, 2025

**Submitted to the Board
May 12, 2025**

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of March 31, 2025

	<u>3/31/2025</u>	<u>3/31/2024</u>
Assets:		
Cash	\$ 20,579,778	\$ 24,521,701
Grants Receivable	14,674,064	15,409,798
Accounts Receivable	1,425,602	1,628,237
Due From Providers	10,555	53,134
Prepaid Expense	852,357	369,684
Fixed Assets	14,702	19,479
Operating ROU Asset	1,030,102	1,400,346
Total Assets	<u>\$ 38,587,161</u>	<u>\$ 43,402,379</u>
 Liabilities:		
Accounts Payable	132,661	1,425,952
Salary & Benefits Payable	498,608	514,994
Compensated Absences	606,880	487,982
Rent Abatement	-	5,032
Due to Providers	12,168,496	12,321,638
Due to Other Agencies	268,691	406,239
Deferred Revenue	22,620,998	25,787,614
Operating Lease Liability	1,168,953	1,550,215
Total Liabilities	<u>\$ 37,465,288</u>	<u>\$ 42,499,665</u>
 Net Assets		
Unrestricted	651,383	902,714
Board Designated	470,490	-
Total Net Assets	<u>1,121,873</u>	<u>902,714</u>
 Total Liabilities and Net Assets	<u>\$ 38,587,161</u>	<u>\$ 43,402,379</u>

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For The Nine Months Ended March 31, 2025

	Mar 2025 Actual	FY 2025 YTD Actual	FY 2024 YTD Actual
Revenue			
Recurring			
DEL School Readiness	\$ 8,439,476	\$ 74,957,588	\$ 68,171,642
DEL School Readiness Match	399,346	4,820,767	4,476,510
DEL School Readiness Plus	12,290	44,700	-
DEL School Readiness Rate Differentials	1,294,312	11,730,471	10,656,865
DEL - Program Assessments	63,210	270,862	285,623
DEL - Voluntary Pre-K	3,185,122	28,809,375	28,142,489
CSC -School Readiness	192,876	2,213,733	1,816,202
CSC - Vulnerable Populations	520,998	3,981,140	2,979,717
Broward County - School Readiness	197,170	3,069,455	3,666,422
United Way & Cities - School Readiness	28,532	356,698	519,303
Miscellaneous Income	41,990	419,443	255,317
Subtotal Recurring Revenue	\$ 14,375,322	\$ 130,674,233	\$ 120,970,089
Non-Recurring Pandemic Relief	-	-	12,209,969
Total All Revenue	\$ 14,375,322	\$ 130,674,233	\$ 133,180,058
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 8,703,380	\$ 82,735,304	\$ 76,148,241
DEL - Voluntary Pre-K	3,046,200	27,969,226	27,218,820
CSC - Vulnerable Populations	474,025	3,655,681	2,667,566
Stipends and Grants to Providers	91,907	658,870	11,028,277
Subtotal Direct Services	\$ 12,315,514	\$ 115,019,082	\$ 117,062,905
Program Support			
Eligibility, Customer Services & Providers	\$ 984,034	\$ 7,128,826	\$ 7,327,989
Quality & Education	663,124	4,867,729	4,549,395
Subtotal Program Support	\$ 1,647,158	\$ 11,996,554	\$ 11,877,384
Total Program (Direct + Support)	\$ 13,962,672	\$ 127,015,636	\$ 128,940,289
Administration	482,873	3,751,018	2.9% 3,801,207
Total Expenses	\$ 14,445,544	130,766,654	\$ 132,741,496
Change in net assets	\$ (70,222)	\$ (92,421)	\$ 438,562
Net assets, beginning of year		1,214,294	464,151
Net assets, end of the period		\$ 1,121,873	\$ 902,713

Early Learning Coalition of Broward County, Inc.
Budget to Actual
For The Period Ending March 31, 2025

Revenue:	FY25 Amendment 4	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 101,832,506	\$ 74,957,588	\$ 26,874,918	74%	On track for full utilization at year end
DEL School Readiness Match	6,018,720	4,820,767	1,197,953	80%	On track for full utilization at year end
DEL School Readiness Plus	100,000	44,700	55,300	45%	New program ramping up
DEL School Readiness Rate Differentials	13,984,236	11,730,471	2,253,765	84%	\$2M shortfall covered by SR Base Funds
DEL - Program Assessments	330,299	270,862	59,437	82%	On track for full utilization at year end
DEL - Voluntary Pre-K	38,747,093	28,809,375	9,937,718	74%	On track for full utilization at year end
CSC -School Readiness	3,380,568	2,213,733	1,166,834	65%	Contract year runs Oct-Sep
CSC - Vulnerable Populations	4,234,950	3,981,140	253,810	94%	Additional funding in process
Broward County - School Readiness	3,649,685	3,069,455	580,230	84%	Contract year runs Oct-Sep
United Way & Cities - School Readiness	400,000	356,698	43,302	89%	Intermittent Revenue
Miscellaneous Income	476,830	419,443	57,387	88%	Intermittent Revenue
Total Revenue	\$ 173,154,887	\$ 130,674,233	\$ 42,480,654	75%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 110,496,699	\$ 82,735,304	\$ 27,761,394	75%	
DEL - Voluntary Pre-K	36,901,993	27,969,226	8,932,767	76%	
CSC - Vulnerable Populations	3,811,455	3,655,681	155,774	96%	Additional funding in process
Stipends and Grants to Providers	959,726	658,870	300,857	69%	Intermittent expenditures
Total Child Care Slots and Incentives	\$ 152,169,874	\$ 115,019,082	\$ 37,150,792	76%	
Sub Recipient Expense					
Children's Forum	\$ 210,999	\$ 147,863	63,136	70%	
211 Broward	230,546	228,621	1,925	99%	
Total Sub Recipient Expense	\$ 441,545	\$ 376,484	\$ 65,061	85%	
ELC Operating Expense					
Salaries & Benefits	\$ 17,698,316	\$ 13,409,506	\$ 4,288,810	76%	
Attorneys	126,500	42,400	84,100	34%	Intermittent Expenditures
Auditors	51,330	47,865	3,465	93%	Intermittent Expenditures
Consultants & Temps	355,600	151,840	203,760	43%	Intermittent Expenditures
Staff & Board Travel & Training	95,222	37,431	57,791	39%	Intermittent Expenditures
Insurance	74,188	55,730	18,459	75%	
Office Rent, Utilities & Maintenance	557,716	391,373	166,343	70%	
Office Machine & Storage Leases	4,806	3,343	1,464	70%	
Software Licenses	263,086	179,362	83,724	68%	
Internet, Email, Phones	140,595	95,302	45,293	68%	
Cell Phones	101,290	72,386	28,904	71%	
Sponsorships & Memberships	92,254	80,344	11,910	87%	Intermittent Expenditures
Books for Kids	315,750	181,156	134,595	57%	Intermittent Expenditures
Instructional Materials	51,070	18,964	32,106	37%	Intermittent Expenditures
Other Operating Costs	316,937	225,718	91,219	71%	
Computer Equipment & Software	46,500	11,625	34,875	25%	Intermittent Expenditures
Furniture & Fixtures	5,000	4,041	959	81%	Intermittent Expenditures
Depreciation		362,703	(362,703)	0%	Multiyear Prepaid Software Expense
Unallocated (Budget Only)	247,306	-	247,306	0%	
Total ELC Operating Expense	\$ 20,543,468	\$ 15,371,088	\$ 5,172,380	75%	
Total Operating & Sub-Recipient Expense	\$ 20,985,013	\$ 15,747,572	\$ 5,237,441	75%	
Total Expense	\$ 173,154,887	\$ 130,766,654	\$ 42,388,233	76%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

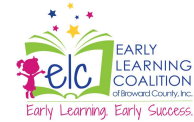
New Enrollments from Waitlist:

FY 25 Attrition: **425** Avg/Month
 Enroll: **425** Avg/Month
 Wait List: **2,650** Avg/Month

Funding Changes:

Assumptions:

Daily Average Cost forecast reflects current actual trends.



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	\$29.48	7,089,264	1,227,511	58,418	737,348	64,782	9,177,323
A	Aug-23	23	14,695	-131	26.67	6,995,313	1,229,326	35,757	737,348	14,957	9,012,702
A	Sep-23	21	14,003	-692	26.09	5,828,413	1,058,447	35,757	737,787	10,833	7,671,237
A	Oct-23	22	13,908	-95	25.95	6,410,858	1,065,638	275,915	173,450	13,625	7,939,486
A	Nov-23	22	13,913	+5	26.63	6,380,436	1,151,842	278,067	173,549	167,363	8,151,256
A	Dec-23	21	14,012	+99	26.54	6,210,826	1,093,510	278,712	175,204	51,264	7,809,516
A	Jan-24	23	14,361	+349	27.16	7,224,962	1,258,933	278,714	173,549	33,463	8,969,621
A	Feb-24	21	14,690	+329	27.48	6,816,914	1,189,975	278,842	173,004	18,852	8,477,586
A	Mar-24	21	14,877	+187	28.02	7,200,023	1,262,771	105,000	173,004	14,460	8,755,258
A	Apr-24	22	15,168	+290	28.11	7,768,882	1,353,615	40,000	173,004	43,460	9,378,961
A	May-24	23	15,436	+268	28.24	8,279,226	1,451,534	35,500	173,004	88,463	10,027,727
A	Jun-24	20	15,651	+215	34.24	8,570,709	1,106,984	935,241	93,004	13,459	10,717,667
Average Enrollments (Baseline)			14,628		\$27.88	Proj Total	\$ 84,775,826	\$ 14,450,086	\$ 2,635,923	\$ 3,693,255	\$ 106,088,340
Increase to baseline FY24 over FY23			19			Budget	84,255,344	14,450,086	2,635,923	3,693,255	105,569,588
						Surplus(Deficit)	(520,482)	-	-	-	(518,752)
Increase to baseline FY24 over FY17			5,232	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	517,818
Increase in Avg Cost over FY17			\$ 9.27	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (520,482)	\$ -	\$ -	\$ -	\$ (934)

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
A	Jul-24	23	15,084	-567	31.16	8,559,543	1,509,568	178,278	560,765	3,878	10,812,033
A	Aug-24	22	15,568	+484	26.41	7,039,085	1,265,665	178,610	560,766	2,513	9,046,640
A	Sep-24	21	15,295	-273	26.81	6,781,067	1,226,896	30,592	560,770	11,375	8,610,699
A	Oct-24	23	15,275	-20	27.39	7,749,254	1,360,035	308,942	173,541	31,441	9,623,214
A	Nov-24	21	15,240	-35	28.50	7,265,928	1,254,106	293,111	173,541	135,506	9,122,193
A	Dec-24	22	14,887	-353	27.58	7,287,695	1,260,918	293,572	173,541	18,508	9,034,233
A	Jan-25	23	14,789	-98	28.00	7,815,148	1,349,387	170,123	173,541	15,793	9,523,991
A	Feb-25	20	14,655	-134	27.72	6,549,431	1,187,486	170,123	173,262	45,434	8,125,736
A	Mar-25	22	14,504	-151	27.19	7,014,883	1,293,252	165,171	173,262	28,537	8,675,105
P	Apr-25	22	14,511	+7	27.96	7,227,385	1,324,687	165,171	172,730	35,672	8,925,646
P	May-25	22	14,518	+7	28.19	7,307,939	1,323,427	165,171	172,730	35,672	9,004,939
P	Jun-25	21	14,522	+4	30.89	8,017,570	1,429,007	(237,529)	175,715	35,670	9,420,434
Average Enrollments (Baseline)			14,904		\$28.15	Proj Total	\$ 88,614,928	\$ 15,784,435	\$ 1,881,336	\$ 3,244,164	\$ 109,924,863
Increase to baseline FY25 over FY24			276		0.96%	Budget	89,757,490	13,984,236	1,881,336	3,244,164	109,267,226
						Surplus(Deficit)	1,142,562	(1,800,199)	-	-	(657,637)
Increase to baseline FY25 over FY17			5,508	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	650,148
Increase in Avg Cost over FY17			\$9.53	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ 1,142,562	\$ (1,800,199)	\$ -	\$ -	\$ (7,489)

SCHOOL READINESS UTILIZATION FY 2022-2025

Children Services Council Vulnerable Population Contract

New Referrals

Enroll per Mo: 23
to SR per Month 0
Age Out/Exit Care: 4
19

Funding Changes:

+ \$824,000 eff. 2024



Assumptions:

Daily Average Cost forecast reflects current actual trends.

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
A	Apr-24	22	394	+2	37.40		324,165		324,165
A	May-24	23	419	+25	36.33		350,064		350,064
A	Jun-24	20	426	+7	35.49		302,394		302,394
A	Jul-24	23	410	-16	38.07		359,037		359,037
A	Aug-24	22	445	+35	35.76		350,068		350,068
A	Sep-24	21	449	+4	39.15		369,139		369,139
							Projected Total	\$	3,957,137
							FY24 CSC Contract Year Bud	\$	3,832,354
							Surplus(Deficit) CSC Contract Year	\$	(124,783)

Contract Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-24	22	472	+23	42.22		438,404		438,404
A	Nov-24	21	498	+26	40.24		420,876		420,876
A	Dec-24	23	491	-7	38.78		437,914		437,914
A	Jan-25	23	534	+43	39.96		490,842		490,842
A	Feb-25	20	551	+17	40.63		447,699		447,699
A	Mar-25	22	557	+6	38.52		472,079		472,079
P	Apr-25	22	576	+19	39.70		503,141		503,141
P	May-25	22	595	+19	39.95		523,010		523,010
P	Jun-25	21	614	+19	40.95		528,073		528,073
P	Jul-25	23	633	+19	40.95		596,263		596,263
P	Aug-25	21	652	+19	39.95		547,063		547,063
P	Sep-25	22	671	+19	39.95		589,815		589,815
							Projected Total	\$	5,995,178
							FY25 CSC Contract Year Bud as Amended	\$	6,311,455
							Surplus(Deficit) CSC Contract Year	\$	316,277

ITEM/MEETING	B256FIN2 / Board
MEETING DATE:	May 12, 2025
SUBJECT:	FY 2025 Budget Amendment #5
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY2025 Budget Amendment #5
FINANCIAL IMPACT:	Increase of \$1,530,500 in FY25 Revenue and Expense

Background Information:

In June 2024, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of grant award letters from funders. In September 2024 the Board approved Amendment #1 after the Division of Early Learning (DEL) issued some, but not all, of the expected notices of award for FY2025. In December 2024, the approved Amendment #2 after DEL issued new guidance for Coalitions regarding enrollment. In January 2025, DEL notified Coalitions that new funding allocations were pending and the Board approved Amendment #3 to reflect this and other changes. In March 2025, DEL issued additional SR funding for Coalitions that requested it during a Statewide deobligation/reobligation process and the Board approved Amendment #4 to reflect this and other changes. In April 2025, the Children's Services Council (CSC) approved additional funding for the Vulnerable Populations program. Amendment 5 is submitted to reflect this and other changes for FY25.

Current Status:

Key changes and updates Included in FY2025 Budget Amendment #5 are as follows:

\$1,500,000 increase to the FY25 portion of the Vulnerable Populations Program budget.

- The additional funds are the projected FY25 portion of a \$2,775,000 award approved by the CSC in April to cover the rising costs of services in the Vulnerable Populations Program. The contract year for the program runs from October 2024 to September 2025 so the remaining \$1,275,000 will be applied to the upcoming FY26 annual budget. 90% of the program funding is allocated for Child Care slots and 10% covers eligibility determination and proportionate admin costs.
- For the past two years costs for the Vulnerable Populations Program have been rising due to a combination of rising referrals for services, a slower pace of transfers into SR as SR program funding has become less predictable and higher tiered reimbursement rates associated with higher CLASS scores County-wide. CSC sets the eligibility criteria for the program and has indicated it will work with our staff in the coming weeks to modify program rules so that enrollment can be better aligned with annual funding going forward.

\$30,500 in projected new revenue from community partners and \$10,250 increase from SR funds to support "A Day in K" event at the Museum of Discovery and Science.

- The event is planned for June 2025. Children and their families will have the opportunity to learn all about life as kindergarteners by meeting real teachers, experiencing STEM learning and learning about daily life at school (while having the opportunity to explore the museum). In FY24 nearly 2,000 future learners and their families attended.
- In addition to new funding from community partners, staff also wish to increase our own allocation toward the event from \$15,000 (approved with Amendment #4 in March) to an

amount not to exceed \$25,250 using \$10,250 in SR funds that are currently unallocated towards the increase. Staff expect to finalize additional contributions for the event which and we may be able to use in lieu of some of this SR funding.. The total projected budget for the event is \$55,750 as follows:

Proposed Revenues & Expenditures FY2025 Day in K Event at the Museum of Discovery & Science	
Estimated Revenues	
SR Base Previously Committed Amendment #4	\$ 15,000
SR Base Funding Additional Requested Amendment #5	10,250
CSC (Committed)	15,000
PNC Bank (Committed)	2,500
Highlights (Committed)	8,000
Other Funders (In Process)	5,000
Museum of Discovery & Science	In Kind
Total Estimated Revenues	\$ 55,750
Estimated Expense	
Admission for 2,000 children & adults	\$ 34,750
Parking for 1000 cars	5,000
Food for 2000 children & adults	16,000
Stem Kits for Kids	In-Kind
Total Estimated Expenses	\$ 55,750

\$4,750 increase to Computer Equipment from unallocated

- The increase is requested for purchasing a backup server to support the Coalition's Financial Database System and to ensure business continuity in the event the primary server fails.


Recommended Action:

The Finance Committee Recommend the Board approve FY2025 Budget Amendment #5 Pending Award for Additional School Readiness Base Funding by DEL

Supporting Documents:

- Amendment #5 with Three Year Comparison & Updated January Budget to Actual

FY2025 Proposed Amendment 5 Budget by Business Activity

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 83,707,066	\$ 7,219,650	\$ 6,192,163	\$ 4,713,626	\$ 101,832,506
DEL School Readiness Match	6,018,720	-	-	-	6,018,720
DEL School Readiness Plus	100,000	-	-	-	100,000
DEL School Readiness Rate Differentials	13,984,236	-	-	-	13,984,236
DEL Program Assessments	-	-	330,299	-	330,299
DEL - Voluntary Pre-K	36,901,993	1,383,825	-	461,275	38,747,093
CSC - School Readiness	3,042,511	253,543	-	84,514	3,380,568
CSC - Vulnerable Populations	5,311,456	317,621	-	105,874	5,734,950
Broward County- School Readiness	3,244,164	304,140	-	101,380	3,649,685
United Way & Cities - School Readiness	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	485,576	21,754	507,330
Total Revenue	\$ 152,710,147	\$ 9,478,779	\$ 7,008,038	\$ 5,488,423	\$ 174,685,387
Expense:					
Child Care Slots					
DEL School Readiness	\$ 110,496,698	\$ -	\$ -	\$ -	\$ 110,496,698
DEL - Voluntary Pre-K	36,901,993	-	-	-	36,901,993
CSC - Vulnerable Populations	5,311,456	-	-	-	5,311,456
Grants/Stipends	-	-	959,726	-	959,726
Total Slots & Grants/Stipends	\$ 152,710,147	\$ -	\$ 959,726	\$ -	\$ 153,669,873
Sub Recipient Expense					
Children's Forum	-	-	163,025	47,974	210,999
211-Broward	-	168,046	-	62,500	230,546
Total Sub Recipient Expense	\$ -	\$ 168,046	\$ 163,025	\$ 110,474	\$ 441,545
ELC Operating Expense					
Staff Costs	\$ -	\$ 8,547,078	\$ 5,117,171	\$ 4,034,066	\$ 17,698,316
Attorneys	-	-	-	126,500	126,500
Auditors	-	-	-	51,330	51,330
Consultants & Temps	-	74,550	124,000	157,050	355,600
Staff & Board Travel	-	-	55,222	40,000	95,222
Insurance	-	41,991	19,833	12,364	74,188
Office Rent & Utilities	-	317,814	150,148	89,754	557,716
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	13,200	500	249,386	263,086
Phones/Internet/Web Page	-	76,475	35,476	28,644	140,595
Cell Phones	-	26,120	51,770	23,400	101,290
Sponsorships & Memberships	-	25,000	27,250	40,004	92,254
Books for Kids	-	-	315,750	-	315,750
Instructional Materiels	-	-	51,070	-	51,070
Fees, Supplies & Other Misc Ops Costs	-	4,000	52,385	301,303	357,688
Computer Equipment	-	40,688	3,488	7,075	51,250
Furniture & Fixtures	-	-	1,239	3,761	5,000
Unallocated (Budget Only)	-	143,816	(120,015)	208,506	232,307
Total ELC Operating Expense	\$ -	\$ 9,310,733	\$ 5,885,287	\$ 5,377,949	\$ 20,573,969
Total ELC Operating Expense & Subs	\$ -	\$ 9,478,779	\$ 6,048,312	\$ 5,488,423	\$ 21,015,514
Total Expense	\$ 152,710,147	\$ 9,478,779	\$ 7,008,038	\$ 5,488,423	\$ 174,685,387
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -

Proposed FY2025 Budget (as Amended) Three Year Comparison



Revenue:	FY2023 Actual	FY2024 Actual	FY25 Amendment #4 Approved March	FY25 Amendment #5 Proposed	Change (Amendment 4 over Amendment 5)	Reason for Change
Recurring						
DEL School Readiness	\$ 91,627,433	\$ 93,910,214	\$ 101,832,506	\$ 101,832,506	\$ -	
DEL School Readiness Match	5,124,089	5,556,627	6,018,720	6,018,720	-	
DEL School Readiness Plus	-	-	100,000	100,000	-	
DEL School Readiness Rate Differentials	13,803,743	14,567,236	13,984,236	13,984,236	-	
DEL Program Assessments	444,941	342,436	330,299	330,299	-	
DEL - Voluntary Pre-K	38,242,091	38,129,394	38,747,093	38,747,093	-	
CSC - School Readiness	5,587,687	3,140,760	3,380,568	3,380,568	-	
CSC - Vulnerable Populations	2,748,911	4,082,473	4,234,950	5,734,950	1,500,000	FY25 part of \$2.775M
Broward County- School Readiness	2,253,090	4,160,311	3,649,685	3,649,685	-	
United Way & Cities - School Readiness	354,509	536,964	400,000	400,000	-	
Miscellaneous Grants & Program Income	68,187	178,319	476,830	507,330	30,500	Day in K Partner Fndg
Subtotal Recurring Revenue	\$ 160,254,681	\$ 164,604,734	\$ 173,154,887	\$ 174,685,387	\$ 1,530,500	
Non-Recurring Pandemic Relief	\$ 134,750,403	\$ 23,230,937	\$ -	\$ -	\$ -	
Total All Revenue	\$ 295,005,084	\$ 187,835,671	\$ 173,154,887	\$ 174,685,387	\$ 1,530,500	
Expense:						
Child Care Slots & Grants/Stipends						
School Readiness Funding Pool	\$ 104,143,520	\$ 104,641,890	\$ 110,496,698	\$ 110,496,698	-	
DEL - Voluntary Pre-K	43,081,924	37,002,859	36,901,993	36,901,993	-	
CSC - Vulnerable Populations	2,708,529	3,653,205	3,811,455	5,311,456	1,500,000	To cover actual FY25
Grants/Stipends	122,336,312	19,664,549	959,726	959,726	-	
Total Slots & Grants/Stipends	\$ 272,270,285	\$ 164,962,502	\$ 152,169,873	\$ 153,669,873	\$ 1,500,000	
Sub Recipient Expense						
Children's Forum	236,457	242,071	210,999	210,999	\$ -	
211-Broward	404,211	435,500	230,546	230,546	-	
Total Sub Recipient Expense	\$ 640,669	\$ 677,571	\$ 441,545	\$ 441,545	\$ -	
ELC Operating Expense						
Staff Costs	\$ 15,876,029	\$ 17,961,016	\$ 17,698,316	\$ 17,698,316	\$ -	
Attorneys	72,424	64,678	126,500	126,500	-	
Auditors	42,600	32,500	51,330	51,330	-	
Consultants & Temps	606,660	602,299	355,600	355,600	-	
Staff & Board Travel	55,246	90,187	95,222	95,222	-	
Insurance	51,656	69,516	74,188	74,188	-	
Office Rent & Utilities	486,322	518,538	557,716	557,716	-	
Office Machines & Storage	11,567	4,806	4,806	4,806	-	
Software Licenses	249,497	242,922	263,086	263,086	-	
Phones/Internet/Web Page	138,157	138,853	140,595	140,595	-	
Cell Phones	108,258	96,662	101,290	101,290	-	
Sponsorships & Memberships	70,868	108,550	92,254	92,254	-	
Books for Kids	314,212	534,576	315,750	315,750	-	
Instructional Materials	3,608,438	457,169	51,070	51,070	-	
Fees, Supplies & Other Misc Ops Costs	293,672	321,597	316,938	357,688	40,750	Day in K addl cost
Computer Equipment	131,446	29,907	46,500	51,250	4,750	Back up Server for MIP
Furniture & Fixtures	790	86,862	5,000	5,000	-	
Depreciation	1,584	4,777			-	
Unallocated (Budget Only)			247,307	232,307	(15,000)	Server & Day in K inc.
Total ELC Operating Expense	\$ 22,119,426	\$ 21,365,415	\$ 20,543,469	\$ 20,573,969	\$ 30,500	
Total ELC Operating Expense & Subs	\$ 22,760,094	\$ 22,042,985	\$ 20,985,014	\$ 21,015,514	\$ 30,500	
Total Expense	\$ 295,030,379	\$ 187,005,488	\$ 173,154,887	\$ 174,685,387	\$ 1,530,500	
Revenue over Expense	\$ (25,295)	\$ 830,183	\$ -	\$ -	\$ -	

Proposed FY25 Amendment #5 vs Year to Date Actual



	FY2025 Amendment #4 Proposed	March 2025 YTD Actual	Remaining Balance	Percent Spent	
Revenue:					
Recurring					
DEL School Readiness	\$ 101,832,506	\$ 74,957,588	\$ 26,874,918	74%	On track for full utilization by Jun 30
DEL School Readiness Match	6,018,720	4,820,767	1,197,953	80%	On track for full utilization by Jun 31
DEL School Readiness Plus	100,000	44,700	55,300	45%	New Program
DEL School Readiness Rate Differentials	13,984,236	11,730,471	2,253,765	84%	\$2M shortfall covered by SR Base
DEL Program Assessments	330,299	270,862	59,437	82%	On track for full utilization at year end
DEL - Voluntary Pre-K	38,747,093	28,809,375	9,937,718	74%	On track for full utilization at year end
CSC - School Readiness	3,380,568	2,213,733	1,166,834	65%	Contract year runs Oct-Sep
CSC - Vulnerable Populations	5,734,950	3,981,140	1,753,810	69%	Additional funding in process
Broward County- School Readiness	3,649,685	3,069,455	580,230	84%	Contract year runs Oct-Sep
United Way & Cities - School Readiness	400,000	356,698	43,302	89%	Intermittent Revenue
Miscellaneous Grants & Program Income	507,330	419,443	87,887	83%	Intermittent Revenue
Total All Revenue	\$ 174,685,387	\$ 130,674,233	\$ 44,011,154	75%	
Expense:					
Child Care Slots & Grants/Stipends			-		
DEL School Readiness	\$ 110,496,698	\$ 82,735,304	\$ 27,761,393	75%	On track for full utilization by Sep 30 Intermittent Expenditures
DEL - Voluntary Pre-K	36,901,993	27,969,226	8,932,767	76%	
CSC - Vulnerable Populations	5,311,456	3,655,681	1,655,774	69%	
Grants/Stipends	959,726	658,870	300,857	69%	
Total Slots & Grants/Stipends	\$ 153,669,873	\$ 115,019,082	\$ 38,650,792	75%	
Sub Recipient Expense					
Children's Forum	210,999	147,863	63,136	70%	Agreement Sunset Dec 2024
211-Broward	230,546	228,621	1,925	99%	
Total Sub Recipient Expense	\$ 441,545	\$ 376,484	\$ 65,061	85%	
ELC Operating Expense			-		
Staff Costs	\$ 17,698,316	\$ 13,409,506	\$ 4,288,810	76%	Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Intermittent Expenditures Multi-Yr Pre-paid Software Expense
Attorneys	126,500	42,400	84,100	34%	
Auditors	51,330	47,865	3,465	93%	
Consultants	355,600	151,840	203,760	43%	
Staff & Board Travel	95,222	37,431	57,791	39%	
Insurance	74,188	55,730	18,459	75%	
Office Rent & Utilities	557,716	391,373	166,343	70%	
Office Machines & Storage	4,806	3,343	1,464	70%	
Software Licenses	263,086	179,362	83,724	68%	
Phones/Internet	140,595	95,302	45,293	68%	
Cell Phones	101,290	72,386	28,904	71%	
Sponsorships & Memberships	92,254	80,344	11,910	87%	
Books for Kids	315,750	181,156	134,594	57%	
Instructional Materials	51,070	18,964	32,106	37%	
Fees, Supplies & Other Misc Ops Costs	357,688	225,718	131,970	63%	
Computer Equipment	51,250	11,625	39,625	23%	
Furniture & Fixtures	5,000	4,041	959	81%	
Depreciation		362,703	(362,703)	0%	
Unallocated (Budget Only)	232,307	-	232,307		
Total ELC Operating Expense	\$ 20,573,969	\$ 15,371,088	\$ 5,202,880	75%	
Total Non-Slot Expense	21,015,514	15,747,572	5,267,941	75%	
Total Expense	\$ 174,685,387	\$ 130,766,654	\$ 43,918,733	75%	
Revenue over Expense	\$ -	\$ (92,421)	\$ 92,421		

ITEM/MEETING:	B256NOM1 / Board
MEETING DATE:	May 12, 2025
SUBJECT:	ELC Board Officer Nominee – Secretary Position
FOR ACTION:	YES
RECOMMENDED ACTION:	The Nominating Committee Recommend to the full board that the position of the vacated Secretary be filled by Ellie Schrot.
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	NA
ELC STAFF LEAD	J. Merritt

Background

The election of Officers process is outlined in the By-Laws, which states:

Section 4.1 of the ELC Bylaws state *“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.”*

Section 4.2 of the ELC Bylaws state *“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. 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 three (3) years and said term shall coincide with the Coalition’s fiscal year.”*

The terms of the current elected slate of Board Officers, began on July 1, 2024, and will end on June 30, 2027 in accordance with Bylaw terms.

Current Status

The Chart below lists the existing Officer Position for the FY 24/25, FY 25/26 and FY 26/27 terms. Monica King has reached her term limits as a Board member and therefore we need to fill the Secretary position. We have received one nominee, which is Ellie Schrot, who meets all criteria for the position.

Officer Position	Current Officers for Term (7/1/24-6/30/27)
First Vice Chair (Chair of Governance)	Dawn Liberta
Second Vice Chair	Michael Asseff
Treasurer (Chair of Finance)	Cindy Arenberg Seltzer
Secretary	Monica King (vacant)

Recommendation

The Nominating Committee Recommend to the full board that the position of the vacated Secretary be filled by Ellie Schrot.

Supporting Documentation

None

ELC Board 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.

ELC Broward Contract List 2024-2025

Funder or Vendor Name	Amount	Purpose	Type	Term	Status	Contract Number
Division of Early Learning	\$152,758,400	School Readiness, VPK	Revenue	7/1/24-6/30/25	Active	EL095
A.D. Henderson Foundation	\$289,103	Peer Support Specialists	Revenue	7/1/24-6/30/26	Active	224007
A.D Henderson	\$70,000	Food and Training Support	Revenue	10/23/24-9/30/25	Active	224031
United Way	\$136,500	SR Match Funds	Revenue	7/1/24-6/30/25	Active	1718-04-06-01
City of Pompano Beach	\$20,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Hollywood	\$15,000	SR Match Funds	Revenue	10/1/24-9/30/25	Active	Match Contract
City of Fort Lauderdale	\$100,000	SR Match Funds	Revenue	10/1/24-9/30/25	Pending	Match Contract
Broward County	\$2,342,795	SR Match & Special Needs	Revenue	10/1/24-9/30/25	Active	23-CP-CSA-3516-01
Children's Services Council	\$3,592,850	Financially Assisted Child Care	Revenue	10/1/24-9/30/25	Active	23-2580
Children's Services Council	\$4,258,171	Vulnerable Populations	Revenue	10/1/24-9/30/25	Active	23-2581
Children's Forum	\$200,000	Developmental Support -Help Me Grow	Revenue	12/2/24-6/30/25	Active	24-528-HMGFA-04
Children's Forum	\$958,974	INCENTIVE\$ Program	Sub Recipient Agreement	7/1/24-7/30/25	Active	ELCB1-FY25
First Call for Help/211 Broward	\$62,550	Community Referral Services	Vendor	1/1/25-6/30/25	Active	ELCB38
Allison Gonzalez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB33
Lianne Betancourt CLASS ASSESSOR	\$9,500	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB32
Maria Lopez CLASS Observer	\$30,250	CLASS Assessor	Vendor	10/1/24-9/30/26	Active	ELCB34
BlueJean Software, Inc.	\$15,000	Hosting and Support Services	Vendor	7/1/24-6/30/26	Active	ELCB23
Bryan, Miller, Olive, Attorneys	\$25,000	Labor and employment legal services	Vendor	7/1/24-6/30/25	Active	ELCB4-R1
Causetech DBA Achieve	\$10,448	Website Hosting	Vendor	7/1/24-6/30/26	Active	ELCB25
Comcast	\$4,583.64	Internet Services	Vendor	7/1/24-6/30/25	Active	-----
CPR954 LLC	\$15,000	CPR Training for Providers	Vendor	8/15/24-6/30/26	Active	ELCB30
Webauthor	\$184,992.00	CCR&R Software	Vendor	7/1/2024-6/30/2026	Active	ELCB24
WEBAUTHOR	\$250,000.50	Web Hosting Service	Vendor	5/01/2024-9/30/26	Active	ELCB7
FL Dept of Law Enforcement	\$1,556/yr	LiveScan Service (est. annual cost)	Vendor	10/29/18-Ongoing	Active	-----
Goren, Cherof, Doody, Ezrol, PA	\$100,000	Legal Services	Vendor	7/1/24-6/30/25	Active	POC 22-5024-00-FY25
Abila	\$10,845	MIP Service Contract	Vendor	6/20/24-6/19/25	Active	-----
Intermedia	\$61,542.96	Cloud Base Communication Services	Vendor	9/16/24-9/15/27	Active	ELCB31
Klausner, Kaufman, Jensen, Levinson	\$25,000	Retirement Plan legal services	Vendor	7/11/24-6/30/25	Active	ELCB3-R1
Citrin Cooperman	\$31,775	Tax Advisors	Vendor	10/16/24-10/15/29	Active	ELCB35

Citrin Cooperman	\$258,661	<i>Auditors</i>	Vendor	10/16/24-10/15/29	Active	ELCB36
Maro Polo Learning, Inc.	\$285,012	<i>Learning Technology</i>	Vendor	5/1/24-9/20/25	Active	ELCB88
Scholastic	\$275,000	<i>Supply and Distribution of Children's Books</i>	Vendor	7/1/24-6/30/26	Active	ELCB27
Sorenson Consulting, Inc.	\$29,000	<i>Professional Development Training</i>	Vendor	8/15/24-6/30/25	Active	ELCB19-R1
Age of Learning	\$269,500	<i>Online Development Training</i>	Vendor	5/15/24-11/15/25	Active	ELCB22
ADP	\$33,522	<i>Payroll Processing</i>	Vendor	Ongoing	Active	
One Beat	\$12,000	<i>CPR Training for Providers</i>	Vendor	8/1/24-7/31/26	Active	ELCB29
Business Leadership Institute for Early Learning	\$30,000	<i>Business courses for childcare center providers</i>	Vendor	01/01/25-06/30/25	Active	ELCB37
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active	
Crown Center	\$517,993	<i>Office Lease (est. annual cost)</i>	Lease	7/16/18-12/16/28	Active	4852-0671-1913.3
Sharp	\$35,000	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active	101-0018142
AT&T	\$95,000	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/24-6/30/25	Ongoing	-----
School Board of Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/21-6/1/43	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	
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	6/21/21-6/1/24	Pending	

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 February 2025

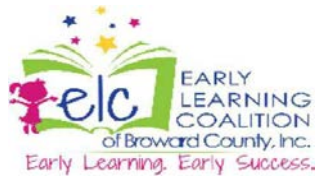
Vendor Name	Amount	Purpose
4Imprint USA	1,032.37	T-Shirt in Various Size
Adobe Systems Incorporated	8,096.00	Creative Cloud All MLP Entrp Lic Rnw Mun ED 1/11/25-01/10/26
ADP, Inc.	2,833.63	January 2025 Processing Charges from 01/18/25-02/01/25
ADP, Inc.	1,360.95	January 2025 Time & Attendance
ADP, Inc.	1,598.50	2024/Q4 Y/E Info- Tax Report W-2's
Alison Gonzalez	6,075.00	CLASS Observations for Jan 2025
Alison Gonzalez	2,300.00	CLASS Observations for Feb 2025
AT&T Mobility	7,293.38	February 2025 Cell phone and Data Charges
Bryant Miller Olive P.A.	2,425.00	January 2025 Legal Service Fees
Business Card	6,622.87	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Crad-AAtrix	13,705.20	1099s for staff and vendors
Business Leadership Institute	7,500.00	Feb 25 HR Professional Development Training Services
Children's Services Council	15,750.00	Read For the Record Sponsorship
Citrin Cooperman & Company LLP	5,250.00	Audit of Financial Statements as of January 2025
First Call for Help of Broward	10,425.00	Jan 25 Community Resource and Referral Services
Flapan LLC DBA Panera Bread	11,600.00	Feb 2025 Breakfast & Lunch for Staff & Participants BECEC
Florida Department of Education	18,064.20	E14561 Little Sunshine ARPA Round2 Return to DEL
Goren, Cherof, Doody, & Ezrol, PA	1,900.00	January 2025 Legal Services Fees
Intermedia.net	2,141.79	February 2025 Efax
Intermedia.net	1,144.00	February 25 Microsoft Defender
Intermedia.net	6,533.69	February 25 VOIP Phone Services
Kaplan Early Learning Co.	1,070.00	January 2025 Professional learning Services
Maria Lopez	5,075.00	CLASS Observations for JAN 2025
Scholastic Inc.	3,135.90	Children's Books
Scholastic Inc.	11,090.15	Children's Books
Sorensen Consulting, Inc.	11,000.00	Jan 25 Professional Development Trainings
Sun Life Assurance Company	30,671.83	March 2025 Employee Benefits
The Hartford	9,077.00	Final Audit 21WECAEOLBT FY 22/23)
The School Board of Broward County	1,050.46	February 2025 Gulfstream Lease (Utility & Custodial Fees)
United States Treasury - IRS	1,742.28	Levy Payment For K.C Kiddie Care II
United States Treasury - IRS	17,705.52	Levy Payment For School Of Excellence
United Way of Broward County, Inc	10,000.00	Elite Sponsorship For 05/2025 Behavioral Health Conf.

FYI 3 – 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 2025

Vendor Name	Amount	Purpose
ADP, Inc.	1,360.95	February 2025 Time & Attendance
ADP, Inc.	2,795.82	February 2025 Processing Charges
AT&T Mobility	7,348.74	March 2025 Cell phone and Data Charges
Bryant Miller Olive P.A.	1,075.00	February 2025 Legal Service Fees
Business Card	2,949.45	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business card Facilitron	1,644.84	Security and Parking for BECEC 02.22.25
Children's Services Council	25,000.00	Family Resource Guide 25/26
Citrin Cooperman & Company LLP	3,465.00	February 2025 Preparation of form 990
Citrin Cooperman & Company LLP	3,675.00	Audit of Financial Statements as of February 2025
Colonial Life & Accident Insurance	7,016.34	February 2025 Employee Benefits
First Call for Help of Broward	10,425.00	FEB 25 Community Resource and Referral Services
Florida Department of Education	10,520.28	E69220 Learning City Academy West ARPA Round 2 Return to DEL
Fort Lauderdale Crown Center	23,620.14	April 2025 Monthly Rent
Indeed	2,291.56	February 2025 Job Posting
Intermedia.net	2,151.61	March 2025 Efax
Intermedia.net	1,144.00	March 25 Microsoft Defender
Intermedia.net	6,533.69	March 25 VOIP Phone Service
Maria Lopez	6,925.00	CLASS Observations for FEB 2025
Scholastic Inc.	4,440.60	Children's Books
Sharp Electronics Corporation	2,895.20	March 2025 Services for Colo
Sorensen Consulting, Inc.	7,500.00	Feb 25 Professional Development Trainings
Sun Life Assurance Company	30,309.77	April 2025 Employee Benefits
The Hartford	5,638.00	Final Audit 21WECAEOLBT FY 23/24)
The School Board of Broward County	1,050.46	March 2025 Gulfstream Lease (Utility & Custodial Fees)
United States Treasury - IRS	1,525.72	Levy Payment for KC Kiddie Care II
United States Treasury - IRS	15,047.76	Levy Payment for School of Excellence



FY25 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,000
Cooper City	No Funding Available	-
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	-
Davie	No Funding Available	-
Deerfield Beach	Approved	15,000
Ft. Lauderdale	Approved	100,000
Hallandale Beach	Approved	14,954
Hollywood	Approved	15,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	Approved	1,714
Lauderdale Lakes	Approved	1,500
Lauderhill	Approved	10,000
Margate	Pending Response	1,000
Miramar	Approved	5,000
North Lauderdale	Approved	10,000
Oakland Park	Not Funded	-
Parkland	Approved	3,000
Pembroke Park (Town)	No Funding Available	-
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	20,000
Tamarac	No Funding Available	-
Sunrise	Approved	60,000
Southwest Ranches	No Funding Available	-
West Park	No Funding Available	-
Weston	Approved	4,240
Wilton Manors	Approved	4,240
		354,048
United Way	Committed as of July 1	136,500
Child Care Providers	Committed as of July 1	600,000
Broward County	Committed as of July 1	3,243,217
CSC	Committed as of July 1	1,684,955
	Total SR Match	6,018,720


Legend:

Bolded Items: Recently Added/Updated

Grayed Out: Past Events

Board Engagement Calendar FY 24-25

Childcare Small Business Site Visits

***Please email Melody Martinez at Mmartinez@elcbroward.org if you would like to RSVP for a site visit.**

Date	Childcare Center Name	Address	Time
Sep. 17, 2024	My First Learning Center	2116 Garfield St., Hollywood, FL 33020	9:30 AM – 11:00 AM
Oct. 8, 2024	Kinder Clues Academy (CANCELLED)	11880 W State Rd. 84 Suite D1 & D2, Davie, FL 33325	9:30 AM – 11:00 AM
Dec. 17, 2024	Hollywood Preschool (CANCELLED)	6523 Taft St, Hollywood, FL 33024	9:30 AM – 11:00 AM
Jan. 14, 2025	International Montessori Kids	602 Anderson Cir., Deerfield Beach, FL 33441	9:30 AM – 11:00 AM
Feb. 11, 2025	Kinder Clues Academy	11880 W State Rd. 84 Suite D1 & D2, Davie, FL 33325	9:30 AM – 11:00 AM
Mar. 11, 2025	Hollywood Preschool	6523 Taft St. Hollywood, FL 33024	9:30 AM – 11:00 AM
Apr. 30, 2025	Craft Learning Center	4000 N State Rd 7 #106, Lauderdale Lakes, FL 33319	9:30 AM - 11:00 AM

Monthly PLAN Meetings

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

Date	Location	Time
Aug. 21, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Sep. 18, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Oct. 16, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Nov. 20, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Dec. 18, 2024	ELC Broward, Training Room	10:00 AM – 12:00 PM
Jan. 15, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Feb. 19, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Mar. 19, 2025	ELC Broward, Training Room	10:00 AM – 12:00 PM
Apr. 16, 2025	ELC Broward, Training Room (CANCELLED)	10:00 AM – 12:00 PM
May 21, 2025	ELC Broward, Training Room	10:00 AM - 12:00 PM
Jun. 18, 2025	ELC Broward, Training Room	10:00 AM - 12:00 PM

Read For the Record/ Model Classroom Ribbon Cutting

***Please email Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP for our Read for the Record Event.**

Date	Location	Time
Oct. 17, 2024	ELC Broward, Model Classroom	10:30 AM – 12:00 PM

ELC Broward's Annual State of Childcare Event

***Please email Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP to this event.**

Date	Location	Time
May 20, 2025	ELC Broward, Training Room	9:00 AM – 11:00 AM

A Day in "K"indergarten

***Please email Lizbeth DelVecchio at Ldelvecchio@elcbroward.org if you would like to RSVP to our Day in K Event.**

Date	Location	Time
June 4, 2025	Museum of Discovery & Science (401 SW 2nd St, Fort Lauderdale, FL 33312)	5:30 PM – 7:30 PM

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. 17-20, 2024	<i>Division for Early Childhood's 39th Annual International Conference on Young Children with Disabilities and their Families</i>	<i>Hilton Riverside New Orleans, LA</i>	<u>Click to Register</u>
Oct. 16-19, 2024	<i>Council for Professional Recognition CDA – Early Educators Leadership Conference (Leading Career Pathways to Equity)</i>	<i>The Capital Hilton, Washington D.C.</i>	<u>Click to Register</u>
Oct. 16-20, 2024	<i>Florida Association for the Education of Young Children (FLAEYC)</i>	<i>Omni Orlando Resort Orlando, FL</i>	<u>Click to Register</u>
Nov. 6-9, 2024	<i>NAEYC Annual Conference</i>	<i>Anaheim, CA</i>	<u>Click to Register</u>
Jan. 27-30, 2025	<i>National Head Start Winter Leadership Institute</i>	<i>Washington DC</i>	<u>Click to Register</u>
Mar. 6-7, 2025	<i>Rocky Mountain Early Childhood Conference</i>	<i>Denver, CO</i>	<u>Click to Register</u>
Mar. 13-16, 2025	<i>American Montessori Society – The Montessori Event</i>	<i>Denver, CO & Online</i>	<u>Click to Register</u>
Mar. 20-22, 2025	<i>Southern Early Childhood Association Conference</i>	<i>Houston, TX</i>	<u>Click to Register</u>
Apr. 3-5, 2025	<i>Virginia Association for the Education of Young Children (vaeyc)</i>	<i>Richmond, VA</i>	<u>Click to Register</u>
Apr. 7-9, 2025	<i>InterAct CLASS Summit</i>	<i>New Orleans, LA</i>	<u>Click to Register</u>
Apr. 21-25, 2025	<i>National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI) Conference</i>	<i>Tampa, FL</i>	TBA
May 4-7, 2025	Childcare Aware 2025 Symposium	Arlington, VA	<u>Click to Register</u>
May 19-22, 2025	National Head Start Conference	Columbus, OH	<u>Click to Register</u>
May 29, 2025	2025 FL Prosperity & Economic Opportunity Solution Summit	Daytona Beach, FL	<u>Click to Register</u>
Jun. 25-29, 2025	FL Family Childcare Home Association Annual Conference	Clearwater Beach, FL	<u>Click to Register</u>
Jun. 24, 2025	2025 FL Learners to Earners Workforce Solution Summit	Tampa, FL	<u>Click to Register</u>
Aug. 30-31, 2025	International Conference on Play-Based Learning and Early Childhood Curriculum	Sydney, Australia	<u>Click to Register</u>

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.donate.elcbroward.org



Early Learning Coalition of Broward County - Board Member Roles and Responsibilities

VISION:

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

MISSION:

Lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

BOARD MEMBER ROLE:

- To serve as a volunteer voting member of the Board of Directors for the Early Learning Coalition of Broward County
- Develop and maintain focus on the ELC mission and vision.
- Establish and oversee the implementation of the ELC's strategic direction.
- Uphold Fiduciary responsibilities as a steward of public funding in accordance with laws, regulations, contracts, governing by-laws, Board-approved policies, and standard non-profit best practices.

TERM (for private sector member):

In accordance with the ELC bylaws, the term of membership shall be four (4) years. Once a Member's term of service is completed, a Member shall have the option of serving for an additional four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term.

TIME EXPECTATIONS:

- Attend a 60-minute orientation session to learn about organizations, programs, etc.
- Attend all scheduled Board meetings.
 - In person at, ELC Broward, 1475 W. Cypress Creek Rd., Suite 301, or join virtually.
- Join at least 1 board committee. Attend committee meetings.
- Attend, support, and participate in ELC events and program activities.

RESPONSIBILITIES:

- Organization Success
 - Attend and participate in board and committee meetings.
 - Understand and support the vision and mission of ELC of Broward
 - Promote the work of the Coalition.
 - Participate in hiring and evaluating the CEO.
 - Participate in developing strategic goals.
 - Monitor the agency's progress and evaluate outcomes.
 - Be engaged. Ask questions.
 - Exercise fiduciary oversight
- Community
 - Inform others about ELC.
 - Advocate for early learning.
- Individual Responsibility
 - Bring personal/professional expertise to support the mission.
 - Read meeting materials (board and committee packets) prior to the meeting.
 - Appreciate and respect differing viewpoints.
 - Abide by conflict-of-interest policy, Sunshine law, and bylaws.
 - Avoid conflict of interest, real or perceived.
 - Financially support and/or help secure financial contributions to the ELC of Broward

MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County

IS SEEKING DYNAMIC INDIVIDUALS TO JOIN THE BOARD OF DIRECTORS



QUALITIES OF AN IDEAL CANDIDATE

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Understand and support the vision and mission of ELC of Broward
- Inform and advocate for ELC and early learning community

**Additional qualifications can
be found on our website**

Apply Today!

**[www.elcbroward.org/
boardofdirectors](http://www.elcbroward.org/boardofdirectors)**



**"Early Learning,
Early Success."**

ELC of Broward County

Committee Members 2024-2025

COMMITTEE	Member Name	Seat	By Laws
EXECUTIVE 4 needed for a Quorum	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)		
Officer	1 Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer	2 Dawn Liberta	First Vice Chair/Governance	effective July 2024 (3 year term)
Officer	3 Michael Asseff	Second Vice Chair	effective July 2024 (3 year term)
Officer	4 Monica King	Secretary/PRC Chair	effective July 2024 (3 year term)
Officer	5 Cindy Arenberg Seltzer	Treasurer/Finance Chair	effective July 2024 (3 year term)
	6 Amoy Reid	Nominating Com. Chair	effective July 2024 (3 year term)
	7 Renee Podolsky	Audit Com. Chair	effective July 2024 (3 year term)
FINANCE 4 needed for a Quorum	Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits		
	1 Cindy Arenberg Seltzer	Chair	effective 07/01/24
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Laurie Sallarulo	Member (Board Chair)	
	6 Zachary Talbot	Member	effective June 2020
PROGRAM REVIEW 5 needed for a Quorum	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		
	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 Renee Podolsky	Member	effective 05/10/23
	7 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	8 Ellie Schrot	Member	effective 06/14/23
	9 Amy Hauser	Member	effective 02/10/25
AUDIT 4 needed for a Quorum	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		
	1 Renee Podolsky	Chair	effective July 2024 (3 year term)
	2 Ellie Schrot	Member	effective September 2024
	3 Richard Campillo	Member	effective 10/16/23
	4 Monica King	Member	effective 04/07/17
	5 Michael Asseff	Member (Officer)	effective 02/12/24
	6 Traci Schweitzer	Member	effective 02/12/24
GOVERNANCE 4 needed for a Quorum	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		
	1 Dawn Liberta	Chair	effective July 2024 (3 year term)
	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 4 needed for a Quorum	Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition . No Term Limits		
	1 Amoy Reid	Chair	effective July 2024 (3 year term)
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Michael Asseff	Member (Officer)	effective 7/1/24
	4 Laurie Salarullo	Member (Board Chair)	
	5 Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING 4 needed for a Quorum Re-established 8/2022 Report to Executive Comm	1 Michael Asseff	Co-Chair (Officer)	Co-Chair effective 06/14/23
	2 Traci Schweitzer	Co-Chair	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 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22
	8 Beverly Batson (Honorary)	Non-Voting Member/ No Quorum	effective 12/16/24

ELC of Broward County

Committee Members 2024-2025

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 July 2024 (3 year term)
	Officer 3 Michael Asseff	Second Vice Chair	effective July 2024 (3 year term)
	Officer 4 Ellie Schrot	Secretary/PRC Chair	effective July 2024 (3 year term) (Replaced Monica King 5.12.25)
	Officer 5 Cindy Arenberg Seltzer	Treasurer/Finance Chair	effective July 2024 (3 year term)
	6 Amoy Reid	Nominating Com. Chair	effective July 2024 (3 year term)
	7 Renee Podolsky	Audit Com. Chair	effective July 2024 (3 year term)
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	effective 07/01/24
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Dr. Amoy Reid	Member	effective 05/12/25
	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 Maria Hernandez	Chair	effective 05/12/25 (Replaced Monica King)
	2 Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3 Krystie Castillo	Member	effective 02/12/24
	4 Dawn Liberta	Member (Officer)	effective 02/12/24
	5 Renee Podolsky	Member	effective 05/10/23
	6 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	7 Ellie Schrot	Member	effective 06/14/23
AUDIT <i>4 needed for a Quorum with Vacant Position Filled</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 July 2024 (3 year term)
	2 Ellie Schrot	Member	effective September 2024
	3 Sharonda Bailey	Member	effective 05/12/25
	4 Michael Asseff	Member (Officer)	effective 02/12/24
	5 Traci Schweitzer	Member	effective 02/12/24
	6 VACANT	Member	
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 July 2024 (3 year term)
	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 Amoy Reid	Chair	effective July 2024 (3 year term)
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Michael Asseff	Member (Officer)	effective 7/1/24
	4 Traci Schweitzer	Member	effective 05/12/25
	5 Laurie Salarullo	Member (Board Chair)	
	6 Julie Winburn	Member	effective 05/2022
	7 Krystie Castillo	Member	effective 05/12/25
AD HOC FUNDRAISING <i>4 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm			
	1 Michael Asseff	Co-Chair (Officer)	Co-Chair effective 06/14/23
	2 Traci Schweitzer	Co-Chair	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 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22
	8 Beverly Batson (Honorary)	Non-Voting Member/ No Quorum	effective 12/16/24



Early Learning Coalition of Broward County
Board Attendance Chart FY 24-25

QUORUM # NEEDED: 11

	Board Members	Seat	Date commenced on Board	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair	4.2014	X	X	X	X	X			0
2	Dawn Liberta	First Vice Chair	10.16.23	V	V	X	X	X			0
3	Michael Asseff	Second Vice Chair	5.7.2013	V	V	V	V	V			0
4	Cindy Arenberg Seltzer	Treasurer	1999	X	X	X	V	X			0
5	Sharonda Bailey	Member	10.1.21	X	X	X	X	X			0
6	Krystie Castillo	Member	10.16.23	V	ABS	V	V	V			1
7	Kirk J. Englehardt	Member	4.2021	V	ABS	X	V	X			1
8	Amy Hauser	Member	12.16.24				X	X			0
9	Maria Hernandez	Member	11.14.22	X	V	V	V	V			0
10	Carol Hylton	Member	9.2020	X	V	X	V	V			0
11	Renee Podolsky	Member	6.2014	X	ABS	X	V	X			1
12	Dr. Amoy Reid	Member	9.2019	X	V	V	V	V			0
13	Ellie Schrot	Member	6.2014	X	X	V	X	V			0
14	Traci Schweitzer	Member	10.16.23	X	X	X	X	X			0
15	Zachary Talbot	Member	2.2020	X	V	X	V	V			0
16	Julie Winburn	Member	4.1.22	ABS	X	X	X	V			1
	VACANT - Gub. Private Sector										
	VACANT - Private Sector										
	Honorary Board Members	Start Date	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Beverly Batson	06/17/24		X	ABS	X	V				
	Members who left During FY 24-25 Term	1st Term Started	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1	Melody McDonald	06.13.22	09.09.24								0
2	Daniel Foganholi	12.15.23	11.19.24	ABS	ABS						2
3	Twan Russell	2.2016	03.11.25	ABS	V	V	ABS	V			2
4	Monica King	4.2017	04.30.25	X	X	X	X	X			0
5	Richard Campillo	4.2017	04.30.25	X	X	X	ABS	V			1
6	Brenda Fam	11.19.24	05.01.25			ABS	X	ABS			2
	V= Virtual Meeting										
	X= Present at meeting										
	ABS= Absent from Meeting										
	P= phone attendance										
	FM= First Meeting										
	LM= Last Meeting										
	Shaded areas - no meeting scheduled										

O:\Board\Board- Committee & Board Meetings\Board\FY 2024-2025

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
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
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

1. Sep 16, 24 at 3p (rescheduled)
2. Oct 14, 24
3. Dec 16, 24
4. Feb 10, 25
5. Mar 10, 25
6. May 12, 25
7. Jun 16, 25

Finance/ Exec

Tues. at 1:30 pm

1. Aug 27, 24
2. Oct 1, 24
3. Dec 10, 24
4. Jan 28, 25
5. Mar 4, 25
6. Apr 29, 25
7. Jun 3, 25

Governance

1. Aug 26, 24 at 1:00 pm
2. Oct 7, 24 at 1:00 pm
3. Dec 3, 24 at 11:30 am
4. Feb 3, 25 at 1:00 pm
5. Mar 3, 25 at 11:30 am
6. May 1, 25 at 11:30 am
7. Jun 9, 25 at 1:00 pm

Nominating

Wed. at 1:00 pm

1. Aug 28, 24 at 1 pm
2. Dec 5, 24 at 12 pm
3. Jan 29, 25 at 1 pm
4. Apr 30, 25
5. Jun 4, 25 at 1 pm

Audit

1. July 29, 24 at 11 am RFP Appl.
2. Aug 27, 24 at 3:30 pm
3. Oct 10, 24 at 3:30 pm
4. Mar 4, 25 at 3:30 pm

Program Review

1. Aug 28, 24 at 11 am
2. Dec 5, 24 at 10 am
3. Mar 3, 25 at 9 am
4. May 20, 25 at 1 pm

Ad-Hoc Fundraising

1. Sep 3, 24 at 12:30 pm
2. Feb 5, 25 at 10:30 am

ELC offices closed for holidays on:

July 4 Independence; Sep 2 Labor; Nov 11 Veterans; Nov 27-28 Thanksgiving; Nov 29 Day after Thanksgiving; Dec 23-25 Christmas; Dec 31 New Years Eve; Jan 1 New Year's Day; Jan 20 MLK; Feb 17 President; May 26 Memorial;

Federal Holidays:

Oct 14 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;

ELC of Broward County

FY 2025-2026 Board/Committee Meetings Calendar

July 2025							August 2025							September 2025							October 2025							November 2025							December 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	5						1	2		1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							31																					30													
January 2026							February 2026							March 2026							April 2026							May 2026							June 2026						
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	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
																												31													

Board
Mon. at 9:30 am

1. Sep 15, 25
2. Oct 13, 25
3. Nov 17, 25
4. Dec 15, 25
5. Feb 9, 26
6. Mar 9, 26
7. May 11, 26
8. Jun 15, 26

Finance/ Exec
Tues. at 1:30 pm

1. Sep 9, 25
2. Oct 7, 25
3. Nov 4, 25
4. Dec 9, 25
5. Feb 3, 26
6. Mar 3, 26
7. May 5, 26
8. Jun 9, 26

Governance
(No Set Date/Time)

Nominating
(No Set Date/Time)

Audit
(No Set Date/Time)

Program Review
(No Set Date/Time)

Ad-Hoc Fundraising
(No Set Date/Time)

ELC offices closed for holidays on:

July 4 Independence; Sep 1 Labor; Nov 11 Veterans; Nov 27 Thanksgiving; Nov 28 Day after Thanksgiving; Dec 25 Christmas; Dec 31 New Years Eve; Jan 1 New Year's Day; Jan 19 MLK; Feb 16 President; May 25 Memorial;

Federal Holidays:

Oct 13 Columbus; Jun 19 Juneteenth;

Holidays:

Sep 22-24 Rosh Hashanah; Oct 1-2 Yom Kippur; Oct 6-13 Sukkot; Dec 14-22 Hannukah; Feb 18 Ash Wed; April 1-9 Passover; May 21-23 Shavuot; Mar 16-20 Spring Break; Apr 3 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><u>BG1 – At Risk Populations:</u> 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><u>BG3 – Temporary Assistance for Needy Families (TANF), also referred to as Temporary Cash Assistance (TCA)</u> Families who are receiving TCA, and subject to the federal work requirements.</p> <p><u>BG3R – Relative Caregiver</u> 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><u>BG5 – Transitional Child Care (TCC)</u> Family that is transitioning from the receipt of TCA (from a workforce program) into employment, as defined by law.</p> <p><u>BG8 – Income Eligible</u> Family that is economically disadvantaged. Parent must meet income and work requirements, which include employment, educational activities or disability.</p> <p><u>CSC – Children's Services Council Vulnerable Populations Program</u> 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	<p>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).</p> <p>There are four environment rating scales, each designed for a different segment of the early childhood field:</p> <p>(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</p>
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		<p>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.</p> <p>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.</p>
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 measureable 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	PFP	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.