

Early Learning Coalition of Broward County, Inc.
Board Meeting Agenda
April 10, 2023, at 9:30 AM
Hybrid Meeting

Meeting ID: 836 5391 5084 Passcode: 414545

<https://us06web.zoom.us/j/83653915084?pwd=cm5sUEFpQmNmUdQWVphR25FZUNwZz09>

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.

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| 1. | Call to Order | Laurie Sallarulo, Chair |
| 2. | Roll Call | Melody Martinez, Board Liaison |
| 3. | Chair Report | Laurie Sallarulo, Chair |
| 4. | CEO Report | 4 Renee Jaffe, CEO |
| 5. | Presentation of the FY 22 Audit Report | Renee Podolsky Audit Chair Christine Klima, CAO Martha Parker, CPA & Partner, Keefe McCullough CPA's |
| 6. | ELC Impact Moment – Giving Back to the Community - Food Distribution | Ancel Pratt III, Sr Dir of Communications & Outreach Celcia Hall, Outreach Specialist |
| 7. | Consent Agenda 1. Approve February 13, 2023, Meeting minutes 2. B235CA1 – Approve Procurement of On-Line Recruitment Vendor 3. B235CA2 – Approve Procurement of 211 Sole Source Vendor 4. B235CA3 – Approve Procurement of Children’s Forum Sole Source Vendor 5. B235CA4 – Approve Sliding Fee Schedule – July 2023 6. B235CA6 – Accept Audit Report for Fiscal Year 2022 and Form 990 7. B235CA7 – Accept 403b Retirement Plan for 2021 and Form 5500 8. B235CA8 – Approve FY 2023-2024 Board Calendar | 7 12 13 26 33 36 37 43 Laurie Sallarulo, Chair |
| 8. | Finance Committee 1. B235FIN1 – Approve Interim February 2023 Financial Statements | 45 Cindy Arenberg Seltzer, Committee Chair Christine Klima, CAO |
| 9. | Regular Business | Renee Jaffe, CEO |

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| 10. | Governance Committee 1. B235GOV1 – Approve DRAFT Role of Honorary Board Members | 54 | Dawn Liberta, Committee Chair |
| 11. | Nominating Committee Update from Committee Chair | | Michael Asseff, Committee Chair |
| 12. | Ad Hoc Fundraising Update from Committee Chair | | Kristina West, Committee Chair |
| 13. | Program Review Committee Update from Committee Chair | | Monica King, Committee Chair |
| 14. | Audit Committee Update from Committee Chair | | Renee Podolsky, Committee Chair |
| 15. | Provider Representative Update Update from Provider Representatives | | Beverley Batson, Representative private <i>Faith-based Childcare Provider</i> Melody McDonald, Representative private <i>Future Kids Academy</i> |
| 16. | Shade Session pursuant to §286.011(8), Florida Statutes Immediately Following the Board Meeting regarding the following litigation <i>Brittany McCray v. Early Learning Coalition of Broward County, Inc.</i> Southern District of Florida, Case No. 0:23-cv-60272-RKA <ul style="list-style-type: none"> • Public portion of the shade session is called to order • Roll call • Public portion of the shade session recesses into a closed door session • Upon conclusion of the closed door session, public portion of the shade session resumes Any required motions to be considered • Public portion of the shade session adjourns | | Members of the Board of Directors shall meet in a closed-door Attorney/Client Session, with the Coalition CEO, attorneys representing the Coalition, for the purpose of discussing settlement negotiations and strategy related to litigation expenditures The persons attending include: <ul style="list-style-type: none"> • Members of the Board of Directors • Renee Jaffe, Chief Executive Officer • Julie F. Klahr, Coalition Attorney • Yvette R. Lavelle, Esq. and Jorge Castillo Cuevas, Esq. of Boyd Richards Parker & Colonnelli, P.L. • Court Reporter |
| 17. | FYI Items <ul style="list-style-type: none"> ○ FYI 1 FY 23 ELC Contracts ○ FYI 2 Board Engagement Opportunities ○ FYI 3 January Cash Disbursements ○ FYI 4 February Cash Disbursements ○ FYI 5 Match Report ○ FYI 6 FY 22-23 Committee Membership ○ FYI 7 FY 22-23 Board Meeting Attendance ○ FYI 8 FY 22-23 Board Calendar ○ FYI 9 Glossary of Terms | 75 76 78 79 80 81 82 83 84 | |

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| 18. | Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from Committees Matters from our Provider Representatives Matters from our Partners Public Comment | | |
| 19. | Next ELC Board Retreat: May 15, 2023, at 9:00 AM Next ELC Board Meeting: June 14, 2023, at 9:30 AM | | |
| 20. | Adjourn | | |

Please Note: 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 – April 10, 2023

School Readiness Enrollment Update

Staff continues to enroll families at a steady pace. Our weekly average of enrollments since the last board meeting is approximately 110 children. Our monthly census of children utilizing School Readiness funding has reached 15,000, which is an all-time high for Broward County. DEL Leadership expressed confidence in a meeting with Broward last week that they will be able to allocate additional funds this fiscal year to cover costs incurred under the previous Chancellor's open enrollment directive. However, the new Chancellor, Cari Miller, also indicated that she would like us to start slowing new enrollments down and prepare to start managing monthly enrollments levels through attrition, as we have in previous years, pending finalization of the FY24 Budget Act in May/June. Staff will continue to monitor enrollments and spending and will continue the dialogue with DEL in the coming months.

ARPA Grants and Workforce Initiative

To date, Broward ELC has approved a total of \$778,900 that have gone directly to childcare educators for recruitment and training bonuses. An additional \$360,642 have been approved for Continuous Quality Improvement grants for facilities that have earned a 5 or higher on their CLASS score. We are offering trainings weekdays, weeknights, and weekends to have our workforce maximize both learning opportunities and additional funds. This program, along with almost all ARPA initiatives, will end June 30th. The total amount awarded for the initiative is \$6.4 million

New APRA Spending Plan Approved

The ELC was recently notified that DEL received state budget authority to spend \$55 million (of the \$952 million) from the ARPA Discretionary pot to fund five initiatives that include:

- Build CLASS capacity through assessment quality assurance; targeted training; and ensuring assessor capacity
- Invest in Florida's early learning workforce (by building a talent pipeline)
- Expand access to curriculum and develop a Florida comprehensive curriculum
- Strengthen Data Systems
- Early Learning Research to inform strategies and strengthen the overall early learning system
- DEL Administrative Supports

DEL is expected to provide ELC's with additional information, guidance, and a timeline in the very near future.

ASQ & VPK

Five schools have been recruited for this pilot. We have not experienced a high interest from our VPK families in completing the ASQ. Since participation was low, we shifted to having one of our Inclusion staff visit each site and encourage the screenings. Unfortunately, the families still have not shown much follow thru. We would like to try again at the start of the school year in August.

12th Annual Community Care Plan Non-Profit Awards (hosted by 211)

As previously announced the ELC was a finalist for Organization of the Year (along with two other finalists in this category). The award ceremony was on March 3rd. While we were a top three finalist, unfortunately, we did not win, however it was an honor to be a finalist for this category. Renee Jaffe will be attending a luncheon on May 19th for finalists and winners where we will also receive a \$500 grant award check for being a finalist.

Provider Appreciation Day

We are excited to announce this year, the Museum of Discovery and Science (MODS) has graciously offered to host our Provider Appreciation reception! The event will likely take place the evening of May 17th. As soon as we have details finalized, we will send Providers and the Board an invitation to attend.

Board Retreat – May 15, 2023

As you all should be aware, we have confirmed our Board Retreat for May 15, 2023, from 9:00am to 2:00pm at the ELC Offices. Carol Wick will be facilitating the Retreat. She has administered the Board and Staff Annual Survey and will present the findings at the Retreat. The agenda is being formalized but we hope that you will find the Retreat both

informative and fun. Once the Agenda has been confirmed, you will be provided a copy. We are pleased to announce that Maria Hernandez and United Way have graciously donated funding to cover the cost for both breakfast and lunch for the Board Retreat. We want to say a huge thank you to Maria and the United Way and Kristina West who made the ask as the Chair of the AH Fundraising Committee.

Top Workplace 2023

ELC Broward has been awarded the Top Workplace Award again this year. 90.7% of staff responded to this external survey, which is an amazing response rate. The survey results are analyzed by an independent committee who selects organizations within certain regional areas as well as within business types, to select Top Workplaces. The awards ceremony will take place on Wednesday May 3, 2023 (at 5:30 pm), at the Fort Lauderdale Coral Springs Marriott Hotel where we can purchase a table/ticket to attend.

Last year Zachary Talbot was kind enough to donate \$2,000 for the table and Kristina West of PNC Bank donated the \$1,608.00 for the quarter page advertisement and plaque, for a total of \$3,608.00. This year the costs are similar for the same package deal it will cost us \$3,650.00, so once again we need a sponsor(s) for staff and Board members to attend the event. The deadline for confirmation was originally April 5th, 2023, however we've been granted a short extension to gather at least \$2,000 for the table of 10 (\$200 per seat). At this time, we have secured \$900, thanks to Kristina West's emails and Michael Asseff's outreach. Thanks to Laurie and Richard who purchased \$200 seats and our Auditor Bill Benson who graciously donated \$500. Please reach out to Judith Merritt or Renee Jaffe for additional information.

Legislative Update

The 2023 Legislative Session is its 5th week. As of April 4th, Senate Bill (SB) 990, filed by Senator Grall and its companion, House Bill (HB) 1021 filed by Representative McFarland are the only significant early learning bills making their way through the House and Senate. Both bills are comprehensive with over 25 sections. Highlights of the bill are included below but of note is a provision that allows for corporations to obtain tax credits for establishing or operating their own childcare program or making contributions to a childcare facility on behalf of their employees. Other provisions include:

- Modifies requirements for Voluntary Prekindergarten (VPK) classroom instructors, program and child assessments, and implementation of the accountability measures for VPK programs
- Prohibits the use of electronic devices in VPK classrooms outside of coordinated screenings and progress monitoring
- Updates VPK program assessment language to include that *"program assessment must be conducted in accordance with the requirements of the assessment provider."*
- Remove the requirement that additional board appointments be only private sector business members and allows
- ELC to appoint at-large members, both public and private, provided they do not make up more than one-third of the board's composition
- ELC's may use their own quality dollars to reimburse providers for the copayment portion of the TEACH program
- Establishes a program to deliver intensive reading interventions to VPK students with substantial deficiencies in early literacy
- Provides an exemption from licensing for childcare facilities owned by certain corporations
- Modifies the existing exemptions from special assessments levied by municipalities to include preschools.
- Provides tax credits for:
 - Contributions to childcare facilities by corporations.
 - Startup costs and operational costs for childcare facilities established by corporations.
 - Contributions to childcare facilities on behalf of employees by corporations.

ELC Broward along with Association for Early Learning Coalitions (AELC) members continue to meet with Senator Grall and other legislators to provide feedback and suggested tweaks to provisions in these bills. We will continue to monitor the status of these bills and report back to the Board. In the meantime, anyone looking to read the full text of the bill can be done here: <https://www.flsenate.gov/Session/Bill/2023/990>.

The Legislative budget process has begun with the Governor, Senate and the House Appropriations Committee releasing their proposed budgets. However, it is important to note that it is still early in the budget approval process and there will likely be changes before the final budget is passed however here are some highlights:

The Governor's budget maintains the 22/23 funding levels.

The **Senate Appropriations Committee** has approved their initial proposal for the 2023-24 GAA.

Proposed Budget Highlights:

- Continuation of \$71M hold harmless funding for communities negatively impacted by the School Readiness funding formula, with same allocations as 22-23. The potential impact for Broward will be discussed during the Finance Committee report.
- Continuation of \$72M (expansion of SR services/reduce waitlists, Broward benefited from this), with a directive to DEL to develop methodology for per student funding in School Readiness
- Eliminates \$100M to continue the VPK \$15/hour wage incentive.

The **House Appropriations Committee** has also approved their initial proposal for the 2023-24 GAA. Proposed Budget Highlights:

- Eliminates hold harmless funding for School Readiness.
- Eliminates \$72M in funding for expansion of SR services.
- Increases recurring SR funding \$100m statewide. Increases Broward's SR base allocation from \$70M to \$76M
- Eliminates \$100M for the VPK/\$15 hour wage incentive.
- Propose \$20M investment for VPK BSA increase.

In light of our current high level of enrollments, the ELC Broward will need more than what is being proposed as base funding for FY 23/24 (in the Senate, House, and Governor's proposed budgets). As a result, we are actively advocating for sufficient funds to cover all existing enrollments.



Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
February 13, 2023, at 9:30 AM
Hybrid Meeting

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| Members in Attendance | Chair Laurie Sallarulo; Dawn Liberta; Cindy Arenberg-Seltzer; Michael Asseff; Beverly Batson (Virtual); Sharonda Bailey; Richard Campillo; Kirk Englehardt; Maria Hernandez; Carol Hylton; Melody McDonald (Virtual); Dr. Amoy Reid; Ellie Schrot (Virtual); Kristina West (Virtual); Julie Winburn (Virtual); Zachary Talbot (Virtual, Via Telephone) |
| Members Absent | Twan Russell; Monica King; Renee Podolsky |
| Staff in Attendance | Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Ayme Hamoui, Director of Education Program Assessment; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Celcia Hall, Outreach Specialist; Beverly Hung, Human Resources Director; Sandra Paul, Senior Director of Provider Reimbursements; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Kasey Lafrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager; |
| Others in Attendance | Julie Klahr, General Counsel |

| Item | Action/Discussion |
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| Welcome & Call to Order | Chair Laurie Sallarulo called the meeting to order at 9:35 AM. The roll was called, and a quorum was established. |
| Chair Report | Chair Laurie Sallarulo welcomed everyone and thanked the Board Members for their large presence at the State of Childcare Event. |
| CEO Report | CEO welcomed Board members and shared that Chancellor Matt Mears is leaving the Division of Early Learning and today is his last day. Carrie Miller will be the new Chancellor. Prior to this position, she was the Vice Chancellor for Literacy Achievement for the Department of Education. The Executive Team had a standing meeting with the former Chancellor for tomorrow, and the New Chancellor will be honoring that meeting. This is a great opportunity to introduce ourselves and update her on what is going on in Broward County, in addition to providing a report on where we are with enrollment. |
| Mission Moment – ELC State of Childcare Event Video | CEO presented a video presenting a photo montage of the State of Childcare Luncheon that took place on 2.23.2023. Board members enjoyed the video. Chair Laurie Sallarulo shared that it was nice to hear the panelists talk about the good things going on in Broward. Chair gave a thank you to all the Board members that attended, we had a great turnout. |
| Consent Agenda 1. Approve December 12, 2022, Meeting minutes 2. B234CA1 – Approve Children’s Forum Budget Amendment | A Motion was made by Cindy Arenberg-Seltzer to approve the consent agenda. Seconded by Dawn Liberta. The Motion was unanimously approved. Motion Passes. |

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| <p>Finance Committee</p> <p>1. B234FIN1 – Approve December 2022 Interim Financial Statements</p> <p>2. B234FIN2 – Approve Proposed FY23 Budget Amendment #4</p> | <p><u>Approve December 2022 Interim Financials</u></p> <p>A Motion was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve December 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p> <p><u>Approve FY 23 Budget Amendment #4</u></p> <p>The CAO reviewed the highlights of the FY23 Budget Amendment #4</p> <p>A Motion was brought forth by The Finance Committee Chair Cindy Arenberg-Seltzer to Approve Proposed FY23 Budget Amendment #4. The Motion was unanimously approved. Motion Passes.</p> |
| <p>Regular Committee</p> <p>1. B234RB1 - Approve Related Party Purchase for Junior Achievement Event Sponsorship</p> <p>2. B234RB2 – Approve CEO Mid-Year Evaluation Bonus</p> <p>3. B234RB3 – Authorize the Audit Committee to Finalize the following reports and forms for Submission to Federal Agencies by March 31, 2023</p> <ul style="list-style-type: none"> • Fiscal Year 2022 Financial Audit Report • 2021 IRS Form 990 • Plan Year 2021 403B | <p><u>Approve FY23 Related Party Purchase for Junior Achievement Event Sponsorship</u></p> <p>The CAO presented the Related Party Transaction for Junior Achievement Event Sponsorship and since Chair Laurie Sallarulo is the CEO of Junior Achievement Dawn Liberta asked for a motion.</p> <p>A Motion was made by Cindy Arenberg-Seltzer to Approve FY22 Related Party Purchase for Junior Achievement Books, Bucks & Backpacks event. Seconded by Carol Hylton. Unanimously approved. Motion Passes.</p> <p>Abstentions Chair Laurie Sallarulo abstained from the vote because she is the CEO of Junior Achievement of South Florida. The required conflict of interest documentation was completed.</p> <p>The COO discussed the CEO’s Mid-Year Evaluation result. The overall score for the CEO performance rating was a 4 which exceeds expectations.</p> <p>A Motion was made by Cindy Arenberg Seltzer to Approve CEO Mid-Year Compensation Bonus of \$2000. Seconded by Dawn Liberta. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Richard Campillo to Authorize the Audit Committee to finalize the Following Reports & Forums for Submission to Federal Agencies by March 31, 2023:</p> <ol style="list-style-type: none"> 1. Fiscal Year 2022 Financial Audit Report 2. 2021 IRS Form 990 3. Plan Year 2021 403B Retirement Plan Audit Report 4. Plan Year 2021 DOL Form 5500 403B Annual Report <p>Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p> |

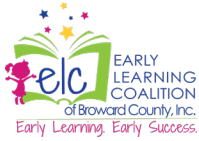
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| <p>Retirement Plan Audit Report</p> <ul style="list-style-type: none"> • Plan Year 2021 DOL Form 5500 403B Annual Report | |
| <p>Governance Committee</p> <p>1. B234GOV1 – Approve and Agree on Governance Recommendations for Board Strategic Plan Goals, Objectives, and Outcomes</p> | <p>Governance Committee Chair Dawn Liberta discussed the Post Committee/Board Meeting Rating Tool.</p> <p>There was a discussion regarding Board Engagement and how the Board is involved in other ways than those on the matrix. Carol Hylton said let’s use this year to see where it goes and re-assess in the new fiscal year. It was agreed that ELC staff would collect engagement data on an ongoing basis and share the data twice a year with the Board.</p> <p>Chair Laurie Sallarulo brought to the attention of the board members that outcome number 3 on the Strategic Plan Board Goal says board members will complete an individual Board Engagement Matrix. Members agreed that outcome number 3 should be reworded and approved based on the change.</p> <p>Outcome 3, should be reworded to say the organization ELC, will track the activity of Board members and report on that engagement.</p> <p>A Motion was brought forth by the Governance Committee Chair Dawn Liberta to Approve the following:</p> <ol style="list-style-type: none"> 1. Approve the updated Post Board/Committee Meeting Rating survey process, timeline for collecting and utilizing the Matrix tool and data. 2. Approve the updated Post Board/Committee Meeting Rating survey questions with sections for comments. 3. Approve changes (marked in RED) to the Outcomes in the 5-Year Strategic Plan with the Outcome 3 amendment of ELC will track the activity of Board members and report on that engagement. <p>The Motion was unanimously approved. Motion Passes.</p> |
| <p>Nominating Committee</p> <p>1. B234NOM1 – Approve Governance, Nominating and Fundraising Committee to pursue Honorary Board Members positions and roles.</p> | <p>Committee Chair Michael Asseff discussed that we can have up to 30 board members and the Nominating Committee would love to include honorary board members.</p> <p>Board Members discussed what roles the honorary board members would play, and what the job description would be, and who the target is.</p> <p>A Motion was made by Richard Campillo (brought forth by the Nominating Committee Chair Michael Asseff) to Approve the Governance Committee along with the Nominating Committee and Ad Hoc Fundraising to work together to establish the role, responsibility, and board requirements of Honorary Board Members, with the guidance of Legal Counsel. Seconded by Kirk Englehardt. The Motion was unanimously approved. Motion Passes.</p> |

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| Ad Hoc Fundraising <i>Update from Committee Chair</i> | Committee Chair Kristina West shared that the Ad Hoc Fundraising committee has met two times to set goals to get seed money to start programming to work at ELC. We did secure \$5,000 from PNC bank to get that started. |
| Program Review Committee | None |
| Audit Committee | None |
| Provider Representatives Update | None |
| Unfinished Business | None |
| New Business | <p>Julie Klahr, General Counsel shared with the board that there are some matters that need to be discussed not in a public meeting. Under the sunshine law, there is the shade section that allows us to have those conversations in a private meeting. There is a need to have a shade session, but under the sunshine law, I need to ask for that. Julie Klahr indicated that more information would be provided, but that was all she had at this time.</p> <p>Various Board members had questions, outlined below.</p> <p>Chair Laurie Sallarulo suggested getting complaints that are made against us to be brought to our attention, very brief, but so that we know.</p> <p>Cindy Arenberg-Seltzer asked for purposes of the notice, several of us work in a space that is subject to sunshine. Can we get a physical copy, email? Work email? Julie Klahr said she will look at each board member on a case-by-case basis.</p> <p>Richard Campillo asked if can staff hear this? Julie Klahr replied that it cannot be shared with staff either.</p> <p>Laurie Sallarulo asked if it has to be in person or if it can be virtual. Julie Klahr said it's best to have it in person because we can control who is listening but can be hybrid if necessary.</p> <p>A Motion was made by Cindy Arenberg-Seltzer to authorize a shade section. Seconded by Dawn Liberta. The Motion was unanimously approved. Motion Passes.</p> |
| Matters from the Chair | None |
| Matters from the Board | None |
| Matters from the CEO | None |
| Matters from Committees | None |
| Matters from our Partners | None |
| Public Comments | There was no discussion. |
| Next Meeting | April 10, 2023 |
| Adjourn | Dawn Liberta Motioned to Adjourn meeting at 11:07 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.

DRAFT



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| ITEM/MEETING: | B235CA1 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | Online Recruitment Services Vendor Selection |
| FOR ACTION: | YES |
| RECOMMENDED ACTION: | Approve Vendor Selection and Purchase Order for \$36,000 for Online Recruitment Services |
| FINANCIAL IMPACT: | Not to exceed \$36,000 FY23 |
| ELC STAFF LEAD | C. Klima |

Background:

Over the last several years the Coalition has undergone a large staff expansion, expanding ten-fold from 20 employees to over 200 with over 20 employees being hired within the last three months to meet the needs of our growing programs and enrollment. This expansion has greatly increased our need and usage of online recruit platforms to attract talent and the increasing cost over the years has crossed the \$35k threshold that triggers the need for a formal procurement. On December 12, 2022 the Board approved the authorization of the Coalition to issue an RFP for Online Recruitment services and the RFP was published shortly thereafter.

Current Status:

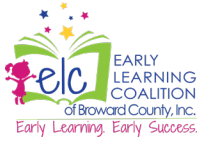
In January 2023, the procurement rating committee selected Indeed to supply the platform and services. Staff requests authorization from the Committee and Board to issue a purchase order in the amount of \$36,000 @\$6k/month from January 2023 through June 30, 2023. Indeed has been the existing vendor for Online Recruitment Services for ELC since inception and the PO will bring us into compliance with State procurement requirements.

Recommended action:

Executive Committee recommend the Board Approve Vendor Selection and Purchase Order for \$36,000 for Indeed Online Recruitment Services January to June 2023.

Supporting Documents

None



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| ITEM/ MEETING: | B235CA2 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | 211 Broward FY24 Sub Recipient Services – Intent to Award |
| FOR ACTION: | YES |
| RECOMMENDED ACTION: | Approve intent to award Sole Sourced Sub Recipient Agreement for Community Resource Referral Services First Call for Help d/b/a 211 Broward |
| FINANCIAL IMPACT: | FY 23-24 Budget TBD- Total cost not to exceed \$461,092 |
| ELC STAFF LEAD | C. Klima |

Background Information:

In March 2022, the Board voted to renew 211 Broward’s sole-sourced Sub Recipient agreement in the amount of \$462,000. 211 Broward acts as the FCC-designated resource for all other community services in Broward. 211 Broward also provides updated and Accessible Community Resource Directory for Coalition Clients, Documented Results of at least 36 Outreach Events, All CCR&R and COALITION Service-Related Calls Directed to Coalition Certified Counselors, Seamless Supplemental Community Resource Referrals, Seamless Coverage for Coalition Customer Service Calls during unplanned closures or ELC staff pre-arranged in-service, and High-Quality Customer Service Training for ELC Staff.

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.

Current Status:

DEL now requires all Coalitions to renew all sole sourced awards over \$35k each year and complete the sole sourced procurement process which includes:

1. Approval from the Board to procure.
2. Posting the notice of intent to award on the ELC website procurement page for 15 business days.
3. Approval from the Board to execute a contract.
4. DEL approval of sole sourced award and of draft contract prior to execution.
5. Contract execution.

Projected FY 23-24 budget goes as follows:

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|----------------|------------------|
| Program | \$336,092 (73%) |
| Admin | \$125,000 (27%) |
| Total | \$461,092 |

Staff will request final approval for the contract terms and budget at the ELC Executive Committee and Board meetings coming up in May and June

Recommended Action:

Executive Committee recommend the Board Approve intent to award Sole Sourced Sub Recipient Agreement for Community Resource Referral Services First Call for Help d/b/a 211 Broward

Supporting Documentation:

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

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:

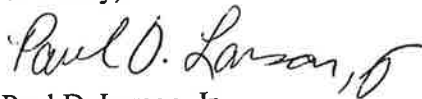
This letter is to confirm our receipt of your request and cashier's check on behalf of First Call for Help of Broward, Inc. for abbreviated dialling (N11) service in the Fort Lauderdale basic local calling area in the State of Florida. Your request for N11 service has resulted in the allocation of the 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 Transportation for Assignment of an Abbreviated Dialing Code (N11) to Access Intelligent Transportation System (ITS) Services Nationwide |) | NSD-L-99-24 |
| |) | |
| 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 Texas I&R Network for Assignment of 211 Dialing Code |) | NSD-L-98-80 |
| |) | |
| 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

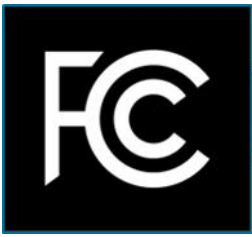
- We therefore assign 211 to be used to provide access to community information and referral services. Similar to the Commission's national assignment in the *N11 First Report and Order* of 311 for access to non-emergency police and other government services,¹⁸ we direct that, when a provider of telecommunications 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



[View more results](#)

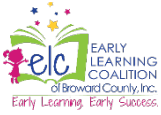
Contact Us

Please refresh this page to search multiple locations.

Contact 211 @ www.unitedway.org to update search results.

Powered by People

Thousands of staff and volunteers across the country make sure 211 is available 24/7 to help you or someone you care about. Each one of us has our own story, and our own reason for doing this important work.



211 CONTRACT FACT SHEET

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

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

CONTRACT NUMBER: POC 23-5040

POINT OF CONTACT: Frank Isaza, COO
First Call for Help of Broward, Inc.
3317 NW 10th Terrace Suite 403
Fort Lauderdale, FL 33309

PROCUREMENT: Sole Source February 2019. New Procurement for FY 2023-24

CONTRACT TYPE: Sub Recipient ELC funded

BUDGET AMOUNT: \$461,092

METHOD OF PAYMENT: Cost Reimbursement

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2023 through June 30, 2024

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

DELIVERABLES:

- (1) Updated and Accessible Community Resource Directory for COALITION Clients
- (2) Documented Results of at least 36 Outreach Events
- (3) All CCR&R and COALITION Service-Related Calls Directed to COALITION Certified Counselors
- (4) Seamless Supplemental Community Resource Referrals
- (5) Seamless Coverage for COALITION Customer Service Calls during unplanned closures or ELC staff pre-arranged in-service.
- (6) High Quality Customer Service Training for ELC Staff.

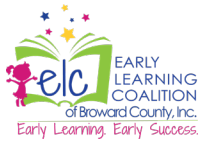
PERFORMANCE MEASURES:

- (1) COALITION CCR&R Counselors will have access to a continuously updated Directory of Community Services in Broward tailored to comply with OEL CCR&R Grant Agreement standards.
- (2) One hundred percent (100%) of callers seeking CCR&R or Other COALITION Services shall be referred to the COALITION for follow up [Measured by Call Traffic Reports and Secret Shopper Inquiries].

- (3)** Coverage of COALITION customer service calls and transfers of calls from the COALITION to CONTRACTOR are handled seamlessly with minimal disruption to COALITION clients. [Measured by Call Traffic Reports and Secret Shopper Inquiries].
- (4)** Ninety-five percent (95%) of COALITION staff participating in CONTRACTOR's Customer Service training series will demonstrate knowledge of new skills and techniques. [Measured by pre and post training knowledge tests].
- (5)** CONTRACTOR. spending forecasts and analyses, and budget management shall result in balanced fiscal year budgets, with no deficit spending and with no significant surplus of funds that have been contracted for services. [Measured by COALITION records].

REPORTS:

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



| | |
|----------------------------|--|
| ITEM/ MEETING: | B235CA3 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | Children’s Forum FY24 Subrecipient Services – Intent to Award |
| FOR ACTION: | YES |
| RECOMMENDED ACTION: | Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY24 |
| FINANCIAL IMPACT: | FY 23-24 Budget TBD- Total cost not to exceed \$1,078,669 |
| ELC STAFF LEAD | C. Klima |

Background Information:

For more than 10 years ELC has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care INCENTIVE\$® Program as a sole-sourced vendor to administer the program in Broward County. Early Childhood Educator INCENTIVE\$, formerly known as Child Care 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 FY23 the Forum has reported providing over 500 participants with Wage Supplements in the first 6 months of the grant year.

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

- Children’s Forum holds the sole license to administer the INCENTIVE\$ program in Florida for all participating counties.
- The INCENTIVE\$ Program is affiliated with the Child Care 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:

DEL now requires all Coalitions to renew all sole sourced awards over \$35k each year and complete the sole sourced procurement process which includes:

1. Approval from the Board to procure.
2. Posting the notice of intent to award on the ELC website procurement page for 15 business days
3. Approval from the Board to execute a contract.
4. DEL approval of sole sourced award and of draft contract prior to execution.
5. Contract execution.

Projected FY 23-24 Budget not Exceed:

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

Staff will request final approval for the contract terms and budget at the ELC Executive Committee and Board meetings coming up in May and June.

Recommended Action:

Executive Committee recommend the Board Approve Intent to Award Sole Sourced Sub Recipient Agreement for INCENTIVE\$ program services from Children’s Forum in FY24

Supporting Documentation:

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

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

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

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

Programmatic

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

General Administration

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

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

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

It is further understood by both parties that:

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

DocuSigned by:

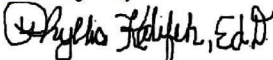
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 Child Care Services Association Authorized Agent

8/4/2021

Date

President, Child Care Services Association
Title

DocuSigned by:

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

8/4/2021

Date

Title



CHILDREN'S FORUM - CONTRACT FACT SHEET

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

CONTRACT NAME: Children's Forum, Inc.

CONTRACT NUMBER: POC 18-5004-00

POINT OF CONTACT: Lori Stegmeyer
Program Director
1211 Governors Square Blvd, Suite 200
Tallahassee, FL 32301

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$676,478

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2023 to June 30, 2024

PARTICIPANT ELIGIBILITY:

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

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

SCOPE OF WORK:

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

DELIVERABLES:

Provide written management reports: quarterly, end-of-fiscal year, and a historical cumulative report showing the number of staff in each professional development level, the number who progressed to a higher level from the previous year, the dates, locations, methods and results of outreach, and comparative data from TEACH on scholarships accessed by INCENTIVE\$ participants. Quarterly reports shall include an itemized list of all recipients, date of disbursement and disbursement amounts made against the contract funds.

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

**PERFORMANCE
MEASURE:**

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

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

| | |
|----------------------------|---|
| ITEM/MEETING | B235CA4 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | Annual Revision of Federal Poverty Level Sliding Fee Schedule |
| FOR ACTION: | Yes |
| RECOMMENDED ACTION: | Approve Revised Sliding Fee Schedule, Effective July 1, 2023 |
| FINANCIAL IMPACT: | None |
| ELC STAFF LEAD | C. Klima |

Background:

Each year, the Division of Early Learning (DEL) requires Early Learning Coalitions to update the schedule of parent co-payments based on revised Federal Poverty Levels (FPL) issued by the Federal Government. Since the updated sliding fee scale will be incorporated into ELC’s annual plan required by DEL, it must be approved by the Board.

The goal of the sliding fee scale is to encourage economic self-sufficiency by gradually increasing the parent’s proportionate share of childcare costs without creating a barrier to families in receipt of assistance.

Families with incomes at or below 150% of the FPL are eligible to be enrolled from the waiting list into School Readiness subsidized childcare. The FPL income limits are shown on the attached scale according to family size highlighted in yellow. However, once a family has been enrolled and is receiving childcare services, their income is measured by a different scale, the State Median Income (SMI), which is generally higher. Families may continue to receive services until they reach 85% of the State Median Income. The SMI limits are shown on the scale according to family size in red.

DEL recommends that Coalitions set family copayment rates for families that are at or below 150% of FPL at less than 10% of the family income. Broward’s fees for this group range from approximately .05% at the low end and up to approximately 8.5% of gross annual income for the highest incomes.

Family copayments are waived for families with children who are at risk of child abuse or neglect on a case-by-case basis.

Current Status:

In March 2023, DEL released the revised income limits based on the most recent Federal Poverty Level and requested that Coalitions update their sliding fees scales.

The updated 2023 scale will leave family co-payments unchanged in most cases and may even result in a decrease for some. No families will experience an increase in co-payments because of the change.

Recommendation:

Executive Committee recommends the Board Approve the Revised Sliding Fee Scale effective July 2023.

Supporting Documentation:

- Updated Sliding Fee Scale

Sliding Fee Scale for
Effective date

Broward County Coalition
July 1, 2023

**Florida Division of Early Learning
SLIDING FEE SCHEDULE**

| DAILY FEE | | ----- Annual Gross Income - Number of persons in Family ----- | | | | | | | | | | | | | | | |
|-----------|-----------|---|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|
| Full-Time | Part-Time | FPL as indicated unless exceeds | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 0.73 | 0.55 | 85% SMI | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 50%FPL | 7,290 | 9,860 | 12,430 | 15,000 | 17,570 | 20,140 | 22,710 | 25,280 | 27,850 | 30,420 | 32,990 | 35,560 | 38,130 | 40,700 | 43,270 |
| 1.35 | 1.01 | | 7,291 | 9,861 | 12,431 | 15,001 | 17,571 | 20,141 | 22,711 | 25,281 | 27,851 | 30,421 | 32,991 | 35,561 | 38,131 | 40,701 | 43,271 |
| | | 75%FPL | 10,935 | 14,790 | 18,645 | 22,500 | 26,355 | 30,210 | 34,065 | 37,920 | 41,775 | 45,630 | 49,485 | 53,340 | 57,195 | 61,050 | 64,905 |
| 2.08 | 1.56 | | 10,936 | 14,791 | 18,646 | 22,501 | 26,356 | 30,211 | 34,066 | 37,921 | 41,776 | 45,631 | 49,486 | 53,341 | 57,196 | 61,051 | 64,906 |
| | | | 14,579 | 19,719 | 24,859 | 29,999 | 35,139 | 40,279 | 45,419 | 50,559 | 55,699 | 60,839 | 65,979 | 71,119 | 76,259 | 81,399 | 86,539 |
| 4.14 | 3.11 | | 14,580 | 19,720 | 24,860 | 30,000 | 35,140 | 40,280 | 45,420 | 50,560 | 55,700 | 60,840 | 65,980 | 71,120 | 76,260 | 81,400 | 86,540 |
| | | FPL | 17,010 | 23,007 | 29,004 | 35,001 | 40,998 | 46,995 | 52,992 | 58,988 | 64,985 | 70,982 | 76,979 | 82,976 | 88,973 | 94,969 | 100,966 |
| 4.91 | 3.68 | | 17,011 | 23,008 | 29,005 | 35,002 | 40,999 | 46,996 | 52,993 | 58,989 | 64,986 | 70,983 | 76,980 | 82,977 | 88,974 | 94,970 | 100,967 |
| | | 85% SMI | | | | | | | | | | | | | | | 112,785 |
| | | | 19,441 | 26,295 | 33,148 | 40,002 | 46,856 | 53,709 | 60,563 | 67,417 | 74,270 | 81,124 | 87,978 | 94,831 | 101,685 | 108,539 | 115,392 |
| 5.52 | 4.14 | | 19,442 | 26,296 | 33,149 | 40,003 | 46,857 | 53,710 | 60,564 | 67,418 | 74,271 | 81,125 | 87,979 | 94,832 | 101,686 | 108,540 | 115,393 |
| | | 85% SMI | | | | | | | | | | | | 106,401 | 108,529 | 110,657 | |
| | | 150%FPL | 21,870 | 29,580 | 37,290 | 45,000 | 52,710 | 60,420 | 68,130 | 75,840 | 83,550 | 91,260 | 98,970 | 106,680 | 114,390 | 122,100 | 129,810 |
| 8.33 | 6.25 | | 21,871 | 29,581 | 37,291 | 45,001 | 52,711 | 60,421 | 68,131 | 75,841 | 83,551 | 91,261 | 98,971 | 106,681 | 114,391 | 122,101 | 129,811 |
| | | | 22,720 | 30,730 | 38,739 | 46,749 | 54,759 | 62,768 | 70,778 | 78,788 | 86,797 | 94,807 | 102,817 | 110,826 | 118,836 | 126,846 | 134,855 |
| 9.53 | 7.15 | | 22,721 | 30,731 | 38,740 | 46,750 | 54,760 | 62,769 | 70,779 | 78,789 | 86,798 | 94,808 | 102,818 | 110,827 | 118,837 | 126,847 | 134,856 |
| | | 85% SMI | | | | | | | | | | | 104,273 | | | | |
| | | | 23,570 | 31,879 | 40,189 | 48,498 | 56,807 | 65,117 | 73,426 | 81,735 | 90,045 | 98,354 | 106,663 | 114,973 | 123,282 | 131,591 | 139,901 |
| 10.73 | 8.05 | | 23,571 | 31,880 | 40,190 | 48,499 | 56,808 | 65,118 | 73,427 | 81,736 | 90,046 | 98,355 | 106,664 | 114,974 | 123,283 | 131,592 | 139,902 |
| | | 85% SMI | | | | | | | | | | | | | | | |
| | | | 24,420 | 33,029 | 41,638 | 50,247 | 58,856 | 67,465 | 76,074 | 84,683 | 93,292 | 101,901 | 110,510 | 119,119 | 127,728 | 136,337 | 144,946 |
| 11.93 | 8.95 | | 24,421 | 33,030 | 41,639 | 50,248 | 58,857 | 67,466 | 76,075 | 84,684 | 93,293 | 101,902 | 110,511 | 119,120 | 127,729 | 136,338 | 144,947 |
| | | 85% SMI | | | | | | | | | | 102,145 | | | | | |
| | | | 25,270 | 34,179 | 43,087 | 51,996 | 60,905 | 69,813 | 78,722 | 87,631 | 96,539 | 105,448 | 114,357 | 123,265 | 132,174 | 141,082 | 149,991 |
| 13.13 | 9.85 | | 25,271 | 34,180 | 43,088 | 51,997 | 60,906 | 69,814 | 78,723 | 87,632 | 96,540 | 105,449 | 114,358 | 123,266 | 132,175 | 141,083 | 149,992 |
| | | 85% SMI | | | | | | | | | | | | | | | |
| | | | 26,120 | 35,328 | 44,537 | 53,745 | 62,953 | 72,162 | 81,370 | 90,578 | 99,787 | 108,995 | 118,203 | 127,411 | 136,620 | 145,828 | 155,036 |
| 14.33 | 10.75 | | 26,121 | 35,329 | 44,538 | 53,746 | 62,954 | 72,163 | 81,371 | 90,579 | 99,788 | 108,996 | 118,204 | 127,412 | 136,621 | 145,829 | 155,037 |
| | | 85% SMI | | | | | | | | | 100,017 | | | | | | |
| | | 185%FPL | 26,973 | 36,482 | 45,991 | 55,500 | 65,009 | 74,518 | 84,027 | 93,536 | 103,045 | 112,554 | 122,063 | 131,572 | 141,081 | 150,590 | 160,099 |
| 15.53 | 11.65 | | 26,974 | 36,483 | 45,992 | 55,501 | 65,010 | 74,519 | 84,028 | 93,537 | 103,046 | 112,555 | 122,064 | 131,573 | 141,082 | 150,591 | 160,100 |

| | | | | | | | | | | | | | | | | | |
|--------------|--------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------|---------|---------|---------|---------|---------|---------|
| | | 85% SMI | 28,067 | 37,961 | 47,856 | 57,750 | 67,645 | 77,539 | 87,434 | 97,328 | 107,223 | 117,117 | 127,012 | 136,906 | 146,801 | 156,695 | 166,590 |
| 16.73 | 12.55 | | 28,068 | 37,962 | 47,857 | 57,751 | 67,646 | 77,540 | 87,435 | 97,329 | 107,224 | 117,118 | 127,013 | 136,907 | 146,802 | 156,696 | 166,591 |
| | | 85% SMI | | | | | | | | 97,889 | | | | | | | |
| | | 200%FPL | 29,160 | 39,440 | 49,720 | 60,000 | 70,280 | 80,560 | 90,840 | 101,120 | 111,400 | 121,680 | 131,960 | 142,240 | 152,520 | 162,800 | 173,080 |
| 17.93 | 13.45 | | 29,161 | 39,441 | 49,721 | 60,001 | 70,281 | 80,561 | 90,841 | 101,121 | 111,401 | 121,681 | 131,961 | 142,241 | 152,521 | 162,801 | 173,081 |
| | | 85% SMI | | | | | | | 95,761 | | | | | | | | |
| | | | 31,347 | 42,398 | 53,449 | 64,500 | 75,551 | 86,602 | 97,653 | 108,704 | 119,755 | 130,806 | 141,857 | 152,908 | 163,959 | 175,010 | 186,061 |
| 19.13 | 14.35 | | 31,348 | 42,399 | 53,450 | 64,501 | 75,552 | 86,603 | 97,654 | 108,705 | 119,756 | 130,807 | 141,858 | 152,909 | 163,960 | 175,011 | 186,062 |
| | | 85% SMI | | | | | | | | | | | | | | | |
| | | | 33,534 | 45,356 | 57,178 | 69,000 | 80,822 | 92,644 | 104,466 | 116,288 | 128,110 | 139,932 | 151,754 | 163,576 | 175,398 | 187,220 | 199,042 |
| 20.33 | 15.25 | | 33,535 | 45,357 | 57,179 | 69,001 | 80,823 | 92,645 | 104,467 | 116,289 | 128,111 | 139,933 | 151,755 | 163,577 | 175,399 | 187,221 | 199,043 |
| | | 85% SMI | 36,885 | 48,235 | 59,584 | 70,934 | 82,283 | 93,633 | | | | | | | | | |

Parents receiving hourly care pay up to the part-time fee.

Note: 10% parent fee was calculated using 260 days.

Refer to 6M-4.400, F.A.C.

Income 85% State Median Income: Upper threshold for eligibility

2023 Poverty Level (FPL) effective January 19, 2023.
LIHEAP IM 2022-04 State Median Income Estimates

Please answer the following questions:

(1) If there is a sibling discount, what is the percentage?

(2) If any family pays more than 10% of its gross income for child care, complete and attach the justification form that explains how the fees will not limit parent access to services.

| | |
|-----------------------------|--|
| ITEM/MEETING | B235CA6 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | Final Audit Report for Fiscal Year 2022 and 2021 Form 990 |
| FOR ACTION: | Yes |
| RECOMMENDED ACTIONS: | 1. Accept Final Financial Audit Report for Fiscal Year 2022 2. Accept 2021 IRS Form 990 |
| FINANCIAL IMPACT: | None |
| ELC STAFF LEAD | C. Klima |

Background Information:

In accordance with the Early Learning Coalition’s fiscal policies and the DEL Grant Agreement, an audit of the Coalition’s financial operations is performed annually. For FY 2022, ELC’s external audit firm, Keefe McCullough, began a virtual site visit in October 2022 and completed the Audit Report and Form 990 on February 1, 2023.

Current Status:

Keefe McCullough will present their results at the meeting:

- The Audit Report contains no findings.
- IRS Form 990 was prepared by Keefe McCullough’s tax team. It reflects financial data tested during the FY22 audit process and has been reviewed and reconciled by staff to the financials.

Recommendation:

Staff recommend the following motions:

1. Accept Audit Report for Fiscal Year 2022
2. Accept Form 990 for 2021

Supporting Documentation:

- Final FY22 Audit Report (separate link # 1)
- Final Form 990 2021 (separate link # 2)

| | |
|-----------------------------|---|
| ITEM/MEETING | B235CA7 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | 1. 403B Retirement Plan Audit Report for Plan Year 2021 2. 403B Retirement Plan IRS Form 5500 Plan Year 2021 |
| FOR ACTION: | Yes |
| RECOMMENDED ACTIONS: | 1. Accept Audit Report & Management Response for 403B Retirement Plan Year 2021 2. Accept IRS Form 5500 for 403B Retirement Plan Year 2021 |
| FINANCIAL IMPACT: | None |
| ELC STAFF LEAD | C. Klima |

Background Information:

As of December 31, 2020 the number of employee participants in ELCS’s 403B Retirement Plan exceeded the Department of Labor threshold that triggers an annual audit requirement for the Plan. In 2021 CPA firm Keefe McCullough LLP, the firm which also conducts our annual Financial Audit, conducted the first Audit of the Plan since the Plan was established in 2002. Prior to and during that engagement, staff identified a number of historical compliance problems with the Plan, and we continue to work with Tripp Scott attorney Tanya Bower (a specialist in retirement plan legal matters) to complete remediation steps and enter the IRS Voluntary Correction Plan (VCP) in order to resolve remaining open items.

After the IRS formally accepts ELC’s VCP application, staff will procure a qualified third-party administrator with specialized expertise in Retirement Plan compliance and best practices to handle plan administration/compliance on behalf of the Coalition going forward.

Current Status:

The Audit Report contains no findings.

However, in a Report to Management (attached below), the Auditors confirmed the compliance problems that ELC previously identified and highlighted areas where controls should be strengthened going forward. We have agreed with all the recommendations in our response to each issue, outlined the steps we have taken to correct the problems and affirmed our commitment to procure a qualified Third-Party Administrator with specialized expertise in Retirement Plan compliance and best practices to handle Plan administration/compliance on our behalf going forward.

IRS Form 5500 was prepared by Keefe McCullough’s tax team. It reflects financial data tested during the 2021 Plan year audit process and has been reviewed and reconciled by staff.

Recommendation:

Staff recommend the following motions:

1. Accept Audit Report & Management Response for 403B Retirement Plan Year 2021
2. Accept IRS Form 5500 for 403B Retirement Plan Year 2021

Supporting Documentation:

1. 2021 403B Report to Management with Management Response
2. 2021 403B Retirement Plan Audit Report (separate link # 3)
3. 2021 403B Retirement Plan IRS Form 5500 (separate link # 4)

Early Learning Coalition of
Broward County, Inc. Retirement Plan

Report to Management
For the Year Ended December 31, 2021



To the Board of Directors
Early Learning Coalition of Broward County, Inc. Retirement Plan

Except as discussed in the following paragraph, in planning and performing our audit of the financial statements of Early Learning Coalition of Broward County, Inc. Retirement Plan (the "Plan") as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Plan's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of issuing our report on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, we do not express an opinion on the effectiveness of the Plan's internal control.

We were engaged to perform an audit of the Plan as permitted by ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the ERISA Income Security Act of 1974 (ERISA). Our audit did not include all of the procedures required by auditing standards generally accepted in the United States of America and did not include a consideration of internal control relating to the information summarized in Note 3 to those financial statements.

Our consideration of internal control was for the limited purpose described in the preceding paragraphs and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Plan's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in the Plan's internal control, discussed on the accompanying memorandum, to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We will review the status of these comments during our next audit engagement. We have already discussed this comment and suggestion with various Plan personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

CPA's + Trusted Advisors

Early Learning Coalition of Broward County, Inc. Retirement Plan

This communication is intended solely for the information and use of Plan management, the Plan Administrator, Trustees, and others within the management of the Plan Sponsor, and is not intended to be, and should not be, used by anyone other than these specified parties.

Keefe McCullough

KEEFE McCULLOUGH

Fort Lauderdale, Florida
February 9, 2023

**Early Learning Coalition of Broward County, Inc. Retirement Plan
Internal Control Comments and Recommendations
December 31, 2021**

Status of Prior Year Internal Control Comments and Recommendations

| | STILL APPLICABLE | IMPLEMENTED OR NO LONGER RELEVANT |
|---|---------------------|--|
| 2020-01: Plan Administration | X | |
| 2020-02: Documentation contained in personnel files | X | |
| 2020-03: Calculation of Employer Matching Contributions | | X |
| 2020-04: Participant Loans | | X |

Prior Year Internal Control Comments and Recommendations:

2020-01: Plan Administration: It was noted during our audit procedures, that the Plan is self-administered. Due to the complex and specialized nature of employee benefit plans subject to ERISA, certain required compliance tests were not performed timely. The Plan was also not operating under a fully adopted plan document. In addition, the Plan had several other compliance failures and is in the process of submitting a plan to the IRS’s Voluntary Compliance Program (VCP) to correct compliance failures in the Plan.

2021 update/status:

During the 2021 audit, we noted that this item was not resolved. Our findings and recommendations remain applicable.

Management’s Response:

Management agrees. The decision to self-administer the Plan was made at the time the Coalition was formed in 2002 when the organization had less than 10 employees. However, no internal Plan Administration policies or procedures were developed for the Coalition until staff began making ERISA compliance inquiries with Plan Sponsor Valic in 2016. In 2017, when significant compliance failures dating back to 2009 came to light, staff began consulting with ELC’s external auditors and Valic staff to identify the full scope of the problems and formulate a plan for corrective action. Staff also began a search for a Broward-based attorney that specialized in ERISA law to shepherd the agency through the necessary corrective action filings and procedures. In 2020, with the help ELC’s newly procured audit firm, ELC engaged the law firm Tripp Scott to prepare the voluntary correction plan filing with the IRS that is now ready for submission. Once the IRS accepts and approves the Coalition’s corrections, the Coalition will procure a qualified, specialized third party administrator for the Plan to handle all administrative transactions and ensure ERISA compliance going forward.

2020-02: Documentation Contained in Personnel Files: During our testing of participant data, we noted that there were instances where employee personnel files did not contain adequate support for the employees’ elective deferrals. We recommend that documentation be obtained and maintained in employee files to support plan operations.

2021 update/status:

During the 2021 audit, we noted that this item was not resolved. Our findings and recommendations remain applicable.

Prior Year Internal Control Comments and Recommendations (continued):

Management's Response:

Management agrees. In 2019 ELC implemented new internal controls and documentation requirements for all new and updated employee deferral elections. In January 2021, staff completed a comprehensive review of all participant documentation on file and secured new Salary Reduction Agreements (SRA) from all participants. Staff also implemented new controls to ensure the timely submission of SRA's from all newly hired staff. In February 2023 staff will roll out comprehensive enrollment, notice and monitoring procedures to avoid compliance errors in the future. Management also intends to procure a qualified, specialized third party administrator for the Plan to handle all administrative transactions and ensure ERISA compliance going forward.

Current Year Internal Control Comments and Recommendations:

None

| | |
|----------------------------|--|
| ITEM/MEETING | B235CA8 / Board |
| DATE: | April 10, 2023 |
| SUBJECT: | Approve FY 23-24 Board Calendar |
| FOR ACTION: | Yes |
| RECOMMENDED ACTION: | Approve FY 23-24 Board Calendar |
| FINANCIAL IMPACT: | None |
| ELC STAFF LEAD | J Merritt |

Background:

ELC staff conducts an annual survey in order to obtain Board members’ availability for full Board meetings prior to each fiscal year (to guide decision-making on future Board meeting dates). This year ELC’s COO administered the survey to members on November 17, 2022, this survey resulted in the Board meetings starting at 9:30am instead of the prior 9:00am start time.

Current Status

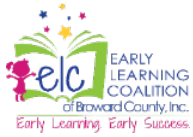
After conducting the ELC’s annual FY 23/24 Board Meeting availability survey, the attached calendar is being presented. The new FY 23-24 Calendar for Board meetings also includes dates for Finance/Executive, Governance, Nominating, Audit, Program Review and Ad Hoc Fundraising Committees. We have taken into consideration Public Holidays, Federal Holidays and Religious Holidays to ensure maximum attendance for our meetings. We are asking the Board to approve the new FY 23-24 Calendar. The frequency/number of meetings scheduled is based on the Board approved ELC Bylaws.

Recommendation

ELC staff recommend the FY 23-24 Board meeting calendar be approved.

Supporting Documents

- FY23-24 Board Meeting Calendar



ELC of Broward County

FY 2023-2024 Board/Committee Meeting Calendar

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

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

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

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

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

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

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

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

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

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

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

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

Full Board – Mon/9:30 am

- Sep 11, 2023
- Oct 16, 2023
- Dec 11, 2023
- Feb 12, 2024
- Mar 11, 2024
- May 6, 2024
- Jun 17, 2024

Finance/Executive - Tues/1:30 pm

- Aug 29, 2023
- Oct 3, 2023
- Nov 28, 2023
- Jan 23, 2024
- Feb 27, 2024
- Apr 30, 2024
- June 4, 2023

Governance: Mon

- Aug 28, 2023
- Oct 23, 2023
- Feb 26, 2024
- Apr 22, 2024

Nominating: Wed

- Sep 27, 2023
- Jan 24, 2024
- Apr 17, 2024

Audit: Wed

- Aug 30, 2023
- Jan 31, 2024

Program Review: Thu

- Sep 28, 2023
- Dec 14, 2023
- Mar 28, 2024
- Jun 6, 2024

Ad-Hoc Fundraising: Mon Following Board

- Sep 11, 2023
- Oct 16, 2023
- Feb 12, 2024
- May 6, 2024

ELC Offices closed for holidays on:

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

Holidays:

Federal Holidays:

- Oct 9 Columbus
- June 19 Juneteenth
- Oct 14 Columbus

- Sep 25 Yom Kippur
- Sep 30 Sukkot
- Dec 8 Hanukkah Start
- Dec 15 Hannukah Ends
- Dec 26 Kwanzaa

- Feb 14 Ash Wed/Lent
- Mar 19 Spring Break week
- Mar 29 Good Friday
- April 23 Passover Starts

| | |
|---------------------|---|
| ITEM#/MEETING | B235FIN1 / Board |
| MEETING DATE: | April 10, 2023 |
| SUBJECT: | February 2023 Interim Financial Statements |
| FOR ACTION: | YES |
| RECOMMENDED ACTION: | Approve February 2023 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 eight-month period ending February 2023 are attached for review. Financial Highlights for the period are as follows:

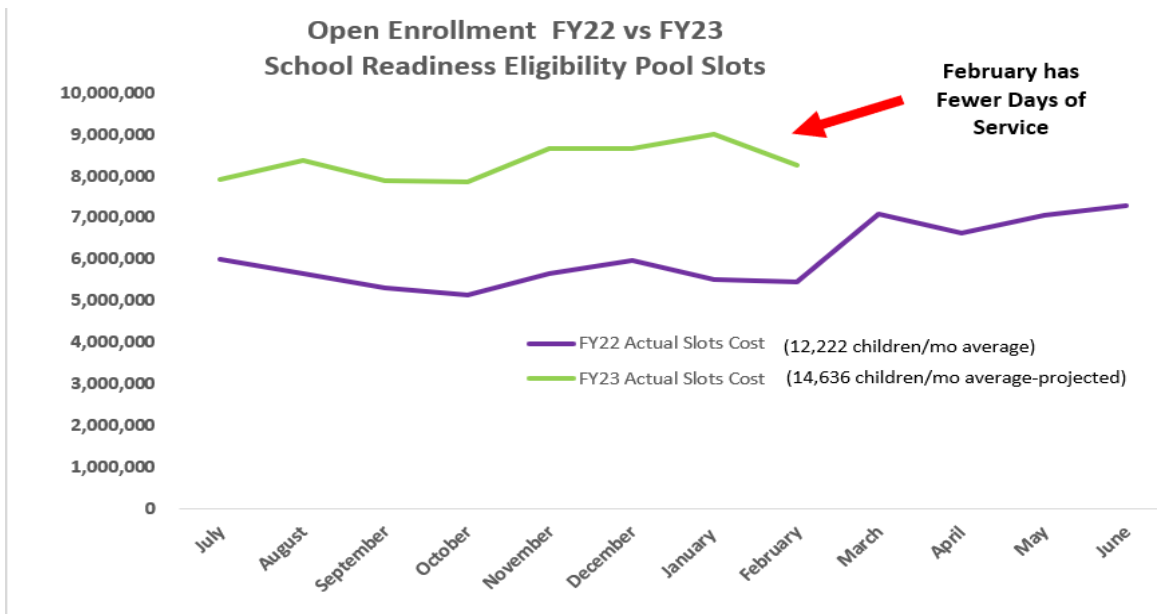
1. Overall

SR expenditures remain at an all-time high following nearly two years of open enrollment that began in November 2020. New enrollments through the fiscal year are expected to remain strong as a comprehensive program outreach campaign draws new families to our portal and staff continue to call families as soon as they apply. VPK expenditures have rebounded, but enrollments remain below pre-pandemic levels. Stimulus Program expenditures are on track to be expended in accordance with DEL rules and requirements.

2. Expenditures for the SR Eligibility Pool remain higher than last fiscal year due to:

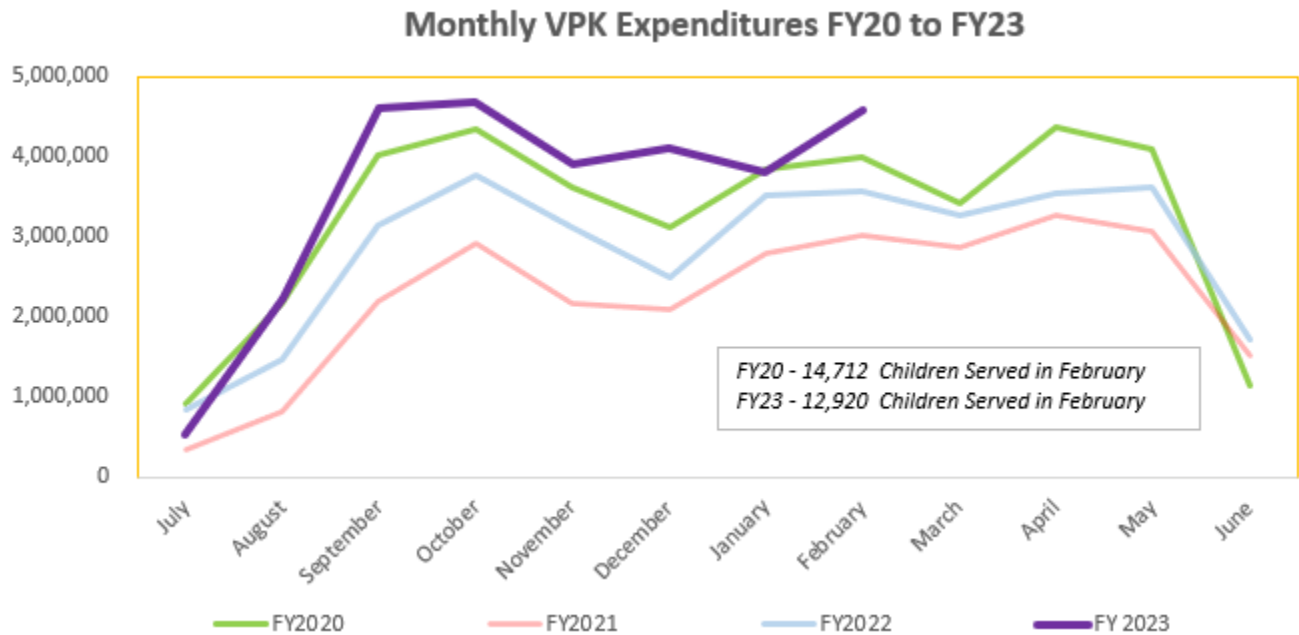
- Continuous open enrollment since November 2020 serving an average 18% (2,400) more children per month than last fiscal year. In February, we reached 15,0000 children served per month, nearly 6,000 more than we were serving when we took services in house in 2017.
- Higher maximum reimbursement rates over the prior year resulting from ELC-initiated rate increases and DEL reimbursement rule changes.

In January DEL awarded an additional \$8 million in base funding and \$2.1 million for quality differentials to help pay for Broward’s surging enrollments. However, as the unprecedented pace of new enrollments continues, updated projections currently show a projected \$12.8 million deficit at year end (\$12.2 million in base funding and \$600K million in quality differentials). DEL has indicated that they will work with us to monitor our expenditures and issue a second supplemental award to to cover these costs later in the fiscal year. See attached February Utilization Report for more detail. Since this is the first time in the Coalition’s history that we have had a DEL mandate (and sufficient funding) to enroll without restraint over a long timeframe, it is not clear how long this trend of steady growth will continue, but the increases seen to date confirm that Broward’s need for services has far exceeded past State allocations.



3. VPK Expenditures Returning to Pre-Pandemic Levels

VPK mid-year expenditures are still on track to exceed the pre-pandemic levels from FY2020. This is primarily due to Statewide increase to reimbursement rates. Enrollment levels have increased since the pandemic began, but they remain below pre-pandemic levels by approximately 2,000 children.



4. ARPA and CRRSA stimulus funding expenditure moving into a new phase

- To date, the Coalition has issued \$93 million in ARPA Stabilization grants since the program began a year ago, with an estimated \$35-40 million still available for a final round of grants that DEL will authorize for issuance starting in mid-April. DEL will sunset the Statewide funding for ARPA stabilization grants and remaining CRRSA & ARPA workforce development funding on June 30, 2023 and staff anticipate that DEL will combine most, if not all remaining stimulus funds into the pool for the final round of grants. While the legislature may direct DEL to roll some of the remaining funds into the first quarter of FY24, the majority will be spent by June 30, 2023.
- The CRM system for processing ARPA workforce development incentives went live as planned in late January and more than 1,500 incentive payments have been processed totaling more than \$835K as of March 21, 2023. Broward was the first Coalition to begin issuing incentive payments and currently leads the state in the pace and number of stipends paid. Incentive checks are issued weekly directly to individual educators in weekly batches as they are approved by ELC in the CRM system.

Recommended Action:

Finance Committee recommend the Board Approve February 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

- February 2023 Interim Financial Statements
- February 2023 Utilization Report



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS

FISCAL YEAR 2022-2023

For The Eight Months Ended February 28, 2023

Submitted to the Board

April 10, 2023

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Statement of Financial Position
As of February 28, 2023

| | February 28, 2023 | February 28, 2022 |
|---|--------------------------|--------------------------|
| Assets: | | |
| Cash | \$ 11,629,556 | \$ 1,657,659 |
| Grants Receivable | 38,055,464 | 52,456,292 |
| Accounts Receivable | 1,497,555 | 1,072,397 |
| Due From Providers | 137,344 | 500,196 |
| Prepaid Expense | 325,984 | 246,869 |
| Fixed Assets | 11,484 | 13,262 |
| Total Assets | \$ 51,657,388 | \$ 55,946,676 |
| Liabilities: | | |
| Accounts Payable | \$ 2,762,229 | \$ 606,116 |
| Salary & Benefits Payable | (23,203) | 19,240 |
| Compensated Absences | 393,550 | 394,749 |
| Rent Abatement | 222,490 | 201,452 |
| Due to Providers | 11,121,906 | 8,878,858 |
| Due to Other Agencies | 1,358,268 | 1,327,976 |
| Deferred Revenue | 35,420,529 | 44,189,098 |
| Total Liabilities | \$ 51,255,770 | \$ 55,617,488 |
| Net Assets | | |
| Unrestricted | 401,618 | 329,188 |
| Total Net Assets | 401,618 | 329,188 |
| Total Liabilities and Net Assets | \$ 51,657,388 | \$ 55,946,676 |

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Statement of Activities
For The Eight Months Ended February 28, 2023

| | Feb 2023 Actual | FY 2023 YTD Actual | FY 2022 YTD Actual |
|--|----------------------|-----------------------|-----------------------|
| Revenue | | | |
| DEL School Readiness | \$ 8,526,660 | \$ 66,530,268 | \$ 45,431,389 |
| DEL School Readiness Match Pool | 396,930 | 3,537,153 | 3,603,249 |
| DEL Preschool Development Grant | 34,554 | 377,076 | 137,752 |
| DEL - School Readiness Program Assessments | 58,015 | 202,790 | |
| DEL - CARES/CRRSA Pandemic Relief | 1,370,162 | 2,790,764 | 21,296,996 |
| DEL-ARPA Pandemic Relief | 7,032,871 | 70,320,332 | - |
| DEL - Voluntary Pre-K | 4,713,954 | 28,743,978 | 21,900,260 |
| CSC - Income Eligible | 249,417 | 3,856,411 | 2,274,996 |
| CSC - Vulnerable Populations | 212,119 | 1,858,818 | 1,425,606 |
| Broward County- SR Match | 125,625 | 1,750,650 | 1,336,827 |
| Broward County - Special Needs | - | - | 120,295 |
| Univ of Florida Lastinger Ctr | - | 46,940 | 31,690 |
| Local Match: United Way & Cities | 22,351 | 282,675 | 343,026 |
| BECE & Misc | 10,293 | 62,803 | 3,060 |
| Total Revenue | \$ 22,752,950 | \$ 180,360,659 | \$ 97,905,148 |
| Expenses | | | |
| Child Care Slots and Incentives: | | | |
| DEL School Readiness | \$ 7,498,195 | \$ 57,691,476 | \$ 37,470,579 |
| DEL School Readiness Match Pool | 396,930 | 3,537,153 | 3,603,249 |
| DEL-CARES/CRRSA Pandemic Relief | - | - | 13,230 |
| DEL - Voluntary Pre-K | 4,577,277 | 27,698,999 | 20,963,445 |
| CSC - Income Eligible | 232,071 | 3,503,298 | 2,055,728 |
| CSC - Vulnerable Populations | 191,973 | 1,762,807 | 1,297,656 |
| Broward County- Income Eligible | 111,667 | 1,556,133 | 1,188,291 |
| Broward County - Special Needs | - | - | 106,929 |
| Municipalities-SR Local Match | 22,351 | 282,675 | 343,030 |
| BECE & Misc | - | - | 250 |
| Stipends and Grants to Providers | 5,699,527 | 69,838,691 | 21,434,703 |
| Placeholder: Restricted Allocations | - | - | |
| Total Child Care Slots and Incentives | \$ 18,729,992 | \$ 165,871,232 | \$ 88,477,091 |
| Sub Recipient Expense | | | |
| Children's Forum | 20,551 | 108,431 | 64,956 |
| 211 Broward | 34,947 | 249,177 | 290,536 |
| Total Sub Recipient Expense | \$ 55,498 | \$ 357,608 | \$ 355,493 |
| ELC Expense | | | |
| Salaries & Benefits | \$ 1,233,812 | \$ 9,879,221 | \$ 7,619,291 |
| Attorneys | 3,325 | 35,639 | 34,752 |
| Auditors | 4,500 | 29,250 | 36,500 |
| Temporary Staff | - | 1,232 | 19,110 |
| Consultants | 16,330 | 335,272 | 349,081 |
| Staff & Board Travel | 135 | 22,586 | 40,594 |
| Insurance | 4,295 | 34,477 | 30,147 |
| Office Rent & Maintenance | 51,594 | 363,580 | 334,799 |
| Office Machines & Storage | 2,474 | 8,906 | 4,307 |
| Software Licenses | 14,920 | 177,193 | 151,438 |
| Internet, Email, Website, Phones | 17,977 | 120,428 | 156,730 |
| Cell Phones | 8,070 | 63,389 | 30,645 |
| Sponsorships & Memberships | - | 34,508 | 26,858 |
| Books for Kids | - | 184,652 | 14,760 |
| Instructional Materials | 2,574,696 | 2,599,689 | |
| Other Operating Costs | 16,397 | 90,595 | 174,597 |
| Computer Equipment & Software | 9,885 | 82,676 | 36,087 |
| Furniture & Fixtures | - | 790 | 675 |
| Total ELC Expense | \$ 3,958,410 | \$ 14,064,082 | \$ 9,060,371 |
| Total Expenses | \$ 22,743,899 | \$ 180,292,922 | \$ 97,892,954 |
| Change in net assets | \$ 9,051 | \$ 67,737 | \$ 12,193 |
| Net assets, beginning of year | | 338,797 | 317,763 |
| Net assets, end of the period | | \$ 406,533 | \$ 329,956 |

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Annual Budget to Actual by Month
For The Period Ending February 28, 2023
Detail

| | FY 2023 Budget Amendment 4 | YTD Actual | Balance | % of Budget | Notes |
|--|----------------------------------|-----------------------|-----------------------|----------------|---|
| Revenue: | | | | | |
| DEL School Readiness | \$ 93,036,826 | \$ 66,530,268 | \$ 26,506,558 | 72% | High enrollments, addl funds requested |
| DEL School Readiness Match Pool | 5,124,438 | 3,537,153 | 1,587,285 | 69% | |
| DEL Preschool Development Grant | 387,496 | 377,076 | 10,420 | 97% | Program closed, residual invoices pending |
| DEL - School Readiness Program Assessments | 620,191 | 202,790 | 417,401 | 33% | VPK CLASS Observations Ramping Up |
| DEL - CARES/CRRSA Pandemic Relief | 8,053,271 | 2,790,764 | 5,262,507 | 35% | Closeout Expenditures Expected in 4th Qtr |
| DEL-ARPA Pandemic Relief | 115,968,498 | 70,320,332 | 45,648,166 | 61% | Closeout Expenditures Expected in 4th Qtr |
| DEL - Voluntary Pre-K | 51,732,328 | 28,743,978 | 22,988,350 | 56% | Enrollments lower post-pandemic |
| CSC - Income Eligible | 4,923,314 | 3,856,411 | 1,066,903 | 78% | Expenditure pace will slow in 4th Qtr |
| CSC - Vulnerable Populations | 2,485,992 | 1,858,818 | 627,174 | 75% | Add funds may be requested May/June |
| Broward County- SR Match | 3,256,496 | 1,750,650 | 1,505,846 | 54% | Expenditure pace will incr in 4th Qtr |
| Broward County - Special Needs | - | - | - | 0% | All Special Needs Children in SR program |
| Univ of Florida Lastinger Ctr | 70,000 | 46,940 | 23,060 | 67% | |
| Local Match: United Way & Cities | 400,000 | 282,675 | 117,325 | 71% | |
| BECE & Misc | 50,000 | 62,803 | (12,803) | 126% | Miscellaneous Program Income |
| Total Revenue | \$ 286,108,850 | \$ 180,360,659 | \$ 105,748,191 | 63% | |
| Expense | | | | | |
| Child Care Slots and Incentives | | | | | |
| DEL School Readiness | \$ 79,549,759 | \$ 57,691,476 | \$ 21,858,283 | 73% | High enrollments, addl funds requested |
| DEL School Readiness Match Pool | 5,124,438 | 3,537,153 | 1,587,285 | 69% | |
| DEL-CARES/CRRSA Pandemic Relief | 114,855 | - | 114,855 | 0% | Restricted for COVID closures |
| DEL - Voluntary Pre-K | 50,041,032 | 27,698,999 | 22,342,033 | 55% | Enrollments lower post-pandemic |
| CSC - Income Eligible | 4,430,983 | 3,503,298 | 927,685 | 79% | Expenditure pace will slow in 4th Qtr |
| CSC - Vulnerable Populations | 2,237,393 | 1,762,807 | 474,586 | 79% | Add funds may be requested May/June |
| Broward County- Income Eligible | 2,894,663 | 1,556,133 | 1,338,529 | 54% | Expenditure pace will incr in 4th Qtr |
| Broward County - Special Needs | - | - | - | 0% | All Special Needs Children in SR program |
| Local Match: United Way & Cities | 400,000 | 282,675 | 117,325 | 71% | |
| Stipends and Grants to Providers | 107,428,317 | 69,838,691 | 37,589,626 | 65% | |
| Placeholder: Restricted Allocations | 9,147,484 | - | 9,147,484 | 0% | Final closeout expenditures in 4th Qtr |
| Total Child Care Slots and Incentives | \$ 261,368,924 | \$ 165,871,232 | \$ 95,497,692 | 63% | |
| Sub Recipient Expense | | | | | |
| Children's Forum | 237,308 | \$ 108,431 | 128,877 | 46% | Billing lags by one month |
| 211 Broward | 462,000 | 249,177 | 212,823 | 54% | Staff vacancies |
| Total Sub Recipient Expense | \$ 699,308 | \$ 357,608 | \$ 341,701 | 51% | |
| ELC Expense | | | | | |
| Salaries & Benefits | \$ 16,323,014 | \$ 9,879,221 | \$ 6,443,793 | 61% | |
| Attorneys | 109,000 | 35,639 | 73,361 | 33% | Intermittent Expenditures |
| Auditors | 42,500 | 29,250 | 13,250 | 69% | |
| Temporary Staff | 50,000 | 1,232 | 48,768 | 2% | Intermittent Expenditures |
| Consultants | 556,488 | 335,272 | 221,216 | 60% | Intermittent Expenditures |
| Staff & Board Travel & Training | 75,000 | 22,586 | 52,414 | 30% | Intermittent Expenditures |
| Insurance | 52,418 | 34,477 | 17,940 | 66% | |
| Office Rent & Maintenance | 471,989 | 363,580 | 108,409 | 77% | Higher utility costs |
| Office Machines & Storage | 6,332 | 8,906 | (2,575) | 141% | CLASS materials temp storage |
| Software Licenses | 230,154 | 177,193 | 52,961 | 77% | |
| Internet, Email, Website, Phones | 131,866 | 120,428 | 11,438 | 91% | Office 365 Vendor transition in process |
| Cell Phones | 93,900 | 63,389 | 30,511 | 68% | |
| Sponsorships & Memberships | 61,285 | 34,508 | 26,777 | 56% | Intermittent Expenditures |
| Books for Kids | 550,000 | 184,652 | 365,348 | 34% | Intermittent Expenditures |
| Instructional Materials | 4,822,841 | 2,599,689 | 2,223,152 | 54% | CLASS exp ramping up |
| Other Operating Costs | 273,803 | 90,595 | 183,208 | 33% | Intermittent Expenditures |
| Computer Equipment & Software | 107,967 | 82,676 | 25,291 | 77% | Intermittent Expenditures |
| Furniture & Fixtures | 11,542 | 790 | 10,752 | 7% | Intermittent Expenditures |
| Unallocated (Budget Only) | 70,521 | - | 70,521 | 0% | |
| Total ELC Expense | \$ 24,040,617 | \$ 14,064,082 | \$ 9,976,535 | 59% | |
| Total Non-Slot Expense | \$ 24,739,925 | \$ 14,421,690 | \$ 10,318,236 | 58% | |
| Total Expense | \$ 286,108,849 | \$ 180,292,922 | \$ 105,815,927 | 63% | |

Early Learning Coalition of Broward County, Inc.
FY 2021-2022 Annual Budget to Actual YTD
For The Period Ending February 28, 2023
Summary

| | FY 2023 Budget Amendment 4 | YTD Actual | Balance | % of Budget | Notes |
|--|----------------------------------|-----------------------|-----------------------|----------------|--|
| Revenue: | | | | | |
| DEL School Readiness | \$ 93,036,826 | \$ 66,530,268 | \$ 26,506,558 | 72% | High enrollments, addl funds requested |
| DEL School Readiness Match Pool | 5,124,438 | 3,537,153 | 1,587,285 | 69% | |
| DEL Preschool Development Grant | 387,496 | 377,076 | 10,420 | 97% | Program closed, residual invoices pending |
| DEL - School Readiness Program Assessments | 620,191 | 202,790 | 417,401 | 33% | VPK CLASS Observations Ramping Up |
| DEL - CARES/CRRSA Pandemic Relief | 8,053,271 | 2,790,764 | 5,262,507 | 35% | Closeout Expenditures Expected in 4th Qtr |
| DEL-ARPA Pandemic Relief | 115,968,498 | 70,320,332 | 45,648,166 | 61% | Closeout Expenditures Expected in 4th Qtr |
| DEL - Voluntary Pre-K | 51,732,328 | 28,743,978 | 22,988,350 | 56% | Enrollments lower post-pandemic |
| CSC - Income Eligible | 4,923,314 | 3,856,411 | 1,066,903 | 78% | Expenditure pace will slow in 4th Qtr |
| CSC - Vulnerable Populations | 2,485,992 | 1,858,818 | 627,174 | 75% | Addl funds may be requested May/June |
| Broward County- SR Match | 3,256,496 | 1,750,650 | 1,505,846 | 54% | Expenditure pace will incr in 4th Qtr |
| Broward County - Special Needs | - | - | - | 0% | All Special Needs Children in SR program |
| Univ of Florida Lastinger Ctr | 70,000 | 46,940 | 23,060 | 67% | |
| Local Match: United Way & Cities | 400,000 | 282,675 | 117,325 | 71% | |
| BECE & Misc | 50,000 | 62,803 | (12,803) | 126% | Miscellaneous Program Income |
| Total Revenue | \$ 286,108,850 | \$ 180,360,659 | \$ 105,748,191 | 63% | |
| Expense | | | | | |
| Child Care Slots and Incentives | | | | | |
| DEL School Readiness | \$ 79,549,759 | \$ 57,691,476 | \$ 21,858,283 | 73% | High enrollments, addl funds requested |
| DEL School Readiness Match Pool | 5,124,438 | 3,537,153 | 1,587,285 | 69% | |
| DEL-CARES/CRRSA Pandemic Relief | 114,855 | - | 114,855 | 0% | Restricted for COVID closures |
| DEL - Voluntary Pre-K | 50,041,032 | 27,698,999 | 22,342,033 | 55% | Enrollments lower post-pandemic |
| CSC - Income Eligible | 4,430,983 | 3,503,298 | 927,685 | 79% | Expenditure pace will slow in 4th Qtr |
| CSC - Vulnerable Populations | 2,237,393 | 1,762,807 | 474,586 | 79% | Addl funds may be requested May/June |
| Broward County- Income Eligible | 2,894,663 | 1,556,133 | 1,338,529 | 54% | Expenditure pace will incr in 4th Qtr |
| Broward County - Special Needs | - | - | - | 0% | All Special Needs Children in SR program |
| Municipalities-SR Local Match | 400,000 | 282,675 | 117,325 | 71% | |
| Stipends and Grants to Providers | 107,428,317 | 69,838,691 | 37,589,626 | 65% | |
| Placeholder: Restricted Allocations | 9,147,484 | - | 9,147,484 | 0% | Final closeout expenditures in 4th Qtr |
| Total Child Care Slots and Incentives | \$ 261,368,924 | \$ 165,871,232 | \$ 95,497,692 | 63% | |
| Program Expense | | | | | |
| Children's Forum | \$ 183,375 | \$ 95,726 | \$ 87,650 | 52% | Billing lages by 30 days |
| 211 Broward | 337,000 | 166,827 | 170,173 | 50% | Staff Vacancies |
| Eligibility, Payments & CCR&R | 7,859,045 | 2,780,716 | 5,078,329 | 35% | Staff Vacancies |
| Quality & Education | 10,486,505 | 8,340,897 | 2,145,608 | 80% | CRRSA, ARPA Activities Rolling out January |
| Total Program Expense | \$ 18,865,925 | \$ 11,384,166 | \$ 7,481,760 | 60% | |
| Administrative Expense | | | | | |
| Children's Forum | 53,933 | 12,706 | 41,227 | 24% | Billing lags by 30 days |
| 211 Broward | 125,000 | 82,350 | 42,650 | 66% | |
| ELC Administration | 5,695,068 | 2,942,469 | 2,752,599 | 52% | 1.5% of Revenues (ELC Only) |
| Total Administrative Expense | \$ 5,874,001 | \$ 3,037,524 | \$ 2,836,477 | 52% | 1.6% of Revenues (All Admin) |
| Total Expenses | \$ 286,108,850 | \$ 180,292,922 | \$ 105,815,928 | 63% | |

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 -2024

New Enrollments from Waitlist: Funding Changes:

| | | |
|-----------------------------|-----------------|--------------|
| Enrollment based on | Adtl SR Alloc: | \$ 8,000,000 |
| zero waiting time eff April | Adtl QPI Alloc: | \$ 2,135,000 |

Assumptions:

Daily Average Cost forecast reflects current actual trends.
 Rate Increases effective 7/1/21 & 3/31/22
 Provider Reimbursement at ELC Max Rates Eff 7/1/22
 (Affecting Approximately 374 Providers)



FY24: Flat Base DEL Allocation and Enrollments

Fiscal Year 2022-23

| Act or Proj | Month | Days of Care | Children Served | Children Served +/- | Ave Cost Per Day | School Readiness Base | School Readiness Gold Seal/QPI | Children's Services Council | Broward County | Total Slot Costs | Provider Match | Net Billable | |
|----------------------------------|--------|--------------|-----------------|----------------------------|------------------|-------------------------|--------------------------------|-----------------------------|----------------|------------------|-----------------|--------------|-----------------|
| A | Jul-22 | 21 | 13,240 | -97 | \$28.82 | 5,795,031 | 962,619 | 810,496 | 443,833 | 8,011,979 | (35,015) | 7,976,965 | |
| A | Aug-22 | 23 | 13,891 | +651 | 26.15 | 6,211,639 | 1,055,288 | 642,374 | 444,483 | 8,353,784 | (34,400) | 8,319,384 | |
| A | Sep-22 | 22 | 13,817 | -74 | 25.94 | 5,804,427 | 1,016,552 | 620,873 | 444,483 | 7,886,336 | (28,557) | 7,857,779 | |
| A | Oct-22 | 21 | 14,260 | +443 | 26.10 | 6,442,764 | 959,400 | 413,244 | | 7,815,407 | (30,693) | 7,784,714 | |
| A | Nov-22 | 22 | 14,453 | +193 | 27.55 | 7,288,570 | 1,059,000 | 413,717 | | 8,761,287 | (28,975) | 8,732,312 | |
| A | Dec-22 | 22 | 14,676 | +223 | 26.70 | 7,371,601 | 1,137,425 | 111,667 | | 8,620,693 | (36,876) | 8,583,817 | |
| A | Jan-23 | 22 | 14,967 | +291 | 27.37 | 7,514,918 | 1,127,466 | 258,938 | 111,667 | 9,012,988 | (38,924) | 8,974,065 | |
| A | Feb-23 | 20 | 15,000 | +33 | 27.54 | 6,780,898 | 1,137,596 | 231,935 | 111,667 | 8,262,096 | (37,139) | 8,224,956 | |
| P | Mar-23 | 23 | 15,133 | +133 | 27.42 | 8,001,464 | 1,200,043 | 231,935 | 111,667 | 9,545,108 | (42,773) | 9,502,335 | |
| P | Apr-23 | 20 | 15,266 | +133 | 27.42 | 6,978,717 | 1,050,559 | 231,935 | 111,667 | 8,372,877 | (37,194) | 8,335,684 | |
| P | May-23 | 23 | 15,399 | +133 | 27.85 | 8,137,423 | 1,384,138 | 231,935 | 111,667 | 9,865,163 | (43,463) | 9,821,700 | |
| P | Jun-23 | 22 | 15,532 | +133 | 28.80 | 7,848,128 | 1,650,280 | 231,935 | 111,667 | 9,842,010 | (43,553) | 9,798,457 | |
| Ave Enrollments (FY23 Baseline) | | | 14,636 | | \$27.31 | Proj Total | \$ 84,175,580 | \$ 13,740,366 | \$ 4,430,983 | \$ 2,002,800 | \$ 104,349,729 | \$ (437,560) | \$ 103,912,169 |
| Baseline FY23 over FY22 | | | 2,414 | | | Budget | 71,981,886 | 13,092,311 | 4,430,983 | 2,002,800 | 91,507,980 | (437,560) | 91,070,419 |
| | | | | | | Surplus(Deficit) | (12,193,694) | (648,055) | - | - | (12,841,749) | - | \$ (12,841,749) |
| Baseline FY23 over FY17 | | | 5,240 | (FY17 Baseline= 9,396) | | Carry-Over | - | - | - | - | - | - | - |
| Avg Cost FY23 over FY17 | | | \$ 8.69 | (FY17 Baseline = \$18.62) | | Surplus(Deficit) | \$ (12,193,694) | \$ (648,055) | \$ - | \$ - | \$ (12,841,749) | \$ - | \$ (12,841,749) |

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 | Total Slot Costs | Match | Net Billable | |
|--------------------------|--------|--------------|-----------------|----------------------------|------------------|-------------------------|--------------------------------|-----------------------------|----------------|------------------|-----------------|--------------|-----------------|
| P | Jul-23 | 21 | 15,419 | -113 | \$27.18 | 6,987,534 | 1,072,653 | 269,495 | 470,821 | 8,800,504 | (38,635) | 8,761,868 | |
| P | Aug-23 | 23 | 15,439 | +20 | 27.15 | 7,749,192 | 1,149,773 | 269,495 | 470,821 | 9,639,281 | (42,315) | 9,596,966 | |
| P | Sep-23 | 21 | 15,459 | +20 | 27.17 | 7,001,559 | 1,079,981 | 269,495 | 470,821 | 8,821,857 | (38,635) | 8,783,221 | |
| P | Oct-23 | 22 | 15,479 | +20 | 27.15 | 7,527,587 | 1,273,555 | 269,495 | 173,540 | 9,244,177 | (40,475) | 9,203,702 | |
| P | Nov-23 | 22 | 15,499 | +20 | 27.15 | 7,483,601 | 1,329,189 | 269,495 | 173,540 | 9,255,825 | (40,475) | 9,215,350 | |
| P | Dec-23 | 21 | 15,519 | +20 | 27.12 | 7,042,449 | 1,352,532 | 269,495 | 173,540 | 8,838,016 | (38,635) | 8,799,381 | |
| P | Jan-24 | 23 | 15,539 | +20 | 27.10 | 7,852,494 | 1,388,714 | 269,495 | 173,540 | 9,684,244 | (42,315) | 9,641,929 | |
| P | Feb-24 | 21 | 15,559 | +20 | 27.12 | 7,040,369 | 1,376,849 | 269,495 | 173,540 | 8,860,254 | (38,635) | 8,821,618 | |
| P | Mar-24 | 21 | 15,579 | +20 | 27.17 | 7,178,973 | 1,267,981 | 269,495 | 173,540 | 8,889,990 | (38,635) | 8,851,355 | |
| P | Apr-24 | 22 | 15,599 | +20 | 27.16 | 7,554,257 | 1,322,919 | 269,495 | 173,540 | 9,320,212 | (40,475) | 9,279,737 | |
| P | May-24 | 23 | 15,618 | +20 | 27.62 | 8,099,487 | 1,379,633 | 269,495 | 173,540 | 9,922,155 | (43,005) | 9,879,150 | |
| P | Jun-24 | 20 | 15,638 | +20 | 28.65 | 7,287,997 | 1,230,165 | 269,495 | 173,540 | 8,961,198 | (39,196) | 8,922,002 | |
| Average Enrollments (Ba | | | 15,529 | | \$27.31 | Proj Total | \$ 88,805,498 | \$ 15,223,943 | \$ 3,233,944 | \$ 2,974,327 | \$ 110,237,712 | \$ (481,432) | \$ 109,756,280 |
| Increase to baseline FY2 | | | 893 | | | Budget | 60,223,276 | 15,223,943 | 3,233,944 | 2,974,327 | 81,655,490 | (481,432) | 81,174,058 |
| | | | | | | Surplus(Deficit) | (28,582,222) | - | - | - | (28,582,222) | - | \$ (28,582,222) |
| Increase to baseline FY2 | | | 6,133 | (FY17 Baseline= 9,396) | | Carry-Over | - | - | - | - | - | - | - |
| Increase in Avg Cost ove | | | \$ 8.69 | (FY17 Baseline = \$18.62) | | Surplus(Deficit) | \$ (28,582,222) | \$ - | \$ - | \$ - | \$ (28,582,222) | \$ - | \$ (28,582,222) |

SCHOOL READINESS UTILIZATION CONTRACT YEARS 2023 & 2024

Children Services Council Vulnerable Population Contract

New Enrollments from Waitlist:

Enroll per Mo: 39
 Transfer to Sr/ Mo: 30 Avg
 Age Out/Exit Care: 5 Avg
 Rate Incr Effective 7/1/21 & 3/1/22

Funding Changes:

Assumptions:

Daily Average Cost forecast reflects current actual trends.
 All currently requested rate increases approved

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 |
| P | Mar-23 | 23 | 261 | +3 | 36.27 | 217,709 | | 217,709 |
| P | Apr-23 | 20 | 264 | +3 | 36.27 | 191,488 | | 191,488 |
| P | May-23 | 23 | 267 | +3 | 36.27 | 222,713 | | 222,713 |
| P | Jun-23 | 22 | 270 | +3 | 36.27 | 215,424 | | 215,424 |
| P | Jul-23 | 21 | 273 | +3 | 36.27 | 207,917 | | 207,917 |
| P | Aug-23 | 23 | 276 | +3 | 36.27 | 230,221 | | 230,221 |
| P | Sep-23 | 21 | 279 | +3 | 36.27 | 212,486 | | 212,486 |
| Projected Total | | | | | | | \$ | 2,583,554 |
| FY23 CSC Contract Year Bud | | | | | | | \$ | 2,190,668 |
| Surplus(Deficit) CSC Contract Year | | | | | | | \$ | (392,886) |

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 |
|---|--------|--------------|-----------------|---------------------|------------------|------------------|-------------|------------------|
| P | Oct-22 | 22 | 279 | +3 | 35.92 | 220,465 | | 220,465 |
| P | Nov-22 | 22 | 279 | + | 35.92 | 220,465 | | 220,465 |
| P | Dec-22 | 21 | 279 | + | 35.92 | 210,444 | | 210,444 |
| P | Jan-23 | 23 | 279 | + | 36.92 | 236,903 | | 236,903 |
| P | Feb-23 | 21 | 279 | + | 35.92 | 210,444 | | 210,444 |
| P | Mar-23 | 21 | 279 | + | 35.92 | 210,444 | | 210,444 |
| P | Apr-23 | 22 | 279 | + | 35.92 | 220,465 | | 220,465 |
| P | May-23 | 23 | 279 | + | 35.92 | 230,486 | | 230,486 |
| P | Jun-23 | 20 | 279 | + | 35.92 | 200,423 | | 200,423 |
| P | Jul-23 | 23 | 283 | +4 | 35.92 | 233,791 | | 233,791 |
| P | Aug-23 | 22 | 288 | +5 | 35.92 | 227,577 | | 227,577 |
| P | Sep-23 | 21 | 293 | +5 | 35.92 | 221,004 | | 221,004 |
| Projected Total | | | | | | | \$ | 2,642,909 |
| FY23 CSC Contract Year Bud | | | | | | | \$ | 2,190,668 |
| Surplus(Deficit) CSC Contract Year | | | | | | | \$ | (452,241) |



| | |
|----------------------------|---|
| ITEM #/MEETING: | B235GOV1 / Board |
| MEETING DATE: | April 10, 2023 |
| SUBJECT: | Honorary Board Members |
| RECOMMENDED ACTION: | Approve Honorary Board Membership language and responsibilities |
| FINANCIAL IMPACT: | NA |
| ELC STAFF LEAD | J. Merritt |

Background

In January of 2023, the Nominating Committee discussed the possibility of having Honorary Board Members whose position/notoriety/influence, etc. would help to enhance the visibility of ELC Broward, attract more “friends” of the Coalition, and promote ELC services offered to the families of Broward County.

On February 13th, the concept of an Honorary Board membership was presented to the full Board and approved. The Board tasked the Governance Committee to work with the Ad-Hoc Fundraising and Nominating Committee members to define the role and responsibilities of this new Board position as well as recommend any necessary changes to the By-Laws.

Current Status

Per the Board’s recommendation at the February 13th meeting, the Governance Committee along with the Nominating and Ad Hoc Fundraising committees met on March 23rd to address the following:

- Confirm the new Board position title (Examples include Honorary Board members, Ambassador Council members, or other recommendations – see supporting documentation)
- Define the role of the Honorary Board position
- Develop related language for inclusion in the ELC By-Laws (as needed)

The above bullet points were discussed, and committee members agreed to recommend the following decisions to the full Board at the April 10th meeting:

- Agreed Honorary Board Member should be the title for this position
- Agreed there should be a condensed Application for Honorary Board members
- Agreed the Nominating process would be the same for Honorary Board members (as private members)
- Agreed an Orientation and Meet and Greet would occur with the Honorary Board members after nomination and approved by the Board
- Agreed there would be NO requirement for Honorary Board members to attend a certain number of meetings/events (but would be informed of all meetings so they could attend)

Attached is a DRAFT of the **Role of Honorary Board Members** along with the responsibilities and benefits of serving on the ELC Board in this position.

Additionally, the COO will work with Legal Counsel to update the language (as necessary) in the following sections of the By-Laws once the Board approves the DRAFT Role of Honorary Board members.

- By-Laws Section 3.1 Definition “Member”
- By-Laws Section 3.2 Term
- By-Laws Section 3.3 Voting Rights
- By-Laws ARTICLE VI: COMMITTEES

Recommendation:

The Governance Committee recommend the Board Approve the DRAFT Role of Honorary Board Members and task Governance Committee to review By-Law amendments once COO and Legal Counsel have made the necessary amendments.

Supporting Documents

- DRAFT Role of Honorary Board Member
- Current By-Laws

DRAFT - Role of Honorary Board Member

This Document would be used on ELC's website and for recruitment purposes.

Honorary Board Members

Honorary Members of the Board help the Early Learning Coalition to achieve its mission, by supporting the work of the organization and acting as an ambassador on its behalf.

ELC Honorary Board members have diverse backgrounds and are leaders, public figures, philanthropists, and/or other influential individuals who are uniquely positioned to be successful advocates and ambassadors for the organization, are passionate about the importance of early learning and support the Coalition's mission and vision. Honorary Board members assist the ELC in creating opportunities for raising funds, friends, and awareness of ELC services and programming through member's network of contacts and/or exposure in the community.

This is a special honorary title given as a recognition of a member's valuable support of the organization, which can include helping elevate the issues and opportunities related to early childhood education in Broward, raising awareness of ELC's services and programs within the community, and/or helping raise funds for innovative new initiatives. Although honorary board members do not have voting rights, their influence and partnership play a critical role in the success of the Early Learning Coalition of Broward.

Responsibilities of the Honorary Board Member

- Commit to service a minimum of 1 year
- Recruit other Honorary Board Members
- Permit recognition on ELC's website and printed materials
- Participate in ELC Honorary Board Member Orientation/Meet & Greet, where you will be provided with the information and materials needed to understand ELC's programs and services
- Help promote/share information about ELC programs and early learning opportunities for Broward children and families within their organizations and through their external communications vehicles

Benefits of Serving

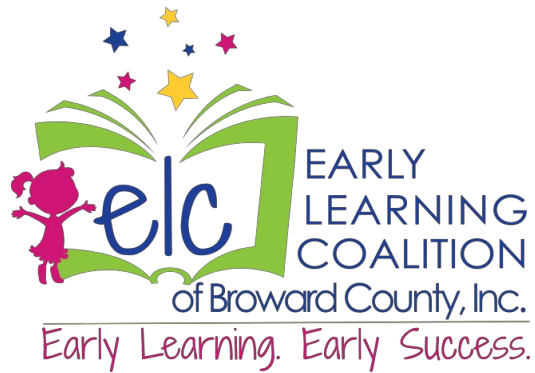
Serving in an Honorary capacity allows members to contribute to an organization they love without the time commitment of the working board. The Honorary Board members may attend any/all Board meetings as their schedule permits. As an Honorary Board member of the ELC you will have the opportunity to:

- Impact the lives (and future) of children and their parents
- Be recognized for your involvement with the ELC in press releases and media
- Stay up to date on ELC programs and the valuable impacts we make to both children and childcare programs in Broward County
- Enjoy a boost in goodwill by having your name/organization associated with important issues having a positive impact on Broward's children, families, and our community's future.
- Provide tremendous value to your employees, customers and/or stakeholders who may benefit from learning about the various services ELC has to offer.

Governance Committees Recommendations (for internal purposes only):

- Agreed to Honorary Board Members as the title for this position
- Agreed shorter Application for Honorary Board members
- Agreed same Nominating process for Honorary Board members
- Agreed an Orientation and Meet and Greet would occur with the Honorary Board members
- Agreed no requirement to attend a certain number of meetings/events for Honorary Board members (but would be informed of all meetings so they could attend)
- Review and amend as necessary By-Laws Section 3.1 Definition "Member" with Legal Counsel
- Review and amend as necessary By-Laws Section 3.2 Term with Legal Counsel
- Review and amend as necessary By-Laws Section 3.3 Voting Rights with Legal Counsel
- Review and amend as necessary By-Laws ARTICLE VI: COMMITTEES with Legal Counsel

Early Learning Coalition of Broward County, Inc.



Bylaws

Board Approved April 11, 2022

Early Learning Coalition of Broward County, Inc.

Bylaws

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Early Learning Coalition of Broward County, Inc. BYLAWS

ARTICLE I: NAME

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

ARTICLE II: MISSION AND PURPOSE

Section 2.1 Mission:

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

Section 2.2 Purpose and Goals:

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

ARTICLE III: MEMBERSHIP

Section 3.1 Definition

A “Member” who is a person appointed or selected in accordance with the standards and guidelines set forth in applicable Florida Statutes, Florida Administrative Codes, the applicable governing agency’s policies and procedures and the Coalition’s Bylaws. A Member who serves by virtue of their positions with a state or local agency, board, commission, council or district is hereinafter referred to as “Ex Officio Member”. A Member who is appointed by the Governor for the State of Florida is hereinafter referred to as a “Gubernatorial Appointee”. The membership of the Coalition is hereinafter referred to collectively as the “Board” and individually as a “Member.” For purposes of the Coalition Bylaws, the term “Member” shall also include those persons designated as an Ex Officio Member or a Gubernatorial Appointee unless specifically excepted within the Coalition Bylaws.

Section 3.2 Term

Except for a Gubernatorial Appointee or an Ex Officio Member as defined in Section 3.1 of the Coalition Bylaws, the term of membership for a Member shall be four (4) years. 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. A Member who opts to serve as a Member for an additional four (4) year term will not be required to go through the Nominating Committee or obtain Board approval so long as written notification regarding continued membership is provided to the Chair and the Chief Executive Officer of the Coalition prior to the expiration of their initial term of service; said person is eligible to be a Member of the Coalition; the additional term is consecutive; and said Member is not in violation of the Coalition Bylaws, applicable Florida Statutes, Florida Administrative Codes, and the policies and procedures of the Coalition. The Coalition is under no obligation or duty to re-appoint a Member to the Board if said Member has served two (2) full terms as set forth herein, or is not eligible for membership with the Coalition. For purposes of this section, "eligibility" means that the Member meets the Florida statutory requirement for membership with the Coalition and is not in violation of Coalition Bylaws, applicable Florida Statutes, Florida Administrative Codes, and the policies and procedures of the Coalition at the time of consideration or notice to the Chair and Chief Executive Officer.

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

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

Section 3.3 Voting Rights

Except as set forth herein, A Member shall vote on all matters that come before them during any Board meeting or, if applicable, any Board committee meeting

so long as a quorum has been first established in accordance with the Coalition Bylaws. A Member cannot abstain from voting on a matter before the Board or a Board committee unless said Member has a conflict of interest pursuant to applicable Florida law, the policies and procedures of the Coalition, and/or the Coalition Bylaws.

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

Section 3.4 Resignation

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

Section 3.5 Meeting Attendance

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

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

Section 3.6 Vacancies

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

Section 3.7 Removal of a Member

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

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

ARTICLE IV: OFFICERS

Section 4.1 Officers

The Governor shall appoint the Chair of the Board. The Board shall elect a First Vice-Chair, a Second Vice-Chair, Secretary, and Treasurer from the Members of the Coalition. The elected Members of the Board shall be considered "Officers" for the Coalition and shall be part of the Executive Committee of the Coalition.

Section 4.2 Elections and Terms of Office

Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) year term ("term of office"). Officers may hold the same elected position for up to two (2) consecutive terms of office. Terms of office shall coincide with the Coalition's fiscal year. Election of Officers shall take place at the annual meeting in June of each fiscal year. If an Officer has resigned from their elected position, or if an Officer has been removed from their elected

position by the Board more than (60) days prior to the June election date stated herein, the Board shall have special election at the next regularly scheduled Board meeting for said vacant office. In the event of a special election for a new Officer of the Board, the Nomination Committee shall oversee the nomination process in accordance with the Coalition Bylaws. The term of an Immediate Past Chair of the Board shall not exceed one (1) term of two (2) years and said term shall coincide with the Coalition's fiscal year.

Section 4.3 Duties of Officers

- A. The Chair shall:
1. preside at all Board meetings;
 2. except as provided for in the Coalition Bylaws, serve as a Member of all standing and ad hoc committees of the Board;
 3. except as provided for in the Coalition Bylaws, appoint all standing and ad hoc committee members and chairs of the Board committees. The Chair may not serve as a chair of a standing committee other than the Executive Committee as set forth herein;
 4. execute all contracts, agreements, renewals, and amendments as duly approved by the Board in accordance with the policies and procedures of the Coalition, the policies and procedures of the applicable governing agencies, Florida Statutes, and the Florida Administrative Code; and
 5. perform all of the duties usually pertaining to the office of Chair and as set forth pursuant to Florida Statutes, Florida Administrative Code, the policies and procedures of the applicable governing agencies, the policy and procedures of the Coalition and as directed by the Board.
- B. The First Vice-Chair shall:
1. serve as the Chair of the Governance Committee;
 2. preside at all Board meetings in the absence of the Chair;
 3. assume the duties of the Chair in the event the office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
 4. perform such duties as designated by the Chair.
- C. The Second Vice-Chair shall:
1. preside at the Board meetings in the absence of the Chair and the First Vice Chair;
 2. assume the duties of the First Vice-Chair, in the event that office becomes vacant, there is a conflict of interest, or due to the unavailability of the Chair; and
 3. perform such duties as designated by the Chair.

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

Section 4.4 Resignation and Removal of Officers

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

ARTICLE V: MEETINGS

Section 5.1 Meeting Times

The Board shall meet a minimum of five (5) times per year. All meetings must be publicly noticed and in compliance with applicable Florida law. The Coalition's annual meeting shall be held in June of each fiscal year.

Section 5.2 Fiscal Year

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

Section 5.3 Notices of Meetings

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

Section 5.4 Special Meetings

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

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

Section 5.5 Audio or Video Participation by a Member

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

Section 5.6 Quorum

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

Section 5.7 Minutes

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

Section 5.8 Parliamentary Authority

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

ARTICLE VI: COMMITTEES

Section 6.1 Standing Committees

The Board may establish or dissolve standing committees by majority vote of the Board. The term of membership on a standing committee for a Member shall be consistent with the fiscal year.

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

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

Standing committees shall consist of the following:

A. Executive Committee

The Executive Committee shall be a committee that reports directly to the Board. The Executive Committee of the Coalition shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees (hereinafter referred to as "Committee Chairs").

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

- i. Assist in the development of the agenda for the Board meeting in collaboration with the Chief Executive Officer;
- ii. oversee the annual performance evaluation of the Chief Executive Officer. The Executive Committee shall forward its recommendations regarding the Chief Executive Officer to the Board;
- iii. review and recommend to the Board the approval, rejection, retention or termination of any contracts or agreements including any amendments and renewals thereto, that are brought to the Executive Committee by the Chief Executive Officer or the Coalition staff. Notwithstanding the foregoing, the Chief Executive Officer may have monetary approval authority for certain contracts and agreements as set forth in the policies and procedures of the Coalition or by majority vote of the Board, so long as said approval authority does not violate Florida Statutes, Florida Administrative Codes, the most current funding agreement between the Coalition and its governing agency ("Grant Agreement"), and the policies and procedures of the applicable governing agencies;
- iv. except as provided for in the Coalition Bylaws, review the reports and recommendations of the standing and ad hoc committees and, if applicable, make recommendations to the Board.
- v. take action on those general administrative and/or operational Coalition matters that are brought before the Executive Committee by the Chief Executive Officer or Coalition staff. This authority shall be limited to the ability to correct minor mistakes in contracts, agreements and/or policies and procedures of the Coalition such as scrivener's errors, identification of proper parties and their contact information, and/or references to out of date or inapplicable agencies or laws. The Executive Committee shall inform the Board of any action taken hereunder without the Board's prior approval at the next scheduled Board meeting;
- vi. review and if necessary, take action as it pertains to contract, statutory and/or agency compliance issues concerning contracted providers and vendors with the Coalition that are non-monetary in nature. If said

compliance matters or issues are monetary in nature and/or will have a fiscal impact on the Coalition, the Executive Committee shall review those matters and forward recommendations to the Board for review and approval; and

- vii. take and approve any action, without prior approval of the Board, in response to an emergency or special circumstance that requires immediate action by the Coalition or the Coalition's third party contractors, providers or vendors. For purposes of this section, " emergency" shall be a situation where substantial harm has, or would be likely to be caused to child, parent, guardian, Coalition staff, or to the community due to the acts or omissions of the Coalition or the Coalition's third party contractors, providers or vendors, or due to circumstances beyond the control of the Coalition such as actions or omissions of a third party (including but not limited the actions or omissions of a local, state or federal agency,), natural disaster, environmental hazard, or acts of God. The Executive Committee shall inform the Board of the action taken hereunder without the Board's prior approval within the 48 hours of said action and report said action at the next Board meeting. The nomination or removal of a Member or an Officer is specifically excluded from this authority.

B. Governance Committee

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

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

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

responsibilities of the Audit Committee pursuant to the Coalition Bylaws.

C. Finance Committee

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

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

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

D. Nominating Committee

The Nominating committee shall be a committee that reports directly to the Board. The Board, at any regular scheduled Board meeting, shall elect

Members to serve on the Nominating Committee. The Nominating Committee shall consist of at least three (3) Members who are not Officers of the Coalition.

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

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

E. Audit Committee

The Audit Committee shall be a committee that reports directly to the Board. The Audit Committee Membership shall consist of, at least, five (5) Members elected by the Board with a minimum of one (1) of the committee Members having significant accounting or financial management experience. In the event the Audit Committee is unable to recruit or identify a Member to serve on the committee that has significant accounting or financial management experience in accordance with this section, the Audit Committee may appoint Ad Hoc Members as defined and set forth in the Coalition Bylaws with significant accounting or financial management experience to assist the Members of the Audit Committee. No more than one (1) Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee. No Member of the Audit Committee shall have a business, contractual, beneficial, or monetary interest, whether direct or indirect, with the Coalition. In no event shall the Chair of the Board be a member of the Audit Committee nor shall the chair of the Governance Committee be the chair of the Audit Committee.

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

- i. recommend the selection, retention, and termination of the internal and independent external auditor(s) to the Board and shall be responsible for recommending the compensation of the auditors;
- ii. oversee the auditing function of the Coalition, which includes, but is not limited to a review of the internal and external operations of the Coalition;
- iii. monitor and report on the adequacy of the Coalition's financial disclosure;
- iv. review and recommend approval of the audit plan;

- v. monitor and report on the status of the Coalition's compliance with applicable Florida and federal statutes, codes and regulations.
- vi. ensure that an annual audit of the Coalition is done by the auditors for each fiscal year; and
- vii. Make recommendations, if applicable, to the Board based on the committee's review of any and all accountability, risk, financial, monitoring or other reports or audits done by the Coalition and/or its governing agencies.
- viii. recommend an investigation into any alleged or actual violations of any financial or compliance related laws or rules committed by the Coalition, its employees, its contractors, its vendors or its service providers that come before, or to the attention of the Audit committee.

F. Program Review Committee

relevant
of at least

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

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

- i. Review and discuss internal and external program and quality reports
- ii. Review and discuss relevant program area and quality outcomes and benchmark included in the ELC's strategic plan
- iii. Review and discuss programmatic (non-financial) audits
- iv. Discuss new or outstanding program/quality issues presented to the committee
- v. Discuss new program ideas and/or initiatives
- vi. Discuss existing and potential community partnerships and program/quality related grant opportunities

Section 6.2 Ad Hoc Membership and Committees

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

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

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

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

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

ARTICLE VII: CHIEF EXECUTIVE OFFICER

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

ARTICLE VIII: LIABILITY

The Coalition shall indemnify to the full extent permitted by Florida Statutes against a n y damages, judgments, settlements, costs, charges and expenses incurred in connection with

the defense of any action, suit or proceeding or any appeal there from, any Member or Coalition employee, including the CEO, made or threatened to be made a party to such action, suit or proceeding, whether civil or criminal, by reason of the fact that such person is or was a Coalition employee or Member of the Coalition and was acting in an official capacity on behalf of the Coalition unless such Coalition employee's or Member's actions or omissions are in violation of Florida Statutes or any other relevant law, code or regulation.

ARTICLE IX: ETHICS, CONFLICT OF INTEREST AND PUBLIC MEETINGS

Section 9.1 Ethics

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

Section 9.2 Conflict of Interest (Voting of Members)

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

Section 9.3 Conflict of Interest (Contracting with the Coalition)

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

Section 9.4 Public Meetings and Records

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

ARTICLE X: REVISION/REPEAL/SUSPENSION OF BYLAWS

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

ARTICLE XI: CONFLICT OF LAWS

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

ARTICLE XII: POLICIES AND PROCEDURES

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

ARTICLE XIII: IMPLEMENTATION

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

ELC Broward Contract List 2022-2023

| Funder or Vendor Name | Amount | Purpose | Type | Term | Status |
|---------------------------------|----------------|--|---------------|--------------------|---------|
| Division of Early Learning | \$185,821,521 | <i>School Readiness, VPK, PDG & Stimulus</i> | Revenue | 7/1/22-6/30/23 | Active |
| Broward County | \$2,342,795 | <i>SR Match & Special Needs</i> | Revenue | 10/1/22- 9/30/27 | Active |
| Children's Services Council | \$3,503,028 | <i>Financially Assisted Child Care</i> | Revenue | 10/1/22-9/30/23 | Active |
| Children's Services Council | \$2,373,317 | <i>Vulnerable Populations</i> | Revenue | 10/1/20-9/30/22 | Active |
| City of Fort Lauderdale | \$50,000 | <i>SR Match Funds</i> | Revenue | 10/1/22-9/30/23 | Pending |
| City of Hollywood | \$10,000 | <i>SR Match Funds</i> | Revenue | 10/1/22-9/30/23 | Active |
| City of Pompano Beach | \$21,500 | <i>SR Match Funds</i> | Revenue | 10/1/22-9/30/23 | Active |
| City of Deerfield Beach | \$15,000 | <i>SR Match Funds</i> | Revenue | 10/1/22-9/30/23 | Pending |
| United Way | \$130,000 | <i>SR Match Funds</i> | Revenue | 7/1/22-6/30/23 | Active |
| University of Florida | \$90,000 | <i>Training Courses for providers</i> | Revenue | 9/1/22-8/31/22 | Active |
| Children's Forum | \$1,078,669 | <i>INCENTIVES® Program</i> | Subrecipient | 7/1/22-6/30/23 | Active |
| First Call for Help/211 | \$461,092 | <i>Community Referral Services</i> | Subrecipient | 7/1/22-6/30/23 | Active |
| Abila | \$6,438.66 | <i>MIP Accounting Software</i> | Vendor | 6/20/22-6/19/23 | Active |
| Accessible Comm for the Deaf | \$1,300 | <i>Interpretation Services</i> | Vendor | 8/13/18 Ongoing | Active |
| AT&T | State PO | <i>Cell Phones and Hot Spots</i> | State Term PO | 7/1/22-6/30/23 | Ongoing |
| Biometrics4All, INC. | \$840 | <i>Live Scan Software Support</i> | Vendor | 7/1/22-6/30/23 | Active |
| BlueJean Software, Inc. | \$33,000 | <i>Hosting and Support Services</i> | Vendor | 7/1/22-6/30/23 | Active |
| Business Leadership Institute | \$50,000 | <i>Business Development Training</i> | Vendor | 7/1/22-6/30/23 | Active |
| Causetech DBA Achieve | \$9,463 | <i>Website Hosting</i> | Vendor | 7/1/22-6/30/23 | Active |
| Carmen Nicholas | \$33,500 | <i>Independent CLASS Observer</i> | Vendor | 7/1/22-6/30/23 | Active |
| Chris Becerra Consulting | \$4,700 | <i>Professional Development Trainings</i> | Vendor | 3/1/23-6/30/23 | Active |
| Comcast | \$6,724 | <i>Internet</i> | Vendor | 7/1/22-6/30/23 | Active |
| Crown Center | \$416,078 | <i>Office Lease (est. annual cost)</i> | Lease | 2/1/19-1/31/29 | Active |
| FL Dept of Law Enforcement | \$1,863/yr | <i>LiveScan Service (est. annual cost)</i> | Vendor | 10/29/18-Ongoing | Active |
| Goren, Cherof, Doody, Ezrol, PA | \$100,000 | <i>Legal Services</i> | Vendor | 8/1/22-6/30/23 | Active |
| Intermedia.net, Inc. | \$22,800 | <i>Office 365 & Support</i> | Vendor | 8/4/2021-Ongoing | Active |
| Keefe McCullough, LLP | \$42,600 | <i>External Audit Preparation</i> | Vendor | 7/1/22-6/30/23 | Active |
| JeffRon Ventures, LLC | \$25,445 | <i>Executive Coaching Services</i> | Vendor | 11/15/22-6/30/23 | Active |
| NSU | \$34,500 | <i>DCF Training Registration Services</i> | Vendor | 7/1/22-6/30/23 | Active |
| One Beat | \$40,000 | <i>CPR Training for Providers</i> | Vendor | 7/1/22-6/30-23 | Active |
| Revation Systems, Inc. | \$261,113.04 | <i>Telecommunications Services</i> | Vendor | 9/15/21-9/30/24 | Active |
| Scholastic | \$500,000 | <i>Book Worms Reading Packets</i> | Vendor | 7/1/22-6/30/23 | Active |
| School Board Broward County | \$12,605.51/yr | <i>Gulfstream Early Learning Ctr</i> | Lease | 9/5/22-9/4/25 | Active |
| Sharity, Inc. | \$23,700 | <i>Strategic Planning</i> | Vendor | 10/6/22-6/30/23 | Active |
| Sharp | \$14,353.12 | <i>Copier and Printer Rental</i> | State Term PO | 11/1/20-9/1/25 | Active |
| Sorensen Consulting, Inc | \$18,000 | <i>Professional Development Trainings</i> | Vendor | 1/20/23-6/30/23 | Active |
| Teaching Strategies Gold | \$19,425 | <i>Child Assessment Software</i> | Vendor | 7/1/22-6/30/23 | Active |
| Teachstone, Inc | \$4,547,841 | <i>CLASS Materials and Trainings</i> | Vendor | 1/20/23-6/30/23 | Active |
| Trusaic | \$6,500 | <i>Monthly Fee for up to 500 W2's</i> | Vendor | 6/1/22-6/30/23 | Active |
| United Training Commercial | \$10,000 | <i>Professional Development Trainings</i> | Vendor | 2/22/23-6/30/23 | Active |
| University of Florida | \$15,000 | <i>Community of Practice Training</i> | Vendor | 10/15/22-6/30/23 | Active |
| Webauthor | \$75,000 | <i>CRM Software</i> | Vendor | 7/1/22-6/30/23 | Active |
| Yvette Veras | \$33,950 | <i>Independent CLASS Observer</i> | Vendor | 1/16/23-6/30/23 | Active |
| Brown & Brown | \$0 | <i>Information Sharing Agreement</i> | MOU | 8/1/20-7/31/26 | Active |
| Broward County | \$0 | <i>Crisis Intervention & Support</i> | MOU | 11/18/20-11/17/25 | Active |
| Child Abuse Prevention -CAPTA | \$0 | <i>Interagency Referrals Cooperation</i> | MOU | 9/1/21-8/31/26 | Active |
| School Board Broward County | \$0 | <i>Community Partnership</i> | MOU | 1/20/2021-6/1/2045 | Active |
| Seventeenth Circuit Court | \$0 | <i>Cooperation Agreement</i> | MOU | 6/23/20-Ongoing | Active |
| University of Florida | \$0 | <i>Data Use Agreement</i> | MOU | 1/1/19-Ongoing | Active |
| Women in Distress | \$0 | <i>Community Partnership</i> | MOU | 6/2/21-6/1/24 | Active |



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

Board Engagement Calendar FY 22-23

Childcare Small Business Site Visits

***Please Reach out to Lizbeth Juan at Ljuan@elcbroward.org if you would like to RSVP for a site visit.**

| Date | Event Name | Address | Time |
|---------------------------------------|--|--|---------------------------|
| <i>December 20, 2022</i> | <i>Future Kids at Sunrise</i> | <i>10651 W Oakland Park Blvd, Sunrise, FL 33351</i> | <i>9:30 AM - 11:00 AM</i> |
| <i>January 17, 2023</i> | <i>American Eagle Academy 2</i> | <i>3601 W Commercial Blvd, Tamarac, FL 33309</i> | <i>9:30 AM - 11:00 AM</i> |
| <i>February 7, 2023</i> | <i>Jack & Jill Children's Center</i> | <i>1315 W Broward Blvd, Ft Lauderdale, FL 33312</i> | <i>9:30 AM - 11:00 AM</i> |
| <i>March 7, 2023</i> | <i>Hallandale House of Learning</i> | <i>124 NE 1st Ave, Hallandale Beach, FL 33009</i> | <i>9:30 AM - 11:00 AM</i> |
| <i>April 13, 2023 (Cancelled)</i> | <i>Baby Boomers (BB) International Preschool</i> | <i>1735 E Atlantic Blvd, Pompano Beach, FL 33060</i> | <i>9:30 AM - 11:00 AM</i> |
| <i>May 23, 2023</i> | <i>City of Miramar Program</i> | <i>Miramar, FL (Exact Address TBD)</i> | <i>9:30 AM - 11:00 AM</i> |

The State of Childcare Luncheon Event

Community Foundation of Broward: 910 E Las Olas Blvd #200, Fort Lauderdale, FL 33301

| Date | Location | Time |
|-------------------------|--|---------------------------|
| <i>February 2, 2023</i> | <i>The Community Foundation, Suite 200</i> | <i>12:00 PM - 2:00 PM</i> |

ELC Board Meet, Greet, & Eat Social

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

| Date | Location | Time |
|--------------------------|--|--------------------------|
| <i>November 14, 2022</i> | <i>The Early Learning Coalition of Broward County, Training Room A/B</i> | <i>8:15 AM - 9:00 AM</i> |
| <i>February 13, 2023</i> | <i>The Early Learning Coalition of Broward County, Training Room A/B</i> | <i>8:45 AM - 9:30 AM</i> |

ELC Board Lunch & Learn Workshops **Optional**

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

| Date | Topic | Location | Time |
|--------------------------|--|---|---------------------------|
| <i>December 16, 2022</i> | <i>CLASS Observations</i> | <i>ELC Broward, Training Room A/B</i> | <i>12:00 PM - 1:00 PM</i> |
| <i>January 19, 2023</i> | <i>Legislative Priorities (Statewide & Local) (Please note change in topic)</i> | <i>ELC Broward, Training Room A/B</i> | <i>12:00 PM - 1:00 PM</i> |
| <i>February 16, 2023</i> | <i>How the CRM has effectively and efficiently impacted ELC, Providers, and Clients as it pertains to ARPA</i> | <i>ELC Broward, Training Room A/B</i> | <i>12:00 PM - 1:00 PM</i> |
| <i>March 16, 2023</i> | <i>Conflicts of Interest & Related Party Transactions *Mandatory*</i> | <i>Zoom A link will be Sent Out</i> | <i>12:00 PM - 1:00 PM</i> |
| <i>April 20, 2023</i> | <i>Eligibility "What does it entail?"</i> | <i>ELC Broward, Training Room A/B</i> | <i>12:00 PM - 1:00 PM</i> |
| <i>June 15, 2023</i> | <i>Above & Beyond (Where are we?)</i> | <i>ELC Broward, Training Room A/B</i> | <i>12:00 PM - 1:00 PM</i> |

Monthly PLAN Meetings

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

| Date | Time | Location |
|-------------------|---------------------|---|
| December 14, 2022 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |
| January 18, 2023 | 10:00 AM - 11:00 AM | Zoom Webinar |
| February 15, 2023 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |
| March 15, 2023 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |
| April 19, 2023 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |
| May 17, 2023 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |
| June 21, 2023 | 10:00 AM - 11:00 AM | The Early Learning Coalition of Broward County, Training Room A/B |

Legislative Meetings

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

| Date | Individual | Location | Time |
|------------------|------------------------------|--------------------|---------------------|
| January 10, 2023 | Rep. Lisa Dunkley | Virtual - Via Zoom | 11:00 AM - 12:00 PM |
| January 11, 2023 | Rep. Patricia Williams | ELC Broward | 1:00 PM - 2:00 PM |
| January 13, 2023 | Commissioner Idelma Quintana | Virtual - Via Zoom | 10:00 AM - 11:00 AM |
| January 31, 2023 | Commissioner Beasley-Pittman | Virtual - Via Zoom | 9:30 AM - 10:30 AM |
| February 6, 2023 | Commissioner Robert McKenzie | Virtual - Via Zoom | 11:30 AM - 12:00 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 | Conference Location | Registration |
|-----------------------|--|--|-----------------------------------|
| March 16-17, 2023 | International Conference on Play-Based Learning and Early Childhood Curriculum | Miami, FL | Click to Register |
| April 1, 2023 | Business Leadership Institute | ELC Broward, Training Room | |
| April 17 - 18, 2023 | International Conference on Educational Policy and Planning Education Reforms | Boston, MA | Click to Register |
| April 18-19, 2023 | InterAct CLASS Summit | Miami Marriott Biscayne Bay Miami, Florida | Click to Register |
| May 7-10, 2023 | Childcare Aware of America Symposium | Arlington, VA | Click to Register |
| May 8-11, 2023 | National Head Start Conference | Phoenix, AZ | Click to Register |
| June 4-7, 2023 | NAEYC Professional Learning Institute | Portland, OR | Click to Register |
| June 27, 2023 | 2023 Florida Learners to Earners Workforce Solution Summit | Grand Hyatt, Tampa Bay, FL | Click to Register |
| July 19-21, 2023 | One Goal Summer Conference | Hilton Tampa Downtown - Tampa, FL | Click to Register |
| September 27-30, 2023 | Division for Early Childhood Annual International Society on Early Intervention | The Hilton Chicago - Chicago, IL | Click to Register |
| October 5-8, 2023 | Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity) | Renaissance Orlando at SeaWorld - Orlando, FL | Click to Register |
| November 15-18, 2023 | NAEYC Annual Conference | Nashville, TN | Registration TBA |
| November 6-9, 2024 | NAEYC Annual Conference | Anaheim, CA | Click to Register |



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 January 2023

| Vendor Name | Amount | Purpose |
|--------------------------------------|-----------|---|
| 211 Broward | 27,121.10 | December 2022 Invoice |
| ADP, Inc. | 1,138.70 | December 2022 Time & Attendance |
| ADP, Inc. | 2,415.72 | Processing Charges 12/10/22 & 12/24/22 |
| Bluejean Software, Inc. | 1,000.00 | December 2022 Cloud Hosting & Maintenance & Support |
| Business Card | 2,324.31 | Bank of America Ops Purchase C Klima (no individual items > \$1,000.00) |
| Business Card - Intermedia | 2,678.47 | December 2022 Office 365 |
| Business Card - Amazon | 3,307.70 | Apple MacBook |
| Business Card - WIPfli | 1,850.00 | C. Klima & K. LaFrance Registration for In Depth Training on Uniform Guidance |
| Carmen Nicholas | 3,850.00 | CLASS Observations for December 2022 |
| CDW LLC | 2,023.67 | December 2022 Supplies |
| CDW LLC | 1,900.58 | Rolling Backpacks |
| Colonial Life & Accident Insurance | 8,593.11 | December 2022 Employee Benefits |
| Dell Marketing L.P. | 16,455.00 | Laptops for Staff |
| Energage, LLC | 3,200.00 | Premier Support Insights Fee |
| Trusaic | 6,000.00 | January-December 2023 ACA Monthly Fee |
| Goren, Cherof, Doody, & Ezrol, PA | 4,150.00 | November 2022 Legal Services |
| Indeed | 6,000.00 | December 2022 Job Postings |
| Kaplan Early Learning Co. | 19,444.35 | Social-Emotional Support Kits |
| Revation Systems, Inc. | 7,254.48 | December 2022 Services |
| Robert Half International | 13,134.84 | Buyout for Accountant Level I |
| Sharp Electronics Corporation | 5,722.10 | December 2022 Services for Color Copier |
| Sun Life Assurance Company of Canada | 22,655.11 | February 2023 Employee Benefits |
| The Hartford | 18,116.00 | Final Audit 21WECAE0LBT FY 21/22 |
| The School Board of Broward County | 1,030.00 | January 2023 Gulfstream Lease Custodial Fees |
| Webauthor.com LLC | 5,000.00 | January 2023 CRM Software Licenses |
| Zoom Video Communications, Inc. | 5,200.00 | Webinar 1000 and Education Annual for 12/12/22-12/9/23 |



FYI 4 – 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 2023

| Vendor Name | Amount | Purpose |
|--|-----------------|---|
| Adobe Systems Incorporated | 7,550.00 | Acrobat Sign Enterprise Annual Renewal (01/11/23-01/10/2024) |
| ADP, Inc. | 3,784.81 | January 2023 Processing Charges |
| ADP, Inc. | 1,138.70 | January 2023 Time & Attendance Timesheet |
| AT&T Mobility | 8,068.13 | January 2023 Cell phone and Data Charges |
| AT&T Mobility | 8,069.93 | February 2023 Cell Phone and Data Charges |
| Bluejean Software, Inc. | 1,000.00 | January 2023 Cloud Hosting & Maintenance & Support |
| Business Card | 7,455.87 | Bank of America Ops Purchase C Klima (no individual items > \$1,000.00) |
| Business Card - Intermedia | 2,783.12 | Jan 2023 Office 365 |
| Business Card - Aatrix | 1,753.50 | 1099 Efile Services (Process, File, Mail) for 2022 |
| Business Card - Intermedia | 2,876.95 | Feb 2023 Office 365 |
| Business Leadership Institute for Early Learning, Inc. | 6,250.00 | February 2023 Professional Development Training Services |
| Business Leadership Institute for Early Learning, Inc. | 6,250.00 | January 2023 Professional Development Training Services |
| Carmen Nicholas | 1,750.00 | Class Observation for January 2023 |
| CDW LLC DBA CDW Government, Inc | 1,102.26 | February 2023 Supplies Epson 50 Portable Screen |
| Colonial Life & Accident Insurance | 5,731.42 | January 2023 Employee Benefits |
| Colonial Life & Accident Insurance | 5,693.44 | February 2023 Employee Benefits |
| Dell Marketing L.P. | 12,960.00 | February 2023 Monitors & base For Staff |
| Discount School Supply | 31,056.36 | February 2023 Emotional Kits |
| Florida Department of Education | 1,700.00 | DEL Payment for FY19/20 L2E Overpayment |
| Indeed | 5,360.78 | January 2023 Job Posting |
| Iron Mountain | 3,250.18 | Final Invoice |
| JeffRon Ventures, LLC | 13,412.50 | Executive Coaching Services |
| Kaplan Early Learning Co. | 6,134.80 | Books for CLASS Observation Training |
| Kaplan Early Learning Co. | 5,548.15 | Social-Emotional Support Kits |
| Keefe McCullough | 15,750.00 | Audit of the Plan's Financial Statement Y/E 2022 |
| Keefe McCullough | 2,500.00 | Final Billing for Service Through February 15, 2023 |
| Keefe McCullough | 2,000.00 | Final Billing for Services Through February 2023 |
| LVNV Funding LLC | 1,731.62 | Remittance Employee Garnishment |
| Malwarebytes | 9,033.32 | Malware Endpoint Protection for January 18, 2023 - January 17, 2024 |
| Nicole Williams | 1,238.50 | N. Williams Paycheck for PE 1/21/23 |
| Revation Systems, Inc. | 7,254.84 | January 2023 Services |
| Scholastic Inc. | 3,799.70 | Children's Book Ranging in Age Group |
| Sorenson Consulting, Inc. | 2,000.00 | Professional Development Trainings |
| Staples, Inc. | 1,844.91 | February 2023 Supplies |
| Sun Life Assurance Company | 22,096.47 | February 2023 Employee Benefits |
| The Hartford | 4,270.00 | Worker Compensation Policy Change 9/10/22-09/10/23 |
| The M Network | 25,000.00 | January 2023 Communications & outreach |
| The M Network | 20,000.00 | December 2022 Communications & Outreach |
| The School Board of Broward County | 1,050.46 | February 2023 Gulfstream Lease (Utility & Custodial Fees) |
| United States Postal Service | 1,800.00 | Postage Quarter 3 FY 22-23 |
| Webauthor.com LLC | 5,000.00 | February 2023 CRM Software Licenses |
| Yvette Veras | <u>1,050.00</u> | Class Observations For January 2023 |



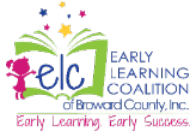
FY23 Match Fundraising Report

| Funder | Status | Amount |
|---------------------------------|---------------------------------|---------------------|
| Coconut Creek | Approved | \$ 25,690 |
| Cooper City | No funding available | - |
| Coral Springs (Community Chest) | Approved | 2,500 |
| Dania Beach | No funding available | - |
| Davie | No funding available | - |
| Deerfield Beach | Approved | 15,000 |
| Ft. Lauderdale | Approved | 50,000 |
| Hallandale Beach | Approved | 10,000 |
| Hollywood | Approved | 10,000 |
| Lauderdale By The Sea | Approved | 2,000 |
| Lighthouse Point | No Response | - |
| Lauderdale Lakes | No Response | - |
| Lauderhill | Approved | 3,000 |
| Margate | Approved | 1,000 |
| Miramar | Approved | 5,000 |
| North Lauderdale | Approved | 5,000 |
| Oakland Park | Not Approved | - |
| Parkland | Approved | 3,000 |
| Pembroke Park (Town) | No funding available | 1,000 |
| Pembroke Pines | Approved | 35,000 |
| Plantation | Approved | 21,900 |
| Pompano Beach | Approved | 21,500 |
| Tamarac | No Response | - |
| Sunrise | Approved | 55,890 |
| Southwest Ranches | No Response | - |
| West Park | No Response | - |
| Weston | Approved | 5,893 |
| Wilton Manors | Approved | 5,000 |
| | | \$ 278,373 |
| United Way | Committed as of July 1, 2022 | 130,000 |
| Child Care Providers | Committed as of July 1, 2022 | 500,000 |
| Broward County | Committed as of January 1, 2023 | 2,894,662 |
| CSC | Committed as of October 1, 2022 | 1,321,403 |
| | Total SR Match | \$ 5,124,438 |

ELC of Broward County

Committee Membership 2022-2023

| COMMITTEE | Member Name | Seat | By Laws | |
|--|---|------------------------|-----------------------------|---|
| EXECUTIVE | <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 4/2014 - Governor appointment |
| | Officer 2 | Dawn Liberta | First Vice Chair/Governance | effective June 2020 - Again in 2022 |
| | Officer 3 | Twan Russell | Second Vice Chair | effective June 2020 - Again in 2022 |
| | Officer 4 | Monica King | Secretary/PRC Chair | effective June 2020 - Again in 2022 |
| | Officer 5 | Cindy Arenberg Seltzer | Treasurer | effective June 2020 - Again in 2022 |
| | 6 | Michael Asseff | Nominating Com. Chair | effective June 2020 |
| | 7 | Renee Podolsky | Audit Com. Chair | effective June 2022 |
| FINANCE | <i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i> | | | |
| | 1 | Cindy Arenberg Seltzer | Chair | |
| | 2 | Dawn Liberta | Member | effective 9/13/21 |
| | 3 | Renee Podolsky | Member | |
| | 4 | Twan Russell | Member | |
| | 5 | Laurie Sallarulo | Member | |
| | 6 | Zachary Talbot | Member | effective June, 2020 |
| PROGRAM REVIEW | <i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program. Reports directly to the Board and shall consist of at least (3) members EXCLUDING CHAIR. No Term Limits</i> | | | |
| | 1 | Monica King | Chair | effective 7/1/22 |
| | 2 | Cindy Arenberg-Seltzer | Member | |
| | 3 | Richard Campillo | Member | |
| | 4 | Dawn Liberta | Member | |
| | 5 | Renee Podolsky | Member | |
| | 6 | Laurie Salarullo | Member | |
| | 7 | Melody McDonald | Member | effective 10/06/22 |
| AUDIT | <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 7/1/22 |
| | 2 | Michael Asseff | Member | |
| | 3 | Beverley Batson | Member | effective 12/19/19 |
| | 4 | Monica King | Member | effective 4/7/17 |
| | 5 | Twan Russell | Member | effective 12/9/16 |
| GOVERNANCE | <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 6/30/20 |
| | 2 | Michael Asseff | Member | effective 6/2020 |
| | 3 | Kirk Englehardt | Member | effective 9/13/21 |
| | 4 | Carol Hylton | Member | effective 2/2021 |
| | 5 | Laurie Sallarulo | Member | effective 9/15/22 |
| | 6 | Renee Podolsky | Member | effective 10/06/22 |
| | 7 | Amoy Reid | Member | effective 10/06/22 |
| NOMINATING | <i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i> | | | |
| | 1 | Michael Asseff | Chair | effective 06/30/20 |
| | 2 | Sharonda Davis-Bailey | Member | effective 04/27/22 |
| | 3 | Amoy Reid | Member | effective 12/19/19 |
| | 4 | Twan Russell | Member (Officer) | |
| | 5 | Laurie Salarullo | Member (Board Chair) | |
| | 6 | Kristina West | Member | effective 09/13/21 |
| | 7 | Julie Winburn | Member | effective 05/2022 |
| AD HOC FUNDRAISING Re-established 8/2022 Report to Executive Comm | 1 | Kristina West | Chair | effective 8/2022 |
| | 2 | Michael Asseff | Member | effective 2/13/20 confirmed 8/29/22 |
| | 3 | Amoy Reid | Member | effective 2/13/20 confirmed 8/10/22 |
| | 4 | Zachary Talbot | Member | effective 8/30/22 |
| | 5 | Kirk Englehardt | Member | effective 9/20/22 |



ELC of Broward County

FY 2022-2023 Board/Committee Meeting Calendar

| July 2022 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| August 2022 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September 2022 | | | | | | |
|----------------|----|----|----|----|----|----|
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| October 2022 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November 2022 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| December 2022 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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| January 2023 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February 2023 | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

| March 2023 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | Fr | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| April 2023 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | Fr | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| May 2023 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | Fr | Sa |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| June 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Board Mondays/9:30 am

- Sep 12, 22 9:00 am
- Nov 14, 22 9:00 am
- Dec 12, 22 9:00 am
- Feb 13, 23
- Apr 10, 23
- May 15, 23 (RETREAT)
- Jun 14, 23

Finance/Executive Tuesdays/1:30 pm

- Aug 30, 22
- Nov 1, 22
- Dec 6, 22
- Jan 31, 23
- Mar 28, 23
- May 2, 23
- Jun 6, 23

Audit:

- Aug 31, 22 at 12:30 pm
- Feb 21, 23 at 9:00 am

Governance:

- Aug 29, 22 at 12 pm
- Nov 7, 22 at 1 pm
- Dec 5, 22 at 2:30 pm
- Jan 12, 23 at 9:30 am
- Mar 23, 23 at 11:30 am
- Ad Hoc & Nom invited.
- Apr 26, 23 at 2:00 pm
- Ad Hoc & Nom invited

Program Review:

- Sept 22, 22, at 10:30 am
- Dec 16, 22, at 1:00 pm

Nominating:

- Oct 25, 22 at 2 pm
- Jan 24, 23 at 11:30 am

Ad Hoc Fundraising:

- Nov 4, 22 at 11:30 am
- Jan 30, 23 at 9:30 am
- Apr 10, 23 at 12 pm

ELC Offices closed for holidays on:

July 4; Sep 5; Nov 11, 23, 24 and 25; Dec 23, 26, and 30; Jan 2 and 16; Feb 20; May 29

FYI 9 - ELC Broward Glossary of Terms (August 2019)

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

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

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

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

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| 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. |