

Early Learning Coalition of Broward County, Inc.

Finance Meeting Agenda

December 6, 2022, at 1:30 PM

Zoom Meeting

Meeting ID: 864 3880 4582

Passcode: 304851

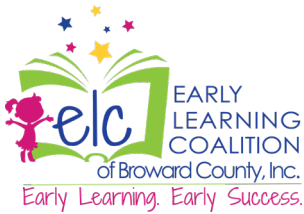
<https://us06web.zoom.us/j/86438804582?pwd=T1lyTlJaMHhWanJLTVltdEFGb2UrQT09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE		
1.	Call to Order	Cindy Arenberg-Seltzer, Finance Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Consent Agenda a. Approve November 1, 2022, Committee meeting minutes	2 Cindy Arenberg-Seltzer, Finance Chair
4.	Regular Business a. FIN233RB1 – Approve October 2022 Interim Financial Statements b. FIN233RB2 – Approve Proposed FY23 Budget Amendment #3 c. FIN233RB3 – Approve Individual Purchases over \$35K d. FIN233RB4 – Compensation Adjustment Options	4 14 19 21 Cindy Arenberg-Seltzer, Finance Chair Christine Klima, CAO
5.	FYI • FYI-1 October Cash Disbursement • FYI-2 Match Fund Raising • FYI-3 Exec/Finance Attendance Chart	24 25 26
6.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from the Committee Matters from our Partners Public Comment	
7.	Next ELC Board Meeting: <u>January 31, 2023</u>	
8.	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.”



Early Learning Coalition of Broward County, Inc.
Finance Committee Meeting Minutes
November 1, 2022, at 1:30 PM
Virtual Meeting

Members in Attendance	Dawn Liberta; Renee Podolsky; Twan Russell; Laurie Sallarulo; Zachary Talbot
Members Absent	Cindy Arenberg-Seltzer
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Amy Moore, Senior Director of Family Services and Provider Relations; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing and Procurement Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Samantha Dempsey, Accountant; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt, III, Senior Director of Communications & Outreach
Others in Attendance	Michael Asseff; Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Renee Podolsky called the meeting to order at 1:33 PM. The roll was called, and a quorum was established.
Consent Agenda a. Approve August 30, 2022, meeting minutes	There was a Motion to move the Consent Agenda by Laurie Sallarulo and Seconded by Dawn Liberta. Unanimously approved. Motion Passes.
Regular Committee a. FIN232RB1 – Approve September 2022 Interim Financial Statements b. FIN232RB2 – Approve Proposed FY23 Budget Amendment #2	September Interim Financials There was a Motion to Approve September 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Dawn Liberta and Seconded by Laurie Sallarulo. Unanimously approved. Motion Passes. Approve FY23Budget Amendment #2 CAO went over the financials and budget amendment. There was a Motion to Approve FY 2023 Budget Amendment # 2 by Dawn Liberta and Seconded by Laurie Sallarulo. Unanimously approved. Motion Passes.
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.

Next Meeting	<u>December 6, 2022</u>
Adjourn	Meeting adjourned at 1:50 PM

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

ITEM#/MEETING	FIN233RB1 / FINANCE COMMITTEE
MEETING DATE:	December 6, 2022
SUBJECT:	October 2022 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve October 2022 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 four-month period ending October 31, 2022 are attached for review. Financial Highlights for the month of October 2022 are as follows:

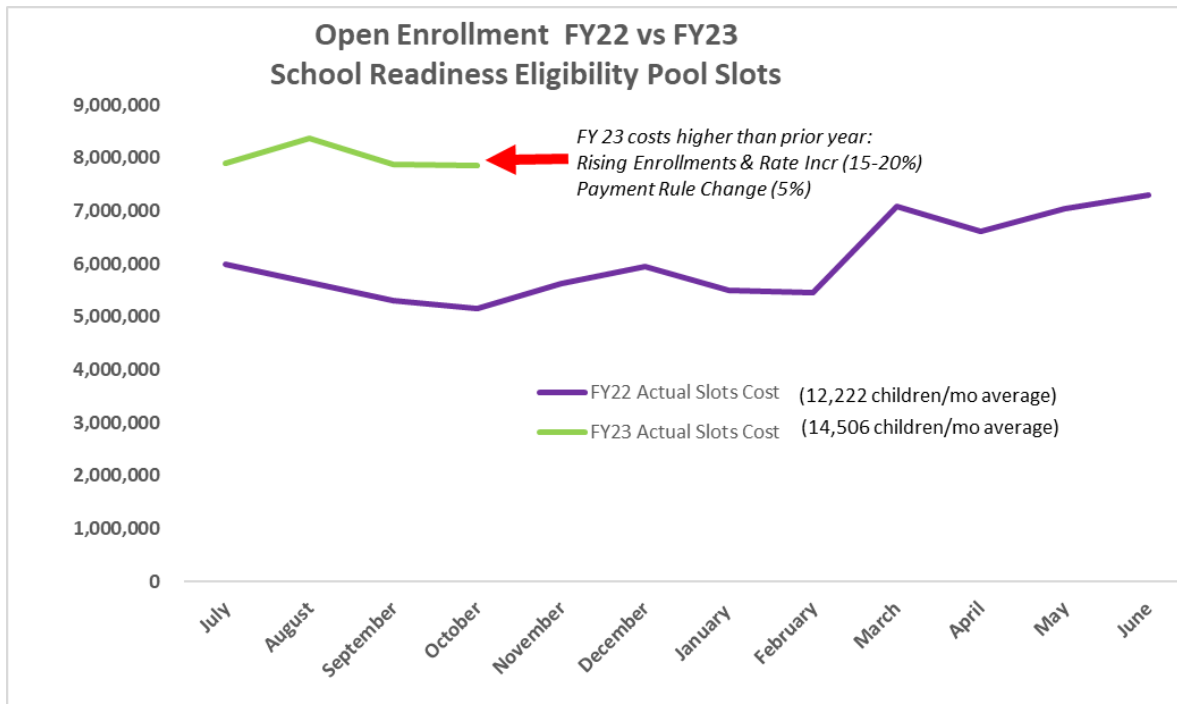
1. Overall

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 enrollment outreach campaign draws new families to our portal and staff continue to call families as soon as they apply for services. VPK and Stimulus Program expenditures also continued to ramp up.

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

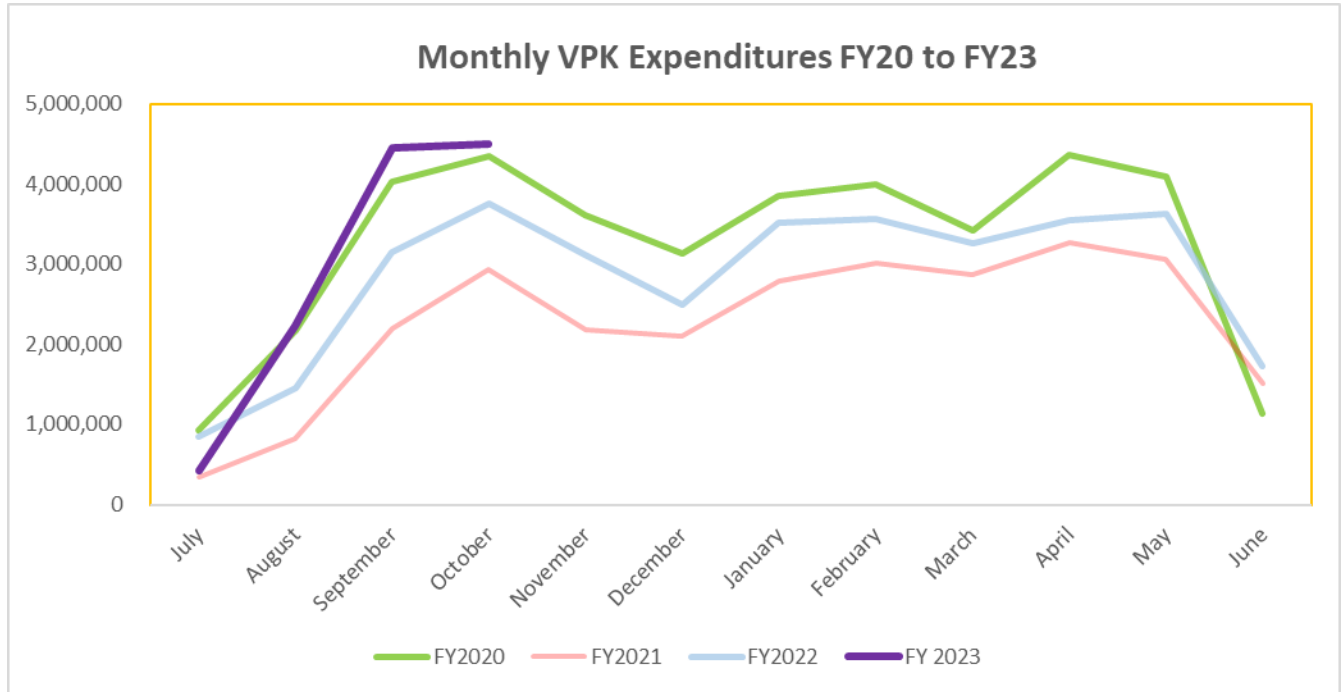
- Continuous open enrollment since November 2020 serving an average 18% (2,300) more children per month.
- Higher maximum reimbursement rates over the prior year resulting from:
 - a. A rate increase that went into effect March 1, 2022 that raised rates for all non-school aged children approximately 7%
 - b. A DEL rule change that went into effect July 1, 2022 defaulting all reimbursement rates to the ELC’s maximum reimbursement rate, even if the provider’s private rate is lower. This change increased reimbursements across the Board by approximately 5%.

While these higher expenditures are currently projected to result in an \$12.8 million deficit in base School Readiness funding (which will require an additional \$4.6 million for quality differentials) at year end, DEL has indicated that they will be increasing allocations for Coalitions with high enrollments to cover this cost later in the year. See attached October Utilization Report for more detail



3. VPK Returning to Pre-Pandemic Levels

VPK first quarter expenditures are still on track to exceed the pre-pandemic levels from FY2020. This is due to the combined effect of a return to pre-pandemic level enrollments and attendance, as well as a Statewide increase to reimbursement rates.



4. ARPA and CRSSA stimulus funding expenditure continue ramping up as program guidance takes shape:

- Expenditures for ARPA Round 1 Stabilization Grants are nearing completion for the year as most of our providers complete the certification process to receive their third and final installment. Approximately 112 installment payments for Round 1 remain and are expected to be issued by the end of January 2023. The majority of ARPA Round 2 grants (which are being issued in one lump sum) have already been approved and will be distributed to providers throughout the month of December and January as cash flow permits. Only 70 out of 460 total applications are still pending approval.
- Staff are working feverishly to rollout the \$6.4 million ARPA Workforce Incentive Program that will pay stipends and grants to individual educators or programs as they complete retention milestones or upskilling trainings after DEL finalized its guidance a few weeks ago. Broward is working with Webauthor to develop an online incentive application & management system in the CRM that will become available for use by all Webauthor users when it launches in mid-December. Staff are also procuring course content and materials required for educators to qualify for upskilling incentives. Staff expect the program to go live by January/February so that a significant portion of stipends and grants can be issued by year end.
- Expenditures for Broward's CRRSA-funded Above and Beyond Workforce Support Initiative are on track with the original budget approved by DEL last year. DEL recently invited the Coalitions to submit applications to expand CRSSA-funded workforce initiatives to re-purpose residual, un-needed CRSSA Phase V & VI allocations that were rolled out to the Coalitions for FY23. See the narrative for Budget Amendment #3 for more detail on how Broward proposes to apply this expanded fund for the Above and Beyond Program

Recommended Action:

Approve October 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

- October 2022 Interim Financial Statements
- October 2022 Utilization Report



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS

FISCAL YEAR 2022-2023

For The Four Months Ended October 31, 2022

Submitted to the Finance Committee

December 6, 2022

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Statement of Financial Position
As of October 31, 2022

	October 31, 2022	October 31, 2021
Assets:		
Cash	\$ 15,165,238	\$ 2,139,154
Grants Receivable	59,191,399	19,699,364
Accounts Receivable	1,500,267	886,782
Due From Providers	148,056	1,012,468
Prepaid Expense	342,164	297,513
Fixed Assets	11,484	13,262
Total Assets	\$ 76,358,609	\$ 24,048,545
 Liabilities:		
Accounts Payable	\$ 573,986	\$ 251,417
Salary & Benefits Payable	439,605	351,581
Compensated Absences	393,550	394,749
Rent Abatement	216,361	187,710
Due to Providers	12,453,356	8,608,338
Due to Other Agencies	1,328,092	1,325,866
Deferred Revenue	60,596,199	12,611,825
Total Liabilities	\$ 76,001,151	\$ 23,731,486
 Net Assets		
Unrestricted	357,458	317,059
Total Net Assets	357,458	317,059
 Total Liabilities and Net Assets	 \$ 76,358,609	 \$ 24,048,545

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Statement of Activities
For The Four Months Ended October 31, 2022

	Oct 2022 Actual	FY 2023 YTD Actual	FY 2022 YTD Actual
Revenue			
DEL School Readiness	\$ 8,297,893	\$ 30,664,885	\$ 22,228,892
DEL School Readiness Match Pool	388,336	2,032,372	1,797,640
DEL Preschool Development Grant	55,037	112,314	25,316
DEL - School Readiness Program Assessments	26,986	33,563	
DEL - CARES/CRRSA Pandemic Relief	136,818	484,744	-
DEL-ARPA Pandemic Relief	9,569,823	18,627,299	-
OEL - School Readiness Program Assessments	-	-	-
DEL - Voluntary Pre-K	4,674,078	12,049,593	9,199,752
CSC - Income Eligible	341,329	2,570,006	1,406,190
CSC - Vulnerable Populations	265,272	925,636	721,324
Broward County- SR Match	173,590	1,672,989	777,672
Broward County - Special Needs	-	-	77,157
Local Match: United Way & Cities	69,348	106,859	142,573
AD Henderson Foundation	12,000	12,000	
BECE & Misc	2,705	11,838	819
Total Revenue	\$ 24,013,215	\$ 69,304,097	\$ 36,377,336
Expenses			
Child Care Slots and Incentives:			
DEL School Readiness	\$ 6,987,947	\$ 26,041,972	\$ 18,164,480
DEL School Readiness Match Pool	388,336	2,032,372	1,797,640
DEL-CARES/CRRSA Pandemic Relief	-	-	-
DEL - Voluntary Pre-K	4,490,926	11,599,211	8,861,915
CSC - Income Eligible	258,942	2,332,602	1,301,218
CSC - Vulnerable Populations	235,838	916,801	663,941
Broward County- Income Eligible	154,302	1,487,101	690,879
Broward County - Special Needs	-	-	68,584
Municipalities-SR Local Match	69,348	106,859	142,573
Stipends and Grants to Providers	9,569,823	18,839,395	137,621
Placeholder: Restricted Allocations	-	-	
Total Child Care Slots and Incentives	\$ 22,155,463	\$ 63,356,315	\$ 31,828,852
Sub Recipient Expense			
Children's Forum	-	35,407	19,939
211 Broward	28,454	110,594	138,317
Total Sub Recipient Expense	\$ 28,454	\$ 146,001	\$ 158,255
ELC Expense			
Salaries & Benefits	\$ 1,624,431	\$ 4,913,762	\$ 3,792,285
Attorneys	1,550	23,814	19,323
Auditors	-	4,000	-
Temporary Staff	-	1,232	17,560
Consultants	41,488	191,363	106,952
Staff & Board Travel	8,312	16,858	10,140
Insurance	4,295	17,179	14,961
Office Rent & Maintenance	44,468	183,044	168,134
Office Machines & Storage	3,373	6,541	2,158
Software Licenses	41,106	107,783	76,627
Internet, Email, Website, Phones	11,316	56,939	56,154
Cell Phones	7,816	31,139	17,521
Sponsorships & Memberships	78	33,339	9,475
Books for Kids	3,414	135,498	14,760
Other Operating Costs	8,975	32,277	87,323
Computer Equipment & Software	11,670	27,214	23,572
Furniture & Fixtures	-	790	675
Total ELC Expense	\$ 1,812,292	\$ 5,782,772	\$ 4,417,619
Total Expenses	\$ 23,996,210	\$ 69,285,087	\$ 36,404,727
Change in net assets	\$ 17,005	\$ 19,009	\$ (27,391)
Net assets, beginning of year		338,797	317,763
Net assets, end of the period		\$ 357,806	\$ 290,372

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Annual Budget to Actual by Month
For The Period Ending October 31, 2022
Detail

	FY 2023 Budget Amendment 2	YTD Actual	Balance	% of Budget	Notes
Revenue:					
DEL School Readiness	\$ 82,901,826	\$ 30,664,885	\$ 52,236,941	37%	High enrollments, addl funds expected
DEL School Readiness Match Pool	5,124,438	2,032,372	3,092,066	40%	
DEL Preschool Development Grant	387,496	112,314	275,182	29%	Intermittent Expenditures
DEL - School Readiness Program Assessments	620,191	33,563	586,628	5%	CLASS Observations Ramping Up
DEL - CARES/CRRSA Pandemic Relief	8,053,271	484,744	7,568,527	6%	Restricted by DEL, Workforce Initiative
DEL-ARPA Pandemic Relief	115,968,498	18,627,299	97,341,199	16%	Restricted by DEL, Grants & Stipends
DEL - Voluntary Pre-K	51,732,328	12,049,593	39,682,735	23%	Program ramps up during School Year
CSC - Income Eligible	4,923,314	2,570,006	2,353,308	52%	Expiring Q1 funds fully utilized
CSC - Vulnerable Populations	2,485,992	925,636	1,560,356	37%	
Broward County- SR Match	2,757,572	1,672,989	1,084,583	61%	Expiring Q1 funds fully utilized
Broward County - Special Needs	498,923	-	498,923	0%	All special needs kids served in SR
Univ of Florida Lastinger Ctr	70,000	-	70,000	0%	Intermittent Expenditures
Local Match: United Way & Cities	400,000	106,859	293,141	27%	Intermittent Expenditures
AD Henderson Foundation	-	12,000	(12,000)	0%	Intermittent Expenditures
BECE & Misc	50,000	11,838	38,162	24%	Intermittent Program Income
Total Revenue	\$ 275,973,850	\$ 69,304,097	\$ 206,669,753	25%	
Expense					
Child Care Slots and Incentives					
DEL School Readiness	\$ 69,414,759	\$ 26,041,972	\$ 43,372,787	38%	Above target, addl funds expected
DEL School Readiness Match Pool	5,124,438	2,032,372	3,092,066	40%	
DEL-CARES/CRRSA Pandemic Relief	114,855	-	114,855	0%	Restricted for COVID closures
DEL - Voluntary Pre-K	50,041,032	11,599,211	38,441,820	23%	Program ramps up during School Year
CSC - Income Eligible	4,430,983	2,332,602	2,098,380	53%	Expiring Q1 funds fully utilized
CSC - Vulnerable Populations	2,237,393	916,801	1,320,591	41%	Expiring Q1 funds fully utilized
Broward County- Income Eligible	2,451,175	1,487,101	964,074	61%	Expiring Q1 funds fully utilized
Broward County - Special Needs	443,487	-	443,487	0%	All Special Needs Children in SR program
Local Match: United Way & Cities	400,000	106,859	293,141	27%	Intermittent Expenditures
Stipends and Grants to Providers	109,294,263	18,839,395	90,454,868	17%	ARPA Grant 2nd Installments
Placeholder: Restricted Allocations	13,830,580	-	13,830,580	0%	
Total Child Care Slots and Incentives	\$ 257,782,965	\$ 63,356,315	\$ 194,426,651	25%	
Sub Recipient Expense					
Children's Forum	148,797	\$ 35,407	113,389	24%	
211 Broward	462,000	110,594	351,406	24%	
Total Sub Recipient Expense	\$ 610,797	\$ 146,001	\$ 464,796	24%	
ELC Expense					
Salaries & Benefits	\$ 14,559,844	\$ 4,913,762	\$ 9,646,082	34%	
Attorneys	109,000	23,814	85,186	22%	Intermittent Expenditures
Auditors	42,500	4,000	38,500	9%	Intermittent Expenditures
Temporary Staff	50,000	1,232	48,768	2%	Intermittent Expenditures
Consultants	515,729	191,363	324,367	37%	
Staff & Board Travel & Training	75,000	16,858	58,142	22%	Intermittent Expenditures
Insurance	52,418	17,179	35,239	33%	
Office Rent & Maintenance	468,769	183,044	285,725	39%	
Office Machines & Storage	6,332	6,541	(209)	103%	Storage unit closeout
Software Licenses	230,154	107,783	122,371	47%	Annual Licenses paid up front
Internet, Email, Website, Phones	131,866	56,939	74,927	43%	Office 365 Vendor transition in process
Cell Phones	91,200	31,139	60,061	34%	
Sponsorships & Memberships	61,285	33,339	27,946	54%	Intermittent Expenditures
Books for Kids	550,000	135,498	414,502	25%	
Instructional Materials	80,000	-	80,000	0%	Procurement in Process
Other Operating Costs	273,803	32,277	241,526	12%	Intermittent Expenditures
Computer Equipment & Software	58,916	27,214	31,702	46%	Intermittent Expenditures
Furniture & Fixtures	11,542	790	10,752	7%	Intermittent Expenditures
Unallocated (Budget Only)	211,730	-	211,730	0%	
Total ELC Expense	\$ 17,580,088	\$ 5,782,772	\$ 11,797,316	33%	
Total Non-Slot Expense	\$ 18,190,884	\$ 5,928,773	\$ 12,262,111	33%	
Total Expense	\$ 275,973,850	\$ 69,285,087	\$ 206,688,762	25%	

Early Learning Coalition of Broward County, Inc.
FY 2022-2023 Annual Budget to Actual YTD For
The Period Ending October 31, 2022 Summary

	FY 2023 Budget Amendment 2	YTD Actual	Balance	% of Budget	Notes
Revenue:					
DEL School Readiness	\$ 82,901,826	\$ 30,664,885	\$ 52,236,941	37%	High enrollments, addl funds expected
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Univ of Florida Lastinger Ctr	70,000	-	70,000	0%	Intermittent Expenditures
Local Match: United Way & Cities	400,000	106,859	293,141	27%	Intermittent Expenditures
AD Henderson Foundation		12,000			Intermittent Expenditures
BECE & Misc	50,000	11,838	38,162	24%	Intermittent Program Income
Total Revenue	\$ 275,973,850	\$ 69,304,097	\$ 206,681,753	25%	
Expense					
Child Care Slots and Incentives					
DEL School Readiness	\$ 69,414,759	\$ 26,041,972	\$ 43,372,787	38%	Above target, addl funds expected
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Municipalities-SR Local Match	400,000	106,859			Intermittent Expenditures
Stipends and Grants to Providers	109,294,263	18,839,395			ARPA Grant 2nd Installments
Placeholder: Restricted Allocations	13,830,580	-	13,830,580	0%	
Total Child Care Slots and Incentives	\$ 257,782,965	\$ 63,356,315	\$ 103,678,642	25%	
Program Expense					
Children's Forum	\$ 114,979	\$ 32,877	\$ 82,102	29%	Billing Delays
211 Broward	337,000	70,370	266,630	21%	Staff Turnover
Eligibility, Payments & CCR&R	8,041,474	3,276,173	4,765,302	41%	
Quality & Education	4,723,429	1,050,892	3,672,538	22%	CLASS & Workforce Activities Ramping UP
Total Program Expense	\$ 13,216,883	\$ 4,430,311	\$ 8,786,571	34%	
Administrative Expense					
Children's Forum	33,817	2,531	31,286	7%	Billing Delays
211 Broward	125,000	40,223	84,777	32%	
ELC Administration	4,815,185	1,455,708	3,359,477	30%	2.1% of Revenues (ELC Only)
Total Administrative Expense	\$ 4,974,002	\$ 1,498,462	\$ 3,475,540	30%	2.2 % of Revenues (All Admin)
Total Expenses	\$ 275,973,850	\$ 69,285,087	\$ 206,688,762	25%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 -2024

New Enrollments from Waitlist:

Enrollment based on zero waiting time eff April 1, 2022

Funding Changes:

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)



Fiscal Year 2022-23

Act or Proj	Month	Days of Care	Percent Days Used	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness Base	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Total Slots	Match	Net Billable	
A	Jul-22	21	86%	13,240	-97	\$28.75	5,777,650	962,619	810,496	443,833	7,994,598	(35,015)	7,959,583	
A	Aug-22	23	94%	13,891	+651	26.12	6,201,483	1,055,288	642,374	444,483	8,343,628	(34,400)	8,309,228	
A	Sep-22	22	94%	13,817	-74	25.90	5,790,926	1,016,552	620,873	444,483	7,872,835	(28,557)	7,844,279	
A	Oct-22	21	94%	14,260	+443	26.06	6,432,149	959,400	258,942	154,302	7,804,792	(30,693)	7,774,099	
P	Nov-22	22	94%	14,393	+133	25.92	6,760,331	1,032,458	258,941	154,302	8,206,032	(32,155)	8,173,877	
P	Dec-22	22	94%	14,526	+133	25.91	6,816,105	1,050,124	258,941	154,302	8,279,472	(32,155)	8,247,318	
P	Jan-23	22	94%	14,659	+133	25.90	6,871,880	1,067,790	258,941	154,302	8,352,912	(32,155)	8,320,758	
P	Feb-23	20	94%	14,792	+133	25.95	6,277,287	986,290	258,941	154,302	7,676,820	(29,231)	7,647,589	
P	Mar-23	23	94%	14,925	+133	25.86	7,311,390	1,153,488	258,941	154,302	8,878,122	(33,616)	8,844,505	
P	Apr-23	20	94%	15,058	+133	25.93	6,378,695	1,018,410	258,941	154,302	7,810,348	(29,231)	7,781,116	
P	May-23	23	94%	15,191	+133	26.31	7,420,369	1,358,601	258,941	154,302	9,192,213	(34,220)	9,157,993	
P	Jun-23	22	94%	15,324	+133	27.25	7,125,954	1,648,498	258,941	154,306	9,187,699	(34,465)	9,153,234	
Average Enrollments (Baseline)				14,506		\$26.32	Proj Total	\$ 79,164,221	\$ 13,309,517	\$ 4,404,213	\$ 2,721,521	\$ 99,599,471	\$ (385,891)	\$ 99,213,580
Increase to baseline FY23 over FY22				2,284			Budget	66,404,348	8,671,721	4,404,213	2,721,521	82,201,803	(385,891)	81,815,912
							Surplus(Deficit)	(12,759,873)	(4,637,796)	-	-	(17,397,668)	-	\$ (17,397,668)
Increase to baseline FY23 over FY17				5,110	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-
Increase in Avg Cost over FY17				\$ 7.70	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (12,759,873)	\$ (4,637,796)	\$ -	\$ -	\$ (17,397,668)	\$ -	\$ (17,397,668)

Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Percent Days Used	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Total Slots	Match	Net Billable	
P	Jul-23	21	94%	15,113	-211	\$26.26	6,884,863	1,020,450	269,495	158,772	8,333,580	(30,539)	8,303,040	
P	Aug-23	23	94%	15,123	+10	26.14	7,579,920	1,097,169	269,495	145,404	9,091,988	(33,448)	9,058,540	
P	Sep-23	21	94%	15,133	+10	26.24	6,893,057	1,024,934	269,495	152,198	8,339,684	(30,539)	8,309,145	
P	Oct-23	22	94%	15,143	+10	26.14	7,098,171	1,215,013	269,495	124,750	8,707,429	(31,994)	8,675,436	
P	Nov-23	22	94%	15,153	+10	26.14	7,097,844	1,220,791	269,495	124,750	8,712,881	(31,994)	8,680,887	
P	Dec-23	21	94%	15,163	+10	26.18	6,769,531	1,172,006	269,495	124,750	8,335,782	(30,539)	8,305,243	
P	Jan-24	23	94%	15,173	+10	26.09	7,439,912	1,271,804	269,495	124,750	9,105,961	(33,448)	9,072,513	
P	Feb-24	21	94%	15,183	+10	26.18	6,778,586	1,173,358	269,495	124,750	8,346,189	(30,539)	8,315,650	
P	Mar-24	21	94%	15,193	+10	26.18	6,783,114	1,174,034	269,495	124,750	8,351,393	(30,539)	8,320,853	
P	Apr-24	22	94%	15,203	+10	26.13	7,121,559	1,224,332	269,495	124,750	8,740,137	(31,994)	8,708,143	
P	May-24	23	94%	15,213	+10	26.56	7,614,746	1,282,586	269,495	124,750	9,291,577	(34,052)	9,257,525	
P	Jun-24	20	94%	15,223	+10	27.64	6,874,402	1,145,933	269,495	124,750	8,414,580	(31,185)	8,383,395	
Average Enrollments (Baseline)				15,168		\$26.32	Proj Total	\$ 84,935,705	\$ 14,022,408	\$ 3,233,944	\$ 1,579,124	\$ 103,771,182	\$ (380,812)	\$ 103,390,370
Increase to baseline FY24 over FY23				661			Budget	66,399,268	8,671,721	3,233,944	1,579,124	79,884,058	(380,812)	79,503,246
							Surplus(Deficit)	(18,536,437)	(5,350,687)	-	-	(23,887,124)	-	\$ (23,887,124)
Increase to baseline FY24 over FY17				5,772	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-
Increase in Avg Cost over FY17				\$ 7.70	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (18,536,437)	\$ (5,350,687)	\$ -	\$ -	\$ (23,887,124)	\$ -	\$ (23,887,124)

SCHOOL READINESS UTILIZATION FY 2021-2023

Children Services Council Vulnerable Population Contract

New Enrollments from Waitlist:

Enroll per Mo: 39
 Transfer to Sr/ Mo: 27 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 2021-22

(CONTRACT EXTENSION)

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slots	Adjustments	Net Billable	
A	Oct-21	22	276	-5	27.74	168,431		168,431	
A	Nov-21	22	274	-2	26.44	159,352		159,352	
A	Dec-21	21	255	-19	30.62	163,954		163,954	
A	Jan-22	23	250	-5	26.18	150,542		150,542	
A	Feb-22	20	263	+13	29.93	157,427		157,427	
A	Mar-22	22	276	+13	34.78	211,165		211,165	
A	Apr-22	21	278	+2	33.18	193,695		193,695	
A	May-22	23	288	+10	30.90	204,660		204,660	
A	Jun-22	21	273	-15	32.60	186,872		186,872	
A	Jul-22	22	268	-5	32.49	191,550		191,550	
A	Aug-22	21	305	+37	36.79	235,662		235,662	
A	Sep-22	20	310	+5	40.06	248,356		248,356	
							Projected Total	\$	2,271,665
							FY2022 CSC Contract Extension		2,271,665
							Surplus(Deficit) CSC Contract Year	\$	-

Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slots	Adjustments	Net Billable	
A	Oct-22	22	311	+1	34.47	235,838		235,838	
P	Nov-22	22	318	+7	34.47	241,147		241,147	
P	Dec-22	21	325	+7	34.47	235,252		235,252	
P	Jan-23	23	332	+7	35.47	270,843		270,843	
P	Feb-23	20	339	+7	34.47	233,701		233,701	
P	Mar-23	22	346	+7	34.47	262,380		262,380	
P	Apr-23	21	353	+7	34.47	255,520		255,520	
P	May-23	23	360	+7	34.47	285,405		285,405	
P	Jun-23	21	367	+7	34.47	265,654		265,654	
P	Jul-23	22	374	+7	34.47	283,613		283,613	
P	Aug-23	21	381	+7	37.75	302,054		302,054	
P	Sep-23	20	388	+7	34.47	267,481		267,481	
							Projected Total	\$	3,138,888
							FY23 CSC Contract Year Bud	\$	2,284,388
							Surplus(Deficit) CSC Contract Year	\$	(854,500)

ITEM#/MEETING	FIN233RB2 / FINANCE COMMITTEE
MEETING DATE:	December 6, 2022
SUBJECT:	FY 2023 Budget Amendment #3
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY2023 Budget Amendment #3
FINANCIAL IMPACT:	None, Reallocation Only

Background Information:

In June 2022, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of actual grant award letters from funders. In September, the Board approved Budget Amendment #1, which included updated amounts from those actual awards. In November, the Board Approved Amendment #2, which further updated the awards with large allocations pending further guidance. Since then, DEL has issued final guidance on how to expend the additional awards, and we propose Amendment #3 to reallocate funds in accordance with DEL guidance for fiscal year 2023.

Current Status: Key changes and updates Included in FY2023 Budget Amendment #3 are as follows:

1. ARPA Stimulus Funding Allocation Changes:

\$3,640,370 allocated from restricted funding placeholder to purchase CLASS®-related trainings and materials required for educators and providers to meet ARPA workforce incentive Stipend and Grant upskill requirements. See detailed purchase list in Executive Committee Packet action item for procurement.

2. CRRSA Stimulus Funding Allocation Changes as Requested by DEL:

\$2,770,160 allocated from un-used CRRSA Phase V & VI grant funding and restricted funding placeholder to expand Broward’s Above and Beyond program to align with the program budget below, pending final approval by DEL. The expansion includes additional CLASS training supports, CDA training, HR management training, DCF training registration fee support, CPR and other miscellaneous upskill trainings for providers. The expansion also adds 28 new, temporary grant-funded roles in addition to the original 8 positions approved in FY22. As Follows:

- 2 Fiscal Specialists to maintain individual educator vendor accounts for receiving stipends
- 13 Education Stipend Specialists & Manager to provide stipend customer service for providers & educators
- 2 Education Manager and Specialist to launch and manage Broward’s CDA Academy
- 2 Education Staff to bolster on-site coaching & data analysis to increase Above and Beyond participating centers from 50 to 55
- 9 Inclusion Staff to overlay Inclusion services to onsite coaching

- 28 Total New Positions

Category	Description	Existing DEL Approved Budget	Proposed Expansion	Total Proposed Budget
Operations	36 Staff total through June 30, 2022. 28 New 15 Stipend Support, 2 CDA Academy, 2 OnSite Coaching & Data (8 Existing), 9 Inclusion	\$ 396,605	\$1,763,169	\$2,159,774
Financial Incentives	Sign on, Retention and Referral Bonuses	1,725,000	1,310,000	3,035,000
CLASS Items	CLASS trainings; Dimension Guides, Kits, Score Shee	275,000	635,000	910,000
Equipment	Laptops, Cell Phones, Portable Projectors & Screens		40,000	40,000
CDA Training Expens	CDA Academy Materials		175,000	175,000
Other (List)	Human Resource Consultant/Coach		50,000	50,000
Other (List)	Nova Southeastern DCF Training Registrations		75,000	75,000
Other (List)	One Beat CPR Trainings		40,000	40,000
Other (List)	Other Miscellaneous Upskilling On-line Trainings		50,000	50,000
Total		\$2,396,605	\$4,138,169	\$6,534,774

FY 2023 Proposed Amended Staffing Plan				
Business Unit	FY 2023 Approved June 2022	FY 2023 Proposed	Proposed FTE Change	Notes
CEO & Support	2.0	2.0	0.0	
Finance & Contracts	11.0	13.0	2.0	2 Vendor Specialists for Stipends
Operations	12.0	12.0	0.0	
IT	7.0	7.0	0.0	
CPO & Communications	4.0	4.0	0.0	
Total Admin FTE	36.0	38.0	2.0	
Provider Payments	15.0	15.0	0.0	
Provider Rel	13.0	13.0	0.0	
Customer Service	22.0	22.0	0.0	
Eligibility	74.0	74.0	0.0	
Quality & Education	46.0	72.0	26.0	9 Inclusion, 13 Stipend, 4 Education
Total Program FTE	170.0	196.0	26.0	
Total Budget FTE	206.0	234.0	28.0	

Recommendations:

Approve FY 23 budget amendment #3

Supporting Documents:

- Draft FY2023 Budget Amendment #3 with comparison to last three years and current year actuals

FY2023 Budget Amendment #2 by Business Activity (Proposed)



Revenue:

	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
DEL School Readiness	\$ 69,414,759	\$ 6,500,500	\$ 3,133,119	\$ 3,853,448	\$ 82,901,826
DEL School Readiness Match	5,124,438	-	-	-	5,124,438
DEL Preschool Development Grant	-	-	368,121	19,375	387,496
DEL CLASS Observation Funding	-	-	620,191	-	620,191
DEL-CARES/CRRSA Pandemic Relief	114,855	-	7,535,752	402,664	8,053,271
DEL-ARPA	-	-	115,968,498	-	115,968,498
DEL - Voluntary Pre-K	50,041,032	1,268,472	-	422,824	51,732,328
CSC - Income Eligible	4,430,983	369,249	-	123,083	4,923,314
CSC - Vulnerable Populations	2,237,393	186,449	-	62,150	2,485,992
Broward County- Income Eligible	2,451,175	229,798	-	76,599	2,757,572
Broward County - Special Needs	443,487	41,577	-	13,859	498,923
Univ of Florida Lastinger Ctr	-	-	70,000	-	70,000
Local Match: United Way & Cities	400,000	-	-	-	400,000
BECE & Misc	-	-	50,000	-	50,000
Total Revenue	\$ 134,658,122	\$ 8,596,045	\$ 127,745,682	\$ 4,974,001	\$ 275,973,850

Expense:

Child Care Slots & Incentives

DEL - School Readiness	\$ 69,414,759				\$ 69,414,759
DEL - School Readiness Match	5,124,438				5,124,438
DEL-CARES/CRRSA Pandemic Relief	114,855				114,855
DEL - Voluntary Pre-K	50,041,032				50,041,032
CSC - Income Eligible	4,430,983				4,430,983
CSC - Vulnerable Populations	2,237,393				2,237,393
Broward County-Income	2,451,175				2,451,175
Broward County - Special Needs	443,487				443,487
Local Match: United Way & Cities	400,000				400,000
Learning Pods Collaborative	-				-
Stipends & Grants to Providers	-		107,428,317		107,428,317
Placeholder: Restricted Allocations	-		9,285,996		9,285,996
Total Child Care Slots & Incentives	\$ 134,658,122	\$ -	\$ 116,714,314	\$ -	\$ 251,372,436

Sub Recipient Operating Expenses

Nova Southeastern University					\$ -
Children's Forum			114,979	\$ 33,817	148,797
211 Broward		337,000		\$ 125,000	462,000
Total Sub Recipient Operating	\$ -	\$ 337,000	\$ 114,979	\$ 158,817	\$ 610,797

ELC Operating Expenses

Staff Costs		\$ 7,764,123	\$ 5,185,309	\$ 3,373,581	\$ 16,323,014
Attorneys		-	-	109,000	109,000
Auditors		-	-	42,500	42,500
Temporary Staff		-	-	50,000	50,000
Consultants		27,250	448,950	80,288	556,488
Staff & Board Travel		0	17,448	57,552	75,000
Insurance		28,165	16,887	7,366	52,418
Office Rent & Utilities		260,519	147,242	64,228	471,989
Office Machines & Storage		0	-	6,332	6,332
Software Licenses		18,785	12,950	198,419	230,154
Phones/Internet/Web Page		78,519	47,050	6,297	131,866
Cell Phones		(0)	2,700	91,200	93,900
Sponsorships & Memberships		-	-	61,285	61,285
Books for Kids		-	550,000	-	550,000
Instructional Materials		-	4,772,841	-	4,772,841
Fees, Supplies & Other Costs		4,000	4,953	264,850	273,803
Computers & Software		59,846	34,965	13,156	107,967
Furniture & Fixtures		-	-	11,542	11,542
Unallocated Budget Only		17,838	(324,906)	377,588	70,521
Total ELC Operating	\$ -	\$ 8,259,045	\$ 10,916,389	\$ 4,815,184	\$ 23,990,617

Total ELC & Sub Recipient

	\$ -	\$ 8,596,045	\$ 11,031,368	\$ 4,974,001	\$ 24,601,414
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Total Expense	\$ 134,658,122	\$ 8,596,045	\$ 127,745,682	\$ 4,974,001	\$ 275,973,850
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Revenue Over Expense	\$ -	\$ -	\$ -	\$ -	\$ -
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Percent Total Expenses	48.79%	3.11%	46.29%	1.80%	100.00%
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Proposed FY2023 Amended Budget Three Year Comparison



Revenue:

	FY21	FY22	FY23	FY23	FY23	+/-
	FY2021 Actual	FY22 Preliminary Actual (Unaudited)	FY23 Preliminary Approved June 2022	FY23 Amendment 2 Approved November 2022	FY23 Amendment 3 Proposed	Change Amendment 3 over Amendment 2
DEL School Readiness	\$ 64,093,701	\$ 74,971,629	\$ 81,478,712	\$ 82,901,826	\$ 82,901,826	\$ -
DEL School Readiness Match Pool	5,489,725	5,331,417	5,380,330	5,124,438	5,124,438	-
DEL Preschool Development Grant	872,970	256,456	350,000	387,496	387,496	-
DEL CLASS Observation Funding		403,260	256,870	620,191	620,191	-
DEL-CARES/CRRSA Pandemic Relief	27,543,012	22,047,036	3,650,000	8,053,271	8,053,271	-
DEL - ARPA		21,245,313	35,000,000	115,968,498	115,968,498	-
DEL - Voluntary Pre-K	27,139,415	34,070,298	53,671,980	51,732,328	51,732,328	-
CSC - Income Eligible	4,502,338	3,483,105	3,844,530	4,923,314	4,923,314	-
CSC - Vulnerable Populations	1,725,958	2,312,873	2,468,621	2,485,992	2,485,992	-
Broward County- Income Eligible	1,902,157	1,896,240	1,708,173	2,757,572	2,757,572	-
Broward County - Special Needs	303,639	141,655	498,923	498,923	498,923	-
Univ of Florida Lastinger Ctr	49,900	72,910	70,000	70,000	70,000	-
Local Match: United Way & Cities	371,301	406,881	400,000	400,000	400,000	-
BECE & Misc	291,221	13,103	50,000	50,000	50,000	-
Total Revenue	\$ 134,285,337	\$ 166,652,174	\$ 188,828,140	\$ 275,973,850	\$ 275,973,850	\$ -

Expense:

Child Care Slots & Incentives						
DEL School Readiness	\$ 49,029,070	\$ 62,134,777	\$ 67,917,249	\$ 69,414,759	\$ 69,414,759	\$ -
DEL School Readiness Match Pool	5,489,725	5,331,417	5,380,330	5,124,438	5,124,438	-
DEL-CARES/CRRSA Pandemic Relief	12,861,548	13,230	128,086	114,855	114,855	-
DEL - Voluntary Pre-K	26,047,263	32,759,542	51,607,673	50,041,032	50,041,032	-
CSC - Income Eligible	3,981,297	3,148,517	3,460,077	4,430,983	4,430,983	-
CSC - Vulnerable Populations	1,552,987	2,095,359	2,221,759	2,237,393	2,237,393	-
Broward County- Income Eligible	1,690,800	1,685,547	1,518,376	2,451,175	2,451,175	-
Broward County - Special Needs	269,901	125,915	443,487	443,487	443,487	-
Local Match: United Way & Cities	371,341	406,885	400,000	400,000	400,000	-
Learning Pods Collaborative	206,000	-	-	-	-	-
Stipends and Grants to Providers	19,009,243	43,688,819	35,645,551	109,294,263	107,428,317	(1,865,946)
Placeholder: Restricted Allocations		-	2,000,000	13,830,580	9,285,996	(4,544,584)
Total Child Care Slots & Incentives	\$ 120,509,176	\$ 151,390,008	\$ 170,722,589	\$ 257,782,965	\$ 251,372,436	\$ (6,410,530)
Sub Recipient Expense						
School Board of Broward County	1,192,800	-	-	-	-	\$ -
Nova Southeastern University	-	-	-	-	-	-
Children's Forum	72,739	109,386	148,797	148,797	148,797	-
211-Broward	455,193	447,355	462,000	462,000	462,000	-
Total Sub Recipient Expense	\$ 1,720,732	\$ 556,741	\$ 610,797	\$ 610,797	\$ 610,797	\$ -
ELC Expense						
Salaries & Benefits	\$ 10,279,570	\$ 12,137,659	\$ 14,559,844	\$ 14,559,844	\$ 16,323,014	\$ 1,763,169
Attorneys	62,127	52,138	109,000	109,000	109,000	-
Auditors	37,500	36,500	42,500	42,500	42,500	-
Temporary Staff	2,697	46,637	50,000	50,000	50,000	-
Consultants	185,427	572,330	616,279	515,729	556,488	40,759
Staff & Board Travel	10,465	88,386	75,000	75,000	75,000	-
Insurance	33,492	42,105	52,418	52,418	52,418	-
Office Rent & Utilities	432,396	562,585	468,769	468,769	471,989	3,219
Office Machines & Storage	8,545	8,310	10,085	6,332	6,332	-
Software Licenses	194,325	240,496	230,154	230,154	230,154	-
Internet & Phones	101,141	216,068	119,954	131,866	131,866	-
Cell Phones	55,444	59,263	91,200	91,200	93,900	2,700
Sponsorships & Memberships	46,984	66,600	59,115	61,285	61,285	-
Books for Kids	280,982	213,893	550,000	550,000	550,000	-
Intructional Materials	27,436	30,000	47,505	80,000	4,772,841	4,692,841
Other Operating Costs	254,987	218,719	233,803	273,803	273,803	-
Computer Equipment & Software	35,013	90,253	58,916	58,916	107,967	49,051
Furniture & Fixtures	6,773	675	11,542	11,542	11,542	-
Depreciation	3,916	1,778	-	-	-	-
Unallocated (Budget Only)	-	-	108,670	211,730	70,521	(141,210)
Total ELC Expense	\$ 12,059,221	\$ 14,684,393	\$ 17,494,754	\$ 17,580,088	\$ 23,990,617	\$ 6,410,530
Total Non-Slot Expense	\$ 13,779,953	\$ 15,241,133	\$ 18,105,550	\$ 18,190,884	\$ 24,601,414	\$ 6,410,530
Total Expense	\$ 134,289,129	\$ 166,631,141	\$ 188,828,140	\$ 275,973,850	\$ 275,973,850	\$ (0)
Revenue over Expense	\$ (3,792)	\$ 21,033	\$ -	\$ -	\$ -	\$ -

Reason for Change

Proposed FY23 Amendment #3 vs Year to Date Actual



Revenue:

	FY22	Oct-22	Balance	%	
	FY23 Amendment 3 Proposed	YTD Actual	Remaining Balance	% YTD Expenditures	Notes
DEL School Readiness	\$ 82,901,826	\$ 30,664,885	\$ 52,236,941	37%	High enrollments, addl funds expected
DEL School Readiness Match	5,124,438	2,032,372	3,092,066	40%	
DEL Preschool Development Grant	387,496	112,314	275,182	29%	Intermittent Expenditures
DEL CLASS Observation Funding	620,191	33,563	586,628	5%	CLASS Observations Ramping Up
DEL-CARES/CRRSA Pandemic Relief	8,053,271	484,744	7,568,527	6%	Restricted by DEL, Workforce Initiative
DEL-ARPA	115,968,498	18,627,299	97,341,199	16%	Restricted by DEL, Grants & Stipends
DEL - Voluntary Pre-K	51,732,328	12,049,593	39,682,735	23%	Program ramps up during School Year
CSC - Income Eligible	4,923,314	2,570,006	2,353,308	52%	Expiring Q1 funds fully utilized
CSC - Vulnerable Populations	2,485,992	925,636	1,560,356	37%	
Broward County- Income Eligible	2,757,572	1,672,989	1,084,583	61%	Expiring Q1 funds fully utilized
Broward County - Special Needs	498,923	-	498,923	0%	All special needs kids served in SR
Univ of Florida Lastinger Ctr	70,000	-	70,000	0%	Intermittent Expenditures
Local Match: United Way & Cities	400,000	106,859	293,141	27%	Intermittent Expenditures
BECE & Misc	50,000	23,838	26,162	48%	Intermittent Expenditures
Total Revenue	\$ 275,973,850	\$ 69,304,097	\$ 206,669,753	25%	

Expense:

	FY22	Oct-22	Balance	%	
	FY23 Amendment 3 Proposed	YTD Actual	Remaining Balance	% YTD Expenditures	Notes
Child Care Slots & Incentives					
DEL School Readiness	\$ 69,414,759	\$ 26,041,972	43,372,787	38%	Above target, addl funds expected
DEL School Readiness Match Pool	5,124,438	2,032,372	3,092,066	40%	
DEL-CARES/CRRSA Pandemic Relief	114,855	-	114,855	0%	Restricted for COVID closures
DEL - Voluntary Pre-K	50,041,032	11,599,211	38,441,820	23%	Program ramps up during School Year
CSC - Income Eligible	4,430,983	2,332,602	2,098,380	53%	Expiring Q1 funds fully utilized
CSC - Vulnerable Populations	2,237,393	916,801	1,320,591	41%	Expiring Q1 funds fully utilized
Broward County- Income Eligible	2,451,175	1,487,101	964,074	61%	Expiring Q1 funds fully utilized
Broward County - Special Needs	443,487	-	443,487	0%	All Special Needs Children in SR program
Local Match: United Way & Cities	400,000	106,859	293,141	27%	Intermittent Expenditures
Stipends & Grants to Providers	107,428,317	18,839,395	88,588,922	18%	ARPA Grant 2nd Installments
Placeholder: Restricted Allocations	9,285,996	-	9,285,996	0%	
Total Child Care Slots & Incentives	\$ 251,372,436	\$ 63,356,315	\$ 188,016,121	25%	

Sub Recipient Expense

Children's Forum	148,797	35,407	113,389	24%	
211-Broward	462,000	110,594	351,406	24%	
Total Sub Recipient Expense	\$ 610,797	\$ 146,001	\$ 464,796	24%	

ELC Expense

Salaries & Benefits	\$ 16,323,014	\$ 4,913,762	\$ 11,409,251	30%	
Attorneys	109,000	23,814	85,186	22%	
Auditors	42,500	4,000	38,500	9%	Intermittent Expenditures
Temporary Staff	50,000	1,232	48,768	2%	Intermittent Expenditures
Consultants	556,488	191,363	365,125	34%	
Staff & Board Travel	75,000	16,858	58,142	22%	Intermittent Expenditures
Insurance	52,418	17,179	35,239	33%	
Office Rent & Utilities	471,989	183,044	288,944	39%	
Office Machines & Storage	6,332	6,541	(209)	103%	Storage unit closeout
Software Licenses	230,154	107,783	122,371	47%	Annual Licenses paid up front
Internet & Phones	131,866	56,939	74,927	43%	Office 365 Vendor transition in process
Cell Phones	93,900	31,139	62,761	33%	
Sponsorships & Memberships	61,285	33,339	27,946	54%	Intermittent Expenditures
Books for Kids	550,000	135,498	414,502	25%	
Instructional Materials	4,772,841	-	4,772,841	0%	Procurement in Process
Other Operating Costs	273,803	32,277	241,526	12%	Intermittent Expenditures
Computer Equipment & Software	107,967	27,214	80,753	25%	Intermittent Expenditures
Furniture & Fixtures	11,542	790	10,752	7%	Intermittent Expenditures
Unallocated (Budget Only)	70,521	-	70,521	0%	
Total ELC Expense	\$ 23,990,617	\$ 5,782,772	\$ 18,207,845	24%	

Total Non-Slot Expense

	\$ 24,601,414	\$ 5,928,773	\$ 18,672,641	24%	
Total Expense	\$ 275,973,850	\$ 69,285,087	\$ 206,688,762	25%	



ITEM#/MEETING	FIN233RB3 / FINANCE
MEETING DATE:	December 6, 2022
SUBJECT:	FY 2023 Purchases over \$35,000
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2023 Purchases over \$35,0000
FINANCIAL IMPACT:	\$5,062,841
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with ELC Fiscal Policy adopted in September 2019, all ELC Vendor Purchases over \$35,000 require prior approval from the Board. Contracts for the purchases will be presented to the Executive Committee.

Current Status:

Program Purchases over \$35,000 for approval

Item	Vendor	Amount	Purpose	Renewal Status	Services
a.	Teachstone, Inc.	\$4,547,841	CLASS® Trainings & Materials	<ul style="list-style-type: none"> • Sole Sourced • No Renewals 	<ul style="list-style-type: none"> • To supply trainings to educators and providers required to earn ARPA Incentives • To supply trainings to educators to upskill staff under the Broward Above and Beyond Workforce Initiative. • See Executive Committee Packet for Detail
b.	Council for Professional Recognition	\$175,000	Child Development Associated Credential Textbooks	<ul style="list-style-type: none"> • Sole Sourced • No Renewals 	<ul style="list-style-type: none"> • Curriculum for Child Development Associate Credential training for educators under the Broward Above and Beyond Workforce Initiative
c.	Nova Southeastern University	\$75,000	To Cover Registration Fees for DCF Trainings	<ul style="list-style-type: none"> • Sole Sourced FY22 • FY23 = Year 2 • Up to 4 renewals 	<ul style="list-style-type: none"> • To cover the cost of course and exam registration fees for DCF State Mandated trainings for childcare educators • Adds \$40,000 to FY23 Agreement for a total of \$75,000
d.	One Beat CPR LLC	\$40,000	CPR Training for Educators	<ul style="list-style-type: none"> • Procured FY22 • FY23 = Year 2 • Up to 4 Renewals 	<ul style="list-style-type: none"> • Covers 75% of cost of CPR Certification Trainings for educators (participant pays \$10) • Adds \$20,000 for FY23 Agreement for a total of \$40,000
e.	TBD	\$50,000	Mental Health Support Kits for Providers	RFQ Pending One Year only	<ul style="list-style-type: none"> • Mental Health Support kits to support PDG-funded Mental Health Support Initiative FY23

Operating Purchases Over \$35,000 for Approval

Item	Vendor	Amount	Purpose	Renewal Status	Services
a.	TBD	Up to \$50,000	On-line Recruitment Platform	<ul style="list-style-type: none"> • RFP Pending • Up to 4 Renewals 	<ul style="list-style-type: none"> • Authorize the Coalition to issue a Request for Proposals (RFP) because current vendor costs have reached Florida Level II, triggering formal procurement
b.	TBD	Up to \$75,000	Office365 Licensed Seats & Support	<ul style="list-style-type: none"> • RFP Pending • Up to 4 Renewals 	<ul style="list-style-type: none"> • Authorize the Coalition to issue a Request for Proposals (RFP) because current vendor costs have reached Florida Level II, triggering formal procurement
c.	TBD	Up to \$50,000	Payroll Processing and Compliance Services	<ul style="list-style-type: none"> • RFP Pending • Up to 4 Renewals 	<ul style="list-style-type: none"> • Authorize the Coalition to issue a Request for Proposals (RFP) because current vendor costs have reached Florida Level II, triggering formal procurement

Recommended Action:

Approve FY 2023 Vendor Purchases over \$35,000

ITEM/MEETING	FIN233RB4 / FINANCE
DATE:	December 6, 2022
SUBJECT:	FY23 Staff Compensation Adjustment Options
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Recommend Whether to Bring One or More Option for FY23 Staff Compensation Adjustment to the Board for Consideration
FINANCIAL IMPACT:	TBD
ELC STAFF LEAD	C. Klima

Background/History

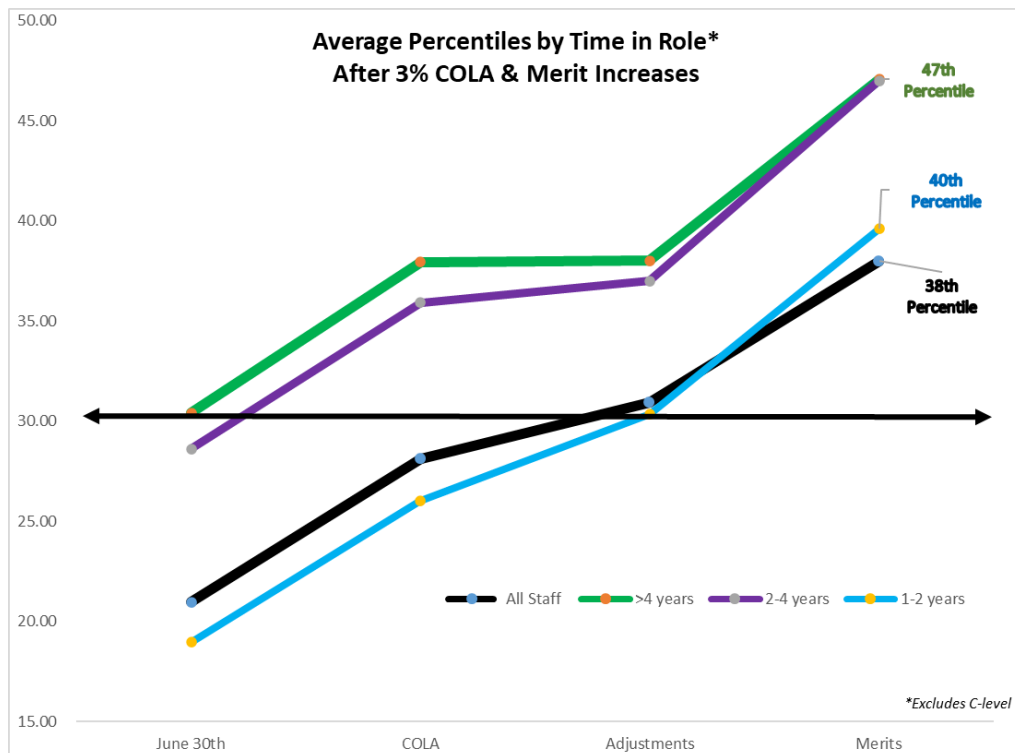
On June 13, 2022, the Board approved a recommendation from ELC consultants Compensation Resources (CRI) to implement a one-time, 3% cost of living increase for all staff hired prior to July 1, 2022, to bring them into alignment with the updated scale. The one-time increase, which was effective July 1, 2022, was in addition to annual merit pay increases up to 5% that are awarded each year that were also effective July 1.

The Board also requested that staff conduct additional analysis to determine whether funding was available to implement an additional increase or bonus to further support the staff and help the Coalition retain its talent. The scope of the request included analysis of the projected increase to the Federal salary cap that applies to the Coalition’s DEL Grant Agreement funding and the mechanism for compensating staff beyond it if the Board wishes to do so. Staff presented a variety of options at the August 30, 2022, Finance Committee meeting. After discussion, the members requested the issue be tabled until the December meeting for consideration at that time.

Current Status

1. Where we are now

The one-time 3% cost of living increase, combined with annual merit increases brought the average place in range on the FY23 salary scale from the 21st Percentile up to the 38th percentile, with staff that are longer tenured in their roles at the 47th. See chart below. CRI considers salaries between the 30th and 40th percentile to be “competitive” in the marketplace and those above the 45th percentile to be “leading” in the marketplace.



2. CRI Perspective:

With regard to an additional adjustment, CRI noted that uncertainty about the economy has “quieted” the pace of the so-called great resignation. The labor department data shows that salary increases have also slowed as the labor market becomes less volatile.

That said, CRI also noted that while the marketplace may have become less volatile, the economic challenges facing employees paying high rent, food, gas, and other prices remain. The strides made with the recent COLAs and merit increases have kept salaries competitive in the marketplace for the current year and the Coalition’s existing 3-5% annual merit increases given at year end will keep the Coalition on track with an expected 3.1% shift in the marketplace currently forecast for July 1, 2023

However, CRI recommends, that if the Coalition has funding available, the Coalition could add a one-time bonus to the existing annual merit increase process to give a tangible and immediate lump-sum boost to staff pay to help them address financial distress.

3. Employee Financial Distress:

A survey to ELC staff to gauge employee economic distress yielded the following from 146 responses (78% of staff):

- 67% of respondents report not having enough money to pay bills each month.
- Respondents reported particular difficulty paying housing, food, utilities and debts.
- 89% of respondents indicated they were considering or had sought additional sources of income to support their households
- 87% are the primary income for their households

4. Available Funding:

The current staffing budget presented in Budget amendment #3 is a “break-even” budget and does not currently include additional funds for a compensation adjustment. However, if the members wish to add a compensation adjustment to staffing budget, funds are available from two potential sources:

1. Over \$1 million in one-time Federal stimulus funding is available for use to pay for staffing costs if needed
2. Over \$1 million in regular School Readiness operating funds may become available when DEL allocates expected additional funds to cover new enrollments in FY23. While DEL has indicated that this additional allocation is forthcoming and their hope is to have it approved in December, the actual amount, timing and terms of the allocation are still not known.

5. Variables to Consider:

- Each percentage increase for all current and budgeted staff will require an increase to the staffing budget of approximately \$150,000. (Ex. A 3% increase = \$450,000)
- The current staffing budget is drawn almost entirely from long-term, recurring funding sources. One-time funding from stimulus programs is currently used only for positions specifically created for stimulus-related activities.
- A fixed amount, one-time bonus of 2,000 based on performance would cost \$470,000 if all staff received them. Bonus must be awarded based on performance only, so it’s likely that some staff would not qualify.
- A fixed, one-time bonus of \$2,000 equates to approximately 5% of entry level, hourly staff pay at ELC. Hourly, entry-level employees are the majority of ELC staff.
- The cost for tiered bonuses (such as \$1000, \$1500, \$2000 depending on performance score) would likely be \$350,000, assuming the average bonus was \$1500.

6. Options for Additional Pay:

#	Option	Pros	Cons
1	Conduct a mid-year performance appraisal of all staff for the period July through December and awarding performance bonuses based on scores in January/February.	<ul style="list-style-type: none"> • Uses FY23 Confirmed Funding • Fast tracks a tangible lump sum boost to pay relieve financial distress 	<ul style="list-style-type: none"> • Performance based, not all qualify • Requires management to conduct interim reviews quickly in January and then again at year-end in July
1	Conduct performance reviews at fiscal year end on our normal schedule, but approve a bonus pool to pay bonus in addition to merit increases to salary	<ul style="list-style-type: none"> • Uses FY23 Confirmed Funding • Provides tangible lump sum boost to pay to relieve distress • Leverages existing annual review process 	<ul style="list-style-type: none"> • Performance based, not all qualify • Bonus paid in 6 months. Not fast-tracked
2	Approve a COLA increase effective January 1, 2023. This could be offered to subset of lower wage staff if preferred.	<ul style="list-style-type: none"> • Increases pay going forward • All staff qualify 	<ul style="list-style-type: none"> • Recurring long term cost
3	Approve a COLA increase for all staff in addition to giving employee merit increases effective July 1, 2023	<ul style="list-style-type: none"> • Increases pay going forward • Keeps Coalition competitive in a tight labor market 	<ul style="list-style-type: none"> • Recurring long term cost

Supporting Documents:

none



FYI 1 – 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 October 2022

Vendor Name	Amount	Purpose
ADP, Inc.	2,328.26	September 2022 Processing Charges
ADP, Inc.	1,115.10	September 2022 Time & Attendance
AT&T Mobility	7,816.41	October 2022 Cell Phone and Data Charges
Business Card	2,842.18	Bank of America Ops Purchase C Klima (no individual items > \$1,000.00)
Business Card	9,395.65	Bank of America Ops Purchase C Klima (no individual items > \$1,000.00)
Business Card - Intermedia	1,307.92	Email Hosting for September 2022
CDW LLC DBA CDW Government, Inc	1,068.48	Rolling Backpacks, Headsets, and USBs
Colonial Life & Accident Insurance Company	5,759.80	September 2022 Employee Health Benefits
Indeed	5,854.08	September 2022 Job Posting
Kaplan Early Learning Co.	1,377.24	Books for Social Emotional Learning
Keefe McCullough	5,300.00	Audit of the Plan's Financial Statement Y/E 2022
Revation Systems, Inc.	7,255.40	September 2022 Services
Webauthor.com LLC	5,000.00	October 2022 CRM Software Licenses
Western NRG, Inc.	5,584.55	Urgent Care Support and Sonicwall Secure Plus
Udemy, Inc	1,200.00	Team Plan Licenses (10/2/22-10/1/23)



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	Application Pending	-
Davie	No funding available	-
Deerfield Beach	Approved	15,000
Ft. Lauderdale	Pending response	50,000
Hallandale Beach	Approved	10,000
Hollywood	Approved	10,000
Lauderdale By The Sea	Approved	2,000
Lighthouse Point	Pending response	1,000
Lauderdale Lakes	Pending response	3,000
Lauderhill	Approved	3,000
Margate	Approved	1,000
Miramar	Approved	5,000
North Lauderdale	Approved	5,000
Oakland Park	Pending response	10,000
Parkland	Approved	3,000
Pembroke Park (Town)	Pending response	1,000
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	21,500
Tamarac	Pending response	10,000
Sunrise	Approved	55,890
Southwest Ranches	Pending response	2,000
West Park	Pending response	2,500
Weston	Pending response	5,893
Wilton Manors	Approved	5,000
		\$ 306,873
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 July 1, 2022	1,490,872
CSC	Committed as of July 1, 2022	2,690,086
	Total SR Match	\$ 5,117,831



**Early Learning Coalition of Broward County
Finance & Executive Committee Attendance Chart FY 2022-2023**

QUORUM # NEEDED: 4

	FINANCE	Position	Term Started	Term Exp	Aug-30	Nov-01	Dec-06	Jan-31	Mar-28	May-02	Jun-06	TOTAL FY ABSENCES
1	Cindy Arenberg Seltzer	Chair	Jun-20	Jun-24	V	ABS						1
2	Dawn Liberta	Member	Aug-21		V	V						0
3	Renee Podolsky	Member			V	V						0
4	Twan Russell	Member			V	V						0
5	Laurie Sallarulo	Member			V	V						0
6	Zachary Talbot	Member	Jun-20		V	V						0

QUORUM # NEEDED: 4

	EXECUTIVE	Position	Term Started	Term Exp	Aug-30	Nov-01	Dec-06	Jan-31	Mar-28	May-02	Jun-06	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair			V	V						0
2	Dawn Liberta	First Vice Chair	Jun-20	Jun-24	V	V						0
3	Twan Russell	Second Vice Chair	Jun-20	Jun-24	V	V						0
4	Monica King	Secretary/PRC Chair	Jun-20	Jun-24	ABS	ABS						2
5	Cindy Arenberg Seltzer	Treasurer	Jun-20	Jun-24	V	ABS						1
6	Michael Asseff	Nominating Chair			V	V						0
7	Renee Podolsky	Audit Chair			V	V						0

Members who left During FY 22 - 23	Position	Term Started	Last Day									
Term												
V= Virtual Meeting												
X= Present at meeting												
ABS= Absent from Meeting												
P= phone attendance												
FM= First Meeting LM= Last Meeting												
Shaded areas - no meeting scheduled												
O:\Board\Board- Committee & Board Meetings\Board\FY 2022-2023												

Except for Chair an Officers term is for two years
 No officer may hold the same elected position for more than (2) term of two years