Early Learning Coalition of Broward County, Inc.
Governance Meeting Agenda
May 1, 2025, at 1:00 PM
Zoom Meeting

Meeting ID: 851 5520 3010   **Passcode: 920409**

https://us06web.zoom.us/j/85155203010?pwd=6eNLpSoMPVJ94AsCWesjGvUd8dnucH.1

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**		Dawn Liberta, Governance Committee Chair
2.	**Roll Call**		Melody Martinez, Board Liaison
3.	**Consent Agenda** 1. Approve February 3, 2024, meeting minutes	**2**	Dawn Liberta, Governance Committee Chair

4.	**Regular Business**
	    1. GOV254RB1 – Approve DEL CEO Annual Evaluation Tool
	    2. GOV254RB2 – Approve proposed list of ELC Holidays FY25/26
	    3. GOV254RB3 – Approve new AI Policy
	    4. GOV254RB4 – Approve FY26 Risk Management Insurance Policy Renewal Coverage
	    5. GOV254RB5 – Approve HR Mandated Reporting Policy
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			Dawn Liberta, Governance Committee Chair
			Judith Merritt, COO
			Hubert Cesar, CIO
			Christine Klima, CAO

5.	**Unfinished Business** **New Business** **Matters from the Chair** **Matters from the Committee** **Public Comment**		
6.	**Next ELC Governance Meeting: June 9, 2025, at 11:30 AM**		
7.	**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."

Members in Attendance	Chair Dawn Liberta; Michael Asseff; Carol Hylton; Renee Podolsky
Members Absent (Excused)	Kirk Englehardt; Amoy Reid; Laurie Sallarulo
Members Absent (Unexcused)	
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Beverly Hung, Director of HR
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Dawn Liberta called the meeting to order at 1:01M. The roll was called, and a quorum was established.
Consent Agenda 1. Approve December 3, 2024, meeting minutes	A **Motion** was made by Renee Podolsky and **Seconded** by Carol Hylton to approve the Consent Agenda. The motion was **Unanimously Approved. Motion Passed.**
Regular Committee 1. GOV253RB1 – Approve HR Policy Updates 2. GOV253RB2 – Approve Annual Board Survey Questions and Board Retreat Questions	**<u>Approve HR Policies</u>** Judith Merritt, COO, provided an overview of the changes to the HR policies outlined in the Employee Handbook. A discussion followed regarding several of the revisions. Carol Hylton suggested implementing a form for reasonable accommodation requests, allowing individuals to clearly specify their needs, which would enable a straightforward response. She noted that this approach has been effective for her organization and could be beneficial for ELC. Beverly Hung, Director of HR, clarified that a similar form is already in place at the ELC. A **Motion** was made by Michael Asseff and **Seconded** by Carol Hylton to Recommend the Board approve the revised HR Policies. The motion was **Unanimously Approved. Motion Passed.** **<u>Approve Board Annual Survey & Retreat Questions</u>** Judith Merritt, COO, reviewed the Board Survey Questions. A discussion followed regarding the Board questions and everyone agreed these should remain the same so comparisons can be made to the prior 3 years. After a discussion on the Board Retreat questions, Carol Hylton recommended removing team building from item #3. A **Motion** was made by Michael Asseff and **Seconded** by Renee Podolsky to Recommend the Board approve: • The Annual Board survey for Section One Board Self-Assessment. • The Annual Board survey for Section Two Overall Board Assessment. • The Annual Board survey for Section Three Staff Board Assessment. • The Proposed Board Retreat Questions. The motion was **Unanimously Approved. Motion Passed.**

Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	None
Next Meeting	**March 3, 2025**
Adjourn	Meeting adjourned at 1:44 PM by Michael Asseff.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken before approval at the next meeting.

ITEM/MEETING	GOV254RB1 / Governance Committee
DATE:	May 1, 2025
SUBJECT:	CEO Annual Performance Evaluation tool
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve DEL CEO Annual Performance Evaluation tool
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Judith Merritt

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

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

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

Attached are both the internal and DEL evaluation tools for the committee's review.

Action(s):
Recommend the Governance Committee agree to using only the DEL CEO Evaluation tool to the whole Board.

Supporting Documentation:
- CEO Internal Performance Evaluation Tool
- DEL CEO Performance Evaluation Tool

Annual Performance Evaluation of the Chief Executive Officer (CEO) Early Learning Coalition of Broward County

Employee: Renee Jaffe, CEO

Board Member:_____Date:_____Review Period:_____

Directions:

Rate the CEO on each of the performance categories using the performance rating scale and definitions below.

Review and consider all of the description bullets under each performance category and then assign a score between 1-5 (with 1 being the lowest score and 5 being the highest). There is an area to provide comments following each performance category. If your comments do not fit in the space provided, please attach a separate page with your additional comments.

(1=Below Expectations, 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).

RATINGS:

BELOW EXPECTATIONS (1)- Performance at this level is unacceptable. The employee often fails to achieve the basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time.

NEEDS IMPROVEMENT (2) - Performance at this level is minimal and below the level expected of the employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity, and timeliness. The employee performing at this level may be denied merit increases until fully capable performance is demonstrated.

MEETS EXPECTATIONS/ACCEPTABLE (3) - Performance at this level meets established expectations and standards for work quality, quantity, and timeliness. The employee competently achieves the requirements of the position.

EXCEEDS EXPECTATIONS (4) - Performance at this level often exceeds established expectations and standards for work quality, quantity, and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.

OUTSTANDING (5) - Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity, and timeliness. The employee exhibits leadership among peers in all dimensions of the field of work performed.

Chief Executive Officer's Annual Performance Assessment

SECTION I – PERFORMANCE INDICATORS
Section I includes 6 performance indicators that make up 40% of the overall score.

1. BOARD INTERACTIONS & SUPPORTS
Supports operations and administration of the Board by advising and informing Board members, as well as interfacing between Board and staff **
- Provides professional advice and recommendations to Board
- Engages Board in ELC policy
- Communicates with Board chair and other members providing accurate, relevant information
- Fosters a harmonious working relationship with the Board
- Provides support for Board teamwork and effectiveness, board recruitment and development
- Builds a diverse Board

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

2. BUSINESS ETHICS/INNOVATION/MANAGEMENT/LEADERSHIP
Oversees development, implementation, and quality assurance of all Coalition programs and services **
- Communicates ELC's vision, goals to staff, community, and others; builds commitment to mission
- Provides direction, defines priorities to assure ELC's programs and services meet needs of families, children, and providers
- Identifies problems and issues confronting the ELC and recommends/implements as appropriate
- Encourages and promotes long-range planning and implementation of plans, keeps Board informed
- Provides leadership in program innovation
- Initiates technology innovation
- Shows creativity and initiative in parent/provider resources
- Ensures the ELC has a long-range strategy that achieves its mission/vision (Strategic Plan)
- Provides leadership in developing a program and organizational plans
- Evaluates goals and objectives
- Upholds organizational values

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

3. FISCAL RESPONSIBILITY, SUSTAINABILITY & MISSION IMPACT
Provides leadership for sound fiscal management practices and procedures. Assures the budget supports the ELC's mission, goals, and long-term planning. Works with the staff, finance committee and the Board to prepare budgets, monitor progress, initiate changes, and resolve fiscal issues **
- Recommends yearly budget for Board approval

- Manages Coalitions resources within budget and guidelines within current laws and regulations
- Possesses robust understanding of the ELC's financial needs and communicates them clearly
- Provides leadership and supports strategies for attracting funds for SR match
- Oversees the planning and implementation of match activities, including strategies to approach potential donors

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

4. HUMAN RESOURCES MANAGEMENT AND STAFF, EMPLOYEE MORALE & CULTURE

Effectively manages the human resources of the organization according to authorized policies and procedures that fully conform to current laws and regulations **

- Provides leadership developing and executing sound personnel procedures, directives, attitudes, and behaviors reflective of the integrity and ethical values expected throughout the ELC
- Recruits and retains talented and diverse staff
- Ensures compliance with relevant workplace and employment laws, maintains a safe, respectful, and inclusive working environment
- Encourages and supports staff to participate in ongoing professional development
- Establishes clear patterns of authority, responsibility, supervision, and communication with staff
- Shows respect and sensitivity for cultural differences
- Promotes a harassment-free environment

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

5. COMMUNITY, STATE AND PUBLIC RELATIONS

Directs and coordinates public relations and community awareness efforts. Assures that the Coalition and its mission, programs, and services are consistently presented in a favorable public image to relevant stakeholders **

- Develops and maintains positive relationships with the community, businesses, and civic leaders; encourages community involvement and contribution to ELC
- Represents and promotes ELC through regular attendance and involvement in meetings, conferences, and interagency and community activities
- Encourages community involvement and contribution to the ELC
- Provides leadership at the state level; advocates the needs of ELC to appropriate federal and state officials and agencies, community leaders, child advocates, and parents. Including lobbying the state legislature within permitted las and regulations
- Serves as an effective spokesperson. Represents ELC to its constituencies, including clients/members/patrons, other nonprofits, government agencies.

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations,

5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

6. **PROFESSIONAL SKILLS & ABILITIES**
    - Maintains high stands of ethics, honesty, and integrity in all matters
    - Is well organized and efficient in the accomplishment of objectives
    - Skillful at analyzing and addressing problems, challenges, and conflicts, even under stress
    - Effectively communicates verbally and in written form
    - Actively engages in continuous professional development

(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate performance during the evaluation period, enter the number rating for the competency in the Rating Box to the right

Rating: _____

Please enter comments for each competency listed above in the text box below

** DEL Language from DEL CEO Evaluation Domains 1-6

SECTION II – GOALS – 7 Goals to match with the Strategic Plan (Domain #7)
Section II includes 7 goals that make up 60% of the overall score.

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

GOAL 1 Eligible families will be aware of and access ELC SR Services					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. Deploy a successful targeted outreach and enrollment initiative	1. ELC staff will actively attend a minimum of 20 community outreach events annualy to promote its services.	20 Annually	37	Exceeded	21 Community Resource Fairs, 6 Back-to-School events, 6 Community Baby Showers, and 4 School/Literacy events.
	2. ELC communications staff will place a minimum of 60 social media posts concerning the importance of child care and early learning.	60 Annually	70	Exceeded	38 VPK, 20 School Readiness and 12 bookworm; There were over 500 social media post created across all platforms.
2. Families that are eligible to continue receiving SR services will receive them.	1. The overall retention rates for potentially SR eligible families will increase from 80% to 85%	85%	73%	Not Met	This fiscal year, 19,939 children were due for redetermination. With significant new enrollment activity, our team successfully absorbed the attrition rate, maintaining our target number of children within the overall system. Attrition was crucial in balancing our capacity to fund all enrollments within our system (when sufficient funding was not allocated). Recently, our efforts to retain SR children have been enhanced by proactive, targeted notifications from the ELC, and we anticipate realizing the full scope of their effectiveness this fiscal year.

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

GOAL 2 Eligible families will be aware of and access ELC VPK services.					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. ELC will reach and enroll as many VPK-eligible families as possible.	1. ELC Broward will meet or exceed the State of Florida estimating conference estimates for VPK	13,931	14,221	Exceeded	We have enrolled 14,221 children for the 23-24 program year: 13,824 in the school year program and 397 children in the summer program. This exceeds the estimating conference's projections for this year. Estimating Conference was 13,931

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

GOAL 3 Broward's childcare centers/homes are high quality, nurturing settings.					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. The countywide CLASS score average for School Readiness child care providers who are CLASS assessed will increase to a 6.0	1. CLASS scores will incrementally grown year over year for the 5 year strategic plan.	6.0	5.40	On Track	We have seen a steady increase in the SR CLASS scores thanks to all the trainings our team has facilitated and the familiarirty of the tool among Broward educators. We ended the FY 22-23 with a SR CLASS average score of 5.03 demonstrating an increase.

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

GOAL 4. Broward's VPK sites offer high quality services in a nurturing environment.					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
Objective 1: The countywide CLASS score average for VPK child care providers who are CLASS assessed will increase to a 6.0	1. CLASS scores will incrementally grow year over year for the 5 year strategic plan.	6.0	5.51	On Track	We have seen a steady increase in the VPK CLASS scores thanks to all the trainings our team has facilitated and the familiarirty of the tool among Broward educators. We ended the FY 22-23 with a VPK CLASS average score of 5.32 demonstrating an increase.

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

Goal 5. Children will enter kindergarten with the tools, skills, and support they need to succeed					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. SR and VPK children will receive support (developmental, behavioral, health, etc.) to maximize their developmental potential.	1. 65% of families with children ages 0-2 who have received a referral will follow through with their referrals to Early Steps	65%	55%	On Track	In FY 23-24, the team referred 383 families of children ages 0-2. This is an increase from 348 referrals last year. Although there are still some children that are pending the full process, we are excited to share that 55% of families followed through with their referral. This is an increase from last year in which we saw a 33% follow through rate.
	2. 75% of families with children ages 3-5 who have received a referral will follow through with their referrals to FDLRS	75%	60% (Half year)	On Track	In FY 23-24, the team referred 491 families of children ages 3 - 5. This is an increase from 357 referrals from last year. We are still waiting for full data to complete our numbers for the year. We are happy to report that data collected from January 2024 to June 2024, demonstrate a 61% follow through rate. Last year was at 53% so we are on target.

Goal 5: Continued.

	Goal 5. Children will enter kindergarten with the tools, skills, and support they need to succeed				
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
	3. Through funding or partnerships, four (4) additional, comprehensive support services will be added or expanded to children/families (such as but not limited to vision, hearing, dental screenings, mental health, nutrition services, and general medical)	4	4	Met	In Fiscal Year 23 - 24, we continued our screening partnership with the Center for Hearing and Communication; Hosted ABA therapy site, ABC Done Right for resources and Drowning Prevention from Stacey Hoaglund. Thanks to ARPA Discretionary Funding we are partnering with local trainers to facilitate trainings on mental health including Infant Mental Health supports.
2. Expand ELC Literacy efforts to increase the number of children who have access to books/libraries at home as well as increased exposure to the reading experience	1. Increase # of families with children under 5 who sign up for ELC's bookworm program to 15,000	15,000	10,891	On Track	Due to funding challenges, program paused sign ups July - September 2023.
	2. ELC will participate in at least 15 literacy events throughout the year, utilizing new and existing partnerships/events, as well as creating its own.	15	89	Exceeded	Our Inclusion team continues to facilitate weekly storytime (52) on our facebook page in English, Spanish and bi-weekly in Creole. The Inclusion team visited 6 schools and read aloud and did activities with the children. Additionally Outreach participated in 37 community events promoting ELC Services and literacy

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

	Goal 6. The ELC has strong relationships with community leaders and other stakeholders to mobilize all parts of our community to support early learning.				
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. Broward County leaders are aware of the importance of early learning, ELC Services, and ELC Legislative Priorities.	1. At the start of each fiscal year, ELC staff will identify which state legislators, Broward County Commissioners/County Administration, and elected municipal leaders, they need to meet with and meet with at least 90% of them.	90%	100%	Exceeded	Met with Sen. Rosalind Osgood, Rep. Dan Daley, Rep Lisa Dunkley, Rep. Patricia Williams -- Rationale: they all sat on PreK - 12 Appropriations Renee and ELC Broward staff have had 19 meetings and engagement touchpoints with nearly every member of the Broward Legislative Delegation and many of the municipal leaders in high priority cities.
2. ELC will strengthen relationships and partnerships with Community leaders and stakeholders through participation in early learning activities/events.	1. ELC will actively participate in a minimum of 30 community engagement activities/events annually to promote ELC's services.	30	37	Exceeded	• 21 Community Resource Fairs • 6 Back-to-School events • 6 Community Baby Showers • 4 School/Literacy events.

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

	Goal 7. ELC Broward is a healthy, efficient, and effective organization.				
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
1. The ELC promotes an inspired workplace culture by developing quantitative and qualitative approaches to attract, engage, and retain a talented workforce efficiently	1. ELC is hiring the right staff for the right positions and retaining them, as evidenced by retaining 75% of new hires in one year.	75%	82%	Exceeded	Staff retention for 1 year increased from 77% in year 1 to 82% in year 2 of the Strategic Plan.
	2. ELC annual staff turnover will be 5% below the National turnover average for similar organizations (National Average is 35%, therefore less than 30%)	30%	7%	Exceeded	Staff turnover decreased to 7% in year 2 of the Strategic Plan, from 12.6% in year 1.
	3. 25% of promotional opportunities are filled internally.	25%	55%	Exceeded	Promotional opportunities increased from 50% in year 1 of the Strategic Plan to 55% in year 2.
	4. At least 85% of Staff respond that they are overall satisfied working at the ELC.	85%	90%	Exceeded	Utilizing the Energage external staff survey, staff satisfaction is up from 85% last year to 90% this year.
2. Continue to optimize the use of technology and data to promote efficiencies, evaluate value, impact, and progress, and increase data security.	1. 85% of the CRM Plan will be fully implemented.	85%	68%	On Track	We had quite a few modules to create and built some that were not originally on the list, but we made significant progress. We also updated a few modules not included in this data. We will continue to work with the team to ensure we exceed expectations.
	2. 90% of ELC data infrastructure will be stored in the cloud.	90%	75%	On Track	We made progress in migrating ELC data to the cloud. We are now at 75% as we have moved board documents, ahead of our timeline.
	3. A minimum of 95% of ELC staff will continually pass ELC quarterly security testing.	95%	96%	Exceeded	This year, we exceeded expectations and achieved over 95% of our goal.

GOAL 7: Continued..

Goal 7. ELC Broward is a healthy, efficient, and effective organization.					
Objective	**Outcomes**	**Target**	**Year 2**	**Status**	**FY 23/24 Year 2 Summary**
3. A mechanism exists to bring in a regular stream of funding to address an annual structural deficit and an annual process to build a reserve gradually.	Outcome 1: Annual net asset/reserve balance changes are positive at the end of each fiscal year.	Not Established	$4,050	On Track	• Target will be established now that Fundraising and Honorary Board member has been established • $9,239 in unrestricted funding was raised with expenses of $5,189 • Held first fundraising/friend raising event Wine & Cheese on 10/5/23 • Received donations/sponsorships for event(s) • Recruited first Honorary Board member to assist with raising visibility and monies for ELC.
4. Strategy will be in place to obtain dedicated funding for specific unallowable expenses.	1. ELC will have funds for items for meetings, programming, and training.	$25,000	$26,935	Exceeded	Through various fundraising and donations we were able to exceed the goal of $25K.
5. The ELC board is energized, enthusiastic, educated, participate, and partners effectively with staff.	1. Results of the annual staff and board survey will show at least a 90% rating in all categories.	90%	96%	Exceeded	The Annual Board Survey is made up of 2 sections. • First section **Board Self Assessment (Individual)** has 7 questions, which resulted in an average rating of 95%. • Second section **Board Assessment (as a whole)** has 5 questions, which resulted in an average rating of 96%. • Both categories/sections scored above the 90% goal.
	2. 100% of the ELC Board will complete and return the Annual Board Survey, which will be conducted prior to the Annual Board Retreat	100%	100%	Met	All Board members responded to the survey.
	3. ELC will track the activity of Board members and report on that engagement	N/A	N/A	Met	Board members attendance at Meetings, Committees, Events, Lunch & Learns, Meet and Greets, Provider Visits etc. are all track and a report for each member is available
6. The ELC will have a cohesive board where every member has a voice.	1. Results of the annual board self-survey will show that 90% of the board report that they feel they have a voice in meetings.	90%	100%	Exceeded	Meetings provide the opportunity for constructive, respectful debate of issues scored 100% in Year 2 of the Strategic Plan, Year 1 scored 87%.

ANNUAL PERFORMANCE GOAL (CURRENT EVALUATION PERIOD)
(1=Below Expectations. 2=Needs Improvement, 3=Meets Expectations/Acceptable, 4=Exceeds Expectations, 5=Outstanding).
Use the above 5-point scale to rate goals performance during the evaluation period.

Rating: _____

Chief Executive Officer/Executive Director

Annual Performance Evaluation

Officer/Director's Name: _____ Date: _____ _____

Evaluation Period: _____ ELC: Broward _____

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

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

3 = Exceeds Expectations

2 = Meets Expectations

1 = Does Not Meet Expectations

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

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

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

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

Form DEL-SR 120, August 2022, 6M-9.120, F.A.C.

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

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

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

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

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

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

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

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

Domain 6: Professional Skills and Abilities

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

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

Rating	Performance Indicators

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

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

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

Overall Rating:

3.0 = Exceeds Expectations

2.0 – 2.9 = Meets Expectations

1.9 and below= Does Not Meet Expectations

Evaluator Name: _____

Evaluator Signature: _____

Form DEL-SR 120, August 2022, 6M-9.120, F.A.C.

ITEM/MEETING	GOV254RB2 / Governance Committee
DATE:	May 1, 2025
SUBJECT:	ELC Holiday Closure Days
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve 12 ELC Holiday Closure Days FY25/26
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Hubert Cesar

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

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

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

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

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

Based on the new grant agreement language and after careful review of ELC Broward Holiday/Office Closures, ELC staff are proposing the following closures (with the new closures in **bold** print):
- The 9 State Holidays listed above
- Presidents Day (February 16, 2026)
- Columbus Day/Indigenous People Day (October 12, 2026)
- Spring Holiday Day (April 3, 2026) – (Varies each year marking the coming of Spring marked by the vernal equinox, the first day of Spring.)

Action(s):
The Governance Committee recommend the 12 Holiday/Office Closures listed above to the full Board for approval.

Supporting Documentation:
None

ITEM/MEETING	GOV254RB3 / Governance Committee
DATE:	May 1, 2025
SUBJECT:	AI Policy
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve AI Policy
FINANCIAL IMPACT:	None
ELC STAFF LEAD	Hubert Cesar

Background:

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

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

Current Status:

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

Action(s):

Recommend the Governance Committee to approve the AI policy.

Supporting Documentation:

- AI Policy

ELC Artificial Intelligence (AI) Acceptable Use Policy

A. PURPOSE

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

B. ACCEPTABLE USE

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

C. BACKGROUND

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

D. DEFINITIONS

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

E. PRINCIPLES FOR USING GENERATIVE AI

1. Privacy

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

2. Accuracy

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

3. Proofreading and Fact-Checking

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

4. Transparency

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

5. Reducing Bias and Harm

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

6. Accountability

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

7. Beneficial Use

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

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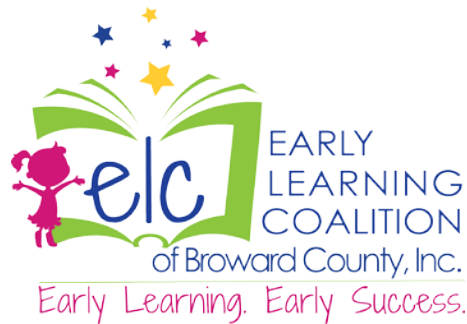
AI-generated content should be viewed as a starting point, not the finished product. While AI can provide a valuable tool for generating content, it cannot replace the creativity and critical thinking skills of human writers and editors.

F. FUNDAMENTAL RULES

- Never submit confidential information to generative AI.

- Review, revise, and fact-check AI-generated content before use.

- Disclose AI-generated content where applicable.

- Stay updated with this policy as AI guidelines evolve.

G. COMPLIANCE

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

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

APPROVAL OF AI TOOLS

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

I. INTELLECTUAL PROPERTY

Content produced by generative AI systems may include copyrighted material. AI systems may be "trained" using data (text, images, etc.) sourced from the internet without regard for copyright or

licensing terms. It is extremely difficult to determine what content was used to train an AI system and difficult to verify whether AI- generated content is wholly original or only a slight stylization of
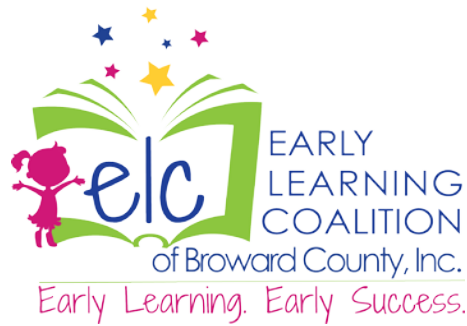
existing copyrighted material. Nevertheless, employees must perform due diligence to ensure that no copyrighted material is published without proper attribution or obtaining proper rights.

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

J. ATTRIBUTION & ACCOUNTABILITY

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

K. DATA PRIVACY

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

L. OWNERSHIP OF GENERATED CONTENT

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

M. GUIDANCE ON USING GENERATIVE AI

Sample Use Cases

- Drafting memos or job descriptions.

Citing Generative AI

- Cite AI use when 25% or more of the final content originates from AI.

- Ensure factual claims are sourced from credible references.

Example Citation

N. POLICY VIOLATIONS

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

O. PRIVACY WAIVER

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

P. ACKNOWLEDGMENT OF POLICY

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

Employee Name (Print): _____

Employee Signature: _____

Date: _____

rITEM/MEETING:	GOV254RB4 / Governance Committee
MEETING DATE:	May 1, 2025
SUBJECT:	Risk Management Insurance Policies
FOR ACTION:	YES
RECOMMENDED ACTION:	**Approve Proposed FY26 Risk Management Insurance Policy Renewal Coverage Levels**
FINANCIAL IMPACT:	TBD Quotations Pending
ELC STAFF LEAD	C. Klima

Background

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

Current Status

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

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

Recommendation

Staff Recommend that the Committee Approve Proposed FY26 Risk Management Insurance Policy Renewal Coverage Levels

Supporting Documents

None

ITEM #/MEETING:	GOV254RB5 / Governance Committee
DATE:	May 1, 2025
SUBJECT:	Mandated Reporting Policy update
FOR ACTION:	Yes
RECOMMENDED ACTION:	**Recommend the Board approve the revised Mandated Reporting Policy**
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background

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

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

Current Status

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

Grant Language - Florida Abuse Hotline reporting

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

1. Abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or

2. In need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care; or

3. Abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare; or

4. The victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender.

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

Recommendations

The Governance Committee recommends the Board approve the revised Policy.

Supporting Documents
- Mandated Reporting

3.17 Mandatory Abuse & Neglect Reporting Policy

<u>**Current**</u>
This policy and procedure establishes guidelines for reporting child abuse and neglect.

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

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

Reporters can use the following methods to make a report:
- Telephone 1 (800) 962-2873
- Fax 1 (800) 914-0004
- TDD 1 (800) 453-5145

<u>**Proposed**</u>

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

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

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

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