

Early Learning Coalition of Broward County, Inc.
Board Meeting Agenda
June 17, 2024, at 10:00 AM
Hybrid Meeting

Meeting ID: 846 4047 5397 Passcode: 295838

<https://us06web.zoom.us/j/84640475397?pwd=WVl1bTJ3LzhhL0tiRmsxazk3UkZOUT09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please

PAGE		
1.	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Chair Report – Dr Amoy Reid Nominating Chair FY25	Laurie Sallarulo, Chair
4.	CEO Report	4 Renee Jaffe, CEO
5.	Mission Moment – Stipends	Howard Bakalar, CPO,
6.	Consent Agenda	Laurie Sallarulo, Chair
	1. Approve May 6, 2024, Meeting minutes.	5
	2. B247CA1 – Authorize Chair to Execute FY25 Grant Agreement when it is Issued	10
	3. B247CA2 – Approve a Budget Amendment to FY24 CSC Vulnerable Populations Program Agreement	12
	4. B247CA3 – Authorize Chair to Execute a Budget Amendment to FY24 Broward County School Readiness Match Funding Agreement when it is issued	13
	5. B247CA4 – Approve FY25 United Way School Readiness Match Revenue Agreement	14
	6. B247CA5 – Approve FY25-FY26 AD Henderson Foundation Revenue Agreement for Peer Support	15
	7. B247CA6 – Approve Children’s Forum FY25 Sub Recipient Agreement for Administration of the INCENTIVES\$ Program	19
	8. B247CA7 – Authorize Staff to negotiate 2 Year Agreement with Scholastic, Inc. for Supply & Distribution of Children’s Books	22
	9. B247CA8 – Authorize Staff to negotiate 2 Year Agreement with Webauthor.com LLC for CRM Software	25
	10. B247CA9 – Approve Purchasing Card Authorized Caller List Update	26
	11. B247CA10 – Approve FY25 Goren Cherof Doody & Ezrol PA Agreement	30
	12. B247CA11 – Ratify FY25 Agreements with Bryant, Miller, Ollive PA and Klausner, Kaufman, Jensen & Levinson PA	33
	13. B247CA12 – Authorize FY25 Purchase from AT&T for Cellular Services	41
	14. B247CA13 – Authorize FY25 Sole Sourced Purchase from Teachstone, Inc. for Training and Materials	42
	15. B247CA14 – Authorize FY25 RFQ for CLASS Observers	43
	16. B247CA15 – Approve FY25 Risk Management Insurance Policy Renewals	44
	17. B247CA16 – Approve FY25 Employee Health Benefits Policy Renewals	45

7.	Finance Committee 1. B247FIN1 – Approve April 2024 Interim Financial Statements 2. B247FIN2 – Approve Preliminary FY2025 Budget 3. B247FIN3 – Approve Individual Purchases Over \$35,000	46 55 65	Cindy Arenberg Seltzer, Committee Chair Christine Klima, CAO
8.	Regular Business 1. B247RB1 – Approve FY25 Related Party Contracts 2. B247RB2 – Authorize Staff to negotiate a 3 Year Agreement with Intermedia Inc. for VOIP Software	67 71	Christine Klima, CAO
9.	Nominating Committee 1. B247NOM1 – Approve Recommendations to Board for FY25 Board Officer Nominees 2. B247NOM2 – Approve Recommendation to Board for Honorary Board Member Applicant 3. B247NOM3 – Approve Recommendation to increase board membership (and recruitment focus areas)	73 76 82	Michael Asseff, Committee Chair Judith Merritt, COO
10.	Audit Committee Update from Chair		Renee Podolsky, Committee Chair Christine Klima, CAO
11.	Governance Committee Update from Committee Chair		Dawn Liberta, Committee Chair Judith Merritt, COO
12.	Program Review Committee Update from Committee Chair		Monica King, Committee Chair
13.	Ad Hoc Fundraising Update from Committee Chair		Michael Asseff, Committee Co-Chair Traci Schwitzer, Committee Co-Chair
14.	Provider Representative Update Update from Provider Representatives		Krystie Castillo, Representative Faith-based Childcare Provider Melody McDonald, Provider Representative
15.	FYI Items <ul style="list-style-type: none"> o FYI 1 ELC Contracts o FYI 2 April Cash Disbursements o FYI 3 FY24 Match Report o FYI 4 Board Engagement Opportunities o FYI 5 Board Sponsorship Form o FYI 6 FY 23-24 Committee Membership o FYI 7 FY 23-24 Board Meeting Attendance o FYI 8 FY 24-25 Board Calendar o FYI 9 Glossary of Term 	87 88 89 90 92 93 94 95 96	

16.	Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from our Partners Public Comment		
17.	Next ELC Board Meeting: Sep. 10, 2024, @ 9:30 am		
18.	Adjourn		

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

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

CEO Report Board – June 17, 2024

School Readiness Enrollment Update

Since resuming enrollments in October 2023, we have enrolled 3,938 children. Our strategy will be to enroll enough children to offset monthly attrition and manage expenditures to serve as many children as possible. As of June 12, 2024, we have 736 children on the waitlist, with an approximate two week wait between being put on the waitlist and being called off the waitlist.

VPK Update

As of May 17th, we have approved 15,284 VPK school-year applications (FY 23-24), and we have 13,763 children who have now enrolled in VPK. To put this number in context, by the end of last year (FY 22-23), we approved 15,866 VPK school year applications, and 13,959 students eventually completed their enrollment. On January 9, 2024, the Florida Statewide Estimating Conference updated the projected number of VPK participants to 13,157 for the 23-24 school year (and 394 for Summer VPK), which would account for 61.94% of Broward four-year-olds, which continues to be below the levels observed before the pandemic. This trend is reflective of a statewide pattern.

On January 1, 2024, DEL opened the application process for the program year 2024-2025. As of May 17th, we have approved 9,310 VPK school year applications (FY 24-25). By contrast, during the same period for FY 22-23, we approved 9,565 school-year applications.

Day in K (I'm Going to Kindergarten!)

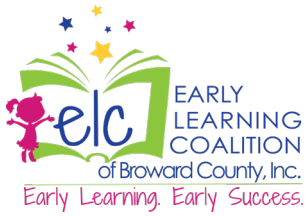
On June 11th (from 5:00 pm to 8:00 pm), ELC Broward hosted "A Day in K" at the Museum of Discovery and Science (MODS). With support from the Children's Services Council and the Broward County School District, we welcomed approximately one thousand soon-to-be Kindergarteners/families to a fun-filled evening full of valuable information and resources. Families learned about what to expect and how to prepare themselves and their child for kindergarten. They obtained information on everything from how to register their child and what school they are zoned for to bus stop availability, afterschool activities, kindergarten transition activities, etc. Children learned about what to expect in kindergarten while also having an opportunity to explore the museum. This event was a **gigantic hit**, and we hope to make this an annual event. Thanks to all board members who also joined in the festivities!

Top Workplace

For the third consecutive year, ELC Broward received the designation of Sun Sentinel Top Workplace. The Awards ceremony took place on May 8, 2024, and was attended by 10 ELC staff members, thanks to the generous donation from Zach Talbot. We are excited to report that this year we improved to being ranked the number seven (7) spot in the medium-sized organization category, down from 18 last year.

Board & Committee Calendar FY24-25

The FY 24-25 Board and Committee Meeting Calendar was in the last Board Packet, however we wanted to highlight that it is located in the FYI section of this packet. As you will see, we have scheduled meeting dates for all Committees for FY 24-25. Meeting invitations will be sent out after the Board Meeting on June 17, once Officer Positions and Board Chairs have been updated. If you wish to join (or no longer) be on a certain committee, please reach out to Renee Jaffe or Judith Merritt. We have struggled to get timely quorums, so please feel free to review the upcoming years meeting dates to ensure you can attend the majority of those committee meeting dates.



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

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta (virtual); Monica King; Cindy Arenberg-Seltzer; Michael Asseff (virtual); Sharonda Bailey (virtual); Richard Campillo; Krystie Castillo (virtual); Kirk Englehardt; Daniel Foganholi; Maria Hernandez (virtual); Melody McDonald; Renee Podolsky; Dr. Amoy Reid (virtual); Ellie Schrot; Traci Schweitzer; Julie Winburn
Members Absent	Twan Russell; Carol Hylton; Zachary Talbot;
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DeVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Ayme Hamoui, Director of Education Program Assessment; Kasey LaFrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist (virtual); Roy Persaud, Accountant (virtual); Samantha Dempsey, Accountant (virtual); Sandra Paul, Senior Director of Provider Reimbursement; Stephanie Landreville, Controller; Joseph Fike, IT (Virtual)
Others in Attendance	Julie Klahr, Legal Counsel; Kyle Baltuch, guest speaker

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 10:06 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed Daniel Foganholi as he attended the meeting in person.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, and thanked Board members for attending the activities we had with Chancellor Cari Miller. We will attend the Top Workplace event on Wednesday. Thank you to Zachary Talbot, who donated the money for us to attend.
Mission Moment	A video was shown highlighting ELC Boot Camp. Cindy Arenberg-Seltzer asked if we have any statistics for what this is doing in regard to retention. Howard Bakalar, CPO replied not yet. Chair, Laurie Sallarulo requested that all board members be sent an invite to the Boot Camp taking place the last week of June.
Consent Agenda	A Motion was made by Cindy Arenberg-Seltzer and Seconded by Richard Campillo to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.

<p>Amendment for Bertelsen Education Agreement</p> <p>4. B246CA3 – Approve Teachstone Sole Source</p> <p>5. B246CA4 – Approve Procurement of VOIP Phone Software as a Service</p> <p>6. B246CA5 – Approve INCENTIVE\$ Broward CF Sole Source</p>	
<p>Finance Committee</p> <p>1. B246FIN1 – Approve Interim Financial Statements</p> <p>2. B246FIN2 – Approve Budget Amendment # 5</p>	<p><u>Approve March 2024 Interim Financial Statements</u></p> <p>The CAO went over the March 2024 Financial Statements.</p> <p>The Finance Committee brought forth a Motion to Approve March 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p> <p>Chair Laurie Sallarulo asked if we know the total population in Broward and the market share, and what percentage of that we are serving?</p> <p>The CEO replied that the state pulls this number every year. Unfortunately, they pull it for 200% of the federal poverty level and not 150%, which is our threshold. It's generally around 60K children, and we serve 15K.</p> <p><u>Approve FY 2024 Budget Amendment # 5</u></p> <p>The Finance Committee Chair, Cindy Arenberg-Seltzer, reviewed Budget Amendment # 5.</p> <p>There was a discussion on the budget amendment for accepting money from the Children's Services Council.</p> <p>A Motion was made by Renee Podolsky and Seconded by Ellie Schrot to accept \$824,000 from the Children's Services Council (CSC). The Motion was unanimously approved. Motion Passes.</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstains as she is the President and CEO of CSC. <p>The Finance Committee brought forth a Motion to Approve FY 2024 Budget Amendment #5 as presented and Seconded by Renee Podolsky. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p> <p>1. B246RB1 – Approve CCR&R Services 211 Modification</p>	<p><u>211 Broward FY25 Scope of Services Changes</u></p> <p>CAO and CEO went over the services from 211-Broward and what the suggested changes will be. The PRC agreed to bring this to the Board meeting.</p>

	<p>A Motion was made by Monica King and Seconded by Traci Schwitzer to Approve the following:</p> <ol style="list-style-type: none"> 1. Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024, Pending Board Approval of the FY25 Preliminary Budget and Legal Review. 2. Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025. <p>The Motions were unanimously approved. Motion Passes.</p>
<p>Audit Committee</p> <ol style="list-style-type: none"> 1. B2464AUD1 –Approve Auditor Amendment 	<p><u>Approve Amendment</u></p> <p>CAO went over Keefe McCullough Agreement to Extend the Agreement Terms.</p> <p>The Auditor's Report contained no findings.</p> <p>The Audit Committee brought forth a Motion to:</p> <ol style="list-style-type: none"> 1. Recommend the Board Authorize Amendment for FY 2024 Agreement with Keefe McCullough to Update and Extend the Agreement Terms, and Assign Remaining Obligations to New Ownership Pending Legal Review. 2. Recommend the Board Authorize Audit Chair to sign Revised Engagement Letters with New Ownership Entities for the Following Services: <ol style="list-style-type: none"> a. Completion and Submission of 2022 Form 990 b. Preparation and Submission of 2023 Form 5500 c. Audit of 2023 403B Retirement Plan Year Financial Statements <p>Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p> <p>Richard Campillo thanked Allison and Christine's team for all their hard work.</p>
<p>Governance Committee</p> <ol style="list-style-type: none"> 1. B246GOV1- Approve Bylaw Amendments 	<p><u>Approve Changes to Bylaws</u></p> <p>Committee Chair Dawn Liberta went over the proposed Bylaw changes.</p> <p>There was a discussion regarding the length of the term.</p> <p>The Governance Committee brought forth a Motion to recommend that the Board accept the changes in the DRAFT Bylaws for the following sections:</p> <ol style="list-style-type: none"> 1. ELC Bylaws Section 3.2- Board Member Terms 2. ELC Bylaws Section 4.2- Election and Terms of Officers 3. ELC Bylaws Section 6.1- Standing Committees Chair Terms <p>Seconded by Melody McDonald. The Motion was unanimously approved. Motion Passes.</p>

Program Review Committee <i>Update from Committee Chair</i>	<p>Committee Chair Monica King provided an update. The next meeting is on May 21, 2024, at 3 pm.</p>
Nominating Committee <i>Update from Committee Chair</i>	<p>Nothing to report at the moment.</p> <p>Board Member Richard Campillo shared that we have encouraged the Board members to bring people to join the Board. He made a recommendation in October 2023, and to date, the individual has not been brought to the Nominating Committee. He felt we could do better as an organization moving more quickly.</p> <p>There was a discussion about the number of positions we currently have vacant, one of which is a gubernatorial position. The CEO explained that we normally update our Board Matrix to identify those areas we need to enhance, and that was in process. The individual concerned had been apprised of the situation, and the Matrix would be reviewed at the June 10 Nominating Committee.</p> <p>Discussion ensued around the number of Board positions we can have. Julie Klahr explained that we can have up to 30 Board members. However, some Board members are appointed by their positions held within the community, and others are appointed by the Governor.</p> <p>Chair Laurie Sallarulo said if we have availability on the Board, in the private business sectors, we should actively recruit. CEO confirmed that the Nominating Committee is meeting to determine what types of Private Business Candidates would help strengthen the Board, and at that time, their recommendations would go to the Board in June so active recruitment can begin and the candidate Richard encouraged could be considered, following our normal Board Recruitment process.</p> <p>Chair Laurie Sallarulo suggested adding to the Nominating Agenda what the process is and how long it should take.</p>
Ad Hoc Fundraising <i>Update from Committee Chair</i>	<p>Nothing to report at the moment.</p>
Provider Representatives <i>Update from Provider Representatives</i>	<p>Melody McDonald added that everyone is doing a great job.</p>
Unfinished Business	<p>None</p>
New Business	<p>None</p>
Matters from the Chair	<p>Chair Laurie Sallarulo informed the Board that last year we all donated a certain amount of dollars for food, Board meetings, and the retreat. If we want to donate to have all of that, it's about \$40 per person, and if you want to include the retreat, it's \$45 per person. It's not mandatory, but if you decide to do it, see Judith.</p>
Matters from the Board	<p>None</p>
Matters from the CEO	<p>None</p>
Matters from Committees	<p>None</p>

Matters from our Partners	None
Public Comments	None
Next Meeting	Next Board Meeting: June 17, 2024 @ 9:30 am
Adjourn	The meeting adjourned at 11:15 A.M by Daniel Foganholi.

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	B247CA1 / Board
DATE:	June 17, 2023
SUBJECT:	FY 2025 DEL Grant Agreement
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Authorize the Board Chair to execute the finalized FY 2025 DEL Grant Agreement when it becomes available, Pending Legal Review
AS RECOMMENDED BY	N/A
FINANCIAL IMPACT:	TBD Pending Issuance of Notice of Award
ELC STAFF LEAD	C. Klima

Background/History

The Florida Department of Education, Division of Early Learning (DEL) Grant Agreement supplies most of the annual funding for Early Learning Coalitions throughout Florida. The Grant Agreement plays a key role in guiding nearly all of our activities and includes the Federal and State legal framework in which we operate. An Agreement draft for FY25 was shared with the Coalitions for comment in April, but the finalized Agreement will not be issued until after the Florida FY25 Budget Act is signed. None of the proposed changes shared to date are significant and the Coalitions have already provided DEL with comments and feedback. See the complete list attached.

The annual Grant Agreement includes School Readiness, VPK, and other program grants awarded by DEL throughout each fiscal year.

Current Status

Since the finalized Agreement might not be issued until after the Board breaks for the summer, staff request that the Board Chair be authorized to execute the FY 2025 DEL Grant Agreement when it becomes available and pending legal review as has been the practice in previous years. The Agreement must be executed on or before June 30, 2024 for the Coalition to continue operations during the new fiscal year beginning July 1, 2024.

Recommended Action

Executive Committee recommend the Board Authorize the Board Chair to execute the finalized FY 2025 DEL Grant Agreement when it becomes available, Pending Legal Review

Supporting Documentation

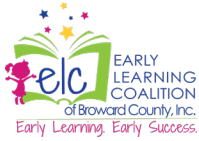
- Draft Agreement Updates

2024-2025 Grant Agreement Crosswalk



- Updated all DOE links to paths.
- Verified all external links.
- Updated all DOE email addresses.
- Removed reference to CARES, CRRSA, and PDG funding (ARPA – pending session outcome).

Page Number	Section	Edit
6	Assigned Grant Manager	ADDED: The Grant Manager identified by the ELC shall be responsible for the signing of invoices unless another ELC staff member has been authorized in writing to sign. Additional Authorized Representative: NOTE: Invoices will only be accepted that are signed by either the listed ELC grant manager or authorized representative.
9	Exhibit I	REMOVED: 6. The ELC shall maintain on file verification for all ELC personnel and any applicable subrecipient or subcontractor Personnel, unless excluded as described below, assigned to work on this agreement.
19	Exhibit I	ADDED: X – Office of Minority Business Enterprise Report – DEL is dedicated to help improve business opportunities for Florida based woman, veteran and minority owned small business.
22	Exhibit I	UPDATED: Public Records email address
32	Exhibit II	UPDATED: Gold Seal Definition
35	Exhibit II	ADDED: Definition for VPK Assessment (place holder – definition will be in final version)
37-41	Exhibit II	REMOVED: CCRR Language – now referencing Rule 6M-9.300(6)(9) F.A.C.
43	Exhibit II	UPDATED: Rule changed to Statute for SR program curriculum
48	Anti-fraud plan	UPDATED: Language updated to: In the anti-fraud plan, each ELC is required to include a description of the procedures including appropriate due process provisions for suspending or terminating from the School Readiness or Voluntary Prekindergarten Education programs a recipient who the Coalition concludes has committed fraud. The ELC must notify the recipient of the amount of overpayment to be recovered during the termination process. Each ELC should make every effort to recover the identified overpayment during or after the termination proceedings.
52	Exhibit II	UPDATED: Budget Language
86	Exhibit VI	Added SharePoint Path for EVerify



ITEM/ MEETING:	B247CA2 / Board
DATE:	June 17, 2024
SUBJECT:	Children’s Services Council Vulnerable Populations Budget Amendment
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve a Budget Increase Amendment to the Children’s Services Council Vulnerable Populations Program Agreement pending legal review
FINANCIAL IMPACT:	\$412,000 FY24 Revenue \$412,000 FY25 Revenue \$824,000 Total
ELC STAFF LEAD	C. Klima

Background

The Children’s Services Council (CSC) Vulnerable Populations Program funds child care services for exceptionally vulnerable children ages birth to 5 (not yet in kindergarten) in exceptionally vulnerable populations throughout Broward County that are not otherwise eligible for the School Readiness program.

Vulnerable Populations Program children are referred for immediate services from several CSC funded family support and other programs. Families that turn out to be eligible for School Readiness are transferred as soon as possible thereafter to keep slots available for new referrals. The Agreement runs on the CSC fiscal year October 1 - September 30 and serves approximately 700 unduplicated children per year.

Starting in July 2023, the average number of children served per month increased by approximately 30% after the Coalition had to pause transfers into the School Readiness when the State delayed making certain Statewide funding allocations for three months. This factor, combined with a more gradual trend of rising referrals after the pandemic ended and the rising cost of CLASS score-driven quality rate differentials meant that an additional \$824,000 would be needed to cover the full cost of serving approximately 910 unduplicated children before the end of the contract year on September 30, 2024.

Current Status

On April 18, 2024 the CSC Board approved an \$824,000 budget increase to cover the projected higher costs. The basic scope and purpose of the Agreement will remain unchanged. Coalition legal counsel will review the draft for legal sufficiency prior to Coalition signature.

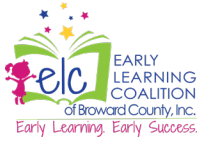
On May 16, 2024, the CSC Board also approved adding this same amount to the budget for the FY25 contract year which begins on October 1, 2024. The FY25 renewal Agreement draft will come before the Coalition Board separately in the September 2024 Board meeting cycle.

Recommended Action

Executive Committee recommend the Board Approve a Budget Increase Amendment to the Children’s Services Council Vulnerable Populations Program Agreement pending legal review.

Supporting Documents

None



ITEM/ MEETING:	B247CA3 / Board
DATE:	June 17, 2024
SUBJECT:	Broward County School Readiness Match Agreement Amendment
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize the Chair to Execute a Budget Increase Amendment to the Broward County School Readiness Match Funding Agreement when it becomes available and pending legal review.
FINANCIAL IMPACT:	\$1,171,000 FY25 Revenue
ELC STAFF LEAD	C. Klima

Background

Since 2017 the Coalition has received funding from Broward County for School Readiness Match and Special Needs child care for children ages birth to 5 (not yet in kindergarten). At \$2.3 million per year over five years (\$2.8 million in FY22) the Agreement allowed the Coalition to:

1. Immediately enroll Special Needs children into child care while they wait to be enrolled for the long term in the School Readiness Program; and
2. Expand School Readiness services through a dollar-for-dollar Federal match to enroll more income eligible children, including those from families with income up to 200% of poverty (compared to 150% for non-matched School Readiness)

Current Status:

On May 17, 2024 the Children’s Services Board of Broward County (CSB) approved a County staff proposal to allocate \$1,171,000 in additional funding to the School Readiness Match Funding Program using funds that are available on a non-recurring basis. The increase brings the total contract amount to \$3,513,795 for the FY24 contract year, which ends on September 30, 2024.

The additional allocation will help expand the Coalition’s pool of match funding and bring us closer to reaching our long-term goal of serving every eligible child in Broward County that needs care. The basic scope and purpose of the Agreement will remain unchanged.

The County Commission is expected to approve the CSB recommendation on June 4, 2024. Coalition legal counsel will review the Amendment for legal sufficiency when the draft becomes available and prior to Coalition signature.

Recommended Action:

The Executive Committee recommend the Board Authorize the Chair to Execute a Budget Increase Amendment in the amount of \$1,171,000 to the Broward County School Readiness Match Funding Agreement when it becomes available and pending legal review.

Supporting Documents:

None



ITEM/MEETING	B247CA4 / Board
DATE:	June 17, 2024
SUBJECT:	FY 2024 United Way School Readiness Match Agreement
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 United Way School Readiness Match Revenue Agreement Pending Legal Review
FINANCIAL IMPACT:	\$136,500
ELC STAFF LEAD	C. Klima

Background Information:

United Way of Broward County (United Way) has provided match funding for the School Readiness Program since the inception of the Early Learning Coalition. This funding allows the Coalition to draw down federal funds for reimbursing the cost of child care services for Broward families.

The United Way joins the Children’s Service Council and Broward County in providing the lion’s share of the Coalition’s match funding County-wide. Their participation and leadership helps the Coalition to bring in even more funding from municipalities and helps expand the program to serve “ALICE” families that are slightly above the normal School Readiness income eligibility threshold of 150% of Federal Poverty when they apply.

100% of the funds are used for the cost of child care services.

Current Status:

The United Way contribution for FY 2025 will be \$136,500, a five percent increase over the prior year. The draft agreement is currently pending legal review for legal sufficiency.

Recommendation:

The Executive Committee recommend the Board Approve FY 2025 United Way School Readiness Match Revenue Agreement Pending Legal Review.

Supporting Documentation:

None

ITEM/MEETING	B247CA5 / Board
DATE:	June 17, 2024
SUBJECT:	A.D Henderson Foundation FY25 Revenue Agreement
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve a Two-Year Revenue Agreement with A.D Henderson Foundation for Special Needs Peer Support pending legal review
FINANCIAL IMPACT:	\$141,830 FY25 Revenue Budget \$147,273 FY26 Revenue Budget \$289,103 All Fiscal Years
ELC STAFF LEAD	C. Klima

Background Information:

The A.D Henderson Foundation was founded by Alexander D. Henderson and his wife Lucy in 1959 to help improve the education and support systems for children to ensure that all children reach their full potential. The Foundation focuses its grantmaking on strengthening early childhood programs and supporting programs that enable families with young children to thrive in Broward County, Florida, and the State of Vermont.

In FY 23/24 the Foundation approved funding for the ELC to hire 2 Peer Support Specialists to assist families in Broward County whose young children (birth to five) have been identified as having challenges or possibly a special need. Under the Peers Support program, families who are receiving School Readiness (SR) childcare subsidies and whose children score on the ASQ reflect a concern resulting in a referral by the Coalition’s Inclusion staff for an intensive evaluation of the child’s cognitive, behavior, and physical abilities. The Inclusion team members also attempt to build and maintain a rapport with both the parents and the child’s school to promote strategies that may help the child in the classroom.

Peer Support Specialists coordinate very closely with the Inclusion Specialists to discuss progress made/barriers still occurring with targeted families. Their goal is to decrease any barriers that may get in the way of families’ follow-through with scheduled appointments, and to increase any supports and services that can be made available to these families as they respond to the results of their child’s evaluation. The Peer Support Specialists have personal experience navigating through the early childhood system of care for children with special needs. They are empathic and able to support and facilitate families’ journeys.

The program has been extremely well received by parents and Special Needs Counselors alike in FY24 and we hope to build on our success in FY25 and beyond with continued funding.

Current Status:

For FY 24/25 the Coalition has requested \$289,103 from A.D Henderson Foundation for a two-year grant to continue their funding of two Peer Support Specialists to assist families in Broward County whose young children (0-5) have been identified as possibly having a special need.

On May 30, 2024, The Henderson Foundation approved the Coalition’s request for continued funding and we are awaiting an award letter and draft contract.

The budget for the program covers the cost of two existing Peer Support Specialists and transportation costs for families to their referral appointments if needed.

Recommended Action:

The Executive Committee recommends the Board Approve a Two-Year Revenue Agreement with A.D Henderson Foundation for Special Needs Peer Support pending legal review.

Supporting Documentation:

- Disclosure of business transaction, relationship or interest Form – Howard Bakalar

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Bakalar, Howard A			OFFICE / POSITION HELD Chief Program Officer
MAILING ADDRESS 12361 NW 26 Street			AGENCY OR ADVISORY BOARD Early Learning Coalition of Broward
CITY Plantation, FL	ZIP 33323	COUNTY Broward	ADDRESS OF AGENCY 1475 W. McNab Road, Ft. Lauderdale, FL 33309

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: _____.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency: _____.
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe: Not an advisory board member fo

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

funding for two peer specialist positions

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

AD Henderson Foundation

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets or capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe: Trustee for AD Henderson Foundation

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
<p><i>Howard Bakalar</i></p> <hr style="border: 0.5px solid blue;"/> <p>Howard Bakalar (Jun 7, 2024 17:38 EDT)</p>	<p>Jun 7, 2024</p>	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.







Form4a

Final Audit Report

2024-06-07

Created:	2024-06-07
By:	Christine Klima (cklima@elcbroward.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAH8e8DIhboUWy7kB9p7zJ2Ukjp-3zl1qP

"Form4a" History

-  Document created by Christine Klima (cklima@elcbroward.org)
2024-06-07 - 9:19:27 PM GMT
-  Document emailed to hbakalar@elcbroward.org for signature
2024-06-07 - 9:23:04 PM GMT
-  Email viewed by hbakalar@elcbroward.org
2024-06-07 - 9:33:31 PM GMT
-  Signer hbakalar@elcbroward.org entered name at signing as Howard Bakalar
2024-06-07 - 9:38:55 PM GMT
-  Document e-signed by Howard Bakalar (hbakalar@elcbroward.org)
Signature Date: 2024-06-07 - 9:38:57 PM GMT - Time Source: server
-  Agreement completed.
2024-06-07 - 9:38:57 PM GMT

ITEM/MEETING	B247CA6 / Board
DATE:	June 17, 2024
SUBJECT:	Children’s Forum INCENTIVE\$ Sub Recipient Agreement FY 2025
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 Children’s Forum Sub Recipient Agreement for Administering the INCENTIVE\$ Program Pending Legal Review and DEL Approval
FINANCIAL IMPACT:	\$958,974 FY 2025 Budget
ELC STAFF LEAD	C. Klima

Background

Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGES® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. By helping to retain the early childhood workforce, INCENTIVE\$ provides children with more stable teacher-child relationships and better educated teachers. INCENTIVE\$ addresses individual professional development efforts and low wages, but does not affect budgets, regular wages, or parent fees within the child care program.

For over 20 years the Coalition has partnered with the Children’s Forum, the sole licensee in Florida for the North Carolina-Based Child Care INCENTIVE\$® Program as a sole-sourced vendor to administer the program in Broward County. In FY 2022 the INCENTIVE\$ program rolled out a new, higher stipend scale and changed program participation rules to encourage more Directors to support their staff in applying to the program.

Starting FY 2023 the Coalition was able to boost the program with two-years of stimulus funding and close collaboration with the Coalition’s own Above & Beyond Guidance Counselors in the field. FY2024 wage supplements are expected to reach \$880,000 paid to over 750 participants. The average total supplement amount per educator per year was \$730.

Current Status

With the end of ARPA funding on June 30, 2024 and the return to normal School Readiness funding starting July 1, staff propose reducing the program by approximately 15% to gradually bring the program to a more sustainable level. Staff will also work closely with the Children’s Forum to narrow the program going forward to focus more on the groups of educators that have the best outcomes under INCENTIVE\$ and that benefit the most.

The budget for the FY25 Agreement compared to FY24 is as follows:

Item	FY24	FY25	Difference	% Total
Wage Supplements	\$880,000	\$748,000	\$132,000	78%
Program Support	191,798	163,025	28,773	17%
Administration	56,410	47,949	8,461	5%
Total	\$1,128,208	\$958,974	\$169,234	100%

Sole source agreements over \$35,000 require DEL approval prior to execution.

Recommended Action:

The Executive Committee recommend the Board Approve FY 2025 Children’s Forum Sub Recipient Agreement for Administering the INCENTIVE\$ Program Pending Legal Review and DEL Approval

Supporting Documentation

- Sub Recipient Agreement Fact Sheet



CHILDREN'S FORUM - CONTRACT FACT SHEET

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

CONTRACT NAME: Children's Forum, Inc.

CONTRACT NUMBER: POC 18-5004-00

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

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$958,974

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2024 to June 30, 2025

PARTICIPANT ELIGIBILITY:

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

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

SCOPE OF WORK:

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

DELIVERABLES:

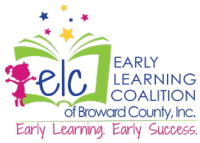
Provide written management reports: quarterly, end-of-fiscal year, and a historical cumulative report showing the number of staff in each professional development level, the number who progressed to a higher level from the previous year, the dates, locations, methods and results of outreach, and comparative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

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

**PERFORMANCE
MEASURE:**

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

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



ITEM/MEETING:	B247CA7 / Board
DATE:	June 17, 2024
SUBJECT:	Broward Bookworms Supply and Shipping Services Vendor Recommendation
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to negotiate and facilitate execution of a two-year Agreement with Scholastic, Inc. to supply books and shipping services for the Broward Bookworm Program for the Period July 1 2024 to June 30, 2026 with up to three one-year renewal options pending legal review.
FINANCIAL IMPACT:	Not to Exceed \$200.000 FY25 Budget
ELC STAFF LEAD	C. Klima

Background:

Broward’s popular Bookworms Program was launched during the Pandemic to promote literacy and reading at home for families with children ages birth to five years. The publisher drop-shipped age-appropriate books and accompanying activities to any Broward resident family that signs up through the Coalition Website. Parents have the option to keep in touch with the Coalition when they register by agreeing to receive outreach material and updates by email, and we connect them with information on literacy and community partners such as Broward Reads. Since September 2023, approximately 10,000 book packs have been shipped to Broward families. We also recently enhanced the program by launching a “Baby Bookworms” service to families with newborns in collaboration with the Healthy Start Coalition.

Current Status:

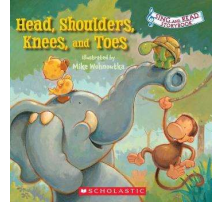
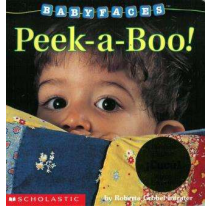
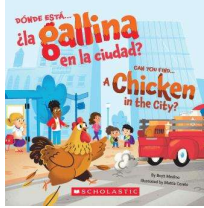
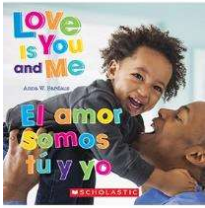
In April 2024, the Coalition released an RFP for one or more vendors to continue this Program into FY25 without interruption. On May 3, 2024, an evaluation committee comprised of Coalition staff convened and recommended that Coalition select Scholastic, Inc. to provide the services after reviewing proposals and conducting interviews with six responsive vendors. Scholastic has been in existence since 1920 and is the world’s largest publisher and distributor of children’s books. They are the incumbent vendor for this program, and the transition to the new contract cycle is expected to be seamless.

Recommended action:

The Executive Committee recommend the Board Authorize staff to negotiate and facilitate execution of a two-year Agreement with Scholastic, Inc. to supply books and shipping services for the Broward Bookworm Program for the Period July 1, 2024, to June 30, 2026, with up to three one-year renewal options pending legal review.

Supporting Documents

- Browardbookworms.org website



ELC EARLY LEARNING COALITION of Broward County, Inc.
Early Learning. Early Success.

BrowardBookworms!

FREE BOOKS
for Broward County children up to 5 years old!

SIGN UP TODAY AT
BrowardBookworms.org

Books Available in English & Spanish

Powered By: DIVISION OF **Early Learning**
LEARN EARLY. LEARN FOR LIFE.



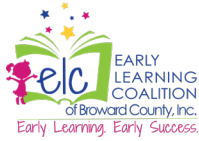
Family Reading Fun!

Broward Bookworms provides **FREE BOOKS** to Broward County families with children between **0 to 5 years of age**.

Families can sign up to receive new books in **English** or **Spanish**, which also includes an activity guide.

*Must be a **Broward County Resident with a child 5 years old or younger**.* Limit two (2) bookworm book bundles per household.

Connect with us on social media using **#BrowardBookworms!**



ITEM/MEETING:	B247CA8 / Board
DATE:	June 17, 2024
SUBJECT:	CRM Software as a Service Procurement Vendor Recommendation
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to negotiate and facilitate execution of a two-year Agreement with Webauthor.com LLC to supply CRM Software as Service Licenses and Support for a five-year agreement cycle beginning July 1, 2024 pending legal review.
FINANCIAL IMPACT:	Amount Not to Exceed \$100,000 FY25 Budget
ELC STAFF LEAD	C. Klima

Background:

In April 2024 staff released a Request for Proposals (RFP) for one or more vendor to supply Customer Relationship Management (CRM) Software as a Service (SaaS) and Support starting in FY25. The Coalition currently uses CRM SaaS to create customized, paperless workflows, public-facing forms for providers, partner agencies and the public and specialized data tracking modules. A CRM currently helps us to expand our impact and improve efficiency. Examples of operational activities that we currently automate include:

- Automate and manage sign-up for provider grants, family book packs and provider match participation.
- Create seamless links for child care referrals from Career Source and CSC-funded family support agencies.
- Track waitlist enrollment mailings, family services task assignments, customer inquiries, VPK assessment kits and ELC administrative contracts, purchasing and equipment inventories among many other things.
- Offer a user-friendly module for quickly and efficiently processing educator stipend applications featuring near real-time tracking of payment status.
- Offer registration services for professional development training.
- Break new ground by providing data and workflow analytics for Coalition business activities.

Current Status:

On May 28, 2024 an evaluation committee comprised of Coalition staff convened and recommended that the Coalition select Webauthor.com LLC to provide the services after reviewing proposals and product presentations from four responsive vendors. Webauthor has been in business since 1995 and offers a user-friendly, scalable and customizable CRM platform called “Flexsystem”. Webauthor is the Coalition’s current CRM platform vendor and services are expected to continue seamlessly in FY25.

Recommended action:

The Executive Committee recommend the Board Authorize staff to negotiate and facilitate execution of a two-year Agreement with Webauthor.com LLC to supply CRM Software as Service Licenses and Support for a five-year agreement cycle beginning July 1, 2024 pending legal review.

Supporting Documents

- None

ITEM#/MEETING	B247CA9 / Board
DATE:	June 17, 2024
SUBJECT:	Purchasing Card (“PCard”) Administrator and Authorized Caller List
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Updated Purchasing Card Administrator and Authorized Caller List
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	N/A
ELC STAFF LEAD	C. Klima

Background

The bank that issues ELC’s staff purchasing cards (PCard) requires that the ELC Board assign the role of PCard administrator and provide a list of authorized callers through a Board resolution that is documented in meeting minutes. The PCard administrator and designees are authorized to contact the card issuer to open or close a PCard and to make changes or inquiries about the account. The PCard Administrator should not have a card in their name.

The current PCard Administrator and Authorized Caller List is out of date based on staff job function. PCards are currently issued to the CEO and CAO.

On December 31, 2020, the Board Approved the Following list of Authorized Callers

1. Administrator: Judith Merritt, Chief Operations Officer
2. Authorized Caller: Stephanie Landreville, Controller
3. Authorized Caller: Irene Ramos, Office Coordinator
4. Authorized Caller: Megan DeGraaf

Current Status & Recommendation

The Finance Committee recommend the Board approve ELC staff to change the PCard Administrator and Authorized Caller List as follows to better align with staff job function. All other members of the list remain unchanged:

PCard Role	Remove	Add
Authorized Caller	1. Megan DeGraaf, Purchasing Specialist	1. Roy Persuad, Accountant

Supporting Documents

ELC Purchasing Card Policy – Addendum

Draft Letter to Bank of America Authorizing the Change

Addendum - Purchasing Card Policy

Overview

An ELC Purchasing Card (PCard) is a credit card issued by a bank through the ELC to individual employees. The PCard is issued on behalf of the ELC, with corporate liability resting with the ELC for payment of transactions. The card does not involve personal credit or an individual credit check. . The Board approves issuance of a PCard to the CEO. The CEO approves issuance of PCards to any other staff. Card usage, reconciliation and payments are monitored by a designated PCard administrator that does not have a card in their name. The card issuer requires that the Board assign the role of PCard administrator to an individual ELC staff member through an approved resolution documented in meeting minutes.

Purpose and Usage of the PCard

PCards are issued to the CEO and the CAO to streamline the purchase-to-pay process and to facilitate payment for travel related expenses and small dollar purchases that cannot be made through the normal cash disbursements process. PCards are provided to reduce the use of employee expense reimbursements, travel advances, petty cash and small dollar check requests.

PCards may be issued to full-time employees with significant business related travel and/or having buying responsibilities for the ELC. Generally, the PCard is used for employees that anticipate spending at least \$5,000 per year on the card.

Cardholders are granted a \$25,000 credit limit but purchases are limited by policy to a maximum of \$5,000 per day. Purchases must not be artificially split to circumvent transactional spending limits. Higher limits may be extended on a temporary or permanent basis with the approval of the Board.

PCards may be used only for official ELC business that has been approved by the CEO through a duly signed purchase order or travel authorization. Cardholders shall ensure the appropriateness of transactions and compliance with all relevant laws, rules, regulations, and policies.

Typical purchases would include the examples provided below; however all purchases are subject to ELC's purchasing policies

- Dues, memberships, on-line licenses, application fees
- Travel and related expenses for all staff
- Conference and training registrations
- Books, publications, periodicals, subscriptions, newsletters, videos
- Catering for meetings
- Small local purchases

The following examples represent general guidelines for items that should not be purchased using the PCard:

- Items that could otherwise be purchased by check through the normal accounts payable process.
- Any transaction that exceeds the cardholder's daily transaction limit.
- Transactions in foreign currencies that may incur foreign exchange fees
- A personal purchase, even with the intent of reimbursing the ELC
- A transaction whereby the ELC is required to sign any type of contract or agreement (e.g., lease, independent contractor, and consultant).

- A transaction that violates any ELC Financial Policy
- Gift Cards or Cash Advances
- Cell phones or accessories
- Purchases that represent significant risk or liability to the ELC for items or services with special health, safety, occupational, or environmental risks (e.g., radioactive material, animals, weapons, controlled substances)
- Applications that share payments
- Donations

PCard Security

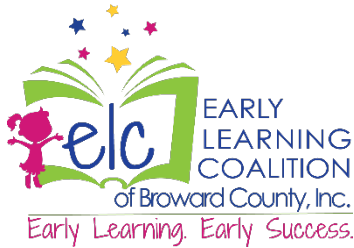
The cardholder is responsible for contacting the merchant when goods purchased with the PCard are not acceptable (incorrect, damaged, defective, etc.) and for arranging a return for credit or an exchange. If merchandise is returned for credit, merchants will issue all credits directly to the individual PCard account. The credit will appear on a subsequent statement. Rebates must be payable to the ELC rather than individual employees. Cardholders are responsible for resolving any charge disputes directly with the merchant and/or Bank of America within 60 days of the transaction date.

It is the cardholder's responsibility to safeguard the PCard, the associated account number, and the PIN at all times. PCards must be kept in a secure location. No one other than the cardholder whose name is on the card is authorized to use the PCard. The cardholder may name a designee to make the purchases on their behalf however each swipe must be accompanied by a PCard transaction authorization form sign by the card holder. PCards are not transferable between individuals or departments. In order to limit exposure to fraud, the full PCard account number and PIN should never be recorded electronically or on paper. Cardholders should treat their PCard with the same level of care as one does their own personal credit and report lost or stolen cards or fraudulent transactions to the issuer immediately.

PCard Accountability

All receipts must be detailed and itemized. PCard transactions must be accurately identified and allocated to ensure data can be recorded in the financial database by the required due date. Failure to reconcile PCard transactions and/or failure to submit required documentation may result in the suspension or revocation of the PCard privileges.

Upon employee separation, transfer, or if a PCard account is no longer deemed necessary, the terminating employee, the CEO or the Board may request closure of a PCard as applicable. Before closing an account, cardholders are responsible for providing all necessary supporting documentation to the ELC before their departure date. Cardholders may be held personally liable for unsupported transactions.



Renee Jaffe
Chief Executive Officer

Board of Directors

Laurie Sallarulo
Board Chair

Dawn Liberta
First Vice Chair

Twan Russell
Second Vice Chair

Cindy Arenberg-Seltzer, MPA, JD
Treasurer

Monica King
Secretary

Michael Asseff
Sharon Baily
Richard Campillo
Kristie Castillo
Kirk Englehardt
Daniel Foganholi
Maria Hernandez
Carol Hylton
Melody McDonald
Renee Podolsky, MBA
Dr. Amoy Reid
Ellie Schrot
Traci Schweitzer
Zachary Talbot
Julie Winburn

June 17, 2024

Bank of America Fax: 888-958-2273

Bank of America
Business Card
PO Box 15796
Wilmington, DE 19886-5796

RE: Update to Authorized Caller list for Account
[REDACTED] User: Christine S. Klima
[REDACTED] User: Renee Jaffe

To Whom It May Concern,

On June 17, 2024 the Board of Directors of the Early Learning Coalition of Broward County, Inc. non-profit organization (the Coalition) approved the following changes to the list of authorized signers for the above listed account numbers.

Change #1: Delete the following name from the Authorized Caller list: Megan Rebecca Degraaf.

Change #2: Please add the following name to the Authorized Caller list: Roy Ryan Persaud, Jr.

Legal Name: Roy Ryan Persaud, Jr.
DOB: [REDACTED]
SS#: [REDACTED]
Cell#: [REDACTED]

Encl: (1) Copy of Board Action Item; (1) Copy of Draft Minutes

Laurie Sallarulo Board Chair

Monica King Board Secretary



ITEM/MEETING	B247CA10 / Board
DATE:	June 17, 2024
SUBJECT:	Goren Cherof FY 2025 Agreement Legal Services
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 Goren Cherof Doody & Ezrol PA Agreement for Legal Services Pending Outside Counsel Legal Review
FINANCIAL IMPACT:	Not to Exceed \$75,000 FY 2025 Budget
ELC STAFF LEAD	C. Klima

Background:

In April 2022, ELC selected Goren, Cherof, Doody & Ezrol PA, a Broward-based law firm specializing in not for profits and local governments, through a public procurement to provide General Counsel legal services to the Coalition’s Board and staff. In FY 2024, General Counsel Julie Klahr recommended that the Coalition use a portion of the annual allocation for Goren Cherof to enter into a contract with a second law firm, Bryant, Miller and Olive, PA to provide services related to labor matters that require specialized knowledge and experience (see separate action item for Bryant Miller). Between these two law firms, the overall allocation for legal services totals \$100,000 annually.

Fiscal year 2025 will be the third year of a five-year cycle for services.

Current Status:

Goren, Cherof, Doody & Ezrol PA continues to provide quality legal services. Bob de la Fuente of the law firm Lehtinen Schultz, LLC will review this Agreement on behalf of the Coalition as outside counsel. Staff recommend that the Board approve FY 2025 Agreement for Legal Services with Goren Cherof Doody & Ezrol PA Pending Outside Counsel Legal Review

Recommendation:

The Executive Committee recommend the Board Approve FY 2025 Goren Cherof Doody & Ezrol PA Agreement for Legal Services Pending Outside Counsel Legal Review

Supporting Documentation:

- Agreement Scope of Work

Exhibit A

Scope of Services

1) DEFINITIONS: None

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

The Vendor was selected to provide services on April 11, 2022 through Coalition public procurement No. PR22-5034-00-FY22 Request for Qualifications. The services under this agreement shall align with the intent and purpose of the Vendor's submission to the Coalition in response to this procurement and the following Coalition service requirements:

- a. Serve in the capacity of Coalition General Counsel
- b. Provide timely legal advice and serve as a trusted advisor to the Board of Directors, Executives, Committees, and all Department Heads of the Early Learning Coalition while ensuring all requests for legal services are promptly addressed with the highest priority.
- c. Attend all Coalition Board meetings.
- d. Attend all Audit, Finance, Executive, Nominating and Governance Committee meetings.
- e. Attend other Committee or staff meetings upon request.
- f. Review and provide legal approval and guidance based on statutory, regulatory and funding requirements including but not limited to scope of work, budget and budget modifications for contracts, professional service agreements, purchases, settlement agreements, RFP's, ITN's, RFQ's and leases.
- g. Respond to questions of a legal nature, provide guidance to Board and staff in the interpretation, implementation and adherence to all laws, regulations and any other applicable policies to ensure compliance.
- h. Conduct research and analysis of specific legal questions, prepares memoranda and provide comments on documents submitted for review from a legal perspective.
- i. Provide guidance, general legal advice, opinions and representation in a variety of legal areas including, but not limited to:
 - Florida Government in Sunshine/Public Records/Roberts Rules/Governance
 - State and Federal Contracts Law/Compliance
 - State/Federal Procurement
 - Employment Law
 - Insurance/Risk Management
 - Public Assistance Fraud/Compliance
 - Provider Claims
 - Employment
 - Non-Profit Corporate Law
 - Public Law and Civil Litigation

- j. Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.
- k. Perform related duties as needed.

4) THE FLORIDA BAR RULES:

The contractual relationship and obligations of the parties shall at all times be subject to the Rules Regulating The Florida Bar.

RATE SCHEDULE

A. IDENTIFICATION

Client: EARLY LEARNING COALITION OF BROWARD COUNTY, INC.

Matters: General Matters

B. HOURLY RATES FOR LEGAL PERSONNEL

Partners \$250.00/hour

Associates \$250.00/hour

Law Clerks \$125.00/hour

Paralegals \$125.00/hour

C. STANDARD CHARGES

We charge for our time in minimum units of .10 hours.

D. COSTS AND EXPENSES

In-office photocopying \$0.35/page

Facsimile transmittal \$10.00

File retrieval costs \$50.00

Credit card payments will be subject to a 3% service charge.

Costs and expenses not specifically listed, such as overnight delivery or outsourced printing, shall be charged at actual cost.

ITEM/MEETING	B247CA11 / Board
DATE:	June 17, 2024
SUBJECT:	Agreements for Specialized Legal Services
FOR ACTION:	Yes
RECOMMENDED ACTION:	1. Ratify Agreement with Bryant, Miller, Olive PA for FY25 Employment Law-Related Legal Services 2. Ratify Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY25 ERISA-Related Legal Services
FINANCIAL IMPACT:	Not to Exceed \$50,000 FY 2025 Budget
ELC STAFF LEAD	C. Klima

Background:

In 2022, ELC selected Goren, Cherof, Doody & Ezrol PA (Goren Cherof), a Broward-based law firm specializing in nonprofit and local government legal matters, through a public procurement to provide General Counsel legal services to ELC’s Board and staff. The scope of the contract services with Goren Cherof included employment law services that Goren Cherof previously handled through attorneys at the firm that specialize in this practice area. Due to staffing changes within the firm in July 2023, Goren Cherof recommended that the Coalition engage a specialized law firm to cover this element of the Goren Cherof Scope of Work to efficiently provide access to needed expertise in a collaborative arrangement with Goren Cherof. ELC subsequently executed an agreement for services from July 1, 2023 to June 30, 2024 at the same rates established for Goren Cherof through procurement. A portion of the total allocation for General Counsel legal services was applied to this Agreement. The vendor’s qualifications and the Agreement Scope of Services are attached as supporting documents.

Also in July 2023, ELC staff requested Goren Cherof’s assistance in engaging a law firm that specializes in ERISA and Retirement law to assist the ELC in navigating ongoing compliance matters with ELC’s 403B Retirement plan (Plan) and to provide expert advisory services to the staff and board in securing Plan service providers. ERISA and Retirement Plan legal services were not included in Goren Cherof’s scope of services. Julie Klahr connected staff with Robert Klausner, of Klausner, Kaufman, Jensen & Levinson. ELC subsequently executed an agreement for services from July 1, 2023 to June 30, 2024. The vendor’s qualifications and the Agreement Scope of Services are attached as supporting documents.

Current Status:

Both specialty law firms continue to provide quality services and will be renewed for a second year in the following amounts. Although these amounts are within the signing threshold of the CEO, staff recommend that the Board ratify the Agreements since the Board is vested with particular fiduciary responsibility for the type of matters included in the scopes of work. The annual allocations for all services, including the General Counsel are as follows:

Service Area	Vendor	Amount	Notes
Labor	Bryant Miller Olive	\$25,000	
ERISA Compliance	Klausner Group	25,000	
	Subtotal Specialty Services	\$50,000	
<i>General Counsel</i>	<i>Goren Cherof</i>	<i>75,000</i>	<i>Separate Action Item</i>
	Total All Legal Services	\$125,000	

Recommendations:

1. Ratify Agreement with Bryant, Miller, Olive PA for FY25 Employment Law- Related Legal Services in an amount not to exceed \$25,000.
2. Ratify Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY25 ERISA-Related Legal Services in amount not to exceed \$25,000

Supporting Documentation:

- Bryant Miller Olive Qualifications
- Klausner, Kaufman, Jensen & Levinson Qualifications

Exhibit A

Scope of Services and Billing

1) DEFINITIONS: None

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

The Vendor was selected to provide services based on qualifications and cost analysis to provide employment law training and advisory services to the Coalition Board and staff. The Vendor's Credentials are attached to this Agreement as **Exhibit B**.

The Scope of Services will include (but are not limited to):

- A. Assist Coalition staff in updating and strengthening Coalition human resource policies in consultation with the Coalition's General Counsel:
 - a. Provide model policies that align with all applicable State and Federal Laws
 - b. Advise Coalition staff is customizing policies to ensure:
 - i. Alignment with Coalition business model and culture
 - ii. Alignment with insurance policy requirements and other risk mitigation best practices
 - iii. Compliance with funding contract requirements
 - iv. Plain language presentation so that policies can be easily understood by and explained to staff, management and Board members.
 - c. Assist Coalition staff in presenting policies to the Coalition Board and discussing risk mitigation strategies.
- B. Provide separate in-person training sessions on employment law topics relevant to the Coalition Board, Coalition management and Coalition non-management staff. Including, but not limited to, such topics as:
 - a. Discrimination
 - b. Sexual Harassment
 - c. Wage and Hour Laws, including overtime and paid time off, among other issues
 - d. Family and Medical Leave Act
 - e. Americans with Disabilities Act
 - f. Health Insurance Portability and Accountability Act of 1996
 - g. Drug Free and Smoke Free Work Place
 - h. Workplace Conduct and Communication
 - i. Remote Work/Telework Issues
 - j. Confidentiality Obligations
 - k. Privacy Issues
 - l. Hiring and Firing
 - m. Performance Evaluations
 - n. Progressive Discipline

- o. Whistleblower Claims
 - p. Retaliation Claims
- C. Provide Ad hoc advisory services to Coalition Board and Management to mitigate Coalition risk and avoid claims.
- D. Review Coalition insurance policy coverage
- E. Provide legal representation in response to labor or employment law-related claims in collaboration with Coalition General Counsel and/or Counsel designated by insurance carriers as appropriate.
- F. Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.

Exhibit B***Vendor's Credentials***


**Bryant
Miller
Olive**

David C. Miller
Attorney

Office phone: 305-374-7349
dmiller@bmlaw.com
Office Location: Miami
vCard

David C. Miller

PROFESSIONAL SUMMARY

Mr. Miller is Board-Certified in Labor and Employment Law by the Florida Bar, which designates him as an expert in the field. He represents management exclusively. His primary focus is in three areas: Dealing with labor unions — bargaining, grievances, arbitrations, and litigation; Employment litigation — discrimination, whistleblower, wage/hour, retaliation and other causes of action before federal and state courts and administrative agencies; and human resources counseling — helping managers deal with day-to-day issues, training, compliance, policies and procedures, drafting ordinances, public records, and Sunshine Law.

Mr. Miller also has a strong focus representing public sector employers who sponsor pension plans, helping them with compliance, drafting, dealing with regulators, and litigation. Mr. Miller has appeared in numerous forums, including the Florida Supreme Court; the U.S. Court of Appeals for the Eleventh Circuit; the U.S. Court of Appeals for the District of Columbia Circuit; Florida State District and Circuit courts; the National Labor Relations Board; the Florida Public Employees Relations Commission; the Florida Department of Administrative Hearings; the Florida Commission on Human Rights; the Miami-Dade Equal Opportunity Board; the Broward County Human Rights Division; and local administrative agencies such as pension and personnel boards. Mr. Miller was named in Florida Trend Legal Elite in 2016 and 2019 and named as one of Florida's Super Lawyers every year since 2010.

PRACTICE AREAS

- Labor & Employment
- Litigation
- Appellate Advocacy

EDUCATION

College: Newberry College- B.A., *Magna Cum Laude*

Law School: Stetson University College of Law- J.D., *Magna Cum Laude*, Stetson Law Review Editorial Board

Other school or degree: University of Tennessee- M.S.

Exhibit A

Scope of Services and Billing

1) DEFINITIONS:

- A. Coalition Retirement Plan shall mean** the Coalition's Employee 403B Retirement Savings Plan established with the Variable Annuity Life Insurance Corporation (VALIC) effective September 1, 2002, as amended.
- B. ERISA shall mean** the Employee Retirement Income Security Act of 1974; a federal law that sets minimum standards for most voluntarily established retirement and health plans in private industry to provide protection for individuals in these plans.

2) DESCRIPTION OF THE WORK AND/OR SERVICES:

The Vendor was selected to provide services based on qualifications and cost analysis to provide ERISA legal advisory services to the Coalition in procuring one or more qualified vendors to provide the Coalition staff and Board with specialized plan administration, investment, and fiduciary services for the Coalition Retirement Plan (the Plan). The Vendor's Credentials are attached to this Agreement as **Exhibit B**.

The Scope of Services will include (but are not limited to):

- A.** Assist Coalition staff in developing written technical requirements and the scope of services required that the Coalition may incorporate into its standard procurement solicitation document in consultation with the Coalition's General Counsel and in accordance with applicable Florida law.
- B.** Assist Coalition staff in developing a plan to advertise the solicitation to ensure multiple qualified vendor responses.
- C.** Assist Coalition staff in identifying potential members of a vendor selection committee with sufficient knowledge or experience to make an informed decision during the procurement process.
- D.** Assist Coalition staff with raising Coalition Board member awareness of the Fiduciary risks, benefits and responsibilities that are inherent in the Plan and propose options for mitigation.
- E.** Provide technical legal advisory services related to ERISA law and best practices for retirement plans to the selection committee and Coalition Board during the vendor selection process.
- F.** Assist Coalition staff in negotiating contract terms and conditions with selected vendors if necessary.
- G.** Answer ad-hoc ERISA compliance questions from the Coalition Board and staff, as needed.
- H.** Declare any potential conflict of interest with the Early Learning Coalition's staff and/or vendors.

Exhibit B

Vendor's Credentials



Mr. Klausner is the principal in the law firm of Klausner, Kaufman, Jensen & Levinson. For 44 years, he has been engaged in the practice of law, specializing in the representation of public employee pension funds. The firm represents state and local retirement systems in more than 25 states and territories and is listed in the U.S. News & World Report's Best Law Firms. Mr. Klausner has assisted in the drafting of many state and local laws on public employee retirement throughout the United States. Mr. Klausner is a frequent speaker on pension education programs and has also published numerous articles on fiduciary obligations of public employee pension trustees. He is co-author of the book *State and Local Government Employment Liability*, published by Thomson-Reuters West Publishers and is the author of the first comprehensive book on the law of public employee retirement systems, *State and Local Government Retirement Law: A Guide for Lawyers, Trustees, and Plan Administrators*, originally published in April 2009, and an expanded version published annually. Mr. Klausner graduated Phi Beta Kappa from the University of Florida with a Bachelor of Arts and from the University Florida College of Law with the degree of Juris Doctor. Since 1995, Mr. Klausner has been listed in the publication *The Best Lawyers in America* and holds an "AV pre-eminent" rating, the highest rating for competence and ethics, from Martindale Hubbell national lawyer rating service. In 2008, Mr. Klausner successfully represented the Commonwealth of Kentucky and the Kentucky Retirement Systems in the United States Supreme Court in *Kentucky Retirement Systems v. Equal Employment Opportunity Commission*, 128 S. Ct. 2361 (2008). Mr. Klausner lives in Cooper City, Florida with his wife of 45 years, Kathy. They have four daughters, 4 sons-in law, and 7 beautiful grandchildren.

ITEM/MEETING	B247CA12 / Board
DATE:	June 17, 2024
SUBJECT:	Purchase Order to access ATT Florida State Term Contract for Cellular Services
FOR ACTION:	Yes
RECOMMENDED ACTION:	Authorize FY 2025 Purchase Order to access AT&T Florida State Term Contract for Coalition Cellular Services
FINANCIAL IMPACT:	Not to Exceed \$95,000 FY 2025 Budget
ELC STAFF LEAD	C. Klima

Background:

In FY 2022 staff selected ATT through a public procurement for State Term Contracted Vendor cellular services. As an eligible user of State Term Contract Vendors, the Coalition can leverage the terms of the State’s Master Agreement with the vendor to avoid protracted contract compliance negotiations with a large global vendor such as AT&T and streamline service negotiations using a simple purchase order process.

Current Status:

Coalition staff that travel or that work in multiple locations such as provider sites or training locations are required to carry Coalition-issued mobile phone devices to ensure appropriate confidentiality and retention of Coalition communication and records. In FY 2025 an estimated 103 staff will need to carry Coalition-issued mobile phones and 22 staff will need to carry Coalition-issued hotspots.

Recommended Action:

The Executive Committee recommend the Board Authorize FY 2025 Purchase Order to access AT&T Florida State Term Contract for Coalition Cellular Services

Supporting Documentation:

None



ITEM/MEETING:	B247CA13 / Board
DATE:	June 17, 2024
SUBJECT:	FY 2025 Sole sourced award to Teachstone, Inc.
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize Staff to Issue an FY25 Sole Sourced Award and Purchase Order to Teachstone, Inc. for Required, CLASS® Trainings
FINANCIAL IMPACT:	Not to Exceed \$50,000 FY25 Budget
ELC STAFF LEAD	C. Klima

Background:

In accordance with the Coalition’s Grant Agreement with the Division of Early Learning (DEL), all Early Learning Coalitions are required to conduct child care program assessments to score the quality of teacher-child interactions in each classroom. DEL requires all Coalitions to use CLASS® (Classroom Assessment Scoring System) to conduct program assessments of childcare classrooms in accordance with Florida Statutes 1002.82(2)(n) and Rule 6N-4.740, F.A.C. Teachstone, Inc. is the sole sourced vendor for the CLASS® assessment tool, trainings required to certify its use and all related materials under its trademark. Child Care Programs wishing to enter into a Contract with the Coalition for School Readiness or VPK reimbursements are required to have a CLASS Score of 4 or higher.

Current Status:

Coalition Staff that conduct program assessments must receive periodic training from Teachstone, Inc. to become certified to use the CLASS assessment tool. The proposed award will include off-the-shelf online CLASS Observer Certification Trainings for FY 2025 and materials.

Once authorized by the Board, staff will issue the award as follows:

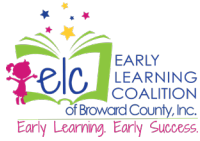
1. Post a ‘Notice of Intended Single Source Purchase’ on our website for a period of seven (7) calendar days
2. Post a ‘Notice of Intended Decision to Enter into a Single Source Contract’ for 72 hours following the initial posting period.
3. Issue a Purchase Order pending DEL approval and legal review.

Recommended action:

The Executive Committee recommend the Board Authorize Staff to Issue an FY25 Sole Sourced Award and Purchase Order to Teachstone, Inc. for Required, CLASS® Trainings

Supporting Documents

None



ITEM/MEETING:	B247CA14 / Board
DATE:	June 17, 2024
SUBJECT:	Request for Qualifications for FY25 Independent Contractor CLASS Observers
FOR ACTION:	YES
RECOMMENDED ACTION:	Authorize staff to release a Request for Qualifications (RFQ) for up to three (3) Independently Contracted and Certified CLASS® Observers.
FINANCIAL IMPACT:	Not to Exceed \$100,000 per year beginning July 1, 2024
ELC STAFF LEAD	C. Klima

Background:

The Florida Department of Education Division of Early Learning DEL Grant Agreement requires all Early Learning Coalitions to conduct program assessments of School Readiness (SR) and VPK classrooms to measure the quality of teacher child interactions using the Classroom Assessment Scoring System (CLASS®). Providers must be assessed at a minimum score in order to qualify for an SR or VPK Contract each year and can receive tiered reimbursement pay ranging from 3 to 7 percent if their scores are higher.

To assess approximately 1,600 classrooms as required each year (625 for SR and 975 for VPK), Broward maintains 28 trained and certified CLASS Observers on staff and engages 2-3 independent contractors. The independent contractors assist with coverage at peak activity times during the year, they fill scheduling gaps when Coalition staff go out on leave and they provide an outside option for providers that wish to have a second assessment performed independently.

Since the total expenditure for all vendors is expected to exceed Florida’s level II purchasing threshold of \$35,000, the services must be solicited through a formal competitive public procurement.

Current Status:

Staff plan to issue a Request for Qualifications (RFQ) procurement solicitation on or about July 1, 2024. Contract negotiation with the selected vendor(s) would follow with an August 15, 2024 target start date. Observers are paid a flat rate of \$350 per assessment and may conduct up to 90 assessments in a year.

Recommended action:

The Executive Committee recommend the Board Authorize staff to release a Request for Qualifications (RFQ) for up to three (3) Independently Contracted and Certified CLASS® Observers.

Supporting Documents

- None



ITEM #/MEETING:	B247CA15 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	Risk Management Insurance Policies
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed FY25 Risk Management Insurance Policy Renewals and Coverage Levels
FINANCIAL IMPACT:	\$69,000 Liability, Cyber & D&O <u>\$194,357 Workers Compensation</u> \$263,357 Total
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 2025 Renewal Options for Commercial Liability & Property, Professional Liability, Director’s & Officers, and Cyber Coverage and have provided premium estimates for these coverages that are aligned with what we currently have. Worker’s Compensation will come up for renewal later in the year, but our carrier is projecting a \$150,000 increase in premium based on job classification changes they made during a recent audit. Staff have disputed some of those classification changes and are awaiting a response. We anticipate bringing updated information on the outcome of that dispute to the September Board meeting cycle.

Type of Policy	Carrier	Coverage	Term
Commercial Liability & Property	Florida Insurance Trust	\$1M General \$3M Aggregate \$1M Hired Auto \$2M Umbrella \$500K Property Value	June 2024- May 2025
Professional Liability & Sexual Abuse & Molestation	Florida Insurance Trust	\$1M Total	June 2024- May 2025
Director’s & Officers	Florida Insurance Trust	\$3M Total \$10K Per Incident EPLI Deductible 5K Per Incident Other Deductible	June 2024- May 2025
Cyber Coverage	Travelers	\$1M Breach \$1M Liability \$1M Cyber Crime \$1M Business Interruption	July 2024- June 2025
Worker’s Compensation	The Hartford	\$1M Per Incident	Oct 2023- Sept 2024
ERISA Fidelity Bond	Florida Insurance Trust	\$268K	June 2024- May 2025

Recommendation

The Executive Committee recommend the Board Approve Proposed FY25 Risk Management Insurance Policy Renewals and Coverage Levels

Supporting Documents

None



ITEM #/MEETING:	B247CA16 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	Employee Health Benefit Policy Renewals
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed FY25 Employee Health Benefit Insurance Policy Renewals and Coverage Levels
FINANCIAL IMPACT:	\$3,555,900 Florida Blue <u>354,273 Sunlife</u> \$3,910,173 Total Estimated Premiums
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 provide health and wellness insurance for ELC staff. 91% of Coalition staff have elected to participate in health plans and 100% are eligible for Disability and Life insurance. The FY2024-25 Plan Year runs from August 1, 2024 to July 31, 2025. Brown & Brown provides brokerage services for these plans. Medical Benefit Premiums will increase by 5.5% over the prior year, Dental, Vision and Short-Term Disability premiums will rise by approximately 14%. All other premiums remain unchanged.

Type of Policy	Carrier	Coverage	Term
Medical HMO & PPO Plans	Florida Blue	Preventive 100% Deductible Range \$0-\$1,000 Max Out of Pocket \$2,500-\$3,500 Office Visit Co Pay \$15-\$45 Procedure Co Pay \$45-\$200	August 2024- July 2025
Dental PPO	Sunlife	Preventive 100% Basic Procedures 90% Major Procedures 60%	August 2024- July 2025
Vision VSP	Sunlife	Annual Exam \$10 Annual Lenses \$15 Frames Allowance \$130 +	August 2024- July 2025
Short Term Disability Long Term Disability Accidental Death & Dismemberment Group Life	Sunlife	60% Pay up to 12 Weeks 60% Pay to Retirement Age \$100,000 Benefit \$100,000 Benefit	August 2024- July 2025

Recommendation

The Executive Committee recommend the Board Approve Proposed FY25 Employee Health Benefit Insurance Policy Renewals and Coverage Levels

Supporting Documents

None

ITEM#/MEETING	B247FIN1 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	April 2024 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve April 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

Background Information:

The Interim Financial Statements for the ten-month period ending April 30, 2024 are attached for review. Financial Highlights for the period are as follows:

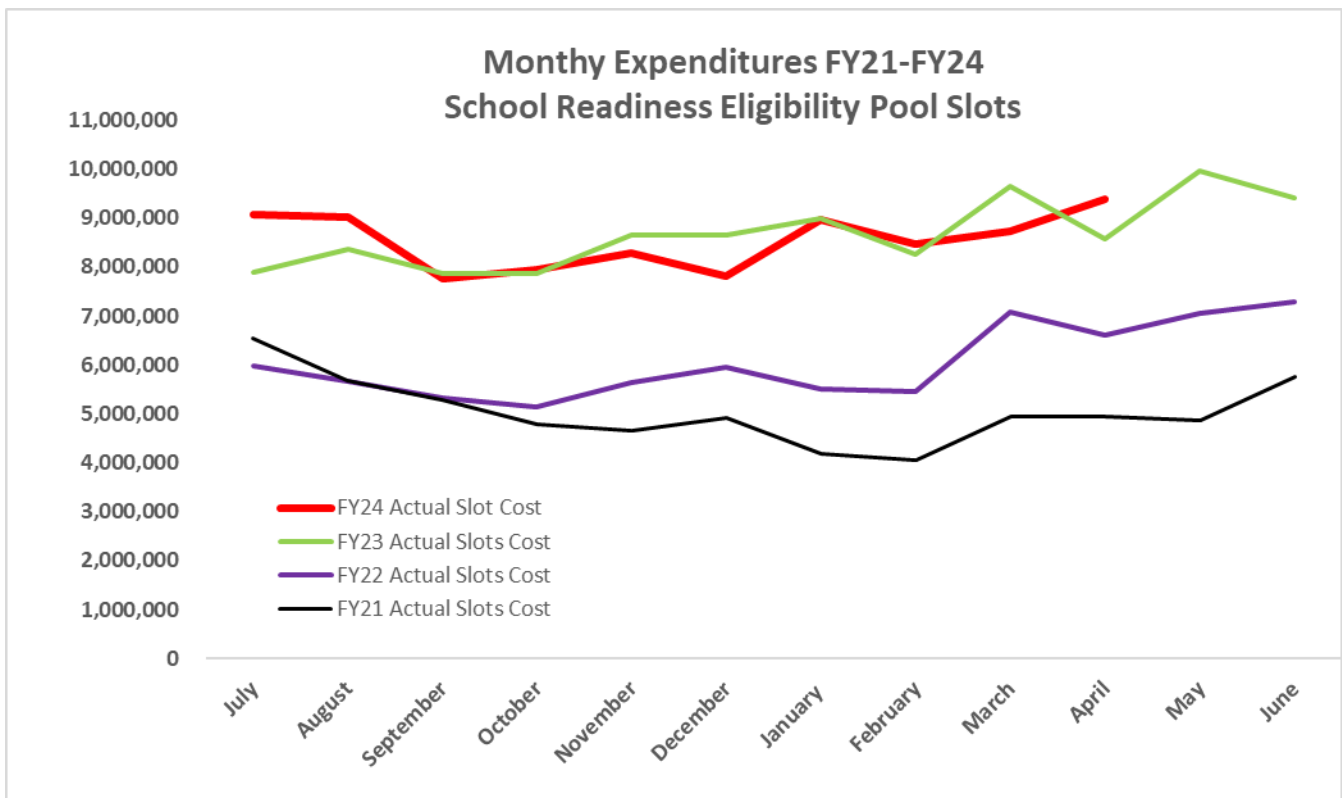
1. Overall

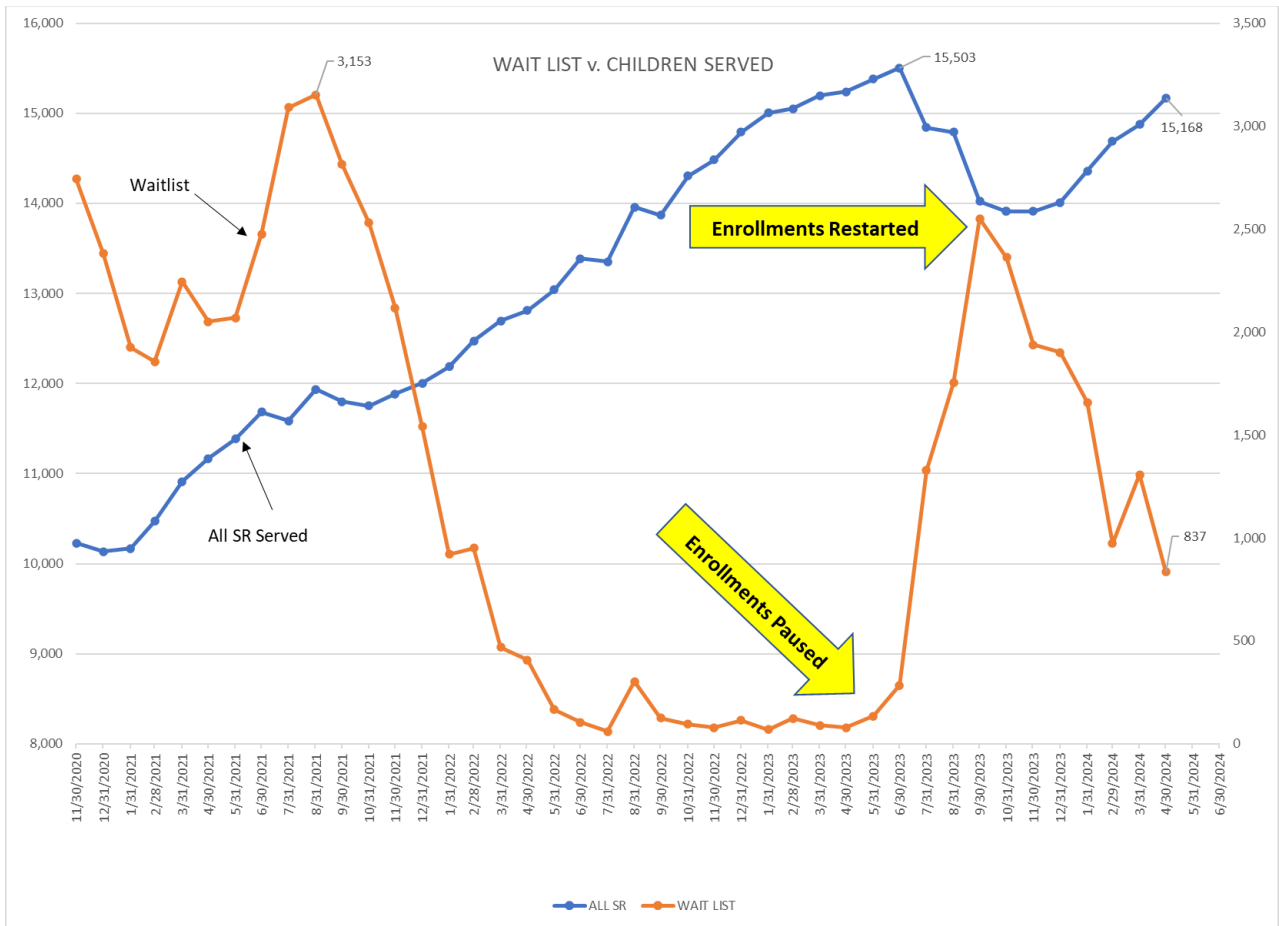
The pace of DEL School Readiness expenditures at the end of April continues to be on target for full utilization of the total School Readiness allocation for the fiscal year 2024. VPK expenditures reflect a normal expenditure pattern as the School Year approaches its end. Expenditures for the final year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

2. School Readiness Direct Service:

As of April 30, 2024, cumulative School Readiness Direct Service expenditures for FY2024 have increased as expected after open enrollment was re-started in October. We remain on target at 83% and we anticipate full contract utilization by year end. We project that the pace of spending will continue to gradually increase in May and June as the rate of new enrollments added gains momentum and gradually overtakes natural monthly attrition.

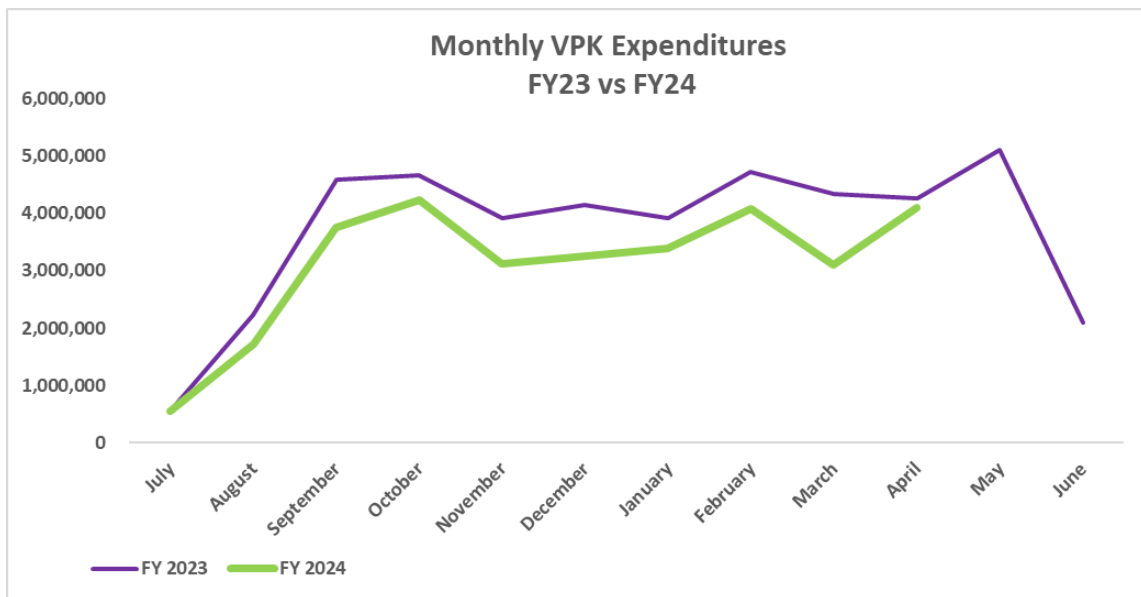
Even with a strong pace of open enrollment since October, the waitlist persists at approximately 835 children because demand for services and the number of new applications received continue to outpace the number of children we enroll from the waitlist each month. Staff are cautiously optimistic that the State has sufficient funding available for School Readiness additional awards in FY25 so that Broward may continue full open enrollment without interruption for the foreseeable future. Currently, the waiting time for new applicants to be processed for enrollment is less than 30 days. At our current pace, we anticipate eliminating that lag time entirely by July and expect to be enrolling all new applicants in near real time going forward.





3. VPK Direct Service

VPK expenditures are at 81% and continue following a normal annual spending pattern. Attendance for school year services in FY24 was comparable to the prior year. Monthly expenditure amounts are lower than the prior year because one time funding for a \$15/hr pay incentive for providers ended with summer services in August. There was also a steeper than normal drop in expenditures for March primarily due to the timing of Spring Break in March and a corresponding spike in April brought everything back to normal. Funding for VPK services is allocated by DEL to match the actual need for services each year.



4. ARPA Stimulus Funding

\$13.2 million in year-to-date expenditures for the final year of ARPA stimulus funding (some of which was carryforward from the prior year) includes:

- \$7,100,000 for the final round of stabilization grants paid to providers.
- 1,700,000 in curriculum reimbursements paid to providers.
- 2,500,000 in stipends for educators attending ELC's professional development trainings
- 1,560,000 for continuation of Broward's Above and Beyond program supports to providers.
- 280,000 for Broward's Bookworms Program.
- 86,000 in rate differentials paid to providers for School Readiness children that are homeless.

Additional expenditures earmarked for the approximately \$19 million for professional development trainings, educator stipends, learning technology, events and other initiatives began rolling out in January as vendor procurements/contracts were finalized. Those expenditures will continue to ramp up during the 4th quarter of the year. All ARPA stimulus dollars must be expended before they expire on June 30, 2024, in accordance with the Coalition's DEL approved action plan.

Recommended Action:

The Finance Committee Recommends the Board Approve April 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

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



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Ten Months Ended April 30, 2024

**Submitted to the Board
June 17, 2024**

As Recommended by the Finance Committee on June 4, 2024

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of April 30, 2024

	<u>4/30/2024</u>	<u>4/30/2023</u>
Assets:		
Cash	\$ 23,627,113	\$ 32,490,804
Grants Receivable	15,890,785	10,955,869
Accounts Receivable	1,031,453	1,284,227
Due From Providers	37,719	106,926
Prepaid Expense	358,881	316,130
Fixed Assets	19,479	11,484
Operating ROU Asset	1,400,346	0
Total Assets	<u>\$ 42,365,776</u>	<u>\$ 45,165,440</u>
 Liabilities:		
Accounts Payable	620,003	1,162,290
Salary & Benefits Payable	493,989	476,892
Compensated Absences	487,982	393,550.30
Rent Abatement	5,032	225,281
Due to Providers	14,207,452	12,753,052
Due to Other Agencies	416,556	1,242,196
Deferred Revenue	23,882,982	28,482,681
Operating Lease Liability	1,550,215	0
Total Liabilities	<u>\$ 41,664,211</u>	<u>\$ 53,697,851</u>
 Net Assets		
Unrestricted	701,565	429,498
Total Net Assets	<u>701,565</u>	<u>429,498</u>
	-	-
Total Liabilities and Net Assets	<u>\$ 42,365,776</u>	<u>\$ 45,165,440</u>

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For The Ten Months Ended April 30, 2024

	<u>Apr 2024</u> <u>Actual</u>	<u>FY 2024</u> <u>YTD Actual</u>	<u>FY 2023</u> <u>YTD Actual</u>
Revenue			
Recurring			
DEL School Readiness	\$ 8,765,228	\$ 76,968,155	\$ 74,568,784
DEL School Readiness Match	358,840	4,835,350	4,330,288
DEL SR Rate Differentials	1,357,182	12,014,047	11,112,123
DEL - Program Assessments	40,266	325,890	407,525
DEL - Voluntary Pre-K	4,203,457	32,236,585	32,064,209
CSC -School Readiness	40,000	1,858,121	4,344,546
CSC - Vulnerable Populations	348,334	3,276,441	2,261,047
Broward County - School Readiness	194,629	3,861,052	2,001,900
Univ of Florida Lastinger Center	-	5,335	78,385
United Way & Cities - School Readiness	15,644	534,947	320,092
Miscellaneous Income	15,856	265,839	86,392
Subtotal Recurring Revenue	<u><u>\$ 15,339,438</u></u>	<u><u>\$ 136,181,761</u></u>	<u><u>\$ 131,575,292</u></u>
Non-Recurring Pandemic Relief			
DEL Preschool Development Grant	-	-	377,076
DEL - CARES/CRRSA Pandemic Relief	-	-	4,801,814
DEL - ARPA Stabilization & Workforce	1,363,205	13,529,706	79,454,113
DEL - ARPA VPK \$15/hr Wage Incentive	-	109,826	5,180,758
Subtotal Non-Recurring Pandemic Relief	<u><u>\$ 1,363,205</u></u>	<u><u>\$ 13,639,532</u></u>	<u><u>\$ 89,813,760</u></u>
Total All Revenue	<u><u>\$ 16,702,644</u></u>	<u><u>\$ 149,821,293</u></u>	<u><u>\$ 221,389,052</u></u>
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 9,394,077	\$ 85,456,382	\$ 84,781,960
DEL - Voluntary Pre-K	4,100,283	31,405,040	36,025,017
CSC - Vulnerable Populations	325,389	2,992,956	2,208,633
Stipends and Grants to Providers	1,066,857	12,095,134	79,302,139
Subtotal Direct Services	<u><u>\$ 14,886,605</u></u>	<u><u>\$ 131,949,511</u></u>	<u><u>\$ 202,317,749</u></u>
Program Support			
Eligibility, Customer Services & Providers	\$ 762,048	\$ 8,152,544	\$ 7,164,189
Quality & Education	691,530	5,275,762	7,540,669
Subtotal Program Support	<u><u>\$ 1,453,577</u></u>	<u><u>\$ 13,428,306</u></u>	<u><u>\$ 14,704,858</u></u>
Total Program (Direct + Support)	<u><u>\$ 16,340,183</u></u>	<u><u>\$ 145,377,817</u></u>	<u><u>\$ 217,022,607</u></u>
Administration	405,147	4,206,064	2.8% 4,270,829
Total Expenses	<u><u>\$ 16,745,330</u></u>	<u><u>149,583,880</u></u>	<u><u>\$ 221,293,436</u></u>
Change in net assets	<u><u>\$ (42,686)</u></u>	<u><u>\$ 237,413</u></u>	<u><u>\$ 95,616</u></u>
Net assets, beginning of year		464,152	333,882
Net assets, end of the period		<u><u>\$ 701,565</u></u>	<u><u>\$ 429,498</u></u>

Early Learning Coalition of Broward County, Inc.
Budget to Actual
For The Period Ending April 30, 2024

Revenue:	FY24 Amendment 5	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 94,248,390	\$ 76,968,155	\$ 17,280,235	82%	
DEL School Readiness Match	5,556,282	4,835,350	720,932	87%	Expense timing varies w/ match avail
DEL SR Rate Differentials	14,202,945	12,014,047	2,188,898	85%	
DEL - Program Assessments	342,440	325,890	16,550	95%	
DEL - Voluntary Pre-K	39,982,829	32,236,585	7,746,244	81%	
CSC - School Readiness	2,928,391	1,858,121	1,070,270	63%	FY24 Contract ends Sep, will use 100%
CSC - Vulnerable Populations	3,853,136	3,276,441	576,695	85%	Additional funds awarded
Broward County - School Readiness	4,246,139	3,861,052	385,088	91%	\$900K award spiked exp in 1st Qtr
Univ of Florida Lastinger Center	85,000	5,335	79,665	6%	Program ended in August
United Way & Cities - School Readiness	530,000	534,947	(4,947)	101%	Intermittent Revenue
Miscellaneous Income	210,000	265,839	(55,839)	127%	Interest Income Reverts to DEL 6/30
Subtotal Recurring Revenue	\$ 166,185,552	\$ 136,181,761	\$ 30,003,791	82%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant					
DEL - CARES/CRRSA Pandemic Relief	120,000	-	120,000	0%	
DEL - ARPA Stabilization & Workforce	29,052,239	13,529,706	15,522,533	47%	Utilization accelerating thru June 30
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	109,826	195,174	36%	Incentive Program ended by DEL in Aug
Subtotal Non-Recurring Pandemic Relief	\$ 29,477,239	\$ 13,639,532	\$ 15,837,707	46%	
Total All Revenue	\$ 195,662,791	\$ 149,821,293	\$ 45,841,498	77%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 105,398,188	\$ 85,542,318	\$ 19,855,870	81%	
DEL - Voluntary Pre-K	38,750,027	31,319,103	7,430,924	81%	
CSC - Vulnerable Populations	3,467,822	2,992,956	474,866	86%	Additional funds awarded
Stipends and Grants to Providers	25,346,408	12,095,134	13,251,274	48%	Utilization will accelerate thru June 30
Total Child Care Slots and Incentives	\$ 172,962,445	\$ 131,949,511	\$ 41,012,934	76%	
Sub Recipient Expense					
Children's Forum	248,205	\$ 209,860	38,345	85%	
211 Broward	462,000	345,478	116,522	75%	
Total Sub Recipient Expense	\$ 710,205	\$ 555,339	\$ 154,866	78%	
ELC Operating Expense					
Salaries & Benefits	\$ 17,445,385	\$ 14,917,708	\$ 2,527,677	86%	
Attorneys	134,000	50,510	83,490	38%	Intermittent Expenditures
Auditors	43,100	29,750	13,350	69%	\$10K will carryforward to FY25
Consultants & Temps	764,150	426,442	337,708	56%	Intermittent Expenditures
Staff & Board Travel & Training	75,000	69,789	5,211	93%	Intermittent Expenditures
Insurance	69,000	54,974	14,026	80%	
Office Rent, Utilities & Maintenance	485,184	440,736	44,447	91%	
Office Machine & Storage Leases	4,806	4,005	801	83%	
Software Licenses	195,144	201,971	(6,827)	103%	
Internet, Email, Phones	162,674	118,173	44,501	73%	
Cell Phones	98,700	81,765	16,935	83%	
Sponsorships & Memberships	126,710	108,140	18,570	85%	
Books for Kids	550,000	280,061	269,938	51%	Intermittent Expenditures
Instructional Materials	612,215	60,330	551,885	10%	Intermittent Expenditures
Other Operating Costs	259,045	209,055	49,990	81%	
Computer Equipment & Software	150,000	22,789	127,211	15%	Intermittent Expenditures
Furniture & Fixtures	62,968	2,832	60,136	4%	Intermittent Expenditures
Unallocated (Budget Only)	752,060	-	752,060	0%	
Total ELC Operating Expense	\$ 21,990,141	\$ 17,079,031	\$ 4,911,110	78%	
Total Operating & Sub-Recipient Expense	\$ 22,700,346	\$ 17,634,370	\$ 5,065,976	78%	
Total Expense	\$ 195,662,791	\$ 149,583,880	\$ 46,078,911	76%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

New Enrollments from Waitlist:

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

Funding Changes:

Adtl SR Alloc:	\$15,000,000
Adtl Broward Alloc:	\$900,000
Adtl SR Alloc:	\$3,225,000

Assumptions:

Daily Average Cost forecast reflects current actual trends.

Fiscal Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness Base	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-22	21	13,240	-97	\$28.91	5,807,780	962,619	810,496	443,833	13,339	8,038,067	
A	Aug-22	23	13,891	+651	26.17	6,190,104	1,071,210	642,374	444,483	13,550	8,361,722	
A	Sep-22	22	13,817	-74	25.96	5,780,805	1,033,327	620,873	444,483	10,622	7,890,111	
A	Oct-22	21	14,260	+443	26.11	6,377,165	959,400	413,244		69,348	7,819,157	
A	Nov-22	22	14,453	+193	27.57	7,208,998	1,071,764	413,717		70,958	8,765,437	
A	Dec-22	22	14,676	+223	26.71	7,290,353	1,153,020	111,667		68,928	8,623,968	
A	Jan-23	22	14,967	+291	27.38	7,505,371	1,127,466	258,938	111,667	13,503	9,016,945	
A	Feb-23	20	15,000	+33	27.56	6,747,561	1,154,819	231,935	111,667	22,427	8,268,408	
A	Mar-23	23	15,099	+99	27.79	7,964,345	1,320,502	231,935	111,667	20,958	9,649,406	
A	Apr-23	20	15,176	+77	28.29	7,041,792	1,183,347	231,935	111,667	16,458	8,585,199	
A	May-23	23	15,290	+114	28.38	8,239,345	1,376,076	231,935	111,667	20,532	9,979,554	
A	Jun-23	22	15,448	+158	28.18	7,048,313	1,153,373	1,250,000	111,666	13,458	9,576,811	
Ave Enrollments (FY23 Baseline)			14,610		\$27.42	Proj Total	\$ 83,201,932	\$ 13,566,922	\$ 5,449,048	\$ 2,002,800	\$ 354,082	\$ 104,574,784
Baseline FY23 over FY22			2,387			Budget	83,081,887	13,566,922	5,449,048	2,002,800	354,082	104,556,965
						Surplus(Deficit)	(17,819)	-	-	-	-	(17,819)
Baseline FY23 over FY17			5,214	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	456,308
Avg Cost FY23 over FY17			\$ 8.80	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (17,819)	\$ -	\$ -	\$ -	\$ -	\$ 438,489

Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-23	21	14,826	-622	\$29.48	7,089,264	1,227,511	58,418	737,348	64,782	9,177,323	
A	Aug-23	23	14,695	-131	26.67	6,995,313	1,229,326	35,757	737,348	14,957	9,012,702	
A	Sep-23	21	14,003	-692	26.09	5,828,413	1,058,447	35,757	737,787	10,833	7,671,237	
A	Oct-23	22	13,908	-95	25.95	6,410,858	1,065,638	275,915	173,450	13,625	7,939,486	
A	Nov-23	22	13,913	+5	26.63	6,380,436	1,151,842	278,067	173,549	167,363	8,151,256	
A	Dec-23	21	14,012	+99	26.54	6,210,826	1,093,510	278,712	175,204	51,264	7,809,516	
A	Jan-24	23	14,361	+349	27.16	7,224,962	1,258,933	278,714	173,549	33,463	8,969,621	
A	Feb-24	21	14,690	+329	27.48	6,816,914	1,189,975	278,842	173,004	18,852	8,477,586	
A	Mar-24	21	14,877	+187	28.02	7,200,023	1,262,771	105,000	173,004	14,460	8,755,258	
A	Apr-24	22	15,168	+290	28.11	7,768,882	1,353,615	40,000	173,004	43,460	9,378,961	
P	May-24	23	15,468	+300	28.48	8,560,631	1,349,083	35,500	173,004	12,863	10,131,080	
P	Jun-24	20	15,888	+421	29.54	7,954,448	1,210,889	35,500	173,993	12,863	9,387,693	
Average Enrollments (Baseline)			14,651		\$27.51	Proj Total	\$ 84,440,970	\$ 14,451,540	\$ 1,736,182	\$ 3,774,245	\$ 458,784	\$ 104,861,720
Increase to baseline FY24 over FY23			41			Budget	84,255,344	14,451,540	2,635,552	3,774,245	458,784	105,575,464
						Surplus(Deficit)	(185,626)	-	899,370	0	-	713,745
Increase to baseline FY24 over FY17			5,255	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	513,450
Increase in Avg Cost over FY17			\$ 8.89	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (185,626)	\$ -	\$ 899,370	\$ 0	\$ -	\$ 1,227,194

Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
P	Jul-24	23	15,848	-40	\$29.79	8,691,166	1,350,348	270,571	513,874	33,333	10,859,293	
P	Aug-24	22	16,000	+152	29.84	8,191,797	1,492,966	270,571	513,874	33,333	10,502,542	
P	Sep-24	21	16,000	+	29.90	7,859,177	1,370,367	270,571	513,874	33,333	10,047,323	
P	Oct-24	23	16,000	+	29.19	8,888,899	1,365,368	277,216	175,750	33,333	10,740,566	
P	Nov-24	21	16,000	+	29.25	7,985,540	1,370,343	263,926	175,750	33,333	9,828,893	
P	Dec-24	22	16,000	+	29.18	8,486,083	1,306,912	270,571	175,750	33,333	10,272,650	
P	Jan-25	23	16,000	+	29.15	8,815,755	1,426,040	277,216	175,750	33,333	10,728,094	
P	Feb-25	20	16,000	+	29.25	7,582,363	1,312,136	257,282	175,750	33,333	9,360,864	
P	Mar-25	22	16,000	+	29.24	8,504,701	1,306,912	270,571	175,750	33,333	10,291,268	
P	Apr-25	22	16,000	+	29.24	8,443,923	1,367,690	270,571	175,750	33,333	10,291,268	
P	May-25	22	16,000	+	29.66	8,531,642	1,427,774	270,571	175,750	33,333	10,439,071	
P	Jun-25	21	16,000	+	30.64	8,575,235	1,246,734	263,926	175,750	33,333	10,294,979	
Average Enrollments (Baseline)			15,987		\$29.53	Proj Total	\$ 100,556,282	\$ 16,343,591	\$ 3,233,565	\$ 3,123,373	\$ 400,000	\$ 123,656,811
Increase to baseline FY25 over FY2			1,337		7.33%	Budget	75,074,766	16,343,591	3,233,565	3,123,373	400,000	97,775,295
						Surplus(Deficit)	(25,481,516)	-	-	-	-	(25,881,516)
Increase to baseline FY24 over FY1			6,591	(FY17 Baseline= 9,396)		Provider Match	-	-	-	-	-	606,272
Increase in Avg Cost over FY17			\$10.91	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (25,481,516)	\$ -	\$ -	\$ -	\$ -	\$ (25,275,244)

SCHOOL READINESS UTILIZATION FY 2021-2024
Children Services Council Vulnerable Population Contract

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

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



Assumptions:
 Daily Average Cost forecast reflects current actual trends.

Contract Year 2021-22 (CONTRACT EXTENSION)

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

Projected Tc \$ 2,271,665
 FY2022 CSC Contract Extension \$ 2,271,665
 Surplus(Deficit) CSC Contract Year \$ -

Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
A	Oct-22	21	314	+4	35.90	236,755		236,755
A	Nov-22	22	285	-29	37.66	236,135		236,135
A	Dec-22	22	275	-10	36.17	218,800		218,800
A	Jan-23	22	270	-5	33.73	200,340		200,340
A	Feb-23	20	258	-12	37.51	193,568		193,568
A	Mar-23	23	279	+21	36.23	232,463		232,463
A	Apr-23	20	278	-1	37.95	211,017		211,017
A	May-23	23	282	+4	37.36	242,316		242,316
A	Jun-23	22	298	+16	39.02	255,796		255,796
A	Jul-23	21	322	+24	38.32	259,119		259,119
A	Aug-23	23	345	+23	36.68	291,040		291,040
A	Sep-23	21	345	+	39.24	284,281		284,281

Projected Tc \$ 2,861,630
 FY23 CSC Contract Year Bud \$ 2,861,630
 Surplus(Deficit) CSC Contract Year \$ 0

Contract Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
A	Oct-23	22	386	+41	38.15	323,941		323,941
A	Nov-23	22	389	+3	39.04	334,105		334,105
A	Dec-23	21	373	-16	38.83	304,119		304,119
A	Jan-24	23	379	+6	37.15	323,836		323,836
A	Feb-24	21	395	+16	37.64	312,240		312,240
A	Mar-24	21	392	-3	36.93	304,029		304,029
A	Apr-24	22	394	+2	37.40	324,165		324,165
P	May-24	23	394	+	37.17	336,792		336,792
P	Jun-24	20	394	+	37.67	296,802		296,802
P	Jul-24	23	394	+	37.67	341,323		341,323
P	Aug-24	22	394	+	37.17	322,149		322,149
P	Sep-24	21	394	+	37.17	307,505		307,505

Projected Tc \$ 3,831,006
 FY23 CSC Contract Year Bud \$ 3,832,354
 Surplus(Deficit) CSC Contract Year \$ 1,348

Contract Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable
P	Oct-24	22	395	+1	37.44	325,331		325,331
P	Nov-24	21	396	+1	37.44	311,330		311,330
P	Dec-24	23	397	+1	38.44	350,972		350,972
P	Jan-25	23	398	+1	37.44	342,702		342,702
P	Feb-25	20	399	+1	37.44	298,751		298,751
P	Mar-25	22	400	+1	37.44	329,450		329,450
P	Apr-25	22	401	+1	37.44	330,273		330,273
P	May-25	22	402	+1	37.94	335,519		335,519
P	Jun-25	21	403	+1	38.44	325,296		325,296
P	Jul-25	23	404	+1	37.44	347,869		347,869
P	Aug-25	21	405	+1	37.44	318,405		318,405
P	Sep-25	22	406	+1	37.44	334,391		334,391

Projected Tc \$ 3,950,290
 FY23 CSC Contract Year Bud \$ 3,832,354
 Surplus(Deficit) CSC Contract Year \$ (117,936)



ITEM#/MEETING	B247FIN2 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	Preliminary FY 2025 Budget
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Recommended Preliminary FY 2025 Budget Framework and Continue School Readiness Program Open Enrollment
FINANCIAL IMPACT:	\$161,233,228 Secured Revenue, up to \$186,714,605 in Expense
ELC STAFF LEAD	C. Klima

Background Information:

Each year ELC estimates revenues and expenses for the upcoming fiscal year using preliminary allocation information from the State Legislature and the Florida Department of Education Division of Early Learning (DEL), as well as prior year spending patterns and future year program needs. The preliminary budget is used as a basis to complete new agreements and contract renewals for ELC’s vendors and to ensure continuity of service pending the Governor’s signature on the Budget Act and receipt of formal award letters from DEL.

At the first FY 2025 Finance Committee and Board meetings currently scheduled for August/September 2024, staff will update the budget as appropriate with the actual amounts of the awards received. We, along with other Coalitions continue to urge DEL to share allocation information earlier rather than later to prevent disruption and facilitate informed decision-making.

Key Highlights of the FY25 Preliminary Budget:

1. School Readiness Funding and the Push Toward Full Enrollment: \$25 million additional needed for base slots

The Coalition will go into fiscal year 2025 positioned to realize our long-time organizational goal of serving every eligible child in Broward County that needs care in the School Readiness Program (SR). With approximately 15,200 children served per month as of April 2024, we are poised to clear the SR application backlog for the second time in our history and eliminate waiting time for services for good by August 2024. We believe this will happen when we are consistently serving approximately 16,000 children per month, which is when we expect the pace of new applications for services to reach equilibrium with the rate of natural monthly attrition. Sustained services for 16,000 children per month represent a 70% percent increase over the 9,500 children per month we had been funded to serve (despite long waiting lists) for most of the Coalition’s 20-year history. Staff are optimistic that FY25 will be the year we finally break the cycle of under-funding that has held us back for so long.

The only remaining obstacle to achieving this goal is the State’s lengthy, unclear and uncertain process for allocating the more than \$60 million in FY25 funds that are available to DEL for filling funding gaps like those in Broward. Staff estimate that the FY25 SR base allocation for Broward is approximately \$25 to \$30 million below the \$118 million allocation that Broward needs for the 16,000 children per month we will soon be serving. DEL has indicated that it is likely they will allocate funds to meet most, if not all, of our shortfall but they may not roll out some, or all, of the additional awards until April, May or June 2025.

If additional funds are not awarded until that late in the fiscal year, we in Broward might exhaust our entire \$88.2 million current allocation and all of our FY25 advance cash-on-hand by the end of March 2025 as shown in the attached chart. With average monthly expenses projected at \$9.4 million/month, even a partial award received in January or February 2025 would leave us strapped for cash in May and June. So advocacy with the State from every angle to expedite allocations will be paramount over the coming weeks and months. The plan and current status of our efforts, along with possible scenarios for risk mitigation, will be covered in the presentation at the meeting.

2. The End of ARPA Discretionary Funding and Four Years of Covid Relief Activities: \$29,477,239 million reduction in revenue

On June 30, 2024, four years of Covid Disaster Relief initiatives will come to an end with the expiration of ARPA Discretionary Funds. Approximately \$26 million in one-time expenditures for Stabilization Grants, Stipends, Learning Technology, Professional Development Consultants, Mental Health Kits, Sponsorships and Model Classroom Furniture will be eliminated for FY25. Fortunately, all the staff that were hired for the popular Above & Beyond coaching initiative, Inclusion expansion and provider training Initiatives will be able to continue their work in FY25 with SR Quality dollars. A recap of ELC's activities and expenditures through all four years of stimulus funding will be shared when the preliminary financial results for FY24 are presented for the August/September Board Cycle.

3. Other FY25 Revenue Updates:

- a. **VPK:** ELC's FY25 VPK base funding allocation is approximately \$1.2 million lower than the previous year due to State Estimating Conference projections showing a decrease in the number of participating 4-year-olds in Broward. The State has also eliminated the stimulus funded VPK rate premium that was available to Providers that pay \$15/hr or higher for their VPK teaching staff during July and August of the prior year.
- b. **SR Rate Differentials:** DEL adjusts allocations for School Readiness rate differentials paid to qualifying providers based on their estimate of ELC's need under program rules. Rate differential allocations relate only to provider quality scores and accreditation status during reimbursement calculation, and they have no effect on the number of children the Coalition can enroll.
- c. **CSC:** Children's Services Council has awarded ELC an additional \$824,000 for FY25 to cover increased usage and higher costs for the Vulnerable Populations program now that the pandemic has subsided.
- d. **Broward County:** Broward County has elected to increase funding for School Readiness match with a one-time funding award of \$1,171,000 for July to September 2024. Nevertheless, the net amount budgeted for our fiscal year 2025 is less than the prior year due to the timing of expenditures. Broward County contracts run on an October to September fiscal year and ELC sometimes changes the spending pattern on this contract to prioritize using expiring State funds first.
- e. **Other:** The A. D. Henderson Foundation recently awarded \$141,000 to fund two new Peer Navigator roles to assist and encourage parents to follow up on screenings (ASQs) that help to identify children with potential special needs. This is the second year of funding for this popular program.

4. Staffing Costs: \$1,184,509 increase for staff merit pool and benefits costs as follows:

- \$473,257 Merit increase pool assuming an average increase of 4% in accordance with ELC fiscal and salary administration policy
- \$560,205 increase in employee health benefits premium cost due to 5.5% increase in medical, 14% increase in dental, vision and other coverages, and decreased staff turnover resulting in higher participation and cost
- \$55,357 Increase in Worker's Compensation premiums due to a classification change by our carrier. We continue to dispute this change and are awaiting the outcome.
- \$41,397 increase in employer retirement match costs due to salary increases and rising staff participation in our 403B
- \$54,294 increase in employer payroll taxes due to salary increases.
- No changes to the staffing plan

Budgeted Staffing Plans FY2024 v FY2025			
Business Unit	FY 2024	FY 2025	+/-
CEO & Support	2.0	2.0	-
Finance & Contracts	12.0	12.0	-
HR & Quality Assurance	12.0	12.0	-
IT	7.0	7.0	-
CPO & Communications	4.0	4.0	-
Total Admin FTE	37.0	37.0	-
Provider Payments	15.0	15.0	-
Provider Relations	13.0	13.0	-
Eligibility	74.0	74.0	-
Customer Service & CCR&R	22.0	22.0	-
Quality & Education	58.0	58.0	-
Total Program FTE	182.0	182.0	-
Total Budget FTE	219.0	219.0	-

Recommendations:

The Finance Committee recommend the Board Approve Recommended Preliminary FY 2025 Budget Framework and Continue School Readiness Program Open Enrollment.

Supporting Documentation:

- Budget Framework Options for FY2025
- Preliminary FY 2025 Budget Detail and Comparative Chart
- ELC Organizational Chart

Budget Framework Options for FY2025

Our Dilemma With Serving 16,000 Children Per Month

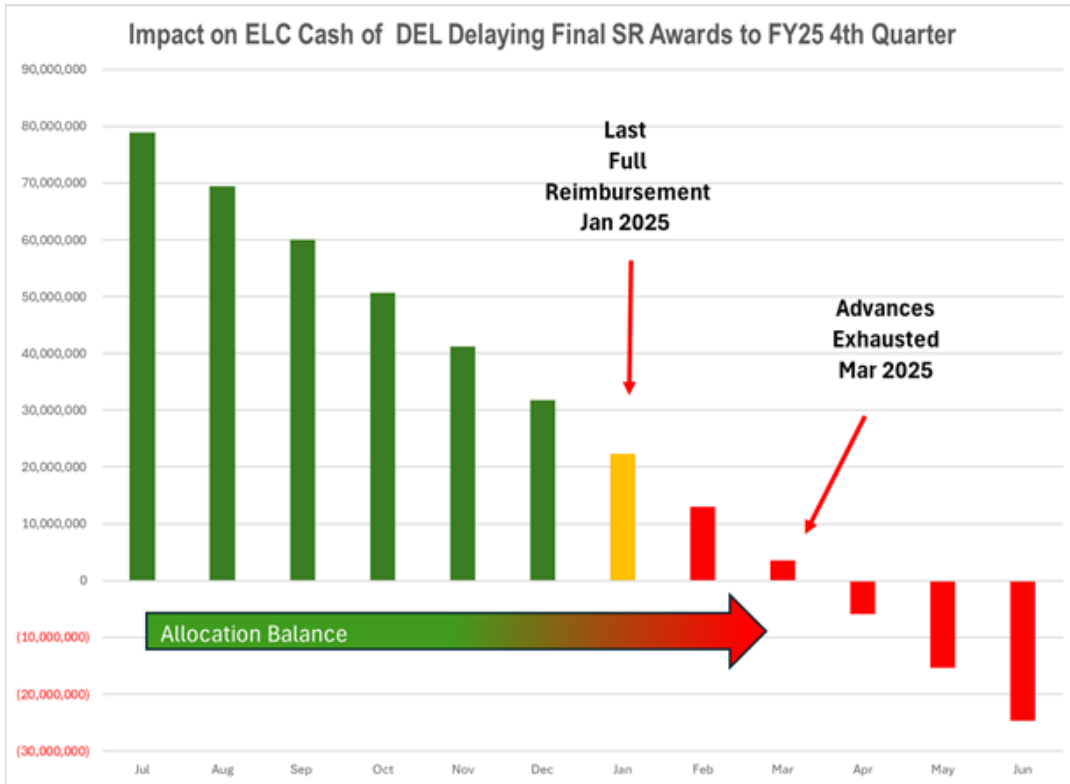
Projected Deficit Up to \$25.5 Million

	SR Base	SR Related <i>(DEL & Local)</i>	VPK	Total	
Revenue					
DEL Fed/State	88,287,176	22,242,313	38,747,093	149,276,582	
Local & Other		11,956,646		11,956,646	
Subtotal Secured	88,287,176	34,198,959	38,747,093	161,233,228	100%
Total Revenue Required	88,287,176	34,198,959	38,747,093	161,233,228	
Expense					
Direct Services (Slots)	(A) 95,000,000	32,489,165	36,901,993	164,391,158	88%
Program Support	7,100,000	881,643	1,383,825	9,365,468	5%
Quality & Education	6,976,518	534,270		7,510,788	4%
Subtotal Program Expense	109,076,518	33,905,078	38,285,818	181,267,414	97%
Administration	4,692,173	293,881	461,275	5,447,329	3%
Total Expense	113,768,691	34,198,959	38,747,093	186,714,743	100%
Revenue v Expense	(B) (25,481,515)	-	-	(25,481,515)	

Footnotes

- (A) 16,000 Children per month & open enrollment for all applicant requires \$95 million from SR Base funding
- (B) Direct Services Expense (Slots) exceeds current allocation amount by \$25.4 million

Timing of Additional Awards May Leave Us Without Sufficient Cash to Operate



Recommended Framework: Continuing to Serve 16,000 Children Per Month

Budget Balanced Assuming All Needed Funds Will be Secured

	SR Base	SR Related <small>(DEL & Local)</small>	VPK	Total
Revenue				
DEL Fed/State	88,287,176	22,242,313	38,747,093	149,276,582
Local & Other		11,956,646		11,956,646
Subtotal Secured	88,287,176	34,198,959	38,747,093	161,233,228 86%
Requested but Not Yet Secured (A)	25,481,515			25,481,515 14%
Total Revenue Required	113,768,691	34,198,959	38,747,093	186,714,743
Expense				
Direct Services (Slots) (B)	95,000,000	32,489,165	36,901,993	164,391,160 88%
Program Support	7,100,000	881,643	1,383,825	9,365,468 5%
Quality & Education	6,976,518	534,270		7,510,788 4%
Subtotal Program Expense	109,076,518	33,905,078	38,285,818	181,267,416 97%
Administration	4,692,173	293,881	461,275	5,447,327 3%
Total Expense	113,768,691	34,198,959	38,747,093	186,714,743 100%
Revenue v Expense (C)	-	-	-	-

Footnotes

- (A) Budget is Balanced Assuming All Needed Funds Will be Secured
- (B) Sufficient funding would eventually be secured to cover all project slot costs
- (C) Budget would be balanced at year end

Risks:

- Timing of additional awards may strap us for cash
- There are no good ways to change course later in the fiscal year. Scenarios will be presented at the meeting
- One- time additional awards may not be recurring

Rewards:

- All eligible children that need care in Broward will receive it timely
- There will be no waiting time for new applicants
- Successful advocacy may help us get more recurring funding for our base

Not Recommended: No New Enrollments, 5,000 Children Dropped FY25

Balanced Budget within Current Allocation has Catastrophic Impact on Broward Families

	SR Base	SR Related <small>(DEL & Local)</small>	VPK	Total	
Revenue					
DEL Fed/State	88,287,176	22,242,313	38,747,093	149,276,582	
Local & Other		11,956,646		11,956,646	
Subtotal Secured	88,287,176	34,198,959	38,747,093	161,233,228	100%
Total Revenue Required	88,287,176	34,198,959	38,747,093	161,233,228	
Expense					
Direct Services (Slots)	(A) 69,518,485	32,489,165	36,901,993	138,909,643	86%
Program Support	7,100,000	881,643	1,383,825	9,365,468	6%
Quality & Education	6,976,518	534,270		7,510,788	5%
Subtotal Program Expense	83,595,003	33,905,078	38,285,818	155,785,899	97%
Administration	4,692,173	293,881	461,275	5,447,329	3%
Total Expense	88,287,176	34,198,959	38,747,093	161,233,228	100%
Revenue v Expense	-	-	-	-	

Footnotes

(A) Direct Services (slots) would be limited to \$69.5 million

(B) New Enrollments would need be stopped starting July 1 and 5,000 children dropped through attrition. Waitlist would return to 3,000+ children


Risks:

- Thousands of children in need would accumulate on the waiting list immediately and waiting times would soar. See the meeting presentation for scenarios.
- Re-starting enrollments would take too long to take advantage of any new funding. There are no good ways to change course later in the year.
- Child care providers would receive reimbursement for 5,000 fewer children which could irreparably damage Broward's system of care
- Reinforces the State's incorrect assumption about the size of the need in Broward County

Rewards:

- The budget would balance
- There would be no (or very little) challenge with cash

FY2025 Proposed Preliminary Budget by Business Activity

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 69,518,484	\$ 7,995,000	\$ 6,081,519	\$ 4,692,173	\$ 88,287,176
Unsecured SR Base Still Needed	\$ 25,481,515				\$ 25,481,515
DEL School Readiness Match	\$ 5,556,282	-	-	-	5,556,282
DEL School Readiness Rate Differentials	16,343,591	-	-	-	16,343,591
DEL Program Assessments	-	-	342,440	-	342,440
DEL - Voluntary Pre-K	36,901,993	1,383,825	-	461,275	38,747,093
CSC - Income Eligible	3,233,565	269,464	-	89,821	3,592,850
CSC - Vulnerable Populations	3,832,354	319,363	-	106,454	4,258,171
Broward County- Income Eligible	3,123,373	292,816	-	97,605	3,513,795
Univ of Florida Lastinger Ctr	-	-	-	-	-
Local Match: United Way & Cities	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	191,830	-	191,830
Total Recurring	\$ 164,391,158	\$ 10,260,468	\$ 6,615,789	\$ 5,447,329	\$ 186,714,743
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	-	-	-	-	-
DEL - ARPA Stabilization & Workforce	-	-	-	-	-
DEL - ARPA VPK \$15/hr Wage Incentive	-	-	-	-	-
Total Non-Recurring Pandemic Relief	\$ -	\$ -	\$ -	\$ -	\$ -
Total All Revenue	\$ 164,391,158	\$ 10,260,468	\$ 6,615,789	\$ 5,447,329	\$ 186,714,743
Expense:					
Child Care Slots					
DEL School Readiness	\$ 123,656,811	\$ -	\$ -	\$ -	\$ 123,656,811
DEL - Voluntary Pre-K	36,901,993	-	-	-	36,901,993
CSC - Vulnerable Populations	3,832,354	-	-	-	3,832,354
Grants/Stipends	-	1	908,001	-	908,001
Total Slots & Grants/Stipends	\$ 164,391,158	\$ 1	\$ 908,001	\$ -	\$ 165,299,159
Sub Recipient Expense					
Children's Forum	-	-	163,025	47,974	210,999
211-Broward	-	168,046	-	125,000	293,046
Total Sub Recipient Expense	\$ -	\$ 168,046	\$ 163,025	\$ 172,974	\$ 504,045
ELC Operating Expense					
Staff Costs	\$ -	\$ 9,240,437	\$ 5,294,581	\$ 4,094,874	\$ 18,629,893
Attorneys	-	-	-	126,500	126,500
Auditors	-	-	-	62,300	62,300
Consultants & Temps	-	6,250	137,900	188,950	333,100
Staff & Board Travel	-	-	60,000	15,000	75,000
Insurance	-	39,451	17,918	11,631	69,000
Office Rent & Utilities	-	282,966	122,621	79,596	485,184
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	24,233	3,739	235,113	263,086
Phones/Internet/Web Page	-	80,386	36,510	23,699	140,595
Cell Phones	-	-	-	95,000	95,000
Sponsorships & Memberships	-	25,000	10,000	37,995	72,995
Books for Kids	-	-	200,000	-	200,000
Instructional Materials	-	-	50,000	-	50,000
Fees, Supplies & Other Misc Ops Costs	-	4,000	20,500	262,941	287,441
Computer Equipment	-	-	-	11,500	11,500
Furniture & Fixtures	-	-	-	5,000	5,000
Unallocated (Budget Only)	-	389,698	(409,007)	19,448	138
Total ELC Operating Expense	\$ -	\$ 10,092,421	\$ 5,544,763	\$ 5,274,355	\$ 20,911,539
Total ELC Operating Expense & Subs					
	\$ -	\$ 10,260,467	\$ 5,707,788	\$ 5,447,329	\$ 21,415,584
Total Expense	\$ 164,391,158	\$ 10,260,468	\$ 6,615,789	\$ 5,447,329	\$ 186,714,743
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -

88%


5%

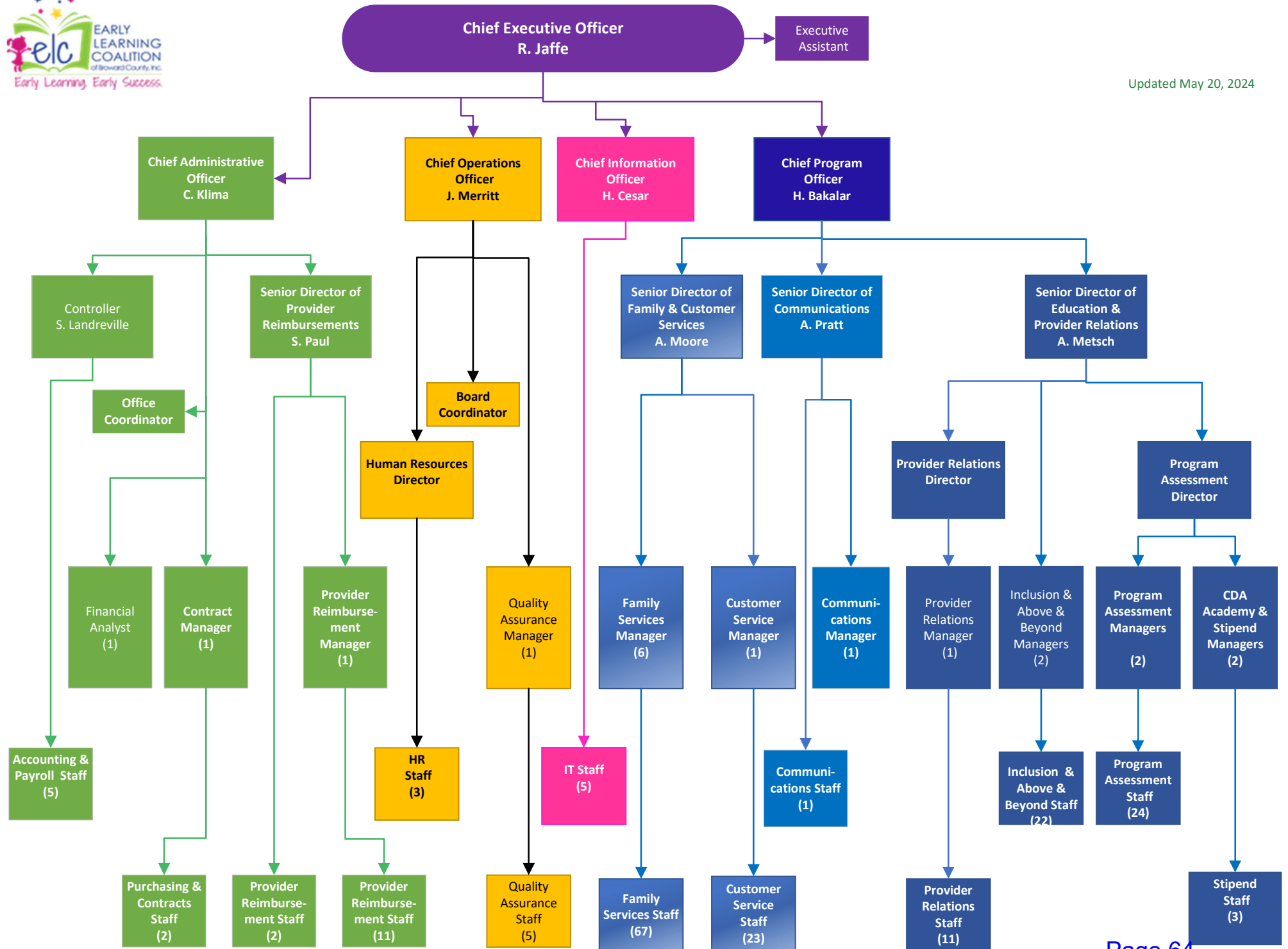
4%

3%

100%

Proposed FY2025 Preliminary Budget Three Year Comparison

 Revenue:	FY2023 Actual	FY2024 Amendment #5 Approved May	FY25 Preliminary	Change (Preliminary over Amendment 5)	Reason for Change
Recurring					
DEL School Readiness	\$ 91,627,433	\$ 94,248,390	\$ 88,287,176	\$ (5,961,214)	See Budget Narrative
Unsecured SR Base Still Needed			\$ 25,481,515	\$ 25,481,515	See Budget Narrative
DEL School Readiness Match	5,124,089	5,556,282	5,556,282	-	
DEL School Readiness Rate Differential	13,803,743	14,202,945	16,343,591	2,140,646	ELC Estimate for FY25
DEL Program Assessments	444,941	342,440	342,440	-	
DEL - Voluntary Pre-K	38,242,091	39,982,829	38,747,093	(1,235,736)	State Estimate for FY25
CSC - Income Eligible	5,587,687	2,928,391	3,592,850	664,459	FY Timing Adjustments
CSC - Vulnerable Populations	2,748,911	3,853,136	4,258,171	405,035	Add'l Allocation Awarded
Broward County- Income Eligible	2,253,090	4,246,139	3,513,795	(732,344)	FY Timing Adjustments
Univ of Florida Lastinger Ctr	92,170	85,000	-	(85,000)	Program Sunset FY24
Local Match: United Way & Cities	354,509	530,000	400,000	(130,000)	FY Timing Adjustments
Miscellaneous Grants & Program Inco	68,187	210,000	191,830	(18,170)	One Time Grants Ended
Subtotal Recurring Revenue	\$ 160,346,851	\$ 166,185,552	\$ 186,714,743	\$ 24,296,191	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	377,076	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	6,891,264	-	-	-	
DEL - ARPA Stabilization & Workforce	121,209,341	29,172,239	-	(29,172,239)	ARPA Ends FY24
DEL - ARPA VPK \$15/hr Wage Incenti	6,272,721	305,000	-	(305,000)	ARPA Ends FY24
Subtotal Non-Recurring	\$ 134,750,403	\$ 29,477,239	\$ -	\$ (29,477,239)	
Total All Revenue	\$ 295,097,254	\$ 195,662,791	\$ 186,714,743	\$ (5,181,048)	
Expense:					
Child Care Slots & Grants/Stipends					
School Readiness Funding Pool	\$ 104,143,520	\$ 105,398,188	\$ 123,656,811	\$ 18,258,623	
DEL - Voluntary Pre-K	43,081,924	38,750,028	36,901,993	(1,848,035)	ARPA End & State Est FY25
CSC - Vulnerable Populations	2,708,529	3,467,822	3,832,354	364,532	
Grants/Stipends	122,336,312	25,346,408	908,001	(24,438,406)	ARPA Ends FY24
Total Slots & Grants/Stipends	\$ 272,270,285	\$ 172,962,446	\$ 165,299,159	\$ (3,937,486)	
Sub Recipient Expense					
Children's Forum	236,457	248,205	210,999	\$ (37,206)	ARPA Ends FY24
211-Broward	404,211	462,000	293,046	(168,954)	
Total Sub Recipient Expense	\$ 640,669	\$ 710,205	\$ 504,045	\$ (206,160)	
ELC Operating Expense					
Staff Costs	\$ 15,876,029	\$ 17,445,384	\$ 18,629,893	\$ 1,184,509	See Budget Narrative
Attorneys	72,424	134,000	126,500	(7,500)	D&O Attorney Ended
Auditors	42,600	43,100	62,300	19,200	New 5-Year Cycle
Consultants & Temps	606,660	764,150	333,100	(431,050)	ARPA Ends FY24
Staff & Board Travel	55,246	75,000	75,000	-	
Insurance	51,656	69,000	69,000	-	
Office Rent & Utilities	486,322	485,184	485,184	-	
Office Machines & Storage	11,567	4,806	4,806	-	
Software Licenses	249,497	195,144	263,086	67,942	45K Addl for CRM & Zoom
Phones/Internet/Web Page	138,157	162,674	140,595	(22,079)	Moved to Software
Cell Phones	108,258	98,700	95,000	(3,700)	Inventory Clean Up
Sponsorships & Memberships	70,868	126,710	72,995	(53,715)	ARPA Ends FY24
Books for Kids	314,212	550,000	200,000	(350,000)	ARPA Ends FY24
Instructional Materials	3,608,438	612,215	50,000	(562,215)	ARPA Ends FY24
Fees, Supplies & Other Misc Ops Costs	293,672	259,045	287,441	28,396	25K Addl for Payroll SaaS
Computer Equipment	131,446	150,000	11,500	(138,500)	ARPA Ends FY24
Furniture & Fixtures	790	62,968	5,000	(57,968)	ARPA Ends FY24
Depreciation	1,584	-	-	-	
Unallocated (Budget Only)	-	752,060	138	(751,922)	
Total ELC Operating Expense	\$ 22,119,426	\$ 21,990,141	\$ 20,911,539	\$ (1,037,402)	
Total ELC Operating Expense & Subs	\$ 22,760,094	\$ 22,700,346	\$ 21,415,584	\$ (1,243,562)	
Total Expense	\$ 295,030,379	\$ 195,662,791	\$ 186,714,743	\$ (5,181,048)	
Revenue over Expense	\$ 66,875	\$ -	\$ -	\$ -	





ITEM#/MEETING	B247FIN3 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	FY 2025 Purchases over \$35,000
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 Individual Purchases over \$35,000
FINANCIAL IMPACT:	\$2,077,045
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.	Children's Forum	\$958,999	INCENTIVES® Wage Supplement Program	<ul style="list-style-type: none"> • Sole Sourced • Subrecipient agreement • 15% Budget Reduction when ARPA Ends 	<ul style="list-style-type: none"> • Provide wage supplements to educators that meet educational & professional milestones • \$748,000 stipends • 163,025 program support • 47,974 admin
b.	First Call for Help 211 Broward	\$293,046	Community Referral Services	<ul style="list-style-type: none"> • Sole Sourced • Subrecipient agreement Six Month Extension to December 31 	<ul style="list-style-type: none"> • Provides Directory of Broward County Services • Referrals to ELC for CCR&R • Call Center Back Up & Emergency Coverage • Services will be revamped starting January
c.	Provider Director Training	\$50,000	Business Development	<ul style="list-style-type: none"> • Pending RFP 	<ul style="list-style-type: none"> • RFP under development for September Board approval
d.	Bookworms Book Supplier	\$200,000	Supply and Distribution of Children's Books	<ul style="list-style-type: none"> • Procurement Pending 	<ul style="list-style-type: none"> • Pending Board Approval of Vendor Selection & Negotiation of Terms
e.	Teachstone	\$50,000	CLASS Trainings & Materials	<ul style="list-style-type: none"> • Sole Sourced • Notice of Intent Posted May • Pending Notice of Award June 	<ul style="list-style-type: none"> • Pending Board Approval of Vendor Selection & Negotiation of Terms

Operating Purchases Over \$35,000 for Approval

Item	Vendor	Amount	Purpose	Renewal Status	Services
a.	Goren, Cherof, Doody & Ezrol PA	75,000	Legal Services	<ul style="list-style-type: none"> • Procured FY22 • FY25 = Year 3 	<ul style="list-style-type: none"> • General Counsel Services Est. 400 hrs @ 250/hr= \$100,000
b.	AT&T	\$95,000	Cell Phones & Data	<ul style="list-style-type: none"> • Procured FY22 • FY25 = Year 3 	103 Phones and 22 Hotspots
c.	CRM Platform	\$100,000	CRM Software	<ul style="list-style-type: none"> • Procurement Pending 	Pending Board Approval of Vendor Selection & Negotiation of Terms
d.	Audit Services	\$50,000	External Audit	<ul style="list-style-type: none"> • Procurement Pending 	RFP Approved for Release at May Board meeting. Vendor Recommendation will go before September Board meeting
h.	VOIP Services	\$100,000	Voice Over Internet Phone (VOIP) Services	<ul style="list-style-type: none"> • Procurement Pending 	RFP in Process. Vendor Recommendation will go before June Board meeting
i.	Payroll Processing Services	\$50,000	Outsource Payroll Processing Software & Service	<ul style="list-style-type: none"> • Procurement Pending 	<ul style="list-style-type: none"> • RFP Approved for Release at May Board meeting. Vendor Recommendation will go before September Board meeting
j.	Executive Coaching	\$50,000	Executive Coaching and Leadership Development	<ul style="list-style-type: none"> • Procurement Pending 	<ul style="list-style-type: none"> • RFP Approved for Release at April Board meeting. Vendor Recommendation will go before September Board meeting
k.	TBD	\$5,000	Employee, Board & Volunteer Recognition Purchases	<ul style="list-style-type: none"> • Grant Agreement Requires Board Approval 	<ul style="list-style-type: none"> • Plaques or Mementos recognizing service • Not to exceed \$100 per Item • Not to Exceed \$5,000 within a fiscal year

Recommended Action:

The Finance Committee recommend the Board Approve FY 2025 Individual Purchases over \$35,000



ITEM#/MEETING	B247RB1 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	FY2025 Estimated Related Party Purchases and Agreements
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2025 Estimated Related Party Purchases and Agreements
FINANCIAL IMPACT:	\$5,549,103
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statutes and the DEL Grant Agreement, related parties must declare a conflict and abstain from voting for related party contracts and purchases where they are an interested party as an individual or as an organizational representative.

According to the Coalition’s DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

Current Status:

Below is a list of estimated amounts of FY 2025 related party purchases and agreements.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a.	\$4,172,000	Daniel Foganholi/Broward County Public Schools	Provider Contracts for VPK Services
b.	\$785,000	Melody McDonald / Future Kids Academy At Sunrise	Provider Contract for SR and/or VPK Services
c.	\$278,000	Kristie Castillo / Viva Christian Academy	Provider Contract for SR and/or VPK Services
d.	\$25,000	Cindy Arenberg Seltzer / Children’s Services Council of Broward County	Sponsorship for annual publication of the Broward County Family Resource Guide
e.	\$289,103	Howard Bakalar, ELC Employee and A.D Henderson Foundation Board Member	Revenue Contract for Peer Navigator Program

Recommended Action:

The Finance Committee recommends the Board Approve FY 2025 Estimated Related Party Purchases and Agreements

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement

**DEL FY2023-24 GRANT AGREEMENT
EXHIBIT III AUDIT REQUIREMENTS (Page 54)**

- 2. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S., for related party transactions.
 - 2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
 - 2.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.
 - 2.1.2.** Any governing board member(s) benefiting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
 - 2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.
 - 2.1.4.** A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred, and funding/OCA code(s) charged.
 - 2.1.5.** Related documentation to verify compliance with state purchasing rules.
 - 2.2.** No related party activities may be executed without approval from the Division.
 - 2.2.1.** Transactions under \$25,000 must be submitted to DEL for processing within thirty (30) days after receipt of governing board approval.
 - 2.2.2.** Transactions of \$25,000 or more must be submitted to DEL for prior written approval before the contract/agreement/activity can be executed.
 - 2.3.** Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:
 - 2.3.1.** May be financial or non-financial.
 - 2.3.2.** May include actual, potential, or perceived conflicts of interest.
 - 2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
 - 2.3.4.** May occur due to governing board members and/or active entity employees.
 - 2.4.** The ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI, List of Reports. If the ELC does not have access to the DEL SharePoint site, DEL will provide alternative written instructions.

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

LAST NAME—FIRST NAME—MIDDLE NAME Arenberg Seltzer, Cindy	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ELC
MAILING ADDRESS 6600 W Commercial BLVD	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Lauderhill Broward	
DATE ON WHICH VOTE OCCURRED 05/06/24	NAME OF POLITICAL SUBDIVISION: Broward
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Cindy Arenberg-Sertzer, hereby disclose that on May 6, 20 24 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Children's Services Council, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

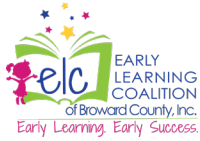
B246FIN2- Approve FY 2024 Budget Amendment # 5.
 * **Vulnerable Populations Financially Assisted Child Care Program Funding Increase**
 (receiving \$824,000 from CSC)

I am abstaining from voting as I am the President and CEO of CSC.

5/14/2024
Date Filed

Cindy Sertzer
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



ITEM/MEETING:	B247RB2 / Board
DATE:	June 17, 2024
SUBJECT:	FY25 Voice over Internet Protocol (VOIP) Phone Software as a Service Vendor Recommendation
FOR ACTION:	YES
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Waive the requirement for the Executive Committee to approve the Vendor recommendation prior to presentation before the Board. 2. Authorize Staff to negotiate and facilitate execution of a three-year Agreement with Intermedia, Inc. for Voice Over Internet Protocol (VOIP) Phone Software as a Service and support pending legal review.
FINANCIAL IMPACT:	Not to Exceed \$100,000 per year beginning September 1, 2024
ELC STAFF LEAD	C. Klima

Background:

In May 2024, staff issued a Request for Proposals (RFP) for one or more vendor(s) to Voice Over Internet Protocol (VOIP) Phone Software as a Service (SaaS) and Support.

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

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

The Coalition’s current Agreement for these services will expire on September 30, 2024 and a new agreement cycle must be finalized before the Board breaks for the summer to allow sufficient time to manage a vendor transition by October 1, 2024. Since the RFP process was not yet complete on June 4, 2024 when the Executive Committee met, staff had intended to request that the Executive Committee permit staff to bring the Vendor recommendation directly to the Board for approval. Unfortunately, due to a scrivener’s error, a voting item related to VOIP services from a prior year was placed on the consent agenda instead. A notation describing the error has been added to appropriate section of the Executive Committee meeting minutes to correct the record.

Current Status:

On June 12, 2024 an evaluation committee comprised of Coalition staff convened and recommended that the Coalition select Intermedia, Inc. to provide the services after reviewing proposals and product presentations from four

responsive vendors. Their product “Intermedia Unite” includes a full-featured phone system combined with chat, web/video conference, and file collaboration and back up capabilities and offered the widest range of services at the best value. Intermedia already provides the Coalition with Office365 licensing and support, as well as antivirus software for the Coalition’s emails and has proven to be a reliable Vendor partner.

Recommended action:

1. Waive the requirement for the Executive Committee to approve the Vendor recommendation prior to presentation before the Board.
2. Authorize Staff to negotiate and facilitate execution of a three-year Agreement with Intermedia, Inc. for Voice Over Internet Protocol (VOIP) Phone Software as a Service and support pending legal review.

Supporting Documents

- None



ITEM #/MEETING:	B247NOM1 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	ELC Board Officer elections
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve the Slate of Board Officers for a three-year term commencing July 1, 2024
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	NA
ELC STAFF LEAD	J. Merritt

Background

Section 4.1 of the ELC Bylaws state *“the Board shall elect a First Vice-Chair, a Second Vice-Chair, Secretary, and treasurer from the Members of the Coalition. The elected Members of the Board shall be considered “Officers” for the Coalition and shall be part of the Executive Committee of the Coalition.”*

Section 4.2 of the ELC Bylaws state *“Except for the Chair, each Officer shall be elected by a majority vote of the Board for a two (2) three (3) year term (“term of office”). Officers may hold the same elected position for up to two (2) consecutive terms of office. Terms of office shall coincide with the Coalition’s fiscal year. Election of Officers shall take place at the annual meeting in June. If an Officer has resigned from their elected position, or if an Officer has been removed from their elected position by the Board more than (60) days prior to the June election date stated herein, the Board shall have special election at the next regularly scheduled Board meeting for said vacant office. In the event of a special election for a new Officer of the Board, the Nomination Committee shall oversee the nomination process in accordance with the Coalition Bylaws. The term of an Immediate Past Chair of the Board shall not exceed one (1) term of three (3) years and said term shall coincide with the Coalition’s fiscal year.”*

The terms of the current elected Board Officer positions, which began on July 1, 2022, will end on June 30, 2024 in accordance with the prior Bylaw terms. Section 4.2 of the Bylaws was amended and adopted at the May 6, 2024 Board meeting, with new term limits.

Current Status

Board members were asked to submit nominations to ELC staff. The Chart below lists the Nominees for each Officer Position for the three-year term commencing on July 1, 2024.

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

Recommendation

Nominating Committee Recommend the Board Approve the above Slate of Board Officers for a three-year term, commencing on July 1, 2024.

Supporting Documentation

- ELC Board Duties of Officers

ELC Board Duties of Officers

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



ITEM #/MEETING:	B247NOM2 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	Honorary Board Member Application
RECOMMENDED ACTION:	The Nominating Committee recommend the Board Approve Beverly Batson as an Honorary Board Member
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	J. Merritt

Background

At the Board Meeting on April 10, 2023, the Board approved the Role of Honorary Board Members, roles and responsibilities and tasked the COO to work with Legal Counsel to update the language (as necessary) in the By-Laws. The Bylaws were updated to include the role of Honorary Board members and were approved at the June 14, 2023 Board meeting.

Current Status

The Application for Honorary Board members has been posted on the ELC Website since June 2023. Additionally, the Board were provided with information so that they could help in the recruitment of Honorary members. To date we have received one Honorary Board Member application from former Faith Based Provider Representative Beverly Batson. Attached for your consideration and review is Beverly’s application. Beverly will be attending the Board meeting in order to answer any and all questions the Board wishes to ask.

Beverly has shown her commitment to supporting ELC even after her role as the Faith Based Provider Representative, she has been engaged in raising awareness of the ELC and promotes the values we stand for. She has helped raise monies and has engaged in the community to ensure Early Childhood Education is at the forefront of their minds. She is passionate and is a successful advocate in the community. These are the qualities we are asking for in an Honorary Board Member.

Recommendation:

The Nominating Committee recommend the Board approve Beverly Batson for Honorary Board membership.

Supporting Documents

- Beverly Batson Honorary Board Application
- Honorary Board Member Role
- Honorary Board Member Organizations DRAFT



Early Learning Coalition of Broward County Honorary Board Application

The ELC believes early childhood education begins at birth and serves as the foundation for the child's success in kindergarten and beyond. Additionally, strong learners grow into capable adults who contribute to our community. As a result, investing in early learning provides the opportunity to leave a meaningful and lasting impact on a child's life as well as the community.

ELC Broward Honorary Board members are community leaders and influencers who are passionate about the importance of early learning and support the ELC to lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

Benefits of Serving

Serving in an Honorary capacity allows members to contribute to an organization they love without the time commitment of the working board. As an Honorary Board member of the ELC, you will have the opportunity to:

- Impact the lives (and future) of children and their parents.
- Be recognized for your involvement with the ELC in press releases and media.
- Stay current on ELC programs and our impact on children and childcare programs.
- Provide your employees, customers, stakeholders, and/or friends with information on ELC's services, programs, events, and potential funding opportunities.

Responsibility of Honorary Board Members

- Commit to serve a minimum of 1 year.
- Recruit other members.
- Permit recognition on ELC's website.
- Participate in Board Orientation and Meet and Greet (as your schedule allows).
- Promote and share ELC programs and early learning opportunities.

First Name Beverley Last Name Batson

Address 8211 SW 19th St, North Lauderdale, FL 33068

Cell Phone 954-410-0097 Email beverley_batson@bellsouth.net

Company Name Children For A Better Life Position Program Coordinator

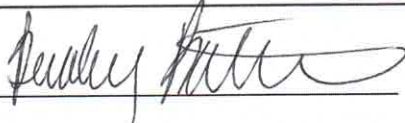
Your Companies Website _____

Does Your Company Match Donations? Yes No Does Your Company Have Grant Opportunities? Yes No

Why do you want to be an Honorary Board Member, and what value will you bring to the ELC?

My previous experience as a board member allowed me the opportunity to serve the early learning community by being able to encourage other early learning business owners to become involved and know more about how the ELC could be of benefit to their business and the families they serve.

Being a board member also allow me the opportunity to bring awareness and insight, on the day to day challenges early learning business owners faced to the ELC board and legislative officials.

Signature 

Date April 16, 2024

Role of Honorary Board Member

Honorary Board Members

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

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

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

Responsibilities of the Honorary Board Member

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

Benefits of Serving

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

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

HONORARY BOARD MEMBERS



SPORTS INITIATIVE

ELEVATING ELC'S PLAYBOOK

HONORARY BOARD MEMBERS

SOUTH FLORIDA
SunSentinel

NSU

FIU

FLORIDA
INTERNATIONAL
UNIVERSITY

Florida



MEDIA INITIATIVE

SPOTLIGHTING OUR MOMENT

HONORARY BOARD MEMBERS



BROWARD CENTER
FOR THE PERFORMING ARTS®



THE
PARKER



BUSINESS for the ARTS
BROWARD



HOLLYWOOD, FL



PERFORMING ARTS INITIATIVE

PAINTING ELC'S NARRATIVE



ITEM #/MEETING:	B247NOM3 / Board
MEETING DATE:	June 17, 2024
SUBJECT:	Board Composition and Needs
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Nominating Committee Recommend to the Board, future board recruitment efforts should focus on individuals with experience/expertise in Banking, Finance and Fundraising. 2. Nominating Committee Recommend to the Board, increasing the maximum number of ELC Board members to 25 (including Governor appointee positions).
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	J. Merritt

Background

During the February 12, 2020, Board meeting, Board members agreed to analyze the composition (i.e., diversity, skills, experience, etc.) of the board in order to understand the makeup of current board members as well as identify skillsets and experience needed in new prospective board members. As a result, an ELC Board composition matrix was developed based on a framework that is used in other non-profit organizations. The tool began being used in 2020 and continues to be updated and reviewed on a regular basis.

ELC Staff updates the Board Matrix regularly as new Board members join the Board and others roll off. The last update was completed on April 22, 2024, following the addition of Daniel Foganholi as the School Board representative. The updated document is included in this board packet.

Current Status

The ELC Board consists of 20 Board members. Currently, there are no private-sector vacancies and 1 Gubernatorial appointee vacancy awaiting the Governor's approval of 1 applicant (first submitted approximately 5 years ago). Per recent legislation, ELCs can have up to 30 board members.

ELC staff presented the updated Board Matrix to the Nominating Committee on June 10th, 2024 with a recommendation to focus future board member recruitment efforts on individuals with Banking, Finance and Fundraising backgrounds/expertise. After discussion with the committee this recommendation was approved. Additionally, the committee approved increasing the maximum number of ELC Board members to 25.

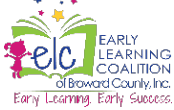
Recommendation:

1. Nominating Committee Recommend to the Board, future board recruitment efforts should focus on individuals with experience/expertise in Banking, Finance and Fundraising.
2. Nominating Committee Recommend to the Board, increasing the maximum number of ELC Board members to 25 (including Governor appointee positions).

Supporting Documents

- ELC Board composition matrix
- Board Member Roles
- Private Sector Recruitment Process DRAFT
- Prior Board Recruitment Flyer

	ELC of Broward - Board Member Matrix 2024	TOTAL
Areas of Expertise	Accounting	4
	Administration/Management	14
	Banking	1
	Events	8
	Financial Management/Investments	4
	Fundraising	5
	Fundraising - Planned Giving	4
	Grant Writing	5
	Human Resources/Personnel Administration	6
	Legal	1
	Planning	8
	Public Relations/Marketing	5
	Technology	2
	Volunteer Management	4
	Qualities	Leadership skills
Fundraising skills		5
Willingness to work		18
Personal connection with the mission		14
Sector	Arts and Culture	3
	Banking	1
	Child Welfare	10
	Corporate/Large Business	5
	Early Care and Education	7
	Education (K-12)	6
	Engineering	0
	Faith-based organizations	5
	Homelessness issues	5
	Local Media	1
	Medical/Healthcare	4
	Philanthropic/Nonprofit Sector	6
	Post High school/Higher education	3
	Public	3
	Real Estate/Development	2
	Recreation	1
	Science/Research	2
	Small Business	3
	Social Services	8
	Special Needs	6
Technology	2	
Workforce Development	5	
Youth	7	



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

VISION:

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

MISSION:

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

BOARD MEMBER ROLE:

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

TERM (for private sector member):

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

TIME EXPECTATIONS:

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

RESPONSIBILITIES:

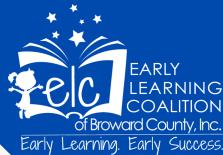
- Organization Success
 - Attend and participate in board and committee meetings
 - Understand and support the vision and mission of ELC of Broward
 - Promote the work of the Coalition
 - Participate in hiring and evaluating the CEO
 - Participate in developing strategic goals
 - Monitor the agency's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

Board Recruitment and Applicant Process for Private Sector Vacancies

To recruit and select private business members for the Early Learning Coalition Board of Directors, the following process will be followed:

- 1) For private sector openings, ELC will create an announcement/flyer to include:
 - a. a general description of the opening and board member criteria
 - b. copy of the ELC Board member role and responsibilities*
 - c. access to the ELC Board member application
- 2) The announcement shall be:
 - a. Posted on the ELC website for a minimum of 15 days.
 - b. Posted on all ELC social media platforms
 - c. Shared with all ELC Board members via email and social media (where appropriate). The expectation is that all board members will share the opportunity with their respective networks.
 - d. Emailed to ELC community partners.
- 3) The CEO and board members should identify and seek out potential candidates.
- 4) Interested individuals will complete the required application form and submit (along with a copy of a short biography) to Melody Martinez (mmartinez@elcbroward.org)
- 5) After receiving the nominations, staff will review and ensure candidates meet minimum criteria and are eligible to serve.
- 6) **If applicant meets the criteria, within 30 days, ELC Executive Team will meet with the candidate for an informal meet and greet at the ELC Offices, allowing the candidate to become more familiar with ELC.**
- 7) The Nominating Committee will review potential candidates and determine next steps for viable candidates which may include interviews and gathering additional information about a candidate. The review and any additional steps shall be at the discretion of the Nominating Committee.
- 8) The Nominating Committee forwards vetted candidates to the Board for approval.
- 9) The board of directors will vote on the nominated applicant(s).

MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County
IS SEEKING DYNAMIC INDIVIDUALS TO JOIN
THE BOARD OF DIRECTORS



WE'RE LOOKING FOR PROFESSIONALS WITH EXPERTISE IN:

- Banking
- Public Relations/Marketing
- Health care
- Fundraising

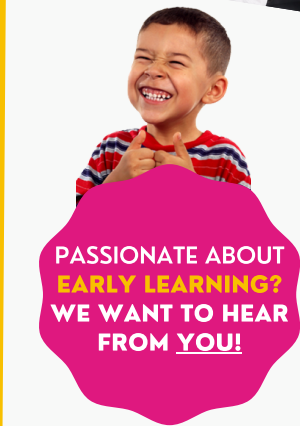
QUALITIES OF AN IDEAL CANDIDATE:

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Willing to help advance ELC Broward's mission

Additional qualifications can be found on our website

Apply Today!

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



"Early learning,
Early success."

Page 86
www.elcbroward.org
954-377-2188

ELC Broward Contract List 2023-2024

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Division of Early Learning	\$150,739,951	<i>School Readiness, VPK, PDG & Stimulus</i>	Revenue	7/1/23-6/30/24	Active
A.D. Henderson Foundation	\$160,000	<i>Peer Support Specialist Positions</i>	Revenue	7/1/23-6/30/24	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/22- 9/30/27	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/23-9/30/24	Active
Children's Services Council	\$3,348,317	<i>Vulnerbale Populations</i>	Revenue	10/1/23-9/30/24	Active
City of Fort Lauderdale	\$75,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
City of Deerfield Beach	\$30,000	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Active
United Way	\$130,000	<i>SR Match Funds</i>	Revenue	7/1/23-6/30/24	Active
Children's Forum	\$1,128,205	<i>INCENTIVE\$® Program</i>	Subrecipient	7/1/23-6/30/24	Active
First Call for Help/211	\$461,092	<i>Community Referral Services</i>	Subrecipient	7/1/23-6/30/24	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	\$93,900	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/23-6/30/24	Ongoing
BlueJean Software, Inc.	\$33,000	<i>Hosting and Support Services</i>	Vendor	7/1/23-6/30/24	Active
Bertelsen Education	\$48,300	<i>Professional Development Training</i>	Vendor	1/16/24-6/30/24	Active
Bryan, Miller, Olive, Attorneys	\$35,000	<i>Labor and employment legal services</i>	Vendor	7/15/23-6/30/24	Active
Causetech DBA Achieve	\$9,463	<i>Website Hosting</i>	Vendor	7/1/23-6/30/24	Active
Comcast	\$6,724	<i>Internet</i>	Vendor	7/1/23-6/30/24	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
EPIC Educational & Consultant Services, LLC	\$20,000	<i>Professional Development</i>	Vendor	1/16/24-6/30-24	Active
First Day Learning, Inc.	\$99,400	<i>Professional Development</i>	Vendor	1/16/2024-6/30/24	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Frog Street Press, LLC	\$16,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/23-6/30/24	Active
Intermedia.net, Inc.	\$30,150	<i>Office 365 & Support</i>	Vendor	7/1/2023-6/30/2024	Active
Jaybee Educational Consultant	\$20,800	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Kaplan Early Learning Company	\$30,600	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Keefe McCullough, LLP	\$43,100	<i>External Audit Preparation</i>	Vendor	7/1/23-6/30/24	Active
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement plan legal services</i>	Vendor	7/1/23-6/30/24	Active
Learning Beyond Paper, Inc.	\$26,250	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
Teaching Strategies	\$95,200	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
One Beat	\$20,000	<i>CPR Training for Providers</i>	Vendor	7/1/23-6/30/24	Active
Revation Systems, Inc.	\$261,113.04	<i>Telecommunications Services</i>	Vendor	9/15/21-9/30/24	Active
Teaching Strategies Gold LLC	\$95,200	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
The Journey Institute, Inc.	\$24,000	<i>Professional Development</i>	Vendor	1/16/24-6/30/24	Active
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active
Sharp	\$14,353.12	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active
Sorenson Consulting	\$29,000	<i>Professional Development Training</i>	Vendor	2/1/24-6/30/24	Active
Teaching Strategies Gold	\$12,950	<i>Child Assessment Software</i>	Vendor	7/1/23-6/30/24	Active
Trusaic	\$6,500	<i>Monthly Fee for up to 500 W2's</i>	Vendor	6/1/23-6/30/24	Active
Webauthor	\$75,000	<i>CRM Software</i>	Vendor	7/1/23-6/30/24	Active
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active
Child Abuse Prevention -CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active
School Board Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/2021-6/1/2045	Active
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active
Women in Distress	\$0	<i>Community Partnership</i>	MOU	6/2/21-6/1/24	Active



FYI 2 – Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019, cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

Cash disbursement for April 2024

Vendor Name	Amount	Purpose
211 Broward	31,337.37	March 2024 Invoice
ADP, Inc.	1,334.55	March 2024 Processing Charges from 03/16
ADP, Inc.	2,735.86	March 2024 Time & Attendance
Alison Gonzalez	3,500.00	Class Observations for MAR 2024
AT&T	8,277.04	April 2024 Cell phone and Data Charges
BlueJean Software	5,812.50	March 2024 Cloud Hosting & Maintenance & Support
Business Card	8,145.27	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card Onlin Training Center	2,975.00	Window Server Course
Business Card Sun-sentinel Company	1,800.00	Top workplace event
CDW Government, Inc	2,145.60	MAR 2024 CISCO ANYCON APEX LIC 5Y 25-99
Colonial Life & Accident Insurance	6,261.72	March 2024 Employee Benefits
Council For Professional Recognition	26,450.00	CDA Competency, CDA Guide
Epic Education & Consultant LLC	15,000.00	Professional Development Training Services
First Day Learning	19,880.00	Professional Development Training
Florida Department of Education	3,164.00	DEL Check for Keefe McCullough Reclass
Florida Department of Education	4,530.37	DEL PY 20-21 & 22-23 SR 5045 Return
Goren, Cherof, Doody, & Ezrol, P	4,450.00	March 2024 Legal Services Fees
Harleen Hutchinson DBA The Journey	6,000.00	March 2024 Trainings
Indeed	2,500.00	March 2024 Job Posting
Intermedia.Net	2,131.80	March 2024 Efax
Intermedia.Net	1,114.00	April 24 Microsoft Defend
IT1 Source LLC	4,945.92	G suite/Office365 Backup - 12 Month Subscription
Justin Bertelsen	18,200.00	March 2024 Professional Development Training
Kaplan Early Learning	7,650.00	Professional Development Training Services for Childcare Education
Learning Beyond	4,500.00	March 2024 Professional Development
Revation System	7,253.84	March 2024 Services
Scholastic Inc	17,143.45	Children's Books Ranging in Age Group
Staples, Inc	1,182.82	March 2024 Office Supplies
Sun Life	26,943.42	April 2024 Employee Benefits
Sun Life	26,943.34	May 2024 Employee Benefit
Teach stone Training LLC	15,300.00	I/T Class Group Coaching (MMCI) On-site 1 Day Add-on Partici
The School Board Of Broward	1,030.00	April 2024 Gulfstream Lease Custodial Fees
United States Treasury-IRS	24,051.32	Levy Payment For School Of Excellence
United Way of Broward County	30,000.00	Custom Professional Development Session
UTJ Holdco, Inc. DBA Teaching	19,040.00	Custom Professional Development Session
Webauthor.com LL	5,000.00	April 2024 CRM Software Licenses & AWS Reporting Too



FY24 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,249
Cooper City	No Response	-
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	-
Davie	No Response	-
Deerfield Beach	Approved	30,000
Ft. Lauderdale	Approved	75,000
Hallandale Beach	Approved	19,000
Hollywood	Approved	10,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	Approved	1,000
Lauderdale Lakes	No Response	-
Lauderhill	Approved	20,000
Margate	Pending Response	1,000
Miramar	No Response	-
North Lauderdale	Approved	10,000
Oakland Park	Pending Response	10,000
Parkland	Pending Response	3,000
Pembroke Park (Town)	No Response	-
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	21,500
Tamarac	No Response	-
Sunrise	Approved	60,000
Southwest Ranches	No Response	-
West Park	No Response	-
Weston	Pending Response	5,389
Wilton Manors	Approved	4,240
		358,778
United Way	Committed as of July 1	130,000
Child Care Providers	Committed as of July 1	500,000
Broward County	Committed as of July 1	3,774,346
CSC	Committed as of July 1	794,158
	Total SR Match	5,557,282



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

Board Engagement Calendar FY 23-24

Childcare Small Business Site Visits

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

Date	Childcare Center Name	Address	Time
<i>Sep. 13, 2023</i>	<i>Delmar Arts Academy at the Y</i>	<i>1409 NW 6th St, Fort Lauderdale, FL 33311</i>	<i>9:30 AM - 11:00 AM</i>
<i>Oct. 10, 2023</i>	<i>My Little Family Center</i>	<i>18433 Pines Blvd. Pembroke Pines, FL 33029</i>	<i>9:30 AM - 11:00 AM</i>
<i>Nov. 8, 2023</i>	<i>Preschool Kids Planet</i>	<i>328 E Hillsboro Blvd, Deerfield Beach, FL 33441</i>	<i>9:30 AM - 11:00 AM</i>
<i>Mar. 13, 2024</i>	<i>Nur Ul Islam</i>	<i>10600 SW 59th St, Cooper City, FL 33328</i>	<i>9:30 AM - 11:00 AM</i>
<i>Apr. 10, 2024</i>	<i>CANCELLED</i>		
<i>May. 8, 2024</i>	<i>Temple Beth Emet Day School</i>	<i>4807 S Flamingo Rd, Cooper City, FL 33330</i>	<i>9:30 AM - 11:00 AM</i>

Small Wine Shop Fundraiser

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

Date	Location	Time
<i>Oct. 5, 2023</i>	<i>Small Wine Shop, 410 N Andrews Ave, Fort Lauderdale, FL 33301</i>	<i>6:00 PM – 8:30 PM</i>

ELC Board Meet, Greet, & Eat Social

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

Date	Location	Time
<i>Sep. 11, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:30 AM – 9:30 AM</i>
<i>Oct. 16, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Dec. 11, 2023</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>Feb. 12, 2024</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>
<i>May. 6, 2024</i>	<i>ELC Broward, Training Room</i>	<i>8:45 AM – 9:30 AM</i>

ELC Lunch & Learn Workshops *Optional*

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

Date	Topic	Location	Time
<i>Sep. 21, 2023</i>	<i>Strategic Plan</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Oct. 30, 2023</i>	<i>Advocacy</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Jan. 12, 2024</i>	<i>Special Needs</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Feb. 15, 2024</i>	<i>FAST (Cancelled)</i>	<i>ELC Broward, Training Room</i>	<i>12:00 PM – 1:00 PM</i>
<i>Mar. 20, 2024</i>	<i>Conflicts of Interest</i>	<u>Zoom</u>	<i>12:00 PM – 1:00 PM</i>
<i>Jun. 25, 2024</i>	<i>Lunch & Learn- Labor Training, Discrimination</i>	<u>Zoom</u>	<i>12:00 PM – 1:00 PM</i>

Get Ready for Kindergarten: A Day in K Event

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

Date	Location	Time
Jun. 11, 2024	Museum of Discovery Science, 401 SW 2nd St, Fort Lauderdale, FL 33312	5:00 PM – 8:00 PM

Monthly PLAN Meetings

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

Date	Location	Time
<i>Sep. 20, 2023</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Oct. 18, 2023</i>	<i>ELC Broward, Training Room (Cancelled due to AELC Training Camp Week)</i>	<i>10:00 AM - 11:00 AM</i>
<i>Nov. 15, 2023</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Dec. 20, 2023</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Jan. 17, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Feb. 21, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Mar. 20, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
<i>Apr. 17, 2024</i>	<i>ELC Broward, Training Room; Provider Appreciation Celebration</i>	<i>10:00 AM - 11:00 AM</i>
<i>May 15, 2024</i>	<i>ELC Broward, Training Room</i>	<i>10:00 AM - 11:00 AM</i>
Jun. 20, 2024	ELC Broward, Training Room	10:00 AM - 11:00 AM

Legislative Meetings

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

Date	Individual	Location	Time
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA
TBA	TBA	TBA	TBA

Notable Early Learning Conferences

Please Reach out to Melody Martinez at Mmartinez@elcbroward.org if you would like assistance organizing accommodations

Dates	Conference Name	Location	Registration Info
<i>Sep. 19-20, 2023</i>	<i>Zero to Three Learn Conference</i>	<i>Minneapolis Convention Center- Minneapolis, MN</i>	<i>Click to Register</i>
<i>Oct. 5-8, 2023</i>	<i>Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity)</i>	<i>Renaissance Orlando at SeaWorld- Orlando, FL</i>	<i>Click to Register</i>
<i>Oct. 11-15, 2023</i>	<i>Florida Association for the Education of Young Children (FLAEYC)</i>	<i>Moni Orlando Resort- Orlando, FL</i>	<i>Click to Register</i>
<i>Nov. 15-18, 2023</i>	<i>NAEYC Annual Conference</i>	<i>Nashville, TN</i>	<i>Click to Register</i>
<i>Nov. 28-Dec. 1, 2023</i>	<i>Division for Early Childhood's 39th Annual International Conference on Young Children with Disabilities and their Families</i>	<i>Hilton Minneapolis- Minneapolis, MN</i>	<i>Click to Register</i>
<i>Jan. 22-25, 2023</i>	<i>National Head Start Winter Leadership Institute</i>	<i>Crystal City, VA</i>	<i>Click to Register</i>
<i>Mar. 7-9, 2024</i>	<i>Southern Early Childhood Association Conference</i>	<i>Crown Plaza Atlanta Perimeter - Atlanta, GA</i>	<i>Click to Register</i>
<i>Mar. 7-10, 2024</i>	<i>American Montessori Society - The Montessori Event</i>	<i>Gaylord Palms Resort and Convention Center - Orlando, FL</i>	<i>Click to Register</i>
<i>Mar. 8-9, 2024</i>	<i>Rocky Mountain Early Childhood Conference</i>	<i>Denver Marriott Tech Center - Denver, CO</i>	<i>Click to Register</i>
<i>Mar. 11-12, 2024</i>	<i>International Conference on Play-Based Learning and Early Childhood Curriculum</i>	<i>Miami, FL</i>	<i>Click to Register</i>
<i>Mar. 14-16, 2024</i>	<i>Virginia Association for the Education of Young Children (vaeayc)</i>	<i>Roanoke, VA</i>	<i>Click to Register</i>
<i>Apr. 3-4 2024</i>	<i>InterAct CLASS Summit</i>	<i>San Diego, CA</i>	<i>Click to Register</i>
<i>Apr. 15-19, 2024</i>	<i>National Training Institute on Effective Practices: Addressing Challenging Behavior (NTI) Conference</i>	<i>Tampa Marriott Water Street - Tampa, FL</i>	<i>Click to Register</i>
<i>Apr. 15-18, 2024</i>	<i>National Head Start Conference</i>	<i>Oregon Convention Center - Portland, OR</i>	<i>Click to Register</i>
<i>May. 19-22, 2024</i>	<i>Childcare Aware 2024 Symposium</i>	<i>Arlington, VA</i>	<i>Click to Register</i>
<i>May 23, 2024</i>	<i>2024 FL Prosperity & Economic Opportunity Solution Summit</i>	<i>Coral Springs, FL</i>	<i>Click to Register</i>
<i>Jun. 26-30, 2024</i>	<i>FL Family Childcare Home Association Annual Conference</i>	<i>Clearwater Beach, FL</i>	<i>Click to Register</i>
Jun. 26, 2024	2024 FL Learners to Earners Workforce Solution Summit	Tampa, FL	Click to Register

BOARD MEMBER SPONSORSHIP FORM



ELC Board Donations and Sponsorship Opportunities
Please indicate the areas and amount you would like to sponsor below.

Board/Committee Refreshments

- Meet & Greet (Avg. Per Event: **\$80**)
- Lunch & Learn (Avg. Per Event: **\$50**)
- Committee Meetings (Avg. Per Event: **\$40**)
- Board Retreat (Avg. Per Event: **\$300**)
- General Board Engagement Activities (Avg. Per Event: **\$50**)

ELC Unfunded Events

- Table Sponsorships for Award Ceremonies (Annual Avg: **\$3000**)
- Staff Recognition: Awards, Staff Appreciation, & Birthdays (Annual Avg: **\$2500**)
- Provider/Staff Training Food and Refreshments
(Annual Avg. is dependent on amount of trainings: **\$5,000-\$16,000**)
- ELC Promotional/ Giveaways for Outreach Events (Annual Avg: **\$500**)

General Donation to ELC Broward

- Unrestricted Funding

Name/Org:

Please enter the total amount of donations:

How will you be paying? *For Cash/Check Donations, please see Lizbeth DeVecchio after the meeting. Checks can also be mailed to ELC Broward. Attn: Christine Klima*

Cash

Check

Card Payment

All donations are appreciated!

TO DONATE PLEASE SCAN THE QR CODE OR VISIT:

www.donate.elcbroward.org



ELC of Broward County

Committee Membership 2023-2024

COMMITTEE	Member Name	Seat	By Laws
EXECUTIVE <i>4 needed for a Quorum</i>	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>		
Officer 1	Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer 2	Dawn Liberta	First Vice Chair/Governance	effective 12/11/23
Officer 3	Twan Russell	Second Vice Chair	effective June 2020 - Again in 2022
Officer 4	Monica King	Secretary/PRC Chair	effective June 2020 - Again in 2022
Officer 5	Cindy Arenberg Seltzer	Treasurer	effective June 2020 - Again in 2022
	6 Michael Asseff	Nominating Com. Chair	effective June 2020 - Again in 2022
	7 Renee Podolsky	Audit Com. Chair	effective June 2022
FINANCE <i>4 needed for a Quorum</i>	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>		
	1 Cindy Arenberg Seltzer	Chair	
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Twan Russell	Member	
	6 Laurie Sallarulo	Member (Board Chair)	
	7 Zachary Talbot	Member	effective June, 2020
PROGRAM REVIEW <i>5 needed for a Quorum</i>	<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program. Reports directly to the Board and shall consist of at least (3) members EXCLUDING CHAIR. No Term Limits</i>		
	1 Monica King	Chair	effective 07/13/22
	2 Cindy Arenberg-Seltzer	Member (Officer)	effective 07/01/22
	3 Richard Campillo	Member	effective 07/01/18
	4 Krystie Castillo	Member	effective 02/12/24
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Melody McDonald	Member	effective 10/06/22
	7 Renee Podolsky	Member	effective 05/10/23
	8 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	9 Ellie Schrot	Member	effective 06/14/23
AUDIT <i>4 needed for a Quorum</i>	<i>Members elected by Board. Consists of at least (5) five Members including Chair. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee. No Term Limits</i>		
	1 Renee Podolsky	Chair	effective 07/01/22 (announced in 6.13.22 Board Meeting)
	2 Michael Asseff	Member (Officer)	
	3 Richard Campillo	Member	effective 10/16/23
	4 Monica King	Member	effective 04/07/17
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Traci Schwitzer	Member	effective 02/12/24
GOVERNANCE <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>		
	1 Dawn Liberta	Chair	effective 12/11/23
	2 Michael Asseff	Member (Officer)	effective 06/2020
	3 Kirk Englehardt	Member	effective 09/13/21
	4 Carol Hylton	Member	effective 02/2021
	5 Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6 Renee Podolsky	Member	effective 10/06/22
	7 Amoy Reid	Member	effective 10/06/22
NOMINATING <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Michael Asseff	Chair	effective 06/30/20
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Melody McDonald	Member	effective 10/09/23
	4 Amoy Reid	Member	effective 12/19/19
	5 Twan Russell	Member (Officer)	
	6 Laurie Salarullo	Member (Board Chair)	
	7 Julie Winburn	Member	effective 05/2022
AD HOC FUNDRAISING <i>5 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition. No Term Limits</i>		
	1 Michael Asseff	Co-Chair	effective 02/13/20 confirmed 08/29/22 Co-Chair effective 06/14/23
	2 Traci Schwitzer	Co-Chair	effective 02/12/24 - Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 02/13/20 confirmed 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22

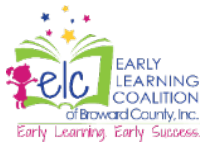


**Early Learning Coalition of Broward County
Board Attendance Chart FY 23-24**

QUORUM # NEEDED: 11

Member	Seat	1st Term Started	Current Term Exp	Sept 11	Oct 16	Dec 11	Feb 12	Mar 11	May 6	Jun 17	TOTAL FY ABSENCES
1 Laurie Sallarulo	Chair	4.2014	4.2018	X	X	X	X	X	X		0
2 Dawn Liberta	First Vice Chair	10.16.23	10.2027	X		X	X	X	V		0
3 Twan Russell	Second Vice Chair	2.2016	N/A	ABS	ABS	ABS	V	V	ABS		4
4 Monica King	Secretary	5.12.17	6.30.25	X	V	X	X	X	X		0
5 Cindy Arenberg Seltzer	Treasurer	1999	N/A	X	ABS	V	X	X	X		1
6 Michael Asseff	Member	5.7.2013	5.7.2018	V	V	V	ABS	X	V		1
7 Sharonda Bailey	Member	10.1.21	10.2025	X	V	X	X	X	V		0
8 Richard Campillo	Member	5.12.17	6.30.25	X	X	X	X	V	X		0
9 Krystie Castillo	Member	10.16.23	10.2027			V	V	ABS	V		1
10 Kirk J. Englehardt	Member	4.2021	N/A	X	V	X	X	V	X		0
11 Daniel Foganholi	Member	12.15.23	12.2027				V	ABS	X		1
12 Maria Hernandez	Member	11.14.22	11.2026	X	V	V	V	ABS	V		1
13 Carol Hylton	Member	9.2020	N/A	X	ABS	X	X	V	ABS		2
14 Melody McDonald	Member	06.13.22	6.2026	X	X	X	V	ABS	X		1
15 Renee Podolsky	Member	6.2014	N/A	X	ABS	X	V	V	X		1
16 Dr. Amoy Reid	Member	9.2019	N/A	X	V	V	X	V	V		0
17 Ellie Schrot	Member	6.2014	N/A	X	X	X	ABS	V	X		1
18 Traci Schweitzer	Member	10.16.23	10.2027		X	X	X	X	X		0
19 Zachary Talbot	Member	2.2020	N/A	X	X	ABS	X	V	ABS		2
20 Julie Winburn	Member	4.1.22	4.2026	V	X	ABS	V	X	X		1
VACANT - Gub. Private Sector											
VACANT - Private Sector											
Members who left During FY 22-23 Term	Seat	1st Term Started	Last Day	Sept 11	Oct 16	Dec 11	Feb 12	Mar 11	May 6	Jun 17	TOTAL FY ABSENCES
1 Kristina West	Member	4.2021	09/08/23								
2 Dawn Liberta	First Vice Chair	6.2018	09/28/23	X							
3 Beverly Batson	Member	9.2019	10/13/23	X							0
4 Dr. Allen Zeman	Member	06.14.23	11/14/23	X	ABS						1
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 2023-2024



ELC of Broward County

FY 2024-2025 Board/Committee Meetings Calendar

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

Board
Mon. at 9:30 am

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

Finance/ Exec
Tues. at 1:30 pm

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

Governance
Mon. at 1:00 pm

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

Nominating
Wed. at 1:00 pm

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

Audit
Tues. at 3:30 pm

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

Program Review

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

Ad-Hoc Fundraising
Wed. at 10:30 am

- Aug 21, 24
- Nov 20, 24
- Feb 5, 25
- May 7, 25

ELC offices closed for holidays on:

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

Federal Holidays:

Oct 13 Columbus; Jun 19 Juneteenth;

Holidays:

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

FYI - ELC Broward Glossary of Terms (August 2019)

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

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

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

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

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