

Early Learning Coalition of Broward County, Inc.

Board Meeting Agenda

December 16, 2024, at 9:30 AM

Hybrid Meeting

Meeting ID: 867 3607 9086 Passcode: 983903

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

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

PAGE		
1.	<b>Call to Order</b>	Laurie Sallarulo, Chair
2.	<b>Roll Call</b>	Melody Martinez, Board Liaison
3.	<b>Chair Report</b> <ul style="list-style-type: none"> <li>• Welcome New Board Member Brenda Fam representing Broward School Board.</li> <li>• Beverly Batson Honorary Board Member will be joining the Ad Hoc Fundraising Committee as a non-voting member.</li> </ul>	Laurie Sallarulo, Chair
4.	<b>CEO Report</b>	3 Renee Jaffe, CEO
5.	<b>Mission Moment</b>	Allison Metsch
6.	<b>Consent Agenda</b> <ol style="list-style-type: none"> <li>1. Approve October 14, 2024, Meeting minutes</li> <li>2. B253CA1 – Approve AD Henderson Foundation Agreement</li> <li>3. B253CA2 – Approve Scope of Services for Sole-Sourced Vendor Agreement with 211</li> <li>4. B253CA3 – Authorize Amendment to Retirement Plan Loan Policy</li> <li>5. B253CA4 – Approve updated Jury Duty Policy</li> <li>6. B253CA5 – Approve updated Whistleblower Policy</li> </ol>	5 9 14 30 32 34 Laurie Sallarulo, Chair
7.	<b>Finance Committee</b> <ol style="list-style-type: none"> <li>1. B253FIN1 – Approve October 2024 Interim Financial Statements</li> <li>2. B253FIN2 – Approve Budget Amendment #2</li> </ol>	36 43 Cindy Arenberg-Seltzer, Committee Chair Christine Klima, CAO
8.	<b>Regular Business</b> <ol style="list-style-type: none"> <li>1. B253RB1 – Authorize staff to decline to award contract for ITN procurement for Compensation Services.</li> </ol>	53 Christine Klima, CAO
9.	<b>Nominating Committee</b> <ol style="list-style-type: none"> <li>1. B253GNOM1 – Approve Candidate for Provider Representative Board position</li> </ol>	54 Dr. Amoy Reid, Committee Chair Judith Merritt, COO
10.	<b>Audit Committee</b> Update from Committee Chair	Renee Podolsky, Committee Chair
11.	<b>Governance Committee</b> Update from Committee Chair	Dawn Liberta, Committee Chair
12.	<b>Program Review Committee</b> Update from Committee Chair	Monica King, Committee Chair
13.	<b>Ad Hoc Fundraising</b> Update from Committee Chair	Michael Asseff, Committee Chair Traci Schweitzer, Committee Co-Chair

14.	<b>Provider Representative Update</b>  Update from Provider Representatives		Krystie Castillo, Representative Faith-based Childcare Provider
15.	<b>FYI Items</b> <ul style="list-style-type: none"> <li>○ FYI 1 ELC Contracts</li> <li>○ FYI 2 September Cash Disbursements</li> <li>○ FYI 3 October Cash Disbursements</li> <li>○ FYI 4 November Cash Disbursements</li> <li>○ FYI 5 FY25 Match Report</li> <li>○ FYI 6 Board Engagement Opportunities</li> <li>○ FYI 7 Board Sponsorship Form</li> <li>○ FYI 8 FY 24-25 Committee Membership</li> <li>○ FYI 9 FY 24-24 Board Meeting Attendance</li> <li>○ FYI 10 FY 24-25 Board Calendar</li> <li>○ FYI 11 Glossary of Term</li> </ul>	 <b>56</b> <b>58</b> <b>59</b> <b>60</b> <b>61</b> <b>62</b> <b>64</b> <b>65</b> <b>66</b> <b>67</b> <b>68</b>	
16.	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Chair</b> <b>Matters from the Board</b> <b>Matters from the CEO</b> <b>Matters from our Partners</b> <b>Public Comment</b>		
17.	<b>Next ELC Board Meeting: February 10, 2025 @ 9:30 am</b>		
18.	<b>Adjourn</b>		
<p><b>Please Note:</b> 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. <b>Members of the Public:</b> 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.</p> <p>“As per <a href="#">§286.0105, Fla. Stat.</a> 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.”</p>			

## **CEO Report Board – December 16, 2024**

### **School Readiness Enrollment Update**

Last month, DEL issued guidance that directed Early Learning Coalitions to stop enrolling children from the Income Eligible waitlist if they were projecting a year-end budget deficit. Because we are projecting a year-end deficit, ELC Broward immediately stopped calling families off the income eligible waitlist and is only enrolling new children from mandated categories (TANF, Protective Supervision, etc.). In October, we served 15,275 children. We are projecting our monthly census will need to drop to approximately 11,873 by June through natural attrition of approximately 425 per month to resolve the deficit.

In the month since the ELC stopped calling new families from the waitlist, the waitlist has grown by more than 1,000 children. As of December 3<sup>rd</sup>, the Broward waitlist is 1,862.

### **VPK Update**

As of December 2<sup>nd</sup>, we have approved 14,237 VPK school-year applications (FY 23-24), and we have 12,369 children who have now enrolled in VPK. The Florida Statewide Estimating Conference estimated earlier this year that Broward would have 12,815 school year participants. We will continue to keep you updated throughout the year as to our ability to meet or exceed this estimate.

### **Read for the Record Event in MODEL Classroom**

ELC held a Read for the Record Event on October 17, 2024. A group of VPK students from a local program attended the event as well as staff and two Board members. Allison Metsch read to the students “Piper Chen Sings” after which the students had fun activities in our large conference room as well as lunch.

### **CEO Award**

On October 24<sup>th</sup>, The Journey Institute and Florida Association for Infant Mental Health (FAIMH) presented the ELC’s CEO with the **Agent of Change for Babies award** at their annual Babies & Bubbles Brunch. The event also included speakers who provided impactful presentations focusing on infant/toddler and early childhood mental health.

### **Top Workplace Awards**

We are proud to announce in addition to receiving the Sun Sentinel’s Top Workplace 2024 designation, we were recently informed that we have also won their Coveted Gold Badge Top Workplace Awards for Innovation, Work-Life Flexibility, Compensation & Benefits, Leadership and Purpose & Values. These awards are based on the 2024 employee engagement survey we conducted for Top Workplace and mean we were in the top 5 of companies of our size or in the top 25% of similar companies.

Additionally, ELC is also a Fall Culture Excellence Top Workplace winner for Appreciation, Employee Well-Being and Professional Development.

### **Broward Early Childhood Educators Conference (BECE)**

We are very excited to announce we are resuming our in-person BECE, which is tentatively scheduled for Saturday, February 22<sup>nd</sup>, at Boyd Anderson High School. Go, Cobras!

### **New Broward County School Board Representative**

The Broward County School Board appointed Brenda Fam to serve as their representative to the ELC at their board meeting on November 19. She has been invited to attend our upcoming Board meeting on December 16.

### **ELC Board Provider Representative Vacancy**

The ELC received 5 applicants for the Provider Representative position. Following the vetting process, 3 candidates were invited to the December 5<sup>th</sup> Nominating Committee meeting. A candidate (Amy Hauser) was selected by the committee and will be recommended to the full Board at the December 16<sup>th</sup> meeting.

## **Nominating Committee**

We need additional board members to join the Nominating Committee. Please let Judith Merritt know if you are interested.

## **Inadvertent Disclosure of Client Information**

On November 13, 2024, a member of the ELC of Broward staff inadvertently shared a file with an ELC parent. The file contained the names of some ELC parents and the names and DOBs of some ELC children. Luckily, no sensitive Personal Identifiable Information (PII) or private health information was shared. Upon realizing the error, the appropriate ELC staff, ELC's General Counsel, contracted Cyber security insurance and legal representative, and DEL were immediately informed of the incident and quick action was taken to rectify the situation. DEL is taking no further action and General Counsel and our Cyber security representatives confirmed that the ELC's actions had been timely, proactive, and deemed the case "closed."

## **DEL Accountability Monitoring**

Each year or every other year, DEL conducted an early education and care accountability review to ensure the ELC's overall administration and implementation of early learning programs. The review includes the following areas: Coalition Governance (CG), Operations and Program Management (OPM), Child Care Resource and Referral (CCR&R), Educational Services Delivery (ESD), School Readiness (SR), Voluntary Prekindergarten (VPK), and Data Accuracy (DA) and within each of these areas are various subtopics. The purpose of the review is to ensure the coalition has met or exceeded DEL's service delivery and operational requirements. ELC Broward's review began on May 7, 2024, and the DEL accountability review team reviewed programmatic operations from July 1, 2022, through June 30, 2024.

The review is extensive and covers almost all aspects of the organization. Each of the areas above has various subtopics that were sampled/reviewed for compliance. As a result, it is not easy to break down the results. Overall, amongst all categories, the ELC had only 2 findings, which were:

### **Coalition Governance**

#### ***Finding: Completion of Form 8B (Conflict of Interest Form)***

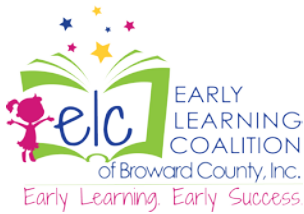
Ensure Board members complete Form 8B timely and correctly. The ELC must submit reports verifying that the coalition is continuing to implement its corrective action on this item.

### **Operations and Program Management**

#### ***Finding: Termination of service notices provided 14 calendar days prior to termination and use the correct sample size for SR Tier 2 monitorings.***

The ELC must submit reports verifying that the coalition is continuing to implement its corrective actions regarding these items.

DEL praised our Coalition for the results of this review, for an organization of our size. The report summary can be found in the FYI section (FYI-3).



**Early Learning Coalition of Broward County, Inc.**  
**Board Meeting Minutes**  
**October 10, 2024, at 9:30 AM**  
**Virtual Meeting**

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta (virtual); Michael Asseff (virtual); Monica King; Cindy Arenberg-Seltzer; Sharonda Bailey; Richard Campillo; Maria Hernandez (virtual); Carol Hylton (virtual); Dr. Amoy Reid (virtual); Twan Russell (virtual); Ellie Schrot; Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn
Members Absent	Krystie Castillo; Kirk Englehardt; Daniel Foganholi; Renee Podolsky;
Honorary Members	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; 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; Magdalena Laino (virtual), Quality Assurance Manager; Megan DeGraaf (virtual), Purchasing & Procurement Specialist; Renier Potts (virtual), Financial Analyst; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel; Martha Parker (virtual), Auditor

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:36 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo had nothing to report but asked if staff had spoken to any other ELC on the West Coast to discuss the impact of the Hurricane. CEO Renee Jaffe replied that many of them have been impacted, and most of the staff have power, and they are safe. Most coalitions have some damage but are operating. ELC did reach out and offer assistance.
CEO Report Legislative Plan/Discussion	<p>CEO Renee Jaffe informed Board members to save the date for October 17 which is our internal Read for the Record event. We have invited a VPK classroom, and we will do some activities, read to them, and have food. It is an intimate event in our MODEL Classroom.</p> <p>CEO Renee Jaffe shared her concerns about how much we have been funded and how many children we can afford to serve. A strong legislative advocacy effort is needed in order to get additional funding. I have been meeting with the AELC legislative committee, and I fought hard for the AELC's number one priority to be "right sizing" Coalitions that would ensure those with deficits to have sufficient funding in the future. Most (AELC) CEOs had initially wanted the number one priority to be increasing the threshold for SR eligibility. In the end, AELC said that they would do both priorities simultaneously. Then, the AELC lobbyist got on the call and agreed that we need to address the funding issue before we can say we need to increase the agreed priorities would have equal weight, which was a huge win. The messaging to be used to educate legislators is in the process of being drafted.</p> <p>Internally, we met with DEL to talk about our funding issues. ELC Miami and Palm</p>

	<p>Beach were also on the call. I also discuss our respective funding/deficit issues. A second meeting on this topic took place with the AELC Chair, AELC Vice Chair, Renee Jaffe, the DEL Chancellor, the DEL Deputy Director of finance and the DEL Deputy Director of program. This will be further discussed with the larger AELC at the November in person meeting (between DEL and AELC) in Tallahassee.</p> <p>Chair Laurie Sallarulo added that JA is hosting the Legislative Delegation on Dec 19, 2024, at 10:00 am.</p>
<p><b>Audit Committee</b></p> <p>1. B252AUD1 – Accept Audit Report and Management Response for 403B Retirement Plan Year 2023 and IRS Form 5500 Plan Year 2023</p> <p>2. B252AUD2 – Authorize Audit Chair to Sign Engagement Letters with Citrin Cooperman for Services</p>	<p><b><u>Approve Audit Recommendation</u></b></p> <p>Martha Parker, Engagement Partner at ELC’s Audit Firm Citrin Cooperman LLP presented the results of ELC’s Final Audit report for FY 23 403B Retirement Plan &amp; IRS Form 5500 for 403 Retirement plan year 2023.</p> <p>The Auditor's Report contained no findings.</p> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Monica King to:</p> <ol style="list-style-type: none"> <li>1. Accept Audit Report &amp; Management Response for 403B Retirement Plan Year 2023</li> <li>2. Accept IRS Form 5500 for 403B Retirement Plan Year 2023.</li> </ol> <p>The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve Citrin Cooperman FY2025 Engagement Letters</u></b></p> <p>A <b>Motion</b> was made by Ellie Schrot and <b>Seconded</b> by Traci Schweitzer to: Authorize Audit Chair to Sign Engagement Letters with Citrin Cooperman for the Following Services, pending legal review:</p> <ol style="list-style-type: none"> <li>a. Citrin Cooperman LLP Audit of Coalition Fiscal Year 2024 Financial Statements</li> <li>b. Citrin Cooperman LLP Audit of Coalition Retirement Plan Year 2024.</li> <li>c. Citrin Cooperman Advisers, LLC Preparation &amp; Submission of 2023 Form 990 Citrin Cooperman Advisers, LLC Preparation &amp; Submission of 2024 Form 5500</li> </ol> <p>The <b>Motion was unanimously approved. Motion Passes.</b></p>
<p><b>Consent Agenda</b></p> <ol style="list-style-type: none"> <li>1. Approve September 16, 2024, Meeting minutes</li> <li>2. Approve March 11, 2024, Meeting minutes – highlighted amendments required by DEL.</li> <li>3. B252CA1 – Approve Recommendation for Employee Benefits Brokers Services</li> <li>4. B252CA2 – Approve Recommendation for Risk</li> </ol>	<p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Richard Campillo to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passed.</b></p>

Management Insurance Broker Services	
<b>Finance Committee</b>  1. B251FIN2 – Approve August 2024 Interim Financial Statements	<u><b>Approve August 2024 Interim Financial Statements</b></u>  The CAO went over the August 2024 Financial Statements.  There was a discussion regarding the \$40M and the enrollment of children.  The Finance Committee brought forth a <b>Motion</b> to Approve August 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passed.</b>
<b>Regular Business</b>	None
<b>Governance Committee</b>  1. B252GOV1 – Approve Change of Name for 403B Responsible Plan Fiduciary to Early Learning Coalition of Broward County, Inc. Board of Directors  2. B252GOV2 – Approve Amendments to ELC Employment, Background Checks, Drug Testing and Employee Arrests Policy and the CJIS Policy & Procedure Manual  3. B252GOV3 – Approve Amendments to ELC 5 Year Strategic Plan	<u><b>Approve 403B Retirement Plan</b></u>  The CAO, Christine Klima, went over the 403B Retirement Plan Responsible Fiduciary Name.  The Governance Committee brought forth a <b>Motion</b> to Approve Change of Name for 403B Responsible Plan Fiduciary to Early Learning Coalition of Broward County, Inc. Board of Directors Effective October 15, 2024. The <b>Motion was unanimously approved. Motion Passed.</b>  <u><b>Approve updates to the Employment Application, Background, Policy</b></u>  The COO, Judith Merritt, went over the updates made to the Employment Application, Background Checks, Drug Testing, and Employee Arrests Policy  The Governance Committee brought forth a <b>Motion</b> to: 1. Approve updates to the Employment Application, Background Checks, Drug Testing and Employee Arrest Policy 2. Approve the CJIS Policy & Procedure The <b>Motion was unanimously approved. Motion Passed.</b>  <u><b>Approve the Updated 5-Year Strategic Plan</b></u>  The COO, Judith Merritt, went over the updated changes on the 5-year Strategic Plan.  The Governance Committee brought forth a <b>Motion</b> to Approve the changes to the 5 Year Strategic Plan. The <b>Motion was unanimously approved. Motion Passed.</b>
<b>Nominating Committee</b> Update from Chair	Nothing to report.
<b>Program Review Committee</b> Update from Committee Chair	Nothing to report.
<b>Ad Hoc Fundraising</b> Update from Committee Chair	CEO Renee Jaffe shared that we are still looking for places for Bingo night, early 2025. PNC is giving away boxed seats to the Heat game.

<b>Provider Representatives</b> Update from Provider Representatives	Nothing to report.
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	None
<b>Matters from the CEO</b>	None
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	<p>Cindy Arenberg Seltzer added the read for the record on October 24<sup>th</sup>, if you are available and not traveling on behalf of ELC we need more volunteers.</p> <p>Cindy Arenberg Seltzer informed the Board about the Promise neighborhood, which is a grant that Broward College received 3 years ago on behalf of the big community collaboration that is based on the Harlem Children's Zone model. Broward College Board decided not to continue this grant with the promised neighborhoods grant.</p> <p>They approached CSC to take it on, however, we are not eligible for the grant directly because it has to go to a nonprofit or an institution of prior learning. FAU has now assumed the grant from Broward College, and they have a lot of experience with federal grants, and even a research team that is very important to this grant, and they have sub-contracted CSC to do the community work and to contract with the nonprofits. I share this because place-based work is important, and one of the goals is to improve outcomes for children along the continuum and early learning success. I believe ELC needs to be engaged in this. It will focus on improving the quality of the Childcare centers. It should all be in place by January 1, 2025.</p> <p>Monica King said Healthy Start would like to partner more with this as it has been very impactful.</p>
<b>Public Comments</b>	None
<b>Next Meeting</b>	<a href="#"><u>December 16, 2024, at 9:30 AM</u></a>
<b>Adjourn</b>	Laurie Sallarulo adjourned the meeting at 10:34 AM.

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



<b>ITEM/MEETING</b>	B253CA1 / Board
<b>DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	A.D Henderson Foundation FY25 Food and Training Related Support Revenue Agreement
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTION:</b>	<b>Approve FY25 Revenue Agreement with A.D Henderson Foundation for Food and Training Related Support and Materials pending legal review</b>
<b>FINANCIAL IMPACT:</b>	+\$70,000
<b>ELC STAFF LEAD</b>	C. Klima

**Background Information:**

Since FY 2022 -2023, the AD Henderson Foundation (the Foundation) has provided substantial financial support to the Coalition ranging from \$12,000-\$14,000 grants for food related support for Childcare Provider trainings, to approximately \$150,000 of annual funding for three years for Peer Support Specialists that connect families with various community resources for children with special needs.

**Current Status:**

In addition to \$141, 830 already awarded by the Foundation to continue the popular Peer Support Program in FY 2024-2025, we requested \$70,000 from the Foundation for continued training-related support to cover food costs and provide stipend incentives for our training academy, the Broward Early Learning Academy, to help educators enhance and develop their skills. On November 14, 2024, The Henderson Foundation approved the Coalition’s request for funding, and we are awaiting a draft agreement.

Providing lunch or dinner during the many trainings we hold throughout the fiscal year makes it easier for Early Learning Childhood Educators and Directors to attend right after work or on the weekends. Serving food also creates a warm and welcoming environment that helps educators focus on learning and collaboration. The new grant will also include Stipend dollars for providers that attend and complete the trainings that helps supplement their income and encourages professional development. These types of incentives have not only encouraged and increased participation over the years, but they also show appreciation for the educators’ dedication to advancing their skills, ultimately benefiting the children and families they serve.

The budget for this funding is as follows:

<b>Budget</b>	
Stipends	\$51,725
Food for Trainings and Materials	\$13,725
Stipend Administration Costs	\$5,000
<b>Total</b>	<b>\$70,000</b>

**Recommended Action:**

The Executive Committee recommend the Board Approve the FY25 Revenue Agreement with the A.D Henderson Foundation for Food and Training Related 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 <b>BARALAR, HOWARD</b>			OFFICE / POSITION HELD <b>Chief Program Officer</b>
MAILING ADDRESS <b>12361 NW 26 St</b>			AGENCY OR ADVISORY BOARD <b>Early Learning Coalition of Broward</b>
CITY <b>Plantation</b>	ZIP <b>33323</b>	COUNTY <b>Broward</b>	ADDRESS OF AGENCY <b>1475 W. Cypress Creek Rd. Ft. Lauderdale 33309</b>

## 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) or (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:

**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 of stipends and food for child care educators.

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

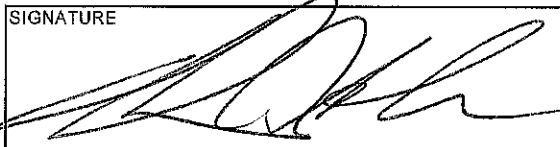
AJ Henderson Foundation  
 (NAME OF ENTITY) (ADDRESS OF ENTITY)

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 AJ Henderson Foundation

**SIGNATURE**

SIGNATURE 	DATE SIGNED <u>12/5/24</u>	DATE FILED
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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.



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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <b>ELECTIVE</b>

## 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, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_\_:

(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 \_\_\_\_\_, 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:

EXC253CA1- A.D Henderson Foundation FY25 Food and Training Related Support Revenue Agreement

12/10/24  
Date Filed

Monica Figueroa King  
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.

<b>ITEM #/MEETING:</b>	B253CA2 / Board
<b>MEETING DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	211 Broward FY25 Vendor Agreement Scope of Services
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTION:</b>	Approve Scope of Services and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward effective January 1, 2025, pending legal review.
<b>FISCAL IMPACT:</b>	\$62,500 January 1, 2025 -June 30, 2025
<b>ELC STAFF LEADS</b>	Christine Klima

**Background Information:**

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

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

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

**Current Status:**

A Draft Scope of Services is attached and a Summary of Services and costs are below. The Vendor Agreement term will run January 1 to June 30, 2025.

Deliverable	Monthly Estimated Hours	Vendor Hourly Fee	Total Monthly Fixed Fee	Months of Service	Total Cost Not to Exceed
Regular Traffic Referrals to CCR&R Resources or Help Me Grow.	20	150	\$ 3,000	6	\$ 18,000
ELC Customer Service Call Overflow Coverage	10	150	1,500	6	9,000
Enhanced Community Outreach at Events.	15	150	2,250	6	13,500
Referral Database Maintenance	12	150	1,800	6	10,800
Data Collection & Reporting for Call, Outreach and other Statistics	12	150	1,800	6	10,800
Disaster Recovery Readiness	0.5	150	75	6	450
<b>Total Estimated Hours &amp; Calculated Fixed Fee</b>	<b>69.5</b>		<b>\$ 10,425</b>		<b>\$ 62,550</b>

The intent to award is currently posted on the Coalition website for a period of fifteen (15) business days based on the May authorization and the notice of award will be posted for 72 business hours thereafter pending Board approval of the finalized scope of services.

**Recommendation:**

- The Executive Committee recommend the Board Approve the Draft 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.

**Supporting Documentation:**

- Draft Scope of Services
- Documentation of Sole Sourced Determination

## **Exhibit A**

### **Scope of Services**

#### **1) DEFINITIONS:**

- A. CCR&R Services** shall mean the State of Florida Child Care Resource and Referral Program, which is a Federal and State-Funded service that helps parents find and select child care providers, provides information about early care and education and the parent's role as the child's first teacher and connects parents to other community resources as appropriate. The Coalition provides CCR&R Services in Broward County under a Grant Agreement with the Florida Department of Education Division of Early Learning.
- B. Help Me Grow Program** shall mean the Broward County Help Me Grow Affiliate Program administered by the Coalition under a Sub-recipient Agreement with the Children's Forum. The program provides free expert knowledge on child development and ensures children and families are connected to needed community -based services and supports. The Vendor will make referrals to the Coalition for Broward County parents wishing to speak with a Coalition Care Coordinator about child development or for free developmental and behavioral screenings for their child

#### **2) DESCRIPTION OF THE SCOPE OF WORK:**

##### **A. Referrals from normal 211 call traffic to Coalition CCR&R & Help Me Grow Program services**

The Vendor will refer clients with needs for child care, financial assistance paying for child care and specialized services for children with special needs to the Coalition customer service call center, Coalition CCR&R and general provider search service links on the Coalition Website, and to designated Coalition points of contact for Coalition Help Me Grow Program services. The vendor will track the number of calls received that include such referrals and submit reports monthly as supporting documentation with each invoice. The Vendor shall provide periodic training, updates and guidance to 211 call center staff as appropriate on Coalition requirements for making and tracking these referrals

- Estimated number of referrals: 370 calls/month
- Estimated hours for this service: 20 hours/month

##### **B. Periodic coverage for Coalition Customer Service unit call traffic:**

The vendor will assign 2-3 staff to answer Coalition Customer Service Department Calls when the Coalition Customer Service unit is closed for in-service events or meetings, technologically disabled or experiencing an unusually high sustained call volume during standard Coalition business hours, or temporarily unable to operate for other reasons.

The Coalition shall notify the Vendor at least one week in advance of any planned needs for coverage and as soon as practicable for any un-planned outages or call overflow. The Vendor will track the number of times they provide coverage for such events, including the dates and



times the service began and ended and, if practical, the number of calls answered. The Vendor will submit reports with this information monthly as supporting documentation with each invoice.

- Estimated number of events: 5 events/month
- Estimated hours for this service: 10 hours/month

**C. Community Outreach promoting Coalition Services in Broward County at scheduled Vendor events**

The Vendor will feature information about Coalition services throughout Broward County at all of the Vendor's scheduled events that are relevant to the Coalition's client base. The vendor will provide staff at such events that are able to discuss Coalition services with attendees and make referrals to services if requested. The Vendor shall track the date, purpose and location of each event and submit reports monthly as supporting documentation with each invoice. Vendor shall provide periodic training, updates and guidance to 211 event staff as appropriate on Coalition requirements for making and tracking these referrals

- Estimated number of events: 5 events/month
- Estimated hours for this service: 15 hours/month

**D. Upkeep and Maintenance of Community Services database for Coalition clients requesting CCR&R services.**

The Vendor will shall maintain a directory of community resources which, at a minimum, contains parent education programs, financial assistance, programs including the temporary cash assistance program, and related community and social services resources. The directory must be maintained in a format that Coalition staff can view, download, sort and share with clients the most up to date information at any time as part of the Coalition's CCR&R Services.

Resource Elements shall include, but are not limited to, the following:

1. Community services for Broward County
2. Federal and state financial assistance programs
3. Federal, state and local partners, including state agencies and social services organizations
4. Child healthcare
5. Child welfare and abuse
6. Services for children with special needs or developmental disabilities, such as developmental screenings or assessments
7. Resources provided by the Office of Early Learning or identified through collaboration with other entities; and
8. Other resources as needed and appropriate to the specific needs of the individual family

The Vendor will certify that the database was updated on reports submitted monthly as supporting documentation for each invoice.

- Estimated number updates: 4 updates/month
- Estimated hours for this service: 12 hours/month

**E. Call traffic & event data collection and reporting for CCR&R, Customer Service and Help Me Grow Services**

The Vendor will collect and update data and statistical reports for referrals, events and other activities required under this Agreement and upon request from the Coalition from time to time as needed.

- Estimated number updates: 4 updates/month
- Estimated hours for this service: 12 hours/month

The Vendor will certify that the data was collected and updated from the Vendor's VOIP system and other sources as required in reports submitted monthly as supporting documentation for each invoice.

**F. Maintenance of disaster response readiness status for Coalition business continuity**

The Vendor will maintain and update its policies, procedures and resources as appropriate to ensure readiness to provide continuity of business communications services to the Coalition's Broward County clients on behalf of the Coalition in the event the Coalition is unable to operate or communicate for itself due to a disaster or other unforeseen major event or development.

The Vendor will certify that the Vendor's continuing readiness status in reports submitted monthly as supporting documentation for each invoice.

- Estimated number of events: 1 events/month
- Estimated hours for this service: .5 hours/month

**G. Additional Requirements:**

1. **Attestation of Background Screens:** The Vendor shall provide a completed attestation form to the Coalition confirming level I background screens as described in Section 7 of this Exhibit A below upon execution of this Agreement and prior to the first day of services.
2. **Certificate of Insurance:** The Vendor shall provide a Certificate of Insurance upon execution of this Agreement, and annually as appropriate, as required in **Section 15. INSURANCE** for the following coverages:
  - a. General Liability
  - b. Cyber and Data Breach
  - c. Worker's Compensation

**2) BILLING AND SCHEDULE:**

The Vendor shall submit an invoice the Coalition monthly on a fixed fee basis as calculated below with supporting reports, data and certifications attached as described in section 2(A-F) above. The monthly fixed fee amount is calculated as follows:

Deliverable	Monthly Estimated Hours	Vendor Hourly Fee	Total Monthly Fixed Fee	Months of Service	Total Cost Not to Exceed
Regular Traffic Referrals to CCR&R Resources or Help Me Grow.	20	150	\$ 3,000	6	\$ 18,000
ELC Customer Service Call Overflow Coverage	10	150	1,500	6	9,000
Enhanced Community Outreach at Events.	15	150	2,250	6	13,500
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Data Collection & Reporting for Call, Outreach and other Statistics	12	150	1,800	6	10,800
Disaster Recovery Readiness	0.5	150	75	6	450
<b>Total Estimated Hours &amp; Calculated Fixed Fee</b>	<b>69.5</b>		<b>\$ 10,425</b>		<b>\$ 62,550</b>

In the event there is a conflict between **Section 3 of Exhibit A** of this Agreement and **Section 3 (Compensation and Billing)** of this Agreement in terms of the time of invoicing and payment, **Section 3 of Exhibit A** shall prevail. Except as stated herein, all other matters concerning compensation and billing hereunder shall be as set forth in Section 3 of this Agreement.

**3) SERVICES AND SITE LOCATIONS:** The Vendor will perform or deliver the following work or services at the following location(s):

**Remotely and at the Vendor’s Worksites**

**5) DATES, TIMES AND HOURS FOR SCOPE OF SERVICE:** The Scope of Services shall be performed or delivered during **normal Vendor working hours.**

**6) PERSONS PERFORMING THE SCOPE OF SERVICES:** The Parties have agreed that the person(s) who will be allowed on the Coalition’s property or program sites and who are approved by the Coalition to perform or deliver the Scope of Services as set forth in **Exhibit A** are as follows:

**Vendor staff**

**7) Background Screening**

A Qualified Entity includes a business or organization, whether public, private, operated for profit or not-for-profit, or voluntary, which provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services in accordance with §943.0542, Florida Statutes.

A Covered Individual includes individuals who have, seeks to have, or may have access to children, to a childcare location, to the children, families, or child care centers served by the Coalition or other Qualified Entity.

If the services required in the Scope of Services qualifies the Vendor as a Qualified Entity and the Vendor's employee, subcontractor, or agent qualify as Covered Individuals, prior to providing any services under this Agreement, the Vendor shall require its employees, subcontractors, or agents providing services under this Agreement to undergo a level 2 background screening or rescreening in accordance with §435.04, Florida Statutes, to include fingerprinting for statewide criminal history records checked through the Florida Department of Law Enforcement and national criminal history records through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

If the Vendor qualifies as a Qualified Entity but the Coalition determines that certain of the Vendor's employees do not meet the definition of a Covered Individual, but that such persons have access to Confidential or Proprietary Information as defined in **Section 9 (Confidential And Proprietary Information; Disclosure; Records)**, those individuals shall undergo a level 1 background screening or rescreening in accordance with §435.03, Florida Statutes, including screening for employment history, statewide criminal correspondence checks through the Florida Department of Law Enforcement, a check of the Dru Sjodin National Sex Offender Public Website, and a local criminal records check through local law enforcement agencies.

The Vendor shall provide a completed Background Screening Attestation utilizing the Coalition's form, identifying the specific individuals which will be performing services under the Agreement certifying that they comply with the requirements of §§435.01 or 435.02, Florida Statutes, as applicable. In the event a background screening or rescreening of the Vendor its employees is required by the Coalition and said screening reveals information that either would place the Coalition or the Vendor in violation of applicable law or raises legitimate concerns for the Coalition, the Vendor and its employees, representatives, or agents will not be allowed to perform service under this Agreement until such time as the Vendor receives the prior written consent of the Coalition that it is in compliance with applicable laws. The Vendor shall require its employees, subcontractors, or agents performing under this Agreement to notify the Vendor upon arrest for any criminal offense. The Vendor shall notify the Coalition within 24 hours of learning of the arrest of such employee or agent.

**[This Section Left Intentionally Blank]**

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

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

31 January 2001

Dear Kathleen:

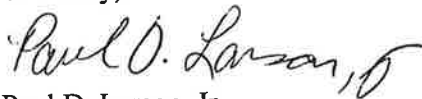
This letter is to confirm our receipt of your request and cashier's check on behalf of First Call for Help of Broward, Inc. for abbreviated dialling (N11) service in the Fort Lauderdale basic local calling area in the State of Florida. Your request for N11 service has resulted in the allocation of the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

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

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

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

Sincerely,



Paul D. Larson, Jr.  
Assurance Business Advisory Services

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

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

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

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

**THIRD REPORT AND ORDER AND ORDER ON RECONSIDERATION**

**Adopted: July 21, 2000**

**Released: July 31, 2000**

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

**Background**

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

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

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

## Discussion

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

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

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

<sup>3</sup> *See id.* at 6.

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

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

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

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

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

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<sup>7</sup> Information and Referral Petition at 6.

<sup>8</sup> *Id.*

<sup>9</sup> *Id.* at 11.



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

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

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

<sup>11</sup> *Id.* at 4.

<sup>12</sup> *Id.* at 8.

<sup>13</sup> *Id.*

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

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

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

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

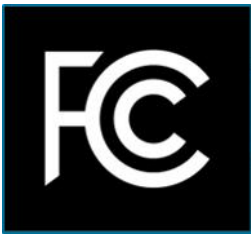
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<sup>16</sup> See, *e.g.*, Area Agency on Aging Comments at 1; Ask-2000 Comments at 1; Chris Bell, Houston Council Member, Comments at 1; Big Bend Hospice Comments at 1; Border Families are Valued Project Comments at 1; Brazos County Community Council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

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

<sup>18</sup> *Id.* at 5615, para. 83. See also para. 5, *supra*.

<sup>19</sup> *Id.* at 5615, para. 84.



## Dial 211 for Essential Community Services

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

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

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

### How 211 Works

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

### Types of Referrals Offered by 211

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

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

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

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

### **FCC Consumer Help Center**

For more information on consumer issues, visit the FCC's Consumer Help Center at [fcc.gov/consumers](http://fcc.gov/consumers).

### **Alternate formats**

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

Last Reviewed: 12/31/19



## Find Help Near You

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

broward

Search

### 2-1-1 Broward

 [Call 211 or \(954\) 537-0211](#)

 [Text your zip code to 898-211](#)

 [Search for resources online](#)

Available 24/7/365 in 180 Languages



[View more results](#)

#### Contact Us

Please refresh this page to search multiple locations.

Contact 211 @ [www.unitedway.org](mailto:www.unitedway.org) to update search results.

### Powered by People

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



<b>ITEM #/MEETING:</b>	B253CA3 / Board
<b>MEETING DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	Amendment to ELC 403B Retirement Plan Participant Loan Policy
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	<b>Recommend that the Board Authorize Amendment #1 to the ELC Retirement Plan Participant Loan Policy Effective January 1, 2025, pending review by ERISA legal counsel</b>
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	Governance Committee
<b>ELC STAFF LEAD</b>	C. Klima

**Background**

At the recommendation of ELC’s legal counsel specializing in retirement plan compliance and ELC’s external audit firm, staff propose amending the loan policy for ELC’s 403B Retirement Plan (the Plan) to improve compliance and risk management for ELC and its employees. This action is part of the ELC’s on-going effort to prepare the Plan for transfer to a new service provider platform in 2025.

Like most non-profit or educational entities, ELC allows Plan participants to take out loans to attract more staff participation in the Plan to save for their retirement. 403B loans offer employees access to funds without a credit check and have favorable terms compared to other loans, but they can also create unexpected tax events or generate stiff penalties when they are not repaid timely. The IRS regulates the amount and term of 403B Plan Participant loans and Corebridge Financial (formerly the Variable Annuity Life Insurance Company “VALIC”) processes and services the loans on behalf of the Plan in accordance with ERISA legal requirements.

As the Plan Sponsor, the ELC is responsible for setting loan policy in accordance with the law, for monitoring the amounts and status of participant loans and for ensuring that our service provider takes appropriate action when loans become delinquent or defaulted. Since the Plan’s inception in 2002, ELC has used the standard loan policy document provided by Corebridge/Valic. No compliance problems with loans have been identified in any of our Plan audits thus far, but we recently noted the following key risk indicators related to the 41 currently outstanding accounts on the Plan:

- 60% of the loans are either delinquent or in default status.
- 30% of the borrowers have 2 or more loans, and more than half of them are behind in their payments or in default.
- 10% of the loans belong to former employees, some of which originated before the employee was fully vested or after the employee was terminated.

403B loans are secured by employee 403B plan balances so they do not harm employee credit when they are delinquent or defaulted, but failure to pay them back creates the same tax and penalty consequences as early distributions along with the costs of accrued interest and other fees. As the Plan sponsor we must monitor loans that are delinquent or defaulted to ensure they are “deemed” timely as the IRS requires. Multiple delinquent loans or loans to former employees create an administrative burden and increased compliance risk to the Plan.

### **Current Status**

To continue providing the flexibility to access funds to our employees that participate in our Retirement Plan without incentivizing poor financial decision-making or creating undue risk for the ELC, we propose adding the following limitations to our standard loan policy effective on the first day of the next plan year, January 1, 2025, pending review by ERISA legal counsel:

- Only active employees may apply for plan loans.
- Employees may have a maximum of two (2) open loan accounts at one time.
- Employees that have loan(s) in delinquent or default status may not apply for another loan until the delinquency or default is rectified and the loan is fully repaid or deemed.
- Employees may only apply for loans against vested funds.

### **Recommendation**

The Governance Committee recommend that the Board authorize Amendment #1 to ELC 403B Retirement Plan Participant Loan Policy, effective January 1, 2025, pending review by ERISA legal counsel.

### **Supporting Documents**

- Existing Loan Policy Adopted in 2002 at Plan Inception

<b>ITEM #/MEETING:</b>	B253CA4 / Board
<b>DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	Revised/Updated Jury Duty Policy
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTION:</b>	<b>Recommend the Board approve the revised Jury Duty Policy</b>
<b>FINANCIAL IMPACT:</b>	None
<b>ELC STAFF LEAD</b>	J Merritt

**Background**

ELC's are required to update its Policies and Procedures/Employee Handbook annually to adhere to any changes or updates included in DEL's Grant Agreement. While conducting this review ELC also reviews any other Statutes, Laws etc. to ensure compliance. Regarding the Jury Duty Policy, ELC reviewed the Broward County Clerks website to ensure we are complying with their Jury Duty Compensation standards. We found that the Broward County Clerk Juror Compensation was more prescriptive, so have updated our Policy.

**Current Status**

Below is the language from our Current Jury Duty Policy along with the Proposed Jury Duty Policy. The changes have been reviewed by our General Counsel prior to presenting them to the Governance Committee.

**Current Jury Duty Policy**

Early Learning Coalition of Broward County, Inc. realizes that all U.S. citizens must serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

The ELC will grant leave for jury and/or witness duty to any full-time or part-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. An employee on jury duty is expected to return to work any day, or partial day he or she is excused from jury duty. Employees must furnish both a copy of the jury summons as well as a copy of the clear from duty letter for all jury duty summons.

**Proposed Jury Duty Policy**

Early Learning Coalition of Broward County, Inc. supports employees' obligations to fulfill their civic responsibility of serving on a jury when summoned. All employees will be allowed leave to report for jury duty and serve as a juror or on a venire panel as the law requires. However, employees are expected to provide proper notice to the ELCBC by submitting a copy of the jury duty notice upon receipt from the state or federal court of an obligation to serve on a jury to their supervisor and human resources. Any changes to the date that the employee is required to report for or serve jury duty shall also be reported by the employee to their supervisor and human resources once the employee becomes aware or receives such information from the court. ELCBC will confirm the information provided by the employee with the court and make the necessary scheduling adjustments to accommodate the employee's absence from work.



If the jury duty goes beyond the initial notice to serve and the employee is selected to serve on a jury, the employee must provide additional court documents to verify his or her service.

Full-time employees will be granted paid jury duty leave, minus any compensation from the court, for up to five regularly paid workdays each calendar year. Jury duty absences in excess of five workdays will be considered for pay under this policy on a case-by-case basis.

Employees are also expected to inform management of the expected length of jury duty service at the earliest opportunity once this information is provided by the court. Employees are required to report to work for the remainder of the day if excused by the court if there are 4 hours remaining in the workday.

### **Recommendations**

The Governance Committee recommend the Board approve the revised Jury Duty Policy.

### **Supporting Documents**

- Website: [Jury Services - Broward County Clerk of Courts](#)

<b>ITEM #/MEETING:</b>	B253CA5 / Board
<b>DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	Revised/Updated Whistleblower Policy
<b>FOR ACTION:</b>	Yes
<b>RECOMMENDED ACTION:</b>	<b>Recommend the Board approve the revised Whistleblower Policy</b>
<b>FINANCIAL IMPACT:</b>	None
<b>ELC STAFF LEAD</b>	J Merritt

**Background**

ELC’s are required to update its Policies and Procedures/Employee Handbook annually to adhere to any changes or updates included in DEL’s Grant Agreement. While conducting this review ELC also reviews any other Statutes, Laws etc. to ensure compliance.

**Current Status**

Below is the language from our Current Retaliation (Whistleblower) Policy along with the Proposed Whistleblower Policy. The changes have been reviewed by our General Counsel prior to presenting them to the Governance Committee.

**Current Retaliation Policy (whistleblower)**

This policy establishes guidelines for ensuring that ELCBC employees are protected from retaliation resulting from the reporting of violations or alleged violations of ELCBC policies and procedures or applicable Florida and federal statutes and rules. It is the policy of the ELCBC to ensure that every employee at the ELCBC is protected against retaliation resulting from the reporting of violations or alleged violations of ELCBC policies and procedures or applicable Florida and federal statutes and rules. Anyone who retaliates against an employee who reports an alleged violation is him/herself in violation of the ELCBC’s policies and shall be subject to discipline, up to and including termination. Any complainant who believes he or she is being retaliated against as a result of a good-faith report of a violation of ELCBC policies should immediately bring such matter to the attention of Human Resources. In the event the employee has been classified as a “whistleblower” in accordance with applicable federal and/or state law, the employee shall look to the ELCBC’s Whistleblower’s policy which acquiesces to the obligations outlined in the current grant agreement.

**Proposed Whistleblower Policy**

This policy establishes guidelines for employees to report an activity that they consider illegal or dishonest to one or more of the parties specified in this policy. An employee who reports such information may be referenced as a whistleblower, which is done in this policy solely to identify the person to which the policy applies. The whistleblower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management officials are charged with these responsibilities. If you have any questions regarding this policy that are not addressed in this policy, please contact the Human Resources Department.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or goods not delivered; and other fraudulent financial reporting.

If an employee knows of or is concerned about illegal or dishonest, fraudulent activity, he/she should contact his/her immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to act in good faith under this policy and refrain from reporting false or baseless allegations. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. This policy is not intended to restrict communications or actions protected or required by state or federal law. Nor is it intended to preclude or dissuade employees from engaging in activities protected by state or

federal law, such as discussing wages, benefits, or terms and conditions of employment, or legally required activities. However, an employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two critical areas -- confidentiality and against retaliation. As far as possible, the confidentiality of the whistleblower will be maintained. However, (if known) a whistleblower's identity may have to be disclosed to conduct a thorough investigation, comply with the law, and provide accused individuals with their legal defense rights. ELCBC shall not retaliate against an employee for reporting violations of law, rule, or regulation that create and present a substantial and specific danger to the public's health, safety, or welfare. Furthermore, the ELC shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of a governmental office, gross waste of funds, or any other abuse or gross neglect of duty by any agency, public officer, or employee. Employees and other persons may file a complaint with the Office of the Chief Inspector General for the State of Florida, the Florida Department of Education's Inspector General, or the Florida Commission on Human Relations or the Whistleblower's Hotline number at 1-800-543-5353.

This includes, but is not limited to, protection from retaliation in the form of adverse employment actions, such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes they are subjected to any conduct that is believed to violate this policy or is otherwise being retaliated against they must contact the Director of Human Resources immediately. The complaint filed should be as detailed as possible, including the names of all individuals involved and any witnesses. ELCBC will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt and appropriate corrective action. Any manager or supervisor who observes retaliatory conduct must report the conduct to the Director of Human Services so that an investigation can be made and appropriate corrective action taken.

### **Recommendations**

The Governance Committee recommend the Board approve the revised Whistleblower Policy.

### **Supporting Documents**

- None

ITEM#/MEETING	B253FIN1 / Board
MEETING DATE:	December 16, 2024
SUBJECT:	October 2024 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve October 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

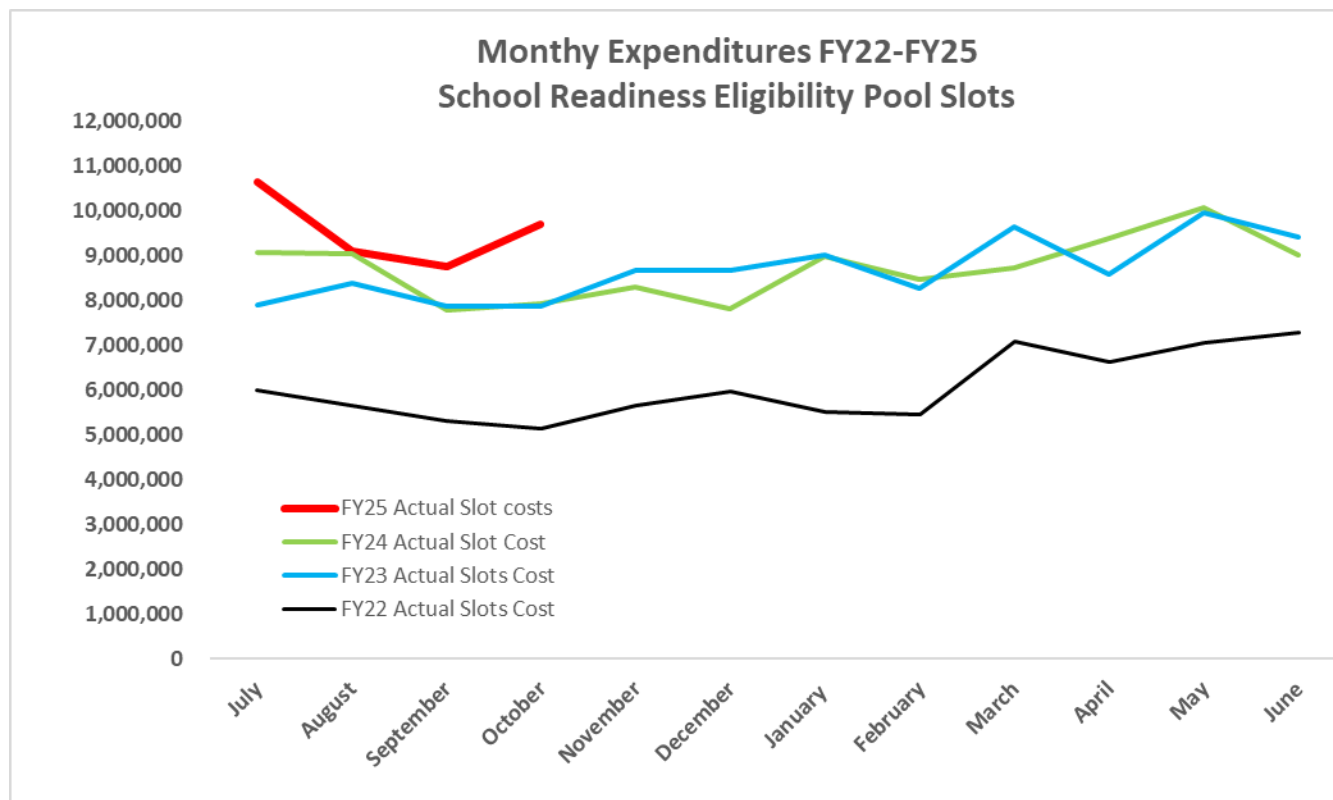
**Background Information:**

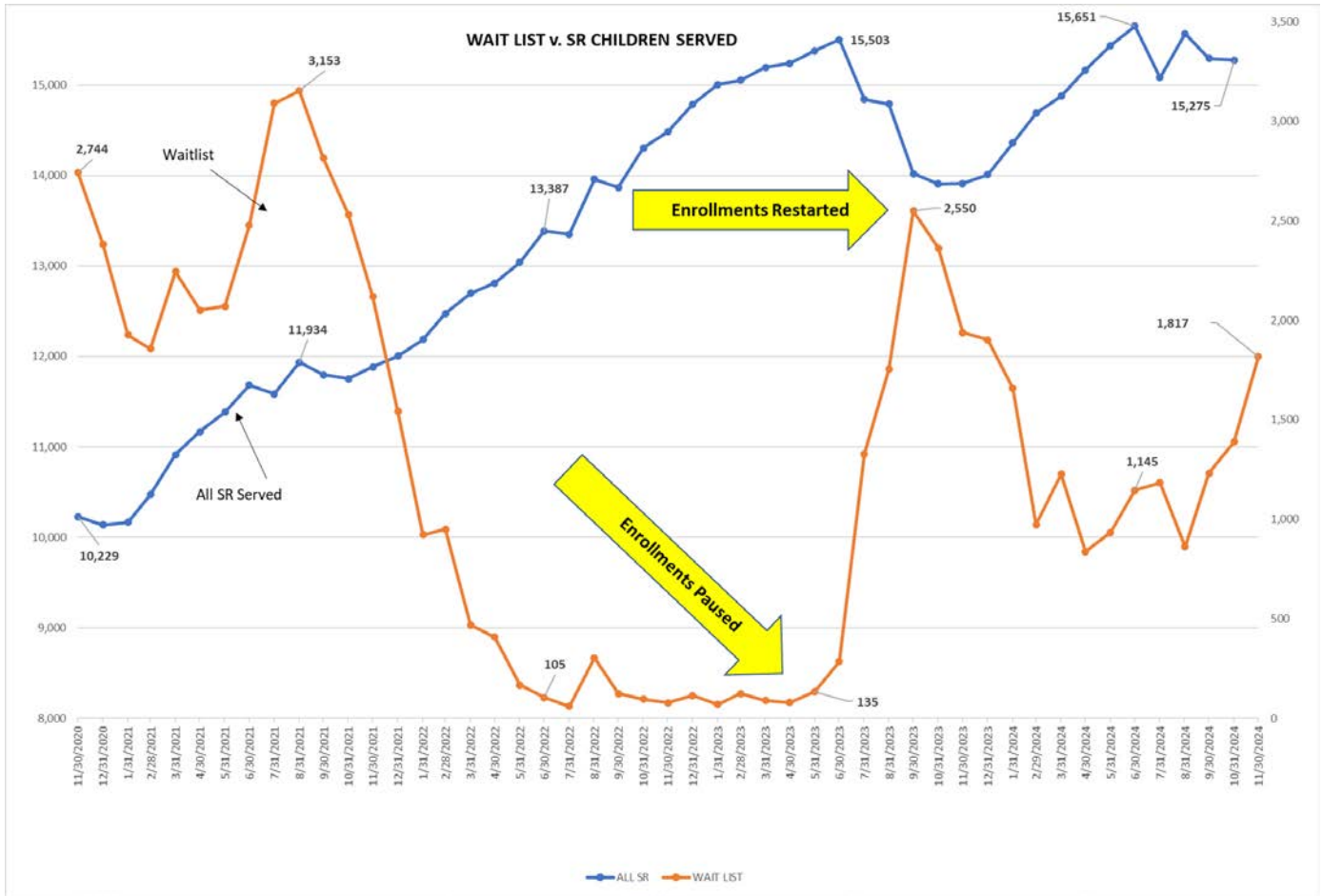
The Interim Financial Statements for the four-month period ending October 31, 2024, are attached for review. Financial Highlights through the month of October 2024 are as follows:

**1. School Readiness**

In the first four months of the fiscal year School Readiness expenditures for slots have been at historic high levels after 4 years of expanded funded and open enrollment from the waitlist. At approximately 15,000 children served each month with minimal waiting time for new applicants, we are closer than we have ever been to fully meeting Broward County’s full need for care. At the beginning of the fiscal year, we projected that sustaining this pace throughout the year would put us on a deficit trajectory against our initial SR base funding allocation, the Board directed staff to hold enrollments steady in anticipation of news about potential additional funding from a variety of DEL funding pools that were expected to be allocated in the coming months.

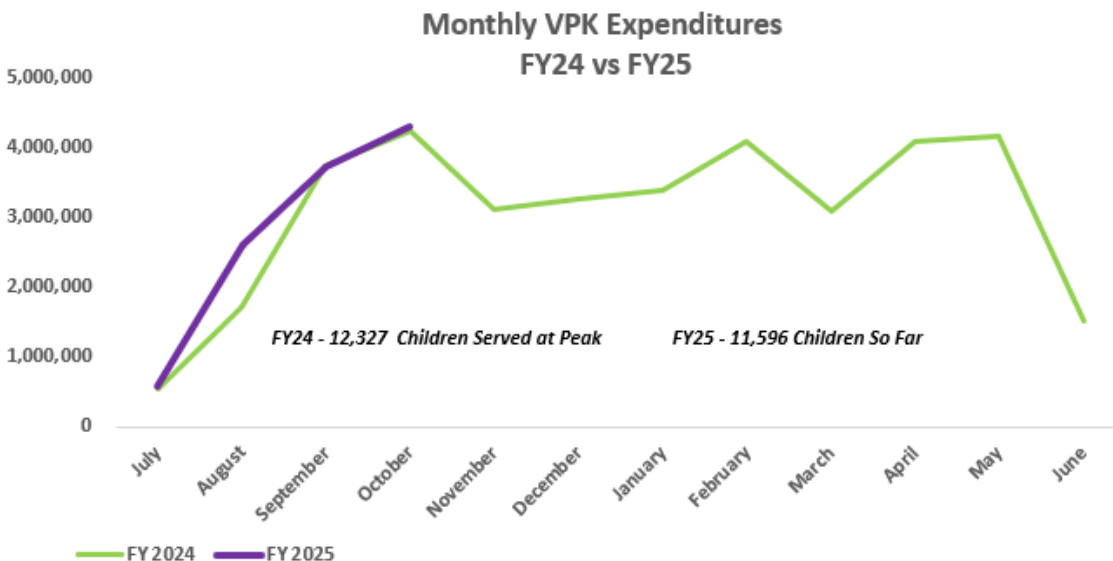
Unfortunately, however, DEL issued new guidance to all Coalitions in November to freeze enrollments if a year-end deficit is projected and to implement reasonable austerity measures to cut operating costs and redirect the savings toward slots. And while they did allocate some new funding from a \$20M Statewide pool for waitlist enrollment, the State counseled the Coalitions not to rely on the possibility of any additional funding awards in making enrollment decisions for the remainder of the fiscal year. Since slot expenditures in Broward remain on a deficit trajectory even with the \$2.2M we received from the waitlist enrollment pool, staff have paused enrollments and updated projections as a result. Allocations for the \$20M pool were distributed according to waitlist counts by Coalition as of June 30, 2024. DEL has expressed doubt that an additional \$40 million pool for SR expansion will be awarded this year or that there will be surplus money available from other Coalitions to fill any funding gaps. See Budget Amendment #2 for more detail.





**2. VPK**

VPK services typically ramp up during the first quarter of the fiscal year as the regular school year begins in August. Sign-ups for school year services are comparable to the prior year. YTD expenditures were slightly higher in FY25 versus the prior year primarily because August had 22 days of care vs 20 days in the prior year. Funding is allocated by DEL to match the actual need for services each year.



### **3. Vulnerable Populations Program**

YTD Expenditures in the Children’s Services Council funded Vulnerable Populations Program were 27% higher than the prior year because of a steady increase in referrals from CSC providers for services, a slower pace of transfers into SR for eligible families as waitlist enrollment has decreased and higher tiered reimbursement rates for child care centers as CLASS scores improve across the County. CSC increased annual funding for the program by \$824K starting in May 2024, but projections show that additional funding may be required to sustain the current pace. Staff will discuss utilization management options with CSC for the remainder of the contract year through next September over the coming weeks.

#### **Recommended Action:**

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

#### **Supporting Documents:**

- October 2024 Interim Financial Statements



## **Early Learning Coalition of Broward County, Inc.**

### **INTERIM FINANCIAL STATEMENTS For The Four Months Ended October 31, 2024**

**Submitted to the Board  
December 16, 2024**

**Early Learning Coalition of Broward County, Inc.**  
**Statement of Financial Position**  
**As of October 31, 2024**

	<b>10/31/2024</b>	<b>10/31/2023</b>
<b>Assets:</b>		
Cash	\$ 20,551,584	\$ 2,182,480
Grants Receivable	16,304,923	27,894,553
Accounts Receivable	1,155,986	1,261,246
Due From Providers	51,617	207,089
Prepaid Expense	1,142,032	111,040
Fixed Assets	14,702	19,479
Operating ROU Asset	1,119,660	1,400,346
<b>Total Assets</b>	<b>\$ 40,340,503</b>	<b>\$ 33,076,233</b>
 <b>Liabilities:</b>		
Accounts Payable	329,726	(183,091)
Salary & Benefits Payable	24,111	497,513
Compensated Absences	606,880	487,981.71
Rent Abatement	-	3,184
Due to Providers	14,022,897	12,313,962
Due to Other Agencies	318,814	427,746
Deferred Revenue	22,340,862	17,296,350
Operating Lease Liability	1,262,593	1,550,215
<b>Total Liabilities</b>	<b>\$ 38,905,882</b>	<b>\$ 32,393,861</b>
 <b>Net Assets</b>		
Unrestricted	728,629	682,372
Board Designated	705,992	-
<b>Total Net Assets</b>	<b>1,434,621</b>	<b>682,372</b>
 <b>Total Liabilities and Net Assets</b>	 <b>\$ 40,340,503</b>	 <b>\$ 33,076,233</b>



**Early Learning Coalition of Broward County, Inc.**  
**Statement of Activities**  
**For The Four Months Ended October 31, 2024**

	<u>Oct 2024</u> <u>Actual</u>	<u>FY 2024</u> <u>YTD Actual</u>	<u>FY 2023</u> <u>YTD Actual</u>
<b>Revenue</b>			
<b>Recurring</b>			
DEL School Readiness	\$ 8,964,062	\$ 33,772,827	\$ 28,839,003
DEL School Readiness Match	450,422	2,618,385	2,681,798
DEL SR Rate Differentials	1,342,897	5,337,004	4,641,149
DEL - School Readiness Program Assessments	27,129	61,380	52,165
DEL - Voluntary Pre-K	4,391,703	11,487,082	10,480,047
DEL VPK Rate Differentials	-	-	109,826
CSC -School Readiness	310,716	996,645	509,916
CSC - Vulnerable Populations	477,079	1,518,401	1,221,310
Broward County - School Readiness	195,234	2,087,822	2,684,235
United Way & Cities - School Readiness	34,942	212,942	148,900
Miscellaneous Income	10,273	189,756	193,151
<b>Subtotal Recurring Revenue</b>	<b>\$ 16,204,457</b>	<b>\$ 58,282,244</b>	<b>\$ 51,561,502</b>
Non-Recurring Pandemic Relief	-	-	7,586,869
<b>Subtotal Non-Recurring Pandemic Relief</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,586,869</b>
<b>Total All Revenue</b>	<b>\$ 16,204,457</b>	<b>\$ 58,282,244</b>	<b>\$ 59,148,371</b>
<b>Expenses</b>			
<b>Direct Services</b>			
School Readiness (State & Local Funds)	\$ 9,684,484	\$ 38,198,801	\$ 33,897,460
DEL - Voluntary Pre-K	4,293,966	11,201,297	10,157,267
CSC - Vulnerable Populations	438,404	1,373,546	1,079,934
Stipends and Grants to Providers	89,355	283,034	7,380,571
<b>Subtotal Direct Services</b>	<b>\$ 14,506,209</b>	<b>\$ 51,056,679</b>	<b>\$ 52,515,232</b>
<b>Program Support</b>			
Eligibility, Customer Services & Providers	\$ 772,429	\$ 3,188,059	\$ 3,074,877
Quality & Education	573,577	1,929,911	1,705,726
<b>Subtotal Program Support</b>	<b>\$ 1,346,006</b>	<b>\$ 5,117,970</b>	<b>\$ 4,780,603</b>
<b>Total Program (Direct + Support)</b>	<b>\$ 15,852,214</b>	<b>\$ 56,174,649</b>	<b>\$ 57,295,835</b>
<b>Administration</b>	436,945	1,887,269	1,639,650
<b>Total Expenses</b>	<b>\$ 16,289,160</b>	<b>58,061,918</b>	<b>\$ 58,935,485</b>
<b>Change in net assets</b>	<b>\$ (84,702)</b>	<b>\$ 220,326</b>	<b>\$ 212,885</b>
<b>Net assets, beginning of year</b>		1,214,294	464,151
<b>Net assets, end of the period</b>		<b>\$ 1,434,621</b>	<b>\$ 677,036</b>

**Early Learning Coalition of Broward County, Inc.**  
**Budget to Actual**  
**For The Period Ending October 31, 2024**

Revenue:	FY25 Amendment 1	YTD Actual	Balance	% Budget Spent	Notes
<b>Recurring</b>					
DEL School Readiness	\$ 90,426,561	\$ 33,772,827	\$ 56,653,734	37%	High Enrollments & Prepaid expenses
DEL School Readiness Match	5,985,349	2,618,385	3,366,964	44%	Expense timing varies w/ match avail
DEL SR Rate Differentials	15,679,811	5,337,004	10,342,807	34%	
DEL - School Readiness Program Assessment	330,299	61,380	268,919	19%	
DEL - Voluntary Pre-K	38,747,093	11,487,082	27,260,011	30%	Utilization following normal pattern
DEL VPK Rate Differentials					
CSC -School Readiness	3,684,362	996,645	2,687,717	27%	
CSC - Vulnerable Populations	4,339,241	1,518,401	2,820,840	35%	
Broward County - School Readiness	3,649,685	2,087,822	1,561,863	57%	\$1.2M add'l award for 1st Qtr
United Way & Cities - School Readiness	400,000	212,942	187,058	53%	Intermittent Revenue
Miscellaneous Income	191,830	189,756	2,074	99%	\$141K Henderson Grant awarded July
<b>Subtotal Recurring Revenue</b>	<b>\$ 163,434,231</b>	<b>\$ 58,282,244</b>	<b>\$ 105,151,987</b>	<b>36%</b>	
Unsecured SR Base Still Needed	20,820,066	-	20,820,066	0%	No additional funds available
<b>Total All Revenue</b>	<b>\$ 184,254,297</b>	<b>\$ 58,282,244</b>	<b>\$ 125,972,053</b>	<b>32%</b>	
<b>Expense</b>					
<b>Child Care Slots and Incentives</b>					
School Readiness (State & Local Funds)	\$ 120,552,080	\$ 38,198,801	\$ 82,353,279	32%	
DEL - Voluntary Pre-K	37,256,820	11,201,297	\$ 26,055,523	30%	
CSC - Vulnerable Populations	4,069,965	1,373,546	\$ 2,696,419	34%	
Stipends and Grants to Providers	908,001	283,034	\$ 624,967	31%	
<b>Total Child Care Slots and Incentives</b>	<b>\$ 162,786,866</b>	<b>\$ 51,056,679</b>	<b>\$ 111,730,187</b>	<b>31%</b>	
<b>Sub Recipient Expense</b>					
Children's Forum	210,999	\$ 60,831	150,168	29%	
211 Broward	293,046	146,412	146,634	50%	
<b>Total Sub Recipient Expense</b>	<b>\$ 504,045</b>	<b>\$ 207,242</b>	<b>\$ 296,803</b>	<b>41%</b>	
<b>ELC Operating Expense</b>					
Salaries & Benefits	\$ 18,629,893	\$ 5,865,945	\$ 12,763,948	31%	
Attorneys	126,500	25,050	\$ 101,450	20%	Intermittent Expenditures
Auditors	62,300	12,900	\$ 49,400	21%	Intermittent Expenditures
Consultants & Temps	333,100	19,275	\$ 313,825	6%	Intermittent Expenditures
Staff & Board Travel & Training	90,000	22,616	67,384	25%	Intermittent Expenditures
Insurance	73,835	24,612	49,223	33%	
Office Rent, Utilities & Maintenance	543,984	171,041	372,943	31%	
Office Machine & Storage Leases	4,806	1,602	3,204	33%	
Software Licenses	263,086	62,377	200,709	24%	Intermittent Expenditures
Internet, Email, Phones	140,595	56,767	83,828	40%	New system transition billing timing
Cell Phones	101,290	29,454	71,836	29%	
Sponsorships & Memberships	72,995	37,429	35,566	51%	Intermittent Expenditures
Books for Kids	240,750	128,386	112,364	53%	Intermittent Expenditures
Instructional Materials	50,000	15,897	34,103	32%	Intermittent Expenditures
Other Operating Costs	287,442	123,515	163,927	43%	Intermittent Expenditures
Computer Equipment & Software	11,500	11,500	-	100%	Annual Replacements Complete
Furniture & Fixtures	5,000	1,229	3,771	25%	Intermittent Expenditures
Depreciation/Pre-Paid Software Amort	-	188,401	(188,401)	0%	Software Amortization, Non-Cash Exp
Unallocated (Budget Only)	126,310	-	126,310	0%	
<b>Total ELC Operating Expense</b>	<b>\$ 21,163,386</b>	<b>\$ 6,797,995</b>	<b>\$ 14,365,391</b>	<b>32%</b>	
<b>Total Operating &amp; Sub-Recipient Expense</b>	<b>\$ 21,667,431</b>	<b>\$ 7,005,238</b>	<b>\$ 14,662,194</b>	<b>32%</b>	
<b>Total Expense</b>	<b>\$ 184,454,297</b>	<b>\$ 58,061,917</b>	<b>\$ 126,392,381</b>	<b>31%</b>	

ITEM#/MEETING	B253FIN2 / Board
MEETING DATE:	December 16, 2024
SUBJECT:	FY 2025 Budget Amendment #2
FOR ACTION:	YES
RECOMMENDED ACTION:	<b>Approve FY2025 Budget Amendment #2</b>
FINANCIAL IMPACT:	\$23,067,554 Net Decrease to Revenue and Expense

**Background Information:**

In June 2024, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of grant award letters from funders. In September 2024 the Board approved Amendment #1 after the Division of Early Learning (DEL) issued some, but not all, of the expected notices of award for FY2025. In November 2024, ELC received additional funding awards and new guidance about enrollments from DEL for the remainder of the fiscal year. The annual budget has been amended to reflect these and other proposed changes.

**Current Status:**

Key changes and updates Included in FY2025 Budget Amendment #1 are as follows:

**1. *\$23,048,262 Decrease to Projected School Readiness Slot Pool funding allocations for FY25.***

- \$20,820,065 Decrease to Budgeted Amount of Unsecured SR Base:** Staff removed the projected amount of unsecured FY25 funding for slots from the budget to reflect new guidance from DEL issued November 4, 2024 directing Coalitions to freeze new enrollment and implement austerity measures in operating costs to avoid projected deficits at fiscal year-end. Staff have stopped calling new families from the waiting list as a result of this directive and reallocated \$244,313 in realized savings to slots from staff vacancies, reduced sponsorships and lower than projected audited costs. Additional savings from vacancies and other operating cost adjustments may be realized and re-allocated throughout the remainder of the year. We also allocated \$347,396 in previously unallocated funds to slots.

**\$1,924,204 Decrease to Budgeted Amount for Quality Differentials:** Staff adjusted the amount budgeted for FY25 Quality Differentials paid to providers with qualifying CLASS® scores to match the actual amount in the final DEL award for the year. A small deficit for these funds is possible this year, but the awards may be adjusted by DEL among the Coalitions later in the year based on need. Barring additional funding, any potential cost overages must be ultimately covered by SR base funds at year end. Dedicated funding for quality differentials is capped Statewide at specific appropriation amounts authorized by the legislature. Staff plan to educate legislators on the importance of more flexibility in the allocation process for these funds for next year, during the upcoming legislative session to avoid having to absorb shortfalls from SR base allocations.

- \$303,795 Decrease to Budgeted Amount for Children’s Services Council School Readiness funding:** With the close of the CSC contract year, staff reclassify child care expenses among CSC funding sources and across fiscal years to maximize utilization of all contract funds. These adjustments are timing and accounting adjustments and do not affect the total contract amount.
- A detailed reconciliation of the changes to School Readiness pooled slot revenues versus the net change to School Readiness pooled slot expense is attached below.

## 2. **\$6 Million Projected FY25 Funding Shortfall for School Readiness Childcare:**

- **Revised Projections for Children Served & Potential Year End Deficit:** Staff have updated School Readiness utilization projections to reflect DEL's new guidance to pause enrollment from the waitlist for the remainder of the year and adjusted the average expected cost of care per day to align with recent actuals. At year end, we now project we will drop approximately 3,400 children from service through normal monthly attrition (425/month) and our monthly census will fall by 20% from approximately 15,000 children served down to 11,873. If our current SR base allocation remains flat in FY26 we will have to maintain our census at that level for the entire year. Despite this projected steep drop in the number of children served, we still project a deficit at year end of approximately \$6 million. See utilization projection report attached.
- **Strategy to Manage Year-End Shortfall:** In the event no additional funds are released by year end, Broward will need to implement local funding shifts, re-direct additional savings from operating costs and draw down a portion our FY26 funding allocation to break even. Staff will continue to monitor projections and provide updates as needed.
- **Outlook for Waitlist Growth:** Meanwhile, Broward's waitlist has already risen by more than 1,000 children in the one month since enrollments were paused. It is expected to reach 3,000 or more children by February 2025. Historically, the waitlist reaches a plateau at the 3,000-child count mark after waiting times become so long that parents start to lose confidence that they will be called, which causes the pace of new application submissions to slow.
- **Outlook for Additional Funding Allocations:** While the State recently released \$20 million in funds to the Coalitions for waitlist enrollment (Broward received \$2.2M), a proposal to allocate an additional \$40 million currently held in reserve by the State for the purpose of filling School Readiness base funding gaps is stalled in the review process with Executive and Legislative officials. DEL submitted their allocation proposal more than a month ago based on their internal analysis of Statewide need and input from the Coalitions. The Coalitions combined requested more than \$118 million from the pool Statewide, so DEL developed a methodology to pro-rate allocations for their proposal. Broward was estimated to receive approximately \$6 million if the proposal were to be approved. It remains uncertain, however, whether the proposal will be approved for release at all, and DEL has counseled the Coalitions not to consider it when adjusting enrollments to avoid deficits. DEL has also counseled the Coalitions not to count on unused funds from other Coalitions becoming available for re-obligation during the year.
- **DEL Proposal for FY26 Funding;** The legislative session for FY26 funding will begin in March 2025. DEL has requested that the Governor reprise approximately \$120 million for FY26 that was appropriated in FY25 to fill various funding gaps. However for this year DEL will recommend that the proviso language permit more flexibility for DEL to manage allocations Statewide to avoid the delays and uncertainty we are experiencing this year. DEL is also proposing a \$10 million expansion for the School Readiness funding pool and an \$8 million net increase to funds appropriated for quality rate differentials.
- **Upcoming Legislative Session:** Staff are actively working with legislative contacts to educate them about the need to right-size School Readiness base allocations to align with demonstrated need and distribute all funds appropriately (and swiftly) across the Coalitions. AELC has made "right-sizing" the system its top

legislative priority along with educating legislators on the benefits of increasing the SR eligibility threshold. Locally, our number one priority is to “right size” our funding to meet the needs of the Broward community.

**3. \$2 Million Projected Shortfall for Vulnerable Populations Program FY25 Contract Year**

- The CSC-funded Vulnerable Populations Program continues to see rising enrollment as referrals for service inch upward while transfers to School Readiness decline. At the current pace, staff project that the FY25 contract year funding will fall short by approximately \$2 million by September 30, 2025. Staff will work with the CSC to discuss options to remedy this problem in the coming weeks. See utilization projection report attached for more detail.

**4. \$85,000 Increase to small grants revenue**

- \$70,000 in new grant revenues from the AD Henderson foundation to support stipends and food for Early Educator trainings
- \$15,000 in new grant revenues from the University of Florida Lastinger Center for Administration of Florida Standards online trainings for early educators.

**Recommended Action:**

Recommend that the Board approve FY2025 Budget Amendment #2 as presented

**Supporting Documents:**

- **Amendment #2 with Three Year Comparison & Updated October Budget to Actual**
- **Reconciliation of SR Funding Pool Revenue and Expense Changes Amendment 1 versus Amendment 2**
- **October 2024 Utilization Projection**
- **Updated FY24 SR Base Allocation Cash Projection**

# FY2025 Proposed Amendment 2 Budget by Business Activity



	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
<b>Revenue:</b>					
<b>Recurring</b>					
DEL School Readiness	\$ 71,963,680	\$ 7,470,200	\$ 6,279,055	\$ 4,713,626	\$ 90,426,561
DEL School Readiness Match	5,985,349	-	-	-	5,985,349
DEL School Readiness Rate Differentials	13,755,409	-	-	-	13,755,409
DEL Program Assessments	-	-	330,299	-	330,299
DEL - Voluntary Pre-K	36,901,993	1,383,825	-	461,275	38,747,093
CSC - Income Eligible	3,042,511	253,543	-	84,514	3,380,568
CSC - Vulnerable Populations	3,811,455	317,621	-	105,874	4,234,950
Broward County- Income Eligible	3,244,164	304,140	-	101,380	3,649,685
Hocal Match: United Way & Cities	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	455,076	21,754	476,830
<b>Total Revenue</b>	<b>\$ 139,104,562</b>	<b>\$ 9,729,329</b>	<b>\$ 7,064,430</b>	<b>\$ 5,488,423</b>	<b>\$ 161,386,744</b>
<b>Expense:</b>					
<b>Child Care Slots</b>					
DEL School Readiness	\$ 98,391,113	\$ -	\$ -	\$ -	\$ 98,391,113
DEL - Voluntary Pre-K	36,901,993	-	-	-	36,901,993
CSC - Vulnerable Populations	3,811,455	-	-	-	3,811,455
Grants/Stipends	-	-	959,726	0	959,726
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 139,104,562</b>	<b>\$ -</b>	<b>\$ 959,726</b>	<b>\$ 0</b>	<b>\$ 140,064,288</b>
<b>Sub Recipient Expense</b>					
Children's Forum	-	-	163,025	47,974	210,999
211-Broward	-	168,046	-	62,500	230,546
<b>Total Sub Recipient Expense</b>	<b>\$ -</b>	<b>\$ 168,046</b>	<b>\$ 163,025</b>	<b>\$ 110,474</b>	<b>\$ 441,545</b>
<b>ELC Operating Expense</b>					
Staff Costs	\$ -	\$ 9,035,781	\$ 5,334,923	\$ 4,035,845	\$ 18,406,549
Attorneys	-	-	-	126,500	126,500
Auditors	-	-	-	51,330	51,330
Consultants & Temps	-	74,500	57,000	264,100	395,600
Staff & Board Travel	-	0	55,222	40,000	95,222
Insurance	-	42,239	19,845	11,751	73,835
Office Rent & Utilities	-	316,754	151,457	84,512	552,722
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	13,200	(0)	249,886	263,086
Phones/Internet/Web Page	-	81,122	38,113	21,360	140,595
Cell Phones	-	0	-	101,290	101,290
Sponsorships & Memberships	-	25,000	(2,009)	40,004	62,995
Books for Kids	-	-	240,750	-	240,750
Instructional Materials	-	-	50,000	-	50,000
Fees, Supplies & Other Misc Ops Costs	-	4,000	25,775	259,241	289,016
Computer Equipment	-	5,813	3,488	2,200	11,500
Furniture & Fixtures	-	-	1,239	3,761	5,000
Unallocated (Budget Only)	-	(37,126)	(34,123)	81,362	10,113
<b>Total ELC Operating Expense</b>	<b>\$ -</b>	<b>\$ 9,561,283</b>	<b>\$ 5,941,679</b>	<b>\$ 5,377,949</b>	<b>\$ 20,880,911</b>
<b>Total ELC Operating Expense &amp; Subs</b>	<b>\$ -</b>	<b>\$ 9,729,329</b>	<b>\$ 6,104,704</b>	<b>\$ 5,488,423</b>	<b>\$ 21,322,456</b>
<b>Total Expense</b>	<b>\$ 139,104,562</b>	<b>\$ 9,729,329</b>	<b>\$ 7,064,430</b>	<b>\$ 5,488,423</b>	<b>\$ 161,386,744</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Proposed FY2025 Budget (as Amended) Three Year Comparison



Revenue:	FY2023 Actual	FY2024 Actual (Unaudited)	FY25 Amendment #1 Approved September	FY25 Amendment #2 Proposed	Change (Amendment #2 over Amendment 1)	Reason for Change
<b>Recurring</b>						
DEL School Readiness	\$ 91,627,433	\$ 93,973,261	\$ 90,426,561	\$ 90,426,561	\$ -	
<b>Unsecured SR Base Still Needed</b>			<b>\$ 20,820,066</b>	<b>\$ -</b>	<b>\$ (20,820,066)</b>	No Add'l Funding Expected
DEL School Readiness Match	5,124,089	5,556,282	5,985,349	5,985,349	-	
DEL School Readiness Rate Differenti	13,803,743	14,623,830	15,679,811	13,755,409	(1,924,402)	Updated to match award
DEL Program Assessments	444,941	342,436	330,299	330,299	-	
DEL - Voluntary Pre-K	38,242,091	38,059,553	38,747,093	38,747,093	-	
CSC - Income Eligible	5,587,687	3,008,946	3,684,362	3,380,568	(303,795)	Contract year end adj Sep
CSC - Vulnerable Populations	2,748,911	4,079,287	4,339,241	4,234,950	(104,291)	Contract year end adj Sep
Broward County- Income Eligible	2,253,090	4,160,311	3,649,685	3,649,685	-	
Local Match: United Way & Cities	354,509	536,964	400,000	400,000	-	
Miscellaneous Grants & Program Inco	68,187	148,087	391,830	476,830	85,000	UF and Henderson Grants
<b>Subtotal Recurring Revenue</b>	<b>\$ 160,254,681</b>	<b>\$ 164,488,956</b>	<b>\$ 184,454,297</b>	<b>\$ 161,386,744</b>	<b>\$ (23,067,554)</b>	
Non-Recurring Pandemic Relief	\$ 134,750,403	\$ 23,231,578	\$ -	\$ -	\$ -	
<b>Total All Revenue</b>	<b>\$ 295,005,084</b>	<b>\$ 187,720,534</b>	<b>\$ 184,454,297</b>	<b>\$ 161,386,744</b>	<b>\$ (23,067,554)</b>	
<b>Expense:</b>						
<b>Child Care Slots &amp; Grants/Stipends</b>						
School Readiness Funding Pool	\$ 104,143,520	\$ 104,607,638	\$ 120,552,080	\$ 98,391,113	\$ (22,160,967)	Rerecast no enrollments
DEL - Voluntary Pre-K	43,081,924	36,933,019	36,901,993	36,901,993	-	
CSC - Vulnerable Populations	2,708,529	3,650,018	4,069,965	3,811,455	(258,510)	Contract Year End Adj Sep
Grants/Stipends	122,336,312	19,664,549	908,001	959,726	51,725	Henderson Grant Stipends
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 272,270,285</b>	<b>\$ 164,855,224</b>	<b>\$ 162,432,040</b>	<b>\$ 140,064,288</b>	<b>\$ (22,367,752)</b>	
<b>Sub Recipient Expense</b>						
Children's Forum	236,457	242,071	210,999	210,999	\$ -	
211-Broward	404,211	435,500	293,046	230,546	(62,500)	Moved Consultants Jan 1
<b>Total Sub Recipient Expense</b>	<b>\$ 640,669</b>	<b>\$ 677,571</b>	<b>\$ 504,045</b>	<b>\$ 441,545</b>	<b>\$ (62,500)</b>	
<b>ELC Operating Expense</b>						
Staff Costs	\$ 15,876,029	\$ 17,960,640	\$ 18,629,893	\$ 18,406,549	\$ (223,343)	Vacancy savings to slots
Attorneys	72,424	64,678	126,500	126,500	-	
Auditors	42,600	32,500	62,300	51,330	(10,970)	Savings to slots
Consultants & Temps	606,660	602,299	333,100	395,600	62,500	211 Contract Eff Jan 1
Staff & Board Travel	55,246	90,010	90,000	95,222	5,222	Help Me Grow Reqd Travel
Insurance	51,656	69,516	73,835	73,835	-	
Office Rent & Utilities	486,322	518,538	543,984	552,722	8,739	BECE Conf Facility Rent
Office Machines & Storage	11,567	4,806	4,806	4,806	-	
Software Licenses	249,497	242,922	263,086	263,086	-	
Phones/Internet/Web Page	138,157	218,893	140,595	140,595	-	
Cell Phones	108,258	97,436	101,290	101,290	-	
Sponsorships & Memberships	70,868	108,530	72,995	62,995	(10,000)	Savings to slots
Books for Kids	314,212	534,576	240,750	240,750	-	
Instructional Materiels	3,608,438	457,169	50,000	50,000	-	
Fees, Supplies & Other Misc Ops Costs	293,672	321,780	287,441	289,016	1,575	Help Me Grow Google Ads
Computer Equipment	131,446	29,907	11,500	11,500	-	
Furniture & Fixtures	790	87,531	5,000	5,000	-	
Depreciation	1,584	4,777			-	
Unallocated (Budget Only)			481,137	10,113	(471,024)	local adj, 347K to slots
<b>Total ELC Operating Expense</b>	<b>\$ 22,119,426</b>	<b>\$ 21,446,507</b>	<b>\$ 21,518,213</b>	<b>\$ 20,880,911</b>	<b>\$ (637,302)</b>	
<b>Total ELC Operating Expense &amp; Subs</b>	<b>\$ 22,760,094</b>	<b>\$ 22,124,078</b>	<b>\$ 22,022,258</b>	<b>\$ 21,322,456</b>	<b>\$ (699,802)</b>	
<b>Total Expense</b>	<b>\$ 295,030,379</b>	<b>\$ 186,979,302</b>	<b>\$ 184,454,297</b>	<b>\$ 161,386,744</b>	<b>\$ (23,067,554)</b>	
<b>Revenue over Expense</b>	<b>\$ (25,295)</b>	<b>\$ 741,232</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Proposed FY25 Amendment #2 vs Year to Date Actual



FY2025 Amendment #2 Proposed	October 2024 YTD Actual	Remaining Balance	Percent Spent		
<b>Revenue:</b>					
<b>Recurring</b>					
DEL School Readiness	\$ 90,426,561	\$ 33,772,827	\$ 56,653,734	37%	Enrollment paused
DEL School Readiness Match	5,985,349	2,618,385	3,366,964	44%	Timing varies with local match avail
DEL School Readiness Rate Differentials	13,755,409	5,337,004	8,418,405	39%	
DEL Program Assessments	330,299	61,380	268,919	19%	Ramps up with VPK school year
DEL - Voluntary Pre-K	38,747,093	11,487,082	27,260,011	30%	Normal VPK pattern
CSC - Income Eligible	3,380,568	996,645	2,383,922	29%	
CSC - Vulnerable Populations	4,234,950	1,518,401	2,716,549	36%	
Broward County- Income Eligible	3,649,685	2,087,822	1,561,863	57%	\$1.2M Addl funding in 1st quarter
Local Match: United Way & Cities	400,000	212,942	187,058	53%	Intermittent funding
Miscellaneous Grants & Program Income	476,830	189,756	287,074	40%	Annual Grants recorded in full July 1
<b>Total All Revenue</b>	<b>\$ 161,386,744</b>	<b>\$ 58,282,244</b>	<b>\$ 103,104,500</b>	<b>36%</b>	
<b>Expense:</b>					
<b>Child Care Slots &amp; Grants/Stipends</b>					
DEL School Readiness	\$ 98,391,113	\$ 38,198,801	\$ 60,192,312	39%	
DEL - Voluntary Pre-K	36,901,993	11,201,297	25,700,696	30%	
CSC - Vulnerable Populations	3,811,455	1,373,546	2,437,909	36%	
Grants/Stipends	959,726	283,034	676,691	29%	
<b>Total Slots &amp; Grants/Stipends</b>	<b>\$ 140,064,288</b>	<b>\$ 51,056,679</b>	<b>\$ 89,007,609</b>	<b>36%</b>	
<b>Sub Recipient Expense</b>					
Children's Forum	210,999	60,831	150,168	29%	Billing delays
211-Broward	230,546	146,412	84,134	64%	Agreement ends December 31, 2024
<b>Total Sub Recipient Expense</b>	<b>\$ 441,545</b>	<b>\$ 207,242</b>	<b>\$ 234,303</b>	<b>47%</b>	
<b>ELC Operating Expense</b>					
Staff Costs	\$ 18,406,549	\$ 5,865,945	\$ 12,540,604	32%	
Attorneys	126,500	25,050	101,450	20%	Intermittent Expenditures
Auditors	51,330	12,900	38,430	25%	Intermittent Expenditures
Consultants	395,600	19,275	376,325	5%	Intermittent Expenditures
Staff & Board Travel	95,222	22,616	72,606	24%	Intermittent Expenditures
Insurance	73,835	24,612	49,223	33%	
Office Rent & Utilities	552,722	171,041	381,682	31%	
Office Machines & Storage	4,806	1,602	3,204	33%	
Software Licenses	263,086	62,377	200,709	24%	Intermittent Expenditures
Phones/Internet	140,595	56,767	83,828	40%	New System Transition Billing Timing
Cell Phones	101,290	29,454	71,837	29%	
Sponsorships & Memberships	62,995	37,429	25,566	59%	Intermittent Expenditures
Books for Kids	240,750	128,386	112,364	53%	Intermittent Expenditures
Instructional Materiels	50,000	15,897	34,103	32%	
Fees, Supplies & Other Misc Ops Costs	289,016	123,516	165,500	43%	Intermittent Expenditures
Computer Equipment	11,500	11,500	-	100%	Intermittent Expenditures
Furniture & Fixtures	5,000	1,229	3,771	25%	Intermittent Expenditures
Unallocated (Budget Only)	10,113	-	10,113	0%	
Depreciation & Prepaid Software Amort		188,401	(188,401)	0%	Amortization, Non-Cash Expense
<b>Total ELC Operating Expense</b>	<b>\$ 20,880,911</b>	<b>\$ 6,797,996</b>	<b>\$ 14,082,915</b>	<b>33%</b>	
<b>Total Non-Slot Expense</b>	<b>21,322,456</b>	<b>7,005,239</b>	<b>14,317,217</b>	<b>33%</b>	
<b>Total Expense</b>	<b>\$ 161,386,744</b>	<b>\$ 58,061,918</b>	<b>\$ 103,324,826</b>	<b>36%</b>	
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 220,326</b>	<b>\$ (220,326)</b>		



**Reconciliation of School Readiness (SR)  
Slot Revenue Change to Net Slot Expense Change  
Amendment #2 (Proposed) vs Amendment #1**

SR Revenue	Amendment #1 Approved September 2024	Amendment #2 (Proposed)	Change Amendment 2 vs Amendment 1
DEL- School Readiness SR Base	\$ 90,426,561	90,426,561	-
DEL-School Readiness Un-Secured	20,820,065	-	(20,820,065)
DEL-School Readiness Match Funds	5,985,349	5,985,349	-
DEL School Readiness Rate Differentials	15,679,811	13,755,409	(1,924,402)
Children's Services Council-Income Eligible	3,684,362	3,380,568	(303,795)
Broward County -School Readiness Match	3,649,685	3,649,685	-
School Readiness Local Match	400,000	400,000	-
<b>Total Revenue</b>	<b>\$ 140,645,833</b>	<b>\$ 117,197,571</b>	<b>\$ (23,048,262)</b>
<b>SR Slot Pool Expense</b>			
DEL- School Readiness SR Base	\$ 70,840,243	\$ 71,963,680	\$ 1,123,437
DEL-School Readiness Un-Secured	20,820,065	-	(20,820,065)
DEL-School Readiness Match Funds	5,956,282	5,985,349	29,067
DEL School Readiness Rate Differentials	15,975,396	13,755,409	(2,219,987)
Children's Services Council-Income Eligible	3,315,926	3,042,511	(273,415)
Broward County -School Readiness Match	3,244,168	3,244,164	(4)
School Readiness Local Match	400,000	400,000	-
<b>Total Expense</b>	<b>\$ 120,552,080</b>	<b>\$ 98,391,113</b>	<b>\$ (22,160,967)</b>
<b>Net SR Revenue Over SR Slots Change</b>			<b>\$ (887,294)</b>

Reconciling Items	
Projected Differentials Savings from Enrollment Pause	\$ (295,585)
Operational Cost Savings Applied to Slots	(244,313)
Unallocated Budget Applied to Slots	(347,396)
<b>Total Reconciling Items</b>	<b>\$ (887,294)</b>

# SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

**New Enrollments from Waitlist:**

<b>FY 24</b>	Attrition:	<b>425</b>	Avg/Month
	Enroll:	<b>685</b>	Avg/Month
	Wait List:	<b>1,250</b>	Avg/Month
<b>FY 25</b>	Attrition:	<b>425</b>	Avg/Month
	Enroll:	<b>611</b>	Avg/Month
	Enroll:	<b>0</b>	Avg/Month
	Wait List:	<b>1,650</b>	Avg/Month

**Funding Changes:**

Aug-Sep24  
Nov24-Jun25

**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	<b>Proj Total</b>	<b>\$ 83,201,932</b>	<b>\$ 13,566,922</b>	<b>\$ 5,449,048</b>	<b>\$ 2,002,800</b>	<b>\$ 354,082</b>	<b>\$ 104,574,784</b>
Baseline FY23 over FY22			2,387			<b>Budget</b>	<b>83,081,887</b>	<b>13,566,922</b>	<b>5,449,048</b>	<b>2,002,800</b>	<b>354,082</b>	<b>104,556,965</b>
						<b>Surplus(Deficit)</b>	<b>(17,819)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,819)</b>
Baseline FY23 over FY17			5,214	(FY17 Baseline= 9,396)		<b>Carry-Over</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>456,308</b>
Avg Cost FY23 over FY17			\$ 8.80	(FY17 Baseline = \$18.62 )		<b>Surplus(Deficit)</b>	<b>\$ (17,819)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 438,489</b>

## Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-23	21	14,826	-622	\$29.48	7,089,264	1,227,511	58,418	737,348	64,782	9,177,323	
A	Aug-23	23	14,695	-131	26.67	6,995,313	1,229,326	35,757	737,348	14,957	9,012,702	
A	Sep-23	21	14,003	-692	26.09	5,828,413	1,058,447	35,757	737,787	10,833	7,671,237	
A	Oct-23	22	13,908	-95	25.95	6,410,858	1,065,638	275,915	173,450	13,625	7,939,486	
A	Nov-23	22	13,913	+5	26.63	6,380,436	1,151,842	278,067	173,549	167,363	8,151,256	
A	Dec-23	21	14,012	+99	26.54	6,210,826	1,093,510	278,712	175,204	51,264	7,809,516	
A	Jan-24	23	14,361	+349	27.16	7,224,962	1,258,933	278,714	173,549	33,463	8,969,621	
A	Feb-24	21	14,690	+329	27.48	6,816,914	1,189,975	278,842	173,004	18,852	8,477,586	
A	Mar-24	21	14,877	+187	28.02	7,200,023	1,262,771	105,000	173,004	14,460	8,755,258	
A	Apr-24	22	15,168	+290	28.11	7,768,882	1,353,615	40,000	173,004	43,460	9,378,961	
A	May-24	23	15,436	+268	28.24	8,279,226	1,451,534	35,500	173,004	88,463	10,027,727	
A	Jun-24	20	15,651	+215	34.24	8,570,709	1,106,984	935,241	93,004	13,459	10,717,667	
Average Enrollments (Baseline)			14,628		\$27.88	<b>Proj Total</b>	<b>\$ 84,775,826</b>	<b>\$ 14,450,086</b>	<b>\$ 2,635,923</b>	<b>\$ 3,693,255</b>	<b>\$ 534,980</b>	<b>\$ 106,088,340</b>
Increase to baseline FY24 over FY23			19			<b>Budget</b>	<b>84,255,344</b>	<b>14,450,086</b>	<b>2,635,923</b>	<b>3,693,255</b>	<b>534,980</b>	<b>105,569,588</b>
						<b>Surplus(Deficit)</b>	<b>(520,482)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(518,752)</b>
Increase to baseline FY24 over FY17			5,232	(FY17 Baseline= 9,396)		<b>Provider Match</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>517,818</b>
Increase in Avg Cost over FY17			\$ 9.27	(FY17 Baseline = \$18.62 )		<b>Surplus(Deficit)</b>	<b>\$ (520,482)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (934)</b>

## Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	
A	Jul-24	23	15,084	-567	31.18	8,572,560	1,490,802	178,278	560,765	16,315	10,818,719	
A	Aug-24	22	15,568	+484	26.44	7,212,991	1,088,144	178,610	560,766	15,315	9,055,826	
A	Sep-24	21	15,295	-273	26.83	6,803,738	1,210,949	30,592	560,770	11,375	8,617,424	
A	Oct-24	23	15,275	-20	27.47	7,773,300	1,326,764	308,942	173,541	69,944	9,652,491	
P	Nov-24	21	14,850	-425	28.12	6,982,471	1,185,069	293,302	173,541	135,496	8,769,878	
P	Dec-24	22	14,425	-425	28.59	7,362,355	1,221,532	293,302	173,541	21,652	9,072,382	
P	Jan-25	23	14,000	-425	28.07	7,310,619	1,238,707	293,302	173,541	21,652	9,037,820	
P	Feb-25	20	13,575	-425	28.23	6,132,711	1,043,716	293,302	173,541	21,652	7,664,922	
P	Mar-25	22	13,150	-425	28.23	6,566,783	1,112,697	293,302	173,541	21,652	8,167,975	
P	Apr-25	22	12,725	-425	28.42	6,392,354	1,076,514	293,302	173,541	21,652	7,957,364	
P	May-25	22	12,300	-425	29.18	6,367,504	1,039,975	293,302	173,541	21,652	7,895,973	
P	Jun-25	21	11,873	-427	30.81	6,233,963	960,931	292,975	173,534	21,648	7,683,051	
Average Enrollments (Baseline)			14,010		\$28.47	<b>Proj Total</b>	<b>\$ 83,711,349</b>	<b>\$ 13,995,799</b>	<b>\$ 3,042,511</b>	<b>\$ 3,244,164</b>	<b>\$ 400,003</b>	<b>\$ 104,393,826</b>
Increase to baseline FY25 over FY24			(618)		2.09%	<b>Budget</b>	<b>77,949,029</b>	<b>13,755,409</b>	<b>3,042,511</b>	<b>3,244,164</b>	<b>400,003</b>	<b>98,391,116</b>
						<b>Surplus(Deficit)</b>	<b>(5,762,320)</b>	<b>(240,391)</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>(6,002,711)</b>
Increase to baseline FY25 over FY17			4,614	(FY17 Baseline= 9,396)		<b>Provider Match</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>623,425</b>
Increase in Avg Cost over FY17			\$9.85	(FY17 Baseline = \$18.62 )		<b>Surplus(Deficit)</b>	<b>\$ (5,762,320)</b>	<b>\$ (240,391)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (5,379,285)</b>

# SCHOOL READINESS UTILIZATION FY 2022-2025

## Children Services Council Vulnerable Population Contract

**New Referrals**

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

**Funding Changes:**

+ \$824,000 eff. 2024



**Assumptions:**

Daily Average Cost forecast reflects current actual trends.

### Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-22	21	314	+4	35.90		236,755		236,755
A	Nov-22	22	285	-29	37.66		236,135		236,135
A	Dec-22	22	275	-10	36.17		218,800		218,800
A	Jan-23	22	270	-5	33.73		200,340		200,340
A	Feb-23	20	258	-12	37.51		193,568		193,568
A	Mar-23	23	279	+21	36.23		232,463		232,463
A	Apr-23	20	278	-1	37.95		211,017		211,017
A	May-23	23	282	+4	37.36		242,316		242,316
A	Jun-23	22	298	+16	39.02		255,796		255,796
A	Jul-23	21	322	+24	38.32		259,119		259,119
A	Aug-23	23	345	+23	36.68		291,040		291,040
A	Sep-23	21	345	+	39.24		284,281		284,281
<b>Projected Total</b>								\$	<b>2,861,630</b>
<b>FY23 CSC Contract Year Bud</b>								\$	<b>2,861,630</b>
<b>Surplus(Deficit) CSC Contract Year</b>								\$	<b>0</b>

### Contract Year 2023-24

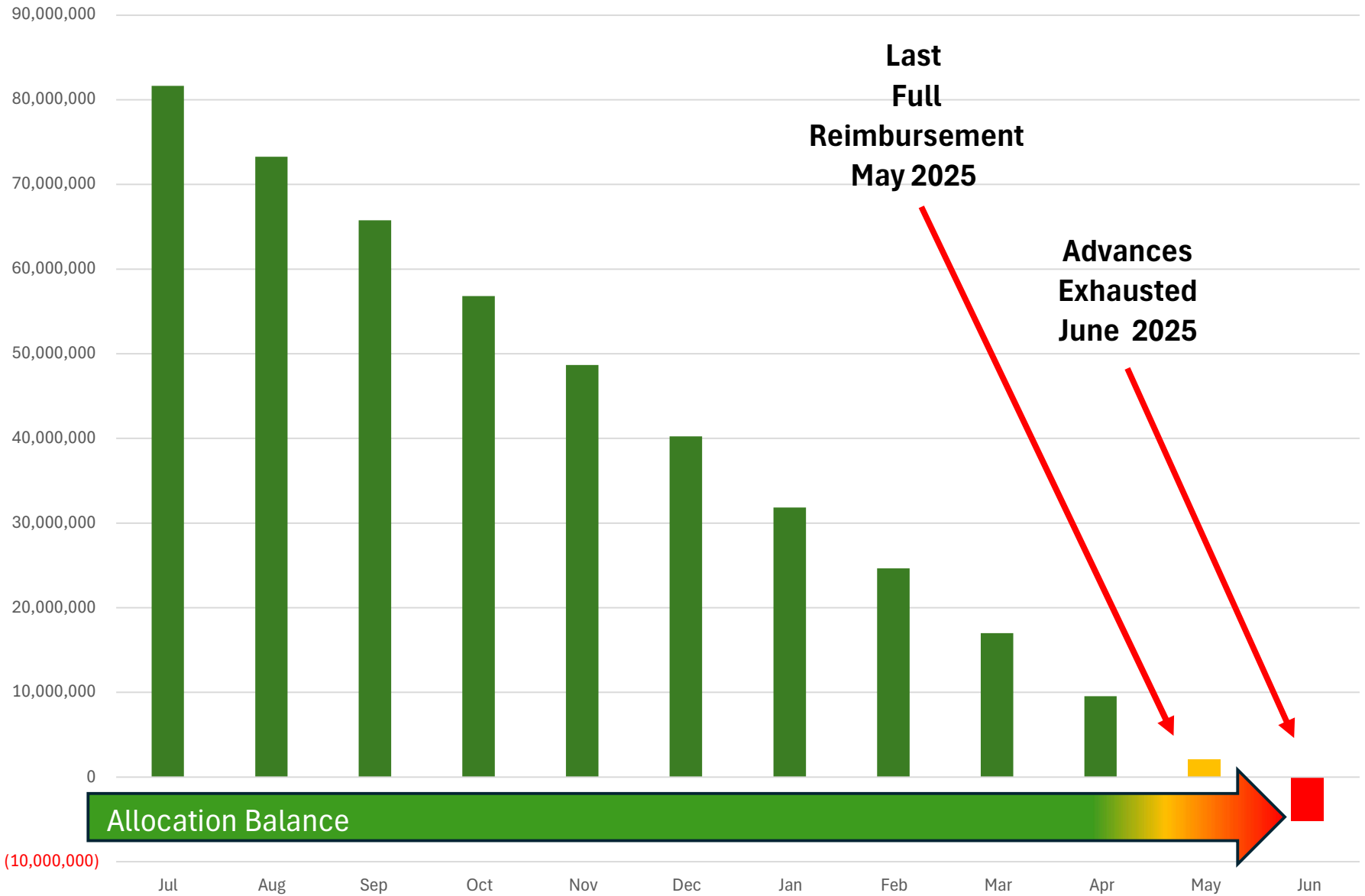
Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-23	22	386	+41	38.15		323,941		323,941
A	Nov-23	22	389	+3	39.04		334,105		334,105
A	Dec-23	21	373	-16	38.83		304,119		304,119
A	Jan-24	23	379	+6	37.15		323,836		323,836
A	Feb-24	21	395	+16	37.64		312,240		312,240
A	Mar-24	21	392	-3	36.93		304,029		304,029
A	Apr-24	22	394	+2	37.40		324,165		324,165
A	May-24	23	419	+25	36.33		350,064		350,064
A	Jun-24	20	426	+7	35.49		302,394		302,394
A	Jul-24	23	410	-16	38.07		359,037		359,037
A	Aug-24	22	445	+35	35.76		350,068		350,068
A	Sep-24	21	449	+4	39.15		369,139		369,139
<b>Projected Total</b>								\$	<b>3,957,137</b>
<b>FY23 CSC Contract Year Bud</b>								\$	<b>3,832,354</b>
<b>Surplus(Deficit) CSC Contract Year</b>								\$	<b>(124,783)</b>

### Contract Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-24	22	472	+23	42.22		438,404		438,404
P	Nov-24	21	491	+19	38.03		392,154		392,154
P	Dec-24	23	510	+19	39.03		457,852		457,852
P	Jan-25	23	529	+19	38.03		462,743		462,743
P	Feb-25	20	548	+19	38.03		416,837		416,837
P	Mar-25	22	567	+19	38.53		480,656		480,656
P	Apr-25	22	586	+19	38.03		490,316		490,316
P	May-25	22	605	+19	38.28		509,541		509,541
P	Jun-25	21	624	+19	39.78		521,311		521,311
P	Jul-25	23	643	+19	39.78		588,345		588,345
P	Aug-25	21	662	+19	38.03		528,729		528,729
P	Sep-25	22	681	+19	38.03		569,805		569,805
<b>Projected Total</b>								\$	<b>5,856,694</b>
<b>FY23 CSC Contract Year Bud</b>								\$	<b>3,811,455</b>
<b>Surplus(Deficit) CSC Contract Year</b>								\$	<b>(2,045,239)</b>

# Cash Utilization Projection for \$92M FY25 School Readiness Base Allocation

*(Does not include pending allocations or match funding)*



<b>ITEM/MEETING:</b>	B253RB1 / Board
<b>DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	Invitation to Negotiate for Compensation Consulting Services
<b>FOR ACTION:</b>	YES
<b>RECOMMENDED ACTION:</b>	Authorize staff to decline to award a contract for the Invitation to Negotiate procurement for Compensation Consulting Services released November 13, 2024
<b>FINANCIAL IMPACT:</b>	Not to Exceed \$40,000 for FY25
<b>ELC STAFF LEAD</b>	C. Klima

**Background:**

On October 14, 2024 the Board authorized staff to release a procurement solicitation for Compensation Consulting services to conduct a salary structure review to ensure we are still aligned with the organization’s needs and the labor market. We last conducted reviews in FY 2019 and FY 2022 and we are due for a new one in FY 2025.

The scope of services included:

Analysis of our current organizational structure and pay scale

- Market place benchmarks to evaluate marketplace alignment
- Analysis of Compensation Administration philosophy and policies of the organization
- Recommendations for changes or updates

**Current Status:**

On November 13, 2024, staff released an Invitation to Negotiate (ITN) and multiple submissions were received. On December 13, 2024 the evaluation committee completed two rounds of negotiations with three firms, but decided not to recommend a firm for the award because the cost proposals exceeded the Board authorized \$40,000 annual budget for the project by 50-90%, or \$20,000 -\$36,000. The Committee worked with the firms to negotiate lower prices for the work, but the discounts offered did not significantly change the annual cost.

Additionally, in light of current budget developments, staff recommend that the procurement not be reissued and the project will be put on hold for the foreseeable future.

**Recommended action:**

Authorize staff to decline to award a contract for the Invitation to Negotiate procurement for Compensation Consulting Services released November 13, 2024.



<b>ITEM #/MEETING:</b>	B253NOM1 / Board
<b>MEETING DATE:</b>	December 16, 2024
<b>SUBJECT:</b>	<b>Approve Private for-profit Child Care Provider Representative Nominee</b>
<b>FOR ACTION:</b>	Yes
<b>FINANCIAL IMPACT:</b>	None
<b>AS RECOMMENDED BY:</b>	Nominating Committee
<b>ELC STAFF LEAD</b>	J. Merritt

**Background**

Per ELC’s enacting statute, there are two board seats designated specifically for childcare providers. One seat is designated for “a representative of Private for-profit Child Care Providers including Private for-profit family day care homes.” The second seat is designated for a “Faith-Based” Child Care Provider Representative.

We received a resignation letter from Melody McDonald on September 9, 2024, indicating her last day as the Child Care Provider Representative on the ELC Board would be September 9, 2024, leaving a vacancy for this seat.

ELC staff followed the policy for filing a Provider Representative Board vacancy approved by the full Board on June 17, 2024, as detailed in the supporting documentation, including social media and email blasts to Providers and the placement on our website of the Application and Board Roles and Responsibilities documents.

**Current Status**

ELC received a total of five applications for the open Provider Representative board position. Two applicants did not meet the eligibility criteria, leaving three applicants for consideration. Each of the remaining applicants submitted the required Resume, Application, and three references and were found to meet the required criteria/eligibility for the position. In addition to these required documents providers were provided the opportunity to send the ELC any feedback/comments they had on any of the applicants. Below is the list of eligible applicants the Nominating Committee met with:

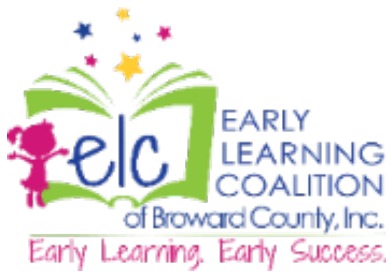
- Genoveva Diaz-Suarez from Little Village Preschool I Licensed capacity 74 & Little Village Preschool II, Licensed capacity 80, both offer SR and VPK.
- Amy Hauser from Davie Academy, Licensed capacity 252, and offer SR and VPK
- Kimberly Martin from Kiddle Academy of Coral Springs, Licensed capacity 170, and offer SR and VPK.

At the December 5<sup>th</sup> Nominating Committee meeting, the three applicants were given 10 minutes in which to present themselves and express why they were interested in the position. Committee members were given time to ask questions both during their presentations and afterward. The Committee members discussed the applicants, and a motion was made and approved to recommend Amy Hauser to the Board.

The packet will not contain specific applications, it will indicate should anyone wish to see the applications they can contact the Records Custodian at ELC.

**Recommendation**

The Nominating Committee recommends the Board Approve Amy Hauser as the new Private for-Profit Provider Representative.



See ELC Records Custodian for Provider Representative applications.

1. Genoveva Diaz-Suarez
2. Amy Hauser
3. Kimberly Martin

## ELC Broward Contract List 2024-2025

<b>Funder or Vendor Name</b>	<b>Amount</b>	<b>Purpose</b>	<b>Type</b>	<b>Term</b>	<b>Status</b>	<b>Contract Number</b>
Division of Early Learning	\$147,105,326	<i>School Readiness, VPK, PDG &amp; Stimulus</i>	Revenue	7/1/24-6/30/25	Active	EL095
A.D. Henderson Foundation	\$289,103	<i>Peer Support Specialists</i>	Revenue	8/15/24-8/15/26	Active	224007
United Way	\$136,500	<i>SR Match Funds</i>	Revenue	7/1/24-6/30/25	Active	1718-04-06-01
City of Deerfield Beach	\$25,000	<i>SR Match Funds</i>	Revenue	10/1/24-9/30/25	Pending	Match Contract
City of Pompano Beach	\$20,000	<i>SR Match Funds</i>	Revenue	10/1/24-9/30/25	Pending	Match Contract
City of Hollywood	\$15,000	<i>SR Match Funds</i>	Revenue	10/1/24-9/30/25	Pending	Match Contract
City of Fort Lauderdale	\$100,000	<i>SR Match Funds</i>	Revenue	10/1/24-9/30/25	Pending	Match Contract
Broward County	\$2,342,795	<i>SR Match &amp; Special Needs</i>	Revenue	10/1/24-9/30/25	Active	23-CP-CSA-3516-01
Children's Services Council	\$3,592,850	<i>Financially Assisted Child Care</i>	Revenue	10/1/24-9/30/25	Active	23-2580
Children's Services Council	\$4,258,171	<i>Vulnerable Populations</i>	Revenue	10/1/24-9/30/25	Active	23-2581
Children's Forum	\$958,974	<i>INCENTIVE\$ Program</i>	Sub Recipient Agreement	7/1/2024-7/30/2025	Active	ELCB1-FY25
First Call for Help/211 Broward	\$230,546	<i>Community Referral Services</i>	Subrecipient	7/1/23-12/31/24	Active	ELCB2
Allison Gonzalez CLASS Observer	\$30,250	<i>CLASS Assessor</i>	Vendor	10/1/24-9/30/26	Active	ELCB33
Lianne Betancourt CLASS ASSESSOR	\$6,500	<i>CLASS Assessor</i>	Vendor	10/1/24-9/30/26	Active	ELCB32
Maria Lopez CLASS Observer	\$30,250	<i>CLASS Assessor</i>	Vendor	10/1/24-9/30/26	Active	ELCB34
BlueJean Software, Inc.	\$15,000	<i>Hosting and Support Services</i>	Vendor	7/1/24-6/30/26	Active	ELCB23
Bryan, Miller, Olive, Attorneys	\$25,000	<i>Labor and employment legal services</i>	Vendor	7/1/24-6/30/25	Active	ELCB4-R1
Causetech DBA Achieve	\$10,448	<i>Website Hosting</i>	Vendor	7/1/24-6/30/26	Active	ELCB25
Comcast	\$4,583.64	<i>Internet Services</i>	Vendor	7/1/24-6/30/25	Active	-----
CPR954 LLC	\$15,000	<i>CPR Training for Providers</i>	Vendor	8/15/24-6/30/26	Active	ELCB30
FL Dept of Law Enforcement	\$1,556/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active	-----
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	7/1/24-6/30/25	Active	POC 22-5024-00-FY25
Intermedia	\$61,542.96	<i>Cloud Base Communication Services</i>	Vendor	9/16/24-9/15/27	Active	ELCB31
Keefe McCullough, LLP/ Citrin Cooperman	\$43,100	<i>External Audit Preparation</i>	Vendor	7/1/23-12/31/24	Active	POC-21-0003-006
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement Plan legal services</i>	Vendor	7/11/24-6/30/25	Active	ELCB3-R1
Citrin Cooperman	\$31,775	<i>Tax Advisors</i>	Vendor	10/16/24-10/15/29	Pending	ELCB35
Citrin Cooperman	\$258,661	<i>Auditors</i>	Vendor	10/16/24-10/15/29	Active	ELCB36
Maro Polo Learning, Inc.	\$285,012	<i>Learning Technology</i>	Vendor	5/1/24-9/20/25	Active	ELCBB8
Scholastic	\$200,000	<i>Supply and Distribution of Children's Books</i>	Vendor	7/1/24-6/30/26	Active	ELCB27



Sorenson Consulting, Inc.	\$29,000	<i>Professional Development Training</i>	Vendor	8/15/24-6/30/25	Active	ELCB19-R1
Age of Learning	\$269,500	<i>Online Development Training</i>	Vendor	5/15/24-11/15/25	Active	ELCB22
One Beat	\$12,000	<i>CPR Training for Providers</i>	Vendor	8/1/24-7/31/26	Active	ELCB29
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active	
Crown Center	\$437,388.96	<i>Office Lease (est. annual cost)</i>	Lease	7/16/18-12/16/28	Active	4852-0671-1913.3
Sharp	\$35,000	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active	101-0018142
AT&T	\$95,000	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/24-6/30/25	Ongoing	-----
School Board of Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/21-6/1/43	Active	
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active	
Broward County	\$0	<i>Crisis Intervention &amp; Support</i>	MOU	11/18/20-11/17/25	Active	
Child Abuse Prevention-CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active	
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active	
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active	
Women In Distress	\$0	<i>Community Partnership</i>	MOU	6/21/21-6/1/24	Pending	



## FYI 2 – Cash Disbursements

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

### Cash disbursement for September 2024

Vendor Name	Amount	Purpose
ADP, Inc.	1,354.50	August 2024 Processing Charges from 08/17/24-08/31/24
ADP, Inc.	2,766.10	August 2024 Time & Attendance
AT&T Mobility	7,349.09	September 2024 Cell phone and Data Charges
Bluejean Software, Inc.	2,025.00	August 2024 Cloud Hosting & Maintenance & Support
Bryant Miller Olive P.A.	1,150.00	August 2024 Legal Service Fees
Business Card	4,600.98	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card Constant Contact	5,619.60	Incorrect Charge from Vendor refund processed 8.27
Business Card- BumblebeeMart	1,229.00	Sensory Play Wall Panel
Colonial Life & Accident Insurance Comp.	7,018.44	August 2024 Employee Benefits
Florida Department of Education - Divisio	14,762.16	ARPA 1 Return to DEL
Florida Department of Education - Divisio	16,126.53	ARPA 2 Return to DEL
Florida Department of Education - Divisio	10,470.07	DEL FY22 5045 SR Adj
Florida Department of Education - Divisio	11,182.49	E13949 Galdes Christian ARPA 2 Return to DEL
FPL	1,115.25	August 2024 Services at Crown Center Ste 309
Goren, Cherof, Doody, & Ezrol, PA.	6,050.10	August 2024 Legal Services Fees
Greater Fort Lauderdale Chamber of Com	2,625.00	Trustee Membership Level Renewal
Indeed	2,398.21	August 2024 Job Posting
Intermedia.net	2,134.20	September 2024 Efax
Intermedia.net	1,144.00	September 24 Microsoft Defender
International Association for Continuing E	1,095.00	Accredited Provider Memb. Dues (Effective 11/1/24-10/31/25)
Jumpstart for Young Children, Inc.	15,750.00	Pipe Chen Sings X 3,500 English Books
Key Electric, Inc.	1,363.20	Electrical Tech Services
Revation Systems, Inc.	7,335.68	August 2024 Services
Sun Life Assurance Company of Canada	3,288.79	August 2024 Employee Benefits
Sun Life Assurance Company of Canada	29,961.04	September 2024 Employee Benefits
Sun Life Assurance Company of Canada	30,265.30	October 2024 Employee Benefits
Teachstone Training LLC	3,416.95	Observer Online training
The Audio-Visual Group	24,924.08	Model Classroom Project
The Audio-Visual Group	6,176.66	Training Room Project
The School Board of Broward County	1,030.00	September 2024 Gulfstream Lease Custodial Fees
United States Treasury - IR	21,743.81	Levy Payment for School Of Excellence
Zoom Video Communications, Inc.	2,490.00	Webinar 5000 Monthly Proration for 09/10/24 - 10/9/24





## FYI 4 – Cash Disbursements

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

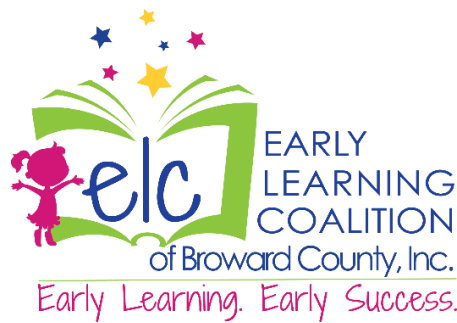
### Cash disbursement for November 2024

Vendor Name	Amount	Purpose
ADP, Inc.	2,871.46	October 2024 Processing Charges
ADP, Inc.	1,354.50	October 2024 Time & Attendance
Alison Gonzalez	6,475.00	CLASS Observations for OCT 2024
AT&T Mobility	7,353.75	November 2024 Cell phone and Data Charges
Broward League of Cities	1,000.00	Annual Membership Renewal
Bryant Miller Olive P.A.	4,425.00	October 2024 Legal Service Fees
Business Card	5,774.76	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Citrin Cooperman & Company LLP	2,000.00	2023 Form 5500
First Capitol Consulting Inc. DBA Trusaic	6,204.00	FY24-25 Annual Filing Fee for Up 500 W2's
Goren, Cherof, Doody, & Ezrol, PA	4,900.00	October 2024 Legal Services Fees
Indeed	2,500.00	October 2024 Job Posting
IT1 Source LLC	5,275.92	Gsuite & Office 365 Backup 12 Months Subs 11/03/24-11/02/25
Lianne Betancourt	5,000.00	CLASS Observations for OCT 2024
Maria Lopez	3,050.00	CLASS Observations for OCT 2024
Revation Systems, Inc.	11,654.70	October 2024 Services
Scholastic Inc.	7,829.40	Children's Books
Scholastic Inc.	7,284.50	November 2024 Payables
Sun Life Assurance Company	30,167.26	December 2024 Employee Benefits
Teachstone Training LLC	11,600.00	October 2024 Custom Events Observations
The Audio-Visual Group	1,196.30	Replace The Crestron HDMI Wall Plat
The School Board of Broward County	1,050.46	November 2024 Gulfstream Lease (Utility & Custodial Fees)
United States Treasury - IRS	1,506.45	Levy Payment for K.C. Kiddie Care II
United States Treasury - IRS	20,156.00	Levy Payment for School of Excellence



## FY25 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	29,000
Cooper City	Pending Response	5,024
Coral Springs (Community Chest)	Approved	1,500
Dania Beach	No Funding Available	14,954
Davie	No Funding Available	30,263
Deerfield Beach	Pending Response	25,000
Ft. Lauderdale	Approved	100,000
Hallandale Beach	Approved	14,954
Hollywood	Approved	15,000
Lauderdale By The Sea	Approved	1,000
Lighthouse Point	Approved	1,714
Lauderdale Lakes	Pending Response	42,322
Lauderhill	Approved	10,000
Margate	Pending Response	1,000
Miramar	Pending Response	5,000
North Lauderdale	Approved	10,000
Oakland Park	Pending Response	10,000
Parkland	Approved	3,000
Pembroke Park	Pending Response	2,186
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	20,000
Tamarac	Pending Response	34,225
Sunrise	Approved	60,000
Southwest Ranches	Pending Response	1,950
West Park	Pending Response	14,126
Weston	Pending Response	4,433
Wilton Manors	Pending Response	4,240
		<b>517,791</b>
United Way	Committed as of July 1	136,500
Child Care Providers	Committed as of July 1	600,000
Broward County	Committed as of July 1	3,244,164
CSC	Committed as of July 1	1,486,894
	<b>Total SR Match</b>	<b>5,985,349</b>



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

## Board Engagement Calendar FY 24-25

### Childcare Small Business Site Visits

**\*Please Reach out to Lizbeth DelVecchio at [Ldelvecchio@elcbroward.org](mailto:Ldelvecchio@elcbroward.org) if you would like to RSVP for a site visit.**

Date	Childcare Center Name	Address	Time
<i>Sep. 17, 2024</i>	<i>My First Learning Center</i>	<i>2116 Garfield St., Hollywood, FL 33020</i>	<i>9:30 AM – 11:00 AM</i>
<i>Oct. 8, 2024</i>	<i>Kinder Clues Academy</i>	<i>11880 W State Rd. 84 Suite D1 &amp; D2, Davie, FL 33325</i>	<i>9:30 AM – 11:00 AM</i>
<i>Nov. 19, 2024</i>	<i>Hollywood Preschool</i>	<i>6523 Taft St. Hollywood, FL 33024</i>	<i>9:30 AM – 11:00 AM</i>
<b>Dec. 17, 2024</b>	<b>Eco Kids Bilingual Preschool</b>	<b>10387 Royal Palm Blvd. Coral Springs, FL 33065</b>	<b>9:30 AM - 11:00 AM</b>
<b>Jan. 14, 2025</b>	<b>International Montessori Kids</b>	<b>602 Anderson Cir., Deerfield Beach, FL 33441</b>	<b>9:30 AM - 11:00 AM</b>
<b>Feb. 11, 2025</b>	<b>Craft Learning Center</b>	<b>4000 N. State Rd. 7 Ste. 106, Lauderdale Lakes, FL 33319</b>	<b>9:30 AM - 11:00 AM</b>
<b>Mar. 11, 2025</b>	<b>Creative Child Learning Center III – Nob Hill</b>	<b>1305 SW 101<sup>st</sup>. Rd, Davie, FL 33324</b>	<b>9:30 AM - 11:00 AM</b>
<b>Apr. 22, 2025</b>	<b>St. Maximilian Kolbe Catholic Preschool</b>	<b>601 N Hiatus Rd. Pembroke Pines, FL 33026</b>	<b>9:30 AM - 11:00 AM</b>
<b>May 20, 2025</b>	<b>Sunny Seeds Preschool</b>	<b>13750 W. State Rd. 84, Davie, FL 33325</b>	<b>9:30 AM - 11:00 AM</b>

### Monthly PLAN Meetings

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

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

### Read For the Record/ Model Classroom Ribbon Cutting

**\*Please Reach out to Lizbeth DelVecchio at [Ldelvecchio@elcbroward.org](mailto:Ldelvecchio@elcbroward.org) if you would like to RSVP for our Read for the Record Event.**

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

## Notable Early Learning Conferences

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

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

# 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](http://www.donate.elcbroward.org)





ELC of Broward County

Committee Members 2024-2025

COMMITTEE	Member Name	Seat	By Laws
<b>EXECUTIVE</b> <i>4 needed for a Quorum</i>	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>		
Officer	1 Laurie Sallarulo	Chair	effective 04/2014 - Governor appointment
Officer	2 Dawn Liberta	First Vice Chair/Governance	effective July 2024 (3 year term)
Officer	3 Michael Asseff	Second Vice Chair	effective July 2024 (3 year term)
Officer	4 Monica King	Secretary/PRC Chair	effective July 2024 (3 year term)
Officer	5 Cindy Arenberg Seltzer	Treasurer/Finance Chair	effective July 2024 (3 year term)
	6 Amoy Reid	Nominating Com. Chair	effective July 2024 (3 year term)
	7 Renee Podolsky	Audit Com. Chair	effective July 2024 (3 year term)
<b>FINANCE</b> <i>4 needed for a Quorum</i>	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members EXCLUDING CHAIR. No Term Limits</i>		
	1 Cindy Arenberg Seltzer	Chair	effective 07/01/24
	2 Maria Hernandez	Member	effective 06/14/23
	3 Dawn Liberta	Member (Officer)	effective 02/12/24
	4 Renee Podolsky	Member	
	5 Twan Russell	Member	
	6 Laurie Sallarulo	Member (Board Chair)	
	7 Zachary Talbot	Member	effective June 2020
<b>PROGRAM REVIEW</b> <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 Renee Podolsky	Member	effective 05/10/23
	7 Laurie Salarullo	Member (Board Chair)	effective 07/01/18
	8 Ellie Schrot	Member	effective 06/14/23
<b>AUDIT</b> <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 July 2024 (3 year term)
	2 Ellie Schrot	Member	effective September 2024
	3 Richard Campillo	Member	effective 10/16/23
	4 Monica King	Member	effective 04/07/17
	5 Michael Asseff	Member (Officer)	effective 02/12/24
	6 Traci Schweitzer	Member	effective 02/12/24
<b>GOVERNANCE</b> <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (5) five Members, EXCLUDING CHAIR. First Vice Chair shall serve as chair of the Governance Committee. No Term Limits</i>		
	1 Dawn Liberta	Chair	effective July 2024 (3 year term)
	2 Michael Asseff	Member (Officer)	effective 06/2020
	3 Kirk Englehardt	Member	effective 09/13/21
	4 Carol Hylton	Member	effective 02/2021
	5 Laurie Sallarulo	Member (Board Chair)	effective 09/15/22
	6 Renee Podolsky	Member	effective 10/06/22
	7 Amoy Reid	Member	effective 10/06/22
<b>NOMINATING</b> <i>4 needed for a Quorum</i>	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition . No Term Limits</i>		
	1 Amoy Reid	Chair	effective July 2024 (3 year term)
	2 Sharonda Davis-Bailey	Member	effective 04/27/22
	3 Michael Asseff	Member (Officer)	effective 7/1/24
	4 Twan Russell	Member	
	5 Laurie Salarullo	Member (Board Chair)	
	6 Julie Winburn	Member	effective 05/2022
<b>AD HOC FUNDRAISING</b> <i>4 needed for a Quorum</i> Re-established 8/2022 Report to Executive Comm	1 Michael Asseff	Co-Chair (Officer)	Co-Chair effective 06/14/23
	2 Traci Schweitzer	Co-Chair	Co-Chair effective 03/11/24
	3 Krystie Castillo	Member	effective 02/12/24
	4 Kirk Englehardt	Member	effective 09/20/22
	5 Dawn Liberta	Member (Officer)	effective 02/12/24
	6 Amoy Reid	Member	effective 08/10/22
	7 Zachary Talbot	Member	effective 08/30/22

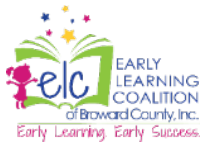


Early Learning Coalition of Broward County  
Board Attendance Chart FY 24-25

QUORUM # NEEDED: 10

Board Members	Seat	Date commenced on Board	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES	
1 Laurie Sallarulo	Chair	4.2014	X	X						0	
2 Dawn Liberta	First Vice Chair	10.16.23	V	V						0	
3 Michael Asseff	Second Vice Chair	5.7.2013	V	V						0	
4 Monica King	Secretary	5.12.17	X	X						0	
5 Cindy Arenberg Seltzer	Treasurer	1999	X	X						0	
6 Sharonda Bailey	Member	10.1.21	X	X						0	
7 Richard Campillo	Member	5.12.17	X	X						0	
8 Krystie Castillo	Member	10.16.23	V	ABS						1	
9 Kirk J. Englehardt	Member	4.2021	V	ABS						1	
10 Brenda Fam	Member	11.19.24								0	
11 Maria Hernandez	Member	11.14.22	X	V						0	
12 Carol Hylton	Member	9.2020	X	V						0	
13 Renee Podolsky	Member	6.2014	X	ABS						1	
14 Dr. Amoy Reid	Member	9.2019	X	V						0	
15 Twan Russell	Member	2.2016	ABS	V						1	
16 Ellie Schrot	Member	6.2014	X	X						0	
17 Traci Schweitzer	Member	10.16.23	X	X						0	
18 Zachary Talbot	Member	2.2020	X	V						0	
19 Julie Winburn	Member	4.1.22	ABS	X						1	
VACANT - Gub. Private Sector											
VACANT - Private Sector											
Honorary Board Members		Start Date	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1 Beverly Batson		06/17/24		X							
Members who left During FY 24-25 Term											
Members who left During FY 24-25 Term	Seat	1st Term Started	Last Date	1st 'Sept 16	2nd 'Oct 14	3rd 'Dec 16	4th 'Feb 10	5th 'Mar 10	6th 'May 12	7th 'Jun 16	TOTAL FY ABSENCES
1 Melody McDonald	Member	06.13.22	09.09.24								0
2 Daniel Foganholi	Member	12.15.23	11.19.24	ABS	ABS						2
V= Virtual Meeting											
X= Present at meeting											
ABS= Absent from Meeting											
P= phone attendance											
FM= First Meeting											
LM= Last Meeting											
Shaded areas - no meeting scheduled											

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



# ELC of Broward County FY 2024-2025 Board/Committee Meetings Calendar

July 2024							August 2024							September 2024							October 2024							November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5					1	2	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
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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
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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					
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|---|---|--|---|---|--|--|
| <p><b>Board</b><br/><u>Mon. at 9:30 am</u></p> <ul style="list-style-type: none"> <li>• Sep 16, 24 at 3p (rescheduled)</li> <li>• Oct 14, 24</li> <li>• Dec 16, 24</li> <li>• Feb 10, 25</li> <li>• Mar 10, 25</li> <li>• May 12, 25</li> <li>• Jun 16, 25</li> </ul> | <p><b>Finance/ Exec</b><br/><u>Tues. at 1:30 pm</u></p> <ul style="list-style-type: none"> <li>• Aug 27, 24</li> <li>• Oct 1, 24</li> <li>• Dec 10, 24</li> <li>• Jan 28, 25</li> <li>• Mar 4, 25</li> <li>• Apr 29, 25</li> <li>• Jun 3, 25</li> </ul> | <p><b>Governance</b><br/><u>Mon. at 1:00 pm</u></p> <ul style="list-style-type: none"> <li>• Oct 7, 24</li> <li>• Dec 3, 24 at 11:30 am</li> <li>• Feb 3, 25</li> <li>• Jun 9, 25</li> </ul> | <p><b>Nominating</b><br/><u>Wed. at 1:00 pm</u></p> <ul style="list-style-type: none"> <li>• Dec 5, 24 at 12 pm</li> <li>• Jan 29, 25</li> <li>• Apr 30, 25</li> <li>• Jun 4, 25</li> </ul> | <p><b>Audit</b><br/><u>Tues. at 3:30 pm</u></p> <ul style="list-style-type: none"> <li>• July 29, 24 at 11 am RFP Appl.</li> <li>• Aug 27, 24</li> <li>• Mar 4, 25</li> </ul> | <p><b>Program Review</b></p> <ul style="list-style-type: none"> <li>• Aug 28, 24 at 11 am</li> <li>• Dec 5, 24 at 10 am</li> </ul> | <p><b>Ad-Hoc Fundraising</b><br/><u>Wed. at 10:30 am</u></p> <ul style="list-style-type: none"> <li>• Sep 3, 24 at 12:30 pm</li> <li>• Feb 5, 25</li> <li>• May 7, 25</li> </ul> |
|---|---|--|---|---|--|--|

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 14 Columbus; Jun 19 Juneteenth;

Holidays:

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

## 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><b>BG1 – At Risk Populations:</b> 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><b>BG3 – Temporary Assistance for Needy Families (TANF), also referred to as Temporary Cash Assistance (TCA)</b> Families who are receiving TCA, and subject to the federal work requirements.</p> <p><b>BG3R – Relative Caregiver</b> 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><b>BG5 – Transitional Child Care (TCC)</b> Family that is transitioning from the receipt of TCA (from a workforce program) into employment, as defined by law.</p> <p><b>BG8 – Income Eligible</b> Family that is economically disadvantaged. Parent must meet income and work requirements, which include employment, educational activities or disability.</p> <p><b>CSC – Children's Services Council Vulnerable Populations Program</b> 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: <a href="#">(ECERS-R) The Early Childhood Environment Rating Scale-Revised</a> <a href="#">(ITERS-R) The Infant/Toddler Environment Rating Scale-Revised</a> <a href="#">(FCCERS-R) The Family Child Care Environment Rating Scale-Revised</a> <a href="#">(SACERS) The School-Age Care Environment Rating Scale</a>
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	FPF	In 2014, the Florida Legislature created the Early Learning Performance Funding Project (ELPFP). It was designed to provide performance based funding for School Readiness providers that demonstrate improved: program quality, teacher-child interactions and/or child outcomes. The ELPFP has demonstrated a significant and positive effect on early childhood program quality and child outcomes among at-risk children and the teachers who support them.
Quality Initiatives	QI	Activities that enhance early learning environments and experiences.
Quality Improvement Plan	QIP	A plan created for providers that do not meet the quality threshold as set by rule 6M-4.741 Program Assessment Threshold Requirements for the School Readiness Program. The plan includes 1 to 2 targeted strategies.
Quality Rating and Improvement System	QRIS	A systematic approach to assessing, supporting, improving, and communicating the level of quality in an early care and education setting. The State of Florida currently utilizes CLASS scores as its only measurement of quality in this system, and assesses whether a child care provider can contract with an ELC to provide care to subsidized children on this. The QRIS system also uses CLASS scores to reimburse child care providers on a scale. Child care providers with higher CLASS scores receive higher reimbursement rates.
Registered Family Child Care Provider		An individual that provides child care for fewer than 24 hours a day per child, as sole caregiver, in a private residence other than the child's home and meets the state and/or local registered family child care requirements.
Religious Exemption		A child care facility which is an integral part of church or parochial schools conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an organization which publishes and requires compliance with its standards for health, safety, and sanitation. Such facilities shall meet minimum requirements of the applicable local governing body as to health, sanitation, and safety and shall meet the screening requirements pursuant to ss. 402.305 and 402.3055. Failure by a facility to comply with such screening requirements shall result in the loss of the facility's exemption from licensure.
School-Age Child Care Provider		A provider licensed or authorized as license-exempt to provide care and education of children who are at least 5 years of age by Sept 1 of the beginning of the school year and who attends kindergarten through grade 5.
School Readiness Program		The School Readiness Act, Chapter 411.01 of the Florida Statutes, School readiness programs are to be full-day, year-round to the maximum extent possible, to enable parents to work and become financially self-sufficient.
Teacher Education and Compensation Helps	T.E.A.C.H.	A scholarship program, which provides educational scholarships and financial incentives to caregivers and administrators of early childhood programs, family day care homes, and large family child care homes.
Temporary Assistance for Needy Families	TANF	Temporary Assistance for Needy Families (TANF) is one of the federal assistance programs. It began on July 1, 1997, and succeeded the Aid to Families with Dependent Children (AFDC) program, providing cash assistance to indigent American families with dependent children. This cash benefit is often referred to simply as "welfare." TANF was created by the <u>Personal Responsibility and Work Opportunity Act</u> instituted in 1996. The Act provides temporary financial assistance while aiming to get people off of that assistance, primarily through employment. The reform granted states wide discretion of how to distribute TANF entitlements.
Utilization Report		This is a management tool that is system which provides year to date expenditures of dollars by category. This data allows for funding projections, based on actual, projected and historical data, to determine if spending is on target or if adjustments may be needed.

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.