

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

Meeting ID: 813 0815 1426 Passcode: 145950

<https://us06web.zoom.us/j/81308151426?pwd=RUZUS2pseG80TGhmbVBQcDBudHpLQT09>

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

PAGE		
1.	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Chair Report	Laurie Sallarulo, Chair
4.	CEO Report	3 Renee Jaffe, CEO
5.	Mission Moment – The State of Childcare	Renee Jaffe, CEO
6.	Consent Agenda 1. Approve December 12, 2022, Meeting minutes 2. B234CA1 – Approve Children’s Forum Budget Amendment	5 9 Laurie Sallarulo, Chair
7.	Finance Committee 1. B234FIN1 – Approve December 2022 Interim Financial Statements 2. B234FIN2 – Approve Proposed FY23 Budget Amendment #4	12 21 Cindy Arenberg Seltzer, Committee Chair Christine Klima, CAO
8.	Regular Business 1. B234RB1 - Approve Related Party Purchase for Junior Achievement Event Sponsorship 2. B234RB2 – Approve CEO Mid-Year Evaluation Bonus 3. B234RB3 – Authorize the Audit Committee to Finalize the following reports and forms for Submission to Federal Agencies by March 31, 2023 • Fiscal Year 2022 Financial Audit Report • 2021 IRS Form 990 • Plan Year 2021 403B Retirement Plan Audit Report • Plan Year 2021 DOL Form 5500 403B Annual Report	25 29 35 Renee Jaffe, CEO
9.	Governance Committee 1. B234GOV1 – Approve and Agree on Governance Recommendations for Board Strategic Plan Goals, Objectives, and Outcomes	37 Dawn Liberta, Committee Chair
10.	Nominating Committee 1. B234NOM1 – Approve Governance, Nominating and Fundraising Committee to pursue Honorary Board Members positions and roles.	41 Michael Asseff, Committee Chair

11.	Program Review Committee Update from Committee Chair		Monica King, Committee Chair
12.	Audit Committee Update from Committee Chair		Renee Podolsky, Committee Chair
13.	Ad Hoc Fundraising Update from Committee Chair		Kristina West, Committee Chair
14.	Legal Update Update from Legal Counsel		Julie F. Klahr, Legal Counsel
15.	Provider Representative Update Update from Provider Representatives		Beverley Batson, Representative Private Faith-based Childcare Provider Melody McDonald, Representative Private Childcare Provider
16.	FYI Items <ul style="list-style-type: none"> o FYI 1 FY 23 ELC Contracts o FYI 2 Board Engagement Opportunities o FYI 3 November Cash Disbursements o FYI 4 December Cash Disbursements o FYI 5 Match Report o FYI 6 FY 22-23 Committee Membership o FYI 7 FY 22-23 Board Meeting Attendance o FYI 8 FY 22-23 Board Calendar o FYI 9 Glossary of Terms 	47 48 50 51 52 53 54 55 56	
17.	Unfinished Business New Business Matters from the Chair Matters from the Board Matters from the CEO Matters from Committees Matters from our Provider Representatives Matters from our Partners Public Comment		
18.	Next ELC Board Meeting: April 10, 2023, at 9:30 am		
19.	Adjourn		

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

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

CEO Report

Board Meeting – February 13, 2023

School Readiness Enrollment Update

Staff continues to enroll families at a rapid pace. Our weekly average of enrollments since the last board meeting is 145 children. Since July 1, 2022, the beginning our fiscal year, we have enrolled 3,590 new School Readiness children.

ARPA Grants and Workforce Initiative

ARPA funding for an educator support and incentive program called Building a World Class Work force has now been allocated out by the State to ELCs. As previously reported at the last board meeting, the Division of Early Learning (DEL) had released the funding and parameters for the initiative which includes various stipend and bonus opportunities for educators and directors, however the initiative guidance was rolled out without any data management system to track the complex requirements related to the initiative (which has a lot of moving parts). As a result, ELC Broward decided to create an application and tracking system using our existing CRM, Web Author Flex. Following our decision, other Coalitions with Web Author followed suit and Hubert is heading the effort statewide with program support by Allison and Howard. For the payment component, Hubert worked with the Fiscal team to seamlessly transfer payee and payment data between the CRM system and ELC's Financial Data Base (MIP) to expedite payment processing and keep providers updated as each of the stipends they requested move through the system. Together, they have all spent much of the last couple of months creating a system that could match DEL guidance and requirements with the intricate details of each of the multiple opportunities for directors and educators to receive stipends and bonuses for a range of actions; and then pay based on satisfaction of requirements.

Rollout of the initiative began in early January with frequent communication (utilizing mass emails and social media) to childcare owners and directors about the ARP trainings and incentives. ELC staff have conducted multiple online and in person informational workshops about the various components of the initiative and created Friday "office hours" to answer questions providers may have.

Since the ARP Program offers various bonus opportunities for a variety of different training options, Allison and her Quality and Education team are conducting before school, after school, naptime, lunchtime, and weekend trainings for childcare staff so as many of them can take advantage of the stipend/bonus opportunities. The in-person trainings will be conducted at our office, and Gulfstream, and at several childcare centers throughout Broward. Because of the focus on meeting the ARPA related training needs of hundreds of childcare directors and educators, these trainings will take the place of our annual BECE conference this year.

State of Childcare

With the support of the Community Foundation of Broward, the ELC hosted approximately 50 guests, including community leaders, politicians, and many of our own ELC Board members at a lunchtime panel discussion concerning the state of childcare. This luncheon took place February 2nd at the Community Foundation in a panel discussion format. The panel consisted of State Representative Dana Trabulsy, chair of the Pre-K through 12 Quality Subcommittee; Erin Smeltzer, CEO of the Florida Children's Forum; Jennifer Shields, Executive Director of the Florida Association for Child Care Management (FACCM); and Renee Jaffe, CEO of Broward's Early Learning Coalition. A big thank you to, Twan Russell, who did an amazing job moderating the event and all of the members who added. We will be doing a brief recap of the event at the February 13th Board meeting.

ASQ & VPK

The ELC continues to make progress in its pilot project of performing Ages and Stages (ASQ) questionnaires in several Voluntary Pre-K sites throughout the county. We are focusing on sites who serve children not previously screened through the School Readiness program. We are curious to see if rates of children showing developmental issues mirrors the rates seen in the School Readiness population which would confirm the benefit and need to screen all VPK children (as we do for School Readiness).

Five schools (256 children/families) have been recruited and are excited to participate in the pilot. We are completing the technical aspects of setting the schools up with the ability to access online services, and we expect the ASQ's to begin by the first week in February. We will keep the board posted as to progress and results.

DEL Customer Satisfaction Survey

ELC Board Members will be contacted by email in the near future by the University of Florida regarding a new Coalition Customer Satisfaction Survey that will be provided to ELC providers, parents, and Board members. The tool is being administered as a result of legislation passed in 2021 that requires DEL to administer a Customer Satisfaction survey along with other components (including the new DEL CEO evaluation completed this year for the first time) that will be part of a larger Coalition monitoring tool.

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

As previously announced the ELC is a finalist for Organization of the Year (along with two other finalists in this category). The award ceremony is on March 3rd. In light of our funding restraints which prohibit the ELC from using existing funding to pay for a table at the ceremony, ELC's Executive Team will pay their own way to attend, and we will share a table with Healthy Start who has similar restraints.



Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
December 12, 2022, at 9:03 AM
Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell (Virtual); Monica King (Virtual); Cindy Arenberg-Seltzer (late 9:05 am); Michael Asseff; Beverly Batson; Sharonda Bailey; Richard Campillo; Kirk Englehardt; Maria Hernandez (Virtual); Carol Hylton; Melody McDonald; Renee Podolsky (Virtual); Amoy Reid (Virtual); Ellie Schrot; Kristina West; Julie Winburn
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Beverly Hung, Human Resources Director; Sandra Paul, Senior Director of Provider Reimbursements; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Irene Ramos, Office Coordinator; Reiner Potts, Financial Analyst (Virtual); Kasey Lafrance, Contracts Administration Manager (Virtual); Magdalena Laino, Quality Assurance Manager;
Others in Attendance	Julie Klahr, General Counsel; Carol Wick, Consultant (Virtual)

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:02 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed everyone and gave a shout-out to Ancel Pratt III and his team, for the increase in social media activity.
CEO Report	CEO welcomed Board members and shared that we now have Board engagement documents in the packets that will be updated constantly. Reminder that the next Board meeting will start at 9:30 am, and there will be another meet-greet and eat, 45 minutes before the Board meeting.
Mission Moment – ELC impact on Video	Howard Bakalar presented a video on childcare small businesses speaking about ELC. Board members enjoyed the video. Chair Laurie Sallarulo suggested the video gets sent to Legislators and shared with everyone. Also, asked for the video to get posted on all social media platforms and for everyone to share it.
Consent Agenda <ol style="list-style-type: none"> 1. Approve November 14, 2022, Meeting minutes 2. B233CA1- Authorize ELC to request a proposal for Human Resource Management Training services 3. B233CA2 – Authorize ELC to request a proposal for Mental Health and Social-emotional support kits 4. B233CA3 – Authorize ELC to issue a Sole Source 	A Motion was made by Cindy Arenberg-Seltzer to approve the consent agenda, Seconded by Richard Campillo. The Motion was unanimously approved. Motion Passes.

- Award to Teachstone Inc.
- 5. B233CA4 – Authorize ELC to Amend Nova Southeastern University Agreement
- 6. B233CA5 – Authorize ELC to Amend One Beat Agreement for CPR Training
- 7. B233CA6 – Authorize ELC to issue a Sole Source Award to Council for Professional Recognition
- 8. B233CA7 – Approve Individual Purchases over \$35K

Finance Committee

- 1. B233FIN1 – Approve October 2022 Interim Financial Statements
- 2. B233FIN2 – Approve Proposed FY23 Budget Amendment #3
- 3. B233FIN3 – Approve Compensation Adjustment

Approve October 2022 Interim Financials

A **Motion** was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve September 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The **Motion was unanimously approved. Motion Passes.**

Approve FY 23 Budget Amendment #3

A **Motion** was brought forth by The Finance Committee Chair Cindy Arenberg-Seltzer to Approve Proposed FY23 Budget Amendment #3. The **Motion was unanimously approved. Motion Passes.**

Approve Compensation Adjustment

Cindy Arenberg Seltzer presented the Finance Committee’s recommendation for the Board to approve a Performance-Based Bonus for all staff due to the financial constraints the staff are facing. The committee recommends a Performance Based bonus with a maximum of \$2,000.

There was a discussion regarding the proposed motion. Richard Campillo asked why the CEO was excluded from this bonus. CEO shared that she wanted this to be about the staff. After discussion, the Board Chair Laurie Sallarulo said she agreed with Richard Campillo that the CEO should be part of this Performance Based Bonus.

Cindy Arenberg-Seltzer informed the members that if we would like to do something for CEO Renee Jaffe, it would have to be a separate motion.

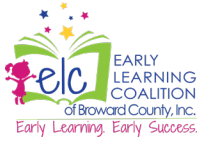
A **Motion** was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve a one-time exception to the Coalition’s performance pay policy to:

- 1. Authorize FY23 funds not to exceed \$400,000 to pay individual one-time mid-year bonuses to all staff (excluding CEO) up to \$2,000 each in amounts based on individual 6-month performance scores utilizing an award structure developed by management. This one-time bonus will be in addition to normal merit increase awards administered at the end of the fiscal year under the Coalition’s normal performance pay policy; and

	<p>2. Allow total performance pay compensation amounts for FY23 performance to exceed the Coalition’s current 5% increase cap. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Richard Campillo to include the CEO in the performance review for Mid-Year Bonus. Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Committee a. B233RB1 – ARPA Update</p>	<p>CEO presented an ARPA update.</p>
<p>Governance Committee a. B233GOV1 – Approve and Agree on Governance recommendations for Board Strategic Plan Goals, Objectives, and Outcomes</p>	<p>Dawn Liberta shared the strategic plans Board goals and outcomes and outlined the recommendations from Governance Committee.</p> <ol style="list-style-type: none"> 1. Annual Board Survey to be conducted utilizing the prior survey conducted by Carol Wick and removing those questions relating to Strategic Planning. 2. Post Committee/Board meeting Ratings - Survey of Board members conducted after each meeting, rating the meeting be adopted and be completed and sent to ELC staff and then reported out to the Board. 3. A Scorecard for Board Engagement – This would be a Board Engagement Matrix not a scorecard and would show each members engagement at various activities outlined on Board Engagement Opportunities Calendar. <p>A discussion ensued regarding adding a return rate to the Annual Survey. Renee Podolsky suggested the standard be 90%. Chair, Laurie Sallarulo asked what the return rate was for last year, Carol Wick indicated 19 members completed the survey, which resulted in a 100% return rate. Board members indicated they would like this added to the motion and updated in the Strategic Plan.</p> <p>A discussion ensued regarding the Post Committee/Board meeting Ratings, various members felt that it would be difficult to rate the meeting given the proposed questions, and Cindy Arenberg-Seltzer suggested that the questions be “I” statements. Additionally, Ellie Schrot suggested adding a comments section after each question so that we can have feedback to help improve any deficiencies. Board members agreed this would be more helpful. It was agreed that the Governance Committee should review the questions and bring them to the next meeting but that we should do this once the questions have been revised.</p> <p>A Motion was made by the Governance Committee to Approve and Agree on Governance Recommendations for Board Strategic Plan Goals, Objectives, and Outcomes and this is to include an Annual Board Survey with the addition of 100% Return Rate added as a measure, the adoption of a Post Committee/Board meeting rating after Governance have revised and updated the questions and added a comments section to each and the creation of a Board Engagement Matrix. The Motion was unanimously approved. Motion Passes.</p>

Nominating Committee	None
Ad Hoc Fundraising <i>Update from Committee Chair</i>	Kristina West shared that the Ad Hoc Fundraising committee is still trying to schedule a meeting
Program Review Committee <i>Update from Committee Chair</i>	Monica King shared that the committee would meet after the Lunch & Learn at 1:00 PM Friday, December 16, 2022. If anyone wants to join, they would be welcome. Board Chair Laurie Sallarulo expressed that she would like Ellie Schrot to get invited to the meeting, and at future PRC meetings, to speak about special needs.
Audit Committee	None
Provider Representatives Update	None
Unfinished Business	None
New Business	None
Matters from the Chair	None
Matters from the Board	Renee Podolsky thanked the staff for the comprehensive Board Engagement Opportunities sheet; it is very helpful. Carol Hylton thanked CEO Renee Jaffe and Hubert Cesar for their outreach regarding the grant we received for single mothers. We had 300 single mothers call us because of the outreach you did. Richard Campillo asked, “what data can we collect to demonstrate to the State and for future fundraising activities, that show Broward County needs this historic level of funding going forward?” CEO said we would review the data and provide this information to the Board. Chair Laurie Sallarulo suggested that the board get invited to all events and suggested calendar invites should be sent. Cindy Arenberg-Seltzer suggested writing (optional) in front of the invite. Board members agreed this was a good idea moving forward. Chair Laurie Sallarulo suggested that we review any Board member action steps at the meeting so that everyone is clear on items they must address.
Matters from the CEO	None
Matters from Committees	None
Matters from our Partners	None
Public Comments	There was no discussion.
Next Meeting	<u>February 13, 2023</u>
Adjourn	Dawn Liberta Motioned to Adjourn meeting at 10:26 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.



ITEM/ MEETING:	B234CA1 / Board
DATE:	February 13, 2023
SUBJECT:	Children’s Forum INCENTIVE\$ FY 2023 Sub-recipient Agreement
FOR ACTION:	YES
RECOMMENDED ACTION:	Recommend the Board Approve Amendment #3 to the Children’s Forum INCENTIVE\$ Sub-recipient Agreement Increasing the Contract Budget
FINANCIAL IMPACT:	\$402,321 additional (\$1,078,669 total)
ELC STAFF LEAD	C. Klima

Background

Early Childhood Educator INCENTIVE\$, formerly known as Child Care WAGE\$® in Florida, rewards early childhood educators with financial incentives based on their education and continuity of employment. Children’s Forum is the sole licensee for the INCENTIVE\$ program in the state of Florida and the sole statewide administrator of Federal TEACH grant scholarships for Early Educator professional development. Broward provides funding to the INCENTIVE\$ program because wage supplements help to reduce educator turnover, but also because it facilitates access to professional development through TEACH.

With the roll out of ELC Broward's Above and Beyond Program workforce initiative starting last January, ELC Career Counselor staff began working directly with individual educators to encourage more participation in INCENTIVE\$ and professional development coursework backed by TEACH grants, among other things.

In FY23 we included the INCENTIVE\$ program in our recently approved proposal to expand the workforce initiative using newly available CRRSA stimulus dollars. Using this funding to widen the reach of INCENTIVE\$ and expand our long-time partnership with Children’s Forum helps us to recruit, upskill and retain the Early Educator workforce.

Current Status:

With the successful encouragement and outreach of ELC Career Coaches, applications to the INCENTIVE\$ program have surged by **50%** since July 1, 2022, from an initial estimate of **377** participants to a new projection of **565** participants for FY23. Children’s Forum calculates they will need additional funding to sustain the trend as follows:

	Current Contract Amount	Proposed Increase Amendment #1	New Contract Amount
Wage supports to Providers	\$527,551	\$313,810	\$841,361
Program Support	\$114,980	\$68,395	\$183,375
Admin	\$33,817	\$20,116	\$53,933
TOTAL	\$676,348	\$402,321	\$1,078,669

Recommended Action:

Recommend that the Board Approve Amendment #3 to the Children’s Forum INCENTIVE\$ Sub-Recipient Agreement Increasing the Contract Budget by \$402,321.

Supporting Documents:

Contract Fact Sheet



CHILDREN'S FORUM - CONTRACT FACT SHEET

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

CONTRACT NAME: Children's Forum, Inc. (Amendment #3)

CONTRACT NUMBER: POC 18-5004-00-FY22

POINT OF CONTACT: Lori Stegmeyer
Program Director

PROCUREMENT: Single Source

CONTRACT TYPE: Sub Recipient

BUDGET AMOUNT: \$676,478 + \$402,321 Amendment = **\$1,078,669**

METHOD OF PAYMENT: Invoice

PAYMENT SCHEDULE: Monthly

TERM: July 1, 2022, to June 30, 2023

PARTICIPANT ELIGIBILITY:

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

1. Must work in a School Readiness and/or VPK contracted site in Broward County
2. Must earn less than \$25.00 per hour
3. Must work a minimum of 20 hours per week in the classroom
4. Must work with children birth-five years of age (includes Directors)
5. Must have at least the Florida Staff Credential or NCDA before applying

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

DELIVERABLES: Develop, design and produce all content, materials, campaigns, websites and social media links needed to conduct outreach to individual educators and legally operating child care providers in Broward County to encourage and facilitate participation in the Broward INCENTIVE\$ program.

Provide a user friendly, simplified electronic application platform as a single point of entry for potential participants and their employers. The application must be co-located on a webpage that contains clear information about program requirements, procedures, timelines, points of contact and other things that applicants should know about and expect from the Broward INCENTIVE\$ Program.

Review, evaluate and process applications timely to determine eligibility. Provide timely notice to applicants and/or their employers if the application is missing information or supporting documentation with clear written instructions to correct the problem. Notify participants and their employers in writing whether or not an application has been approved as soon as practicable following a decision and provide contact information for questions or follow up in addition to clear instructions for next steps.

Conduct quarterly financial analysis of wage supplement payments expected during the contract term to determine whether the Contractor believes program funds will under or over utilize allocated wage supplement funds during the Agreement term. Submit analysis in a report to the COALITION with the next monthly invoice submission.

PERFORMANCE

MEASURES:

1. 75% of the active Broward Child Care INCENTIVE\$ recipients will report two or more ways their participation in the program has improved the quality of their work and/or had an impact on the early childhood field
2. The turnover rate of Broward County teachers participating in the Program will remain at or lower than the average turnover rate of all states reported in the National Annual Child Care WAGE\$ report produced by Child Care Services Association of North Carolina.
3. 100% of the invoices shall be submitted on time and shall accurately reflect the Program cost allocation plan and the contractual budget
4. The CONTRACTOR shall manage Program funds allocated without incurring a deficit or leaving a significant surplus at year end.

ITEM#/MEETING	B234FIN1 / Board
MEETING DATE:	February 13, 2023
SUBJECT:	December 2022 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve December 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

Background Information:

The Interim Financial Statements for the six-month period ending December 31, 2022, are attached for review. Financial Highlights for the month of December 2022 are as follows:

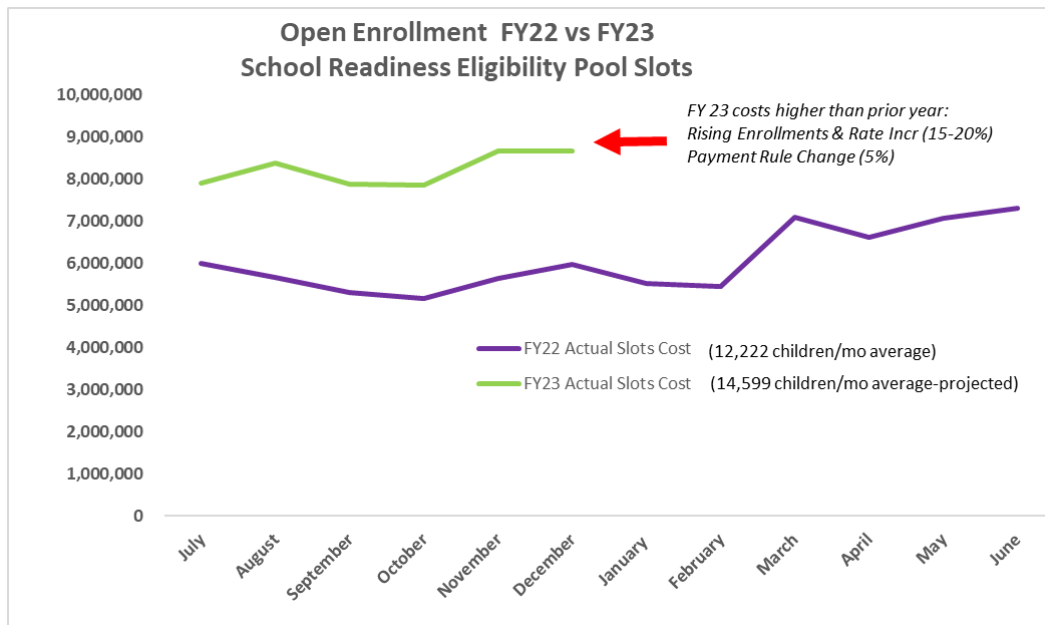
1. Overall

SR expenditures remain at an all-time high following nearly two years of open enrollment that began in November 2020. New enrollments through the fiscal year are expected to remain strong as a comprehensive program outreach campaign draws new families to our portal and staff continue to call families as soon as they apply. VPK and Stimulus Program expenditures also continued to ramp up.

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

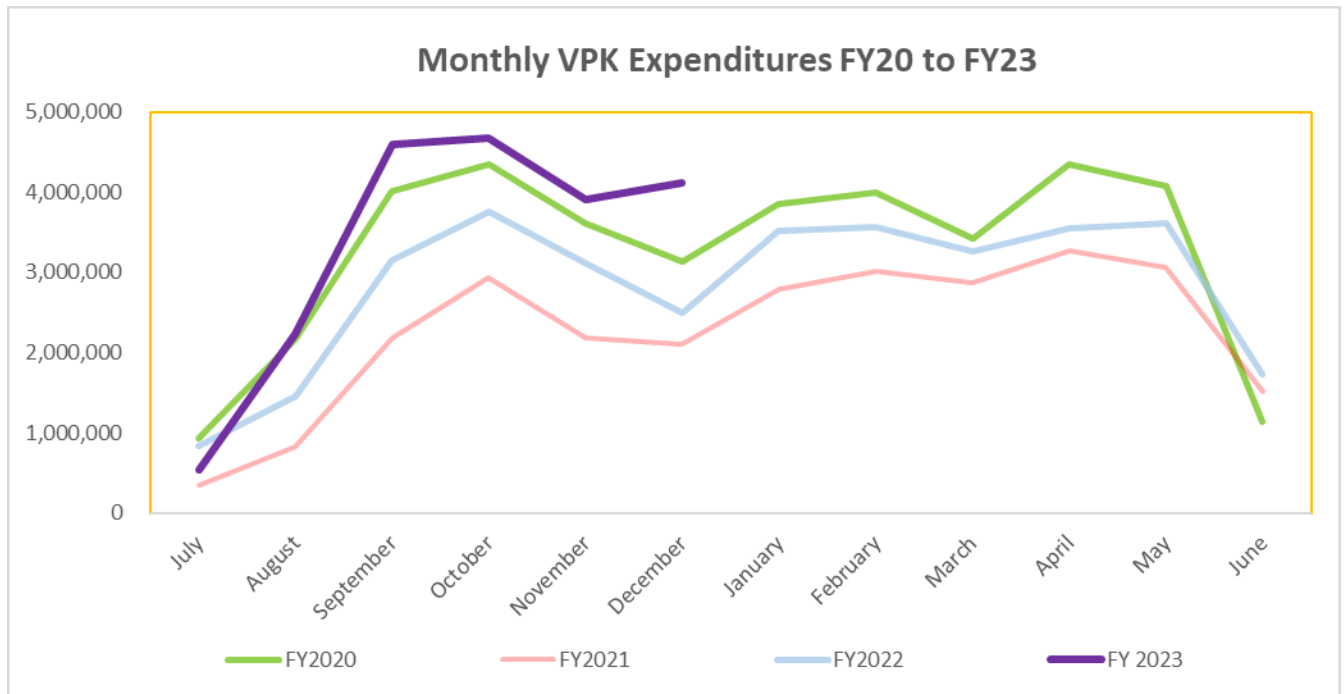
- Continuous open enrollment since November 2020 serving an average 18% (2,400) more children per month. By March 2023, we estimate we will be serving more than 15,000 children per month, nearly 6,000 more than we were serving when we took services in house in 2017.
- Higher maximum reimbursement rates over the prior year resulting from ELC-initiated rate increases and DEL reimbursement rule changes.

In January DEL awarded an additional \$8 million in base funding and \$2.1 million for quality differentials to help pay for Broward’s surging enrollments. However, as the unprecedented pace of new enrollments continues, updated projections still show a \$9.1 million deficit at year end (\$8.1 million in base funding and \$1 million in quality differentials). DEL has indicated that they will work with us to monitor our expenditures and issue a second supplemental award to cover these costs later in the fiscal year. See attached December Utilization Report for more detail. Since this is the first time in the Coalition’s history that we have had a DEL mandate (and sufficient funding) to enroll without restraint over a long timeframe, it is not clear how long this trend of steady growth will continue, but the increases seen to date confirm that Broward’s need for services has far exceeded past State allocations.



3. VPK Returning to Pre-Pandemic Levels

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



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

- To date, the Coalition has issued approximately \$84 million in ARPA Stabilization grants since the program began a year ago, with an estimated \$30 million still available for new applicants. While some applications are still coming in, the majority have already been processed and paid. However, staff anticipate that DEL will likely roll over any unused grant funds into a third round of grants in the first quarter of FY24.
- Staff continue to work feverishly to rollout the \$6.4 million ARPA Workforce Incentive Program that will pay stipends and grants to individual educators, Directors, or programs as they complete retention milestones or upskilling trainings. Broward is working with Webauthor to develop an online incentive application & management system in the CRM that became available for launch by all Webauthor users in mid-January. Staff have also procured course content and materials required for educators to qualify for upskilling incentives. The program is going live in January so that a significant portion of stipends and grants can be issued by year end.
- Expenditures for Broward’s newly expanded CRRSA-funded Above and Beyond Workforce Support Initiative are ramping up as we hire staff and procure services. The program will provide nearly \$7 million in hands-on coaching, training, stipends, and other professional development activities to individual educators who succeed and grow in their profession.

Recommended Action:

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

Supporting Documents:

- December 2022 Interim Financial Statements
- December 2022 Utilization Report



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS

FISCAL YEAR 2022-2023

For The Six Months Ended December 31, 2022

Submitted to the Board

February 13, 2023

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

	December 31, 2022	December 31, 2021
Assets:		
Cash	\$ 41,684,380	\$ 989,300
Grants Receivable	14,907,819	20,826,035
Accounts Receivable	1,490,243	1,073,309
Due From Providers	121,466	744,111
Prepaid Expense	110,840	278,992
Fixed Assets	11,484	13,262
Total Assets	\$ 58,326,231	\$ 23,925,009
 Liabilities:		
Accounts Payable	\$ 331,936	\$ 353,524
Salary & Benefits Payable	49,553	31,555
Compensated Absences	393,550	394,749
Rent Abatement	219,829	196,061
Due to Providers	12,969,467	8,447,781
Due to Other Agencies	1,328,092	1,328,246
Deferred Revenue	42,692,183	12,824,641
Total Liabilities	\$ 57,984,610	\$ 23,576,556
 Net Assets		
Unrestricted	341,622	348,453
Total Net Assets	341,622	348,453
 Total Liabilities and Net Assets	 \$ 58,326,231	 \$ 23,925,009

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

	<u>Dec 2022 Actual</u>	<u>FY 2023 YTD Actual</u>	<u>FY 2022 YTD Actual</u>
Revenue			
DEL School Readiness	\$ 8,984,151	\$ 48,704,598	\$ 34,080,244
DEL School Readiness Match Pool	382,760	2,644,211	2,694,794
DEL Preschool Development Grant	99,296	310,408	122,547
DEL - School Readiness Program Assessments	57,513	122,940	
DEL - CARES/CRRSA Pandemic Relief	272,462	846,071	21,071,588
DEL-ARPA Pandemic Relief	20,103,194	56,570,462	-
DEL - Voluntary Pre-K	4,109,672	20,072,385	14,816,859
CSC - Income Eligible	130,461	2,978,215	1,841,012
CSC - Vulnerable Populations	238,441	1,421,777	1,075,287
Broward County- SR Match	-	1,846,579	1,057,121
Broward County - Special Needs	-	-	104,364
Univ of Florida Lastinger Ctr	-	28,200	31,565
Local Match: United Way & Cities	69,048	246,865	238,309
BECE & Misc	6,684	38,966	1,470
Total Revenue	<u>\$ 34,453,681</u>	<u>\$ 135,831,677</u>	<u>\$ 77,135,160</u>
Expenses			
Child Care Slots and Incentives:			
DEL School Readiness	\$ 8,089,185	\$ 42,077,393	\$ 28,141,108
DEL School Readiness Match Pool	382,760	2,644,211	2,694,794
DEL - Voluntary Pre-K	3,960,809	19,328,457	14,186,731
CSC - Income Eligible	111,667	2,703,186	1,678,854
CSC - Vulnerable Populations	217,340	1,369,653	987,610
Broward County- Income Eligible	-	1,641,403	939,278
Broward County - Special Needs	-	-	92,768
Municipalities-SR Local Match	69,048	246,866	241,309
BECE & Misc	-	-	
Stipends and Grants to Providers	20,185,773	56,997,167	21,151,154
Placeholder: Restricted Allocations	-	-	
Total Child Care Slots and Incentives	<u>\$ 33,016,582</u>	<u>\$ 127,008,337</u>	<u>\$ 70,113,607</u>
Sub Recipient Expense			
Children's Forum	-	61,541	49,462
211 Broward	27,121	178,845	227,693
Total Sub Recipient Expense	<u>\$ 27,121</u>	<u>\$ 240,386</u>	<u>\$ 277,155</u>
ELC Expense			
Salaries & Benefits	\$ 1,221,103	\$ 7,305,576	\$ 5,699,214
Attorneys	6,000	40,264	28,922
Auditors	-	9,000	22,000
Temporary Staff	-	1,232	17,560
Consultants	68,106	288,662	263,090
Staff & Board Travel	3,111	21,143	20,924
Insurance	4,295	25,888	22,531
Office Rent & Maintenance	44,270	271,713	251,743
Office Machines & Storage	919	5,513	3,282
Software Licenses	12,895	136,591	113,225
Internet, Email, Website, Phones	17,510	88,237	87,778
Cell Phones	8,028	47,251	26,284
Sponsorships & Memberships	-	34,438	13,166
Books for Kids	-	182,046	14,760
Other Operating Costs	7,621	55,891	137,805
Computer Equipment & Software	34,358	61,571	29,880
Furniture & Fixtures	-	790	675
Total ELC Expense	<u>\$ 1,428,215</u>	<u>\$ 8,575,805</u>	<u>\$ 6,752,840</u>
Total Expenses	<u>\$ 34,471,918</u>	<u>\$ 135,824,528</u>	<u>\$ 77,143,602</u>
Change in net assets	<u>\$ (18,237)</u>	<u>\$ 7,149</u>	<u>\$ (8,442)</u>
Net assets, beginning of year		338,797	317,763
Net assets, end of the period		<u>\$ 345,946</u>	<u>\$ 309,321</u>

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

	FY 2023 Budget Amendment 3	YTD Actual	Balance	% of Budget	Notes
Revenue:					
DEL School Readiness	\$ 82,901,826	\$ 48,704,598	\$ 34,197,228	59%	High enrollments, addl funds requested
DEL School Readiness Match Pool	5,124,438	2,644,211	2,480,227	52%	
DEL Preschool Development Grant	387,496	310,408	77,088	80%	Program Sunsets in January
DEL - School Readiness Program Assessments	620,191	122,940	497,251	20%	VPK CLASS Observations Ramping Up
DEL - CARES/CRRSA Pandemic Relief	8,053,271	846,071	7,207,200	11%	Initiative Expansion Approved December
DEL-ARPA Pandemic Relief	115,968,498	56,570,462	59,398,036	49%	
DEL - Voluntary Pre-K	51,732,328	20,072,385	31,659,943	39%	Expenditures Vary Over School Year
CSC - Income Eligible	4,923,314	2,978,215	1,945,100	60%	
CSC - Vulnerable Populations	2,485,992	1,421,777	1,064,215	57%	
Broward County- SR Match	2,757,572	1,846,579	910,993	67%	
Broward County - Special Needs	498,923	-	498,923	0%	All Special Needs Children in SR program
Univ of Florida Lastinger Ctr	70,000	28,200	41,800	40%	Intermittent Expenditures
Local Match: United Way & Cities	400,000	246,865	153,135	62%	Intermittent Expenditures
BECE & Misc	50,000	51,996	(1,996)	104%	Miscellaneous Program Income
Total Revenue	\$ 275,973,850	\$ 135,844,707	\$ 140,129,142	49%	
Expense					
Child Care Slots and Incentives					
DEL School Readiness	\$ 69,414,759	\$ 42,077,393	\$ 27,337,366	61%	High enrollments, addl funds requested
DEL School Readiness Match Pool	5,124,438	2,644,211	2,480,227	52%	
DEL-CARES/CRRSA Pandemic Relief	114,855	-	114,855	0%	Restricted for COVID closures
DEL - Voluntary Pre-K	50,041,032	19,328,457	30,712,574	39%	Expenditures Vary Over School Year
CSC - Income Eligible	4,430,983	2,703,186	1,727,797	61%	
CSC - Vulnerable Populations	2,237,393	1,369,653	867,740	61%	
Broward County- Income Eligible	2,451,175	1,641,403	809,772	67%	
Broward County - Special Needs	443,487	-	443,487	0%	All Special Needs Children in SR program
Local Match: United Way & Cities	400,000	246,866	153,134	62%	
Stipends and Grants to Providers	107,428,317	56,997,167	50,431,150	53%	
Placeholder: Restricted Allocations	9,285,996	-	9,285,996	0%	
Total Child Care Slots and Incentives	\$ 251,372,436	\$ 127,008,337	\$ 124,364,099	51%	
Sub Recipient Expense					
Children's Forum	148,797	\$ 61,541	87,256	41%	
211 Broward	462,000	178,845	283,155	39%	
Total Sub Recipient Expense	\$ 610,797	\$ 240,386	\$ 370,411	39%	
ELC Expense					
Salaries & Benefits	\$ 16,323,014	\$ 7,305,576	\$ 9,017,438	45%	
Attorneys	109,000	40,264	68,736	37%	Intermittent Expenditures
Auditors	42,500	9,000	33,500	21%	Intermittent Expenditures
Temporary Staff	50,000	1,232	48,768	2%	Intermittent Expenditures
Consultants	556,488	288,662	267,826	52%	
Staff & Board Travel & Training	75,000	21,143	53,857	28%	Intermittent Expenditures
Insurance	52,418	25,888	26,530	49%	
Office Rent & Maintenance	471,989	271,713	200,276	58%	
Office Machines & Storage	6,332	5,513	819	87%	Storage unit closeout
Software Licenses	230,154	136,591	93,563	59%	
Internet, Email, Website, Phones	131,866	88,237	43,629	67%	Office 365 Vendor transition in process
Cell Phones	93,900	47,251	46,649	50%	
Sponsorships & Memberships	61,285	34,438	26,847	56%	Intermittent Expenditures
Books for Kids	550,000	182,046	367,954	33%	
Instructional Materials	4,772,841	-	4,772,841	0%	Procurement completed in January
Other Operating Costs	273,803	55,891	217,912	20%	Intermittent Expenditures
Computer Equipment & Software	107,967	61,571	46,396	57%	Intermittent Expenditures
Furniture & Fixtures	11,542	790	10,752	7%	Intermittent Expenditures
Depreciation	-	-	-	0%	
Unallocated (Budget Only)	70,521	-	70,521	0%	
Total ELC Expense	\$ 23,990,617	\$ 8,575,806	\$ 15,414,812	36%	
Total Non-Slot Expense	\$ 24,601,414	\$ 8,816,191	\$ 15,785,222	36%	
Total Expense	\$ 275,973,850	\$ 135,824,528	\$ 140,149,321	49%	

Early Learning Coalition of Broward County, Inc.
FY 2021-2022 Annual Budget to Actual YTD
For The Period Ending December 31, 2022
Summary

	FY 2023 Budget Amendment 3	YTD Actual	Balance	% of Budget	Notes
Revenue:					
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Expense					
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Municipalities-SR Local Match	400,000	246,866	153,134	62%	
Stipends and Grants to Providers	107,428,317	56,997,167	50,431,150	53%	
Placeholder: Restricted Allocations	9,285,996	-	9,285,996	0%	
Total Child Care Slots and Incentives	\$ 251,372,436	\$ 127,008,337	\$ 124,364,099	51%	
Program Expense					
Children's Forum	\$ 114,979	\$ 56,688	\$ 58,291	49%	
211 Broward	337,000	115,728	221,272	34%	
Eligibility, Payments & CCR&R	8,259,045	5,114,061	3,144,984	62%	
Quality & Education	10,916,389	1,352,313	9,564,076	12%	CRRSA, ARPA Activities Rolling out January
Total Program Expense	\$ 19,627,413	\$ 6,638,791	\$ 12,988,622	34%	
Administrative Expense					
Children's Forum	33,817	4,852	28,965	14%	
211 Broward	125,000	63,116	61,884	50%	
ELC Administration	4,815,185	2,109,432	2,705,753	44%	1.5% of Revenues (ELC Only)
Total Administrative Expense	\$ 4,974,002	\$ 2,177,400	\$ 2,796,601	44%	1.6% of Revenues (All Admin)
Total Expenses	\$ 275,973,850	\$ 135,824,528	\$ 140,149,322	49%	

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 -2024

New Enrollments from Waitlist: Funding Changes:

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

Assumptions:

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



FY24: Flat Funding and Flat Net Enrollments

Fiscal Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness Base	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Total Slot Costs	Match	Net Billable	
A	Jul-22	21	13,240	-97	\$28.79	5,787,746	962,619	810,496	443,833	8,004,694	(35,015)	7,969,680	
A	Aug-22	23	13,891	+651	26.14	6,210,017	1,055,288	642,374	444,483	8,352,162	(34,400)	8,317,762	
A	Sep-22	22	13,817	-74	25.93	5,800,137	1,016,552	620,873	444,483	7,882,046	(28,557)	7,853,489	
A	Oct-22	21	14,260	+443	26.08	6,264,473	959,400	413,243	173,540	7,810,657	(30,693)	7,779,964	
A	Nov-22	22	14,453	+193	27.53	7,107,426	1,059,000	413,219	173,540	8,753,185	(28,975)	8,724,210	
A	Dec-22	22	14,676	+223	26.69	7,318,466	1,187,684	111,667		8,617,817	(36,876)	8,580,942	
P	Jan-23	22	14,809	+133	26.14	6,881,193	1,197,326	236,518	202,464	8,517,502	(33,235)	8,484,267	
P	Feb-23	20	14,942	+133	26.17	6,285,788	1,096,997	236,518	202,464	7,821,767	(30,213)	7,791,554	
P	Mar-23	23	15,075	+133	26.12	7,340,729	1,275,345	236,518	202,464	9,055,056	(34,745)	9,020,311	
P	Apr-23	20	15,208	+133	26.16	6,401,666	1,116,845	236,518	202,464	7,957,493	(30,213)	7,927,280	
P	May-23	23	15,341	+133	26.57	7,475,148	1,459,435	236,518	202,464	9,373,565	(35,378)	9,338,187	
P	Jun-23	22	15,474	+133	27.51	7,204,892	1,720,028	236,518	202,464	9,363,902	(35,655)	9,328,248	
Ave Enrollments (FY23 Baseline)			14,599		\$26.65	Proj Total	\$ 80,077,681	\$ 14,106,520	\$ 4,430,983	\$ 2,894,663	\$ 101,509,847	\$ (393,954)	\$ 101,115,893
Baseline FY23 over FY22			2,376			Budget	71,981,886	13,092,311	4,430,983	2,894,663	92,399,843	(393,954)	92,005,889
						Surplus(Deficit)	(8,095,795)	(1,014,209)	-	-	(9,110,004)	-	\$ (9,110,004)
Baseline FY23 over FY17			5,203	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-
Avg Cost FY23 over FY17			\$ 8.03	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (8,095,795)	\$ (1,014,209)	\$ -	\$ -	\$ (9,110,004)	\$ -	\$ (9,110,004)

Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Total Slot Costs	Match	Net Billable	
P	Jul-23	21	15,261	-213	\$26.49	6,989,661	1,028,394	269,495	202,464	8,490,013	(31,384)	8,458,629	
P	Aug-23	23	15,271	+10	26.38	7,685,745	1,106,379	269,495	202,464	9,264,083	(34,373)	9,229,710	
P	Sep-23	21	15,281	+10	26.47	6,990,611	1,033,216	269,495	202,464	8,495,786	(31,384)	8,464,401	
P	Oct-23	22	15,291	+10	26.37	7,248,419	1,225,980	269,495	127,745	8,871,639	(32,879)	8,838,760	
P	Nov-23	22	15,301	+10	26.37	7,201,756	1,278,149	269,495	127,745	8,877,145	(32,879)	8,844,266	
P	Dec-23	21	15,311	+10	26.37	6,733,077	1,350,133	269,495	127,745	8,480,450	(31,384)	8,449,066	
P	Jan-24	23	15,321	+10	26.29	7,410,660	1,458,240	269,495	127,745	9,266,140	(34,373)	9,231,767	
P	Feb-24	21	15,331	+10	26.37	6,749,542	1,344,179	269,495	127,745	8,490,962	(31,384)	8,459,578	
P	Mar-24	21	15,341	+10	26.37	6,754,014	1,344,964	269,495	127,745	8,496,218	(31,384)	8,464,834	
P	Apr-24	22	15,351	+10	26.33	7,091,651	1,403,313	269,495	127,745	8,892,204	(32,879)	8,859,325	
P	May-24	23	15,361	+10	26.76	7,591,710	1,465,121	269,495	127,745	9,454,071	(35,006)	9,419,065	
P	Jun-24	20	15,371	+10	27.83	6,854,895	1,304,837	269,495	127,745	8,556,972	(32,090)	8,524,882	
Average Enrollments (Ba			15,316		\$26.53	Proj Total	\$ 85,301,740	\$ 15,342,905	\$ 3,233,944	\$ 1,757,096	\$ 105,635,685	\$ (391,402)	\$ 105,244,283
Increase to baseline FY2			718			Budget	63,981,886	13,092,311	3,233,944	1,757,096	82,065,238	(391,402)	81,673,835
						Surplus(Deficit)	(21,319,854)	(2,250,594)	-	-	(23,570,447)	-	\$ (23,570,447)
Increase to baseline FY2			5,920	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-
Increase in Avg Cost ove			\$ 7.92	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (21,319,854)	\$ (2,250,594)	\$ -	\$ -	\$ (23,570,447)	\$ -	\$ (23,570,447)

SCHOOL READINESS UTILIZATION FY 2021-2023

Children Services Council Vulnerable Population Contract

New Enrollments from Waitlist:

Enroll per Mo: 39
 Transfer to Sr/ Mo: 27 Avg
 Age Out/Exit Care: 5 Avg
 Rate Incr Effective 7/1/21 & 3/1/22

Funding Changes:



Assumptions:

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

Contract Year 2021-22 (CONTRACT EXTENSION)

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

Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	Total Slot Costs	Adjustments	Net Billable	
A	Oct-22	22	311	+1	34.47	235,838		235,838	
A	Nov-22	22	284	-27	37.84	236,438		236,438	
A	Dec-22	21	274	-10	37.74	217,152		217,152	
P	Jan-23	23	281	+7	37.79	244,242		244,242	
P	Feb-23	20	288	+7	37.79	217,675		217,675	
P	Mar-23	22	295	+7	37.79	245,262		245,262	
P	Apr-23	21	302	+7	37.79	239,669		239,669	
P	May-23	23	309	+7	37.79	268,579		268,579	
P	Jun-23	21	316	+7	37.79	250,780		250,780	
P	Jul-23	22	323	+7	37.79	268,541		268,541	
P	Aug-23	21	330	+7	41.39	286,832		286,832	
P	Sep-23	20	337	+7	37.79	254,710		254,710	
							Projected Total	\$	2,965,720
							FY23 CSC Contract Year Bud	\$	2,190,668
							Surplus(Deficit) CSC Contract Year	\$	(775,052)

ITEM#/MEETING	B234FIN2 / Board
MEETING DATE:	February 13, 2023
SUBJECT:	FY 2023 Budget Amendment #4
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY2023 Budget Amendment #4
FINANCIAL IMPACT:	\$10,135,000 Increase in Revenue and Expenditure

Background Information:

In June 2022, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of actual grant award letters from funders. In September, the Board approved Budget Amendment #1, which included updated amounts from those actual awards. In November, the Board Approved Amendment #2, which further updated the awards with large allocations pending further guidance. In December, the Board Approved Amendment #3 which reallocated funds in accordance with DEL guidance for fiscal year 2023. In January, DEL awarded additional funding allocations. Staff propose amendment #4 to reflect the updated revenue and expenditures.

Current Status: Key changes and updates Included in FY2023 Budget Amendment #4 are as follows:

1. New Funding Allocations for School Readiness Child Care:

- \$10,135,000 was awarded on January 16, 2023, to provide \$8 million in additional School Readiness base funds to pay for Broward’s steadily rising enrollments and \$2.1 additional Quality Differential funds to help cover Broward’s actual rate of expenditure. 100% of these newly allocated funds will be applied for slots. DEL has indicated they will provide additional funds to offset any projected deficit following updated analysis later in the fiscal year.

2. Consolidating Broward County Program Funding into School Readiness Match

- \$443,487 in Broward County Revenue and Slot Expense shifted from the Broward County Special Needs line item into the Broward County School Readiness Match line item. Broward County’s Special Needs funding is reserved for Special Needs Children on the School Readiness wait list. Since the waitlist has been eliminated as the Coalition continues with open enrollment, eligible Special Needs children are currently served with no waiting in the School Readiness program and there is no need for supplemental funding from the County. The County has approved Broward’s request to re-allocate the funds to School Readiness match in the meantime, with the understanding that ELC would once again cover the cost of waiting special needs children should a waitlist reappear.

3. Allocation of Restricted CRRSA and Preschool Development Program Funds to Expand Children’s Forum INCENTIVE\$ wage supplements program and purchase mental health related instructional materials for distribution to providers:

- \$88,512 moved from the restricted funding placeholder line item to the Children’s Forum Sub Recipient line item to cover Children’s Forum additional program support and admin cost under a proposed expansion of the INCENTIVE\$ wage supplement program for educators. See proposed contract amendment description in the Executive Packet for more detail. The additional cost for the wage supplements will be absorbed by reassigning funds the expense from School Readiness funding to CRRSA funding within the existing provider grant/stipend pass through line item.
- \$50,000 moved from the restricted funding placeholder line item to the instructional materials line item to purchase Kaplan mental health kits for childcare providers. The kits will be distributed under DEL’s Preschool Development Program allocation for Mental Health supports for children and providers. DEL recently approved the Coalition’s proposal to purchase the kits now that the funding for this activity is scheduled to sunset and close.

Recommendations:

- Approve FY 23 budget amendment #4

Supporting Documents:

- Draft FY2023 Budget Amendment #4 with comparison to last three years and current year actuals

FY2023 Budget Amendment #4 by Business Activity (Proposed)



Revenue:

	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
DEL School Readiness	\$ 79,549,759	\$ 6,100,500	\$ 3,133,119	\$ 4,253,448	\$ 93,036,826
DEL School Readiness Match	5,124,438	-	-	-	5,124,438
DEL Preschool Development Grant	-	-	368,121	19,375	387,496
DEL CLASS Observation Funding	-	-	620,191	-	620,191
DEL-CARES/CRRSA Pandemic Relief	114,855	-	7,535,752	402,664	8,053,271
DEL-ARPA	-	-	115,468,498	500,000	115,968,498
DEL - Voluntary Pre-K	50,041,032	1,268,472	-	422,824	51,732,328
CSC - Income Eligible	4,430,983	369,249	-	123,083	4,923,314
CSC - Vulnerable Populations	2,237,393	186,449	-	62,150	2,485,992
Broward County- Income Eligible	2,894,663	271,375	-	90,458	3,256,496
Broward County - Special Needs	-	-	-	-	-
Univ of Florida Lastinger Ctr	-	-	70,000	-	70,000
Local Match: United Way & Cities	400,000	-	-	-	400,000
BECE & Misc	-	-	50,000	-	50,000
Total Revenue	\$ 144,793,122	\$ 8,196,045	\$ 127,245,682	\$ 5,874,001	\$ 286,108,850

Expense:

Child Care Slots & Incentives

DEL - School Readiness	\$ 79,549,759				\$ 79,549,759
DEL - School Readiness Match	5,124,438				5,124,438
DEL-CARES/CRRSA Pandemic Relief	114,855				114,855
DEL - Voluntary Pre-K	50,041,032				50,041,032
CSC - Income Eligible	4,430,983				4,430,983
CSC - Vulnerable Populations	2,237,393				2,237,393
Broward County-Income	2,894,663				2,894,663
Broward County - Special Needs	-				-
Local Match: United Way & Cities	400,000				400,000
Learning Pods Collaborative	-				-
Stipends & Grants to Providers	-		107,428,317		107,428,317
Placeholder: Restricted Allocations	-		9,147,484		9,147,484
Total Child Care Slots & Incentives	\$ 144,793,122	\$ -	\$ 116,575,801	\$ -	\$ 261,368,924

Sub Recipient Operating Expenses

Nova Southeastern University					\$ -
Children's Forum		-	183,375	\$ 53,933	237,308
211 Broward		337,000	-	\$ 125,000	462,000
Total Sub Recipient Operating	\$ -	\$ 337,000	\$ 183,375	\$ 178,933	\$ 699,308

ELC Operating Expenses

Staff Costs		\$ 7,793,600	\$ 5,014,598	\$ 3,514,816	\$ 16,323,014
Attorneys		-	-	109,000	109,000
Auditors		-	-	42,500	42,500
Temporary Staff		-	-	50,000	50,000
Consultants		6,250	518,600	31,638	556,488
Staff & Board Travel		-	17,458	57,542	75,000
Insurance		27,642	17,042	7,734	52,418
Office Rent & Utilities		255,992	148,556	67,441	471,989
Office Machines & Storage		-	-	6,332	6,332
Software Licenses		18,785	12,950	198,419	230,154
Phones/Internet/Web Page		77,537	47,673	6,656	131,866
Cell Phones		-	2,700	91,200	93,900
Sponsorships & Memberships		-	-	61,285	61,285
Books for Kids		-	550,000	-	550,000
Instructional Materials		-	4,822,841	-	4,822,841
Fees, Supplies & Other Costs		4,000	4,953	264,850	273,803
Computers & Software		59,846	34,965	13,156	107,967
Furniture & Fixtures		-	-	11,542	11,542
Unallocated Budget Only		(384,607)	(705,830)	1,160,958	70,521
Total ELC Operating	\$ -	\$ 7,859,045	\$ 10,486,505	\$ 5,695,068	\$ 24,040,617

Total ELC & Sub Recipient

	\$ -	\$ 8,196,045	\$ 10,669,880	\$ 5,874,001	\$ 24,739,926
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Total Expense	\$ 144,793,122	\$ 8,196,045	\$ 127,245,682	\$ 5,874,001	\$ 286,108,850
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Revenue Over Expense	\$ -	\$ -	\$ -	\$ -	\$ -
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Percent Total Expenses	50.61%	2.86%	44.47%	2.05%	100.00%
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Proposed FY2023 Amended Budget Three Year Comparison



	FY21	FY22	FY23	FY23	FY23	+/-	
	FY2021 Actual	FY22 Preliminary Actual (Unaudited)	FY23 Preliminary Approved June 2022	FY23 Amendment 3 Approved December 2022	FY23 Amendment 4 Proposed	Change Amendment 4 over Amendment 3	Reason for Change
Revenue:							
DEL School Readiness	\$ 64,093,701	\$ 74,971,629	\$ 81,478,712	\$ 82,901,826	\$ 93,036,826	\$ 10,135,000	\$8M for SR Base, \$2.1 CLASS diff
DEL School Readiness Match Pool	5,489,725	5,331,417	5,380,330	5,124,438	5,124,438	-	
DEL Preschool Development Grant	872,970	256,456	350,000	387,496	387,496	-	
DEL CLASS Observation Funding		403,260	256,870	620,191	620,191	-	
DEL-CARES/CRRSA Pandemic Relief	27,543,012	22,047,036	3,650,000	8,053,271	8,053,271	-	
DEL - ARPA		21,245,313	35,000,000	115,968,498	115,968,498	-	
DEL - Voluntary Pre-K	27,139,415	34,070,298	53,671,980	51,732,328	51,732,328	-	
CSC - Income Eligible	4,502,338	3,483,105	3,844,530	4,923,314	4,923,314	-	
CSC - Vulnerable Populations	1,725,958	2,312,873	2,468,621	2,485,992	2,485,992	-	
Broward County- Income Eligible	1,902,157	1,896,240	1,708,173	2,757,572	3,256,496	498,923	
Broward County - Special Needs	303,639	141,655	498,923	498,923	-	(498,923)	All Special Needs Children in SR
Univ of Florida Lastinger Ctr	49,900	72,910	70,000	70,000	70,000	-	
Local Match: United Way & Cities	371,301	406,881	400,000	400,000	400,000	-	
BECE & Misc	291,221	13,103	50,000	50,000	50,000	-	
Total Revenue	\$ 134,285,337	\$ 166,652,174	\$ 188,828,140	\$ 275,973,850	\$ 286,108,850	\$ 10,135,000	
Expense:							
Child Care Slots & Incentives							
DEL School Readiness	\$ 49,029,070	\$ 62,134,777	\$ 67,917,249	\$ 69,414,759	\$ 79,549,759	\$ 10,135,000	\$8M for SR Base, \$2.1 CLASS diff
DEL School Readiness Match Pool	5,489,725	5,331,417	5,380,330	5,124,438	5,124,438	-	
DEL-CARES/CRRSA Pandemic Relief	12,861,548	13,230	128,086	114,855	114,855	-	
DEL - Voluntary Pre-K	26,047,263	32,759,542	51,607,673	50,041,032	50,041,032	-	
CSC - Income Eligible	3,981,297	3,148,517	3,460,077	4,430,983	4,430,983	-	
CSC - Vulnerable Populations	1,552,987	2,095,359	2,221,759	2,237,393	2,237,393	-	
Broward County- Income Eligible	1,690,800	1,685,547	1,518,376	2,451,175	2,894,663	443,487	
Broward County - Special Needs	269,901	125,915	443,487	443,487	-	(443,487)	All Special Needs Children in SR
Local Match: United Way & Cities	371,341	406,885	400,000	400,000	400,000	-	
Learning Pods Collaborative	206,000	-	-	-	-	-	
Stipends and Grants to Providers	19,009,243	43,688,819	35,645,551	107,428,317	107,428,317	-	
Placeholder: Restricted Allocations		-	2,000,000	9,285,996	9,147,484	(138,512)	Allocate INCENTIVE\$ & PDG Exp
Total Child Care Slots & Incentives	\$ 120,509,176	\$ 151,390,008	\$ 170,722,589	\$ 251,372,435	\$ 261,368,924	\$ 9,996,489	
Sub Recipient Expense							
School Board of Broward County	1,192,800	-	-	-	-	-	
Children's Forum	72,739	109,386	148,797	148,797	237,308	\$ 88,512	INCENTIVE\$ Expansion (Pgm Supp)
211-Broward	455,193	447,355	462,000	462,000	462,000	-	
Total Sub Recipient Expense	\$ 1,720,732	\$ 556,741	\$ 610,797	\$ 610,797	\$ 699,308	\$ 88,512	
ELC Expense							
Salaries & Benefits	\$ 10,279,570	\$ 12,137,659	\$ 14,559,844	\$ 16,323,014	\$ 16,323,014	\$ -	
Attorneys	62,127	52,138	109,000	109,000	109,000	-	
Auditors	37,500	36,500	42,500	42,500	42,500	-	
Temporary Staff	2,697	46,637	50,000	50,000	50,000	-	
Consultants	185,427	572,330	616,279	556,488	556,488	-	
Staff & Board Travel	10,465	88,386	75,000	75,000	75,000	-	
Insurance	33,492	42,105	52,418	52,418	52,418	-	
Office Rent & Utilities	432,396	562,585	468,769	471,989	471,989	-	
Office Machines & Storage	8,545	8,310	10,085	6,332	6,332	-	
Software Licenses	194,325	240,496	230,154	230,154	230,154	-	
Internet & Phones	101,141	216,068	119,954	131,866	131,866	-	
Cell Phones	55,444	59,263	91,200	93,900	93,900	-	
Sponsorships & Memberships	46,984	66,600	59,115	61,285	61,285	-	
Books for Kids	280,982	213,893	550,000	550,000	550,000	-	
Intructional Materials	27,436	30,000	47,505	4,772,841	4,822,841	50,000	PDG Mental Hlth Kits for Providers
Other Operating Costs	254,987	218,719	233,803	273,803	273,803	-	
Computer Equipment & Software	35,013	90,253	58,916	107,967	107,967	-	
Furniture & Fixtures	6,773	675	11,542	11,542	11,542	-	
Depreciation	3,916	1,778	-	-	-	-	
Unallocated (Budget Only)	-	-	108,670	70,521	70,521	-	
Total ELC Expense	\$ 12,059,221	\$ 14,684,393	\$ 17,494,754	\$ 23,990,618	\$ 24,040,617	\$ 50,000	
Total Non-Slot Expense	\$ 13,779,953	\$ 15,241,133	\$ 18,105,550	\$ 24,601,415	\$ 24,739,926	\$ 138,511	
Total Expense	\$ 134,289,129	\$ 166,631,141	\$ 188,828,140	\$ 275,973,850	\$ 286,108,850	\$ 10,135,000	
Revenue over Expense	\$ (3,792)	\$ 21,033	\$ -	\$ -	\$ -	\$ -	

Proposed FY23 Amendment #4 vs Year to Date Actual



Revenue:

	FY22	Oct-22	Balance	%	
	FY23 Amendment 4 Proposed	YTD Actual	Remaining Balance	% YTD Expenditures	Notes
DEL School Readiness	\$ 93,036,826	\$ 48,704,598	\$ 44,332,228	52%	High enrollments, addl funds requested
DEL School Readiness Match	5,124,438	2,644,211	2,480,227	52%	
DEL Preschool Development Grant	387,496	310,408	77,088	80%	Program Sunsets in January
DEL CLASS Observation Funding	620,191	122,940	497,251	20%	VPK CLASS Observations Ramping Up
DEL-CARES/CRRSA Pandemic Relief	8,053,271	846,071	7,207,200	11%	Initiative Expansion Approved December
DEL-ARPA	115,968,498	56,570,462	59,398,036	49%	
DEL - Voluntary Pre-K	51,732,328	20,072,385	31,659,943	39%	Expenditures Vary Over School Year
CSC - Income Eligible	4,923,314	2,978,215	1,945,100	60%	
CSC - Vulnerable Populations	2,485,992	1,421,777	1,064,215	57%	
Broward County- Income Eligible	3,256,496	1,846,579	1,409,917	57%	
Broward County - Special Needs	-	-	-	0%	All Special Needs Children in SR program
Univ of Florida Lastinger Ctr	70,000	28,200	41,800	40%	Intermittent Expenditures
Local Match: United Way & Cities	400,000	246,865	153,135	62%	Intermittent Revenues
BECE & Misc	50,000	51,996	(1,996)	104%	Miscellaneous Program Income
Total Revenue	\$ 286,108,850	\$ 135,844,707	\$ 150,264,142	47%	

Expense:

Child Care Slots & Incentives					
DEL School Readiness	\$ 79,549,759	\$ 42,077,393	37,472,366	53%	High enrollments, addl funds requested
DEL School Readiness Match Pool	5,124,438	2,644,211	2,480,227	52%	
DEL-CARES/CRRSA Pandemic Relief	114,855	-	114,855	0%	Restricted for COVID closures
DEL - Voluntary Pre-K	50,041,032	19,328,457	30,712,574	39%	Expenditures Vary Over School Year
CSC - Income Eligible	4,430,983	2,703,186	1,727,797	61%	
CSC - Vulnerable Populations	2,237,393	1,369,653	867,740	61%	
Broward County- Income Eligible	2,894,663	1,641,403	1,253,259	57%	
Broward County - Special Needs	-	-	-	0%	All Special Needs Children in SR program
Local Match: United Way & Cities	400,000	246,866	153,134	62%	
Stipends & Grants to Providers	107,428,317	56,997,167	50,431,150	53%	
Placeholder: Restricted Allocations	9,147,484	-	9,147,484	0%	
Total Child Care Slots & Incentives	\$ 261,368,924	\$ 127,008,337	\$ 134,360,587	49%	

Sub Recipient Expense

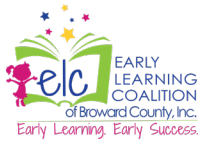
Children's Forum	237,308	61,541	175,768	26%	
211-Broward	462,000	178,845	283,155	39%	
Total Sub Recipient Expense	\$ 699,308	\$ 240,386	\$ 458,923	34%	

ELC Expense

Salaries & Benefits	\$ 16,323,014	\$ 7,305,576	\$ 9,017,438	45%	
Attorneys	109,000	40,264	68,736	37%	
Auditors	42,500	9,000	33,500	21%	Intermittent Expenditures
Temporary Staff	50,000	1,232	48,768	2%	Intermittent Expenditures
Consultants	556,488	288,662	267,826	52%	
Staff & Board Travel	75,000	21,143	53,857	28%	Intermittent Expenditures
Insurance	52,418	25,888	26,530	49%	
Office Rent & Utilities	471,989	271,713	200,276	58%	
Office Machines & Storage	6,332	5,513	819	87%	Storage unit closeout
Software Licenses	230,154	136,591	93,563	59%	
Internet & Phones	131,866	88,237	43,629	67%	Office 365 Vendor transition in process
Cell Phones	93,900	47,251	46,649	50%	
Sponsorships & Memberships	61,285	34,438	26,847	56%	Intermittent Expenditures
Books for Kids	550,000	182,046	367,954	33%	
Instructional Materials	4,822,841	-	4,822,841	0%	Procurement completed in January
Other Operating Costs	273,803	55,891	217,912	20%	Intermittent Expenditures
Computer Equipment & Software	107,967	61,571	46,396	57%	Intermittent Expenditures
Furniture & Fixtures	11,542	790	10,752	7%	Intermittent Expenditures
Unallocated (Budget Only)	70,521	-	70,521	0%	
Total ELC Expense	\$ 24,040,617	\$ 8,575,805	\$ 15,464,812	36%	

Total Non-Slot Expense

	\$ 24,739,926	\$ 8,816,191	\$ 15,923,735	36%	
Total Expense	\$ 286,108,850	\$ 135,824,528	\$ 150,284,322	47%	



ITEM/ MEETING:	B234RB1 / Board
DATE:	February 13, 2023
SUBJECT:	Related Party Purchase
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY23 Related Party Purchase for Junior Achievement Event Sponsorship
FINANCIAL IMPACT:	\$5,000 for event booth and outreach for ELC services and \$5,000 in kind books for kids
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statutes and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

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

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

Current Status:

The following is a list of requested related party purchases.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$10,000	Laurie Sallarulo/Junior Achievement of South Florida	See attached Books, Bucks & Backpacks sponsorship flyer including: <ul style="list-style-type: none"> • \$5,000 in kind books for ELC kids • \$5,000 for ELC parent engagement booth

The sponsorship enables ELC to have a story-time booth at Junior Achievement’s Books, Bucks and Backpacks event to read with children and parents to engage families about literacy and conduct outreach for all ELC services, including Bookworms. This will be ELC Broward’s second year participating in this event.

Recommended Action:

Approve FY23 Related Party Purchase for Junior Achievement Books, Bucks & Backpacks event.

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement

DEL FY2022-23 GRANT AGREEMENT(Page 56)

AUDIT REQUIREMENTS

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



BOOKS, BUCKS & BACKPACKS

Sliding into Summer Success!

TITLE SPONSOR

CITY
FURNITURE

Saturday, May 20, 2023
10 am to 1 pm

JA World Huizenga Center at the Lillian S. Wells Pavilion
1130 Coconut Creek Blvd., Coconut Creek, FL 33066

Let's prepare our children and families in need
for summer success with reading, math and financial literacy
materials, healthcare information, and summer safety support.



Together, We Can Change These Statistics!



Summer Health & Wellness

- Over 60% of all summer-related injuries occur among children ages 2-11
- Studies show children gain weight at a faster rate during the summer months than during the school year
- 23% of child drownings happen during a family gathering near a pool



Prevent the Summer Slide

- On average, students lose 17–34% of the prior year's learning gains
- On average, students lose about 20% of school-year gains in reading and 27% in math during the summer break

Teaching Children About Money



- Summer is a great time to teach children the value of savings and money
- Studies show children establish their financial identities by age 7
- Financial literacy activities like preparing a budget helps build stronger math skills

For more information on how you can support Books, Bucks & Backpacks,
contact: Alex Nocera at Alex@JASouthFlorida.org

JASouthFlorida.org/BooksBucksBackpacks

**EXCLUSIVE TITLE SPONSOR
\$25,000 - SOLD CITY FURNITURE**

- Recognition as Exclusive Title Partner during campaign
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**EXCLUSIVE PHYSICAL FITNESS
CHALLENGE PARTNER
\$20,000**

- Recognition as Exclusive Physical Fitness Challenge Partner during campaign
- Branded outdoor physical fitness challenge space with related activities
- Branded t-shirt "I am Sliding into Summer"
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage outdoor activities and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**EXCLUSIVE BACKPACK PARTNER
\$15,000**

- Recognition as Exclusive Backpack Partner during campaign
- Company logo on Backpacks given to every child
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**SUMMER SAFETY TIPS PARTNER
\$10,000 (2 available)**

- Recognition as Summer Safety Tips Partner during campaign
- Branded Dunk Tank or Branded Face Painting area
- Branded sponsor area with activity and education about summer safety
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**EXCLUSIVE BOOK PARTNER
\$10,000**

- Recognition as Exclusive Book Partner during campaign
- Branded insert in every book giveaway for the children
- Opportunity for employee volunteers to manage outdoor activities and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**SNACK PARTNER
\$5,000**

- Recognition as Snack Partner during campaign
- Logo on Snack Station at event
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

PHOTO PARTNER \$5,000

- Photo opportunity area at event
- Recognition as Photo Partner during campaign
- Logo on signage at Photo Area with branded photo
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks

- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

COOLING ZONE STATION \$5,000

- Recognition as Cooling Zone Station Partner during campaign
- Branded water bottles provided at cooling station
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**FOOD TRUCK PARTNER
\$3,500 (4 available)**

- Recognition as Food Truck Partner during campaign
- Logo on signage at Food Trucks
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

**IN-KIND COMMUNITY PARTNERSHIP
OPPORTUNITIES:**

- Recognition of Supply Partner during campaign
- Logo included on signage, website, social media, video promotion, collateral, eblasts
- Opportunity to provide:
 - Books
 - Gift Cards
 - Snacks
 - School related items/supplies
 - Meal giveaways

For more information on how you can support Books, Bucks & Backpacks, contact: Robyn Harper at (954) 979-7124 or Robyn@JASouthFlorida.org

ITEM/MEETING	B234RB2 / Board
DATE:	February 13, 2023
SUBJECT:	FY23 CEO Mid-Year Compensation Bonus
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Approve CEO Mid-Year Compensation Bonus of \$2,000
FINANCIAL IMPACT:	\$2,000
ELC STAFF LEAD	J. Merritt

Background/History

The Board approved a one-time midyear bonus for all eligible staff based on performance at the December 12, 2022, Board Meeting. At the same time the Board also approved the creation of a similar CEO Mid-Year Evaluation tool and one-time midyear bonus based on performance. It was agreed that the CEO would follow the same recommendations as the staff, which was if they scored a 3 (on target to meet annual goals), they would receive a \$1,500 one-time bonus, if they scored a 4 (on target to exceed annual goals) or higher, they would receive a one-time \$2,000 bonus.

Current Status

The CEO Mid-Year Evaluation tool was approved by the Board Chair on January 18, 2023. Once approved the Self-Evaluation was completed and submitted to Board members on January 23, 2023. Only 4 responses were received prior to the Executive Committee Meeting on January 31, 2023. As a result, the Committee agreed that ELC should seek additional Board responses, at a minimum 50% of the 19 Board members. At which time, they approved bringing the results directly to the full Board at the February 13, 2023, meeting for approval. Through additional outreach, 15 members completed scores for the CEO mid-year evaluation with an average score of 4.

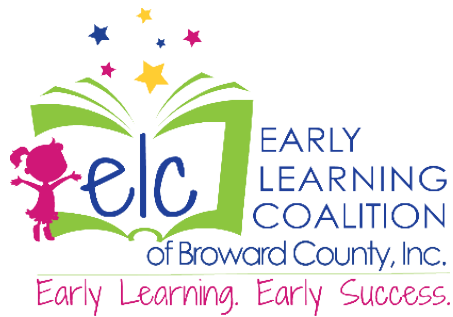
#	Members	Mid Year Score
1	Laurie Sallarulo	
2	Dawn Liberta	4
3	Twan Russell	3
4	Monica King	3
5	Cindy Arenberg Seltzer	4
6	Michael Asseff	4
7	Sharonda Bailey	3
8	Beverly Batson	3
9	Richard Campillo	
10	Kirk J. Englehardt	4
11	Maria Hernandez	
12	Carol Hylton	3
13	Melody McDonald	4
14	Renee Podolsky	4
15	Dr. Amoy Reid	4
16	Ellie Schrot	4
17	Zachary Talbot	
18	Kristina West	4
19	Julie Winburn	4
	Average	4

Recommended Action:

Approve CEO Mid-Year Bonus of \$2,000

Supporting Documents:

- CEO Mid-Year Self Evaluation
- CEO Mid-Year Aggregated Results



CEO Mid-Year Goal Performance Review

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

Objective 1: Deploy a successful targeted outreach and enrollment initiative.

Outcome 1: A minimum of 3,000 families will apply for SR services quarterly. (Current quarterly average is 2,700)

Outcome 2: At least one thousand families annually will use QR codes, social media, and customized URLs created for outreach purposes to access information about School Readiness Services

Objective 2: Families that are eligible to continue receiving SR services will receive them.

Outcome 1: The overall retention rates for potentially SR eligible families will increase from 80% to 85%

Status Update

- Extensive marketing and outreach campaigns are in progress, and includes usage of social media, newsletters, radio ads, TV ads, community outreach events, and a successful campaign to get local elected officials to repost important ELC updates and services for their constituents.
- Commenced benchmarking and continuing to track SR services eligibility is in process. Once we have 12 months of data this will be reported out to the Board.
- We have enrolled 3,333 children so far, this fiscal year. And have enrolled on average approximately 100-150 new children per week since July.
- As of 1/17/23 we have participated in 9 community events to promote SR, with the State of Childcare being the 10th.
- As of 1/17/23 ELC have met with 6 community partners who have agreed to or has already shared details about School Readiness with their clients and network
- As of 1/17/23 ELC has engaged 3 large employers (Publix, Teleperformance, and McDonalds) about sharing SR services with their staff who may be eligible.
- As of 1/17/23 ELC has distributed over 10K SR flyers to 22 Broward title 1 schools
- As of 1/17/2023 ELC has made presentations at 3 local churches (Mt. Hermon AME, Calvary Chapel, and the Healing Center)

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

Objective 1: ELC will reach and enroll as many VPK eligible families as possible.

Outcome 1: ELC Broward will meet or exceed State of Florida estimating conference estimates for VPK

Status Update

- Similar to the outreach provided above, extensive outreach and marketing using a variety of methods, has been and continues to be conducted to reach as many families of 4 years in Broward as possible.
- To date for School Year 2022/23 ELC Broward has enrolled 13,608 children into VPK which is 95% of the State of Florida's estimating conference estimates for Broward enrollments, which forecasted enrollment of 71% of the county's 4-year-olds, which is 14,261 children.

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

Objective 1: Childcare providers being CLASS assessed because they offer School Readiness (SR) services will participate in quality improvement opportunities, which will increase quality and raise the countywide CLASS score average from a 5.0 to a 6

Objective 2: Providers participating in the Broward Above and Beyond will successfully recruit, upskill, and retain qualified staff.

Objective 3: Early Learning educators will gain the foundational skills to increase classroom preparedness and effective child/educator interactions to help increase Broward's average CLASS scores.

Status Update

- All the above Objectives are being tracked however no data will be available until the end of the fiscal year.

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

Objective 1: VPK providers will participate in quality improvement opportunities, which will result in a countywide CLASS score average of at least a 5.25

Status Update

- The above Objective is being tracked for initial scores, given that we are only 6 months into this objective, at this time it is difficult to provide data for current scores as we are continuing to assess.

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

Objective 1: SR and VPK children will receive support (developmental, behavioral, health, etc.) to maximize their developmental potential.

Outcome 1: 65% of families with children ages 0-2 who have received a referral, will follow through with their referrals to Early Steps (current rate is 47 percent, 387 of 833 families).

Outcome 2: 75% of families with children ages 3-5 who have received a referral, will follow through with their referrals to FDLRS (current rate is 63 percent, 364 of 580 families).

Outcome 3: Through funding or partnerships, four (4) additional comprehensive support services will be added or expanded to children/families (such as but not limited to vision, hearing, dental screenings, mental health, nutrition services and general medical)

Objective 2: Expand ELC's literacy efforts to increase the number of children who have access to books/libraries at home as well as increased exposure to reading experiences.

Outcome 1: Increase # of families with children under 5 who sign up for ELC's bookworm program to 15,000 families.

Outcome 2: ELC will participate in at least 15 literacy events throughout the year, utilizing new and existing partnerships/events, as well as creating its own

Status Update

- 5-year goal for 75% of families with children ages 3-5 who have received a referral, will follow through with their referrals to FDLRS (current rate is 63 percent, 364 of 580 families).
- ELC pilot to conduct ASQ screenings for VPK children rolled out at 5 schools for 256 children.
- 11,950 children/families signed up and received books through ELC Bookworms program.
- Rolled out autism initiative with educational partners (FSU Baby Navigator)

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

Objective 1: Broward County leaders are aware of the importance of early learning, ELC Services, and ELC Legislative Priorities.

Outcome 1: ELC leadership will meet (one on one) with new local Legislators, Broward County commissioners/county administration, and newly elected municipal leaders (in high-needs areas) at least 1x/within the first year of their role

Outcome 2: ELC leadership will meet/present to 80% of current legislators, Broward County commissioners/county administration, and municipal leaders (in high-needs areas) at least 1x/annually

Objective 2: ELC will strengthen relationships and partnerships with Community leaders and stakeholders through participation in early learning activities/events

Outcome 1: A minimum of 30 community leaders/elected officials will participate in at least one ELC's activities/events annually.

Outcome 2: ELC will build relationships with a minimum of 10 Faith based community leaders or business partners annually.

Status Update

- Surveyed ELC Board members to identify which member has a relationship with which elected official to leverage the existing relationship. As of 1/17/23 there are 11 ELC Board members who have completed [the relationship survey](#)
- Created a priority list of which state, county and municipal leaders to meet with, based on legislative committee assignments, number of SR kids, or amount of Match funding.
- As of 1/17/23 ELC has meet with 2/3 of Florida House of Representatives members from the Broward delegation that are on the PreK-12 Appropriations committee; invited 30+ elected officials to attend the 02/02/23 State of Childcare Luncheon
- As of 1/17/23 ELC has meet with two (2) state house reps (Rep Dunkley & Rep Williams) from the Broward delegation that are on the PreK-12 appropriation committee, one (1) county commissioner (Commissioner Rogers); three (3) municipal leaders (Mayor Borgelin, Commissioners Quintana & Commissioners Guzman)
- Secured two (2) municipalities (Hollywood & North Lauderdale) to promote our services on their website, social media page and newsletter to residents

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

Objective 1: The ELC promotes an inspired workplace culture by developing quantitative and qualitative approaches to attract, engage, and retain a talented workforce efficiently and effectively.

Outcome 1: ELC is hiring the right staff, for the right positions and retaining them as evidenced by retaining 75% of new hires at one year

Outcome 2: ELC annual staff turnover will be 5% below the National turnover average for similar organizations.

Outcome 3: 25% of promotional opportunities are filled internally.

Outcome 4: At least 85% of Staff respond they are overall satisfied working at the ELC

Objective 2: Continue to optimize use of technology and data to promote efficiencies, evaluate value, impact, and progress, and increase data security.

Outcome 1: 85% of the CRM Plan will be fully implemented

Outcome 2: 90% of ELC data infrastructure will be stored in the cloud.

Outcome 3: A minimum of 95% of ELC staff will continually pass ELC quarterly security testing.

Objective 3: A mechanism exists to bring in a regular stream of funding to address an annual structural deficit and an annual process to gradually build a reserve.

Outcome 1: Annual net asset/reserve balance changes are positive at the end of each fiscal year

Objective 4: Strategy will be in place to obtain dedicated funding for specific unallowable expenses.

Outcome 1: ELC will have funds for items for meetings, programming, and training

- Objective 5:** The ELC board is energized, enthusiastic, educated, participates, and partners effectively with staff
Outcome1: Results of the annual staff and board survey will show at least an 90% rating in all categories.
- Objective 6:** The ELC will have a cohesive board where every member has a voice.
Outcome 1: Board ratings after meetings will average 8 or higher
Outcome 2: Results of the annual board self-survey will show that 90% of board report they feel they have a voice in meetings.

Status Update

- Staff retention rates for staff for 1 year is currently 62.96%
- Staff turnover rate is 5.37%, target for 5 years is 5% below industry standard (approximately 34%). Far exceeding goal.
- Staff promotions from within, is running at 71.43%, our goal was 25%. Far exceeding goal.
- Fundraising Ad Hoc Committee has been established and will report out to Executive Committee in January 2023, to address objective 4.
- Board Survey, Matrix and Meeting feedback have been reviewed by Governance for approval at the Board meeting in February 2023. To achieve Objective 6

Overall Significant Achievements:

- Elected/Began serving as the Chair of the AELC Large Coalitions (and serve on the Executive Committee)
- With the huge assistance from the Ad Hoc Strategic Plan Committee, rolled out new 5-year Strategic Plan
- Secured an additional \$8 million in School Readiness funding (to cover the additional SR children enrolled)
- Increased Board Engagement opportunities (Meet, Greet, and Eat; more lunch and learns, provider visits, legislative meeting opportunities, etc.)
- Ensured \$6 million ARPA Build a World Class Workforce initiative rolled out as quickly and as efficiently as possible.
- Interviewed on local TV GRN show on the importance of early learning and state of childcare industry.
- Secured membership with the Greater Fort Lauderdale Chamber of Commerce
- Nominated as finalist for Nonprofit Organization of the year (award ceremony on 3/3/23)

Ratings:

- 1 - Not on Target to Attain Goal(s) - Unsatisfactory Job Performance**
- 2 - Partially on Target to Attain Goal(s) - Improvement Needed**
- 3 - On Target to Attain Goal(s) - Meets Expectations/Requirements**
- 4 - On Target to Exceed Goal(s) - Exceeds Expectations/Requirements**

Overall Score	1	2	3	4
Board Member Comments: (Optional)				

#	Members	Mid Year Score
1	Laurie Sallarulo	
2	Dawn Liberta	4
3	Twan Russell	3
4	Monica King	3
5	Cindy Arenberg Seltzer	4
6	Michael Asseff	4
7	Sharonda Bailey	3
8	Beverly Batson	3
9	Richard Campillo	
10	Kirk J. Englehardt	4
11	Maria Hernandez	
12	Carol Hylton	3
13	Melody McDonald	4
14	Renee Podolsky	4
15	Dr. Amoy Reid	4
16	Ellie Schrot	4
17	Zachary Talbot	
18	Kristina West	4
19	Julie Winburn	4
	Average	4

ITEM/MEETING	B234RB3 / Board
DATE:	February 13, 2023
SUBJECT:	Finalization of Annual Audits and Federal Filings
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	<p>Authorize the Audit Committee to Finalize the Following Reports & Forms for Submission to Federal Agencies by March 31, 2023:</p> <ol style="list-style-type: none"> 1. Fiscal Year 2022 Financial Audit Report 2. 2021 IRS Form 990 3. Plan Year 2021 403B Retirement Plan Audit Report 4. Plan Year 2021 DOL Form 5500 403B Annual Report
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with the Early Learning Coalition’s fiscal policies, the DEL Grant Agreement and Federal Regulation, audits of the Coalition’s operating financial statements and the financials statements of the Coalition’s 403B Retirement plan are performed annually. In 2019 the Coalition selected CPA firm Keefe McCullough to perform these audits, prepare annual reports and prepare required accompanying forms for submission to the Coalition Board and Federal Agencies by required deadlines.

While the fieldwork for the Financial audit begins in October, final report completion is constrained each year by the time it takes DEL and other agencies to issue confirmation documents needed to complete the Federal Single Audit portion of the process, leaving only a narrow window to present the report to the Coalition’s Audit Committee prior to the February Coalition Board meeting. This year, the narrow window for preparation time combined with other scheduling conflicts means the Audit Committee presentation cannot be scheduled until the week of February 20, which is after the February 13, 2023 Board meeting.

Since the Board will not have an opportunity to formally approve the reports until the next scheduled meeting on April 10, 2023 and the Federal filing date for the finalized reports is March 31, 2023, staff have proposed an alternate schedule described below for finalizing the reports to avoid having to request a special Board meeting solely to approve the audit.

The draft reports currently contain no findings.

Current Status:

Proposed Audit Approval Schedule:

- February 13, 2023: Board authorizes the Audit Committee to finalize the Audit Reports and Forms on behalf of the Board for purposes of submission to Federal Agencies at the February 13, 2023 Board meeting
- February 15, 2023: Staff provide draft audit reports and completed filing forms to all Board Members with meeting notice for Audit Committee by February 15, 2023
- Week of February 20th: Keefe McCullough Presents Draft Audit Reports to Audit Committee week of February 20th, 2023. All Board members are welcome to attend.
- Week of February 20th: Recording of Keefe McCullough presentation made available to all Board members following Audit Committee meeting.
- March 31, 2023: Audit reports and forms submitted to Federal Agencies.
- April 10, 2023: Auditors present the final Audit report to the Coalition Board for final, formal approval.

Recommendation:

Authorize the Audit Committee to Finalize the Following Reports & Forms for Submission to Federal Agencies by March 31, 2023:

1. Fiscal Year 2022 Financial Audit Report
2. 2021 IRS Form 990
3. Plan Year 2021 403B Retirement Plan Audit Report
4. Plan Year 2021 DOL Form 5500 403B Annual Report

Supporting Documentation:

None

ITEM/MEETING	B234GOV1 - Board
DATE:	February 13, 2023
SUBJECT:	Approve Board Engagement Matrix and update Post Board/Committee Meeting Rating Survey
FOR ACTION:	Yes
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Approve the process, methodology, and timeline for collecting and utilizing the Board engagement Matrix tool and data. 2. Approve the updated Post Board/Committee Meeting Rating Survey 3. Approve amendments to Strategic Plan Goal 7 Outcomes
FINANCIAL IMPACT:	None
ELC STAFF LEAD	J Merritt

Background:

At the September 12, 2022, Board meeting, the new five-year Strategic Plan was approved, and the Board agreed that the Governance Committee would be the most appropriate committee to establish and agree upon the tools used to achieve the Board Goals included in the new 5-year Strategic Plan.

The Governance Committee met on November 7th and December 5th and then presented their recommendations to the Board on December 12, 2022. Below is a summary of the outcome and requested next steps for each recommendation presented to the Board:

1. Annual Board Survey: Approved

The Board approved the Annual Board Survey tool, survey timeline, as well as the addition of new Outcome metric that would require a 100% Board Survey response rate.

2. Board Engagement Matrix: Approved

The Board approved the concept of an Engagement Matrix (rather than scorecard) as well as the following Engagement categories:

- 1. Continuous Learning**
(ELC Staff Workshops/Lunch & Learns)
- 2. ELC Community Events**
(Provider Visits and ELC Events)
- 3. ELC Advocacy & Outreach Events**
(Legislative meetings, fundraising, friend raising etc.)
- 4. Board Participation**
(Board meeting attendance, Committee meeting attendance)

However, the Board requested the Governance Committee flush out the process, methodology, and timeline for collecting and utilizing matrix data.

3 Post Committee/Board meeting Rating Tool: Not Approved

The Board did not approve the proposed Post Committee/Board meeting Rating Tool which consisted of the following questions (using a scale of 0-2):

1. Did we come to the meeting prepared, and did we follow the agenda?
2. Was the team/board engaged (was everyone heard?)
3. Were we open and honest?
4. Did we solve a real issue forever?
5. Do we have clarity on next steps?

The Board directed the Governance Committee to review and propose updated meeting rating questions based on feedback from members. The Board did agree that after each question there would be an area for comments and after each meeting, an electronic survey will be immediately provided to members to complete, and then returned to ELC staff, who will report out on the rating data from each meeting.

Current Status

The Governance Committee met on January 12, 2023, to review and discuss the outstanding items described above. Below is an update regarding each of these items and recommendations.

Board Engagement Matrix

The below DRAFT Matrix was discussed and approved by Governance with the approved categories included. ELC staff will collect engagement data on an ongoing basis. The Governance Committee also approved that the data be shared with Board members twice a year.

Board Member	Board Meeting Attendance	Committee Meeting Attendance	Lunch & Learn Attendance	Legislative Meeting Attendance	Fund and Friend Raising	Provider Visits	Other Engagement Attendance
	Board Participation	Board Participation	Continuous Learning	Advocacy & Outreach	Advocacy & Outreach	ELC Community Events	ELC Community Events
Board Member A	4 of 5 = 80%	5 of 5 = 100%	1 of 2 = 50%	1	0	1	1
Board Member B	5 of 5 = 100%	1 of 5 = 20%	2 of 2 = 100%	0	0	0	0
Board Member C	5 of 5 = 100%	4 of 5 = 80%	2 of 2 = 100%	0	0	2	1

Board Engagement Matrix - Outcome Metrics

In the approved Strategic Plan, the Board approved that members will meet 80% of their Engagement Goals. However, ELC staff and Governance Committee propose that the 80% Engagement Outcome be removed from the plan at least for the current fiscal year (if not permanently) while we monitor the effectiveness of the tool and methodology as well as establish a benchmark. Additionally, it should be noted, the engagement tool was approved as a matrix and not a scorecard which may negate the need for a metric goal altogether.

Following the close of year one of the Strategic Plan, the Governance committee will evaluate the Engagement Matrix tool, methodology and revisit whether to include Engagement Outcome metrics in the plan. If so, the metrics will be established based on the benchmark data from the current fiscal year (July 1, 2022, to June 2023).

Post Committee/Board meeting Rating Tool:

The Governance committee approved the following (updated) post meeting rating tool questions using a 1-10 rating scale:

1. In my opinion, the majority of Board members came to the meeting prepared
2. I felt comfortable sharing my opinions, thoughts, suggestions
3. In my opinion, Board members were respectful of other board members and staff
4. In my opinion, the Board/committee meeting was productive (based on the agenda)
5. I am clear on the Next Steps I/the committee/the Board must take (if any)

ELC staff is currently working on a methodology for administering and collecting completed surveys, so that it can be completed easily and then shared with the Board.

Recommendation

1. Governance Committee recommend the Board Approve the process, methodology, and timeline for collecting and utilizing the Board engagement Matrix tool and data.

2. Governance Committee recommend the Board Approve the updated Post Board/Committee Meeting Rating survey questions with sections for comments.
3. Governance Committee recommend the Board Approve the changes (marked in RED) to the Outcomes in the 5-Year Strategic Plan.

Supporting Documents

- 5 Year Strategic Plan REVISED

5 Year Strategic Plan

2022-2027 GOALS

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

Objective 5: The ELC board is energized, enthusiastic, educated, participates, and partners effectively with staff.

Outcome 1: Results of the annual staff and board survey will show at least a 90% rating in all categories.

Reported: Annually

Outcome 2: 100% of the ELC Board will complete and return the Annual Board Survey, which will be conducted prior to the Annual Board Retreat.

Reported: Annually

Outcome 3 2: 100% of board members will complete an individual Board Engagement Matrix scorecard and meet or exceed 80% of their goals

Reported: Annually

Objective 6: The ELC will have a cohesive board where every member has a voice.

Outcome 1: Board ratings after meetings will average 8 or higher

Reported: ~~At each meeting then quarterly~~ After each Board or Committee Meeting

Outcome 2: Results of the annual board self-survey will show that 90% of board report they feel they have a voice in meetings.

Reported: Annually



ITEM #/MEETING:	B234NOM1 / Board
MEETING DATE:	February 13, 2023
SUBJECT:	Board Composition and Needs
RECOMMENDED ACTION:	Approve Governance, Nominating and Ad Hoc Fundraising Committee to pursue the possibility of Honorary Board Membership
FINANCIAL IMPACT:	NA
ELC STAFF LEAD	J. Merritt

Background

Starting in 2020 ELC staff began utilizing and updating a Board matrix on a regular basis in order to analyze the composition (i.e., diversity, skills, experience, etc.) of the board in order to understand the makeup of current board members as well as identify skillsets and experience needed in new prospective board members.

Current Status

In January 2023 ELC updated the ELC Board matrix. Currently the ELC Board consists of 19 Board members with two vacancies (1 Gubernatorial private business position - pending Gubernatorial appointment), 1 School Board Representative – pending assignment by school district). Per Statute ELC’s can have as many as 30 members.

The updated Board matrix was presented to the Nominating Committee on January 24, 2023. Following review, the Chair presented the possibility of introducing/including Honorary Board Member positions and provided an overview of how they felt the Honorary Board Members position would work. The Committee agreed that this idea should be recommended to the Board and then Governance, Ad-Hoc Fundraising and Nominating would work together to define the roles and responsibilities of this new group as well as recommend the necessary changes to by-laws etc. to move forward with the new Board membership type.

The role of the Honorary Members could include some of the above, however, the full role would be ironed out by the relevant committees:

- Connect ELC to potential Sponsorship and Funding Opportunities
- Increase ELC "Friends"/Potential Donors
- Increase ELC's profile in the community

Recommendation:

The Nominating Committee is recommending that the Board approve the Governance Committee along with Nominating Committee and Ad Hoc Fundraising to work together to establish the role, responsibility, and board requirements of Honorary Board Members, with the guidance of Legal Counsels.

Supporting Documents

- ELC Board composition matrix
- Honorary Board Members

Board Matrix 2023

Below is the matrix for the current 19 Board members.

	ELC of Broward - Board Member Matrix 2022	TOTAL
Relationships (Access to:)	Business Groups	8
	Community leaders and groups	12
	Educational leaders	11
	Healthcare leaders	5
	Legislators	6
	Municipality leaders	7
	Philanthropic support	6
	Social services leaders and groups	8
	Other	1
Areas of Expertise	Accounting	4
	Administration/Management	13
	Banking	1
	Events	8
	Financial Management/Investments	4
	Fundraising	4
	Fundraising - Planned Giving	2
	Grant Writing	5
	Human Resources/Personnel Administration	6
	Legal	1
	Planning	9
	Public Relations/Marketing	5
	Technology	2
Volunteer Management	3	
Qualities	Leadership skills	17
	Fundraising skills	3
	Willingness to work	17
	Personal connection with the mission	13

Sector	Arts and Culture	2	
	Banking	2	
	Child Welfare	8	
	Corporate/Large Business	4	
	Early Care and Education	6	
	Education (K-12)	4	
	Engineering	0	
	Faith-based organizations	4	
	Homelessness issues	4	
	Local Media	1	
	Medical/Healthcare	3	
	Philanthropic/Nonprofit Sector	5	
	Post High school/Higher education	3	
	Public	3	
	Real Estate/Development	2	
	Recreation	1	
	Science/Research	2	
	Small Business	3	
	Social Services	7	
	Special Needs	5	
	Technology	1	
Workforce Development	5		
Youth	5		
Race	African American	5	23%
	Asian	0	0%
	Caribbean or West Indian	2	9%
	Caucasian	11	50%
	Hispanic/Latino/Latina	4	18%
	Native American	0	0%
	Other	0	0%
Age	Over 65	1	6%
	51-65	6	33%
	36-50	10	56%
	19-35	1	6%
Gender	Female	14	74%
	Male	5	26%

HONORARY BOARD MEMBERS



SPORTS INITIATIVE

ELEVATING ELC'S PLAYBOOK

HONORARY BOARD MEMBERS

SOUTH FLORIDA
SunSentinel

NSU

FIU

FLORIDA
INTERNATIONAL
UNIVERSITY

Florida



MEDIA INITIATIVE

SPOTLIGHTING OUR MOMENT

HONORARY BOARD MEMBERS



BROWARD CENTER
FOR THE PERFORMING ARTS®



THE
PARKER



BUSINESS for the ARTS
BROWARD



HOLLYWOOD, FL



PERFORMING ARTS INITIATIVE

PAINTING ELC'S NARRATIVE

ELC Broward Contract List 2022-2023

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Division of Early Learning	\$185,821,521	<i>School Readiness, VPK, PDG & Stimulus</i>	Revenue	7/1/22-6/30/23	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/22- 9/30/27	Pending
Children's Services Council	\$3,592,850	<i>Financially Assisted Child Care</i>	Revenue	10/1/22-9/30/23	Active
Children's Services Council	\$2,434,171	<i>Vulnerable Populations</i>	Revenue	10/1/20-9/30/22	Active
City of Fort Lauderdale	\$50,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Pending
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Deerfield Beach	\$15,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Pending
United Way	\$130,000	<i>SR Match Funds</i>	Revenue	7/1/22-6/30/23	Active
University of Florida	\$90,000	<i>Training Courses for providers</i>	Revenue	9/1/22-8/31/22	Active
Children's Forum	\$676,348	<i>INCENTIVES® Program</i>	Subrecipient	7/1/22-6/30/23	Active
First Call for Help/211	\$461,092	<i>Community Referral Services</i>	Subrecipient	7/1/22-6/30/23	Active
Abila	\$6,438.66	<i>MIP Accounting Software</i>	Vendor	6/20/22-6/19/23	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	State PO	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/22-6/30/23	Ongoing
Biometrics4All, INC.	\$840	<i>Live Scan Software Support</i>	Vendor	7/1/22-6/30/23	Active
BlueJean Software, Inc.	\$33,000	<i>Hosting and Support Services</i>	Vendor	7/1/22-6/30/23	Active
Business Leadership Institute	\$50,000	<i>Business Development Training</i>	Vendor	7/1/22-6/30/23	Active
Causetech DBA Achieve	\$9,463	<i>Website Hosting</i>	Vendor	7/1/22-6/30/23	Active
Carmen Nicholas	\$33,500	<i>Independent CLASS Observer</i>	Vendor	7/1/22-6/30/23	Active
Comcast	\$6,724	<i>Internet</i>	Vendor	7/1/22-6/30/23	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/22-6/30/23	Active
Intermedia.net, Inc.	\$22,800	<i>Office 365 & Support</i>	Vendor	8/4/2021-Ongoing	Active
Keefe McCullough, LLP	\$42,600	<i>External Audit Preparation</i>	Vendor	7/1/22-6/30/23	Active
JeffRon Ventures, LLC	\$25,445	<i>Executive Coaching Services</i>	Vendor	11/15/22-6/30/23	Active
NSU	\$34,500	<i>DCF Training Registration Services</i>	Vendor	7/1/22-6/30/23	Active
One Beat	\$20,000	<i>CPR Training for Providers</i>	Vendor	7/1/22-6/30-23	Active
Revation Systems, Inc.	\$261,113.04	<i>Telecommunications Services</i>	Vendor	9/15/21-9/30/24	Active
Scholastic	\$500,000	<i>Book Worms Reading Packets</i>	Vendor	7/1/22-6/30/23	Active
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active
Sharity, Inc.	\$23,700	<i>Strategic Planning</i>	Vendor	10/6/22-6/30/23	Active
Sharp	\$14,353.12	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active
Sorensen Consulting, Inc	\$18,000	<i>Professional Development Trainings</i>	Vendor	1/20/23-6/30/23	Active
Teaching Strategies Gold	\$19,425	<i>Child Assessment Software</i>	Vendor	7/1/22-6/30/23	Active
Teachstone, Inc	\$4,547,841	<i>CLASS Materials and Trainings</i>	Vendor	1/20/23-6/30/23	Active
The Journey Institute	\$16,212.50	<i>Mental Health Support Training</i>	Vendor	9/1/22-6/30/23	Active
Trusaic	\$6,500	<i>Monthly Fee for up to 500 W2's</i>	Vendor	6/1/22-6/30/23	Active
University of Florida	\$15,000	<i>Community of Practice Training</i>	Vendor	10/15/22-6/30/23	Active
Webauthor	\$75,000	<i>CRM Software</i>	Vendor	7/1/22-6/30/23	Active
Yvette Veras	\$33,950	<i>Independent CLASS Observer</i>	Vendor	1/16/23-6/30/23	Active
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active
Child Abuse Prevention -CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active
School Board Broward County	\$0	<i>Community Partnership</i>	MOU	TBD-6/1/2045	Pending
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	10/1/21-9/30/22	Active



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

Board Engagement Calendar FY 22-23

Childcare Small Business Site Visits

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

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

The State of Childcare Luncheon Event

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

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

ELC Board Meet, Greet, & Eat Social

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

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

ELC Board Lunch & Learn Workshops **Optional**

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

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

Monthly PLAN Meetings

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

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

Legislative Meetings

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

Date	Individual	Location	Time
January 10, 2023	Rep. Lisa Dunkley	Virtual - Via Zoom	11:00 AM - 12:00 PM
January 11, 2023	Rep. Patricia Williams	ELC Broward	1:00 PM - 2:00 PM
January 13, 2023	Commissioner Idelma Quintana	Virtual - Via Zoom	10:00 AM - 11:00 AM
January 31, 2023	Commissioner Beasley-Pittman	Virtual - Via Zoom	9:30 AM - 10:30 AM
February 6, 2023	Commissioner Robert McKenzie	Virtual - Via Zoom	11:30 AM - 12:00 PM

Notable Early Learning Conferences

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

Dates	Conference Name	Conference Location	Registration
March 16-17, 2023	International Conference on Play-Based Learning and Early Childhood Curriculum	Miami, FL	Click to Register
April 1, 2023	Business Leadership Institute	ELC Broward, Training Room	
April 17 - 18, 2023	International Conference on Educational Policy and Planning Education Reforms	Boston, MA	Click to Register
April 18-19, 2023	InterAct CLASS Summit	Miami Marriott Biscayne Bay Miami, Florida	Click to Register
May 8-11, 2023	National Head Start Conference	Phoenix, AZ	
June 4-7, 2023	NAEYC Professional Learning Institute	Portland, OR	Click to Register
June 2023 (Date TBA)	Earners to Learners	Location TBA	
July 19-21, 2023	One Goal Summer Conference	Hilton Tampa Downtown - Tampa, FL	Click to Register
September 27-30, 2023	Division for Early Childhood Annual International Society on Early Intervention	The Hilton Chicago - Chicago, IL	Click to Register
October 5-8, 2023	Council for Professional Recognition CDA - Early Educators Leadership Conference (Leading Career Pathways to Equity)	Renaissance Orlando at SeaWorld - Orlando, FL	Click to Register
November 15-18, 2023	NAEYC Annual Conference	Nashville, TN	Click to Register
November 6-9, 2024	NAEYC Annual Conference	Anaheim, CA	Click to Register

FYI 3 – Cash Disbursements

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

Cash disbursement for November 2022

Vendor Name	Amount	Purpose
211 Broward	26,083.79	September 2022 Invoice
211 Broward	28,454.22	October 2022 Invoice
ADP, Inc.	1,109.20	October 2022 Processing Charges
ADP, Inc.	2,357.09	October 2022 Time & Attendance
Andrew Wolf DBA Ace Business Forms, Inc.	2,425.00	Presentation Folders
AT&T Mobility	8,084.14	November 2022 Cell Phones and Data Charges
Bluejean Software, Inc.	2,237.50	September 2022 Cloud Hosting & Maintenance & Support
Bluejean Software, Inc.	1,137.50	October 2022 Cloud Hosting & Maintenance & Support
Boyd Richards Parker & Colonnelli, P.L.	5,437.00	Legal Services
Business Card	4,663.18	Bank of America Ops Purchases C. Klima (No individual items > \$1,000)
Business Card - Intermedia	2,637.54	October 2022 Email Services
Business Card - Pyramid Model Consortium	2,100.00	April 2023 Registration Fee
Business Card - Intermedia	2,642.61	November 2022 Email Services
Business Leadership Institute for Early Learning, Inc.	6,250.00	October 2022 Professional Development Training Services
Colonial Life & Accident Insurance Company	5,759.80	October 2022 Employee Benefits
Colonial Life & Accident Insurance Company	5,755.22	November 2022 Employee Benefits
Dell Marketing L.P.	11,670.00	Laptops for Eligibility
Energage, LLC	5,395.00	FY 22-23 Annual Insights Subscription Fee
Fort Lauderdale Crown Center, LLC.	34,379.10	November 2022 Monthly Rental
Fort Lauderdale Crown Center, LLC.	34,379.10	December 2022 Monthly Rental
Goren, Cherof, Doody, & Ezrol, PA	4,437.10	July 2022 Legal Services
Goren, Cherof, Doody, & Ezrol, PA	6,025.00	September 2022 Legal Services
GoTo Technologies USA, Inc.	4,776.00	GoToWebinar Subscription 10/20/22-10/19/23
Harleen Hutchinson DBA The Journey Institute, Inc.	1,900.00	October 2022 Trainings
Indeed	6,000.00	October 2022 Job Posting
Internal Revenue Service	6,786.36	Levy Payment for A Change in the Game
Kaplan Early Learning Co.	3,414.45	Books for CLASS Observation Training
Keefe McCullough	4,000.00	Audit of the Plan's Financial Statement Y/E 2021
Keefe McCullough	5,000.00	Audit of the Plan's Financial Statement Y/E 2022
Paul Anthony Leboffe DBA Leboffe & Associates	8,000.00	Executive Coaching Services
Revation Systems, Inc.	7,255.00	October 2022 Phone Services
Scholastic Inc.	20,459.05	Children's Books Ranging in Age Group
Sun Life Assurance Company of Canada	21,062.69	November 2022 Employee Health Benefits
Sun Life Assurance Company of Canada	21,531.50	December 2022 Employee Benefits
TASC	1,133.96	Claim Card, Admin , and Renewal Fees for 1/1/23-3/3/23
The School Board of Broward County	1,030.00	November 2022 Gulfstream Lease Custodial Fees
The School Board of Broward County	1,030.00	October 2022 Gulfstrea Lease Custodial Fees
The School Board of Broward County	1,030.00	September 2022 Gulfstream Lease Custodial Fees
Vantiv Health, LLC.	1,400.00	Cloud Hosting for July-October 2022
Vantiv Health, LLC.	2,800.00	Cloud Hosting for November 2022- June 30, 2023
Webauthor.com LLC	5,000.00	November 2022 CRM Software Licenses

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 December 2022

Vendor Name	Amount	Purpose
ADP, Inc.	1,138.70	November 2022 Time & Attendance
ADP, Inc.	2,378.40	Processing Charges 11/12/22 & 11/26/22
AT&T Mobility	8,027.89	December 2022 Cell phone and Data Charges
Bluejean Software, Inc.	1,343.75	November 2022 Cloud Hosting & Maintenance & Support
Business Card - Minuteman Press	1,088.56	Retractable Banner Stands
Business Card - Amazon	2,775.00	Laptop for Communications
Business Leadership Institute for Early Learning, Inc.	6,250.00	December 2022 Professional Development Training Services
Business Leadership Institute for Early Learning, Inc.	6,250.00	November 2022 Professional Development Training Services
CDW LLC DBA CDW Government, Inc	3,908.38	December 2022 Supplies
CTBook Holdings LLC DBA Bulk Bookstore	3,571.25	Social Emotional Learning Books
Dell Marketing L.P.	19,965.00	Laptops and Docking Stations for Stipend Specialists
Goren, Cherof, Doody, & Ezrol, PA	5,175.00	August 2022 Legal Services
Harleen Hutchinson DBA The Journey Institute, Inc.	1,900.00	November 2022 Trainings
Harleen Hutchinson DBA The Journey Institute, Inc.	1,900.00	December 2022 Trainings
Indeed	6,000.00	November 2022 Job Posting
Jumpstart for Young Children, Inc.	14,000.00	Books for Read for the Record in English and Spanish
Revation Systems, Inc.	7,255.21	November 2022 Services
Scholastic Inc.	9,120.00	Children's Books Ranging in Age Group
Sharity, Inc.	2,850.00	Strategic Plan Report & Training
Sun Life Assurance Company of Canada	21,811.35	January 2023 Employee Benefits
The M Network	30,000.00	Communications & Outreach
The M Network	20,000.00	Communications & Outreach
The M Network	24,030.59	December 2022 Media Buyout
The M Network	4,976.46	January 2023 Media Buyout
The School Board of Broward County	1,030.00	December 2022 Gulfstream Lease Custodial Fees
Webauthor.com LLC	5,000.00	December 2022 CRM Software Licenses



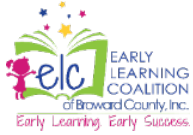
FY23 Match Fundraising Report

Funder	Status	Amount
Coconut Creek	Approved	\$ 25,690
Cooper City	No funding available	-
Coral Springs (Community Chest)	Approved	2,500
Dania Beach	Application Pending	-
Davie	No funding available	-
Deerfield Beach	Approved	15,000
Ft. Lauderdale	Pending response	50,000
Hallandale Beach	Approved	10,000
Hollywood	Approved	10,000
Lauderdale By The Sea	Approved	2,000
Lighthouse Point	Pending response	1,000
Lauderdale Lakes	Pending response	3,000
Lauderhill	Approved	3,000
Margate	Approved	1,000
Miramar	Approved	5,000
North Lauderdale	Approved	5,000
Oakland Park	Pending response	10,000
Parkland	Approved	3,000
Pembroke Park (Town)	Pending response	1,000
Pembroke Pines	Approved	35,000
Plantation	Approved	21,900
Pompano Beach	Approved	21,500
Tamarac	Pending response	10,000
Sunrise	Approved	55,890
Southwest Ranches	Pending response	2,000
West Park	Pending response	2,500
Weston	Pending response	5,893
Wilton Manors	Approved	5,000
		\$ 306,873
United Way	Committed as of July 1, 2022	130,000
Child Care Providers	Committed as of July 1, 2022	500,000
Broward County	Committed as of July 1, 2022	1,490,872
CSC	Committed as of July 1, 2022	2,690,086
	Total SR Match	\$ 5,117,831

ELC of Broward County

Committee Membership 2022-2023

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



ELC of Broward County

FY 2022-2023 Board/Committee Meeting Calendar

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

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

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

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

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

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

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Finance/Executive - Tuesdays/1:30 pm

- August 30, 2022
- November 1, 2022
- December 6, 2022
- January 31, 2023
- March 28, 2023
- May 2, 2023
- June 6, 2023

Full Board – Monday/9:30 am

- September 12, 2022, 9:00 am
- November 14, 2022, 9:00 am
- December 12, 2022, 9:00 am
- February 13, 2023
- April 10, 2023
- May 15, 2023-Board Retreat
- June 14, 2023

Program Review:

- Sept 22, 2022, at 10:30 am
- Dec 16, 2022, at 1:00 pm

Nominating:

- Oct 25, 2022, at 2 pm
- Jan 24, 2023, at 11:30 am

Governance:

- Aug 29, 2022, at 12 pm
- Nov 7, 2022, at 1 pm
- Dec 5, 2022, at 2:30 pm
- Jan 12, 2023, at 9:30 am
- Mar 6, 2023, at 10:30 am

Audit:

- August 31, 2022, at 12:30 pm

ELC Offices closed for holidays on:

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

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

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

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

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

Match		Refers to a statutorily specified percentage of program or project costs that must be contributed by an entity in order to be eligible for State or Federal funding; the value of third-party in-kind contributions and that portion of project or program costs not borne by the State or Federal government
Market Rate		The price that a child care provider charges for daily, weekly, or monthly child care services.
Office of Child Care	OCC	The Office of Child Care (OCC) supports low-income working families by providing access to affordable, high-quality early care and afterschool programs. OCC administers the Child Care and Development Fund (CCDF) and works with state, territory and tribal governments to provide support for children and their families juggling work schedules and struggling to find child care programs that will fit their needs and that will prepare children to succeed in school. The Office of Child Care was established in September 2010 and replaces the former Child Care Bureau. The Office of Child Care partners with states, territories, and tribes to administer the Child Care and Development Fund (CCDF) program.
Other Cost Accumulator	OCA	OCA is a cost accounting system to maintain the collection of costs in an organized and systematic manner.
Professional Development Initiative	PD	A continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families, as well as ongoing experiences to enhance this work, leading to improvements in knowledge, skills, practices, and dispositions.
Performance Funding Project	PPF	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.