



Early Learning
Coalition of the
Big Bend Region

The Coalition's mission is to provide leadership and advocacy that builds a community where ALL children are prepared for success in school.

Agenda

Advocacy and Resource Development Committee Meeting Tuesday, February 26, 2019 from 9:00 a.m. until 10:00 a.m.

ELC Leon Service Ctr., 2639 North Monroe St., Bldg. C-300, Tallahassee, FL 32303

1. Welcome and Roll Call..... Natasha Simon
2. Approval of Agenda..... Natasha Simon
3. Approval of Minutes for November 27, 2018 Natasha Simon
4. Public Comment Natasha Simon
5. ELC Updates..... Stephanie Savestanan
 - a. Legislative Update
 - b. Marketing Update
 - c. EFS Mod Update
 - d. Transition Committee Update
6. Program Updates and Discussion Items Stephanie Savestanan/Natasha Simon
 - a. Save the Children Grant Update
 - b. Race Funds Update
 - c. Match Development Analysis
 - d. Event Reminders
7. Outstanding Items and Conclusion Natasha Simon

Next Meeting: May 28, 2019; 9:00 a.m. to 10:00 a.m.

ELC Leon Service Center, 2639 North Monroe Street, Building C-300, Tallahassee, FL 32303



Advocacy and Resource Development Committee Meeting

Tuesday, November 27, 2018 from 9:00 a.m. until 10:00 a.m.

Leon Service Center, 2639 N. Monroe St., Bldg. C-300, Tallahassee, FL 32303

Committee Members Present:

Natasha Simon, Chair
Carolyn Harden
Lance Anderson
Kelley Dettmer

Staff Present:

Liz Murphy, Interim Chief Executive Officer
Morgan Evers, Community Relations Coordinator
Stephanie Savestanan, Chief Operations Officer
Samantha Zadikow, Executive Coordinator

Committee Members Absent:

N/A

Guests Present:

N/A

1. Welcome and Roll Call

Committee Chair Natasha Simon welcomed committee members and staff. Roll call was taken and quorum was established at 9:01 a.m.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Kelley Dettmer. The motion was seconded by Carolyn Harden and the agenda was approved.

3. Approval of Minutes for August 28, 2018

The motion to approve the minutes for the August 28, 2018 meeting was made by Kelley Dettmer. The motion was seconded by Carolyn Harden and the minutes for August 28, 2018 were approved.

4. Public Comment

There were no public comments.

5. ELC Updates by Interim CEO Liz Murphy

- a. Legislative Update:** The ELC received notice that Governor Scott reappointed Monesia Brown as ELC's Board Chair for the term beginning November 16, 2018 through April 30, 2021. Shane Strum has been named as Governor-elect DeSantis' Chief of Staff. Session begins on March 5, 2019 and is expected to end on May 3, 2019.
- b. Procurement Update:** The BowStern marketing contract ended on September 1, 2018; previous CEO Matt Guse extended the contract for 6 months prior to his departure. No RFQ went out for marketing services as the ELC is assessing the needs of the organization and plans to hire an FTE in Outreach with some marketing skills. Should the need arise for another marketing firm to assist, the ELC will contract for specific services on an as-needed basis.

- c. **EFS Mod Update:** EFS Mod disabled 19 system-generated emails between October 25th and November 7th. OEL has since sent these notices retroactively, which caused a great deal of confusion for families and providers, as well as increased the workload for the ELCs because they had to extend deadlines for impacted families by two (2) weeks. There is still a long way to go before the system is fully functional; the next release, which will be 3.5, is a massive release and is expected to be deployed after Christmas 2018. It is not unusual for other aspects to stop working when a new release is deployed.
- d. **Transition Committee Update:** The Transition Committee met on November 5, 2018 and reviewed documentation including CEO job description, transition plan, job posting and interview questions. The position has been posted through CareerSource and will close at the end of December 2018. Once the position closes, the committee will review resumes and narrow it down to six (6) people for off-site interviews. From there, the committee will narrow it down further to three (3) candidates for the Executive Committee to interview.

6. Program Updates and Discussion Items by Morgan Evers

- a. **Race for Readiness RUN ELC! Update:** Monies are still coming in, nothing is final as of yet, but the profit is around \$20,000. The committee was asked to decide quickly as to how they would like to use the Race proceeds on those affected by Hurricane Michael's devastation. The possible options provided were: the FSU Multidisciplinary Center for therapeutic services/trauma-informed care for children and teachers, to provide books and supplies for child care centers, one preschool requested two computers to replace IT items lost during the hurricane and/or the Wakulla Schools holiday gift drive. Including additional donations received the total possible amount to spend is \$35,000, which includes an anonymous donation for \$5,000, as well as the Save the Children Grant for \$10,000. The committee decided to present Board Chair Monesia Brown with the above-referenced requests for approval, all of which are time-sensitive, so they can move forward with this initiative.
- b. **Match Development Analysis:** The match requirement is 6% for Leon county only; all other counties served are awarded a "match waiver". The projected amount to raise for Leon county this fiscal year was \$366,000, which was based on maximum capacity (SR enrollments) for the entire year in Leon county. Due to the issues surrounding EFS Mod, we do not have exact numbers at this time. An additional \$1.2 million of federal funding was also awarded recently, which adds about another \$100,000 to the total amount to be raised this fiscal year making it \$466,000. The owners of the ELC's building have submitted a match amount for the space used downstairs which the ELC has submitted to OEL for approval; until approved by OEL those match dollars are not included in the match development reports.
- c. **During Morgan's Leave:** Mrs. Evers' maternity leave begins in 5 weeks, if all goes as planned; she will return immediately prior to Children's Week in March 2019. During Morgan's leave all volunteer opportunities are placed on hold, aside from the interns already placed at a child care site for their hours. Melanie Worley, manager of the ECE Department, is the main point of contact while Morgan is on leave and Samantha Zadikow, Executive Coordinator, is Melanie's back up. All events and book deliveries will continue.
- d. **Event Reminders:** Mrs. Evers reminded the committee members of upcoming ELC events and invited them to come out and help or to stop by with their families and friends. Today is "Giving Tuesday" and an eblast was distributed to 14,000 people on behalf of ELC. Hands have already started coming in for the Hanging of the Hands, which occurs Sunday, March 24, 2019, the beginning of Children's Week. Storybook Village is that Tuesday, March 26th; currently there is construction at The Capitol leaving no room for Storybook Village in its normal location.

Therefore, Storybook Village may look a little different this year, but will still happen. ELC is in it's the 3rd year partnership with Word of South and hopes to have *Pete the Cat's* original author and illustrator headlining the event. Literacy Week is the last week in January 2019.

7. Outstanding Items and Conclusion: Committee Chair Natasha Simon asked if there were any other items of discussion or questions, of which there were none. The meeting was adjourned at 9:49 am.

Minutes recorded by: Samantha Zadikow, Executive Coordinator

Minutes Approved: _____

Committee Chair's Initials: _____

Board Secretary's Initials: _____

ELC Board and Committee Meeting minutes are not verbatim, a digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region upon request.



Match Tracking Report

2018-2019 School Readiness 6% Match Analysis Report

Projected Expenditures (Leon County)* 2018-2019	\$6,600,000
Projected Expenditures Match Requirement 2018-2019 - Leon County 97POO	\$396,000

1st Quarter Actual Expenditures (Estimated) - Leon County 97POO	\$1,947,005
2nd Quarter Actual Expenditures (Estimated) - Leon County 97POO	\$1,381,918
3rd Quarter Actual Expenditures - Leon County 97POO	\$0
4th Quarter Actual Expenditures - Leon County 97POO	\$0
Total Year Actual - Leon County 97POO	\$3,328,923

1st Quarter - Total Cash and In-Kind Collected	\$42,078
2nd Quarter - Total Cash and In-Kind Collected	\$301,215
3rd Quarter - Total Cash and In-Kind Collected	\$0
4th Quarter - Total Cash and In-Kind Collected	\$0
Total Cash and In-Kind Collected as of 9/30/2018	\$343,293
Match Surplus/(Deficit)	(\$52,707)

Match Source and Type (Cash or In-Kind)	Amount Collected	Approved or Pending Approval by OEL
Super WHY	\$0	N/A
Early Care & Education Workshops	\$0	N/A
Save the Children	\$10,000	Pending
CHSP / County of Leon/United Way - Leon	\$44,243	Approved
United Way - Leon County	\$5,833	Approved
United Way - Rural Counties	\$11,253	Approved
Direct SR Slot Cash - Leon	\$0	N/A
Direct SR Slot Cash - Rural Counties	\$0	N/A
Indirect SR Match - Leon	\$0	N/A
Indirect SR Match - Rural Counties	\$0	N/A
My First Books	\$3,958	Approved
Board Sponsored Initiatives (RACE)	\$23,740	Pending
Storybook Village	\$0	N/A
Volunteers	\$223	Approved
Professional Services	\$20,125	Approved
Word of South Sponsor	\$0	N/A
Donated Supplies	\$29,368	N/A
Other - Construction Costs Discount	\$0	N/A
Donated Space	\$194,551	N/A
Total Cash and In-Kind Match	\$343,293	

*Match requirement is 6% of total dollars spent on working families in Leon County only. (All other counties are designated rural and therefore waived.)

ELC Outreach Events Calendar

March 2019

Hanging of the Hands

Sunday, March 24th from 12pm-4pm at the Capitol Rotunda

Children's Week Award Dinner

Monday, March 25th from 5pm-8pm at the University Center Club

Storybook Village

Tuesday, March 26th from 9am-12pm at the Capitol Courtyard

WFSUs EdCamp for Directors

Saturday, March 30th from 9am-12pm at the ELC



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