



Agenda

Board of Directors Meeting

Thursday, March 14, 2019 from 11:30 a.m. until 1:00 p.m.

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

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|---|-------------------------------|
| 1. Welcome and Roll Call..... | Monesia Brown |
| 2. Approval of Agenda..... | Monesia Brown |
| 3. Approval of Minutes of December 13, 2018 | Monesia Brown |
| 4. Public Comment | Monesia Brown |
| 5. CEO Introduction..... | Monesia Brown |
| 6. Guest Speaker: Legislative Update | Saralyn Grass |
| 7. Action Items..... | Monesia Brown |
| a. Action Item #2019-02: Approval of New Credit Card Holder | |
| 8. Board Chair Report | Monesia Brown |
| 9. Program Updates and Discussion | Liz Murphy & Committee Chairs |
| a. ELC Updates | Liz Murphy |
| i. Marketing Update | |
| ii. Confidentiality and Conflict of Interest Forms | |
| iii. New Staff Introductions | |
| b. Program Policy and Strategy Committee Report | Chris Caballero |
| i. Operational Data | |
| ii. EFS Mod Update | |
| c. Transition Committee Report..... | Eddie Gonzalez Loumiet |
| d. Finance Committee Report..... | Eddie Gonzalez Loumiet |
| i. Schedule of Functional Expenses- Budget to Actual | |
| ii. Analysis of SR and VPK Expenditures | |
| iii. Reimbursement Plan for Providers | |
| e. Advocacy and Resource Development Committee Report | Natasha Simon |
| i. Race Funds Update | |
| ii. Match Development Analysis | |
| iii. Event Reminders | |
| 10. Outstanding Items and Conclusion | Monesia Brown |

Next Meeting: June 18, 2019; 11:30 a.m. to 1:00 p.m.

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



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*

Board of Directors Meeting

Thursday, December 13, 2018 from 11:30 a.m. until 1:00 p.m.

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

Board Members Present:

Monesia Brown, *Chair*
Tara Orłowski, *Vice Chair*
Eddie Gonzalez Loumiet, *Treasurer*
Natasha Simon, *Secretary*
Chris Caballero
Allyce Heflin
Carolyn Harden
Chris Wade
Kelley Dettmer
Kristin Olson
John Selover
Daniel Wagnon
Tasha Weinstein
Zana Raybon

ELC Staff Present:

Liz Murphy, *Interim Chief Executive Officer*
Stephanie Savestanan, *Chief Operations Officer*
Tracie Hodge, *Chief Financial Officer*
Morgan Evers, *Community Relations Manager*
Samantha Zadikow, *Executive Coordinator*
Karen Moon, *Family Services Manager*
Kristine Parker, *Family Services Coordinator*
Melanie Worley, *Early Care and Education Manager*
Dana McMillan, *Early Care and Education Specialist*

Board Members Absent:

Jim McShane
Dr. Luisa Martin-Humes
Josh Aubuchon
Kim Barnhill
Lance Anderson
Miatta Jalaber

Guests Present:

Sarah Sandy, *The Sunshine Law*

1. Welcome and Roll Call

Monesia Brown, Board Chair, welcomed committee members and staff. Roll call was taken, quorum was established at 11:32 a.m.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Chris Caballero; motion seconded by Eddie Gonzalez Loumiet. The Board voted unanimously to approve the agenda and the motion passed.

3. Approval of Minutes for September 18, 2018:

The motion to approve the minutes for the meeting of September 18, 2018 was made by Chris Caballero; motion was seconded by Kelley Dettmer. The minutes for the September 18, 2018 Board meeting were approved.

4. Public Comment

No public comments were made.

5. Guest Speaker, Sarah Sandy: The Sunshine Law

Sarah Sandy, from Hopping Green & Sams, P.A., gave a brief overview of The Sunshine Law and how it applies to ELC's Board of Directors.

6. Action Items

- a. **Action Item #2018-11: Approval of SR Plan Acknowledgement and Related Documents:** On October 18, 2018, the Office of Early Learning (OEL) released a memo requiring ELCs to submit plan amendments to their currently approved plans by December 31, 2018, as a result of provisions in House Bills 1091 and 7055. OEL further requires coalitions to submit the 2018 Coalition Plan Acknowledgement Form and to attach all documents that require amending or development. This action item contains all of the amended policies as they relate to the above-referenced House Bills. A motion was made by Allyce Heflin to approve Action Item #2018-11: Approval of SR Plan Acknowledgment and related documents; the motion was seconded by Eddie Gonzalez Loumiet. The Board voted unanimously to approve this action item, the motion passed.
- b. **Action Item #2018-12: Approval of Policy for SR Contracted Provider with Class 1 Violation(s):** This Action Item serves to approve a new policy addressing providers contracted, or wishing to contract, with the ELC for School Readiness services that have received a Class 1 Violation from DCF. This policy must also be submitted to OEL by December 31, 2018 as a result of provisions in House Bills 1091 and 7055. A motion was made by John Selover to approve this Action Item; the motion was seconded by Eddie Gonzalez Loumiet. The Board voted unanimously to approve Action Item #2018-12 Approval of Policy for SR Contracted Provider with Class 1 Violation(s) and the motion passed.

7. Board Chair Report, by Monesia Brown

- a. **Upcoming Board Activities:** Chair Brown informed the Board that in lieu of the usual holiday gathering of board members and staff, ELC is planning an event for after the holidays, most likely early February 2019.
- b. **New Board Member, Superintendent Dr. Danny Glover, Jr.:** Dr. Danny Glover, Superintendent of Taylor County Schools, has joined ELC's Board of Directors as of this meeting. This position is statutorily required and therefore no voting process is required.
- c. **Governor Transition Discussion:** Chair Brown reminded the Board that we have a new Governor-elect, Ron DeSantis, and Lieutenant Governor, Jeanette Nunez. Both have served in the past and are familiar with early learning issues. We expect to see new agency heads announced; inauguration is scheduled for January 8, 2019.

8. Program Updates and Discussion

- a. **ELC Updates by Interim CEO Lizbeth Murphy:**
 - i. **Legislative Update:** 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. Commissioner Pam Stewart submitted her resignation, but the Florida Board of Education asked her to remain for another year and she accepted. Former State House Speaker Richard Corcoran is expected to be appointed as the next Commissioner of Education.
 - ii. **Procurement Updates, Marketing and IT:** The IT contract with Inspired Technologies expired on June 30, 2018 and the BowStern marketing contract ended on September 1, 2018; previous CEO Matt Guse extended both contracts for 6 months prior to his departure. An RFQ

(Request for Quotes) went out for IT services. 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.

- b. Transition Committee Report, by Eddie Gonzalez Loumiet:** The Transition Committee met on November 5, 2018. The goal of this committee is to ensure continuity of business, keep confidence in operations, offer support to the staff, as well as find the best (CEO) replacement possible. The committee reviewed documentation, including CEO job description, transition plan, job posting, and interview questions. The position has been posted through CareerSource and will close on December 21, 2018; about 42 resumes have been received thus far. 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. Should the Interim CEO L. Murphy decide to apply, there is a plan in place to mitigate any conflict of interest. January 2019 will be a busy time for this committee, notices will be sent to all board members for scheduled meetings. The Board was encouraged to attend Transition Committee meetings and was asked to let Executive Coordinator, Samantha Zadikow, know if interested in participating.
- c. Finance Committee Report, by Eddie Gonzalez Loumiet:**
- i. Schedule of Functional Expenses: Budget to Actual:** Mr. Gonzalez Loumiet went over the documents presented, then moved on to the line items above or below the 10% threshold. The SR direct care expenditures are under budget due to the estimated direct expenses paid. VPK direct care expenditures are under budget due to most VPK programs starting August 13th. We will see more VPK direct care expenditures in the coming months, which will also bring the admin costs down. The Professional Services line item is under due to a decrease in bank fees, 401 K admin fees, and a decrease in expenses associated with the office renovation. The dues, subscriptions and meeting line item is over due to timing of renewals; dues are paid in July and are over 50% of the total budget for this line. The Office Furniture and Equipment line item is over due to the acquisition of scanners needed for staff. All expenditures are in line with the overall 12-month budget.
 - ii. Analysis of SR and VPK Expenditures:** The School Readiness direct services earmark is 78%, with a maximum of 5% administrative costs. ELC is currently at 82.20% in direct services and 3.93% admin costs, which is in compliance with the earmark. The earmark for VPK is a maximum of 4% administrative costs and the ELC is currently at 4.62%. This is expected at this time of year and the ELC's Finance Team will continue to monitor this earmark for the remainder of the quarter to ensure it is back in compliance.
 - iii. Reimbursement Plan for Providers:** The ELC will pay School Readiness providers for actual enrollments based on attendance recorded by the providers via the new Excel workbook and the sign in/out sheets provided to the Finance Team. The Finance Team created a workbook for the providers to record their attendance for the month of November 2018; this methodology is more accurate than the 110% estimate previously used. A webinar was held last week to train providers on how to complete the new workbook. For VPK, the ELC will pay providers for actual enrollments based on the reports from Tableau, which are provided by the ELC's Family Services Team.
- d. Advocacy and Resource Development Committee Report, by Natasha Simon:**
- i. Match Development Analysis:** Mrs. Simon briefly went over the match analysis shown and stated that the ELC is doing as expected in regard to match development.

- ii. **RUN ELC! Spending Plan:** Mrs. Simon explained the proposed plan to use race dollars to help children and families affected by Hurricane Michael. The Board discussed the plan specifics and then adopted the proposed plan.
 - iii. **Event Reminders:** Mrs. Simon reminded committee members of upcoming ELC events and invited them to come out and help or to simply stop by with their families.
- e. **Program Policy and Strategy Committee Report, by Chris Caballero:**
- i. **Operational Data:** Mr. Caballero briefly guided members through the operational documents presented in an effort to save time for the EFS Mod Demo. The state’s Portal continues to hamper the ELC’s ability to run reports. The waitlist numbers are about 250 higher this year; but the team has made significant progress on the waitlist since October. There was no update on SR because the ELC cannot obtain real data from the Portal. The ELC staff are making increasing progress on entering the backlog that has accumulated since July 2, 2018 when EFS Mod went live, however the system is still not functioning appropriately. There are about 200 fewer VPK children enrolled this year compared to last year. The number of providers participating in the SR ELPPF has nearly doubled from last year. The increase is due to the ECE Team intentionally recruiting providers with 50% or more SR enrollments in an effort to help them obtain a passing score on the soon-to-be-required assessments. Being part of the ELPPF will allow providers to become familiar with expectations and improve areas of weakness.
 - ii. **Operational Discussion:** The Board of Directors discussed the impact the state’s portal, EFS Mod, continues to exert on families, providers, and the entire ELC.
 - iii. **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 ELCs because they had to extend deadlines for impacted families by two (2) weeks.
 - iv. **EFS Mod Demo, by Karen Moon and Kristine Parker:** ELC Big Bend Staff, Karen Moon and Kristine Parker, gave a demonstration of EFS Mod as it pertains to the Family Services Department duties.

9. Conclusion and Outstanding Items

Chair Monesia Brown asked if there were any other items of discussion or questions, of which there were none. The meeting adjourned at 12:59 p.m.

Minutes recorded by: Samantha Zadikow, *Executive Coordinator*

Minutes Approved: _____

Board 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.



Action Item #2019-02

Action Item: Approval of New Credit Card Holder

Background: In order to maintain operations and remain in compliance with ELC's Policies, the Finance Department is recommending the ELC's new Chief Executive Officer to be an agency credit card holder with a maximum limit of \$15,000. This action item will allow for the following person to be an agency credit card holder:

- LaToya Davenport

The Finance Committee requests the Board review and approve the individual above be assigned as an agency credit card holder with a maximum limit of \$15,000.

Attachments: Finance Policy FIN520.07

CREDIT CARDS

FIN520.07

EFFECTIVE: 07/01/2017

Use of credit cards/purchasing cards

[2 CFR Part 200.302, Financial management systems; 200.303, Internal controls]

ELCBB recognizes there will be occasions when employees need to use a corporate purchase/credit card for travel, employee reimbursements and other purchases. The processes listed here will be followed.

1. Minimum required credit card policy disclosures/processes (see too “Cardholder Responsibilities”)
 - a. The Board of Directors has the authority issue purchase/credit cards and will periodically review the list of users to ensure the cards are issued to appropriate staff members.
 - b. Management will ensure card users receive notice of usage guidelines. Includes safeguarding of issued cards, card holder duties, tips to avoid identity theft, and prohibited purchases/activities.
 - c. Purchasing cards are not used to circumvent compliance with normal requisitioning transactions.
 - d. Staff prepares reconciliations and maintains adequate supporting records for disbursements and employee reimbursements made by credit card.
 - e. Management periodically reviews purchase activities and employee reimbursements made by credit cards to ensure these purchases are allowable and are not being split to stay below established spending thresholds.
 - f. An independent review and approval process is in place for purchases made by members of the management team. All purchases on the ELCBB credit cards require purchase orders (see “Use of Purchase Orders”. All credit cards will be reviewed and final reconciliation completed by fiscal staff prior to payment
 - g. Management will document instances of card misuse by staff and issue notice of personnel actions taken/required (if applicable).
2. Additional credit card policy elements/staff instructions.
 - a. ELCBB requires staff to safeguard purchase card/credit cards when not in use.
 - b. Prohibited transactions are identified for staff and include any item purchased without an approved purchase order.
 - c. Staff will follow Authorized spending levels/delegation of authority (see “Authorizations and Purchasing Limits”).
 - d. Due dates for supporting documentation: upon receipt of goods/services, staff will sign and date packing slips and provide to fiscal (see below)
 - e. Supporting documentation requirements [source: *DFS Reference Guide for State Expenditures*]
 - 1) Original receipts supporting transactions are maintained and marked/de-faced once payment has been authorized/made.
 - 2) Receipts must clearly reflect a description of the goods or services acquired, number of units, and cost per unit. The combination of several documents to provide the description, number of units, and cost per unit may be used (i.e., quote sheets, packing slips, web page

screen-prints, cash register receipts, charge slips). Numerical code descriptions alone are not acceptable.

(a) All receipts for commodities shall be signed and dated by the cardholder to indicate the receipt, inspection, and acceptance of the goods or services.

(b) Receipts for services require clear evidence that services were **satisfactorily** received.

- 3) Acronyms and non-standard abbreviations for programs or organizational units within an agency should not be used in the supporting documentation unless an explanation is also included.
 - 1) Staff will follow the “AP Invoice Package” procedure for documenting credit card purchases:
 - i. Senior Accountant should approve release of payment by signing invoice or packing slip
 - ii. Attach copy of purchase order or original purchase order if closed.
 - iii. Attach any additional documentation required to substantiate the purchase
 1. Any printed advertising must have proof that the advertising was done (magazine page, Newspaper ad, placemat copy). This is the actual publication, not just the proof copy. Must be submitted with the invoice when it is approved.
 2. TV, Radio media must have listing of the times/dates that the ad was run. Must be submitted with the invoice when it is approved.
 3. All media must have a copy of the prior approval attached to the invoice.
 - iv. Visa’s: (two signatures on each reconciliation)
 1. The card holder must sign their card reconciliation and their supervisor
 2. CEO and a BOD member must sign CEO’s credit card.
 3. Additional requirements for credit cards [DFS CFO Memo No. 02 (2014-15)]
 - A. State statute prohibits sellers and lessors from charging convenience fees and surcharges for the use of credit cards.
 - B. Such costs are unallowable, and should not be submitted for reimbursement.
 - C. Florida law also provides that any person who violates this provision is guilty of a second degree misdemeanor.
 - D. If this activity occurs additional vendor notifications may be required.

Issuance of Corporate Credit Cards

ELCBB Board of Directors has the authority to authorize credit cards and credit limits on such cards. Credit cards are to be used by employees who travel frequently on ELCBB business and/or employees who make hotel reservations, purchase airline tickets for ELCBB employees or purchase internet items, etc. Cardholders will be required to sign a statement acknowledging that the card shall be used exclusively for legitimate ELCBB-related business purposes and that the cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location. Upon approval from the credit card company, a card will be issued bearing the names of both the individual and ELCBB.

Cardholder Responsibilities

Card users will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate ELCBB-related business purposes.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss.
- The cardholder will follow all required procurement policies and procedures.
- The cardholder understands and agrees to disciplinary procedures for misuse of the card.

Sales Tax

Card users should remind contractors at the time of purchase that according to the tax laws in Florida, ELCBB is exempt from sales tax. Cardholders should keep a copy of ELCBB's sales tax exemption form with them to present to the vendor at the time of purchase. If a cardholder is charged sales tax for a card purchase that should be tax exempt, the cardholder should contact the contractor directly to request a credit for the amount of the sales tax.

Every month, each cardholder will be provided with a statement detailing the expenditures that were charged to his/her corporate credit card. The cardholder will review this statement within five days for any inadvertent personal or unauthorized uses of the card. Cardholders must reimburse the ELCBB for any such inadvertent personal charges within the same five-day period.

The Chief Financial Officer shall immediately be made aware of any fraudulent or other unauthorized charges.

Personal use of corporate credit cards is strictly prohibited. Any personal use will subject the employee to the ELCBB's disciplinary actions discussed earlier in this manual and in the Employee Handbook.

Each cardholder shall indicate their approval of the statement by signing and dating the statement; the cardholder's reconciliation shall be reviewed by their supervisor and approval indicated by signing and dating the statement. The statement shall then be forwarded to the finance department, accompanied by original supporting documentation for all charges. Documentation of expenditures shall include all of the same elements as described in the policies on "Purchase Orders" and "Employee and Director Business Travel" (i.e., names of people involved, business purpose, etc.).

Cardholders shall report the loss or theft of a corporate credit card immediately by notifying the credit card company (telephone number 888-237-6828, 24 hours a day, seven days a week) as well as the Chief Financial Officer.

Revocation of Corporate Credit Cards

Failure to comply with any of these policies associated with the use of ELCBB's corporate credit cards shall be subject to possible revocation of credit card privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer, shall determine whether credit cards are to be revoked.

Employee Credit Cards

Employees and officers incurring legitimate ELCBB business expenses are expected to utilize their personal credit cards for such expenditures. The ELCBB shall reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards with the proper completion of an expense report. (See the earlier policy on Travel and Business Entertainment for expense report preparation procedures.) Travel advances may be requested using the Pre-Approval of Travel Expenditures.

OPERATIONAL DATA

CAVEAT:

Statewide, families, providers, and early learning coalitions have experienced numerous, serious, and continuous issues with OEL's data system transition which began on July 1, 2018. These issues have impacted the work of all teams as well as impacted the ability to run reliable reports. Family Services has had to complete the majority of its SR eligibility functions outside of the state's data systems and cannot fully complete VPK enrollments (which include updating a child's SR schedule when a child is also enrolled in VPK).

Programs Scorecard – Wait List

Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
SR Children on Wait List	429	748*

*Pre July 1, 2018, SR Children on Wait List included those children whom the ELC had sent funding notifications but who had not yet completed eligibility interviews. Post July 1, 2018, the wait list number excludes those whom the ELC has sent funding notifications due to a change in how Mod classifies children through the process.

2018-2019 Initiative

Funding Notice Week	Contacted ¹	Non-Responsive	Pending ²	Rejected	Enrolled	Submissions ³
09/27/18	65	43	0	9	13	29
10/04/18	68	31	0	20	17	42
10/11/18	Hurricane Michael (no contacts this week)					
10/18/18	68	41	0	9	18	45
10/25/18	66	39	0	10	17	37
11/01/18 ⁴	95	47	0	20	28	60
11/15/18	78	35	0	16	27	55
01/03/19	103	43	1	35	24	83
01/18/19	148	91	11	23	23	73
01/31/19	135	98	8	13	16	40
TOTALS	826	468	20	155	183	464

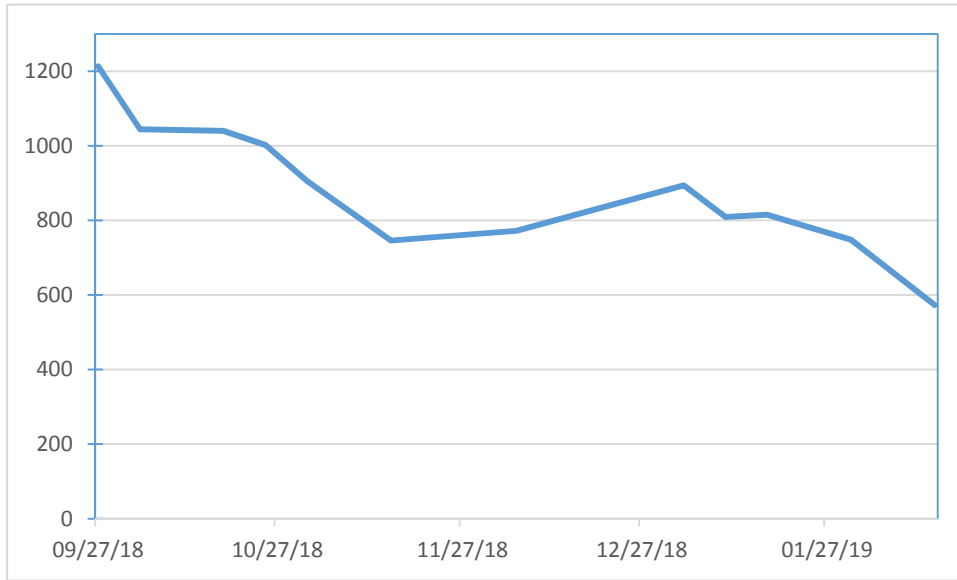
¹ The above data represent the number of families (not children) included in each week's enrollment initiative.

² The ELC has 10 days to review a family's submitted information. If a family submits information on the 30th day, the ELC still has 10 days to review that information.

³ Families have 30 days to submit information in OEL's Family Portal. Families may resubmit information multiple times over the 30 days.

⁴ Beginning Nov. 1, 2018, the ELC increased the number of contacts and initiated a new round of increased contacts every two weeks (except over the holidays).

Children on Wait List



Programs Scorecard – SR Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
SR Children Enrolled	5,234	*

EFS Mod Transition Backlog (07/02/18 to year to date)

The backlog is all the families for whom Family Services completed manual transactions outside of EFS Mod due to the system's technical issues.

	Backlog Not Yet Processed	Cumulative Backlog Cleared	Cumulative Attempted to Process, Could Not Complete ¹
As of 10/26/18	1,301	173	155
As of 11/02/18	1,126	252	140
As of 11/09/18	1,073	381	114
As of 11/16/18	1,031	426	116
As of 11/30/18	955	503	125
As of 12/07/18	949	530	124
As of 12/14/18	928	597	79
As of 01/18/19	866	650	93
As of 01/25/19	834	692	98

¹Specialists attempt to enter a backlogged case in OEL's Family Portal but could not complete the entry due to remaining/new technical issues.

Programs Scorecard – VPK

Year on Year Comparison

Program Indicator	Jan 2018	Jan 2019
VPK Children Enrolled	2,623	2,524



FY 2018-19 Budget to Actual Schedule of Functional Expenses

Line #	BUDGET LINE ITEM ACCOUNT NAME	SCHOOL READINESS/VOLUNTARY PREKINDERGARTEN	SCHOOL READINESS/VOLUNTARY PREKINDERGARTEN	YEAR TO DATE ANALYSIS			VARIANCE ANALYSIS NOTES
		18-19 Budget	*Estimated Expenses through January 31, 2019	% of Year	% of Budget	Over/Under	
001	School Readiness Direct Care Slots	\$ 14,679,722	\$ 8,692,405	58.33%	8.58%	Under	* (Estimated) The direct expenses are estimated based on the monthly ELCBB Workbook
002	VPK Direct Care Slots	\$ 6,667,826	\$ 3,309,315	58.33%	49.63%	Under	
003	Salaries/Benefits/401K/Taxes	\$ 2,654,516	\$ 1,370,455	58.33%	51.63%	Under	
004	Training/Development/Recruitment	\$ 25,000	\$ 4,916	58.33%	19.66%	Under	Due to increase in budget line item
005	Professional Services	\$ 98,700	\$ 44,550	58.33%	45.14%	Under	Due to timing of expenses for 401K admin expenses and a decrease in bank fees
006	Contracted Services	\$ 65,000	\$ 32,371	58.33%	49.80%	Under	
007	Quality Initiatives	\$ 300,000	\$ 52,585	58.33%	17.53%	Under	Timing of Annual Provider Conference Expenses - June 2019
008	Occupancy	\$ 524,500	\$ 300,716	58.33%	57.33%	Under	
009	Insurance	\$ 50,000	\$ 10,269	58.33%	20.54%	Under	Timing of renewals - April 2019
010	Advertising and Public Outreach	\$ 17,500	\$ 6,816	58.33%	38.95%	Under	Expenses increased due to ELC signs
011	Dues/Subscriptions and Meeting Expense	\$ 15,000	\$ 10,503	58.33%	70.02%	Over	Timing of renewals - Association of Early Learning Dues renewed in July
012	Supplies and Materials	\$ 30,000	\$ 8,198	58.33%	27.33%	Under	Due to increase in budget line item
013	Technology Maintenance	\$ 175,000	\$ 83,101	58.33%	47.49%	Under	Due to timing of software renewals
014	Equipment Rental and Maintenance	\$ 55,000	\$ 11,366	58.33%	20.67%	Under	Equipment Lease expired in July
015	Office Furniture and Equipment	\$ 30,000	\$ 23,059	58.33%	76.86%	Over	Due to an increase in equipment purchases (Scanners)
016	Travel	\$ 75,000	\$ 20,875	58.33%	27.83%	Under	Decrease in expenses due to timing of travel
017	Printing and Postage	\$ 2,000	\$ (582)	58.33%	-29.09%	Under	Postage Refund
	TOTAL	\$ 25,464,764	\$ 13,980,919	58.33%	54.90%	Under	



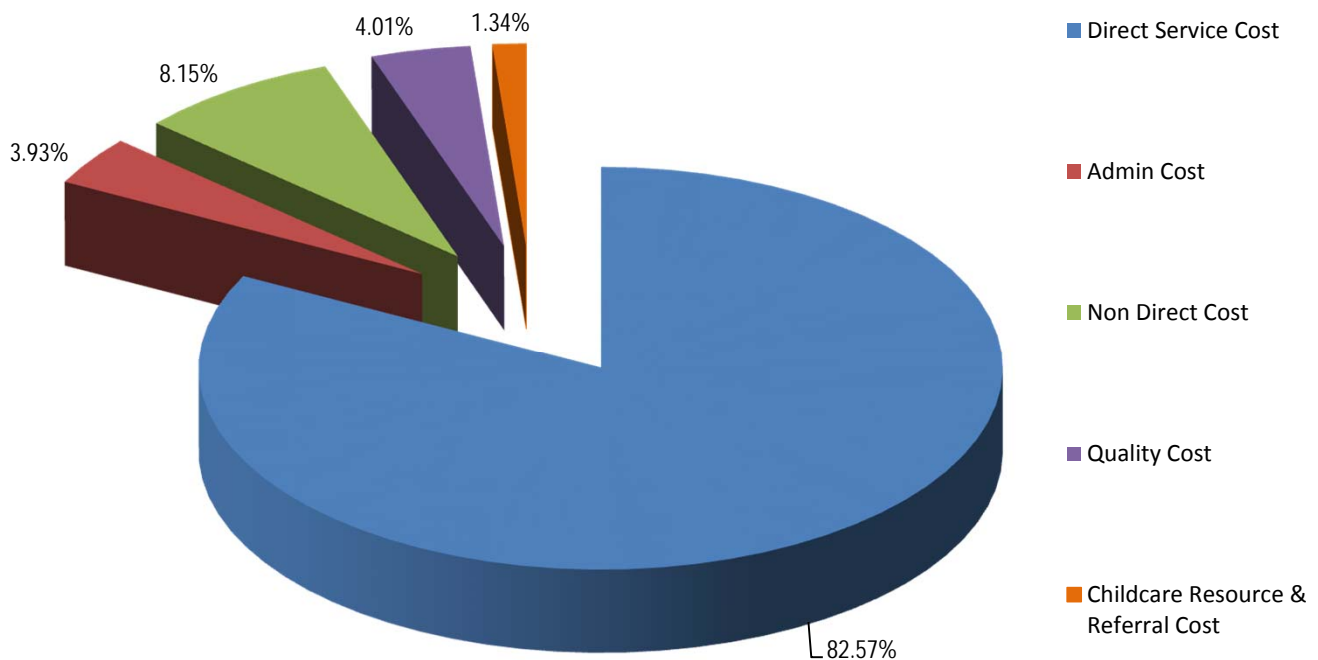
*Estimated Direct Expenses Based on June 2018 Reimbursement

ANALYSIS OF SCHOOL READINESS BUDGET

For the Fiscal Year Ending June 30, 2019

CATEGORY OF SPENDING	FY 18 - 19 Award <i>(per Notice of Award)</i>	Estimated* Thru 01/31/2019	Current Earmark	Earmarks/ Restrictions
AWARD AMOUNT	\$ 18,504,780			
DIRECT SERVICE COST (WITH MATCH INCLUDED)	\$ 14,679,722	\$ 8,692,405	82.57%	Minimum 78%
NON SLOT DOLLARS:				
Admin Cost	\$ 925,239	\$ 413,864	3.93%	Maximum 5%
Non Direct Cost	1,565,811	857,495	8.15%	
Quality Cost	1,125,990	422,345	4.01%	Minimum 4%
Childcare Resource & Referral Cost	208,018	140,785	1.34%	
TOTAL NON SLOT DOLLARS	\$ 3,825,058	\$ 1,834,490	17.43%	Maximum 22%

School Readiness Earmarks as of January 31, 2019





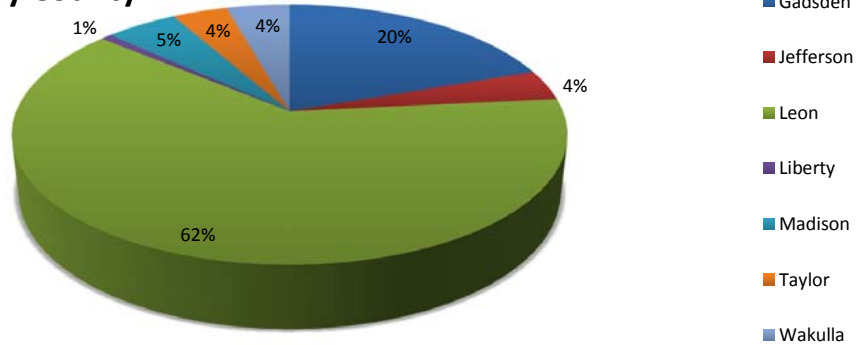
**Estimated Direct Expenses Based on ELC Excel Workbook*

ANALYSIS OF SCHOOL READINESS DIRECT SERVICE COST

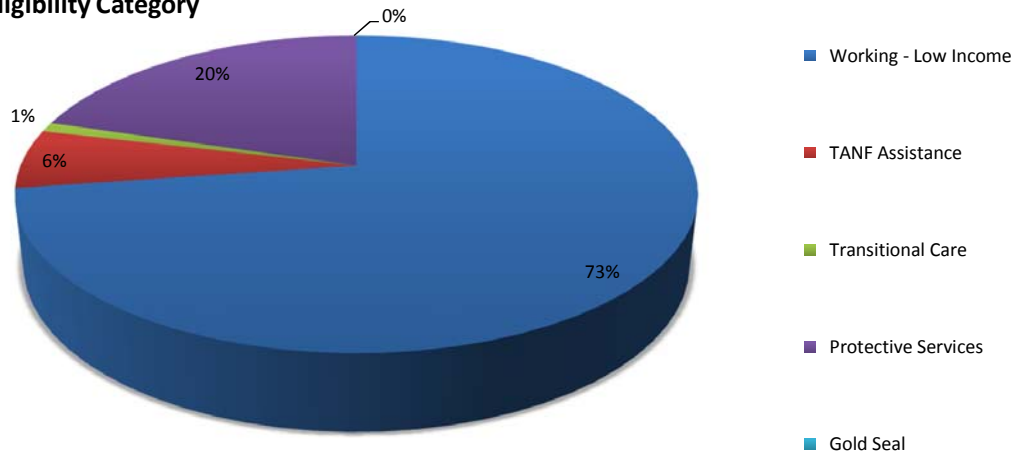
AS OF January 31, 2019

CATEGORY	GADSDEN	JEFFERSON	LEON	LIBERTY	MADISON	TAYLOR	WAKULLA	TOTAL
DIRECT SERVICE COST								
Working - Low Income	1,362,308	239,408	3,758,425	58,774	357,548	214,468	270,081	6,261,013
Working - Low Income Match			61,328					61,328
TANF Assistance	55,323	10,958	371,438	2,979	11,884	27,160	42,489	522,231
Transitional Care	4,131	-	77,839	-	-	-	1,529	83,499
Protective Services	286,293	78,480	1,176,197	4,503	62,778	90,203	65,882	1,764,335
Gold Seal	-	-	-	-	-	-	-	-
TOTAL DIRECT SERVICE COST	1,708,055	328,846	5,445,227	66,256	432,210	331,831	379,980	8,692,405
# of Children Paid Served	-	-	-	-	-	-	-	-

Direct Service Allocation by County



Direct Service Allocation by Eligibility Category

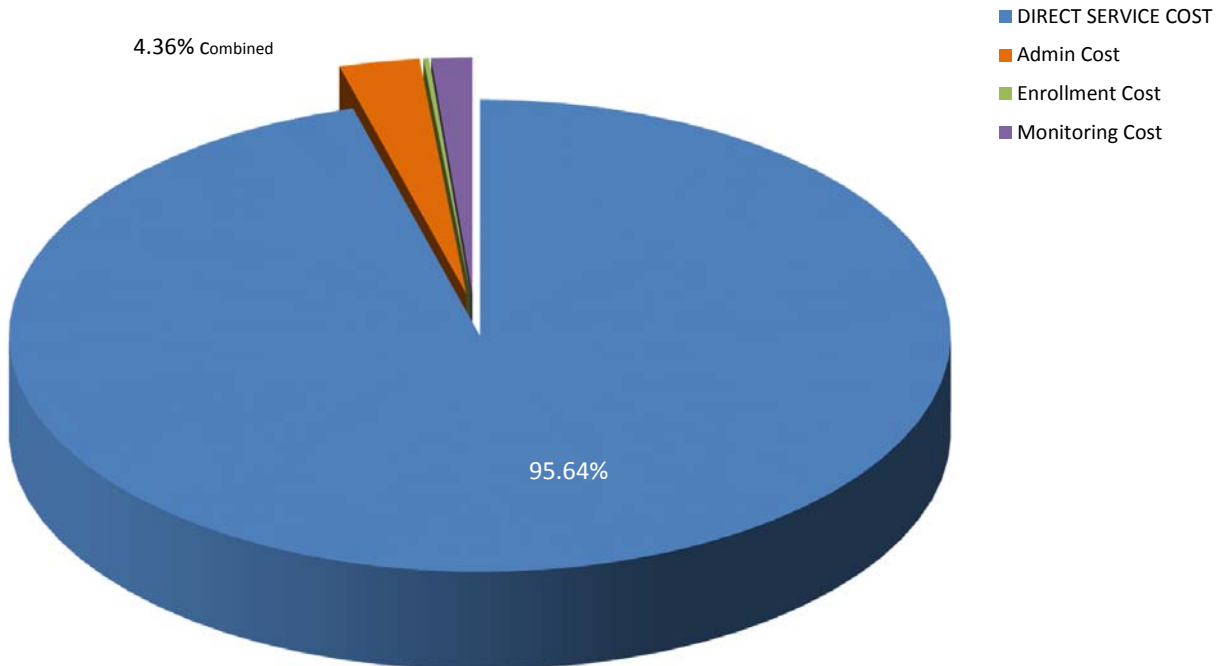




ANALYSIS OF VOLUNTARY PREKINDERGARTEN BUDGET
For the Fiscal Year Ending June 30, 2019

CATEGORY OF SPENDING	FY 18 - 19 Award <i>(per Notice of Award)</i>	Actual Thru 01/31/2019	Current Earmark	Earmarks/ Restrictions
AWARD AMOUNT	\$ 6,945,652			
DIRECT SERVICE COST	\$ 6,667,826	\$ 3,309,315		
NON SLOT DOLLARS:				
Admin Cost	\$ 105,993	\$ 91,633		
Enrollment Cost	81,703	6,303		
Monitoring Cost	90,130	46,324		
TOTAL NON SLOT DOLLARS	\$ 277,826	\$ 144,260	4.36%	Maximum 4%
VPK OUTREACH AND AWARENESS	\$ 14,552	\$ 578		

Voluntary Prekindergarten Spending Allocation as of January 31, 2019

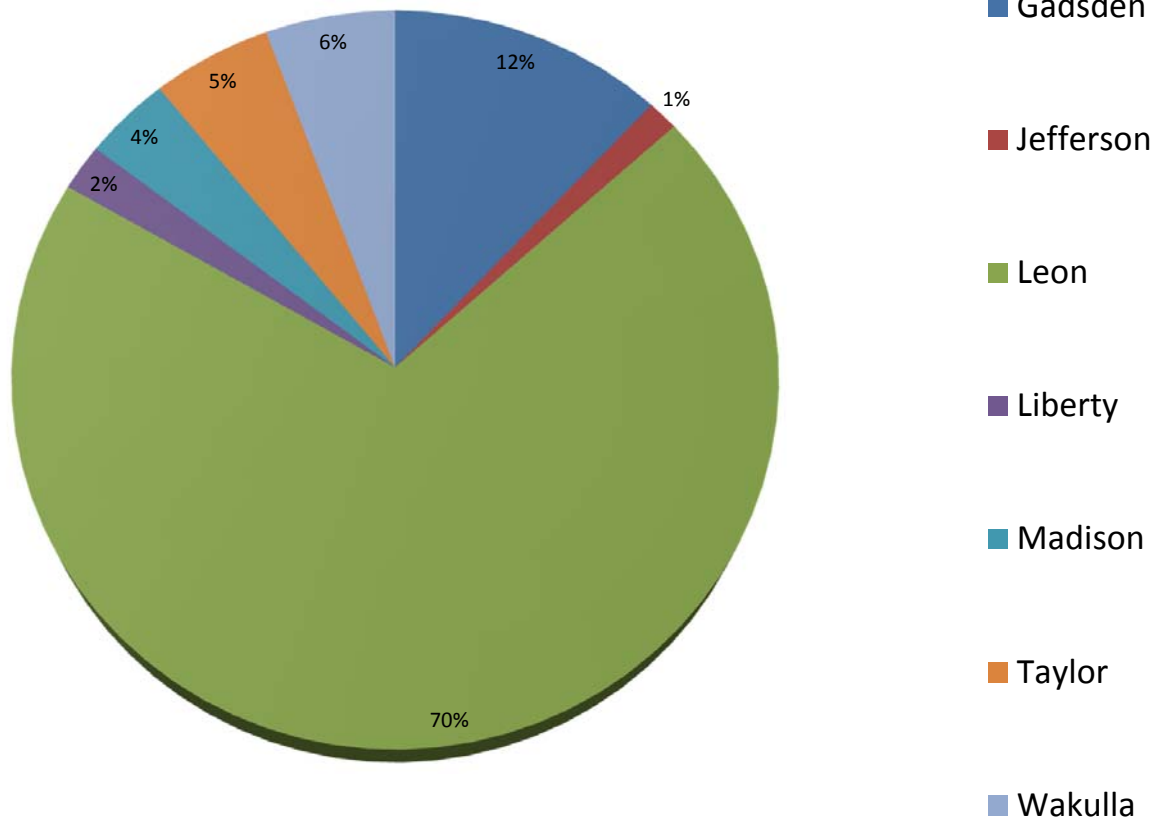




**ANALYSIS OF VOLUNTARY PREKINDERGARTEN DIRECT SERVICE COST
AS OF January 31, 2019**

CATEGORY	GADSDEN	JEFFERSON	LEON	LIBERTY	MADISON	TAYLOR	WAKULLA	TOTAL
DIRECT SERVICE COST	397,022	44,817	2,314,357	68,162	125,188	172,962	186,808	3,309,315
# of Children Paid Served	302	33	1,722	55	76	142	112	2,442

VPK Direct Service Cost by County





Match Tracking Report

2018-2019 School Readiness 6% Match Analysis Report

As Of January 31, 2019

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	\$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	
Early Care & Education Workshops	\$0	
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	
Direct SR Slot Cash - Rural Counties	\$0	
Indirect SR Match - Leon	\$0	
Indirect SR Match - Rural Counties	\$0	
My First Books	\$3,958	Approved
Board Sponsored Initiatives (RACE)	\$23,740	Pending
Storybook Village	\$0	
Volunteers	\$223	Approved
Professional Services	\$20,125	Approved
Word of South Sponsor	\$0	
Donated Supplies	\$29,368	Approved
Other - Construction Costs Discount	\$0	
Donated Space	\$194,551	Approved
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-2pm at the Capitol Courtyard

WFSUs EdCamp for Directors

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



Early Learning
Coalition of the
Big Bend Region