



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Provider Alert #6  
November 29, 2007

**Note:** Currently, Coalition staff release monthly Provider Updates that include a summary of activity, action, and discussion that takes place during Board, Committee, and Council meetings as well as upcoming meeting dates, times and locations. In addition, Coalition staff periodically release Provider Alerts that included current events, issues of concerns, and/or request for review and comment.

Based on provider feedback the Coalition will no longer issued the monthly Provider Updates; however the Coalition will release a Provider Alert following every Board, Committee, and Council meeting. The Alerts will provide a summary of action taken during the meetings as well as the date, time, and location of the next regularly scheduled meeting. Periodic Provider Alerts addressing current events, issues of concern and/or requests for review and comment will continue.

**Administrative Committee Meeting:** The following information summarizes the activity, action and discussion conducted during the Administrative Committee meeting held on November 27, 2007. The agenda is available on the Coalition's web-site at [www.elc-naturecoast.org](http://www.elc-naturecoast.org)

1. Committee members voted unanimously to accept the following:
  - a. Draft October 31, 2007 Administrative Committee Meeting Minutes
  - b. October 2007 Profit and Loss; Budget vs. Actual Reports
  - c. October 2007 Bank Reconciliation and Balance Sheet
  - d. October 2007 Detailed Expense Report by County
2. The Executive Director reported that on November 9, 2007 the Agency for Workforce Innovation notified the Coalition that the legislature passed and the Governor signed the state budget reductions. The Agency for Workforce Innovation absorbed 100% of the early learning reductions at the state level holding harmless the Coalitions. As a result of the notice, Coalition staff prepared a budget amendment discussed later in this Alert.
3. Committee members voted unanimously to place twenty-two (22) children from the Citrus County Waitlist, six (6) children from the Levy County Waitlist, and five (5) children from the Sumter County Waitlist. The action was based on a projected surplus in direct services dollars. As a result of this action all waitlist are depleted.
4. Committee members voted unanimously to revise the standard fiscal reports reviewed and approved by the Administrative Committee. The revision to the standard fiscal report included:
  - a. The removal of the Coalition's bank reconciliation (the Executive Director and Treasurer will continue to review the bank reconciliation on a monthly basis).
  - b. The removal of the Detailed Expense Report by County (the Coalition Board will continue to review and approve the Annual Profit and Loss Reports which includes all of the data found in the Detailed Expense Report by County combined in County totals).
  - c. The addition of Budget vs. Actual Reports by Class. These reports offer information with regard to the expenditures incurred by the Coalition, categorized into traditional line items such as office supplies, travel, salaries, etc.

5. Committee members voted unanimously to recommend a budget amendment to the Coalition Board to re-allocate the budget reduction funds into the Coalition's budget. The amendment will result in the following:
  - a. An allocation of \$86,354 to the following Quality Initiatives:
 

i. Mini Grant Accreditation	\$12,180
ii. Professional Development	\$10,938
iii. Quality Resources	\$ 3,568
iv. Teacher Incentive Payment Program	\$32,418
v. Provider Recruitment/Expansion	\$14,900
vi. Training and Conferences	\$ 4,850
vii. Resource Room	\$ 2,500
viii. Inclusion	\$ 5,000
  - b. An allocation of \$75,530 to the Coalition's Operating Budget. This allocation will restore the previously reduced allocations in the Coalition's line item budget. In addition, the allocation will allow the Coalition to establish an additional education specialist for the Dixie, Gilchrist and Levy area and a staff assistant in the Crystal River office.
  - c. An allocation of \$59,737 to Childhood Development Services. It is important to note that during this budget reduction exercise Childhood Development Services conducted a study on the number of eligibility cases assigned to each eligibility clerk. In addition, CDS reviewed the additional workload on all eligibility clerks as a result of the new eligibility guidelines recently released by the Agency for Workforce Innovation. It was noted that an additional clerk is needed to support Dixie, Gilchrist, and Levy County clients, and an additional clerk is needed to support Sumter County clients. This allocation considers the positions identified by CDS as well as additional positions and revised positions to accomplish the following:
    - i. Increase internal control by removing eligibility and enrollment responsibilities from the Reimbursement Specialist.
    - ii. Establishing a Child File Review for the purpose of quality control.
  - d. An allocation of \$117,908 to direct services.
  - e. The repeal of the following provision in the Early Learning Contract with Childhood Development services effective January 1, 2008:
    - i. Effective immediately the service provider shall not be required to re-certify the eligibility of all children enrolled in the school readiness program every six months; however the service provider shall recertify the eligibility of 50% of the children enrolled in the school readiness program bi-annually through a random process.

The next Administrative Committee meeting is scheduled for December 19, 2007 beginning at 9:00AM. The meeting will be held at the Coalition's Crystal River office. Providers may attend the meeting in person or call into the meeting at 1-800-503-2899 (conference code # 4937505.)

**Anticipated Agenda Items- December 19, 2007**

It is expected that Committee members will review, discuss, and potential amend the Teacher Incentive Payment Program policy and procedures.