



Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
April 3, 2019
9:00 AM

AGENDA

Conference Call # 1-800-444-2801
Access Code: 8378634

I Call to Order, Welcome, and Introductions		Rob Wardlow
II Public Input		Rob Wardlow
III Approval of Agenda		Rob Wardlow
IV Consent Agenda		Rob Wardlow
Board of Directors Minutes – February 6, 2019	2	
V Action Items		Sonya Bosanko
Action Item: 2018-19-15: FY Ending June 30, 2018 Financial Statements and Independent Auditor's Report	5	
VI Treasurer's Report		JJ Kenney
Budget vs. Actual Report – February 2019	6	
VII Executive Director's Report	17	Sonya Bosanko
VIII New/Unfinished Business		Rob Wardlow

Next Meeting Date: **June 5, 2019**

IX Public Input: *Public Input is a time set aside for comments from the general public. Comments must be kept to a 3-minute limit and a speaker's card must be completed and submitted to the Board Chair. The Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.*

**Early Learning Coalition of the Nature Coast
Draft Board Meeting Minutes
February 6, 2019**

Members Present: Linda Barber Gailen Spinka Sue Fogarty Dana Moxley Brian Coleman
Sonya Warden Rob Wardlow

Members Present Via Phone: Barbara Locke Alexa Mills Dale French Beverly Goodman
Jeanne Harris-Lively Robert Bradburn Connie Mahan Shawana Felton
Darla Huddleston

Members Absent: Tamar Jones JJ Kenney Heid Rand Blake Fugate

Staff Present: Sonya Bosanko Ingrid Schaper Desirae Rickman Sheri Ellis Tonya Hiers
Sandra Woodard

Others Present:

Others Present Via Phone: Vicky Pitts

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:01 a.m.

Public Input

None was given.

Approval of Agenda

Brian Coleman motioned to approve the agenda. Gailen Spinka seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – August 1, 2018

Executive Committee Minutes – September 27, 2018

Brian Coleman motioned to approve the Consent Agenda. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2018-19-07 ELCNC 2017-2018 Annual Report

Mrs. Bosanko presented the action item, which contains the annual report required by the Office of Early Learning in a prescribed format. She noted that Sandra Woodard is working on another annual report that is more useful for public relations purposes.

Gailen Spinka motioned to accept Action Item: 2018-19-07. Brian Coleman seconded the motion. Motion carried unanimously.

Action Item: 2018-19-08 Board Membership Updates

Mr. Wardlow presented the action item, which includes information on Gubernatorial Appointments from Governor Scott. He noted that the ELCNC awaits additional appointments from the new Governor's Office. Mr. Spinka has an application on file awaiting reappointment. Appointed members will continue to serve on the Board until new appointments are made.

Brian Coleman motioned to accept Action Item: 2018-19-08. Sonya Warden seconded the motion. Motion carried unanimously.

Action Item: 2018-19-09 Executive Director Performance Appraisal

Mrs. Bosanko presented the action item, which includes the annual evaluation of Mrs. Bosanko. It was noted that the evaluation tool is designed by the Board, is objective, and is quite in-depth. Mrs. Bosanko stated that the good work of other staff members contributes significantly to her high ratings.

Brian Coleman motioned to accept Action Item # 2018-19-09. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2018-19-10 Updates to Policies ELPOP 601 & 606

Mrs. Schaper presented the action item, explaining that the ELC is required to amend and develop policies to comply with programmatic changes related to HB 1091, which was adopted in the 2018 legislative session. Mrs. Bosanko noted that the Board reviews policies only, and that procedures are written for staff to follow.

Brian Coleman motioned to accept Action Item: 2018-19-10. Sonya Warden seconded the motion. Motion carried unanimously.

Action Item: 2018-19-11 Child Care 2000 Contract Terminations

Mrs. Bosanko presented the action item, which notifies the Board of the termination of School Readiness and VPK contracts for Child Care 2000, a center in Sumter County. The owner of the facility did not file a request for review, so the termination is final. Mrs. Hiers shared that 42 children were impacted, and 34 elected to transfer to another provider. The remaining children were removed from the School Readiness program.

Brian Coleman motioned to accept Action Item: 2018-19-11. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2018-19-12 Update to Policy ELPOP 230

Mrs. Bosanko presented the action item, which includes revisions to comply with the new requirements.

Dana Moxley motioned to accept Action Item: 2018-19-12. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2018-19-13 Disposal of Equipment

Mrs. Bosanko presented the action item, which authorizes disposal of old or damaged equipment. The Coalition's IT Manager destroys components as required.

Brian Coleman motioned to accept Action Item: 2018-19-13. Sonya Warden seconded the motion. Motion carried unanimously.

Treasurer's Report

Mrs. Bosanko updated the Board with the Budget vs Actual report through December 2018. She noted that all financial information is estimated, as the state's data management system continues to have significant functionality issues. She noted that there are payment errors to providers because their payments are estimates. Some will likely owe the ELC money when reconciliations can be made. It is very stressful on ELC staff and providers. It is impossible to accurately manage the budget, so historical information is used as is appropriate to try to make predictions about the budget. She believes that the apparent overspending in Admin in SR and VPK will be rectified when it is possible to study actual spending, although she noted that Admin work is increased due to difficulty working with the EFS Mod System.

School Readiness Overall Spending Rate: 45%

- Non-Direct Services: 47%
- Direct Services (Match/Advance Removed): 44%
- At this point in the fiscal year, we should be approximately 50% expended.

VPK Overall Spending Rate: 49%

- Non-Direct Services: 62%
- Direct Costs (Advance Removed): 49%
- At this point in the fiscal year, we should be approximately 150% expended. It is important to note that the VPK program is funded based on the estimated number of four-year-olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

Agency Spending Overall Spending Rate: 46%

- Non-Direct Costs: 47%
- Direct Costs (items removed as above): 46%

Note that figures are calculated utilizing ESTIMATED child care costs due to the non-operational OEL EFS Mod System.

Mrs. Bosanko noted that OEL and the legislature require VPK payment reconciliation by the end of February 2019. However, this may not be possible due to system issues. She stated that doing manual calculations for this reconciliation is time consuming and costly, but may be required at some point.

Mr. Coleman requested that Mrs. Bosanko provide him with a synopsis of the issues with OEL's EFS Mod System so that he can share it with appropriate local and legislative representatives.

Executive Director's Report

Mrs. Bosanko presented the Executive Director's report to the Board. It included a listing of Board and committee members and related information.

Mrs. Bosanko updated the Board with the Match activity cannot be reported on, as there is no reliable data to calculate the cost of care at this time.

Enrollment and waitlist information was not provided because there are no reliable reports available in the EFS Mod System at this time.

Mrs. Bosanko discussed work being done to gather community needs assessment data. Data is needed to determine child care eligibility priorities for our Coalition, as outlined in the recent legislation.

Mrs. Bosanko is utilizing data from other agencies that are also required to complete such assessments, Head Start in particular. Episcopal Children's Service operates Head Start/Early Head Start programs in Citrus, Dixie, Gilchrist, and Levy Counties, and has provided a recent report that can answer many of the OEL-required questions for that area. Mid Florida Community Services operates Head Start in Sumter County.

Mrs. Bosanko stated that the analysis of community needs cannot be properly completed without current ELC enrollment information, which is not available from the statewide system. She asked the Board members how they recommend for her to proceed with the needs assessment.

Action Item: 2018-19-14 Eligibility Priorities

Brian Coleman made a motion to keep current eligibility priorities in place until a community needs assessment can be completed with evaluation of data that meets OEL requirements. Dana Moxley seconded the motion. Motion carried unanimously.

New/Unfinished Business

None

Next Regular Meeting Date: April 3, 2019

Public Input

None

Brian Coleman motioned to adjourn at 9:40 a.m. Sonya Warden seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, a recording is available at the Coalition's Main office in Crystal River.**

Minutes prepared by Ingrid Schaper



ACTION ITEM

Action Item # 2018-19-15

Date: April 3, 2019 **Subject:** FY Ending June 30, 2018 Financial Statements and Independent Auditor's Report

Proposed Board Action:

Adopt the Early Learning Coalition of the Nature Coast's Fiscal Year Ending June 30, 2018 Financial Statements and Independent Auditor's Report.

Budget Considerations:

None.

Background Information:

In the event the Coalition expends \$500,000 or more in Federal awards in its fiscal year, the Coalition must have a single or program-specific audit conducted in accordance with the provisions of the Federal Single Audit Act of 1996 and OMB Circular A-133, as revised. In the event that a Coalition expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year the Coalition must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller; and Chapters 10.550 (local governmental entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General.

Purvis Gray & Company conducted the Early Learning Coalition of the Nature Coast Inc.'s Single Audit in compliance with state and federal regulations.

Points of Consideration:

None.

Effective Date:

April 3, 2019

Supporting Documentation: Early Learning Coalition of the Nature Coast Audit Fiscal Year Ending June 30, 2018

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



Early Learning Coalition of the Nature Coast
 Budget vs. Actual Report
 July 2018 – February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00	0.00	0.00	0.0%
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	5,728,922.21	5,958,072.00	-229,149.79	96.15%
4000-01-02 VPK Income	3,711,738.22	3,157,264.00	554,474.22	117.56%
4000-01-03 O&A	0.00	4,944.00	-4,944.00	0.0%
4000-01-04 PFP Project Income	0.00	0.00	0.00	0.0%
4000-01-05 University of Florid	19,600.00			
4000-01-06 SRPAS and SRREG	2,082.55	32,664.00	-30,581.45	6.38%
Total 4000-01 State & Federal Grants	9,462,342.98	9,152,944.00	309,398.98	103.38%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	5,511.08	0.00	5,511.08	100.0%
4000-03-01-05 Sumter County	18,000.00	0.00	18,000.00	100.0%
Total 4000-03-01 United Way	23,511.08	0.00	23,511.08	100.0%
Total 4000-03 Match Income	23,511.08	0.00	23,511.08	100.0%
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	2,504.47	0.00	2,504.47	100.0%
4000-04-01-02 Dixie County	76.66			
4000-04-01-03 Gilchrist County	276.67	0.00	276.67	100.0%
4000-04-01-04 Levy County	176.67			
4000-04-01-05 Sumter County	10,796.95	0.00	10,796.95	100.0%
Total 4000-04-01 Match Income	13,831.42	0.00	13,831.42	100.0%
Total 4000-04 Gifts,Donations,Pledges	13,831.42	0.00	13,831.42	100.0%
Total 4000 Contracts, Grants & Other	9,499,685.48	9,152,944.00	346,741.48	103.79%
4006 Interest Income	3,054.64	0.00	3,054.64	100.0%
4020 Other Miscellaneous Rev				
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	38,877.73	0.00	38,877.73	100.0%
4042-01 Match Income Citrus - Other	0.00	0.00	0.00	0.0%
Total 4042-01 Match Income Citrus	38,877.73	0.00	38,877.73	100.0%
4042-02 Match Income Sumter				
4042-02-01 Preschool 4 All Ball	-801.39	0.00	-801.39	100.0%
Total 4042-02 Match Income Sumter	-801.39	0.00	-801.39	100.0%
Total 4042 Match Income	38,076.34	0.00	38,076.34	100.0%

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
4049 Provider Debt	2,000.00	0.00	2,000.00	100.0%
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	2,000.00	0.00	2,000.00	100.0%
4060-02 Restricted CPS Funds	0.00	0.00	0.00	0.0%
4060-03 CPS Seat Income	2,725.00	0.00	2,725.00	100.0%
Total 4060 Child Passenger Safety	4,725.00	0.00	4,725.00	100.0%
Total 4020 Other Miscellaneous Rev	44,801.34	0.00	44,801.34	100.0%
Total Income	9,547,541.46	9,152,944.00	394,597.46	104.31%
Gross Profit	9,547,541.46	9,152,944.00	394,597.46	104.31%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	-20.40	0.00	-20.40	100.0%
Total 5300 (Shared Cost Pool)	-20.40	0.00	-20.40	100.0%
5400 (Unrestricted Expense)	16,040.23	0.00	16,040.23	100.0%
5700 Reconciliation Discrep.	0.00	0.00	0.00	0.0%
6040 - Child Passenger Safety				
6040-02 CPS Marketing	198.67	0.00	198.67	100.0%
6040-03 CPS Child Seats	1,217.88	0.00	1,217.88	100.0%
6040-04 Travel	619.84	0.00	619.84	100.0%
Total 6040 - Child Passenger Safety	2,036.39	0.00	2,036.39	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	1,225.00	1,080.00	145.00	113.43%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	1,232.40	2,000.00	-767.60	61.62%
6100-01-01-04 Conferences	135.00	712.00	-577.00	18.96%
Total 6100-01-01 Staff Development	2,592.40	3,792.00	-1,199.60	68.37%
6100-01-02 Tuition Reimbursement	2,382.91	3,664.00	-1,281.09	65.04%
Total 6100-01 Staff Development	4,975.31	7,456.00	-2,480.69	66.73%
6100-02 Professional Services				
6100-02-02 Audit	4,655.00	13,264.00	-8,609.00	35.1%
6100-02-03 IT	1,265.00	7,064.00	-5,799.00	17.91%
6100-02-04 Legal	37.50	664.00	-626.50	5.65%
6100-02-07 Printing & Reproduct	604.65	2,000.00	-1,395.35	30.23%
6100-02-08 Repair & Maint	2,604.50	2,664.00	-59.50	97.77%
6100-02-09 Other	0.00	1,664.00	-1,664.00	0.0%
Total 6100-02 Professional Services	9,166.65	27,320.00	-18,153.35	33.55%
6100-03 Occupancy				
6100-03-01 Electricity	9,561.12	8,000.00	1,561.12	119.51%
6100-03-02 Facility Maint	6,218.05	6,664.00	-445.95	93.31%
6100-03-03 Office Lease	85,114.77	62,024.00	23,090.77	137.23%
6100-03-04 Waste	3,072.34	2,800.00	272.34	109.73%
6100-03-05 Water	1,120.35	864.00	256.35	129.67%

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6100-03-06 Storage	2,454.66	2,224.00	230.66	110.37%
6100-03-07 Sewer	973.87	832.00	141.87	117.05%
Total 6100-03 Occupancy	108,515.16	83,408.00	25,107.16	130.1%
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	2,482.18	6,664.00	-4,181.82	37.25%
Total 6100-04 Postage, Freight, Deliv	2,482.18	6,664.00	-4,181.82	37.25%
6100-05 Rentals				
6100-05-01 Office Equipment	7,520.32	9,328.00	-1,807.68	80.62%
Total 6100-05 Rentals	7,520.32	9,328.00	-1,807.68	80.62%
6100-06 Supplies				
6100-06-01 Office Supplies	6,855.79	8,000.00	-1,144.21	85.7%
Total 6100-06 Supplies	6,855.79	8,000.00	-1,144.21	85.7%
6100-07 Communications				
6100-07-01 Office Phones	9,740.37	9,328.00	412.37	104.42%
6100-07-02 Cell Phones	4,563.37	5,320.00	-756.63	85.78%
6100-07-03 Internet	10,222.03	10,328.00	-105.97	98.97%
Total 6100-07 Communications	24,525.77	24,976.00	-450.23	98.2%
6100-08 Insurance				
6100-08-01 D & O	4,121.02	2,728.00	1,393.02	151.06%
6100-08-03 General Liability	2,343.60	3,000.00	-656.40	78.12%
6100-08-04 Worker's Comp	14,503.72	9,728.00	4,775.72	149.09%
6100-08-06 Other Insurance	383.99	264.00	119.99	145.45%
Total 6100-08 Insurance	21,352.33	15,720.00	5,632.33	135.83%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	328.00	-328.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	328.00	-328.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	234.06	328.00	-93.94	71.36%
6100-09-02-01-02 > = 250	3,415.04	5,320.00	-1,904.96	64.19%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	3,649.10	5,648.00	-1,998.90	64.61%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	1,566.28	2,160.00	-593.72	72.51%
6100-09-02-02-02 > = 250	863.97	1,000.00	-136.03	86.4%
Total 6100-09-02-02 Non Fixed Assets	2,430.25	3,160.00	-729.75	76.91%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	213.69	328.00	-114.31	65.15%
6100-09-02-03-02 > = 250	1,425.00	1,328.00	97.00	107.3%
Total 6100-09-02-03 Electronic Equip	1,638.69	1,656.00	-17.31	98.96%
Total 6100-09-02 Equip =<1000	7,718.04	10,464.00	-2,745.96	73.76%
Total 6100-09 Tangible Personal Prop	7,718.04	10,792.00	-3,073.96	71.52%

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6100-10 Quality				
6100-10-01 Classroom Materials	-150.00	0.00	-150.00	100.0%
6100-10-02 Training Materials	2,144.90	10,000.00	-7,855.10	21.45%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	2,379.99	10,000.00	-7,620.01	23.8%
Total 6100-10 Quality	4,374.89	20,000.00	-15,625.11	21.87%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	1,797.67	6,664.00	-4,866.33	26.98%
6100-11-03 Travel - Local	14,074.34	23,328.00	-9,253.66	60.33%
6100-11-04 Travel - Board	47.96	1,000.00	-952.04	4.8%
Total 6100-11 Travel	15,919.97	30,992.00	-15,072.03	51.37%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	3,497.50	3,328.00	169.50	105.09%
6100-12-02 Software	2,530.00	1,328.00	1,202.00	190.51%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	0.00	264.00	-264.00	0.0%
Total 6100-12-03 Web Services	0.00	264.00	-264.00	0.0%
6100-12-04 Other Emp Expend	0.00	200.00	-200.00	0.0%
6100-12-05 Dues & Subscrip	4,324.43	3,000.00	1,324.43	144.15%
6100-12-06 Tax, License, Fee	2,111.48	3,800.00	-1,688.52	55.57%
6100-12-08 Misc/Other Current	0.00	328.00	-328.00	0.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	3,052.20	3,328.00	-275.80	91.71%
6100-12-09-02 Ad - Legal	299.50	928.00	-628.50	32.27%
Total 6100-12-09 Advertising	3,351.70	4,256.00	-904.30	78.75%
Total 6100-12 Other Expenses	15,815.11	16,504.00	-688.89	95.83%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	730,046.64	783,935.11	-53,888.47	93.13%
6100-13-02 Payroll Taxes	54,867.69	69,352.00	-14,484.31	79.12%
6100-13-03 Benefits - Reemploy	847.50	1,864.00	-1,016.50	45.47%
6100-13-04 Health Benefits	34,810.68	94,360.00	-59,549.32	36.89%
6100-13-05 Retirement Benefits	65,120.78	75,728.00	-10,607.22	85.99%
6100-13-06 Life,Disability,Other	17,600.89	31,456.00	-13,855.11	55.95%
6100-13-07 PLT	0.00	23,392.00	-23,392.00	0.0%
Total 6100-13 Employer Prov Sal & Ben	903,294.18	1,080,087.11	-176,792.93	83.63%
6100-14 Direct Services - Child				
6100-14-01 School Readiness				
6100-14-01-01 97C00	0.00	0.00	0.00	0.0%
6100-14-01-02 97G00	33,410.59	43,016.00	-9,605.41	77.67%
6100-14-01-03 97GNW	395,850.70	405,248.00	-9,397.30	97.68%
6100-14-01-04 97GSD	93,811.45	240,549.00	-146,737.55	39.0%
6100-14-01-05 97P00	2,318,375.36	2,826,128.00	-507,752.64	82.03%
6100-14-01-06 97R00	1,132,195.97	1,049,320.00	82,875.97	107.9%
6100-14-01-07 97GTA	0.00	0.00	0.00	0.0%

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6100-14-01-08 Match	93,567.09	0.00	93,567.09	100.0%
6100-14-01-12 97CSD	0.00	0.00	0.00	0.0%
6100-14-01-13 97CSQ	0.00	0.00	0.00	0.0%
Total 6100-14-01 School Readiness	4,067,211.16	4,564,261.00	-497,049.84	89.11%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	3,040,175.23	3,008,462.00	31,713.23	101.05%
6100-14-02-02 VPPRS - Summer	15,632.78	15,633.00	-0.22	100.0%
6100-14-02-03 VPKSD	9,599.80	9,600.72	-0.92	99.99%
6100-14-02-04 VPPRP Prepay	23,678.32	0.00	23,678.32	100.0%
Total 6100-14-02 VPK	3,089,086.13	3,033,695.72	55,390.41	101.83%
Total 6100-14 Direct Services - Child	7,156,297.29	7,597,956.72	-441,659.43	94.19%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	0.00	4,944.00	-4,944.00	0.0%
Total 6100-15 VPK Awareness Grant	0.00	4,944.00	-4,944.00	0.0%
6100-16 Program Advance				
6100-16-01 SR Advance	565,400.00	0.00	565,400.00	100.0%
6100-16-02 VPK Advance	509,600.00	0.00	509,600.00	100.0%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-16 Program Advance	1,075,000.00	0.00	1,075,000.00	100.0%
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	8,217.18	13,332.00	-5,114.82	61.64%
6100-17-14 PFPPD	121,178.18	116,468.00	4,710.18	104.04%
6100-17-15 97PFQ	13,432.07	9,000.00	4,432.07	149.25%
6100-17-20 97PAV PFP Advance	0.00	0.00	0.00	0.0%
6100-17-21 PFPCl	0.00	0.00	0.00	0.0%
Total 6100-17 Performance Pilot Proje	142,827.43	138,800.00	4,027.43	102.9%
6100-18 SR Deficit Expenses				
6100-18-01 97BBA	0.00	1,254.51	-1,254.51	0.0%
6100-18-02 97FIR	0.00	59.42	-59.42	0.0%
6100-18-03 97BBD	0.00	967.68	-967.68	0.0%
6100-18-04 97Q00	0.00	5,440.26	-5,440.26	0.0%
6100-18-05 97QCS	0.00	232.69	-232.69	0.0%
6100-18-06 97QAS	0.00	0.25	-0.25	0.0%
6100-18-07 97QTA	0.00	658.16	-658.16	0.0%
6100-18-08 97QPD	0.00	1,045.71	-1,045.71	0.0%
6100-18-09 97QPT	0.00	2,634.34	-2,634.34	0.0%
6100-18-11 97QI4	0.00	627.01	-627.01	0.0%
6100-18-12 97QIN	0.00	68.41	-68.41	0.0%
6100-18-13 97BDE	0.00	2,606.07	-2,606.07	0.0%
6100-18-14 97INT	0.00	-4.53	4.53	0.0%
6100-18-15 97ICS	0.00	-98.57	98.57	0.0%
6100-18-21 97QHS	0.00	192.57	-192.57	0.0%
Total 6100-18 SR Deficit Expenses	0.00	15,683.98	-15,683.98	0.0%
6100-19 VPK Deficit Expenses				

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6100-19-01 VPADM	0.00	15,366.03	-15,366.03	0.0%
6100-19-02 VPENR	0.00	3,629.82	-3,629.82	0.0%
6100-19-03 VPMON	0.00	107.14	-107.14	0.0%
6100-19-04 VPPRS	0.00	-860.07	860.07	0.0%
6100-19-05 VPKSD	0.00	10,537.28	-10,537.28	0.0%
Total 6100-19 VPK Deficit Expenses	0.00	28,780.20	-28,780.20	0.0%
6100-20 Provider Assessments				
6100-20-01 SRPAS	6,345.49	32,664.00	-26,318.51	19.43%
Total 6100-20 Provider Assessments	6,345.49	32,664.00	-26,318.51	19.43%
Total 6100 Program Expenses	9,512,985.91	9,160,076.01	352,909.90	103.85%
8000 - Provider Disbursement				
8000-01 SR	0.00	0.00	0.00	0.0%
8000-02 VPK	-27.82	0.00	-27.82	100.0%
8000-03 VPK PP	0.00	0.00	0.00	0.0%
8000-04 CSQ	0.00	0.00	0.00	0.0%
8000-05 PFPD	0.00	0.00	0.00	0.0%
Total 8000 - Provider Disbursement	-27.82	0.00	-27.82	100.0%
Total Expense	9,531,014.31	9,160,076.01	370,938.30	104.05%
Net Income	16,527.15	-7,132.01	23,659.16	-231.73%

FINANCE DEPARTMENT UPDATE:

**Narrative Budget Report
February 2019**

Spending Rate:

Below are the actual rates for each program, which are also broken out by non-direct services and direct services, and the agency wide spending rates for July 2018 through February 2019:

School Readiness Overall Spending Rate: 57%

- Non-Direct Services: 41%
- Direct Services (Match/Advance Removed): 57%
- At this point in the fiscal year, we should be approximately 67% expended.

VPK Overall Spending Rate: 67%

- Non-Direct Services: 72%
- Direct Costs (Advance Removed): 67%
- At this point in the fiscal year, we should be approximately 67% expended. It is important to note that the VPK program is funded based on the estimated number of four-year olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

Agency Spending Overall Spending Rate: 61%

- Non-Direct Costs: 57%
- Direct Costs (items removed as above): 61%

Spending Rate Threshold: Below is a list of the thresholds that are required for each OCA and the actual percentage year to date.

School Readiness Program:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending Year to Date</u>
Administration	Max 5%	5.3%
Admin/Non Direct/Quality	Max 22%	20.3%
Infant & Toddler	Min \$122,749	24,893.70 (20.2%)
Quality	Min 4%	6.4%
Direct Services	Min 78%	79.7%

Voluntary Pre-Kindergarten:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending to Date</u>
Administration	4% of Direct Services Expenses	4.3%
Direct Services	96%	

School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$5,866.31	\$5,446.21	ESTIMATED*
August	\$5,834.35	\$6,478.43	ESTIMATED*
September	\$6,237.77	\$5,069.61	ESTIMATED*
October	\$6,351.02	\$5,833.28	ESTIMATED*
November	\$6,157.46	\$5,680.13	ESTIMATED*
December	\$6,155.82	\$5,269.33	ESTIMATED*
January	\$6,226.48	\$6,342.80	ESTIMATED*
February	\$4,999.83	\$5,618.26	ESTIMATED*
March	\$4,999.83	\$5,618.26	Projected*
April	\$4,999.83	\$5,618.26	Projected*
May	\$4,999.83	\$5,618.26	Projected*
June	\$4,999.83	\$5,618.26	Projected*
Total	\$67,828.36	\$68,211.09	Projected*
Total Match Committed	\$53,838.98	\$32,995.56	
Variance	(\$13,989.38)	(\$35,215.53)	

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
	Total Gold Seal Budget:	\$341,147
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-18	\$22,840.75	\$318,306
Aug-18	\$25,749.30	\$292,557
Sep-18	\$25,749.30	\$266,808
Oct-18	\$25,749.30	\$241,058
Nov-18	\$25,749.30	\$215,309
Dec-18	\$25,749.30	\$189,560
Jan-19	\$24,697.53	\$164,862
Feb-19	\$20,523.87	\$144,338
Mar-19	\$20,523.87	\$123,814
Apr-19	\$20,523.87	\$103,291
May-19	\$20,523.87	\$82,767
Jun-19	\$20,523.87	\$62,243

Enrollment: The following represents School Readiness and VPK enrollment by county for June 2018:

County	# of SR children enrolled	# of VPK children enrolled
Citrus	762	857
Dixie	30	105
Gilchrist	128	126
Levy	388	335
Sumter	500	501
Total	1,808	1924

School Readiness Waitlist:

February 2019	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	4	3	5	2	5	3	26	48
Dixie	0	0	0	0	0	0	0	0
Gilchrist	1	0	1	0	1	1	1	5
Levy	3	1	1	0	0	1	9	15
Sumter	4	0	2	0	2	0	22	30
Total	12	4	9	2	8	5	58	98

EDUCATION DEPARTMENT ACTIVITIES FY 2018-2019

Months included: July – February

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	723
# of parents/caregivers who opted out of screening	165
# of screenings with noted areas of concern	394 (54%)
# of referrals provided	20

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	6	6	6
# of training participants	45	26	11
TIP Program expenditures	\$1389.99	\$660	\$330

Contract Monitoring Activities	
<u>School Readiness Program – 50 required in sample</u>	
# of monitors completed	35 in process (site visit components completed) & 15 complete
Average score achieved	28.46
Common concerns noted	Licensing non-compliances
<u>VPK Program – 49 required in sample</u> Some of the required monitors will be completed by public school sites	
# of monitors completed	44
Average # of findings	Most have no findings
Common concerns noted	Instructor list not current

Performance Funding Project & School Readiness Program Assessment/Quality Activities	
# of participating PFP programs	18
# of MMCI training hours offered	136
# of MMCI participants	105
# of Career Pathway participants	5
# of participants in Early Learning Florida courses	22
# of CLASS pre-observations (PFP)	57
# of CLASS post-observations (PFP)	0
# of CLASS observations (SR)	39

Child Passenger Safety Program Activities			
	<u>Citrus</u>	<u>Dixie/Gilchrist/Levy</u>	<u>Sumter</u>
Number of inspections completed	133	21	15
Number of seats correct upon arrival	20	1	0
Number of installations for newborns	18	1	2
% of seats <u>incorrect</u> upon arrival (misuse rate)*	71.4%	90.4%	86.6%
Total number of seats provided (includes installations for newborns)	77	19	9
Number of caregivers educated	121	20	13
Number of community events attended	7	2	2
Number of contacts at community events	97	75	51
Number of media releases	18	10	11
Client fees collected	\$1,570	\$330	\$250
Donations received	\$2,000 Pilot Club	0	0

Misuse rate is calculated by subtracting the number of correct seats and new installations from the total number of inspections completed and dividing the balance by the total.

Public Relations Report:

August 2018 - February 2019

Agency Presentations

Homosassa Rotary
Black Diamond Foundation
Publix Charities

Community Involvement

Sumter Board of County Commission Meeting
United Way Lake & Sumter Partner Meeting
Sumter Transportation Disadvantaged Meeting
Wildwood City Council Meeting
Sumter Children's Alliance Meeting
Sumter Affordable Housing Advisory Council Meeting
Dixie County Transportation Disadvantaged Board Meeting
Child Abuse Prevention & Permanency Statewide Conference Call
Children's Week Statewide Planning Conference Call
Kids Central Wildwood Community Center Adv County Meeting
Leadership Citrus Planning Meeting
Citrus County Transportation Disadvantaged Coordinating Board Meeting
Citrus County Family Law Advisory Group Meeting
Central Healthy Families Advisory Board Meeting
Sumter County Family Law Advisory Group Meeting
Levy County Transportation Disadvantaged Coordinating Board Meeting
Sumter County UF/IFAS Family Advisory Council Meeting
Circuit 5, Sumter County Baby Court Meeting
Mid FL Homeless Coalition Continuum of Care Stakeholders Meeting
City of Bushnell City Council Meeting

Grant Writing

United Way of Lake & Sumter Counties
Black Diamond Foundation

Community Wide Initiatives

Leadership Citrus Class of 2018 Recruitment Event
Sumter Baker Act Organizational Meeting
ELCNC Annual Training Luncheon/Team Building/Employee of the Year
Suncoast Business Masters Event Planning Meetings
Fall Raffle Fundraiser

Eligibility Department Update:

Eligibility Department Update:															
Referral Type	2018-19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL	ALL COUNTY TOTAL TO DATE
PS (Protective Service)															
Child from a family under DCF's supervision for abuse or neglect	Citrus	2	7	5	5	7	8	6	12	8	0	0	0	60	134
	DGL	8	7	1	6	21	5	5	1	1	0	0	0	55	
	Sumter	4	0	0	4	1	4	2	1	3	0	0	0	19	
PI (Protective Investigation)															
Child from a family that DCF is investigating for child abuse or neglect	Citrus	5	8	5	6	2	5	2	3	5	0	0	0	41	102
	DGL	5	2	6	4	4	6	1	1	1	0	0	0	30	
	Sumter	0	2	2	9	5	3	1	5	4	0	0	0	31	
FOSTER															
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	1	3	7	2	6	2	0	7	5	0	0	0	33	42
	DGL	3	0	2	0	1	0	0	0	0	0	0	0	6	
	Sumter	0	0	1	0	0	0	2	0	0	0	0	0	3	
CAREERSOURCE															
Needy families receiving cash assistance required to participate in job training and support services	Citrus	3	6	3	0	6	5	7	7	2	0	0	0	39	72
	DGL	2	7	2	3	4	2	5	0	1	0	0	0	26	
	Sumter	0	0	0	0	2	0	5	0	0	0	0	0	7	
D. VIOLENCE															
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	1	2	0	0	0	4	0	0	0	0	0	0	7	8
	DGL	1	0	0	0	0	0	0	0	0	0	0	0	1	
	Sumter	0	0	0	0	0	0	0	0	0	0	0	0	0	
DIVERSION															
Family participating with department prescribed activities: education, health services, work program	Citrus	2	0	0	2	1	2	5	0	1	0	0	0	13	46
	DGL	2	5	0	1	0	3	0	0	0	0	0	0	11	
	Sumter	0	1	2	5	0	7	4	2	1	0	0	0	22	
HOMELESS															
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	0	0	3	0	0	0	0	0	0	0	0	0	3	8
	DGL	0	0	0	0	5	0	0	0	0	0	0	0	5	
	Sumter	0	0	0	0	0	0	0	0	0	0	0	0	0	

Executive Director's Report

Membership:

<u>Board Members</u>	<u>Executive Committee</u>	<u>Marketing Committee</u>
1. Alexa Mills	1. Rob Wardlow	1. Barbara Locke
2. Barbara Locke	2. Brian Coleman	2. Gailen Spinka
3. Beverly Goodman*	3. Gailen Spinka	3. Holly Bussard
4. Blake Fugate*	4. JJ Kenney	4. Tamar Jones
5. Brian Coleman		<u>Review Hearing Committee</u>
6. Connie Mahan*	<u>Administrative Committee</u>	1. Linda Barber
7. Dale French	1. Rob Wardlow	2. Tamar Jones
8. Dana Moxley	2. Gailen Spinka	3. Blake Fugate
9. Darla Huddleston*	3. JJ Kenney	4. Vacant
10. Gailen Spinka*	4. Sonya Warden	5. Gailen Spinka
11. Heidi Rand	5. Beverly Goodman	
12. Jeanne Harris-Lively	6. Tamar Jones	
13. JJ Kenney*		
14. Linda Barber		
15. Robert Bradburn		
16. Rob Wardlow*	*Indicates Private Sector	
17. Shawanna Felton*		
18. Sonya Warden		
19. Sue Cohill Fogarty*		
20. Tamar Jones*		

1. The following chart provides Board Member representation by ELCNC regions.

Citrus 6 Members (30%)	Dixie, Gilchrist, and Levy 8 Members (40%)	Sumter 6 Members (30%)
1. Gailen Spinka	1. Alexa Mills	1. Connie Mahan
2. JJ Kenney	2. Barbara Locke	2. Heidi Rand
3. Linda Barber	3. Beverly Goodman	3. Jeanne Harris-Lively
4. Rob Wardlow	4. Blake Fugate	4. Robert Bradburn
5. Brian Coleman	5. Dale French	5. Darla Huddleston
6. Sue Cohill Fogarty	6. Dana Moxley	6. Shawanna Felton
	7. Sonya Warden	
	8. Tamar Jones	

2. There are Ten Private Sector Members, which represents 50% of the Board.
3. The ELCNC's goal is to recruit two Gubernatorial applicants to fill one expired Chair position and one expired private sector position.