



Early Learning Coalition
of the Nature Coast

Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
August 1, 2018
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
Administrative Committee Minutes - June 6, 2018	2	
Board of Directors Minutes - June 6, 2018	3	
Executive Committee Minutes – June 12, 2018	7	
V Action Items		Sonya Bosanko
Action Item: 2018-19-01 Board Membership	8	
Action Item: 2017-18-22 Cummins vs The Early Learning Coalition of the Nature Coast Settlement	14	
Action Item: 2018-19-02 Position Reclassification	15	
Action Item: 2018-19-03 Fiscal Year 2018-19 Early Learning Budget Amendment #1	16	
Action Item: 2018-19-04 Organizational Chart Update	17	
VI Treasurer’s Report		JJ Kenney
Budget vs. Actual Report – June 2018	19	
VII Executive Director’s Report	24	Sonya Bosanko
VIII New/Unfinished Business		Rob Wardlow

Next Meeting Date: **October 3, 2018**

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 Administrative Committee Meeting Minutes
June 6, 2018**

Members Present: Rob Wardlow JJ Kenney Galin Spinka

Members Present via Phone:

Members Absent: Sonya Warden

Staff Present: Sonya Bosanko (via phone) Sheri Ellis Sandra Woodard Ingrid Schaper

Others Present:

Others Present via phone:

Call to Order, Welcome and Introductions

Rob Wardlow called the meeting to order at 8:34 a.m.

Public Input:

None

Approval of Agenda

JJ Kennedy motioned to approve the agenda. Galin Spinka seconded the motion. Motion carried unanimously.

Action Item #2017-18-14 Slate of Officers

Mrs. Bosanko updated the Administrative Committee concerning the slate of officers. At the April 2018 Board of Directors meeting, the Board Governance policy was updated to appoint the Administrative Committee to serve as the Nominating Committee (each fiscal year) for the purpose of certifying the eligibility of candidates for office and to prepare an official slate of nominees.

On behalf of the Nominating Committee, ELCNC staff notified all Board members of the opportunity to serve in an Officer's position and requested Board members to notify the ELC of such an interest. The proposed Slate of Officers is a summation of reported interest.

Mrs. Bosanko recommended the adoption the following Slate of Officers:

Vice Chair- Brian Coleman for 2-year term

Secretary- Remove Ryan Hausner and appoint Galen Spinka to complete Mr. Hausner's term that will expire June of 2019.

JJ Kenney motioned to accept the proposed Action Item. Galin Spinka seconded the motion. The motion passed unanimously.

New/Unfinished Business:

None

JJ Kenney motioned to adjourn. Galin Spinka seconded the motion. The meeting was adjourned at 8:36 am.

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

Minutes prepared by Ingrid Schaper

Brian Coleman motioned to accept Action Item # 2017-18-12. Linda Barber seconded the motion. Motion carried unanimously.

Early Learning Coalition of the Nature Coast

**DRAFT Board Meeting Minutes
June 6, 2018**

Members Present: Rob Wardlow Linda Barber Gailen Spinka JJ Kenney Sue Fogarty
Beverly Goodman Tamar Jones Jeanne Harris-Lively

Members Present Via Phone: Heid Rand Robert Bradburn Blake Fugate Barbara Locke Connie Mahan

Members Absent: Sonya Warden Darla Huddleston Dale French Dana Moxley Brian Coleman
Alexa Mills

Staff Present: Sonya Bosanko (via phone) Ingrid Schaper Desirae Rickman Sheri Ellis
Sandra Woodard

Others Present: Susan Fort

Others Present Via Phone:

Insight Credit Union presented a donation of \$1000 to the Coalition. A photo was taken of Board members and staff present.

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:03 a.m.

Public Input

None was given.

Approval of Agenda

JJ Kenney motioned to approve the agenda. Gailen Spinka seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – April 4, 2018

Sue Fogarty motioned to approve the Consent Agenda. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item: 2017-18-13 Board Membership

Mrs. Bosanko presented the action item, which includes three Board member appointments. Jeanne Harris-Lively will replace Nina J. Davis as the Superintendent's designee for the Sumter County Schools. Beverly Goodman will serve as a Private Sector member representing Gilchrist County, and will serve on the Administrative Committee. Tamar Jones will serve as a Private Sector member representing Levy County, and will serve on the Marketing Committee.

JJ Kenney motioned to accept Action Item: 2017-18-13. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2017-18-14 Slate of Officers

Mrs. Bosanko presented the action item, to adopt the following officers. Brian Coleman will serve a two-year term as Vice Chair, and Gailen Spinka will complete Ryan Hausner's term as Secretary, which will expire in June 2019.

JJ Kenney motioned to accept Action Item: 2017-18-14. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2017-18-15 Board Membership – Term of Service Correction

Mrs. Bosanko presented the action item, which includes a correction to the term parameters for Dana Moxley, private provider representative, to serve from April 4, 2018 – April 30, 2022. This correction is based on direction from the Office of Early Learning to establish consistent term lengths in accordance with the Coalition's bylaws. Mrs. Schaper will confirm that her term should end on the last day of the month prior to submission of the Board roster to OEL.

JJ Kenney motioned to accept Action Item # 2017-18-15 with the end date that is required. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2017-18-16 2017 IRS Form 990

Mrs. Bosanko presented the action item, which adopts the ELCNC's 2017 IRS Form 990 which was prepared by Purvis Gray. A draft was provided to all Board members for comment, and none was received. The form was submitted by the due date of May 15, 2018.

Gailen Spinka motioned to accept Action Item: 2017-18-16. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2017-18-17 2017 Anti-Fraud Plan

Mrs. Bosanko presented the action item, which adopts the ELPOP-204 Anti-Fraud Plan. Annual approval of the plan is required. No changes have been made to the plan which was approved by the Board on June 3, 2015.

JJ Kenney motioned to accept Action Item: 2017-18-17. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2017-18-18 FY 2018-2019 Sliding Fee Scale

Mrs. Bosanko presented the action item, which adopts the sliding fee scale to be used beginning July 1, 2018, as families enter the School Readiness program or recertify their services. There was only a 2% change to the income brackets, which will not result in a significant budget impact.

Sue Fogarty motioned to accept Action Item: 2017-18-18. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item: 2017-18-19 Executive Director Job Description

Mrs. Bosanko presented the action item, which updates the Executive Director Job Description to reflect an update to the salary bracket due to the requirement of a Master's Degree. No salary change has been included for the position at this time.

Gailen Spinka motioned to accept Action Item: 2017-18-19. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2017-18-20 Position Reclassification

Mrs. Bosanko presented the action item, which reclassifies the Executive Assistant to the Director of Human Resources, with a beginning salary at 10% below the minimum salary for the Director's position salary bracket. The budget impact for FY 2018-2019 is \$10,821.

Sue Fogarty motioned to accept Action Item: 2017-18-20. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item: 2017-18-21 FY 2018-2019 Early Learning Budget

Mrs. Bosanko presented the action item, which adopts the FY 2018-2019 Early Learning Budget. The proposed budget is based on the grant award total amounts provided by Florida's Office of Early Learning for both the School Readiness and Voluntary Prekindergarten programs, which are subject to change. The VPK Outreach and Awareness grant award amount has not been provided by Florida's Office of Early Learning, therefore the Coalition projects level funding of \$9,897. The School Readiness grant increased overall in the amount of \$93,590, with 16% of the increase in the amount of \$15,351 allocated to non-direct costs, and 84% of the increase in the amount of \$78,239 allocated to Direct Services. The Voluntary Prekindergarten grant increased overall in the amount of \$434,775 with 4% in the amount of \$16,738 allocated to non-direct costs, and 96% of the increase in the amount of \$418,037 allocated to Direct Services.

Contained within the budget, is a 2.1% Cost of Living increase for staff salaries. Additionally, the Fiscal Specialist position is not funded, the Eligibility Specialist II position has been reduced to an Eligibility Specialist position. The Executive Assistant/Director of Human Resources and Public Relations Manager positions will return to Exempt Positions from Non-Exempt with no budget impact.

Should there be any updates to the grant award amounts, a budget amendment will be brought to the Board for approval. Mrs. Rickman noted that the budget was prepared starting with level funding for the various line items, then was adjusted based on actual expenditures in FY 2017-2018. Mr. Wardlow reminded the Board that the budget is a fluid document which can be amended later as needed.

JJ Kenney motioned to accept Action Item: 2017-18-21. Sue Fogarty seconded the motion. Motion carried unanimously.

Treasurer's Report

Mrs. Rickman updated the Board with the Budget vs Actual report through April 2018. The underspending in Infant Toddler will be shifted to Gold Seal to cover the costs of infants and toddlers in that budget. There currently is a deficit of approximately \$6000 in the School Readiness budget, and she will request a waiver if necessary at the end of the fiscal year. Coalitions are not able to end the fiscal year 1.5% above/below the budget as in prior years. Mrs. Rickman noted that in the VPK program, the Coalition is required to serve all eligible children that are enrolled in the program.

Gailen Spinka motioned to accept the Treasurer's Report. JJ Kenney seconded the motion. Motion carried unanimously.

Executive Director's Report

Mrs. Bosanko presented the Executive Director's report to the Board.

School Readiness Overall Spending Rate: 83%

- Non-Direct Services: 80.7%
- Direct Services (Match/Advance Removed): 83.6%
- At this point in the fiscal year, we should be approximately 83% expended.

VPK Overall Spending Rate: 94.3%

- Non-Direct Services: 79.8%
- Direct Costs (Advance Removed): 94.9%
- At this point in the fiscal year, we should be approximately 83% 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: 86.8%

- Non-Direct Costs: 80.2%
- Direct Costs (items removed as above): 88%

Mrs. Bosanko reviewed the OCA thresholds and actual spending to date.

Mrs. Bosanko updated the Board with the Match activity as follows:

- Citrus County is showing a deficit of \$6,650.06.
- Sumter County is showing a deficit of \$12,360.19.
- A request for a hold harmless waiver has been submitted to OEL.

Mrs. Bosanko explained that any Gold Seal surplus would be shifted to direct services to cover the deficit, if possible.

Mrs. Bosanko updated the Board on current enrollments:

- Citrus – School Readiness 760 children and VPK 818 children
- Dixie – School Readiness 37 children and VPK 108 children
- Gilchrist – School Readiness 120 children and VPK 124 children
- Levy – School Readiness 391 children and VPK 297 children
- Sumter – School Readiness 538 children and VPK 496 children

As of April 30, 2018, the waitlist for School Readiness services was 229 children.

JJ Kenney motioned to accept the Executive Director's report. Sue Fogarty seconded the motion. Motion carried unanimously.

New/Unfinished Business

Mrs. Bosanko reviewed the Board member requirements related to the Memorandum of Voting Conflict Form 8B. If at any time, a Board member believes that they must abstain from voting on an action item due to a conflict of interest, they must complete the form in its entirety. The nature of the conflict of interest must also be included.

Next Regular Meeting Date: August 1, 2018 at 9:00 am.

Public Input

None

Sue Fogarty motioned to adjourn at 9:30 am. JJ Kenney 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

Members Present:

Members Present Via Phone:

JJ Kenney Rob Wardlow Gailen Spinka

Members Absent:

Brian Coleman

Staff Present:

Ingrid Schaper Sheri Ellis Tonya Hiers Desirae Rickman

Others Present:

Others Present Via Phone:

Sonya Bosanko Tamar Jones

Call to Order

Rob Wardlow called the meeting to order at 1:39 pm.

Action Item # 2017-18-22 Cummins v. The Early Learning Coalition of the Nature Coast

Mrs. Bosanko reviewed the background information of this situation.

On February 2, 2108, the ELC received a Settlement Demand Letter from Mrs. Cummins' attorney, in the amount of \$30,000.

On February 16, 2018, the Executive Committee met and consensus was that the ELC would not pay the demand and would contact the insurance carrier for advice on how to proceed. The insurance carrier referred the situation to an attorney.

On March 16, 2018, a lawsuit was filed against the ELC at the US District Court, Middle District of Florida. Mrs. Bosanko noted that many documents would be required by the court, which would incur a large cost to the ELC in time spent on the task. The attorney recommended negotiation, as the costs to litigate would likely far exceed \$30,000.

On June 11, 2018, negotiations were held and a settlement amount of \$15,000 was agreed upon. Settlement funds would be distributed as follows: \$5400 to Mrs. Cummins' attorney, \$4800 to Mrs. Cummins for the federal labor portion of the claim, and \$4800 to Mrs. Cummins for a general release of the ELC for any and all other related claims that she might want to pursue.

JJ Kenney motioned to move forward with the settlement agreement. Gailen Spinka seconded the motion. Motion carried unanimously.

JJ Kenney motioned to adjourn the meeting. Gailen Spinka seconded the motion. Rob Wardlow adjourned the meeting at 1:43 pm.

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

Minutes prepared by Ingrid Schaper

ACTION ITEM

Action Item # 2018-19-01

Date: August 1, 2018

Subject: Board Membership

Proposed Board Action

Approve the following Board member appointment:

1. Shawanna Felton to serve as a Sumter County Private Sector Board Member
2. Connie Mahan's continued membership on the ELCNC Board

Budget Considerations:

None

Background Information:

None

Points of Consideration:

1. Including the members appointed by the Governor under subsection (3), more than one-third of the members of each early learning coalition must be private sector business members, either for-profit or nonprofit, who do not have, and none of whose relatives as defined in s.112.3143 has, a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program created under part V of this chapter or the school readiness program. Shawanna Felton meets the requirements for Private Sector Membership.
2. Currently Ms. Mahan serves as a private sector member on the ELCNC Board. Ms. Mahon's first term expires on August 31, 2018. She has agreed to continue to serve for a second term that will expire on August 31, 2022.

Effective Date:

August 1, 2018

Supporting Documentation: Private Sector Application and Resume for Shawanna Felton

Prepared by: Sheri Ellis, Director of Human Resources

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



PRIVATE SECTOR BOARD MEMBER APPLICATION

POTENTIAL BOARD MEMBER CERTIFICATION: I certify that I meet the eligibility criteria for private sector membership in that I do not have a substantial financial interest in the Voluntary Prekindergarten Program or the School Readiness Program according to the definitions of substantial financial interest and proscribed sources of income provided in 6M-9.110, F.A.C, as amended.

Individual's Name: Shawanna Liatetta Phone Number: (352)409-6858

Address: 784 Marion Oaks Pass Chula, FL 34473

Signature: [Handwritten Signature] Date: 6/19/2018

Resume Attached

SERVICE INTERESTS: In addition to serving on the ELCNC Board of Directors, I am interested in serving the following committees:

Administrative Committee: The ELCNC's Administrative Committee is a standing committee that meets on a bi-monthly basis (odd number months) on the fourth Wednesday of the month at the ELCNC Crystal River Office located at 382 North Suncoast Blvd. Crystal River, FL. 34429. The meetings begin at 9:00AM and typically end at 11:00AM. The Committee is responsible for the following:

- Development and implementation of procurement and contract negotiations
Revision and amendment to the ELCNC's By-Laws and Articles of Incorporation
Recruitment and recommendation of potential Board Members
Development and review of the ELCNC's annual budget and financial statements
Review of budget utilization and enrollment
Oversight of the ELCNC's annual independent audit, including the responsibility of recommending the hiring of an independent Certified Public Accounting (CPA) firm and for directly communicating with the CPA firm to fulfill the requirement for a single annual audit.

Marketing Committee: The ELCNC's Marketing Committee is a standing committee. The Committee meets on an as needed basis, typically at the Crystal River Office; however, meetings may also be held in any one (1) of the five (5) counties served by the ELCNC. The Committee is responsible for the following:

- Development and implementation of a community outreach and awareness programs
Development and implementation of fundraising activities focused on the recruitment of matching funds for the School Readiness Program
Development of ELCNC papers that relate to:
The education of young children,
The implications of proposed legislation
The implications of community actions and issues

Signature: [Handwritten Signature] Date: 6/19/2018

Please submit to: Sonya Bosanko, Executive Director, Early Learning Coalition of the Nature Coast, 382 North Suncoast Blvd., Crystal River, FL 34429

Shawanna Felton

784 Marion Oaks Pass, Florida 34473

Mobile Phone: (352) 409-6858

Email Address: shawfelton@gmail.com

Job Objective

To pursue job opportunities within the agency with career promotion potential, utilizing my outstanding leadership, communication and organizational skills.

Abilities and Strengths

Over 24 years of work experience. Able to type 55 WPM. Computer experience with Microsoft Word, Works, PowerPoint Excel and Outlook. Able to design multi-page and multi-use internet websites. Ability to prioritize and organize a highly efficient work flow. Outstanding telephone etiquette and communication skills. Great ability to multitask and work under pressure. Extensive experience with working in culturally diverse settings. Great communication skills internally and with external resources in the community. Extremely fast learner and welcomes new challenges.

Work Experience

Kids Central, Inc. Ocala, FL Nov. 2013 – Present

- Community Facilitator Aug. 2015 – Present

Bring community awareness for the prevention of child abuse, along with building the capacity of the community and help create strong families in safe and healthy communities in Citrus, Hernando, Lake, Marion, and Sumter Counties through the Neighborhood Projects. Provides direct services to individuals and families in the identified communities.

- Post Adoption Specialist Nov. 2013 – Aug. 2015

Assist adoptive parents (who have finalized the adoption) in need of guidance, information and advocacy after the case is closed by the adoption agency. In a proactive manner, works to resolve issues before they escalate whenever possible. Serves as the advocate on behalf of a family when they need linkage and assistance with addressing Adoption Medicaid, Subsidy and Tuition Waiver issues. Identifies systemic gaps and barriers, and makes recommendations for solutions and/or improvement to the Director of Operations and the Chief Operations Officer.

- Medicaid Eligibility Denial Solutions (Leesburg Regional & The Villages Hospital Contract) Leesburg, FL 2009 - 2013
- Promotion to Team Lead November 2012 to November 2013

Responsible for supervising 8 patient advocates who screen uninsured patients for eligibility of various federal, state and county programs while preparing reports for the hospital and attending management meetings to advise the hospital on the status of

pending or approved accounts. Adding and billing Medicaid to hospital accounts for monthly invoicing. Adding and removing TPL carriers while working MCD approved accounts. Built strong working relationships with hospital staff and the Department of Children & Families.

- Case Worker August 2009 to November 2012
Interviewed and screened uninsured patients for eligibility of programs as a Case Worker for various federal, state, and county programs including Medicaid, Social Security Disability and Nursing Home Applications. Submitted applications, collected pending documents. Managed a high caseload to ensure application approval.

Central Florida Health Alliance (LRMC) Leesburg, FL 2008 — 2009

- Department Head Secretary

Department of Justice (Federal Bureau of Prisons) Coleman, FL, 1995 - 2007

- Case Management Coordinator's Secretary
- Promotion to Camp Administrator's Secretary
- Promotion to Religious Services Administrative Assistant

LifeStream Behavioral Center, Leesburg, FL 1990 to 1994

- Children's Crisis Stabilization Unit Behavioral Tech 1990 to 1992
Supervised patients at all times and monitored patients through the completion of daily chores and responsibilities. Reviewed patient case histories and became familiar with the patient's treatment plan goals. Demonstrated positive behavior and effective problem solving techniques to the children. Organized and assisted with structured group activities. Documented relevant information on each child regarding their behavior and interactions.
- Outpatient Secretary 1992 to 1994
Performed the basic clerical duties in the outpatient therapy clinics. Duties included answering the phone, scheduling appointments, collecting payments and noting visits in patient charts.

Additional Work Experience

Substitute Teacher, First Academy School, Leesburg, FL, 2008

Traffic School Instructor, Alpha 2 Omega Leesburg, FL, 2006 to Present

Education

2008 Medical Terminology Part 1 & 1 1

2006 The National Training Safety Institute Certified Traffic School Instructor

1999 Jacksonville Theological Seminary Jacksonville, Florida

Bachelor of Religious Arts in Biblical Studies

Managed Inmate Community Groups for the Federal Correctional Complex

Scheduled and supervised trips to the community with the inmate groups to attend community events and functions.

- Supervised and coordinated the Complex's Habitat for Humanity Inmate Work Detail
- Supervised the Complex's Inmate Town Driver work detail
- Supervised the Complex's Inmate Guide Dog Program
- Supervised the Female Inmate Choir

Work Experience Details

Administrative Assistant Skills

Administratively assisted Supervisory Chaplain and 10 Staff Chaplains

Administratively assisted the Camp Administrator at a 500 population female Camp

Administratively assisted the Case Management Coordinator & Unit Team Staff

Maintained and compiled monthly, quarterly and annual reports

Filing of weekly, monthly, quarterly & annual reports

Created spreadsheets with graphs

Personal Leadership Skills

Ministry Leadership Training

Media Pastor in local church for the past 5 years, leading a group of 35 and 50% of the group is teenagers

Bookkeeping Skills

Compiled and Prepared Time & Attendance

Managed Inmate Work Details and Inmate Pay for all 5 institutions

Managed and reconciled the department's budget of approximately \$65,000 annually

Performed credit card purchases

Conducted money transactions with clients

September 19, 2013

To Whom It May Concern:

It gives me great pleasure to write a letter of recommendation for Shawanna Felton. Shawanna has worked for MEDS since August of 2009. In October of 2012 Shawanna was promoted to a team lead position and has done an exemplary job.

Shawanna is a highly professional, hardworking individual who expends a great deal of effort to meet the needs of her clients and supervisors. Her positive attitude and sensitivity enables her to reach a diverse population of clients who might be considered indifferent or difficult. She takes initiative and carries out duties competently. Shawanna is intelligent, has excellent time management and organizational skills and is an effective communicator. She is reliable, flexible, resourceful, and open to new ideas. She is a cooperative team member, is able to assume a leadership role, and is able to relate to a wide range of personalities. Shawanna is a quick learner and very self motivated.

Shawanna has been a valuable asset to our organization. Not only was Shawanna able to learn a significant amount of policy and procedures in a short amount of time, she has far exceeded our expectations. I believe that because of all the skills she has acquired on this position, along with her resourcefulness and outstanding communication skills, I know that Shawanna will meet with success in whatever future endeavors she decides to undertake. I would highly recommend her for employment and advancement in her career goals.

If you would like any further information, please do not hesitate to contact me at (423) 321-9053.

Sincerely,



Carol Lewis
Medicaid Eligibility & Denial Solutions Supervisor
Leesburg Regional Medical Center & The Villages Regional Medical Center
8430 Fenwick Drive
Ooltewah, TN 37363
(423) 321-9053



ACTION ITEM

Action Item # 2017-18-22

Date: June 12, 2018 **Subject:** Cummins vs The Early Learning Coalition of the Nature Coast Settlement

Proposed Board Action:

Approve a settlement agreement of \$15,000 in the Cummins vs. The Early Learning Coalition of the Nature Coast lawsuit.

Budget Considerations:

\$2,500 – This amount is the required deductible payment for the attorney hired by Great American Insurance.

Background Information:

On February 2, 2018, the Early Learning Coalition received a Settlement Demand Letter for \$30,000, from Mrs. Cummins' attorney.

On February 16, 2018 an Executive Committee meeting called and it was the consensus of the Committee that the Coalition would not pay the Settlement Demand and would instead contact the insurance carrier to proceed.

On March 16, 2018, a lawsuit was filed against the Early Learning Coalition of the Nature Coast with US District Court, Middle District of Florida.

On June 11, 2018 negotiations were held, and a settlement agreement of \$15,000 was agreed upon.

Points of Consideration:

It was advised by the Coalition's legal counsel, that further pursuit of the lawsuit would likely cost far more than \$15,000, therefore a settlement agreement was advised.

Effective Date:

June 12, 2018

Supporting Documentation:

Prepared by: Sheri Ellis, Executive Assistant
Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	June 12, 2018	Approved



ACTION ITEM

Action Item # 2018-19-02

Date: August 1, 2018

Subject: Position Reclassification

Proposed Board Action:

Approve the position reclassification of the Facilities Coordinator to Facilities Manager, as an Exempt position.

Budget Considerations:

The total budget impact to the Fiscal Year 2018-2019 budget is \$6325.70

Background Information:

None

Points of Consideration:

None.

Effective Date:

July 1, 2018

Supporting Documentation:

Prepared by: Sheri Ellis, Director of Human Resources

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date: August 1, 2018 **Subject:** Fiscal Year 2018-2019 Early Learning Budget – Amendment 1 **Action Item # 2018-19-03**

Proposed Board Action

Approve the amended Early Learning Budget based on the decrease realized in the Outreach and Awareness budget based on the grant award received from Florida's Office of Learning.

Budget Considerations:

See Above

Background Information:

The budget originally submitted in Action Item 2017-2018-21 was approved pending receipt of grant awards from the Office of Early Learning. When the grant awards were released in July, a decrease in the Outreach and Awareness award was realized in the amount of -\$2,480, from \$9,897 to \$7,417. The School Readiness and Voluntary Pre-Kindergarten grant awards received remain as presented.

Points of Consideration:

None.

Effective Date:

July 1, 2018

Supporting Documentation:

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Action Item # 2018-19-04

Date: August 1, 2018 **Subject:** Organizational Chart Update

Proposed Board Action:

Approve the proposed changes to the Coalition's Organizational Chart.

Budget Considerations:

None.

Background Information:

None.

Points of Consideration:

The updated organizational chart presented reflects the Facilities Coordinator reclassification to the Facilities Manager.

Effective Date:

July 1, 2018

Supporting Documentation: Organizational Chart

Prepared by: Sheri Ellis, Director of Human Resources

Submitted by: Sonya Bosanko, Executive Director

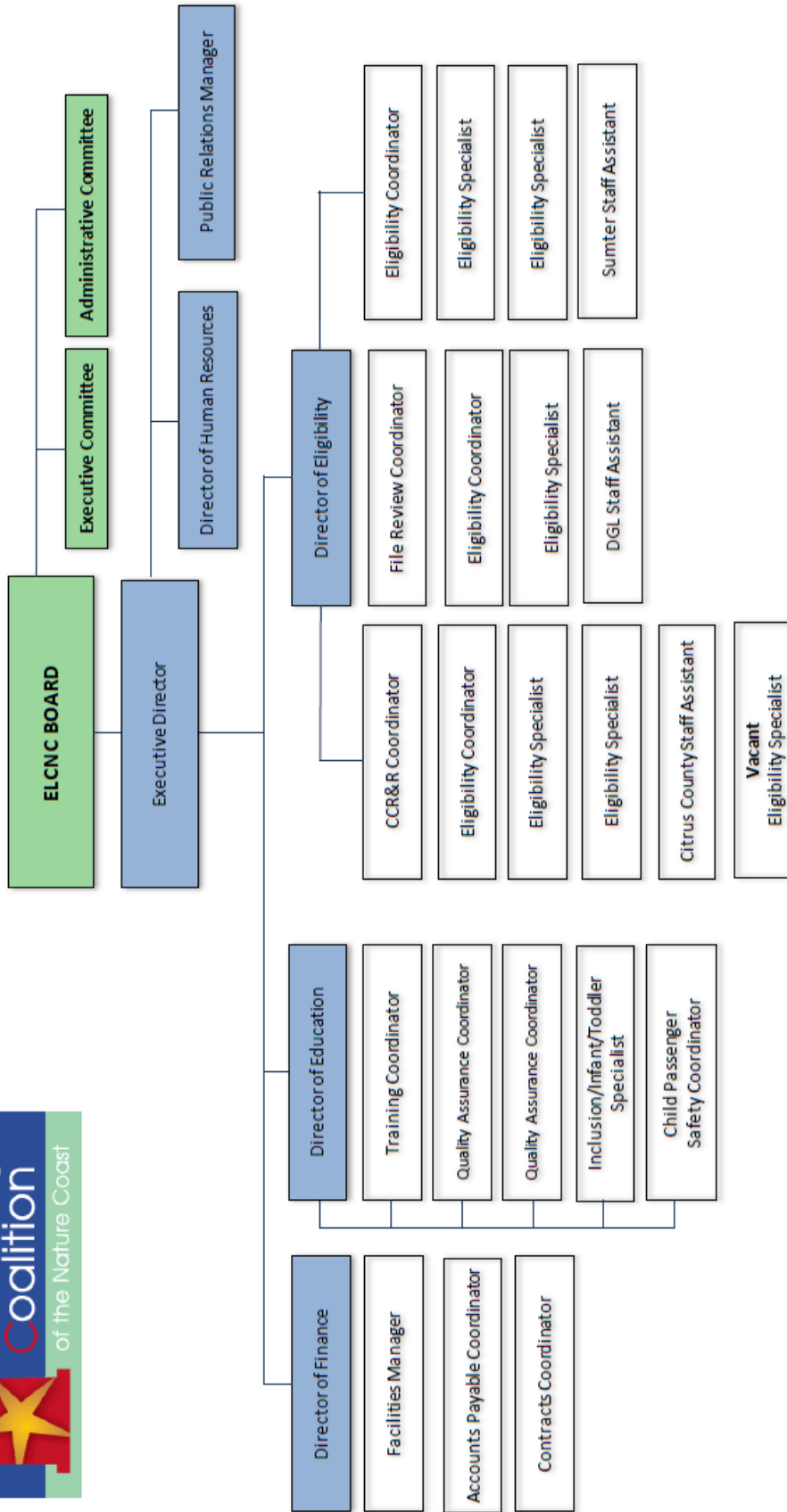
History of Action Item:

Committee or Council	Date of Meeting	Action



ORGANIZATIONAL CHART

Revised July 1, 2018



Board / Committee

Management Staff



**Early Learning Coalition of the Nature Coast
Budget vs. Actual Report
July 2017 - June 2018**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
1002 Cash Transfer	0.00			
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	8,104,728.33	8,128,011.00	-23,282.67	99.71%
4000-01-02 VPK Income	4,501,132.00	4,501,132.00	0.00	100.0%
4000-01-03 O&A	9,897.00	9,897.00	0.00	100.0%
4000-01-04 PFP Project Income	157,696.87	168,746.00	-11,049.13	93.45%
4000-01-05 University of Florid	50.00			
Total 4000-01 State & Federal Grants	<u>12,773,504.20</u>	12,807,786.00	-34,281.80	99.73%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	29,999.97			
4000-03-01-05 Sumter County	20,000.00			
Total 4000-03-01 United Way	<u>49,999.97</u>			
Total 4000-03 Match Income	49,999.97			
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	2,255.17			
4000-04-01-03 Gilchrist County	200.00			
4000-04-01-05 Sumter County	1,967.44			
Total 4000-04-01 Match Income	<u>4,422.61</u>			
Total 4000-04 Gifts,Donations,Pledges	4,422.61			
Total 4000 Contracts, Grants & Other	12,827,926.78	12,807,786.00	20,140.78	100.16%
4006 Interest Income	1,523.82			
4020 Other Miscellaneous Rev				
4040 Unrestricted Income	10,426.40			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	27,994.05			
4042-01 Match Income Citrus - Other	4,977.00			
Total 4042-01 Match Income Citrus	32,971.05			
4042-02 Match Income Sumter				
4042-02-01 Preschool 4 All Ball	5,377.43			
Total 4042-02 Match Income Sumter	5,377.43			
Total 4042 Match Income	38,348.48			
4046 ACH Returns	0.00			
4049 Provider Debt	0.00			

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	5,250.00			
4060-02 Restricted CPS Funds	2,875.00			
4060-03 CPS Seat Income	<u>4,313.00</u>			
Total 4060 Child Passenger Safety	<u>12,438.00</u>			
Total 4020 Other Miscellaneous Rev	<u>61,212.88</u>			
Total Income	<u>12,890,663.48</u>	<u>12,807,786.00</u>	<u>82,877.48</u>	<u>100.65%</u>
Gross Profit	12,890,663.48	12,807,786.00	82,877.48	100.65%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	<u>0.00</u>			
Total 5300 (Shared Cost Pool)	0.00			
5400 (Unrestricted Expense)	2,137.23			
5700 Reconciliation Discrep.	0.00			
5900 Prior Year Expense - SR	-50.25			
6040 - Child Passenger Safety				
6040-02 CPS Marketing	46.96			
6040-03 CPS Child Seats	4,455.78			
6040-04 Travel	<u>1,390.67</u>			
Total 6040 - Child Passenger Safety	5,893.41			
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	125.00	125.00	0.00	100.0%
6100-01-01-02 Emp Certification	209.00	1,000.00	-791.00	20.9%
6100-01-01-03 Emp Train & Mat	968.08	600.00	368.08	161.35%
6100-01-01-04 Conferences	<u>420.00</u>	<u>1,000.00</u>	<u>-580.00</u>	<u>42.0%</u>
Total 6100-01-01 Staff Development	1,722.08	2,725.00	-1,002.92	63.2%
6100-01-02 Tuition Reimbursemen	<u>3,116.90</u>	<u>1,800.00</u>	<u>1,316.90</u>	<u>173.16%</u>
Total 6100-01 Staff Development	4,838.98	4,525.00	313.98	106.94%
6100-02 Professional Services				
6100-02-02 Audit	17,935.00	18,215.00	-280.00	98.46%
6100-02-03 IT	512.00	2,000.00	-1,488.00	25.6%
6100-02-04 Legal	3,150.00	250.00	2,900.00	1,260.0%
6100-02-07 Printing & Reproduct	3,377.22	3,300.00	77.22	102.34%
6100-02-08 Repair & Maint	4,019.85	1,000.00	3,019.85	401.99%
6100-02-09 Other	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
Total 6100-02 Professional Services	28,994.07	26,765.00	2,229.07	108.33%
6100-03 Occupancy				
6100-03-01 Electricity	11,184.52	17,000.00	-5,815.48	65.79%
6100-03-02 Facility Maint	9,131.47	10,000.00	-868.53	91.32%
6100-03-03 Office Lease	85,653.44	85,498.00	155.44	100.18%
6100-03-04 Waste	5,844.95	4,020.00	1,824.95	145.4%
6100-03-05 Water	1,413.57	1,600.00	-186.43	88.35%

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6100-03-06 Storage	3,360.14	3,480.00	-119.86	96.56%
6100-03-07 Sewer	1,259.17	1,680.00	-420.83	74.95%
Total 6100-03 Occupancy	117,847.26	123,278.00	-5,430.74	95.6%
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	9,752.01	12,000.00	-2,247.99	81.27%
Total 6100-04 Postage, Freight, Deliv	9,752.01	12,000.00	-2,247.99	81.27%
6100-05 Rentals				
6100-05-01 Office Equipment	11,268.52	13,092.00	-1,823.48	86.07%
Total 6100-05 Rentals	11,268.52	13,092.00	-1,823.48	86.07%
6100-06 Supplies				
6100-06-01 Office Supplies	10,871.68	17,500.00	-6,628.32	62.12%
Total 6100-06 Supplies	10,871.68	17,500.00	-6,628.32	62.12%
6100-07 Communications				
6100-07-01 Office Phones	14,698.60	11,000.00	3,698.60	133.62%
6100-07-02 Cell Phones	7,308.43	10,000.00	-2,691.57	73.08%
6100-07-03 Internet	15,312.60	13,500.00	1,812.60	113.43%
Total 6100-07 Communications	37,319.63	34,500.00	2,819.63	108.17%
6100-08 Insurance				
6100-08-01 D & O	3,936.79	5,000.00	-1,063.21	78.74%
6100-08-03 General Liability	2,216.21	4,000.00	-1,783.79	55.41%
6100-08-04 Worker's Comp	15,511.37	14,000.00	1,511.37	110.8%
6100-08-06 Other Insurance	414.50	155.00	259.50	267.42%
Total 6100-08 Insurance	22,078.87	23,155.00	-1,076.13	95.35%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	279.51	0.00	279.51	100.0%
Total 6100-09-01 Equip =>\$1,000	279.51	0.00	279.51	100.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	258.95	2,000.00	-1,741.05	12.95%
6100-09-02-01-02 > = 250	4,806.09	0.00	4,806.09	100.0%
6100-09-02-01 Computers - Other	0.00			
Total 6100-09-02-01 Computers	5,065.04	2,000.00	3,065.04	253.25%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	989.79	500.00	489.79	197.96%
6100-09-02-02-02 > = 250	289.89	500.00	-210.11	57.98%
Total 6100-09-02-02 Non Fixed Assets	1,279.68	1,000.00	279.68	127.97%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	1,390.03	0.00	1,390.03	100.0%
6100-09-02-03-02 > = 250	627.98	300.00	327.98	209.33%
Total 6100-09-02-03 Electronic Equip	2,018.01	300.00	1,718.01	672.67%
Total 6100-09-02 Equip =<1000	8,362.73	3,300.00	5,062.73	253.42%
Total 6100-09 Tangible Personal Prop	8,642.24	3,300.00	5,342.24	261.89%

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6100-10 Quality				
6100-10-01 Classroom Materials	347.15	225.00	122.15	154.29%
6100-10-02 Training Materials	2,337.53	9,675.00	-7,337.47	24.16%
6100-10-03 Educ & Outreach	235.00	100.00	135.00	235.0%
6100-10-05 Scholarships	24,777.00	25,000.00	-223.00	99.11%
Total 6100-10 Quality	27,696.68	35,000.00	-7,303.32	79.13%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	2,954.57	5,000.00	-2,045.43	59.09%
6100-11-03 Travel - Local	21,983.61	24,000.00	-2,016.39	91.6%
6100-11-04 Travel - Board	323.44	500.00	-176.56	64.69%
Total 6100-11 Travel	25,261.62	29,500.00	-4,238.38	85.63%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	4,991.62	4,000.00	991.62	124.79%
6100-12-02 Software	3,204.60	2,000.00	1,204.60	160.23%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	506.22	400.00	106.22	126.56%
6100-12-03 Web Services - Other	0.00			
Total 6100-12-03 Web Services	506.22	400.00	106.22	126.56%
6100-12-04 Other Emp Expend	547.50	300.00	247.50	182.5%
6100-12-05 Dues & Subscrip	5,274.93	4,600.00	674.93	114.67%
6100-12-06 Tax, License, Fee	3,865.39	3,000.00	865.39	128.85%
6100-12-08 Misc/Other Current	94.74	1,000.00	-905.26	9.47%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	5,103.83	4,550.00	553.83	112.17%
6100-12-09-02 Ad - Legal	1,001.34	1,400.00	-398.66	71.52%
Total 6100-12-09 Advertising	6,105.17	5,950.00	155.17	102.61%
Total 6100-12 Other Expenses	24,590.17	21,250.00	3,340.17	115.72%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	1,111,802.73	1,156,122.00	-44,319.27	96.17%
6100-13-02 Payroll Taxes	85,266.24	101,316.00	-16,049.76	84.16%
6100-13-03 Benefits - Reemploy	1,032.34	2,900.00	-1,867.66	35.6%
6100-13-04 Health Benefits	67,559.24	89,074.10	-21,514.86	75.85%
6100-13-05 Retirement Benefits	100,368.07	109,739.00	-9,370.93	91.46%
6100-13-06 Life,Disability,Other	23,489.52	36,894.00	-13,404.48	63.67%
6100-13-07 PLT Liability	98,839.40			
Total 6100-13 Employer Prov Sal & Ben	1,488,357.54	1,496,045.10	-7,687.56	99.49%
6100-14 Direct Services - Child				
6100-14-01 School Readiness				
6100-14-01-01 97C00	0.00			
6100-14-01-02 97G00	104,516.18	104,518.00	-1.82	100.0%
6100-14-01-03 97GNW	592,298.10	592,301.00	-2.90	100.0%
6100-14-01-04 97GSD	313,787.59	313,790.00	-2.41	100.0%
6100-14-01-05 97P00	3,938,312.02	3,938,314.00	-1.98	100.0%
6100-14-01-06 97R00	1,484,976.84	1,484,979.00	-2.16	100.0%

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6100-14-01-07 97GTA	0.00	0.00	0.00	0.0%
6100-14-01-08 Match	105,625.83			
6100-14-01-11 97CSO	0.00	0.00	0.00	0.0%
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	6,539,516.56	6,433,902.00	105,614.56	101.64%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	4,311,284.20	4,311,284.20	0.00	100.0%
6100-14-02-02 VPPRS - Summer	37,930.03	37,930.03	0.00	100.0%
6100-14-02-03 VPKSD	6,116.67	6,116.67	0.00	100.0%
6100-14-02-04 VPPRP Prepay	0.00			
Total 6100-14-02 VPK	4,355,330.90	4,355,330.90	0.00	100.0%
Total 6100-14 Direct Services - Child	10,894,847.46	10,789,232.90	105,614.56	100.98%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	9,897.00	9,897.00	0.00	100.0%
Total 6100-15 VPK Awareness Grant	9,897.00	9,897.00	0.00	100.0%
6100-16 Program Advance				
6100-16-01 SR Advance	0.00			
6100-16-02 VPK Advance	0.00			
6100-16-03 PFP Advance	0.00			
Total 6100-16 Program Advance	0.00			
6100-17 Performance Pilot Project				
6100-17-01 97PFA	6,895.79	6,896.00	-0.21	100.0%
6100-17-03 97PMC	0.00	0.00	0.00	0.0%
6100-17-05 97PFPHN	0.00	0.00	0.00	0.0%
6100-17-06 97PFPPR	0.00	0.00	0.00	0.0%
6100-17-07 97PFPCCL	0.00	0.00	0.00	0.0%
6100-17-08 97PFT	0.00	0.00	0.00	0.0%
6100-17-14 PFPPD	88,919.75	96,355.00	-7,435.25	92.28%
6100-17-15 97PFQ	1,500.21	1,500.00	0.21	100.01%
6100-17-20 97PAV PFP Advance	0.00			
6100-17-21 PFPCCL	60,381.12	63,995.00	-3,613.88	94.35%
Total 6100-17 Performance Pilot Proje	157,696.87	168,746.00	-11,049.13	93.45%
6100-19 VPK Deficit Expenses	17,714.77			
Total 6100 Program Expenses	12,897,675.37	12,807,786.00	89,889.37	100.7%
8000 - Provider Disbursement				
8000-01 SR	0.00			
8000-02 VPK	0.00			
8000-03 VPK PP	0.00			
8000-04 CSQ	0.00			
8000-05 PFPPD	0.00			
Total 8000 - Provider Disbursement	0.00			
Total Expense	12,905,655.76	12,807,786.00	97,869.76	100.76%
Net Income	-14,992.28	0.00	-14,992.28	100.0%

Executive Director's Report

Membership:

Board Members

1. Alexa Mills
2. Barbara Locke
3. Beverly Goodman*
4. Connie Mahan*
5. Dale French
6. Dana Moxley
7. Darla Huddleston*
8. Gailen Spinka*
9. Heidi Rand
10. Jeanne Harris-Lively
11. JJ Kenney*
12. Linda Barber
13. Blake Fugate*
14. Robert Bradburn
15. Rob Wardlow*
16. Brian Coleman
17. Sonya Warden
18. Sue Cohill Fogarty*
19. Tamar Jones*

Executive Committee

1. Rob Wardlow
2. Brian Coleman
3. Gailen Spinka
4. JJ Kenney

Administrative Committee

1. Rob Wardlow
2. Gailen Spinka
3. JJ Kenney
4. Sonya Warden
5. Beverly Goodman

*Indicates Private Sector

Marketing Committee

1. Barbara Locke
2. Gailen Spinka
3. Holly Bussard
4. Tamar Jones

Review Hearing Committee

1. Linda Barber
2. Vacant
3. Blake Fugate
4. Vacant
5. Gailen Spinka

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

Citrus 6 Members (32%)	Dixie, Gilchrist, and Levy 8 Members (42%)	Sumter 5 Members (26%)
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	
	7. Sonya Warden	
	8. Tamar Jones	

2. There are nine Private Sector Members, which represents 47% of the Board.
3. The ELCNC's goal is to recruit one additional Sumter County Private Sector Board Member. If the ELCNC achieves this goal, private sector membership will represent 50% of the Board.

FINANCE DEPARTMENT UPDATE:

**Narrative Budget Report
June 2018**

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 through June 2018:

School Readiness Overall Spending Rate: 99%

- Non-Direct Services: 96%
- Direct Services (Match/Advance Removed): 100%
- At this point in the fiscal year, we should be approximately 100% expended.

VPK Overall Spending Rate: 100%

- Non-Direct Services: 100%
- Direct Costs (Advance Removed): 100%
- At this point in the fiscal year, we should be approximately 100% 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: 99%

- Non-Direct Costs: 96%
- Direct Costs (items removed as above): 100%

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:

OCA	Threshold	Actual Spending Year to Date
Administration	Max 5%	4.61%
Admin/Non Direct/Quality	Max 22%	20.62%
Infant & Toddler	Min \$101,411	41,534.06 (40.96%)
Quality	Min 4%	7.87%
Direct Services	Min 78%	79.38%

Voluntary Pre-Kindergarten:

OCA	Threshold	Actual Spending to Date
Administration	4% of Direct Services Expenses	3.24%
Direct Services	96%	

School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$7,972.63	\$7,860.84	Actual
August	\$7,771.89	\$8,061.88	Actual
September	\$6,816.74	\$6,823.22	Actual
October	\$6,952.16	\$6,845.98	Actual
November	\$7,054.83	\$113.14	Actual
December	\$6,695.90	\$0.00	Actual
January	\$7,255.80	\$0.00	Actual
February	\$6,142.37	\$0.00	Actual
March	\$6,465.89	\$0.00	Actual
April	\$6,247.69	\$0.00	Actual
May	\$6,343.76	\$0.00	Actual
June	\$0.00	\$0.00	Actual
Total	\$75,719.66	\$29,705.06	Actual
Total Match Committed	\$65,226.19	\$17,344.87	
Variance	(\$10,493.47)	(\$12,360.19)	

Gold Seal Report and Projections:

School Readiness		
	Total Gold Seal Budget:	\$313,790
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-17	\$27,653.93	\$286,136
Aug-17	\$25,975.40	\$260,161
Sep-17	\$22,357.59	\$237,803
Oct-17	\$27,491.57	\$210,312
Nov-17	\$27,886.26	\$182,425
Dec-17	\$25,484.47	\$156,941
Jan-18	\$27,483.70	\$129,457
Feb-18	\$23,508.71	\$105,948
Mar-18	\$25,797.11	\$80,151
Apr-18	\$25,198.46	\$54,953
May-18	\$26,199.60	\$28,753
Jun-18	\$28,750.79	\$2

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

County	# of SR children enrolled	# of VPK children enrolled
Citrus	759	144
Dixie	36	1
Gilchrist	106	9
Levy	399	227
Sumter	522	9
Total	1,822	390

School Readiness Waitlist:

June 2018	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	14	17	20	14	5	9	58	137
Dixie	0	2	1	0	2	1	0	6
Gilchrist	2	1	3	1	1	0	4	12
Levy	15	7	4	8	9	5	14	62
Sumter	9	8	10	9	5	9	29	79
Total	40	35	38	32	22	24	105	296

**Early Learning Coalition of the Nature Coast
JUNE 2018**

Citrus County Budget Amount: \$2,420,654.00							Dixie County Budget Amount: \$112,459.00						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	886	\$12.38	21	\$230,374.16	\$2,190,279.84	A	July	39	\$13.22	21	\$10,824.66	\$101,634.34	A
Aug	874	\$10.87	23	\$218,550.39	\$1,971,729.45	P	Aug	49	\$10.25	23	\$11,555.69	\$90,078.65	P
Sept	796	\$11.63	21	\$194,454.40	\$1,777,275.05	P	Sept	43	\$11.37	21	\$10,270.60	\$79,808.05	P
Oct	805	\$11.46	22	\$202,990.05	\$1,574,285.00	P	Oct	41	\$10.55	22	\$9,519.47	\$70,288.58	P
Nov	814	\$12.04	22	\$215,603.46	\$1,358,681.54	P	Nov	34	\$11.12	22	\$8,318.50	\$61,970.08	P
Dec	814	\$11.89	21	\$203,248.43	\$1,155,433.11	P	Dec	33	\$11.91	21	\$8,254.65	\$53,715.43	P
Jan	800	\$11.49	23	\$211,392.49	\$944,040.62	P	Jan	35	\$11.23	23	\$9,041.61	\$44,673.82	P
Feb	776	\$11.47	20	\$178,024.83	\$766,015.79	P	Feb	32	\$11.52	20	\$7,373.27	\$37,300.55	P
Mar	776	\$10.65	22	\$186,078.41	\$579,937.38	P	Mar	32	\$10.81	22	\$9,278.13	\$28,022.42	P
Apr	760	\$11.41	21	\$182,084.91	\$397,852.47	P	Apr	37	\$11.95	21	\$9,289.01	\$18,733.41	P
May	701	\$11.17	23	\$180,136.18	\$217,716.29	P	May	37	\$10.43	23	\$8,874.72	\$9,858.69	P
Jun	759	\$13.66	21	\$217,713.67	\$2.62	P	Jun	36	\$13.04	21	\$9,856.37	\$2.32	P
Total			260	\$2,420,651.38	\$2.62	S	Total			260	\$112,456.68	\$2.32	S
Gilchrist County Budget Amount: \$522,576.00							Levy County Budget Amount: \$1,344,493.00						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	121	\$18.99	21	\$48,265.50	\$474,310.50	A	July	462	\$13.85	21	\$134,395.76	\$1,210,097.24	A
Aug	121	\$16.15	23	\$44,956.40	\$429,354.10	P	Aug	460	\$12.39	23	\$131,049.75	\$1,079,047.49	P
Sept	108	\$17.20	21	\$39,020.47	\$390,333.63	P	Sept	410	\$12.92	21	\$111,275.43	\$967,772.06	P
Oct	109	\$18.17	22	\$43,570.98	\$346,762.65	P	Oct	382	\$12.97	22	\$108,996.66	\$858,775.40	P
Nov	110	\$18.63	22	\$45,086.87	\$301,675.78	P	Nov	373	\$13.00	22	\$106,677.93	\$752,097.47	P
Dec	121	\$17.91	21	\$45,499.82	\$256,175.96	P	Dec	367	\$12.99	21	\$100,146.70	\$651,950.77	P
Jan	124	\$17.01	23	\$48,521.03	\$207,654.93	P	Jan	372	\$12.68	23	\$108,493.11	\$543,457.66	P
Feb	123	\$16.91	20	\$41,596.67	\$166,058.26	P	Feb	359	\$13.10	20	\$94,082.04	\$449,375.62	P
Mar	123	\$16.78	22	\$46,141.78	\$119,916.48	P	Mar	359	\$12.80	22	\$105,850.03	\$343,525.59	P
Apr	120	\$15.52	21	\$39,109.25	\$80,807.23	P	Apr	391	\$12.76	21	\$104,740.33	\$238,785.26	P
May	111	\$16.11	23	\$41,128.10	\$39,679.13	P	May	396	\$13.54	23	\$123,317.86	\$115,467.40	P
Jun	106	\$17.82	21	\$39,676.60	\$2.53	P	Jun	399	\$13.78	21	\$115,466.21	\$1.19	P
Total			260	\$522,573.47	\$2.53	S	Total			260	\$1,344,491.81	\$1.19	S
Sumter County Budget Amount: \$2,033,720.00							Nature Coast Budget Amount: \$6,433,902.00						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	595	\$14.47	21	\$180,770.22	\$1,852,949.78	A	July	2,103	\$14.58	21	\$604,630.30	\$5,829,271.70	A
Aug	601	\$13.12	23	\$181,334.43	\$1,671,615.35	P	Aug	2,105	\$12.56	23	\$587,446.66	\$5,241,825.04	P
Sept	550	\$13.48	21	\$155,727.53	\$1,515,887.82	P	Sept	1,907	\$13.32	21	\$510,748.43	\$4,731,076.61	P
Oct	571	\$13.40	22	\$168,363.54	\$1,347,524.28	P	Oct	1,908	\$13.31	22	\$533,440.70	\$4,197,635.91	P
Nov	551	\$14.39	22	\$174,394.18	\$1,173,130.10	P	Nov	1,882	\$13.84	22	\$550,080.94	\$3,647,554.97	P
Dec	531	\$14.47	21	\$161,308.00	\$1,011,822.10	P	Dec	1,866	\$13.83	21	\$518,457.60	\$3,129,097.37	P
Jan	526	\$14.65	23	\$177,226.32	\$834,595.78	P	Jan	1,857	\$13.41	23	\$554,674.56	\$2,574,422.81	P
Feb	525	\$14.42	20	\$151,386.80	\$683,208.98	P	Feb	1,815	\$13.48	20	\$472,463.61	\$2,101,959.20	P
Mar	525	\$14.68	22	\$167,653.51	\$515,555.47	P	Mar	1,815	\$13.14	22	\$515,001.86	\$1,586,957.34	P
Apr	538	\$14.51	21	\$163,981.47	\$351,574.00	P	Apr	1,846	\$13.23	21	\$499,204.97	\$1,087,752.37	P
May	543	\$14.81	23	\$184,975.26	\$166,598.74	P	May	1,788	\$13.21	23	\$538,432.12	\$549,320.25	P
Jun	522	\$15.20	21	\$166,596.13	\$2.61	P	Jun	1,822	\$14.70	21	\$549,308.98	\$11.27	P
Total			260	\$2,033,717.39	\$2.61	S	Total			260	\$6,433,890.73	\$11.27	S

EDUCATION DEPARTMENT ACTIVITIES FY 2017-2018

Months included: July – June

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	1,290
# of parents/caregivers who opted out of screening	196
# of screenings with noted areas of concern	604 <i>(47% of children screened)</i>
# of referrals provided	119 <i>(9% of children screened)</i>

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	78.5	46	44
# of training participants	372	305	223
TIP Program expenditures	\$10,423	\$8,220	\$6,119

Contract Monitoring Activities	
<u>School Readiness Program – 1 remaining</u>	
# of monitors completed	56
Average score achieved	27.56 of possible 29
Common concerns noted	Non-compliance w/ licensing, records maintenance
<u>Voluntary Prekindergarten Program - complete</u>	
# of monitors completed	59
Average score achieved	98.27%
Common concerns noted	Attendance verification forms incorrect

Performance Funding Project Activities	
# of participating programs	9
# of MMCI training hours offered by ELC staff	92
# of MMCI participants	16
# of participants in Early Learning Florida courses	12
# of participants working on the Professional Pathway	31

Child Passenger Safety Program Activities			
	<u>Citrus</u>	<u>Dixie/Gilchrist/Levy</u>	<u>Sumter</u>
Number of inspections completed	166	91	58
Number of seats correct upon arrival	20	12	2
Number of installations for newborns	42	13	1
% of seats <u>incorrect</u> upon arrival (misuse rate)*	62.6%	72.5%	94.8%
Total number of seats provided (includes installations for newborns)	95	71	48
Number of caregivers educated	148	73	34
Number of community events attended	21	6	2
Number of contacts at community events	1,187	178	119
Number of media releases	41	13	14
Client fees collected	\$2,413**	\$1,515***	\$600
Donations received	United Way \$250 monthly + \$450 for 30-\$15 vouchers from Agape' House	\$525 for 35 \$15 vouchers from the Partnership for Strong Families	United Way of Lake/Sumter grant - \$5,000 \$150 for 10 vouchers from the Congregational Church

* 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.

** Client fees from seats provided through the Citrus Sheriff's office are provided to the ELC for the Citrus County car seat program.

*** Client fees received at the Levy County DOH and the Sumter Sheriff's office are used by those agencies to purchase car seats for distribution.

Public Relations Report:

June-July 2018

Agency Presentations

Bushnell City Council Meeting

Community Involvement

Sumter Board of County Commission Meeting
Gilchrist Transportation Disadvantaged Coordinating Board Meeting
Sumter Community Action Partnership Meeting
United Way Lake & Sumter Partner Meeting
Sumter Chamber of Commerce Meeting
Levy Co. Board of County Commission Meeting
Citrus Community Alliance Meeting
Sumter Transportation Disadvantaged Meeting
Wildwood City Council Meeting
Crystal River City Council Meeting
Sumter Children's Alliance Meeting
Sumter Affordable Housing Advisory Council Meeting
Amazing Grace Early Learning Center Open House
Citrus Chamber of Commerce Meeting
Department of Children & Families Behavioral Health Meeting
Strategic Planning Workshop

Grant Writing

Lake-Sumter Grantsmanship Network Annual Workshop

Community Wide Initiatives

Leadership Citrus 2018 Graduation
Sumter Sheriff's Department Domestic Violence Partner Meeting
Sumter Baker Act Organizational Meeting
Career Source Central FL Partnership Consultation
Department of Children & Families Child Care Licensing Workgroup

Eligibility Department Update:

Eligibility Department Update:																
Referral Type	2017-18	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	9	11	5	19	1	10	7	5	4	12	7	15	105	246	
	DGL	4	5	1	16	2	4	5	3	1	11	8	9	69		
	Sumter	6	10	4	8	2	1	3	6	2	17	6	7	72		
PI (Protective Investigation)																
Child from a family that DCF is investigating for child abuse or neglect	Citrus	6	4	0	4	7	3	8	1	1	3	3	3	43	120	
	DGL	2	2	1	0	4	2	0	2	2	4	0	1	20		
	Sumter	5	3	3	11	2	4	6	3	2	14	2	2	57		
FOSTER																
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	0	3	0	7	0	1	1	0	5	4	2	7	30	48	
	DGL	2	1	0	0	0	1	1	0	0	0	0	0	5		
	Sumter	6	1	0	0	0	0	1	3	0	2	0	0	13		
CAREERSOURCE																
Needy families receiving cash assistance required to participate in job training and support services	Citrus	16	5	0	3	0	2	6	1	3	1	2	5	44	98	
	DGL	2	0	2	9	0	0	8	2	2	2	3	4	34		
	Sumter	0	0	0	1	0	0	7	0	0	3	5	4	20		
D. VIOLENCE																
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	1	0	0	3	0	0	0	0	0	4	2	0	10	16	
	DGL	0	0	0	0	0	0	0	1	0	1	0	0	2		
	Sumter	2	1	0	1	0	0	0	0	0	0	0	0	4		
DIVERSION																
Family participating with department prescribed activities: education, health services, work program	Citrus	0	0	0	2	0	0	0	0	0	1	7	5	15	69	
	DGL	2	0	0	0	0	0	0	0	0	2	0	10	14		
	Sumter	0	4	3	5	5	5	3	2	3	4	2	4	40		
HOMELESS																
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	0	0	0	4	2	0	0	0	0	3	0	1	1	10	
	DGL	3	0	0	0	0	0	0	0	0	0	0	0	3		
	Sumter	0	0	0	0	0	1	0	0	0	0	0	0	1		