



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
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VIII New/Unfinished Business		Rob Wardlow
Next Meeting Date: October 4, 2017		
IX Public Input: <i>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.</i>		

**Early Learning Coalition of the Nature Coast
Review Hearing Committee Meeting
Draft Minutes
April 5, 2017**

Members Present:

Gailen Spinka Jeanie Davis Linda Barber

Members Present Via Phone:

Ryan Hausner

Staff Present:

Sonya Bosanko Ingrid Schaper Sheri Ellis Tonya Hiers Desirae Rickman

Others Present:

Others Present Via Phone:

Holly Bussard Sonya Warden

Call to Order, Welcome and Introductions

Gailen Spinka called the meeting to order at 9:25 am.

Approval of Agenda

Jeanie Davis motioned to approve the agenda. Ryan Hausner seconded the motion. Motion carried unanimously.

Public Input

None

Consent Agenda

Review Hearing Minutes – March 31, 2017

Mrs. Rickman read the minutes aloud.

Jeanie Davis motioned to approve the minutes as written. Ryan Hausner seconded the motion. Motion carried unanimously.

New/Unfinished Business:

None

Public Input:

None

Ryan Hausner motioned to adjourn at 9:36 am. Linda Barber 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.**

Minutes prepared by Ingrid Schaper

**Early Learning Coalition of the Nature Coast
Draft Board Meeting Minutes**

June 7, 2017

Members Present:

Linda Barber Sue Cohill Fogarty Jeanie Davis Blake Fugate JJ Kenney Gailen Spinka Rob Wardlow

Members Present Via Phone:

Robert Bradburn Ryan Hausner Darla Huddleston Barbara Locke Connie Mahan Heidi Rand Sonya Warden

Members Absent:

Brian Coleman Dale French

Staff Present:

Sonya Bosanko Sheri Ellis Tonya Hiers Amanda Newbern Desirae Rickman Sandra Woodard

Others Present:

Dana Moxley

Others Present Via Phone:

Holly Bussard

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:04 a.m. Introductions were completed.

Public Input

None

Approval of Agenda

Rob Wardlow noted there were additional action items included in the agenda: **Action Item # 2016-17-26: Board Membership** (under the consent agenda) and **Action Item # 2016-17-27: Slate of Officers**.

JJ Kenney motioned to approve the agenda with the additional items. Blake Fugate seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – April 5, 2017
Administrative Committee – April 5, 2017
Board Retreat Minutes – May 3, 2017
Action Item # 2016-17-26: Board Membership

JJ Kenney motioned to approve the Consent Agenda. Galin Spinka seconded the motion. Motion carried unanimously.

Action Item #2016-17-21: Disposal of Property

Rob Wardlow introduced the proposed action to dispose of the following property: ELCNC-10-025 Server and ELCNC-00-005 Server. Sonya Bosanko gave a brief explanation about the property.

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

Action Item # 2016-17-22: 2015 IRS Form 990

Rob Wardlow introduced the proposed action as 2015 IRS Form 990. Mr. Wardlow stated that Desirae Rickman sent the form out in an email for the Board Members to consider.

JJ Kenney motioned to approve the action item. Blake Fugate seconded the motion. Motion carried unanimously.

Action Item # 2016-17-24: Destruction of Coalition Files

Rob Wardlow introduced the action. Sonya Bosanko explained that the hard copy files are no longer needed. Ms. Bosanko mentioned the Coalition's public records policy dictates the length of time that files must be kept in storage.

Jeanie Davis motioned to approve the action item. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item# 2016-17-27: Slate of Officers

Rob Wardlow introduced the action item. Mr. Wardlow explained that the Administrative Committee approved JJ Kenney to serve as Treasurer and Ryan Hausner to serve as Secretary.

Sue Cohill Fogarty motioned to approve the action item. JJ Kenney seconded the motion. Motion carried unanimously.

Action Item # 2016-17-25: Fiscal Year 2017 – 2018 Early Learning Budget

Rob Wardlow introduced the action item. Sonya Bosanko explained that Mrs. Rickman listed the increases that were received for this fiscal year both in School Readiness and VPK programs in the points of consideration. Mrs. Bosanko stated that School Readiness includes an increase of \$141,000.00. \$110,00.00 will be allocated to Direct Services and \$31,000.00 will be allocated to the Operating Budget. The VPK program includes an \$84,000.00 increase. \$10,000.00 will be allocated to the Operating Budget and the remaining \$74,000.00 will go to Direct Services.

Mrs. Bosanko pointed out the increase in the Benefit Bank. There is a 3.2% increase included this year; last year there was a 5.3% increase. Mrs. Bosanko reminded the Board that the approval was given last year to allocate an additional 5.3% to the Benefit Bank with the understanding that there would be more discussion this year regarding the Benefit Bank allocation for staff. This budget includes the 5.3% increase from last year as well as the additional 3.2% increase for this year to cover the increased cost of staff benefits.

Mrs. Bosanko stated that a 3.3% cost of living increase was also included in the budget and clarified that staff did not received a cost of living last fiscal year due to the significant changes made to the organizational chart. At that time, allocating the additional dollars was not in the best interest of the Coalition.

Mr. Fugate asked about the awards of cost of living increases historically. Mr. Wardlow explained the cost of living increases have not been consistent in past years.

Mrs. Bosanko briefly explained about the health benefit policy being grandfathered in and not wanting to risk the chance of losing the package and having the cost of the health insurance package increasing.

Mrs. Huddleston asked if the staff salary increases were based on just cost of living or if it included any type of performance-based increase. Mrs. Bosanko noted that performance awards are only given when funding is available.

Mr. Fugate asked if the budget could be broken up into the different allotments of funds. Ms. Bosanko stated that Mrs. Rickman could accommodate this request by breaking down the different line items.

Mrs. Davis asked if the VPK grant is reflective of the projected enrollment for the coming year. Mrs. Bosanko stated those numbers do relate to projected enrollment.

Dana Moxley pointed out that she sees underspending in every line item and asked why an increase in salaries (Budget) is proposed. Holly Bussard asked if are there any plans to increase the provider rates due to the increase in funding. Mrs. Bussard believes that the providers are reimbursed below the market rate, in addition to being underpaid on the Gold Seal rate. Mrs. Bosanko explained that a study was completed regarding the market rate survey. The study did not suggest the providers were being paid below the market rate. Mrs. Bosanko stated she would like to do a study on the budgetary impact of increasing the Gold Seal rate to 20%. Mrs. Moxley stated that she noticed that the Gold Seal budget is being reduced by \$20,742, which doesn't appear to be a move towards increasing the Gold Seal rates. Mrs. Bosanko explained that the current allocation for the Gold Seal rate is based on actual expenditures and projections through this fiscal year. Mrs. Bosanko also mentioned that the Gold Seal rate study has not yet been completed and those dollars are currently included in the Direct Services budget. Once the study has been completed, a recommendation could be made to the Board, if appropriate, to increase the Gold Seal rates to 20%, shifting funds to the Gold Seal line item.

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

Action Item # 2016-17-23: FY2017 – 2018 Sliding Fee Scale

Rob Wardlow introduced the action item. Sonya Bosanko reviewed the updated Sliding Fee Scale.

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

Treasurer's Report

Profit & Loss; Budget vs. Actual Report August 2016

Budget vs. Actual by Class Report August 2016

Mrs. Bosanko presented the Treasurer's Report. The financial reports provided are for period of July 2016 through February 2017.

The School Readiness program is at an overall spending rate of 81.56%;

Non-Direct Services 77.49%

Direct Services 81.56%

At this point in the year, the Coalition should be approximately 83% expended.

The Voluntary Prekindergarten program is at an overall spending rate of 90.49%;

Non-Direct Services 86.53%

Direct Services 90.64%

At this point in the year, the Coalition should be approximately 83% expended.

The spending rate for the agency is at 83.99%

Non-Direct Costs at 77.80%

Direct costs at 85.14%.

Mrs. Moxley pointed out that on page 46 of the Board meeting packet, the Infant/Toddler Targets & Restrictions are showing a minimum of \$79,109.00 with a target of \$305,448.00, which seems to be a huge increase. Mrs. Rickman stated that in the new budget, \$305,448.00 is allocated to Infant/Toddler costs. Mrs. Moxley asked how that would be spent. Mrs. Rickman stated that the allocation included the Infant/Toddler work that is been done throughout the year and includes quality initiative expenditures. Mrs. Bosanko went on further to explain that when a budget is presented with specific allocations, some line items are shifted to keep the budget balanced. Additional discussion took place.

Executive Director's Report

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

Mrs. Bosanko reviewed the Board member representation by county: 37.5 % from Citrus, 37.5 % from Dixie/Gilchrist/Levy, and 25.0% from Sumter.

The FY2016-2017 projected Match requirement for Citrus County is \$79,137.97. The total Match commitment at this time is \$72,188.83. The current deficit is \$6,949.14.

The FY2016-2017 projected Match requirement for Sumter County is \$75,696.48. The total Match commitment at this time is \$28,010.44. The current deficit is \$44,686.04. Mrs. Woodard is working on fundraising in Sumter County, and is planning an auction to occur in FY 2017-2018.

The Gold Seal budget has a projected surplus of \$10,752.00.

The current School Readiness enrollment in all five counties is 2,009. There were children on the wait list as of the end of April, but all have been invited to enroll. The current wait list is 34. The Direct Services surplus will cover the costs for the additional children.

JJ Kenney motion to approve the Executive Director's Report. Sue Cohill Fogarty seconded the motion.

New/Unfinished Business

Mrs. Bosanko updated the Board that a grant was awarded to the Coalition by the Insight Community Foundation for \$1,000.00.

Next Regular Meeting Date: August 2, 2017 at 9:00 a.m.

Public Input

None

JJ Kenney motioned to adjourn at 10:04 a.m. Jeanie Davis 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 Amanda Newbern

**Administrative Committee Meeting
Draft Minutes
June 7, 2017**

Members Present: Sue Cohill Fogarty Jeanie Davis JJ Kenney Gailin Spinka Rod Wardlow

Members Present via Phone: Ryan Hausner

Members Absent:

Staff Present: Sonya Bosanko Sheri Ellis Tonya Hiers Amanda Newbern Desiree Rickman

Others Present: Dana Moxley

Others Present via phone: Holly Bussard

Call to Order, Welcome and Introductions

Rob Woodard called the meeting to order at 8:36 a.m.

Public Input:

None

Approval of Agenda

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

Consent Agenda

Rob Woodard updated the Administrative Committee concerning the slate of officers. JJ Kenney was appointed to complete Phil Scarpelli's term as Treasurer at the October 5, 2016 Board meeting. Mr. Kenney has agreed to stay on to complete a 2-year term. Ryan Hausner was appointed to replace Jason Kennedy at the April 6, 2016 Board meeting and has agreed to stay on to complete a 2-year term. Sonya Bosanko explained to the committee the provider representative position rotates from county to county. Ryan Hausner will represent the Gilchrist County providers for the remainder of this term. Ms. Bosanko also recommended the committee accept the proposal of Ryan Hausner's 2-year term for the provider position. Mr. Hausner agreed with Ms. Bosanko's recommendation. Galin Spinka asked when the 2-year terms would begin. Ms. Bosanko explained the 2-year term will begin once the old term has been completed.

Mr. Wardlow stated he would entertain a motion on Action Item 2016-17-27. JJ Kenney motioned to accept the proposed Action Item. Galin Spinka seconded the motion. The motion passed unanimously.

JJ Kenney moved to adjourn. Galin Spinka seconded the motion. The meeting was adjourned at 8:42 am.

New/Unfinished Business:

None

Next Regular Meeting Date: TBD

Public Input:

None

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

Minutes prepared by Amanda Newbern

ACTION ITEM

Date: August 2, 2017 **Subject:** Board Membership

Action Item # 2017-18-01

Proposed Board Action

Ratify Susan Cohill Fogarty's continued membership on ELCNC Board.

Budget Considerations:

None

Background Information:

Florida Statute, Section 1002.83(5), provides statutory requirements related to ELC Board private sector business members, who are defined as Board members who represent either for-profit or nonprofit entities, who neither the members nor any of their relatives, as defined in section 112.3143, F.S., have a substantial financial interest in the design or delivery of the VPK or SR programs.

Points of Consideration:

Currently Ms. Cohill-Fogarty serves as a private sector member on the ELCNC Board. Ms. Cohill-Fogarty's first term ran from June 2013- June 2017. She has agreed to continue to serve for a second term continuing from June 2017- June 2021.

Effective Date:

July 1, 2017

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



ACTION ITEM

Date: August 2, 2017 **Subject:** Fiscal Year 2017-2018 Early Learning Budget Update **Action Item #** 2017-18-02

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.

Budget Considerations:

See above.

Background Information:

The budget originally submitted in Action Item 2016-17-25 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 \$412, from \$10,309 to \$9,897. The School Readiness and Voluntary Pre-Kindergarten grant awards received remain as presented.

Points of Consideration:

None

Effective Date:

July 1, 2017

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

Date: August 2, 2017 **Subject:** Sliding Fee Scale

Action Item #2017-18-03

Proposed Board Action:

Adopt the attached updated sliding fee scale for Fiscal Year 2017-2018.

Budget Considerations:

None

Background Information:

The attached fee scale is an update from the approved sliding fee scale, Action Item 2016-17-23. The update is due to an error in the template sent by Florida's Office of Early Learning.

Points of Consideration:

None

Effective Date:

July 1, 2017

Supporting Documentation: None

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, Inc.
Budget vs. Actual Report
June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	-10,420.00	0.00	-10,420.00	100.0%
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	8,061,641.68	8,121,954.00	-60,312.32	99.26%
4000-01-02 VPK Income	4,240,958.70	4,254,104.00	-13,145.30	99.69%
4000-01-03 O&A	10,309.00	10,309.00	0.00	100.0%
4000-01-04 PFP Project Income	193,129.17	451,094.00	-257,964.83	42.81%
4000-01-05 University of Florid	19,425.00	0.00	19,425.00	100.0%
Total 4000-01 State & Federal Grants	12,525,463.55	12,837,461.00	-311,997.45	97.57%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	25,176.00	0.00	25,176.00	100.0%
4000-03-01-02 NCF - Dixie	8.04			
4000-03-01-03 NCF - Gilchrist	8.04			
4000-03-01-04 NCF - Levy	8.04			
4000-03-01-05 Sumter County	10,149.46	0.00	10,149.46	100.0%
Total 4000-03-01 United Way	35,349.58	0.00	35,349.58	100.0%
Total 4000-03 Match Income	35,349.58	0.00	35,349.58	100.0%
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	11,028.96	0.00	11,028.96	100.0%
4000-04-01-05 Sumter County	8,910.98	0.00	8,910.98	100.0%
Total 4000-04-01 Match Income	19,939.94	0.00	19,939.94	100.0%
Total 4000-04 Gifts,Donations,Pledges	19,939.94	0.00	19,939.94	100.0%
4003 Outreach & Awareness Grant	0.00	0.00	0.00	0.0%
Total 4000 Contracts, Grants & Other	12,580,753.07	12,837,461.00	-256,707.93	98.0%
4006 Interest Income	83.77	0.00	83.77	100.0%
4020 Other Miscellaneous Rev				
4040 Unrestricted Income	0.00	0.00	0.00	0.0%
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	26,247.38	0.00	26,247.38	100.0%
Total 4042-01 Match Income Citrus	26,247.38	0.00	26,247.38	100.0%
Total 4042 Match Income	26,247.38	0.00	26,247.38	100.0%
4049 Provider Debt	3,326.83	0.00	3,326.83	100.0%
4050 Restitution	364.15	0.00	364.15	100.0%
4060 Child Passenger Safety				

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
4060-01 Unrestricted CPS Funds	4,500.00	0.00	4,500.00	100.0%
4060-02 Restricted CPS Funds	825.00	0.00	825.00	100.0%
4060-03 CPS Seat Income	6,222.00	0.00	6,222.00	100.0%
Total 4060 Child Passenger Safety	11,547.00	0.00	11,547.00	100.0%
Total 4020 Other Miscellaneous Rev	41,485.36	0.00	41,485.36	100.0%
Total Income	12,611,902.20	12,837,461.00	-225,558.80	98.24%
Gross Profit	12,611,902.20	12,837,461.00	-225,558.80	98.24%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	0.00	0.00	0.00	0.0%
Total 5300 (Shared Cost Pool)	0.00	0.00	0.00	0.0%
5400 (Unrestricted Expense)				
5405 Sumter County	0.00	0.00	0.00	0.0%
5400 (Unrestricted Expense) - Other	1,166.57	0.00	1,166.57	100.0%
Total 5400 (Unrestricted Expense)	1,166.57	0.00	1,166.57	100.0%
5900 Prior Year Expense - SR	-997.46	0.00	-997.46	100.0%
6040 - Child Passenger Safety				
6040-01 CPS Salaries	11,466.26			
6040-02 CPS Marketing	246.92	0.00	246.92	100.0%
6040-03 CPS Child Seats	8,054.19	0.00	8,054.19	100.0%
6040-04 Travel	1,693.54			
6040-05 Registration and Member	0.00	0.00	0.00	0.0%
Total 6040 - Child Passenger Safety	21,460.91	0.00	21,460.91	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	170.00	200.00	-30.00	85.0%
6100-01-01-02 Emp Certification	140.00	0.00	140.00	100.0%
6100-01-01-03 Emp Train & Mat	239.99	0.00	239.99	100.0%
6100-01-01-04 Conferences	200.00	250.00	-50.00	80.0%
Total 6100-01-01 Staff Development	749.99	450.00	299.99	166.66%
6100-01-02 Tuition Reimbursemen	756.99	0.00	756.99	100.0%
Total 6100-01 Staff Development	1,506.98	450.00	1,056.98	334.88%
6100-02 Professional Services				
6100-02-02 Audit	17,400.00	17,600.00	-200.00	98.86%
6100-02-03 IT	475.00	2,500.00	-2,025.00	19.0%
6100-02-04 Legal	212.50	250.00	-37.50	85.0%
6100-02-07 Printing & Reproduct	945.65	4,000.00	-3,054.35	23.64%
6100-02-08 Repair & Maint	7,909.56	6,750.00	1,159.56	117.18%
6100-02-09 Other	6,600.00	6,500.00	100.00	101.54%
Total 6100-02 Professional Services	33,542.71	37,600.00	-4,057.29	89.21%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
6100-03 Occupancy				
6100-03-01 Electricity	12,131.29	17,000.00	-4,868.71	71.36%
6100-03-02 Facility Maint	11,856.37	12,500.00	-643.63	94.85%
6100-03-03 Office Lease	82,839.84	85,902.00	-3,062.16	96.44%
6100-03-04 Waste	4,759.51	5,906.00	-1,146.49	80.59%
6100-03-05 Water	1,432.36	1,430.00	2.36	100.17%
6100-03-06 Storage	4,302.88	4,655.00	-352.12	92.44%
6100-03-07 Sewer	1,333.19	1,680.00	-346.81	79.36%
Total 6100-03 Occupancy	118,655.44	129,073.00	-10,417.56	91.93%
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	13,537.72	15,000.00	-1,462.28	90.25%
Total 6100-04 Postage, Freight, Deliv	13,537.72	15,000.00	-1,462.28	90.25%
6100-05 Rentals				
6100-05-01 Office Equipment	9,316.41	8,816.00	500.41	105.68%
Total 6100-05 Rentals	9,316.41	8,816.00	500.41	105.68%
6100-06 Supplies				
6100-06-01 Office Supplies	18,409.09	19,000.00	-590.91	96.89%
Total 6100-06 Supplies	18,409.09	19,000.00	-590.91	96.89%
6100-07 Communications				
6100-07-01 Office Phones	13,700.30	12,640.00	1,060.30	108.39%
6100-07-02 Cell Phones	8,923.14	10,000.00	-1,076.86	89.23%
6100-07-03 Internet	14,221.05	13,200.00	1,021.05	107.74%
Total 6100-07 Communications	36,844.49	35,840.00	1,004.49	102.8%
6100-08 Insurance				
6100-08-01 D & O	3,915.43	4,000.00	-84.57	97.89%
6100-08-03 General Liability	2,054.32	3,000.00	-945.68	68.48%
6100-08-04 Worker's Comp	13,403.46	13,000.00	403.46	103.1%
6100-08-06 Other Insurance	1,155.33	1,000.00	155.33	115.53%
Total 6100-08 Insurance	20,528.54	21,000.00	-471.46	97.76%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	500.00	-500.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	500.00	-500.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	3,895.46	4,000.00	-104.54	97.39%
6100-09-02-01-02 > = 250	3,395.00	1,000.00	2,395.00	339.5%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	7,290.46	5,000.00	2,290.46	145.81%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	634.15	500.00	134.15	126.83%
6100-09-02-02-02 > = 250	299.99	500.00	-200.01	60.0%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
6100-09-02-02 Non Fixed Assets - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-02 Non Fixed Assets	934.14	1,000.00	-65.86	93.41%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 <= 250	1,356.21	1,300.00	56.21	104.32%
6100-09-02-03-02 >= 250	0.00	0.00	0.00	0.0%
6100-09-02-03 Electronic Equip - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-03 Electronic Equip	1,356.21	1,300.00	56.21	104.32%
Total 6100-09-02 Equip =<1000	9,580.81	7,300.00	2,280.81	131.24%
Total 6100-09 Tangible Personal Prop	9,580.81	7,800.00	1,780.81	122.83%
6100-10 Quality				
6100-10-02 Training Materials	9,045.08	5,500.00	3,545.08	164.46%
6100-10-03 Educ & Outreach	25.00	100.00	-75.00	25.0%
6100-10-04 Provider Grants	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	22,590.50	24,000.00	-1,409.50	94.13%
Total 6100-10 Quality	31,660.58	29,600.00	2,060.58	106.96%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	4,008.89	3,000.00	1,008.89	133.63%
6100-11-03 Travel - Local	21,346.69	25,000.00	-3,653.31	85.39%
6100-11-04 Travel - Board	255.34	500.00	-244.66	51.07%
Total 6100-11 Travel	25,610.92	28,500.00	-2,889.08	89.86%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	4,007.12	3,000.00	1,007.12	133.57%
6100-12-02 Software	679.99	800.00	-120.01	85.0%
6100-12-03 Web Services				
6100-12-03-01 EFS	0.00	0.00	0.00	0.0%
6100-12-03-02 Web Serv - Other	166.67	200.00	-33.33	83.34%
6100-12-03 Web Services - Other	0.00	0.00	0.00	0.0%
Total 6100-12-03 Web Services	166.67	200.00	-33.33	83.34%
6100-12-04 Other Emp Expend	2,147.75	2,000.00	147.75	107.39%
6100-12-05 Dues & Subscrip	1,475.44	1,570.00	-94.56	93.98%
6100-12-06 Tax, License, Fee	3,805.55	3,000.00	805.55	126.85%
6100-12-08 Misc/Other Current	520.00	1,000.00	-480.00	52.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	5,163.53	4,550.00	613.53	113.48%
6100-12-09-02 Ad - Legal	1,333.69	1,150.00	183.69	115.97%
Total 6100-12-09 Advertising	6,497.22	5,700.00	797.22	113.99%
Total 6100-12 Other Expenses	19,299.74	17,270.00	2,029.74	111.75%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	1,128,092.77	1,116,329.00	11,763.77	101.05%
6100-13-02 Payroll Taxes	84,219.78	98,428.00	-14,208.22	85.57%
6100-13-03 Benefits - Reemploy	330.96	2,900.00	-2,569.04	11.41%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
6100-13-04 Health Benefits	83,944.39	112,823.50	-28,879.11	74.4%
6100-13-05 Retirement Benefits	97,908.78	102,303.00	-4,394.22	95.71%
6100-13-06 Life,Disabiity,Other	23,242.38	37,262.00	-14,019.62	62.38%
Total 6100-13 Employer Prov Sal & Ben	1,417,739.06	1,470,045.50	-52,306.44	96.44%
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	153,938.80	153,938.80	0.00	100.0%
6100-14-01-03 97GNW	702,980.14	702,980.14	0.00	100.0%
6100-14-01-04 97GSD	296,785.56	296,713.27	72.29	100.02%
6100-14-01-05 97P00	3,716,224.19	3,716,224.19	0.00	100.0%
6100-14-01-06 97R00	1,446,098.62	1,446,098.62	0.00	100.0%
6100-14-01-07 97GTA	884.48	884.48	0.00	100.0%
6100-14-01-08 Match	101,452.03	0.00	101,452.03	100.0%
6100-14-01-09 97CF0	0.00	0.00	0.00	0.0%
6100-14-01-10 97IGS	0.00	0.00	0.00	0.0%
6100-14-01-11 97CSO	561.75	2,416.00	-1,854.25	23.25%
6100-14-01-12 97CSD	71,407.05	71,703.57	-296.52	99.59%
6100-14-01-13 97CSQ	71,688.16	71,796.43	-108.27	99.85%
Total 6100-14-01 School Readiness	6,562,020.78	6,462,755.50	99,265.28	101.54%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	4,060,304.24	4,066,542.49	-6,238.25	99.85%
6100-14-02-02 VPPRS - Summer	25,052.31	25,052.31	0.00	100.0%
6100-14-02-03 VPKSD	1,713.20	1,713.20	0.00	100.0%
6100-14-02-04 VPPRP Prepay	0.00	0.00	0.00	0.0%
Total 6100-14-02 VPK	4,087,069.75	4,093,308.00	-6,238.25	99.85%
Total 6100-14 Direct Services - Child	10,649,090.53	10,556,063.50	93,027.03	100.88%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	10,309.00	10,309.00	0.00	100.0%
Total 6100-15 VPK Awareness Grant	10,309.00	10,309.00	0.00	100.0%
6100-16 Program Advance				
6100-16-01 SR Advance	0.00	0.00	0.00	0.0%
6100-16-02 VPK Advance	0.00	0.00	0.00	0.0%
6100-16-03 PFP Advance	33,475.00	0.00	33,475.00	100.0%
Total 6100-16 Program Advance	33,475.00	0.00	33,475.00	100.0%
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	6,361.82	16,200.00	-9,838.18	39.27%
6100-17-02 97PFC	0.00	0.00	0.00	0.0%
6100-17-03 97PMC	11,485.77	10,400.00	1,085.77	110.44%
6100-17-04 97PFPCG	0.00	0.00	0.00	0.0%
6100-17-05 97PFPHN	91,536.33	238,533.00	-146,996.67	38.38%
6100-17-06 97PFPPR	31,881.19	51,761.00	-19,879.81	61.59%

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
6100-17-07 97PFPCCL	0.00	123,800.00	-123,800.00	0.0%
6100-17-08 97PFT	4,108.53	10,400.00	-6,291.47	39.51%
6100-17-09 UF - ELC Admin	0.00	0.00	0.00	0.0%
6100-17-10 UFCop Practitioner	14,025.00	0.00	14,025.00	100.0%
6100-17-11 UFCoP Facilitator	0.00	0.00	0.00	0.0%
6100-17-12 UF CLASS	0.00	0.00	0.00	0.0%
6100-17-13 UF WELS	0.00	0.00	0.00	0.0%
Total 6100-17 Performance Pilot Proje	159,398.64	451,094.00	-291,695.36	35.34%
Total 6100 Program Expenses	12,608,505.66	12,837,461.00	-228,955.34	98.22%
8000 - Provider Disbursement				
8000-01 SR	0.00	0.00	0.00	0.0%
8000-02 VPK	0.00	0.00	0.00	0.0%
8000-03 VPK PP	0.00	0.00	0.00	0.0%
8000-04 CSQ	0.00			
Total 8000 - Provider Disbursement	0.00	0.00	0.00	0.0%
9000 Bad Debt	0.00			
Total Expense	12,630,135.68	12,837,461.00	-207,325.32	98.39%
Net Income	-18,233.48	0.00	-18,233.48	100.0%

Executive Director's Report

Membership:

- | | | |
|---|--|---|
| <p><u>Board Members</u></p> <ol style="list-style-type: none"> 1. Alexa Mills 2. Barbara Locke 3. Connie Mahan* 4. Dale French 5. Darla Huddleston* 6. Gailen Spinka* 7. Heidi Rand 8. Jeanie Davis 9. JJ Kenney* 10. Linda Barber 11. Blake Fugate* 12. Robert Bradburn 13. Rob Wardlow* 14. Ryan Hausner 15. Brian Coleman 16. Sonya Warden 17. Sue Cohill Fogarty* | <p><u>Executive Committee</u></p> <ol style="list-style-type: none"> 1. Rob Wardlow 2. JJ Kenney 3. Gailen Spinka 4. Ryan Hausner <p><u>Administrative Committee</u></p> <ol style="list-style-type: none"> 1. Rob Wardlow 2. Gailen Spinka 3. JJ Kenney 4. Jeanie Davis 5. Ryan Hausner 6. Sonya Warden | <p><u>Marketing Committee</u></p> <ol style="list-style-type: none"> 1. Barbara Locke 2. Gailen Spinka 3. Ryan Hausner 4. Holly Bussard <p><u>Review Hearing Committee</u></p> <ol style="list-style-type: none"> 1. Linda Barber 2. Jeanie Davis 3. Blake Fugate 4. Ryan Hausner 5. Gailen Spinka |
|---|--|---|
- *Indicates Private Sector

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

Citrus 6 Members (35.25%)	Dixie, Gilchrist, and Levy 6 Members (35.25%)	Sumter 5 Members (29.5%)
1. Gailen Spinka	1. Alexa Mills	1. Connie Mahan
2. JJ Kenney	2. Barbara Locke	2. Heidi Rand
3. Linda Barber	3. Dale French	3. Jeanie Davis
4. Rob Wardlow	4. Blake Fugate	4. Robert Bradburn
5. Brian Coleman	5. Ryan Hausner	5. Darla Huddleston
6. Sue Cohill Fogarty	6. Sonya Warden	

2. There are seven Private Sector Members, which represents 41% of the Board.
3. The ELCNC's goal is to recruit an additional Sumter County Private Sector Board Member. If the ELCNC achieves this goal, all regions will be represented equally and private sector membership will represent 44% of the Board.

Finance Department Update:

Variance	(\$0.86)	\$40.89
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School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$6,117.49	\$5,386.94	Actual
August	\$6,168.84	\$5,660.63	Actual
September	\$5,716.53	\$5,360.51	Actual
October	\$5,586.76	\$5,266.84	Actual
November	\$6,717.24	\$6,300.86	Actual
December	\$6,845.49	\$6,531.03	Actual
January	\$6,945.11	\$6,569.51	Actual
February	\$6,300.04	\$6,215.91	Actual
March	\$7,485.98	\$7,627.45	Actual
April	\$7,084.83	\$6,925.60	Actual
May	\$8,465.49	\$7,982.23	Actual
June	(\$980.60)	(\$40,807.96)	Actual
Total	\$72,453.20	\$29,019.55	Actual
Total Match Committed	\$72,452.34	\$29,060.44	

Gold Seal Report and Projections:

Month	Total Gold Seal Expenditures	Remaining Budget
	Total Gold Seal Budget:	\$296,713
	Total INT Budget	
Jul-16	\$23,892.34	\$272,821
Aug-16	\$24,067.41	\$248,753
Sep-16	\$21,769.34	\$226,984
Oct-16	\$21,789.24	\$205,195
Nov-16	\$24,589.54	\$180,605
Dec-16	\$24,142.67	\$156,462
Jan-17	\$24,546.44	\$131,916
Feb-17	\$23,637.12	\$108,279
Mar-17	\$27,913.88	\$80,365
Apr-17	\$25,705.59	\$54,659
May-17	\$29,432.35	\$25,227
Jun-17	\$25,227.35	(\$0)

Total	3	8	5	3	3	5	11	38
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Enrollment: The following represents School Readiness and VPK enrollment by county:

County	# of SR children enrolled	# of VPK children enrolled
Citrus	940	865
Dixie	43	121
Gilchrist	109	147
Levy	480	300
Sumter	699	529
Total	2271	1962

School Readiness Waitlist:

June 2017	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	0	5	2	3	0	1	5	16
Dixie	0	0	1	0	0	0	0	1
Gilchrist	0	0	0	0	0	0	0	0
Levy	3	2	1	0	2	2	5	15
Sumter	0	1	1	0	1	2	1	6

EDUCATION DEPARTMENT ACTIVITIES FY 2016-2017

Months included: July – June

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	1,402
# of parents/caregivers who opted out of screening	252
# of screenings with noted areas of concern	555
# of referrals provided	213

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	160	166.5	147.5
# of training participants	247	251	219
TIP Program expenditures	\$7,800.50	\$7,785.00	\$6,990.00

Contract Monitoring Activities	
<u>School Readiness Program</u>	
# of monitors completed	41
Average score achieved	95.9%
Common concerns noted	Records maintenance, adequate system for documenting parent fee collection
<u>Voluntary Prekindergarten Program</u>	
# of monitors completed	42
Average score achieved	99.85%
Common concerns noted	N/A

Performance Funding Project Activities	
# of participating programs	12
# of MMCI training hours offered by ELC staff	40
# of MMCI participants	32
# of TA visits conducted	88
# of participants in Early Learning Florida courses	32

Child Passenger Safety Program Activities			
	<u>Citrus ELC and Sheriff</u>	<u>Dixie/Gilchrist/Levy ELC and DOH</u>	<u>Sumter ELC and Sheriff</u>
Number of inspections completed	233	128	85
Number of seats correct upon arrival	26	12	2
Number of installations for newborns	46	19	5
% of seats <u>incorrect</u> upon arrival (misuse rate) *	69%	75.7%	91.7%
Number of seats provided (includes installations for newborns)	148	103	66
Number of caregivers educated	222	105	67
Number of community events attended	22	6	6
Number of contacts at community events	2,314	413	199
Number of media releases	56	23	20
Client fees collected	\$3,677 **	\$1,220 ELC/\$1,440 DOH ***	\$740 ELC / \$760 SO ****
Donations received	\$600 Agape House \$2,000 Pilot Club	\$225 Children's Alliance	\$5,000 United Way

* 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 car seat program.

*** Client fees from seats provided by the Department of Health are used by the DOH to purchase additional seats for their clients.

**** Client fees from seats provided by the Sumter Sheriff's office are used by the Sheriff's office to purchase additional seats for their technicians to distribute.

Eligibility Department Update:

Eligibility Department Update:														
Referral Type	2016-17	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	12	7	7	7	19	7	6	35	6	8	21	135	221
	DGL	3	4	3	1	0	1	2	6	3	2	10	35	
	Sumter	13	9	2	1	2	8	7	4	5	0	0	51	
PI (Protective Investigation)														
Child from a family that DCF is investigating for child abuse or neglect	Citrus	17	5	0	4	1	2	9	7	3	1	6	55	107
	DGL	4	1	1	2	3	4	2	5	0	0	4	26	
	Sumter	1	3	0	2	2	2	0	5	2	0	9	26	
FOSTER														
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	7	7	5	3	0	0	0	9	1	3	5	40	55
	DGL	0	0	0	0	0	2	0	0	0	0	0	2	
	Sumter	4	0	2	2	1	1	0	1	2	0	0	13	
CAREERSOURCE														
Needy families receiving cash assistance required to participate in job training and support services	Citrus	0	4	2	6	3	10	2	4	1	0	2	34	81
	DGL	9	3	0	1	1	1	4	2	5	0	3	29	
	Sumter	2	4	0	0	3	5	1	0	2	0	1	18	
D. VIOLENCE														
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	0	0	3	0	0	0	0	0	0	0	0	3	13
	DGL	0	0	0	0	3	0	0	6	0	0	0	9	
	Sumter	0	0	0	0	0	0	1	0	0	0	0	1	
DIVERSION														
Family participating with department prescribed activities: education, health services, work program	Citrus	4	0	2	2	2	3	0	0	0	0	2	15	58
	DGL	3	3	0	0	0	0	0	0	0	0	2	8	
	Sumter	11	6	5	0	0	1	6	6	3	3	0	35	
HOMELESS														
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	3	0	3	0	1	0	1	0	0	0	4	12	18
	DGL	0	0	0	0	0	0	0	0	0	0	0	0	
	Sumter	1	0	0	2	0	0	0	0	0	3	0	6	

Public Relations Update:

Employment Study Citrus County - June 2017

<u>Industry Title</u>	<u>Number of Employers</u>	<u>Number of Employees (Clients)</u>
Agriculture, Forestry, Fishing and Hunting	0	0
Mining, Quarrying, and Oil and Gas Extraction	0	0
Utilities	1	1
Construction	12	12
Manufacturing	1	1
Wholesale Trade	1	1
Retail Trade	33	35
Transportation and Warehousing	3	3
Information	3	4
Finance and Insurance	8	10
Real Estate and Rental and Leasing	7	7
Professional, Scientific, and Technical Services	7	7
Management of Companies and Enterprises	0	0
Administrative and Support and Waste Management and Remediation Services	17	17
Educational Services	2	7
Health Care	63	84
Social Assistance	15	28
Arts, Entertainment, and Recreation	1	1
Accommodation and Food Services	53	71
Other Services (except Public Administration)	7	9
Public Administration	5	6

Employment Study Dixie County - June 2017

<u>Industry Title</u>	<u>Number of Employers</u>	<u>Number of Employees (Clients)</u>
Agriculture, Forestry, Fishing and Hunting	1	1
Mining, Quarrying, and Oil and Gas Extraction	0	0
Utilities	0	0
Construction	0	0
Manufacturing	0	0
Wholesale Trade	0	0
Retail Trade	2	2
Transportation and Warehousing	0	0
Information	0	0
Finance and Insurance	0	0
Real Estate and Rental and Leasing	0	0
Professional, Scientific, and Technical Services	0	0
Management of Companies and Enterprises	0	0
Administrative and Support and Waste Management and Remediation Services	0	0
Educational Services	0	0
Health Care	5	6
Social Assistance	1	1
Arts, Entertainment, and Recreation	0	0
Accommodation and Food Services	3	3
Other Services (except Public Administration)	1	1
Public Administration	1	1

Employment Study Gilchrist County - June 2017

<u>Industry Title</u>	<u>Number of Employers</u>	<u>Number of Employees (Clients)</u>
Agriculture, Forestry, Fishing and Hunting	4	4
Mining, Quarrying, and Oil and Gas Extraction	0	0
Utilities	0	0
Construction	0	0
Manufacturing	1	1
Wholesale Trade	0	0
Retail Trade	12	14
Transportation and Warehousing	1	1
Information	0	0
Finance and Insurance	0	0
Real Estate and Rental and Leasing	1	1
Professional, Scientific, and Technical Services	0	0
Management of Companies and Enterprises	0	0
Administrative and Support and Waste Management and Remediation Services	3	3
Educational Services	1	1
Health Care	7	8
Social Assistance	3	3
Arts, Entertainment, and Recreation	0	0
Accommodation and Food Services	7	9
Other Services (except Public Administration)	0	0
Public Administration	1	1

Employment Study Levy County - June 2017

<u>Industry Title</u>	<u>Number of Employers</u>	<u>Number of Employees (Clients)</u>
Agriculture, Forestry, Fishing and Hunting	12	13
Mining, Quarrying, and Oil and Gas Extraction	0	0
Utilities	1	1
Construction	9	9
Manufacturing	2	2
Wholesale Trade	2	2
Retail Trade	29	40
Transportation and Warehousing	2	2
Information	1	1
Finance and Insurance	6	6
Real Estate and Rental and Leasing	1	1
Professional, Scientific, and Technical Services	4	4
Management of Companies and Enterprises	0	0
Administrative and Support and Waste Management and Remediation Services	4	4
Educational Services	2	4
Health Care	32	55
Social Assistance	22	36
Arts, Entertainment, and Recreation	2	2
Accommodation and Food Services	34	36
Other Services (except Public Administration)	2	2
Public Administration	6	6

Employment Study Sumter County - June 2017

<u>Industry Title</u>	<u>Number of Employers</u>	<u>Number of Employees (Clients)</u>
Agriculture, Forestry, Fishing and Hunting	8	9
Mining, Quarrying, and Oil and Gas Extraction	0	0
Utilities	3	3
Construction	14	15
Manufacturing	1	1
Wholesale Trade	6	6
Retail Trade	22	42
Transportation and Warehousing	4	4
Information	0	0
Finance and Insurance	1	1
Real Estate and Rental and Leasing	1	1
Professional, Scientific, and Technical Services	2	2
Management of Companies and Enterprises	0	0
Administrative and Support and Waste Management and Remediation Services	7	7
Educational Services	3	8
Health Care	56	103
Social Assistance	11	21
Arts, Entertainment, and Recreation	0	0
Accommodation and Food Services	34	51
Other Services (except Public Administration)	6	7
Public Administration	3	3