



AGENDA

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**Early Learning Coalition of the Nature Coast
Board Meeting Minutes
June 3, 2020**

Meeting Attendance

Board Members

*Linda Barber
*Brian Coleman
*Shawanna Felton
*Dale French
*Beverly Goodman
*Jeanne Lively
*Alexa Mills
*Dana Moxley
*Heidi Rand
*Gailen Spinka
*Sonya Warden
*Rob Wardlow
*Robert Wells

ELCNC Staff

Sonya Bosanko
Colin Burke
John Coronado
Sheri Ellis
Tonya Hiers
Desirae Rickman
Sandra Woodard

Members of the Public

*Louis Brown
*Susan Fort
*Steve Lee
*Jonathan Pitts
*Laurie Walker
*Mark White

*Virtual Attendance Platform

Members Absent: Darla Huddleston, Robert Bradburn, Connie Mahan, Barbara Locke, Blake Fugate, JJ Kenney, Sue Fogarty

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:05 a.m. Roll call of Board members was completed.

Public Input

There was no public input.

Approval of Agenda

Chair Wardlow announced that the current agenda is being amended to move Action Item #2019-20-21, Action Item #2019-20-22, and Action Item #2019-20-24 to the front of the agenda.

Dana Moxley motioned to approve the agenda. Dale French seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – February 5, 2020

Executive Committee Minutes – March 19, 2020

Action Item: 2019-20-14 Board Membership

Robert Wells motioned to approve the Consent Agenda. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item # 2019-20-15: Slate of Officers

The Administrative Committee met prior to this Board meeting for the purpose of developing a slate of officers for the Vice-Chair position on the Coalition Board of Directors. Brian Coleman is currently serving as Vice-Chair and has expressed an interest in serving for another term. Coalition staff notified all members of the Board of Directors of the opportunity to be considered for the Vice-Chair position. No other Board members expressed an interest in serving in this capacity.

Sonya Warden motioned to approve Mr. Coleman to serve another term as the Vice-Chair of the Board of Directors. Shawanna Felton seconded the motion. Motion carried unanimously.

Action Item # 2019-20-21 Addendum #1 FY 2019-2020 OEL Grant Agreement

Dr. Bosanko read a prepared statement regarding the addendums to the current grant agreement being requested by Florida's Office of Early Learning. To ensure that the Coalition can prepare accurate financial records regarding provider payments, Dr. Bosanko asked the Board to deny OEL's addendums to the current grant agreement.

Chair Wardlow then gave the floor to the ELCNC Board's attorney, Mr. Steve Lee. Mr. Lee explained his discomfort with the State's inability to provide an electronic system that functions correctly and stated that he sees no reason for the Coalition to agree to the proposed addendums.

Dana Moxley asked about the ramifications of not signing the proposed addendums. Dr. Bosanko explained that we would continue to function under our current grant agreement as originally stated. Attorney Lee stated that there would be no issue if the Coalition continues to function within state and federal guidelines under the original agreement.

Dr. Bosanko explained that because the ELCNC was able to create a reliable financial statement outside of the faulty statewide system, there is no concern with the ELCNC continuing to function within legal parameters.

The ELCNC outside auditors, Mark White and Laurie Walker with Purvis & Gray further clarified the ELCNC audit findings were a direct reflection of the inadequacies of the statewide information system and not that of the Coalition. Mr. White stressed his support of the ELCNC continuing to maintain external records due to the continuing issues with the statewide information system.

Board member, Dana Moxley, expressed that she did not feel that she fully understood the action item and was hesitant to deny a request from the Coalition's grantee. Mrs. Bosanko stressed that regardless of the grantee's request, the Board is responsible to ensure that the Coalition will be able to prepare reliable financial statements.

Board member, Heidi Rand, stated that she had made the motion to approve and would like for her motion to stand. However, after hearing the full explanation, Mrs. Rand is not comfortable approving the addendums to the existing grant agreement.

Board member, Gailen Spinka, shared that he is not comfortable supporting OEL's addendum request.

Robert Wells motioned to approve the addendum to the grant agreement with Florida's Office of Early Learning. Heidi Rand seconded the motion. The motion was defeated by a 1-12 vote.

Action Item #2019-20-22 Addendum #2 FY 2019-2020 OEL Grant Agreement

To ensure that the Coalition can prepare accurate financial records regarding provider payments, Dr. Bosanko asked the Board to deny OEL's addendums to the current grant agreement.

Sonya Warden motioned to not sign the addendum. Heidi Rand seconded the motion. The motion passed with a 12-1 vote.

Action Item # 2019-20-24: Financial Statements and Independent Auditor's Report

Mark White with Purvis Gray Certified Public Accountants spoke to the Board to provide narrative of the auditor's report. This report involves the audit period July 2018 – June 30, 2019. Mr. White explained that the State of Florida Office of Early Learning's EFS MOD information system was implemented without sufficient testing and did not calculate provider payments accurately. This required the Coalition to reconcile provider payments manually.

Lori Walker, also with Purvis Gray Certified Public Accountants provided a detailed explanation of the financial statements contained within the report.

Dana Moxley asked for clarification with regards to provider losses. Mrs. Walker clarified she was referring to fewer childcare facilities holding contracts with the Coalition.

Mr. White also stressed the importance of Coalition Board members completing the Board member questionnaires. Chair Wardlow stated that staff would resend the questionnaire to any Board member who had not yet completed the document.

Gailen Spinka motioned to accept the audited financial statements as presented. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item #2019-20-16: Sliding Fee Scale

The sliding fee scale being considered will become effective on July 1, 2020.

Gailen Spinka motioned to accept the sliding fee scale. Dana Moxley seconded the motion. The motion carried unanimously.

Action Item #2019-20-17: ELPOP 102 Continuity of Operations Plan

The Coalition's COOP was amended in March 2020 to include operational protocols for the outbreak of infectious disease and to include changes to the Coalition's organizational structure. The Executive Committee unanimously approved the amended COOP on March 19, 2020 and now brings to the Board of Directors for approval.

Dana Moxley motioned to approve the amended Continuity of Operations Plan as presented. Dale French seconded the motion. Motion carried unanimously.

Action Item #2019-20-18: Salary Range Updates

This action item increases the Manager position salary range to \$36,000 - \$55,000 to coincide with the new Department of Labor thresholds. This increase would become effective January 1, 2020. This action item has no impact on the budget as all current manager positions meet or exceed the minimum threshold.

Gailen Spinka motioned to approve the salary range update. Shawanna Felton seconded the motion. Motion passed unanimously.

Action Item #2019-20-19: Organizational Chart Revision

This action item establishes a new department within the Coalition that will process all provider attendance related to provider payments. The establishment of this new department will change certain positions within the Eligibility Department.

Sonya Warden made a motion to approve the proposed revisions to the Coalition's organizational chart. Robert Wells seconded the motion. The motion carried unanimously.

Action Item #2019-20-20: Fiscal Year 2020-2021 Early Learning Budget

This action item establishes an operating budget for the upcoming fiscal year. The budget assumes level funding for the School Readiness Program and a decrease in funding for the Voluntary Prekindergarten Program. Ms. Moxley asked for clarification on the employee training expense. Dr. Bosanko explained that the Coalition's staff had participated in extensive wellness training during the 2019-2020 fiscal year. Mr. Spinka asked who presented the training. Dr. Bosanko provided a brief description of the trainer's credentials and the training objectives.

Robert Wells motioned to approve the 2020-2021 Early Learning Budget. Heidi Rand seconded the motion. The motion carried unanimously.

Action Item #2019-20-23: ELPOP-233 Provider Contract Monitoring

Dr. Bosanko explained that this action item addresses an update to current policy to include contract monitoring of the Voluntary Prekindergarten Education Program as well as the School Readiness Program.

Gailen Spinka motioned to approve the policy revision. Sonya Warden seconded the motion. The motion carried unanimously.

Action Item #2019-20-25: Executive Director Performance Appraisal

This action item provided an overview of the Board's completion of the annual performance appraisal for Executive Director, Sonya Bosanko, DBA. The overall score is 4.29 out of a possible 5. Chair Wardlow commended Dr. Bosanko for her diligent efforts in her role as Executive Director of the agency.

Dana Moxley made the motion to accept the Executive Director Performance Appraisal as presented. Gailen Spinka seconded the motion. The motion carried unanimously.

Action Item #2019-20-26: Amended Board Meeting Minutes

This action item addresses a need to amend the Board meeting minutes from the August 7, 2019 Board of Director's meeting to capture Dana Moxley's abstention from voting on Action Item 2019-20-04. Dr. Bosanko explained this was noted during our recent audit conducted by Florida's Office of Early Learning.

Sonya Warden motioned to approve the amendment to the minutes from August 7, 2019. Gailen Spinka seconded the motion. The motion carried unanimously.

Treasurer's Report

Mrs. Bosanko presented the Treasurer's Report explaining that these numbers will change because of additional funding received by the Coalition to support new programs made available due to the COVID-19 pandemic. The financial reports provided reflected budget

versus actual for the period July 1, 2019 through April 30, 2020. The School Readiness program is at an overall spending rate of 80.65%; Direct Services 81.86% and 75.94% in Non-Direct Services. Administrative costs for the School Readiness Program are at 3.99%. The Voluntary Prekindergarten program is at an overall spending rate of 88.18%; Direct Services 88.67% and 75.94% in Non-Direct Services. The administrative costs for the Voluntary Prekindergarten Education Program are at 3.43%.

At this point in the year, the Coalition should be approximately 75% expended. Finally, Mrs. Bosanko notified the Board that the Coalition was meeting threshold allowances for the areas of administration, quality, and direct services in the School Readiness program and the administrative thresholds in the Voluntary Prekindergarten Program.

Gailen Spinka inquired about school readiness (SR) and voluntary prekindergarten (VPK) payments to providers who remain closed due to the threats posed by COVID-19. Dr. Bosanko shared that 45.9% of providers are closed at this time. Mr. Spinka shared that he feels that these providers should either open for business or the SR and VPK funding should cease. Dr. Bosanko further explained that child care providers can open at this time. Dr. Bosanko stressed that each provider makes their own decision regarding reopening based on the needs of their staff and their families. Dana Moxley explained that providers are experiencing a lack of demand at this time.

Board member, Dana Moxley asked about infant/toddler spending appearing to be low. Dr. Bosanko explained the Gold Seal infant/toddler costs will impact this area of the budget when reconciled at end of year.

Executive Director's Report

Dr. Bosanko shared that we are currently serving 2,148 children in the School Readiness Program and 1,867 children in the Voluntary Prekindergarten Education Program throughout our 5-county region. There are currently 55 children on our waiting list.

Dr. Bosanko reviewed the April 2020 Direct Services Utilization Report which reflects a deficit of \$67,848.57 as well as the April 2020 Quality Tier Utilization Report reflecting a deficit of \$47,765.21. Understanding that each child enrollment requires funding from both funding streams, the Coalition will not be opening the waiting list at this time.

Dr. Bosanko notified the Board that the staff are continuing to complete their job duties following strict social distancing guidelines. Most client needs are being handled via electronic means with face-to-face appointments available as needed. Our lobbies remain closed to the public and all meetings are being conducted via webinar.

Dr. Bosanko explained recent changes to the format by which the Coalition can draw down matching funds from the State. The new match formula is based on a dollar for dollar match and allows more flexibility at the Coalition level. The ELCNC is tasked with raising approximately \$30,000 each year which is matched for a total of \$60,000. Dr. Bosanko explained that the Coalition is researching the possibility of using the \$60,000 to address the needs of families who slightly exceed the current income thresholds to receive school readiness funding.

Dr. Bosanko explained to the Board that the reconciliation payments from school readiness providers who received overpayments during the 2018/2019 fiscal year due to the shortcomings of the EFS MOD system had been temporarily paused due to the recent pandemic. Dr. Bosanko assured the Board of Directors that all repayments would occur by February 2021. The Eligibility Department has begun the reconciliation process for the 2019/2020 fiscal year. The statewide information system (EFS-MOD) continues to be unreliable.

Dr. Bosanko provided information about a new initiative at the State level that pays registration fees for school readiness families. School readiness providers would forego charging the school readiness family for the registration fee amount instead receiving the registration fee as part of their school readiness reimbursement. Dana Moxley inquired about the effective date for this new parent fee reimbursement. Dr. Bosanko shared the effective date was July 1, 2019.

Dr. Bosanko notified the Board that the current process for the auditing of provider attendance sheets includes 100 percent of sign in and out sheets to be audited by Coalition staff. Due to the time consuming and labor intensive nature of this process, the Eligibility Department will now conduct this audit on a random sample of providers instead of the current process of auditing all providers every month.

Dana Moxley motioned to approve the Executive Director's Report. Gailen Spinka seconded the motion. The motion carried unanimously.

New/Unfinished Business

Dr. Bosanko explained the need for an amendment to our by-laws impacting the composition of our Executive Committee. Our current by-laws state that the immediate past Chair of the Coalition will serve as a member of the Executive Committee. The Past-Chair of the

Coalition is not able to fulfill this obligation. Dr. Bosanko recommended the by-laws be amended to remove the Past-Chair as a member of the Executive Committee. Dana Moxley asked for the name of the Past-Chair. Dr. Bosanko responded that Mark Williams with the Department of Children & Families had served as our Chairman of the Board prior to our current Chairman, Mr. Rob Wardlow.

Next Regular Meeting Date: August 5, 2020

Public Input

No public input

Board member, Dana Moxley, shared that she is concerned that some members of the public are listening but are unable to speak. Dr. Bosanko explained that a meeting attendee must join the webinar using the link provided via email. If an attendee calls in using the phone number provided, they will join the meeting in listen only mode. Dr. Bosanko assured the Board that staff would reiterate these instructions to all participants for our next virtual meeting.

Sonya Warden motioned to adjourn at 10:25 am. Gailen Spinka seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, a recording of the meeting is available.**

Minutes prepared by Sandra Woodard

**Early Learning Coalition of the Nature Coast
Administrative Committee Meeting Minutes
June 3, 2020**

Meeting Attendance

Committee Members

*Beverly Goodman
*Sonya Warden
*Rob Wardlow
*Robert Wells

ELCNC Staff

Sonya Bosanko
Colin Burke
John Coronado
Sheri Ellis
Tonya Hiers
Desirae Rickman
Sandra Woodard

Members of the Public

*Holly Bussard
*Susan Fort
*Alexa Mills
*Dana Moxley
*Jonathan Pitts
*Vicky Pitts

*Virtual Attendance Platform

Members Absent: Gailen Spinka, John "JJ" Kenney

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 8:48 a.m. Roll call of Administrative Committee members was completed.

Approval of Agenda

Sonya Warden motioned to approve the agenda. Robert Wells seconded the motion. Motion carried unanimously.

Public Input

There was no public input.

Slate of Officers

The Administrative Committee is serving as the Nominating Committee to prepare a slate of officers for the Vice-Chair position on the Coalition Board of Directors. Brian Coleman is currently serving as Vice-Chair and has expressed an interest in serving for another term. Coalition staff notified all members of the Board of Directors of the opportunity to be considered for the Vice-Chair position. No other Board members expressed an interest in serving in this capacity.

Beverly Goodman motioned to recommend Mr. Brian Coleman to serve another term as the Vice-Chair of the Board of Directors. Sonya Warden seconded the motion. Motion carried unanimously.

New/Unfinished Business

There was no new or unfinished business.

Public Input

There was no public input.

Robert Wells motioned to adjourn at 8:54 am. Sonya Warden seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, a recording of the meeting is available.**

Minutes prepared by Sandra Woodard

**Early Learning Coalition of the Nature Coast
Executive Committee Meeting Minutes
July 22, 2020**

Meeting Attendance

Committee Members

ELCNC Staff

Members of the Public

*Gailen Spinka
*Sonya Warden
*Rob Wardlow

*Sonya Bosanko
John Coronado
Sheri Ellis
*Tonya Hiers
*Kristina Sanders
*Sandra Woodard

*Pearlina Alexander
*Anjanette Broadhurst
*Susan Fort
*Charese Gage
*Lynne Kirby
*Dana Moxley
*Desirae Pank
*Jonathan Pitts
*Reece Seale
*Bonnie Sparks
*Robert Wells

*Virtual Attendance Platform

Members Absent: Brian Coleman

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 8:42 a.m.

Approval of Agenda

Sonya Warden motioned to approve the agenda. Gailen Spinka seconded the motion. Motion carried unanimously.

Public Input

There was no public input.

Action Item: 2020-21-01 Revised Addendum #1 FY 2019-2020 OEL Grant Agreement

Dr. Bosanko explained that the original addendum to the Grant Agreement between Florida's Office of Early Learning and the Early Learning Coalition of the Nature Coast was not approved at the June Board of Directors meeting. This is the revised addendum to the Grant Agreement addressing the 2018-2019 reconciliation of School Readiness Program provider payments and attendance during the implementation of the modification to the Single Statewide Information System's Coalition Services Portal (referred to as EFS MOD). Staff recommended approval of the addendum.

Sonya Warden motioned to recommend approval of the revised addendum. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2020-21-02 Revised Addendum #2 FY2019-2020 OEL Grant Agreement Assessment

Dr. Bosanko explained that the original addendum to the Grant Agreement between Florida's Office of Early Learning and the Early Learning Coalition of the Nature Coast was not approved at the June Board of Directors meeting. This is the revised addendum to the Grant Agreement which serves to minimize future ELC audit findings for system-wide EFS MOD-related issues considered to be state agency-level errors beyond the control of the ELCs. Staff recommended approval of the addendum.

Sonya Warden motioned to recommend approval of the revised addendum. Gailen Spinka seconded the motion. Motion carried unanimously.

New/Unfinished Business

There was no new or unfinished business.

Public Input

There was no public input.

Sonya Warden motioned to adjourn at 8:49 am. Gailen Spinka seconded the motion. Motion carried unanimously.

***If additional detail regarding the discussion at the meeting is desired, a recording of the meeting is available.**

Minutes prepared by Sandra Woodard



Action Item

Date: August 5, 2020 **Subject:** Revised Addendum #1 FY2019-2020 OEL Grant Agreement

Action Item # 2020-21-01

Proposed Board Action: Authorize the Executive Director to execute an addendum to the 2019-20 Grant Agreement to address the 2018-19 reconciliation of School Readiness provider payments and attendance during the implementation of the modification to the Single Statewide Information System’s Coalitions Service Portal (referred to as EFS Mod).

Budget Considerations: Unknown

Background Information: The Office of Early Learning is working with each coalition to complete its reconciliation of 2018-19 payments to School Readiness (SR) providers. Multiple steps are required to finalize the data in EFS Mod and correct both under- and overpayments to some SR providers. The Addendum to the 2019-20 Grant Agreement lists the required steps and documents a date certain by which the EFS mod data will be corrected.

Points of Consideration:

Effective Date:
August 5, 2020

Supporting Documentation: Revised Addendum #1 FY2019-2020 OEL Grant Agreement (attached)

Information prepared by Shan Goff, Executive Director, Office of Early Learning
Submitted by Shan Goff, Executive Director, Office of Early Learning

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	July 22, 2020	Approved

ADDENDUM #1 TO 2019-20 GRANT AGREEMENT
BETWEEN THE OFFICE OF EARLY LEARNING AND THE
EARLY LEARNING COALITION OF NATURE COAST

WHEREAS, the Florida Department of Education, Office of Early Learning, hereinafter referred to as the “Office” or “OEL”, and the Early Learning Coalition of Nature Coast, hereinafter referred to as the “ELC” (each individually a “Party” and collectively the “Parties”), entered into a grant agreement (hereinafter referred to as “Agreement”) for the 2019-2020 fiscal year for the Coalition to administer and implement a local comprehensive program of School Readiness (SR) and Voluntary Prekindergarten (VPK) Program; and

WHEREAS, the parties utilize a Single Statewide Information System’s Coalition Services Portal to process provider accounts, attendance reporting and payments in the manner directed by Office and for the reconciliation of local SR Program data; and

WHEREAS, Agreement Exhibit 1, Section JJ of the Agreement states “Agreement provision modifications shall only be valid when they are in writing and all parties have duly signed and dated them;” and

WHEREAS, Chapter 2019-115, Line 86 Laws of Florida provides funds for the ELC to administer local SR Programs; and

WHEREAS, the Parties wish to amend the Agreement to incorporate this Addendum as set forth herein;

NOW THEREFORE, the parties agree to the following:

- The ELC acknowledged receipt of the following documents from OEL and used these documents in the entity’s year-end closeout and reconciliation tasks.
 - 2018-19 Revenue Confirmation for SR, Child Care Executive Partnership, Voluntary Prekindergarten, Outreach/Awareness and Monitoring Initiative and Performance Funding Program activities.
 - 2018-19 Supplemental Data Form including the ELC’s self-reported FY2018-19 results for the temporary SR/VPK OCA codes SRRCN and/or VPRCN.
- The ELC identified and paid all SR Provider underpayments for FY2018-19 on January 31, 2020
- The ELC completed provider reconciliation on January 31, 2020. The reconciliation process was verified by:
 - X 100-percent of provider payments and records; or
 - ___ A sample of provider payments, as approved by OEL, equating to ___-percent of the ELCs total number of SR providers.
- The ELC agrees to use the Cherwell Overpayment Tracking Tool for reporting overpayment data.
- OEL understands that acceptable equivalent documentation was used for payment reconciliation and by auditors for testing.

Except as expressly provided herein, all other terms and conditions not affected by this Addendum shall remain in full force and effect. If there is conflict between this Addendum and the grant agreement, the terms of this Addendum shall control.

IN WITNESS HEREOF, by signature below, both Parties agree to abide by the terms, conditions, and provisions of the original Agreement document and this Addendum that is hereby effective on the date the last party signs this Addendum.



Action Item

Date: August 5, 2020 **Subject:** Revised Addendum #2 FY2019-2020 OEL Grant Agreement

Action Item # 2020-21-02

Proposed Board Action: Authorize the Executive Director to execute an addendum to the 2019-20 Grant Agreement to include OEL’s modified special testing instructions to the Early Learning Coalition’s (ELC) independent federal/state Single Audit firm during the implementation of the modification to the Single Statewide Information System’s Coalitions Service Portal (referred to as EFS Mod).

Budget Considerations:
Unknown

Background Information: The absence of EFS Mod system functionality for FY2018-19 prevented Early Learning Coalitions (ELCs) from complying with monthly reconciliation requirements as instructed in OEL’s grant agreements. As a result, FY2018-19 federal/state Single Audits for most ELCs included audit findings for reconciliation deficiencies of School Readiness (SR) provider payments and attendance records.

For FY2019-20, the Office of Early Learning (OEL) is working to improve and sustain EFS Mod stability and data accuracy for SR provider payments. However, OEL management determined modified grant agreement language should be prepared to help minimize future ELC audit findings for system-wide EFS Mod-related issues considered to be state agency-level errors beyond the control of the ELCs. This Addendum to the 2019-20 Grant Agreement provides the modified grant agreement language needed.

The addendum documents OEL’s ability to issue supplemental written special testing instructions (if needed) to all ELC independent federal/state Single Audit firms for audit procedures performed on each Coalition’s monthly reconciliation of financial records to EFS Mod. OEL’s supplemental instructions will allow independent auditors to accept alternative/equivalent ELC support files – separate from the EFS Mod system - to adequately document an ELC’s monthly reconciliation processes.

OEL staff is available to assist ELC fiscal staff and contracted federal/state Single Auditors with questions on how to implement these additional special testing instructions.

Points of Consideration:

Effective Date:
August 5, 2020

Supporting Documentation: Revised Addendum #2 FY2019-2020 OEL Grant Agreement (attached)

Information prepared by Shan Goff, Executive Director, Office of Early Learning
Submitted by Shan Goff, Executive Director, Office of Early Learning

History of Action Item:

Committee or Council	Date of Meeting	Action
Executive Committee	July 22, 2020	Approved

ADDENDUM #2 TO 2019-20 GRANT AGREEMENT
BETWEEN THE OFFICE OF EARLY LEARNING AND THE
EARLY LEARNING COALITION OF NATURE COAST

WHEREAS, the Florida Department of Education, Office of Early Learning, hereinafter referred to as the “Office” or “OEL”, and the Early Learning Coalition of Nature Coast, hereinafter referred to as the “ELC” (each individually a “Party” and collectively the “Parties”), entered into a grant agreement (hereinafter referred to as “Agreement”) for the 2019-2020 fiscal year for the Coalition to administer and implement a local comprehensive program of School Readiness (SR) and Voluntary Prekindergarten (VPK) Program; and

WHEREAS, the parties utilize a Single Statewide Information System’s Coalition Services Portal to process provider accounts, attendance reporting and payments in the manner directed by Office and for the reconciliation of local SR Program data; and

WHEREAS, Agreement Exhibit 1, Section JJ of the Agreement states “Agreement provision modifications shall only be valid when they are in writing and all parties have duly signed and dated them;” and

WHEREAS, Chapter 2019-115, Line 86 Laws of Florida provides funds for the ELC to administer local SR Programs; and

WHEREAS, the Parties wish to amend the Agreement to incorporate this Addendum as set forth herein;

NOW THEREFORE, the parties agree to the following:

- Temporary modification of terms from Agreement Exhibit III, Audit Requirements, Section 3.1, Special Audit Testing Requirements as follows.

3. Special Audit Testing Requirements

3.1. It is essential the audit firm test the Coalition's monthly reconciliation of its financial records to the SSIS. As an alternative, the auditors may test acceptable equivalent alternative supporting documentation files of the ELC, if temporary transitioning SSIS system functionality issues occur. To report on the audit tests performed, the auditor must include a statement in the Schedule of Findings and Questioned Costs confirming the following: (a) that the Coalition staff performs this reconciliation monthly; (b) that the Coalition has processes in place to identify and correct errors noted during the monthly reconciliation process; and (c) the Coalition's financial records and the SSIS records (or acceptable equivalent documentation files tested/audited upon issuance of written authorization from OEL) were reconciled and in agreement as of the annual program year end (June 30th). Finally, a statement must be included to indicate the auditor's work papers include documentation to verify tests of these tasks were performed and such work papers are available for review by OEL staff upon request.

Except as expressly provided herein, all other terms and conditions not affected by this Addendum shall remain in full force and effect. If there is conflict between this Addendum and the grant agreement, the terms of this Addendum shall control.

IN WITNESS HEREOF, by signature below, both Parties agree to abide by the terms, conditions, and provisions of the original Agreement document and this Addendum that is hereby effective on the date the last party signs this Addendum.



ACTION ITEM

Date: August 5, 2020

Subject: ELCNC Bylaws Amendment

Action Item # 2020-21-03

Proposed Board Action:

Approve proposed amendment to ELCNC Bylaws:

Section 6.2.1 EXECUTIVE COMMITTEE: The Executive Committee membership shall include the Chair, Vice Chair, Treasurer, and Secretary of the Coalition. The committee is responsible for exercising full authority of the board in between scheduled meetings of the board when action is required prior to the next scheduled board meeting.

Budget Considerations:

None

Background Information:

Recently, it was noted that the membership of the Executive Committee does not meet the requirements of the Bylaws, which states that the past Chairperson of the Board serves on the Executive Committee. Since the Chairperson of the Board is appointed by the Governor and since the Chairperson usually retires from the Board after his or her term expires, the requirement for the past Chairperson to service on the Executive Committee is not a suitable practice. The Executive Director notified the ELCNC Board of the unsuitable practice during the June 3, 2020 board meeting and recommended a Bylaws amendment.

Article X, Section 10.2 of the Bylaws state that the bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the members present at any regular meeting or at any called meeting of the members provided that notice of the meeting at which said alteration, amendment, or repeal of the bylaws will be considered has been provided to each member of the Coalition at least ten (10) days prior to said meeting and further provided that copies of the proposed amendments, alterations or deletions shall have been forwarded with notice of said meeting.

The proposed Bylaws amendment was emailed to all board members on June 4, 2020.

Points of Consideration:

Effective Date:

August 5, 2020

Supporting Available Documentation: Board Member Notification of Proposed Amendment – June 4, 2020

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 5, 2020

Subject: Organizational Chart Revision

Action Item # 2020-21-04

Proposed Board Action:

Approve the following:

1. The removal of the Child Passenger Safety Coordinator position.
2. The addition of the Contracts Specialist position.

Budget Considerations:

None

Background Information:

ELC management recommends the removal of the Child Passenger Safety Coordinator position from the organizational chart, effective July 6, 2020. The employee serving in the position recently retired and there are no eligible candidates to serve in the position (currently there are 40 individuals in Florida who are qualified to implement the Child Passenger Safety Coordinator position).

ELC management recommends the addition of a Contracts Specialist position. Recently, Florida's Office of Early Learning adopted additional rules related to contract eligibility requirements for the School Readiness Program. The new requirements significantly increase the ELC's monthly contract management responsibilities. The addition of the Contracts Specialist position will allow the ELC to manage the new requirements.

Points of Consideration:

None.

Effective Date:

August 5, 2020

Supporting Documentation: Contracts Specialist Job Description

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

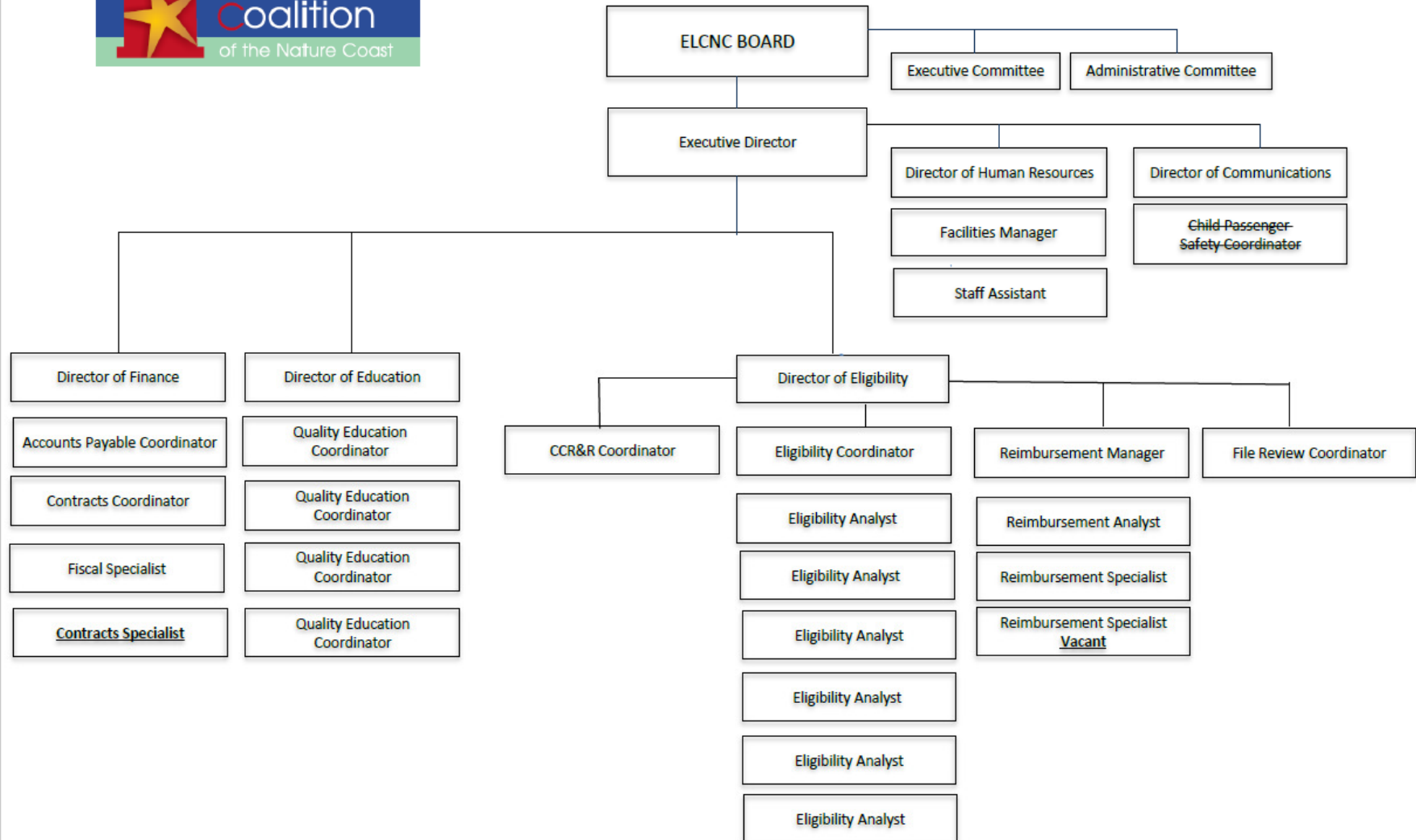
History of Action Item:

Committee or Council	Date of Meeting	Action



ORGANIZATIONAL CHART

Revised August 5, 2020



POSITION DESCRIPTION

Position Title:	Contracts Specialist
Serving:	Citrus, Dixie, Gilchrist, Levy and Sumter Counties
Responsible to:	Director of Finance
Basic Function:	This position works directly with the Contract Coordinator and Director of Finance to provide administrative and operations support for the day to day operations of the Contracts Department.
Employment Status:	This position is classified as non-exempt status from the basic requirements stipulated by the Fair Labor Standards Act as provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists with the preparation of contracts and agreements consistent with the policies and bylaws of the Coalition and in accordance with state statutes and FOEL requirement.
- Assists the Contracts Coordinator in monitoring subcontracts in accordance with contractual obligations as set forth by FOEL and Board approved policies and procedures relating to contract management.
- Maintain ongoing and frequent communication with the Contracts Coordinator and Director of Finance.
- Work closely with the Contracts Coordinator and Director of Finance to collect, compile, and analyze information regarding the overall implementation of contract deliverables.
- Assist in the development and processing of contract amendments, as appropriate.
- Ensure all contract support documentation (e.g. licenses, insurance, insurance affidavit, Gold Seal certificates and Public Entity Crimes form) is current. Report any changes to the Contracts Coordinator.
- Assist the Contracts Coordinator and/or Director of Finance with all reporting processes.
- Maintain the provider monitoring schedule for each county in the Coalition's geographical area.
- Monitor School Readiness provider contracts, in accordance with the Coalition's contract monitoring policy
- Monitor private Voluntary Pre-Kindergarten provider contracts, in accordance with the Coalition's contract monitoring policy.
- Provider technical assistance to early learning providers with regard to non-compliant areas as documented on the approved monitoring tools
- Maintain up-to-date knowledge and familiarity with state regulations and Coalition policies related to the contract monitoring process.
- Maintain reports and work with the Contracts Coordinator and Director of Finance to oversee compliance with program policy and procedures.
- Report results of program monitoring to the Director of Finance
- A high level of discretion is required. The incumbent must maintain confidentiality of all information entrusted to this position.
- Other duties as assigned.

EXPERIENCE/PERFORMANCE REQUIREMENTS: (Knowledge, Skills, and Abilities)

- Highly developed in oral skills and written communication and interaction.
- Knowledge of office procedures and equipment, including the application of electronic data processing and work in a web based environment.
- Must have valid Florida Driver's License and reliable transportation.
- Must meet ELCNC employment requirements including clearance of background screening.
- Must be able to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.
- Knowledge of Microsoft Word, Excel, and other office programs.
- Believes in and supports the mission of the Early Learning Coalition of the Nature Coast.

- Must have strong organizational skills.
- Must have a willingness to carry out the mission of the ELCNC
- Must be able to work independently and as a team member.
- Must possess a conviction about the capacity of people to grow and change.
- Must be able to forge mutually respectful partnerships with persons served.
- Must be able to maintain a professional appearance and behavior.
- Must be able to prioritize and meet deadlines.
- Must be able to research and analyze.
- Must be able to maintain confidentiality
- Must be able to maintain a positive attitude.
- Must adhere to drug free workplace policy and all ELCNC policies.
- Must be able to effectively and creatively solve problems.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret periodicals, professional journals, or governmental regulations; write reports, business correspondence, effective present information and respond to questions from groups of managers, clients and the general public.

TYPICAL PHYSICAL DEMANDS

- Requires individual to perform a broad range of activities.
- While performing the duties of this job, the employee is regularly required to sit and talk and hear.
- Requires full range of motion, including manual and finger dexterity and hand and eye coordination.
- Requires corrected vision, speech and hearing to normal range, or special accommodations made of sufficient nature for completion of assigned tasks.
- Requires seated work at a desk, including use of a computer.
- Ability to lift 30 pounds.
- Ability to drive.
- Requires occasional automobile travel.
- Position requirements call for both indoor and outdoor settings: therefore applicants must be able to acclimate to changing temperatures easily.
- Occasionally requires working under stressful conditions or working irregular hours.

TYPICAL WORKING CONDITIONS

- Primarily office atmosphere.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum 1-year office experience preferred

COMPENSATION:

- Based on experience and credentials
- \$22,000-40,000 annually plus benefits

I have accepted the above-described position and acknowledge that this job description is not intended to be a contract for employment, and that the Early Learning Coalition of the Nature Coast reserves the right to make any necessary revisions to the job description at any time without notice. Further, I acknowledge and accept that my abilities to perform the tasks listed in this description are a condition of my employment.

Employee Signature

Date



ACTION ITEM

Date: August 5, 2020

Subject: Disposal of Property

Action Item # 2020-21-05

Proposed Board Action:

Authorize the Executive Director to dispose of the following old or damaged equipment:

Tag#			Description of Item	Manufacturer	Model	Serial #	Amount	Value	Damage	Grant Award
ELCNC	0	19	Sound System	Oklahoma Sound Corp	PAW95	0236063	\$565.95	\$0.00	Not Functional	SR/VPK
ELCNC	0	21	Projector	Dell	3400MP	CN0M8591500816310218	\$1,509.20	\$0.00	Not Functional	SR/VPK
ELCNC	0	251	Speakers and Amp	Yamaha	AMP-EMX512SC Speakers BR12	AMP-EMX512SC Speakers BR12	\$749.99	\$0.00	Not Functional	SR/VPK
ELCNC	0	252	Speakers and Amp	Yamaha	AMP-EMX512SC Speakers BR12	UCMMPO1438 Speakers 13835692, 13835693	\$749.99	\$0.00	Not Functional	SR/VPK
ELCNC	9	2	Computer	HP	DX2400	2UA9160G5N	\$519.45	\$0.00	Not Functional	SR/VPK
ELCNC	9	102	LCD TV	RCA	L32HD35D	J144E202E	\$438.00	\$0.00	Not Functional	SR/VPK
ELCNC	9	120	Television	RCA	L32HD35D	J156E309D	\$438.00	\$0.00	Not Functional	SR/VPK
ELCNC	9	138	DATE STAMP	WIDMER	T3	259508	\$385.00	\$0.00	Not Functional	SR/VPK
ELCNC	9	160	RCA TV	RCA	L32HD35D	J144E3270	\$438.00	\$0.00	Some degree of disrepair	SR/VPK
ELCNC	9	172	Computer	HP	DX2400	2UA9160G57	\$519.95	\$0.00	Not Functional	SR/VPK
ELCNC	9	177	Computer	HP	DX2400	2UA9160BKF	\$519.95	\$0.00	Not Functional	SR/VPK
ELCNC	9	221	PLASMA TV	Samsung	PN58B550T2FX2A	AUMU3CES500473Z	\$1,883.23	\$0.00	Not Functional	SR/VPK
ELCNC	9	321	Computer	HP	DX2400	2UA9160G6F	\$519.95	\$0.00	Not Functional	SR/VPK
ELCNC	9	324	Computer	HP	X193W	92110838840	\$895.87	\$0.00	Not Functional	SR/VPK
ELCNC	9	504	Plasma TV	LG	50PS60	905RMNE223391	\$999.97	\$0.00	Not Functional	SR/VPK
ELCNC	9	519	DATE STAMP	WIDMER	T3	259510	\$385.00	\$0.00	Not Functional	SR/VPK
ELCNC	10	2	Lap Top	ASUS	U52F-BBL5	ASNOAS31622625A	\$679.99	\$0.00	Not Functional	SR/VPK
ELCNC	10	36	LAPTOP	Panasonic	CF-C1ATAJZ1M	51FKSB32617	\$2,068.00	\$0.00	Not Functional	SR/VPK
ELCNC	10	37	PRINTER	CANON	iP100	ACCY12303	\$249.00	\$0.00	Not Functional	SR/VPK
ELCNC	11	4	PRINTER	BROTHER	8480DN	U62272G 1JB03103	\$299.99	\$0.00	Not Functional	SR/VPK
ELCNC	12	1	LAPTOP	ASUS	X54C	C4N0ASK144838140	\$329.99	\$0.00	Not Functional	SR/VPK
ELCNC	12	2	LAPTOP	HP	HP2000	5CG2230XW8	\$299.99	\$0.00	Not Functional	SR/VPK
ELCNC	12	7	Opitplex 3010 Minitower	Dell	Poptiplex 3010	4PFCDX1	\$490.00	\$0.00	Some degree of disrepair	SR/VPK

Tag#			Description of Item	Manufacturer	Model	Serial #	Amount	Value	Damage	Grant Award
ELCNC	12	8	Optiplex 3010 Minitower	Dell	Poptiplex 3010	4PGCDX1	\$490.00	\$0.00	Not Functional	SR/VPK
ELCNC	12	9	Optiplex 3010 Minitower	Dell	Poptiplex 3010	4PG9DX1	\$490.00	\$0.00	Not Functional	SR/VPK
ELCNC	13	2	Dell Inspiron 15 Laptop	Dell	Inspiron 15	745COX1	\$378.00	\$0.00	Not Functional	SR/VPK
ELCNC	13	11	Brother Printer	Brother	MFC-8710DW	U63088L3N599756	\$258.98	\$0.00	Not Functional	SR/VPK
ELCNC	15	1	Computer Tower	Dell	Optiplex	5VFNV52	\$520.21	\$0.00	Not Functional	SR/VPK
ELCNC	15	2	Computer Tower	Dell	Optiplex	5VGCV52	\$520.21	\$0.00	Not Functional	SR/VPK
ELCNC	15	3	Computer Tower	Dell	Optiplex	5VGDV52	\$520.21	\$0.00	Not Functional	SR/VPK
ELCNC	15	4	Computer Tower	Dell	Optiplex	5VFMV52	\$520.21	\$0.00	Not Functional	SR/VPK
ELCNC	9	28	CONF PHONE MIC	Polycom	IP4000	0004F2E3BAC1		\$0.00	Not Functional	SR/VPK
ELCNC	15	5	Computer Tower	Dell	Optiplex	5VGFV52	\$520.21	\$0.00	Not Functional	SR/VPK

Budget Considerations:

None.

Background Information:

The Coalition is required to maintain an inventory list of all assets purchased with grant funds. The disposal of such assets must be approved by the Board and recorded in the Coalition's accounting system.

Points of Consideration:

The disposal of grant funded assets must be approved by the awarding agency.

Effective Date:

August 5, 2020 or the date approved by the awarding agency whichever is later.

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



ACTION ITEM

Date: August 5, 2020

Subject: ELCNC School Readiness Match Program

Action Item # 2020-21-06

Proposed Board Action:

Adopt the following School Readiness Match Program policy: *The ELCNC implements a School Readiness Match program that requires the ELCNC to secure local match dollars that fund 6% of the costs associated with School Readiness Services provided to low-income families (coded as BG8 families), up to the ELCNC's annual match amount allocated by the Office of Early Learning (OEL).*

Budget Considerations:

None.

Background Information:

During the 2019 Legislative session, the way local match dollars must be collected and reported by ELCs changed significantly. Before the 2019 session, ELCs were required to raise enough matching funds to cover 6% of the cost associated with School Readiness services provided to children from low-income families. As a result, the number of children from low-income homes that received School Readiness Services determined the total amount the ELC was required to raise. In contrast to the old program, the new matching program provides a targeted match amount for each ELC. The targeted amounts were based on historical information and included \$30,000 for the ELCNC. Essentially, the Office of Early Learning reserved \$30,000 of matching funds for the ELCNC, which the agency can draw down with local funds. For every \$1 raised locally, the ELCNC may access \$1 from the matching program.

The new match program provides local flexibility in terms of how match funds are used. For example, the ELCNC may use the funds in the same way the funds were used in the past (to cover 6% of the costs associated with School Readiness Services provided to low-income families), or the ELCNC may adopt a new match strategy. For instance, the ELCNC may use the funds to serve children from low-income families who are between 150-200% of the federal poverty level. Currently, income-eligibility guidelines require a family's income to be below 150% of the poverty level to enter the School Readiness Program. The family remains income-eligible until the family income reaches 200% of the federal poverty level. Under the new match program, ELCs have the flexibility to use the matching program to enroll children from low-income families who are above 150% of the federal poverty level but below 200% of the poverty level.

The ELCNC Board is responsible for establishing a match strategy for its five-county region within the parameters set by the OEL. In previous meetings, the ELCNC Board discussed adopting a matching program that targeted families between 150-200% of the federal poverty level; however, in planning the program, management noted that waitlist rules and procedures would obstruct the program. Specifically, current waitlist policies require the ELC to serve all families below 150% of the federal poverty level prior to offering services to waitlist families' reporting income between 150-200% of the federal poverty level. As a result, there is a high probability that the ELCNC would not be able to offer services to any families reporting income between 150-200% of the federal poverty level and thus, would not be able to access the full OEL match allocation for the ELCNC. Subsequently, management recommends that the ELCNC adopt a matching program that utilizes matching funds in the same manner used in the past (to cover 6% of the costs associated with School Readiness Services provided to low-income families, up to \$30,000 or the ELCNC's annual matching amount). If the ELCNC secures local matching dollars that are equal to the OEL match allocation, the recommended program will allow the ELCNC to access the full match dollar amount from the OEL.

Points of Consideration:

Effective Date:

July 1, 2020

Supporting Documentation: None

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action

**Treasurer's Report
Budget vs Actual
Month Ending June 2020**

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00	0.00	0.00	0.0%
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	9,887,522.03	10,173,423.00	-285,900.97	97.19%
4000-01-02 VPK Income	4,602,612.31	4,668,413.00	-65,800.69	98.59%
4000-01-03 O&A	0.00	7,048.00	-7,048.00	0.0%
4000-01-04 PFP Project Income	0.00	0.00	0.00	0.0%
4000-01-05 University of Florid	9,475.00	0.00	9,475.00	100.0%
4000-01-06 SRPAS	5,284.37	39,799.00	-34,514.63	13.28%
4000-01-07 Preschool Development	34,666.61	47,071.00	-12,404.39	73.65%
4000-01-08 CARES Income	296,038.49	1,142,807.00	-846,768.51	25.91%
Total 4000-01 State & Federal Grants	14,835,598.81	16,078,561.00	-1,242,962.19	92.27%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	0.00	0.00	0.00	0.0%
4000-03-01-05 Sumter County	12,500.00	0.00	12,500.00	100.0%
Total 4000-03-01 United Way	12,500.00	0.00	12,500.00	100.0%
Total 4000-03 Match Income	12,500.00	0.00	12,500.00	100.0%
4000-04 Gifts, Donations, Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	22,555.44	0.00	22,555.44	100.0%
4000-04-01-03 Gilchrist County	0.00	0.00	0.00	0.0%
4000-04-01-05 Sumter County	0.00	0.00	0.00	0.0%
Total 4000-04-01 Match Income	22,555.44	0.00	22,555.44	100.0%
Total 4000-04 Gifts, Donations, Pledges	22,555.44	0.00	22,555.44	100.0%
4005 Prior Year Income	93,771.65			
Total 4000 Contracts, Grants & Other	14,964,425.90	16,078,561.00	-1,114,135.10	93.07%
4006 Interest Income	4,265.59	0.00	4,265.59	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	13,000.73	0.00	13,000.73	100.0%
4042-01 Match Income Citrus - Other	0.00	0.00	0.00	0.0%
Total 4042-01 Match Income Citrus	13,000.73	0.00	13,000.73	100.0%
4042-02 Match Income Sumter				
4042-02-01 Preschool 4 All Ball	0.00	0.00	0.00	0.0%
Total 4042-02 Match Income Sumter	0.00	0.00	0.00	0.0%
Total 4042 Match Income	13,000.73	0.00	13,000.73	100.0%

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
4046 ACH Returns	0.00	0.00	0.00	0.0%
4049 Provider Debt	-5,709.44	0.00	-5,709.44	100.0%
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	2,040.00	0.00	2,040.00	100.0%
4060-02 Restricted CPS Funds	478.00	0.00	478.00	100.0%
4060-03 CPS Seat Income	3,104.00	0.00	3,104.00	100.0%
Total 4060 Child Passenger Safety	5,622.00	0.00	5,622.00	100.0%
Total 4020 Other Miscellaneous Rev	12,913.29	0.00	12,913.29	100.0%
Total Income	14,981,604.78	16,078,561.00	-1,096,956.22	93.18%
Gross Profit	14,981,604.78	16,078,561.00	-1,096,956.22	93.18%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	327.97	0.00	327.97	100.0%
Total 5300 (Shared Cost Pool)	327.97	0.00	327.97	100.0%
5400 (Unrestricted Expense)	2,218.88	0.00	2,218.88	100.0%
5700 Reconciliation Discrep.	0.00	0.00	0.00	0.0%
5900 Prior Year Expense - SR	93,771.65	0.00	93,771.65	100.0%
6040 - Child Passenger Safety				
6040-01 CPS Salaries	0.00	0.00	0.00	0.0%
6040-02 CPS Marketing	635.11	0.00	635.11	100.0%
6040-03 CPS Child Seats	2,381.53	0.00	2,381.53	100.0%
6040-04 Travel	753.36	0.00	753.36	100.0%
Total 6040 - Child Passenger Safety	3,770.00	0.00	3,770.00	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	291.99	300.00	-8.01	97.33%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	24,244.00	25,250.00	-1,006.00	96.02%
6100-01-01-04 Conferences	75.00	75.00	0.00	100.0%
Total 6100-01-01 Staff Development	24,610.99	25,625.00	-1,014.01	96.04%
6100-01-02 Tuition Reimbursement	4,966.37	5,000.00	-33.63	99.33%
Total 6100-01 Staff Development	29,577.36	30,625.00	-1,047.64	96.58%
6100-02 Professional Services				
6100-02-02 Audit	22,395.00	22,395.00	0.00	100.0%
6100-02-03 IT	2,235.87	2,236.00	-0.13	99.99%
6100-02-04 Legal	500.00	500.00	0.00	100.0%
6100-02-07 Printing & Reproduction	895.98	1,967.00	-1,071.02	45.55%
6100-02-08 Repair & Maintenance	4,327.95	4,328.00	-0.05	100.0%
6100-02-09 Other	41.00	1,000.00	-959.00	4.1%
Total 6100-02 Professional Services	30,395.80	32,426.00	-2,030.20	93.74%
6100-03 Occupancy				
6100-03-01 Electricity	11,752.12	12,000.00	-247.88	97.93%
6100-03-02 Facility Maintenance	8,603.86	10,000.00	-1,396.14	86.04%

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
6100-03-03 Office Lease	95,911.36	96,000.00	-88.64	99.91%
6100-03-04 Waste	4,394.83	4,500.00	-105.17	97.66%
6100-03-05 Water	1,452.95	1,453.00	-0.05	100.0%
6100-03-06 Storage	1,383.29	1,630.00	-246.71	84.86%
6100-03-07 Sewer	1,525.24	1,644.00	-118.76	92.78%
Total 6100-03 Occupancy	125,023.65	127,227.00	-2,203.35	98.27%
6100-04 Postage, Freight, Delivery				
6100-04-01 Postage	2,522.85	3,500.00	-977.15	72.08%
Total 6100-04 Postage, Freight, Delivery	2,522.85	3,500.00	-977.15	72.08%
6100-05 Rentals				
6100-05-01 Office Equipment	11,361.07	11,365.00	-3.93	99.97%
Total 6100-05 Rentals	11,361.07	11,365.00	-3.93	99.97%
6100-06 Supplies				
6100-06-01 Office Supplies	9,269.66	9,500.00	-230.34	97.58%
Total 6100-06 Supplies	9,269.66	9,500.00	-230.34	97.58%
6100-07 Communications				
6100-07-01 Office Phones	14,637.00	15,170.00	-533.00	96.49%
6100-07-02 Cell Phones	6,313.57	8,000.00	-1,686.43	78.92%
6100-07-03 Internet	15,219.30	15,500.00	-280.70	98.19%
Total 6100-07 Communications	36,169.87	38,670.00	-2,500.13	93.54%
6100-08 Insurance				
6100-08-01 D & O	4,777.24	4,785.00	-7.76	99.84%
6100-08-03 General Liability	2,447.11	2,450.00	-2.89	99.88%
6100-08-04 Worker's Comp	16,379.26	16,380.00	-0.74	100.0%
6100-08-06 Other Insurance	405.44	410.00	-4.56	98.89%
Total 6100-08 Insurance	24,009.05	24,025.00	-15.95	99.93%
6100-09 Tangible Personal Prop				
6100-09-01 Equip ==>\$1,000				
6100-09-01-01 Elec Equip	0.00	0.00	0.00	0.0%
Total 6100-09-01 Equip ==>\$1,000	0.00	0.00	0.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	950.09	960.00	-9.91	98.97%
6100-09-02-01-02 > = 250	2,260.03	2,460.00	-199.97	91.87%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	3,210.12	3,420.00	-209.88	93.86%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	5,688.17	5,700.00	-11.83	99.79%
6100-09-02-02-02 > = 250	0.00	0.00	0.00	0.0%
Total 6100-09-02-02 Non Fixed Assets	5,688.17	5,700.00	-11.83	99.79%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	1,121.81	1,150.00	-28.19	97.55%
6100-09-02-03-02 > = 250	2,034.09	2,050.00	-15.91	99.22%
Total 6100-09-02-03 Electronic Equip	3,155.90	3,200.00	-44.10	98.62%

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
Total 6100-09-02 Equip =<1000	12,054.19	12,320.00	-265.81	97.84%
Total 6100-09 Tangible Personal Prop	12,054.19	12,320.00	-265.81	97.84%
6100-10 Quality				
6100-10-01 Classroom Materials	576.78	1,000.00	-423.22	57.68%
6100-10-02 Training Materials	262.42	2,000.00	-1,737.58	13.12%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	5,487.00	6,000.00	-513.00	91.45%
6100-10-07 COVID-19 Expenditure				
6100-10-07-01 H&S - Consumables	45,000.00	45,000.00	0.00	100.0%
6100-10-07-02 Provider Infrastructure	44,000.00	44,000.00	0.00	100.0%
6100-10-07-03 Prof. Development	76,200.00	76,200.00	0.00	100.0%
6100-10-07-04 ESS Bonus	0.00			
Total 6100-10-07 COVID-19 Expenditure	165,200.00	165,200.00	0.00	100.0%
Total 6100-10 Quality	171,526.20	174,200.00	-2,673.80	98.47%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	3,466.46	4,000.00	-533.54	86.66%
6100-11-03 Travel - Local	16,112.65	18,571.00	-2,458.35	86.76%
6100-11-04 Travel - Board	129.20	200.00	-70.80	64.6%
Total 6100-11 Travel	19,708.31	22,771.00	-3,062.69	86.55%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	3,058.82	5,000.00	-1,941.18	61.18%
6100-12-02 Software	3,273.94	4,495.00	-1,221.06	72.84%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	782.41	1,000.00	-217.59	78.24%
6100-12-03 Web Services - Other	0.00	0.00	0.00	0.0%
Total 6100-12-03 Web Services	782.41	1,000.00	-217.59	78.24%
6100-12-04 Other Emp Expend	1,193.17	1,300.00	-106.83	91.78%
6100-12-05 Dues & Subscriptions	6,999.18	7,000.00	-0.82	99.99%
6100-12-06 Tax, License, Fee	2,839.55	3,000.00	-160.45	94.65%
6100-12-08 Misc./Other Current	335.12	500.00	-164.88	67.02%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	6,337.96	6,365.00	-27.04	99.58%
6100-12-09-02 Ad - Legal	471.27	635.00	-163.73	74.22%
Total 6100-12-09 Advertising	6,809.23	7,000.00	-190.77	97.28%
Total 6100-12 Other Expenses	25,291.42	29,295.00	-4,003.58	86.33%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	1,166,585.45	1,158,393.00	8,192.45	100.71%
6100-13-02 Payroll Taxes	87,768.88	106,858.00	-19,089.12	82.14%
6100-13-03 Benefits - Reemploy	774.54	2,800.00	-2,025.46	27.66%
6100-13-04 Health Benefits	58,417.44	69,427.00	-11,009.56	84.14%
6100-13-05 Retirement Benefits	109,441.03	117,231.00	-7,789.97	93.36%
6100-13-06 Life, Disability, Other	25,548.62	38,858.00	-13,309.38	65.75%
6100-13-07 PLT	0.00	37,501.00	-37,501.00	0.0%
6100-13-08 Benefit Payout	0.00	80,448.00	-80,448.00	0.0%

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
Total 6100-13 Employer Prov Sal & Ben	1,448,535.96	1,611,516.00	-162,980.04	89.89%
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	42,576.45	90,487.00	-47,910.55	47.05%
6100-14-01-03 97GNW	476,830.36	553,207.00	-76,376.64	86.19%
6100-14-01-04 97GSD	447,147.42	487,672.00	-40,524.58	91.69%
6100-14-01-05 97P00	5,213,430.30	5,263,430.00	-49,999.70	99.05%
6100-14-01-06 97R00	1,305,571.45	1,346,117.00	-40,545.55	96.99%
6100-14-01-07 97GTA	0.00	0.00	0.00	0.0%
6100-14-01-08 Match	0.00	0.00	0.00	0.0%
6100-14-01-10 97IGS	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%
6100-14-01-14 97REG Reg. Fees	64,005.00	65,700.00	-1,695.00	97.42%
6100-14-01-15 QPIPD Direct Diff	374,089.30	374,498.00	-408.70	99.89%
6100-14-01-16 QPICA Child Asses	0.00	745.00	-745.00	0.0%
6100-14-01-17 SRMAT Match Program	17,208.89	30,081.00	-12,872.11	57.21%
6100-14-01-18 QUALITY SERVICES				
6100-14-01-18-01 97GSQ GS Quality	465.74	500.00	-34.26	93.15%
6100-14-01-18-02 QPIPQ Qual Dif	9,623.23	13,100.00	-3,476.77	73.46%
6100-14-01-18-03 QPICQ CA Qual	0.00			
Total 6100-14-01-18 QUALITY SERVICES	10,088.97	13,600.00	-3,511.03	74.18%
6100-14-01-19 SRRCN	4,589.44			
Total 6100-14-01 School Readiness	7,955,537.58	8,225,537.00	-269,999.42	96.72%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	4,362,044.97	4,445,629.00	-83,584.03	98.12%
6100-14-02-02 VPPRS - Summer	26,364.34	26,500.00	-135.66	99.49%
6100-14-02-03 VPKSD	16,729.73	16,730.00	-0.27	100.0%
6100-14-02-04 VPPRP Prepay	0.00	0.00	0.00	0.0%
6100-14-02-04 VPRCN	0.00	0.00	0.00	0.0%
Total 6100-14-02 VPK	4,405,139.04	4,488,859.00	-83,719.96	98.14%
Total 6100-14 Direct Services - Child	12,360,676.62	12,714,396.00	-353,719.38	97.22%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	0.00	7,048.00	-7,048.00	0.0%
Total 6100-15 VPK Awareness Grant	0.00	7,048.00	-7,048.00	0.0%
6100-16 Program Advance				
6100-16-01 SR Advance	148,816.07	0.00	148,816.07	100.0%
6100-16-02 VPK Advance	48,418.57	0.00	48,418.57	100.0%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-16 Program Advance	197,234.64	0.00	197,234.64	100.0%
6100-17 Performance Pilot Proje	0.00	0.00	0.00	0.0%
6100-18 SR Deficit Expenses	0.00	0.00	0.00	0.0%
6100-19 VPK Deficit Expenses	0.00	0.00	0.00	0.0%
6100-20 Provider Assessments				

	Jul '19 – Jun 20	Budget	\$ Over Budget	% of Budget
6100-20-01 SRPAS	5,407.01	39,799.00	-34,391.99	13.59%
Total 6100-20 Provider Assessments	5,407.01	39,799.00	-34,391.99	13.59%
6100-21 Preschool Development Grant				
6100-21-01 PDGAD Admin	4,330.88	6,409.00	-2,078.12	67.58%
6100-21-02 PDGPT Provider Train	15,418.55	16,922.50	-1,503.95	91.11%
6100-21-03 PDGIT Technology Sup	9,127.18	14,224.50	-5,097.32	64.17%
6100-21-04 PDGST Provider Stipend	5,790.00	9,515.00	-3,725.00	60.85%
Total 6100-21 Preschool Development Grant	34,666.61	47,071.00	-12,404.39	73.65%
6100-22 University of Florida				
6100-22-02 UF CoP Practitioner	6,125.00			
Total 6100-22 University of Florida	6,125.00			
6100-23 CARES				
6100-23-01 CAADM	0.00	57,140.00	-57,140.00	0.0%
6100-23-02 CESSB	176,500.00	180,000.00	-3,500.00	98.06%
6100-23-03 CESSD	119,538.49	125,000.00	-5,461.51	95.63%
Total 6100-23 CARES	296,038.49	362,140.00	-66,101.51	81.75%
6100-24 CARES Supplemental				
6100-24-03 CESSB	0.00	120,000.00	-120,000.00	0.0%
6100-24-04 CESSD	0.00	179,317.00	-179,317.00	0.0%
6100-24-05 CERGC	0.00	321,750.00	-321,750.00	0.0%
6100-24-07 CHQGC	0.00	159,600.00	-159,600.00	0.0%
Total 6100-24 CARES Supplemental	0.00	780,667.00	-780,667.00	0.0%
Total 6100 Program Expenses	14,845,593.76	16,078,561.00	-1,232,967.24	92.33%
8000 - Provider Disbursement				
8000-01 SR	649.57	0.00	649.57	100.0%
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	0.00	0.00	0.0%
8000-05 PFPD	0.00	0.00	0.00	0.0%
Total 8000 - Provider Disbursement	649.57	0.00	649.57	100.0%
Total Expense	14,946,331.83	16,078,561.00	-1,132,229.17	92.96%
Net Income	35,272.95	0.00	35,272.95	100.0%

**Narrative Budget Report
June 2020**

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 2019 through June 2020:

School Readiness Overall Spending Rate: 96%

- Non-Direct Services: 79%
- Direct Services (Match/Advance Removed): 98%
- At this point in the fiscal year, we should be approximately 100% expended.

VPK Overall Spending Rate: 98%

- Non-Direct Services: 93%
- Direct Costs (Advance Removed): 98%
- 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 old children in the county. When the ELC serves more than the expected number, the spending rate is increased; however, the ELC is required to enroll all children who request VPK services.

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

School Readiness Program:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending Year to Date</u>
Administration	Max 5%	3.81%
Admin/Non-Direct/Quality	Max 22%	18.22%
Infant & Toddler	Min \$125,530	\$37,189.74 (29.63%)
Quality	Min 4%	6.72%
Direct Services	Min 78%	81.78%

Voluntary Pre-Kindergarten:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending to Date</u>
Administration	4% of Direct Services Expenses	3.82%
Direct Services	96%	

**Early Learning Coalition of the Nature Coast
DIRECT SERVICES June 2020**

Citrus County							Dixie County						
Budget Amount: <u>\$3,089,535.80</u>							Budget Amount: <u>\$231,973.94</u>						
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	878	\$11.63	23	\$234,808.85	\$2,854,726.95	A	July	33	\$18.62	23	\$14,130.93	\$217,843.01	A
Aug	940	\$10.46	22	\$216,285.45	\$2,638,441.50	A	Aug	33	\$15.44	22	\$11,211.70	\$206,631.31	A
Sept	920	\$10.94	21	\$211,425.59	\$2,427,015.91	A	Sept	34	\$14.98	21	\$10,698.91	\$195,932.40	A
Oct	954	\$10.72	23	\$235,120.56	\$2,191,895.35	A	Oct	39	\$17.97	23	\$16,119.36	\$179,813.04	A
Nov	941	\$11.40	21	\$225,322.36	\$1,966,572.99	A	Nov	33	\$16.74	21	\$11,601.48	\$168,211.56	A
Dec	946	\$11.80	21	\$234,363.46	\$1,732,209.53	A	Dec	40	\$20.26	21	\$17,014.20	\$151,197.36	A
Jan	949	\$11.16	23	\$243,671.32	\$1,488,538.21	A	Jan	42	\$15.17	23	\$14,655.70	\$136,541.66	A
Feb	954	\$11.57	20	\$220,777.58	\$1,267,760.63	A	Feb	42	\$15.92	20	\$13,374.77	\$123,166.89	A
Mar	954	\$12.41	22	\$259,342.36	\$1,008,418.27	A	Mar	42	\$29.98	22	\$29,019.72	\$94,147.17	A
Apr	959	\$15.57	22	\$328,400.04	\$680,018.23	A	Apr	37	\$18.04	22	\$14,683.52	\$79,463.65	A
May	933	\$16.32	21	\$319,774.45	\$360,243.78	A	May	37	\$16.48	21	\$12,802.59	\$66,661.06	A
Jun	1,046	\$15.52	22	\$357,052.60	\$3,191.18	A	Jun	37	\$24.21	22	\$19,703.55	\$46,957.51	A
Total			261	\$3,086,344.62	\$3,191.18	S	Total			261	\$185,016.43	\$46,957.51	S
Gilchrist County							Levy County						
Budget Amount: <u>\$559,720.76</u>							Budget Amount: <u>\$1,888,391.34</u>						
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	126	\$15.85	23	\$45,945.99	\$513,774.77	A	July	513	\$11.01	23	\$129,851.10	\$1,758,540.24	A
Aug	125	\$13.67	22	\$37,593.75	\$476,181.02	A	Aug	570	\$10.83	22	\$135,865.47	\$1,622,674.77	A
Sept	121	\$12.51	21	\$31,800.21	\$444,380.81	A	Sept	571	\$10.49	21	\$125,762.05	\$1,496,912.72	A
Oct	114	\$13.69	23	\$35,902.83	\$408,477.98	A	Oct	586	\$10.88	23	\$146,591.79	\$1,350,320.93	A
Nov	61	\$13.95	21	\$17,872.97	\$390,605.01	A	Nov	578	\$11.51	21	\$139,683.06	\$1,210,637.87	A
Dec	117	\$22.59	21	\$55,494.10	\$335,110.91	A	Dec	591	\$13.13	21	\$163,002.23	\$1,047,635.64	A
Jan	116	\$14.95	23	\$39,876.32	\$295,234.59	A	Jan	588	\$11.22	23	\$151,685.31	\$895,950.33	A
Feb	109	\$15.64	20	\$34,103.64	\$261,130.95	A	Feb	560	\$11.34	20	\$126,961.28	\$768,989.05	A
Mar	109	\$17.23	22	\$39,799.80	\$221,331.15	A	Mar	560	\$12.53	22	\$156,621.73	\$612,367.32	A
Apr	107	\$18.16	22	\$42,749.44	\$178,581.71	A	Apr	554	\$15.30	22	\$186,457.31	\$425,910.01	A
May	101	\$24.65	21	\$52,289.85	\$126,291.86	A	May	548	\$16.62	21	\$191,218.39	\$234,691.62	A
Jun	104	\$25.97	22	\$59,418.84	\$66,873.02	A	Jun	633	\$13.30	22	\$185,157.53	\$49,534.09	A
Total			261	\$492,847.74	\$66,873.02	S	Total			261	\$1,838,857.25	\$49,534.09	S

Sumter County							Nature Coast						
Budget Amount: <u>\$1,971,291.16</u>							Budget Amount: <u>\$7,740,913.00</u>						
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	544	\$13.83	23	\$173,072.89	\$1,798,218.27	A	July	2,094	\$14.19	23	\$597,809.76	\$7,143,103.24	A
Aug	553	\$11.70	22	\$142,355.07	\$1,655,863.20	A	Aug	2,221	\$12.42	22	\$543,311.44	\$6,599,791.80	A
Sept	540	\$12.77	21	\$144,771.08	\$1,511,092.12	A	Sept	2,186	\$12.34	21	\$524,457.84	\$6,075,333.96	A
Oct	541	\$13.16	23	\$163,767.36	\$1,347,324.76	A	Oct	2,234	\$13.28	23	\$597,501.90	\$5,477,832.06	A
Nov	531	\$13.40	21	\$149,473.92	\$1,197,850.84	A	Nov	2,144	\$13.40	21	\$543,953.79	\$4,933,878.27	A
Dec	518	\$13.98	21	\$152,047.89	\$1,045,802.95	A	Dec	2,212	\$16.35	21	\$621,921.88	\$4,311,956.39	A
Jan	532	\$13.64	23	\$166,841.01	\$878,961.94	A	Jan	2,227	\$13.23	23	\$616,729.66	\$3,695,226.73	A
Feb	516	\$13.79	20	\$142,278.44	\$736,683.50	A	Feb	2,181	\$13.65	20	\$537,495.71	\$3,157,731.02	A
Mar	516	\$14.55	22	\$161,654.93	\$575,028.57	A	Mar	2,181	\$17.34	22	\$646,438.54	\$2,511,292.48	A
Apr	491	\$16.80	22	\$181,426.66	\$393,601.91	A	Apr	2,148	\$16.77	22	\$753,716.97	\$1,757,575.51	A
May	495	\$16.75	21	\$174,080.00	\$219,521.91	A	May	2,114	\$18.16	21	\$750,165.28	\$1,007,410.23	A
Jun	661	\$14.11	22	\$205,190.23	\$14,331.68	A	Jun	2,481	\$18.62	22	\$826,522.75	\$180,887.48	A
Total			261	\$1,956,959.48	\$14,331.68	S	Total			261	\$7,560,025.52	\$180,887.48	S

**Early Learning Coalition of the Nature Coast
QPI SERVICES June 2020**

Citrus County Budget Amount: <u>\$167,133.00</u>							Dixie County Budget Amount: <u>\$11,740.00</u>						
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	878	\$0.64	23	\$12,996.65	\$154,136.35	A	July	33	\$1.06	23	\$807.84	\$10,932.16	A
Aug	940	\$0.62	22	\$12,750.46	\$141,385.89	A	Aug	33	\$0.79	22	\$572.48	\$10,359.68	A
Sept	920	\$0.64	21	\$12,417.96	\$128,967.93	A	Sept	34	\$0.85	21	\$606.30	\$9,753.38	A
Oct	954	\$0.64	23	\$13,981.05	\$114,986.88	A	Oct	39	\$3.93	23	\$3,526.68	\$6,226.70	A
Nov	941	\$0.65	21	\$12,812.97	\$102,173.91	A	Nov	33	\$0.79	21	\$546.37	\$5,680.33	A
Dec	946	\$0.67	21	\$13,281.22	\$88,892.69	A	Dec	40	\$1.06	21	\$890.44	\$4,789.89	A
Jan	949	\$0.64	23	\$13,863.85	\$75,028.84	A	Jan	42	\$0.78	23	\$755.16	\$4,034.73	A
Feb	954	\$0.64	20	\$12,178.16	\$62,850.68	A	Feb	42	\$0.81	20	\$682.89	\$3,351.84	A
Mar	954	\$0.69	22	\$14,400.31	\$48,450.37	A	Mar	42	\$0.81	22	\$785.10	\$2,566.74	A
Apr	959	\$0.72	22	\$15,183.00	\$33,267.37	A	Apr	37	\$0.82	22	\$664.88	\$1,901.86	A
May	933	\$0.81	21	\$15,818.03	\$17,449.34	A	May	37	\$1.18	21	\$918.58	\$983.28	A
Jun	1,046	\$0.75	22	\$17,299.00	\$150.34	A	Jun	37	\$1.21	22	\$982.43	\$0.85	A
Total			261	\$166,982.66	\$150.34	S	Total			261	\$11,739.15	\$0.85	S

Gilchrist County Budget Amount: <u>\$28,292.00</u>							Levy County Budget Amount: <u>\$113,768.00</u>						
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	126	\$0.94	23	\$2,727.82	\$25,564.18	A	July	513	\$0.79	23	\$9,292.39	\$104,475.61	A
Aug	125	\$0.81	22	\$2,220.65	\$23,343.53	A	Aug	570	\$0.75	22	\$9,377.86	\$95,097.75	A
Sept	121	\$0.80	21	\$2,020.26	\$21,323.27	A	Sept	571	\$0.77	21	\$9,210.99	\$85,886.76	A
Oct	114	\$0.85	23	\$2,235.96	\$19,087.31	A	Oct	586	\$0.77	23	\$10,321.53	\$75,565.23	A
Nov	61	\$0.71	21	\$909.82	\$18,177.49	A	Nov	578	\$0.73	21	\$8,828.91	\$66,736.32	A
Dec	117	\$1.42	21	\$3,497.28	\$14,680.21	A	Dec	591	\$0.73	21	\$9,114.76	\$57,621.56	A
Jan	116	\$0.89	23	\$2,386.40	\$12,293.81	A	Jan	588	\$0.71	23	\$9,579.44	\$48,042.12	A
Feb	109	\$0.94	20	\$2,051.95	\$10,241.86	A	Feb	560	\$0.72	20	\$8,035.35	\$40,006.77	A
Mar	109	\$1.02	22	\$2,353.47	\$7,888.39	A	Mar	560	\$0.79	22	\$9,809.94	\$30,196.83	A
Apr	107	\$0.89	22	\$2,101.21	\$5,787.18	A	Apr	554	\$0.79	22	\$9,622.74	\$20,574.09	A
May	101	\$1.23	21	\$2,614.13	\$3,173.05	A	May	548	\$0.87	21	\$10,068.62	\$10,505.47	A
Jun	104	\$1.39	22	\$3,172.60	\$0.45	A	Jun	633	\$0.75	22	\$10,495.70	\$9.77	A
Total			261	\$28,291.55	\$0.45	S	Total			261	\$113,758.23	\$9.77	S

Sumter County							Nature Coast						
Budget Amount: <u>\$66,665.00</u>							Budget Amount: <u>\$387,598.00</u>						
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	544	\$0.43	23	\$5,422.78	\$61,242.22	A	July	2,094	\$0.77	23	\$31,247.48	\$356,350.52	A
Aug	553	\$0.45	22	\$5,483.97	\$55,758.25	A	Aug	2,221	\$0.68	22	\$30,405.42	\$325,945.10	A
Sept	540	\$0.49	21	\$5,500.30	\$50,257.95	A	Sept	2,186	\$0.71	21	\$29,755.81	\$296,189.29	A
Oct	541	\$0.51	23	\$6,285.91	\$43,972.04	A	Oct	2,234	\$1.34	23	\$36,351.13	\$259,838.16	A
Nov	531	\$0.50	21	\$5,561.95	\$38,410.09	A	Nov	2,144	\$0.67	21	\$28,660.02	\$231,178.14	A
Dec	518	\$0.53	21	\$5,809.61	\$32,600.48	A	Dec	2,212	\$0.88	21	\$32,593.31	\$198,584.83	A
Jan	532	\$0.46	23	\$5,629.32	\$26,971.16	A	Jan	2,227	\$0.70	23	\$32,214.17	\$166,370.66	A
Feb	516	\$0.48	20	\$4,935.46	\$22,035.70	A	Feb	2,181	\$0.72	20	\$27,883.81	\$138,486.85	A
Mar	516	\$0.50	22	\$5,607.83	\$16,427.87	A	Mar	2,181	\$0.76	22	\$32,956.65	\$105,530.20	A
Apr	491	\$0.49	22	\$5,304.77	\$11,123.10	A	Apr	2,148	\$0.74	22	\$32,876.60	\$72,653.60	A
May	495	\$0.49	21	\$5,090.59	\$6,032.51	A	May	2,114	\$0.92	21	\$34,509.95	\$38,143.65	A
Jun	661	\$0.34	22	\$4,892.96	\$1,139.55	A	Jun	2,481	\$0.89	22	\$36,842.69	\$1,300.96	A
Total			261	\$65,525.45	\$1,139.55	S	Total			261	\$386,297.04	\$1,300.96	S

Executive Director's Report

Membership:

<p><u>Board Members</u></p> <ol style="list-style-type: none"> 1. Alexa Mills 2. Barbara Locke 3. Beverly Goodman* 4. Blake Fugate* 5. Brian Coleman 6. Connie Mahan* 7. Dale French 8. Dana Moxley 9. Darla Huddleston* 10. Gailen Spinka* 11. Heidi Rand 12. Jeanne Harris-Lively 13. JJ Kenney* 14. Linda Barber 15. Robert Bradburn 16. Robert Wells* 17. Rob Wardlow* 18. Shawanna Felton* 19. Sonya Warden 	<p><u>Executive Committee</u></p> <ol style="list-style-type: none"> 1. Rob Wardlow 2. Brian Coleman 3. Gailen Spinka 4. Sonya Warden <p><u>Administrative Committee</u></p> <ol style="list-style-type: none"> 1. Rob Wardlow 2. Gailen Spinka 3. JJ Kenney 4. Sonya Warden 5. Beverly Goodman 6. Robert Wells 	<p><u>Marketing Committee</u></p> <ol style="list-style-type: none"> 1. Barbara Locke 2. Gailen Spinka 3. Holly Bussard <p><u>Review Hearing Committee</u></p> <ol style="list-style-type: none"> 1. Linda Barber 2. Blake Fugate 3. Vacant 4. Gailen Spinka
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*Indicates Private Sector

The following chart provides Board Member representation by ELCNC regions.

Citrus 5 Members (26%)	Dixie, Gilchrist, and Levy 8 Members (42%)	Sumter 6 Members (32%)
<ol style="list-style-type: none"> 1. Gailen Spinka 2. JJ Kenney 3. Linda Barber 4. Rob Wardlow 5. Brian Coleman 	<ol style="list-style-type: none"> 1. Alexa Mills 2. Barbara Locke 3. Beverly Goodman 4. Blake Fugate 5. Dale French 6. Dana Moxley 7. Sonya Warden 8. Robert Wells 	<ol style="list-style-type: none"> 1. Connie Mahan 2. Heidi Rand 3. Jeanne Harris-Lively 4. Robert Bradburn 5. Darla Huddleston 6. Shawanna Felton

Notes:

There are nine private sector members, which represents 47% of Board membership. The ELCNC's goal is to recruit two Gubernatorial applicants to fill one expired Chair position and one expired private sector position.

Enrollment: The following represents School Readiness and VPK enrollment by county for June 2020:

County	# of SR children enrolled	# of VPK children enrolled
Citrus	1188	11
Dixie	43	93
Gilchrist	129	1
Levy	691	0
Sumter	674	5
Total	2,725	110

School Readiness Waitlist

June 2020	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	6	4	8	6	6	2	12	44
Dixie	0	0	0	0	0	0	0	0
Gilchrist	0	1	0	0	0	0	1	2
Levy	0	3	1	2	0	0	0	6
Sumter	4	1	1	1	2	0	4	13
Total	10	9	10	9	8	2	17	65

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
<u>Month</u>	Total Gold Seal Budget:	\$512,672
	Total INT Budget	
	<u>Total Gold Seal Expenditures</u>	<u>Remaining Budget</u>
19-Jul	\$32,826.91	\$479,845
19-Aug	\$30,231.01	\$449,614
19-Sep	\$28,771.67	\$420,842
19-Oct	\$35,115.62	\$385,727
19-Nov	\$27,009.32	\$358,717
19-Dec	\$36,604.03	\$322,113
20-Jan	\$35,957.28	\$286,156
20-Feb	\$32,222.83	\$253,933
20-Mar	\$37,062.00	\$216,871
20-Apr	\$41,604.10	\$175,267
20-May	\$51,343.07	\$123,924
20-Jun	\$58,399.58	\$65,525