



Executive Committee
 March 19, 2020
 Conference Call # 1-800-444-2801
 Access Code: 8378634
 3:00 p.m.

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- | | | |
|------------|--|-------------------------|
| I | Call to Order, Welcome, and Introductions | Rob Wardlow |
| II | Approval of Agenda | Rob Wardlow |
| III | Public Input | Rob Wardlow |
| IV | Action Item # 2019-20-15 Organizational Chart | 2 Sonya Bosanko |
| | Action Item # 2019-20-16 Sliding Fee Scale | 12 Sonya Bosanko |
| | Action Item# 2019-20-17 ELPOP 102 Continuity of Operations Plan | 13 Sonya Bosanko |
| V | New/Unfinished Business | Rob Wardlow |
| | Discuss Contract Addendum related to FY 2018-2019 (Additional Material Attached) | Sonya Bosanko |
| VI | 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> | |



ACTION ITEM

Action Item # 2019-20-15

Date: March 19, 2020 **Subject:** Organizational Chart Revision

Proposed Board Action:

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

Budget Considerations:

No budget impact to Fiscal Year 2019-2020

Annual Budget Impact: \$124,204.08

1. Reimbursement Department: \$194,135.15
2. Eligibility Analysts: \$208,216.31
3. Removal of Staff Assistants: (\$70,768.24)
4. Removal of Eligibility Specialists: (\$207,379.14)

Background Information:

The ELC is requesting to establish a new Reimbursement Department and to make changes to the current eligibility positions to address concerns related to the integrity of EFS MOD data and the ELC's financial statements.

Points of Consideration:

During FY 18-19, the ELC experienced extreme difficulty preparing financial statements that reflected actual activity. This action item is intended to place the ELC in a more favorable position in terms of managing its fiduciary responsibilities and financial statements in the coming years.

Effective Date:

April 4, 2020

Supporting Documentation: Organizational Chart and Job Descriptions

Prepared by: Sheri Ellis, Director of Human Resources
Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



Position Description

Position Title: Reimbursement Assistant

Serving: Citrus County Tri-County Sumter County
(Check applicable office location)

Responsible to: Reimbursement Manager

Basic Function: This position assists the Reimbursement Manager with accurately processing of early learning provider reimbursement. Attention to detail, as well as effective customer service and communication skills are required. Must be able to work independently and demonstrate effective time management and organizational skills. Data input capabilities are required for the SSIS (statewide information system) and other methods of attendance processing, as required.

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:

- Complete the review of electronically submitted provider monthly attendance rosters via the SSIS
- Work harmoniously with the reimbursement Manager to develop and implement a contingency plan to process provider monthly attendance in the event the SSIS is not functioning properly
- Enter and compile early learning provider reimbursement data in the SSIS
- Research, prepare, and process adjustments to provider payment as necessary and at the direction of the Reimbursement Manager
- Responsible for organizing required documentation for provider reimbursement
- Communicate effectively with early learning providers to ensure optimal customer service
- Work harmoniously with the Reimbursement Manager to ensure provider requests are processed related to provider rate changes and holiday schedules
- Communicate effectively with early learning providers to ensure optimal customer service
- Communicate all changes with early learning providers related to methods of submitting attendance documentation
- Supports early learning providers with navigating the provider portal
- Assist with training and technical assistance to early learning providers to ensure comprehension of provider reimbursement reports, etc.
- Conducts the monthly provider attendance monitoring
- Works with the education department to track monthly attendance monitoring results
- Assist the Reimbursement Manager with onsite payment validation during onsite monitoring, as requested
- Performs other duties assigned

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

- Knowledge of applicable laws, regulations and procedures, governing the school readiness programs.
- Knowledge of office procedures and equipment, including the application of electronic data processing and working in a web based environment.
- 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
- Computer experience in a Windows environment, Microsoft Office/ Word; ability to learn and utilize other software programs.
- Must have valid Florida Driver's License and reliable transportation.

- Must meet ELCNC employment requirements including clearance of background screening.
- 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 respond to questions from groups of managers, clients and the general public.
- Ability to communicate oral and written information.

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 frequent 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 required. Must have data entry experience and the ability to navigate online systems. Experience with file review or auditing preferred.

COMPENSATION:

- Based on experience and credentials
- \$18,000 - \$30,000 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



Position Description

Position Title: Reimbursement Manager

Serving: Citrus County Tri-County Sumter County
(Check applicable office location)

Responsible to: Director of Eligibility

Basic Function: This is a highly responsible and professional position serving as a crucial point of contact between all contracted early learning providers and the Coalition. Attention to detail, exemplary people skills, and a high degree of organization will be required to lead all day to day activities of the reimbursement department. This position requires an individual who must possess strong management, communication and customer service skills who can identify and resolve problems, as well as develop alternate solutions when necessary. Technology capabilities are required for the accurate data entry of early learning provider attendance processing into the (SSIS) statewide information system and other methods of attendance processing, as required.

Employment Status: This position is classified as **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:

- Develop and implement the process for review of all electronically submitted provider monthly attendance rosters via the SSIS
- Work harmoniously with the Director of Eligibility to develop and implement a contingency plan to process provider monthly attendance in the event the SSIS is not functioning properly
- Train and orient new eligibility staff members to ensure they understand how the department relates to reimbursement
- Provide oversight in the compilation and computation of provider payments to ensure accuracy of data
- Provide oversight and administration in the preparation of provider correspondence regarding reimbursement activities
- Research, review, and process adjustments for provider payments within a specified time frame
- Assists with the SSIS administration for the issuance of MATCH codes, OEL required standard code updates and reporting of system errors
- Work harmoniously with the Contracts Coordinator to process provider requests associated with provider rate changes and holiday schedules
- Manage provider inquiries regarding School Readiness and Voluntary Prekindergarten payment policies and procedures
- Communicate effectively with early learning providers to ensure optimal customer service
- Supports early learning providers with navigating the provider portal
- Handle all provider reimbursement related issues and/or complaints by providing solutions and techniques to diffuse escalating situations
- Provide ongoing training and technical assistance to early learning providers to ensure comprehension of provider reimbursement reports, etc.
- Develop, manage, and facilitate the monthly provider attendance monitoring
- Organize and assist with onsite payment validation during onsite monitoring, as requested
- Must keep the Director of Eligibility informed of all tasks and special projects
- Must possess effective decision making and the ability to effectively coach and supervise people
- Performs other duties assigned.

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

- Highly developed in oral skills and written communication and interaction.
- Knowledge of applicable laws, regulations and procedures, governing the school readiness programs.
- Knowledge of office procedures and equipment, including the application of electronic data processing and working in a web based environment.
- 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
- Computer experience in a Windows environment, Microsoft Office/ Word; ability to learn and utilize other software programs.
- Must have valid Florida Driver's License and reliable transportation.
- Must meet ELCNC employment requirements including clearance of background screening.
- Must have a willingness to carry out the mission of the ELCNC.
- Must be able to work independently and as a team member and leader.
- 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 respond to questions from groups of managers, clients and the general public.
- Ability to communicate oral and written information.

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 frequent 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:

Associates degree in relevant area preferred. High school diploma or equivalent required with a minimum of two years basic supervisory experience. Training, education, or experience may be substituted for certain minimum qualifications.

COMPENSATION:

- Based on experience and credentials
- \$36,000 - \$56,000 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



POSITION DESCRIPTION

Position Title: Eligibility Analyst

Serving: Citrus County Tri-County Sumter County
(Check applicable office location)

Responsible to: Director of Eligibility

Basic Function: This is a highly responsible and professional position serving as a crucial point of contact between the public and the Coalition. This position requires that individuals possess exemplary people skills and demeanor. The ability to speak, interpret and translate Spanish is a positive asset for the position. Attention to detail and a high degree of organization will be required to lead clients through the School Readiness/ Voluntary Pre-kindergarten (VPK) eligibility criteria, and Child Care Resource and Referral Services. Technology capabilities are required for the accurate data entry of client information into a specified database.

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:

- Completes all School Readiness and Voluntary Pre-Kindergarten required case file documentation, both initially and at re-determination as applicable.
- Works in concert with the Director of Eligibility on all projects relating to client eligibility, re-determinations, Child Care Resource and Referral and all other related materials.
- Collect and process documentation from clients that are recertifying eligibility for School Readiness services
- Collect and process documentation from clients applying for the School Readiness Waitlist
- Complete all intake responsibilities associated with childcare authorizations received by approved referring agencies
- Provide support to clients registering for School Readiness and the Voluntary Pre-Kindergarten via OEL's Family Portal
- Verify income and assess client co-payments.
- Assists parents with Child Care Resource and Referral services for childcare placement.
- Provides information on roles and responsibilities of parent choice, with emphasis on selecting a quality provider.
- Acts as a conduit for parents/families seeking childcare assistance for children birth to 5 who may need special or non-traditional care.
- Conducts face-to-face interviews (upon request) with clients who seek services based on childcare authorizations from DCF designated agencies or the Welfare Transition agency as well as clients complying with continued eligibility requirements and re-determinations.
- Communicates essential School Readiness, Voluntary Pre-Kindergarten and Child Care Resource and Referral information to childcare providers on a timely basis.
- Maintains accurate and complete electronic client eligibility information in both the SSIS and the ELCNC's electronic storage system
- Update and maintain data records for parents, children, and providers as required in the Single Statewide Information System (SSIS).
- Interprets and effectively communicates ELCNC client eligibility policies both verbally and in writing.
- Ensures that all information of confidential nature is held in a secure and confidential method.
- Provides telephone consultations with parents and educates them on the documentation needed for School Readiness and Voluntary Pre-Kindergarten eligibility.

- Acts as a receptionist
- Performs other duties assigned.

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

- Highly developed in oral skills and written communication and interaction.
- Knowledge of applicable laws, regulations and procedures, governing the school readiness programs.
- Knowledge of office procedures and equipment, including the application of electronic data processing and working in a web based environment.
- 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
- Computer experience in a Windows environment, Microsoft Office/ Word; ability to learn and utilize other software programs.
- Must have valid Florida Driver's License and reliable transportation.
- Must meet ELCNC employment requirements including clearance of background screening.
- Must have a willingness to carry out the mission of the ELCNC.
- Must be able to work independently and as a team member and leader.
- 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 respond to questions from groups of managers, clients and the general public.
- Ability to communicate oral and written information.

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 frequent 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:

Associates degree in relevant area preferred. High school diploma or equivalent required with a minimum of three years worked in a business, office, case management or early childhood setting. Bilingual (English-Spanish) preferred. Attainment of Child Care Resource and Referral Certification within 90 days of employment.

COMPENSATION:

- Based on experience and credentials

- \$28,000 – \$45,000 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: March 19, 2020 **Subject:** Sliding Fee Scale

Action Item: 2019-20-16

Proposed Board Action:

Adopt the attached sliding fee scale for Fiscal Year 2020-2021

Budget Considerations:

None

Background Information:

Section 1002.85(2)(c)5, Florida Statutes (F.S.), states that each Coalition is required to adopt, as part of its School Readiness Plan, a "sliding fee scale and policies on applying the waiver or reduction of fees in accordance with s. 1002.84(8), F.S."

Each Coalition shall establish a parent sliding fee scale that requires a parent copayment to participate in the School Readiness Program. Providers are required to collect the parent's copayment. A Coalition may, on a case-by-case basis, waive the copayment for an at-risk child or temporarily waive the copayment for a child whose family's income is at or below 100% of the federal poverty level and who experiences a natural disaster or an event that limits the parent's ability to pay, such as incarceration, placement in residential treatment, becoming homeless, or an emergency situation such as a household fire or burglary.

Points of Consideration:

None

Effective Date:

July 1, 2020

Supporting Documentation: 2020 Sliding Fee Scale

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: March 19, 2020 **Subject:** ELPOP 102 Continuity of Operations Plan **Action Item # 2019-20-17**

Proposed Board Action:

Approve the updates to ELPOP -102 Continuity of Operations Plan

Budget Considerations:

None

Background Information:

Points of Consideration:

Amended to include Infectious Disease procedures and reflect changes to the ELCNC organizational structure

Effective Date: March 19, 2020

Supporting Documentation: Final Draft of ELPOP 102-Continuity of Operations Plan

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

POLICY NUMBER: ELPOP-102
AUTHORITY: s. 252.365, F.S.
MANUAL: Governance and General Administration Manual
DATE ADOPTED: August 7, 2013
LAST DATE REVISED: March 19, 2020

POLICY STATEMENT: Pursuant to Florida Statutes, Chapter 252.365: Emergency Coordination Officers; disaster-preparedness plans, this Continuity of Operations functions Plan (COOP) ensures the continued execution of the mission essential functions for the Coalition in the event that an emergency threatens or incapacitates operations, and requires the relocation of selected personnel and of the Early Learning Coalition of the Nature Coast, Inc., located at 382 North Suncoast Boulevard, Crystal River, Florida 34429.

PROCEDURE: The ELCNC maintains a main office in Crystal River and two satellite offices located in Chiefland and Sumterville, Florida. While satellite offices are critical in terms of providing day-to-day services to the public, the services can be temporarily relocated to the main office in an emergency situation with little disruption. On the other hand, several essential operations are conducted from the main office and require a considerable amount of planning for the relocation of these functions during an emergency situation. As a result, the ELCNC's Continuity of Operations Plan (COOP) focuses on disaster response and recovery involving the main ELCNC office.

1. **COOP OBJECTIVES:** The objectives of this plan are to:
 - A. Ensure the continuous performance of the ELCNC's essential functions during an emergency.
 - B. Protect essential facilities, equipment, records, and other assets.
 - C. Reduce or mitigate disruptions to operations.
 - D. Provide for the safety of staff and visitors, reduce loss of life, minimize damage and losses.
 - E. Identify and designate principals and support staff to be relocated.
 - F. Facilitate decision-making for execution of the plan and the subsequent operations.
 - G. Achieve a timely and orderly recovery from an emergency event and resumption of full service to all customers.

2. **ESSENTIAL OPERATIONS:** The following operations are considered essential operations that must be maintained in the event of an emergency for up to thirty (30) days, if possible. All other functions of the ELCNC may be deferred until normal operations are restored.
 - A. Executive direction
 - B. Security and control of information technology, facilities, and property
 - C. Essential Finance and accounting functions
 - D. Essential Human resource management functions
 - E. Continuity of direct client services

3. **EMERGENCY COORDINATION OFFICER:** The Executive Director is the designated Emergency Coordination Officer for the ELCNC. In the event the Executive Director is not available to perform the functions of the Emergency Coordination Officer, the following succession plan will apply:
 - A. Director of Communications
 - B. Director of Human Resources
 - C. Director of Finance
 - D. Director of Eligibility
 - E. Director of Education

4. **EMERGENCY COORDINATION OFFICER RESPONSIBILITIES:** The Emergency Coordination Officer is responsible for the planning and coordination of emergency preparedness plans for all offices and departments.

5. **PLANNING CONSIDERATIONS:** In accordance with state guidance and emergency management principles, the ELCNC's COOP:

- A. Will be maintained at a high-level of readiness.
- B. Will be capable of implementation both with and without warning.
- C. Will be operational no later than 12 hours after activation, if possible.
- D. Will be capable of maintaining sustained operations for up to 30 days.
- E. Will take maximum advantage of existing state or federal and local government infrastructures.
- F. Will protect equipment and other Coalition assets.

6. PERSONNEL ASSIGNED TO DISASTER RESPONSE AND RECOVERY: The following provides a list of individuals who are assigned to disaster response and recovery. Collectively, the individuals are known as the Disaster Response and Recovery Team.

- A. Executive Director
- B. Director of Communications
- C. Director of Human Resources
- D. Director of Finance
- E. Director of Eligibility
- F. Director of Education
- G. Facilities Manager

7. PRE-DISASTER RESPONSE AND RECOVERY PREPAREDNESS: The following provides a list of the Emergency Coordination Officer's pre-disaster responsibilities.

- A. Review the COOP and all attachments annually to identify necessary resources to support COOP activities. The resources necessary to ensure adequate maintenance and operation of the COOP will be considered in the ELCNC's planning.
- B. Maintain a copy of insurance policies that includes emergency contact information for the insurance company or agent.
- C. Ensure that the following activities are completed at least annually by the Facilities Manager:
 - 1) Telecommunication and information systems maintained at the local office are tested for any inconsistencies or issues which may arise if the COOP is activated.
 - 2) Back-up plans to address disruptions in communications in the event of a disaster are readily available and working properly.
 - 3) Telecommunication capabilities at alternate facilities are sufficient for the performance of mission essential functions under the COOP.
 - 4) Signs identifying building evacuation routes are posted in the areas of the ELCNC offices that are accessed by the public and employees. One evacuation route sign is placed on the wall in a highly visible location for each room, including the front lobby.
 - 5) Essential laptop computers at alternate facilities are prepositioned or readily available for transport to alternate facilities.
 - 6) Equipment and communications of alternate facilities are tested.
 - 7) All department records are stored in electronic format on the ELCNC's Office 365 site
- D. Ensure that the following activities are completed by the Director of Communications:
 - 1) Training is provided to staff and Board members annually on the key aspects of COOP, the responsibilities of the Disaster Response and Recovery Team, and the COOP activation alert and notification procedures.
 - 2) Exercise programs are conducted to test staff awareness, response capabilities, and notification procedures.
 - 3) Personnel, Board member, and provider contract rosters are readily available for distribution to the Disaster Response and Recovery Team and members of the Executive Committee. The personnel roster includes primary and secondary emergency contact information for each employee and indicates the status of each employee (Disaster Response and Recovery Team or non-essential staff) and office location. The Board member roster includes primary contact information for each Board member as well as secondary emergency contact information for members of the Executive Committee.
 - 4) Media emergency roster that includes the contact information for local radio stations and newspapers are readily available.
 - 5) COOP plan is posted on the ELCNC website and social media platforms.
 - 6) Contact information for County Emergency Operations Center and the State of Florida Emergency Operations Centers is readily available.
- E. Ensure that the following activities of the Director of Finance are current:
 - 1) Development of a financial institute roster that includes emergency contact information for each banking institute utilized by the ELCNC, account numbers, and passwords or other security access tools.
 - 2) A backup copy of the ELCNC's finance and accounting system is maintained offsite.

8. PRE-INFECTIOUS DISEASE OUTBREAK DISASTER PREPAREDNESS: An infectious disease outbreak may not directly affect the physical infrastructure of an organization; however, an outbreak may threaten all operations by its

impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during an infectious disease outbreak. The following pre-disaster preparedness plan is intended to mitigate the effects of a threatening infectious disease outbreak.

- A. Messaging and risk communications during an emerging infectious disease pandemic will be conducted by the Director of Communications with guidance from the Executive Director. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework polices will be provided to assist in limiting the spread of the infectious disease at the primary and alternate worksites.
- B. Within the workplace, social distancing measures may be taken. The measures may include, but are not limited to, the following:
 - 1) Modifications to the frequency and type of face-to-face employee encounters (e.g., substituting teleconferences for face-to-face meetings).
 - 2) The release of instructions on handshaking, staggering breaks, posting infection control guidelines etc.
 - 3) Flexible work hours or worksite, (e.g., telecommuting)
 - 4) Enforcing policies related to social distancing between employees and clients
 - 5) Enforcing policies that require employees with an infectious disease to stay home at the first sign of symptoms.
 - 6) Limiting the right of entry to ELCNC buildings to staff members.
 - 7) Enforcing travel restrictions and filed work restrictions.

9. DISTINGUISHING MINOR EMERGENCIES FROM MAJOR DISASTERS: It is imperative to make the distinction between a situation that requires building evacuation and one dictating the necessity to activate the COOP. The following disaster magnitude classification definitions are used to define situations where the execution of the COOP is necessary and when it is not necessary.

- A. Minor Disaster: Minor disasters are any disaster that is likely to be within the response capabilities of the ELCNC's evacuation plan. Such disasters would not necessarily require the full activation of the COOP. For example, a sudden emergency, such as a fire or hazardous materials incident may require the evacuation of a department or facility with little or no advance notice, but for only a short duration and would not automatically necessitate the activation of a COOP unless the facility is rendered untenable.
- B. Major Disaster: Major disasters are any disaster that will likely exceed the ELCNC's evacuation plan and would require a broad range of state and federal assistance. For example, an outbreak of an infectious disease or an emergency having severe impacts that render the facility unusable for a time frame long enough to affect normal operations, would likely justify and require the activation and execution of the ELCNC COOP.

10. ASSUMPTIONS: In the event of a major disaster it is assumed that:

- A. One of the ELCNC satellite offices will be operational allowing for the relocation of essential staff to a satellite office within a reasonably short period of time (within 12 hours) OR essential staff will be able to telecommute from their homes.
- B. All essential functions provided by other state agencies such as the Office of Early Learning and the Department of Children and Families will continue in accordance with their respective continuity of operations plans.

11. COOP ALERT: It is expected that, in most cases, the ELCNC will receive a warning of at least a few hours prior to an emergency event that would cause the activation of the COOP. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment of the Disaster Response and Recovery Team to an assembly site or a pre-identified alternate relocation point. However, the ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive it.

- A. The following scenarios may alert the activation of the COOP:
 - 1) An event or credible threats of an event that would preclude access or use of the ELCNC facility and the surrounding area.
 - 2) A widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks that cause the town, county, or school district to close during normal business hours.
 - 3) The outbreak of an infectious disease which is declared by the Center for Disease Control and Prevention (CDC) and/or the Department of Health (DOH).

12. COOP NOTIFICATION: This plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this plan is implemented depends on the type and magnitude of the events or threats thereof.

- A. When a COOP alert allows for warning, the Emergency Coordination Officer will evaluate the capability and capacity levels required to support essential functions of the facilities and determine if the situation necessitates relocation of staff and/or other resources. If it is deemed necessary to activate the COOP, the Emergency Coordination Officer will select the most appropriate alternate relocation point for the Disaster Response and Recovery Team, or he/she will select

telecommunications for the duration of the major disaster. If no warning is provided, the Emergency Coordination Officer immediately activates the COOP.

PRIMARY FACILITY	
382 North Suncoast Blvd. Crystal River, FL 34429	
ALTERNATE FACILITY LOCATION #1	ALTERNATE FACILITY LOCATION #2
617 S. US Hwy 301, Suite E Sumterville, FL 33585	117 NE 1 st Street Chiefland, FL 32626

- B. Immediately following the activation of the COOP, the Director of Communications completes the following:
- 1) Issue a COOP activation notice to the Disaster Response and Recovery Team. The notice may be communicated via personal contact, telephone, cell phone, e-mail, text message, or a combination thereof. The notification will include the relocation site for the Disaster Response and Recovery Team to assemble.
 - 2) Issue COOP activation notices to the Chairman of the ELCNC Board, the Office of Early Learning, local government, and other pertinent local agencies. The notification will include contact information for the relocation facility, the estimated time of the Disaster Response and Recovery Team's arrival to the location, and any other pertinent information.
 - a. A minimum of two attempts are made to Executive Officers. If contact attempts are unsuccessful, the individuals are left messages. It is expected that Executive Officers will immediately contact the Director of Communications after a message is received.
 - b. The Director of Communications will provide periodic notification reports and updates to the Emergency Coordination Officer until all Executive Officers are notified.
 - 3) Issue a COOP activation notice to Early Learning Providers and provide instructions for communication methods until the deactivation of the COOP. The Director of Communications will also provide the alternate location of the ELCNC and request Early Learning Providers to notify parents of the same.
 - 4) Contacts the local media requesting a public announcement of the ELCNC's temporary relocation due to emergency circumstances. The public announcement includes the alternate location of the Disaster Response and Recovery Team as well as emergency cell phone numbers for Directors. Situation reports will be available on the ELCNC website. Essential communication phone numbers are not released to the general public. The Emergency Coordination Officer and the Director of Communications' cell phone numbers are considered to be essential communication phone numbers.
 - 5) Notify the US postal service of the ELCNC alternate location and provide mail routing instructions as appropriate.
 - 6) Arranges for a notice of COOP activation to be published on the ELCNC website. The notice includes the location of the Disaster Response and Recovery Team as well as appropriate cell phone numbers.
 - 7) Shares educational resources about the major disaster that are obtained through appropriate agencies and websites, such as the CDC, DOH, Emergency Operations Centers, etc., with staff and stakeholders.
- C. Immediately following the activation of the COOP, the Director of Human Resources completes the following:
- 1) Issue a COOP activation notice to staff and instruct staff to go home or stay home until further notice.
 - a. A minimum of two attempts are made to contact staff. If contact attempts are unsuccessful, the individuals are left messages. It is expected that staff will immediately contact the Director of Human Resources after a message is received.
 - b. The Director of Human Resources provides periodic notification reports and updates to the Emergency Coordination Officer until all staff are notified.
 - 2) In the case of an infectious disease outbreak, remind staff of the importance of refraining from coming to work when feeling sick and provide staff the current personal leave time policy and the number of banked leave time hours for each employee. In the event a staff person is diagnosed with an infectious disease, follow CDC guidelines with respect to placing the staff in a leave status and determining appropriate return to work procedures.

13. COOP EXECUTION: The Disaster Response and Recovery team complete the following tasks:

- A. The Facilities Manager assesses the security and access controls to property and prepares the alternate facility for the relocation of the Disaster Response and Recovery Team.
- B. The Disaster Response and Recovery Team evacuates the building while maintaining normal security procedures, if possible. The Emergency Coordination Officer and the Facilities Manager take appropriate measures to ensure security

of the administrative offices, equipment and records remaining in the building, if possible. The Director of Communications alerts the County Sheriff's Department of the evacuation.

- C. Within 12 hours of COOP activation, the Disaster Response and Recovery Team is located at the designated alternate facility and has established essential operations of the ELCNC for a period up to thirty (30) days, pending the return to normal operations. During non-working hours, the Disaster Response and Recovery Team operate remotely from their location at the time of COOP activation and reports to the alternative facility when instructed to do so.
- D. The Disaster Response and Recovery team will determine the need and hours of work for affected staff. COOP activation should not, in most circumstances, affect the pay and benefits of either the Disaster Response and Recovery Team members or other personnel. Non-essential personnel may be directed to report to other ELCNC offices and will be compensated for travel expenses in accordance with the ELCNC's travel policy. Staff may also be advised to remain at home for the duration of the emergency operation or to telecommute from their homes until the affected facility can be reoccupied or another facility is established. The ELCNC authorizes staff to telecommute from their homes when the following are present:
 - 1) It is not safe for travel to and from work
 - 2) Staff's home and/or cell phones are operational
 - 3) Staff's home has electricity and internet connections
 - 4) Staff have access to the tools necessary to perform their assigned duties in their homes.
- E. The Director of Communications in conjunction with the members of the Disaster Response and Recovery team will develop informative memorandums for dissemination to staff, the Executive Officers of the ELCNC Board, the Office of Early Learning, Early Learning Providers, parents, and community agencies with regard to the duration of alternate operations, child care payments, location(s) for services, payroll, time and attendance, duty assignments, and travel authorizations and reimbursements.
- F. Within 24 hours of an emergency relocation or when it is ascertained that the emergency situation has ended and is unlikely to recur, the Facilities Manager will assess and initiate operations to salvage, restore, and recover the affected office.
- G. Based on the assessment of the affected office, the Emergency Coordination Officer will authorize the deactivation of the COOP plan when the Facilities Manager determines that appropriate security, safety, and health conditions of the office are suitable for operations.

14. COOP DEACTIVATION:

- A. The Director of Communications in conjunction with the Executive Director will develop a deactivation of COOP plan that ensures an orderly transition of all essential functions, personnel, equipment, and records from the alternate location to the restored facility or a new location.
- B. The deactivation plan will be communicated by the Director of Communications to the Disaster Response and Recovery Team, staff, the Executive Officers of the ELCNC Board, the Office of Early Learning, Early Learning Providers, parents and community agencies through the ELCNC website, local media, email, etc. The notification will include the anticipated completion date of the deactivation plan.
- C. The Director of Human Resources and the Facilities Manager will oversee the orderly transition of all functions, personnel, equipment, and records from the alternate relocation point to a new or restored facility.

15. REVIEW AND REVISIONS:

- A. An after-action review (information collection process) will be initiated by the Emergency Coordination Officer prior to the cessation of operations at the alternate relocation point. The information to be collected will, at a minimum, include information from any employee working during the COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.
- B. Recommendations for changes to the COOP and any accompanying documents will be developed by the Emergency Coordination Officer and incorporated into the COOP annual review process.