



Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
February 5, 2020
9:00 AM

AGENDA

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

I Call to Order, Welcome, and Introductions		Rob Wardlow
II Public Input		Rob Wardlow
III Approval of Agenda		Rob Wardlow
IV Consent Agenda		Rob Wardlow
Board of Directors Minutes – October 2, 2019	2	
Executive Committee Minutes – October 30, 2019	6	
V Action Items		Sonya Bosanko
Action Item: 2019-20-11: 2020 United Way of Lake & Sumter Counties RFP	8	
Action Item: 2019-20-12: School Readiness Enrollment Priorities	9	
Action Item: 2019-20-13: Position Reclassification	11	
VI Treasurer’s Report		Sonya Warden
Budget vs. Actual Report – August 2019	15	
VII Executive Director’s Report		Sonya Bosanko
VIII New/Unfinished Business		Rob Wardlow
Next Meeting Date: April 1, 2020		
IX Public Input: <i>Public Input is a time set aside for comments from the general public. Comments must be kept to a 3-minute limit and a speaker’s card must be completed and submitted to the Board Chair. The Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.</i>		

**Early Learning Coalition of the Nature Coast
Board Meeting Minutes
October 2, 2019**

Members Present:

Rob Wardlow Gailen Spinka Linda Barber Dana Moxley

Members Present Via Phone:

Barbara Locke Beverly Goodman Heidi Rand Dale French Robert Bradburn Sue Fogarty Shawanna Felton
Connie Mahan Jeannie Lively Vicky Pitts Alexa Mills Blake Fugate

Members Absent:

Brian Coleman JJ Kenney Darla Huddleston Sonya Warden

Staff Present:

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

Staff Absent:

None

Others Present:

Holly Bussard

Others Present Via Phone:

None

Call to Order, Welcome & Introductions

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

Public Input

None

Approval of Agenda

Gailen Spinka motioned to approve the agenda. Dana Moxley seconded the motion. Motion carried unanimously.

Consent Agenda

Board Minutes – August 7, 2019

Administrative Committee Minutes – September 17, 2019

Gailen Spinka motioned to approve the Consent Agenda. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item # 2019-20-07: Slate of Officers

Chair Wardlow explained that a nominating committee meeting was held on September 17, 2019 to review the roster of Board members who volunteered to serve in the Board Treasurer position. The Nominating Committee is bringing a recommendation for Sonya Warden to replace JJ Kenney as Treasurer on the ELCNC Board. Mr. Spinka asked for clarification of the existing Treasurer's term. Mrs. Bosanko clarified that current Board Treasurer, JJ Kenney's term as Treasurer has expired. Mrs. Bosanko also clarified that Mr. Kenney remains a Board member.

Gailen Spinka motioned to accept the Nominating Committee's recommendation. Linda Barber seconded the motion. Motion carried unanimously.

Action Item # 2019-20-08: Board Membership – Robert Wells

Mrs. Bosanko stated that Mr. Wells had a prior commitment and apologizes that he can not be present for today's meeting.

Gailen Spinka motioned to approve Mr. Wells' application. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item # 2019-20-09: Disposal of Property

Chair Wardlow explained the Coalition is required to maintain an inventory list of all assets purchased with grant funds. The disposal of such assets requires Board approval. Mrs. Bosanko offered clarification regarding the amount listed for each item as being the initial cost of the item and not the current value of the item. Mrs. Rickman offered explanation of the process of drilling the hard drives to destroy data and Mr. Burke explained the process of disposing of these items at the Citrus County Central Landfill.

Gailen Spinka motioned to approve Action Item 2019-20-09 as presented. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item # 2019-20-10: ELCNC FY 2018-2019 Annual Report

Mrs. Woodard pointed out an error in the text of the action item. Mrs. Woodard clarified the 2017-2018 reference is incorrect. Mrs. Woodard further clarified that the action item refers to the 2018-2019 Annual Report.

Gailen Spinka made a motion to accept the correction to the action item. Linda Barber seconded the motion. Motion carried unanimously.

Mrs. Bosanko explained that this is a standard annual report the Coalition completes every year for Florida's Office of Early Learning. Mrs. Bosanko further explained that due to ongoing issues with the State's new data management system (MOD), the data contained in the report could not be verified at this time. Mrs. Bosanko also shared that this document is not used as a marketing tool.

Gailen Spinka made a motion to approve the 2018-2019 Annual Report. Dana Moxley seconded the motion. Motion carried unanimously.

Treasurer's Report

Budget vs. Actual Report – August 2019

Mrs. Bosanko presented the Treasurer's Report. The financial reports provided were for the period of August 2019.

The School Readiness program is at an overall spending rate of 15.30%; Direct Services 16.09% and 14.81% in Non-Direct Services.

The Voluntary Prekindergarten program is at an overall spending rate of 8.18%; Direct Services 8.26% and 6.32% in Non-Direct Services. The administrative costs are at 3.06%.

The Coalition is underspent at this point for the fiscal year. The Coalition is within our threshold allowances for the areas of administration, quality, infant/toddler, and direct services in both the School Readiness and Voluntary Prekindergarten Programs. The Coalition is having a concern this year with the State's new data management system (MOD). Ongoing discrepancies involving provider reimbursement in this new computer system leaves staff unsure of data accuracy. We are unable to make financial decisions due to the inaccuracy of these reports.

At this point in the year, the Coalition should be approximately 17% expended. The spending rate for the agency is at 13.97% with Direct Costs at 13.15% and Non-Direct costs at 14.04%.

Mrs. Bosanko shared with the Board that we are currently in an open enrollment status with no children on the waiting list.

Dana Moxley requested information regarding the absence of a utilization report. Mrs. Rickman explained that staff are currently working to update our utilization report to reflect additional quality improvement dollars received. Mrs. Rickman stated that she would get the updated utilization report out to Board members as soon as it is complete.

Mr. Spinka requested clarification on the technology grant offered to school readiness providers for the purchase of technology related items to enhance their classrooms. Desirae responded that the technology grant period has ended. Mr. Spinka asked if all providers

requesting grant dollars through this opportunity were served. Mrs. Rickman answered that yes, technology grant funds exceeded the number of providers requesting assistance.

Holly Bussard, owner of Kids World Pre-School Learning Center, requested clarification on current issues involving provider payments with the State's new MOD computer system and offered suggestions to Coalition staff regarding how best to balance the finances of the Coalition each month. Mrs. Bosanko explained the discrepancies found across the state with regards to child enrollment and provider reimbursement. Mrs. Hiers thanked Holly for her efforts to work around the errors on her child enrollment.

Gailen Spinka motioned to accept the Treasurers Report. Dana Moxley seconded the motion. Motion carried unanimously.

Executive Director's Report

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

Mrs. Bosanko announced staff changes as follows: resignation of Ingrid Ellis (Schaper), Director of Education; current Facilities Manager, Colin Burke, has been appointed to replace Mrs. Ellis-Schaper as the new Director of Education; Sandra Woodard is serving as Education Director in the interim allowing for Facilities Manager replacement to be hired.

Mrs. Bosanko notified the Board of the need to complete a reconciliation of all provider payments for the 2018-2019 fiscal year. The State's plan for the new MOD computer system was to have all corrections made within the system allowing for proper calculation of provider reimbursement payments each month. Each month of the 2018-2019 fiscal year, Coalitions across the State expected for the system failures to be corrected at the State level in order to allow for proper provider reimbursement. However, each month the system continued to reflect significant errors with regards to child enrollment resulting in the need for the Coalition to pay providers reimbursement amounts that were known to be in error.

Mrs. Bosanko has had conversation with our independent auditors about these discrepancies. Independent auditors have suggested to Mrs. Bosanko that the ELCNC should prepare for findings in their annual audit due to these discrepancies.

Mrs. Bosanko asked the Board for direction in reconciling all provider payments for the 2018-2019 fiscal year. Mrs. Bosanko shared that she has completed a cost analysis for completion of this reconciliation process finding a complete reconciliation of 100% of provider payments for the 2018-2019 fiscal year would require the hiring of 12 temporary staff members for a 12-month period. The cost of this reconciliation would be approximately \$320,000. This would impact the direct services portion of our budget resulting in 80 children who would not receive services. Mrs. Bosanko further explained that she has had discussion with the Coalition's attorney and the Coalition's outside auditing firm and both entities supported this process of reconciliation. The expectation is that this reconciliation will result in providers owing the Coalition back some of the funds that were reimbursed to them due to overpayment based on faulty data. Mrs. Bosanko stated that if the completion of the first quarter of reconciliation work reflected less than a 1% error rate, then the process could be halted.

Because of the scope of the problem, Mr. Spinka suggested that Coalition staff strive to meet the 1% error rate.

Chair Wardlow suggested the Board set a dollar limit and give staff direction to move forward with reconciling the reimbursement to providers for the first quarter of the 2018-2019 fiscal year. Then, based on the error rate found during that time period, the Board can revisit this reconciliation discussion at the next Board meeting.

Mrs. Moxley shared her interest in receiving additional information with regards to other reconciliation options before spending such a large amount of money.

Mrs. Bosanko explained to the Board that some Coalitions across the State are choosing to take a wait and see approach instead of completing a reconciliation process at this time. Mrs. Bosanko shared that she has met with the ELC of Marion County who is completing the reconciliation process.

Gailen Spinka made motion to complete reconciliation of one (1) month of provider reimbursement payments from the 2018-2019 fiscal year. Linda Barber seconded the motion. Thirteen (13) voted in favor of the motion, one (1) opposed. Motion passed with majority vote.

During discussion, Sue Fogarty suggested a review of 1 month of reimbursement payments for the time period July 2018 through April 2019 and 1 month of reimbursement payments for the time period May 2019 through September 2019 and asked for an estimate of cost for conducting this sample reconciliation.

Gailen amended his motion to attach a budget of \$45,000 to the above referenced reconciliation process. Linda Barber seconded the motion. Thirteen (13) in favor of the motion, one (1) opposed. Amended motion passed with majority vote.

New/Unfinished Business

Mr. Spinka asked whether the ELCNC qualified to apply for funding through the Citrus Memorial Hospital (CMH) Foundation. Chair Wardlow answered that he did not feel that the ELCNC programs met the strict qualifications for the CMH funding.

Next Regular Meeting Date: December 4, 2019

Public Input

Vicky Pitts, Ciyatt House Learning Center, expressed her frustration with her ongoing attempts to enter her child attendance information into the State's online provider portal computer system (MOD). Chair Wardlow expressed empathy for the providers' situation. Mrs. Bosanko apologized to Mrs. Pitts for her frustration. Mrs. Hiers shared that Florida's Office of Early Learning (OEL) who administers the MOD computer system had sent an email to coalitions yesterday notifying staff of slow response times with the MOD system.

Gailen Spinka motioned to adjourn at 10:08 am. Robert Wardlow seconded the motion. Motion carried unanimously.

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

Minutes prepared by Sandra Woodard

**Early Learning Coalition of the Nature Coast
Executive Committee Meeting Minutes
October 30, 2019**

Members Present:

Rob Wardlow

Members Present Via Phone:

Brian Coleman Gailen Spinka

Members Absent:

Sonya Warden

Staff Present:

Sonya Bosanko Sheri Ellis Sandra Woodard Desirae Rickman

Staff Absent:

None

Others Present:

Lori Walker Katie Whitson

Others Present Via Phone:

None

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 1:36 p.m. Introductions were completed.

Public Input

None

Approval of Agenda

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

Action Item # 2019-20-11: 2020 United Way of Lake & Sumter Counties RFP

Chair Wardlow explained that the Early Learning Coalition of the Nature Coast was in the process of applying for grant funds from the United Way of Lake & Sumter counties to support the School Readiness Program in Sumter County. United Way is now requiring Board approval of all funding requests. The completed grant application was attached for review.

Brian Coleman motioned to approve the United Way Lake & Sumter Counties grant application as presented. Gailen Spinka seconded the motion. Motion carried unanimously.

New/Unfinished Business

Lori Walker and Katie Whitson with Purvis Gray auditing firm shared with the committee that Florida's Office of Early Learning had reached out to their office requesting clarification on the potential impacts to the upcoming external audit of the Early Learning Coalition of the Nature Coast as a result of the State's EFS MOD computer system failure. Mrs. Walker explained to the committee that Purvis Gray would not be able to complete the required audit due to the lack of availability of data required. Lori further stressed to the committee that they should prepare the Board for the possibility of a less than clean audit as a result of the EFS MOD inadequacies coupled with the fact that the Office of Early Learning computer system is not fully functional and has not been fully functional since June of 2018. Mrs. Bosanko shared with the committee that coalition staff are currently working to reconcile provider payments at this time. The original goal was to have these reconciliation documents completed by March 2020, however, it appears the process will take longer. Lori also

pointed out to the committee that all other areas of the audit that were not affected by the EFS MOD failures are within normal auditing guidelines.

Public Input

None

Gailen Spinka motioned to adjourn at 2:18 pm. Robert Wardlow seconded the motion. Motion carried unanimously.

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

Minutes prepared by Sandra Woodard



ACTION ITEM

Date: October 30, 2019 **Subject:** 2020 United Way of Lake and Sumter Counties RFP **Action Item # 2019-20-11**

Proposed Board Action

Ratify 2020 United Way of Lake and Sumter Counties RFP

Budget Considerations:

None

Background Information:

United Way of Lake and Sumter Counties partners with the Early Learning Coalition of the Nature Coast by providing match funding to serve school readiness families in Sumter County. The Coalition has benefitted from this partnership through receipt of grant funding annually since 2010. Beginning with the 2020 RFP, United Way is now requiring Board approval of all funding requests.

Points of Consideration:

This item was presented to the Executive Committee on October 30, 2019.

Effective Date: October 30, 2019

Supporting Documentation: Completed 2020 United Way of Lake & Sumter Counties RFP provided as additional meeting material.

Prepared by: Sheri Ellis
Submitted by: Sonya Bosanko

Committee or Council	Date of Meeting	Action
Executive Committee	October 30, 2019	Approved



ACTION ITEM

Date: February 5, 2019

Subject: School Readiness Enrollment Priorities

Action Item # 2019-20-12

Proposed Board Action:

Accept the notice of approval from Florida's Office of Early Learning for local School Readiness enrollment priorities.

Budget Considerations:

None.

Background Information:

None.

Points of Consideration:

Early Learning Coalitions are required to include an assessment of local priorities within the county or multi-county region based on the needs of families and provider capacity using available community data, as required by 1002.85(2)(j) F.S.

Effective Date:

December 4, 2019

Supporting Documentation: OEL Approval letter

ELCNC Local Priorities are provided as additional meeting material.

Prepared by: Tonya Hiers, Director of Eligibility

Submitted by: Tonya Hiers, Director of Eligibility

History of Action Item:

Committee or Council	Date of Meeting	Action



October 4, 2019

Sonya Bosanko
Executive Director
Early Learning Coalition of Nature Coast
382 N. Suncoast Blvd.
Crystal River, FL 34429

Dear Ms. Bosanko:

The Office of Early Learning (OEL) has reviewed and approved the Early Learning Coalition of Nature Coast's amendment to the School Readiness Plan pursuant to section 1002.85(2), Florida Statutes for the below School Readiness Plan element.

SR Plan Amendments Approved

Element I.A. Membership
Element II.B. SR Application and Wait List
Element II.C. Eligibility and Enrollment
Element II.G. Program Assessment
Element III.D. Quality Improvement Strategies
Element V.A. Monitoring

Please contact Shatoya Mitchell at (850) 717-8555 or shatoya.mitchell@oel.myflorida.com with any further questions regarding the coalition's school readiness plan.

Sincerely,

Katerina Maroney
School Readiness Policy Supervisor
Program Integrity Unit
Office of Early Learning

KKM/initials

SHAN GOFF

EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free 866-357-3239 • www.FloridaEarlyLearning.com

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.



ACTION ITEM

Date: February 5, 2020

Subject: Position Reclassification

Action Item # 2019-20-13

Proposed Board Action:

Approve the position reclassification of the Public Relations Manager to the Director of Communication, with a beginning salary of \$51,000.00

Budget Considerations:

Director of Communication Position

Total impact to the FY 2019-2020 budget is \$4,208.53.

Salaries: \$3,576.46

Taxes: \$274.15

Retirement: \$357.92

Background Information:

The salary bracket for the Director's position is \$51,000 - \$71,000.

The salary bracket for the Facilities Coordinator is \$30,000 - \$50,000

Points of Consideration:

Qualifications for the Director of Communication is a bachelor's degree from an accredited four-year college or university in a related field and/or five years related experience, two of which must be in a management/supervisory role. Three years successful prior fundraising experience. Prior sales experience preferred. Requires excellent interpersonal and public relations skills as well as the ability to interact with all levels of management. Experience giving presentations and public speaking are essential.

The Public Relations Manager meets all the required qualifications for this position.

Effective Date:

November 1, 2019

Supporting Documentation: Director of Communication Job Description

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



POSITION DESCRIPTION

Position Title: Director of Communication

Serving: Citrus, Dixie, Gilchrist, Levy, and Sumter Counties

Responsible to: Executive Director

Basic Function: The Director of Communication is a highly visible fundraising position that works with the Executive Director and Finance Director to develop, plan, implement and maintain all fund-raising, marketing, and communication programs for the Early Learning Coalition of the Nature Coast. This position is the chief fundraiser for the Early Learning Coalition of the Nature Coast. As such, the incumbent is responsible for identification, cultivation, solicitation and stewardship of gift prospects. The effectiveness of this position is essential for the success of the fund-raising program at the Early Learning Coalition of the Nature Coast (ELCNC).

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:

- Coordinate efforts to raise program match funds in compliance with the ELCNC's match requirement.
- Identify and research new program development and funding opportunities related to early learning services which enhance the goals of the ELCNC, and include garnering both private and public resources.
- Formulate, direct, and coordinate communications, public relations, and community awareness activities to promote the concept of early learning.
- Develop an effective program to cultivate and involve donors in the Coalition's activities.
- Assume primary responsibility for coordination, compilation, and submission of required forms and reports to grant funders.
- Establish and maintain contact with prospects to develop their interest and participation in the Coalition and provide them with further information concerning the utilization of their gifts.
- Maintain and cultivate long-term relationships with a diverse range of donors.
- Maintain face to face contact with donors
- Effectively perform prospect tracking, record keeping, file maintenance, reporting and administration.
- Ensure that all donors are verbally thanked for their gifts within 60 days of receipt.
- Assist the Finance Director and/or other staff in the analysis, formulation and implementation of fund-raising plans and policies.
- Supervise and monitor the Coalition's Child Passenger Safety Program in all ELCNC counties.
- Coordinate and facilitate Provider Meetings in all ELCNC regions in conjunction with the ELCNC's Leadership Team.
- Coordinate with other early education and care programs in the community as appropriate.
- Assist the Executive Director with the development and implementation of the Coalition's Early Learning Plan.
- Assist the Executive Director with the development of the Coalition's annual report as required by Florida's Office of Early Learning.

- Enforce approved policies and procedures as well as State and Federal regulations, the approved Coalition Plan, and the Office of Early Learning Grant Agreement.
- Demonstrate ability for strategic analyses and experience designing, implementing, and directing multiple complex projects, setting deadlines, and ensuring program accountability and compliance.
- Increase awareness among the general public about the Coalition and its mission.
- Interface regularly with city and county organizations and agencies as well as the general public to increase awareness.
- Attend and participate in professional conferences, training, statewide and regional meetings, and other related events.
- Maintain ongoing and frequent communication with the Executive Director.
- Provide support to the Executive Director as requested.
- Responsible for reporting requirements as assigned.
- Attend ELCNC meetings and other related events as assigned.
- Maintain records of the Coalition included but not limited to: minutes and public notice announcements.
- Ensure Coalition compliance with the Government in the Sunshine Law through appropriate meeting notifications.
- Performs other duties as assigned.

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

- A high level of discretion is required
- Highly developed in oral skills and written communication and interaction.
- The ability to understand and carry out oral and written instructions.
- Knowledge of the rules governing Child Care Resource & Referral, School Readiness & Voluntary Prekindergarten programs.
- Knowledge of government regulations relating to employees and employment.
- Knowledge of office procedures and equipment, including the application of electronic data processing and work 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.
- Knowledge of Microsoft Word, Publisher, PowerPoint, Excel, and Outlook programs as well as applicable State Systems.
- Must have strong organizational skills.
- Must be able to work flexible hours.
- Must have strong leadership capabilities.
- 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 and its programs.
- Must be able to work independently and as a team member and leader.
- Must be able to develop new projects and programs.
- 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 supervise employees.
- 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 Workplace 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, effectively present information and respond to questions from the ELCNC Board, the ELCNC Leadership Team, 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 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:

- Primary office atmosphere.
- Must be able to use his/her personal vehicle for out-of-office travel, and is reimbursed for such use at the prevailing rate. Proof of current auto insurance is required.
- Must be willing to work a flexible schedule to accommodate evening and weekend events and presentations. Days and times may vary dependent upon the needs of the program.

QUALIFICATIONS:

A bachelor's degree from an accredited four-year college or university in a related field and/or five years related experience, two of which must be in a management/supervisory role. Three years successful prior fundraising experience. Prior sales experience preferred. Requires excellent interpersonal and public relations skills as well as the ability to interact with all levels of management. Experience giving presentations and public speaking are essential.

COMPENSATION:

- Based on experience and credentials
- \$51,000 - \$70,000 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

**Early Learning Coalition of the Nature Coast
Budget vs. Actual Report
July 2019 – December 2019**

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00	0.00	0.00	0.0%
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	5,144,964.14	9,585,873.00	-4,440,908.86	53.67%
4000-01-02 VPK Income	2,686,727.18	4,668,413.00	-1,981,685.82	57.55%
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	7,825.00			
4000-01-06 SRPAS and SRREG	310.87	39,799.00	-39,488.13	0.78%
4000-01-07 Preschool Developmen	17,490.92	47,071.00	-29,580.08	37.16%
Total 4000-01 State & Federal Grants	7,857,318.11	14,348,204.00	-6,490,885.89	54.76%
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	10,000.00	0.00	10,000.00	100.0%
Total 4000-03-01 United Way	10,000.00	0.00	10,000.00	100.0%
Total 4000-03 Match Income	10,000.00	0.00	10,000.00	100.0%
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	12,249.44	0.00	12,249.44	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	12,249.44	0.00	12,249.44	100.0%
Total 4000-04 Gifts,Donations,Pledges	12,249.44	0.00	12,249.44	100.0%
Total 4000 Contracts, Grants & Other	7,879,567.55	14,348,204.00	-6,468,636.45	54.92%
4006 Interest Income	3,260.45	0.00	3,260.45	100.0%
4020 Other Miscellaneous Rev				
4040 Unrestricted Income	-400.54			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	14,096.83	0.00	14,096.83	100.0%
4042-01 Match Income Citrus - Other	0.00	0.00	0.00	0.0%
Total 4042-01 Match Income Citrus	14,096.83	0.00	14,096.83	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	14,096.83	0.00	14,096.83	100.0%

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
4049 Provider Debt	0.00	0.00	0.00	0.0%
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	2,040.00	0.00	2,040.00	100.0%
4060-02 Restricted CPS Funds	0.00	0.00	0.00	0.0%
4060-03 CPS Seat Income	2,160.00	0.00	2,160.00	100.0%
Total 4060 Child Passenger Safety	4,200.00	0.00	4,200.00	100.0%
Total 4020 Other Miscellaneous Rev	17,896.29	0.00	17,896.29	100.0%
Total Income	7,900,724.29	14,348,204.00	-6,447,479.71	55.06%
Gross Profit	7,900,724.29	14,348,204.00	-6,447,479.71	55.06%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	711.21	0.00	711.21	100.0%
Total 5300 (Shared Cost Pool)	711.21	0.00	711.21	100.0%
5400 (Unrestricted Expense)	1,132.66	0.00	1,132.66	100.0%
5700 Reconciliation Discrep.	0.00	0.00	0.00	0.0%
6040 - Child Passenger Safety				
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	351.88	0.00	351.88	100.0%
Total 6040 - Child Passenger Safety	3,368.52	0.00	3,368.52	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	291.99	1,250.00	-958.01	23.36%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	24,244.00	2,000.00	22,244.00	1,212.2%
6100-01-01-04 Conferences	75.00	500.00	-425.00	15.0%
Total 6100-01-01 Staff Development	24,610.99	3,750.00	20,860.99	656.29%
6100-01-02 Tuition Reimbursemen	1,430.57	4,000.00	-2,569.43	35.76%
Total 6100-01 Staff Development	26,041.56	7,750.00	18,291.56	336.02%
6100-02 Professional Services				
6100-02-02 Audit	1,155.00	20,244.00	-19,089.00	5.71%
6100-02-03 IT	839.50	1,300.00	-460.50	64.58%
6100-02-04 Legal	0.00	500.00	-500.00	0.0%
6100-02-07 Printing & Reproduct	461.38	2,000.00	-1,538.62	23.07%
6100-02-08 Repair & Maint	1,819.50	4,000.00	-2,180.50	45.49%
6100-02-09 Other	0.00	1,000.00	-1,000.00	0.0%
Total 6100-02 Professional Services	4,275.38	29,044.00	-24,768.62	14.72%
6100-03 Occupancy				
6100-03-01 Electricity	8,913.65	12,000.00	-3,086.35	74.28%
6100-03-02 Facility Maint	3,107.26	10,000.00	-6,892.74	31.07%
6100-03-03 Office Lease	55,521.27	96,000.00	-40,478.73	57.84%
6100-03-04 Waste	3,163.37	4,200.00	-1,036.63	75.32%

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
6100-03-05 Water	895.54	1,420.00	-524.46	63.07%
6100-03-06 Storage	976.44	1,060.00	-83.56	92.12%
6100-03-07 Sewer	891.93	1,644.00	-752.07	54.25%
Total 6100-03 Occupancy	73,469.46	126,324.00	-52,854.54	58.16%
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	1,124.66	7,000.00	-5,875.34	16.07%
Total 6100-04 Postage, Freight, Deliv	1,124.66	7,000.00	-5,875.34	16.07%
6100-05 Rentals				
6100-05-01 Office Equipment	5,477.90	14,000.00	-8,522.10	39.13%
Total 6100-05 Rentals	5,477.90	14,000.00	-8,522.10	39.13%
6100-06 Supplies				
6100-06-01 Office Supplies	3,321.67	12,000.00	-8,678.33	27.68%
Total 6100-06 Supplies	3,321.67	12,000.00	-8,678.33	27.68%
6100-07 Communications				
6100-07-01 Office Phones	7,686.84	17,180.00	-9,493.16	44.74%
6100-07-02 Cell Phones	2,852.53	8,000.00	-5,147.47	35.66%
6100-07-03 Internet	7,768.17	15,500.00	-7,731.83	50.12%
Total 6100-07 Communications	18,307.54	40,680.00	-22,372.46	45.0%
6100-08 Insurance				
6100-08-01 D & O	4,265.82	4,330.00	-64.18	98.52%
6100-08-03 General Liability	2,447.11	2,500.00	-52.89	97.88%
6100-08-04 Worker's Comp	14,359.13	15,330.00	-970.87	93.67%
6100-08-05 Property Insurance	9.68			
6100-08-06 Other Insurance	340.46	400.00	-59.54	85.12%
Total 6100-08 Insurance	21,422.20	22,560.00	-1,137.80	94.96%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	500.00	-500.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	500.00	-500.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	678.06	400.00	278.06	169.52%
6100-09-02-01-02 > = 250	1,299.12	3,000.00	-1,700.88	43.3%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	1,977.18	3,400.00	-1,422.82	58.15%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	975.48	2,500.00	-1,524.52	39.02%
6100-09-02-02-02 > = 250	0.00	1,500.00	-1,500.00	0.0%
Total 6100-09-02-02 Non Fixed Assets	975.48	4,000.00	-3,024.52	24.39%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	616.95	400.00	216.95	154.24%
6100-09-02-03-02 > = 250	548.86	2,500.00	-1,951.14	21.95%
Total 6100-09-02-03 Electronic Equip	1,165.81	2,900.00	-1,734.19	40.2%

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Total 6100-09-02 Equip =<1000	4,118.47	10,300.00	-6,181.53	39.99%
Total 6100-09 Tangible Personal Prop	4,118.47	10,800.00	-6,681.53	38.13%
6100-10 Quality				
6100-10-01 Classroom Materials	0.00	0.00	0.00	0.0%
6100-10-02 Training Materials	87.42	3,000.00	-2,912.58	2.91%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	4,639.00	6,000.00	-1,361.00	77.32%
Total 6100-10 Quality	4,726.42	9,000.00	-4,273.58	52.52%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	2,560.35	5,000.00	-2,439.65	51.21%
6100-11-03 Travel - Local	10,058.62	27,071.00	-17,012.38	37.16%
6100-11-04 Travel - Board	113.54	500.00	-386.46	22.71%
Total 6100-11 Travel	12,732.51	32,571.00	-19,838.49	39.09%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	3,644.10	5,000.00	-1,355.90	72.88%
6100-12-02 Software	0.00	5,000.00	-5,000.00	0.0%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	120.84	250.00	-129.16	48.34%
6100-12-03 Web Services - Other	0.00			
Total 6100-12-03 Web Services	120.84	250.00	-129.16	48.34%
6100-12-04 Other Emp Expend	403.68	300.00	103.68	134.56%
6100-12-05 Dues & Subscrip	390.95	4,750.00	-4,359.05	8.23%
6100-12-06 Tax, License, Fee	1,399.57	4,500.00	-3,100.43	31.1%
6100-12-08 Misc/Other Current	0.00	500.00	-500.00	0.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	2,624.37	5,000.00	-2,375.63	52.49%
6100-12-09-02 Ad - Legal	356.01	1,000.00	-643.99	35.6%
6100-12-09 Advertising - Other	15.28			
Total 6100-12-09 Advertising	2,995.66	6,000.00	-3,004.34	49.93%
Total 6100-12 Other Expenses	8,954.80	26,300.00	-17,345.20	34.05%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	575,767.87	1,203,393.00	-627,625.13	47.85%
6100-13-02 Payroll Taxes	43,343.71	106,858.00	-63,514.29	40.56%
6100-13-03 Benefits - Reemploy	0.00	2,800.00	-2,800.00	0.0%
6100-13-04 Health Benefits	28,557.95	124,564.00	-96,006.05	22.93%
6100-13-05 Retirement Benefits	54,424.77	117,231.00	-62,806.23	46.43%
6100-13-06 Life,Disabiity,Other	13,075.46	64,169.00	-51,093.54	20.38%
6100-13-07 PLT	0.00	37,501.00	-37,501.00	0.0%
Total 6100-13 Employer Prov Sal & Ben	715,169.76	1,656,516.00	-941,346.24	43.17%
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	15,729.52	140,487.00	-124,757.48	11.2%

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
6100-14-01-03 97GNW	239,024.40	686,936.00	-447,911.60	34.8%
6100-14-01-04 97GSD	190,558.56	512,672.00	-322,113.44	37.17%
6100-14-01-05 97P00	2,334,528.27	4,317,313.00	-1,982,784.73	54.07%
6100-14-01-06 97R00	636,608.16	1,717,339.00	-1,080,730.84	37.07%
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			
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	0.00	20,700.00	-20,700.00	0.0%
6100-14-01-15 QPIP Direct Diff	182,161.42	337,254.00	-155,092.58	54.01%
6100-14-01-16 QPICA Child Asses	0.00			
6100-14-01-17 SRMAT Match Progr	0.00	30,081.00	-30,081.00	0.0%
6100-14-01-18 QUALITY SERVICES				
6100-14-01-18-02 QPIPQ Qual Dif	4,328.77	8,100.00	-3,771.23	53.44%
6100-14-01-18-03 QPICQ CA Qual	0.00			
Total 6100-14-01-18 QUALITY SERVICES	4,328.77	8,100.00	-3,771.23	53.44%
6100-14-01-19 SRRCN	656.94			
Total 6100-14-01 School Readiness	3,603,596.04	7,770,882.00	-4,167,285.96	46.37%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	2,094,515.23	4,488,859.00	-2,394,343.77	46.66%
6100-14-02-02 VPPRS - Summer	12,692.34	0.00	12,692.34	100.0%
6100-14-02-03 VPKSD	13,079.80	0.00	13,079.80	100.0%
6100-14-02-04 VPPRP Prepay	33,650.32	0.00	33,650.32	100.0%
6100-14-02-04 VPRCN	0.00	0.00	0.00	0.0%
Total 6100-14-02 VPK	2,153,937.69	4,488,859.00	-2,334,921.31	47.98%
Total 6100-14 Direct Services - Child	5,757,533.73	12,259,741.00	-6,502,207.27	46.96%
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	723,800.00	0.00	723,800.00	100.0%
6100-16-02 VPK Advance	456,200.00	0.00	456,200.00	100.0%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-16 Program Advance	1,180,000.00	0.00	1,180,000.00	100.0%
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	0.00	0.00	0.00	0.0%
6100-17-10 UFCop Practitioner	3,250.00			
6100-17-14 PFPPD	0.00	0.00	0.00	0.0%
6100-17-15 97PFQ	0.00	0.00	0.00	0.0%
6100-17-20 97PAV PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-17 Performance Pilot Proje	3,250.00	0.00	3,250.00	100.0%
6100-20 Provider Assessments				

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
6100-20-01 SRPAS	4,825.45	39,799.00	-34,973.55	12.13%
Total 6100-20 Provider Assessments	4,825.45	39,799.00	-34,973.55	12.13%
6100-21 Preschool Development G				
6100-21-01 PDGAD Admin	2,109.50	2,029.00	80.50	103.97%
6100-21-02 PDGPT Provider Train	6,219.60	5,153.00	1,066.60	120.7%
6100-21-03 PDGIT Technology Sup	5,681.82	21,504.00	-15,822.18	26.42%
6100-21-04 PDGST Provider Stip	3,480.00	18,385.00	-14,905.00	18.93%
Total 6100-21 Preschool Development G	17,490.92	47,071.00	-29,580.08	37.16%
Total 6100 Program Expenses	7,862,242.43	14,348,204.00	-6,485,961.57	54.8%
8000 - Provider Disbursement				
8000-01 SR	-201.76	0.00	-201.76	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	-201.76	0.00	-201.76	100.0%
Total Expense	7,867,253.06	14,348,204.00	-6,480,950.94	54.83%
Net Income	33,471.23	0.00	33,471.23	100.0%

FINANCE DEPARTMENT UPDATE:

**Narrative Budget Report
December 2019**

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 December 2019:

School Readiness Overall Spending Rate: 46%

- Non-Direct Services: 39%
- Direct Services (Match/Advance Removed): 48%
- At this point in the fiscal year, we should be approximately 50% expended.

VPK Overall Spending Rate: 47%

- Non-Direct Services: 43%
- Direct Costs (Advance Removed): 47%
- At this point in the fiscal year, we should be approximately 50% expended. It is important to note that the VPK program is funded based on the estimated number of four-year olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

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%	4.37%
Admin/Non-Direct/Quality	Max 22%	19.07%
Infant & Toddler	Min \$125,530	\$19,066.92 (15.19%)
Quality	Min 4%	6.19%
Direct Services	Min 78%	80.93%

Voluntary Pre-Kindergarten:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending to Date</u>
Administration	4% of Direct Services Expenses	3.61%
Direct Services	96%	

Enrollment: The following represents School Readiness and VPK enrollment by county for December 2019:

County	# of SR children enrolled	# of VPK children enrolled
Citrus	946	826
Dixie	40	90
Gilchrist	117	144
Levy	591	336
Sumter	518	541
Total	2,212	1,937

School Readiness Waitlist:

December 2019	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	0	0	0	1	1	0	0	2
Dixie	0	0	0	0	0	0	0	0
Gilchrist	0	0	0	0	0	0	0	0
Levy	0	0	0	0	0	0	0	0
Sumter	0	0	0	0	0	0	0	0
Total	0	0	0	1	1	0	0	2

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
Month	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	\$36,604.03	\$285,509
20-Feb	\$36,604.03	\$248,905
20-Mar	\$36,604.03	\$212,301
20-Apr	\$36,604.03	\$175,697
20-May	\$36,604.03	\$139,093
20-Jun	\$36,604.03	\$102,489

Early Learning Coalition of the Nature Coast
DECEMBER 2019 – DIRECT SERVICES UTILIZATION REPORT

Citrus County Budget Amount: <u>\$3,097,394.00</u>							Dixie County Budget Amount: <u>\$294,990.00</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	\$11.63	23	\$234,808.85	\$2,862,585.15	A	July	33	\$18.62	23	\$14,130.93	\$280,859.07	A
Aug	940	\$10.46	22	\$216,285.45	\$2,646,299.70	A	Aug	33	\$15.44	22	\$11,211.70	\$269,647.37	A
Sept	920	\$10.94	21	\$211,425.59	\$2,434,874.11	A	Sept	34	\$14.98	21	\$10,698.91	\$258,948.46	A
Oct	954	\$10.72	23	\$235,120.56	\$2,199,753.55	A	Oct	39	\$17.97	23	\$16,119.36	\$242,829.10	A
Nov	941	\$11.40	21	\$225,322.36	\$1,974,431.19	A	Nov	33	\$16.74	21	\$11,601.48	\$231,227.62	A
Dec	946	\$11.80	21	\$234,363.46	\$1,740,067.73	A	Dec	40	\$20.26	21	\$17,014.20	\$214,213.42	A
Jan	946	\$11.80	23	\$256,683.79	\$1,483,383.94	P	Jan	40	\$20.26	23	\$18,634.60	\$195,578.82	P
Feb	946	\$11.80	20	\$223,203.30	\$1,260,180.65	P	Feb	40	\$20.26	20	\$16,204.00	\$179,374.82	P
Mar	946	\$11.80	22	\$245,523.62	\$1,014,657.02	P	Mar	40	\$20.26	22	\$17,824.40	\$161,550.42	P
Apr	946	\$11.80	22	\$245,523.62	\$769,133.40	P	Apr	40	\$20.26	22	\$17,824.40	\$143,726.02	P
May	946	\$11.80	21	\$234,363.46	\$534,769.94	P	May	40	\$20.26	21	\$17,014.20	\$126,711.82	P
Jun	946	\$11.80	22	\$245,523.62	\$289,246.31	P	Jun	40	\$20.26	22	\$17,824.40	\$108,887.42	P
Total			261	\$2,808,147.69	\$289,246.31	S	Total			261	\$186,102.58	\$108,887.42	S
Gilchrist County Budget Amount: <u>\$516,232.00</u>							Levy County Budget Amount: <u>\$1,401,202.00</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	\$15.85	23	\$45,945.99	\$470,286.01	A	July	513	\$11.01	23	\$129,851.10	\$1,271,350.90	A
Aug	125	\$13.67	22	\$37,593.75	\$432,692.26	A	Aug	570	\$10.83	22	\$135,865.47	\$1,135,485.43	A
Sept	121	\$12.51	21	\$31,800.21	\$400,892.05	A	Sept	571	\$10.49	21	\$125,762.05	\$1,009,723.38	A
Oct	114	\$13.69	23	\$35,902.83	\$364,989.22	A	Oct	586	\$10.88	23	\$146,591.79	\$863,131.59	A
Nov	61	\$13.95	21	\$17,872.97	\$347,116.25	A	Nov	578	\$11.51	21	\$139,683.06	\$723,448.53	A
Dec	117	\$22.59	21	\$55,494.10	\$291,622.15	A	Dec	591	\$13.13	21	\$163,002.23	\$560,446.30	A
Jan	117	\$22.59	23	\$60,779.25	\$230,842.90	P	Jan	591	\$13.13	23	\$178,526.25	\$381,920.05	P
Feb	117	\$22.59	20	\$52,851.52	\$177,991.37	P	Feb	591	\$13.13	20	\$155,240.22	\$226,679.83	P
Mar	117	\$22.59	22	\$58,136.68	\$119,854.70	P	Mar	591	\$13.13	22	\$170,764.24	\$55,915.59	P
Apr	117	\$22.59	22	\$58,136.68	\$61,718.02	P	Apr	591	\$13.13	22	\$170,764.24	-\$114,848.65	P
May	117	\$22.59	21	\$55,494.10	\$6,223.92	P	May	591	\$13.13	21	\$163,002.23	-\$277,850.88	P
Jun	117	\$22.59	22	\$58,136.68	-\$51,912.75	P	Jun	591	\$13.13	22	\$170,764.24	-\$448,615.12	P
Total			261	\$568,144.75	-\$51,912.75	D	Total			261	\$1,849,817.12	-\$448,615.12	D
Sumter County Budget Amount: <u>\$2,064,929.00</u>							Nature Coast Budget Amount: <u>\$7,374,747.00</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	\$1,891,856.11	A	July	2,094	\$14.19	23	\$597,809.76	\$6,776,937.24	A
Aug	553	\$11.70	22	\$142,355.07	\$1,749,501.04	A	Aug	2,221	\$12.42	22	\$543,311.44	\$6,233,625.80	A
Sept	540	\$12.77	21	\$144,771.08	\$1,604,729.96	A	Sept	2,186	\$12.34	21	\$524,457.84	\$5,709,167.96	A
Oct	541	\$13.16	23	\$163,767.36	\$1,440,962.60	A	Oct	2,234	\$13.28	23	\$597,501.90	\$5,111,666.06	A
Nov	531	\$13.40	21	\$149,473.92	\$1,291,488.68	A	Nov	2,144	\$13.40	21	\$543,953.79	\$4,567,712.27	A
Dec	518	\$13.98	21	\$152,047.89	\$1,139,440.79	A	Dec	2,212	\$16.35	21	\$621,921.88	\$3,945,790.39	A
Jan	518	\$13.98	23	\$166,528.64	\$972,912.15	P	Jan	2,212	\$16.35	23	\$681,152.54	\$3,264,637.85	P
Feb	518	\$13.98	20	\$144,807.51	\$828,104.63	P	Feb	2,212	\$16.35	20	\$592,306.55	\$2,672,331.30	P
Mar	518	\$13.98	22	\$159,288.27	\$668,816.37	P	Mar	2,212	\$16.35	22	\$651,537.21	\$2,020,794.09	P
Apr	518	\$13.98	22	\$159,288.27	\$509,528.10	P	Apr	2,212	\$16.35	22	\$651,537.21	\$1,369,256.89	P
May	518	\$13.98	21	\$152,047.89	\$357,480.21	P	May	2,212	\$16.35	21	\$621,921.88	\$747,335.01	P
Jun	518	\$13.98	22	\$159,288.27	\$198,191.95	P	Jun	2,212	\$16.35	22	\$651,537.21	\$95,797.80	P
Total			261	\$1,866,737.05	\$198,191.95	S	Total			261	\$7,278,949.20	\$95,797.80	S

Early Learning Coalition of the Nature Coast
DECEMBER 2019 - QUALITY TIER UTILIZATION REPORT

Citrus County Budget Amount: <u>\$145,049.00</u>							Dixie County Budget Amount: <u>\$13,814.00</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	\$132,052.35	A	July	33	\$1.06	23	\$807.84	\$13,006.16	A
Aug	940	\$0.62	22	\$12,750.46	\$119,301.89	A	Aug	33	\$0.79	22	\$572.48	\$12,433.68	A
Sept	920	\$0.64	21	\$12,417.96	\$106,883.93	A	Sept	34	\$0.85	21	\$606.30	\$11,827.38	A
Oct	954	\$0.64	23	\$13,981.05	\$92,902.88	A	Oct	39	\$3.93	23	\$3,526.68	\$8,300.70	A
Nov	941	\$0.65	21	\$12,812.97	\$80,089.91	A	Nov	33	\$0.79	21	\$546.37	\$7,754.33	A
Dec	946	\$0.67	21	\$13,281.22	\$66,808.69	A	Dec	40	\$1.06	21	\$890.44	\$6,863.89	A
Jan	946	\$0.67	23	\$14,546.10	\$52,262.59	P	Jan	40	\$1.06	23	\$975.24	\$5,888.65	P
Feb	946	\$0.67	20	\$12,648.78	\$39,613.81	P	Feb	40	\$1.06	20	\$848.04	\$5,040.61	P
Mar	946	\$0.67	22	\$13,913.66	\$25,700.15	P	Mar	40	\$1.06	22	\$932.84	\$4,107.77	P
Apr	946	\$0.67	22	\$13,913.66	\$11,786.49	P	Apr	40	\$1.06	22	\$932.84	\$3,174.92	P
May	946	\$0.67	21	\$13,281.22	-\$1,494.73	P	May	40	\$1.06	21	\$890.44	\$2,284.48	P
Jun	946	\$0.67	22	\$13,913.66	-\$15,408.39	P	Jun	40	\$1.06	22	\$932.84	\$1,351.64	P
Total			261	\$160,457.39	-\$15,408.39	D	Total			261	\$12,462.36	\$1,351.64	S
Gilchrist County Budget Amount: <u>\$24,175.00</u>							Levy County Budget Amount: <u>\$65,617.00</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	\$21,447.18	A	July	513	\$0.79	23	\$9,292.39	\$56,324.61	A
Aug	125	\$0.81	22	\$2,220.65	\$19,226.53	A	Aug	570	\$0.75	22	\$9,377.86	\$46,946.75	A
Sept	121	\$0.80	21	\$2,020.26	\$17,206.27	A	Sept	571	\$0.77	21	\$9,210.99	\$37,735.76	A
Oct	114	\$0.85	23	\$2,235.96	\$14,970.31	A	Oct	586	\$0.77	23	\$10,321.53	\$27,414.23	A
Nov	61	\$0.71	21	\$909.82	\$14,060.49	A	Nov	578	\$0.73	21	\$8,828.91	\$18,585.32	A
Dec	117	\$1.42	21	\$3,497.28	\$10,563.21	A	Dec	591	\$0.73	21	\$9,114.76	\$9,470.56	A
Jan	117	\$1.42	23	\$3,830.35	\$6,732.86	P	Jan	591	\$0.73	23	\$9,982.83	-\$512.27	P
Feb	117	\$1.42	20	\$3,330.74	\$3,402.11	P	Feb	591	\$0.73	20	\$8,680.72	-\$9,193.00	P
Mar	117	\$1.42	22	\$3,663.82	-\$261.70	P	Mar	591	\$0.73	22	\$9,548.80	-\$18,741.79	P
Apr	117	\$1.42	22	\$3,663.82	-\$3,925.52	P	Apr	591	\$0.73	22	\$9,548.80	-\$28,290.59	P
May	117	\$1.42	21	\$3,497.28	-\$7,422.80	P	May	591	\$0.73	21	\$9,114.76	-\$37,405.35	P
Jun	117	\$1.42	22	\$3,663.82	-\$11,086.62	P	Jun	591	\$0.73	22	\$9,548.80	-\$46,954.14	P
Total			261	\$35,261.62	-\$11,086.62	D	Total			261	\$112,571.14	-\$46,954.14	D
Sumter County Budget Amount: <u>\$96,699.00</u>							Nature Coast Budget Amount: <u>\$345,354.00</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	\$91,276.22	A	July	2,094	\$0.77	23	\$31,247.48	\$314,106.52	A
Aug	553	\$0.45	22	\$5,483.97	\$85,792.25	A	Aug	2,221	\$0.68	22	\$30,405.42	\$283,701.10	A
Sept	540	\$0.49	21	\$5,500.30	\$80,291.95	A	Sept	2,186	\$0.71	21	\$29,755.81	\$253,945.29	A
Oct	541	\$0.51	23	\$6,285.91	\$74,006.04	A	Oct	2,234	\$1.34	23	\$36,351.13	\$217,594.16	A
Nov	531	\$0.50	21	\$5,561.95	\$68,444.09	A	Nov	2,144	\$0.67	21	\$28,660.02	\$188,934.14	A
Dec	518	\$0.53	21	\$5,809.61	\$62,634.48	A	Dec	2,212	\$0.88	21	\$32,593.31	\$156,340.83	A
Jan	518	\$0.53	23	\$6,362.91	\$56,271.57	P	Jan	2,212	\$0.88	23	\$35,697.43	\$120,643.40	P
Feb	518	\$0.53	20	\$5,532.96	\$50,738.61	P	Feb	2,212	\$0.88	20	\$31,041.25	\$89,602.15	P
Mar	518	\$0.53	22	\$6,086.26	\$44,652.35	P	Mar	2,212	\$0.88	22	\$34,145.37	\$55,456.78	P
Apr	518	\$0.53	22	\$6,086.26	\$38,566.10	P	Apr	2,212	\$0.88	22	\$34,145.37	\$21,311.40	P
May	518	\$0.53	21	\$5,809.61	\$32,756.49	P	May	2,212	\$0.88	21	\$32,593.31	-\$11,281.91	P
Jun	518	\$0.53	22	\$6,086.26	\$26,670.23	P	Jun	2,212	\$0.88	22	\$34,145.37	-\$45,427.28	P
Total			261	\$70,028.77	\$26,670.23	S	Total			261	\$390,781.28	-\$45,427.28	D

EDUCATION DEPARTMENT ACTIVITIES FY 2019-2020

Months included: July - October

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	662
# of parents/caregivers who opted out of screening	21
# of screenings with noted areas of concern	342
# of referrals provided	15

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	6	6	2
# of training participants	65	36	7
TIP Program expenditures	\$2070	\$930.	\$689

Contract Monitoring Activities	
<i>School Readiness Program – 50 required in sample</i>	
# of monitors completed	(Begins Q2)
Average score achieved	N/A
Common concerns noted	N/A
<i>VPK Program – 49 required in sample</i>	
Some of the required monitors will be completed by public school sites	
# of monitors completed	(Begins Q2)
Average # of findings	N/A
Common concerns noted	N/A

Performance Funding Project & School Readiness Program Assessment/Quality Activities	
# of participants in Early Learning Florida courses	48
# of CLASS observations (SR)	20

Child Passenger Safety Program Activities (July – August)			
	<u>Citrus</u>	<u>Dixie/Gilchrist/Levy</u>	<u>Sumter</u>
Number of inspections completed	50	5	6
Number of seats correct upon arrival	5	1	0
Number of installations for newborns	21	1	2
% of seats <u>incorrect</u> upon arrival (misuse rate)*	52%	60%	66.6%
Total number of seats provided (includes installations for newborns)	29	2	3
Number of caregivers educated	50	3	4
Number of community events attended	1	1	0
Number of contacts at community events	14	18	0
Number of media releases	9	4	4
Client fees collected	\$870	\$60	\$90
Donations received	0	0	0

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

Public Relations Report FY 2019-2020
Months included: September - November

Agency Presentations:

- Suncoast Business Masters

Community Involvement:

- United Way Lake & Sumter County Quarterly Collaboration Mtg.
- Child Abuse Prevention & Permanency Statewide Conf Call
- Levy County Transportation Disadvantaged Coordinating Board Mtg
- Sumter County Transportation Disadvantaged Coordinating Board Mtg
- Suncoast Business Masters Mtg
- Citrus County Transportation Disadvantaged Coordinating Board Mtg
- Central FL Head Start Grant Policy Council Mtg
- Salvation Army Lake & Sumter Resource Mtg.
- Children's Week Statewide Conf Call

Grant Writing:

- United Way Lake & Sumter County
- Blue Cross/Blue Shield Foundation
- Black Diamond Foundation

Eligibility Department Update:

Eligibility Department Update:																
Referral Type	2019-20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL	ALL COUNTY TOTAL TO DATE	
PS (Protective Service)																
Child from a family under DCF's supervision for abuse or neglect	Citrus	13	14	10	6	0								43	77	
	DGL	10	4	4	1	4								23		
	Sumter	3	3	0	5	0								11		
PI (Protective Investigation)																
Child from a family that DCF is investigating for child abuse or neglect	Citrus	3	7	5	4	1								20	50	
	DGL	1	8	8	3	1								21		
	Sumter	0	0	2	7	0								9		
FOSTER																
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	4	2	1	2	2								11	15	
	DGL	0	0	2	0	1								3		
	Sumter	0	1	0	0	0								1		
CAREERSOURCE																
Needy families receiving cash assistance required to participate in job training and support services	Citrus	3	1	1	0	0								5	9	
	DGL	0	0	0	0	1								1		
	Sumter	3	0	0	0	0								3		
D. VIOLENCE																
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	0	2	0	0	0								2	2	
	DGL	0	0	0	0	0								0		
	Sumter	0	0	0	0	0								0		
DIVERSION																
Family participating with department prescribed activities: education, health services, work program	Citrus	0	0	0	0	1								1	9	
	DGL	0	0	0	0	1								1		
	Sumter	0	2	1	1	3								7		
HOMELESS																
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	0	1	0	5	0								6	6	
	DGL	0	0	0	0	0								0		
	Sumter	0	0	0	0	0								0		

Executive Director's Report

Membership:

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

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

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

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