



Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
February 6, 2019
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
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V Action Items		Sonya Bosanko
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VII Executive Director’s Report	31	Sonya Bosanko
VIII New/Unfinished Business		Rob Wardlow
Next Meeting Date: April 3, 2019		
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
Draft Board Meeting Minutes
August 1, 2018**

Members Present: Linda Barber Gailen Spinka Sue Fogarty Dana Moxley Brian Coleman
Jeanne Harris-Lively

Members Present Via Phone: Heid Rand Blake Fugate Sonya Warden Alexa Mills Dale French
Beverly Goodman

Members Absent: Connie Mahan Darla Huddleston Barbara Locke Robert Bradburn Tamar Jones
Rob Wardlow JJ Kenney

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

Others Present:

Others Present Via Phone: Holly Bussard Vicky Pitts Jonathan Pitts Shawanna Felton

Call to Order, Welcome & Introductions

Brian Coleman called the meeting to order at 9:02 a.m.

Public Input

None was given.

Approval of Agenda

Sue Fogarty motioned to approve the agenda, with the addition of Action Item 2018-19-06. Gailen Spinka seconded the motion. Motion carried unanimously.

Consent Agenda

Administrative Committee Minutes – June 6, 2018

Board Minutes – June 6, 2018

Executive Committee Minutes – June 12, 2018

Gailen Spinka motioned to approve the Consent Agenda. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2018-19-01 Board Membership

Mrs. Bosanko presented the action item, which the appointment of Shawanna Felton to serve as a Sumter County private sector Board member, and continues Connie Mahan's membership on the Board for a second term.

Sue Fogarty motioned to accept Action Item: 2018-19-01. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2017-18-22 Cummins vs The Early Learning Coalition of the Nature Coast Settlement

Mrs. Bosanko presented the action item, explaining the decision to approve a settlement agreement of \$15,000 in the Cummins vs The Early Learning Coalition of the Nature Coast lawsuit. The ELCNC is required to pay the deductible amount of \$2,500 noted in the Great American Insurance policy. The settlement cannot be paid by the insurance company because the claim relates to federal labor laws. The settlement amount must be paid by unrestricted funds or the SR budget. Mrs. Bosanko is working with OEL for guidance on this, as the ELCNC does not have sufficient unrestricted funds to cover the cost. Mrs. Bosanko requested that ELCNC Board members and staff refrain from speaking about this in public, especially in a negative light. Mr. Coleman noted that a settlement is NOT an admission of wrong in the part of the ELCNC. He stated that a settlement agreement is cheaper than litigation and/or the possible award of a higher amount. Mr. Spinka verified that the total obligation of the ELCNC is \$17,500.

Gailen Spinka motioned to accept Action Item: 2017-18-22. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item: 2018-19-02 Position Reclassification

Mrs. Bosanko presented the action item, which includes the reclassification of the Facilities Coordinator to the Facilities Manager, as an exempt position. This change is proposed to be a better fit to labor law requirements, based on the duties assigned. Mr. Spinka asked about the advantage of the position being designated as exempt. Mrs. Bosanko and Mrs. Rand noted that it protects the ELC from any potential claims related to overtime. Mrs. Bosanko noted that the Facilities Coordinator comes in earlier than other staff members, and works independently due to his duties related to IT. He must be flexible to meet the needs of the ELC, and makes independent decisions.

Jeanne Harris-Lively motioned to accept Action Item # 2018-19-02. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2018-19-03 Fiscal Year 2018-19 Early Learning Budget Amendment #1

Mrs. Bosanko presented the action item, which reduces the Outreach and Awareness budget based on the grant award received.

Linda Barber motioned to accept Action Item: 2018-19-03. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2018-19-04 Organizational Chart Update

Mrs. Bosanko presented the action item, which updates the ELCNC Organizational Chart to reflect the position reclassification in Action Item 2018-19-02.

Sue Fogarty motioned to accept Action Item: 2018-19-04. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item: 2018-19-05 School Readiness Eligibility Policies and Procedures

Mrs. Bosanko presented the action item, which adopts revisions to several eligibility policies and procedures: ELPOP-401, ELPOP-402, ELPOP-403, ELPOP-404, ELPOP-405. Mrs. Hiers stated that the policies were approved by the Board and OEL; however, procedural changes were required to remain in compliance with updated rules and regulations.

Dana Moxley motioned to accept Action Item: 2018-19-05. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2018-19-06 Administrative Committee and Review Hearing Committee Membership

Mrs. Bosanko presented the action item, which appoints Tamar Jones to serve on the Administrative and Review Hearing Committees, at his request.

Gailen Spinka motioned to accept Action Item: 2018-19-06. Sue Fogarty seconded the motion. Motion carried unanimously.

Treasurer's Report

Mrs. Bosanko updated the Board with the Budget vs Actual report through June 2018. The underspending in Infant Toddler will be shifted to Gold Seal to cover the costs of infants and toddlers in that budget, which is done at the close of the year and submitted with the 13th invoice. There currently is a deficit of approximately \$50,000 in the School Readiness budget, which will be moved to the 2018-19 budget. Mrs. Bosanko noted that in the VPK program, the Coalition is required to serve all eligible children that are enrolled in the program, which resulted in a deficit in the VPK budget of \$18,000, which must be covered by reductions in the operating budget.

The budget for July 2018 shows a deficit of \$80,000, so no enrollments are occurring from the wait list at this time.

Executive Director's Report

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

School Readiness Overall Spending Rate: 99%

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

VPK Overall Spending Rate: 100%

- Non-Direct Services: 100%
- Direct Costs (Advance Removed): 100%

- At this point in the fiscal year, we should be approximately 100% expended. It is important to note that the VPK program is funded based on the estimated number of four-year olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

Agency Spending Overall Spending Rate: 99%

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

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

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

- Citrus County is showing a deficit of \$10,493.47.
- Sumter County is showing a deficit of \$12,360.19.
- A request for a hold harmless waiver was submitted to OEL, and was approved.

Mrs. Bosanko updated the Board on current enrollments (end of June):

- Citrus – School Readiness 759 children and VPK 144 children
- Dixie – School Readiness 36 children and VPK 1 children
- Gilchrist – School Readiness 106 children and VPK 9 children
- Levy – School Readiness 399 children and VPK 227 children
- Sumter – School Readiness 522 children and VPK 9 children

As of June 30, 2018, the waitlist for School Readiness services was 296 children.

New/Unfinished Business

None

Next Regular Meeting Date: October 3, 2018 meeting is cancelled due to conflict. It may be rescheduled, but it is likely that the next meeting will be December 5, 2018.

Public Input

None

Sue Fogarty motioned to adjourn at 9:36 am. Dana Moxley seconded the motion. Motion carried unanimously.

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

Minutes prepared by Ingrid Schaper

September 27, 2018

Members Present:

Brian Coleman JJ Kenney

Members Present Via Phone:

Gailen Spinka

Members Absent:

Rob Wardlow

Staff Present:

Ingrid Schaper Sheri Ellis Desirae Rickman

Others Present:

Others Present Via Phone:

Vicky Pitts

Call to Order

Brian Coleman called the meeting to order at 9:31 am.

Approval of Agenda

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

Public Input

None

Action Item # 2-18-19- ELCNC FY 2017-2018 Annual Report

Mrs. Rickman reviewed the action item, which is to adopt the ELCNC FY 2017-2018 Annual Report. The report is developed in accordance with OEL policy and procedures to capture specific information in a required format. She noted that this report is not the annual report which is developed for marketing purposes.

JJ Kenney motioned to adopt the annual report as presented. Gailen Spinka seconded the motion. Motion carried unanimously.

New/Unfinished Business

None

JJ Kenney motioned to adjourn the meeting. Gailen Spinka seconded the motion. Brian Coleman adjourned the meeting at 9:33 am.

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

Minutes prepared by Ingrid Schaper

ACTION ITEM

Date: February 6, 2019

Subject: ELCNC FY 2017-2018 Annual Report

Action Item # 2018-19-07

Proposed Board Action

Adopt the Early Learning Coalition of the Nature Coast FY 2017-2018 Annual Report.

Budget Considerations:

None

Background Information:

Chapter 1002.84 (18) states: Each Early Learning Coalition shall:

By October 1 of each year, submit an annual report to the office. The report shall conform to the format adopted by the office and must include:

- (a) Segregation of school readiness program funds, Voluntary Prekindergarten Education Program funds, Child Care Executive Partnership Program funds, and other local revenues available to the coalition.
- (b) Details of expenditures by fund source, including total expenditures for administrative activities, quality activities, non-direct services, and direct services for children.
- (c) The total number of coalition staff and the related expenditures for salaries and benefits. For any subcontracts, the total number of contracted staff and the related expenditures for salaries and benefits must be included.
- (d) The number of children served in the school readiness program, by provider type, enumerated by age and eligibility priority category, reported as the number of children served during the month, the average participation throughout the month, and the number of children served during the month.
- (e) The total number of children disenrolled during the year and the reasons for disenrollment.
- (f) The total number of providers by provider type.
- (g) A listing of any school readiness program provider, by type, whose eligibility to deliver the school readiness program is revoked, including a brief description of the state or federal violation that resulted in the revocation.
- (h) An evaluation of its direct enhancement services.
- (i) The total number of children served in each provider facility.

Points of Consideration:

The annual report was developed in compliance with Florida's Office of Early Learning's annual report policy and procedures.

Effective Date: September 27, 2018

Supporting Documentation: ELCNC FY 2017-2018 Annual Report

Prepared by: Ingrid Schaper, Director of Education
Submitted by: Sonya Bosanko, Executive Director

Committee or Council	Date of Meeting	Action
Executive Committee	9.27.2018	Approved Unanimously

ACTION ITEM

Date: February 6, 2019

Subject: Board Membership Updates

Action Item # 2018-19-08

Proposed Board Action

Approve the following Board member updates:

1. Darla Huddleston – appointed by Governor Rick Scott to serve as Private Sector – Gubernatorial Appointee, from November 16, 2018 – April 30, 2021.
2. Gailen Spinka – appointed by Governor Rick Scott to serve as Private Sector – Gubernatorial Appointee, from August 15, 2013 – April 30, 2016. Mr. Spinka’s appointment is to continue until such time as another appointment is received from the Governor’s Office.

Budget Considerations:

None

Background Information:

None

Points of Consideration:

Florida Statute 1002.83 mandates the membership of early learning coalitions, which includes a requirement the Governor appoint the Chair and two Private Sector members. Darla Huddleston was previously serving on the Board in the capacity of private sector, representing Sumter County, and has now been appointed by the Governor’s Office. Gailen Spinka was previously appointed by the Governor’s Office, but his term has expired. Mr. Spinka is permitted to serve until such time as the Governor’s Office appoints someone to the position, as directed by OEL staff.

Effective Date:

February 6, 2019

Supporting Documentation: Notice of appointment

Prepared by: Ingrid Schaper, Director of Education

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date February 6, 2019

Subject: Executive Director Performance Appraisal

Action Item # 2018-19-09

Proposed Board Action

Adopt the following Executive Director Performance Appraisal

Critical Element #	Description of Critical Element	Robert Wardlow	Gailen Spinka	JJ Kenney	Brian Coleman	Final Rating
1	Performance on Florida's Office of Early Learning Audits (School Readiness & VPK).	4	4	4	4	4
2	Performance on Florida's Office of Early Learning Financial Audit.	N/A	N/A	N/A	N/A	N/A
3	Performance on annual Single Independent Audit (financial).	5	5	5	5	5
4	Fiscal Management	5	4	5	5	4.75
5	Maintains contact and strong relationships with funding sources to sufficiently meet match funding and explores new funding sources for current and future needs.	4	3	5	3	3.75
6	Community and Public Relations	5	5	5	5	5
7	Administrative/Management/Leadership	4	4	5	5	4.50
8	Board and Committee Relationships	5	4	5	5	4.75
Total Points		32	29	34	32	31.75
Overall Rating		4.57	4.14	4.86	4.57	4.54

Budget Considerations:

None

Background Information:

The Early Learning Coalition of the Nature Coast's performance appraisal procedure is designed to document the expectations of the Executive Director and organizational performance, provide a meaningful process by which the Executive Director can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary.

The performance appraisal was developed utilizing critical elements, which are designed to hold the Executive Director accountable for the work assignments and responsibilities for the position. The performance standards are expressions of the performance threshold(s), requirement(s), or expectations(s) and must be met for each element at a particular level of performance. They are focused on results and include credible measures.

Points of Consideration:

None

Effective Date:

Evaluation Signature Date

Supporting Documentation: Executive Director Performance Appraisal

Prepared by: Sheri Ellis, Director of Human Resources
Submitted by: Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date: February 6, 2019

Subject: Updates to policies ELPOP 601 & 606

Action Item # 2018-19-10

Proposed Board Action

Approve the following policy statements:

3. ELPOP 601 School Readiness Child Screening - All parents of School Readiness children age six weeks to the age of kindergarten eligibility will have the opportunity to participate in the Coalition's child screening program.
4. ELPOP 606 School Readiness Program Assessment & Quality Improvement Plans - School Readiness providers within the ELCNC service area will be assessed with the OEL-approved assessment tool in accordance with rule. As appropriate, providers will be required to complete a Quality Improvement Plan.

Budget Considerations:

None

Background Information:

None

Points of Consideration:

The Office of Early Learning requires Coalitions to complete and amend a School Readiness Program Plan as necessary to remain in compliance with current statute and rule requirements. The Coalition is required to submit updates to the policies listed above.

The ELCNC Board reviews policies as required but does not generally review all details of procedures developed for ELCNC staff members to implement the policies.

ELPOP 601 is an existing policy. There were very minor updates completed in the procedures to maintain compliance with current rule that outlines requirements for child screening. The policy statement is unchanged.

ELPOP 606 is a new policy resulting from legislation that was passed in the 2018 Legislative Session. They were written to outline procedures to comply with the associated rule.

Effective Date:

February 6, 2019

Supporting Documentation: Complete policy and procedures

Prepared by: Ingrid Schaper, Director of Education

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date: February 6, 2019

Subject: Child Care 2000 Contract Terminations

Action Item # 2018-19-11

Proposed Board Action:

Accept the notification of termination of the School Readiness and VPK Contracts of Child Care 2000.

Budget Considerations:

None.

Background Information:

None.

Points of Consideration:

The Executive Director executed the Coalition's right for emergency termination of the School Readiness and VPK Contracts for Child Care 2000, effective close of business on December 19, 2018. The provider was notified of the termination on December 18, 2018. Per both the School Readiness and VPK Contracts, the provider has five (5) business days to appeal the termination and did not appeal the decision.

Effective Date:

February 6, 2019

Supporting Documentation: None

Prepared by: Sonya Bosanko, Executive Director

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date: February 6, 2019

Subject: Update to Policy ELPOP-230

Action Item # 2018-19-12

Proposed Board Action:

Approve the updates to policy ELPOP-230 School Readiness Provider Contract Management

Budget Considerations:

None.

Background Information:

None.

Points of Consideration:

The Office of Early Learning requires Coalitions to complete and amend a School Readiness Program Plan as necessary to remain in compliance with current statute and rule requirements. The Coalition is required to submit updates to the policy listed above.

ELPOP-230 School Readiness Provider Contract Management is an existing policy. The updates are due to legislation that was passed during the 2018 Legislative Session. The updates were written to comply with the associated rule and the policy statement remains unchanged.

Effective Date:

February 6, 2019

Supporting Documentation: ELPOP-230 School Readiness Provider Contract Management

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



POLICY NUMBER: ELPOP-230
AUTHORITY: Florida Statute 1001.213(2), 1002.82(2)(o), ~~Rule 6M-4.430~~ **6M-4.610, 6M-8.301**
MANUAL: School Readiness Program Manual
DATE ADOPTED: June 3, 2015
LAST DATE REVISED: ~~March 16, 2017~~ **February 6, 2019**
EFFECTIVE DATE: ~~June 3, 2015~~ **February 6, 2019**

POLICY STATEMENT: The ELCNC implements a School Readiness Program provider recruitment process that is in accordance with state and federal requirements. The recruitment process considers School Readiness provider eligibility criteria that are established in state and federal law and rule. The ELCNC will contract with child care providers to offer the School Readiness program to eligible children. The ELCNC will follow an established process for closing out contracts, when applicable.

PROCEDURE:

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6. Electronic Storage of Documents	3
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9. Close Out Process For School Readiness Contracts	4

1. **PROVIDER RECRUITMENT:** In an effort to provide parents with a variety of child care options and provider types, including center-based care, family child care, and informal child care, the ELCNC will attempt, to the greatest extent possible, to recruit School Readiness providers located within our service area and in nearby counties. A parent may choose from a variety of child care types, including licensed, license-exempt, registered, or informal care.
2. **QUALIFYING CHILD CARE PROVIDER ARRANGEMENTS:** To receive School Readiness funds for providing services to eligible children, a provider must be eligible to legally provide child care services and must have a fully executed Form OEL-SR 20 Statewide School Readiness Provider Contract and either the OEL-SR 20L (for licensed or registered providers) or OEL-SR 20LE (for license-exempt providers) with the ELCNC.
3. **CONTRACT DEVELOPMENT PROCESS:** Upon receiving a request from a potential School Readiness provider for information regarding the process to become eligible to serve ELCNC children, the following activities will be completed, as applicable.
 - A. ~~ELCNC staff will complete the ELPOP 500.01 Potential Provider Contact Form to document the interest of the potential provider, and will provide information as appropriate. This Initial contact~~ **with the potential provider** may be made with the Directors of Education, Eligibility, or Finance, Contracts Coordinator or through the CCR&R Coordinator. ~~The completed ELPOP 500.01 Potential Provider Contact Form is forwarded to the Contracts Department.~~
 - B. If the potential provider indicates interest in moving forward with the contracting process, the Contracts Coordinator will email/mail the provider the ELPOP ~~200.44~~ **500.02 Provider Services** Potential Provider Information Form.
 - C. **The potential provider will access the OEL Provider Portal, create a Provider Profile, and submit all required documentation, detailed on the ELPOP 500.02 Provider Services Potential Provider Information Form.**
 - D. Upon receipt of the required information listed in ELPOP ~~200.44~~ **500.02 Provider Services** Potential Provider Information Form, the Contracts Department will refer to the USDA Disqualified List located on OEL's Share Point portal to ensure that the potential provider or an officer or board member of the provider is not on the disqualified list. If the provider or any officer or board member of their corporation is found on the list, a contract cannot be issued.

E. The Contracts Department will search CARES in order to validate that the provider is a valid licensed provider with no outstanding violations ~~and the following:~~

- 1) The potential provider has not received a Class I licensing violation within the last 24 months.
- 2) The provider has not received five (5) or more Class II licensing violations of the same standard within 24 months of contracting.
- 3) The provider has not received six (6) more Class III licensing violations of the same standard within 24 months of contracting.
- 4) A combination of four (4) or more Class II and Class III licensing violations within 12 months of contracting.

F. The provider or an individual associated with the provider that has been terminated from participating in the program due to fraud and is currently not eligible to participate in the School Readiness Program

- 1) If a potential provider is deemed ineligible to participate in the School Readiness program, ineligibility involves individuals associated with a provider. Individuals associated with a provider are defined as an individual or family member of an individual who, regardless of compensation, holds a management position, oversees the operations of a provider, or is an officer, shareholder, beneficial owner or member of the board of directors of a provider.

G. The Contracts Department will initiate the OEL-SR 20 Statewide School Readiness Provider Contract and OEL-SR 20L or OEL-SR 20LE, as applicable ~~within the OEL Provider Service Portal.~~

H. In the process of developing the OEL-SR 20 Statewide School Readiness Provider contract, the Contracts Department will determine the appropriate payment rate for the provider in accordance with *Establishing School Readiness Reimbursement Rates*, below.

~~I. Depending on the region that the provider is located in, the Contracts Coordinator will set an appointment with the potential provider to obtain signature on the document and answer any questions that the provider may have.~~

J. The ~~potential provider~~ ~~completed electronically~~ signs the ~~online~~ contract ~~within the OEL Provider Services Portal and submits~~ ~~is returned~~ to the Contracts Department, who is responsible ~~verification prior to the electronic signature of the~~ ~~submitting the contract to the~~ Executive Director ~~for signature.~~

K. Once signed by the Executive Director, the contract ~~will be returned to the Contracts Department~~ ~~is certified.~~

L. The Contracts Department is responsible for notifying the Directors of Education, Eligibility, and Finance by email that a new School Readiness provider has been added. In addition, the DCF point of contact will be notified in order to update the appropriate information.

~~M. The Contracts Department will develop the ELPOP 200.42 SR Provider Certification & Notification Form, and will distribute copies to the Finance Department and the CCR&R Coordinator.~~

~~N. The CCR&R Coordinator is responsible for entering the information into the statewide information system.~~

4. **ESTABLISHING SCHOOL READINESS REIMBURSEMENT RATES:** The Contracts Department is responsible for negotiating fixed reimbursement rates with School Readiness providers. Rates may not exceed the rates paid by the general public (private pay rates) nor will they exceed the rates listed in the approved School Readiness Plan. The ELCNC will not authorize informal rates that are above 50% of the adopted rates for family day care homes. For providers that are located outside of the ELCNC's service area, also known as an out-of-county provider, the provider must have an executed Statewide School Readiness Provider Contract with the coalition of the child's residence prior to enrollment and reimbursement. The provider's rate will be negotiated in accordance with the rates listed in the approved School Readiness Plan.

A. All rates will be determined utilizing the following levels of care:

- 1) Infant care (0 - <12 months of age)
- 2) Toddler care (12 - <24 months of age)
- 3) Two-year-old care (24 - <36 months of age)
- 4) Preschool-age children (36 - <48 months of age)
- 5) Preschool-age children (48 - <60 months of age)
- 6) Preschool-age children (<60 months of age, not yet kindergarten age)
- 7) School-age (age of kindergarten eligibility - <13 years of age). Before and after school care will be available for eligible school-age children who are enrolled in school. Part-time or full-time care will be available for eligible children who are in school and who need services during school breaks, holidays, etc. If a child is of the age of kindergarten eligibility, full-time School Readiness services may not be authorized in lieu of entry into kindergarten. A child of the age of kindergarten eligibility is eligible to receive School Readiness services in accordance with the schedule of care established at eligibility determination or recertification, to include care in accordance with the school calendar. The schedule of care for children of kindergarten age, who are eligible for

full-time School Readiness services will be transferred to the school calendar of the school they are attending/potentially would attend, effective the first day of the academic year of entry.

- B. The ELCNC is authorized to pay up to the full market rate for Early Learning Providers who have met criteria for designation as a Gold Seal Provider. Upon receipt of proof of Gold Seal certificate issued by the Department of Children and Families, the Contracts Department will negotiate separate rates for providers who are designated as Gold Seal providers. If an Early Learning Provider's private rates equal or exceed the maximum rate (prevailing market rate) for age and type of care, the Gold Seal rate may be negotiated up to 20% above the maximum rate or up to the School Readiness provider's private pay rate, whichever is lower. Should an Early Learning Provider's rate be less than the Coalition's maximum rate (prevailing market rate) for age and type of care, the Gold Seal rate shall be the Early Learning Provider's private pay rate. Early Learning Providers who receive their accreditation during a fiscal year will become eligible for Gold Seal rates the first of the month following the Coalition's receipt of their paperwork from the state, regardless of the actual effective date on the certificate. Note: Gold Seal rates will be paid as funds are available; proof of Gold Seal must be maintained in the provider file.
- C. The Contracts Department will negotiate special needs rate using the Coalition's approved School Readiness Program Provider Rate Schedule for the age of the child as a guideline and taking into consideration the special services/needs of the child. Payment of special needs reimbursement rate is contingent upon the provider completing the *Special Needs Payment Approval Process*. Note: if a provider's private pay rate exceeds the special needs differential, the request for special needs differential will be denied.
- 1) Special Needs Payment Approval Process: When a client enrolls a child with special needs in the School Readiness program, the Eligibility Specialist will notify the Director of Eligibility. This notification should include the child's name, the facility that he/she is enrolled in, and a copy of the documentation provided by the client that explains the special need/disability of the child.
 - 2) When a notification is received by the Director of Eligibility, he or she will contact the assigned Early Learning Provider. The Early Learning Provider will be provided a copy of the ELPOP 200.46 Special Needs Payment Provider Application. The Director of Eligibility will explain the application process, ensuring that the Early Learning Provider understands their requirement to explain environmental adaptations that are required to meet the child's needs. Special needs funding will only be approved if there are adaptations required to allow the child to succeed in the classroom environment that require additional funding. The Director of Eligibility will also request a site visit by a Quality Assurance Coordinator to determine if the special accommodations made by the Provider for the special needs child warrant the additional rate.
 - 3) The Early Learning Provider will return the completed application, and the Quality Assurance Coordinator will submit their site visit report to the Director of Eligibility. The Director of Eligibility will review the application and site visit documentation to determine if the Early Learning Provider's plan to meet the needs of the child requires additional funding.
 - 4) If additional funding is not approved, the Director of Eligibility will notify the provider of the denial in writing, specifying the reasoning behind the denial. The Director of Eligibility will supply a copy of the denial letter, along with the original application to the Contracts Department to be filed in the Early Learning Provider's contract file.
 - 5) If addition funding is approved, the Director of Eligibility will notify the Contracts Department in writing, and will submit the notification with the application form. The Director of Eligibility will keep a copy of the approved application.
 - 6) The Contracts Coordinator will contact the Early Learning Provider to complete a contract amendment for the purpose of establishing special needs rates for the child, if not already established.
 - 7) Once the amendment is completed, the Contracts Department will forward the amended rates to the Finance Department. Finance Department staff will enter the appropriate special needs rates into statewide reporting system for the Early Learning Provider and notify the Client Services Department in writing when the process is complete. The Eligibility Specialist assigned to the Early Learning Provider will adjust the child's care level in the statewide reporting system and complete routine notification and documentation procedures for fee change events.
 - 8) If, at any time, it is determined that the Early Learning Provider is not implementing environmental adaptations for the special needs child, the Director of Eligibility will notify the appropriate Eligibility Specialist in writing that the eligibility for special needs rates for the child has been terminated. The Director of Eligibility will also send notification to the Contracts Coordinator for the Early Learning Provider's file.
5. **PROVIDER REPORTING OF UNUSUAL INCIDENTS:** If an SR provider has an occurrence of an unusual incident, the provider is required to notify the Coalition.
- A. An unusual incident includes any significant event involving the health and safety of children in the provider's care, such as accusations of abuse or neglect against the provider or their staff, the injury of a child which requires professional medical attention at the site or written notification from the child's parent that the child received professional medical attention, and when the provider receives notice of litigation where the provider is named party or defendant and which relates to the provider's operation at the site.
 - B. The SR provider is required to notify the Contracts Coordinator by telephone or fax no later than the close of business on the next day following the incident.

- C. The SR provider will submit a written report to the Contracts Coordinator at their local ELC office by fax or email no later than the third business day following the incident. For licensed providers, sending a copy of the incident report submitted for DCF is acceptable.
- D. The Contracts Coordinator will submit the written report to the Executive Director, **and will file the document in their Provider Portal on the OEL Provider Services Portal.**
6. **ELECTRONIC STORAGE OF DOCUMENTS:** ~~At the end of the fiscal year, each SR provider's contract file and all supporting documentation will be scanned into the Coalition's electronic document storage system by the Contracts Coordinator.~~ **All Contract related documents are filed on the OEL Provider Services Portal.**
7. **TERMINATION OF CONTRACTS GUIDANCE:** There are several types of contract terminations that could occur.
- A. Termination for cause. The Coalition has the right to terminate the SR contract for cause at any time. The following are grounds for termination for cause:
- 1) Action or lack of action which threatens the health, safety, or welfare of children
 - 2) **The provider has received a Class I licensing violation during the contract year.**
 - 3) The material failure to comply with the terms of the SR contract, including but not limited to failure to implement corrective action or complying with the terms of probation
 - 4) **The refusal to participate in the program assessment requirements, refusal to participate in Quality Improvement Plan or failure to maintain the Contract Minimum Threshold Score on the Program Assessment.**
 - 5) The refusal to accept any notice which the Coalition is required to send to the provider
 - 6) Reasonable or probable cause for the Coalition to suspect that fraud has been committed by the provider
- B. Notice of termination for cause: The Coalition must send a written notice of termination for cause to the provider, with proof of delivery, at least five (5) business days before the termination. The notice must state the date of and the specific basis of the termination, and must state that the provider may request a review of the determination. If the provider were to refuse delivery of this notice, the contract will be terminated on the date identified in the notice.
- 1) The Contracts ~~Department~~ **Coordinator** will develop the written notice, which will include the ELCNC's Grievance Policy, and will submit it to the Executive Director.
 - 2) ~~The Executive Director will present the issue to the Board of Directors or the Executive Committee for approval prior to notifying the provider of termination.~~
- C. Emergency Termination. The Coalition will immediately terminate the SR contract on an emergency basis upon notification by the Department of Children & Families that actions or inactions of a provider pose an immediate and serious danger to the health, safety, or welfare of children. Also, if the provider ceases to be an eligible child care provider as defined under 45 C.F.R. 98.2, emergency termination will be instituted. The Coalition will terminate on an emergency basis by sending the provider a written notice of emergency termination at least 24 hours prior to the termination. The written notice must specifically state the basis of the determination, and must state that the provider may request a review of the determination.
- 1) The Contracts Department will develop the written notice, which will include the ELCNC's Grievance Policy, and will submit it to the Executive Director.
 - 2) The Executive Director will determine an appropriate course of action and will notify the Board of Directors at the next regularly scheduled meeting.
- D. If an SR provider's contract is terminated, the Coalition may revoke the provider's eligibility to deliver the SR program for a period of five (5) years. In determining whether to revoke the provider's eligibility, the following factors must be considered:
- 1) The severity of the provider's actions leading to the termination
 - 2) The health, safety, and welfare of the children enrolled at the provider location
 - 3) The financial impact of the provider's actions
 - 4) The impact that the revocation would have upon the local community
 - 5) Consistency with the Coalition's actions against other providers for similar violations
 - 6) The length of time that the provider provided services under contract to the Coalition
 - 7) Whether the provider had previously violated the terms of this contract and previous contracts with the Coalition
- E. The Executive Director will make a recommendation to the Board of Directors regarding the duration of the revocation of the provider's eligibility to deliver the School Readiness program. The Board's decision will be final.
- F. The Coalition will provide notice of its intent to revoke the provider's eligibility for an SR contract at the same time that it provides written notice of intent to terminate the contract.
- G. Termination of the Contract by the Provider. The provider and the Coalition may agree to terminate the SR contract by mutual consent or the provider may choose to terminate the contract at will. Written notice of termination must be given and alternative arrangements for uninterrupted services must be made at least thirty (30) calendar days prior to the termination date of the children served under the contract. If sufficient notice is not provided, the Coalition may refuse to issue the final reimbursement payment to the provider.

8. **DUE PROCESS PROCEDURES:** In the event an Early Learning Provider requests a review of an ELCNC decision, the review will be conducted in accordance with Exhibit 5 7 of the School Readiness contract and ELPOP 105: Review Hearing Committee.
9. **CLOSE OUT PROCESS FOR SCHOOL READINESS CONTRACTS:** If a School Readiness provider contract is terminated during the fiscal year, an established procedure is implemented to certify that all services have been performed and documented appropriately prior to the final disbursement of funds. Documentation of the close out activities must be completed on the ELPOP 200.45 Provider Contract Termination Checklist.

Date: February 6, 2019

Subject: Disposal of Equipment

Action Item # 2018-19-13

Proposed Board Action:

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

Tag #	Description	Manufacturer	Model	Serial Number	Amount	Damage	Grant Award
ELCNC-0-148	Tower	Dell	GX620	1BYL2B1	\$1,576.93	No Longer Functional	SR/VPK
ELCNC-09-345	Tower	HP	P6110Y	MXU93202WY	\$529.99	No Longer Functional	SR/VPK
ELCNC-12-011	Tower	Dell	Optiplex 3010	4PGBDX1	\$490.00	No Longer Functional	SR/VPK
ELCNC-09-351	Tower	HP	P6110Y	3CR9221J55	\$529.99	No Longer Functional	SR/VPK
ELCNC-0-249	Video Camera	Panasonic	HDC-SD1	B7HA00265R	\$829.99	No Longer Functional	SR/VPK
ELCNC-09-206	Tower	HP	DX2400	2UA9160BC8	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-325	Tower	HP	X193W	92110955340	\$895.87	No Longer Functional	SR/VPK
ELCNC-11-011	24 Port Switch	Dell	2824	GZ8B7M1-SVC	\$327.99	No Longer Functional	SR/VPK
ELCNC-12-003	Laptop	Dell	LATITUDE E5530	FN0ZGV1	\$952.00	No Longer Functional	SR/VPK
ELCNC-13-005	Tablet	Yoga	Yoga	11S59385438	\$799.99	No Longer Functional	SR/VPK
ELCNC-14-005	24 Port Switch	Netgear	F5728TP	2F442B5101B88	\$399.95	No Longer Functional	SR/VPK
ELCNC-15-006	iPad	Apple	Ipad	N/A	\$349.99	No Longer Functional	SR/VPK
ELCNC-13-013	24 Port Switch	Cisco	1921	ic:2461B-049 us:5B11S01B330	\$643.20	No Longer Functional	SR/VPK
ELCNC-11-002	Computer	Dell	Optiplex 775	4W44TG1	\$321.00	No Longer Functional	SR/VPK
ELCNC-12-010	Omniplex Mini Tower	Dell	Poptiplex 3010	\$PF9DX1	\$490.00	No Longer Functional	SR/VPK
ELCNC-09-074	Tower	HP Compaq	DX2400	2UA9160GC9	\$519.45	No Longer Functional	SR/VPK
ELCNC-16-11	Printer	Brother	MFC-8710DW	U63088L3N599756	\$258.98	No Longer Functional	SR/VPK

Budget Considerations:

None.

Background Information:

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

Points of Consideration:

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

Effective Date:

February 6, 2019 or the date approved by the awarding agency, whichever is later.

Supporting Documentation: None

Prepared by: Desirae Rickman, Director of Finance

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



Early Learning Coalition of the Nature Coast
 Budget vs. Actual Report
 July 2018 – December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	-9,980.00			
4000 Contracts, Grants & Other				
4000-01 State & Federal Grants				
4000-01-01 SR Income	3,766,886.84	4,468,554.00	-701,667.16	84.3%
4000-01-02 VPK Income	2,379,986.70	2,367,948.00	12,038.70	100.51%
4000-01-03 O&A	0.00	3,708.00	-3,708.00	0.0%
4000-01-04 PFP Project Income	55,365.26	0.00	55,365.26	100.0%
4000-01-05 University of Florid	19,600.00			
4000-01-06 SRPAS and SRREG	0.00	24,498.00	-24,498.00	0.0%
Total 4000-01 State & Federal Grants	6,221,838.80	6,864,708.00	-642,869.20	90.64%
4000-03 Match Income				
4000-03-01 United Way				
4000-03-01-01 Citrus County	2,755.54			
4000-03-01-05 Sumter County	13,000.00			
Total 4000-03-01 United Way	15,755.54			
Total 4000-03 Match Income	15,755.54			
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	2,486.25			
4000-04-01-02 Dixie County	76.66			
4000-04-01-03 Gilchrist County	276.67			
4000-04-01-04 Levy County	176.67			
4000-04-01-05 Sumter County	10,395.00			
Total 4000-04-01 Match Income	13,411.25			
Total 4000-04 Gifts,Donations,Pledges	13,411.25			
Total 4000 Contracts, Grants & Other	6,251,005.59	6,864,708.00	-613,702.41	91.06%
4006 Interest Income	2,236.74			
4020 Other Miscellaneous Rev				
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	38,952.73			
Total 4042-01 Match Income Citrus	38,952.73			
4042-02 Match Income Sumter				
4042-02-01 Preschool 4 All Ball	-475.00			
Total 4042-02 Match Income Sumter	-475.00			
Total 4042 Match Income	38,477.73			
4060 Child Passenger Safety				

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
4060-01 Unrestricted CPS Funds	2,000.00			
4060-03 CPS Seat Income	1,765.00			
Total 4060 Child Passenger Safety	3,765.00			
Total 4020 Other Miscellaneous Rev	42,242.73			
Total Income	6,285,505.06	6,864,708.00	-579,202.94	91.56%
Gross Profit	6,285,505.06	6,864,708.00	-579,202.94	91.56%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	-21.36			
Total 5300 (Shared Cost Pool)	-21.36			
5400 (Unrestricted Expense)	15,913.12			
6040 - Child Passenger Safety				
6040-02 CPS Marketing	198.67			
6040-03 CPS Child Seats	176.40			
6040-04 Travel	381.78			
Total 6040 - Child Passenger Safety	756.85			
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	1,200.00	810.00	390.00	148.15%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	1,232.40	1,500.00	-267.60	82.16%
6100-01-01-04 Conferences	75.00	534.00	-459.00	14.05%
Total 6100-01-01 Staff Development	2,507.40	2,844.00	-336.60	88.17%
6100-01-02 Tuition Reimbursemen	2,382.91	2,748.00	-365.09	86.71%
Total 6100-01 Staff Development	4,890.31	5,592.00	-701.69	87.45%
6100-02 Professional Services				
6100-02-02 Audit	4,655.00	9,948.00	-5,293.00	46.79%
6100-02-03 IT	468.00	5,298.00	-4,830.00	8.83%
6100-02-04 Legal	0.00	498.00	-498.00	0.0%
6100-02-07 Printing & Reproduct	444.45	1,500.00	-1,055.55	29.63%
6100-02-08 Repair & Maint	1,897.80	1,998.00	-100.20	94.99%
6100-02-09 Other	0.00	1,248.00	-1,248.00	0.0%
Total 6100-02 Professional Services	7,465.25	20,490.00	-13,024.75	36.43%
6100-03 Occupancy				
6100-03-01 Electricity	8,012.06	6,000.00	2,012.06	133.53%
6100-03-02 Facility Maint	4,413.46	4,998.00	-584.54	88.31%
6100-03-03 Office Lease	69,373.10	46,518.00	22,855.10	149.13%
6100-03-04 Waste	2,391.62	2,100.00	291.62	113.89%
6100-03-05 Water	876.08	648.00	228.08	135.2%
6100-03-06 Storage	1,739.18	1,668.00	71.18	104.27%
6100-03-07 Sewer	784.64	624.00	160.64	125.74%
Total 6100-03 Occupancy	87,590.14	62,556.00	25,034.14	140.02%
6100-04 Postage, Freight, Deliv				

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
6100-04-01 Postage	2,341.24	4,998.00	-2,656.76	46.84%
Total 6100-04 Postage, Freight, Deliv	2,341.24	4,998.00	-2,656.76	46.84%
6100-05 Rentals				
6100-05-01 Office Equipment	5,485.20	6,996.00	-1,510.80	78.41%
Total 6100-05 Rentals	5,485.20	6,996.00	-1,510.80	78.41%
6100-06 Supplies				
6100-06-01 Office Supplies	4,839.81	6,000.00	-1,160.19	80.66%
Total 6100-06 Supplies	4,839.81	6,000.00	-1,160.19	80.66%
6100-07 Communications				
6100-07-01 Office Phones	7,347.01	6,996.00	351.01	105.02%
6100-07-02 Cell Phones	3,535.33	3,990.00	-454.67	88.61%
6100-07-03 Internet	8,352.78	7,746.00	606.78	107.83%
Total 6100-07 Communications	19,235.12	18,732.00	503.12	102.69%
6100-08 Insurance				
6100-08-01 D & O	3,975.50	2,046.00	1,929.50	194.31%
6100-08-03 General Liability	1,211.93	2,250.00	-1,038.07	53.86%
6100-08-04 Worker's Comp	14,503.72	7,296.00	7,207.72	198.79%
6100-08-06 Other Insurance	383.99	198.00	185.99	193.93%
Total 6100-08 Insurance	20,075.14	11,790.00	8,285.14	170.27%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	246.00	-246.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	246.00	-246.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	252.85	246.00	6.85	102.79%
6100-09-02-01-02 > = 250	3,415.04	3,990.00	-574.96	85.59%
Total 6100-09-02-01 Computers	3,667.89	4,236.00	-568.11	86.59%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	1,566.28	1,620.00	-53.72	96.68%
6100-09-02-02-02 > = 250	863.97	750.00	113.97	115.2%
Total 6100-09-02-02 Non Fixed Assets	2,430.25	2,370.00	60.25	102.54%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	150.93	246.00	-95.07	61.35%
6100-09-02-03-02 > = 250	1,227.50	996.00	231.50	123.24%
Total 6100-09-02-03 Electronic Equip	1,378.43	1,242.00	136.43	110.99%
Total 6100-09-02 Equip =<1000	7,476.57	7,848.00	-371.43	95.27%
Total 6100-09 Tangible Personal Prop	7,476.57	8,094.00	-617.43	92.37%
6100-10 Quality				
6100-10-01 Classroom Materials	-150.00	0.00	-150.00	100.0%
6100-10-02 Training Materials	1,525.10	7,500.00	-5,974.90	20.34%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	2,319.99	7,500.00	-5,180.01	30.93%

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Total 6100-10 Quality	3,695.09	15,000.00	-11,304.91	24.63%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	1,090.10	4,998.00	-3,907.90	21.81%
6100-11-03 Travel - Local	10,840.33	17,496.00	-6,655.67	61.96%
6100-11-04 Travel - Board	15.66	750.00	-734.34	2.09%
Total 6100-11 Travel	11,946.09	23,244.00	-11,297.91	51.39%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	2,863.11	2,496.00	367.11	114.71%
6100-12-02 Software	0.00	996.00	-996.00	0.0%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	0.00	198.00	-198.00	0.0%
Total 6100-12-03 Web Services	0.00	198.00	-198.00	0.0%
6100-12-04 Other Emp Expend	0.00	150.00	-150.00	0.0%
6100-12-05 Dues & Subscrip	4,056.45	2,250.00	1,806.45	180.29%
6100-12-06 Tax, License, Fee	1,598.51	2,850.00	-1,251.49	56.09%
6100-12-08 Misc/Other Current	0.00	246.00	-246.00	0.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	2,200.60	2,496.00	-295.40	88.17%
6100-12-09-02 Ad - Legal	205.28	696.00	-490.72	29.49%
Total 6100-12-09 Advertising	2,405.88	3,192.00	-786.12	75.37%
Total 6100-12 Other Expenses	10,923.95	12,378.00	-1,454.05	88.25%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	559,620.56	571,686.00	-12,065.44	97.89%
6100-13-02 Payroll Taxes	42,439.04	52,014.00	-9,574.96	81.59%
6100-13-03 Benefits - Reemploy	0.00	1,398.00	-1,398.00	0.0%
6100-13-04 Health Benefits	26,637.80	70,770.00	-44,132.20	37.64%
6100-13-05 Retirement Benefits	49,882.91	56,796.00	-6,913.09	87.83%
6100-13-06 Life,Disabiity,Other	13,424.73	23,592.00	-10,167.27	56.9%
6100-13-07 PLT	0.00	17,544.00	-17,544.00	0.0%
Total 6100-13 Employer Prov Sal & Ben	692,005.04	793,800.00	-101,794.96	87.18%
6100-14 Direct Services - Child				
6100-14-01 School Readiness				
6100-14-01-02 97G00	24,394.79	34,116.00	-9,721.21	71.51%
6100-14-01-03 97GNW	309,868.85	307,026.00	2,842.85	100.93%
6100-14-01-04 97GSD	48,590.05	170,574.00	-121,983.95	28.49%
6100-14-01-05 97P00	1,755,701.09	2,115,096.00	-359,394.91	83.01%
6100-14-01-06 97R00	864,921.94	784,632.00	80,289.94	110.23%
6100-14-01-08 Match	70,379.72			
6100-14-01-13 97CSQ	0.00	0.00	0.00	0.0%
Total 6100-14-01 School Readiness	3,073,856.44	3,411,444.00	-337,587.56	90.1%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	2,149,327.65	2,264,262.00	-114,934.35	94.92%
6100-14-02-02 VPPRS - Summer	15,632.78	15,633.00	-0.22	100.0%
6100-14-02-03 VPKSD	9,599.80	9,600.00	-0.20	100.0%

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
6100-14-02-04 VPPRP Prepay	25,598.18			
Total 6100-14-02 VPK	2,200,158.41	2,289,495.00	-89,336.59	96.1%
Total 6100-14 Direct Services - Child	5,274,014.85	5,700,939.00	-426,924.15	92.51%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	0.00	3,708.00	-3,708.00	0.0%
Total 6100-15 VPK Awareness Grant	0.00	3,708.00	-3,708.00	0.0%
6100-16 Program Advance				
6100-16-01 SR Advance	560,000.00			
6100-16-02 VPK Advance	525,000.00			
Total 6100-16 Program Advance	1,085,000.00			
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	6,585.81	10,542.00	-3,956.19	62.47%
6100-17-14 PFPPD	87,165.81	90,426.00	-3,260.19	96.4%
6100-17-15 97PFQ	8,743.45	498.00	8,245.45	1,755.71%
6100-17-21 PFPCCL	0.00	0.00	0.00	0.0%
Total 6100-17 Performance Pilot Proje	102,495.07	101,466.00	1,029.07	101.01%
6100-18 SR Deficit Expenses				
6100-18-01 97BBA	0.00	21,080.99	-21,080.99	0.0%
6100-18-02 97FIR	0.00	59.42	-59.42	0.0%
6100-18-03 97BBD	0.00	10,943.29	-10,943.29	0.0%
6100-18-04 97Q00	0.00	9,841.30	-9,841.30	0.0%
6100-18-05 97QCS	0.00	890.92	-890.92	0.0%
6100-18-06 97QAS	0.00	0.24	-0.24	0.0%
6100-18-07 97QTA	0.00	2,434.15	-2,434.15	0.0%
6100-18-08 97QPD	0.00	4,773.21	-4,773.21	0.0%
6100-18-09 97QPT	0.00	3,460.23	-3,460.23	0.0%
6100-18-11 97QI4	0.00	6,605.19	-6,605.19	0.0%
6100-18-12 97QIN	0.00	925.70	-925.70	0.0%
6100-18-13 97BDE	0.00	12,781.17	-12,781.17	0.0%
6100-18-14 97INT	0.00	24.64	-24.64	0.0%
6100-18-15 97ICS	0.00	546.05	-546.05	0.0%
6100-18-21 97QHS	0.00	192.57	-192.57	0.0%
Total 6100-18 SR Deficit Expenses	0.00	74,559.07	-74,559.07	0.0%
6100-19 VPK Deficit Expenses				
6100-19-01 VPADM	0.00	25,075.62	-25,075.62	0.0%
6100-19-02 VPENR	0.00	3,769.97	-3,769.97	0.0%
6100-19-03 VPMON	0.00	107.14	-107.14	0.0%
6100-19-04 VPPRS	0.00	-860.07	860.07	0.0%
6100-19-05 VPKSD	0.00	10,537.28	-10,537.28	0.0%
Total 6100-19 VPK Deficit Expenses	0.00	38,629.94	-38,629.94	0.0%
6100-20 Provider Assessments				
6100-20-01 SRPAS	2,559.48	24,498.00	-21,938.52	10.45%
Total 6100-20 Provider Assessments	2,559.48	24,498.00	-21,938.52	10.45%
Total 6100 Program Expenses	7,342,038.35	6,933,470.01	408,568.34	105.89%

	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8000 - Provider Disbursement				
8000-02 VPK	<u>-27.82</u>			
Total 8000 - Provider Disbursement	<u>-27.82</u>			
Total Expense	<u>7,358,659.14</u>	<u>6,933,470.01</u>	<u>425,189.13</u>	<u>106.13%</u>
Net Income	<u>-1,073,154.08</u>	<u>-68,762.01</u>	<u>-1,004,392.07</u>	<u>1,560.68%</u>

FINANCE DEPARTMENT UPDATE:

**Narrative Budget Report
December 2018**

Spending Rate:

Below are the actual rates for each program, which are also broken out by non-direct services and direct services, and the agency wide spending rates for July through December 2018:

School Readiness Overall Spending Rate: 45%*

- Non-Direct Services: 47%
- Direct Services (Match/Advance Removed): 44%*
- At this point in the fiscal year, we should be approximately 50% expended.

VPK Overall Spending Rate: 49%*

- Non-Direct Services: 62%
- Direct Costs (Advance Removed): 49%*
- 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.

Agency Spending Overall Spending Rate: 46%*

- Non-Direct Costs: 47%
- Direct Costs (items removed as above): 46%*

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

School Readiness Program:

OCA	Threshold	Actual Spending Year to Date
Administration	Max 5%	5.87%*
Admin/Non Direct/Quality	Max 22%	22.24%*
Infant & Toddler	Min \$122,749	21,296.65 (17.35%)
Quality	Min 4%	7.66%*
Direct Services	Min 78%	77.76%*

Voluntary Pre-Kindergarten:

OCA	Threshold	Actual Spending to Date
Administration	4% of Direct Services Expenses	5.16%*
Direct Services	96%	

****Figures are calculated utilizing ESTIMATED child care costs due to the non-operational OEL EFS Mod System.***

School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$5,866.31	\$5,446.21	ESTIMATED*
August	\$5,834.35	\$6,478.43	ESTIMATED*
September	\$6,237.77	\$5,069.61	ESTIMATED*
October	\$6,351.02	\$5,833.28	ESTIMATED*
November	\$6,157.46	\$5,680.13	ESTIMATED*
December	\$6,155.82	\$5,269.33	ESTIMATED*
January	\$6,155.82	\$5,269.33	Projected*
February	\$6,155.82	\$5,269.33	Projected*
March	\$6,155.82	\$5,269.33	Projected*
April	\$6,155.82	\$5,269.33	Projected*
May	\$6,155.82	\$5,269.33	Projected*
June	\$6,155.82	\$5,269.33	Projected*
Total	\$73,537.65	\$65,392.97	Projected*
Total Match Committed	\$53,838.98	\$25,395.00	
Variance	(\$19,698.67)	(\$39,997.97)	

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
	Total Gold Seal Budget:	\$341,147
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-18	\$22,840.75*	\$318,306
Aug-18	\$25,749.30*	\$292,557
Sep-18	\$25,749.30*	\$266,808
Oct-18	\$25,749.30*	\$241,058
Nov-18	\$25,749.30*	\$215,309
Dec-18	\$25,749.30*	\$189,560
Jan-19	\$25,749.30	\$163,810
Feb-19	\$25,749.30	\$138,061
Mar-19	\$25,749.30	\$112,312
Apr-19	\$25,749.30	\$86,563
May-19	\$25,749.30	\$60,813
Jun-19	\$25,749.30	\$35,064

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

County	# of SR children enrolled	# of VPK children enrolled
Citrus	740	862
Dixie	29	105
Gilchrist	101	127
Levy	415	340
Sumter	480	514
Total	1,765	1,948

School Readiness Waitlist:

December 2018	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	8	9	6	6	3	4	32	68
Dixie	0	0	0	0	0	0	1	1
Gilchrist	0	1	0	0	1	0	2	4
Levy	7	3	4	3	1	2	8	28
Sumter	5	4	1	3	7	6	22	48
Total	20	17	11	12	12	12	65	149

Early Learning Coalition of the Nature Coast
DECEMBER 2018

Citrus County							Dixie County						
Budget Amount: <u>\$2,729,164.00</u>							Budget Amount: <u>\$68,229.00</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	759	\$11.05	22	\$184,517.43	\$2,544,646.57	A	July	36	\$12.44	22	\$9,856.37	\$58,372.63	A
Aug	724	\$11.27	23	\$187,585.18	\$2,357,061.39	A	Aug	36	\$11.90	23	\$9,856.37	\$48,516.26	A
Sept	730	\$12.01	20	\$175,397.98	\$2,181,663.41	A	Sept	34	\$8.91	20	\$6,059.71	\$42,456.55	A
Oct	730	\$11.52	23	\$193,501.21	\$1,988,162.20	A	Oct	30	\$16.15	23	\$11,143.76	\$31,312.79	A
Nov	722	\$12.34	22	\$195,960.58	\$1,792,201.62	A	Nov	30	\$19.01	22	\$12,548.61	\$18,764.18	A
Dec	740	\$12.87	21	\$199,964.44	\$1,592,237.18	A	Dec	29	\$21.22	21	\$12,923.69	\$5,840.49	A
Jan	740	\$12.87	23	\$219,008.67	\$1,373,228.51	P	Jan	29	\$21.22	23	\$14,154.52	-\$8,314.03	P
Feb	740	\$12.87	20	\$190,442.32	\$1,182,786.18	P	Feb	29	\$21.22	20	\$12,308.28	-\$20,622.30	P
Mar	740	\$12.87	21	\$199,964.44	\$982,821.74	P	Mar	29	\$21.22	21	\$12,923.69	-\$33,545.99	P
Apr	740	\$12.87	22	\$209,486.56	\$773,335.19	P	Apr	29	\$21.22	22	\$13,539.10	-\$47,085.10	P
May	740	\$12.87	23	\$219,008.67	\$554,326.52	P	May	29	\$21.22	23	\$14,154.52	-\$61,239.62	P
Jun	740	\$12.87	20	\$190,442.32	\$363,884.19	P	Jun	29	\$21.22	20	\$12,308.28	-\$73,547.89	P
Total			260	\$2,365,279.81	\$363,884.19	S	Total			260	\$141,776.89	-\$73,547.89	D
Gilchrist County							Levy County						
Budget Amount: <u>\$409,375.00</u>							Budget Amount: <u>\$1,364,582.00</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	106	\$16.62	22	\$38,763.28	\$370,611.72	A	July	399	\$13.16	22	\$115,521.30	\$1,249,060.70	A
Aug	98	\$17.35	23	\$39,114.40	\$331,497.32	A	Aug	400	\$12.67	23	\$116,554.70	\$1,132,506.00	A
Sept	97	\$17.34	20	\$33,643.23	\$297,854.09	A	Sept	398	\$15.58	20	\$124,038.74	\$1,008,467.26	A
Oct	93	\$19.06	23	\$40,775.45	\$257,078.64	A	Oct	395	\$11.15	23	\$101,338.25	\$907,129.01	A
Nov	95	\$20.21	22	\$42,240.47	\$214,838.17	A	Nov	405	\$12.72	22	\$113,298.07	\$793,830.94	A
Dec	101	\$19.41	21	\$41,175.59	\$173,662.58	A	Dec	415	\$13.74	21	\$119,784.02	\$674,046.92	A
Jan	101	\$19.41	23	\$45,097.07	\$128,565.51	P	Jan	415	\$13.74	23	\$131,192.02	\$542,854.90	P
Feb	101	\$19.41	20	\$39,214.85	\$89,350.66	P	Feb	415	\$13.74	20	\$114,080.02	\$428,774.88	P
Mar	101	\$19.41	21	\$41,175.59	\$48,175.07	P	Mar	415	\$13.74	21	\$119,784.02	\$308,990.86	P
Apr	101	\$19.41	22	\$43,136.33	\$5,038.74	P	Apr	415	\$13.74	22	\$125,488.02	\$183,502.84	P
May	101	\$19.41	23	\$45,097.07	-\$40,058.34	P	May	415	\$13.74	23	\$131,192.02	\$52,310.82	P
Jun	101	\$19.41	20	\$39,214.85	-\$79,273.19	P	Jun	415	\$13.74	20	\$114,080.02	-\$61,769.20	P
Total			260	\$488,648.19	-\$79,273.19	D	Total			260	\$1,426,351.20	-\$61,769.20	D
Sumter County							Nature Coast						
Budget Amount: <u>\$2,251,559.00</u>							Budget Amount: <u>\$6,822,909.00</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	522	\$14.52	22	\$166,690.33	\$2,084,868.67	A	July	1,822	\$13.56	22	\$515,348.71	\$6,307,560.29	A
Aug	506	\$12.84	23	\$149,486.69	\$1,935,381.98	A	Aug	1,764	\$13.21	23	\$502,597.34	\$5,804,962.95	A
Sept	494	\$15.06	20	\$148,798.41	\$1,786,583.57	A	Sept	1,753	\$13.78	20	\$487,938.07	\$5,317,024.88	A
Oct	484	\$14.29	23	\$159,066.02	\$1,627,517.55	A	Oct	1,732	\$14.44	23	\$505,824.69	\$4,811,200.19	A
Nov	490	\$15.66	22	\$168,815.10	\$1,458,702.45	A	Nov	1,742	\$15.99	22	\$532,862.83	\$4,278,337.36	A
Dec	480	\$16.09	21	\$162,143.62	\$1,296,558.83	A	Dec	1,765	\$16.67	21	\$535,991.36	\$3,742,346.00	A
Jan	480	\$16.09	23	\$177,585.87	\$1,118,972.96	P	Jan	1,765	\$16.67	23	\$587,038.16	\$3,155,307.84	P
Feb	480	\$16.09	20	\$154,422.50	\$964,550.47	P	Feb	1,765	\$16.67	20	\$510,467.96	\$2,644,839.88	P
Mar	480	\$16.09	21	\$162,143.62	\$802,406.85	P	Mar	1,765	\$16.67	21	\$535,991.36	\$2,108,848.52	P
Apr	480	\$16.09	22	\$169,864.74	\$632,542.10	P	Apr	1,765	\$16.67	22	\$561,514.76	\$1,547,333.76	P
May	480	\$16.09	23	\$177,585.87	\$454,956.23	P	May	1,765	\$16.67	23	\$587,038.16	\$960,295.61	P
Jun	480	\$16.09	20	\$154,422.50	\$300,533.74	P	Jun	1,765	\$16.67	20	\$510,467.96	\$449,827.65	P
Total			260	\$1,951,025.26	\$300,533.74	S	Total			260	\$6,373,081.35	\$449,827.65	S

EDUCATION DEPARTMENT UPDATE:

JULY 2018 – DECEMBER 2018

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	474
# of parents/caregivers who opted out of screening	131
# of screenings with noted areas of concern	255 <i>(54% of children screened)</i>
# of referrals provided	14

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	6	6	6
# of training participants	45	26	11
TIP Program expenditures	\$1,419.99	\$600	\$330

Contract Monitoring Activities	
<u>School Readiness Program – 50 required in sample</u> No monitors are fully completed due to issues with EFS Mod	
# of monitors completed	43 in process(site visit components completed)
Average score achieved	
Common concerns noted	
<u>VPK Program – 49 required in sample</u> Some of the required monitors will be completed by public school sites	
# of monitors completed	34
Average # of findings	Most have no findings
Common concerns noted	Instructor list not current

Performance Funding Project & School Readiness Program Assessment/Quality Activities	
# of participating PFP programs	19
# of MMCI training hours offered	76
# of MMCI participants	105
# of Career Pathway participants	5
# of participants in Early Learning Florida courses	0-course starts in January
# of CLASS pre-observations (PFP)	57
# of CLASS post-observations (PFP)	0
# of CLASS observations (SR)	20

Child Passenger Safety Program Activities			
	<u>Citrus</u>	<u>Dixie/Gilchrist/Levy</u>	<u>Sumter</u>
Number of inspections completed	102	12	8
Number of seats correct upon arrival	12	0	0
Number of installations for newborns	14	1	0
% of seats <u>incorrect</u> upon arrival (misuse rate)*	74.5%	87.5%	100%
Total number of seats provided (includes installations for newborns)	55	11	7
Number of caregivers educated	92	10	6
Number of community events attended	6	1	1
Number of contacts at community events	83	25	5
Number of media releases	14	8	9
Client fees collected	\$1345	\$150	\$190
Donations received	\$2,000 Pilot Club	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:

August - December 2018

Agency Presentations

Homosassa Rotary
Black Diamond Foundation
Publix Charities

Community Involvement

Sumter Board of County Commission Meeting
United Way Lake & Sumter Partner Meeting
Sumter Transportation Disadvantaged Meeting
Wildwood City Council Meeting
Sumter Children's Alliance Meeting
Sumter Affordable Housing Advisory Council Meeting
Dixie County Transportation Disadvantaged Board Meeting
Child Abuse Prevention & Permanency Statewide Conference Call
Children's Week Statewide Planning Conference Call
Kids Central Wildwood Community Center Adv County Meeting
Leadership Citrus Planning Meeting
Citrus County Transportation Disadvantaged Coordinating Board Meeting
Citrus County Family Law Advisory Group Meeting
Central Healthy Families Advisory Board Meeting
Sumter County Family Law Advisory Group Meeting
Levy County Transportation Disadvantaged Coordinating Board Meeting
Sumter County UF/IFAS Family Advisory Council Meeting
Circuit 5, Sumter County Baby Court Meeting
Mid FL Homeless Coalition Continuum of Care Stakeholders Meeting
City of Bushnell City Council Meeting

Grant Writing

United Way of Lake & Sumter Counties
Black Diamond Foundation

Community Wide Initiatives

Leadership Citrus Class of 2018 Recruitment Event
Sumter Baker Act Organizational Meeting
ELCNC Annual Training Luncheon/Team Building/Employee of the Year
Suncoast Business Masters Event Planning Meetings
Fall Raffle Fundraiser

Eligibility Department Update:

Eligibility Department Update:																
Referral Type	2018-19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL	ALL COUNTY TOTAL TO DATE	
								Through 1/11								
PS (Protective Service)																
Child from a family under DCF's supervision for abuse or neglect	Citrus	2	7	5	5	7	8	2	0	0	0	0	0	36	98	
	DGL	8	7	1	6	21	5	1	0	0	0	0	0	49		
	Sumter	4	0	0	4	1	4	0	0	0	0	0	0	13		
PI (Protective Investigation)																
Child from a family that DCF is investigating for child abuse or neglect	Citrus	5	8	5	6	2	5	2	0	0	0	0	0	33	83	
	DGL	5	2	6	4	4	6	1	0	0	0	0	0	28		
	Sumter	0	2	2	9	5	3	1	0	0	0	0	0	22		
FOSTER																
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	1	3	7	2	6	2	0	0	0	0	0	0	21	30	
	DGL	3	0	2	0	1	0	0	0	0	0	0	0	6		
	Sumter	0	0	1	0	0	0	2	0	0	0	0	0	3		
CAREERSOURCE																
Needy families receiving cash assistance required to participate in job training and support services	Citrus	3	6	3	0	6	5	3	0	0	0	0	0	26	56	
	DGL	2	7	2	3	4	2	3	0	0	0	0	0	23		
	Sumter	0	0	0	0	2	0	5	0	0	0	0	0	7		
D. VIOLENCE																
Child in custody of parent that is a victim of domestic violence and residing in a certified domestic violence center	Citrus	1	2	0	0	0	4	0	0	0	0	0	0	7	8	
	DGL	1	0	0	0	0	0	0	0	0	0	0	0	1		
	Sumter	0	0	0	0	0	0	0	0	0	0	0	0	0		
DIVERSION																
Family participating with department prescribed activities: education, health services, work program	Citrus	2	0	0	2	1	2	3	0	0	0	0	0	10	39	
	DGL	2	5	0	1	0	3	0	0	0	0	0	0	11		
	Sumter	0	1	2	5	0	7	3	0	0	0	0	0	18		
HOMELESS																
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	0	0	3	0	0	0	0	0	0	0	0	0	3	8	
	DGL	0	0	0	0	5	0	0	0	0	0	0	0	5		
	Sumter	0	0	0	0	0	0	0	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. JJ Kenney	4. Tamar Jones
5. Brian Coleman		<u>Review Hearing Committee</u>
6. Connie Mahan*	<u>Administrative Committee</u>	1. Linda Barber
7. Dale French	1. Rob Wardlow	2. Tamar Jones
8. Dana Moxley	2. Gailen Spinka	3. Blake Fugate
9. Darla Huddleston*	3. JJ Kenney	4. Vacant
10. Gailen Spinka*	4. Sonya Warden	5. Gailen Spinka
11. Heidi Rand	5. Beverly Goodman	
12. Jeanne Harris-Lively	6. Tamar Jones	
13. JJ Kenney*		
14. Linda Barber		
15. Robert Bradburn		
16. Rob Wardlow*	*Indicates Private Sector	
17. Shawanna Felton*		
18. Sonya Warden		
19. Sue Cohill Fogarty*		
20. Tamar Jones*		

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. Tamar Jones	

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 the one Chair and one private sector vacancies.