



Early Learning Coalition
of the Nature Coast

Board Meeting
382 North Suncoast Blvd.
Crystal River, FL. 34429
October 2, 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
Board of Directors Minutes – August 7, 2019	2	
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V Action Items		Sonya Bosanko
Action Item: 2019-20-07: Slate of Officers	6	
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VI Treasurer’s Report		JJ Kenney
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VII Executive Director’s Report		Sonya Bosanko
VIII New/Unfinished Business		Rob Wardlow

Next Meeting Date: **December 4, 2019**

IX Public Input: *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.*

**Early Learning Coalition of the Nature Coast
Draft Board Meeting Minutes
August 7, 2019**

<u>Members Present:</u>	Linda Barber JJ Kenney	Gailen Spinka	Sue Fogarty	Dana Moxley	Rob Wardlow
<u>Members Present Via Phone:</u>	Heid Rand Jeanne Harris-Lively	Barbara Locke	Sonya Warden	Darla Huddleston	Shawana Felton
<u>Members Absent:</u>	Tamar Jones Brian Coleman	Blake Fugate Dale French	Alexa Mills Beverly Goodman	Robert Bradburn	Connie Mahan
<u>Staff Present:</u>	Ingrid Schaper Sonya Bosanko (by phone)	Desirae Rickman	Sheri Ellis	Tonya Hiers	
<u>Others Present:</u>	Holly Bussard	Cassandra Price-McMiller	Roberta Swander		
<u>Others Present Via Phone:</u>	Vicky Pitts	Lynn Kirby			

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:16 a.m.

Public Input

None was given.

Approval of Agenda

Mr. Wardlow pulled Action Item 2019-20-02 from consideration, as the matter must be considered by the Nominating Committee. *JJ Kenney motioned to approve the agenda. Gailen Spinka seconded the motion. Motion carried unanimously.*

Consent Agenda

Board Minutes – June 5, 2019

JJ Kenney motioned to approve the Consent Agenda. Dana Moxley seconded the motion. Motion carried unanimously.

Action Item: 2019-20-01 Board Membership – Tamar Jones

Mr. Wardlow stated that this action item is to retire Tamar Jones from the Board due to non-attendance at meetings.

Gailen Spinka motioned to accept Action Item: 2019-20-01. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2019-20-03 Abundance of Joy Contract

Mrs. Rickman stated that this action item revokes the School Readiness and VPK contracts from Abundance of Joy Learning Center and Abundance of Joy Phase 2 due to the owners being placed on the USDA Disqualified Vendors List. The ELC is not permitted to contract with persons whose names are found on the list. Mr. Spinka asked what had occurred that resulted in the provider being added to the list. Mrs. Rickman stated that she was informed that it pertained to IRS lien against the business for unpaid taxes. Mrs. McMiller stated that she has paid all funds prior to the termination date of 7/31/19. Mrs. Bosanko stated that the ELC has no authority to override the placement on the USDA Disqualified Vendors List and cannot reinstate the contract at this time. Mr. Wardlow stated that when her name is no longer on the list, Mrs. McMiller can contact the ELC for reinstatement.

JJ Kenney motioned to accept Action Item: 2019-20-03. Gailen Spinka seconded the motion. Motion carried unanimously.

Action Item: 2019-20-04 Reinstate Gold Seal Reimbursement for School Age Child Care Level

Mrs. Rickman stated that Gold Seal rates for school age children were discontinued in FY 2010-11 due to budget constraints but recommends reinstituting them now due to increased direct services funds this fiscal year.

JJ Kenney motioned to approve Action Item: 2019-20-04. Sue Fogarty seconded the motion. Motion carried unanimously.

Action Item: 2019-20-05 Fiscal Year 2019-2020 Early Learning Budget

Mrs. Rickman reviewed the points of consideration noted in the action item. There was discussion regarding VPK payment rates and the reduction of the VPK budget and several of the individual line item changes.

JJ Kenney motioned to accept Action Item: 2019-20-05. Gailen Spinka seconded the motion. Motion carried unanimously.

Treasurer's Report

Mrs. Rickman updated the Board with the Budget vs Actual report through June 2019. She noted that all financial information is estimated, as the state's data management system continues to have significant functionality issues.

School Readiness Overall Spending Rate: 88.60%

- Non-Direct Services: 88.80%
- Direct Services (Match/Advance Removed): 88.54%
- At this point in the fiscal year, we should be approximately 100% expended.

VPK Overall Spending Rate: 97.73%

- Non-Direct Services: 107.42%
- Direct Costs (Advance Removed): 97.34%
- 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: 91.76%

- Non-Direct Costs: 90.45%
- Direct Costs (items removed as above): 92%

Note that figures are calculated utilizing ESTIMATED child care costs due to the continued difficulties with the OEL EFS Mod System. Spending rates and threshold requirements were included in the report.

Mrs. Rickman noted that Infant Toddler continues to be underspent, but the Gold Seal infant toddler expenses will be shifted before the year is closed out. She expects the Infant Toddler requirement to be met by the end of the fiscal year.

Mrs. Rickman stated that overage of VPK Administration spending will need to be shifted into the 2019-2020 budget.

Mrs. Rickman stated that, at the end of June, it appeared that there was an estimated surplus in Direct Services of \$634,000. OEL has reallocated \$450,000 to other coalitions. Lengthy discussion occurred regarding the potential estimated surplus, how it was calculated, how it could have been used, and the prior Board decision to try to secure additional guidance from OEL regarding allowable ways to spend the funds. Mr. Wardlow reminded everyone that it is important to spend funds in compliance with Florida's rules and statutes.

Mrs. Swander thanked the Board members for the two Quality Initiatives that were implemented in June with some of the estimated surplus funds and stated that they benefited her program greatly.

The School Readiness wait list has been cleared, with an increase in enrollment to 2,098 children as of June 30, 2019.

Executive Director's Report

Mrs. Bosanko presented the Executive Director's report to the Board. Board members had no specific questions on the information included. She also reviewed the PEARLS Program designed by the Cradles to College Foundation and expressed her concerns with parts of the program as relates to potential mental health impacts on young children. She noted that additional information has been requested from Cradles to College on the research base of the program and several other questions, but that no response been provided to date. Mr. Wardlow would like more information on how to engage law enforcement in the plans for the safety of young children and directed Mrs. Bosanko not to enter into an agreement for PEARLS without additional information and future discussion.

New/Unfinished Business

Mrs. Bussard asked if the ELC is anticipating a surplus in direct services in the new fiscal year. Mrs. Rickman stated that there is a surplus expected but is unable to calculate it at this time due to several factors. The 2018-2019 fiscal year must be closed out, reconciliation of provider payments must be completed, the differential payments must be calculated and included, and the addition of school age Gold Seal rates must be added. She cannot estimate an amount until these tasks are completed. Mrs. Rickman mentioned that an increase in provider reimbursement rates is being considered. Mr. Wardlow directed that the 2018-2019 reconciliation and close out must be completed; then, staff can consider different models and present those to the Board. Mrs. Swander stated her belief that the school age rates should be raised because they were the most severely cut in the past and the low rates impact her business greatly. The other providers present agreed.

Next Regular Meeting Date: October 2, 2019.

Public Input

Mrs. Huddleston requested that the ELC be represented at the next Substance Exposed Newborns planning meeting.

JJ Kenney motioned to adjourn at 10:15 a.m. Sue Fogarty 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

**Early Learning Coalition of the Nature Coast
Draft Administrative Committee Meeting Minutes
September 17, 2019**

Members Present: JJ Kenney Gailen Spinka Rob Wardlow

Members Present Via Phone: Sonya Warden Beverly Goodman

Members Absent:

Staff Present: Sonya Bosanko Sheri Ellis Sandra Woodard
Colin Burke Desirae Rickman

Others Present: Dana Moxley

Others Present Via Phone: Tonya Hiers, Coalition Staff

Call to Order, Welcome & Introductions

Rob Wardlow called the meeting to order at 9:00 a.m.

Public Input

None was given

Approval of Agenda

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

Action Item: 2019-20-06 Slate of Officers

Sonya reviewed with the committee that JJ Kenney has completed his 2-year term as Treasurer on the ELCNC Board of Directors. Dana Moxley and Linda Barber have volunteered to serve in the Treasurer position. Sonya Warden spoke up on the phone and shared her interest in serving as the Treasurer.

JJ Kenney made the motion to amend the existing slate of candidates to include Sonya Warden. Gailen Spinka seconded the amendment to the action item. The action item was then amended to include Sonya Warden on the slate of candidates for the Treasurer position.

During discussion on the motion, Mr. Spinka stated that he was uncomfortable with a contracted childcare provider serving as the Board Treasurer. He felt that the provider would be required to abstain from many votes involving funding. Mr. Kenney and Mr. Wardlow agreed with Mr. Spinka's statement. Mrs. Goodman also agreed and stated that a provider should not serve on the Board in an executive position.

Gailen Spinka then made a motion to recommend Sonya Warden to replace JJ Kenney as Treasurer on the ELCNC Board of Directors. JJ Kenney seconded the motion. Motion carried unanimously.

During discussion following the vote, Sonya Warden requested a set of bylaws and asked if the ELCNC Bylaws specifically stated that a contracted provider was not permitted to serve as an officer of the Board. Executive Director, Sonya Bosanko, further clarified that the bylaws state that any "conflict of interest" will not be permitted.

New/Unfinished Business

None

JJ Kenney motioned to adjourn at 9:34 a.m. Gailen Spinka seconded the motion. Motion carried unanimously.

Minutes prepared by Sandra Woodard



ACTION ITEM

Date October 2, 2019

Subject: Slate of Officers

Action Item # 2019-20-07

Proposed Board Action

Approve Sonya Warden as Board Treasurer

Budget Considerations:

None

Background Information:

Administrative Committee annually serves as the Nominating Committee for the purpose of certifying the eligibility of candidates for office and to prepare an official slate of nominees.

On behalf of the Nominating Committee, ELCNC staff notified all Board members of the opportunity to serve in an Officer's position and requested Board members to notify the ELC of such an interest.

Points of Consideration:

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. Three board members notified the ELCNC of interest in the position. Discussion was held by the committee and recommendation was made for Sonya Warden to replace JJ Kenney as Treasurer on the ELCNC Board.

Effective Date:

October 2, 2019

Supporting Documentation:

Prepared by: Sheri Ellis, Director of Human Resources

Submitted by: Sonya Bosanko, Executive Director

History of Action Item:

Committee or Council	Date of Meeting	Action



ACTION ITEM

Date: August 7, 2019

Subject: Board Membership – Robert Wells

Action Item # 2019-20-08

Proposed Board Action

Approve the appointment of Robert Wells to serve as a Private Sector Board Member representing Levy County and to also serve as a member on the Administrative Committee.

Budget Considerations:

None

Background Information:

None

Points of Consideration:

Including members appointed by the Governor more than one-third of the members of the Early Learning Coalition must be private sector business members, either for-profit or nonprofit, who do not have, and none of whose relatives as defined in §112.4143, FLA. Stat. (2014), has substantial financial interest in the design or delivery of the Voluntary Pre-Kindergarten Program and School Readiness Program. To meet this requirement the Early Learning Coalition must appoint additional members in accordance with the Office of Early Learning's criteria for appointing private sector members.

Mr. Wells meets the requirement for Private Sector Membership

Effective Date:

October 2, 2019

Supporting Documentation: Completed Private Sector Board Member Application and Resume

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



PRIVATE SECTOR BOARD MEMBER APPLICATION

POTENTIAL BOARD MEMBER CERTIFICATION: I certify that I meet the eligibility criteria for private sector membership in that I do not have a substantial financial interest in the Voluntary Prekindergarten Program or the School Readiness Program according to the definitions of substantial financial interest and proscribed sources of income provided in 6M-9.110, F.A.C, as amended.

Individuals Name: Robert Wells Phone Number: 352-359-0396

Address: P.O.Box 103 Williston Fl. 32696

Signature:  Date: 08/26/2019

Resume Attached

SERVICE INTERESTS: In addition to serving on the ELCNC Board of Directors, I am interested in serving the following committees:

Administrative Committee: The ELCNC's Administrative Committee is a standing committee that meets on a bi-monthly basis (odd number months) on the fourth Wednesday of the month at the ELCNC Crystal River Office located at 382 North Suncoast Blvd. Crystal River, FL. 34429. The meetings begin at 9:00AM and typically end at 11:00AM. The Committee is responsible for the following:

- Development and implementation of procurement and contract negotiations
- Revision and amendment to the ELCNC's By-Laws and Articles of Incorporation
- Recruitment and recommendation of potential Board Members
- Development and review of the ELCNC's annual budget and financial statements
- Review of budget utilization and enrollment
- Oversight of the ELCNC's annual independent audit, including the responsibility of recommending the hiring of an independent Certified Public Accounting (CPA) firm and for directly communicating with the CPA firm to fulfill the requirement for a single annual audit. The Committee also reviews and approves the final audited financial statements, as well as any communications received from the auditor regarding internal controls, illegal acts, or fraud

Marketing Committee: The ELCNC's Marketing Committee is a standing committee. The Committee meets on an as needed basis, typically at the Crystal River Office; however, meetings may also be held in any one (1) of the five (5) counties served by the ELCNC. The Committee is responsible for the following:

- Development and implementation of a community outreach and awareness programs
- Development and implementation of fundraising activities focused on the recruitment of matching funds for the School Readiness Program
- Development of ELCNC papers that relate to:
 - The education of young children,
 - The implications of proposed legislation
 - The implications of community actions and issues

Signature:  Date: 08/26/2019

Please submit to:
Sonya Bosanko, Executive Director
Early Learning Coalition of the Nature Coast
382 North Suncoast Blvd.
Crystal River, FL 34429

ROBERT WELLS

P.O. BOX 103 Williston, FL. 32696 | Robwells59@hotmail.com | 352-359-0396

Objective

To work with community agencies that promote health and wellness for the families and all community members.

18years experience working with non-profit agencies in the community in the areas of prevention, mental health, and housing.

EXPERIENCE

PREVENTION SPECIALIST MERIDIAN BEHAVIORAL HEALTHCARE

2017 - PRESENT

Prevention Specialist: Responsible for implementation of Drug Prevention & Character Education programs in Middle Schools throughout three county areas. Teaching Mental Health First Aid to community members, company personnel as well as first responders, veterans, rural communities, and elderly community members.

CLAIMS ADJUSTER NATIONWIDE INSURANCE

2005 – 2016

Non-Injury Claims Representative: Responsible for fast, fair, and accurate handling of non-injury claims for both auto and homeowner losses including determining liability and arranging repairs of vehicles and property damage. Work with the Nationwide In-House and Deployment Catastrophe Team responsible for handling first party homeowner losses during catastrophic losses.

PREVENTION SPECIALIST MERIDIAN BEHAVIORAL HEALTHCARE

2002 – 2005

Prevention Specialist: Responsible for administering Drug Prevention Programs and accounting for numbers of clients served and building ties with the community to strength families.

Leadership

Founder and current Treasurer of the Levy County Prevention Coalition oversees \$250,000.00 annual operating budget and initiates implementation of prevention strategies and programs throughout the schools and community.

Vice Present of the Executive Board of Another Way, Inc. Domestic Violence & Rape Crisis Center offering counseling, support and safe shelter to survivors of domestic and sexual violence; while providing a positive alternative to violence through community education.

Professional References:

Name: Willie Wimbley

Phone No: 901-590-8262

Email: wimblw@nationwide.com

Title: Bodily Injury Director Nationwide Insurance

Name: Jonathan Lewis

Phone No: 352-381-1465

Email: lewis.jonathan@live.com

Title: CEO Levy County Prevention Coalition

Name: Destin L Williams

Phone No: 901-8287251

Email: Dwilliams2007@gmail.com

Title: Senior Pastor Mount Carmel Baptist Church

Personal References:

Name: Robinski Reed

Phone No: 352-871-1047

Email: horn5749@cox.net

Title: Senior Pastor Hope To The World Church

Name: Warren English

Phone No: 352-871-0104

Email: wenglish09@gmail.com

Title: Owner Operator Jirehs Printing & More

Name: Maurice Munson

Phone No: 505-310-1572

Email: mbmunson310@gmail.com

Title: Senior Pastor Faith Christian Family Church



ACTION ITEM

Date: October 2, 2019

Subject: Disposal of Equipment

Action Item # 2019-20-09

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-0-119	Tower	Dell	Optiplex 745	3D453D1	\$1,055.24	No Longer Functional	SR/VPK
ELCNC-09-119	Computer	HP Compaq	DX2400	2UA9160G5V	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-140	Computer	HP Compaq	DX2400	2UA9160GBT	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-165	Computer	HP	DX2400	2UA9160G6L	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-220	Computer	HP	DX2400	2UA9160G6G	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-280	Monitor	Acer	H243H	91904903940	\$304.99	No Longer Functional	SR/VPK
ELCNC-09-311	Computer	HP	DX2400	2UA9160G6K	\$519.95	No Longer Functional	SR/VPK
ELCNC-09-507	Tower Computer	HP	P6110Y	3CR9221KW9	\$529.99	No Longer Functional	SR/VPK
ELCNC-09-509	Reception Desk	N/A	N/A	N/A	\$2,599.95	Some degree of disrepair	SR/VPK
ELCNC-09-511	Phone Server	Dell	Optiplex 360	H1N0TJI	Included in initial bid for phone system	No Longer Functional	SR/VPK
ELCNC-10-01	Tower Computer	HP Slimline	S55104	3CR01805ZX	\$549.98	No Longer Functional	SR/VPK
ELCNC-10-24	Tower	Dell	VOSTRO	HCDLMN1	\$369.99	No Longer Functional	SR/VPK
ELCNC-10-30	Computer	Dell	Optiplex 755	6RCH2G1	\$319.20	No Longer Functional	SR/VPK
ELCNC-17-06	Laptop	HP	Spectre X2	HDYB1001010	\$487.97	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:

October 2, 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

ACTION ITEM

Date: October 2, 2019

Subject: ELCNC FY 2018-2019 Annual Report

Action Item # 2019-20-10

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: October 1, 2019

Supporting Documentation: ELCNC FY 2018-2019 Annual Report

Prepared by: Sandra Woodard, Public Relations Manager

Submitted by: Sonya Bosanko, Executive Director

Committee or Council	Date of Meeting	Action

July 2019 – August 2019

	Jul - Aug 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	2,088,274.21	1,597,644.00	490,630.21	130.71%
4000-01-02 VPK Income	860,968.29	778,068.00	82,900.29	110.66%
4000-01-03 O&A	0.00	1,174.00	-1,174.00	0.0%
4000-01-04 PFP Project Income	0.00	0.00	0.00	0.0%
4000-01-05 University of Florid	4,955.00			
4000-01-06 SRPAS and SRREG	0.00	0.00	0.00	0.0%
Total 4000-01 State & Federal Grants	2,954,197.50	2,376,886.00	577,311.50	124.29%
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	5,000.00	0.00	5,000.00	100.0%
Total 4000-03-01 United Way	5,000.00	0.00	5,000.00	100.0%
Total 4000-03 Match Income	5,000.00	0.00	5,000.00	100.0%
4000-04 Gifts,Donations,Pledges				
4000-04-01 Match Income				
4000-04-01-01 Citrus County	11,003.00	0.00	11,003.00	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	11,003.00	0.00	11,003.00	100.0%
Total 4000-04 Gifts,Donations,Pledges	11,003.00	0.00	11,003.00	100.0%
Total 4000 Contracts, Grants & Other	2,970,200.50	2,376,886.00	593,314.50	124.96%
4006 Interest Income	1,324.56	0.00	1,324.56	100.0%
4020 Other Miscellaneous Rev				
4040 Unrestricted Income	-400.54			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01-02 Suncoast Business	-314.53	0.00	-314.53	100.0%
4042-01 Match Income Citrus - Other	0.00	0.00	0.00	0.0%
Total 4042-01 Match Income Citrus	-314.53	0.00	-314.53	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	-314.53	0.00	-314.53	100.0%
4049 Provider Debt	0.00	0.00	0.00	0.0%
4060 Child Passenger Safety				
4060-01 Unrestricted CPS Funds	0.00	0.00	0.00	0.0%
4060-02 Restricted CPS Funds	0.00	0.00	0.00	0.0%

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
4060-03 CPS Seat Income	1,380.00	0.00	1,380.00	100.0%
Total 4060 Child Passenger Safety	1,380.00	0.00	1,380.00	100.0%
Total 4020 Other Miscellaneous Rev	664.93	0.00	664.93	100.0%
Total Income	2,972,189.99	2,376,886.00	595,303.99	125.05%
Gross Profit	2,972,189.99	2,376,886.00	595,303.99	125.05%
Expense				
5300 (Shared Cost Pool)				
5304 Payroll Expense	7.11	0.00	7.11	100.0%
Total 5300 (Shared Cost Pool)	7.11	0.00	7.11	100.0%
5400 (Unrestricted Expense)	26.65	0.00	26.65	100.0%
5700 Reconciliation Discrep.	0.00	0.00	0.00	0.0%
6040 - Child Passenger Safety				
6040-02 CPS Marketing	283.50	0.00	283.50	100.0%
6040-03 CPS Child Seats	0.00	0.00	0.00	0.0%
6040-04 Travel	152.61	0.00	152.61	100.0%
Total 6040 - Child Passenger Safety	436.11	0.00	436.11	100.0%
6100 Program Expenses				
6100-01 Staff Development				
6100-01-01 Staff Development				
6100-01-01-01 Staff Development	0.00	0.00	0.00	0.0%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	125.00	0.00	125.00	100.0%
6100-01-01-04 Conferences	0.00	375.00	-375.00	0.0%
Total 6100-01-01 Staff Development	125.00	375.00	-250.00	33.33%
6100-01-02 Tuition Reimbursemen	922.77	865.54	57.23	106.61%
Total 6100-01 Staff Development	1,047.77	1,240.54	-192.77	84.46%
6100-02 Professional Services				
6100-02-02 Audit	0.00	0.00	0.00	0.0%
6100-02-03 IT	839.50	0.00	839.50	100.0%
6100-02-04 Legal	0.00	0.00	0.00	0.0%
6100-02-07 Printing & Reproduct	54.00	720.50	-666.50	7.5%
6100-02-08 Repair & Maint	590.00	590.00	0.00	100.0%
6100-02-09 Other	0.00	0.00	0.00	0.0%
Total 6100-02 Professional Services	1,483.50	1,310.50	173.00	113.2%
6100-03 Occupancy				
6100-03-01 Electricity	2,731.66	3,733.75	-1,002.09	73.16%
6100-03-02 Facility Maint	939.22	1,475.65	-536.43	63.65%
6100-03-03 Office Lease	23,794.83	28,435.34	-4,640.51	83.68%
6100-03-04 Waste	1,561.16	1,886.65	-325.49	82.75%
6100-03-05 Water	287.75	190.42	97.33	151.11%
6100-03-06 Storage	325.48	545.48	-220.00	59.67%
6100-03-07 Sewer	241.26	257.86	-16.60	93.56%
Total 6100-03 Occupancy	29,881.36	36,525.15	-6,643.79	81.81%

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	1,028.30	80.46	947.84	1,278.03%
Total 6100-04 Postage, Freight, Deliv	1,028.30	80.46	947.84	1,278.03%
6100-05 Rentals				
6100-05-01 Office Equipment	1,614.82	1,718.66	-103.84	93.96%
Total 6100-05 Rentals	1,614.82	1,718.66	-103.84	93.96%
6100-06 Supplies				
6100-06-01 Office Supplies	280.69	2,228.23	-1,947.54	12.6%
Total 6100-06 Supplies	280.69	2,228.23	-1,947.54	12.6%
6100-07 Communications				
6100-07-01 Office Phones	2,148.27	2,751.19	-602.92	78.09%
6100-07-02 Cell Phones	517.82	917.14	-399.32	56.46%
6100-07-03 Internet	1,721.35	2,955.27	-1,233.92	58.25%
Total 6100-07 Communications	4,387.44	6,623.60	-2,236.16	66.24%
6100-08 Insurance				
6100-08-01 D & O	0.00	3,457.29	-3,457.29	0.0%
6100-08-03 General Liability	0.00	1,119.85	-1,119.85	0.0%
6100-08-04 Worker's Comp	0.00	7,007.53	-7,007.53	0.0%
6100-08-06 Other Insurance	210.47	19.99	190.48	1,052.88%
Total 6100-08 Insurance	210.47	11,604.66	-11,394.19	1.81%
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	0.00	0.00	0.0%
Total 6100-09-01 Equip =>\$1,000	0.00	0.00	0.00	0.0%
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 <= 250	0.00	0.00	0.00	0.0%
6100-09-02-01-02 >= 250	679.98	1,938.93	-1,258.95	35.07%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
Total 6100-09-02-01 Computers	679.98	1,938.93	-1,258.95	35.07%
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 <= 250	0.00	0.00	0.00	0.0%
6100-09-02-02-02 >= 250	0.00	0.00	0.00	0.0%
Total 6100-09-02-02 Non Fixed Assets	0.00	0.00	0.00	0.0%
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 <= 250	484.35	241.35	243.00	200.68%
6100-09-02-03-02 >= 250	0.00	0.00	0.00	0.0%
Total 6100-09-02-03 Electronic Equip	484.35	241.35	243.00	200.68%
Total 6100-09-02 Equip =<1000	1,164.33	2,180.28	-1,015.95	53.4%
Total 6100-09 Tangible Personal Prop	1,164.33	2,180.28	-1,015.95	53.4%
6100-10 Quality				
6100-10-01 Classroom Materials	0.00	218.90	-218.90	0.0%
6100-10-02 Training Materials	0.00	0.00	0.00	0.0%

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	1,179.00	1,807.50	-628.50	65.23%
Total 6100-10 Quality	1,179.00	2,026.40	-847.40	58.18%
6100-11 Travel				
6100-11-01 Travel In-State (OA)	632.55	1,974.03	-1,341.48	32.04%
6100-11-03 Travel - Local	2,751.43	2,485.81	265.62	110.69%
6100-11-04 Travel - Board	32.30	32.28	0.02	100.06%
Total 6100-11 Travel	3,416.28	4,492.12	-1,075.84	76.05%
6100-12 Other Expenses				
6100-12-01 Bank Fees (Inc ACH)	834.27	685.96	148.31	121.62%
6100-12-02 Software	0.00	0.00	0.00	0.0%
6100-12-03 Web Services				
6100-12-03-02 Web Serv - Other	0.00	0.00	0.00	0.0%
Total 6100-12-03 Web Services	0.00	0.00	0.00	0.0%
6100-12-04 Other Emp Expend	0.00	0.00	0.00	0.0%
6100-12-05 Dues & Subscrip	135.89	210.00	-74.11	64.71%
6100-12-06 Tax, License, Fee	413.63	660.31	-246.68	62.64%
6100-12-08 Misc/Other Current	0.00	0.00	0.00	0.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	764.86	852.49	-87.63	89.72%
6100-12-09-02 Ad - Legal	84.72	114.33	-29.61	74.1%
Total 6100-12-09 Advertising	849.58	966.82	-117.24	87.87%
Total 6100-12 Other Expenses	2,233.37	2,523.09	-289.72	88.52%
6100-13 Employer Prov Sal & Ben				
6100-13-01 Salaries	140,026.92	136,014.74	4,012.18	102.95%
6100-13-02 Payroll Taxes	10,509.56	10,209.13	300.43	102.94%
6100-13-03 Benefits - Reemploy	0.00	0.00	0.00	0.0%
6100-13-04 Health Benefits	9,146.96	8,917.26	229.70	102.58%
6100-13-05 Retirement Benefits	12,893.30	11,893.85	999.45	108.4%
6100-13-06 Life,Disabiity,Other	4,324.52	2,582.03	1,742.49	167.49%
6100-13-07 PLT	0.00	0.00	0.00	0.0%
Total 6100-13 Employer Prov Sal & Ben	176,901.26	169,617.01	7,284.25	104.3%
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	5,647.27	25,155.72	-19,508.45	22.45%
6100-14-01-03 97GNW	92,014.95	104,116.83	-12,101.88	88.38%
6100-14-01-04 97GSD	63,057.92	53,629.33	9,428.59	117.58%
6100-14-01-05 97P00	768,603.53	757,588.15	11,015.38	101.45%
6100-14-01-06 97R00	219,947.32	251,586.93	-31,639.61	87.42%
6100-14-01-07 97GTA	0.00	0.00	0.00	0.0%
6100-14-01-08 Match	0.00	31,667.24	-31,667.24	0.0%
6100-14-01-12 97CSD	0.00	0.00	0.00	0.0%

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
6100-14-01-13 97CSQ	0.00	0.00	0.00	0.0%
6100-14-01-15 QPIPD Direct Diff	61,712.82			
Total 6100-14-01 School Readiness	1,210,983.81	1,223,744.20	-12,760.39	98.96%
6100-14-02 VPK				
6100-14-02-01 VPPRS - School Yr	319,677.10	334,866.15	-15,189.05	95.46%
6100-14-02-02 VPPRS - Summer	12,692.34	24,998.08	-12,305.74	50.77%
6100-14-02-03 VPKSD	13,079.80	0.00	13,079.80	100.0%
6100-14-02-04 VPPRP Prepay	30,730.08	35,646.12	-4,916.04	86.21%
Total 6100-14-02 VPK	376,179.32	395,510.35	-19,331.03	95.11%
Total 6100-14 Direct Services - Child	1,587,163.13	1,619,254.55	-32,091.42	98.02%
6100-15 VPK Awareness Grant				
6100-15-01 VPMNI	0.00	0.00	0.00	0.0%
Total 6100-15 VPK Awareness Grant	0.00	0.00	0.00	0.0%
6100-16 Program Advance				
6100-16-01 SR Advance	710,000.00	742,427.00	-32,427.00	95.63%
6100-16-02 VPK Advance	320,000.00	512,150.00	-192,150.00	62.48%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
Total 6100-16 Program Advance	1,030,000.00	1,254,577.00	-224,577.00	82.1%
6100-17 Performance Pilot Proje				
6100-17-01 97PFA	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
6100-20 Provider Assessments				
6100-20-01 SRPAS	0.00	0.00	0.00	0.0%
Total 6100-20 Provider Assessments	0.00	0.00	0.00	0.0%
6100-21 Preschool Development G				
6100-21-03 PDGIT Technology Sup	323.75			
Total 6100-21 Preschool Development G	323.75			
Total 6100 Program Expenses	2,842,315.47	3,116,002.25	-273,686.78	91.22%
8000 - Provider Disbursement				
8000-01 SR	-1,181.85	0.00	-1,181.85	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	-1,181.85	0.00	-1,181.85	100.0%
Total Expense	2,841,603.49	3,116,002.25	-274,398.76	91.19%
Net Income	130,586.50	-739,116.25	869,702.75	-17.67%

FINANCE DEPARTMENT UPDATE:

**Narrative Budget Report
August 2019**

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 2019 through August 2019:

School Readiness Overall Spending Rate: 15.30%

- Non-Direct Services: 14.81%
- Direct Services (Match/Advance Removed): 16.09%
- At this point in the fiscal year, we should be approximately 17% expended.

VPK Overall Spending Rate: 8.18%

- Non-Direct Services: 6.32%
- Direct Costs (Advance Removed): 8.26%
- At this point in the fiscal year, we should be approximately 17% 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: 13.97%

- Non-Direct Costs: 14.04%
- Direct Costs (items removed as above): 13.15%

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%	4.03%
Admin/Non-Direct/Quality	Max 22%	18.01%
Infant & Toddler	Min \$125,530	5,414.37 (4.31%)
Quality	Min 4%	6.14%
Direct Services	Min 78%	81.98%

Voluntary Pre-Kindergarten:

<u>OCA</u>	<u>Threshold</u>	<u>Actual Spending to Date</u>
Administration	4% of Direct Services Expenses	3.06%
Direct Services	96%	

School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$0.00	\$0.00	ESTIMATED*
August	\$0.00	\$0.00	ESTIMATED*
September	\$0.00	\$0.00	Projected*
October	\$0.00	\$0.00	Projected*
November	\$0.00	\$0.00	Projected*
December	\$0.00	\$0.00	Projected*
January	\$0.00	\$0.00	Projected*
February	\$0.00	\$0.00	Projected*
March	\$0.00	\$0.00	Projected*
April	\$0.00	\$0.00	Projected*
May	\$0.00	\$0.00	Projected*
June	\$0.00	\$0.00	Projected*
Total	\$0.00	\$0.00	Projected*
Total Match Committed	\$11,003.00	\$5,000.00	
Variance	\$11,003.00	\$5,000.00	

Gold Seal Report and Projections:

GOLD SEAL PROVIDER REPORT		
School Readiness		
	Total Gold Seal Budget:	\$373,303
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-19	\$32,826.91	\$340,476
Aug-19	\$30,231.01	\$310,245
Sep-19	\$30,231.01	\$280,014
Oct-19	\$30,231.01	\$249,783
Nov-19	\$30,231.01	\$219,552
Dec-19	\$30,231.01	\$189,321
Jan-20	\$30,231.01	\$159,090
Feb-20	\$30,231.01	\$128,859
Mar-20	\$30,231.01	\$98,628
Apr-20	\$30,231.01	\$68,397
May-20	\$30,231.01	\$38,166
Jun-20	\$30,231.01	\$7,935

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

County	# of SR children enrolled	# of VPK children enrolled
Citrus	942	790
Dixie	33	88
Gilchrist	125	140
Levy	570	316
Sumter	553	527
Total	2,223	1,861

School Readiness Waitlist:

August 2019	Infant	Toddler	Two	Three	Four	Five	S.A.	Total
Citrus	0	0	0	0	0	0	0	0
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	0	0	0	0	0

EDUCATION DEPARTMENT ACTIVITIES FY 2019-2020

Months included: July - August

School Readiness Child Screening Program	
# of screenings completed by parents/caregivers	328
# of parents/caregivers who opted out of screening	5
# of screenings with noted areas of concern	171
# of referrals provided	8

Training Program			
	<u>Citrus</u>	<u>DGL</u>	<u>Sumter</u>
# of training hours provided or facilitated	2	2	0
# of training participants	16	8	0
TIP Program expenditures	\$750	\$210	\$369

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)	Begins in September

Child Passenger Safety Program Activities			
	<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
June, July & August 2019

Agency Presentations

Sumter County Health Department Resource Guide Mtg
The Villages Kids Summer Cinema Event

Community Involvement

United Way Lake & Sumter County Annual Partners Mtg
Sumter Affordable Housing Advisory Council Mtg
Child Abuse Prevention & Permanency Statewide Conf Call
Gilchrist County Transportation Disadvantaged Coordinating Board Mtg
Kids Central Wildwood Family Resource Center Adv Council Mtg
Mid FL Homeless Coalition Continuum of Care Stakeholders Mtg
Sumter County Health Dept. Community Needs Assessment Mtg.
Sumter County Family Law Advisory Group Mtg

Grant Writing

Capital City Bank Foundation Check Presentation
United Way Lake & Sumter Quarterly Report

Community Wide Initiatives

N/A

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	
		7/1-7/26														
PS (Protective Service)																
Child from a family under DCF's supervision for abuse or neglect	Citrus	13												13	26	
	DGL	10												10		
	Sumter	3												3		
PI (Protective Investigation)																
Child from a family that DCF is investigating for child abuse or neglect	Citrus	3												3	4	
	DGL	1												1		
	Sumter	0												0		
FOSTER																
Child placed in foster care under DCF's supervision due to abuse or neglect	Citrus	4												4	4	
	DGL	0												0		
	Sumter	0												0		
CAREERSOURCE																
Needy families receiving cash assistance required to participate in job training and support services	Citrus	3												3	6	
	DGL	0												0		
	Sumter	3												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												0	0	
	DGL	0												0		
	Sumter	0												0		
DIVERSION																
Family participating with department prescribed activities: education, health services, work program	Citrus	0												0	0	
	DGL	0												0		
	Sumter	0												0		
HOMELESS																
Child in custody of parent that has been declared homeless by a DCF designated lead agency	Citrus	0												0	0	
	DGL	0												0		
	Sumter	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	<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		
13. JJ Kenney*		
14. Linda Barber		
15. Robert Bradburn	*Indicates Private Sector	
16. Rob Wardlow*		
17. Shawanna Felton*		
18. Sonya Warden		
19. Sue Cohill Fogarty*		

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

Citrus 6 Members (32%)	Dixie, Gilchrist, and Levy 7 Members (36%)	Sumter 6 Members (32%)
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	

2. There are Nine Private Sector Members, which represents 47% 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.