



Board Meeting Agenda

Tuesday, May 19, 2020 * 8:30am
TEAMS Meeting

CALL TO ORDER			
Determination of Quorum		J Birney	
Welcome/Public Input			
Consent Agenda			
A	Agenda		J Birney
B	Minutes – March 2020		
C	Financial Statements – March 2020		
D	20/21 Projected Budget		
E	Form 990		
F	COOP		
G	Board Membership		
Information Items			
PUBLIC AWARENESS			
H	COVID19 Updates	30 min	ALL
I	EFS MOD Update	10 min	D Lebo
J	Committee Reports	15 min	Committee Chairs
K	CEO Report	5 min	D Lebo
PROVIDER SUPPORT - QUALITY			
	Provider Spotlight – No Report	2 min	
COMMENTS/ ANNOUNCEMENTS/ ADJOURNMENT			

Next Meeting: June 23, 2020 – 8:30am
Daytona Beach Police Dept, 129 Valor Blvd, Daytona Beach - Tentative

Our Mission: To enhance children's school readiness by providing opportunities for quality early learning, while strengthening family stability for a healthy community.

BOARD OF DIRECTORS MEETING

Tuesday, March 24, 2020 * 8:30 a.m.

Skype Meeting

Present: John Birney, Joel Rosen, Heidi Rand, Pat Patterson, Carol Court, Cathy Twyman, Andy Dance, Jenn Hale, John Endara, Piroska Pazaurek, Bev Johnson, Francesca Dopp, Janine Killmer, Jennifer Overley, Nancy Rizzo, Paul Schandel, Donald O'Brien, Shane Carter

Excused: Barry Whitaker, Patricia Boswell

Absent: Alex Szinegh, Kristen Perry

Resigned: None

Attended Exec. Committee: Roger Thayer, Sharlene Barhoo

Non-Voting: Excused: Leticia Roman, Robert Snyder, Billie Wheeler
Absent: Tim King, Dmitriy Shevchenko

ELCFV Staff: DJ Lebo, Heather DiRenzo, Lisa Brantley

Guests: None

<i>Agenda Item</i>	<i>Summary/Discussion</i>	<i>Action/Follow-Up</i>
Welcome	The Interim Chair, John Birney welcomed everyone and called the meeting to order at 8:40am. Quorum was confirmed. This meeting was held by Skype due to pandemic.	No Action Required.
Public Input	None	
Consent Agenda	<ul style="list-style-type: none">• Agenda• Minutes – January 2020• Financial Statement – January 2020	Motion made by Cathy Twyman and seconded by Heidi Rand to approve the Consent Agenda. Motion Carried.
Public Awareness	<u>Legislation</u> <ul style="list-style-type: none">• 6M added to the budget to fix EFS MOD.• Increase of \$49 for VPK students• Repeal of ELAC – passed• Additional \$135M in SR for wait list, provider rates and quality improvement.• The Early Learning Bill did not pass.• Economic Self-Sufficiency – to align supports in the system (food stamps, WIC, vouchers, etc) – not yet passed	Informational Items

Agenda Item	Summary/Discussion	Action/Follow-Up
	<p><u>EFS MOD</u> – The Provider Services Director handling EFS MOD has resigned effective 3/20. New staff will be hired and current staff further trained, which will take time.</p> <p>The COV19 presents additional issues. OEL is modifying rules, that must be added to EFS MOD on top of the ongoing reimbursement issues.</p> <p>Childcare is determined to be an essential service by the Governor. While the ELCFV is available for support, it is up to the program directors to determine if they will close. Providers will be paid for closures, absences and children attending. A list of closures is submitted to OEL daily. ELCFV continues to accept families in the lobby to ensure they know we are here to assist them. 50% of staff are working remotely.</p> <p>Easterseals is open & does have childcare available making them an “essential service” in the community. Bev Johnson asked that we post this information on our Facebook page.</p> <p><u>Committee Reports</u></p> <p><u>Family Engagement</u> – They are finishing bundles to deliver to businesses.</p> <p><u>Finance</u> – Next meeting is 3/26/20 to review draft financials.</p> <p><u>Fundraising</u> – New Date: The 7th Annual Duck Race has been moved to Saturday, September 12th.</p> <p><u>Quality</u> –</p> <ul style="list-style-type: none"> • In the past, children with special needs in the centers have been very slow to receive needed services. Staff are working to expedite those services. • Considering having “mini sessions” for providers instead of the annual conference. <p><u>Review Hearing</u> – There has not been a provider grievance in approximately two years. Changes in membership has removed members from the committee. Coalitions are required by OEL to have 3-5 Board members participate in each hearing and at least one must be a provider representative, preferably from the opposite county. Volunteers are needed.</p>	<p>ELCFV staff will add an announcement on Facebook that Easterseals is open for childcare and is considered an “essential service”.</p> <p>Staff will reach out to Board members for volunteers.</p>

Agenda Item	Summary/Discussion	Action/Follow-Up
	<u>CEO Report</u> <ul style="list-style-type: none"> Family Services Director, Beth Freshour has resigned & will be leaving in June. Her position has been filled by a long-term employee in her department. Beth will be working remotely for ELCFV on a part-time basis handling grant management. The CFAB has determined that childcare is an important need and has recommended to the County Council to increase funding to the ELCFV by almost 15%. 	
Provider Support - Quality	<u>Provider Spotlight</u> – Emmaus Lutheran Preschool in Orange City	
Member/Comment Announcements	It was reported at the last meeting that Rachel Hazel would be replacing Leticia Roman representing Volusia County Schools. Ms. Hazel has since moved to another position at the district and is no longer eligible. We are waiting for another appointee from the Superintendent.	
Adjourn	<p>Meeting adjourned at 9:25 am.</p> <p>The next Board meeting will be held at 8:30am on Tuesday, May 19, 2020 at the Daytona Beach Police Dept, 129 Valor Blvd, Daytona Beach.</p>	

MARCH 24, 2020 Board Minutes Approved:

 Barry Whitaker, Secretary
 Early Learning Coalition of Flagler & Volusia
 Board of Directors

 Date

Meeting: **ELCFV Finance Committee**

Date: Wednesday, April 29, 2020 * 1:30pm

Location: Teams Meeting

Present: Kristen Perry, Tom Cox, Paul Schandel, Christine Sikora

Excused: Rebecca DeLorenzo, Donald O'Brien, Bob Snyder

ELCFV Staff: Heather DiRenzo, Lisa Brantley, Melanie Barclay, DJ Lebo, Laura Gimbert

Guests: None

<i>Agenda Item</i>	<i>Summary/Discussion</i>	<i>Action/Follow-Up</i>
Welcome	The meeting was called to order at 1:35 pm.	
Public Input	None	
Regular Business	The meeting Agenda and Minutes for 3/26/20 were accepted.	
Reports / Discussion Topics	<p><u>Financial Status – February 2020</u></p> <p><i>School Readiness:</i></p> <ul style="list-style-type: none"> • Administrative budget at 4.5% (cap at 5%). • Provider Services and Eligibility – 5.4% (cap at 14%) • Quality – 7.0% (must be at least 4%) • We are spending 83.1% budget for Direct Services (minimum is 78%). • ELC's continue to experience delays in reconciling payments to providers due to the ongoing issues with EFS MOD. It appears this will go on past June 2020 for FY 2018-2019 payments. • The Wait List is currently less than two weeks. <p><i>VPK:</i></p> <ul style="list-style-type: none"> • Administrative expenses at 3.2% (cap is 4%). • Direct Services budget is high at 102%. Staff will review the projections prior to COVID-19. <p><u>Estimated 20/21 Budget</u> – The version in the packet was not the most current. An updated version will be sent to the Finance Committee members to review prior to the Executive Committee meeting.</p> <p><u>990 Draft</u> – The board approved 990 Draft is due to OEL by the end of May.</p> <p><u>Monitoring Summary Update</u> – The Finance Director provided an update of monitoring status.</p> <p>The Family Cares Act supports the infrastructure of childcare. School Readiness providers are being paid for full enrollment whether they are open or closed. Additional incentives are available for Providers</p>	The Committee recommends approval of the 990 Draft to the Board.

<i>Agenda Item</i>	<i>Summary/Discussion</i>	<i>Action/Follow-Up</i>
	<p>accepting children of Essential workers. (First Responders & Medical Staff). OEL plans to offer mini grants to providers for support as well as “back to work” incentives and additional training opportunities.</p> <p>The ELCFV ordered a truckload of items in short supply such as cleaning supplies, baby wipes and paper products to give providers that stayed open during COVID-19. Staff distributed supplies to providers in Daytona Beach, Deland & Flagler.</p>	
Quarterly Meeting Schedule	The next meeting will be held in July 2020. (Jan/Apr/July/Oct).	Staff will send a poll to determine a date for July.
Future Topics		
Comments	Meeting adjourned at 2:35pm.	

APRIL 2020 Finance Committee Minutes Approved:

 Kristen Perry, Chair & Board Treasurer
 Early Learning Coalition of Flagler & Volusia

 Date

Title: Draft Financials March 2020

C

Background and Description	Financial and Operational Reports for review and approval
Financial Statements	<ul style="list-style-type: none"> a) Fiscal Year 2019-20 Statement of Financial Position as of 3/31/20 b) Fiscal Year 2019-20 Year to Date Agency Wide Projection as of 3/31/20 c) Fiscal Year 2019-20 School Readiness Children Served as of 3/31/20
Analysis	<p>School Readiness</p> <ul style="list-style-type: none"> • Currently the Coalition is spending shows 83.2% in direct services. While the state mandates a minimum of 78%, the Board approved budgeting 82.5% of the SR contracted dollars to pay for child care directly. <ul style="list-style-type: none"> ○ In relation to the budget, direct services show 102% (overspent to date), however we estimate approximately \$941,000 reflected in 19-20 expenditures are 18-19 expenditures due to the ongoing reconciliation process. Therefore, the expenditures to budget are likely around 90%. We expect this to increase significantly beginning in April as OEL is paying 100% enrollments regardless of attendance due to COVID-19. ○ Due to statewide software delays, reconciliation of provider payments is still active and expected to last through June 30, 2020 for fiscal year 2018-19 payments. The statewide system is not yet completely functional, continuing to require duplicate work. • As of May 4th, 9 children with prescreened applications were waiting to be placed. The average length of time a family is waiting for services is less than two weeks. • Our administrative expenses are at 4.4%. The maximum cap is 5%. <p>Voluntary Pre-Kindergarten</p> <ul style="list-style-type: none"> • We are at 103% of our direct service budget. We have been serving more than the state's projected number of children all year. • Our administrative expenses are at 3.0%. The administrative cap for VPK is 4%. We expect this to increase beginning in April as VPK applications increase. <p>Direct Services Expenses</p> <p>While financial reports were prepared and based on actual activity in the accounting system, Direct Service activity continues to be processed through the statewide software. For 2018-19, Coalition staff identified an estimate of payments due to providers, which is reflected in Current Liabilities on Financial Statements. For 2019-20, Coalition staff processing payments based on actual attendance. The statewide system still has calculation issues affecting payments for both 2018-19 and 2019-20.</p>
Further Action Needed?	Coalition staff continue to build reconciliation tools for use by staff and providers in reconciliation of payments from July 2018 to date. Tools from other coalitions are being considered. OEL is funding a temporary staff member for approximately

Board Approval Item

	nine weeks to help with the reconciliation process.
Recommendation	Coalition staff recommend approval of interim financials as of March 31, 2020.
Attachments or Handouts?	Financial and Operational Reports for March 31, 2020.
Executive Committee Recommendation	Approval
Board Decision	

The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Statement of Financial Position
As of March 31, 2020 and 2019
Draft

	<u>3/31/2020</u>	<u>3/31/2019</u>
Assets		
Current Assets		
Cash	3,239,053	2,403,809
Total Cash	<u>3,239,053</u>	<u>2,403,809</u>
Accounts Receivable	2,297,333	2,019,771
Other Current Assets		
Utility Deposits	550	750
Prepaid Expenses	70,841	63,170
Provider Prepayments	176,048	441,246
Total Other Current Assets	<u>247,439</u>	<u>505,166</u>
Total Current Assets	5,783,825	4,928,745
Fixed Assets		
Company Vehicle	13,880	13,880
Computer Equipment	107,923	100,128
Office Equipment	112,261	106,922
Building Improvements	70,202	70,202
Accumulated Depreciation	(248,249)	(240,503)
Net Depreciable Assets	<u>56,017</u>	<u>50,629</u>
Total Assets	<u>5,839,842</u>	<u>\$ 4,979,374</u>
Liabilities & Net Assets		
Current Liabilities		
Accounts Payable	2,663,250	1,827,322
Other Current Liabilities		
Payroll, Taxes & Benefits Payable	108,165	92,265
Advances SR	1,925,000	1,120,000
VPPRV Prepayment Deferred Revenue - ELC	1,135,000	790,000
VPPRP Prepayment Deferred Revenue - Providers	328,319	492,548
Deferred Revenue & Contributions - Match	327,742	401,537
Deferred Revenue & Contributions - Other	1,312	43,044
	<u>3,825,538</u>	<u>2,939,394</u>
Total Liabilities	6,488,788	4,766,716
Net Assets		
Local Funds (Non OEL)		
Beginning of the Year	256,973	212,894
YTD Activity	38,814	(236)
Ending Balance	<u>295,787</u>	<u>212,658</u>
Operating Funds (OEL)		
Beginning of the Year	-	-
YTD Activity	(944,733)	-
Ending Balance	<u>(944,733)</u>	<u>-</u>
Total Combined Net Assets	<u>(648,946)</u>	<u>212,658</u>
Total Liabilities and Net Assets	<u>5,839,842</u>	<u>\$ 4,979,374</u>

YTD Expenditures %	
Administration not to exceed 5% of Budget	4.4%
Provider Services and Eligibility not to exceed 14%	5.3%
Quality must be at least 4% of Base Allocation	7.1%
Direct Services minimum expenditures 78%	83.2%
Total SR %	100.0%
VPK Administration not to exceed 4%	3.0%

The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Statement of Activities by Fund - YTD
for the Nine Months Ended March 31, 2020
DRAFT

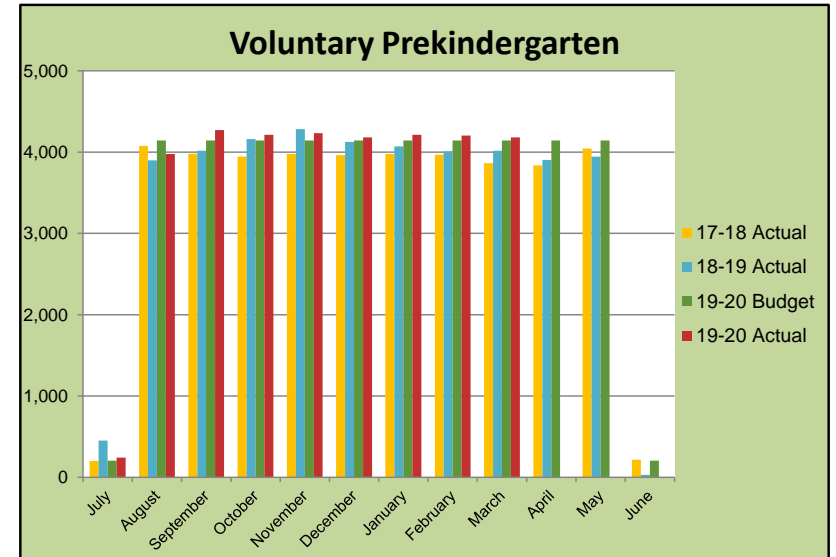
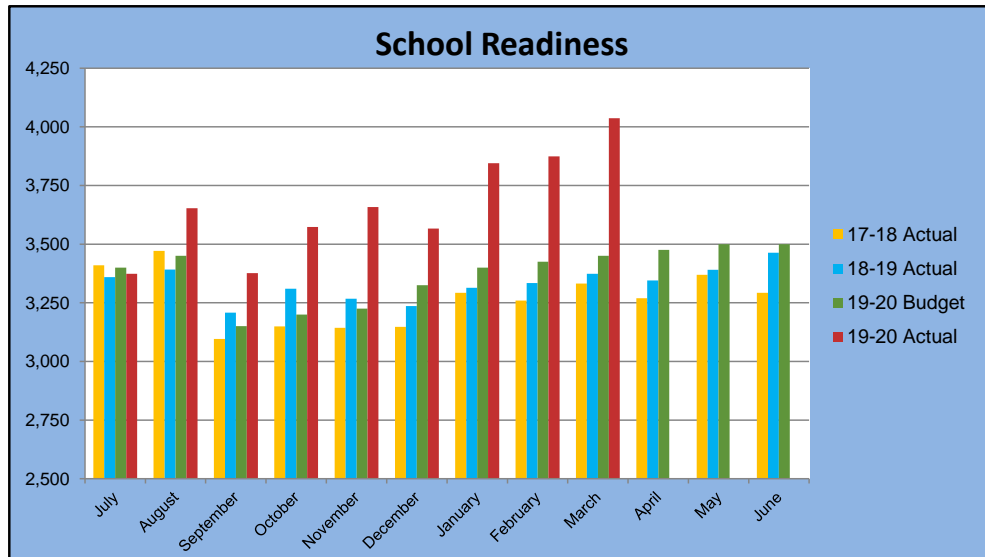
141,813

	School Readiness & PDG			VPK & VPKOAMI			All Other			Total		
	YTD Actual	YTD Budget (V03)	% of Budget	YTD Actual	YTD Budget (V03)	% of Budget	YTD Actual	YTD Budget (V03)	% of Budget	YTD Actual	YTD Budget (V03)	% of Budget
Support & Revenues												
State of Florida	12,275,540	13,319,044	92%	7,992,992	7,851,179	102%	10,933	66,191	17%	20,279,465	21,236,414	95%
Childcare Match & Local Grants	131,752	330,000	40%	0	0	N/A	162,586	201,357	81%	294,338	531,357	55%
Other Grants	0	0	N/A	0	0	N/A	0	2,625	0%	0	2,625	0%
Contributions	0	0	N/A	0	0	N/A	56,679	96,000	59%	56,679	96,000	59%
Contributions In-Kind	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
Earned Interest	0	0	N/A	0	0	N/A	4,622	4,320	107%	4,622	4,320	107%
Miscellaneous Income	0	0	N/A	0	0	N/A	6,508	0	N/A	6,508	0	N/A
Total Support & Revenues	12,407,292	13,649,044	91%	7,992,992	7,851,179	102%	241,328	370,493	65%	20,641,612	21,870,716	94%
Expenses												
Direct Expenses												
Direct Expenses	11,226,206	11,039,262	102%	7,743,090	7,534,171	103%	10,170	116,738	9%	18,979,466	18,690,171	102%
Total Direct Expenses	11,226,206	11,039,262	102%	7,743,090	7,534,171	103%	10,170	116,738	N/A	18,979,466	18,690,171	102%
Employee Compensation												
Salaries	1,176,399	1,211,273	97%	152,308	164,294	93%	11,783	63,407	19%	1,340,490	1,438,974	93%
Taxes	88,661	103,888	85%	11,298	13,306	85%	(664)	5,121	-13%	99,295	122,315	81%
401K	26,277	36,466	72%	3,440	6,209	55%	0	1,463	0%	29,717	44,138	67%
Other Benefits	205,989	219,022	94%	24,668	27,130	91%	0	6,460	0%	230,657	252,612	91%
Total Employee Compensation	1,497,326	1,570,649	95%	191,714	210,939	91%	11,119	76,451	15%	1,700,159	1,858,039	92%
Other Expenses												
Communications	34,983	32,993	106%	4,722	3,808	124%	0	0	N/A	39,705	36,801	108%
Depreciation	0	0	N/A	0	0	N/A	18,038	37,500	48%	18,038	37,500	48%
Insurance	13,264	19,421	68%	1,591	2,407	66%	0	0	N/A	14,855	21,828	68%
Local Activities	0	0	N/A	0	0	N/A	0	3,375	0%	0	3,375	0%
Occupancy	211,263	221,156	96%	26,649	26,930	99%	3,000	212	1415%	240,912	248,298	97%
Other Expenses	83,669	248,019	34%	10,990	17,682	62%	15,563	12,802	122%	110,222	278,503	40%
Postage, Freight, & Delivery	890	2,794	32%	103	642	16%	0	51	0%	993	3,487	28%
Professional Services	61,357	129,530	47%	7,922	12,402	64%	209	3,750	6%	69,488	145,682	48%
Quality	160,818	266,493	60%	2,755	20,753	13%	144,687	162,722	89%	308,260	449,968	69%
Rentals	22,061	27,179	81%	2,667	3,088	86%	0	0	N/A	24,728	30,267	82%
Supplies	6,569	15,228	43%	823	1,111	74%	0	17	0%	7,392	16,356	45%
Tangible Personal Property	3,118	30,000	10%	362	11,250	3%	0	0	N/A	3,480	41,250	8%
Travel	28,304	46,320	61%	1,802	5,996	30%	228	163	140%	30,334	52,479	58%
Total Other Expenses	626,296	1,039,133	60%	60,386	106,069	57%	181,725	220,592	82%	868,407	1,365,794	64%
Total Expenses	13,349,828	13,649,044	98%	7,995,190	7,851,179	102%	203,014	413,781	49%	21,548,032	21,914,004	98%
Change in Net Assets	(942,536)	0		(2,198)	0		38,314	(43,288)		(906,420)	(43,288)	

**The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Children Served - As of March 20**

School Readiness									
Enrollment	17/18	18/19	19/20		19/20 WAITLIST				
					Priority 3		Priority 4+		Combined
Month	Actual	Actual	Budget	Actual	Flagler	Volusia	Flagler	Volusia	Total
July	3,410	3,359	3,400	3,374	-	-	2	52	54
August	3,471	3,392	3,450	3,653	-	-	-	31	31
September	3,096	3,208	3,150	3,377	-	-	1	44	45
October	3,149	3,310	3,200	3,573	-	-	5	53	58
November	3,143	3,268	3,225	3,658	-	-	6	5	11
December	3,147	3,236	3,325	3,566	-	-	5	60	65
January	3,293	3,314	3,400	3,845	-	-	2	40	42
February	3,259	3,334	3,425	3,874	-	-	1	7	8
March	3,332	3,374	3,450	4,037	-	-	1	9	10
April	3,270	3,345	3,475						-
May	3,370	3,391	3,500						-
June	3,293	3,463	3,500						-

Voluntary Prekindergarten				
Enrollment	17/18	18/19	19/20	
Month	Actual	Actual	Budget	Actual
July	201	453	205	244
August	4,075	3,899	4,142	3,978
September	3,981	4,018	4,142	4,272
October	3,945	4,159	4,142	4,212
November	3,978	4,282	4,142	4,233
December	3,962	4,125	4,142	4,181
January	3,976	4,070	4,142	4,212
February	3,969	4,008	4,142	4,205
March	3,863	4,019	4,142	4,182
April	3,836	3,903	4,142	
May	4,043	3,946	4,142	
June	217	30	205	



Title: 19/20 Proposed Budget

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Background and Description	<p>Core budget amounts are based on School Readiness and Voluntary Prekindergarten Program allocations identified in the proposed state budget. The budget has not been presented to the Governor. Actual notices of awards are not expected until June. The Proposed Budget percentages and breakdown by expense grouping were presented to the Finance Committee in April, however spreadsheet errors were noticed just before the meeting. The budget is being released to the Finance Committee for input with the release to the Executive Committee.</p> <p>Recommended considerations:</p> <ul style="list-style-type: none"> • Maintain percentage of School Readiness dollars to direct services (includes Gold Seal) – to 82.5% (Requirement 78%). ELCFV has maintained this level of dollars to direct service for the past two years. <ul style="list-style-type: none"> ○ Includes a likely change in legislation to eliminate match needs for current SR dollars however adds availability of additional dollars to be matched 1:1 • Maintain Provider and Eligibility Services at 4.7% (14% max). While the development of efficiencies continues, statewide information system issues still prevail requiring additional processing time. • Maintain Quality at 7.8% (4% min), continuing a strong focus on quality initiatives as well as the implementation of tiered reimbursements. • Maintain percentage of Administration at 5% (% max) • Additional funding – Smaller funding sources will be presented as amendment recommendations in future meetings <p>Additional breakdown by expense grouping is also included.</p>
Fiscal Impact	<p>An updated, budget will be based on actual awarded dollars and will be presented for future approval.</p>
Recommendation	<p>Staff recommends Board approval of 2020-2021 proposed budget percentages</p>
Attachments or Handouts?	<ul style="list-style-type: none"> • 2020-2021 Budget – Program Financial Summary • 2020-2021 Budget – Multi-Year Comparison
Executive Committee Recommendation	<p>Approval</p>
Board Decision	

The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Agencywide Revenue and Expense Projection
Multi-Year Comparison

Account Title	19-20 Budget V04	19-20 Projected	20-21 Budget	81.44% SR & PFP	11.66% VPK & OAMI	6.89% Other
Income						
State of Florida	\$ 28,315,214	\$ 28,315,214	\$ 27,572,449	\$ 16,522,063	\$ 10,858,584	\$ 191,802
Childcare Match & Local Grants	708,476	708,476.00	447,000.00	440,000	-	7,000
Other Grants	3,500	3,500.00	3,500.00	-	-	3,500
Contributions	128,000	128,000.00	114,500.00	-	-	114,500
Contributions In-Kind	-	-	20,000.00	-	-	20,000
Earned Interest	5,760	5,760.00	4,500.00	-	-	4,500
Miscellaneous Income	-	-	10,000.00	-	-	10,000
Total Income	\$ 29,160,950	\$ 29,160,950	\$ 28,171,949	\$ 16,962,063	\$ 10,858,584	\$ 351,302
Expenses						
Direct Expenses						
Direct Expenses	24,920,227	24,920,227	24,365,803	13,862,162	10,414,641	89,000
Total Direct Expenses	\$ 24,920,227	\$ 24,920,227	\$ 24,365,803	\$ 13,862,162	\$ 10,414,641	\$ 89,000
Employee Compensation						
Salaries	1,918,631	1,918,631	2,068,631	1,739,151	260,700	68,780
Taxes	163,086	163,086	170,243	143,372	21,280	5,591
401K	58,850	58,850	62,059	54,302	7,757	-
Other Benefits	336,815	336,815	337,556	282,206	42,194	13,156
Total Employee Compensation	\$ 2,477,382	\$ 2,477,382	\$ 2,638,488	\$ 2,219,030	\$ 331,931	\$ 87,527
Other Expenses						
Communications	57,568	57,568	60,000	55,000	5,000	-
Depreciation	50,000	50,000	60,000	-	-	60,000
Insurance	29,103	29,103	24,504	21,440	3,064	-
Local Activities	4,500	4,500	4,500	-	-	4,500
Occupancy	331,064	331,064	341,165	297,251	42,664	1,250
Other Expenses	362,837	362,837	171,825	133,097	6,328	32,400
Postage, Freight, & Delivery	4,649	4,649	4,278	2,125	1,553	600
Professional Services	194,243	194,243	129,291	96,083	28,208	5,000
Quality	599,957	599,957	301,750	169,250	5,000	127,500
Rentals	40,355	40,355	29,800	25,800	4,000	-
Supplies	21,808	21,808	16,650	14,450	2,025	175
Tangible Personal Property	55,000	55,000	25,000	18,500	6,500	-
Travel	69,972	69,972	58,895	47,875	7,670	3,350
Total Other Expenses	\$ 1,821,056	\$ 1,821,056	\$ 1,227,658	\$ 880,871	\$ 112,012	\$ 234,775
Total Expenses	\$ 29,218,665	\$ 29,218,665	\$ 28,231,949	\$ 16,962,063	\$ 10,858,584	\$ 411,302
Net Income/(Loss)	\$ (57,715)	\$ (57,715)	\$ (60,000)	\$ -	\$ -	\$ (60,000)

Increase (Decrease) in Direct Services	15.1%	15.1%	-2.2%
Increase (Decrease) in Salaries & Benefits	18.0%	18.0%	6.5%
Increase (Decrease) in all other Expenses	24.6%	24.6%	-32.6%

The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Program Financial Summary
Proposed Annual Fiscal Budget Year 2020 - 2021

School Readiness

		FY 19-20 Projected Year-End Expenditures	Proposed Annual Budget July 20-June 21
OCA Code	Category		
BBA	Administration	\$ 834,171	\$ 845,233
BBD	Provider Services	\$ 399,996	\$ 312,736
BDE	Eligibility	\$ 574,996	\$ 490,235
97QOO	Quality	\$ 743,722	\$ 528,258
97Q14	Resource & Referral	\$ 406,246	\$ 422,616
97QIN	Inclusion	\$ 194,998	\$ 169,047
97INT	Infant & Toddler	\$ 167,185	\$ 126,785
SRPAS	SR Program Assessment	\$ 30,660	\$ 54,709
QPIXX	Quality Performance Incentive	\$ 19,504	\$ 20,286
GSD	Gold Seal	\$ 1,336,211	\$ 786,528
Multi	Direct Services	\$ 12,912,145	\$ 13,205,630
Total SR Allocation		\$ 17,619,834	\$ 16,962,063

SR includes 6% match of BG8

Note:

	Projected Annual %	Proposed Budget %
Administration not to exceed 5% of Budget	5.0%	5.0%
Provider Services and Eligibility not to exceed 14%	4.7%	4.7%
Quality must be at least 4% of Base Allocation	7.8%	7.8%
Direct Services minimum expenditures 78%	82.5%	82.5%
Total SR %	100.0%	100.0%

VPK

		FY 19-20 Projected Year-End Expenditures	Proposed Annual Budget July 20-June 21
	Category		
VPADM	Administration	\$ 116,231	\$ 132,827
VPENR	Enrollment	\$ 207,030	\$ 236,591
VPMON	Monitoring	\$ 56,463	\$ 64,525
VPPRP/VPPRS	Child Care Direct Services	\$ 9,493,107	\$ 10,414,641
Total VPK Allocation		\$ 9,872,831	\$ 10,848,584

Administration (VPADM, VPENR, VPMON) not to exceed 4% of Direct Svc

18-19 Projected %	Proposed Budget %
4.00%	4.00%

Board Approval Item

Title: Form 990

E

Background and Description	<p>ELCFV has the responsibility to file an IRS Form 990 annually. In keeping with narrative within the Form, the Board votes to approve the 990 prior to submission.</p> <p>The Audit firm prepares the Form and ELCFV reviews and request modifications as needed. In the past, this review was performed by ELCFV staff and the Board Chair, at his request as he was a CPA. 2018 (current reporting year) is the second year James Moore & Company prepared the 990 under the new Single Audit Contract agreement with the Coalition.</p> <p>The Finance Committee reviewed the form on April 29th and had no concerns about the form. The Form will be filed by James Moore & Company, P. L. upon board approval.</p>
Financial Impact	None
Recommendation	Staff and Finance Committee recommends the board approve the IRS Form 990 for filing.
Attachments or Handouts?	Copy of the draft IRS Form 990
Executive Committee Recommendation	Approval
Board Decision	

Board Approval Item

Title: 20/21 Continuity of Operations Plan (COOP)

E

<p>Background and Description</p>	<p>It is an annual requirement of ELCFV's Grant Agreement with the Office of Early Learning (OEL) to obtain board approval and submit an updated Continuity of Operations Plan (COOP) to OEL. ELCFV staff reviews and updates the plan annually (if necessary).</p> <p>Minor changes included:</p> <ul style="list-style-type: none"> • Standard changes in attachments (ex: employee listing to be updated directly before submitting to OEL) • Updated language to capture pandemic-like disasters <p>A draft report was submitted to OEL effective April 2, 2020 to capture the pandemic need, noting that the Board would vote on approval at the next meeting. Upon board approval, the plan will be submitted again with the new effective date. Specific implementation measures involving the board chair's (or designee's) responsibility to activate the COOP (Section II-4 COOP Execution) is included within.</p> <p>ELCFV implements any changes and requests approval for this item prior to the start of the hurricane season each year in order to assure the most updated information is available should a storm impact our area, even though the plan is due annually to OEL by October of each year.</p>
<p>Fiscal Impact</p>	<p>Initial disaster related fiscal impact to ELCFV is possible, but is reimbursable by OEL.</p>
<p>Recommendation</p>	<p>Staff recommends board approval of the Continuity of Operations Plan, effective immediately.</p>
<p>Attachments or Handouts?</p>	<p>Updated COOP with changes tracked</p>
<p>Executive Committee Recommendation</p>	<p>Approval</p>
<p>Board Decision</p>	

Board Approval Item

Title: **Board Membership**

G

Background and Description	<p><i>FL Statute 1002.83</i> <i>Each early learning coalition must include the following member position:</i></p> <p><i>(4) (b) A district superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.</i></p> <p>In January, Rachel Hazel, Chief Academic Officer for Volusia County Schools stated that the Superintendent had appointed her to replace Leticia Roman on the Board. Her position within the school district has since changed and she is no longer eligible. The Superintendent will appoint a new member to fill this non-voting seat..</p> <p>We thank Leticia Roman for her service on our Board from 2009-2020.</p> <p><i>(4) (h) One member appointed by a board of county commissioners or the governing board of a municipality.</i></p> <p>Billie Wheeler has resigned from her position representing the Board of County Commissioners in Volusia County. She has asked the County Chair to appoint someone to fill the non-voting seat.</p>
Fiscal Impact	None
Recommendation	<p>Staff recommends the board:</p> <ul style="list-style-type: none"> Accept the resignation of Leticia Roman representing the Volusia County School District. Accept the resignation of Billie Wheeler representing the Board of County Commissioners in Volusia County
Attachments or Handouts?	<ul style="list-style-type: none"> Volusia County School District Representative: <ul style="list-style-type: none"> Resignation – Leticia Roman Superintendent Appointment of Rachel Hazel Email from Rachel Hazel – no longer eligible Resignation – Billie Wheeler, Volusia County Commissioner Updated Board Member Listing
Executive Committee Recommendation	Approval to accept resignations from Leticia Roman and Billie Wheeler.
Board Decision	

Archived: Friday, May 15, 2020 12:15:36 PM
From: Roman, Leticia
Sent: Mon, 27 Jan 2020 23:15:55 +0000ARC
To: Lisa Brantley
Subject: RE: ELCFV Board Meeting
Sensitivity: Normal

WARNING --- This email originated outside of your company. Please review the sender's email address. Report any suspicious attachments, links, or requests to the Help Desk.

Hello Lisa,

I will not be in attendance. The new Superintendent has named Rachel Hazel as the new School Board Representative.

I sent an email earlier explaining the new reorganization of VPK.

Thank you,

Leticia Román, Director

Federal Programs & Grants Development Services

Volusia County Schools

Office: (386) 255-6475 Ext. 33213 Fax: (386) 506-5062

Send Interoffice Mail to: Herbert Street Center

lroman@volusia.k12.fl.us

From: Lisa Brantley <lbrantley@elcfv.org>
Sent: Monday, January 27, 2020 2:00 PM
To: Roman, Leticia <lroman@volusia.k12.fl.us>
Subject: RE: ELCFV Board Meeting

CAUTION: This email originated from outside of Volusia County Schools. DO NOT click links or open attachments unless you recognize the sender and are expecting the information or have verified with the third party and/or **Customer Support** at ext. **20000**, option **2** that the content is safe.

Hey Leticia.... Will you be coming?

Lisa Brantley

Executive Assistant

Early Learning Coalition of Flagler and Volusia

135 Executive Circle, Suite 100

Daytona Beach, FL 32114

Phone: 386 317 3347 Direct Line

Fax: 386 323 2423

Email: lbrantley@elcfv.org

<https://www.elcfv.org>

*****OTHER WAYS TO CONTACT ELCFV*****

Dial our main number: 386.323.2400 then...

Ext 8801 for Family Services (childcare, eligibility, transfers, School Readiness, VPK)

Ext 8803 for Quality & Compliance (Provider Services)

Ext 8804 for Quality & Inclusion (Warm Line, Staff Development)

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From: Roman, Leticia <roman@volusia.k12.fl.us>
Sent: Monday, January 27, 2020 12:22 PM
To: Lisa Brantley <lbrantley@elcfv.org>
Subject: Meeting Forward Notification: ELCFV Board Meeting

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Your meeting was forwarded

[\f0Roman, Leticia](#) has forwarded your meeting request to additional people.

Meeting

ELCFV Board Meeting

Meeting Time

Tuesday, January 28, 2020 8:30 AM - Tuesday, January 28, 2020 10:00 AM

Recipients

[Hazel, Rachel B.](#)

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

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Archived: Friday, May 15, 2020 12:15:39 PM
From: Fritz, Ronald S. (Superintendent)
Sent: Wed, 29 Jan 2020 21:34:08 +0000ARC
To: Lisa Brantley
Subject: Re: ELC
Sensitivity: Normal

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\f0
\f0Correct.

\f0
\f0Get [Outlook for iOS](#)

From: Lisa Brantley <lbrantley@elcfv.org>
Sent: Wednesday, January 29, 2020 8:43:32 AM
To: Fritz, Ronald S. (Superintendent) <rsfritz@volusia.k12.fl.us>
Subject: RE: ELC

\f0
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Morning Mr. Fritz,

Thank you for your email, but want to confirm that Rachel is replacing Leticia Roman and it is effective immediately.

Thanks!

Lisa Brantley

Executive Assistant

Early Learning Coalition of Flagler and Volusia

135 Executive Circle, Suite 100

Daytona Beach, FL 32114

Phone: 386 317 3347 Direct Line

Fax: 386 323 2423

Email: lbrantley@elcfv.org

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From: Fritz, Ronald S. (Superintendent) <rsfritz@volusia.k12.fl.us>

Sent: Tuesday, January 28, 2020 8:31 PM

To: Lisa Brantley <lbrantley@elcfv.org>

Cc: Hazel, Rachel B. <RBHAZEL@volusia.k12.fl.us>

Subject: ELC

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Mrs. Brantley,

Rachel will be our representative for Volusia County Schools. Thank you.

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Archived: Friday, May 15, 2020 12:15:41 PM
From: Hazel, Rachel B. (Chief Academic Officer)
Sent: Mon, 16 Mar 2020 00:52:18 +0000ARC
To: Lisa Brantley
Cc: Balgobin, Carmen J. (Deputy Superintendent)
Subject: RE: Executive Committee Meeting 3.16.20
Sensitivity: Normal

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Hi Lisa,

I hope you are doing well. There have been a few changes in Volusia County Schools this last week. I will be transitioning to a new role. In my new position, I would be unable to attend the meetings. I am copying Dr. Balgobin on this email for her recommendation for a board member. Thank you for understanding.

Rachel Hazel

Chief Academic Officer

Volusia County Schools

From: Lisa Brantley <lbrantley@elcfv.org>
Sent: Friday, March 13, 2020 1:05 PM
To: alexszinegh@gmail.com; Andrew Dance (andrewdancerla@gmail.com) <andrewdancerla@gmail.com>; Barry E. Whitaker (Barry.Whitaker@SunTrust.com) <Barry.Whitaker@SunTrust.com>; Bev Johnson (bjohnson@esnecfl.org) <bjohnson@esnecfl.org>; Carol Court <ECCurrentSales@gmail.com>; Catherine Twyman (twymanc@daytonastate.edu) <twymanc@daytonastate.edu>; DJ Lebo <djlebo@elcfv.org>; Dmitriy Shevchenko <sunshineacademyflagler@yahoo.com>; 'donald@haywardbrownflagler.com' <donald@haywardbrownflagler.com>; Francesca Dopp <fdopp@ctkpalmcoast.com>; Hazel, Rachel B. (Chief Academic Officer) <RBHAZEL@volusia.k12.fl.us>; Heather DiRenzo <hdirenzo@elcfv.org>; Heidi Rand <hrand@MFCS.US.com>; Jenn Hale <jennhale@careersourcefv.com>; Jennifer Overley (Jennifer.Overley@myflfamilies.com) <Jennifer.Overley@myflfamilies.com>; Joel Rosen (ajenterprises@cfl.rr.com) <ajenterprises@cfl.rr.com>; John Birney <jb@jbirneyfinancial.com>; John Endara <johnendara@msn.com>; killmerj@flaglerschools.com; King, Timothy <kingti@flaglerschools.com>; kristenperry7983@gmail.com; nrizzo@ladybirdacademy.com; Pat Patterson <patpatterson@earthlink.net>; Patricia Boswell - VCHD (Patricia.Boswell@flhealth.gov) <Patricia.Boswell@flhealth.gov>; Paul Schandel (Paul@ReamesEBS.com) <Paul@ReamesEBS.com>; Piroska Pazaurek (me@pirospazaurek.com) <me@pirospazaurek.com>; Roger Thayer (retepegs@yahoo.com) <retepegs@yahoo.com>; sbarhoo@juno.com; Shane Carter <Shane.Carter@palmer.edu>; Shannon Kenton - JBirney Financial <shannon@jbirneyfinancial.com>; Snyder, Robert E <Robert.Snyder@flhealth.gov>; Terri Pendarvis <TPendarvis@volusia.org>
Subject: Executive Committee Meeting 3.16.20

\cbpat6\u9888?\u65039? **CAUTION:** This email originated from an external source. Do not click links or open attachments unless you know the content is safe.

Good Afternoon & Happy Friday!

The next Executive Committee meeting will be held at Noon on **Monday, March 16** at the ELCFV Office, 135 Executive Circle, Daytona Beach.

The Executive Committee members required to attend are:

0. John Birney, Interim Chair
1. Heidi Rand, Vice Chair
2. Kristen Perry, Treasurer
3. Barry Whitaker, Secretary
4. Cathy Twyman, Quality Committee Chair

All other Board members are welcome to attend, but not required. You are encouraged to attend the full Board meeting the following week to exercise your voting rights. If you cannot attend the full Board meeting the following week, you may come to receive credit for attendance in the same month. You may participate in the discussions; however, you will not be permitted to vote since you are not a member of the Executive Committee. Please advise if you plan to attend or call in.

Executive Committee members, please advise if you are UNABLE to attend or plan to call in to ensure quorum.

Dial In: 1-888-585-9008 Conf. Room: 537-081-102#

If you are sick, please do not come into the office. We are doing everything we can to maintain a healthy environment by following the advice of the Health Departments and OEL.

Items for Approval:

0. Agenda
1. January Minutes
2. Financials – January 2020
3. Board Membership

[Meeting Packet](#)

If you need a hard copy of the meeting packet, please bring it with you. You may also use your device. **ELCFV_135!**

Have a great weekend & stay safe!

Lisa Brantley

Executive Assistant

Early Learning Coalition of Flagler and Volusia

135 Executive Circle, Suite 100

Daytona Beach, FL 32114

Phone: 386 317 3347 Direct Line

Fax: 386 323 2423

Email: lbrantley@elcfv.org

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Archived: Friday, May 15, 2020 12:15:44 PM
From: Billie Wheeler
Sent: Thu, 5 Mar 2020 13:40:39
To: Lisa Brantley
Subject: Meeting
Sensitivity: Normal

WARNING --- This email originated outside of your company. Please review the sender's email address.
Report any suspicious attachments, links, or requests to the Help Desk.

Lisa, I am unable to be at or check into meeting today. I have had major problems with computers as well as iPad and cell on communication and scheduling. I am desperately trying to work with County to get this resolved, however it is taking a top priority on my list.

I have also talked with our Chairman as to possibly placing someone else on this Board. I am so deeply regretful, however, it appears I am having too many scheduling conflicts to adequately serve. I absolutely believe in this organization and it deserves someone that can commit more time.

Again, I apologize for not being able to fill the requirement that I feel is needed. As you can imagine, Councilmembers are committed to so many needed areas in Volusia and many of my commitments for Volusia is regional. I thought I could handle the call in meetings however the other committee requirement meetings threw me over the top.

The Chairman will be appointing someone to fill this position.

Regretfully,

Billie Wheeler
Volusia County Council
District 2

Sent from my iPhone

2019-2020 Board Positions		AUGUST 2019 <i>Name change: C Pompa to C Court</i>	OCTOBER 2019 <i>County Rotation Add: P Schandel Remove: E Kelley Add: B Wheeler</i>	DECEMBER 2019 <i>Remove: M Slick</i>	JANUARY 2020 <i>Add: S Carter</i>	MAY 2020 <i>Remove: L Roman Remove: B Wheeler</i>
	1/3 Private Sector Required	12 Private Sector/26 Voting = 46%	13 Private Sector/29 Voting = 44%	12 Private Sector/28 Voting = 42%	13 Private Sector/29 Voting = 44%	13 Private Sector/27 Voting = 48%
1	Gov. App. Chair	1. J. BIRNEY-Interim	1. J. BIRNEY-Interim	1. J. BIRNEY-Interim	1. J. BIRNEY-Interim	1. J. BIRNEY-Interim
2	Gov. App. Private Sector	2. A. DANCE	2. A. DANCE	2. A. DANCE	2. A. DANCE	2. A. DANCE
3	Gov. App. Private Sector	3. J. ROSEN	3. J. ROSEN	3. J. ROSEN	3. J. ROSEN	3. J. ROSEN
4	Private Sector	4. K. PERRY	4. K. PERRY	4. K. PERRY	4. K. PERRY	4. K. PERRY
5	Private Sector	5. B. WHITAKER	5. B. WHITAKER	5. B. WHITAKER	5. B. WHITAKER	5. B. WHITAKER
6	Private Sector	6. M. SLICK	6. M. SLICK	6. P. PAZAUREK	6. P. PAZAUREK	6. P. PAZAUREK
7	Private Sector	7. P. PAZAUREK	7. P. PAZAUREK	7. R. THAYER	7. R. THAYER	7. R. THAYER
8	Private Sector	8. R. THAYER	8. R. THAYER	8. J. ENDARA	8. J. ENDARA	8. J. ENDARA
9	Private Sector	9. J. ENDARA	9. J. ENDARA	9. C. COURT	9. C. COURT	9. C. COURT
10	Private Sector	10. C. COURT	10. C. COURT	10. P. PATTERSON	10. P. PATTERSON	10. P. PATTERSON
11	Private Sector	11. P. PATTERSON	11. P. PATTERSON	11. A. SZINEGH	11. A. SZINEGH	11. A. SZINEGH
12	Private Sector	12. A. SZINEGH	12. A. SZINEGH	12. P. SCHANDEL	12. P. SCHANDEL	12. P. SCHANDEL
13	Private Sector		13. P. SCHANDEL		13. S. CARTER	13. S. CARTER
14	Dept. of Children & Families	13. B. LEWIS	14. J. OVERLEY	13. J. OVERLEY	14. J. OVERLEY	14. J. OVERLEY
15	District Superintendent of Schools *	14. L. ROMAN	15. J. KILLMER	14. J. KILLMER	15. J. KILLMER	15. J. KILLMER
16	Reg. Workforce Dev. Bd.	15. J. HALE	16. J. HALE	15. J. HALE	16. J. HALE	16. J. HALE
17	County Health Director/Dept. *	16. R. SNYDER	17. P. BOSWELL	16. P. BOSWELL	17. P. BOSWELL	17. P. BOSWELL
18	President of Community College	17. C. TWYMAN	18. C. TWYMAN	17. C. TWYMAN	18. C. TWYMAN	18. C. TWYMAN
19	Board of County Commissioners *	18. E. KELLEY	19. D. O'BRIEN	18. D. O'BRIEN	19. D. O'BRIEN	19. D. O'BRIEN
20	Head Start	19. H. RAND	20. H. RAND	19. H. RAND	20. H. RAND	20. H. RAND
21	Center Based or FHCC Provider *	20. D. SHEVCHENKO	21. N. RIZZO	20. N. RIZZO	21. N. RIZZO	21. N. RIZZO
22	Faith Based Provider *	21. S. BARHOO	22. F. DOPP	21. F. DOPP	22. F. DOPP	22. F. DOPP
23	Program for Children with Disabilities*	22. T. KING	23. B. JOHNSON	22. B. JOHNSON	23. B. JOHNSON	23. B. JOHNSON
24	Ex-Officio/Non-Voting	23. K. HIESTER	24. D. SHEVCHENKO	23. D. SHEVCHENKO	24. D. SHEVCHENKO	24. D. SHEVCHENKO
25	Ex-Officio/Non-Voting	24. P. BOSWELL	25. R. SNYDER	24. R. SNYDER	25. R. SNYDER	25. R. SNYDER
26	Ex-Officio/Non-Voting	25. D. O'BRIEN	26. B. WHEELER	25. B. WHEELER	26. B. WHEELER	26. T. KING
27	Ex-Officio/Non-Voting	26. B. JOHNSON	27. T. KING	26. T. KING	27. T. KING	27. S. BARHOO
28	Ex-Officio/Non-Voting		28. S. BARHOO	27. S. BARHOO	28. S. BARHOO	
29	Ex-Officio/Non-Voting		29. L. ROMAN	28. L. ROMAN	29. L. ROMAN	
30	Ex-Officio/Non-Voting					

***Rotating positions**

Title: COVID-19 Updates

H

<p>Background and Description</p>	<p>The Coronavirus disease 2019 better known as COVID-19 is an infectious disease caused by severe acute respiratory syndrome coronavirus. It was first identified in December of 2019 in Wuhan, China and has spread globally, becoming a pandemic. It is contagious and there are currently no vaccines or specific antiviral treatments.</p> <p>We would hazard to guess that each of our board members and staff have been impacted in some way by this virus. We have asked all members to provide a short summary of that impact and ongoing modifications along with estimated timeline to return to normal operations.</p> <p>ELCFV Update is as follows:</p> <ul style="list-style-type: none"> ❖ Staff have been working remotely since last week in March 2020. We plan to continue for at least another two weeks and most likely for the majority of May. ❖ All contracted child care programs for both school readiness and voluntary pre-kindergarten are being paid based on full enrollment, whether open or closed. This will continue for open providers for May and most likely June. ❖ Parent co-payments are waived until further notice (as of April 1st). This is estimated to cost over \$20 million dollars through June 30, 2020. ❖ New category of eligibility for families for 1st responders and essential health care workers. As of May 4th (may the 4th be with you!) we had over 200 children enrolled. Providers receive an additional \$500 bonus per month for the first 8 children for 3 months. This is estimated to cost approximately \$44 million dollars statewide using CARES funding. ❖ Staff purchased \$22,000 worth of supplies have had three “drive by supply delivery days” for 78 programs. ❖ OEL is working on mini grants for providers for more health and safety supplies, operating costs, and professional development training stipends for teachers. This will total \$10.4 million dollars statewide.
<p>Fiscal Impact</p>	<ul style="list-style-type: none"> ❖ OEL will be issuing updated Notice of Awards for 2019-2020 that will have additional CCDF dollars. ❖ Once OEL has spending authority for the CARES funds, they will be issuing updated Notice of Awards for the CARES funds as well for 2019-2020.
<p>Attachments or Handouts?</p>	<p>Board member updates for COVID-19 current situation</p>

Board Members Updates for COVID-19

Board Member	COVID-19 Impact
Carol Court East Coast Current	<p>Covid-19 immediately impacted the East Coast Current. We had just celebrated our 5 year Anniversary and well on our way to completing our 63rd issue when everything came to a stop. We didn't produce an April and a May Issue mostly because we couldn't afford to print it with no advertisers. We quickly moved to totally digital and offered up to all of our customers a platform for them at no charge. So for April and May we did not bill any customers but we became the source for COVID Information and updates. We even used our social media for anyone who needed to get their information out, i.e.: restaurant curb side/to go's, locals helping locals, not for profit updates, etc. We just made a decision yesterday to produce a June Issue and relaunch the East Coast Current. It might be a little thinner and we might distribute a little less but we're slowly getting back on track!! We are very thankful for all of our customer and readers for supporting us and wanting us back. We will do our best to bring Volusia County a beautiful and informative issue!! If any board members need help getting the word out, I would love to talk with them. Thank you ELCFV for all you do for our community!!</p>
Bev Johnson Easterseals	<p>Our business, like everyone else's, looks vastly different today than it did 6 weeks ago. Our 3 childcare centers have remained open for essential workers and the residents at Project WARM. Our Charter Schools transitioned to e-learning after extended Spring Break and most all of our other services switched to tele-health at the same time. We are seeing our Volusia County School students virtually for therapy, as well as our clinic and Early Steps clients. Our Autism diagnostic center has moved to tele-med for some clients, but we are seeing some children face to face on a very limited scale. Most all of our admin and support staff have been tele-commuting.</p> <p>While I see an end in sight I do not ever anticipate 100% going back to the way we did business prior to the pandemic, and that is not all bad. We have virtual options now that we know we are good with and will utilize them when we see fit. We will also continue to limit the traffic in our buildings by encouraging people to work remotely more than likely several days per week. I don't anticipate bringing everyone back in for a very long time, if ever.</p> <p>ELC has been a tremendous help and support to us with constant communication, clarification and even supplies. Thank you for all you are doing!</p>
Janine Killmer Flagler Schools	<p>VPK for Flagler County had changed drastically. We have implemented getting packets out to our families weekly for the remainder of the school year. Each teacher makes contact at least once a week with each family, to see how things are going and if they need any assistance with anything. We have Zoom meetings constantly with staff and overall they are doing well. We are looking forward to next year and will face whatever challenges come our way.</p>
Francesca Dopp Christ the King Lutheran School	<p>Due to COVID-19 we have been closed since March 16th. Our parents have been wonderfully supportive and my teachers have been amazing with sending online curriculum and things for parents to so with their children at home. We have been virtual learning since March 30th with our teachers doing Zoom meetings, and sending online references. I send Bible puppet videos to our families and church members as well. We reopen June 1st for our summer program. We are</p>

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Board Member	COVID-19 Impact
	<p>taking all safety precautions. No parents in the building, drop off is to me at the front door and children are being brought to parents in their cars for pick up, temps are being taken upon arrival of both staff and students, masks will be provided. We are also standing by the ratio of only 9 per room. I pray this is the start of the new normal, whatever that may look like now. I have loved the ELC weekly updated and all the communication passed along to us. Thank you and God bless!</p>
Cathy Twyman Daytona State College	<ul style="list-style-type: none"> • How has COVID-19 impacted your daily business? <i>At the college we are now teaching fully online and working from home.</i> • What modifications have you had to make - <i>ability to observe students live. We struggle with finding centers that are open and who will permit students to engage in their "student teaching" portion of the program. We have utilized lots of innovative things such as videotaping our lessons.</i> • Do you see an end in sight? <i>The college continues to devise plans to slowly introduce small groups back to the campus.</i> • Is there anything we can help with? <i>No thank you.</i>
Bob Snyder FDOH	<p>As you know this is a public health crisis of major proportions. Since March 1, the Health Department Flagler staff and I have been dedicated to the emergency response. 78% of our staff of 56 have been restructured in their job duties to take on COVID 19 activities. We are doing the following on a daily basis: testing at the Health Department, testing at the Daytona State College Palm Coast campus community field site along with several community partners and conducting basic epidemiology disease investigation work. We connect with every person under investigation awaiting lab test results, answer a numerous phone calls today about the virus, follow up daily with all positive cases, and just as important all of their prolonged close contacts (the contact tracing function that you may have read about) during the previous 14 days. We follow 300-350 residents on a daily basis for this purpose.</p> <p>Our big initiative the last 2 weeks has been assessing the situation at all 71 congregate care facilities in Flagler County. This would include all nursing homes, independent living facilities, ALF's, small adult homes of which there are many and group homes for the developmentally disabled. We have a team of 20 doing this, including nursing Infection Prevention Specialists from around the country who are especially trained for the task. We trained and mobilized a team of 30 community volunteers to assist our staff with many of these activities that are very labor intensive. Much of my time as Health Officer is spend communicating, explaining, attending several virtual town hall, city and county commission meetings. We continue to provide core public health services while managing the virus response except of elective type services like dental care. Although, we began a soft opening of dental services for the first time today in 7 weeks.</p> <p>I don't see an immediate end in sight for the devastation that the pandemic is causing to the health and safety of millions and the economy. We are an anxious, independent minded society that does not trust their government to a large extent. I am sure that we will see a downturn in</p>

Board Members Updates for COVID-19

Board Member	COVID-19 Impact
	<p>positive cases and deaths this summer but my colleagues and the researchers are concerned about a large 2nd wave in the fall and winter months. The virus will be all around us until an effective vaccine is produced and distributed worldwide. It is going to be a challenging next 12 months. But, we can't give up, have to manage the blows and setbacks, pray a lot, plan for the worst and hope for the best.</p>
<p>Jennifer Overley Dept. of Children & Families</p>	<p>This public health emergency has definitely changed how we conduct our inspections. Until at least June 1st we will be conducting routine inspections via phone or skype. Most providers and counselors have preferred by phone. We are asking a set of questions and marking these inspections not-monitored and putting in the comment that it is a status check of the program. Counselors are doing on site renewal inspections. However, we are required to wear mask and gloves while in the facilities. It is a very odd and disconcerting feeling to me and I am sure also to the providers and children. But like everyone else we are just trying to be as safe as possible. Our offices are still closed to the public. I am telecommuting except to pick up mail a few days a week. The biggest change is probably the volume of emails and questions we receive daily. I do see an end in sight, there is always light at the end of the tunnel. I think we have had the opportunity in this to build closer working relationships with providers as we try to help them navigate through it. Everyone on my team has gained greater skills in using modern technology to communicate and hold meetings. We will all come out better somehow on the other side. I look forward to seeing everyone in "real life" soon though.</p>
<p>John Endara Publix</p>	<p>COVID -19 has impacted us daily, financially, and understanding the needs of our community. The daily demand has been a learning experience locally and corporately. Everyday has been fulfilled with conference calls with new guidelines and how to implement them. Our store hours changed to meet the demands of not only our associates, but our customers. Some stores have strict guidelines from their local city which make it a challenge.</p> <p>The wellbeing of our associates is always a priority, however with an increase of worry Publix extended quarantine to our associates. This has made it a challenge due to having them out for a longer period of time. Not to mention the 10 to 15 average that are already out to self - quarantine.</p> <p>As you walk in our stores, you can see a variety of tape, plexiglass, masks, one-way signs, and associates wiping down carts all day. The added labor to meet the guidelines Publix has gone above what is required to always maintain the safety of our associates and customers. We averaged about 19,000 customers that our associates come in contact (weekly) with and Publix is doing everything to keep them safe.</p> <p>ELCFV has done so much to have the providers there for our stores and first responders. Our community doesn't realize first responders have children! Can't wait to see how we all learn from this to better serve our children and community.</p>

Board Members Updates for COVID-19

Board Member	COVID-19 Impact
John Birney (JB) JBirney Financial	<ul style="list-style-type: none"> • How has COVID-19 impacted your daily business? Similar to what I observe with many of my other (professional services) business owner friends, I'm the only person coming into the office on a daily basis. Our staff has adapted well to online meetings, with clients and each other. The learning curve of being effective, while not being able to meet in person, has been steep for everyone. • What modifications have you had to make? While not being able to have face-to-face meetings, getting our clients comfortable with alternate ways of conducting business and employing our financial process that works. • Do you see an end in sight? Yes, but things will be different. My prayer is that societal ills that have seemed ageless & timeless for so long are finally addressed and made better. • Is there anything we can help with? Yes! Let's all be role models to all. Wear a mask. - Stay distant. - Stay Clean - Endlessly thank those who have suddenly found themselves fighting in the trenches of this scary war.
Patricia Boswell DOH Volusia	<p>For questions about the re-opening of businesses and activities, seeking interpretation of Executive Order 20-112 and the Plan for Florida's Recovery callers may be referred to "Citizen Services" at the Executive Office of the Governor. The number is 850-488-7146.</p>
Alex Szinegh Signature Real Estate Results	<p>Our business slowed down a lot. People are thinking that the market will drop the prices, so they are waiting. Also, we have lots of buyers from Canada and New York and they can't get here. Don't know how long this will last. You can help us if anyone wants to buy or sell a property. We do offer a special program for "our heroes: teachers, firefighters, military, police, medical professionals and clergy" They will receive up to \$5,000 when buying or selling a property through us.</p>

Title: EFS MOD Update

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<p>Background and Description</p>	<p>EFS MOD is the statewide data system that is being developed by Office of Early Learning staff. The state has been unable to release a fully functional final phase (replacement of EFS Legacy “back office”) product to date:</p> <p>Brief timeline and description (Most recent to original dates):</p> <ul style="list-style-type: none"> • May 2020 (beginning of month) – repeated UAT – some success – rolled out registration fees with major manual processing and no ability to void or create adjustments of errors. Did not roll out 20-21 provider contracts. Did not add functionality to system for bonus payments that were rolled out with COVID-19 – requiring further manual processing and reconciling outside the statewide data system. • April 2020 – UAT for update to roll out registration fees, adjustments and 20-21 provider contracts. Testing failed, delaying roll out. • March 2020 (EOM) – Completed round 2 of adjustments and processed with April reimbursement. • March 2020 – Calculations error remain, data cleanup call scheduled for March 16th for our Coalition. Draft grant amendment regarding 18/19 payment reconciliation and recoup efforts due to OEL by June 30, 2020. • January 2020 – OEL notified coalitions of continued delay in revenue confirmations, errors in reporting, delay in staging of clean up in calculation errors and modification of threshold of acceptable overpayment to providers. • December 2019 <ul style="list-style-type: none"> ○ Currently OEL is seeking federal approval to allow coalitions to not recoup overpayment to providers of less than \$1,500 for fiscal year 2018-2019. ○ OEL accelerated expectations for completion of reconciliation to allow for the finalization of annual revenue confirmations. ○ OEL began identifying specific children and providers impacted by calculation errors for coalitions to review. These errors are not always verifiable. • November 2019 <ul style="list-style-type: none"> ○ OEL identified calculation errors in provider payments made since inception of new data system. ○ OEL offered to provider temporary help with reconciliation processes. ELCFV has accepted this help. To date, staff have interviewed and chosen a candidate. Waiting on OEL to offer a start date of the temporary employee. • Week of October 7th - User Acceptance Testing (UAT) on pending upgrades for VPK wrap care and part time/full time parent fee changes for school aged children. • September 30th – <ul style="list-style-type: none"> ○ System delays and timeouts resume, delaying processing of provider payments. System issues still not fixed to dated. ○ New discovery of payment calculation issues involving most children receiving VPK Wrap services
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Board Information Item

- September 25th – 27th – Coalition driven meetings to identify reconciliation processes for 2018-19 and potential upgrades for efficiencies
- OEL continues to utilize a team of coalition staff who are actively involved to guide some decision making (Beth Freshour is a member of that team) as well as hosts weekly calls identifying progress/setbacks.
- Still pending –
 - Updates to payment module required as part of the quality initiatives new to statute, as well as match changes.
 - Payment adjustments – Feature allowing adjustments to previous payment errors. Providers are being encouraged to review actual VPK payments to date. Contract allows provider 60 days to identify payment discrepancy – over- or underpayment. It is very likely that ELCFV will offer an extension to this.
- June 2019 –
 - Provider Contracts - Updated to include statute/rule changes. Adding performance funding to standard contract.
- March 11, 2019 -
 - SR Attendance - Providers are entering actuals for July – April.
 - SR payment processing – Coalitions encouraged to process slowly as there are known data issues that could impact proper payment.
 - Using January estimates for April 22 payment.
 - Plan is to process actuals with May 22 payment.
 - Ongoing system and connectivity problems have delayed progress.
- March 5, 2019 – Provider profiles for 19/20 released. Providers entering information for Coalition review. First step of contracting.
- January 2019 - VPK payment processing released. Provider payments using “actuals” caught up as of February 22 payment.
- December 2018 - VPK attendance released.
- August 2018 – Provider contracts (VPK and SR) functionality released. Contract amendments and other contracts pending.
- July 2018 to date – OEL and Coalitions have been working on data migration issues. OEL created and released the Super Merge Tool to Coalitions in September 2018.
- July 2018 – Family and Provider Portals released with migrated data from EFS Legacy. 30 separate databases combined into one database. Major data migration issues were identified.
- August 2016 - Provider profiles portal released – web-based module. This had some functionality issues initially and ELCFV assisted with resolution.
- July 2015 – Parent Portal for School Readiness Waitlist released – functionality allowed parents to apply for school readiness and be added to the waitlist.
- 2014 – Parent Portal for VPK applications released – web-based and not immediately fully functional for families.
- April 2014 - Started development with July 2017 target release date for full EFS Legacy replacement

In addition, there are still data migration issues being discovered, new releases are causing breaks in functioning modules, occasional performance issues and some data fields are not readily available to the Coalition to meet reporting needs, although data access is getting better.

Board Information Item

	ELCFV staff pushes ideas up to project lead that would significantly impact the software functionality.
Fiscal Impact	<ul style="list-style-type: none"> ○ Discussion with Auditors (James Moore) about inaccuracy of provider payments and what that potentially means for annual audit. ○ Coalition communicating regularly with funders regarding data limitations (patience is running thin, funders need data) ○ Inaccurate direct service costs are being posted – forecasting ability limited, within 60 days of year end, and final invoice must be posted to OEL 70 days after the end of fiscal year. This does not have coalitions or providers very much time to reconcile 10 or 11 months of SR payment records. ○ Additional staff time is used on researching and processing activity – parent and provider sides ○ Additional staff time is used on manual processing of payments ○ Delay of processing invoices to Office of Early Learning, which delays processing of financials <p>The Office of Early Learning is aware of the issues and AELC and coalition staff have offered many recommendations, such as:</p> <ul style="list-style-type: none"> • Recruit additional qualified programmers • Enlist the help of the United States Digital Services Team to help solve migration issues. • Enlist the help of any qualified data clean up company to assist with outstanding migration issues. • Allow coalition staff with appropriate skills to assist in data clean up and code development. • Convert OEL monitoring staff to support coalition functions temporarily to assist in time consuming activities. • Provide or hire additional support with reporting expertise to create edit reports and to assist with data verification. • Develop improved connectivity by communicating with internet service providers as well as Northwest Data Center for enhancements.
Attachments or Handouts?	None

COMMITTEE REPORTS – May 2020

ITEM J

COMMITTEE	LAST MEETING	NEXT MEETING	BRIEF SUMMARY/ACTION ITEMS
Family Engagement	7/25/19	June 2020	<ul style="list-style-type: none"> • Meeting everyone • Discussing future focuses and activities • Possible changes to current plan
Finance	4/29/20	Quarterly July 2020	<ul style="list-style-type: none"> • At 04/29 meeting; reviewed\discussed: <ul style="list-style-type: none"> ○ Draft Financials for Feb 20 ○ Draft Estimated 20/21 Budget ○ 990 Draft Approved– submission due date extended to 07/15 due to COVID <ul style="list-style-type: none"> ▪ Next steps – after Executive Committee and Board review, we will submit necessary paperwork to finalize and submit with James Moore and Co. ○ Monitoring Summary • Meetings are Quarterly – next meeting will be scheduled in July 2020
Fundraising	4/1/2020	June Date TBD	<ul style="list-style-type: none"> • Our 7th Annual <i>Duck Race</i> has been rescheduled for 9/12 due to COVID-19. The event will still take place at <i>Hidden Treasure Tiki Bar & Grill</i>. The event is 11am-2pm and Ducks Race at noon. • Currently we are looking for sponsors and raffles donations. Sponsorship goal is \$8,000! See sponsorship packet. \$4700 in sponsors confirmed. • Tickets are on sale! Approximately 600 have been sold (Prizes are Bahama Cruise, 2-Disney Tickets, \$250 Target gift card) • Relay Race Teams- 3 teams have signed up! • We are hopeful to kick back into high gear mid- June!
Legislative		As Needed	No Report
Quality	5/7/2020	6/4/2020	<ul style="list-style-type: none"> • Cleaning and hygiene supplies distributed to 92 providers. 17 more next week. Expect Mini Grants from OEL to provide ongoing support for provider needs. • By Executive Order, child assessment, program assessment and monitoring cancelled for remainder of Fiscal Year. Work with programs participating in the Child Assessment Grant continues. Exploring ways to continue to keep on track with quality. • Professional development being offered includes ELFL, Quorum online and Pop Up PD opportunities hosted online by Quality and Inclusion staff • Standards Focus for May is Social Emotional Development

COMMITTEE	LAST MEETING	NEXT MEETING	BRIEF SUMMARY/ACTION ITEMS
Review Hearing		As Needed	<ul style="list-style-type: none"> • Current Members: Dmitriy Shevchenko – Chair, Cathy Twyman, Kristen Perry • Recruit Members to form a pool. • At least one provider representative is required at every Hearing, preferably from the opposite county.

CEO Report – May 2020

Item K

PEOPLE

Recruit, hire, and retain excellent people (employees and board members)

- Kim Kania is transitioning well into the Family Services Director position. Beth is still working with us and is shifting into her new role, learning about grant deliverables.
- With Jenny Adams leaving, we took the opportunity to restructure some. Attached is an updated organization start. This idea came to us from both Heather and a staff member in the Quality Department – separately, but at the same time.
- All employees started working remotely (from home) last week in March.
- Presented Board Orientation to 2 new board members – Dr. Shane Carter and Ms. Nancy Rizzo

SERVICES

Increase access to quality services and ensure all children receive targeted support

- Participated with OEL on several brainstorming and feedback sessions related to essential workers referrals, mini-grants, VPK summer programs, closed programs surveys, rule and statutory waivers needs.

SYSTEMS & PROCESSES

Efficient and effective continuous system advancements

- Ramped up and rolled out use of Microsoft TEAMS.

FUNDING

Cultivate sustainable funding

- Applied for and received \$5,000 grant from United Way for COVID-19 relief supplies for providers.
- Presented grant application before the City of Deltona's application committee on May 6, 2020.

COMMUNITY IMPACT

Raise the quality of life in the community

- Participated in collaborative meetings as a member of thrive by 5, One Voice for Volusia, Flagler Cares, The House Next Door, and CareerSource.

ELCFV Organizational Chart

