



Executive Meeting Agenda

Monday, May 11, 2020 * Noon

Virtual via Microsoft Teams

CALL TO ORDER		5 min
	Determination of Quorum	J Birney
	Welcome/Public Input	J Birney
Approval Items (review at Executive Committee)		
FISCAL/OPERATIONAL		20 min
A	Agenda	J Birney
B	Minutes – March 2020	J Birney
C	Financial Statements – March 2020	H DiRenzo
D	20/21 Projected Budget	H DiRenzo
E	Form 990	DJ Lebo
F	COOP	H DiRenzo
PUBLIC AWARENESS		15 min
G	Board Membership	D Lebo
Information Items (review at the Board Meeting)		
H	COVID19 Updates	All
I	EFS MOD Updates	D Lebo
J	Committee Reports	Committee Chairs
K	CEO Report	D Lebo
PROVIDER SUPPORT - QUALITY		
	Provider Spotlight – No Report	
COMMENTS/ANNOUNCEMENTS/ADJOURNMENT		

Next Meeting: June 15, 2020 - Noon * ELC, 135 Executive Circle, Daytona Beach

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

Minutes: EXECUTIVE COMMITTEE
Early Learning Coalition of Flagler & Volusia

Date/Time: Monday, March 16, 2020 at Noon

Location: ELCFV, 135 Executive Circle, Daytona Beach

Members Present: Cathy Twyman, Barry Whitaker, John Birney, Kristen Perry

Members Excused: Heidi Rand

Members Absent: None

Other Members
 Attending: Roger Thayer, Sharlene Barhoo

Staff Present: DJ Lebo, Heather DiRenzo, Lisa Brantley

Guests: None

Agenda Item	Summary/Discussion	Action/Follow-Up
Welcome	The meeting of the Executive Committee was called to order at 12:05 pm by the Interim Chair. Quorum was established. The Committee attended the meeting via Skype due to the Coronavirus Pandemic.	No Action Required.
Public Input	None	
Fiscal/Operational	<p><u>Approval of Agenda</u> – Members were asked to review the agenda for approval. Requests were made to remove Item D and Item E from the agenda and move to May.</p> <p><u>Approval of January 2020 Minutes</u> – Members were asked to review the January meeting minutes for approval.</p> <p><u>Financial Status – January 2020</u> VPK Admin – 3.1% (4% max). SR Admin – 4.5% (5% max) Provider Services & Eligibility – 5.6% (14% max) Quality – 6.5% (min 4% of base allocation)</p>	<p>Motion made by Cathy Twyman and seconded by Kristen Perry to approve the agenda with Items D & E removed to be discussed at the May meeting. Motion Carried.</p> <p>Motion made by Cathy Twyman and seconded by Kristen Perry to approve the January 2020 minutes. Motion Carried.</p> <p>Motion made by Kristen Perry and seconded by Cathy Twyman to</p>

Agenda Item	Summary/Discussion	Action/Follow-Up
	<p>Direct Services – 83.4% (min 78%)</p> <p>Staff continue working through reconciliation of provider payments. More information is expected from OEL regarding testing to move through another phase of EFS MOD. As of 3/2/20 there are 8 children on the Wait List.</p>	<p>approve the January 2020 financials. Motion Carried.</p>
Information Items	<p><u>Legislation</u></p> <ul style="list-style-type: none"> • The Early Learning Bill did not pass. • 6M added to the budget to fix EFS MOD. • Increase of \$50 for VPK. <p><u>EFS MOD</u> – Board meeting</p> <p><u>Committee Reports</u> – Chairs will update at Board meeting</p> <p><u>CEO Report</u> – Board meeting</p> <p><u>Provider Spotlight</u> – Emmaus Lutheran Preschool in Orange City</p>	<p>Informational items will be discussed at the next Board meeting.</p>
Member Comments / Announcements	<p>CEO reported:</p> <ul style="list-style-type: none"> • The Annual Duck Race may be rescheduled. • Jenny Adams – Director of Quality & Compliance has resigned effective 3/20/20. • Beth Freshour – Director of Family Services has resigned effective in June. Her position has been filled inhouse. 	
Adjournment	The meeting adjourned at 12:35pm.	
Next Meeting	The next scheduled meeting will be held at 12:00 Noon on Monday, May 11, 2020 at the ELCFV Office, 135 Executive Circle, Daytona Beach.	

March 16, 2020 Executive Committee 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.

Agenda Item	Summary/Discussion	Action/Follow-Up
	<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	
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

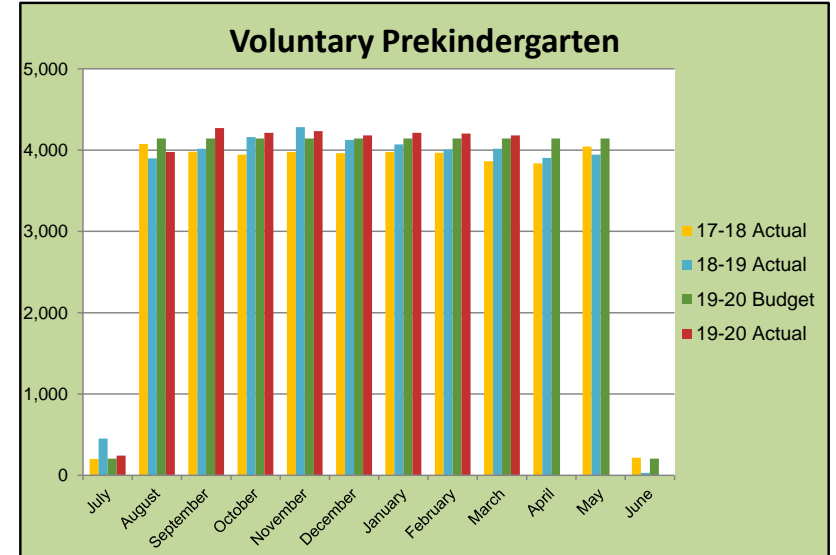
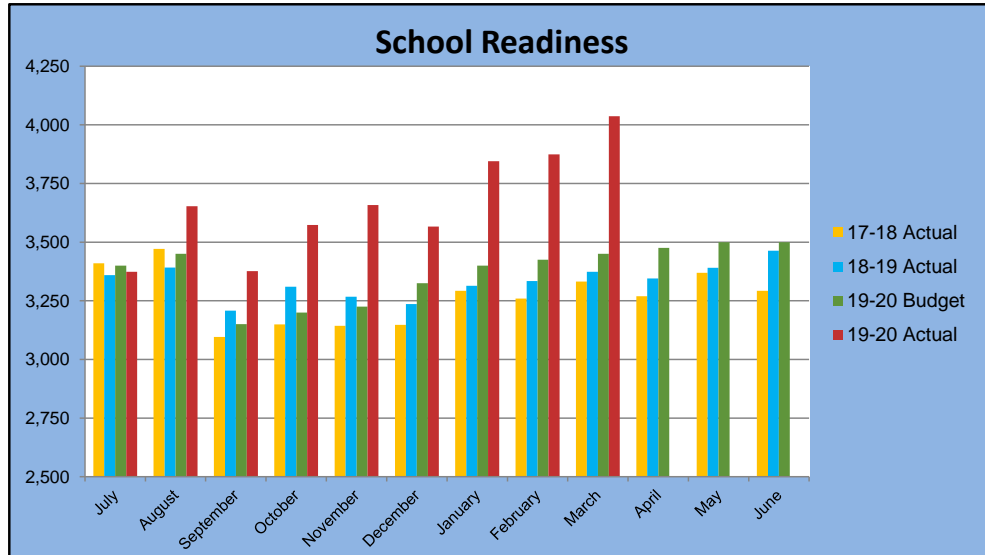
141,813

	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	



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	
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>Board Decision</p>	

Board Approval Item

Title: **Board Membership**

D

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.</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	<p>None</p>
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 • Updated Board Member Listing
Executive Committee Recommendation	
Board Decision	

Archived: Friday, May 8, 2020 3:12:32 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

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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)

NOTICE: Florida's Government in the Sunshine Law ("Sunshine Law") prohibits any gathering (including via electronic mail) of two or more members of the same board, outside of a duly noticed meeting, to discuss some matter which will foreseeably come before that board for action. Therefore, if replying to this correspondence please be aware of who the addressees are to avoid an inadvertent violation of the Sunshine Law. Also, please note that electronic mail sent or received by the members or staff of the Coalition may be public records in accordance with Chapter 119, Fla. Stat. The information contained in this transmission may contain information that is privileged, confidential or otherwise protected under State and Federal law. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail or phone and destroy all copies of the original message

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 8, 2020 3:12:35 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
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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

<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: 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 8, 2020 3:12:37 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 8, 2020 3:12:39 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

E

<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, ie: 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 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</p>

Board Members Updates for COVID-19

Board Member	COVID-19 Impact
	<p>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>
<p>Cathy Twyman Daytona State College</p>	<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>
<p>Bob Snyder FDOH</p>	<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 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</p>

Board Members Updates for COVID-19

Board Member	COVID-19 Impact
	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.
Jennifer Overlay Dept. of Children & Families	<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>
John Endara Publix	<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>

Title: EFS MOD Update

!

<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

