ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with
United Way
SUCCESS BY 6

2300 SW 17th Road, Ocala, FL 34471
352-369-2315 FAX 352-369-2475 www.elc-marion.org

Our Vision Statement

Children and Families in our community will have access to quality early learning programs that nurture their learning potential and prepare them for their educational success.

Board Meeting

AMENDED AGENDA

October 26, 2017 - 8:30 a.m.

To participate in this meeting via conference call, dial-in number is (888) 670-3525 & conference code is 7148104574#

8:30 a.m.	Call to Order	R. Colen
8:31 a.m.	Roll Call	B. Montalvo
8:33 a.m.	Chair Report	R. Colen
8:36 a.m.	Consent Agenda	Section 1

RATIFICATION ITEM

Administration

8:39 a.m.	Organizational Chart	Section 2 – R. Fricks

ACTION ITEM

Administration

8:43 a.m.	2016 – 2017 FINAL Budget Revision 4B	Section 3 – R. Fricks/D. Johnson
8:47 a.m.	2017 – 2018 Budget Revision 1B	Section 4 – R. Fricks/D. Johnson
8:51 a.m.	Purchase of Staff Training	Section 5 – R. Fricks/A. Winter
8:55 a.m.	Authorization for CEO to Travel Outside the State	Section 6 – R. Fricks
8:59 a.m.	Waiting List, Eligibility, and Disenrollment P&P	Section 7 – R. Fricks/L. Sims
9:03 a.m.	Board Member Resignation	Section 8 – R. Fricks
9:07 a.m.	Board Member Resignation & Appointment	Section 9 – R. Fricks

DISCUSSION ITEMS

9:10 a.m.	ELCMC Committee Updates	L.Seiffer/M. Hancock
9:13 a.m.	Department of Children & Families	R. Forrester
9:16 a.m.	Marion County – County Commission Update	Commissioner Stone
9:19 a.m.	Child Care Partner Report	Paola Lopez
9:22 a.m.	CareerSource Update	Kathleen Woodring

INFORMATION ITEMS Available upon request

- Parent Comments for August & September 2017
- 2016-2017 Annual Report
- 2017 United Way Kick-Off Article
- Governor Scott Appoints Three - Article
- Provider Appreciation Letter
- Fun at the Park – The Sholom Park event
- Community Events Calendar
- This is why we do what we do…

CHIEF EXECUTIVE OFFICER'S REPORT

Public Comment

Adjournment

Good Beginnings = Great Endings

MEETING SCHEDULE for FY 2017 – 2018

Program/VPK Committee 8:30 AM, ~~Thursday~~ Wednesday	Success By 6 (SB6) Leadership Council 9:00 AM, Friday	Executive Committee 8:30 AM, Thursday	Board of Directors 8:30 AM, Thursday	Finance Committee 8:30 AM, Thursday
~~11-30-17~~ ~~11-15-17~~	11-17-17	~~11-19-17~~		~~11-30-17~~
		12-14-17	12-21-17	12-5-17

- **All Committee Board meetings** will be held at ELCMC 2300 SW 17th Road, Ocala, FL 34471

Section

1

Consent Agenda

- August 24, 2017 Full Board Meeting Minutes
- Financials through August 2017
- Current Events through September 2017

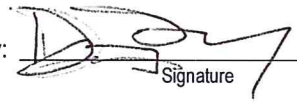
Early Learning Coalition of Marion County: Full Board
Annual Meeting Minutes

Date/Time:	**August 24, 2017 at 8:30 AM**
Location:	**Early Learning Coalition of Marion County**
Members Present:	**Lisa Seiffer; Robert Colen; Howard Moon; Brenda Ford; Judy Johnson; Commissioner Michelle Stone; Doug Day; Ryan Lilly; Richard Forrester; Kathleen Woodring; Lynne Hough; Beth Abel; Earlene Carte; Paola Lopez; Kathy Robbins**
Via Phone:	**Cara Meeks; Gwen Wilson**
Members Absent:	**Melissa Hancock; Roberta Brant; Autumn Tomas**
Guests:	**Sam Sweezy, OEL; Lisa Zenoz, OEL; Laura McKinley, OEL**
Staff Present:	**Roseann Fricks, Chief Executive Officer; DeAnna Johnson, Chief Finance Officer; Anita Winter, Chief Operations Officer; Beatriz Montalvo, Administrative Services / HR Director; Elizabeth Deola, Chief Programs Officer; Ruby Phillips, Quality Initiatives Director; Cody Hosford, CSC-Eligibility**

Agenda Item	Summary/Discussion	Action
Call to Order	Board meeting called to order. Beatriz Montalvo called roll. A quorum was present.	Robert Colen called the meeting to order at 8:35 a.m.
Chair Report	Robert shared the following highlights: • ELCMC was awarded the full amount of $95,272 from the CDBG Grant. Roof reconstruction will start on September 13th. • A highlight video was played of the 18 years of ELCMC history. • Through a $52,500 grant the Coalition will be a part of Progress Dunnellon – It will create a transformative practice to improve and increase early educational services and opportunities.	
Consideration of the Consent Agenda	The minutes from June 22, 2017 meeting were included in the packet with the consent agenda.	**ACTION:** Doug Day moved and Commissioner Stone seconded the motion. The motion carried unanimously.
COOP Plan	Anita asked to approve the Continuity of Operations Plan – Delegation of Authority, as detailed on the Action Sheet.	**ACTION:** Lynne Hough moved and Kathleen Woodring seconded the motion. The action carried unanimously.
Resignation from SB6 Council	Roseann asked to approve the resignation from SB6 Leadership Council member, Dr. Anna DeWese – term July 1, 2013 through June 30, 2019, as detailed on the Action Sheet. The Executive Committee appointed Jeanne Henningsen to represent the Coalition – term August 24, 2017 – June 30, 2019.	**ACTION:** Commissioner Stone moved and Jeanne Henningsen seconded the motion. The action carried unanimously.
ELCMC Committee Updates	The following highlights were discussed with the committee: • Early Learning with a Heart – Will roll out by the end of next week; in hopes to motivate our awesome teachers to thrive and emphasize on quality programs. • SB6 will host "Fall in Love with Reading" at the College of Central Florida from 10 AM to 1 PM on September 30th. • Marion Co. Disability Alliance will celebrate their 3rd Annual Resource Round up at ELCMC on September 16th from 10 AM to 2 PM. Regis Woods will be the key note speaker.	**DISCUSSION**
MCPS Update	A 4-million-dollar grant was awarded to the MCPS to expand the inclusion model to more schools in the county.	**DISCUSSION**

Agenda Item	Summary/Discussion	Action
DCF Update	Richard Forrester provided the number of investigations and special conditions cases closed in Marion County. If additional information is needed, Child Care Inspection Reports are available at www.myflfamilies.com.	**DISCUSSION**
Marion County Commissioners Update	Commissioner Michelle Stone announced the County Public Budget meetings on September 7th and 21st at 7 PM in the auditorium. All are welcomed to attend!	**DISCUSSION**
Parent Comments for June and July 2017	• In June 2017, there were 109 surveys completed. • In July 2017, there were 116 surveys completed.	**INFORMATION**
Recognition to SB6	The Ocala Star-Banner article, "Coalition donates diapers to families", was included for informational purposes.	**INFORMATION**
Reddick Born Learning Trail	Pictures of the Reddick Born Learning Trail were included in the packet for informational purposes.	
OEL – Notice of Management Decision	OEL letter RE: Notice of Management Decision, was included in the packet for informational purposes.	**INFORMATION**
AHAP Award	ELCMC was awarded the Agencies Help Associations Prosper (AHAP) award from FFCCHA (Florida Family Child Care Home Association), for continually going above and beyond for the family child care providers in Marion County. The award letter was included in the packet for informational purposes.	**INFORMATION**
Publix Charities	ELCMC has been awarded a $3,000 grant from Publix Super Market Charities for their annual community match fund. The letter was included in the packet, for informational purposes.	**INFORMATION**
ELCMC Outreach Events Calendar	The ELCMC Outreach Events Calendar for August was included in the packet for information and planning purposes.	**INFORMATION**
Chief Executive Officer Report	Roseann reminded the Board to SAVE THE DATE – Children's First Breakfast on November 9th with Key Note Speaker from Mission: Readiness, Major General Ronald O. Harrison.	**INFORMATION**
Public Comment	Cody presented to the Board our new social media campaign – #ELCMC Rocks, #SB6, #ReadAloud15. In hopes to bring more awareness within the community.	**INFORMATION**
Adjournment	Robert Colen adjourned the meeting.	**The meeting adjourned at 9:35 AM**

Reported by: Beatriz Montalvo, Administrative Services / HR Director

Approved by:  Signature

10/26/17 Date

NOTE – For additional information on any of the above items, please contact Chief Executive Officer, Roseann Fricks at rfricks@elc-marion.org.

Financials for October 26, 2017 FULL BOARD Meeting

- Budget vs Actual Analysis – August 2017
- School Readiness Children Served
- Voluntary Pre-kindergarten Children Served
- Analysis of School Readiness Direct Services
- Analysis of School Readiness Budget
- Analysis of Voluntary Pre-Kindergarten Budget

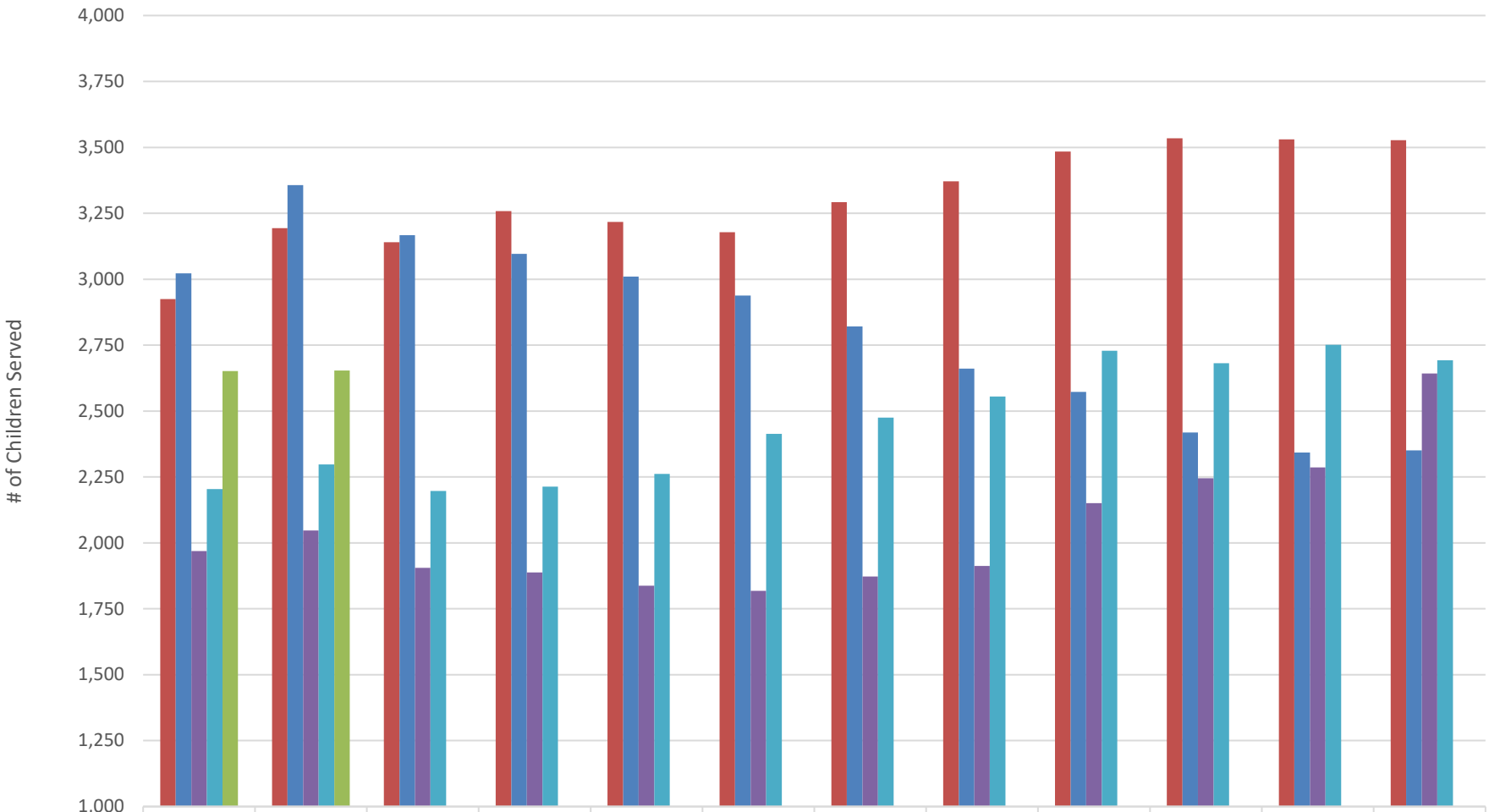
ELCMC Early Learning Coalition of Marion County, Inc.

For the Fiscal Year Ending June 30, 2018

Line #	Budget Line Item Account Name	Coalition Programs		Year to Date Analysis				Variance Analysis Notes	Agency Plan of Action
		2017-18 Budget	Actual Expenses as of 8/31/17	% of Year	% of Budget	Over/Under	Variance %		
001	SR Direct Child Services	$ 7,997,661.00	1,345,998.11	16.67%	16.83%	Over	0.16%		
002	VPK Direct Child Services	$ 5,368,473.00	612,845.23	16.67%	11.42%	Under	-5.25%		
003	Other Direct Child Services	$ 342,388.66	$ 33,785.22	16.67%	9.87%	Under	-6.80%		
004	Salaries and Benefits	$ 1,461,262.31	240,386.84	16.67%	16.45%	Under	-0.22%		
005	Staff Development	$ 15,000.00	4,417.00	16.67%	29.45%	Over	12.78%	Timing of when trainings are offered.	No adjustment necessary
006	Professional Services	$ 114,471.00	21,408.89	16.67%	18.70%	Over	2.04%		
007	Occupancy	$ 45,572.00	8,076.22	16.67%	17.72%	Over	1.06%		
008	Postage, Freight, and Delivery	$ 3,825.00	626.39	16.67%	16.38%	Under	-0.29%		
009	Equipment Leases	$ 7,227.00	1,187.00	16.67%	16.42%	Under	-0.24%		
010	Supplies	$ 18,295.00	2,502.31	16.67%	13.68%	Under	-2.99%		
011	Communications	$ 10,296.00	867.16	16.67%	8.42%	Under	-8.24%		
012	Insurance	$ 25,218.06	21,322.93	16.67%	84.55%	Over	67.89%	All insurance with exception of WC fully expensed in July 2017.	No adjustment necessary
013	Tangible Personal Property	$ 7,200.00	994.18	16.67%	13.81%	Under	-2.86%		
014	Quality Initiatives	$ 238,000.00	36,308.30	16.67%	15.26%	Under	-1.41%		
015	OEL Special Projects	$ 186,355.00	-	16.67%	0.00%	Under	-16.67%	Based upon completion of benchmarks.	No adjustment necessary
016	Travel	$ 24,215.75	4,241.09	16.67%	17.51%	Over	0.85%		
017	Other Expenses	$ 49,099.90	14,262.46	16.67%	29.05%	Over	12.38%	Annual accounting software maintenance and support	No adjustment necessary
018	Other Program Expenses (SB6)	$ 32,380.00	229.00	16.67%	0.71%	Under	-15.96%		
019	Depreciation/PY Adjustment	$ 20,176.32	121,438.95	16.67%	601.89%	Over	585.22%	OEL PY Adj reflected	Add line item to budget revision to reflect portion of expenses charged to prior year grant.
	TOTAL	**$ 15,967,116.00**	**$ 2,470,897.28**	**16.67%**	**15.47%**	**Under**	**-1.19%**		

ELCMC Early Learning Coalition of Marion County, Inc.

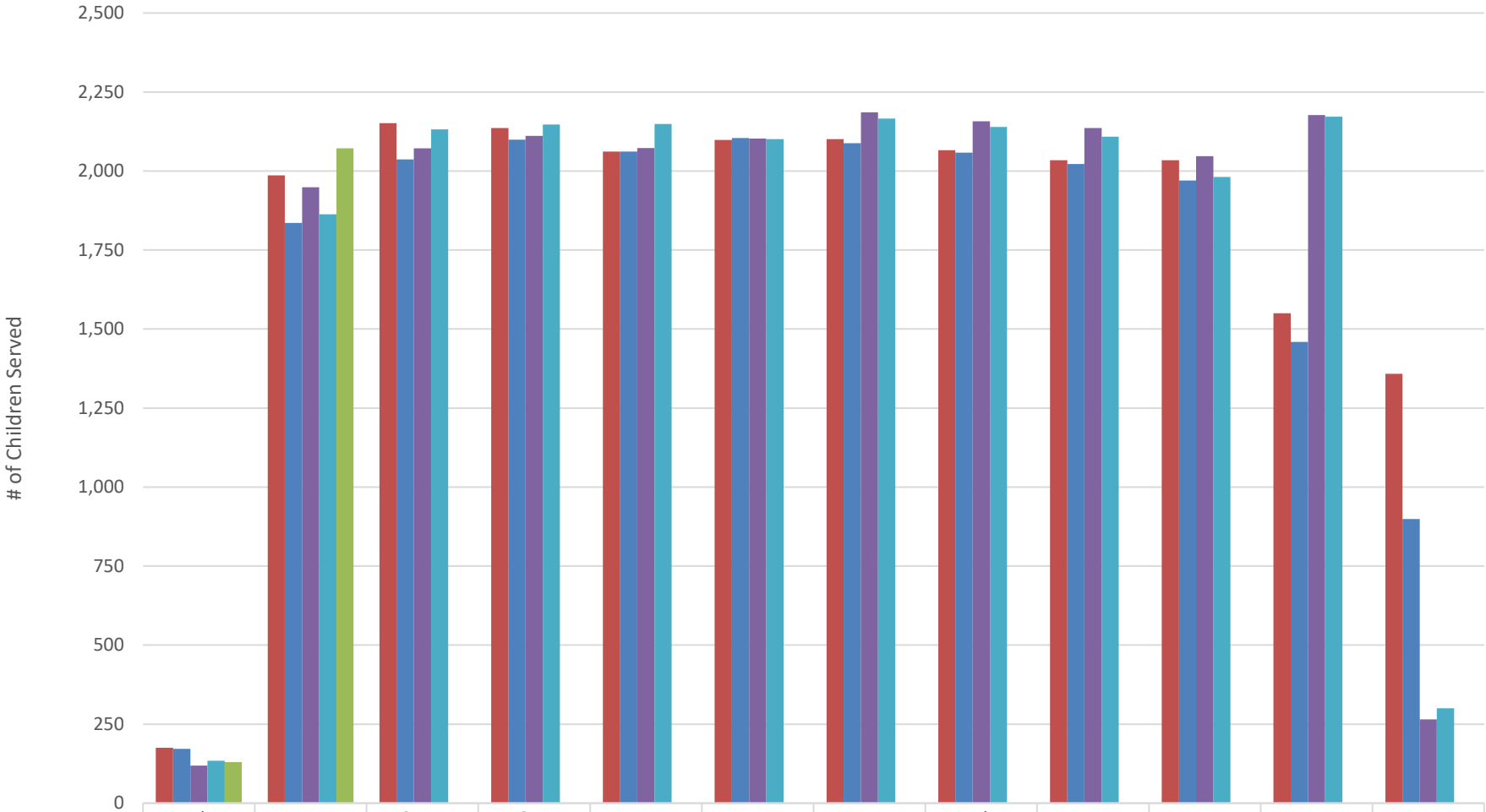
School Readiness
Children Served per Month



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
13-14 Actual	2,925	3,194	3,140	3,258	3,217	3,178	3,292	3,371	3,484	3,534	3,530	3,527
14-15 Actual	3,022	3,357	3,167	3,096	3,010	2,938	2,821	2,661	2,573	2,419	2,343	2,351
15-16 Actual	1,969	2,047	1,905	1,888	1,838	1,818	1,873	1,913	2,151	2,245	2,286	2,642
16-17 Actual	2,204	2,297	2,197	2,213	2,262	2,413	2,475	2,555	2,729	2,681	2,751	2,693
17-18 Actual	2,652	2,654										

ELCMC Early Learning Coalition of Marion County, Inc.

Voluntary Prekindergarten
Children Served per Month

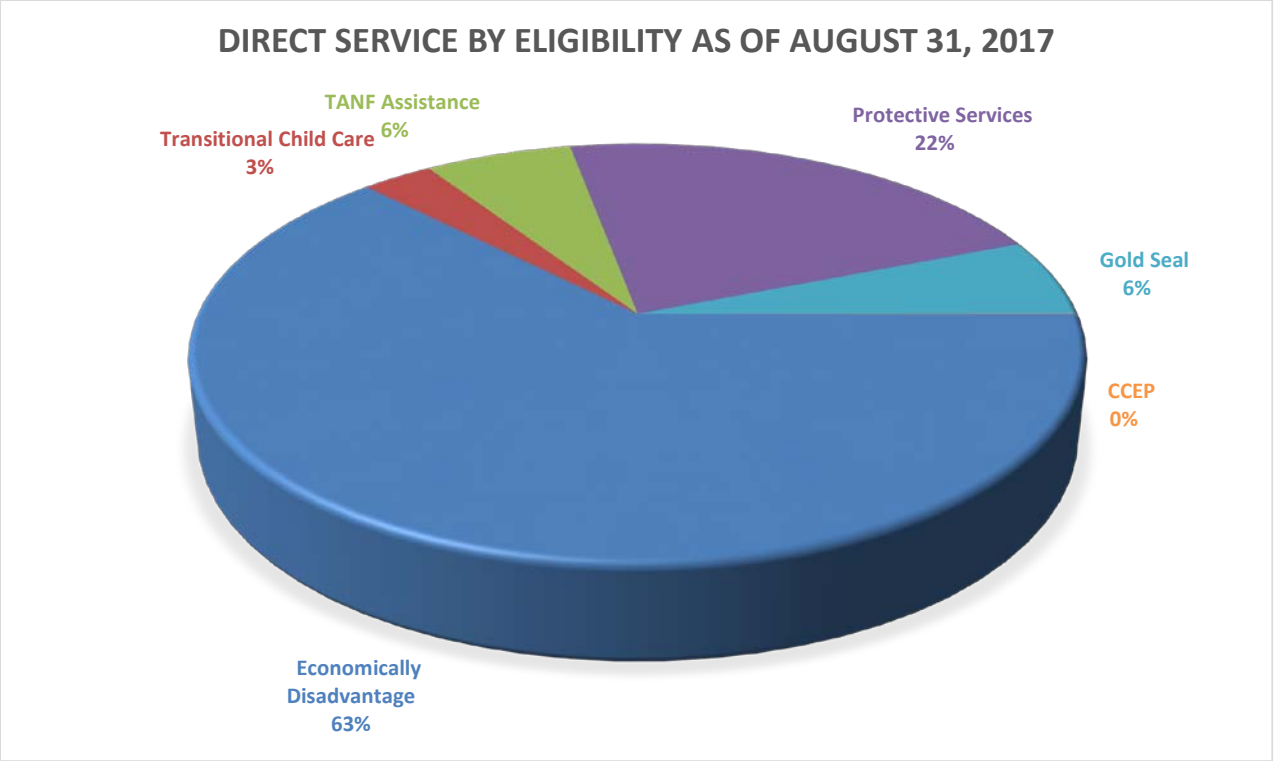


	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
13-14 Actual	175	1986	2151	2136	2062	2098	2101	2066	2034	2034	1550	1358
14-15 Actual	172	1,836	2,037	2,099	2,062	2,104	2,088	2,058	2,022	1,970	1,459	899
15-16 Actual	119	1,949	2,072	2,111	2,073	2,103	2,186	2,157	2,136	2,047	2,177	265
16-17 Actual	134	1,863	2,132	2,147	2,149	2,101	2,166	2,139	2,109	1,981	2,172	300
17-18 Actual	130	2,072										

ELCMC Early Learning Coalition of Marion County, Inc.

ANALYSIS OF SCHOOL READINESS DIRECT SERVICES
For the Fiscal Year Ending June 30, 2018

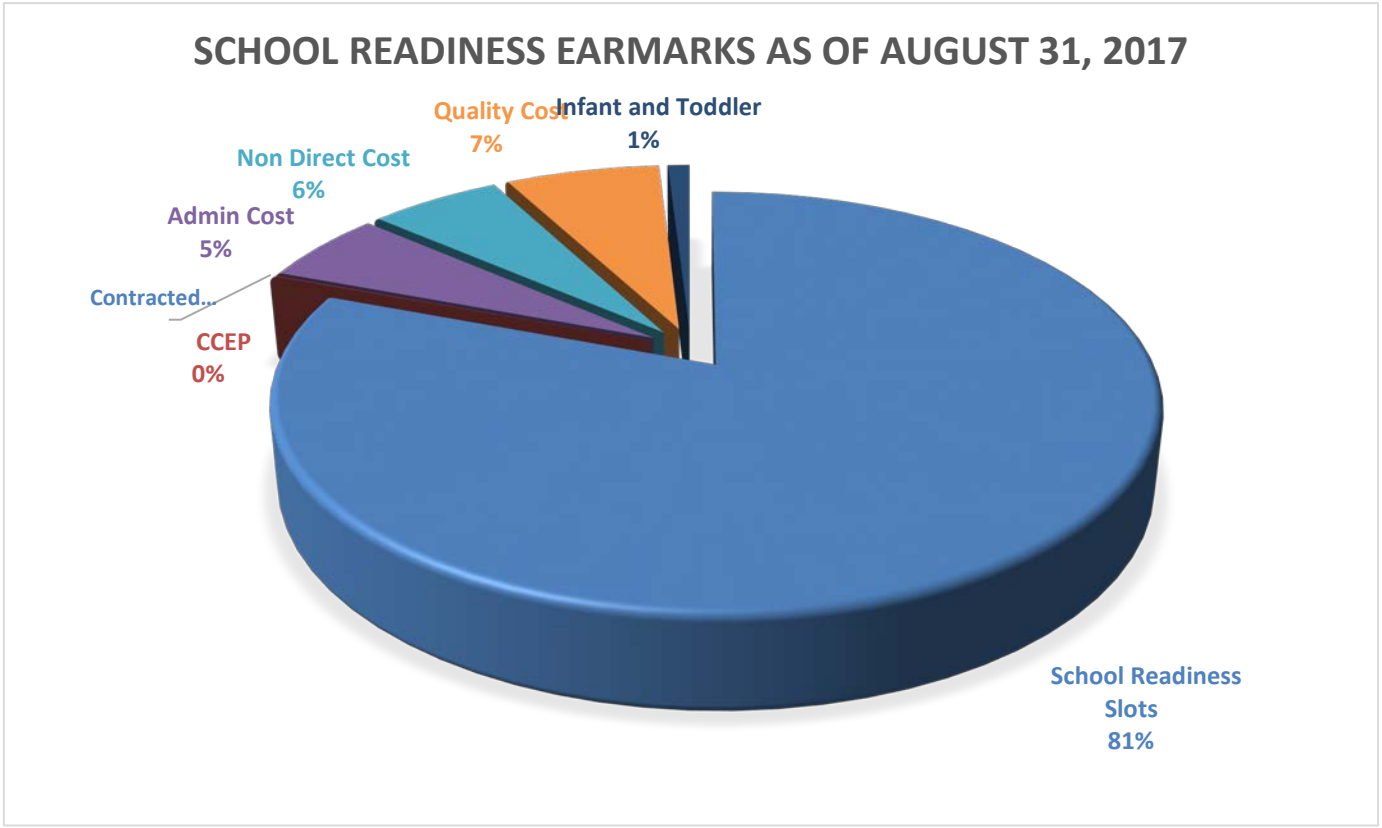
CATEGORY	Actual as of 08/31/17
DIRECT SERVICES:	
Economically Disadvantage	843,030
Transitional Child Care	41,348
TANF Assistance	85,732
Protective Services	294,625
Gold Seal	80,752
CCEP	510
TOTAL DIRECT SERVICES	**$ 1,345,998**



ELCMC Early Learning Coalition of Marion County, Inc.

ANALYSIS OF SCHOOL READINESS BUDGET
For the Fiscal Year Ending June 30, 2018

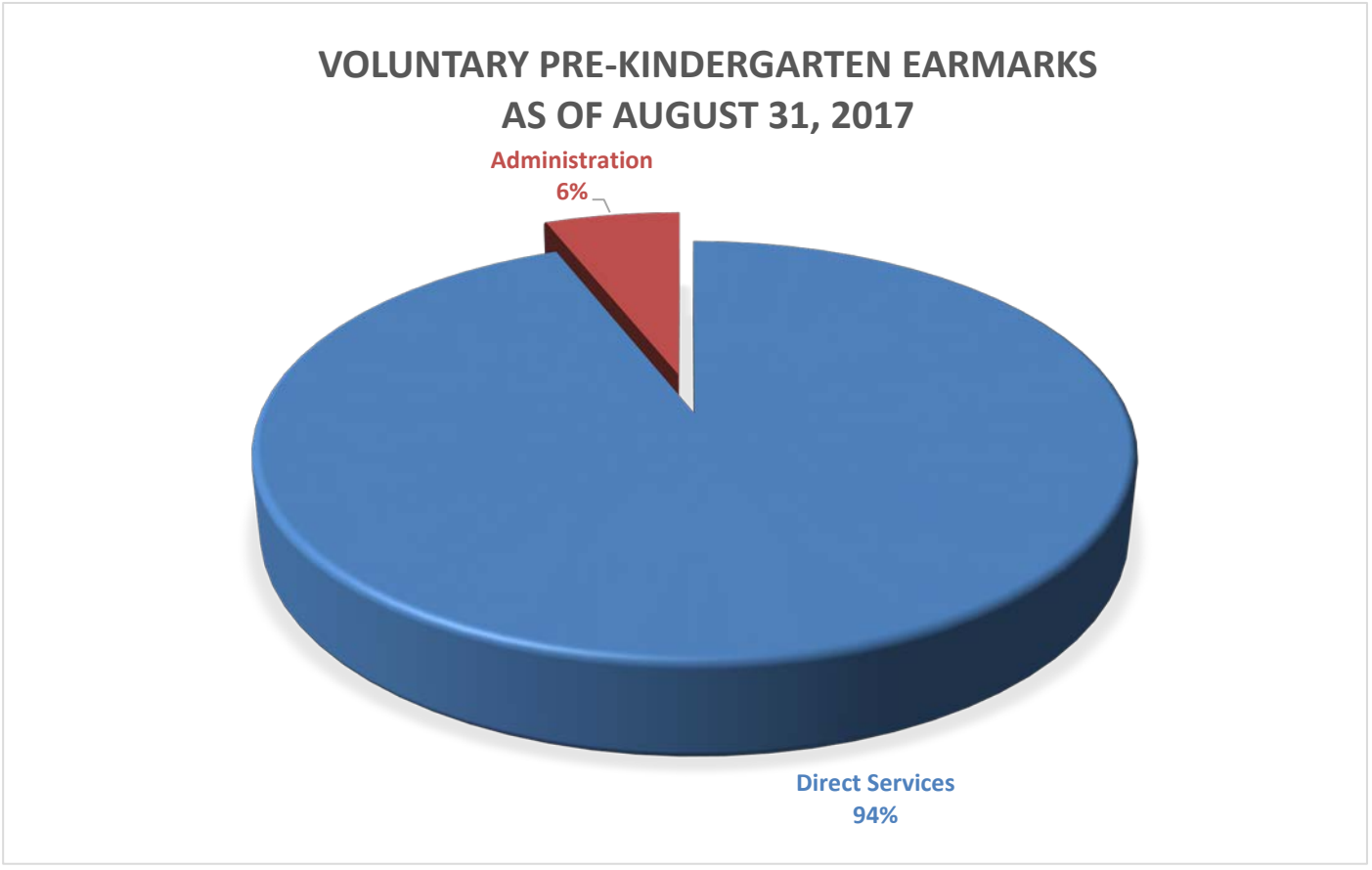
CATEGORY OF SPENDING	2017-18 Notice of Award	Actual as of 08/31/17	Current Earmark	Earmarks/Restrictions
AWARD AMOUNT	**$ 9,792,633**	**$ 1,666,620**		
DIRECT SERVICES:				
School Readiness Slots	7,607,531	1,345,489	80.73%	Minimum 78%
CCEP	39,388	556	0.03%	Maximum $39,388
Contracted Slots	-	-	0.00%	
TOTAL DIRECT SERVICE	**$ 7,646,919**	**$ 1,346,044**	**80.76%**	
NON DIRECT SERVICES:				
Admin Cost	487,662	94,041	5.64%	Maximum 5%
Non Direct Cost	1,146,233	97,171	5.83%	
Quality Cost	390,130	113,411	6.80%	Minimum 4%
Infant and Toddler	121,689	15,952	0.96%	Minimum $121,689
TOTAL NON DIRECT SERVICES	**$ 2,145,714**	**$ 320,576**	**19.24%**	Maximum 22%



ELCMC Early Learning Coalition of Marion County, Inc.

ANALYSIS OF VOLUNTARY PRE-KINDERGARTEN BUDGET
For the Fiscal Year Ending June 30, 2018

CATEGORY OF SPENDING	2017-18 Notice of Award	Actual as of 08/31/17	Current Earmark	Earmarks/Restrictions /Comments
Direct Services	$ 5,368,473	$ 476,906	74.13%	Not including provider pre-payments
Administration	$ 214,739	$ 30,515	6.40%	Maximum 4% of actual Direct Services
AWARD AMOUNT	**$ 5,583,212**	**$ 643,360**		



CURRENT EVENTS
CEO Report 2017 - 2018

	July	August	September	October	November	December	January	February	March	April	May	June	
Customer (Parent/Caregiver) Service													
Meetings													YTD Total
School Readiness	502	582	292										1,376
VPK	57	95	18										170
Inclusion Services	12	20	8										40
Incoming Calls	8,828	3,579	1,873										14,280
Outgoing Calls	2,846	3,029	2,111										7,986
CCR&R Interviews	507	543	196										1,246
Children Enrolled													YTD Average
School Readiness	3,060	3,029	2,889										2,993
VPK - Fall Program		2,077	2,245										0
VPK - Summer Program	135	135											135
Children Served													YTD Average
School Readiness	2,635	2,626	2,296										2,519
VPK - Fall Program		1,943	2,200										0
VPK - Summer Program	130	129											130
Percentage of Enrollment Served													YTD Average
School Readiness	86%	87%	79%										84%
VPK - Fall Program		94%	98%										0%
VPK - Summer Program	96%	96%											96%
Compliance													YTD Total
Fraud Reports	2	1	5										8
Quality Initiative Services													YTD Total
Number of SR Child Care Providers	110	115	115										340
Number of VPK Child Care Providers	15	96	96										207
Trainings Provided/Attendees	2 / 55	1 / 58	3 / 85										6 / 198
Community Awareness													YTD Total
Number of Staff Attended Events	11	1	10										22
Children's Books, Parent Resources, Etc. distributed to the Community (Events/Agencies/Businesses)	297	651	308										1,256
ELCMC Website Statistics													YTD Total
Number of Visits	7,472	5,373	2,312										15,157
Average Visits Per Day	241	173	78										492
Parent Education													YTD Total
Read Aloud Partners	279	321	325										925
Bucket of Books	189	231	235										655
Pack N Plays distributed	21	8	9										38
Trainings Conducted	1	3	3										7
Staff Development													YTD Total
Presentations	1	4	2										7
Trainings Attended	14	22	15										51

For specific details on any of the above activities plese contact Beatriz Montalvo at bmontalvo@elc-marion.org

Section

2

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Ratification Sheet

FULL BOARD

October 26, 2017

SUBJECT: ELCMC Organizational Chart

PROPOSED RATIFICATION

Ratify the revised ELCMC Organization Chart effective October 12, 2017.

BACKGROUND INFORMATION

The current organizational chart needs to be revised. The Coalition has received grant funding from an anonymous donor through United Way of Marion County. The Coalition is providing match for this quality program through a part-time position.

The new program will utilize the mindSpark curriculum to create a transformative educational practice to improve the delivery of early educational services and opportunities for children through quality education, including business training for effective business operations, of the teachers and administrative staff at various small business locations.

The content of the program will be delivered by mindSpark Learning Facilitator, and will work in conjunction with ELCMC staff member to coordinate training sessions, obtain supplies and provide individualized follow up to each participant. The program will include 60 hours of intensive training over a six-month period for the participants.

The current organizational chart was created and approved by the Board on April 27, 2017.

It was appropriate for the Executive Committee to approve the attached, adding the Quality Development Specialist part-time position, to accurately reflect the organizational structure of the Coalition.

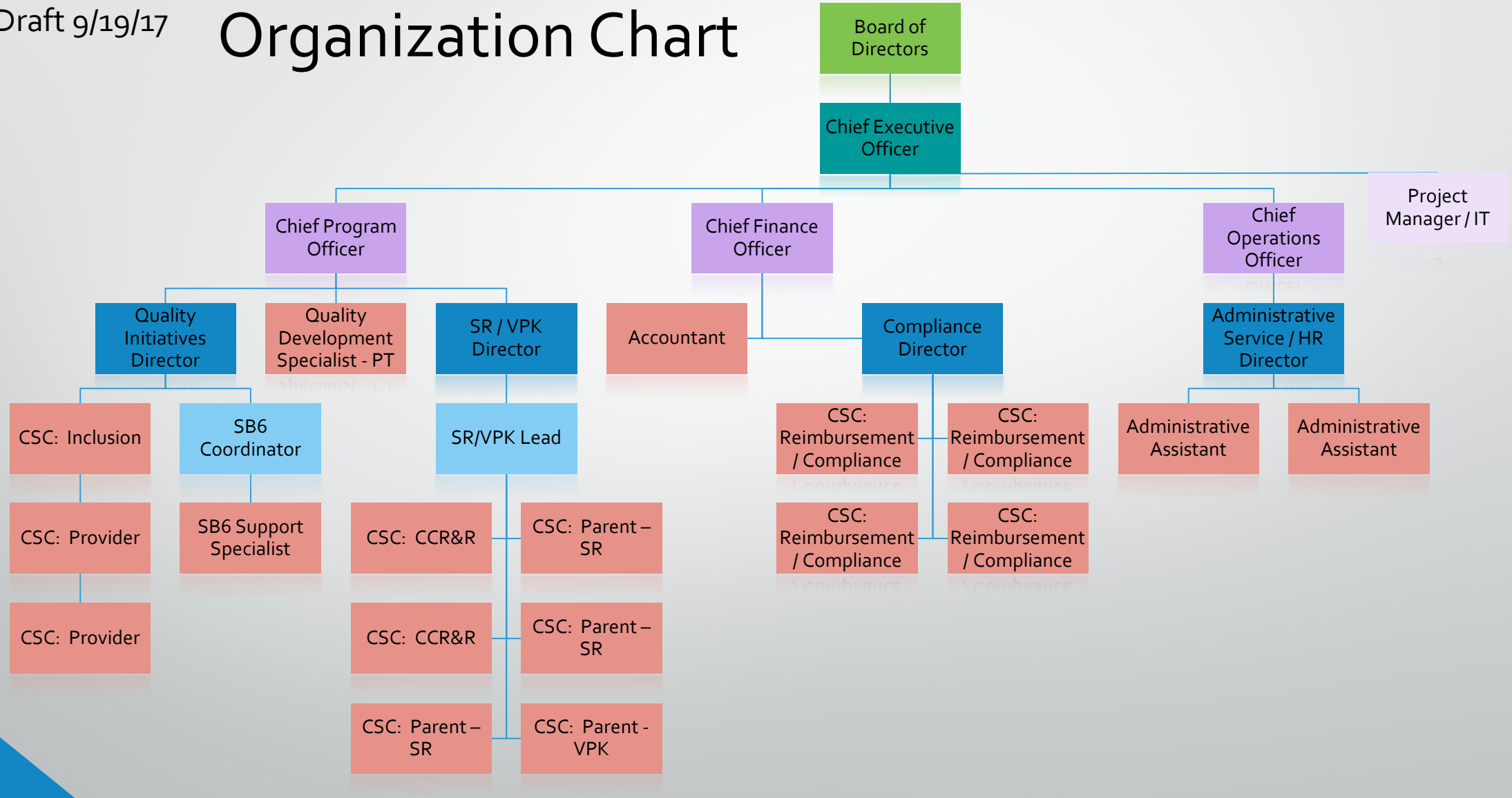
On October 12, 2017, the Executive Committee unanimously approved for immediate implementation, as stated above.

DOCUMENTATION INCLUDED:

- Revised Organizational Chart with an effective date of October 12, 2017

Early Learning Coalition of Marion County, Inc Organization Chart

Draft 9/19/17



Section

3

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: 2016-2017 ELCMC Proposed Line Item Budget revision – 4B

PROPOSED ACTION

Approve 2016-17 ELCMC Proposed Revenue Budget revision (4B) effective June 30, 2017.

BACKGROUND INFORMATION

Revisions in the budget is to reallocate line items based upon the following factors:

- Change in Notice of Award
  - School Readiness - increase of $2,500 for CCEP at request of ELC management
  - VPK –of $30,000
- Close out of all other revenue line items
- Reallocation based upon actual expenditures
- Budget to reflect July 2017 expenditures that will be applied towards the extension of the 2016-17 School Readiness grant

The budget revision was approved by the Finance Committee on September 28, 2017.

On October 12, 2017, the Executive Committee unanimously approved as stated above.

Supporting Documentation Included:

- 2016-2017 ELCMC proposed revenue budget revision

Supporting Documentation Available:

- SR Notice of Award dated June 16, 2017
- VPK Notice of Award dated July 14, 2017

Early Learning Coalition of Marion County, Inc.
2016 - 2017 Budget and Revisions

GL Acct.	Account Title	Approved Budget 2016-17	Revision 3B 27-Apr-17		Revision 4B 26-Oct-17	
	Revenues					
Contracts, Grants, and Other Financial Assistance		**15,342,358.22**	**1,025.00**	**15,598,501.69**	**(153,379.51)**	**15,445,122.18**
4001	FOEL: School Readiness	9,344,014.00	-	9,604,707.00	2,500.00	9,607,207.00
4001	FOEL: Voluntary Pre-kindergarten	5,334,948.00	-	5,334,948.00	30,000.00	5,364,948.00
4001	FOEL: Outreach & Awareness	15,415.00	25.00	15,440.00	-	15,440.00
4001	FOEL: Performance Funding Pilot	242,000.00	-	242,000.00	(104,304.92)	137,695.08
4010	Match: Marion County	100,000.00	-	125,000.00	-	125,000.00
4020	Match: Kids Central	31,000.00	-	-	-	-
4020	Match: United Way	100,000.00	-	100,000.00	(0.04)	99,999.96
4020	Match: Uncommitted	75,000.00	-	75,000.00	(72,000.00)	3,000.00
4020	Grants: Marion County Parent Fee	19,181.22	-	13,306.69	-	13,306.69
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	38,800.00	-	38,800.00	-	38,800.00
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	7,000.00	-	8,300.00	(43.15)	8,256.85
4020	Grants: School Board of Marion County (YPP)	-	1,000.00	6,000.00	1,818.60	7,818.60
4020	Grants: Early Learning Florida	33,000.00	-	33,000.00	(10,500.00)	22,500.00
4050	Gifts, Donations, and Pledges	2,000.00	-	2,000.00	(850.00)	1,150.00
Investment Earnings		**-**	**-**	**-**	**-**	**-**
Other Miscellaneous Revenue		**17,700.00**	**963.53**	**21,277.69**	**294.60**	**21,572.29**
4201	Miscellaneous income		-	-	198.50	198.50
4210	Revenue: Provider Trainings	1,600.00	963.53	3,963.53	210.00	4,173.53
4300	Revenue: Special Events	7,100.00	-	8,064.16	(951.99)	7,112.17
4900	Revenue: Development	-		250.00	(61.23)	188.77
4999	Revenue: In-Kind	9,000.00	-	9,000.00	899.32	9,899.32
		15,360,058.22	1,988.53	15,619,779.38	(153,084.91)	15,466,694.47
	Expenditures					
Employer Provided Salaries and Benefits		**1,295,612.47**	**400.00**	**1,327,676.28**	**(53,280.21)**	**1,274,396.07**
5000	Salary: Directors (990 reportable)	166,813.33	-	166,813.33	(3,143.19)	163,670.14
5001	Salary: Exempt	404,715.07	-	416,715.07	(47,409.05)	369,306.02
5002	Salary: Hourly[1]	447,614.80	-	462,799.00	19,298.47	482,097.47
5005	Payroll Tax: Social Security	62,482.26	-	64,741.00	(4,384.11)	60,356.89
5006	Payroll Tax: Medicare	14,612.79	-	15,141.00	(1,025.01)	14,115.99
5007	Payroll Tax: SUTA	2,923.02	400.00	3,523.02	(21.09)	3,501.93
5010	Insurance: Health[2]	132,050.00	-	132,050.00	(13,380.60)	118,669.40
5011	Insurance: Dental	7,983.70	-	8,122.00	(207.69)	7,914.31
5020	Retirement: ER Contribution[3]	46,465.68	-	47,598.00	(3,128.78)	44,469.22
5030	Insurance: Life	2,567.00	-	2,584.00	(169.62)	2,414.38
5031	Insurance: Short-term Disability	4,208.96	-	4,264.00	2.87	4,266.87
5032	Insurance: Long-term Disability	3,175.86	-	3,325.86	287.59	3,613.45
Staff Development		**9,000.00**	**-**	**11,500.00**	**(1,646.00)**	**9,854.00**
5100	Staff Development	9,000.00	-	11,500.00	(1,646.00)	9,854.00
5105	Tuition Reimbursement	-	-	-	-	-
Professional Services		**78,481.00**	**3,500.00**	**111,481.00**	**(5,010.49)**	**106,470.51**
6000	Professional Services: Consultant	3,100.00	-	3,100.00	(2,764.68)	335.32
6001	Professional Services: Accounting	-	-	-	-	-
6002	Professional Services: Auditing	15,250.00	-	15,250.00	-	15,250.00
6005	Professional Services: IT Management	25,131.00	-	31,131.00	(781.00)	30,350.00
6010	Professional Services: Legal	6,000.00	3,500.00	9,500.00	(762.50)	8,737.50
6020	Professional Services: Temp Employment	-	-	-	-	-
6025	Professional Services: Printing Svcs	-	-	5,500.00	(418.00)	5,082.00
6030	Professional Services: Bldg Rprs & Mtnc	12,000.00	-	15,000.00	1,426.01	16,426.01
6035	Professional Services: Other (Quality)[4]	17,000.00	-	32,000.00	(1,710.32)	30,289.68
Direct Services - Child Care		**13,159,345.74**	**(582,796.47)**	**12,784,975.27**	**228,874.29**	**13,013,849.56**
6500	Direct Services	13,159,345.74	(582,796.47)	12,784,975.27	228,874.29	13,013,849.56
Occupancy		**44,289.00**	**1,105.00**	**45,394.00**	**4,609.22**	**50,003.22**
7000	Facility Rental (offsite events-Trainings)	-		-		-
7001	Utilities	22,651.00	(2,000.00)	20,651.00	(137.78)	20,513.22
7005	Janitorial Services	14,100.00	2,625.00	16,725.00	-	16,725.00
7007	Lawn Service[5]	3,900.00	90.00	3,990.00	-	3,990.00
7008	Security System	3,198.00	390.00	3,588.00	4,747.00	8,335.00
7009	Pest Control	440.00	-	440.00	-	440.00
Postage, Freight, and Delivery		**4,025.00**	**-**	**4,025.00**	**(1,228.42)**	**2,796.58**
7050	Postage and Shipping	4,025.00	-	4,025.00	(1,228.42)	2,796.58
Equipment Leases		**7,134.00**	**-**	**7,134.00**	**(431.96)**	**6,702.04**
7100	Equipment Lease & Mtnc[6]	7,134.00	-	7,134.00	(431.96)	6,702.04

Early Learning Coalition of Marion County, Inc.
2016 - 2017 Budget and Revisions

GL Acct.	Account Title	Approved Budget 2016-17	Revision 3B 27-Apr-17		Revision 4B 26-Oct-17	
Supplies		**17,500.00**	**9,600.00**	**30,800.00**	**(1,898.00)**	**28,902.00**
7006	Janitorial Supplies	1,800.00	-	2,300.00	(84.75)	2,215.25
7150	Office Supplies & Expense[7]	13,300.00	6,800.00	23,300.00	(2,037.04)	21,262.96
7151	Copier Printing	2,400.00	2,800.00	5,200.00	223.79	5,423.79
Communications		**9,792.00**	**-**	**10,162.00**	**(456.39)**	**9,705.61**
7200	Communication: Land Line	7,104.00	(262.00)	6,842.00	(444.78)	6,397.22
7201	Communication: Cellular	1,488.00	262.00	1,750.00	(11.61)	1,738.39
7202	Communication: Internet	1,200.00	-	1,570.00	-	1,570.00
Insurance		**22,814.93**	**-**	**23,773.50**	**61.14**	**23,834.64**
7251	Insurance: D&O	8,500.00	-	8,021.00	-	8,021.00
7255	Insurance: Automobile (Rental)	464.00	-	464.00	-	464.00
7260	Insurance: General Liability	421.00	-	421.00	-	421.00
7265	Insurance: Workers Compensation	3,767.29	-	4,267.29	61.14	4,328.43
7270	Insurance: Property[8]	6,975.97	-	6,975.97	-	6,975.97
7275	Insurance: Other	2,686.67	-	3,624.24	-	3,624.24
Tangible Personal Property		**49,506.00**	**41,830.00**	**87,366.00**	**(22,322.27)**	**65,043.73**
7301	Equipment: = or > $1k	9,045.00	-	5,075.00	2,897.27	7,972.27
7302	Equipment: < $1k	31,805.00	19,650.00	51,455.00	(28,270.70)	23,184.30
7303	Furniture: = or > $1k	-	4,580.00	4,580.00	3,847.12	8,427.12
7304	Furniture: < $1k[9]	8,656.00	17,600.00	26,256.00	(795.96)	25,460.04
Quality Initiatives		**200,170.00**	**520,950.00**	**720,097.70**	**(121,897.48)**	**598,200.22**
7401	Quality and Classroom Material	150,970.00	505,650.00	630,620.00	(131,092.91)	499,527.09
7405	Training Material	25,900.00	-	36,900.00	3,500.39	40,400.39
7410	Consumer Education & Outreach Material	4,300.00	15,300.00	40,512.70	5,043.04	45,555.74
7415	Grants to Providers	-	-	-	-	-
7420	Scholarship & Other Education Opportunities	15,900.00	-	11,565.00	1,152.00	12,717.00
7425	Wage Incentives	3,100.00	-	500.00	(500.00)	-
Other OEL Initiatives		**275,005.00**	**-**	**275,005.00**	**(136,455.70)**	**138,549.30**
7435	PFP Project	242,005.00	-	242,005.00	(113,055.70)	128,949.30
7436	Early Learning Florida Project	33,000.00	-	33,000.00	(23,400.00)	9,600.00
Travel		**16,974.00**	**-**	**18,474.00**	**(2,797.06)**	**15,676.94**
7501	Travel: In-State	9,600.00	-	9,600.00	1,456.38	11,056.38
7505	Travel: Out of State	3,674.00	-	5,174.00	(3,698.92)	1,475.08
7510	Travel: In Service Area	3,700.00	-	3,700.00	(554.52)	3,145.48
Other Expenses		**115,493.00**	**7,400.00**	**107,428.00**	**(33,542.38)**	**73,885.62**
7601	Bank fees	-	-	-	-	-
7602	Merchant Service Fees (Includes PayPal)	30.00	50.00	140.00	9.12	149.12
7603	Interest expense	-	-	-	-	-
7605	Software-Licenses-Support	79,747.00	2,850.00	66,597.00	(34,700.51)	31,896.49
7610	Web services	12,260.00	-	12,260.00	27.22	12,287.22
7615	Other employee related expense	-	4,500.00	4,563.00	(383.95)	4,179.05
7616	EE Background Screening	280.00	282.50	842.50	(280.00)	562.50
7617	EE Drug Screening	858.00	(282.50)	707.50	(542.50)	165.00
7620	Membership Dues	7,867.00	-	7,867.00	1,140.66	9,007.66
7621	Subscriptions and Publications	5,156.00	-	5,156.00	363.26	5,519.26
7625	Taxes, licenses and fees	295.00	-	295.00	(75.00)	220.00
9999	In-Kind expenditure	9,000.00	-	9,000.00	899.32	9,899.32
Other Program Expenses (Success by 6)		**33,729.56**	**-**	**33,301.11**	**(1,316.14)**	**31,984.97**
8500	Childcare for Parent workshops	4,560.00	-	3,510.00	1,485.00	4,995.00
8510	Infant Safe Sleep	4,500.00	-	4,800.00	(806.57)	3,993.43
8520	Car Seats	2,500.00	-	3,516.55	(0.54)	3,516.01
8530	Special Projects	8,729.56	-	9,744.56	(2,827.48)	6,917.08
8540	Parent Education Training Material	5,640.00	-	3,640.00	(1,639.67)	2,000.33
8550	Food Services (Unallowable for match)	7,800.00	-	6,090.00	1,204.65	7,294.65
8551	Parent Incentive (Unallowable for match)	-	-	2,000.00	1,268.47	3,268.47
Depreciation		**21,186.52**	**-**	**21,186.52**	**(4,347.06)**	**16,839.46**
9001	Depreciation	21,186.52	-	21,186.52	(4,347.06)	16,839.46
		15,360,058.22	1,988.53	15,619,779.38	(153,084.91)	15,466,694.47
		-	0.00	-	-	-

Section

4

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: 2017-2018 ELCMC Proposed Line Item Budget revision – 1B

PROPOSED ACTION

Approve 2017-2018 ELCMC Proposed Line Item Budget revision (1B).

BACKGROUND INFORMATION

Revision in the budget is to reallocate line items based upon the following factors:

- New grant from United Way for Project Dunnellon ($52,500)
- Match grant from Publix Foundation ($3,000)
- Reduction in Outreach & Awareness funding from OEL ($566)
- Additional funds from Kiwanis for Reading is Fundamental and Pack-n-Plays
- Recognition of funds expended in July and invoices on the 2016-17 OEL grant cycle
- Salary and benefit adjustments to reflect the following:
  - Actual salary increases
  - Addition of part-time employee for Project Dunnellon (tentative start in mid-November)
  - Adjustment to health insurance as several employees opted for outside plan
- Reallocation within Success by 6 for additional needs with community awareness expenses

The above revision was approved by the Finance Committee on September 28, 2017.

Revision 1E is further revised to reflect the following changes:

- New grant from City of Ocala for match funding ($10,000)
- Marion County grant for 2017-18 was increased to $125,000. There will be no budget revision at this time for the additional $25,000 award, those dollars may be carried over to the 2018-19 fiscal year as the fiscal year cycle for the County is based on a September 30 year end.

On October 12, 2017, the Executive Committee unanimously approved as stated above.

Supporting Documentation Included:

- 2017-2018 ELCMC proposed line item Budget Revision 1B

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Approved Budget and Revisions

GL Acct.		Approved Budget 2017-18	Revision 1B 26-Oct-17	
	Revenues			
Contracts, Grants, and Other Financial Assistance		**15,943,316.00**	**70,692.00**	**16,014,008.00**
4001	FOEL: School Readiness	9,753,245.00	-	9,753,245.00
4001	FOEL: Voluntary Pre-kindergarten	5,583,212.00	-	5,583,212.00
4001	FOEL: Outreach & Awareness	14,359.00	(566.00)	13,793.00
4001	FOEL: Performance Funding Pilot	242,000.00	-	242,000.00
4010	Match: Marion County	125,000.00		125,000.00
4010	Match: City of Ocala	-	10,000.00	10,000.00
4020	Match: Kids Central	31,000.00	-	31,000.00
4020	Match: United Way	100,000.00	-	100,000.00
4020	Match: Uncommitted	-	3,000.00	3,000.00
4020	Grants: Project Dunnellon	-	52,500.00	52,500.00
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	44,500.00	-	44,500.00
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	5,000.00	5,758.00	10,758.00
4020	Grants: School Board of Marion County (YPP)	10,000.00	-	10,000.00
4020	Grants: Early Learning Florida Lastinger Center	33,000.00	-	33,000.00
4050	Gifts, Donations, and Pledges	2,000.00	-	2,000.00
Investment Earnings		**-**	**-**	**-**
4101	Interest income	-	-	-
Other Miscellaneous Revenue		**23,800.00**	**119,757.54**	**143,557.54**
4201	Miscellaneous income		-	-
4210	Revenue: Provider Trainings	7,700.00	-	7,700.00
4300	Revenue: Special Events	7,100.00	-	7,100.00
4900	Revenue: Development	-	-	-
4999	Revenue: In-Kind	9,000.00	-	9,000.00
4998	OEL Prior Year Adjustment	-	119,757.54	119,757.54
		15,967,116.00	190,449.54	16,157,565.54
	Expenditures			
Employer Provided Salaries and Benefits		**1,461,262.31**	**(6,014.56)**	**1,455,247.75**
5000	Salary: Directors (990 reportable)	176,402.53	-	176,402.53
5001	Salary: Exempt	381,543.48	(722.94)	380,820.54
5002	Salary: Hourly	579,897.24	11,251.50	591,148.74
5005	Payroll Tax: Social Security	70,546.28	697.59	71,243.87
5006	Payroll Tax: Medicare	16,498.73	163.15	16,661.88
5007	Payroll Tax: SUTA	3,116.40	145.95	3,262.35
5010	Insurance: Health	153,900.00	(17,100.00)	136,800.00
5011	Insurance: Dental	9,357.12	-	9,357.12
5020	Retirement: ER Contribution	56,892.16	-	56,892.16
5030	Insurance: Life	2,754.00	-	2,754.00
5031	Insurance: Short-term Disability	4,437.59	509.53	4,947.12
5032	Insurance: Long-term Disability	5,916.78	(959.34)	4,957.44
Staff Development		**15,000.00**	**-**	**15,000.00**
5100	Staff Development	15,000.00	-	15,000.00
5105	Tuition Reimbursement	-	-	-
Professional Services		**114,471.00**	**-**	**114,471.00**
6000	Professional Services: Consultant	-	-	-
6001	Professional Services: Accounting	-	-	-
6002	Professional Services: Auditing	15,500.00	-	15,500.00
6005	Professional Services: IT Management	29,556.00	-	29,556.00
6010	Professional Services: Legal	6,800.00	-	6,800.00
6020	Professional Services: Temp Employment	-	-	-
6025	Professional Services: Printing Svcs	5,500.00	-	5,500.00
6030	Professional Services: Bldg Rprs & Mtnc	9,940.00	-	9,940.00
6035	Professional Services: Other (Quality)	47,175.00	-	47,175.00
Direct Services - Child Care		**13,708,522.66**	**18,658.56**	**13,727,181.22**
6500	Direct Services	13,708,522.66	18,658.56	13,727,181.22
Occupancy		**45,572.00**	**-**	**45,572.00**
7000	Facility Rental (offsite events-Trainings)	-	-	-
7001	Utilities	21,282.00	-	21,282.00
7005	Janitorial Services	16,350.00	-	16,350.00
7007	Lawn Service	3,900.00	-	3,900.00
7008	Security System	3,600.00	-	3,600.00
7009	Pest Control	440.00	-	440.00

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Approved Budget and Revisions

GL Acct.		Approved Budget 2017-18	Revision 1B 26-Oct-17	
Postage, Freight, and Delivery		**3,825.00**	**-**	**3,825.00**
7050	Postage and Shipping	3,825.00	-	3,825.00
Equipment Leases		**7,227.00**	**-**	**7,227.00**
7100	Equipment Lease & Mtnc	7,227.00	-	7,227.00
Supplies		**18,295.00**	**-**	**18,295.00**
7006	Janitorial Supplies	3,000.00	-	3,000.00
7150	Office Supplies & Expense	10,000.00	-	10,000.00
7151	Copier Printing	5,295.00	-	5,295.00
Communications		**10,296.00**	**-**	**10,296.00**
7200	Communication: Land Line	7,404.00	-	7,404.00
7201	Communication: Cellular	1,488.00	-	1,488.00
7202	Communication: Internet	1,404.00	-	1,404.00
Insurance		**25,218.06**	**-**	**25,218.06**
7251	Insurance: D&O	8,422.05	-	8,422.05
7255	Insurance: Automobile (Rental)	487.20	-	487.20
7260	Insurance: General Liability	442.05	-	442.05
7265	Insurance: Workers Compensation	4,736.54		4,736.54
7270	Insurance: Property	7,324.77	-	7,324.77
7275	Insurance: Other	3,805.45	-	3,805.45
Tangible Personal Property		**7,200.00**	**-**	**7,200.00**
7301	Equipment: = or > $1k	-	-	-
7302	Equipment: < $1k	4,800.00	-	4,800.00
7303	Furniture: = or > $1k	-	-	-
7304	Furniture: < $1k	2,400.00	-	2,400.00
Quality Initiatives		**238,000.00**	**54,045.00**	**292,045.00**
7401	Quality and Classroom Material	156,500.00	-	156,500.00
7405	Training Material	9,900.00	-	9,900.00
7410	Consumer Education & Outreach Material	37,600.00	1,545.00	39,145.00
7420	Scholarship & Other Education Opportunities	13,500.00	52,500.00	66,000.00
7425	Wage Incentives	20,500.00	-	20,500.00
Other OEL Initiatives		**186,355.00**	**-**	**186,355.00**
7435	PFP Project	172,495.00	-	172,495.00
7436	Early Learning Florida Project	13,860.00	-	13,860.00
Travel		**24,215.75**	**-**	**24,215.75**
7501	Travel: In-State	18,532.25	-	18,532.25
7505	Travel: Out of State	1,660.00	-	1,660.00
7510	Travel: In Service Area	4,023.50	-	4,023.50
Other Expenses		**49,099.90**	**-**	**49,099.90**
7602	Merchant Service Fees (Includes PayPal)	384.80	-	384.80
7605	Software-Licenses-Support	16,346.70	-	16,346.70
7610	Web services	2,700.00	-	2,700.00
7615	Other employee related expense	2,614.00	-	2,614.00
7616	EE Background Screening	360.00	-	360.00
7617	EE Drug Screening	165.00	-	165.00
7620	Membership Dues	8,341.00	-	8,341.00
7621	Subscriptions and Publications	8,893.40	-	8,893.40
7625	Taxes, licenses and fees	295.00	-	295.00
9999	In-Kind expenditure	9,000.00	-	9,000.00
Other Program Expenses (Success by 6)		**32,380.00**	**4,213.00**	**36,593.00**
8500	Childcare for Parent workshops	6,480.00	(1,195.00)	5,285.00
8510	Infant Safe Sleep	4,000.00	2,250.00	6,250.00
8520	Car Seats	1,000.00	-	1,000.00
8530	Special Projects	9,000.00	3,508.00	12,508.00
8540	Parent Education Training Material	1,300.00	-	1,300.00
8550	Food Services (Unallowable for match)	7,600.00	-	7,600.00
8551	Parent Incentive (Unallowable for match)	3,000.00	(350.00)	2,650.00
Depreciation & Priod Year Adjustments		**20,176.32**	**119,547.54**	**139,723.86**
9001	Depreciation	20,176.32	-	20,176.32
9998	Prior Year OEL Adjustment	-	119,547.54	119,547.54
		15,967,116.00	190,449.54	16,157,565.54
		0.00	-	0.00

Section

5

In partnership with

United Way SUCCESS BY 6™

Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: Purchasing Staff Training

PROPOSED ACTION

Approve purchase of staff training with Jeanne Henningsen, M.S., CPC Leadership Coach & Consultant.

BACKGROUND INFORMATION

On April 24, 2017, at the all staff training, staff expressed interest in communication training. After researching different options, it is cost effective for Jeanne Henningsen to present the MBTI Assessment and Workshop to our team. It is imperative to continually implement developmental solutions that will contribute to the morale of the team and the success of the Coalition.

In compliance with the Florida Statutes, guidance and direction of OEL, the Coalition's Conflicts of Interest states:

Employees, board members, volunteers/interns and agents must conduct business within the guidelines that prohibit actual, potential, or the appearance of a conflict of interest.

An actual, potential or the appearance of conflict of interest occurs when an employee, board members, volunteers/interns and agents is in a position to influence a decision that may result in personal gain for that employee or a relative as a result of the Coalition's business dealings. A relative is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

It is imperative that the employee, board members, volunteers/interns and agents disclose to the Chief Executive Officer, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. The following are not all inclusive:

Financial Interest: *Employees, board members, volunteers/interns and agents are prohibited from having any direct or indirect financial interest in the assets, leases, or business transactions of the Coalition.*

According to the Board approved policy, as prepared with direction and guidance of OEL, it is imperative for Board member, Jeanne Henningsen to complete and file Form 8B. Although she must abstain from voting in the situation described above, she is not prohibited by Section 112.3143 from participating in the Board meeting.

On October 12, 2017, the Executive Committee unanimously approved as stated above.

Supporting Documentation Included:
- Cost Comparison Sheet

Supporting Documentation Available:
- Training Quotes Received
- ELCMC Conflicts of Interest Policy

PRICE COMPARISON SHEET

Myers-Briggs Type Indicator (MBTI) Step II Assessment and Workshop

1. **Jeanne Henningsen, MS, CPC**

MBTI Step II Online Assessment	$47.95 per participant
MBTI Interpretive Feedback Report printed in color	Approx. $5.50 per report
Facilitation of four hour MBTI Step II Workshop **On-Site**	~~$750~~ **FREE**
Total Fees for MBTI Step II Assessment and Workshop Approx.	**$1,496.60 /28 staff**

2. **CAPT (Center for Applications of Psychological Type)**

MBTI Step II Online Assessment	$150.00 per participant
MBTI Interpretive Feedback Report printed in color	$16.95 per report
Facilitation of one hour MBTI Step II Workshop **ONLINE**	Included
Total Fees for MBTI Step II Assessment and Workshop Approx.	**$4,674.60 /28 staff**

3. **CAS (Career Assessment Site)**

MBTI Step II Online Assessment	$69.50 per participant
MBTI Interpretive Feedback Report printed in color	Included
Facilitation of one hour MBTI Step II Workshop **ONLINE**	Included
Total Fees for MBTI Step II Assessment and Workshop Approx.	**$1,946.00 /28 staff**

Section 6

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: Authorization for Chief Executive Officer to travel outside the state of Florida

PROPOSED ACTION

Approve all necessary and appropriate travel expenses outside the State of Florida for Chief Executive Officer to conduct business on behalf of ELCMC, as well as represent ELCMC at those events, meetings, and conferences held throughout the fiscal year, including any travel specifically related to grant funds received. Authorization includes travel through June 30, 2018.

BACKGROUND INFORMATION

Effective January 1, 2005, the AWI/Office of Early Learning adopted all policies and rules of the Florida Partnership for School Readiness. In April 2004, Florida Partnership for School Readiness provided ELCMC staff with a copy of Reference Guide for State Expenditures issued by the Department of Financial Services through the Division of Accounting and Auditing. Pursuant to this document, Page 71, Section entitled TRAVEL FORMS states, "Section 112.061 (11), F.S., requires DFS to provide uniform Travel Authorization and Voucher Reimbursement Forms." Office of Early Learning Coalition Analyst has advised ELCMC staff and Board members need to comply with this Reference Guide regarding the requirements applicable to various categories of expenditures. To comply with this requirement, ELCMC Board of Directors needs to approve travel as stated above.

ELCMC Chief Executive Officer is authorized to approve travel requests for staff of ELCMC.

On October 12, 2017, the Executive Committee unanimously approved as stated above.

Supporting Documentation Available:

- Reference Guide for State Expenditures issued by the Department of Financial Services through the Division of Accounting and Auditing.
- Section 112.061 (11) Florida Statutes

Section

7

ELCMC Early Learning Coalition of Marion County, Inc.

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Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: Waiting List, Eligibility and Disenrollment Policy and Procedure

PROPOSED ACTION

Request approval of modifications to Waiting List, Eligibility and Disenrollment Policy and Procedure, with the original effective date of June 26, 2014. To align with Rule 6M-4.300 amended August 21, 2016, Rule 6M-9.115 amended May 28, 2017, the implementation of the CCDBG Act of 2014 and the new 12 month eligibility requirements the current policy and procedure requires modifications to be in compliance with the statutory changes to the School Readiness Plan.

BACKGROUND INFORMATION

According to Rule 6M-4.300, FAC and S. 1002.87 (1) and (3), F.S. Coalition shall utilize a waiting list, which shall utilize a waiting list, which shall be a management tool for filling available child care slots.

On January 23, 2016, the Coalition received guidance from OEL to make modifications with the Waiting List, Eligibility and Disenrollment Policy and procedure to be in compliance with the conditionally approved 2015-2016 School Readiness Plan.

On February 11, 2016, the Executive Committee approved the modifications of the Eligibility and Disenrollment Policy and Procedure as presented.

On February 25, 2016, the Board approved the modifications of the Eligibility and Disenrollment Policy and Procedure as presented. The approved policy and procedure was submitted to OEL to be in compliance with the conditionally approved 2015-2016 School Readiness Plan.

On September 08, 2016, the Coalition received guidance from OEL to make modifications to be in compliance with OEL Program Guidance 240.04, reissued July 1, 2015. However, OEL is currently in the process of revising the requirements of the disenrollment policy.

On September 12, 2016, modifications were made to the Eligibility and Disenrollment Policy and Procedure per OEL's guidance to be in compliance with OEL Program Guidance 240.04 School Readiness Funds and Management reissued July 1, 2015. A "Draft" copy was submitted to OEL for review.

On September 13, 2016, OEL removed the "conditionally" approved status, and approved the 2015-2016 School Readiness Plan based on the submitted "Draft" copy of the Eligibility and Disenrollment Policy and Procedure.

On October 13, 2016, the Executive Committee approved the modifications of the Eligibility and Disenrollment Policy and Procedure as presented.

On October 27, 2016, the Eligibility and Disenrollment Policy and Procedure was tabled for fu7rther review per Judy Johnson.

On November 8, 2016, the Coalition made a request to OEL to rescind the Eligibility and Disenrollment Policy and Procedure revised on September 12, 2016. The Coalition requested another review of Eligibility and Disenrollment Policy and Procedure that was Board Approved February 25, 2016.

On November 17, 2016, the Coalition was contacted by OEL's School Readiness Policy Analyst and advised per request to rescind the revised copy dated September 12, 2016. OEL would be withdrawing the Approved SR Plan and placing the Coalition back on a "conditionally" approved status until further review.

On December 29, 2016, the Coalition received information that both the Board Approved Eligibility and Disenrollment Policy and Procedure approved February 25, 2016 and the revised policy and procedure dated September 12, 2016 were now out of compliance. This was due to the fact that OEL Program Guidance 240.04 School Readiness Funds and Management had been reissued August 2016 with an effective date of September 1, 2016. Coalition staff had an extensive conversation with OEL staff concerning the lack of notification of issuance of the revised OEL Program Guidance this document would have been modified to be in compliance with said document as of September 2016.

After said discussion, the Coalition was advised that OEL is currently working on processes to insure Coalition staff receive notification promptly when revised Program Guidance is issued and posted.

In conclusion, at the guidance of OEL, the Coalition was requested to make additional modifications to the policy and procedure to be in compliance with the OEL revised Program Guidance.

On January 4, 2017, the Coalition submitted a "Draft" copy of the Eligibility and Disenrollment Policy and Procedure for review to ensure that the policy meets OEL's requirements.

On January 20, 2017, the Coalition received a response from OEL, acknowledging the "Draft" copy meets OEL's requirements.

On August 3, 2017, revisions were made to the "School Readiness Application and Waiting List Procedures" (formerly attached to the Waiting List, Eligibility & Disenrollment Policy & Procedure) to align with the amended rules of the Florida Administrative Code.

On October 3, 2017, revisions were made to the Eligibility & Disenrollment policy that are minimal in nature due to statutory changes.

On October 12, 2017, the Executive Committee unanimously approved for immediate implementation, as stated above.

Supporting Documentation Included:

- Draft School Readiness Application and Waiting List Procedures
- Draft Eligibility & Disenrollment Policy

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EARLY LEARNING COALITION OF MARION COUNTY, INC.
~~Waiting List, Eligibility & Disenrollment Policy & Procedure~~

School Readiness Application and **Waiting List Procedures**

Effective Date: 06/26/14
Revised Date: 08/03/17

Subject: Prequalifying Questions, School Readiness Application and Waiting List Procedures.

Background Information:
To be in compliance with the amended Rule 6M-4.300 School Readiness Application and Waiting List Procedures, all parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at the following web address: https://familyservices.floridaearlylearning.com or the Coalitions website, www.elc-marion.org.

Reference: Rule 6M-4.300 and, Section ss 1002.83, 1002.84 and 1002.87, F.S.

Definitions:

(a) "Early Learning Coalition" or "Coalition" refers to the entity charged with administering school readiness program services pursuant to Sections 1002.83 and 1002.84, F.S.

(b) "Eligible" means that a family meets the school readiness eligibility criteria pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C.

(c) "Notification" means that early learning coalition has contacted the parent or documented attempts to contact the parent via telephone, email, fax or mail.

(d) "Parent" means individual defined in paragraph 6M-4.200 (1)(c), F.A.C

(e) " Potentially eligible" means that the family's application appears to meet the requirements for eligibility but the family has not yet submitted necessary documentation to determine eligibility.

(f) "Prequalifying questions" means questions that parents must answer prior to submitting an application. The prequalifying questions screen families according to the

school readiness eligibility requirements pursuant to Section 1002.87, F.S., and subsection 6M-4.200 (2) or (3), F.A.C.

(g) "Revalidation" means the process of a family's confirmation that the information about the family on the waiting list is current.

(h) "Removal" means that a family is removed from the waiting list for a reason identified in paragraph (4)(d) below.

(i) " Single Point of entry (SPE)" also known as the Family Portal, means the process established under Section 1002.81 (14), F.S., for a parent to apply for the school readiness program at various locations throughout a county.

(j) "Waiting List" means a list of children waiting for potential enrollment in the school readiness program once funding is available. The list is a record of the names of parent(s), the names and dates of birth of their children, waiting list date and anticipated eligibility and priority category for seeking school readiness services. The waiting list is maintained by the early learning coalition.

Procedure: The Coalition shall utilize the Family Portal as an enrollment management tool for the school readiness program on an ongoing basis. The Coalition shall not purge it's waiting list by removing all children at one time. The following will be the general practice of the Coalition when parents are placed on a waiting list through the Family Portal to receive School Readiness.

1. Prequalifying Questions and School Readiness Application

(a) In order to participate in the school readiness program, parents shall submit a prequalifying questionnaire, file an application, if appropriate, and provide requested documentation to the Coalition. If funds are available at the time of application the Coalition shall conduct an eligibility determination. If funds are not available at the time of application, the Coalition shall place the child or children on a waiting list as set forth herein.

(b) All parents requesting school readiness program services must first complete the prequalifying questions before completing the School Readiness Application, if applicable, and submit it through the single point of entry available at www.elc-marion.org or https://familyservices.floridaearlylearning.com. Questions three and four of the prequalifying questions are based on the current Federal Poverty Level (FPL) for the total number of family members reported in question two. Parents may complete the prequalifying questions and School Readiness Application at any time. If the results of the prequalifying questions indicate that the family may be potentially eligible, the family will then be directed to complete the School Readiness Application. Upon completion of

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the School Readiness Application, parents must submit at least one document to complete the application process. The document may be:

1. A current paystub
2. A verification of employment statement
3. A written statement from employer on company letterhead
4. School enrollment or class registration or
5. Documentation of a temporary or permanent disability

(c) If the prequalification screening results indicate the family may not be potentially eligible, the family shall be directed to contact the Coalition which shall offer Child Care Resource and Referral (CCR&R) services pursuant to Rule 6M-9.300, F.A.C.

2. Eligibility Screening

(a) The Coalition shall review each submitted application and required documentation within 20 calendar days of receipt to determine if the parent is potentially eligible pursuant to Section 1002.87(1), F.S. The Coalition shall notify the parent if the eligibility criteria have or have not been met.

(b) If the Coalition determines that the family is potentially eligible based on their application and funding is available, the Coalition shall conduct an eligibility determination pursuant to Section 1002.87, F.S., and subsection 6M-4.200(2) or (3), F.A.C. Upon determining the family eligible for the school readiness program, the child is eligible for enrollment with a provider delivering the school readiness program, The Coalition shall indicate the required supporting documents for eligibility determination pursuant to Rule 6M-4.208, F.A.C.

(c) If the family is potentially eligible and funding is not available, the Coalition shall place the child on its waiting list according to subsection (3).

(d) If the family is not potentially eligible, the Coalition shall offer the parent CCR&R services pursuant to Rule 6M-9.300, F.A.C.

3. Waiting List Management

(a) Placement of Children on the Waiting List.
1. A family shall be placed on the waiting list on a first-come, first-serve basis based on the date of the submitted application, the potential eligibility category and priority categories specified in Section 1002.87(1), F.S., and the age of the child. The Coalition may consider local service priorities within a priority category.

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2. If a parent requests school readiness services for an additional child following placement on the waiting list, the additional child shall be placed on the waiting list according to the initial date the family was placed on the waiting list. The additional child shall also be assigned a potential eligibility category and priority specified in Section 1002.87(1), F.S.

3. An unborn child shall not be placed on the waiting list.

4. A parent may update the information reported in the School Readiness Application. The Coalition shall review the changes according to subsection 2. If the family remains potentially eligible, the family shall retain its place on the waiting list.

(b) Revalidation
At least once every six (6) months from the date the family was initially placed on the waiting list or from the last revalidation date the Coalition shall contact the parent and request the parent to submit updated information regarding eligibility status. The Coalition shall notify the parent within thirty (30) calendar days prior to the revalidation date.

(c) Availability of Funding
The Coalition shall notify the parent within thirty (30) calendar days of funding availability to potentially enroll the child in the school readiness program. In the notice, the Coalition shall provide instructions to the parent how to complete the school readiness eligibility determination process pursuant to Rule 6M-4.208, F.A.C.

(d) Removal from the Waiting List
The Coalition shall notify the parent of removal from the waiting list. The notification shall include the reason why the family was not placed on the waiting list or why the family or child was removed from the waiting list. Notice or removal is not required when funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. A family will be removed from the waiting list under the following circumstances:

1. Failure to maintain accurate contact information;
2. Failure to meet the school readiness eligibility requirements as specified in Section 1002.87(1), F.S.;
3. Failure to confirm information. The parent does not validate its information by the due date indicated on the notification;
4. Over age limitations. Any child on the waiting list age 13 or older will be removed from the waiting list;
5. School Readiness services no longer needed. The parent indicates, via email, fax, mail, telephone or in person, that school readiness services are no longer needed;
6. The parent does not respond to the notification for available funding by

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the due date;
7. The family no longer resides in the Marion County area; or
8. Funding becomes available for the child to receive school readiness services and the child is enrolled with a school readiness provider. Actual eligibility determination will be conducted prior to authorization for enrollment, which will be based on available funding. Enrollment in the school readiness program will be on a first-come, first-serve basis Pursuant to Section 1002.87(1), F.S.

4. Reapplication

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(a) If a family is removed from the waiting list, a parent must reapply for the school readiness services and shall be screened for eligibility according to subsection (2) to be placed back onto the waiting list and receive a new waiting list date.

(b) if a family on the waiting list of the Coalition moves out of Marion County, the family shall reapply for eligibility services with the Coalition in the family's new location. The family will receive a new waiting list date with the Coalition offering services in the new location.

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EARLY LEARNING COALITION OF MARION COUNTY, INC.
~~Waiting List, Eligibility &~~ Disenrollment Policy & Procedure

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Waiting List Procedures

Effective Date: 06/26/14
Revised Date: 08/03/2017

~~**Subject:** CSC Eligibility Staff Policy & Procedures for Priority of Services for Waiting list, & Eligibility & Disenrollment~~

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~~**Background Information:**~~
~~According to Rule 6M-4.300, FAC and S. 1002.87 (1) and (3), F.S Coalitions shall utilize a waiting list, which shall be a management tool for filling available child care slots. ELCMC process for determining which families will be placed on the waitlist will be implemented as follows:~~

1. ~~The Early Learning Coalition of Marion County will maintain the waiting list by pulling and processing reports from the Family Portal within 20 days of application submission.~~

2. ~~A preliminary screening will be completed to determine whether or not a family is potentially eligible for services. The preliminary screening shall be at a minimum the family's uploaded statement of income, family size, and type of service requested.~~

3. ~~Placement of eligible children on the waiting list, by the child's legal name, age, probable eligibility priority, and type of service requested.~~

4. ~~An unborn child shall not be eligible for the waiting list.~~

5. ~~The applicants can check the status of their application by logging into their account on the Family Portal. If the application is rejected the Family Portal will send a system generated email to the family.~~

6. ~~ELCMC will place families that potentially qualify based on the preliminary screening for priority groups. Depending on availability of funding priorities 1-9 may be placed on the waiting list. The order on the waitlist will be determined by the application date and the priority group or as directed by the ELCMC Board of Directors.~~

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~~7. Every six months, the waiting list application must be validated. Validations of the waiting list application will occur by a response to a letter, by phone or in person. Notifications of such validation must give the applicants 30 days to contact the party responsible for validating the waiting list to provide updated information necessary to remain on the waiting list.~~

~~8. Applicants will be removed from the waiting list for failure to comply with the request for information within the 30 day time frame, or if the applicant calls and notifies ELCMC that there have been changes in which the applicant is no longer meeting a purpose of care.~~

~~9. Applicants will be removed from the waiting list as funding is available for placement. Children will be placed into services based on the priorities established by Section 1002.87 (1)(a) -(1).~~

~~10. Certification of eligibility will be conducted prior to authorization for placement, which will be based on available funding and capacity.~~

Eligibility & Disenrollment Policy

Effective Date: 06/26/14
Revised Date: 10/03/2017

BACKGROUND INFORMATION:

Eligibility for school readiness programs is required by the Federal government to comply with federal administrative regulations and statute in the administration of Child Care and Development Block Grant Trust Fund (45 CFR Parts 98 and 99.) and Section 1002.87, Florida Statutes (F.S.), ~~established in section 1002.87, Florida Statutes and Federal Regulations, 45 CFR 98 and CFR 260-265 and is described in the Temporary Assistance for Needy Families State Plan and the Child Care and Development Fund State Plan~~. The provision of child care services, through the Early Learning Coalition of Marion County, is critical for addressing state policy goals in the areas of school readiness, child welfare, and economic self-sufficiency of low-income families. Significant financial penalties could apply to the state if childcare services are not provided for families receiving temporary cash assistance and subject to work requirements.

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Childcare services, while critical to achieving federal and state policy objectives, are not an entitlement or guaranteed for any class or group.

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The Rilya Wilson Act became law on July 16, 2003 and changed the eligibility and priority for school readiness services for children at-risk of child abuse and neglect. Pursuant to Florida Statute 39.604, the Rilya Wilson Act requires children from birth to school entry age who are under court ordered services and enrolled in a licensed early education or child care program to be enrolled to participate in a child care program five (5) days per week. The School Readiness Act was revised and states:

The school readiness program shall be established for children under the age of kindergarten eligibility. Priority for participation in the school readiness program shall be given children age 3 years to school entry who are served by the Family Safety Program office of the Department of Children and Families Services or a community-based lead agency pursuant to chapter 39 for whom child care is needed to minimize risk of further abuse, neglect or abandonment.

At its November 14, 2003 Board of Director's meeting, the Office of Early Learning passed Item 2003-98, that adopts the policy that:

School readiness coalitions continue to serve birth through 3 years that are determined to be at risk of abuse, neglect, or exploitation and are currently clients of the Family Safety Program Office of the Department of Children and Family Services in addition to those children addressed in the Rilya Wilson Act.

ELIGIBILITY:

With the implementation of the CCDBG Act of 2014 and the new 12 month eligibility requirements, ~~T~~the Early Learning Coalition of Marion County is responsible for establishing specific eligibility priorities within the coalition's area pursuant to section 1002.87, Florida Statutes ~~(2013~~ 2016-238~~)~~.

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ELIGIBILITY RANKED CATEGORIES

(Approved by Coalition Board and stated in State Approved Coalition Plan as adopted and amended. Effective August 1, 2013, or upon reevaluation of eligibility for children currently served, whichever is later, The Early Learning Coalition of Marion County shall give priority for participation in the school readiness program as follows):

a) Priority shall be given first to a child younger than 13 years of age from a family that includes a parent who is receiving temporary cash assistance under chapter 414, F.S., and subject to the federal work requirements.

b) An ~~At-~~at -risk child younger than 9 years of age.

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c) A child from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s.1003.21 (1)(a) 2. ~~Who~~ who is from a working family that is economically disadvantaged, and may include such child's eligible siblings, beginning with the school year in which the sibling is eligible for admission to kindergarten in a public school under s.1003.21(1)(a)2. until the beginning of the school year in which the sibling is eligible to begin 6th grade, provided that the first priority for funding an eligible sibling is local revenues available to the coalition for funding direct services. ~~However, a child under this paragraph ceases to be eligible if his or her family income exceeds 200 percent of the federal poverty level.~~

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d) A child of a parent who transitions from the work program into employment as described in s. 445.032 from birth to the beginning of the school year for which the child is eligible for admission to kindergarten in a public school under s.1003.21 (1)(a)2.

e) An at risk child who is a least 9 years of age but younger than 13 years of age. An at-risk child whose sibling is enrolled in the school readiness program with an eligibility priority category listed in paragraphs (~~1~~a)-(~~cc~~) shall be given priority over other children who are eligible under this paragraph.

f) A child who is younger than 13 years of age from a working family that is economically disadvantaged. A child who is eligible under this paragraph whose sibling is enrolled in the school readiness program under paragraph (c) shall be given priority over other children who are eligible under this paragraph ~~ceases to be eligible if his or her family income exceeds 200 percent of the federal poverty level~~.

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g) A child of a parent who transitions from the work program into employment as described in s.445.032 who is younger than 13 years of age.

h) A child who has special needs has been determined eligible as a student with a disability, has a current individual education plan with a Florida school district, and is not younger than 3 years of age. A special needs child eligible under this paragraph remains eligible until the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2.

i) Notwithstanding paragraphs (a)-(d), priority shall be given last to a child who otherwise meets one of the eligibility criteria in paragraphs(a)-(d) but who is enrolled concurrently in the federal Head Start Program and the Voluntary Prekindergarten Education Program.

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A Fair Disclosure statement on the eligibility and re-determination forms will be given to parents notifying them that the provision of school readiness services is subject to the availability of funding and placement priorities. ***This statement should also contain language indicating that if disenrollment becomes necessary, the parent(s) will be informed through a letter mailed to the address on file or emailed. This letter will be from the Coalition, as approved by the Coalition Board of Directors.***

DISENROLLMENT:

At its November 14, 2003 Board of Directors' meeting, the Office of Early Learning in item 2003-98, adopted a policy *permitting local school readiness coalitions to utilize disenrollment of non-priority participants as an option of last resort to maintain fiscal integrity.*

OEL Program Guidance 240.04 SCHOOL READINESS FUNDS MANAGEMENT, revised and reissued August 2016, effective September 1, 2016, under **Disenrollment of Children** puts in place specific steps for a Coalition to follow prior to disenrolling any children. This policy complies with those requirements.

The coalition must submit a plan amendment, if applicable, and receive OEL written approval prior to disenrolling children and submit to OEL.

The Early Learning Coalition of Marion County agrees that disenrollment must be a last resort decision. It is the policy of the Early Learning Coalition of Marion County to utilize a wide range of budget management strategies to maintain fiscal integrity and balance, including the utilization of disenrollment of non-priority participants as an option of last resort to maintain fiscal integrity. This decision must be preceded by documentation that the following activities have been completed:

The continued initial enrollment of a child in a priority eligibility group in accordance with Section 1002.87(1)(a)(i), F.S.

1. Re-verification and certification of eligibility of current "Must Serve" enrollments as stated above in **"Eligibility Ranked Categories"**
   a. Coalition must initiate a process with referring partners for the purpose of reviewing and validating the continued eligibility of current enrollments.
   b. Eligibility criteria must be used to review and validate current enrollments. Clients classified as TCC must be employed. Coalition must verify employment of all TCC clients.

2. Re-verification and certification of eligibility in current non-priority categories

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a. Coalition must initiate a process for the purpose of reviewing and validating the continued eligibility of current enrollments.

3. Coordination with other community partners
   a. Coalition must communicate with other community partners (for example, Boys & Girls Club, YMCA, etc.) to research options the parent may have for child care for their child(ren). Guidelines regarding Parental Choice must be met when changing or moving children from one program to another.

4. Re-evaluation of Coalition Budget.

5. Verification of projected need through the utilization of monthly trends
   a. The Coalition will utilize standard reports in the State Reporting System (SRS) and ad hoc reports from its local database for use in monitoring utilization trends on a monthly basis.

Disenrollment may not cause the slot expenditures to drop below the slot allocation approved by the Coalition Board of Directors.

DISENROLLMENT PROCEDURE:

If the Early Learning Coalition of Marion County disenrolls children from the school readiness program due to a projected deficit, the Early Learning Coalition must disenroll the children in reverse order of the eligibility priorities listed above~~;~~ beginning with the highest enrollment priority, in accordance with Section 1002.87(1), F.S.

1. No disenrollment will be permitted for an "at-risk" child without the written approval of the Child Welfare Program office of the Department of Children and Families or the community based level.

2. Those children that have been disenrolled are eligible to be returned to the ~~Unified~~ wait list at the end, unless the Coalition Board of Directors is no longer serving that age category. The disenrollment decision will be made by the Early Learning Coalition of Marion County Board of Directors.

3. The Coalition will prohibit the disenrollment of groups of children for a reason other than preventing a deficit or failure to comply with eligibility requirements.

4. The Coalition will permit the disenrollment of children in order, pursuant to Section 1002.87(7), F.S. The policy may allow for the disenrollment of a distinct subgroup within an enrollment priority (e.g., a school-age child older than a specified age).

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5. If disenrollment is necessary, the Coalition will provide written notification to the Office of Early Learning at least forty-eight (48) hours prior to the initiation of formal consideration by the Coalition Board to disenroll a group of children from early learning programs due to a projected funds deficit.

6. If disenrollment is necessary, the Coalition will provide written notification to the Office of Early Learning at least five (5) business days prior to taking action to notify providers or families of a determination to disenroll a child from early learning programs due to a projected funds deficit. The notice to the Agency shall:

   * be submitted with a copy of the two most recent monthly analyses; and

   * identify the enrollment priority group from which the Coalition plans to disenroll children due to a projected funds deficit and the number of children the Coalition plans to disenroll within the enrollment priority group.

7. The Coalition will communicate with other community partners (for example, Boys & Girls Club and YMCA) to research options the parent(s) may have for child care.

8. The Coalition will provide written notice to any affected child's parent or guardian at least two (2) weeks before the child is disenrolled from the School Readiness program due to a projected funds deficit, which includes the effective date of the child's disenrollment, ~~within three (3) business days, provide~~ ~~written~~ Written notification of termination of service to parents **in the following manner:**

   A letter to the parent(s) will be delivered either through regular U.S. mail and/or e-mail.

   Termination of service will be effective at least two (2) weeks from date of the letter or as decided by the Coalition Board of Directors.

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9. Parents should be advised that they can seek information regarding alternative programs and resources.

10. A special staffed hotline should be maintained by the Coalition to answer questions and give resource information. The toll free number maintained by the Coalition (877-399-2315) will be advertised as the "hotline" number for a specific period of time, as determined appropriate by the Coalition Board of Directors.

11. The Coalition will provide written notice to any affected child's School Readiness provider at least two (2) weeks before the child is disenrolled from the School Readiness Program due to a projected funds deficit, which includes the effective date of the child's disenrollment as long as the two-week period does not extend

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beyond the participants' authorized eligibility period. The notice is to provide adequate time for the parent to arrange alternative child care.

12. If the Coalition intends to disenroll a child from the SR program due to fraud, the Coalition shall provide a notice of disenrollment to the family two (2) weeks prior to disenrollment as long as the two-week period does not extend beyond the participant's authorized eligibility period. The notice is to provide adequate time for the parent to arrange alternative child care.

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13. A press release will be written and distributed to the community and media by the Coalition. This press release should include: 1) it is a decision of last resort; 2) the need for child care assistance in Marion County has outgrown school readiness funding or the funding allocated to Marion County from the Governor through the actions of the State Legislators is not sufficient to meet the needs of school readiness; 3) every effort is being given to locate alternative programs; 4) a plea for public/private funding assistance to alleviate further disenrollment. **Additionally, the Coalition will place said termination letter on the Coalition website.**

14. The information under 12 should be conveyed to all Board members and staff of the Coalition. Every effort should be made to train front line staff on methods of communicating this message in a positive manner to providers and parents.

DRAFT

Section

8

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Action Sheet

FULL BOARD
October 26, 2017

SUBJECT: Board Member Resignation

PROPOSED ACTION

Approve the resignation for Board member Beth Abel, effective October 23, 2017.

BACKGROUND INFORMATION

The position of District Superintendent of School or her designee is a mandated position in the Florida Statutes for the ELCMC Board of Directors and is a part of the ELCMC By-Laws.

Superintendent Dr. Heidi Maier has not yet appointed a new member for the position to serve in the mandated position on the ELCMC Board of Directors.

Supporting Documentation Available:

- ELCMC By-Laws
- MCPS Resignation Letter from Mrs. Beth Abel

Section

9

ELCMC Early Learning Coalition of Marion County, Inc.

In partnership with United Way SUCCESS BY 6™

Action Sheet

FULL BOARD

October 26, 2017

SUBJECT: Board Member Resignation and Appointment

PROPOSED ACTION

Approve the resignation for Board Member Autumn L. Tomas, Vice-President Head Start/Early Head Start Episcopal Children's Services, effective October 23, 2017.

BACKGROUND INFORMATION

The position of Head Start/Early Head Start Director or designee is a mandated position in the Florida Statutes for the ELCMC Board of Directors and is a part of the ELCMC By-Laws.

Vice-President Autumn L. Tomas, has appointed Kelly Rogers, Director of Center Operations for Region II Episcopal Children's Services, Inc., to the position to serve in the mandated position on the ELCMC Board of Directors.

Supporting Documentation Available:

- ELCMC By-Laws
- Resignation email from Autumn Tomas, VP Head Start/Early Head Start

Information Items

ELCMC Early Learning Coalition of Marion County, Inc.

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COMMENTS FROM THE CUSTOMER SATISFACTION SURVEYS FOR AUGUST 2017

The **August** 2017 winner for the prize was **Erika.** There were **121** surveys completed. There **69** were parents that marked that they received a Parent and Child Activities Newsletter.

12. What do you like about the program in which you participate?

- Makes daycare affordable. Allows child the opportunity to learn and grow with same age peers.
- Helps with childcare financially.
- Very helpful, very clean place.
- The support that is needed is strongly appreciated.
- Everyone was very helpful and considerate.
- The financial help with daycare.
- Great staff.
- This program is very helpful, it allows me to work.
- It is helpful for the kids.
- It helps me afford childcare while working.
- Helpful, my son can go to school to learn.
- Very professional staff. My kids get very quality education/care thanks to the program.
- That it helps pay for daycare.
- It helps me to stay working.

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- The program helps in a great way with helping find childcare and helping financially.
- My son has the opportunity to learn and become social with other children.
- It helps me out a lot being a single mother with no outside help.
- Very flexible with my work hours.
- That it helps parent with low income with daycare.
- As a foster parent, it does deliver.
- That I know my kids are going to learn.
- Helpful services.
- I like the way new beginnings has parents days for parents to spend the day and do fun activities.
- It is very helpful
- Return calls after having a message on voicemail is excellent. Thank you
- I appreciate the discounted childcare costs
- The convenience and the location of the program
- User friendly recertification process
- Just the fact that you all are able to help
- Friendly
- They are very understanding and they help out a lot
- They are kind and helpful

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- I take great pride in my work ethic and I'm very thankful for the day care assistance to encourage my child into learning
- Very helpful and nice
- That parents ca afford school and daycare because of this program
- The programs
- School readiness
- They are very helpful and it teaches you and helps kids
- Mrs. Phyllis was very patient and kind
- Every info needed is answered quickly
- Safe place to take my children
- Affordable childcare, friendly staff, convenient
- The people, they truly care
- Daycare is affordable
- The help I receive
- They make sure you understand and your child is placed in a good environment
- It is very helpful with helping me afford childcare. Ms. Phyllis was very helpful, nice and has an awesome personality. Thank you, Michelle B
- It allows me to keep working!!
- The people are very kind and patient, respectful and understanding

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- That they help with childcare costs from being so high
- Very helpful
- It is very helpful to parent who can't afford child care
- Satisfied, I do not see room for change.
- My experience has been wonderful.
- I do not have any complaints.
- Not needed, very good!
- Nothing, great job.
- Liz was a great help to me, she went above and beyond the call of duty. Thanks so much.
- None at this time
- Nothing, everything is just fine
- Nothing everything was great
- There are all true, Liz is amazing and made my situation important
- Great services
- Liz helped me with some issues I couldn't resolve. Debbie is a blessing.

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13. What Changes would you recommend?

- Several none and several N/A.
- Online certification, appointment for signing paperwork.: Online eligibility is coming with the Family Portal
- Less paperwork needed to recertify.: Because the program is an eligibility based program, there are specific documents that are required to determine that eligibility.
- I work for the school board, so I needed a VOE, not just paystubs because I am off during the summer so I needed proof that I am going back to work so maybe just a pre-screen to let me know ahead of time what is needed.: The document provided to customers with documents needed specifies that if 4 weeks of check stubs are not available then a Verification of employment is needed.
- Reminding parents to call in advance for their appointment: Staff schedule the next appointment before the customer leaves unless the customer doesn't want to schedule.
- That I do not see Michele S for my next interview: Elizabeth Deola has reached out to the parent for additional information.
- Ability to recertify online: Online eligibility is coming with the Family Portal
- Did not need other services
- I only visited the office 3 times but I seriously feel recipients do not get enough respect: No contact information on survey to obtain additional information.
- More programs within our County for older children
- Better computer software for signing in

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- My appointment time was at 10 am, I arrived 10 mins early and I was not called back until… (comment incomplete): No contact information on survey to obtain additional information.

- I think the program should take into account how much parents pay for mortgage/rent and utilities instead of just basing their parent fee off of their income.: The program requirements call for use of gross income.

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COMMENTS FROM THE CUSTOMER SATISFACTION SURVEYS FOR SEPTEMBER 2017

The **September** 2017 winner for the prize was **Theodora.** There were 64 surveys completed. There were 36 parents that marked that they received a Parent and Child Activities Newsletter.

12. What do you like about the program in which you participate?

- Very helpful and understanding. Good worker and her job. Assisted and gave me resources for my family needs.
- I love that my children will be in a great school and that I can start working.
- Everything.
- Refreshing to have Phyllis Woods process my daycare application. She was courteous and professional in all matters.
- They help with working families.
- The help that is offered.
- The discounted childcare and the once a year recertification.
- Timely manner with everything. Very helpful and understanding. Always feel welcome even with the 4 boys. I love the kid's area.
- That I can get help in the time of need.
- Awesome, safe. Keep up the good work. She was very nice and helpful (Phyllis), thank you again
- Keep my kids in daycare so I can work, it's great
- Very helpful and nice
- They help the children and parents

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- Very helpful, understanding and reliable. They work with my schedule when it's time to renew or schedule anything or change anything
- Convenient, excellent help
- The child care help.
- Without the program, parents would not be able to provide/work for the families
- I appreciate the help I don't know what I'd do without it
- Very helpful
- Without the help of ELC, I don't know what I'd do
- Helps working parents afford childcare
- Everything a child's care and education is very important
- Great center and education for my children
- I love the annual recertification rather than biannual
- My counselor made me very comfortable. My counselor was very polite and got me out in a timely fashion. My experience today with what I've been experiencing with the storm our city just witnessed. (counselor was Phyllis)
- I love the excellent treatment that I always receive (comment translated from Spanish)
- They are willing and able to help those in need!
- It helps me out a lot being a single mother that works crazy hours
- Haven't had experience yet. Everything was perfect from walking into the building from me leaving. Very nice, answered all my questions and very helpful

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- It's good the way it is
- None, keep doing what you are doing

13. What Changes would you recommend?

- Several None and several N/A
- N/A, I called to make sure that I brought all the right papers in and I was giving the wrong information. Also, my case worker was not returning my calls.: No contact information left for a follow up.
- The guidelines as far as the amount you make, it should be net instead of gross. I am not bringing home my gross so I should not have to pay what I gross. I have 3 kids and I have to figure out how I am going to pay $91 a week for childcare other than quitting my job or leaving them home. These fees are ridiculous.: The Coalition has no control over the income that is used, this is determined by CCDF.
- None at this time
- More flexible appointment times. Didn't have any issues relating to me, don't apply: No contact information left for a follow up.
- None, really long waits for appointments but I've always been seen on time: No contact information left for a follow up.