To participate in this meeting via teleconference, register using the link on the Outlook Calendar invite.

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.

Annual and Regular
BOARD OF DIRECTORS
MEETING AGENDA
August 25, 2022 – 8:30 a.m.

Call to Order
R. Colen
Roll Call
B. Montalvo
Chair Report
R. Colen
Presentation -- Fordham Early Learning Academy
W. Williams
2021 – 2022 Annual Report
Consent Agenda
Section 1

RATIFICATION ITEM
2021 – 2022 Budget 8-B
2022 – 2023 Budget 1-B
Org Chart for FY 2022 – 2023
Section 2 – R. Fricks-Patterson / M. Easter
Section 3 – R. Fricks-Patterson / M. Easter
Section 4 – R. Fricks-Patterson / M. Easter

ACTION ITEM
DCF Board Nominations
Personnel Policies for FY 2022 – 2023
Section 5 – R. Fricks-Patterson
Section 6 – R. Fricks-Patterson / B. Montalvo

INFORMATION
Community Partner Roundtable Updates

CHIEF EXECUTIVE OFFICER’S REPORT

Public Comment

Adjournment

MEETING SCHEDULE for FY 2022 – 2023

<table>
<thead>
<tr>
<th>Executive Committee 8:30 AM, Thursday</th>
<th>Full Board of Directors 8:30 AM, Thursday</th>
<th>Finance Committee 8:30 AM, Thursday</th>
<th>Help Me Grow Leadership Team 11:00 AM, Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-11-22</td>
<td>8-25-22</td>
<td>8-18-22</td>
<td></td>
</tr>
<tr>
<td>8-23-22 at 10:30 AM</td>
<td>9-22-22</td>
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<tr>
<td>9-8-22</td>
<td>10-27-22</td>
<td>11-17-22</td>
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<td>10-13-22</td>
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<td>11-10-22</td>
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<td>12-8-22</td>
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<td>1-12-23</td>
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<td>2-9-23</td>
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<tr>
<td>3-13-23</td>
<td>4-27-23</td>
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<tr>
<td>4-11-23</td>
<td>5-25-23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8-23</td>
<td>6-22-23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• ALL meetings will be held at ELCMC, 2300 SW 17th Road, Ocala, FL 34471 or via conference call
Section 1
Consent Agenda

- June 23, 2022, Board of Directors Meeting Minutes
- Financials for May 2022
- Financials for June 2022 - HANDOUT
- Community Impact through June 2022
Early Learning Coalition of Marion County
Board Meeting Minutes

Date/Time: June 23, 2022, at 8:30 AM
Location: ELCMC Office, Board Room and via Go to Meeting
Members Present: Robert Colen, Doug Day, Earlene Carte, Heather Gamble, Todd Panzer, Thomas LoBianco, Cecil Wilson, Judy Johnson, Evan Pitts, Brenda Ford
Via Go to Webinar: Jeanne Henningsen, Marita Alejandro, Kathy Robbins, Cara Meeks, Commissioner Michelle Stone, Karen Vega
Members Absent: Mark Lander, Jennifer Beck, Elizabeth Chryst, Richard Forrester, Traci England
Guest: Roseann Fricks-Patterson, CEO Consultant
Staff Present: Sarah Lankester, Chief Executive Officer; Elizabeth Deola, Chief Programs Officer; LaTrisha Sims, Chief Operations Officer; Tamara Grant-Powell, Chief Finance Officer; Beatriz Montalvo, Administrative Services / HR Director; Marcella Easter, Business Information Director; Wendy Williams, Community Relations Advocate; JoLynn Rathel, Literacy Outreach Advocate; Leo Rios, Accountant; LaMeshia Jenkins, CSC: CCR&R; Robbie Kaiser-Morgan, CSC: Eligibility; Sol Velez, CSC: Eligibility; Vontoreus Jones, CSC: Eligibility; Juan Rodriguez Diaz, HMG Care Coordinator

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary/Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Board meeting called to order. Beatriz Montalvo called roll. A quorum was present.</td>
<td>Robert Colen called the meeting to order at 8:35 a.m.</td>
</tr>
<tr>
<td>Chair Report</td>
<td>Robert presented Judy Johnson and Cara Meeks with a book and thanked them for their years of service on the Board. They will be greatly missed!</td>
<td></td>
</tr>
<tr>
<td>Consent Agenda</td>
<td>The April 28, 2022, Full Board meeting minutes, Financials for March and April 2022, and Community Impact through April 2022, were included in the consent agenda for Board approval.</td>
<td>ACTION ITEM: Doug Day moved to accept the consent agenda and Judy Johnson seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>2020 – 2021 IRS Form 990</td>
<td>Sarah requested to ratify the 2020 – 2021 IRS Form 990. The draft report was received on May 16, 2022 and forwarded to Executive Committee for their review and approval via QuikTap survey. The Executive Committee unanimously approved The Form 990. The Coalition received and filed the final IRS Form 990 on May 16, 2022.</td>
<td>RATIFICATION: Todd Panzer motioned to accept the ratification. Thomas LoBianco seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Salary Pay Grades</td>
<td>Marcey requested approval to approve salary pay grade ranges effective January 1, 2022, in order to stay competitive within the current market, as detailed on the Ratification Sheet.</td>
<td>RATIFICATION: Judy Johnson motioned to accept the ratification. Evan Pitts seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>2022 – 2023 Budget</td>
<td>Marcey requested approval of the 2022 – 2023 ELCMC proposed line-item budget based on revenue funding as approved within the State budget for School Readiness and VPK funding amounts for fiscal year 2022 – 2023, as approved by the House and State Senate and detailed on the Action Sheet.</td>
<td>ACTION: Judy Johnson motioned to accept the action. Todd Panzer seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Org Chart</td>
<td>Marcey requested approval of the ELCMC Org Chart to meet the staffing needs of the Coalition with the additional requirements from CCRSSA, ARPA, and Legislative changes, as detailed on the Action Sheet.</td>
<td>ACTION: Evan Pitts motioned to accept the action. Thomas LoBianco seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>ELCMC Board of Directors Private Sector Nominations</td>
<td>Sarah requested approval to appoint Jennifer Chatterton and Lola Gonzalez, both private sector representatives to the ELCMC Board of Directors.</td>
<td>ACTION: Judy Johnson motioned to accept the action. Todd Panzer seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Summary/Discussion</td>
<td>Action</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paid Leave Time (PLT) Rollover</td>
<td>Sarah requested approval to override the current PLT rollover policy limit from a maximum of 80 hours to all earned PLT hours rolled over to the new fiscal year. After discussion with DEL in June 2022, there is in fact, not an hour limit imposed by DEL for PLT rollover, as detailed on the Action Sheet.</td>
<td>ACTION: Doug Day motioned to accept the action. Earlene Carte seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Community Foundation Fund Point - CEO</td>
<td>Approve Community Foundation for Ocala/Marion County to change the Agency Endowment Fund Point due to the resignation of the CEO, as detailed on the Action Sheet.</td>
<td>ACTION: Todd Panzer motioned to accept the action. Even Pitts seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>CEO Signee</td>
<td>Approve South State Bank to make the necessary changes to all the accounts on or after July 1, 2022, as detailed on the Action Sheet.</td>
<td>ACTION: Todd Panzer motioned to accept the action. Even Pitts seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Grant Agreement with DEL for FY 2022 – 2023</td>
<td>Sarah requested to approve CEO to obligate the ELC with DEL for FY 2022 – 2023 by signing the Grant Agreement, as detailed on the Action Sheet.</td>
<td>ACTION: Todd Panzer motioned to accept the action. Even Pitts seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>Anti-Fraud Plan for FY 2022 – 2023</td>
<td>LaTrisha requested approval of the Coalition Anti-Fraud Plan for Fiscal Year 2022 – 2023 with an effective date of July 1, 2022, as detailed on the Action Sheet.</td>
<td>ACTION: Todd Panzer motioned to accept the action. Even Pitts seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>By-Laws</td>
<td>Trish requested to approve the modifications of the Coalition By-Laws per the guidance of DEL as outlined in Rule 6M-9.110 revised May 3, 2022, and the ELC School Readiness Plan Guide revised April 2022, as detailed on the Action Sheet.</td>
<td>ACTION: Judy Johnson motioned to accept the action. Cecil Wilson seconded the motion. The motion carried unanimously.</td>
</tr>
<tr>
<td>CEO Resignation</td>
<td>Robert formally announced to the Board Sarah’s resignation as CEO. Roseann Fricks-Patterson will return as Interim CEO for transitional purposes, not to extend beyond December 31, 2022.</td>
<td>ACTION: Judy Johnson motioned to accept the action. Cecil Wilson seconded the motion. The motion carried unanimously. *Roseann will work approximately 30 hours a week as circumstantial.</td>
</tr>
<tr>
<td>Faith-Based Child Care Provider</td>
<td>Earlene Carte asked Elizabeth to follow her heart should she choose to consider applying for the CEO position.</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>Monarch Leadership Group</td>
<td>Jeanne Henningsen thanked all who are stepping in to assist during this transition period and to the ones leaving you will be greatly missed!</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>County Commissioner</td>
<td>Commissioner Michelle Stone thanked the team for their hard work.</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>Evan Pitts</td>
<td>Asked to please let him know if he could be of assistance in any way to the team through the transition process.</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>Cara Meeks</td>
<td>Thanked the Board for the opportunity to serve.</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>CEO Update</td>
<td>Will update as we move forward with the CEO hiring process.</td>
<td>INFORMATION</td>
</tr>
<tr>
<td>Adjourned</td>
<td>The meeting adjourned at 9:23 AM.</td>
<td>INFORMATION</td>
</tr>
</tbody>
</table>

Reported by: Beatriz Montalvo, Administrative Services / HR Director

Approved by: ____________________________  Signature  ____________________________  Date  8/23/20

NOTE – For additional information on any of the above items, please contact Chief Executive Officer, Sarah Lankester at slankester@elc-marion.org.
## Early Learning Coalition of Marion County, Inc.
### Budget vs. Actual
#### As of May 2022

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Approved Budget SR</th>
<th>May 2022 Actual</th>
<th>CP Budget</th>
<th>YTD Actual</th>
<th>% Budget Used</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants: State &amp; Federal</td>
<td>32,826,067.46</td>
<td>2,385,200.70</td>
<td>3,562,734.58</td>
<td>20,042,887.24</td>
<td>61.06%</td>
<td>(12,753,220.22)</td>
</tr>
<tr>
<td>Grants: Local Governments</td>
<td>144,255.89</td>
<td>34,018.01</td>
<td>13,163.23</td>
<td>127,851.97</td>
<td>88.65%</td>
<td>(16,373.92)</td>
</tr>
<tr>
<td>Grants: Other</td>
<td>185,161.54</td>
<td>6,812.83</td>
<td>17,687.27</td>
<td>79,061.17</td>
<td>41.80%</td>
<td>(106,100.17)</td>
</tr>
<tr>
<td>Gifts, Donations, and Pledges</td>
<td>15,055.00</td>
<td>7.72</td>
<td>654.99</td>
<td>19,071.16</td>
<td>126.93%</td>
<td>4,046.16</td>
</tr>
<tr>
<td>Contracts, Grants, and Other Financial Assistance</td>
<td>33,174,479.89</td>
<td>2,410,039.26</td>
<td>3,504,440.07</td>
<td>20,288,851.54</td>
<td>61.18%</td>
<td>(12,005,628.35)</td>
</tr>
<tr>
<td>Revenue: Interest</td>
<td>1,500.00</td>
<td>101.82</td>
<td>125.00</td>
<td>1,387.65</td>
<td>92.53%</td>
<td>(112.35)</td>
</tr>
<tr>
<td>Realized Gain on Investments</td>
<td>2,800.00</td>
<td>100.73</td>
<td>106.67</td>
<td>2,749.10</td>
<td>127.95%</td>
<td>50.90</td>
</tr>
<tr>
<td>Unrealized Gain on Investments</td>
<td>5,000.00</td>
<td>253.33</td>
<td>416.67</td>
<td>(2,725.45)</td>
<td>(55.86%)</td>
<td>(2,725.45)</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>8,500.00</td>
<td>266.42</td>
<td>708.34</td>
<td>(8,391.76)</td>
<td>(104.21%)</td>
<td>(7,135.34)</td>
</tr>
<tr>
<td>Revenue: Miscellaneous</td>
<td>2,500.00</td>
<td>0.00</td>
<td>208.33</td>
<td>0.00</td>
<td>0.00%</td>
<td>(2,500.00)</td>
</tr>
<tr>
<td>Revenue: Provider Trainings</td>
<td>4,000.00</td>
<td>270.00</td>
<td>333.33</td>
<td>2,090.00</td>
<td>52.25%</td>
<td>(1,900.00)</td>
</tr>
<tr>
<td>Revenue: Special Events</td>
<td>20,000.00</td>
<td>0.00</td>
<td>3,333.33</td>
<td>18,300.00</td>
<td>91.50%</td>
<td>(1,700.00)</td>
</tr>
<tr>
<td>Revenue: Development</td>
<td>6,000.00</td>
<td>0.00</td>
<td>708.34</td>
<td>242.00</td>
<td>4.00%</td>
<td>(5,758.00)</td>
</tr>
<tr>
<td>Revenue: Vending</td>
<td>1,000.00</td>
<td>0.00</td>
<td>83.33</td>
<td>0.00</td>
<td>0.00%</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>Revenue: Facility Rental</td>
<td>7,800.00</td>
<td>650.00</td>
<td>650.00</td>
<td>7,150.00</td>
<td>91.67%</td>
<td>(650.00)</td>
</tr>
<tr>
<td>In-kind</td>
<td>30,000.00</td>
<td>2,761.58</td>
<td>2,500.00</td>
<td>14,979.34</td>
<td>49.93%</td>
<td>(15,020.66)</td>
</tr>
<tr>
<td>Other Miscellaneous Revenue</td>
<td>71,560.00</td>
<td>3,681.58</td>
<td>7,853.79</td>
<td>42,804.34</td>
<td>59.82%</td>
<td>(28,755.66)</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>31,254,539.89</td>
<td>2,433,985.26</td>
<td>3,603,002.20</td>
<td>20,302,797.18</td>
<td>61.05%</td>
<td>(12,951,742.71)</td>
</tr>
<tr>
<td>Employer Provided Salaries and Benefits</td>
<td>(1,906,036.21)</td>
<td>(129,606.41)</td>
<td>(238,889.33)</td>
<td>(1,869,049.54)</td>
<td>84.26%</td>
<td>300,015.67</td>
</tr>
<tr>
<td>Staff Development</td>
<td>(10,000.00)</td>
<td>(1,895.63)</td>
<td>(633.33)</td>
<td>(7,998.67)</td>
<td>79.98%</td>
<td>2,001.33</td>
</tr>
<tr>
<td>Professional Services</td>
<td>(325,808.70)</td>
<td>(22,978.75)</td>
<td>(38,269.79)</td>
<td>(374,290.53)</td>
<td>53.55%</td>
<td>151,208.17</td>
</tr>
<tr>
<td>Direct Services - Child Care</td>
<td>(13,554,808.20)</td>
<td>(1,249,681.50)</td>
<td>(232,985.56)</td>
<td>(12,015,978.02)</td>
<td>88.65%</td>
<td>1,538,830.18</td>
</tr>
<tr>
<td>Occupancy</td>
<td>(93,597.00)</td>
<td>(4,828.46)</td>
<td>(2,799.06)</td>
<td>(5,234.08)</td>
<td>80.65%</td>
<td>12,302.92</td>
</tr>
<tr>
<td>Postage, Freight, and Delivery</td>
<td>(2,376.95)</td>
<td>(151.21)</td>
<td>(49.27)</td>
<td>(1,467.91)</td>
<td>61.74%</td>
<td>909.04</td>
</tr>
<tr>
<td>Equipment Leases</td>
<td>(4,317.32)</td>
<td>(279.00)</td>
<td>(639.78)</td>
<td>(3,002.09)</td>
<td>88.07%</td>
<td>513.23</td>
</tr>
<tr>
<td>Supplies</td>
<td>(26,443.33)</td>
<td>(1,365.67)</td>
<td>(2,728.60)</td>
<td>(19,075.28)</td>
<td>74.99%</td>
<td>6,364.05</td>
</tr>
<tr>
<td>Communications</td>
<td>(19,401.84)</td>
<td>(1,618.67)</td>
<td>(1,616.82)</td>
<td>(17,860.52)</td>
<td>92.16%</td>
<td>1,521.32</td>
</tr>
<tr>
<td>Insurance</td>
<td>(33,825.25)</td>
<td>(2,866.05)</td>
<td>(3,137.97)</td>
<td>(30,951.05)</td>
<td>91.50%</td>
<td>2,874.20</td>
</tr>
<tr>
<td>Tangible Personal Property</td>
<td>(34,000.00)</td>
<td>(2,777.54)</td>
<td>(2,822.30)</td>
<td>(49,704.70)</td>
<td>75.63%</td>
<td>(14,690.26)</td>
</tr>
<tr>
<td>Quality Initiatives</td>
<td>(17,050,359.55)</td>
<td>(943,418.16)</td>
<td>(3,136,503.75)</td>
<td>(6,580,618.98)</td>
<td>36.25%</td>
<td>10,609,748.57</td>
</tr>
<tr>
<td>Other OEL Initiatives</td>
<td>(12,500.00)</td>
<td>(1,750.00)</td>
<td>(2,105.36)</td>
<td>(6,125.00)</td>
<td>33.00%</td>
<td>8,375.00</td>
</tr>
<tr>
<td>Travel</td>
<td>(9,000.00)</td>
<td>(157.33)</td>
<td>(750.00)</td>
<td>(9,549.33)</td>
<td>101.64%</td>
<td>(449.33)</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>(70,729.58)</td>
<td>(4,234.67)</td>
<td>(6,039.90)</td>
<td>(49,886.60)</td>
<td>70.53%</td>
<td>20,842.99</td>
</tr>
<tr>
<td>Other Program Expenses</td>
<td>(56,342.68)</td>
<td>(900.58)</td>
<td>(6,936.52)</td>
<td>(46,785.46)</td>
<td>83.04%</td>
<td>9,557.02</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(46,854.94)</td>
<td>(2,904.60)</td>
<td>(1,690.16)</td>
<td>(49,950.60)</td>
<td>91.67%</td>
<td>9,094.34</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>(11,273,051.56)</td>
<td>(2,428,880.22)</td>
<td>(3,954,286.60)</td>
<td>(10,312,659.54)</td>
<td>61.13%</td>
<td>12,914,056.02</td>
</tr>
</tbody>
</table>

**Net Income**

20,468.33

5,030.04

8,712.35

20,238.35

(17,088.00)
Handouts
### Early Learning Coalition of Marion County, Inc.

**Budget vs. Actual**

**As of June 2022**

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Approved Budget</th>
<th>June 2022 Actual</th>
<th>CP Budget</th>
<th>Year to Date YTD Actual</th>
<th>% Budget Used</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants: State &amp; Federal</strong></td>
<td>32,826,067.46</td>
<td>1,440,762.29</td>
<td>3,562,734.49</td>
<td>21,483,629.53</td>
<td>65.45%</td>
<td>(11,342,437.93)</td>
</tr>
<tr>
<td><strong>Grants: Local Governments</strong></td>
<td>144,225.89</td>
<td>15,989.05</td>
<td>13,163.16</td>
<td>143,841.02</td>
<td>99.73%</td>
<td>(384.87)</td>
</tr>
<tr>
<td><strong>Grants: Other</strong></td>
<td>189,161.54</td>
<td>42,062.83</td>
<td>17,687.17</td>
<td>121,124.00</td>
<td>64.03%</td>
<td>(68,037.54)</td>
</tr>
<tr>
<td><strong>Gifts, Donations, and Pledges</strong></td>
<td>15,025.00</td>
<td>2,515.56</td>
<td>855.11</td>
<td>21,586.72</td>
<td>143.67%</td>
<td>6,561.72</td>
</tr>
<tr>
<td><strong>Contracts, Grants, and Other Financial Assistance</strong></td>
<td>33,174,479.89</td>
<td>1,501,329.73</td>
<td>3,594,439.93</td>
<td>21,770,181.27</td>
<td>65.62%</td>
<td>(11,404,298.62)</td>
</tr>
<tr>
<td><strong>Revenue: Interest</strong></td>
<td>1,500.00</td>
<td>319.87</td>
<td>125.00</td>
<td>1,707.52</td>
<td>113.87%</td>
<td>207.52</td>
</tr>
<tr>
<td><strong>Realized Gain on Investments</strong></td>
<td>2,000.00</td>
<td>(110.82)</td>
<td>166.63</td>
<td>2,435.28</td>
<td>121.75%</td>
<td>435.28</td>
</tr>
<tr>
<td><strong>Unrealized Gain on Investments</strong></td>
<td>5,000.00</td>
<td>(4,757.33)</td>
<td>416.63</td>
<td>(17,549.78)</td>
<td>(350.98%)</td>
<td>(22,549.78)</td>
</tr>
<tr>
<td><strong>Investment Earnings</strong></td>
<td>8,500.00</td>
<td>(4,548.28)</td>
<td>708.26</td>
<td>(15,406.98)</td>
<td>(121.75%)</td>
<td>(21,500.00)</td>
</tr>
<tr>
<td><strong>Revenue: Miscellaneous</strong></td>
<td>2,500.00</td>
<td>0.00</td>
<td>208.37</td>
<td>0.00</td>
<td>0.00%</td>
<td>(2,500.00)</td>
</tr>
<tr>
<td><strong>Revenue: Provider Trainings</strong></td>
<td>4,000.00</td>
<td>30.00</td>
<td>333.37</td>
<td>2,120.00</td>
<td>53.00%</td>
<td>(1,880.00)</td>
</tr>
<tr>
<td><strong>Revenue: Development</strong></td>
<td>20,000.00</td>
<td>0.00</td>
<td>3,333.35</td>
<td>18,300.00</td>
<td>91.50%</td>
<td>(1,700.00)</td>
</tr>
<tr>
<td><strong>Revenue: Vending</strong></td>
<td>6,260.00</td>
<td>82.50</td>
<td>745.53</td>
<td>367.50</td>
<td>5.88%</td>
<td>(5,892.50)</td>
</tr>
<tr>
<td><strong>Revenue: Facility Rental</strong></td>
<td>1,000.00</td>
<td>0.00</td>
<td>83.37</td>
<td>0.00</td>
<td>0.00%</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td><strong>In-kind</strong></td>
<td>30,000.00</td>
<td>3,691.62</td>
<td>2,500.00</td>
<td>18,670.96</td>
<td>72.24%</td>
<td>(11,329.04)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>33,254,539.89</td>
<td>1,501,235.57</td>
<td>3,603,002.18</td>
<td>21,804,032.75</td>
<td>65.57%</td>
<td>(11,450,507.14)</td>
</tr>
<tr>
<td><strong>Employer Provided Salaries and Benefits</strong></td>
<td>(1,906,036.21)</td>
<td>(156,057.52)</td>
<td>(158,689.42)</td>
<td>(1,762,078.06)</td>
<td>92.45%</td>
<td>143,958.15</td>
</tr>
<tr>
<td><strong>Staff Development</strong></td>
<td>(10,000.00)</td>
<td>(50.00)</td>
<td>(333.37)</td>
<td>(8,048.67)</td>
<td>80.48%</td>
<td>1,951.33</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td>(325,498.70)</td>
<td>(33,932.50)</td>
<td>(38,269.75)</td>
<td>(207,683.03)</td>
<td>63.80%</td>
<td>117,815.67</td>
</tr>
<tr>
<td><strong>Direct Services - Child Care</strong></td>
<td>(13,554,808.20)</td>
<td>(1,179,596.88)</td>
<td>(232,985.64)</td>
<td>(13,195,574.90)</td>
<td>97.35%</td>
<td>359,233.30</td>
</tr>
<tr>
<td><strong>Occupancy</strong></td>
<td>(63,597.00)</td>
<td>(5,947.71)</td>
<td>(3,799.14)</td>
<td>(57,241.79)</td>
<td>90.01%</td>
<td>6,355.21</td>
</tr>
<tr>
<td><strong>Postage, Freight, and Delivery</strong></td>
<td>(2,376.95)</td>
<td>(151.18)</td>
<td>(49.28)</td>
<td>(1,619.09)</td>
<td>68.14%</td>
<td>757.86</td>
</tr>
<tr>
<td><strong>Equipment Leases</strong></td>
<td>(4,317.32)</td>
<td>(279.00)</td>
<td>(359.74)</td>
<td>(4,081.09)</td>
<td>94.53%</td>
<td>236.23</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>(25,443.33)</td>
<td>(6,553.67)</td>
<td>(2,728.53)</td>
<td>(25,632.95)</td>
<td>100.74%</td>
<td>(189.62)</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>(19,401.84)</td>
<td>(1,633.47)</td>
<td>(1,616.82)</td>
<td>(19,513.99)</td>
<td>100.58%</td>
<td>(112.15)</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>(33,825.25)</td>
<td>(2,767.62)</td>
<td>(2,817.34)</td>
<td>(33,718.67)</td>
<td>99.68%</td>
<td>106.58</td>
</tr>
<tr>
<td><strong>Tangible Personal Property</strong></td>
<td>(34,000.00)</td>
<td>(10,702.92)</td>
<td>3,202.35</td>
<td>(38,062.78)</td>
<td>111.95%</td>
<td>(4,062.78)</td>
</tr>
<tr>
<td><strong>Quality Initiatives</strong></td>
<td>(17,050,359.55)</td>
<td>(373,633.08)</td>
<td>(3,136,503.67)</td>
<td>(6,554,244.06)</td>
<td>38.44%</td>
<td>10,496,115.49</td>
</tr>
<tr>
<td><strong>Other OEL Initiatives</strong></td>
<td>(12,500.00)</td>
<td>0.00</td>
<td>(1,205.34)</td>
<td>(4,125.00)</td>
<td>33.00%</td>
<td>8,375.00</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>(9,000.00)</td>
<td>(1,776.70)</td>
<td>(750.00)</td>
<td>(10,925.01)</td>
<td>121.39%</td>
<td>(1,925.01)</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>(70,729.59)</td>
<td>(5,247.36)</td>
<td>(6,039.94)</td>
<td>(55,133.96)</td>
<td>77.95%</td>
<td>15,595.63</td>
</tr>
<tr>
<td><strong>Other Program Expenses</strong></td>
<td>(56,342.68)</td>
<td>(2,912.71)</td>
<td>(6,936.51)</td>
<td>(49,698.37)</td>
<td>88.21%</td>
<td>6,644.31</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>(46,854.94)</td>
<td>(3,904.46)</td>
<td>(3,904.56)</td>
<td>(46,855.06)</td>
<td>100.00%</td>
<td>(0.12)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>(33,225,091.56)</td>
<td>(1,763,200.94)</td>
<td>(3,594,286.70)</td>
<td>(22,074,236.48)</td>
<td>66.44%</td>
<td>11,150,855.08</td>
</tr>
</tbody>
</table>

**Net Income**

29,448.33 (261,965.37) 8,715.48 (270,203.73) (299,652.06)
## ANALYSIS OF SCHOOL READINESS EARMARKS
For the Fiscal Year Ending June 30, 2022

<table>
<thead>
<tr>
<th>CATEGORY OF SPENDING</th>
<th>2021-2022 Notice of Award</th>
<th>Actual YTD as of 06/30/2022</th>
<th>Current Earmark</th>
<th>Earmarks / Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARD AMOUNT</td>
<td>$ 16,542,820</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECT SERVICES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Readiness Slots</td>
<td>12,903,400</td>
<td>8,292,217</td>
<td>Minimum 78%</td>
<td></td>
</tr>
<tr>
<td>Quality Performance Incentive</td>
<td>437,588</td>
<td>300,174</td>
<td>Maximum $427,588</td>
<td></td>
</tr>
<tr>
<td>School Readiness Match</td>
<td>196,744</td>
<td>196,743</td>
<td>Maximum $196,744</td>
<td></td>
</tr>
<tr>
<td>TOTAL DIRECT SERVICE</td>
<td>$ 13,537,732</td>
<td>$ 8,789,134</td>
<td>72.63%</td>
<td>Minimum 78%</td>
</tr>
<tr>
<td>NON DIRECT SERVICES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Cost</td>
<td>827,141</td>
<td>285,169</td>
<td>2.46%</td>
<td>Maximum 5%</td>
</tr>
<tr>
<td>Non Direct Cost</td>
<td>2,150,567</td>
<td>684,602</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infant &amp; Toddler</td>
<td>171,795</td>
<td>150,332</td>
<td>Minimum $171,795</td>
<td></td>
</tr>
<tr>
<td>Quality Cost</td>
<td>661,713</td>
<td>2,109,558</td>
<td>18.16%</td>
<td>Minimum 4%</td>
</tr>
<tr>
<td>Preschool Development Grant</td>
<td>173,593</td>
<td>3,461</td>
<td>2.28%</td>
<td></td>
</tr>
<tr>
<td>TOTAL NON DIRECT SERVICES</td>
<td>$ 3,984,808</td>
<td>$ 3,233,121</td>
<td></td>
<td>Maximum 22%</td>
</tr>
</tbody>
</table>

- School Readiness Slots: 72.63%
- Quality Performance Incentive: 18.16%
- Infant & Toddler: 2.46%
- Non Direct Cost: 2.28%
- Admin Cost: 2.46%

SR Analysis
8/24/2022
### READINESS DIRECT SERVICES BY ELIGIBILITY

For the Fiscal Year Ending June 30, 2022

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>YTD as of 6/2022</th>
<th>Current Earmark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT SERVICES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective Services (Priority 2, 5, 9) 97R00</td>
<td>1,428,733</td>
<td>16.80%</td>
</tr>
<tr>
<td>Transitional Child Care (Priority 4, 7, 9) 97G00</td>
<td>65,496</td>
<td>0.77%</td>
</tr>
<tr>
<td>TANF Assistance (Priority 1, 9) 97GNW</td>
<td>412,796</td>
<td>4.86%</td>
</tr>
<tr>
<td>Economically Disadvantage (Priority 3, 6, 9) 97P00</td>
<td>5,520,132</td>
<td>64.92%</td>
</tr>
<tr>
<td>Gold Seal</td>
<td>420,986</td>
<td>4.95%</td>
</tr>
<tr>
<td>Quality Performance Incentive</td>
<td>423,463</td>
<td>4.98%</td>
</tr>
<tr>
<td>Match</td>
<td>196,743</td>
<td>2.31%</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>34,053</td>
<td>0.40%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT SERVICES</strong></td>
<td>$ 8,202,229</td>
<td>100%</td>
</tr>
</tbody>
</table>

**SR Slot Analysis 8/24/2022**
# ANALYSIS OF VOLUNTARY PRE-KINDERGARTEN BUDGET
For the Fiscal Year Ending June 30, 2022

<table>
<thead>
<tr>
<th>CATEGORY OF SPENDING</th>
<th>2021-22 Notice of Award</th>
<th>Actual YTD as of 6/30/2022</th>
<th>Current Earmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Services</td>
<td>$5,300,817</td>
<td>$4,458,092</td>
<td>95.32%</td>
</tr>
<tr>
<td>Administration</td>
<td>$212,033</td>
<td>$219,040</td>
<td>4.91%</td>
</tr>
<tr>
<td>AWARD AMOUNT</td>
<td>$5,512,850</td>
<td>$4,677,133</td>
<td></td>
</tr>
</tbody>
</table>

**FY 21-22 History of VPK Admin**

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-22</td>
<td>58.51%</td>
</tr>
<tr>
<td>Aug-22</td>
<td>17.81%</td>
</tr>
<tr>
<td>Sep-22</td>
<td>9.80%</td>
</tr>
<tr>
<td>Oct-22</td>
<td>7.06%</td>
</tr>
<tr>
<td>Nov-22</td>
<td>6.39%</td>
</tr>
<tr>
<td>Dec-22</td>
<td>5.80%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-22</td>
<td>5.39%</td>
</tr>
<tr>
<td>Feb-22</td>
<td>5.27%</td>
</tr>
<tr>
<td>Mar-22</td>
<td>5.07%</td>
</tr>
<tr>
<td>Apr-22</td>
<td>4.84%</td>
</tr>
<tr>
<td>May-22</td>
<td>4.68%</td>
</tr>
<tr>
<td>Jun-22</td>
<td>4.91%</td>
</tr>
</tbody>
</table>
2021-2022 COMMUNITY IMPACT
(with comparisons from 2020-2021)

- **2,199** Monthly Avg. Children Served (↑497) by 100 School Readiness Providers (↑5)
- **1,746** Monthly Avg. Children Served (↑240) by 96 Voluntary Pre-Kindergarten Providers (↑11)
- **62** Children on Waitlist (as of June 30; ↑463)
- **109** Pack ‘n Plays Distributed (↑22) Success By 6
- **27,331** Children’s Books Distributed (↑19,461) + **427** Read Aloud 15 Minutes Partners (↑44)
- **59,613** Diapers Distributed (↑64,566) + **39,088** Diapers Collected (↑95,058) Success By 6
- **72** Car Seats Distributed (↑3) Buckle Up for Life
- **166** Unduplicated Children Served (↑36) and **374** physicians reached* (↑3) by Help Me Grow
- **257** Parents Attended Classes* (↑89) Success By 6
- **35,741** Website Users (↑2,335)
- **111** Media Mentions
- **2,031** ELCMC Facebook Likes (↑616) with **6,089** Avg. Monthly Reach (↑1,786)
- **2** Fraud Reports (↑5)

*Includes duplicates

For more information, contact Wendy Williams, Community Relations Advocate, wwilliams@elc-marion.org, 352-369-2315 x202
Section 2
Ratification Sheet

EXECUTIVE COMMITTEE
July 20, 2022

SUBJECT: 2021 – 2022 ELCMC Proposed Budget Revision

Fiscal Impact: Total Revenue $10,000.00

PROPOSED RATIFICATION

Ratify the 2021-2022 ELCMC Proposed Line-Item Budget revision (8E).

BACKGROUND INFORMATION

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

Revenue
- Grants: Federal and State
  - FOEL School Readiness – $10,000.00
    - Increase revenue per NOA issued 6/30/2022

Expenditures
- Direct Services:
  Additional revenue allocated to cover direct service differentials

On July 20, 2022, The Executive Committee approved 2021 – 2022 ELCMC Proposed Line-Item Budget revision (8E) for immediate implementation as stated above.

Supporting Documentation:
- 2021 – 2022 ELCMC proposed line-item budget revision
<table>
<thead>
<tr>
<th>GL Acct Revenues</th>
<th>4/28/2022</th>
<th>7/20/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts, Grants, and Other Financial Assistance</td>
<td>(3,238,235.00) $33,157,135.09</td>
<td>$10,000.00 $33,167,135.09</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>- $8,500.00</td>
<td>- $8,500.00</td>
</tr>
<tr>
<td>Other Miscellaneous Revenue</td>
<td>- $71,560.00</td>
<td>- $71,560.00</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>(3,238,235.00) $33,237,195.09</td>
<td>$10,000.00 $33,247,195.09</td>
</tr>
</tbody>
</table>

| Expenditures     |           |           |
| Employer Provided Salaries and Benefits | 2,400.00 $1,906,036.21 | - $1,906,036.21 |
| Staff Development | - $10,000.00 | - $10,000.00 |
| Professional Services | - $325,498.70 | - $325,498.70 |
| Direct Services - Child Care | (3,051,530.00) $13,554,808.20 | $10,000.00 $13,564,808.20 |
| Occupancy        | (6,000.00) $63,597.00 | - $63,597.00 |
| Postage, Freight, and Delivery | - $2,376.95 | - $2,376.95 |
| Equipment Leases | - $4,317.32 | - $4,317.32 |
| Supplies         | 2,400.00 $25,443.33 | - $25,443.33 |
| Communications   | - $19,401.84 | - $19,401.84 |
| Insurance        | - $33,825.25 | - $33,825.25 |
| Tangible Personal Property | (32,000.00) $34,000.00 | - $34,000.00 |
| Quality Initiatives | (153,865.00) $17,050,359.55 | - $17,050,359.55 |
| Other OEL Initiatives | - $12,500.00 | - $12,500.00 |
| Travel           | - $9,000.00 | - $9,000.00 |
| Other Expenses   | 360.00 $40,729.59 | - $40,729.59 |
| Other Program Expenses | - $56,342.68 | - $56,342.68 |
| Depreciation     | - $46,854.94 | - $46,854.94 |
| Total Expenditures | (3,238,235.00) $33,195,091.56 | $10,000.00 $33,205,091.56 |

Net Proceeds: - $42,103.53

NOTES:


Rev 1
NOA - 07/01/21 - Reduce VPK based upon actual Notice of Award - ($175,429)
NOA - 08/03/21 - Reduce SR based upon revised Notice of Award - ($26,461) - adjusted for receipt of Match dollars - $196,744 and no receipt of PDG

Rev 2
NOA - 09/17/21 - Increase SR - PDG Curriculum Carry-over from 2020-21 - $28,530
NOA - 09/17/21 - Increase SR - PDG Mental Health Carry-over from 2020-21 - $55,506
NOA - 09/17/21 - Increase SR - PDG Mental Health additional allocation - $89,557
NOA - 09/30/21 - Increase SR - Waitlist allocation - $3,365,984

Rev 3
NOA - 10/22/21 - Increase SR - Rate Increase Allocation - $1,473,389
NOA - 10/29/21 - Increase CRRSA - Phase VI Allocation - $3,827,902
NOA - 10/29/21 - Increase CRRSA - VPK Closure Allocation - $29,132
NOA - 10/29/21 - Increase CRRSA - Coalition Program Outreach, Awareness and Family Supports Allocation - $74,809

Rev 4
NOA - 11/30/21 - Increase QPI Data File Fix Allocation - $793
NOA - 11/30/21 - Increase CRRSA Phase V Allocation - $112,500
NOA - 11/30/21 - Increase SR Restitution Allocation - $308
ELCLC - HMG - New funds for MOU - $17,344.80

Rev 5
NOA - 12/22/21 - Increase ESSER II Initial Allocation

Donation - OWN
Donation - L Warner

Rev 6
Reallocate Direct Service Funds to Provider Bonus Incentive 2
Reduce Revenue (Amount already calculated in original Budget)

Rev 4B
NOA - 12/22/21 ESSER II Initial Allocation
NOA - 2/10/22 ARPA Stabilization Grants - Round 1

Rev 5B
SR DEOB ($3,238,235)
Realignment of funds

Rev 8E
NOA 6/30/22 QPI Additional Allocation
Section 3
Ratification Sheet
FULL BOARD
August 25, 2022

SUBJECT: 2022 – 2023 ELCMC Proposed Budget Revision

Fiscal Impact: Total Revenue $8,170,238.42

PROPOSED RATIFICATION

Ratify the 2022 – 2023 ELCMC Proposed Line-Item Budget revision (1B).

BACKGROUND INFORMATION

Revisions in the budget are to reallocate original budget to final Notice of Awards that have been issued after July 1, 2022, the following factors have been changed:

Revenue
➢ Grants: Federal and State
  o FDEL School Readiness – $9,494,181.08
  o FDEL VPK – ($1,343,943.00)
  o Help Me Grow - $0.34
➢ Grants: Other
  o United Way of Marion County: VPK Outreach - $20,000.00

Expenditures
➢ Salary - $30,507.34
➢ Direct Services – $212,108.04
➢ Office Supplies & Expense - $50,752.00
➢ Quality and Classroom Material - $20,225.00
➢ Grants to Providers - $7,836,646.00
➢ Wage Incentive - $0.04
➢ Food Services (Unallowable for match) - $10,000.00
➢ Bus Passes/Gas Cards/Gift Cards - $10,000.00

On August 11, 2022, the Executive Committee approved the 2022 – 2023 ELCMC Proposed Line-Item Budget revision (1B) for immediate implementation as stated above.

Supporting Documentation Included:
• 2022 – 2023 ELCMC proposed line-item budget revision
### Early Learning Coalition of Marion County, Inc.

#### 2022 - 2023

##### Proposed Budget Revision 1B

<table>
<thead>
<tr>
<th>GL Acct.</th>
<th>Original Budget 2022-23</th>
<th>Revision 1B 2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracts, Grants, and Other Financial Assistance</strong></td>
<td>23,164,818.58</td>
<td>8,170,238.42</td>
</tr>
<tr>
<td><strong>Investment Earnings</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other Miscellaneous Revenue</strong></td>
<td>84,666.58</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>23,249,485.16</td>
<td>8,170,238.42</td>
</tr>
</tbody>
</table>

| **Expenditures** | |
|-------------------|-------------------------|----------------------|
| **Employer Provided Salaries and Benefits** | 2,708,845.95 | 30,507.34 | 2,739,353.29 |
| **Staff Development** | 16,600.00 | - | 16,600.00 |
| **Professional Services** | 868,948.40 | - | 868,948.40 |
| **Direct Services - Child Care** | 18,296,416.38 | 212,108.04 | 18,508,524.42 |
| **Occupancy** | 55,840.00 | - | 55,840.00 |
| **Postage, Freight, and Delivery** | 1,685.00 | - | 1,685.00 |
| **Equipment Leases** | 4,130.00 | - | 4,130.00 |
| **Supplies** | 13,455.00 | 50,752.00 | 64,207.00 |
| **Communications** | 27,740.00 | - | 27,740.00 |
| **Insurance** | 36,345.05 | - | 36,345.05 |
| **Tangible Personal Property** | 71,200.00 | - | 71,200.00 |
| **Quality Initiatives** | 885,389.95 | 7,856,871.04 | 8,742,260.99 |
| **Other OEL Initiatives** | 16,000.00 | - | 16,000.00 |
| **Travel** | 26,560.00 | - | 26,560.00 |
| **Other Expenses** | 86,248.00 | - | 86,248.00 |
| **Other Program Expenses** | 93,336.43 | 20,000.00 | 113,336.43 |
| **Depreciation** | 14,345.00 | - | 14,345.00 |
| **Total Expenditures** | 23,223,085.16 | 8,170,238.42 | 31,393,323.58 |

| **Total Revenue** | 23,249,485.16 | 8,170,238.42 | 31,419,723.58 |
| **Total Expenditures** | 23,223,085.16 | 8,170,238.42 | 31,393,323.58 |
| **Net Proceeds** | 26,400.00 | - | 26,400.00 |
Ratification Sheet

FULL BOARD
August 25, 2022

SUBJECT: ELCMC Organizational Chart for FY 2022 – 2023

Fiscal Impact: N/A

PROPOSED RATIFICATION

Ratify the revised ELCMC Organization Chart effective August 11, 2022.

BACKGROUND INFORMATION

The current organizational chart needs to be revised to meet the staffing needs of the Coalition.

Removal of the Small Programs Manager (FT)
Add Community Relations Director (FT)
Add CSC: Community Outreach Advocate (PT)

Approval of the organizational chart is needed to meet the requirements of the SR Coalition Plan per Division of Early Learning.

On August 11, 2022, the Executive Committee approved the revised ELCMC Organization Chart for immediate implementation as stated above.

DOCUMENTATION INCLUDED:
• Revised Organizational Chart with an effective date of August 11, 2022
Section 5
Subject: Board Member Appointment (Department of Children and Families Designee)

Proposed Action

Approve appointment to ELCMC Board of Directors for:

• Marty Fuqua, additional representative of the Department of Children and Families

Background Information

As outlined in the Early Learning Coalition School Readiness Plan Guide revised April 2022, Coalitions are required to have a Department of Children and Families Child Care Regulations Representative or a local licensing agency head in addition to a Department of Children and Families regional administrator or a permanent designee.

Marty Fuqua, Operations Manager, Department of Children and Families (DCF) has been appointed to serve on the Full Board of Directors as the DCF Child Care Regulations Designee. According to Florida Statute, the Director of the Department of Children and Families has the authority to appoint a designee as the Representative for the position on the Board of Directors for the Early Learning Coalition.

Mr. Fuqua has been appointed to this position via email on August 19, 2022.

This is a mandated position on the ELCMC Full Board of Directors and does not have a term end date.

On August 11, 2022, the Executive Committee tabled this action as the appointment letter had not yet been received.

Supporting Documentation Included:

• Board Membership List for FY 2022 – 2023

Supporting Documentation Available:

• ELCMC By-Laws
• Appointment email
# FULL BOARD OF DIRECTORS 2022 - 2023

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<tr>
<th>Member Name</th>
<th>Position</th>
<th>Organization</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>1. VACANT</td>
<td>Governor Appointed</td>
<td></td>
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<tr>
<td>2. VACANT</td>
<td>Governor Appointed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Brenda Ford, CPA</td>
<td>Private Sector</td>
<td>Crippen &amp; Co.</td>
<td>1st Term 6/30/24</td>
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<tr>
<td>Vice-Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Commissioner Michelle Stone</td>
<td>County Commissioner</td>
<td>Marion County Board of County Commissioners</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Kathy Robbins, Past Vice-Chair</td>
<td>Florida College System Institution</td>
<td>College of Central Florida</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Richard Forrester</td>
<td>DCF Regional Administrator Designee</td>
<td>Department of Children and Families</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Marty Fuqua</td>
<td>DCF Child Care Regulations Designee</td>
<td>Department of Children and Families</td>
<td>N/A</td>
</tr>
<tr>
<td>8. Heather Gamble</td>
<td>Regional CareerSource Board Designee</td>
<td>CLM CareerSource</td>
<td>N/A</td>
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<tr>
<td>9. Jennifer Beck</td>
<td>District Superintendent of Schools or Designee</td>
<td>Marion County School District</td>
<td>N/A</td>
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<tr>
<td>10. Maritza Alejandro</td>
<td>Head Start Director</td>
<td>Episcopal Children’s Services</td>
<td>N/A</td>
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<tr>
<td>11. Mark Landers</td>
<td>County Health Department Designee</td>
<td>Florida Department of Health in Marion County</td>
<td>N/A</td>
</tr>
<tr>
<td>13. Robert Colen, Chair</td>
<td>Governor Appointed</td>
<td>On Top of the World</td>
<td>2nd Term 4/30/21</td>
</tr>
<tr>
<td>14. Thomas LoBianco, Secretary</td>
<td>Private Sector</td>
<td>Tender Care Medical Services</td>
<td>1st Term 6/30/23</td>
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<td>15. Elizabeth Chryst</td>
<td>Private Sector</td>
<td>Self / Government Relations</td>
<td>1st Term 6/30/25</td>
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<td>16. Todd Panzer, Treasurer</td>
<td>Private Sector</td>
<td>Panzer Concierge Medicine</td>
<td>1st Term 6/30/23</td>
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<td>17. Evan Pitts</td>
<td>Private Sector</td>
<td>ECM Companies</td>
<td>1st Term 6/30/25</td>
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<td>18. Lola Gonzalez</td>
<td>Private Sector</td>
<td>Accurate Background Check, Inc.</td>
<td>1st Term 6/30/26</td>
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<td>19. Jennifer Chatterton</td>
<td>Private Sector</td>
<td>B. Riley Wealth Management</td>
<td>1st Term 6/30/26</td>
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<tr>
<td>20. Jeanne Henningsen, M.S., CPC</td>
<td>Private Sector</td>
<td>Monarch Leadership Group</td>
<td>2nd Term 6/30/25</td>
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<td>21. Earlene Carte</td>
<td>Faith-based Child Care Provider</td>
<td>First Assembly of God Christian School</td>
<td>2nd Term 6/30/24</td>
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<tr>
<td>22. Cecil Wilson</td>
<td>Family for-profit Child Care Provider Rep.</td>
<td>Mary’s Family Childcare, Inc.</td>
<td>1st Term 6/30/25</td>
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<tr>
<td>24. Karen Vega</td>
<td>Rep. of Program Under Disabilities Ed. Act</td>
<td>Outreach Autism Services Network</td>
<td>N/A</td>
</tr>
</tbody>
</table>
SUBJECT: Personnel Policies Revision

Fiscal Impact: N/A

PROPOSED ACTION

Approve revisions to the Personnel Policies.

BACKGROUND INFORMATION

On June 24, 2021, the Board of Directors unanimously approved the Personnel Policies.

Personnel Policies have been revised as indicated in the attached to be effective on August 25, 2022; if approved by the Board of Directors on August 25, 2022.

Several policies have been eliminated and/or revised per the guidance of The Division of Early Learning or suggested by The Krizner Group, for implementation, to comply with today’s ever-changing employment laws.

The staff is recommending the following changes to the Personnel Policies for FY 2022 – 2023:

Page 10 CONFIDENTIALITY OF INFORMATION – 5th Paragraph, 2nd Sentence, Added “(i.e., proximity cards, name badge, three (3) uniform shirts, etc.).”

Page 11 CYBER COMMUNICATION AND SOCIAL MEDIA USE BY EMPLOYEES – Eliminated and revised the entire policy.

Page 19 EMPLOYEE BENEFITS – Retirement Fund – 2nd Paragraph, 1st Sentence, Strikethrough “Eligible” – Added “as early as they begin employment with the Coalition and set up their account with the 403(b) provider”. 2nd Sentence, Strikethrough “Chief Finance Officer” – Added “the Administrative Services / HR Director”.

Page 20 EMPLOYEE BENEFITS – Personal Leave Time (PLT) – 2nd Paragraph, 1st Sentence – Strikethrough, “Beginning January 1, 2022,”. 3rd Sentence, Strikethrough – “Any unused PLT hours from July 1, 2021 – December 31, 2021, will be carried over to January 1, 2022, and the above will be in effect.”. 4th Paragraph, 1st Sentence – Added “four hundred eighty (480) – Strikethrough, “two hundred forty (240)”. 5th Paragraph, 2nd Sentence – Added “four hundred eighty (480)” – Strikethrough “eighty (80)”. Deleted 3rd Sentence, “Any remaining, unused PLT will be forfeited at the end of each fiscal year.”. 6th Paragraph, 1st Sentence – Strikethrough “From July 1, 2021, until December 31, 2021”. Strikethrough – “shall be expected to” – Added “must”.

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EMPLOYEE BENEFITS – **Personal Leave Time (PLT)** – 1st Paragraph – Added 1st and 2nd Sentence, “If an employee does not take five (5) continuous days, they may only roll over seventy-five (75%) percent of unused PLT. This requirement may be waived solely by the Chief Executive Officer. Deleted 3rd and 4th Sentence, “Only fifty percent (50%) of the awarded PLT may be used seven (7) months after employment anniversary date unless otherwise approved by the Chief Executive Officer. This includes any carry over PLT from the previous fiscal year.”.

EMPLOYEE BENEFITS – **Holidays** – 3rd Paragraph, 1st Sentence – Added “for full time employees. 5th Paragraph, 1st Sentence – Strikethrough “and substitute” and “not” – Added “the prorated percentage of their regular scheduled work week (i.e., a 20-hour a week employee will be paid 4-hours for the holiday).”.


ETHICS – **Reporting Ethics Violations** – 1st Paragraph, 2nd Sentence – Added “Administrative Services / HR Director or”.

PERFORMANCE EVALUATIONS – 1st Paragraph, 1st Sentence – Added “on an annual basis”.

PERFORMANCE EVALUATIONS – 3rd Paragraph, 1st Sentence – Added “and will be evaluated when they complete their probationary period.”.

PERFORMANCE EVALUATIONS – CEO Evaluation Process – 1st Sentence – Added “by August 30th to comply with the Rule 6M-9.120”.

On June 11, 2021, the Executive Committee tabled the above for Board approval.

**Supporting Documentation Available:**
- Draft Personnel Policies
EARLY LEARNING COALITION OF MARION COUNTY, INC.

PERSONNEL POLICIES

Effective: July 1, 2021

Adopted by Board of Directors:

Robert Colen  revised and approved by Board on June 24, 2021  August 25, 2022
Chairman  Date
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Early Learning Coalition of Marion County, Inc. General Statements

Early Learning Coalition of Marion County, Inc. hereinafter sometimes referred to as the Coalition is an equal opportunity employer. Early Learning Coalition of Marion County, Inc. certifies compliance with applicable Federal Labor laws including, but not limited to, non-discrimination by reason of race, color, sex, religion, national origin, handicap, political opinions or affiliation, age (except as provided by law), marital status, relating to recruitment, retention, examination, appointment, training, promotion, demotion, compensation, discipline, separation or any other employment practice, pursuant to Title VII of the Civil Rights Act of 1964 as amended by The Civil Rights Act of 1991 and Lily Ledbetter Fair Pay Act of 2009.

The Board of Directors of the Early Learning Coalition of Marion County is responsible for setting the policies of this Organization. The Board employs the Chief Executive Officer, to whom it delegates responsibility for the day-to-day administration of the Organization, including decisions concerning the hiring, firing, and disciplining of employees. Employees of Early Learning Coalition of Marion County have the right to appeal decisions made by the Chief Executive Officer as provided in this manual.

No policy or provision in this manual is intended to create a contract binding the employee or employer to an agreement of employment for a specific period of time. Employment may be terminated by either the employee or employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Chief Executive Officer, for positions approved by the Board of Directors may authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

Media contact regarding business of Early Learning Coalition of Marion County by an employee, other than the Chief Executive Officer, is prohibited, unless authorized by the Chief Executive Officer or Board Chair.

Early Learning Coalition of Marion County reserves the right to add, change, modify or eliminate policies and procedures contained in this manual, as it deems necessary.

Abuse Reporting Policy

All staff members at the Coalition are obligated under Florida law (F.S. 415 and Chapters 39 and 984) to report any information regarding physical abuse, sexual abuse, emotional abuse, neglect, exploitation abuse of a child, disabled adult, or aged person to the State Abuse Registry immediately. The Abuse Registry toll free telephone number is: 1-800-96-ABUSE.

Affirmative Action / Equal Employment Opportunity / Non-Discrimination Statements

Policy

Personnel Policies (8/25/202422)
The Coalition is committed to providing equal employment opportunity to all persons without regard to race, color, sex, religion, national origin, disability, pregnancy, military status, political opinions or affiliation, age (except as provided by law), marital status, citizenship status, or veteran status, except where required or permitted by law. The Coalition is committed to equal opportunity for all applicants and employees in personnel matters including recruitment and hiring, benefits, training, promotion, transfer and layoff or termination. We strive for a team that reflects diversity. The Coalition complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment.

To ensure the Coalition is in compliance with state and federal employment laws, the following steps, not inclusive, are adhered to:

1. Ensuring that the Coalition policy regarding equal employment opportunity is communicated to all employees.
2. Ensuring that hiring, promotion and salary administration practices are fair and consistent with the policy of the Coalition.
3. Employing only United States citizens and legal resident aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.
4. Making reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship in the Coalition carrying out its responsibilities.

The Coalition’s culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the Coalition.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Chief Executive Officer in writing. Any reported violations of this policy will be investigated as confidentially as possible. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**ANNOUNCEMENT OF NEW/VACANT POSITIONS**

**POLICY**

The Coalition will announce all new/vacant full-time positions for three (3) business days within the Coalition and partners as determined appropriate by the Chief Executive Officer prior to any outside recruitment.

All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested and qualified.
If no qualified/interested applicants for a position(s) apply from within the Coalition or from a community partner within three (3) business days, the Administrative Services / HR Director will make the decision as to how to advertise the position(s) to the public.

The Administrative Services / HR Director will assist the hiring supervisor with the appropriate procedures for moving forward with filling the vacancy(ies), as best meets the needs of the Coalition.

**RESUME RETENTION POLICY**

All resumes received for solicited or unsolicited job openings will be kept on file by the Coalition in an active file for a period of one (1) year from the date they are received by the Coalition. Pursuant to Chapter 119, Florida Statutes, resumes are subject to public review; therefore, job candidates shall be notified that their applications/resumes are public record.

Additional information on Records Management may be found in the Coalition’s Fiscal Policies and Procedures manual.

**BACKGROUND SCREENING DURING EMPLOYMENT POLICY**

The Coalition must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgment provisions verifying agreement to this manual, that the Coalition may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a legal manner. The Coalition reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

The Coalition shall register with the Florida Department of Law Enforcement (FDLE). All employees that work with the Coalition will be screened in a manner consistent with s.435.04, F.S. The Coalition shall also ensure that background screenings of subcontractors are completed prior to providing services. The Coalition shall obtain the following documentation for new employees prior to their first day of employment. For monitoring and audit purposes, the Coalition shall maintain on file verification of all Coalition personnel and any sub-recipient or contractor’s personnel, if applicable, and unless excluded as described below, assigned to work for the Coalition-

- Documentation that the individual complies with the background screening standards set forth in s.435.04, F.S.
- The highest level of education claimed if the position requires.
- All applicable professional licenses claimed if the position requires
- Applicable employment history if the position requires.
- To be in compliance, employee background screenings must be from no earlier than five (5) years before the employees’ ELC employment date.
• The Coalition shall update the background screening every five (5) years on or before the anniversary date of the prior background screening check and thereafter if the individual continues working for the Coalition.
• The Coalition shall repeat the background screening if there is a ninety (90) day lapse in employment from work. The Coalition will rescreen the individual before assigning the individual for employment.
• The Coalition shall arrange for and pay all the costs for employee background screenings.
• The Coalition shall require each employee it assigns to notify the Coalition within forty-eight (48) hours of being arrested for any criminal offense.
  o The Coalition shall review the alleged offense within forty-eight (48) hours of notification, determine if the offense is one that would exclude the employee under a Level II screening and, if so, remove the employee from work. If the forty-eight (48) hour period falls on a Saturday, Sunday, or Federal holiday, the determination shall occur the next business day.
  o The Coalition shall not allow the employee to return to work until the employee has been cleared of all charges that would exclude the employee under a Level II background screening.
• The Coalition board members and volunteers who interact with children on an intermittent basis for less than ten (10) hours per month are not required to be background screened as long as the person who meets the background screening requirements of the DEL grant agreement has the board member or volunteer in his or her line of sight during any interaction with children. Background screening costs for board members and volunteers are allowable ELC expenditures.
• Require each sub recipient or contractor it assigns to contract with the Coalition to notify the Coalition within forty-eight (48) hours of an employee being arrested or removed from working on a contract for a criminal offense.
  o Review the alleged offense within forty-eight (48) hours, determine if the offense is one that would exclude the employee under a Level II screening and, if so, remove the employee from work on the contract. If the forty-eight (48) hour period falls on a Saturday, Sunday, or Federal holiday, the determination shall occur the next business day.
  o Not permit the employee to return to work on the contract until cleared of all charges that would exclude the employee under a Level II background screening.

Any sub-recipient, contractor or subcontractor who does not meet the definition of “Qualified Entity” but who has staff that will perform duties under contract with the Coalition and who is permitted access to a child care location while children are present, or who will have access to confidential information about the children in care or their family, shall comply with all of the above. However, the screening shall only include the equivalent of a level I that requires screening for employment history, statewide criminal correspondence checks through the Department of Law Enforcement, a check of the Dru Sjodin National Sex Offender Public Website and local criminal records check through local law enforcement agencies.

Any contractor or subcontractor who does not meet the definition of “Qualified Entity” and has staff that will perform duties under the contract with the Coalition but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or that child’s family is not required to submit its employees to a background screening.

Written policies may exclude reference to subrecipient, contractor or subcontractor if not applicable. However, if the Coalition contracts with a subrecipient, contractor or subcontractor during the term of this agreement then the policies should be updated to include reference.
COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

POLICY

I. Policy Overview

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e-mail, voice mail, desk and mobile computing devices, faxes or facsimiles, internet, and intranet) sent or received by employees using any Coalition provided Communication or Computer Systems (“Systems”). The Coalition reserves the right to limit or prohibit employee use of electronic communications, when necessary, to ensure organizational production or to discipline employees for performance related reasons.

II. Confidentiality and Acceptable Systems Usage

The Coalition’s Systems are intended for Coalition business only. All information transmitted or stored in Coalition Systems (e.g., customer lists, documents relating to policies and procedures) is the sole and exclusive property of the Coalition. Such information may not be disclosed to any person outside of the Coalition nor may any such information be removed from our premises without the express permission of the Chief Executive Officer. Employees are strictly prohibited from accessing, reading, and copying data or information stored in the Systems and from accessing, reading, and copying communications not directed to them without prior authorization.

The Coalition may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the Coalition is met. Employees should not expect any privacy when using Coalition computers or email. All systems messages are Coalition records. The contents of the Coalition systems may be disclosed to the Coalition without your permission. Therefore, employees should not assume that messages and communications are confidential.

III. Personal Use of the Coalition’s Communication and Computer Systems

A. General Usage

Because personal communications can be accessed without prior notice, employees should not use Coalition Systems to transmit any messages, or to access any information, which they would not want a third party to see. Although incidental and occasional personal use of the Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the internet for personal use.

B. Telephone Usage

The telephone systems (including voice mail) at the Coalition are the property of the Coalition and are provided for business purposes. The Coalition may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Coalition’s telephone systems to be private.
C. Personal Mail

All mail which is delivered to the Coalition is presumed to be related to Coalition business. Employees are not permitted to have personal mail/packages delivered to the Coalition office.

IV. Software, Personal Disks, and Networking

Computer software, whether purchased, developed, or modified by the Coalition, may not be downloaded, copied, reproduced, altered, or appropriated by employees without prior Coalition authorization. Any such computer software is the property of the Coalition and may not be copied or appropriated by employees for personal use during employment with the Coalition or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The Coalition does not condone the use of “bootleg” or “pirate” software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any “bootleg” or “pirate” software on the Coalition’s computer system should notify a supervisor immediately.

The use of personal media devices or software in the Coalition’s computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing the Coalition’s Systems from remote locations via modem and from connecting Coalition Systems to outside systems via modem without prior authorization from the Chief Executive Officer. If remote access is needed, the IT Security Group will provide a Remote Access Authorization Form for the signature and approval of the Chief Executive Officer.

Depending on an employee’s position, employment category, workload, travel requirements or other determining factors, remote access to email and computer network files will be determined by the Chief Executive Officer. Affected staff members will be trained on those procedures as appropriate.

The IT Security Group will function as the responsible staff member for information technology and management of the Coalition computer network, as well as hardware and software issues. The IT Security Group will act as the point of contact with the Coalition’s independent contractor and supplier of technology products.

The Coalition utilizes a contractor for server colocation and information technology (IT) services.

CONFIDENTIALITY OF INFORMATION

POLICY

To protect the rights of the employees, clients, community members, and volunteers/intern’s confidential information will be privileged communication and will be respected with regard to confidentiality by complying with Florida Statutes, with respect to confidentiality of records. This includes but is not limited to financial records, employee and customer records, telephone numbers, email addresses, files, referral or mailing lists, credit card numbers and similar information, whether in paper form, in computers or otherwise.
The Coalition complies with all applicable laws regarding confidentiality and privacy protections including but not limited to, laws and regulation governing information. All information compiled during Coalition business including, but not limited to, data entered into databases or during monitoring, shall be used solely by employees in the performance of their job duties and shall not be used in any other manner. Employees shall not without the prior written consent of the Coalition use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the Coalition and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment. Confidential information shall not be disclosed except to the following persons, officials, and agencies in the performance of their official duties:

- Employees/agents of the Department of Children & Families
- Law enforcement agencies
- Office of the State Attorney
- Authorized personnel of the court
- Parents/Caregivers
- Division of Early Learning
- Department of Financial Services
- Others as determined appropriate by the Chief Executive Officer in compliance with Florida Statutes or other regulations

No information is to be disclosed without the prior knowledge and approval of the Chief Executive Officer.

In addition, files from the Coalition may not be removed from the office without the prior knowledge and consent of the Chief Executive Officer.

The Coalition also requires that all service providers, contractors, vendors, volunteers, or others working for or with the Coalition in any capacity comply with this policy. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment, prosecution, or any other necessary action.

Upon termination of employment, employees must deliver to the Coalition any and all confidential information whether stored electronically or as a document, including but not limited to all copies of such documents prepared or produced in connection with their employment with the Coalition that pertain to Coalition business or the employee’s services, whether made or compiled by the employee or furnished to the employee in connection with such services to the Coalition. In addition, at termination, employees must return to the Coalition all non-confidential property (i.e., proximity cards, name badge, three (3) uniform shirts, etc.), documents, or electronic information.

This policy does not limit the common law and statutory rights of the Coalition.

CONSENSUAL ROMANTIC RELATIONSHIPS

POLICY
The Coalition prohibits romantic or sexual relationships between all employees. Such relationships can complicate working associations with other employees, limit an employee’s eligibility for transfer or promotion and personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

If any employee enters into a consensual relationship that is romantic or sexual in nature with another employee, the parties must notify their Officer/Director. Although the parties may feel that what they do during non-working hours is their business and not the business of the Coalition, because of potential issues, this is a mandatory requirement.

Once the relationship is made known to the Coalition, the Coalition will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will take all necessary measures, including separation of employment, to rectify the violation of this policy.

This policy applies to all employees without regard to the gender of the individuals involved.

CONTAGIOUS ILLNESS / PANDEMIC

POLICY

The Coalition owes an obligation to the entire workforce to prohibit employees who have a serious infectious condition, illness, pandemic, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. The Coalition shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency of compromised conditions, etc. Records of employee medical examinations shall be kept in a separate confidential file by Human Resources.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to Human Resources for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Daily communication with your supervisor is required when there is no documentation in file. Three (3) consecutive days without notice, will be considered job abandonment and voluntary resignation.

Following the medical evaluation, the employee may return to work with a physician’s statement that indicates the employee is free of an infectious condition. When reporting for duty after recovering from an infectious condition, the employee shall present the physician’s statement to Human Resources. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or an active communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

CYBER COMMUNICATION AND SOCIAL MEDIA USE BY EMPLOYEES
POLICY

We recognize that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout our Policies and Procedures and your job description, apply to your activities online. This includes any form of electronic communication, including but not limited to online publishing and discussion, including blogs, wikis, file sharing, user generated video and audio, virtual worlds, and social networks whether or not associated or affiliated with the Coalition. The Coalition trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees, or our business interest will result in disciplinary action, up to and including termination.

Please abide by the following expectations:

1. Respect all confidential and proprietary information that you possess as a result of your relationship with the Coalition. Secure written permission to publish or report on conversations that are meant to be private or internal to the Coalition. Examples of confidential information include, but are not limited to, client information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies, and memorandums, and all proposed and executed Coalition strategies. Do not post internal reports, policies, procedures, or other internal business-related communications.

2. When posting about your work at the Coalition, use your real name, identify that you work for the Coalition and the position that you hold. Be aware of your association with the Coalition in online social networks. If you identify yourself as an employee of the Coalition, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.

3. Anytime you publish content on an external website/social media regarding anything to do with work you do, or any subjects associated with the Coalition; use the following disclaimer: "The postings on this site are my own and don’t necessarily represent the Coalition’s position, strategies or opinions.”

4. Respect your audience. Don’t use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory.

5. Employees are prohibited from posting any type of photograph of any Coalition client, parent, family member, employee, or volunteer on any and all social networking sites without the express written approval of the Coalition.

6. Do not create a link from blog, website, or other social posting to a Coalition website.

7. The Coalition respects its employees’ interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees’ right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the Coalition administration.

8. When the Coalition wishes to communicate publicly as an organization—whether to the community or to the general public—it has well established means to do so. Only those designated by the Coalition have the authorization to speak on behalf of the Coalition.

9. Refrain from using social media while on work time or on equipment we provide unless it is work related and authorized by your supervisor and consistent with the Coalition equipment policy.
10. Do not use your Coalition email address to register on social networks, blogs, or other online tools without IT administration approval.
11. Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites will result in an employee’s immediate termination.
12. The Coalition applies the same expectations noted above to all family members of employees and reserves the right to act toward the employee for the family member’s inappropriate social media behavior.

POLICY

ELCMC has determined that social media is a tool that can be used to further our mission and goals. Social media can provide a cost-effective method of engaging our communities in discussion, foster positive relationships with our clients, and represent ELCMC in these emerging electronic communications.

These guidelines apply to employees, volunteers, or contractors who create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media and identify themselves as employees of ELCMC or comment on the organization.

While all ELCMC employees are welcome to participate in social media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. The goal is to participate online in a respectful, relevant way that protects our reputation and follows the letter and spirit of the law.

Relevant Technologies

This policy includes, but is not limited to following specific technologies:

- Personal blogs
- LinkedIn®
- Twitter®
- Facebook®
- Google+®
- Instagram®
- Snapchat®
- Personal Web sites
- Blogs
PROCEDURES Please abide by the following expectations:

1. Keep your work-related and personal social media accounts separate. Do not post work–related information through your personal account, or the reverse. Do not post pictures of any ELCMC staff, clients, parents, family members, volunteers, etc. without the permission from the ELCMC.
2. ELCMC has an established means for communicating with the public. Only authorized staff shall communicate, post any correspondence on behalf of ELCMC.
3. Be transparent and state that you work at ELCMC. Your honesty will be noted in the social media environment. If you are writing about ELCMC, use your real name, identify that you work for ELCMC, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
4. Never represent yourself or ELCMC in a false or misleading way. All statements must be true, accurate, and not misleading; all claims must be substantiated.
5. Post meaningful, respectful comments—no spam and no remarks that are off-topic or offensive. Use common sense and common courtesy in all communication.
6. Protect sensitive or personal information. Make sure your efforts to be transparent don’t violate ELCMC’s privacy, confidentiality, and legal guidelines for external communication. Never discuss clients of ELCMC.
7. Limit your comments to your area of expertise and feel free to provide unique, individual perspectives on non-confidential activities at ELCMC.
8. If you find yourself disagreeing with others' opinions, keep your response appropriate and polite. If you find yourself in a situation online that looks as if it is becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly. Feel free to ask the Business Information Director or the Chief Operations Officer or designee for advice and/or to disengage from the dialogue in a polite manner that reflects well on ELCMC.
9. Never comment on anything related to legal matters, litigation, or any parties ELCMC may be in litigation with.
10. Never participate in social media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to your or ELCMC’s IP address. Refer all social media activity around crisis topics to the Business Information Director or the Chief Operations Officer or designee.
11. Always protect yourself, your privacy, and ELCMC’s confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Social media users should always be aware that these types of communications are considered public records.
12. Personal use of social media is the right of every employee using their own equipment and on their own time. They are expected to never post or create anything that would be potentially embarrassing to ELCMC or considered offensive. It should be clear that the views expressed are not necessarily those of ELCMC.
NOTE: Mainstream media inquiries must be referred to the Chief Executive Officer.

DISCIPLINE FOR NONCOMPLIANCE

Personnel should be aware of potential penalties for noncompliance with organization policy, which may include suspension of certain security privileges, suspension of employment, or termination. Issues with adherence to this policy will be addressed utilizing the organization’s approach to disciplinary action and with the assistance of the Administrative Services / HR Director.

DISCIPLINE AND TERMINATION

POLICY

To ensure all employees are treated fairly, equitably and without prejudice in evaluating work performance. It is the Chief Executive Officer’s responsibility to ensure Personnel Procedures and rules are observed by all employees. When an employee is unable or unwilling to comply with established standards of performance or conduct, the Chief Executive Officer will take prompt, consistent and impartial corrective action. The Chief Executive Officer retains the right to suspend any disciplinary action which may be taken with such issues:

Absenteeism and Tardiness - It is difficult to properly serve customers when an employee does not report to work as scheduled. It also creates an unnecessary burden on fellow employees. Therefore, we cannot tolerate three (3) or more unscheduled PLT, absenteeism, or tardiness within ninety (90) days.

Conflict of Interest - It is the Coalition policy to not tolerate employees dealing in any other business which competes with the Coalition. If an employee thinks that there is a possibility that he/she may have a conflict in this regard, it is his/her responsibility to notify the Chief Finance Officer or Administrative Services / HR Director to complete or update Conflict of Interest Disclosure Statement (for the full policy, refer to Fiscal Policy, #FA140).

Damage to Property - Deliberate or careless damage to the Coalition’s property will not be tolerated.

Fighting, Threats, and Weapons - The Coalition will not allow fighting or threatening words or conduct. Possession of weapons of any kind on Coalition premises is prohibited.

Fraud, Dishonesty and False Statements - Falsification of any application, medical history record, invoice, paperwork, time record, or any other document is strictly prohibited. If an employee observes any such violations, he/she should report them to a supervisor or the Chief Executive Officer immediately.

Harassment - This Coalition strictly prohibits all forms of harassment. Please review the No Harassment Policy in this manual.

Insubordination - We expect every employee to follow the instructions of supervisors and other management. Failure to do so constitutes insubordination.
Misuse of Property - The Coalition policy prohibits the misuse of the equipment, or other property of customers, vendors, other employees, or the Coalition.

Performance - Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level.

Sleeping and Inattention - Every employee is to be fully alert while on the job to ensure the safety of all employees and to properly serve our customers. Sleeping or inattention on the job is not acceptable.

Substance Abuse - Substance abuse is not tolerated at the Coalition. Our Drug and Alcohol Policy set forth in detail herein (Drug Free Workplace) explains the policy regarding alcohol and drug use as well as the use of other intoxicants and mind-altering substances.

Theft - Theft in any form is not tolerated. To protect employees, customers and the Coalition, the Coalition reserves the right to inspect all desks, purses, briefcases, packages, vehicles, and any other personal property which is brought onto Coalition property. If an employee wishes to remove any Coalition property - including scrap - from the premises, written permission, as appropriate must be obtained, in advance from a supervisor.

Unlawful Activity - No employee may engage in any unlawful activity either on or off the job as this can adversely affect the Coalition’s reputation.

Violation of any of these policies will lead to discipline, up to and including immediate termination. This list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. Any questions about these basics, or what the Coalition expects of our employees, should be discussed with the employee’s supervisor.

DRESS CODE

POLICY

It is the intent of the Coalition to exhibit both a professional environment and a professionally attired staff.

Personal neatness, proper dress and behavior by all personnel inspire trust and confidence in the Coalition’s ability to perform quality services.

Behavior and dress code procedures shall apply to all staff members and volunteers/interns. Dress, grooming, and personal hygiene must be appropriate to the work situation to comply with any safety regulations policies or concerns that may arise. Colored hair shall be kept in natural tones. Standards contribute to the morale of all employees and affect the business image the Coalition presents to the community.

DRUG FREE WORKPLACE

POLICY

The Coalition is obligated to maintain a drug-free workplace and will comply with the requirements of the Personnel Policies (8/25/2022)

The Coalition will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of employment with the Coalition, employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is hired; b) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; c) when an employee suffers an on-the-job injury or is involved in an accident while at work; d) when an employee returns to work after a leave of absence of two weeks or more; or e) on a periodic or random basis. The presence of 0.084% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of this policy.

The Coalition will provide to each employee a statement that the Coalition prohibits unlawful manufacturing, distributing, dispensing, possessing, or using a controlled substance or other mind-altering substances on Coalition property.

All applicants for employment will be required to sign the Consent to Pre-Employment Drug Testing form and submit to and pass a drug test in order to be considered for employment.

All employees are required to sign the Consent for Random Drug Testing form. Random testing may be done at any time the Coalition deems fit. In the event of an on-the-job accident, the injured employee will be required to submit to a drug test. If he/she refuses to submit to the test or the test is confirmed positive, he/she may be terminated. Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations or as deemed necessary by the Coalition.

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise received by the Coalition as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Coalition will not release such information without a written consent form signed voluntarily by the person tested.

We will establish an ongoing drug-free awareness program. These steps may include but are not limited to, the following:
1. Informing employees, the dangers of drug abuse in the workplace.
2. Ensuring the policy of maintaining a Drug Free Workplace.
3. Create awareness on any available drug counseling, rehabilitation, and employee assistance programs.
4. Enforcing penalties imposed upon employees for drug abuse violations occurring in the workplace.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees taking prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

As a condition of employment, the employee will-
-Abide by the terms of the statement provided for a drug-free workplace.

Personnel Policies (8/25/202422)
- Notify the Coalition in writing, of his or her conviction for violating a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

DEL will be notified in writing within ten (10) calendar days of receiving notice from an employee of the employee’s conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such conviction.

The Coalition will also provide notice, including position title, to:

- Division of Grants Managements and Oversight
- Office of Management and Acquisition
- U.S. Department of Health and Human Services
- Room 517-D
- 200 Independence Avenue SW
- Washington, DC 20201

(Notice shall include the identification number (s) of each affected grant).

Within thirty (30) calendar days of receiving notice of an employee violating a criminal drug statute occurring in the workplace that has been convicted the following actions will take place:

- The appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
- Each employee will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program that a federal, state, or local, health, law enforcement or other appropriate agency approved for such purposes.

Violation of any aspect of the Coalition’s Drug Free Workplace policy will result in discipline up to and including immediate termination.

EMPLOYEE BENEFITS

POLICY

Eligible employees (full-time permanent, including grant funded positions) of the Coalition are provided a wide range of benefits. A full-time, permanent employee is one who is hired to work a minimum of thirty-five (35) hours a week. A workweek begins on Monday and ends on Sunday. Full-time internship positions are not eligible for receiving Coalition benefits except for holiday pay.

Medical Insurance

Full time employees have the option to be covered under the Coalition’s group medical insurance partially paid for by the Coalition (as funding permits) following their ninety (90) calendar days of full-time employment; coverage will become effective the 91st day from the date of hire. Medical coverage for dependents may be purchased by the employee through payroll deduction.

COBRA

COBRA gives employees who are no longer employed with the Coalition and are no longer eligible to receive health benefits, the right to purchase group health coverage provided by the plan, under certain circumstances, for themselves or their families with medical care.
Life Insurance
Full time employees will be covered under the Coalition’s group life insurance paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full-time employment.

Dental Insurance
Full time employees will be covered under the Coalition’s group dental insurance paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full-time employment. Dental coverage for dependents may be purchased by the employee through payroll deduction.

Short Term Disability Insurance
Full time employees will be covered under the Coalition’s group short term disability insurance policy paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full-time employment. This insurance program is designed to provide income for the employee when absent from work for more than ten (10) workdays due to non-occupational illness/injury or pregnancy-related disability. PLT cannot be paid during this time.

Long Term Disability Insurance
Full time employees will be covered under the Coalition’s group long term disability insurance policy paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full-time employment. This insurance program is designed to provide income for the employee when absent from work for more than eleven (11) weeks. PLT cannot be paid during this time.

Retirement Fund
Upon successful (defined as receiving at least “satisfactory” on the probationary evaluation completed after being employed with the Coalition for a period of ninety (90) days) completion of six (6) months of full-time employment, employees are eligible to receive up to a seven percent (7%) determined by the Board of Directors on an annual basis, based on available funding. Coalition contribution to a 403(b) Plan based on all wages earned. Employees become vested at the rate of twenty percent (20%) per year of employment beginning at the anniversary of their first year of employment with the Coalition, for a total of one hundred percent (100%) upon completion of five (5) years of full-time employment.

Eligible Employees may contribute a percentage of their salary towards their 403(b) Plan as early as they begin employment with the Coalition and set up their account with the 403(b) provider. Information must be provided to the Administrative Services / HR Director in writing detailing amount to be contributed and start date.

Voluntary Coverages
Supplementary insurance coverages may be purchased by the full-time employee from supplemental insurance coverage companies (i.e., Colonial, AFLAC, etc.) through payroll deduction upon completion of ninety (90) day probation period.

Personal Leave Time (PLT)
PLT provides employees with time off with pay in order to maintain their health, morale and efficiency. This leave can be used for vacation, sickness, personal days, alternative holidays, military duty, education,
etc. Combined leave provides employees maximum flexibility in planning for and taking time off as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>PLT Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 months to completion of 12 months</td>
<td>40 hours</td>
</tr>
<tr>
<td>13 months to completion of 48 months</td>
<td>120 hours</td>
</tr>
<tr>
<td>49 months to completion of 84 months</td>
<td>160 hours</td>
</tr>
<tr>
<td>85 months and forward</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

PLT hours are accrued according to regularly scheduled hours each pay period (eighty (80) hours for a full-time regular employee). PLT hours do not accrue during unpaid leave time such as leave without pay (LWOP), Military leave, short or long-term disability. We do not have a separate bank of hours for vacation and sick time but are able to use accordingly as stated in this policy. Accrual based upon anniversary date is as follows:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Accrual per Pay Period</th>
<th>Annual PLT Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 months to completion of 12 months</td>
<td>1.5385 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>13 months to completion of 48 months</td>
<td>4.6154 hours</td>
<td>120 hours</td>
</tr>
<tr>
<td>49 months to completion of 84 months</td>
<td>6.1538 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>85 months and forward</td>
<td>7.6923 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

Beginning January 1, 2022, PLT cannot be used until it is accrued. Pay in lieu of vacation time is not permitted. Any unused PLT hours from July 1, 2021 – December 31, 2021, will be carried over to January 1, 2022, and the above will be in effect.

For the period of time from July 1, 2021 – December 31, 2021, fifty percent (50%) of an employee’s annual PLT will be awarded based on the previous policy in order to ensure the change in this policy does not negatively impact previously planned time off for any employee. In addition, any PLT hours, up to a maximum of 40 hours (as detailed in previous policy) will be added to the earned fifty percent (50%) of an employee’s annual PLT as of July 1, 2021. This paragraph becomes null and void January 1, 2022.

Upon termination of employment and when adequate notice has been given as per the Coalition policy, all unused PLT that has been accrued through the last full pay period and/or hours carried over will be paid out; not to exceed four hundred eighty (480) hours.

NOTE: PLT time will only be paid if the Leave Request is approved via EWS by a supervisor.

At the end of each fiscal year, employees may allow their unused PLT to “rollover” into the next fiscal year. The accumulation of allowable hours to be carried forward into the next fiscal year shall not exceed four hundred eighty (480) hours of PLT. Any remaining, unused PLT will be forfeited at the end of each fiscal year.

PLT shall be used for all absences except for paid holidays approved by the Coalition; unless in unexcused absence prior to or after a Holiday, as detailed below. In the event you do not have any eligible PLT you may take no more than a total of sixteen (16) hours of LWOP per fiscal year. This requirement may be justified solely by the Chief Executive Officer.
From July 1, 2021, until December 31, 2021 - Each employee receiving at least one hundred twenty (120) hours of PLT annually shall be expected to must take at least five (5) continuous business days and not to exceed ten (10) continuous business days without prior approval by the Chief Executive Officer during each fiscal year. If an employee does not take five (5) continuous days, they may only roll over seventy-five (75%) percent of unused PLT. This requirement may be waived solely by the Chief Executive Officer.

Only fifty percent (50%) of the awarded PLT may be used seven (7) months after employment anniversary date unless otherwise approved by the Chief Executive Officer. This includes any carry over PLT from the previous fiscal year.

PLT shall be charged in not less than quarter hour increments and not more than regularly scheduled workday (you cannot take ten (10) hours of PLT if your regular schedule is to work eight (8) hours a day). Exempt employees cannot work four (4) hours and claim a full day of work (if time is not adjusted), PLT must be used.

PLT will not be counted as hours worked for the purposes of determining overtime.

Scheduled PLT of less than one (1) week shall be requested at least five (5) business days prior to such leave via EWS. Scheduled leave in excess of one (1) week shall require notice of at least one (1) month. All PLT must be approved by the employee’s immediate supervisor, after verifying employee has sufficient PLT time available.

Unscheduled PLT taken due to an emergency shall require notification be given to his/her supervisor within one (1) hour. Every effort should be made by the employee to reach their immediate supervisor via phone call. In the event employees, cannot reach their immediate supervisor a voice mail message or email may be substituted. The employee must leave a contact number for the supervisor to reach them. Unexpected emergencies include, but are not limited to the following:

- Personal injury (non-job related) or illness of the employee
- Non-routine medical, dental, optical or chiropractic examination or treatment
- Exposure to contagious disease which would endanger others as determined by a physician
- Illness or injury of a member of the employee’s immediate family which requires the personal care and attention of the employee

If the employee remains away from the office on unscheduled PLT in excess of three (3) working days, it will be necessary for the employee to furnish a certificate of illness by the attending physician upon return to work stating that they were unable to work and that they are being released for full duty. A physician statement from a family member’s doctor is also appropriate.

It is in the best interest of an employee who is ill or injured that the employee does not remain at work. It is the supervisor’s responsibility to send the employee home if the employee is unable to perform their job responsibilities effectively. If the employee has no PLT, the employee will not be paid for that period.

An employee is expected to contact his/her supervisor at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time.
A medical release statement is to be submitted to the Administrative Services / HR Director for review before the employee returns to work in the following situations:

In all cases of work-related injury when the employee has been unable to work after the time of the injury, when returning from medical or maternity leave of absence.

The Coalition recognizes that there are instances where, due to certain illnesses or injuries, an employee will be unable to return to work for an extended period of time. In such instances, it is the responsibility of the employee to notify his/her department supervisor. This notification shall include a statement written by the employee’s medical doctor specifying the length of the absence, the anticipated return date, and any restrictions which the employee may be under when returning.

As a joint protection to the employee and the Coalition, employees who have been absent from work because of serious illness or injury are required to obtain a doctor’s release specifically stating that the employee can perform his/her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks, or one which may limit the employee’s future performance of regular duties or assignments.

If the cause of the employee’s illness or injury was job-related, the employee’s supervisor will make a reasonable effort to assign the returning employee assignments consistent with the instructions of the employee’s doctor until the employee is fully recovered. A doctor’s written release is required before recovery can be assumed.

Any employee who has worked for the Coalition for a minimum of three (3) months is entitled to take three (3) days or the equivalent of unpaid leave, if available PLT has been exhausted, if they or a member of their immediate household have been the victim of domestic violence and need to engage in any of the following activities: (1) to seek an injunction for protection against domestic violence or repeat of sexual violence, (2) to obtain medical care or mental health care or counseling for the employee or the household member to address issues resulting from domestic violence, (3) to obtain services from a victim services organizations, (4) to make the employee’s home secure from the perpetrator of domestic violence or to relocate to a new location to escape the perpetrator, or (5) to seek legal assistance to address issues that arose from the domestic violence or to attend or prepare for a court related proceeding relating to an act of domestic violence. Employees must provide appropriate advance notice to their supervisor of the need for leave unless they are prevented from doing so because of imminent danger. All employees must first exhaust any available PLT before being eligible to use domestic violence leave.

**Holidays**

Full-time permanent employees and full-time paid interns are eligible for holiday pay. The following are the paid holidays approved by the Coalition:

- New Year’s Day
- Martin Luther King’s Birthday
- Memorial Day
- Independence Day Floating
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Floating Holiday
A floating paid holiday will be awarded each fiscal year. It must be used between July 1st through June 30th or it will be lost.

In the event of the religious or cultural observance of a holiday other than those listed above, an employee may request that day as their floating holiday or use PLT instead. Request for this time off must be approved at least five days in advance of the holiday.

If a Coalition observed holiday falls on a Saturday, it will be observed the preceding Friday, if the holiday falls on a Sunday, it will be observed on the following Monday per local observances.

Those staff needed to work on a holiday will be given a “flex” day off within the same pay period for exempt employees and within the same work week for non-exempt employees, if possible. In instances where “flexing” is not possible, over time will be allowed. Eligible employees will be paid for holidays falling during a vacation period or on their regularly scheduled day off.

All holidays are eight (8) hour days for full time employees. Employees must work their full shift the day prior to and the day following the Holiday to be eligible to receive Holiday pay unless PLT has been approved, or in an emergency situation.

Employees who do not work the day prior and/or the day following a Holiday because of an unscheduled absence will not be paid for the Holiday unless proof of emergency is presented upon their return (i.e., doctors note, automotive repair receipt, flight cancellation, etc.). If an employee has PLT time, the PLT time may be charged for the unscheduled absence and the Holiday.

Part-time and substitute employees shall not be paid for observed holidays based on a the prorated percentage portion of their regular scheduled work week (i.e., a 20-hour a week employee will be paid a 4-hour day for the holiday) for observed holidays.

**Personal Leave Donation (PLT Donation)**

If an employee or their immediate family member has a catastrophic injury (severe injury to the spine, spinal cord, or brain, and may also include skull or spinal fractures. This is a subset of the definition for the legal term **catastrophic injury**, which is based on the definition used by the American Medical Association.), illness (severe illness requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship), or death AND does not have sufficient accrued PLT, at the discretion of the Chief Executive Officer, Coalition employees may donate a portion of their accrued personal leave time to that employee. A “PLT Donation Request” form is available to all staff in the event they need PLT time donated to them. The form can be found on the x: drive in the forms folder. The employee in need of PLT donation will fill out the “PLT Donation Request Form” and email it to the Administrative Services / HR Director for communication with the Chief Executive Officer and approval. Once approved, the Administrative Services / HR Director will communicate with all staff via email, requesting voluntary time donation for “a staff in need”. At the discretion of the employee, the name can and will remain anonymous, in compliance with HIPPA.
The purpose of the personal leave donation bank is to alleviate the hardship caused if catastrophic injury, illness, or death forces the employee to exhaust all personal leave time earned by that employee and thereby lose compensation.

1. This personal leave donation bank is available to those employees who have completely exhausted all personal leave time and who are not receiving temporary disability benefits under Workers’ Compensation or under Disability insurance benefits.
2. When an event occurs as stated above, the Administrative Services / HR Director will email staff a memo for their willingness to donate a portion of their accrued personal leave. All donations must be strictly voluntary. Pressure to donate time will not be tolerated.
3. Once personal leave has been donated, it cannot be restored to the donating employee.
4. Any employee who wishes to transfer a portion of his/her accrued personal leave must indicate so via email and EWS.

Leave of Absence
Please note the Coalition does not meet FMLA (Family and Medical Leave Act) requirements.

During any unpaid leave of absence, it is the expectation of the Coalition that the employee be responsible to pay their portion of the cost for their benefits to maintain coverage.

If you fail to make the payments as prescribed, coverage will be cancelled. If coverage is cancelled, your benefits will end on the last day of the month for which a premium has been paid. As a courtesy, you will be provided a notice of intent to cancel with a 15-day grace period in which to get premiums current prior to cancellation.

1. Jury Duty/Subpoenaed Leave
Employees who have successfully completed their probationary period may request up to two weeks of paid jury duty leave over any one (1) year period upon presentation of documentation of sequester for jury duty. Jury compensation must be reimbursed to the Coalition.

An employee served with a subpoena requiring him/her to serve as a witness arising from a job-related incident will be permitted time off to attend hearings/trial. Court fees received by the employee for such service must be reimbursed to the Coalition.

With verification from court personnel victims of a crime may submit a written request for “court attendance” for approval by the Chief Executive Officer. Time off will be charged to accrued PLT, or the employee may opt for time off without pay.

2. Maternity Leave
Employees are eligible for maternity leave after twelve (12) consecutive months of full-time employment. The employee is entitled to leave of up to twelve (12) weeks without compensation. At the employee’s option, any portion of PLT may be utilized but may not exceed the twelve (12) week period. Medical documentation is required upon return to work.

Extensions of leave will not be routinely granted. When medical emergencies or hardships exist, the decision to extend maternity leave will be deferred to the Chief Executive Officer. Written justification for
the extension will be required. As the Coalition employs less than fifty (50) employees, it is not subject to the parameters of the Family Medical Leave Act.

If a pregnant employee needs any type of reasonable accommodation, including light duty, modified work assignment, or other similar assistance, the employee should immediately contact the Administrative Services / HR Director. All such requests for reasonable accommodation that do not result in an undue hardship will be provided.

3. **Bereavement Leave**
One (1) to three (3) days, at the discretion of the Chief Executive Officer, may be allowed for a death in the family of a full-time employee. A family member is defined as: a spouse and parents thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual who is related by blood or affinity or whose close association with the employee is the equivalent of a family relationship. Criteria for time off allowed include but is not limited to, the employee’s relationship to the deceased, need for out-of-town travel and responsibility for handling funeral arrangements. Accrued PLT may be used in the event more time off is needed.

4. **Military Duty Leave**
Upon presentation of military orders, an unpaid leave of absence will be granted according to Federal requirements.

5. **Voting Leave**
During a primary or general election, an employee who is registered to vote whose hours of work do not allow sufficient time for voting shall be allowed the necessary time off with pay for this purpose. When the polls are open two (2) hours before or two (2) hours after the regularly scheduled work period, it will be considered sufficient time for voting.

6. **Workers Compensation Insurance**
The Coalition provides a comprehensive workers compensation insurance program at no cost to employees. The program covers injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Employees who sustain work related injuries or illnesses, no matter how minor, must inform the Administrative Services / HR Director or the Chief Executive Officer immediately. If the Chief Executive Officer is not available, the employee will notify their immediate supervisor who will in turn inform the Chief Executive Officer. An Incident Report Form must be completed immediately and called in to the Workers’ Compensation Insurance company for instruction regarding treatment. In the event an injury or illness is life threatening, seek medical help first then notify the insurance company. The Coalition is a Drug-Free Workplace, therefore, in the event of an injury; the employee shall be required to submit to a drug test. A positive drug test will result in immediate termination and in accordance with the State and Federal laws; the employee will not be eligible for workers’ compensation benefits.

Neither the Coalition nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Coalition. Failure of an employee to document job related injuries may result in disciplinary action including termination.
EMPLOYMENT REFERENCE PROHIBITION

POLICY

The Coalition prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the Administrative Services / HR Director for appropriate management. The Administrative Services / HR Director shall only provide a former employee’s position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the Coalition from liability.

ETHICS

POLICY

The purpose of this Ethics Policy is to support a culture of openness, trust, and integrity in all the Coalition management and business practices. A well-understood ethics policy requires the participation and support of every Coalition employee and volunteer.

At the Coalition, we are dedicated to working with our employees, volunteers/interns, partners, vendors and clients to provide leadership and foster partnerships to optimize a quality early learning environment for our children through child care, Voluntary Pre-Kindergarten and parent education. We are committed to conducting all Coalition affairs and activities with the highest standards of ethical conduct.

We are committed to the responsible use of the Coalition assets, to provide accurate, complete, and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior. The Coalition’s Code of Ethics is built on the Coalition values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

Our Values

Integrity
We pursue our mission with honor, fairness, and respect for the individual. We uphold the values of the Coalition with openness and trust in every action and decision. We are committed to act in good faith, to comply with the rule of law and the Coalition policies and regulations.

Courtesy
The responsibility of everyone is to be courteous, polite, and friendly to our customers and colleagues.

Inclusiveness
We are dedicated to a single purpose, fueled by a diversity of thought and action. We serve responsibly as members of all the communities in which we live and work.

Dedication

Personnel Policies (8/25/2024)
Committed to our clients, our cause, and our values. We uphold the excellence that makes the Coalition a premier organization.

**Excellence**
We believe that striving to be the best in our work, our relationships, our ideas, and our services is the greatest demonstration of our pledge to serving the community.

**Sensitivity**
We value our commitment to our clients, colleagues, and volunteers by being respectful and sensitive.

**Vision**
In an effort to support our mission, we are willing to take prudent measures. We strive to be proactive, innovative, and creative.

**Loyalty**
We remain loyal to the coalition, colleagues, and clients by supporting and working together in all we do.

**Code of Ethics**
The summary code of ethics includes the following provisions:
- The Coalition employees and volunteers/interns must:
  - Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
  - Comply with applicable government laws, rules, and regulations.
  - Maintain the confidentiality of information entrusted to them by the Coalition or its clients except when authorized or otherwise legally obligated to disclose.
  - Deal fairly with the Coalition clients, vendors, volunteers/interns, and employees.
  - Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
  - Proactively promote ethical behavior as a responsible partner among peers in the work environment.
  - Protect and ensure the proper use of organization assets.
  - Prohibit improper or fraudulent influence over any External Auditor.
  - Not take any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any Federal offense in accordance with Section 1107 of the Sarbanes-Oxley Act of 2002.
  - Not tamper with a record or otherwise impeding an official proceeding in accordance with Section 1102 of the Sarbanes-Oxley Act of 2002.

**Our People**
The Coalition is committed to provide a work environment that values diversity among its volunteers/interns and employees. All Personnel Policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including recruiting, hiring, placement, training, development,
transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our employees, volunteers/interns, and clients. We will begin with employee orientation and regularly communicate all these expectations to employees and volunteers.

The Coalition employees, volunteers/interns, contractors, and suppliers are expected to report any practices or actions believed to be inappropriate to their supervisor or another Coalition director.

Our Clients
We are dedicated to 100 percent client satisfaction. We are devoted to developing “client enthusiasm” and are passionate about exceeding client expectations. We dedicate ourselves to anticipating the changing needs of clients and creating timely, innovative, and superior programs and services.

Conflict of Interest
The underlying principle of “conflict of interest” is that employees and volunteers/interns should avoid any activity, investment, or interest that might reflect unfavorably on the reputation of the Coalition.

As representatives of the Coalition, employees and volunteers/interns are obligated to place the interest of the Coalition, in any transaction involving the Coalition, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

Employees and volunteers/interns are expected to protect and maintain confidentiality regarding the Coalition’s property including cash, equipment, records, and employee and client information except where public record laws require. Refer to Conflict of Interest Policy in Fiscal Manual FA140 for more information.

Reporting Ethics Violations
If an employee has questions or concerns about compliance with the subjects described in this policy or are unsure about what is the “right thing” to do, the Coalition strongly encourages the employee to first talk with his/her immediate supervisor. If he/she feel uncomfortable talking to his/her immediate supervisor for any reason, write a letter to the Administrative Services / HR Director or Chief Executive Officer to report his/her concerns. Reporting of ethics violations will be treated as confidential information until resolved or until action is taken and can be communicated anonymously.

EXIT INTERVIEW

POLICY

Any employee leaving the Coalition is required to attend an exit interview conducted by the Administrative Services / HR Director and Chief Executive Officer. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of the compensation, benefit continuation, return Coalition property, or other related matter.

GIFT REPORTING
POLICY

Coalition employees are prohibited from soliciting or accepting any gifts that are intended to influence their actions from any person or entity doing business with the Coalition. Additionally, unless specifically permitted by this policy, Coalition employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the Coalition. The only exceptions to this policy are as follows:

- Holiday business gifts of value totaling less than twenty-five dollars ($25) in any single year that is for the shared departmental use or consumption
- Occasional meals in connection with actual business
- Awards of gifts provided by the Coalition in open recognition of an employee’s contributions

All unpermitted gifts must be immediately declined, returned, or disregarded. Employees must report to their supervisors and the Administrative Services / HR Director before the end of each month regarding all gifts received during the month.

Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

GRIEVANCE

POLICY

It is the policy of the Coalition that every employee and volunteer/intern regardless of position always be treated with respect and in a fair and just manner.

In the event, an employee or volunteer/intern believes he/she was not treated with respect and in a fair and just manner, he/she is encouraged to discuss a complaint or problem as soon as it develops, during regular office hours with the Administrative Services / HR Director who will attempt, without discrimination, to provide prompt and equitable solutions.

HARASSMENT

POLICY

The Coalition is committed to providing a work environment that is free of discrimination and unlawful harassment of any kind. Actions, words, jokes, or comments based on an individual’s sex, race, gender, pregnancy, military status, color, age (except as provided by law), religion, national origin, disability, political opinion or affiliation, marital status, relating to recruitment, retention, examination, appointment, training, promotion, compensation, discipline, separation, employment practice, or any other legally protected characteristic will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that interferes with work performance or creates an intimidating, hostile or offensive work environment.

It is illegal and against Coalition policy for any employee to harass another employee or create a hostile working environment by committing or encouraging physical assaults on another employee. Also prohibited
are intentional physical conduct that is sexual in nature, (touching, pinching, patting, or brushing against another person’s body), unwelcome sexual flirtations, advances, or propositions, including gestures, jokes or comments made in the presence of an employee who has indicated that such conduct is unwelcome, verbal abuse of a sexual or other nature, and posting pictures, posters, or other materials that are sexual in nature or pornographic.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

If an employee feels that he/she is being harassed in any way by a coworker, a customer or a vendor, the employee should notify the Administrative Services / HR Director immediately. The matter will be thoroughly investigated and where appropriate disciplinary action will be taken.

Any person who feels that he/she is being harassed or discriminated against must immediately report the offensive conduct to the Administrative Services / HR Director. If the Administrative Services / HR Director is in any way involved in the alleged inappropriate behavior or is unavailable, the employee should report the conduct directly to the Chief Executive Officer. However, if the Administrative Services / HR Director and Chief Executive Officer are in any way involved in the alleged inappropriate behavior or unavailable, the employee should report the conduct directly to the Board of Directors of the Coalition.

An employee will not be penalized in any way for reporting such improper conduct.

**AMERICANS WITH DISABILITIES ACT**

**POLICY**

It is the policy of the Coalition to afford equal opportunity to all employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations under the Americans with Disabilities Act. Such requests must be made to either the employee’s direct supervisor or to the Administrative Services / HR Director of the Coalition. While the Coalition may not be able to make all requested accommodations, it will work with employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the Coalition.

**INCIDENT REPORTING**

**POLICY**

The Incident Report form will be used for documentation of ALL work-related accidents and/or injuries including violence related incidents.

**INVOLUNTARY SEPARATION**

**POLICY**
The Coalition limits the ability to take tangible employment action, including the authority to hire and involuntarily separate employees, to the Chief Executive Officer position. The Chief Finance Officer, Chief Programs Officer, and Chief Operations Officer have the ability to take tangible employment action only in the absence of the Chief Executive Officer, as appropriate to their department. No other individual within the Coalition is empowered to take such express actions.

**MEDICAL MARIJUANA**

**POLICY**

If an applicant or employee with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a “positive drug test” and will be treated in accordance with all other positive tests.

Employees and applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

**NEPOTISM**

**POLICY**

The Coalition prohibits working relationships between members of the same family. For the purpose of this policy, family member is defined as a spouse, domestic partner, romantic partner, children, parents, siblings, nieces, nephews, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or step relationships. If such a relationship is discovered, the Coalition will take all necessary measures, including separation of employment, to rectify the violation of this policy.

**OPEN OFFICE ENVIRONMENT**

**POLICY**

Common courtesy and respect will go a long way in ensuring a productive environment in our workspace. To assist toward the goal of helping each of you be as productive as possible, we are providing the following guidelines:

Minimize hallway conversations
While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close proximity. Be mindful of the potential for disruption and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

Limit noises
Keep the sounds coming from your workspace to a minimum. This means using earbuds when listening to music, picking up the phone after one or two rings, tuning the ring volume on your phone to a low setting, and avoiding screensaver sound effects. When away from your workspace, set your office phone to take voice messages. Silence your cell phone or set it to vibrate while inside the Coalition building. Be aware of your personal voice volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you, even when you are not thinking about it.

No confidential meetings
Avoid discussing personal and/or confidential matters at your workspace. Whether you are on the telephone or having a discussion with a coworker, your conversation may easily be overheard by others. Move to a conference room or step outside to discuss personal or confidential matters.

Be considerate of sensitivities to aromas
The sense of smell is one of the most powerful senses we possess. What smells good to one person, may not be enjoyed by another. Be careful of the smells you bring to the office. Be judicious in the use of cologne/perfume. Do not bring strong scented oils or room deodorizers to the workplace. Avoid eating strong-smelling food in your workplace as well.

Decorate with taste
You need to use good judgement when decorating your workspace. Avoid things that are controversial. This includes things that are political, spiritual, sensual, or cultural. Your choice décor should be in good taste without offending others. The Coalition reserves the right to restrict workplace décor for legitimate reasons relating to safety, hygiene, or environmental conditions.

In a public workspace, that is, a space to which the public has physical or visual access, only secular decorations, including secular holiday decorations, may be displayed. Religious symbols or decorations with religious content may not be displayed in public workspace.

Respect other’s privacy
Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other’s conversations. Resist the temptation to chime in on other’s conversations or join them uninvited. Give others the same respect that you want.

**PAYROLL DEDUCTIONS**

**POLICY**

The Coalition will make legally required and employee-selected deductions from each paycheck received.

It is our policy to comply with the salary basis requirements of all existing wage laws. Therefore, we prohibit all Coalition leadership from making any improper deductions from employees. If an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Administrative Services / HR Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.
PERFORMANCE EVALUATIONS

POLICY

The Chief Executive Officer shall establish and administer a system for the evaluation of the work performance of all employees of the Coalition on an annual basis. If the employee has two or more reprimands documented in their HR folder during a fiscal year, they will not be eligible for an annual increase during their evaluation if a salary increase was approved by the Board of Directors.

The written employee performance evaluation program shall be designed to permit the evaluation of an employee’s job performance and effectiveness as objectively and fairly as possible, and to inform the employee of strengths and weaknesses on the job and to serve as a basis for discussion as to how the employee can improve performance.

Performance evaluations become a permanent part of the employee’s personnel file and a copy is provided to the employee. This information will be held in strict confidence.

All new and re-hired employees work on a probationary basis for the first ninety (90) calendar days after their date of hire and will be evaluated when they complete their probationary period. Internship positions will be evaluated on an annual basis only. Any approved significant absence will automatically extend the probation period by the length of absence.

If an employee has been in a position less than six (6) calendar months before their anniversary date, the employee shall not receive an annual evaluation.

CHIEF EXECUTIVE OFFICER EVALUATION PROCESS

POLICY

The Chief Executive Officer shall be evaluated by the Executive Committee of the Board of Directors of the Coalition by August 30th to comply with the Rule 6M-9.120.

EVALUATION PROCESS FOR GRANT FUNDED POSITIONS

POLICY

In the event an employee is hired for a grant funded position lasting only one (1) year, they will receive a ninety (90) day probationary evaluation, however the twelve (12) month evaluation will not be performed, since the employee’s position will end on their one (1) year anniversary. In addition, no probationary or other salary increases will be budgeted for this class of employee unless the grant is awarded for multiple years and includes funding for merit increases.

PERSONNEL INFORMATION AND PRIVACY

POLICY

The Coalition shall comply with applicable federal and state laws regarding personnel information privacy.

Personnel Policies (8/25/2022)
Any exceptions to this policy must be approved by the Chief Executive Officer.

While complying with its governmental reporting and record keeping requirements, the Coalition strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion.

**RELIGIOUS EXPRESSION AND ACCOMMODATION**

**POLICY**

The Coalition works diligently to respect the recognized religious beliefs and diversity of its entire team.

**Religious Communication & Behaviors**

It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, employees who do so, should be sensitive to and respectful of the different beliefs (or lack of belief) of others. When another employee objects to religious advances, such behaviors and efforts must immediately cease. Moreover, religious practices that interfere with job performance, excessive “preaching” that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered “harassment” within the meaning of this and other existing policies.

**Religious Accommodations**

Employees may request an accommodation when their religious beliefs cause a deviation from the Coalition’s dress code, schedule, basic job duties, leave or other aspects of employment. As such, the Coalition welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on the Coalition’s ability to properly fulfill its mission.

The Coalition will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Coalition will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

**RESIGNATION**

**POLICY**

Written notice of resignation must be submitted to the employee’s immediate supervisor and the Chief Executive Officer.

Acceptable notice is two weeks, except for the Chief Executive Officer and others in supervisory positions. The length of acceptable notice for the position of Chief Executive Officer is a minimum of three (3) months. The length of acceptable notice for others in a supervisory position is a minimum of one (1) month. If the employee is receiving medical benefits at the time of resignation, Coalition provided insurance coverage is normally terminated the last day of the month following the date of resignation from the Coalition.

**RESPONSIBILITY FOR ACCURATE AND TRUTHFUL INFORMATION**

Personnel Policies (8/25/2024)

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POLICY

Coalition employees are responsible for providing accurate and truthful information in all aspects of the employment relationship. This obligation begins with an employee’s application and all information submitted to the Coalition prior to hire and is a continuing obligation through an employee’s tenure with the Coalition. This includes, but is not limited to, all information an employee submits regarding his or her internal administrative and benefit-related documentation, all records of time worked, all input regarding any form of performance evaluation or corrective action plan, and as related to an employee’s performance of his or her job duties. Any violation of this obligation on the part of the employee will result in discipline upon discovery of the false information, with the likelihood such actions will lead to termination of employment.

SAFETY

POLICY

It is the policy of the Coalition to provide a safe and healthy work environment for employees, volunteers/interns, clients, and visitors and preserving the Coalition’s assets and property.

All employees, volunteers/interns and representatives of the Coalition shall comply with this policy to protect the safety of the children we serve and his or her parents/caregivers and preserving the Coalition’s assets and property.

Responsibility for the safety and well-being of children rests with the parent (or guardian or caregiver assigned by the parent) and not with the Coalition personnel. Coalition staff cannot supervise children while the parent (or guardian or caregiver assigned by the parent) is requesting/receiving services.

Children under the age of fourteen (14) years may not be left unattended by an adult in any part of the Coalition office. If children under the age of fourteen (14) are found without an adult, staff will attempt to locate the parent (or guardian or caregiver assigned by the parent).

DISTRACTED DRIVER – Personal Cell Phone or Similar Device Used for Business

Research indicates that phone calling, texting, or emailing using a cell phone or a personal data device while driving is dangerous and may even approach the equivalent danger of driving while drunk. We recognize that other distractions occur while driving, however, curbing the use of cell phones, and personal mobile computing devices during driving, is one way to minimize the risk of accidents.

Therefore, the Coalition prohibits employees from using Coalition-provided cell phones or personal data devices to text or email while driving either a rented or personal vehicle. Personal cell phones or personal data devices are restricted to usage only when operated in a hands-free mode when driving a Coalition rented vehicle or when using a personal vehicle for Coalition business.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the internet, receiving, or responding to email, checking for phone messages, or any other purpose related to your employment, the Coalition, our clients, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Coalition, or any other Coalition related activities not named here while driving.

Personnel Policies (8/25/2022) 35
All employees are required to stop their vehicle in a safe location where the vehicle does not create a hazard to the employee or to a third-party to use a cell phone or personal mobile computing device. The cellular telephone may not be used for telephonic conversation after resuming movement of the vehicle.

The Coalition reserves the right to monitor employee compliance with this policy through appropriate means, including, but not limited to, monitoring of telephonic calls via vendor billing statements, and auditing of records reflecting use of cellular telephones. By accepting Coalition owned cellular telephone or utilizing a personally owned cellular telephone on Coalition business the employee consents to the Coalition’s right to conduct monitoring to determine employee compliance.

This policy is intended to comply with existing federal, state, or local laws and regulations which may control:
- The private usage of Coalition cellular telephone and
- Usage of a cellular telephone during the operation of a vehicle on Coalition business during the employee’s business hours

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment for any violation.

**SOCIAL DISTANCING POLICY**

In order to minimize transmission from person to person of any form of communicable illness, the Coalition is implementing the following social distancing provisions, consistent with the guidance and requirements of the Governor of the State of Florida, state and local provisions, and/or appropriate guidance from Public Health officials. As circumstances allow, certain portions of the following policy may be revoked, and Coalition will issue updates as to those issues in writing.

Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people. It can be accomplished by administrative and engineering controls. Employees who are or who appear ill will be requested to remain at home. If you are appearing at work, examples of actions that we are requesting employees take include, but are not limited to:

- Practice good hygiene, including:
  - Stop handshaking or other physical greetings with coworkers, customers, or clients.
  - Clean your hands when arriving at work and regularly afterwards, avoid touching your face, and routinely wipe down your work surfaces.
  - Cover coughs and sneezes with a tissue or cough and sneeze into your upper sleeve if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze, or blow your nose.
- Avoid close contact with coworkers, clients, and providers (maintain a separation of at least Six (6’) feet). Even if you wear gloves, you should wash your hands upon removal of the gloves in case your hand(s) became contaminated during the removal process.
- DO NOT use other employees' phones, desks, offices or other work tools and equipment.
• Reduce face-to-face exposure by using conference calls and video conferencing. If you are in a position requiring regular face-to-face interaction, personal protective equipment will be made available for your use.
• Avoid unnecessary travel.
• Reschedule non-essential meetings, community events, training sessions, and other events that require employees to physically appear, until further notice.
• When meetings are necessary, avoid close contact by keeping a separation of at least Six (6’) feet, where possible, and assure that there is proper ventilation in the meeting space. Sanitize the area after you are done with the disinfectants provided in the back of the building.
• Allow only authorized employees into your office area. When conducting eligibility allow for no more than one adult with children, not to exceed more than ten (10) in any given area.

The Coalition will provide materials and receptacles for the purpose of complying with the above requests. Please be advised that the purpose of the above measures is intended to prevent the spread of illness to the employees, providers, and our families. Employees repeatedly failing to follow the above requested measures may face disciplinary action.

TATTOO

POLICY

Employees may not have any lewd or offensive indelible marks, tribals, or figures (tattoos) visible on any exposed part of the body while wearing office attire. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, sexual orientation, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, or propriety; shock the moral sense because of their vulgar, filthy, or disgusting nature, or tendency to insight lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent”. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

TELECOMMUTING

POLICY

As needed by the Coalition, due to disasters, pandemics, and other emergency situations (as defined by the COOP), or other business needs as determined by the Chief Executive Officer. The Coalition will implement a temporary telecommuting arrangement for employees whose job duties and responsibilities are conducive to working from home but who do not regularly telecommute. Due to the fact that most of the Coalition’s mission-essential functions are able to be performed online, the Coalition determined most day-to-day operations and services to families and providers can be performed via telework.

Personnel Policies (8/25/2024)
There are some positions that may require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:
- Coalition Leadership / Relocation Team – Essential personnel may be expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures will be followed for employees who are unable to report to work.

Positions approved to work from home temporarily may include the following:
- All other employees – Additional positions may be considered on a case-by-case basis.

These arrangements are projected to be short term and the Coalition will continue to monitor guidance from state and local officials and provide updates and changes to work arrangement timelines.

USE OF EMPLOYEE PHOTO, LIKENESS and VOICE POLICY

The Coalition may take pictures or make recordings of its activities, including specific work tasks or community events to be used in educational, recruiting, or promotional materials. Such materials may be in different media, including the internet. The Coalition has provided a Photo and Publicity Release Form to all employees at hiring and will comply with the preference indicated on that form in the use of any employee’s Photo, Likeness, or Voice. It is incumbent on the employee to ensure that the form is appropriately completed and, if the employee wishes to change his or her preference, that he or she complete an updated form. The Photo and Publicity Release Form is available from the Administrative Services / HR Director.

VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAWS AND SELF-REPORTING OF ARRESTS AND CONVICTIONS POLICY

POLICY

Anyone known to be violating a local, state, and/or federal law on the Coalition property or at an organization-supported function will be subject to referral for prosecution to the appropriate law enforcement agency.

All employees are required to self-report the following information to their immediate supervisor or the Administrative Services / HR Director within forty-eight (48) hours:

a) Any arrests/charges that are considered a felony.
b) Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours but is not punishable by incarceration and for which there is no right to trial by
jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported.

Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action up to or including dismissal.

**VIOLENCE IN THE WORKPLACE**

**POLICY**

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, vendors, and/or customers.

All persons at the Coalition should report instances of workplace violence. In emergency situations where the threat is imminent, employees should call 911 and request immediate assistance from the authorities. In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is contributing to the risk of the workplace violence, the incident should be reported to the Administrative Services / HR Director immediately.

It is the policy of the Coalition to strive to minimize the likelihood of violence in the workplace through early intervention. Acts or threats of violence (explicit or implied) will NOT be tolerated. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and referral to appropriate law enforcement authorities. For other than the Coalition employees, comparable appropriate action will be taken.

Please understand that the Coalition cannot help to resolve disputes that are not reported. Also be aware that any dispute resolution process does not allow a subordinate employee to ignore the appropriate direction of his or her supervisor.

**DEFINITIONS**

**Violence:** An action which causes, is intended to cause, or is perceived as intent to cause physical harm to persons or damage to property.

**Threat:** Any gesture, act, or oral or written expression which is perceived as intent to cause physical harm to persons or damage to property.

**WEATHER RELATED CLOSINGS**

**POLICY**

It is our policy to consider the safety of our employees and those we serve when making decisions regarding remaining open during periods of inclement weather. Where extraordinary circumstances warrant, we will close the office. During periods of adverse weather, employees are encouraged to (i.e., listen to radio broadcasts, contact their immediate supervisor, check the Coalition website) to find out closure updates on a given day. Our decision to close will be made as soon as we are aware of the severity of the incident. If the
Coalition remains open, but you are unable to report to work, you should follow our standard procedures for notification of an unscheduled absence.

If the facility is closed, a full-time non-exempt employee will receive eight (8) hours Admin pay to cover the absence. Part-time employees will be encouraged to make up their hours during the pay week, if possible. If the facility remains open, employees who report to work will receive their normal pay for the day. Those not reporting to work on a day the Coalition is open, will be required to use any available PLT for the missed day. If a non-exempt employee does not have sufficient available PLT to cover the absence, the absence will be without pay (LWOP). In accordance with federal regulations, exempt employees will receive their regular pay for the day of closure.

Even if the Coalition is closed, there may be key positions that will need to report to work. Individuals in those positions will be notified by the Chief Executive Officer. Employees who are required to work during the closure will receive their normal pay for the hours worked.

WHISTLE-BLOWER

POLICY

The Coalition is committed to the highest standards of moral and ethical behavior by all employees and in all business dealings. Employees are expected to conduct Coalition business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to his/her immediate supervisor/Chief Executive Officer. If the employee is not comfortable reporting the suspected dishonest act or fraudulent activity to his/her immediate supervisor/Chief Executive Officer, they should follow the procedure outlined below.

All employees are covered by this policy.

PURPOSE

In accordance with section 112.3187, Florida Statutes (F.S.), the Whistleblower’s Act is to prevent agencies or independent contractors from taking retaliatory action against an employee who reports to an appropriate agency violation of law on the part of a public employer or independent contractor that create and presents a substantial and specific danger to the public’s health, safety, or welfare. It is further the intent to prevent any person, agencies, or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.

PROCEDURE

If an employee believes that he/she has been subject to retaliation for protected whistleblowing, he/she can file a complaint with:
Office of Chief Inspector General, the Florida Commission on Human Relations, or the Whistleblower’s Hotline at 1-800-543-5353 for whistleblower protection where the employee can disclose information as described below:

- A violation of law, rule, regulation,
- Gross mismanagement,
- Gross waste of funds,
- An abuse of authority, or
- A substantial and specific danger to public health or safety

Reports of suspected wrongdoing including retaliation for disclosing minor offenses may also be submitted through the use of the Inspector General’s automated web-based complaint form available at http://www.flgov.com/ighome or by mailing a complaint directly to: Whistle-blower’s Hotline, P.O. Box 151, Tallahassee, FL 32302 or the Office of Chief Inspector General, 2103 The Capitol, Tallahassee, FL 32399-0001.

WORKPLACE INJURIES

POLICY

The Coalition strives to provide a workplace that is free from any known health or injury hazards. Employees can assist us by bringing forward any health or safety concerns. Employees may speak with their supervisor or the Administrative Services / HR Director about any issues related to safety without fear of reprisal or retaliation. Employees may also receive periodic training on workplace safety and responsible handling of hazardous substances.

If an employee sustains a job-related injury or illness, it must immediately be reported to the supervisor, or Administrative Services / HR Director or another member of management. This reporting requirement applies to all injuries, no matter how small or insignificant it may appear initially. The Coalition wants to ensure that any injured employee receives prompt and appropriate medical attention. Additionally, the Coalition complies with all federal and state regulatory standards regarding workplace injuries and illnesses. As such, we must make a timely record of any workplace injuries or illnesses. We also are responsible for workers’ compensation insurance for employees which provides for medical coverage, disability coverage and loss of work time compensation due to a work-related injury.

Employees may report work-related injuries and illnesses without any concerns of adverse employment action or retaliation by the Coalition.
DRUG FREE WORKPLACE

POLICY

The Coalition will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of employment with the Coalition, employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is hired; b) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; c) when an employee suffers an on-the-job injury or is involved in an accident while at work; d) when an employee returns to work after a leave of absence of two weeks or more; or e) on a periodic or random basis. The presence of 0.084% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of this policy.

Coalition employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on Coalition property.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs which could affect their ability to perform his/her job in a safe and efficient manner must notify his/her immediate supervisor of this fact when he/she reports to work.

Violation of any aspect of the Coalition’s Drug Free Workplace policy will result in discipline up to and including immediate termination.

All applicants for employment will be required to sign the Consent to Pre-Employment Drug Testing form and submit to and pass a drug test in order to be considered for employment.

All employees are required to sign the Consent for Random Testing form. Random testing may be done at any time the Coalition deems fit. In the event of an on-the-job accident, the injured employee will be required to submit to a drug test. If he/she refuses to submit to the test or the test is confirmed positive, he/she may be terminated. Additional testing may also be conducted as required by applicable state or federal laws, rules or regulations, or as deemed necessary by the Coalition.

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise received by the Coalition as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Coalition will not release such information without a written consent form signed voluntarily by the person tested.

I have read the above policy and wholly agree to abide by its contents.

Personnel Policies (8/25/2022)
COMPANY CELL PHONE USAGE/SAFE DRIVING POLICY

I _____________________________ have read and understand the Cell Phone Usage/Safe Driving Policy and voluntarily agree to abide by, and be subject to, its terms.

________________________________________________________________________

Employee Name (Please print)  Signature  Date
By executing the acknowledgment form attached to these Personnel Policies, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, the Coalition may first withhold the value of such amount from any final compensation due to the employee including paychecks, or any other such earned benefit. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that the Coalition has legal entitlement to such property and will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

_______________________________
Employee Signature

_______________________________
Date

**Personnel Policies/Procedures Acknowledgement**

Effective 8/25/2022 –


_______________________________
Employee Signature

_______________________________
Date

_______________________________
Witness

_______________________________
Date

Personnel Policies (8/25/2022)
Information

Items
State of Florida
Public Assistance Caseload Report

<table>
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<tr>
<th>Element</th>
<th>Marion</th>
<th>Circuit 5</th>
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<td>Aug-21 1,059</td>
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<td>Sep-21 1,033</td>
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<td>Oct-21 957</td>
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<td>Mar-22 802</td>
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<td>Jul-22 877</td>
<td>Jul-22 2,344</td>
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*August 1, 2021 monthly benefits allotments for Food Assistance return to normal.
### State of Florida

#### Public Assistance Caseload Report

<table>
<thead>
<tr>
<th>Element</th>
<th>Marion</th>
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<td>1,841</td>
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State of Florida
Public Assistance Caseload Report

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<thead>
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<th>Element</th>
<th>Month</th>
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<td>TANF Benefits</td>
<td>Jul-22</td>
<td>Marion</td>
<td>Circuit 5</td>
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<td>591,899</td>
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<td>640,448</td>
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This is the TANF and RCG issuance including initial prorated and supplemental payments. This excludes RAP.

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<th>Element</th>
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<tr>
<td>Medicaid Clients</td>
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<td>Circuit 5</td>
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<tr>
<th>Element</th>
<th>Month</th>
<th>Row #1</th>
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<tr>
<td>Food Stamp Households</td>
<td>Jul-22</td>
<td>Marion</td>
<td>Circuit 5</td>
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</table>

Marion
- Jul-21: 33,762
- Aug-21: 32,841
- Sep-21: 32,215
- Oct-21: 31,899
- Nov-21: 31,080
- Dec-21: 30,405
- Jan-22: 29,347
- Feb-22: 29,053
- Mar-22: 28,904
- Apr-22: 28,911
- May-22: 28,925
- Jun-22: 28,911
- Jul-22: 28,925

Circuit 5
- Jul-21: 93,952
- Aug-21: 91,130
- Sep-21: 89,319
- Oct-21: 88,365
- Nov-21: 86,281
- Dec-21: 84,157
- Jan-22: 81,437
- Feb-22: 80,421
- Mar-22: 79,950
- Apr-22: 79,991
- May-22: 80,108
- Jun-22: 81,043
- Jul-22: 81,265

-12.9% 0.6%

-13.5% 0.3%

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<th>Element</th>
<th>Month</th>
<th>Marion</th>
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<td>Food Stamp Clients</td>
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<td>Apr-22</td>
<td>62,178</td>
<td>0.3%</td>
<td>169,279</td>
</tr>
<tr>
<td>May-22</td>
<td>60,822</td>
<td>0.0%</td>
<td>165,692</td>
</tr>
<tr>
<td>Jun-22</td>
<td>59,431</td>
<td>0.0%</td>
<td>161,574</td>
</tr>
<tr>
<td>Jul-22</td>
<td>57,332</td>
<td>0.0%</td>
<td>156,210</td>
</tr>
<tr>
<td>Aug-21</td>
<td>56,841</td>
<td>0.0%</td>
<td>154,268</td>
</tr>
<tr>
<td>Sep-21</td>
<td>56,896</td>
<td>0.0%</td>
<td>154,208</td>
</tr>
<tr>
<td>Oct-21</td>
<td>57,067</td>
<td>0.0%</td>
<td>154,687</td>
</tr>
<tr>
<td>Nov-21</td>
<td>57,257</td>
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<td>155,315</td>
</tr>
<tr>
<td>Dec-21</td>
<td>58,111</td>
<td>0.3%</td>
<td>157,544</td>
</tr>
<tr>
<td>Jan-22</td>
<td>58,354</td>
<td>0.4%</td>
<td>157,945</td>
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</table>
State of Florida
Public Assistance Caseload Report

Food Stamp Issuance includes benefits authored by the FLORIDA system for the month and does not account for benefits rejected or held in pending status by the EBT contract provider.

County data is sub-totaled at the Circuit, Region and State levels.

*April 2020 issuance amounts include a supplemental benefit issuance for all SNAP participants to the maximum allowable amount for the months of March 2020 and April 2020.

*August 1, 2021 monthly benefits allotments for Food Assistance return to normal.