



**Regular Board Meeting**

Monday, June 13, 2016  
 5:30 pm until close of business  
 1002 E. Palm Ave, Board Room  
 Tampa, FL 33605  
**Call-in: 866-866-2244**  
**Access Code: 404-260-1415**

**Early Learning Coalition of Hillsborough County  
 Mission Statement**

The mission of the Early Learning Coalition of Hillsborough County is to promote school and life success for all young children and their families through quality school readiness services and supports.

**MEETING AGENDA**

- I. CALL TO ORDER**
  - A. Quorum Verification **A. Patel, Chair**
  - B. Approval of May 9, 2016 Board Meeting Minutes (*p. 3*)
  - C. Executive Director Report **D. McGerald**
  - D. Board Chair Report **A. Patel, Chair**
  
- II. OLD BUSINESS**
  - A. Transition Update (*p. 6*) **K. Perkins, D. McGerald**
  - B. Televised Meetings (*p. 8*) **S. Costner**
  
- III. ACTION ITEMS**
  - A. Approval of Fraud Plan (*p. 10*) **D. McGerald**
  - B. Approval of Implementation of new Federal poverty levels (*p. 24*) **K. Perkins**
  - C. Delegation of Authority (*p. 27*) **S. Costner**
  - D. Budget FY 2016-2017 (*p. 29*) **S. Costner**
  - E. Ready Rosie Information & Contract (*p. 68*) **T. White**
  - F. New Board member Nominations (*p. 74*) **S. Robinson**
  
- IV. FINANCE/UTILIZATION REPORT (*p. 85*)**
  
- V. COMMITTEE UPDATES**
  - A. Executive/Finance Committee **A. Patel, Chair**
    - a. Executive Search Firm RFP
  - B. Governance Committee **S. Robinson, Co-Chair**
    - a. Board Size
    - b. Committees
    - c. Agenda Order: Public Comment
    - d. Nomination of Board Officers for FY 2016-2017
  - C. Communications & Outreach Committee **D. Jacob, Co-Chair**
    - a. Rebrand Update (*p. 93*)
  
- VI. DISCUSSION**
  
- VII. INFORMATION ITEMS**
  - A. CCDF Update (*p. 94*) **M. Harper**
  - B. Market Rate Comparison (*p. 102*)
  - C. Dashboard (*p. 103*)
  - D. Fiscal Monitoring Report (*p. 104*)

**VIII. PUBLIC COMMENT**

*Individuals wishing to address the Early Learning Coalition Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.*

**IX. ADJOURNMENT**

**UPCOMING MEETINGS**

Executive/Finance Committee Meeting – Monday, July 11, 2016@ 4:00 pm

Board of Directors Meeting – Monday, August 8, 2016 @ 5:30 pm



# MEETING MINUTES

<b>Meeting Name:</b>	Board of Directors Meeting	<b>Date:</b>	May 9, 2016
<b>Facilitator:</b>	Aakash Patel, Chair	<b>Time:</b>	5:30 pm
<b>Location:</b>	1002 E. Palm Avenue, Board Room, Tampa, FL 33605		
<b>Board Members Present:</b>	Aakash Patel, Angela Chowning, Barbara Hancock*, Robert Buesing, Dianne Jacob, Dr. Douglas Holt, Jennifer Kuhn*, Joe McElroy, Kelley Parris, Brian McEwen, Sandra Murman, Luke Buzard, Lynne Hildreth, Marie Caracciola, Mary Hancock*, Dr. Rahul Mehra, Scott Barrish, Dr. and Dr. Shawn Robinson.		
<b>Board Members Absent:</b>	Carlos Del Castillo, Edward Peachey, Dr. Jacquelyn Jenkins, Jill Hammond, and Brian Killingsworth.		
<b>ELCHC Staff:</b>	Dave McGerald, Steve Costner, Bobbi Davis, Twyla Hartz, Tracy Knight, Nancy Metsker, Miriam Ortiz, Karen Perkins, Janet Stutzman, Tracie White, and Katherine Javier.		
<b>Other Attendees:</b>	Neville Clark Jr., Cynthia Rodriguez, Meghan Devedu, and Board Attorney Steve Lee.		

\*Indicated presence via phone.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	<p><b>CALL TO ORDER</b></p> <p><b>A. Quorum Verification</b> Noting that a quorum had been established, Chair Patel called the meeting to order at 5:39 pm.</p> <p><b>B. Approval of April 11, 2016 Board Meeting Minutes</b> <i>Dianne Jacob made a motion to approve the April 11, 2016 meeting minutes. Brian McEwen made a second. The motion carried unanimously.</i></p> <p><b>C. Executive Director Report</b> Dave McGerald introduced Rodney MacKinnon, Executive Director for the Florida Office of Early Learning (OEL). Mr. MacKinnon reported on the following topics.</p> <ol style="list-style-type: none"> <li>1. Federal program changes and their potential effects in the coming fiscal year;</li> <li>2. The Governor’s recommendation for a base allocation increase in the Voluntary Prekindergarten (VPK) program;</li> <li>3. Tiered reimbursements for providers;</li> <li>4. Funding for <i>Teaching Strategies Gold</i>;</li> <li>5. Kindergarten Readiness Rates;</li> <li>6. The VROOM parent engagement tool;</li> <li>7. Funding advance procedure for VPK provider payments.</li> </ol> <p><b>D. Board Chair Report</b> Chair Patel invited Board members to attend the Chamber of Commerce <i>Learners to Earners</i> Conference on June 2, 2016 as representatives of the Coalition.</p>	

MEETING MINUTES – Board of Directors Meeting  
Monday, May 9, 2016 5:30 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
	<p><b>E. ReadyRosie Presentation</b></p> <p>Emily Roden delivered a presentation regarding the benefits of the ReadyRosie program. Ms. Roden highlighted advantages relating to cost, accessibility, impact, rationale, and updates to the program. Ms. Roden addressed questions from the Board of Directors regarding how the ReadyRosie Program compares to <i>VROOM</i>, and goals for the coming fiscal year. Board members requested comparison data for ReadyRosie and VROOM for the Board meeting scheduled for June 13, 2016.</p>	
II.	<p><b>OLD BUSINESS</b></p> <p><b>A. Transition Update</b></p> <p>Dave McGerald and Karen Perkins reported on the progress of VPK applications, Provider Portal contracts, new staff members, and satisfaction surveys. Karen Perkins addressed questions regarding VPK applications. Kelley Parris requested VPK application data from May 2015.</p> <p><b>B. Communications &amp; Outreach Committee Update</b></p> <p>Grace Northern and David Capece of <i>Sparxoo</i> presented recommendations resulting from a Rebranding Workshop on April 25, 2016 for developing a positioning statement and selecting a new logo for the Coalition. Ms. Northern and Mr. Capece presented a series of eight logo options, and asked Board members to choose their top three choices. Tracie White addressed questions regarding the timeline for the rebrand, noting that it is scheduled to be completed by June 30, 2016.</p> <p><b>C. VPK OEL Funding Advance</b></p> <p>Steve Costner presented the OEL cash management procedure for VPK provider payments. Dave McGerald noted that this procedure does not require Board approval.</p>	
III.	<p><b>ACTION ITEMS</b></p> <p><b>A. FY 2015-2016 Proposed Meeting Calendar</b></p> <p><i>Luke Buzard made a motion to approve the proposed meeting Calendar for FY 2015-2016. Brian McEwen made a second. The motion carried unanimously.</i></p> <p><b>B. Governance Committee Update</b></p> <p>Dr. Shawn Robinson announced that the Governance Committee met with the Executive/Finance Committee to discuss the evaluation of the Executive Director and recruitment procedures for the recruitment of a new Executive Director. Dr. Robinson reported that the Committee voted to recommend that the Board of Directors issue an RFP for an Executive Search firm to recruit a new Executive Director. A discussion was held regarding the time frame, salary range, and title of CEO versus Executive Director. Chair Patel called for a motion to issue an RFP for an Executive search firm to assist in the hiring of an Executive Director/CEO with a salary range of \$120,000 to \$145,000.</p> <p><i>Robert Buesing made a motion to issue an RFP for an Executive search firm to assist in the hiring of an Executive Director/CEO with a salary range of \$120,000 - \$145,000. Luke Buzard made a second. The motion carried unanimously.</i></p>	

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
IV.	<b>FINANCE/UTILIZATION REPORT</b> Steve Costner presented the financial report for School Readiness, Voluntary Prekindergarten, Quality Counts for Kids, and General Funds for the period of July 1, 2015 through March 31, 2016. Mr. Costner noted a slight deficit projected for School Readiness, a surplus in Quality Counts for Kids and General funds, and administrative costs below mandated caps for all programs.	
VI.	<b>DISCUSSION</b> Robert Buesing delivered a summary regarding issues presented at the “Building Our Future – Strategies for Investing in Early Childhood” conference on May 2, 2016 in Tulsa, Oklahoma.	
VII.	<b>INFORMATION ITEMS</b> Board Members were encouraged to review the information items presented in the Board packet.	
VIII.	<b>PUBLIC COMMENT</b> Cynthia Rodriguez made comments regarding the effects of tiered reimbursements for providers, Teaching Strategies GOLD, and the Performance Funding project. Rodney MacKinnon addressed questions from Ms. Rodriguez.	
IX.	<b>ADJOURNMENT</b> Citing no further business, Chair Patel called for a motion to adjourn the meeting at 7:20.  <i>Robert Buesing made a motion to adjourn the meeting. Luke Buzard made a second. The motion carried unanimously.</i>	

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Release RFP for Executive Search Firm.	K. Perkins	5/10/2016
2.	Send logo options to full Board for selection.	T. White	5/13/2016
3.	Provide comparison data for VROOM and ReadyRosie programs.	T. White	6/13/2016
4.	Provide data re: number of VPK applications completed at the time of May 2015.	K. Perkins	6/13/2016

Read and Approved by: \_\_\_\_\_  
Lynne T. Hildreth, Secretary
DATE

MEETING MINUTES – Board of Directors Meeting  
Monday, May 9, 2016 5:30 pm

ISSUE: Service Delivery Transition

<b>FAMILY SERVICES</b>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Current staff: Five (5) Family Service Specialists</li> <li>• Recruiting: Three (3) additional staff (two Family Service Specialists and one Family Service Coordinator)</li> </ul>
<b>SERVICES</b>	<ul style="list-style-type: none"> <li>• Process VPK application</li> <li>• Process SR waitlist applications (July 1, 2016)</li> <li>• Provide child care resource and referral services (July 1, 2016)</li> </ul>
<b>IMPACT</b>	<ul style="list-style-type: none"> <li>• Processed <b>5,712</b> VPK application (3/8/16 to 5/31/2016)                             <ul style="list-style-type: none"> <li>✓ Processed 6,357 VPK application from 3/1/15 to 5/31/15</li> </ul> </li> </ul>
<b>CUSTOMER SURVEY</b>	<ul style="list-style-type: none"> <li>• Two hundred six (206) parents responded to a satisfaction survey via Survey Monkey</li> <li>• 100% of the respondents indicated that their overall experience with the VPK application process was excellent or good                             <ul style="list-style-type: none"> <li>✓ 201 parents rated their experience as excellent</li> <li>✓ 5 parents rated their experience as good</li> </ul> </li> </ul>
<b>PROVIDER SERVICES</b>	
<b>STAFF</b>	<ul style="list-style-type: none"> <li>• Current staff: nine Provider Service Specialists - Two(2) Provider Service Coordinators and seven (7) Provider Service Specialists</li> <li>• Average case load for each staff member (assigned alphabetically) is 130 Providers</li> </ul>
<b>SERVICES</b>	<ul style="list-style-type: none"> <li>• Review and approve VPK and SR Statewide Agreements</li> <li>• Provide technical assistance regarding Provider Portal</li> <li>• Provide technical assistance to support providers' compliance with terms and conditions of the VPK and SR agreements</li> <li>• Desk and on-site monitoring to ensure compliance with contracts</li> </ul>
<b>IMPACT</b>	<ul style="list-style-type: none"> <li>• 865 unduplicated sites have agreements (contracts) in the Provider Portal</li> <li>• 1,130 contracts are being or have been created via the Provider Portal                             <ul style="list-style-type: none"> <li>✓ 726 School Readiness Agreements</li> <li>✓ 404 VPK Agreements</li> </ul> </li> <li>• 361 of the agreements have been reviewed by staff</li> </ul>
<b>CUSTOMER SURVEY</b>	<ul style="list-style-type: none"> <li>• Forty-eight (48) providers responded to a satisfaction survey regarding technical assistance offered to assist with contract development via the Provider Portal</li> <li>• 100% of the respondents indicated that their overall experience with the VPK application process was excellent or good                             <ul style="list-style-type: none"> <li>✓ 42 providers rated their experience as excellent</li> <li>✓ 6 providers rated their experience as good</li> </ul> </li> </ul>

**FINANCIAL SERVICES**

<b>STAFF</b>	<ul style="list-style-type: none"><li>• Currently recruiting staff (4 positions)</li></ul>
<b>SERVICES</b>	<ul style="list-style-type: none"><li>• Process VPK provider reimbursement</li><li>• Assist with post attendance monitoring of School Readiness Providers</li><li>• Assist with monitoring of School Readiness provider payments</li></ul>
<b>IMPACT</b>	<ul style="list-style-type: none"><li>• Services scheduled to begin in mid-June.</li></ul>

**INFRASTRUCTURE**

Upgrading VOIP phone system to better serve families and providers

The new system has Automatic Call Distribution (ACD) queues which will immediately route callers to available staff, reduce hold times for callers by knowing which staff are available to take calls, and provide management oversight, reports, and real-time monitoring.

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**ISSUE:** Televised Meetings

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**BACKGROUND:**

The televising of Coalition Board meetings by Hillsborough Television was suggested by several members of the Board during the current fiscal year. Subsequently, the Board approved televising Board meetings by Hillsborough Television at the April 11, 2016 Board meeting. At the Board meeting on May 9, 2016, Hillsborough Television was unable to provide the service due to a scheduling conflict. Most recently, on June 3, 2016, Hillsborough Television informed coalition staff that they cannot offer this service at the present time, citing scheduling issues and staffing levels.

ELCHC meetings are open to the public and are currently available telephonically. Although ELCHC does not use video conferencing, interested parties can attend and participate in meetings via telephone. Also, all Board packets and meeting minutes are available via the Coalition website.

The email from Hillsborough County's Division Director of Communications & Digital Media is attached.



**From:** McElroy, Terry [<mailto:McElroyt@HillsboroughCounty.ORG>]  
**Sent:** Friday, June 03, 2016 2:51 PM  
**To:** Steve Costner <[scostner@elchc.org](mailto:scostner@elchc.org)>  
**Cc:** Alessi, Francesco <[AlessiF@HillsboroughCounty.ORG](mailto:AlessiF@HillsboroughCounty.ORG)>; Charo, Trish <[CharoP@childrensboard.org](mailto:CharoP@childrensboard.org)>  
**Subject:** RE: Videotaping followup

Hi Steve,

My apologies for the delay in responding. I needed to get direction from our Chief Administrator and Legal folks. I'm afraid we have to decline recording of your ELC quarterly meetings. Unfortunately, our current schedule and staffing levels does not allow us to offer this service at the present time.

Best,

Terry McElroy  
Div. Director, Communications & Digital Media  
Voice Mail: 813.276.2679  
Cell Phone: 813.927.3808  
Fax: 813.276.2691  
[mcelroyt@hillsboroughcounty.org](mailto:mcelroyt@hillsboroughcounty.org)  
601 E. Kennedy Blvd  
Tampa, FL 33602

Please note: all correspondence to or from this office is subject to Florida's Public Records laws.



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<b>ISSUE:</b>	Coalition Anti-Fraud Plan
<b>FISCAL IMPACT:</b>	N/A
<b>FUNDING SOURCE:</b>	N/A
<b>RECOMMENDED ACTION:</b>	Approval of the Coalition Anti-Fraud Plan.

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**BACKGROUND:** Florida Statute 1002.91 requires that each coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness Program and Voluntary Prekindergarten Education Program services and submit the plan to the Office of Early Learning for approval. The Office of Early Learning shall adopt rules establishing criteria for the anti-fraud plan, including appropriate due process provisions. The anti-fraud plan must include, at a minimum:

- (a) A written description or chart outlining the organizational structure of the plan's personnel who are responsible for the investigation and reporting of possible overpayment, abuse, or fraud.
- (b) A description of the plan's procedures for detecting and investigating possible acts of fraud, abuse, or overpayment.
- (c) A description of the plan's procedures for the mandatory reporting of possible overpayment, abuse, or fraud to the Office of Inspector General within the office.
- (d) A description of the plan's program and procedures for educating and training personnel on how to detect and prevent fraud, abuse, and overpayment.
- (e) A description of the plan's procedures, including the appropriate due process provisions adopted by the office for suspending or terminating from the school readiness program or the Voluntary Prekindergarten Education Program a recipient who the early learning coalition believes has committed fraud.
- (9) A person who commits an act of fraud as defined in this section is subject to the penalties provided in s. 414.39(5)(a) and (b).

*History.—s. 17, ch. 2013-252.*

The Coalition Anti-fraud plan is submitted to the Florida Office of Early Learning (OEL) by the end of June. The OEL requires local coalition Boards to approve their plan. Staff recommends approval of the Coalition's Anti-fraud plan.

*(A copy of the plan is attached.)*



**ANTI-FRAUD PLAN**  
(3<sup>rd</sup> Revision 6/2/2016)

**Fiscal Year 2016 - 2017**

## ANTI-FRAUD POLICY & PROCEDURES

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**Policy Statement:** The Early Learning Coalition of Hillsborough County, (Coalition) will ensure systematic detection and prevention of suspected fraud and has established reporting procedures for suspected fraud referrals so as to comply with the law, rules and regulations of the program. Nancy Metsker, Database Administrator, Early Learning Coalition of Hillsborough County (813)515-0804 is the designated coalition administrator for the Office of Early Learning Fraud Referral System.

**Reason:** The Early Learning Coalition of Hillsborough County has an established system which addresses the need to identify, detect and recover improperly issued benefits and prosecute individuals who willfully and fraudulently obtain benefits to which they were not legally entitled. To ensure compliance according to reimbursement requirements established in statute and rule, 6M-4.4(4)(d)(2), F.A.C., and Rule 6M-4.503, F.A.C.

**Document Related Information:**

- School Readiness Client Warning Notice- Attachment 1
- School Readiness Client Sanction Policy – Attachment 2
- School Readiness Request for Investigation – Attachment 3

State Laws, Rules and Statutes: 1002.91 F.S., 6M-9.400 F.A.C, 414.39 F.S., 414.41 F.S., 414.411 F.S.

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The legal basis for fraud and overpayment recovery is established by 1002.91(8) F.S. and Rule 6M-9.400 F.A.C. Florida Statute 1002.91(8) states that each early learning coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for school readiness program and Voluntary Prekindergarten Education Program services and submit the plan to the office for approval. The office shall adopt rules establishing criteria for the anti-fraud plan, including appropriate due process provisions.

According to Florida Statute 414.39, Any person who knowingly fails by false statement, misrepresentation, impersonation, or other fraudulent means, to disclose a material fact used in making a determination as to such person's qualification to receive aid or benefits under any state or federally funded assistance program, or fails to disclose a change in circumstances in order to obtain or continue to receive under such program aid or benefits to which he is not entitled, or who knowingly aids and abets another person in the commission of any such act is guilty of a crime and will be punished as provided in Subsection (5).

Additionally, in accordance with law, Florida Statute 414.41 states that whenever it becomes apparent that any person has received any assistance or benefits under this chapter to which he is not entitled, through either simple mistake or fraud, all necessary steps will be taken to recover the overpayment.

An overpayment exists when an individual receives benefits in an amount greater than the amount the individual was eligible to receive.

An overpayment may be the result of:

- 1) Coalition or subcontractor (agency) error,
- 2) Client error, provider error or inadvertent (household or provider) error,
- 3) Fraud, or intentional program violation, or
- 4) Any combination of the above.

**Coalition or Service Provider (Agency) Error (AE):**

Coalition or Service Provider (Agency) error occurs when an incorrect benefit is received by or paid on behalf of an individual due to an error made on the part of the agency.

Coalition or Service Provider (Agency) error overpayment can occur as a result of:

- 1) Policy misapplication
- 2) Calculation error
- 3) Computer error
- 4) Failure to act upon available information
- 5) Other error not within the Coalitions' or subcontractor's control

**Inadvertent Household Error (IHE):**

Inadvertent error (also known as client or provider error) is an overpayment caused by a misunderstanding or an unintended error on the part of the individual.

Inadvertent client error overpayment can occur as a result of individual:

- Failure to provide correct or complete information
- Failure to report changes in the household composition

**Suspected Fraud and Intentional Program Violation (IPV):**

Fraud exists if:

- Overpayment was caused by an intentional action on the part of the household or individual in an attempt to receive additional benefits for which they are not entitled, or
- Overpayment was caused by an intentional act on the part of the provider in an attempt to receive additional payments or reimbursement to which they were not entitled, or
- There was an intent to defraud that may not result in an overpayment.

Fraud overpayment can occur as a result of the individual or household:

1. Misrepresenting information
2. Concealing information
3. Withholding information pertinent to determining eligibility including untimely reporting
4. Failing to report a change in order to continue to receive benefits for which they are not entitled, or
5. Intentionally alter or change documents to obtain benefits to which the assistance group was not entitled.

**Samples of evidence used to substantiate Client fraud:**

- Written verification of the unreported income received by the household or individual may be used to substantiate intent.
- Verification that the family member understood their responsibility for reporting the information in question may be used to substantiate intent. This verification could include:
  1. Signed Client Application
  2. The acknowledgement of Terms and Conditions
  3. Previously submitted Request to Change Status
  4. Recorded and/or verified instances of other changes reported by the family or individual which could or did affect the benefits received.

A signed Client Application or Request to Change Status submitted during the period fraud is suspected which omits the information that resulted in the overpayment may be used to substantiate intent.

Recorded instances which indicate that the family or individual visited or contacted the office during the period fraud is suspected and did not report the change which resulted in overpayment may be used to substantiate intent. Such an instance might include a record of Request to Change Status but not the adverse change. These examples are not all inclusive; other types of evidence may also be used.

## **RESPONSIBILITIES**

### **Coalition and/or Subcontractor Responsibilities:**

The Early Learning Coalition of Hillsborough County contracts with Hillsborough County Public Schools, who serves as the contracted Service Provider for the provision of the following services:

- School Readiness (SR) program eligibility
- SR provider reimbursements

Hillsborough County Public Schools screen for suspected fraud cases at application/redetermination, and prior to authorization. Trigger points are identified such as employment where pay advices are not issued (either hard copy or electronically); client lists mailing address in another county; client reports little income for a significant amount of time with no other form of public assistance; client's income is insufficient to cover expenses that are being paid are identified. These examples are not all inclusive; each case is reviewed on an individual basis.

Hillsborough County Public Schools Program Manager Compliance and Fraud is responsible for referring appropriate cases of suspected fraud directly to Florida Office of Early Learning through the fraud referral process.

### **Responsibilities for the investigation and reporting of possible overpayment, abuse, or fraud:**

Hillsborough County Public Schools staff has direct contact with the families and providers and serve as the first line of fraud prevention. Hillsborough County Public Schools has policies and procedures in place that address fraud and fraud prevention.

1) Initial Reporting: Any potential overpayment, fraud or abuse that is uncovered or suspected by management, an employee, or an affiliated third party shall immediately report to Kathy Kaaa, Program Manager Compliance and Fraud who can be reached at (813) 744-8941 ext.380. Program Manager shall be responsible for coordinating further investigations into the alleged fraud and for contacting and coordinating with OEL Eligibility and Fraud Prevention Unit, the Department of Financial Services (DFS) Public Assistance Fraud Unit. DFS has primary responsibility for the investigation of all suspected fraud cases presented to them, unless otherwise noted by OEL

2) Confidentiality: All information provided by management, employees, or affiliated third parties relating to any new or pending fraud claim will be treated as confidential and only shared with parties directly related to the ongoing fraud investigation.

3) Preliminary Investigations: Upon becoming aware of any suspected fraud or misrepresentation, Program Manager Compliance and Fraud shall, in cooperation with other employees of Hillsborough County Public Schools conduct a preliminary investigation in order to determine the likelihood that a fraudulent act has occurred. Program Manager Compliance and Fraud or designee shall ensure adequate documentation is placed in the file documenting allegations and findings of the preliminary investigation.

4) Further Investigations: If it is determined that further investigation is warranted the Program Manager Compliance and Fraud or designee shall immediately report cases of possible fraud or abuse to Florida Office of Early Learning Fraud via electronic means for review.

### **Penalties:**

Any person who commits an act of fraud is subject to the penalties provided in Section 414.39(5) (a), FS. The recipient is also eligible for suspension or termination.

- Suspension is a temporary situation that means that the recipient would not have to go on the waiting list when the suspension is complete
- Termination means that the recipient would have to go back on the waiting list when the termination expires.
- Suspension or termination is effective on the date given on the initial notice or the date of the Executive Director or Board designee's decision, whichever is later.
- If the appeals committee overturns the decision of the Program Manager Compliance and Fraud and determines that no fraud occurred, the suspension or termination is removed. If the recipient is still eligible for services, they will be offered services again.
- Penalties:
  - First determination of fraud - eligibility is terminated for six months and restitution of overpaid benefits
  - Second determination - eligibility is terminated for one year and restitution of overpaid benefits.
  - Third and subsequent determinations - eligibility is terminated for five years and restitution of overpaid benefits.

*A suspension or termination is not applied against recipients with a valid at-risk referral.*

**Due Process for suspending or terminating from the school readiness program or the Voluntary Prekindergarten Education Program a recipient who is suspected of committing fraud:**

Following a determination that there is reasonable belief and supporting evidence that the recipient knowingly or intentionally committed any act as identified above and at the discretion of the Early Learning Coalition of Hillsborough the following actions are taken:

Hillsborough County Public Schools provide written advance notice of intended action to suspend or terminate benefits to the recipient to be affected and clearly advises of possible allegations and the intended action and date the action will be imposed. The notice is sent fourteen (14) calendar days prior to the intended action. The written advance notice is translated in the recipient's native language if the coalition's other communications with the recipient have been translated. The written notice includes the following:

- The procedure for the recipient to file an appeal
- A statement, in bold print, that the failure to file an appeal in a timely manner waives the right to an appeal.
- Notice of the potential for repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the written advance notice.
- The procedure for the recipient to obtain a copy of his/her file.
- The amount of overpayment to be recovered if applicable.
- The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable.

## **Recipient Right to Challenge Decision**

### **Pre-appeal Resolution Procedure**

If recipient believes that the conclusion of fraud was made in error, the recipient should seek first to resolve the matter by contacting in writing, Hillsborough County Public Schools and provide necessary documentation to resolve the issue. Marina Harkness, Supervisor Early Childhood, School Readiness Programs will consider all statements and review all documents and may request any additional evidence or information that is necessary and relevant to the review. The recipient is notified in writing of the determination within ten (10) days. The Executive Director of the coalition is not involved in the pre-appeal process.

### **Appeal Procedure**

If the recipient believes the issue was not resolved by Hillsborough County Public Schools, the recipient may file a formal written appeal for review by the Executive Director of the coalition, using the following procedure:

- Submit a written appeal to the Executive Director or other executive staff person as designated by the coalition board.
- The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any supporting documentation which supports the recipient's claim.
- The appeal shall be postmarked or emailed before the date of the intended action. Any recipient who fails to file an appeal in a timely manner waives the right of appeal.
- If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the executive director or the original date of the intended action, whichever is later.
- The executive director of the coalition or other executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.
- The recipient who wishes to appeal the decision of the executive director of the coalition or other executive staff person designated by the coalition board may request further review by an appeals committee in accordance with subsection (e) of this rule. 6M-9.400 (4)(e)
- The request for further review by an appeals committee must be submitted to the coalition in writing within ten (10) calendar days of the date of the executive director or other executive staff person designated by the coalition board's written response to the recipient's formal written appeal
- The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee.
- The recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information may be used by other state agencies.

### **Appeals Committee Procedure**

1. The appeals committee shall be selected by the Chairman of the Board of the coalition and a chair of the appeals committee shall be named.
2. The appeals committee shall convene within forty five (45) calendar days of the receipt of the recipient's request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the appeals committee to consider.
4. The recipient may represent themselves or appoint another to plead his/her case.



5. The recipient has the right to request the committee to base decision on the merits of the appeal documents presented.
6. The coalition staff, excluding the Executive Director or other executive staff person designated by the coalition board, shall be available to provide any information requested by the committee.
7. The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is necessary and relevant to the decision making.
8. The appeals committee shall select or appoint a member of the coalition, excluding the Executive Director of the coalition, to memorialize the events of the appeals committee proceeding and the final determination including the basis for the decision.
9. The recipient shall be notified in writing of the appeals committee's determination within ten (10) days of the date of the meeting.
10. The determination of the appeals committee shall be final.

**Persons Responsible for Repayment:**

All individual family members who were adult members (18 years of age or older) of the household unit at the time the overpayment occurred will be jointly and individually liable for the value of any overpayment of benefits, other than those caused by Coalition or Service Provider (Agency) error.

**Ensuring Access to Information and Compliance with Anti-Fraud Policy and required protocols**

The Coalition and Hillsborough County Public Schools will publicly display information on website to ensure parents, providers, employees and stakeholders are informed on how to report suspected fraud and abuse along with steps on how to file a grievance.

**Educating and training personnel on how to detect and prevent fraud, abuse, and overpayment:**

During eligibility training, Client Service Specialists receive training on interviewing techniques and resources that help identify possible fraud. The training includes high risk areas, such a receipt of cash payments and the reporting of no income for a significant period. Staff also receives training on identifying altered or falsified documentation and proper procedure for mandatory reporting of fraud and forwarding information to School Readiness Office Administrator. Additionally, available resources are provided for detecting possible fraud, such as Sunbiz and the Clerk of the Circuit Court website.

**Identifying, detecting and investigating possible acts of fraud, abuse, or overpayment:**

All staff, including eligibility, fiscal and administrative, has the responsibility of reporting evidence or suspicion of fraudulent activity in any capacity and at any level. Additionally, all staff receives an overview on what to be aware of to determine if fraudulent activity may be occurring. Areas identified for the overview include:

- The definition of fraud
- What constitutes fraud
- Interviewing techniques
- Request for Investigation

Eligibility training includes an anti-fraud component. Areas addressed include ways to identify potential fraud and specific areas that may indicate potential fraud. Such areas include:

- Continuous receipt of cash payments
- Reporting no income for a significant period
- Making minimum wage and reporting no other public assistance

- Mailing or working address out of county
- Reporting making minimum wages working minimal hours
- Altered or falsified documentation

Client Services Specialists receive training on interview techniques and how to ask open ended questions.

Federal Finance follows generally accepted accounting procedures and conduct post audit attendance and other monitoring of transaction activities to identify potential fraud.

Hillsborough County Public Schools staff reviews data quality reports generated from the Office of Early Learning, and document verification of child care referrals from other organizations. Additionally, Hillsborough County Public Schools will report monthly, via electronic means, recipients and providers terminated for fraud.

**Mandatory reporting of possible overpayment, abuse, or fraud to the Office of Inspector General (IG) within the office:**

All Hillsborough County Public School staff is required to report all possible fraudulent activity within the office to the School Readiness Supervisor who can be reached at 813-744-8941 ext. 225, upon discovery of possible discrepancy. Should there be a reason that the issue cannot be brought forth to the School Readiness Supervisor, staff have been advised to go to the School Readiness Program Director. In all cases, the case record is documented and forwarded to Manager of Compliance and Fraud and if warranted, a fraud referral is submitted to Florida Office of Early Learning Fraud via electronic means for review.

**Client Service Specialist Responsibilities:**

The Client Service Specialist establishes that a possible discrepancy has occurred and records the following facts in EFS history notes and in the hard copy case file:

1. The date of discovery
2. Name of Client Service Specialist receiving the Request to Change Status
3. Date the income or change started and/or stopped
4. Any explanation given for failure to provide information accurately or in a timely manner and
5. Corrective action such as Client Warning Notice (attachment 1) or Sanction Penalty (attachment 2) and the date such action occurred.

The Client Service Specialist take necessary action to ensure that services are correctly authorized for the current situation or that cancellation of services is effective in accordance with policy.

**School Readiness Office Administrator Responsibilities:**

1. Monitor Client Service Specialists for errors
2. Review possible discrepancy in client applications and pay documents submitted for eligibility purposes
3. Forward possible discrepancies to Compliance and Fraud Program Manager in the form of Request for Investigation (attachment 3)

**Compliance and Fraud Program Manager Responsibilities:**

1. Initiate Internal Data Match
2. Receive Requests for Investigation
3. Interview client and give the opportunity to provide any documentation that would negate possible allegations.
4. Follow –up with written notification concerning allegations and give fourteen (14) days to provide documents.

5. Investigate all allegations and review documents provided.
6. Determine if there was overpayment as result of provider audit and forward to Federal Finance.
7. Determine if client is/was eligible if all information was accurately reported.
8. Determine the timeframe in which possible fraud occurred.
9. Determine amount of overpayment.
10. Forward potential fraud to Florida Office of Early Learning via electronic means.



## EARLY CHILDHOOD SCHOOL READINESS PROGRAMS

### NOTICE

**A School Readiness client, who is subject to the employment requirement, shall have sanction penalties imposed which will affect child care assistance.**

According to the Office of Early Learning (OEL) Rule 6M-4.203(2) (b)

“A parent must notify the coalition, or its designee, of any change in employment, income, or family size within ten (10) calendar days”.

In addition, the School Readiness Terms & Conditions specifies the following:

You must submit in writing to the School Readiness Program within **10 CALENDAR DAYS** any changes in income, employment, family size, address or any other information which could affect possible school readiness assistance eligibility. Failure to do so may lead to the termination of your child care services.

***If a loss/break of employment is not reported within the specified time frame, sanction penalties may be imposed.***

#### **Breaks in Employment:**

A client that has a loss/break of employment **and reports it within the specified time frame** may be able to maintain eligibility for financially assisted school readiness services. Breaks in employment include the following:

**(1) Job Search** -During a break in employment, provided employment is re-established within ninety (90) calendar days. During this time, school readiness services will be reimbursed.

**(2) Medical including maternity leave-** During a temporary break in employment for up to ninety (90) calendar days. If determined medically necessary and documented by a physician licensed under Chapter 458 or 459, F.S. During this time school readiness services will be reimbursed. If the client does not return to work by the end of the authorized period, then services may be suspended for an unlimited time until employment resumes. The child shall not be placed on the waiting list and services will be considered suspended, **and not reimbursed**, until employment resumes. Care may be re-established upon resumption of employment, if funding is available.

**(3) Seasonal employment or school system-related employment** - During an interruption in employment, with an option to return to that employment within 90 days. The child shall not be placed on the waiting list and services will be considered suspended, **and not reimbursed**, until employment resumes. Care may be re-established upon resumption of employment.

**(4) Suspension of child care for the summer** - During an interruption in child care for the summer, with an option for reinstatement to the program. The child shall not be placed on the waiting list and services will be considered suspended, **and not reimbursed**, until child care resumes. Care may be re-established upon determination of eligibility for reinstatement to the program, if funding is available.

#### **Sanction Penalties:**

**Clients should be aware that failure to notify the School Readiness Program of changes in income, employment, family size, or other information that could affect eligibility for assistance will be referred to the Florida Office of Early Learning Fraud Referral System for prosecution and restitution if the failure to provide information is suspected to be an intentional act to defraud.**



TO: School Readiness Client  
 FROM: School Readiness Programs Date: \_\_\_\_\_  
 RE: **WARNING NOTICE**

Client's Name \_\_\_\_\_

**This letter serves as notice that your case has been put on warning status.**

In accordance to the Office of Early Learning (OEL) Rule 6M - 4.203(2) (b)  
 "A parent must notify the coalition, or its designee, of any change in employment, income, or family size within ten (10) calendar days".

In addition, the School Readiness Terms & Conditions specifies the following:

You must submit in writing to the School Readiness Program within 10 calendar days any changes in income, employment, family size, address or any other information which could affect possible school readiness assistance eligibility. Failure to do so may lead to the termination of your child care services.

***If a loss/break of employment is not reported within the specified time frame, sanction penalties may be imposed***

**Due to failure to report within time frame:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Client Signature Date

\_\_\_\_\_  
 Client Services Specialist (**Print Name**) Date Telephone Number Ext.

If you have any additional questions or concerns regarding this matter, please contact the School Readiness Leadership Staff at \_\_\_\_\_ ext. \_\_\_\_\_.

**INFORMATION FOR OFFICE USE ONLY**

- CSS:**
1.  Leadership Staff approves warning status. Leadership Staff's Initials: \_\_\_\_\_
  2.  CSS enters code 10 and reason for warning status in client's case history notes.
  3.  CSS provides client with completed Warning Status letter and attach copy to client's paperwork.

## School Readiness Programs

Name

Address

APT

City, FL Zip

Dear (Client),

As discussed during our phone conversation on (**Date of conversation**), information has come to our attention that concerns your child care benefits. Our records indicate that you may have received child care services to which you may not have been entitled to receive. Specifically (**allegations**) it is alleged you failed to accurately report household composition and income/employment.

Please provide a copy of your (**documents**). All requested documents that will clarify or correct our records are due on or before (**Due Date 14 days from receipt of letter**). Should evidence of any information discovered indicate fraudulent activity, benefits may be suspended or terminated and a possible referral to Florida's Office of Early Learning, resulting in possible criminal prosecution and the potential for repayment of improper benefits.

**You have to right to appeal any decision made, but you must submit a written request for an appeal by (**Due Date – same as above**). Failure to file a timely appeal waives the right to an appeal.**

If you have any questions or would like to obtain a copy of your file, feel free to contact me at (813) 744-8941, ext 380.

Sincerely,

Kathy L. Kaaa

Program Manager, Compliance and Fraud

5701 East Hillsborough Avenue, Suite 2301

Tampa, Florida 33610

EARLY CHILDHOOD SCHOOL READINESS PROGRAMS

INTER OFFICE REQUEST

REQUEST FOR INVESTIGATION

SECTION I: To be completed by School Readiness Office Administrator.

Today's Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ SS/ID# \_\_\_\_\_

List child/ren:

	Name of Children	DOB	SS/ID#
1.			
2.			
3.			

Reason for requesting investigation of services for client: \_\_\_\_\_

Inter-office the client's file along with this form to Manager @ Netpark:

- Client's Paperwork (file)
- Supporting Documentation

Date Sent to Netpark: \_\_\_\_\_

Office Administrator (Print Name and Site): \_\_\_\_\_

SECTION II: To be completed by School Readiness Manager @ Netpark.

Date Received: \_\_\_\_\_

- Request & Documentation approved by Manager

Manager (Print Name and Site): \_\_\_\_\_

SECTION III: To be completed by School Readiness Investigation Department @ Netpark.

Date Received: \_\_\_\_\_

Request for Termination?  No  Yes Reason: \_\_\_\_\_

Investigating Staff: \_\_\_\_\_

SECTION IV: To be completed by School Readiness Intake/Eligibility Program Manager @ Netpark.

Approved Termination Authorization Date: \_\_\_\_\_

Denied Termination

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

SECTION V: To be completed by School Readiness Designated Staff @ Netpark.

Date Received: \_\_\_\_\_

Terminated?  No  Yes Reason: \_\_\_\_\_

Date Termination Letter Sent: \_\_\_\_\_

Provider Contacted (Contact Person, Date & Time): \_\_\_\_\_ Sanction

Penalties Applied?  No  Yes Reason: \_\_\_\_\_ Processing

Staff: \_\_\_\_\_ Request for

Investigation - 5/16/11 - revised 5/31/11

**ACTION****ITEM III.B**

4/13/15 Regular Board Meeting

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<b>ISSUE:</b>	Approval of the 2016 Federal Poverty Level
<b>FUNDING SOURCE:</b>	School Readiness
<b>RECOMMENDED ACTION:</b>	Approve required revisions to the siding fee schedule to implement the 2016 changes to the Federal Poverty Level.

---

**BACKGROUND:**

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by the Florida Office of Early Learning as well as a number of Federal programs. On January 25, 2016 the Department of Health and Human Services posted these revisions in the Federal Register.

2016 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
For families/households with more than 8 persons, add \$4,160 for each additional person.	
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890

The Office of Early Learning requires Coalitions to amend their coalition plan each year to reflect the most recent federal poverty guidelines since eligibility for school readiness services for certain client groups must be determined based on family income in relation to the federal poverty level. In addition, the federal poverty level is used to determine each family's co-payment for school readiness services.



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This attached schedule increases the family income guidelines for family size to conform to the 2016 federal poverty guidelines. However, the schedule does not reflect a proposed increase to family co-payments.

If approved, the planned change will be implemented July 1, 2016.

*(Attachment)*

### Florida's Office of Early Learning SLIDING FEE SCHEDULE

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----														
Full-Time	Part-Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.84	0.92	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		5,940	8,010	10,080	12,150	14,220	16,290	18,365	20,445	22,525	24,605	26,685	28,765	30,845	32,925	35,005
2.76	1.38	5,941	8,011	10,081	12,151	14,221	16,291	18,366	20,446	22,526	24,606	26,686	28,766	30,846	32,926	35,006
		8,910	12,015	15,120	18,225	21,330	24,435	27,548	30,668	33,788	36,908	40,028	43,148	46,268	49,388	52,508
4.30	2.15	8,911	12,016	15,121	18,226	21,331	24,436	27,549	30,669	33,789	36,909	40,029	43,149	46,269	49,389	52,509
		11,879	16,019	20,159	24,299	28,439	32,579	36,729	40,889	45,049	49,209	53,369	57,529	61,689	65,849	70,009
4.92	2.46	11,880	16,020	20,160	24,300	28,440	32,580	36,730	40,890	45,050	49,210	53,370	57,530	61,690	65,850	70,010
		13,860	18,691	23,521	28,351	33,181	38,011	42,853	47,706	52,560	57,413	62,267	67,120	71,974	76,827	81,681
5.04	2.52	13,861	18,692	23,522	28,352	33,182	38,012	42,854	47,707	52,561	57,414	62,268	67,121	71,975	76,828	81,682
		15,841	21,361	26,881	32,402	37,922	43,442	48,976	54,523	60,070	65,617	71,164	76,711	82,257	87,804	93,351
5.52	2.76	15,842	21,362	26,882	32,403	37,923	43,443	48,977	54,524	60,071	65,618	71,165	76,712	82,258	87,805	93,352
		17,820	24,030	30,240	36,450	42,660	48,870	55,095	61,335	67,575	73,815	80,055	86,295	92,535	98,775	105,015
5.74	2.87	17,821	24,031	30,241	36,451	42,661	48,871	55,096	61,336	67,576	73,816	80,056	86,296	92,536	98,776	105,016
		18,513	24,964	31,415	37,867	44,318	50,769	57,236	63,719	70,201	76,684	83,166	89,649	96,132	102,614	109,097
5.96	2.98	18,514	24,965	31,416	37,868	44,319	50,770	57,237	63,720	70,202	76,685	83,167	89,650	96,133	102,615	109,098
		19,205	25,898	32,591	39,283	45,976	52,669	59,378	66,103	72,828	79,553	86,278	93,003	99,728	106,453	113,178
6.16	3.08	19,206	25,899	32,592	39,284	45,977	52,670	59,379	66,104	72,829	79,554	86,279	93,004	99,729	106,454	113,179
		19,898	26,832	33,766	40,700	47,634	54,568	61,519	68,487	75,454	82,422	89,389	96,357	103,325	110,292	117,260
6.38	3.19	19,899	26,833	33,767	40,701	47,635	54,569	61,520	68,488	75,455	82,423	89,390	96,358	103,326	110,293	117,261
		20,590	27,766	34,941	42,117	49,292	56,468	63,660	70,871	78,081	85,291	92,501	99,711	106,921	114,131	121,341
6.60	3.30	20,591	27,767	34,942	42,118	49,293	56,469	63,661	70,872	78,082	85,292	92,502	99,712	106,922	114,132	121,342
		21,283	28,700	36,117	43,533	50,950	58,367	65,802	73,254	80,707	88,160	95,612	103,065	110,518	117,970	125,423
6.82	3.41	21,284	28,701	36,118	43,534	50,951	58,368	65,803	73,255	80,708	88,161	95,613	103,066	110,519	117,971	125,424
		21,978	29,637	37,296	44,955	52,614	60,273	67,951	75,647	83,343	91,039	98,735	106,431	114,127	121,823	129,519
7.10	3.55	21,979	29,638	37,297	44,956	52,615	60,274	67,952	75,648	83,344	91,040	98,736	106,432	114,128	121,824	129,520
		22,869	30,839	38,808	46,778	54,747	62,717	70,705	78,713	86,721	94,729	102,737	110,745	118,753	126,761	134,769
7.38	3.69	22,870	30,840	38,809	46,779	54,748	62,718	70,706	78,714	86,722	94,730	102,738	110,746	118,754	126,762	134,770
		23,760	32,040	40,320	48,600	56,880	65,160	73,460	81,780	90,100	98,420	106,740	115,060	123,380	131,700	140,020

Parents receiving hourly care pay up to the part time fee.  
 Note: 10% Parent Fee was calculated using 260 days.

2016 Poverty Level (FPL) effective January 25, 2016

Refer to 6M-4.400, F.A.C.

Please answer the following questions:

- (1) If there is a sibling discount what is the percentage? NO
- (2) If any family pays more than 10% of their gross income for child care, please complete the attached justification form that explains how the fees will not limit parent access to services. N/A
- (3) Describe at what points during the year school age schedules are adjusted. For example, spring break, etc. SA schedules are adjusted for Winter Break, Spring Break, Beginning of Summer and Beginning of School Year.

**ACTION****ITEM III.C.**6/13/2016 Regular Board Meeting

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<b>ISSUE:</b>	Appointment of an Executive Director Pro Tem
<b>FISCAL IMPACT:</b>	N/A
<b>RECOMMENDED ACTION:</b>	Approve resolution relating to the appointment of an Executive Director/CEO Pro Tem

---

**BACKGROUND:**

Considering the impending retirement of the current CEO/Executive Director (ED), a resolution regarding the delegation of authority is necessary for the effective continuation of Coalition operations during the absence or disability of the Executive Director/CEO. The resolution regarding the delegation of authority authorizes the Executive Director/CEO to carry out the functions conferred or incumbent upon the Board of the Hillsborough County School Readiness Coalition. The resolution designates the Director of Operations/COO to serve as the Executive Director Pro Tem during an emergency situation or when the Executive Director is absent or unable to serve (Attachment I). This action is consistent with the Coalition's current Continuity of Operations Plan which is approved annually by the Office of Early Learning.

*(Attachments – 1)*

RESOLUTION OF THE BOARD OF THE HILLSBOROUGH COUNTY SCHOOL  
READINESS COALITION, INC., RELATING TO THE APPOINTMENT OF AN  
EXECUTIVE DIRECTOR PRO TEM

WHEREAS, the continuing function of the Hillsborough County School Readiness Coalition during any period of emergency or during the Executive Director/CEO's absence or inability to serve is necessary to ensure the effective operation of the Coalition; and

WHEREAS, the Executive Director/CEO has submitted to this Board a recommendation of a Coalition staff position to serve as Executive Director/CEO Pro Tem;

NOW THEREFORE, BE IT RESOLVED by the Board of the Hillsborough County School Readiness Coalition, Inc., as follows:

The Board hereby appoints the position of Director of Operations/COO to serve as the Executive Director/CEO Pro Tem during the temporary absence or disability of the Executive Director/CEO and at the pleasure of the Board.

The Board hereby delegates to the Executive Director/CEO Pro Tem the authority to perform all duties and responsibilities of the Executive Director/CEO during the Executive Director/CEO's absence or inability to serve. The Executive Director/CEO Pro Tem shall keep a record of important actions taken pursuant to this authorization and report same to the Executive Director/CEO or the Board as may be appropriate under the circumstances.

PASSED AND ADOPTED by the Board of the Hillsborough County School Readiness Coalition, Inc., on \_\_\_\_\_, 2016 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Aakash Patel, Chair

ATTEST:

\_\_\_\_\_  
Lynne T. Hildreth, Secretary

---

<b>ISSUE:</b>	Approval of FY 2016-2017 ELC Operating Budget
<b>RECOMMENDED ACTION:</b>	Approve the Early Learning Coalition of Hillsborough County FY 2017 operating budget as presented at the May 9, 2016 budget workshop.
<b>BUDGET IMPACT:</b>	<b>\$4,615,220</b>

---

**Background:** The budget workshop for the FY 2017 operating budget was held on May 9, 2016, with Board members Luke Buzard, Lynne Hildreth, and Joe McElroy in attendance. The budget was reduced by \$65,000 to reflect the estimated 6 month cost of leasing additional space for the Brandon office.

The following changes were discussed at the budget workshop held on May 9, 2016:

- Staff will receive a 3% COLA for fiscal year 2017. This change would result in a \$42,680 decrease in the operating budget.
- The amount allocated for the lease of a larger, more visible location would be removed from the occupancy line of the general fund to provide the Board with flexibility on the use of those funds.

These suggested changes have not been incorporated into the attached budget.

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  - 8. All Funds Operating Budget
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  - 12. Outreach Recommendation
  - 30. Office of Early Learning Cash Management Procedures
-

# Early Learning Coalition of Hillsborough County

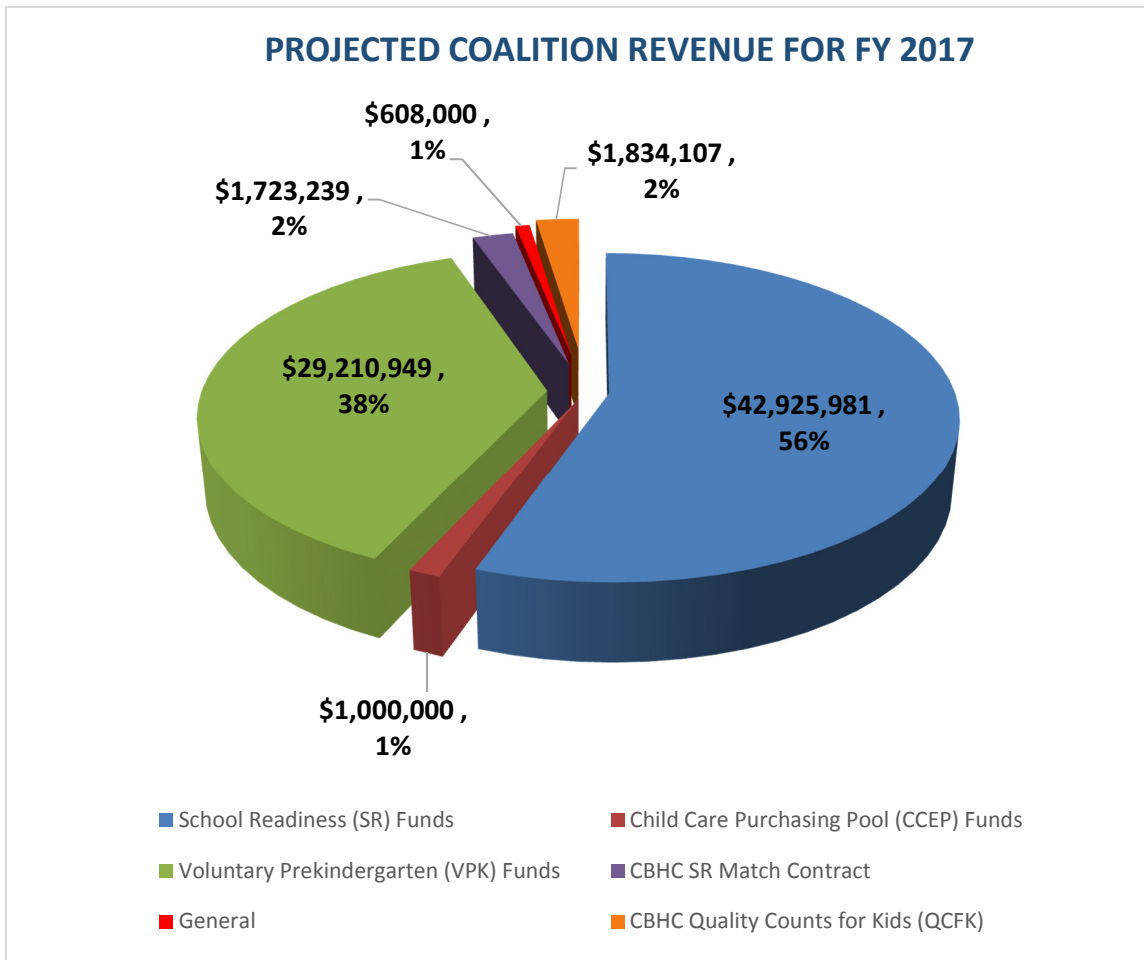
## Budget Overview

### Fiscal Year Ending 06/30/17

Revenue to support the Coalition’s operations and services are derived primarily from grants and contracts with the Office of Early Learning (OEL), the Children’s Board of Hillsborough County (CBHC), and various community projects with which the Coalition is involved. FY 2017 allocation information has been received from the Office of Early Learning (OEL). The allocation from the Children’s Board (CBHC) will be received later this year. The operating budget for the Quality Counts for Kids program was developed based on the assumption that there would be no increase in revenue. Total projected revenue is as follows:

#### Projected Coalition Revenue for FY 2017

School Readiness (SR) Funds	\$42,925,981
Child Care Purchasing Pool (CCEP) Funds	\$1,000,000
Voluntary Prekindergarten (VPK) Funds	\$29,210,949
CBHC SR Match Contract	\$1,723,239
General	\$608,000
CBHC Quality Counts for Kids (QCFK)	\$1,834,107
<b>Total Projected Revenue</b>	<b>\$77,302,276</b>



The following allocations were approved at the April 11, 2016 Board meeting to the Coalition's subrecipients:

- Hillsborough County Public Schools
  - School Readiness \$39,245,171
- Child Care Licensing
  - School Readiness \$1,058,904
- Early Childhood Council
  - School Readiness \$49,500
  - Voluntary Prekindergarten \$22,000

Based on projected revenue, funds allocated to support the Coalition and its subrecipients operations/services will increase \$1,154,193, or 1.5%. This increase is a result of the following:

- School Readiness allocation increased \$774,556.
- VPK allocation increased \$412,110.
- General increased \$70,000
- Quality Counts for Kids decreased \$102,473

The budget will be revised once final allocations are available from CBHC.

Staff are preparing the application for FY 2017 CCEP funds and have requested \$1M. The funding for all CBHC grants are subject to change with the new contract year beginning 10/1/16.

### Coalition Operating Budget

The Coalition's operating revenue is derived from the following funding sources: OEL-School Readiness Funds, OEL-VPK Funds, CBHC-Quality Counts for Kids, and various community initiatives.

The proposed Coalition operating budget is summarized below:

<b>Funding Source</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>% Change</b>
School Readiness	\$1,668,478	\$2,342,542	40%
Voluntary Prekindergarten	\$ 523,002	\$ 825,001	58%
Quality Counts for Kids	\$1,081,534	\$1,096,377	1.4%
General	\$ 240,799	\$ 351,300	46%
<b>Total Budget</b>	<b>\$3,513,813</b>	<b>\$4,615,220</b>	<b>31%</b>

- The proposed FY 2017 operating budget totals \$4,615,220 for all Coalition operations and personnel expenses.
  - This is an increase from FY 2016 revised budget of \$1,101,407.
  - The School Readiness budget increased by \$674,064.
  - The VPK budget increased by \$301,999.
  - The budget for general increased by \$110,501.
    - The Ready Rosie budget has been removed from this budget.
  - The QCFK operating budget increased by \$14,843.
    - The funding for QCFK is subject to change with the new contract year beginning 10/1/16.



## Transition of Contracting, CCR&R, and VPK

The budget includes the following as related to the transition of services

- 12 FTE's for contracting, CCR&R and VPK Enrollment
  - The original personnel transition budget was \$562,536.
  - This revised personnel transition budget is \$569,632.
    - The additional \$7,096, is a result of hiring 2 additional permanent family services staff as opposed to utilizing 3 temporary staff. This change in staffing will result in improved/consistent customer service and improved retention of qualified, trained staff serving families and providers.
- The budget for rent for the additional space at ELCHC offices reflects an increase of \$956 over the transition budget.
- Approximately \$4,000 in office supplies is related to the transition, which results in a reduction of \$3,400 from the original transition budget.
- Approximately \$8,000 of the increase in travel is directly attributable to the transition, which is in line with the original transition budget.

The Coalition will also be processing VPK provider reimbursements for direct services in FY 2017.

- An additional 4 FTE's will be hired prior to July 1.
  - Two reimbursement specialists and 1 reimbursement manager for a total cost of \$177,468, with benefits.
  - One accounting clerk will be hired prior to July 1 at a cost of \$52,464 including benefits.
    - This position will assist with provider reimbursements as well other accounting functions.
- The coalition may elect to receive an advance, from OEL, for both VPK child care provider direct services costs (slots) and VPK operating costs.
- The average monthly VPK direct services cost is \$2.1 million.
- The coalition's projected average monthly operating expenditures, for fiscal year 2017, across all programs, is \$375,000.
- The coalition's current operating reserve is \$1.3 million which is consistent with the minimum recommendation of 3 months of expenditures.
- Considering this, management will be requesting an advance from OEL for VPK direct services costs only, which will average \$2.1 million per month.

## Chief Executive Officer Retirement

Effective August 12, 2016, Dave McGerald will retire from his position at the Coalition.

- From July 2 thru August 12, Mr. McGerald will utilize PTO.
  - Compensation for this period of time will be \$29,507.
- Upon retirement on August 12, Mr. McGerald, per his employment contract, will receive the following compensation:
  - \$17,359 for approx.. 250 hours of accrued PTO
  - \$9,615 as severance pay to be contributed directly to his 401k.
    - Company match for the severance pay is \$385, bringing the total to \$10,000.
  - The payout at retirement will be funded from a combination of FY 2017 SR, VPK, and QCFK budgets.
- A projected budget of \$101,250 for the incoming CEO, which reflects the current CEO's salary prorated for the remaining portion of FY 2017.
  - The estimated start date for the new CEO is October 2016.
  - The current average monthly salary for the CEO is \$11,250.

**Early Learning Coalition of Hillsborough County**  
**Agency Wide Budget Summary**  
**Fiscal Year Ending 06/30/17**

	Revised Budget FY 2016	Proposed Budget FY 2017	% Chg
<b>Revenue</b>			
School Readiness	43,151,425	43,925,981	2%
Voluntary Pre-Kindergarten	28,798,839	29,210,949	1%
CBHC Quality Counts for Kids	1,936,580	1,834,107	-5%
CBHC School Readiness Match	1,723,239	1,723,239	0%
General	538,000	608,000	13%
<b>Total Revenue</b>	<b>76,148,083</b>	<b>77,302,276</b>	
<b>Program Expenses</b>			
<i>School Readiness</i>			
School District of Hillsborough County	39,677,520	39,245,171	-1%
BOCC Child Care Licensing	1,058,904	1,058,904	0%
Early Childhood Council	49,500	49,500	0%
Unallocated	697,023	477,868	-31%
Contracted Direct Services	0	751,996	
CBHC School Readiness Match	1,723,239	1,723,239	0%
<i>Total School Readiness</i>	<i>43,206,186</i>	<i>43,306,678</i>	
<i>Voluntary Pre-Kindergarten</i>			
School Board of Hillsborough County	28,253,836	28,363,948	0.39%
Early Childhood Council	22,000	22,000	0.00%
<i>Total Voluntary Pre-Kindergarten</i>	<i>28,275,836</i>	<i>28,385,948</i>	
<i>CBHC Quality Counts for Kids</i>			
Subcontractors	858,991	737,730	-14%
<i>Total CBHC Quality Counts for Kids</i>	<i>858,991</i>	<i>737,730</i>	-14%
<i>General Program</i>			
General	175,000	0	-100%
School Readiness CCEP Match	102,100	102,100	0%
Unallocated	0	89,600	
<i>Total General Program</i>	<i>277,100</i>	<i>191,700</i>	
<b>Total Program Expenses</b>	<b>72,618,113</b>	<b>72,622,056</b>	
<b>ELCHC Operating Expenses</b>			
Personnel	2,498,288	3,437,868	38%
Occupancy	203,732	305,626	50%
Professional Fees	42,569	61,466	44%
Travel & Training	51,840	62,300	20%
Quality Action Grants	269,271	281,593	5%
Insurance	15,430	16,883	9%
Technology	187,381	182,864	-2%
Educational Supplies	73,427	75,000	2%
Office Supplies	27,001	28,839	7%
Outreach	92,545	92,545	0%
Printing/Binding	20,675	21,800	5%
Other Operating	31,654	48,436	53%
<b>Total ELCHC Operating Expenses</b>	<b>3,513,813</b>	<b>4,615,220</b>	31.4%
<b>Grand Total Expenditures</b>	<b>76,131,926</b>	<b>77,237,276</b>	
<b>Change in Net Assets</b>	<b>16,157</b>	<b>65,000</b>	

**Early Learning Coalition of Hillsborough County**  
**Budget Narrative**  
***Fiscal Year Ending 06/30/17***

	Revised Budget FY 2016	Proposed Budget FY 2017	Change	
Personnel	2,498,288	<b>3,437,868</b>	939,580	Total FTE's reflects 15 added as part of the contracting/CCR&R/VPK transition during the 2016 fiscal year. An accounting clerk position was also added in FY 16 to assist with accounting functions as well as VPK provider payments. One additional FTE is proposed in 2017 for a Professional Development Manager at a cost of \$89,033. The revenue this position will generate is expected to cover the cost of related salary and benefits. The proposed budget includes up to a 3% (\$64,289) increase based on performance as well as a 2% (\$42,680) COLA for all employees. Pay increases for staff employed with the Coalition for less than 1 year are prorated based on tenure. The Coalition proposes that any health insurance premium increase be passed on to staff. The health insurance plan year is September to August.
Occupancy	203,732	<b>305,626</b>	101,894	The proposed budget reflects the contracted lease amounts for both locations. The lease for the Brandon office expires January 2017. Staff are proposing a move to a more visible, larger location to accommodate additional trainings for providers. The proposed space would be approximately 12,000 sq ft @ \$18.45/sq ft for an estimated annual cost of \$200,000. The impact for 2017 is estimated to be an increase of \$65,000. The budgeted amount also reflects the additional space at the Coalition's administrative offices at a cost of \$38,724. The copier and postage meter leases as well as utilities are also included here.
Professional Fees	42,569	<b>61,466</b>	18,897	Includes audit fees, 990 tax return preparation fees as well as payroll administration fees. With the increase in payroll, there will be an increase in payroll administrative fees. With the increase in staffing as well as processing VPK internally, the cost of the audit is also expected to increase slightly.
Travel & Training	51,840	<b>62,300</b>	10,460	Reflects local travel for staff engaged in monitoring, assessments, and technical assistance. Also includes travel and registration fees for staff to attend training and conferences. The line item was increased for 2017 in anticipation of additional travel by staff for monitoring and technical assistance to providers.
Quality Action Grants	269,271	<b>281,593</b>	12,322	Quality Action Grants increased by \$12,322. The Quality Action Grants typically run on a 2 year cycle. The awards for the 2nd year of the cycle are typically lower. These expenditures are funded by the CBHC QCFK program.
Insurance	15,430	<b>16,883</b>	1,453	Projected increase of \$1,453 for general liability, D&O and Employee Crime Insurance to cover additional space and employees.

	Revised Budget FY 2016	Proposed Budget FY 2017	Change	
Technology	187,381	<b>182,864</b>	(4,517)	Annual maintenance and support of software, provider portal maintenance and IT maintenance. Line item was increased for FY 2017 to reflect the need for more licenses to database software. Budget also reflects new contract with IT managed services vendor. Planned replacement/upgrades of IT equipment is included as well.
Educational Supplies	73,427	<b>75,000</b>	1,573	Materials associated with training, technical assistance, and other resources.
Office Supplies	27,001	<b>28,839</b>	1,838	Misc office supplies projected to approximate 2016 activity with an additional allowance for increase in FTE's.
Outreach	92,545	<b>92,545</b>	0	Represents targeted funding for outreach such as partial sponsorship of Toddler Takeover, Celebrate Week of the Young Child, Tampa Bay Parenting ads and the rebrand launch and rollout. The outreach costs for Ready Rosie and the full sponsorship for Toddler Takeover are not included in the 2017 budget.
Printing/Binding	20,675	<b>21,800</b>	1,125	Includes publications such as the, training bulletin, the Focus Magazine, and QCFK brochures.
Other Operating	31,654	<b>48,436</b>	16,782	Includes the cost of provider screenings for which there is offsetting revenue in the General Fund. Also includes membership fees, dues/subscriptions, storage rental, service charges, and postage.
Community Initiatives	0	<b>0</b>	0	The cost for Ready Rosie has been removed from the 2017 budget.

**Early Learning Coalition of Hillsborough County**  
**PROPOSED BUDGET**  
**Fiscal Year Ending 06/30/17**

<b>ELCHC Operating Expenses</b>	<b>SR</b>	<b>VPK</b>	<b>QCFK</b>	<b>GENERAL</b>	<b>TOTAL</b>
Personnel	2,071,468	659,178	597,968	109,255	3,437,868
Occupancy	81,143	60,057	99,426	65,000	305,626
Professional Fees	28,221	16,245	6,999	10,000	61,466
Travel & Training	8,500	4,800	20,000	29,000	62,300
Quality Action Grants	0	0	281,593	0	281,593
Insurance	9,840	5,700	1,343	0	16,883
Technology	101,071	52,915	28,879	0	182,864
Educational Supplies	0	0	35,000	40,000	75,000
Office Supplies	7,670	7,000	9,169	5,000	28,839
Outreach	15,000	0	7,000	70,545	92,545
Printing/Binding	3,300	14,500	4,000	0	21,800
Other Operating	16,329	4,607	5,000	22,500	48,436
<b>Total ELCHC Operating Expenses</b>	<b>2,342,542</b>	<b>825,001</b>	<b>1,096,377</b>	<b>351,300</b>	<b>4,615,220</b>

## Early Learning Coalition of Hillsborough County

### FTE Summary

Fiscal Year Ending 6/30/2017

Position	FTE	Funding Source(s)
Accountant II	1	SR, VPK, QCFK
Accounting Clerk(VACANT)	1	SR, VPK, QCFK
Chief Executive Officer(VACANT)	1	SR, VPK, QCFK
Chief Operating Officer	1	SR, VPK, QCFK
Data Analyst	1	SR, VPK
Database Administrator	1	SR, VPK, QCFK
Director of Communications & Outreach	1	SR, VPK, QCFK
Director of Learning Initiatives	1	SR, QCFK
Director of Organizational Development	1	SR, VPK, GEN
Executive Assistant	1	SR, VPK, QCFK
Family Services	1	SR, VPK
Family Services	1	VPK
Family Services	1	SR, VPK
Family Services	1	SR, VPK
Family Services (VACANT)	1	VPK
Family Services-CCR&R Manager (VACANT)	1	SR
Family Services-CCR&R Outreach (VACANT)	1	SR
Family Services-Graphics (VACANT)	1	SR, VPK, QCFK
Finance Director	1	SR, VPK, QCFK
Practitioner Coordinator	1	QCFK
Practitioner Coordinator (VACANT)	1	QCFK
Professional Development Manager (VACANT)	1	PDR
Program Compliance Manager	1	SR
Program Compliance Manager	1	VPK, QCFK
Provider Relations Manager	1	SR
Provider Relations Specialist I	1	SR
Provider Relations Specialist I	1	SR
Provider Relations Specialist I	1	SR
Provider Relations Specialist II	1	VPK, QCFK
Provider Relations Specialist II	1	SR
Provider Relations Specialist II	1	SR, VPK, QCFK
Provider Relations Specialist II	1	SR
QCFK Assessment Manager	1	SR, QCFK
QCFK Professional Development Manager	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist	1	SR, QCFK

## Early Learning Coalition of Hillsborough County

### FTE Summary

QCFK Program Specialist	1	SR, QCFK
QCFK Program Specialist - Assessment	1	SR, QCFK
QCFK Program Specialist - Assessment	1	SR, QCFK
Receptionist	0.5	VPK
Reimbursement Manager (VACANT)	1	VPK
Reimbursement Specialist (VACANT)	1	VPK
Reimbursement Specialist (VACANT)	1	VPK
Waitlist Management (VACANT)	1	SR
	<b>48.5</b>	

## History of ELCHC Pay Increases

FY 2011 - 2012	FY 2012-2013	FY 2013-2014	FY 2014-2015
0% COLA	0% COLA	3% COLA	3% COLA

## Salary Increase Survey

	2015 School Readiness & VPK Revenue	2015-16 Actual	2016-17 Proposed
ORANGE	\$64,216,806	0%	3% COLA
DUVAL	\$52,354,061	3% merit	3% merit
BROWARD	\$80,283,313	0%	0%
PALM BEACH	\$61,226,291	Up to 5% max with 2-3% COLA, remainder based on merit,	Up to 5% max with 2-3% COLA, remainder based on merit, many staff will not receive one this year since they are new hires from the transition.
PINELLAS	\$42,984,277	3% COLA	5%
HILLSBOROUGH	\$70,430,600	3% COLA	up to 3% merit + 2% COLA



**INFORMATION**

05/09/16 Budget Workshop

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<b>ISSUE:</b>	External Outreach Sponsorship Requests
<b>FISCAL IMPACT:</b>	Up to \$10,000.00
<b>FUNDING SOURCE:</b>	BOCC Grant Dollars
<b>RECOMMENDED ACTION:</b>	It is recommended that the ELCHC Board of Directors fund one week of the Toddler Takeover event at a cost not to exceed \$10,000.

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**BACKGROUND:**

The Early Learning Coalition has received several external sponsorship requests for consideration and inclusion in the FY2016-2017 budget. All three requests are from the Glazer Children’s Museum and are summarized below and detailed via the attached sponsorship proposals.

<b>Florida One Book</b> ( <i>Project Proposal</i> )	\$122,713.25
<b>Snug Play</b> ( <i>Exhibit Sponsorship</i> )	\$35,000.00
<b>Toddler Takeover</b> -1 Week Sponsorship ( <i>Project Proposal</i> )	\$10,000.00
<b>Total</b>	<b>\$167,713.25</b>

Staff met with the Glazer CEO and Director of Education & Community Partnerships to discuss the attached proposals and sponsorship request(s). After careful consideration and review of Coalition goals and current and potential budgetary obligations, Coalition staff is recommending sponsorship of 1-week of the Toddler Takeover event at a cost of \$10,000. Last year the ELCHC was the sole sponsor of the event at a cost of \$25,000 plus materials and staff time. Coalition staff also provided a significant contribution to the planning and promotion of the event in addition to delivering of the event presentations. The cost for this event is reflected in the budgetary request for Outreach.

# PROJECT PROPOSAL: FLORIDA ONE BOOK

CREATED FOR



## INTRODUCTION

Florida One Book is a proposed initiative by the Glazer Children’s Museum to the Early Learning Coalition of Hillsborough County to engage a diverse population throughout the County with literacy. Research has proven that children living in poverty have up to a 30 million word gap compared to their privileged peers by age 3 which is largely connected to lack of diversity in experiences and access to books. Reading to young children has a significant impact on brain, social, and emotional development. When this reading is done by the child’s primary caregiver, it promotes the caregiver as the child’s first parent, grows healthy bonds between the child and the adult, and promotes a healthy environment. This partnership will create a platform that can bring physical books to preschool age children throughout the County and serve as a pilot program for growth throughout Florida. Florida One Book is inspired by and modeled after Pennsylvania One Book. With a rich 11-year history serving 545,000 children ages 3-6 throughout Pennsylvania, PA One Book has created a national model that can now be replicated in Florida. The vision of Florida One Book is to grow year over year adding new regions of Florida to culminate as a state-wide program spearheaded by Hillsborough County.

## WHAT IS FLORIDA ONE BOOK?

Glazer Children’s Museum strongly believes in supporting early literacy efforts. We are proposing to develop a multifaceted program accessible to all areas and populations in Hillsborough County. Year One of this initiative would target every child in a Hillsborough County VPK program. GCM would work with our strong, existing relationships to form the Florida One Book Steering Committee comprised of leaders from Tampa-Hillsborough County Public Libraries, ELCHC, University of Tampa, University of South Florida, and more to enhance the ideas and to add more potential mobility and accessibility to the program.

Pennsylvania One Book describes their purpose, “The One Book, Every Young Child program goes far beyond just giving parents and caregivers a book to read to preschoolers. The program’s design is based on studies showing that simply reading a book is not enough. Adults must find ways to engage children in activities like talking about a book’s cover and illustrations, discussing the action in the book and favorite parts, pretend play related to the book, and more.” We agree that caregivers cannot be sent a book alone. We would work with key experts in early literacy to develop an instructor and parent guide in English and Spanish. This guide would work with a parent or caregiver to show natural ways to deeply explore the book at home and how to tie it into conversations in and out of the home to make those real-life connections. GCM would make this information accessible through the website/digital download, mobile page, and possible audio/video tutorials.

Through this program, adults with preschoolers in their lives will learn how they can support the development of literacy in preschool children. Because it is important for children to be prepared for school, Florida One Book will provide opportunities for adults to read aloud and share books, stories and related activities with preschoolers. These activities have been shown to be crucial to early learning.

Florida One Book information and program ideas will be developed by a selected Florida One Book Steering Committee consisting of librarians, museum educators, and leadership within ELCHC to promote the value and

benefits of reading early and often to preschoolers and to encourage family bonding through books and reading. This program has the unique potential to also support the Florida Department of Education's *Just Take 20* initiative and *Just Read Florida* which has the ability to bring in state and federal resources and additional partners.

## OUR PLAN TOGETHER

The One Book Steering Committee will work together to select the inaugural book, advise on content creation, and evaluate the production of a key component of Florida One Book, its corresponding website. This website will house downloadable preschool instructor and parent educational guides, an online request form for a classroom learning box, blogs featuring best practices in supporting early literacy both at home and in preschools, and comment sections that allow for a community conversation.

### *Pennsylvania One Book Website Landing Page*



Books will be purchased by the Glazer Children's Museum and prepared for distribution by our partners and prepared by the Steering Committee. Deliveries will be made in person<sup>1</sup> and by mail to all participating VPK classrooms. From there, the VPK educator will distribute individual books and parent guides to the children. To support and educate VPK classroom educators on why this is important, the Museum can publish an online

<sup>1</sup> Personal deliveries to service providers and distribution sites will lay the foundation for strong relationships and give providers and parents a tangible person to connect with, ask questions, and provide feedback.

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video walking them through the process, what else is available to them, and how to fully utilize the resources available through Florida One Book. Parents will also have access to a short informational video which will be posted in places they naturally go like Facebook, Instagram, and YouTube.

To enhance the experience, classroom educators can request a classroom kit available to them for two weeks. This toolkit comes with a classroom set of this year's book, classroom lesson plans, materials for classroom lessons, and dress-up materials for pretend play inside the story. Classroom kits will also come with pre and post classroom surveys. We suggest co-developing these surveys with faculty at the University of Tampa in the Psychology and Education departments to utilize best practices in cutting edge early learning research and to incorporate survey augments with leaders in non-traditional learners, spectrum disorder, and more.

Together, we will kick off the partnership in January 2017 with a public event, first book distribution pick-up day, and a day-of-play at the Museum. Florida One Book will set a foundation during the early learning years for children to have an opportunity to succeed.

## WHO DO WE REACH?

### **WEBSITE: GLAZERMUSEUM.ORG (NUMBERS REPRESENT JANUARY 2015)**

Sessions: 27,731

Users: 21,953

Page views: 108,662

New Sessions: 73.85%

New Visitor: 20,794

Returning Visitor: 7,236

### **SOCIAL MEDIA**

FACEBOOK LIKES 24,763

TWITTER FOLLOWERS 5,303

INSTAGRAM: 895

Total: 30,961

### **EMAIL**

38,329 opted in email addresses

### **Museum Audience**

- 210,00+ Visitors annually
- 28,000+ Donated admissions annually to underserved members of the community
- 31,000+ Social Media followers
- 38,000+ Email subscribers
- 18,000+ Visitors to glazermuseum.org per month
- 7,000+ Family memberships

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## EARLY LEARNING COALITION HILLSBOROUGH COUNTY RECOGNITION

To recognize ELCHC, GCM would co-brand all materials with the ELCHC logo, GCM logo, and project branding. The Museum would handle all graphic design, marketing, product printing, and project management while providing regular reporting and oversight meetings with ELCHC leadership. ELCHC would have a presence in our printed quarterly newsletters (distributed to 20,000 households). For the initial launch, GCM would proudly host a kick-off event and post a co-branded banner on the building facing Ashley Drive for a mutually agreed upon amount of time.

GCM is uniquely positioned to lead this effort because of its strong brand awareness, natural young audience, and established community relationships. In the five short years since the Museum opened, we have risen to become the 5<sup>th</sup> best children's museum in the Country and will continue to rise to number one through meaningful work alongside respected partners like ELCHC to provide needed community resources like Florida One Book.

**PROJECT COST \$ 122,713.25**

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## ABOUT GLAZER CHILDREN'S MUSEUM

Named one of the top five Children's Museums in America, Glazer Children's Museum is an innovative educational and culture resource for the Tampa region. Opened in Downtown Tampa in 2010, the Museum sits among skyscrapers as well as green space, and is a central part of the cultural corridor featuring other museums, libraries and a performing arts center. The mission of Glazer Children's Museum is to create learning environments where children play, discover and connect to the world around them in order to develop as lifelong learners and leaders. The hands-on, minds-on Museum attracts more than 210,000 visitors annually with a 53,000 sq ft building full of themed galleries and 170 interactive exhibits for children aged birth to ten. A combination of permanent and traveling exhibits, comprehensive year-round educational programs, and dynamic special events provide children, parents, caregivers, and teachers a rich, cutting edge, ever-changing environment for playful learning. Glazer Children's Museum, a 501c3 non-profit, also offers over 5,000 sq ft of event space, 2,500 sq ft of classroom space and a 1,000 sq ft roof top terrace overlooking the picturesque Downtown Riverwalk, along the Hillsborough River.

## CONTACTS

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<b>Florida One Book - Pilot Program to study potential of Florida One Book</b>		
<b>Consumable expenses</b>	<b>Amount</b>	<b>Notes</b>
Books for student distribution	\$ 35,000.00	\$3.50 per book for 10,000 students, purchased in English and Spanish
<i>Check-out kits for provider use (10 kits)</i>		
Travel boxes	\$ 300.00	
Craft supplies	\$ 1,500.00	
Classroom book set	\$ 52.50	
Dress-up and/or puppets	\$ 2,500.00	
Instructor guide	\$ 650.00	
<b>Project support &amp; development</b>		
Website development	\$ 5,000.00	Online kit request form, downloadable instructor guides for when kit is checked-out, updates on literacy research, blog & comment forums for educator communications
<i>Staff support</i>		
Project coordinator	\$ 35,000.00	One year contract position, 3/4 FTE, intake travel box requests, lead guided kit sessions as requested, maintain website, maintain social media sites, etc.
Content development	\$ 5,155.00	160 hours of content development, evaluation, and finalizing
Graphic Design	\$ 2,400.00	For instructor guides, website, email templates, logo, advertising, etc.
Advertising/Marketing coordinator	\$ 2,000.00	
Marketing	\$ 8,500.00	One year of strategic marketing costs (examples: Tampa Bay Parenting, FB boosted posts, etc.)
Travel	\$ 500.00	Benchmarking with PA One Book and cultivation/communication meetings with Just Read Florida
<b>Project sustainability</b>		
Project kick-off community event	\$ 5,000.00	Large community event to serve as P.R. launch, cultivation event for future sponsors & supporters, community sign-ups available
Printing & replacement costs	\$ 3,500.00	Replacing damaged books in classroom kits, reprinting damaged instructor guides
Postage	\$ 4,500.00	Annual cost to mail kits to new sites. 10 kits available for two week check-outs, 20 weeks of the year
General administrative overhead	\$ 11,155.75	10% of project costs to include insurance, accounting, phone, computers, additional technology, etc.
<b>Total</b>	<b>\$ 122,713.25</b>	



# EXHIBIT SPONSORSHIP: SNUG PLAY

CREATED FOR



# PROJECT PROPOSAL: TODDLER TAKEOVER

CREATED FOR



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## INTRODUCTION

Toddler Takeover is an initiative spearheaded by the Glazer Children’s Museum to engage early learners, ages birth to 5, in immersive educational programming right at the beginning of a new school year. The first year the program was supported by PNC’s Grow Up Great program and the second year was championed by the Early Learning Coalition of Hillsborough County. Because we were able to partner with ELCHC in Year Two, participants had access to guest presenters from within the ELCHC network of trainers and educators which brought more depth and purpose to the timed programs. This year, Toddler Takeover will continue to engage families in high-quality early childhood educational programs and educate parents on the learning outcomes through identified activities. The Museum will use programs to introduce foundational knowledge in math, science, art, and more by providing an environment for child-directed engaged learning.

## WHY IS TODDLER TAKEOVER IMPORTANT?

Toddler Takeover is slated to take place August 24 – September 3, 2016. During this program, staff and guest presenters will deliver scheduled programs designed specifically to the four fundamental points of child development:

- 1) All domains of development are interrelated
- 2) Each child is unique thus normal development differs
- 3) Children affect their environment as much as their environment affects them
- 4) Development in childhood affects development throughout lifespan

The Museum anticipates 3,000 attendees during Toddler Takeover and will evaluate the program to measure ages of children who participated, geographic locations most impacted, and parents’ interpretation of their child’s learning outcomes.

Program execution will include a staff-lead program, Monday – Friday, at 10:30 AM and a variety of guest presenters from specialists from ELCHC and additional partner experts from Champions for Children and Tampa-Hillsborough Public Library System. Each program will last 30 minutes or as long as children are participating. Museum staff will finalize Toddler Takeover programs after partners have been confirmed. Additionally, parents will receive a Parent Packet available in Spanish and English at the admissions desk. The purpose of the Parent Packet is to share the development aspects of activities within the Museum’s exhibits and options to continue the learning at home.

## OUR PLAN TOGETHER

Over the past five years, the Museum measured a significant increase in toddler age children visiting in August just as school resumes session. These trends lead the Museum to see a need for more strategic programming and parent information to capitalize on this target population. Additionally, through our work with Champions for Children and offering monthly developmental screenings to members and walk up visitors, we

are seeing an almost 80% referral rate for services. This highlights a gap in quality services for presumably middle class families which Toddler Takeover will greatly fill.

### **Goal 1**

*The first goal of Toddler Takeover is to deliver two weeks of educational programs, interactions, and exhibit interpretation for 3,000 guests and targeting families with children under the age of 5.*

During Toddler Takeover, the Museum will lead programs appropriate for children birth to five years old and designed to introduce or emphasize an early year's cognitive development in math, science, language, reading, social, emotional, fine & gross motor skills. Although the emergence of different skills is tied to the maturation of toddlers' bodies and brains, toddlers' interactions with their environment is key for development. This primary goal will gift toddlers with nourishing activities allowing them to explore their competences in each developmental area.

### **Goal 2**

*The second goal of Toddler Takeover is to partner with quality early childhood education providers like ELCHC to ensure that parents are aware of all options regarding school readiness programs, VPK, Ready Rosie and more.*

The Museum engages its strong relationship with the ELHC, local AEYC affiliates, and more to identify appropriate partners and work in step with these partners to ensure parents are receiving the information they need.

### **Goal 3**

*To provide parents and caregivers with takeaway materials that explain the developmental milestone each program addresses and how to continue the learning outside the Museum.*

The Toddler Takeover program will provide parents with tools to continue age-specific learning outside of the Museum to enhance toddlers' development through their interactions with caring adults. Although skills being promoted during toddler-parent interactions may not be obvious, these connections increase toddlers' abilities to solve problems and regulate their behaviors in the future.

## **WHO DO WE REACH?**

### **WEBSITE: GLAZERMUSEUM.ORG (NUMBERS REPRESENT JANUARY 2015)**

Sessions: 27,731

Users: 21,953

Page views: 108,662

New Sessions: 73.85%

New Visitor: 20,794

Returning Visitor: 7,236

### **SOCIAL MEDIA**

110 W GASPARILLA PLAZA | TAMPA FLORIDA 33602 | GLAZERMUSEUM.ORG

FACEBOOK LIKES 24,763  
TWITTER FOLLOWERS 5,303  
INSTAGRAM: 895  
Total: 30,961

**EMAIL**

38,329 opted in email addresses

**Museum Audience**

- 210,00+ Visitors annually
- 28,000+ Donated admissions annually to underserved members of the community
- 31,000+ Social Media followers
- 38,000+ Email subscribers
- 18,000+ Visitors to glazermuseum.org per month
- 7,000+ Family memberships



**EARLY LEARNING COALITION HILLSBOROUGH COUNTY RECOGNITION**

- Introduction or kick-off event to Toddler Takeover called “Kindergarten Readiness Day” in July 2016 to tease programs and provide an experience story for new preschool or kindergarteners
- Logo recognition in all promotional materials
- Guest editorial on early learning in the Museum’s quarterly Playtimes Newsletter
- Logo recognition on parent packet
- Opportunity to schedule guest presenters

**2 Week Sponsorship \$ 20,000**

**1 Week Sponsorship \$ 10,000**

110 W GASPARILLA PLAZA | TAMPA FLORIDA 33602 | GLAZERMUSEUM.ORG

## ABOUT GLAZER CHILDREN'S MUSEUM

Named one of the top five Children's Museums in America, Glazer Children's Museum is an innovative educational and culture resource for the Tampa region. Opened in Downtown Tampa in 2010, the Museum sits among skyscrapers as well as green space, and is a central part of the cultural corridor featuring other museums, libraries and a performing arts center. The mission of Glazer Children's Museum is to create learning environments where children play, discover and connect to the world around them in order to develop as lifelong learners and leaders. The hands-on, minds-on Museum attracts more than 210,000 visitors annually with a 53,000 sq ft building full of themed galleries and 170 interactive exhibits for children aged birth to ten. A combination of permanent and traveling exhibits, comprehensive year-round educational programs, and dynamic special events provide children, parents, caregivers, and teachers a rich, cutting edge, ever-changing environment for playful learning. Glazer Children's Museum, a 501c3 non-profit, also offers over 5,000 sq ft of event space, 2,500 sq ft of classroom space and a 1,000 sq ft roof top terrace overlooking the picturesque Downtown Riverwalk, along the Hillsborough River.

## CONTACTS

Jen Stancil  
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Kerry Falwell  
Director of Education & Community Partnerships  
kfalwell@glazermuseum.org  
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## INTRODUCTION

Named one of the top five Children's Museums in America, Glazer Children's Museum is an innovative educational and cultural resource for the Tampa region. Opened in Downtown Tampa in 2010, the Museum sits among skyscrapers as well as green space, and is a central part of the cultural corridor featuring other museums, libraries, and a performing arts center. The mission of the Glazer Children's Museum is to create learning environments where children play, discover, and connect to the world around them in order to develop as lifelong learners and leaders. The hands-on, minds-on Museum attracts more than 210,000 visitors annually with a 53,000 sq. ft. building full of themed galleries and 170 interactive exhibits for children aged birth to ten. A combination of permanent and traveling exhibits, comprehensive year-round educational programs, and dynamic special events provide children, parents, caregivers, and teachers a rich, cutting-edge, ever-changing environment for playful learning. Glazer Children's Museum is a 501(c)3 nonprofit organization that offers over 5,000 sq. ft. of event space, 2,500 sq. ft. of classroom space, and a 1,000 sq. ft. roof top terrace overlooking the picturesque Downtown Riverwalk, along the Hillsborough River.

## WHAT IS SNUG PLAY?

The Snug Play system is a radical new approach to play spaces that is changing the way children play and develop. Snug Play systems are powered by a child's imagination and consist of a family of large-scale, manipulative loose-play elements that children can use separately or together in endless configurations. Children can create a dynamic and exciting play space where they can actively have fun, explore, and learn. Facilitators can use Snug Play as a creative learning resource to extend classroom learning. Requiring no installation, the Snug Play elements combine soft and rigid surfaces for a tactile play experience that is durable and weather-resistant. And, the components of Snug Play are completely moveable allowing for a creative play space just about anywhere you want play to happen inside or out.

**A Snug Play system at the Glazer Children's Museum would be the first of its kind in a museum in the state of Florida.** The official launch of Snug Play in the USA was in 2010. It has been well received and adopted by parks, schools, and other community organizations. There is nothing like Snug Play available in the USA. The system was developed in the United Kingdom by a brother and sister team of visual artists while observing child interaction with large-scale play pieces. Research was conducted over a period of six years, and in 2007, the first manufactured Snug Play system was put to use in the UK. The Bright School in Chattanooga, Tennessee was the first school in the United States to use the Snug Play system. This school and other partner organizations have quickly realized that Snug Play is beneficial in providing multisensory experiences, promoting the understanding of academic concepts, encouraging imagination, expanding vocabulary, and increasing physical activity.

## OUR PLAN TOGETHER

The Museum relies on corporate partners to join us as a thought leader in providing new, world-class, educational technologies and tools. Exhibits offer an opportunity for businesses to introduce or enhance their brand awareness to one of the strongest buying demographics, families.

The plan for Snug Play consists of a three-year rollout. In year one, the Museum's vision is to host Snug Play in its 5,000 square foot traveling exhibit hall on the 3<sup>rd</sup> floor for Summer 2016. The summer months make up almost half of the Museum's annual attendance. In July 2015 alone, the Museum hosted 40,000 guests, our highest attended month in history. Having an innovative play space for school-aged children during heavily attended out of school times is a critical need to continue serving the Museum's quickly growing community. From there, the system will be brought out during no school days, heavy field trips days, and other opportunities to augment the Museum's programming and play space while expanding our public exhibit footprint.

Year two of the vision will allow for community outreach. Snug Play will travel to major community events in the adjacent Curtis Hixon Park (River O' Green, Santa Fest, etc.). These park events see hundreds of thousands of people each year, open a new door to community outreach, and innovative learning, and provides brand awareness to Glazer Children's Museum and its partner sponsor.

Year three will also include community outreach and allow opportunities to evaluate the program, expand its offering, and create additional opportunities to monetize the project such as a Snug Play birthday party or other exciting events.

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## SNUG PLAY SPONSORSHIP BENEFITS & YEAR-ROUND BRAND EXPOSURE PLAN

- Kickoff event for your group (up to 30 guests) to interact with the Snug Play system during business hours – Opening Summer 2016
- Prominent Logo recognition at exhibit and on website pages dedicated to Snug Play from 2016-2018
- Prominent Logo recognition at community outreach events in years two and three (where Snug Play is placed at an event)
- Logo and/or name recognition in print materials – “field trip guide” and external promotional materials (as determined by the Museum)
- Recognition in the Museum’s quarterly newsletter distributed to over 20,000 households and community partners – 1 mention in each fiscal year
- Logo recognition on large, promotional graphic directly facing Ashley Drive for Summer 2016

### **Total One-Year Sponsorship**

**Partial Snug Playset & Maintenance: \$35,000**

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## PAST MEDIA

- Tampa Bay Times
- Tampa Bay Parenting Magazine
- ABC Action News
- Bay News 9
- WFLA
- TBO.com
- Florida Parent Guide
- 813area.com
- Macaroni Kid



### 5. Glazer Children's Museum – Tampa, Florida



The Glazer Children's Museum of Tampa, Florida is a wonderful museum that provides space for interactive learning, activity, and developmental growth through challenging and creative exhibits. There are over 170 exhibits which are all interactive. Children can try out different activities by referring to the Daily Programming, which vary each day. Children also can throw birthday parties at the museum with friends and family.

Children between ages 1 and 12 are admitted for \$9.50. Adults pay \$15 per head. Military service men and women, educators and seniors pay \$12.50. Parking is available at the Poe Parking Garage for \$1.20 per hour. For those seeking a place to have lunch, there is a Subway nearby to enjoy in the lobby, inside the restaurant or at the park, which is within walking distance.



### **OF INTEREST TO**

The Office of Early Learning (OEL, the Office) and Early Learning Coalitions (ELCs, coalitions) and other direct subrecipients of OEL implementing federal and state early learning programs, such as the School Readiness (SR) Program and the Voluntary Prekindergarten Education (VPK) Program.

### **SUMMARY**

This fiscal guidance advises ELCs and other subrecipients that receive early learning funding from OEL on procedures governing changes to electronic funds transfers, advanced payments, final and supplemental invoices, interest earned, audit disallowances, program income, stale checks, and current and prior year refunds. This guidance document is incorporated by reference into the Early Learning Grant Agreement (grant agreement).

### **BACKGROUND**

The procedures of each ELC regarding receipt, custody, and expenditure of program funds are periodically subject to review. ELCs must comply with the requirements of law and with generally accepted accounting principles when managing funds provided for the purpose of implementing early learning programs such as the SR Program and the VPK Program. As such, the coalition must implement effective cash management procedures which must include, but are not limited to –

- Exercising control over and accountability for all funds.
- Maintaining up-to-date written procedures to minimize the time elapsing between the transfer of funds and payment of allowable, reasonable and necessary costs to subrecipients, vendors, and providers.
- Maintaining sufficient cash on hand to prevent any interruption in services.
- Applying the “allowable, reasonable and necessary test” prior to incurring expenditures.
- Avoiding disallowed costs by seeking prior approval for expenditures that require prior approval.
- Developing and adhering to effective internal fiscal control policies and practices.
- Ensuring accurate invoice reconciliation on which to base cash advance requests.
- Keeping accurate records and readily available supportive documentation for all expenditures.
- Routinely posting to accounting systems to generate up-to-date cash availability data.
- Reconciling all accounts monthly.
- Maintaining awareness of cash flow issues, specifically with regard to potential variations in cash flow.
- Conducting frequent analysis of fiscal needs based on historical experience, taking into account events such as holidays, hurricane season, migrant work, and other factors that impact enrollment.
- Ensure all related revenues are properly recorded as program, match in-kind, general or in-kind income.

## **STATE GUIDANCE**

### **DEFINITIONS**

**Cash Drawdowns of Advances** – An advance of federal funds occurs when the non-federal entity receives funds prior to disbursing them. Therefore, an advance can be as short as a few hours. All advances must comply with requirements for deposit into an insured and interest-bearing account. Non-federal entities may keep up to \$500 in interest earned on federal advances per year.

**Cash Management** – The internal control procedures that minimize the time elapsing between the transfer of funds to the grant recipient and the related disbursement.

**OCA** – Other Cost Accumulator. Codes used to properly classify expenditures for federal reporting and day-to-day operations of a coalition and subcontractors.

**5045** – Detail report used to track direct services by billing group and provider.

### **ELECTRONIC FUNDS TRANSFERS AND WARRANTS**

45 CFR § 75.305(b) requires that payment methods minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement of payments by OEL, a coalition, or other subrecipient. Coalitions are required to fully implement the electronic funds transfer (EFT) system for efficient and timely payment processing. In order to ensure timely payment is received, a coalition which is changing financial institutions or merging with another coalition must –

- Submit a letter from the new financial institution and a Direct Deposit Form (Form DFS-A1-26E) to the Department of Financial Services. The Direct Deposit Form is available online through the following website: [http://www.myfloridacfo.com/aadir/direct\\_deposit\\_web/Vendors.htm](http://www.myfloridacfo.com/aadir/direct_deposit_web/Vendors.htm). After the website is accessed, choose the “Form” button on the Vendors webpage.
- Ensure that the first 17 characters of the coalition’s “name” as provided to the Direct Deposit Unit and MyFloridaMarketplace, are identical. If the coalition is registered with both offices and this information does not match, an EFT cannot be processed and a warrant is issued instead.

For information pertaining to EFT/Direct Deposit, call (850) 413-5517. If registered at MyFloridaMarketplace, call (866) 352-3776.

### **ADVANCED FUNDS FOR SCHOOL READINESS (SR)**

A cash advance of SR funds to a coalition must be limited to the minimum amount needed and must be timed in accord with the actual, immediate cash requirements of the coalition in carrying out the purpose of the SR program 45 CFR § 75.305(b)(1); 45 CFR § 98.60(f). The timing and amount of a cash advance must be as close as administratively feasible to the actual disbursements by the coalition for direct program or project costs and the proportionate share of any allowable indirect costs 45 CFR § 75.305(b)(1).

To facilitate disbursement of a cash advance for SR funds, a coalition must –

- Submit an initial cash advance request for a new fiscal year to OEL before, or within the first quarter of, the new fiscal year, in accordance with the invoice format prescribed by Reimbursement Request Requirements (Program Guidance 240.06).

- Base an initial cash advance of SR funds on the projected need to cover the coalition’s immediate cash requirements which should not exceed the anticipated expenses of a 30 day period. OEL will not provide an initial cash advance which exceeds the coalition’s highest invoice month from the previous fiscal year unless the coalition can thoroughly document the projected need and such need is substantiated by OEL. A coalition may thoroughly document the projected need by submitting detailed records, such as actual enrollment, which demonstrate a significant potential far exceeding expenditures made in the highest invoice month from the previous fiscal year.
- Complete a monthly reconciliation by comparing the coalition’s expenditures each month against the amount of funding held by the coalition, including projections for future cash needs. A coalition may not hold more than one month’s expenses in surplus unless authorized by OEL in writing. The coalition may request an increase or decrease in the balance of the cash advance provided by OEL by completing the School Readiness Reimbursement Request Invoice Form. The invoice documentation must include the Cash Advance Reconciliation Form each month to support the amount retained in advance or any increase or decrease request. If at any time the advanced amount represents an increase over the highest invoice for the previous fiscal year, the coalition must provide sufficient justification, including, but not limited to, the coalition’s spending plan or other internal projections supporting the Cash Advance Reconciliation Form. OEL may permit a coalition experiencing unusual circumstances to maintain funds in excess of the highest invoice for the previous fiscal year.
- Manage its cash and repayment of the advanced funds by offsetting the advance against invoices for expenditures to ensure that the coalition has fully expended all advanced funds before the end of the fiscal year and that the coalition is not required to submit repayment to OEL.

If a coalition has not fully expended all advanced funds at the end of a fiscal year (i.e., there are not sufficient expenditures on the final invoice to offset the advance payment), the coalition must prepare its final invoice for the fiscal year and submit the School Readiness Reimbursement Request Invoice indicating the difference between the final invoice amount and the balance of the advanced funds. The coalition must submit a check for the amount of the unexpended advanced funds, made payable to OEL at the address referenced on page 6. The coalition may not receive a new School Readiness advance until all School Readiness advances from the previous fiscal year have been repaid. Refunds submitted after June 30th or earlier if notified by OEL for the prior fiscal year will not restore or create certified forward budget.

#### **PROGRAM INCOME**

2 CFR § 200.80 defines program income as “gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award during the period of performance.”

Examples of program income –

- Fees from services performed. This would include fees earned from training events conducted by the ELC for education of providers, parents, or others in the community about the SR or VPK education programs.
- Use, rental or sale of real or personal property acquired under federally funded projects.
- Use of commodities or items fabricated under an award. This would include any curriculum or other products developed with award funds.
- License fees and royalties on patents and copyrights.

All program income earned during the year must be recorded on the books of the ELC as restricted funds, subject to the same terms and conditions, and compliance requirements of the award funds used to generate the program income. Any program income earned by a coalition within a month must be used to cover allowable expenditures within that month or the following month prior to the expenditure of any federal funding. **(Note: see related instructions provided at 2 CFR Part 305(b)(5); program income funds must be used/spent before requesting additional cash payments.)** Prior approval from OEL is required for any coalition request to hold program income funds for more than one month. No requests can be approved beyond the grant award year in which the program income was earned.

#### **UNDELIVERABLE, RETURNED AND STALE DATED CHECKS**

A coalition issues payments to vendors and providers as part of its regular business practice. When issued payments are returned as undeliverable or delivered and not cashed by the vendor/payee (a stale dated check), the coalition should exercise due diligence in attempting to find the vendor or provider in order to effect payment.

The ELC should have policies in place to address the proper handling of outstanding checks. The policies should identify the following, at a minimum –

- The number of days a check should remain outstanding before triggering initial contact with the vendor/payee.
- The nature of the required initial contact, such as a phone call, written correspondence, etc.
- The appropriate documentation required for ELC records to show the follow-up by ELC staff on outstanding checks.
- The number of days a check should remain outstanding prior to cancellation.
- The manner of disposition of the proceeds received from the cancelled checks.

After an extended period of inactivity on the coalition books (the dormancy period) and after again exercising due diligence to locate the vendor or provider, the coalition is required to report and remit these funds in excess of ten dollars to the Florida Department of Financial Services (DFS) as unclaimed property in accordance with Chapter 717, Florida Statutes. The procedures for reporting and remitting unclaimed property to DFS can be found in the “Florida Unclaimed Property Reporting Instructions Manual” (DFS-A4-1992). This manual can be found on-line at –

<http://www.myfloridacfo.com/appresources/UPMIS/HolderReporting/Reporting-Instructions-Manual.pdf>

During the dormancy period and prior to remittance to the Bureau of Unclaimed Property, the coalition should appropriately identify the returned/unissued payments in their accounting records.

#### **COALITION ADVANCE PAYMENTS FOR VOLUNTARY PREKINDERGARTEN EDUCATION (VPK) PROGRAM**

Rule 6M-8.205, Florida Administrative Code (F.A.C.) addresses coalition advance payment and reconciliation for the VPK Education Program.

To facilitate a cash advance for VPK funds, a coalition must –

- Request a VPK coalition advance payment calculated in accordance with the formula in rule 6M-8.205, F.A.C. A coalition may submit an advance request in accordance with the invoice format prescribed by Reimbursement Request Requirements (Program Guidance 240.06).

- Reconcile the advance payment to the coalition’s immediate cash needs using the VPK Coalition Advance Payment and Reconciliation Form of the VPK Reimbursement Request Invoice.
- Manage its cash and repayment of the advance payment by offsetting the advance against invoices for expenditures to ensure that the coalition has fully expended the entire advance payment before the end of the fiscal year and that the coalition is not required to submit repayment to OEL.

In accordance with rule 6M-8.205, F.A.C., OEL retains the discretion to increase or decrease the amount of coalition advance payment based on student enrollment projections or availability of funds. If a coalition has not fully expended an advance payment at the end of a fiscal year (i.e. there are not sufficient expenditures on the final invoice to offset the advance payment), the coalition must prepare its final invoice for the fiscal year and submit the VPK Reimbursement Request Invoice indicating the difference between the final invoice amount and the balance of the advanced funds. The coalition must submit a check for the amount of the unexpended advance payment, made payable to OEL at the address referenced on page 6. The coalition may not receive a new VPK advance until all VPK advances from the previous fiscal year have been repaid. Refunds submitted after June 30th or earlier if notified by OEL for the prior fiscal year will not restore or create certified forward budget.

#### **PROVIDER ADVANCE PAYMENTS FOR THE VPK PROGRAM**

Section 1002.71(5)(b), F.S., requires OEL to adopt procedures for the advance payment of private providers and public schools in the VPK Program. OEL has done so under rule 6M-8.205, F.A.C.

Therefore, each coalition shall calculate and reconcile advance payments to private providers and public schools in the VPK program and address provider overpayments in accordance with rule 6M-8.205, F.A.C.

Rule 6M-8.205(5)(a), F.A.C., requires that a coalition make reasonable efforts in collecting an overpayment from a provider. OEL Program Guidance 240.03 provides guidance regarding the steps which constitute reasonable efforts on behalf of the coalition.

If a coalition has performed due diligence and is owed money by a provider at the end of the fiscal year due to unrecovered provider overpayments, the coalition may invoice OEL on the final (13th) invoice for the delinquent amount. A coalition must prepare its final invoice for the fiscal year and submit the VPK Reimbursement Request Invoice indicating the final invoice amount and ensuring that the request is marked as the final invoice. The coalition must include supportive detail of funds owed to the coalition by each delinquent provider as identified by the coalition. When debt is collected by the coalition, the coalition must submit a check to OEL at the address listed on page 6, along with a supplemental invoice indicating a prior year adjustment.

#### **INTEREST EARNED**

All funds received from OEL, including any advanced funds, must be kept in interest bearing accounts, unless one of three following conditions applies (see 2 CFR Part 200.306(b)(8), *Payment*).

1. The recipient receives less than \$120,000 in awards per year.
2. The best reasonably available interest bearing account would not be expected to earn in excess of \$500 per year on cash balances.
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

Federal regulations require coalitions to promptly, but at least quarterly, remit interest earned on federally funded advances (i.e., SR funds) to OEL. The coalition is responsible for ensuring its subrecipients, if any, comply with applicable laws, rules and regulations regarding interest income from advanced grant funds. A coalition may keep SR interest amounts up to \$500 per year for administrative expenses 2 CFR § 200.305(b)(9).

If the coalition keeps interest amounts for administrative expenses, the coalition must reflect the interest retained on the SR Reimbursement Request Invoice Form. A coalition must use the funds to offset administrative reimbursements (billed to OCA - 97BBA) on the invoice during the period that the allowable SR interest is retained.

A coalition must return interest income on VPK funds to OEL in accordance with Section 216.181(16)(b), F.S., in accordance with the grant agreement.

Each quarter, a coalition should calculate the interest earned throughout the program year on unexpended SR or VPK funds in the coalition's interest-bearing account. Guidance regarding the methodology for making this calculation is provided in OEL Program Guidance 240.08. A coalition must keep documents such as bank statements to support the interest-income calculation and make these documents available for audit or monitoring purposes. The interest must be calculated separately for each program (i.e., SR or VPK). Earned interest must be returned by check made payable to OEL within 30 calendar days after the end of each quarter. The remittance detail must identify the fiscal quarter and the interest payment attributable to each program.

A coalition must submit a remittance check to the following address.

Attn: Financial Administration and Budget Services  
Office of Early Learning  
250 Marriott Drive  
Tallahassee, Florida 32399

### **INSURED CASH ACCOUNTS**

All SR and VPK advances must comply with requirements for deposit into an insured and interest-bearing account. 2 CFR Part 200.305, *Payment*, provides instruction on both of these requirements.

2 CFR 200.305(7)(ii) instructs grant funds are to be maintained in insured accounts "whenever possible." 2 CFR 200.305(8) states grant funds "must be deposited and maintained" in interest-bearing accounts. Based on these instructions OEL subrecipients must maintain grant funds in interest-bearing accounts; full FDIC insurance coverage of these grant funds is optional.

Note: OEL recommends this circumstance be shared periodically with your management team/governing board so they are aware of the related risk assumed if fully-insured grant funds are not maintained. Alternative arrangements (such as supplemental insurance options) may be of interest to your organization's management team if the risks for uninsured balances seems too high.



## PREPAID COSTS

Prepaid costs are those which are disbursed for a good or service in advance of receipt of that good or service. For prepaid costs to be allowable, the costs must be expended and accounted for based on the following –

1. **Reasonable under the circumstances** – The cost and the prepayment of that cost must be ordinary, necessary and within sound business practice. If there are other options for payment besides prepayment (i.e., installment payments), the ELC should document why the pre-payment option was the most cost effective (i.e., cost savings) and provided the greatest benefit to the grant.
2. **A reasonable allocation of costs to the award(s) based on the benefit received** – The appropriate OCA(s) must be charged.
3. **Sufficiently documented to justify the prepayment. This includes:**
  - A description of the cost to be pre-paid and the grant program(s) to be charged for the cost along with applicable funding periods for the charged grants.
  - The cost savings or other business rationale for making the pre-payment.
  - A description of the methodology used to allocate the cost among the various benefitting grant programs.
  - The time period the pre-payment covers.
4. **Allowable Period**
  - **For goods or services to be consumed during the period of availability** – 45 CFR Part 75.309, states that the period of availability as “where a funding period is specified, a recipient may charge the grant only allowable costs resulting from obligations incurred during the funding period”. The funding period for ELCs is their grant year, which corresponds to the State Fiscal Year (July 1 – June 30). See below for how to treat any unused portion remaining at June 30.
  - For any prepaid costs that were **not** consumed by the end of the grant year, the unused portion should be refunded to OEL or offset on a future invoice. If the item of cost is an annual expense to the program, with consistent amounts, the unused portion is not required to be returned, but may be applied to the future program year, if benefit to the future year is expected to be realized.

The ELC should maintain documentation to support that the benefit was realized in the subsequent year.

5. The ELC should maintain appropriate records to show the balance of the prepaid cost or item throughout the grant year, and perform a periodic physical inventory on prepaid items, where appropriate. Examples of common prepaid costs include –
  - Insurance premiums
  - License renewals
  - Membership dues
  - Scholarships (Participants or Eligible Program Recipients)
  - Prepaid travel
  - Prepaid registrations

### **AUDIT AND MONITORING DISALLOWANCES, REFUNDS AND COURT-ORDERED RESTITUTION**

During monitoring or audit activities, a particular item or items of cost may be questioned. OEL may formally determine an expenditure is unallowable in accordance with the applicable cost principles, Florida Statutes, or other terms contained in the grant agreement. The funds from such a disallowance must be adjusted or returned to OEL.

A coalition may also receive a refund from a parent, contractor, SR provider, or VPK provider that resulted from an overpayment or an improper payment. A refund may also result from court-ordered restitution. Such refunds must be adjusted or returned to OEL.

Whenever funds need to be returned to OEL, one of the following two sets of procedures should be followed.

For disallowances, overpayments, improper payments, or refunds (excluding court ordered restitution) involving **current year** grant funds, the coalition must –

- Reduce or “offset” the next monthly Reimbursement Request Invoice with the amount of repayment due from the coalition;
- Enter the amount of disallowance or refund as a reduction to the OCA originally impacted by the expenditure; and
- Include a written explanation indicating that the Reimbursement Request Invoice reflects a reduction because of a disallowance or refund referenced in the supporting documents provided.

For disallowances, overpayments, improper payments, or refunds involving **prior year** grant funds and for refunds resulting from court-ordered restitution payments involving **either** current year or prior year grant funds, the following procedure must be followed –

- Remit a check (made payable to the Office of Early Learning) for the refunded amount with the Reimbursement Request Invoice(s) to the address listed on page 6;
- Indicate which fiscal year (prior or current year) the refund is to be credited to on the Reimbursement Request Invoice; and
- Submit documents that explain the reason for the refund and the OCA originally impacted (including the Final 5045 for direct services) along with the Reimbursement Request Invoice.

**Note: Refunds submitted after June 30th for the prior fiscal year will not restore or create certified forward budget.**

### **REIMBURSEMENT REQUEST INVOICE**

Reimbursement Request Invoices shall be submitted for approval in accordance with the format prescribed by OEL Program Guidance 240.06 (Reimbursement Request Requirements).

**EFFECTIVE DATE**

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms. These procedures will be effective as of the date of this guidance listed below.

**HISTORY**

Original.—FPSR-PI-FMS-04-02. (Rescinded). Revised OEL-PI-0038-06 (June 23, 2006). Revised.—OEL-FG-0044-07 (May 24, 2007). Revised – OEL-FG-0048-08 (September 22, 2008). Revised – OEL-FG-0001-12 (February 20, 2012). Revised – May 15, 2014. Revised – June 23, 2015.

**AUTHORITY**

Public Law 101-453 – The Cash Management Improvement Act of 1990 (CMIA); 31 C.F.R Part 208; 2 CFR Part 200.302; 45 CFR Part 75.305

**REPLACEMENT OF FORMER POLICY**

This program guidance replaces OEL-FG-0001-12 (Cash Management Procedures) adopted by the Office of Early Learning on February 20, 2012.

**If you have questions or concerns regarding the guidance provided here, please contact the OEL Financial Administration and Budget Services Office at (850) 717-8628**

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<b>ISSUE:</b>	ReadyRosie Contract Renewal
<b>FISCAL IMPACT:</b>	\$175,000.00
<b>FUNDING SOURCE:</b>	Hillsborough Board of County Commissioners (BOCC) Grant
<b>RECOMMENDED ACTION:</b>	

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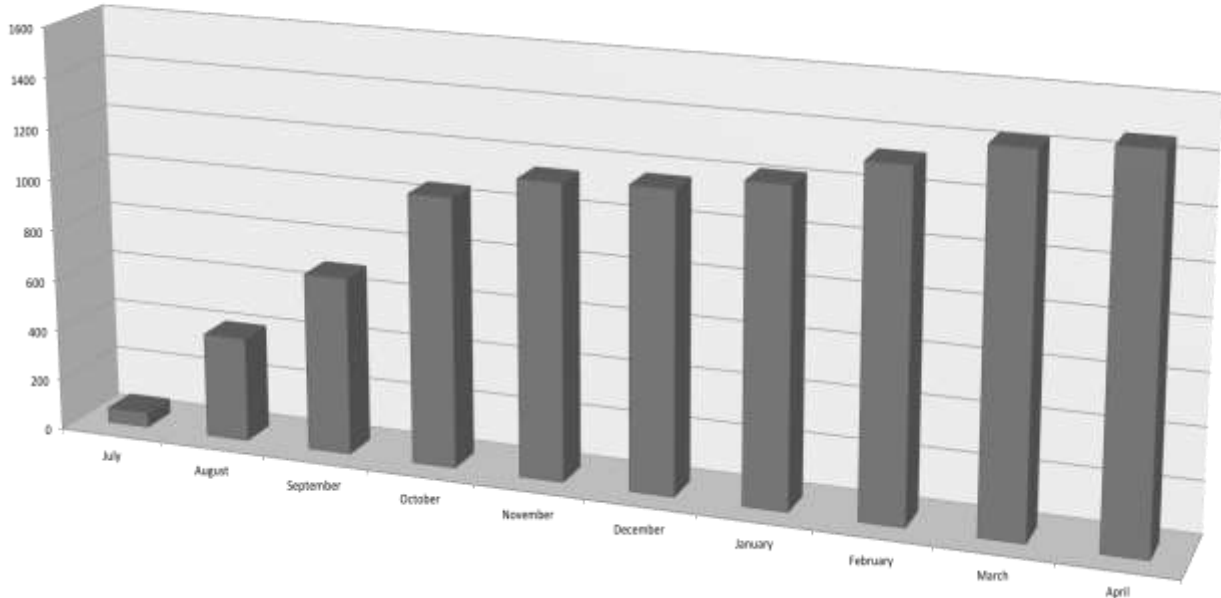
**BACKGROUND:**

**ReadyRosie ([www.readyrosie.com](http://www.readyrosie.com))**

The Early Learning Coalition of Hillsborough County entered into a one-year contract with Pascal Learning, Inc./dba ReadyRosie in July 1, 2015 to implement the ReadyRosie tool as a means of deepening the Coalition’s parent engagement efforts by leveraging the power of video modeling and mobile technology to meet and equip parents with early childhood development tools and tips via the use of brief videos in English and Spanish. Current data for Hillsborough ReadyRosie shows as:

- 2030 Total Users (1,543 Email users)
- 241 Email Unsubscribers

**Total Number of ReadyRosie Users by Month  
July 2015 - April 2016**



ELCHC’s overall usage rating is 2.6 out of five, which places the majority of our users in the moderate activity category meaning that they open or click the daily emails but are either not consistently engaged or have not been on the list long enough to have earned a higher rating. It is, however, important to remember that users get 5 emails a week and spending time with just one of those emails a week is considered a significant boost in parent engagement efforts.

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ReadyRosie's system arrives at these ratings for each person receiving daily emails based on a number of criteria:

- How often they open an email
- How often they click on the content of the email (*go to videos*)
- Usage over a period of time
- How long they have been in the systems

ReadyRosie is proposing the extension of the contract with the Coalition for an additional year (see attached).

**Vroom ([www.joinvroom.org](http://www.joinvroom.org))**

Vroom is a web-based tool that it offers parents and caregivers information on how to turn shared family moments into brain building moments for young children. Vroom is science-based and available online and via a downloadable app to both Android and iPhone. The site provides tools and activities for families via download and some video in Spanish and English (*via the app and VROOM YouTube Channel*). Child Care Aware of America, who is a national partner of VROOM, is bringing VROOM to Child Care Resource and Referral agencies in communities across the nation, via the VROOM Partnership Project. Florida is one of 10 states in this pilot project

The Florida Office of Early Learning (OEL) is an official VROOM Ambassador and has adopted and is endorsing the statewide use of the Vroom application as a parent engagement tool via its Child Care Resource and Referral Network. In mid-May, at their quarterly statewide meeting, Child Care Resource and Referral Leadership were trained on VROOM by Mary LaMantia from Child Care Aware. Ms LaMantia is the lead person for the Child Care Aware Vroom Project and has been working with the Bezos Family Foundation on the Vroom Grant. Ms. LaMantia presented information on the brain science behind Vroom's tips for parents and young children, taught CCR&R leadership how families can make the best use of the app, and introduced all of the resources available through Vroom. She also shared ideas about family engagement through Vroom, discussed ways that Vroom is being used and promoted in other states, and had Florida CCR&R leadership share ideas and brainstorm about ways to support children and families through the use of Vroom. Additionally, the State has already begun incorporating the use of Vroom on OEL social media sites with regular posts like #VroomTipTuesday.

**RECOMMENDATION**

Staff is recommending that the Early Learning Coalition of Hillsborough County Board Directors not renew the current contract with ReadyRosie. In light of the Florida Office of Early Learning's (OEL) investment and endorsement of the use of the Vroom site, which is comparable in features and functions to ReadyRosie, at no cost to the Coalition...



**Early Learning Coalition of Hillsborough County  
2016/2017 Contract Proposal**

ReadyRosie is proposing a one year extension of our contract with ELC of Hillsborough County at no additional cost for access from July 1, 2016 through July 1, 2017. The scope of services provided by ReadyRosie are defined at the end of this document.

**ReadyRosie is motivated to provide this extension at no additional cost because of the following reasons:**

- ELC of Hillsborough County has been an early adopter of ReadyRosie in Florida
- ELC of Hillsborough County has invested a large amount of time and resources to promote and implement ReadyRosie
- Over 2000 families are registered for ReadyRosie, have access to our entire video library, and are receiving emails and texts from us each week. You have significant momentum with this resource and we want to make sure to build on that for another year.

As with any resource, ReadyRosie is only successful if implemented with integrity and according to best practices. Therefore, ReadyRosie is asking ELC of Hillsborough County to commit to the following should the two parties move forward with a one year extension of this contract at no additional cost.

**ELC of Hillsborough will provide the following:**

- Set specific and measurable goals for registration and usage and agree to continue to devote resources to achieve these goals.
- Work with the ReadyRosie team to develop an Implementation Plan and be willing to follow recommended implementation strategies that include, but are not limited to: a live training with community stakeholders, data uploads from key community partners, etc.
- Pursue a data share agreement with the state to share and compare user and usage data between ReadyRosie and other parent engagement tools that state of Florida provides or encourages among other Florida ELCs. Such a comparison evaluation would be conducted using metrics that have been mutually agreed upon.



### ACCESS:

- Access for Teachers and Specialists – **unlimited**
- Access for Administrators and Coaches – **unlimited**
- Access for Parents and Caregivers - **unlimited**

### DELIVERY OF DAILY DINGS and USER ACCESS

- EMAIL and/or SMS TEXT DELIVERY - Registered users receive videos sent to them (at a frequency chosen by the district) via email or SMS text
- Registered users have access to entire video library online and through our mobile app

### READYROSIE CONTENT:

- Video library for parents/caregivers of 0-5 year olds
  - 3-5 year olds: 185 ReadyRosie English videos - 185 ReadyRosie Spanish videos
  - 0-2 year olds: 75 ReadyBaby English and 75 ReadyBaby Spanish videos
- 75 expert professional development videos that support content videos
- Each video features activities that develop foundations of Literacy, Math, or Oral Language
- Additional information which includes modifications, extensions and literature connections for every ReadyRosie activity

### DATA and REPORTING:

- Real-time access to user and usage data through online portal
- Access to the number of registered parents and who they are
- Aggregate rating of email and SMS text delivery usage rates: 1-5 rating scale measuring interaction with emails and/or text messages

### SUPPORT:

- All registered users have free and full access to the ReadyRosie and BringingUp mobile app for both Android and iOS devices
- Quick online registration that can be completed in the library setting or at home by all parents
- Printable documents that can be posted in all classrooms and schools to promote awareness, in English and Spanish
- Technical support channeled through a designated program administrator

### ADDITIONAL SERVICES

- In-person training and professional development for parents, teachers or administrators
- Implementation planning

## Rubric for Evaluating Digital Family Engagement Resources

	ReadyRosie	Vroom
<b>1. CONTENT</b>		
Provides content aligned with Florida State Early Learning standards, the Common Core State Standards, and standard Kindergarten Readiness assessments.	Yes	Based on brain science
Equips families with developmentally appropriate early literacy, math, and Social Emotional Learning building activities for children 0-5.	Yes	Yes
Equips families with developmentally appropriate academic strategies and authentic learning moments for children birth through Third Grade.	Yes	Yes
Provides verbal and visual information with video modeling (in addition to written tips) so families observe, internalize and interact with the activities.	Yes	No
Provides video models of social emotional and bonding behaviors that are proven to positively impact school readiness indicators.	Yes	No
<b>Every</b> text-based tip has a corresponding video that models the activity for parents.	1000 videos	1000 + tips Videos may come
Delivers content in text-based tips for parents.	Yes	Yes
<b>2. ACCESSIBILITY</b>		
Accessible to all families including the most vulnerable who may have low literacy levels.	Yes	Yes
Provides multiple digital access points for families who have different digital usage:		
Mobile app for apple and android users	Yes	Yes
SMS Texting	Yes	No
Web app	Yes	Yes
Access through Social Media	Yes	Yes
Email		
<b>3. CUSTOMIZATION, CURRICULUM INTEGRATION, and EDUCATOR ENGAGEMENT</b>		
Allows school districts, early childhood classrooms, PreK Centers, child care facilities, and other educational settings to customize and integrate content.	Yes	Don't know
Allow educators to customize which videos or tips the parents receive so content can be aligned with specific classroom activities and program objectives.	Yes	Don't know
Allows teachers to create and send customized messages to increase two way communication and engagement.	Yes	Don't know
<b>4. DIVERSITY</b>		
Models real families with diverse cultural, racial, and linguistic backgrounds.	Yes	Yes, some
Provides specific ideas and suggestions for children with learning differences.	Don't know	Don't know
Provides families with expanded learning opportunities if their child has mastered the content.		
<b>5. DATA</b>		
Provides real time data on individual users to measure the impact and usage.	Yes	Don't know



Provides ways for communities to know if families are doing the suggested activities.	Don't know	Don't know
Provides survey data and feedback from families and teachers about self-reported child and adult outcomes.	2x/year	Don't know
<b>6. RESEARCH</b>		
Based on current and out-come based research Provides a rich research base about the direct impact on families, such as the change in behavior when families use the resource?	Yes	Yes
Conducts on-going research about effectiveness in different situations and with other providers of educational tools.	Yes	Yes
Involved in ongoing independent evaluation.	Don't know	Don't know
<b>7. FAMILY ENGAGEMENT CAPACITY BUILDING</b>		
Provides a comprehensive family engagement approach that builds the capacity for educators and families to engage.	Yes	Yes
Delivers professional development support and opportunities to build family engagement capacity for educators and families.		
Includes early childhood expert videos so educators and families can build their child development expertise.	75 expert videos	

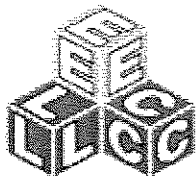
<b>ISSUE:</b>	New Board Member Nomination
<b>FISCAL IMPACT:</b>	N/A
<b>RECOMMENDED ACTION:</b>	Review and approve the Board Membership Applications of Daphne Fudge and Elizabeth Welch for membership on the ELCHC Board of Directors, with full voting rights, each for a 4-year term beginning June 13, 2016 and ending June 13, 2018.

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**BACKGROUND:**

On Tuesday, May 31, 2016 the Governance Committee voted to recommend the approval of Daphne Fudge and Elizabeth Welch for membership on the ELCHC Board of Directors, pending a discussion with the applicants regarding expectations and commitment requirements. The membership applications are attached for your review.

*(Attachments - 2)*



**EARLY  
LEARNING  
COALITION**  
OF HILLSBOROUGH COUNTY

BUILDING OUR NATION'S FUTURE



**Board Membership Application**

*Please type or print clearly*

**PERSONAL INFORMATION**

Fudge Daphne  
 Last Name First Name Middle

Your1resource Training Executive Director of Training  
 Employer/Affiliation Title

18001 Hunter's Oak Court  
 Street Address

Tampa, FL 33647  
 City/State/Zip Code

( ) 8133405382 ( ) 8136444505 ( ) 813-482-4838  
 Phone Fax Mobile

Email Address: your1resource@yahoo.com

Are you a parent?  Y  N If yes, ages of Children 1 daughter 8 yrs. old

Is your employer  a private, for-profit enterprise,  a community based non-profit organization  
 Other (please specify):

**COMMUNITY/CIVIC INVOLVEMENT**

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
National Black Child Development Inst.	2009	Treasurer
National Early Childhood Program Accreditation	2010	Verifier
National Administrative Credential	2010	State Trainer
Sisters Fighting Cancer	2008	Vice President
LSF Head Start Policy Council	2016	Community Representative

**STATEMENT OF INTEREST (Use additional pages or cover letter if needed)**

Reasons for applying/additional comments:

I have been an Early Childhood advocate for over 2 decades. My passion to make a difference in the lives of children and families remains my motivating force. I vehemently believe that all children deserve quality care regardless of race, religion and financial status. I will bring my passion and knowledge to ELC. My varying experience with all ethnicities and social backgrounds is a strength I will bring forth as well.

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Race (check one):  White  Black/African-American  Asian or Pacific Islander  
 American Indian or Alaskan Native

Sex:  Male  Female Are you age 55 or older?  Yes  No

Are you a veteran?  Yes  No Do you have any disabling conditions?  Yes  No

If you need accommodation, please specify: \_\_\_\_\_

**COMMITMENT AND OPERATIONAL STATEMENTS**

**Time Commitment:** Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

**Employment:** The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

**Conflict of Interest:** Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

**Government in the Sunshine:** The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Dr. Daphne Fudge  
Applicant Signature

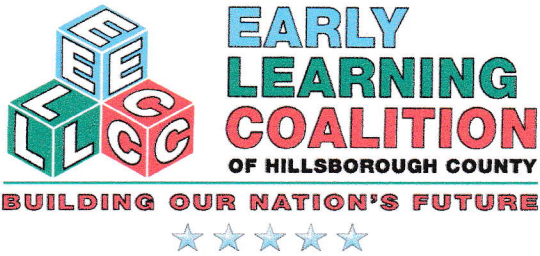
5-23-16  
Date

**SUBMISSION OF APPLICATION FORM & CONTACT FOR ADDITIONAL INFORMATION**

Application forms may be completed in full and submitted to:

Dave McGerald, CEO  
Coalition of Hillsborough County  
100 Mabry Highway, Suite 158  
Tampa, FL 33614  
Email: dmcgerald@elchc.org  
Website: www.elchc.org  
Telephone: (813) 515-2340  
Fax: (813) 435-2299

Revised 09/2014 itw



# Board Membership Application

Please type or print clearly

## PERSONAL INFORMATION

Welch Elizabeth (Liz) A  
 Last Name First Name Middle

Elizabeth A Welch PA / Keller Williams Tampa Properties Associate Broker  
 Employer/Affiliation Title

9013 N River Rd  
 Street Address

Tampa, FL 33635  
 City/State/Zip Code

( ) (813) 489-9798 ( ) ( ) 402-319-7155  
 Phone Fax Mobile

Email Address: HomesbyLizWelch@gmail.com

Are you a parent?  Y  N If yes, ages of Children 26 daughter, 23 son, and 7 yr old Granddaughter

Is your employer  a private, for-profit enterprise,  a community based non-profit organization  
 Other (please specify):

## COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Ybor Community Development Corporation	October 2015 - October 2017	Secretary
HCC Presidents Advisory Council	Current	Member at Large
Champions Gateway Group	Current	Secretary
Guardian Ad Litem	Current	GAL
Sarpy County Chamber of Commerce	2004-2007	Member

## STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

Reasons for applying/additional comments: I believe in providing children every opportunity to grow and develop and believe it is our responsibilities as community leaders to provide the environment for the children and the families to flourish.

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Race (check one):  White  Black/African-American  Asian or Pacific Islander  
 American Indian or Alaskan Native

Sex:  Male  Female Are you age 55 or older?  Yes  No

Are you a veteran?  Yes  No Do you have any disabling conditions?  Yes  No

If you need accommodation, please specify: \_\_\_\_\_

**COMMITMENT AND OPERATIONAL STATEMENTS**

**Time Commitment:** Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

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**Government in the Sunshine:** The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

**My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.**

\_\_\_\_\_  
Applicant Signature 4-10-17  
Date

**SUBMISSION OF APPLICATION FORM & CONTACT FOR ADDITIONAL INFORMATION**

Application forms may be completed in full and submitted to:

Dave McGerald, CEO  
Early Learning Coalition of Hillsborough County  
6800 N. Dale Mabry Highway, Suite 158  
Tampa, FL 33614  
Email: dmcgerald@elchc.org  
Website: www.elchc.org  
Telephone: (813) 515-2340  
Fax: (813) 435-2299

Revised 09/2014 ttw

# Elizabeth (Liz) A. Welch

9013 North River Road  
Tampa, Florida 33635  
(813)489-9798  
e-mail [lizwelch1984@gmail.com](mailto:lizwelch1984@gmail.com)

## KEY SKILLS

- ◆ project management: research and develop policies and procedures, coordinate solutions within FDR, clients and their customers
- ◆ action oriented ◆ excellent interpersonal communication skills ◆ highly motivated with ability to work independently ◆ high attention to detail ◆ straight forward and inspires trust ◆ develop and administer budgets ◆ interview, hire, mentor, and evaluate staff ◆ conduct training sessions, including large audiences ◆ communication skills include public speaking, negotiating, counseling, sales and ability to translate technical information for customers

## EXPERIENCE

### **Real Estate Consultant with Keller Williams Tampa Properties; Tampa, FL** September 2011 to Present

- Directed the implementation of successful marketing activity to list and sell property
- Successfully managed and execute documentation under Bank guidelines for distressed properties
- Excellent Client Service Skills
- Evaluated the performance of marketing activity to assist in the improvement of process
- Negotiate Sales Contracts

### **President & CEO, Common Sense Property Preservation; Tampa, FL** August 2011 to Present

- Managed all accounting activities, including payroll
- Directed the implementation of new products
- Executed the marketing launch of new products
- Influenced the direction of the current team
- Managed Vendor relations
- Evaluated the performance to assist in the improvement of process
- Successfully managed and execute documentation under Bank guidelines for distressed properties
- Excellent Client Service Skills
- Evaluated the performance of marketing activity to assist in the improvement of process

### **Compliance Director with Keller Williams Realty; Tampa, FL** January 2014 to November 2014

- Reviewed and approved compliance for all contract files for all 3 KW offices under Broker, Nikki Ubaldini
- Developed and taught classroom style the compliance process to Real Estate agents
- Excellent Client Service Skills
- Evaluated the performance of file activity to assist in the improvement of process

### **Manager Operations, Nielsen Group; Tampa, FL** January 2011 to February 2012

- Successfully managed and implemented the documentation project, including managing offshore resources
- Directed the implementation of new processes to effectively manage the organization
- Influenced the direction of the current Management team
- Evaluated the performance of departments to assist in the improvement of process

### **Director of Operations, MedSecure, Inc.; Omaha, NE** July 2009 to December 2010

- Managed all accounting activities, including payroll
- Directed the implementation of new products
- Executed the launch of new products
- Influenced the direction of the current MedSecure team
- Managed Vendor relations
- Evaluated the performance of departments to assist in the improvement of process

**Product Development, First National Merchant Solutions; Omaha, NE**

March 2008 to July 2009

- Developed programs to increase sales
- Directed the implementation of new products within the organization
- Influenced the direction of the current Healthcare Solution
- Managed Vendor relations
- Evaluated the performance of departments to assist in the improvement of process

**Director of Operations, Roberts Pool & Spa; Omaha, NE**

July 2007 to January 2008

- Managed the facility building out and relocation; opening the new store by August 31
- Designed and implemented an organizational structure allowing growth
- Designed and implemented organizational processes
- Developed, implemented and managed the business finances; increasing revenue & managing expenses
- Developed programs to increase sales
- Managed Vendor relations
- Established Market Brand Awareness through marketing and networking activities
- Gained & retained customers by establishing phenomenal customer service.

**Owner, Gifts & Baskets Galore; Omaha, NE**

2004 to May 2007

- Achieved sales increase of 18.7% from 2005-2006
- Sarpy County Chamber of Commerce 2005 Ambassador of the Year
- Sarpy County Chamber of Commerce 2006 New & Emerging Business of the Year
- Bellevue Chamber of Commerce 2006 Breaking Ground Small Business of the Year
- Established Market Brand Awareness through marketing and networking activities
- Established and implemented all aspects of a world class corporate gift provider.
- Gained & retained customers by establishing phenomenal customer service as well as quality products.

**First Data Resources; Omaha, NE**

1985 to 2004

**Director Resource Planning and Process Compliance:** report directly to Senior Vice-President, New Business Development

- Achieved First Data Fat Cat Award – December 2001
- Achieved Six Sigma Black Belt Status – May 2001
- Achieved First Leaders Certificate – Developing Management Excellence – June 2003
- Managed major and minor software installations; assessing the health of the install and the client requests scheduled to install
- Directed personnel in the implementation of upgrades, enhancements and system re-architecture
- Ensured accurate communication to both internal Executive Management as well as Client Executive Management
- Achieved FDR customers' goal-client satisfaction-by recognizing the strategic vision of a wide variety of Businesses
- Using Six Sigma tools, achieved greater operational efficiency through defining and implementing processes and procedures in software development and customer support areas
- Increased customer revenues and quality of their customer relationships while decreasing operating expenses Define scope and direction of client resource planning to ensure budget conformance regarding salaries Identify needs and troubleshoot problems, initiate corrective action as needed; liaison with customers' executive decision-makers
- Monitored quality control; make sure certain customers are satisfied
- Assisted in budget development; administer department budget
- Recruited, interviewed, assured training success, directed, motivated and evaluated 6 middle managers and a staff of 64
- Extensive employee interaction: develop, monitor and evaluate programs designed to retain staff
- Organized and managed all details for large functions including FDR employees



### Facilities Manager Project Management

- Achieved Quality Improvement Team Success Award for Technical Career Planning & Development – May 1992
- Achieved Quality Improvement Team Success Award for Facility projects – June 1993
- Coordinate, manage and direct all facility build outs, remodeling, maintenance and business continuity planning for 13 facilities
- Assist in architectural planning for optimal use of new and present facilities including cable installations to meet data processing projects
- Identify facility objectives, time frames, and set priorities; analyze costs and price projects; monitor costs and manpower requirements to meet goals
- Develop, implement and manage budgets for multi-million dollar projects
- Review vendor contracts and expenses
- Performance appraisals, salary reviews and career plans

### Administrative Support Manager

- Created the Administrative Support Department of 30, set processes and procedures
- Enhanced serviceability of department
- Recruited, hired and trained staff

### employer comments

*considered an expert in project management throughout the Corporation...meeting deadlines while meeting quality standards...her logic is consistent and her innovative solutions demonstrate superb judgment...always professional...utilization of personnel is superb...skilled in using TQM skill/s...excels in taking independent action...efficiently manages a very large budget...positive 'can do' attitude... high customer satisfaction rating... timely in record keeping... flexible and adaptable... quickly learns new skills*



# PERSONAL REFERENCE CHECK

Liz Welch has applied to be a Guardian ad Litem volunteer. The Guardian ad Litem Program trains volunteers in the community to provide independent representation of the best interests of children in court proceedings. Your name was given as a personal reference and your input is being solicited as part of the Program's background check. If you need more space to answer a question, you may write on the back of this sheet or use a separate sheet of paper. Please fill out this form and return (fax or mail) to the local Guardian ad Litem office. Addresses for local Programs are available by selecting Local Programs on the GAL website at [www.GuardianadLitem.org](http://www.GuardianadLitem.org)

NAME OF PERSON

GIVING PERSONAL REFERENCE: Julie Cleaver

(Please print or type name)

How long have you known this person?

29 years

Professionally or personally?

Personally

Have you ever observed this person with children? Y/N

If yes, what are your impressions of the interaction?

Yes, her two children & their friends, other peer's children, and her granddaughter. Liz is a good listener & patient. She is structured, bringing stability. She is good natured & has a healing laugh. She is not gullable or easily deceived. Liz is intuitive, and able to read expressions - finding deeper truths in a situation. She knows just the right thing to say or question to ask at critical moments.

Would you recommend this person to work in a volunteer capacity with children alleged to be victims of abuse or neglect? Explain.

Yes. She is structured in a gentle - routine way, bringing stability. She is good natured & has a healing laugh that makes you feel at ease. She knows just the right thing to say to bring peace or encouragement, or shed a new light on a truth for your own self - something you can grab hold of for deeper meaning in your own life.

How do you describe this person's ability to work effectively with others?

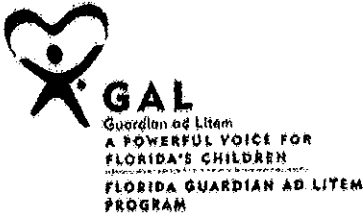
Excellent

Julie Cleaver  
SIGNATURE

dotloop verified  
12/10/13 10:46AM EST  
XKYM-WWGV-W3AD-JUZP

12/10/2013  
DATE

712-545-4183  
PHONE NUMBER



# PERSONAL REFERENCE CHECK

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NAME OF PERSON

GIVING PERSONAL REFERENCE:

Beverly J. Hill

(Please print or type name)

How long have you known this person?

30 years

Professionally or personally?

personally

Have you ever observed this person with children?  Y  N

If yes, what are your impressions of the interaction?

Healthy interactions, teaching, observances are communicated & life lessons discussed. Lots of fun, works to create special events, celebrations & created new "traditions"

Would you recommend this person to work in a volunteer capacity with children alleged to be victims of abuse or neglect? Explain.

Yes - she has the appropriate level of patience & understanding and in addition will encourage growth even if painful

How do you describe this person's ability to work effectively with others?

interactive, will find a way to relate & build from there

Beverly Hill

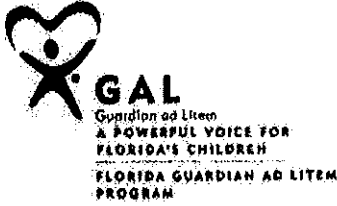
SIGNATURE

402-998-8099

PHONE NUMBER

11-25-13

DATE



# PERSONAL REFERENCE CHECK

\_\_\_\_\_ has applied to be a Guardian ad Litem volunteer. The Guardian ad Litem Program trains volunteers in the community to provide independent representation of the best interests of children in court proceedings. Your name was given as a personal reference and your input is being solicited as part of the Program's background check. If you need more space to answer a question, you may write on the back of this sheet or use a separate sheet of paper. Please fill out this form and return (fax or mail) to the local Guardian ad Litem office. Addresses for local Programs are available by selecting Local Programs on the GAL website at [www.GuardianadLitem.org](http://www.GuardianadLitem.org)

NAME OF PERSON  
GIVING PERSONAL REFERENCE:

\_\_\_\_\_ Karen L. Steenhock \_\_\_\_\_  
(Please print or type name)

How long have you known this person? \_\_\_\_\_ 7+ years \_\_\_\_\_  
Professionally or personally? \_\_\_\_\_ personally \_\_\_\_\_

Have you ever observed this person with children? Y/N  
If yes, what are your impressions of the interaction?  
\_\_\_\_\_ yes, she is very upbeat when talking \_\_\_\_\_  
\_\_\_\_\_ to kids. She asks them questions \_\_\_\_\_  
\_\_\_\_\_ and shows a sincere interest. \_\_\_\_\_

Would you recommend this person to work in a volunteer capacity with children alleged to be victims of abuse or neglect? Explain.  
\_\_\_\_\_ yes, she is a very understanding and \_\_\_\_\_  
\_\_\_\_\_ compassionate person. She would make \_\_\_\_\_  
\_\_\_\_\_ them feel safe and cared about. \_\_\_\_\_

How do you describe this person's ability to work effectively with others?  
\_\_\_\_\_ She has wonderful listening skills, and \_\_\_\_\_  
\_\_\_\_\_ she "hears" what someone is saying. Pulls \_\_\_\_\_  
\_\_\_\_\_ people together to come to a agreement. \_\_\_\_\_

\_\_\_\_\_ Karen L. Steenhock \_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_ 402-522-6820 \_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_ 11/20/13 \_\_\_\_\_  
DATE

06/13/2016 Regular Board Meeting

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**ISSUE:** FINANCE REPORT as of **April 30, 2016**

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**School Readiness**

School Readiness (SR) expenditures for July 2015 through April 2016 were \$35,940,752. This is a total of OEL SR (\$34,877,517) and CBHC SR Match (\$1,063,235). The direct services (slots) portion is \$28,620,975. While a deficit of \$368,985 is projected in OEL SR funds, if CCPP dollars are included, the coalition is expected to have a small surplus of of approx.. \$16,000. Enrollment goals are in place with the contractor to ensure maximum utilization of School Readiness funds. Administrative costs were \$1,249,882, or 3.58% of total OEL SR expenditures which is below the mandated cap of 5%. Quality expenditures were \$2,788,291. Total operating costs, which include administrative, program support, and quality expenditures, were \$6,256,541, or 17.93% of total OEL SR expenditures. The mandated cap for operating costs is 22%.

**Voluntary Pre-kindergarten**

Voluntary Pre-kindergarten expenditures for July 2015 through April 2016 totaled \$24,542,779. The direct services (slots) portion is \$23,673,721. Administrative costs were 3.58% of direct services which is below the mandated cap of 4%. Administrative costs, in proportion to direct services, have increased by .06%. The Coalition will continue to work to contain costs associated with VPK administrative activities.

**Quality Counts for Kids**

Expenditures in the Quality Counts for Kids program for July 2015 through April 2016 totaled \$1,542,716 while revenue was \$1,602,606, resulting in additional revenue YTD of \$59,890. The QCFK contract with CBHC is structured to allow up to 10% of total program expenditures to be invoiced as administrative costs that are not covered under direct program expenditures.

**General Fund**

Expenditures for the general fund, for July 2015 through April 2016 totaled \$306,185 while revenue was \$391,513. The Coalition currently has a surplus in this category of \$85,328. Activity in the General Fund is predominantly generated by a combination of the Tampa Bay Institute for Early Childhood Professionals (IECP) as well as the Ready Rosie initiative, which is funded by the grant from BOCC.

Early Learning Coalition of Hillsborough County

**Agency Wide**

Statement of Revenues and Expenditures

From 7/1/2015 Through 04/30/16

(In Whole Numbers)

	Current Year	YTD Budget -	Total Budget -	Percentage	Budget
	Actual	Revised	Revised	of Budget	Projected
				used to Date	Percentage to
					date
<b>Revenue</b>					
OEL School Readiness	34,877,517	35,345,082	43,151,425	80.83%	81.91%
OEL Voluntary Pre-K	24,542,779	25,312,174	28,798,839	85.22%	87.89%
CBHC Quality Counts for Kids	1,602,606	1,613,817	1,936,580	82.75%	83.33%
CBHC School Readiness Match	1,063,235	1,436,033	1,723,239	61.70%	83.33%
Hillsborough County	356,594	398,333	500,000	71.32%	0.00%
Other Community Programs	34,919	31,667	38,000	91.89%	83.33%
<b>Total Revenue</b>	<b><u>62,477,651</u></b>	<b><u>64,137,105</u></b>	<b><u>76,148,083</u></b>	<b>82.05%</b>	<b>84.23%</b>
<b>Program Expenditures</b>					
OEL School Readiness	33,536,597	33,953,208	41,482,947	80.84%	81.85%
CBHC School Readiness Match	1,063,235	1,436,033	1,723,239	61.70%	83.33%
OEL Voluntary Pre-K	24,162,349	24,876,338	28,275,836	85.45%	87.98%
CBHC Quality Counts for Kids	656,868	736,746	858,991	76.47%	85.77%
Other Program	135,625	145,833	277,100	48.94%	52.63%
<b>Total Program Expenditures</b>	<b><u>59,554,675</u></b>	<b><u>61,148,157</u></b>	<b><u>72,618,113</u></b>	<b>82.01%</b>	<b>84.21%</b>
<b>Coalition Operating Expenditures</b>					
Personnel	1,945,412	2,081,907	2,498,288	77.87%	83.33%
Occupancy	163,897	169,777	203,732	80.45%	83.33%
Professional Fees	87,947	35,474	42,569	206.60%	83.33%
Travel & Training	37,761	45,000	51,840	72.84%	86.81%
Quality Action Grants	216,159	224,392	269,271	80.28%	83.33%
Insurance	17,123	14,575	15,430	110.97%	94.46%
Technology	145,253	156,151	187,381	77.52%	83.33%
Educational Supplies	39,235	61,189	73,427	53.43%	83.33%
Office Supplies	35,021	22,501	27,001	129.70%	83.33%
Outreach	30,599	77,121	92,545	33.06%	83.33%
Printing/Binding	19,205	17,229	20,675	92.89%	83.33%
Other Operating	40,144	26,378	31,654	126.82%	83.33%
<b>Total Coalition Operating Expenditures</b>	<b><u>2,777,757</u></b>	<b><u>2,931,695</u></b>	<b><u>3,513,813</u></b>	<b>79.05%</b>	<b>83.43%</b>
<b>Total Expenditures</b>	<b><u>62,332,433</u></b>	<b><u>64,079,852</u></b>	<b><u>76,131,926</u></b>		
<b>Net Revenue Over Expenditures</b>	<b>145,218</b>				

Early Learning Coalition of Hillsborough County

**School Readiness**

Statement of Revenues and Expenditures

From 7/1/2015 Through 04/30/16

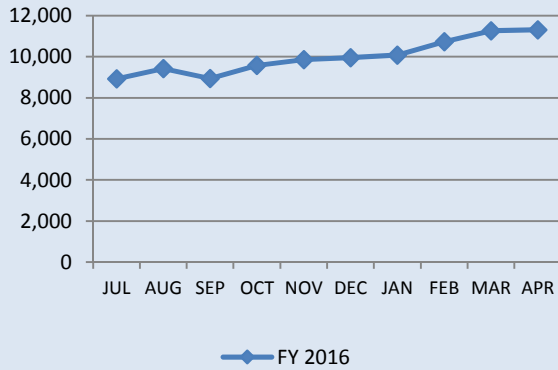
(In Whole Numbers)

	Current Year	YTD Budget -	Total Budget -	Percentage	Budget
	Actual	Revised	Revised	of Budget	Projected
				used to Date	Percentage to
					date
<b>Revenue</b>					
OEL School Readiness	34,877,517	35,345,082	43,151,425	80.83%	81.91%
CBHC School Readiness Match	1,063,235	1,436,033	1,723,239	61.70%	83.33%
<b>Total Revenue</b>	<b><u>35,940,752</u></b>	<b><u>36,781,114</u></b>	<b><u>44,874,664</u></b>	<b>80.09%</b>	<b>81.96%</b>
<b>Program Expenditures</b>					
<i>School Board of Hillsborough County</i>					
Operations	4,109,397	4,400,244	5,280,293	77.83%	83.33%
Direct Services (child care slots)	28,620,975	28,664,356	34,397,227	83.21%	83.33%
<i>Subtotal School Board of Hills County</i>	<i>32,730,372</i>	<i>33,064,600</i>	<i>39,677,520</i>	<i>82.49%</i>	<i>83.33%</i>
BOCC Child Care Licensing	770,608	882,420	1,058,904	72.77%	83.33%
Early Childhood Council	35,616	6,188	49,500	71.95%	12.50%
Unallocated	0	0	697,023	0.00%	0.00%
CBHC School Readiness Match	1,063,235	1,436,033	1,723,239	61.70%	83.33%
<b>Total Program Expenditures</b>	<b><u>34,599,833</u></b>	<b><u>35,389,240</u></b>	<b><u>43,206,186</u></b>	<b>80.08%</b>	<b>81.91%</b>
<b>Coalition Operating Expenditures</b>					
Personnel	1,153,463	1,233,442	1,480,130	77.93%	83.33%
Occupancy	47,110	48,995	58,794	80.13%	83.33%
Professional Fees	47,306	17,308	20,770	227.76%	83.33%
Travel & Training	4,612	2,300	2,760	167.11%	83.33%
Insurance	8,794	8,856	8,856	99.30%	100.00%
Technology	31,292	64,948	77,937	40.15%	83.33%
Office Supplies	20,229	7,918	9,501	212.91%	83.33%
Printing/Binding	8,791	750	900	976.79%	83.33%
Other Operating	19,322	7,358	8,830	218.83%	83.33%
<b>Total Coalition Operating Expenditures</b>	<b><u>1,340,920</u></b>	<b><u>1,391,874</u></b>	<b><u>1,668,478</u></b>	<b>80.37%</b>	<b>83.42%</b>
<b>Total Expenditures</b>	<b><u>35,940,752</u></b>	<b><u>36,781,114</u></b>	<b><u>44,874,664</u></b>	<b>80.09%</b>	<b>81.96%</b>
<b>Net Revenue Over Expenditures</b>	<b>0</b>				

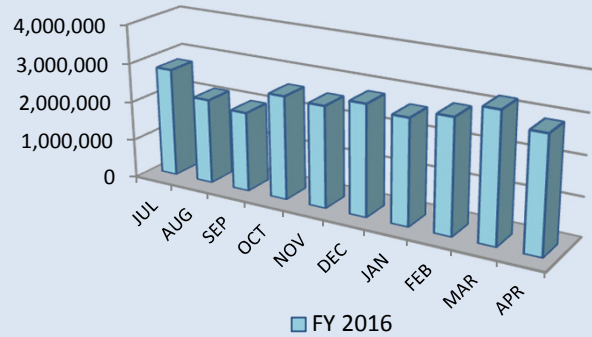
# INFORMATION PERFORMANCE REPORT - APRIL 2016

SR SERVICE INFORMATION & SLOT EXPENDITURES

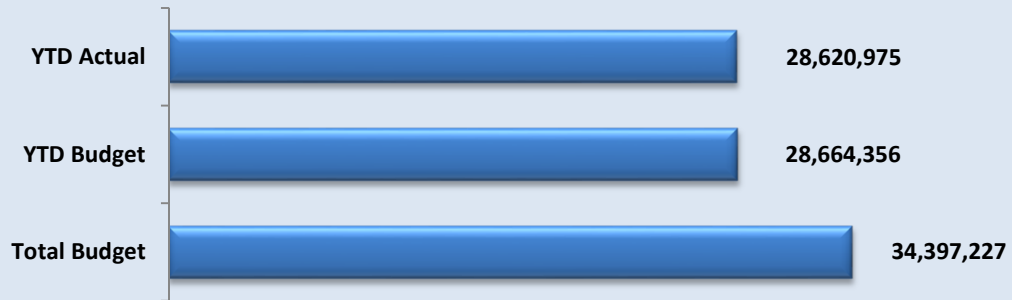
**Children Served - School Readiness**



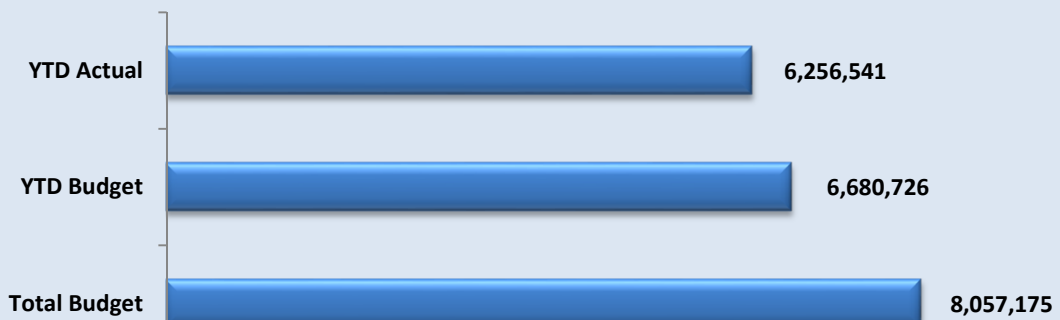
**School Readiness Slot Expenditures**



**School Readiness Year-to-Date Slot Expenditures**  
83.21% Expended



**School Readiness Year-to-Date Operating Expenditures**  
Operating Cap - 22%    Year-to-Date Operating Expenditures - 17.93%



SR OPERATING EXPENDITURES



Early Learning Coalition of Hillsborough County  
**Voluntary Prekindergarten (VPK)**  
Statement of Revenues and Expenditures  
From 7/1/2015 Through 04/30/16

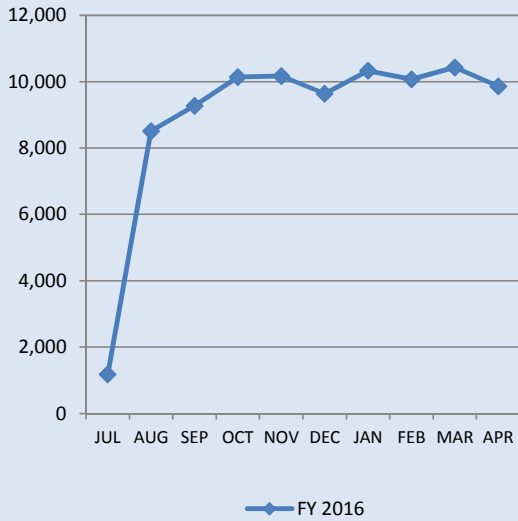
(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
<b>Revenue</b>					
OEL Voluntary Pre-K	24,542,779	25,312,174	28,798,839	85.22%	87.89%
<b>Total Revenue</b>	<b><u>24,542,779</u></b>	<b><u>25,312,174</u></b>	<b><u>28,798,839</u></b>	<b>85.22%</b>	<b>87.89%</b>
<b>Program Expenditures</b>					
<i>School Board of Hillsborough County</i>					
Operations	468,665	408,336	490,003	95.65%	83.33%
Direct Services	23,673,721	24,440,502	27,763,833	85.27%	88.03%
<i>Subtotal School Board of Hills County</i>	<i>24,142,387</i>	<i>24,848,838</i>	<i>28,253,836</i>	<i>85.45%</i>	<i>87.95%</i>
Early Childhood Council	19,963	27,500	22,000	90.74%	125.00%
<b>Total Program Expenditures</b>	<b><u>24,162,349</u></b>	<b><u>24,876,338</u></b>	<b><u>28,275,836</u></b>	<b>85.45%</b>	<b>87.98%</b>
<b>Coalition Operating Expenditures</b>					
Personnel	289,931	333,643	400,372	72.42%	83.33%
Occupancy	24,957	29,182	35,018	71.27%	83.33%
Professional Fees	31,099	11,601	13,921	223.40%	83.33%
Travel & Training	3,666	5,667	6,800	53.91%	83.33%
Insurance	4,438	4,275	5,130	86.51%	83.33%
Technology	14,172	24,143	28,972	48.91%	83.33%
Educational Supplies	0	250	300	0.00%	83.33%
Office Supplies	2,887	4,528	5,433	53.14%	83.33%
Outreach	951	4,167	5,000	19.02%	83.33%
Printing/Binding	4,412	11,792	14,150	31.18%	83.33%
Other Operating	3,917	6,589	7,907	49.54%	83.33%
<b>Total Coalition Operating Expenditures</b>	<b><u>380,430</u></b>	<b><u>435,836</u></b>	<b><u>523,003</u></b>	<b>72.74%</b>	<b>83.33%</b>
<b>Total Expenditures</b>	<b><u>24,542,779</u></b>	<b><u>25,312,174</u></b>	<b><u>28,798,839</u></b>	<b>85.22%</b>	<b>87.89%</b>
<b>Net Revenue Over Expenditures</b>	<b>0</b>				

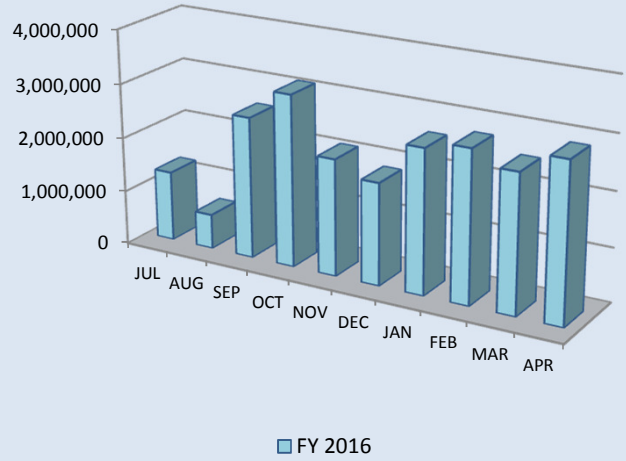
# INFORMATION PERFORMANCE REPORT - APRIL 2016

VPK SERVICE INFORMATION & SLOT EXPENDITURES

**Children Served - VPK**

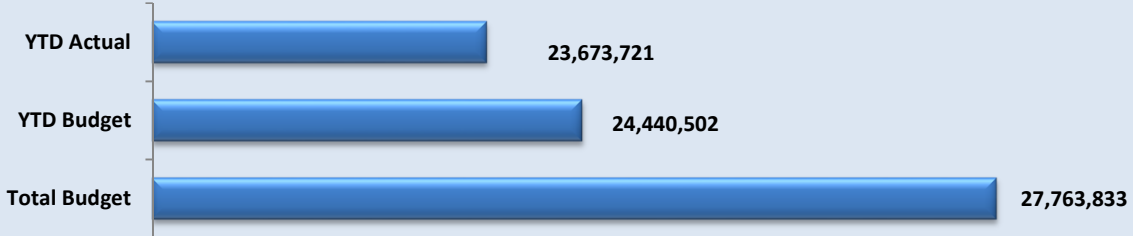


**Voluntary Prekindergarten Slot Expenditures**



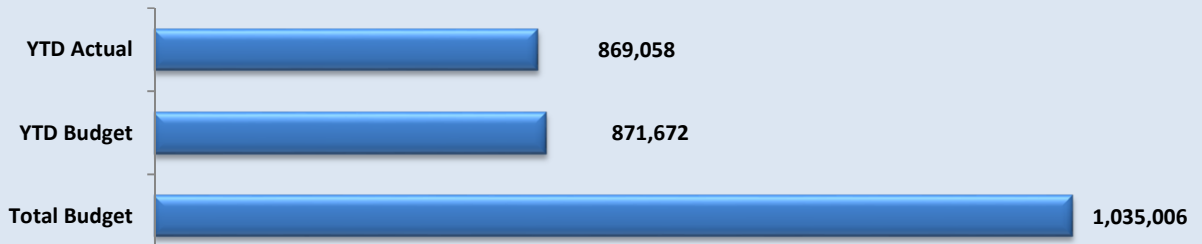
**VPK Year-to-Date Slot Expenditures**

**85.27% Expended**



**VPK Year-to-Date Administrative Expenditures**

**Cap - 4% YTD 3.58%**



VPK ADMINISTRATIVE EXPENDITURES

Early Learning Coalition of Hillsborough County

**CBHC Quality Counts for Kids**

Statement of Revenues and Expenditures

From 7/1/2015 Through 04/30/16

(In Whole Numbers)

	Current Year	YTD Budget -	Total Budget -	Percentage	Budget
	Actual	Revised	Revised	of Budget	Projected
				used to Date	Percentage to
					date
<b>Revenue</b>					
CBHC Quality Counts for Kids	1,602,606	1,613,817	1,936,580	82.75%	83.33%
<b>Total Revenue</b>	<b><u>1,602,606</u></b>	<b><u>1,613,817</u></b>	<b><u>1,936,580</u></b>	<b>82.75%</b>	<b>83.33%</b>
<b>Program Expenditures</b>					
Champions for Children	140,480	146,637	175,964	79.83%	83.33%
Early Childhood Council	168,501	180,945	217,134	77.60%	83.33%
Hillsborough Community College	125,519	125,519	125,519	100.00%	100.00%
University of South Florida	222,368	283,645	340,374	65.33%	83.33%
<b>Total Program Expenditures</b>	<b><u>656,868</u></b>	<b><u>736,746</u></b>	<b><u>858,991</u></b>	<b>76.47%</b>	<b>87.06%</b>
<b>Coalition Operating Expenditures</b>					
Personnel	447,000	489,858	587,829	76.04%	83.33%
Occupancy	91,830	91,600	109,920	83.54%	83.33%
Professional Fees	9,543	6,565	7,878	121.12%	83.33%
Travel & Training	17,124	15,233	18,280	93.68%	83.33%
Quality Action Grants	216,159	224,392	269,271	80.28%	83.33%
Insurance	3,891	1,444	1,444	269.50%	100.02%
Technology	48,627	25,394	30,472	159.58%	83.33%
Educational Supplies	39,235	27,606	33,127	118.44%	83.33%
Office Supplies	3,215	3,396	4,075	78.89%	83.33%
Outreach	657	6,287	7,545	8.71%	83.33%
Printing/Binding	4,765	4,271	5,125	92.98%	83.33%
Other Operating	3,802	5,472	6,567	57.90%	83.33%
<b>Total Coalition Operating Expenditures</b>	<b><u>885,848</u></b>	<b><u>901,519</u></b>	<b><u>1,081,533</u></b>	<b>81.91%</b>	<b>83.36%</b>
<b>Total Expenditures</b>	<b><u>1,542,716</u></b>	<b><u>1,638,264</u></b>	<b><u>1,940,524</u></b>	<b>79.50%</b>	<b>84.42%</b>
<b>Net Revenue Over Expenditures</b>	<b>59,890</b>				

Early Learning Coalition of Hillsborough County

**General**

Statement of Revenues and Expenditures

From 7/1/2015 Through 04/30/16

(In Whole Numbers)

	Current Year	YTD Budget -	Total Budget -	Percentage	Budget
	Actual	Revised	Revised	of Budget	Projected
				used to Date	Percentage to
					date
<b>Revenue</b>					
Hillsborough County BOCC	356,594	398,333	478,000	74.60%	83.33%
Other Community Programs	34,919	31,667	38,000	91.89%	83.33%
<b>Total Revenue</b>	<b><u>391,513</u></b>	<b><u>430,000</u></b>	<b><u>516,000</u></b>	<b>75.87%</b>	<b>83.33%</b>
<b>Program Expenditures</b>					
School Readiness	0	0	102,100	0.00%	0.00%
Community Initiatives	135,625	145,833	175,000	77.50%	83.33%
<b>Total Program Expenditures</b>	<b><u>135,625</u></b>	<b><u>145,833</u></b>	<b><u>277,100</u></b>	<b>48.94%</b>	<b>52.63%</b>
<b>Coalition Operating Expenditures</b>					
Personnel	55,018	24,964	29,957	183.66%	83.33%
Travel & Training	12,359	21,800	24,000	51.49%	90.83%
Technology	51,162	41,667	50,000	102.32%	83.33%
Educational Supplies	0	33,333	40,000	0.00%	0.00%
Office Supplies	8,691	6,660	7,992	108.74%	83.33%
Outreach	28,991	66,667	80,000	36.24%	83.33%
Printing/Binding	1,236	417	500	247.29%	83.33%
Other Operating	13,103	6,958	8,350	156.92%	83.33%
<b>Total Coalition Operating Expenditures</b>	<b><u>170,560</u></b>	<b><u>202,466</u></b>	<b><u>240,799</u></b>	<b>70.83%</b>	<b>84.08%</b>
<b>Total Expenditures</b>	<b><u>306,185</u></b>	<b><u>348,299</u></b>	<b><u>517,899</u></b>	<b>59.12%</b>	<b>67.25%</b>
<b>Net Revenue Over Expenditures</b>	<b>85,328</b>				

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**ISSUE:** Rebrand Project Update

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On May 20, 2016 Rebrand Project consultant, Sparxoo put forth a report that compiled the results of their work during the end of stage three and most of stage 4 of the rebranding project. In that report, Sparxoo delivered their recommendations for the Coalition's new brand Identity, which is comprised of the logo, tagline, and brand style assets. The full report was forwarded to all Board members on Monday, May 25, 2016 for review and confirmation of the recommended new brand logo and selection of the brand asset colors via an online survey. 14 of 23 Board members responded to the survey, the majority confirming the recommendations of Sparxoo and selecting color palette C as the new brand identity colors. The image below reflects the survey results.



Upon receiving the Board's confirmation, Sparxoo has now moved into the fifth and final stage of the rebrand project. Next steps will be to:

- Provide the following deliverables: final logo, brand guidelines, letterhead, business cards, PowerPoint templates, annual report, case for support, portfolio folders and internal alignment/training for the Coalition staff.
- Provide brand rollout and launch schedule to be implemented by Coalition staff and strategy for ongoing evaluation of new brand position and strength.

All deliverables and final stages of the project are due to be complete by June 30, 2016, which is the last day of the Coalition's fiscal year 2015-2016. Staff and Sparxoo are confident that all deliverables will be completed and received by the established deadline.



**EARLY  
LEARNING  
COALITION**  
OF HILLSBOROUGH COUNTY

**BUILDING OUR NATION'S FUTURE**



Early Learning Coalition of Hillsborough County

**CCDF PLAN: AFFECTS OF THE  
REAUTHORIZATION OF CCDBG**

Quality Initiatives

# GENERAL IMPACT



# Upcoming Changes

- Licensing
- LIVESCAN
- Contracts
  - PFP
  - QRIS





# Licensing

- New Requirements around Health & Safety
- Partnering to Relay the Messaging



# LIVESCAN

- Every Provider Impacted
- Need for Modified Coalition Staffing Model



# Contracts

- VPK Two Types
  - School Year
  - Summer
- SR Three Types
  - SR
  - PFP
  - Contracted
  - Performance Funding Project (Pay for Performance)
    - 30 Providers
      - Three Tiers
      - Quarterly payments VS Increased Reimbursement
  - Contracted
    - Priority: Poverty Track Census & QRIS
    - Increased Reimbursement



# QUESTIONS & ANSWERS



# Thank you for your time & attention!



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Tampa, FL 33605

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Web: [www.elchc.org](http://www.elchc.org)

2015 MARKET RATES FULL TIME, NON-GOLD SEAL, PRIVATE CENTERS, AVERAGE RATE				ACTUAL SCHOOL READINESS REIMBURSEMENT RATES			AVERAGE % OF 75 <sup>TH</sup> PERCENTILE
COALITION	INFANTS	TODDLERS	PRESCHOOL	INFANTS	TODDLERS	PRESCHOOL 3	
Hillsborough	\$174	\$145	\$127	\$138.00	\$115.00	\$92.00	68%
Orange	\$171	\$147	\$128	\$127.50	\$110.50	\$97.75	67.5%
Palm Beach	\$206	\$173	\$158	\$143.80	\$126.25	\$102.40	59%
Pinellas	\$224	\$158	\$137	\$175.10	\$152.85	\$99.05	69%
Duval	\$162	\$137	\$116	\$143.75	\$132.25	\$109.25	69%

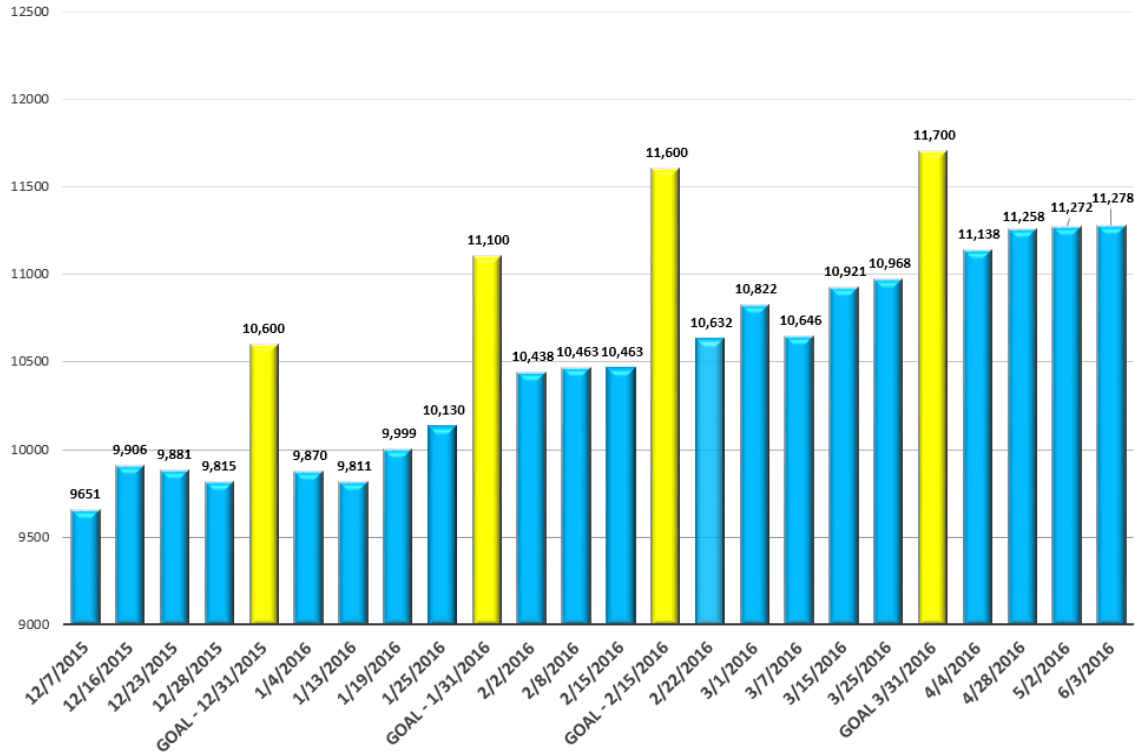
The chart above provides the market rates and actual school readiness reimbursement rates for five coalitions of similar size. The goal of the Federal CCDF funding is to approach the 75 percentile for reimbursement rates however it should be noted that less than a handful of states are able to meet this goal. The column to the far right indicates that all five coalitions have similar results regarding this goal. In a review of the actual reimbursement rates for infants, toddlers and preschool (ages 2, 3 & 4), it would appear that our reimbursement rates for two year old and three year old children are especially low. Current rates for 2's is \$99/week; for 3's it is \$92/week and for 4's it is \$94/week. The breakdown below provides the rates for 2's, 3's and 4 year olds for each of the five coalitions:

COALITION	2 year olds	3 year olds	4 year olds
Hillsborough	\$99	\$92	\$94
Orange	\$102	\$97.75	\$97.75
Palm Beach	\$104.45	\$102.40	\$101.35
Pinellas	\$113.30	\$99.05	\$99.05
Duval	\$103.75	\$95	\$85

The greatest discrepancy in rates for Hillsborough County appears to be for children age 2 and 3. This coincides with the fact that the last increase in reimbursement rates in Hillsborough County was for Infants and Toddlers.

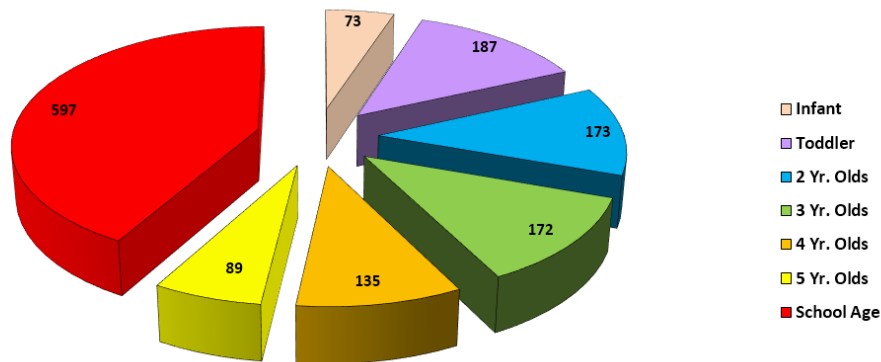
**Data as of June 3, 2016**

**Active School Readiness Enrollments**



The goals are based the level of expenditures needed to prevent a lapse of School Readiness funds. Current enrollments are still significantly lower than the goals needed to minimize potential lapse of funding by year end.

**OEL SR Children on Wait List by Care Level  
6-3-2016**



Currently there are 1,426 children on the School Readiness Waiting list which is a 40% increase since May 2016.

Staff resources: N. Metsker References: EFS database & OEL Family Portal SR WL.

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**ISSUE:** OEL On-site Financial Monitoring results for 2016

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**BACKGROUND:**

Each year, as part of the grant award requirement, the Office of Early Learning (OEL) performs financial monitoring of all Early Learning Coalitions. For 2016, the Coalition's financial monitoring was performed by audit firm Harvey, Covington, and Thomas (HCT) of South Florida. The 2016 on-site monitoring was performed from March 15-18, 2016 and covered the period of January 1, 2015 through December 31, 2015. For this financial monitoring, there were two findings.

- Finding #1 –Outreach activities without required OEL logo elements.
  - During our detailed testing, we identified one outreach ad/event flyer for the Tampa Bay Kids Expo held on October 3, 2015 that did not include the required OEL logo disclosures. The Coalition's grant agreement with OEL states the OEL logo and a statement of sponsorship will be included on all sponsorship materials. This compliance requirement was not met for this outreach ad found on social media.
  - Coalition response:
    - The Coalition has acknowledged the finding and has taken the following action:
    - All outreach ad/event flyers as well as social media, and the ELCHC website will contain the OEL logo and a statement of sponsorship.
  
- Finding #2 - Subrecipient Monitoring – Missing required federal data elements in contract
  - During detailed testing of two sampled subrecipient contracts, we noted missing data elements required for subawards.
    - **Date:** Various; **GL Code:** 6015 – Professional Services – Program Agency Subrecipient; **Amount:** \$71,500.00; **Grant period/OCA Code:** 2014-2015 and 2015-16/Various OCAs; **Vendor/Payee:** Early Childhood Council of Hillsborough County, Inc.; **Description:** Inclusion training and technical assistance services to childcare providers; **Issue:** The Coalition's agreement with this entity is missing the following data elements required for all subrecipient subawards.
  
    - **Date:** Various; **GL Code:** 6015 – Professional Services – Program Agency Subrecipient; **Amount:** \$39,677,520.00; **Grant period/OCA Code:** 2014-2015 and 2015-16/Various OCAs; **Vendor/Payee:** School Board of Hillsborough County; **Description:** central agency services to provide school readiness program services, eligibility determinations, enrollment management, provider payment services, training and technical assistance to providers; **Issue:** The Coalition's agreement with this entity is missing the following data elements required for all subrecipient subawards.



- 
- The sub-award was not clearly identified to the subrecipient as a sub-award
  - Subrecipient DUNS number (see 2 CFR Part 200.32 Data Universal Numbering System)
  - Federal award identification number (FAIN)
  - Name of the federal awarding agency, pass-through entity, and contact information for the awarding official
  - CFDA number and name, must identify the dollar amount made available under each CFDA number at the time of disbursement
  - The CSFA number, name and amount for state financial assistance
- Coalition response:
    - The Coalition has acknowledged the finding and has taken the following action:
    - All future subrecipient contracts will contain the required state and federal data elements based on OEL guidance.

**Independent Accountants' Report on  
Financial Compliance Advisory Services**

**Early Learning Coalition of Hillsborough County, Inc.  
(ELC 19)**

**2015-16 Financial Monitoring Report**  
*Period Reviewed: January 1, 2015 - December 31, 2015*

The Florida Office of Early Learning is an equal opportunity employer/program. The Florida Office of Early Learning will provide auxiliary aids and services upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

**Independent Accountants' Report on Financial Compliance Advisory Services**  
**Early Learning Coalition of Hillsborough County, Inc. (ELC 19)**  
**2015-16 Financial Monitoring Report**  
*Period Reviewed: January 1, 2015 - December 31, 2015*

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March 18, 2016

State of Florida  
Office of Early Learning  
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Office of Early Learning's 2015-16 Onsite Financial Monitoring Tool for the Early Learning Coalition of Hillsborough County, Inc. (ELC 19 or the entity). These services were contracted by the Office of Early Learning (OEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes.

- 45 Code of Federal Regulations (CFR) § 75.342(a), USDHHS, *Monitoring and reporting program performance*;
- 2 CFR § 200.328(a), *Monitoring and reporting program performance*;
- 2 CFR § 200.331(d), *Requirements for pass-through entities*; and
- Chapter 1002.82(2)(p), Florida Statutes (F.S.), *OEL; powers and duties*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. OEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On March 15, 2016 through March 18, 2016, we visited Early Learning Coalition of Hillsborough County, Inc. (ELC 19) and performed financial compliance consulting services as summarized in OEL's 2015-16 Onsite Financial Monitoring Tool for the period January 1, 2015 through December 31, 2015. The procedures performed and our related findings begin on page 6 of this report.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the entity's compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Uniform Grant Guidance, Code of Federal Regulations, or other state and federal requirements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to OEL.

This report is intended solely for the information and use of OEL and OEL's management, and is not intended to be and should not be used by anyone other than these specified parties.

*HCT Certified Public Accountants & Consultants, LLC.*

HCT Certified Public Accountants & Consultants, LLC.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report Period Reviewed: January 1, 2015 – December 31, 2015

### *Executive Summary*

#### I. Executive Summary

##### 1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in OEL's 2015-16 Onsite Financial Monitoring Tool, which is available on OEL's website.

*2015-16 Onsite Financial Monitoring Tool*

[http://www.floridaearlylearning.com/coalitions/hot\\_topics/monitoring\\_schedule.aspx](http://www.floridaearlylearning.com/coalitions/hot_topics/monitoring_schedule.aspx)

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives, used during this engagement and the related monitoring results are summarized here.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)		
2015-16 Monitoring Results		
Objectives <sup>(1)</sup>	Prior Period Findings	Current Period Findings
1.0 – Preventive /corrective action plan (PCAP) Implementation	-	-
2.0 – Financial management systems	-	1
3.0 – Internal control environment	1	-
4.0 – Cash management	-	-
5.0 – OEL's statewide information system <sup>1</sup>	N/A	N/A
6.0 – Prepaid program items	-	-
7.0 – Cost allocation and disbursement testing	-	-
8.0 – Travel	1	-
9.0 – Purchasing	-	-
10.0 – Contracting	1	-
11.0 – Subrecipient monitoring	-	1
<b>TOTAL</b>	<b>3</b>	<b>2</b>

(1) Objective 5.0 – For 2015-16, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective has been shown for disclosure purposes only.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

Period Reviewed: January 1, 2015 – December 31, 2015

### Executive Summary

Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings which should have been corrected remain unresolved.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)				
Status of Prior Period Findings				
Finding	Resolved	Partially Resolved	Unresolved	New Finding
<b>ELC 19-2014-15-001</b> Internal control environment – Lack of supporting documentation maintained during the employee termination process	X			None
<b>ELC 19-2014-15-002</b> Travel – Untimely submission of employee expense reports	X			None
<b>ELC 19-2014-2015-003</b> Contracting – Incomplete documentation for contract transaction	X			None

These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Since Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program, the minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. If the entity has current period findings it must submit a preventive/corrective action plan (PCAP) response to OEL within 30 days of receiving this report. Please contact OEL staff with any questions about the PCAP process.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

*Period Reviewed: January 1, 2015 – December 31, 2015*

### *Executive Summary*

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#### **2.0 Observations**

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in *The Schedule of Observations* and is summarized here.

#### **Observations from 2015-16 onsite visit**

The monitoring team noted no observations in the current period.

#### **Items for OEL follow-up**

The monitoring team noted no items for OEL follow-up.

This monitoring report is intended solely for the information and use of OEL and OEL's management and is not intended to be and should not be used by anyone other than these specified parties.



# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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## II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in OEL's 2015-16 Onsite Financial Monitoring Tool, which is available on OEL's website.

*2015-16 Onsite Financial Monitoring Tool*

[http://www.floridaearlylearning.com/coalitions/hot\\_topics/monitoring\\_schedule.aspx](http://www.floridaearlylearning.com/coalitions/hot_topics/monitoring_schedule.aspx)

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the entity's personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

### **1.0 – Preventive/corrective action plan (PCAP) implementation**

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The current period monitoring procedures were performed to determine if the entity implemented the required preventive and corrective actions as described in the accepted PCAP from the most recently closed grant program year.

#### **Prior Period Finding # ELC 19-2014-15-001**

Internal Control Environment – Lack of supporting documentation maintained during the employee termination process

Finding/Condition: Finding/Condition: During our detailed testing, we noted incomplete evidence of the Coalition's internal control processes for exit tasks performed for terminated or outgoing employees. *Note: Although the Coalition's documentation elements were incomplete as discussed here, no instances of impaired operations were identified.*

Status: **Corrective action resolved.**

#### **Prior Period Finding # ELC 19-2014-15-002**

Travel – Untimely submission of employee expense reports

Finding/Condition: During our detailed testing, we noted an employee submitted a travel reimbursement request totaling \$563.51 in December 2014 for meals purchased in July 2014. State travel statutes and instructions from the FDOE Travel Manual require reimbursement requests be prepared and submitted monthly.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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Status: **Corrective action resolved.**

**Prior Period Finding # ELC 19-2014-2015-003**

Contracting – Missing required federal and state contract provisions

Finding / Condition: During our detailed testing, we sampled five contracts and identified four contract instances totaling \$9,182.27 where required federal and/or state contract provisions were missing.

Status: **Corrective action resolved.**

## **2.0 – Financial management systems**

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The current period monitoring procedures were performed to gain an understanding of the entity’s financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of entity personnel.

**Finding # ELC 19-2015-2016-001**

Financial management systems - Outreach activities without required OEL logo elements

Finding/Condition: During our detailed testing, we identified one outreach ad/event flyer for the Tampa Bay Kids Expo held on October 3, 2015 that did not include the required OEL logo disclosures. The Coalition’s grant agreement with OEL states the OEL logo and a statement of sponsorship will be included on all sponsorship materials. This compliance requirement was not met for this outreach ad found on social media.

Criteria: For logo disclosure requirements, see 2014-15 grant agreement (Exhibit I, A – page 7), Section 2.11.18 – *Publication or statement of state sponsorship*. Also see section 28 of the 2014 – 2015 and 2015 - 2016 grant agreement. Also, see section 286.25, F.S. - *Publication or statement of state sponsorship* - Any nongovernmental organization which sponsors a program financed partially by state funds or funds obtained from a state agency shall, in publicizing, advertising, or describing the sponsorship of the program, state: “Sponsored by (name of organization) and the State of Florida.” If the sponsorship reference is in written material, the words “State of Florida” shall appear in the same size letters or type as the name of the organization.

Cause: Management overlooked the related documentation and compliance requirements for these events.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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Effect: Noncompliance with OEL grant agreement section 2.11.18 Exhibit I, A – page 7), Section 2.11.18 – *Publication or statement of state sponsorship*. Sufficient documentation to demonstrate costs incurred by grant programs are reasonable, necessary and provide a benefit to program operations is required to avoid potential questioned costs that could be determined to be unallowable. Without this documentation the Coalition has increased operating risks for sponsorship activities with unclear purpose and/or benefits to the grant program(s) charged.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for OEL the results reported here. Tests indicate one or more events were held to benefit local early learning program activities.
2. Review Coalition operations for the monitoring period to determine if other similar events may have occurred. Prepare a summary schedule of any events held in program year 2014-15 and 2015-2016. The summary should include a list of events by title, date, source of any funding used (SR or VPK program dollars), and total amount(s) spent.
3. Submit summary from item #2 to OEL for review. Upon review, OEL will provide technical assistance suggestions and instructions on applicable documentation requirements and remitting any funds determined to be incurred for unallowable costs (if applicable).
4. Review, and revise as necessary, the Coalition's internal control policies and procedures related to the marketing and outreach efforts for Coalition events on social media in order to be in compliance with Federal and State statutes. Coordinate with OEL as needed for technical assistance.
5. Conduct training to help ensure Coalition staff knows about and can follow established or revised internal controls, policies and procedures for OEL and Coalition logo requirements.

### **3.0 – Internal control environment**

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The current period monitoring procedures were performed to gain an understanding of the entity's internal control environment through testing of key internal controls and observation of entity operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

**No findings were noted in the current period.**

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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#### 4.0 – Cash management

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The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

**No findings were noted in the current period.**

#### 5.0 – OEL’s statewide information system reporting and reconciliation – N/A for 2015-16

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#### 6.0 – Prepaid program items

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The current period monitoring procedures were performed to identify any prepaid program activity for this entity. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

**No findings were noted in the current period.**

#### 7.0 – Cost allocation and disbursement testing

---

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the entity’s financial records. Sampled items were tested to ensure the activity: is allowable, has appropriate approval (including pre-approval from OEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by OEL.

**No findings were noted in the current period.**

#### 8.0 – Travel

---

The current period monitoring procedures were performed to determine if the entity’s sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and entity-established policies.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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**No findings were noted in the current period.**

#### 9.0 – Purchasing

---

The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the entity's procurement policies.

**No findings were noted in the current period.**

#### 10.0 – Contracting

---

The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the entity's contracting processes comply with federal and state requirements, as well as the entity's own contracting policies.

**No findings were noted in the current period.**

#### 11.0 – Subrecipient monitoring

---

The current period monitoring procedures were performed to identify any subrecipient activity for this entity. If such activity was found, monitoring procedures were applied to determine if the entity's disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the entity's own policies and procedures.

**Finding # ELC 19-2015-16-002**

Subrecipient Monitoring – Missing required federal data elements in contract

Finding/Condition: During detailed testing of two sampled subrecipient contracts, we noted missing data elements required for subawards.

- **Date**: Various; **GL Code**: 6015 – Professional Services – Program Agency Subrecipient; **Amount**: \$71,500.00; **Grant period/OCA Code**: 2014-2015 and 2015-16/Various OCAs; **Vendor/Payee**: Early Childhood Council of Hillsborough County, Inc.; **Description**: Inclusion training and technical assistance services to childcare providers; **Issue**: The Coalition's agreement with this entity is missing the following data elements required for all subrecipient subawards.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

Period Reviewed: January 1, 2015 – December 31, 2015

### *Schedule of Findings*

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- **Date:** Various; **GL Code:** 6015 – Professional Services – Program Agency Subrecipient; **Amount:** \$39,677,520.00; **Grant period/OCA Code:** 2014-2015 and 2015-16/Various OCAs; **Vendor/Payee:** School Board of Hillsborough County; **Description:** central agency services to provide school readiness program services, eligibility determinations, enrollment management, provider payment services, training and technical assistance to providers; **Issue:** The Coalition’s agreement with this entity is missing the following data elements required for all subrecipient subawards.
  - The sub-award was not clearly identified to the subrecipient as a sub-award
  - Subrecipient DUNS number (see 2 CFR Part 200.32 Data Universal Numbering System)
  - Federal award identification number (FAIN)
  - Name of the federal awarding agency, pass-through entity, and contact information for the awarding official
  - CFDA number and name, must identify the dollar amount made available under each CFDA number at the time of disbursement
  - The CSFA number, name and amount for state financial assistance

Criteria: 2 CFR § 200.331(a), *Requirements for pass-through entities*, provides a list of required subaward disclosures. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward and notice of this information must be documented.

Cause: Failure of the subrecipient to furnish required data elements within the documents.

Effect: Non-compliance with the OEL annual grant award and Section 2 CFR Part 200 Section 200.331(d). Incomplete or unclear written language for intended subrecipient grant/contract services and/or the related terms and conditions increase the Coalition’s risks for inadvertent staff errors which may result in potential questioned costs for related disbursements.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for OEL the results described for the tested subrecipient contracts. Tested records indicate contracts with the Early Childhood Council of Hillsborough County, Inc. and the School Board of Hillsborough County (totaling \$39,749,020 annually) were missing required federal data elements for subrecipient agreements.
2. *Active 2015-16 contracts.* Review Coalition activities for July 1, 2015 to the current date and prepare a listing of other active subrecipient agreements. Review each of these

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2015-16 Financial Monitoring Report

*Period Reviewed: January 1, 2015 – December 31, 2015*

### *Schedule of Findings*

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agreements to verify required federal data elements for subrecipient contracts are included. Coordinate with OEL for technical assistance.

3. Amend or update any active Coalition subrecipient agreements found for missing required federal data elements.
4. Submit summary from items #2 and #3 above (if applicable), to OEL for review. Upon review, OEL will provide technical assistance suggestions and instructions for obtaining adequate “after-the-fact” documentation or for remitting any funds determined to be incurred for unallowable costs (if applicable).
5. Review, and revise as necessary, the Coalition’s policies, procedures and internal controls related to required federal data elements for subrecipient agreements to ensure adequate guidance to staff.
6. Conduct training as necessary to help ensure Coalition staff knows about and can follow established or revised internal controls, policies and procedures.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

**2015-16 Financial Monitoring Report**  
*Period Reviewed: January 1, 2015 – December 31, 2015*

## ***Schedule of Observations***

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### **III. Schedule of Observations**

#### **1.0 Observations from 2015-16 onsite visit**

The monitoring team noted no observations in the current period.

#### **2.0 Items for OEL follow-up**

The monitoring team noted no items for OEL follow-up.