



Board of Directors Meeting

Monday, May 9, 2016
 5:30 pm until close of business
 1002 E. Palm Ave, Board Room
 Tampa, FL 33605
 Call-in: **1-866-866-2244**
 Access Code: **5194796**

**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 April 11, 2016 Board Meeting Minutes (p. 2)
 - C. Executive Director Report **D. McGerald**
 - D. Board Chair Report **A. Patel, Chair**
 - E. ReadyRosie Presentation (p. 7) **E. Roden**

- II. OLD BUSINESS**
 - A. Transition Update (p. 9) **D. McGerald, K. Perkins**
 - B. VPK OEL Funding Advance (p. 11) **S. Costner**

- III. ACTION ITEMS**
 - A. FY 2016-2017 Proposed Meeting Calendar (p. 21) **A. Patel, Chair**

- IV. FINANCE/UTILIZATION REPORT (p. 23)** **S. Costner**

- V. COMMITTEE UPDATES**
 - A. Executive/Finance Committee **A. Patel, Chair**
 - B. Governance Committee **S. Robinson, Co-Chair**
 - C. Communications & Outreach Committee **D. Jacob, Co-Chair**
 - a. Rebrand Presentation by Sparxoo

- VI. INFORMATION ITEMS**
 - A. Dashboard (p. 31)
 - B. Legislative Update (p. 32)

- VII. 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.

- VIII. ADJOURNMENT**

UPCOMING MEETINGS

Governance Committee Meeting – Monday, May 31, 2016 @ 4:30 pm
 Board of Directors Meeting – Monday, June 13, 2016 @ 5:30 pm



MEETING MINUTES

Meeting Name:	Board of Directors Meeting	Date:	April 11, 2016
Facilitator:	Aakash Patel, Chair	Time:	5:30 pm
Location:	1002 E. Palm Avenue, Board Room, Tampa, FL 33605		
Board Members Present:	Aakash Patel, Barbara Hancock, Carlos Del Castillo, Dianne Jacob, Dr. Jacquelyn Jenkins, Jennifer Kuhn*, Joe McElroy, Kelley Parris*, Brian McEwen, Sandra Murman, Luke Buzard, Lynne Hildreth, Marie Caracciola, Mary Hancock, and Dr. Shawn Robinson.		
Board Members Absent:	Angela Chowning, Robert Buesning, Douglas Holt, Edward Peachy, Jill Hammond, Brian Killingsworth, Dr. Rahul Mehra, and Scott Barrish.		
ELCHC Staff:	Steve Costner, Bobbi Davis, Stacey Francois, Lorinda Gamson, Mary Harper, Twyla Hartz, Sharon Hayes, Daisy Homan, Katherine Javier, Cathy Konkler, Tracy Knight, Nancy Metsker, Sally McGinnis, Miriam Ortiz, Karen Perkins, Janet Stutzman, and Tracie White.		
Other Attendees:	Tina Gill, Board Attorney Steve Lee, Julie Cole, Marey Ringdahl, Rebecca Cotto-Lopez, Debbi Bode, Marina Harkness, Laura White, Daryl Clark.		

*Indicates presence via phone.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER	
	A. Quorum Verification	Noting that quorum had been established, Chair Patel called the meeting to order at 5:32 pm.
	B. Approval of March 7, 2016 Board Meeting Minutes	<i>Luke Buzard made a motion to approve the March 7, 2016 Board Meeting Minutes. Carlos Del Castillo made a second. The motion carried unanimously.</i>
	A. Executive Director Report	Dave McGerald, Chief Executive Officer of the Early Learning Coalition, announced his retirement. Mr. McGerald noted that his last day in the office would be July 1, 2016, and his last date of employment would be August 12, 2016. Mr. McGerald added that the Chief Operating Officer, Karen Perkins and the Director of Early Learning Initiatives, Mary Harper will take over some responsibility during the time of transition.
	B. Board Chair Report	Chair Patel announced the resignation of two Board members, Donna Bevis and Lindsay Seel. Chair Patel noted that there are a total of three private sector vacancies on Board. It was noted that Board membership applications can be found on the ELCHC website's Board page. Chair Patel noted that Board membership and recruitment would be discussed at the Governance Committee meeting on May 31, 2016. Lynne Hildreth requested that an updated Board

MEETING MINUTES – Board of Directors Meeting
Monday, April 11, 2016 5:30 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p>demographic survey be done to assist in recruitment efforts.</p> <p>Chair Patel announced that Rodney MacKinnon, Executive Director for the Florida Office of Early Learning, would attend the Board of Director’s meeting on May 9, 2016. Chair Patel added that he would send more information to the Board regarding Mr. MacKinnon’s visit.</p> <p>Chair Patel announced his appearance on WFLA to discuss the Coalition’s ReadyRosie initiative.</p>
II.	<p>OLD BUSINESS</p> <p>A. Special Needs Rate Report</p> <p>A discussion was held regarding the special needs rate for School Readiness programs. Karen Perkins addressed questions from the Board regarding the special needs care rate, the reimbursement requirements and review process as determined by the Office of Early Learning, and the number of providers currently receiving the special needs rate.</p> <p>B. Service Transition Update</p> <p>A discussion was held regarding the service transition update. Coalition staff addressed questions regarding the staff members hired, the new office space, Provider Portal enrollments, VPK provider reimbursements. Board members requested the average monthly VPK provider reimbursement cost and monthly date reports of VPK provider reimbursements.</p>	
III.	<p>ACTION ITEMS</p> <p>A. Televised Meeting Recommendation</p> <p>Chair Patel introduced the recommendation of the Executive/Finance Committee to review each meeting agenda for potential community interest and make a recommendation to televise Board meetings on an as needed basis. A discussion was held regarding the number of Board meetings per year and the value of televising every meeting.</p> <p><i>Dr. Shawn Robinson made a motion recommending that all Board Meetings be televised. Sandra Murman made a second. Lynne Hildreth opposed the motion. The motion carried.</i></p> <p>B. Proposed Meeting Schedule for FY 2016-2017</p> <p>Chair Patel requested that the action item to approve the proposed meeting schedule for FY 2016-2017 be tabled for approval at the Board Meeting on Monday, May 9, 2016. Chair Patel requested that Board members review their calendars and send any conflicts via email to Katherine Javier, Executive Assistant.</p> <p><i>Sandra Murman made a motion to table the action item for approval at the Board Meeting on Monday, May 9, 2016. Dr. Shawn Robinson made a second. The motion carried unanimously.</i></p>	

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
	<p>C. Budget Parameters for FY 2016-2017</p> <p>A discussion was held regarding budget parameters for FY 2016-2017. Board members requested information regarding salary data from other Coalitions, the Coalition’s salary history, clarification of benefit costs, provider reimbursement costs, and potential building lease options for the Institute for Early Childhood Professionals. Chair Patel suggested that the action item be tabled for discussion at a Budget workshop on Monday, May 9, 2016 at 4:00 pm.</p> <p><i>Dianne Jacob made a motion to table the Budget Parameters Discussion and schedule a budget workshop for Monday, May 9, 2016 at 4:00 pm. Brian McEwen made second. The motion carried unanimously.</i></p> <p>Chair Patel requested that Board members submit questions and recommendation in writing to Steve Costner by close of business on Friday April 22, 2016.</p>	
IV.	FINANCE/UTILIZATION REPORT	<p>Steve Costner presented the financial report for School Readiness, Voluntary Prekindergarten, Quality Counts for Kids, and General Funds for the period July 1, 2015 through February 29, 2016.</p>
V.	COMMITTEE UPDATES	<p>A. Executive/Finance Committee</p> <p>Chair Patel appointed Luke Buzard to serve as a member of the Governance Committee. Chair Patel appointed members of the Executive/Finance Committee and Governance Committee to serve as a committee for review and recruitment of the Executive Director. Chair Patel requested that a meeting of this Committee be scheduled before May 9, 2016.</p> <p>B. Governance Committee</p> <p>Co-Chair Dr. Shawn Robinson noted that there would be a Governance Committee meeting scheduled for Monday May 31, 2016.</p> <p>C. Communications & Outreach Committee</p> <p>Dianne Jacob announced that Sparxoo was the vendor chosen by the Communications & Outreach Committee for the ELCHC Rebrand. Ms. Jacob explained the selection process and the current timeline, noting that Sparxoo has begun conducting interviews with stakeholders. Ms. Jacob announced that Sparxoo would be holding a branding workshop on April 25, 2016 at the Coalition’s administrative office. Board members were encouraged to register and attend. Ms. Jacob addressed questions regarding the deliverables of the rebrand, noting consistency, building awareness through branding, updates for mobile and social media, messaging capabilities, and brand development.</p>
VI.	DISCUSSION	<p>A. ReadyRosie Update</p> <p>A discussion was held regarding the Coalition’s investment in ReadyRosie. It was noted that</p>

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p>VROOM, a new parent engagement tool that is free to the State and all Coalitions, had recently been released. Chair Patel suggested that the ReadyRosie developer, Emily Roden, make a presentation to the Board at the meeting on May 9, 2016.</p> <p>Further discussions were held regarding MyOn Reader preschool usage. Julie Cole and Marey Ringdahl from MyOn Reader presented the number of registrations as of March 31, 2016 in Hillsborough county.</p> <p>B. Executive Director Review It was recommended that the Executive Director Review and Recruitment Committee discuss the review process before the next Board meeting on May 9, 2016.</p> <p>C. Board Attendance Dr. Shawn Robinson presented Board Attendance records as of July 1, 2015.</p>
VII.	INFORMATION ITEMS	There were no information items discussed.
VIII.	PUBLIC COMMENT	<p>A. Julie Cole and Marcy Ringdahl from MyOn Reader made a public comment regarding a mayoral summer reading challenge for students, noting an event on July 14, 2016.</p> <p>B. Tina Gill made a public comment regarding provider access to special needs reimbursement process. A discussion was held regarding the special needs rate, reimbursement requirements and the review process as determined by the Office of Early Learning.</p>
IX.	ADJOURNMENT	<i>Citing no further business, Luke Buzard made a motion to adjourn the meeting at 7:24 pm. Joe McElroy made a second, the motion carried unanimously.</i>

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	The average total monthly payment paid to VPK providers.	S. Costner	4/15/2016
2.	VPK Provider reimbursement process (OEL cash advance, % of providers that apply for pre-payment, etc.)	S. Costner	4/15/2016
3.	Obtain a letter of assurance from the Office of Early Learning ensuring payment of cash advance for VPK Provider Payments.	Coalition Staff	5/9/2016
4.	Develop monthly data reports for VPK provider reimbursements.	Coalition Staff	7/1/2016
5.	Development of Board demographic questionnaire to aid in recruitment process.	Governance Committee	5/31/2016
6.	Schedule a Budget Workshop on May 9, 2016 at 4:00 pm	Coalition Staff	5/2/2016
7.	Submit Budget questions and recommendations in writing via email to Steve Costner by April 22, 2016.	Board of Directors	4/22/2016
8.	Send Doodle for Executive Director Review/Recruitment Committee.	K. Javier	5/2/2016
9.	Schedule a Governance Committee Meeting on May 31, 2016 at 4:30 pm.	K. Javier	5/24/2016

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



**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.



SCOPE OF SERVICES for 2016/2017

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

ISSUE: Service Delivery Transition

Based on the Revised Service Delivery System, the Coalition is implementing the following activities to support the successful service transition:

SERVICE NUMBERS:

ACTIVITY	IMPACT
<ul style="list-style-type: none"> VPK applications processed since March 8, 2016 	3,016 applications
<ul style="list-style-type: none"> Hosted four Provider Portal Orientations at Career Source 	71 providers
<ul style="list-style-type: none"> Hosted three Coffee and Contract sessions 	97 providers
	563 contracts
	SR=353
<ul style="list-style-type: none"> SR and/or VPK contracts that have been created and/or submitted via the Provider Portal as of May 2, 2016 	VPK 2017 = 180
	VPK Summer 2016 = 30

PHYSICAL SPACE:

ACTIVITY	COMPLETION DATE
<ul style="list-style-type: none"> Operationalized the Family Service Center in Suite 150. Currently four (4) family service specialists are available to help families complete the VPK registration process and/or apply for SR services. Since March 	April 25, 2016

STAKEHOLDER COMMUNICATIONS:

ACTIVITY	COMPLETION DATE
<ul style="list-style-type: none"> <i>Provider Notes</i> 	4/21/2016
<ul style="list-style-type: none"> <i>Coalition News & Updates</i> 	4/29/2017
<ul style="list-style-type: none"> <i>Provider Notes</i> 	5/6/2017
<ul style="list-style-type: none"> Phonevites reminders regarding contract due dates 	TBD

PERSONNEL

<ul style="list-style-type: none"> Posted CCR&R positions; 	April 18, 2016
<ul style="list-style-type: none"> Conduct CCR&R interviews 	Week of May 9th, 2016
<ul style="list-style-type: none"> Orient new CCR&R staff 	TBD
<ul style="list-style-type: none"> Post VPK Reimbursement Positions 	May 6, 2016
<ul style="list-style-type: none"> Conduct VPK Reimbursement Specialist interviews 	Week of May 23 rd , 2016 (tentative)
<ul style="list-style-type: none"> Orient Reimbursement staff 	Week of June 20 th , 2016

PROVIDER PORTAL

<ul style="list-style-type: none">• Provider Portal Orientation at Career Source Office in North Tampa.	April 9th, 16th, 23rd, 30th, and May 7th
<ul style="list-style-type: none">• Coffee & Contracts at IECP and ELCHC Administrative Offices	April 16th, 23, 30th, May 7th
<ul style="list-style-type: none">• Offer individual TA sessions for providers regarding the Provider Portal	TBD

ISSUE: VPK OEL Funding Advance

BACKGROUND: The Office of Early Learning Program Guidance 240.1, Cash Management Procedures (attached), advises Coalitions 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. Also, Rule 6M-8.205, Florida Administrative Code (FAC) 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, FAC.
 - 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.

The coalition may elect to receive an advance 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 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 for the direct services costs only.



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. 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).

OEL 240.01 - CASH MANAGEMENT PROCEDURES

- 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

ISSUE:	FY2016-17 Proposed Board and Executive/Finance Committee Meeting Schedule
FISCAL IMPACT:	N/A

BACKGROUND:

The attached document outlines the proposed FY2016-2017 Board and Executive/Finance Committee Meeting Schedule for the Board’s review.

Please note that Executive/Finance Committee meetings have historically been held on the 1st Monday of every other month at 4:00 pm and Board of Directors meetings have historically been held on the 2nd Monday of every other month at 5:30 pm. The proposed calendar for the FY2016-2017 offers the following exceptions:

Because of the holidays on Monday, July 4, 2016 (**Independence Day**) Monday, September 5, 2016 (**Labor Day**) and Monday, January 2, 2017 (**New Year’s Day Observed**) staff recommends the following dates as reflected on the proposed meeting schedule.

Executive/Finance Committee

- **Monday, July 11, 2016 at 4:00 pm**
- **Monday, September 12, 2016 at 4:00 pm**
- **Monday, January 9, 2017 at 4:00 pm**

In addition, staff recommends scheduling a Board Budget Workshop in May 2017.

- **Monday, May 8, 2017 at 5:30 pm**

(Attachment 1)



FY2016-2017 Proposed Meeting Schedule

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Monday, July 11, 2016

Monday, September 12, 2016

Monday, November 7, 2016

Monday, January 9, 2017

Monday, March 6, 2017

Monday, May 1, 2017

All meetings of the Early Learning Coalition of Hillsborough County Executive/Finance Committee are currently held on the first Monday of every month at 4:00 pm until the conclusion of business at 1002 East Palm Avenue, Tampa, FL 33605 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, August 8, 2016

Monday, October 10, 2016

Monday, December 12, 2016

Monday, February 13, 2017

Monday, April 10, 2017

Monday, May 8, 2017 (Board Budget Workshop)

Monday, June 12, 2017

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are currently held on the second Monday of every other month at 5:30 pm until the conclusion of business at 1002 East Palm Avenue, Tampa, FL 33605 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at <http://www.elchc.org>. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*

5/2016-kj



05/09/2016 Regular Board Meeting

ISSUE: FINANCE REPORT as of **March 29, 2016**

School Readiness

School Readiness (SR) expenditures for July 2015 through March 2016 were \$31,871,440. This is a total of OEL SR (\$31,000,676) and CBHC SR Match (\$870,764). The direct services (slots) portion is \$25,506,956. While a deficit of \$1,990,600 is projected in OEL SR funds, if CCPP dollars are included, the coalition is expected to have a very small deficit of approx.. of \$83,000. Enrollment goals have been put into place with the contractor to ensure maximum utilization of School Readiness funds. Administrative costs were \$1,119,799, or 3.61% of total OEL SR expenditures which is below the mandated cap of 5%. Quality expenditures were \$2,622,735. Total operating costs, which include administrative, program support, and quality expenditures, were \$5,493,720, or 17.72% of total OEL SR expenditures. The mandated cap for operating costs is 22%.

Voluntary Pre-kindergarten

Voluntary Pre-kindergarten expenditures for July 2015 through March 2016 totaled \$22,190,239. The direct services (slots) portion is \$21,403,757. Administrative costs were 3.52% of direct services which is below the mandated cap of 4%. Administrative costs, in proportion to direct services, have decreased by .04%. 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 March 2016 totaled \$1,425,946 while revenue was \$1,473,931, resulting in additional revenue YTD of \$47,985. The QCCK 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 March 2016 totaled \$291,918 while revenue was \$346,853. The Coalition currently has a surplus in this category of \$54,935. 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 03/31/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL School Readiness	31,000,676	31,812,078	43,151,425	71.84%	73.72%
OEL Voluntary Pre-K	22,190,239	23,150,199	28,798,839	77.05%	80.39%
CBHC Quality Counts for Kids	1,473,931	1,452,435	1,936,580	76.11%	75.00%
CBHC School Readiness Match	870,764	1,292,429	1,723,239	50.53%	75.00%
Hillsborough County	314,928	358,500	500,000	62.99%	0.00%
Other Community Programs	31,925	28,500	38,000	84.01%	75.00%
Total Revenue	<u>55,882,463</u>	<u>58,094,141</u>	<u>76,148,083</u>	73.39%	76.29%
Program Expenditures					
OEL School Readiness	29,800,735	30,558,506	41,611,428	71.62%	73.44%
CBHC School Readiness Match	870,764	1,292,429	1,723,239	50.53%	75.00%
OEL Voluntary Pre-K	21,860,291	22,757,947	28,352,442	77.10%	80.27%
CBHC Quality Counts for Kids	602,515	675,623	858,991	70.14%	78.65%
Other Program	135,625	131,250	500,000	27.13%	26.25%
Total Program Expenditures	<u>53,269,931</u>	<u>55,415,754</u>	<u>73,046,100</u>	72.93%	75.86%
Coalition Operating Expenditures					
Personnel	1,740,725	1,873,716	2,390,461	72.82%	78.38%
Occupancy	141,540	152,799	192,178	73.65%	79.51%
Professional Fees	81,786	31,927	42,569	192.13%	75.00%
Travel & Training	33,735	40,680	50,640	66.62%	80.33%
Quality Action Grants	198,167	201,953	269,271	73.59%	75.00%
Insurance	17,123	14,148	15,430	110.97%	91.69%
Technology	145,125	140,536	136,811	106.08%	102.72%
Educational Supplies	42,898	55,070	73,427	58.42%	75.00%
Office Supplies	30,323	20,251	25,171	120.47%	80.45%
Outreach	30,558	69,409	92,545	33.02%	75.00%
Printing/Binding	13,402	15,506	20,175	66.43%	76.86%
Other Operating	34,232	23,740	26,654	128.43%	89.07%
Total Coalition Operating Expenditures	<u>2,509,613</u>	<u>2,639,735</u>	<u>3,335,332</u>	75.24%	79.14%
Total Expenditures	<u>55,779,543</u>	<u>58,055,490</u>	<u>76,381,432</u>		
Net Revenue Over Expenditures	102,920				

Early Learning Coalition of Hillsborough County

School Readiness

Statement of Revenues and Expenditures

From 7/1/2015 Through 03/31/16

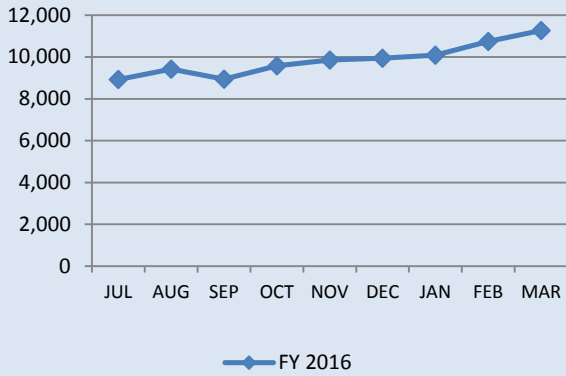
(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL School Readiness	31,000,676	31,812,078	43,151,425	71.84%	73.72%
CBHC School Readiness Match	870,764	1,292,429	1,723,239	50.53%	75.00%
Total Revenue	<u>31,871,440</u>	<u>33,104,507</u>	<u>44,874,664</u>	71.02%	73.77%
Program Expenditures					
<i>School Board of Hillsborough County</i>					
Operations	3,582,661	3,960,220	5,280,293	67.85%	75.00%
Direct Services (child care slots)	25,506,956	25,797,920	34,397,227	74.15%	75.00%
<i>Subtotal School Board of Hills County</i>	<i>29,089,617</i>	<i>29,758,140</i>	<i>39,677,520</i>	<i>73.32%</i>	<i>75.00%</i>
BOCC Child Care Licensing	684,765	794,178	1,058,904	64.67%	75.00%
Early Childhood Council	26,353	6,188	49,500	53.24%	12.50%
Unallocated	0	0	825,504	0.00%	0.00%
CBHC School Readiness Match	870,764	1,292,429	1,723,239	50.53%	75.00%
Total Program Expenditures	<u>30,671,499</u>	<u>31,850,935</u>	<u>43,334,667</u>	70.78%	73.50%
Coalition Operating Expenditures					
Personnel	1,033,803	1,110,098	1,480,130	69.85%	75.00%
Occupancy	37,757	44,096	58,794	64.22%	75.00%
Professional Fees	45,202	15,578	20,770	217.63%	75.00%
Travel & Training	4,409	2,070	2,760	159.76%	75.00%
Insurance	8,794	8,856	8,856	99.30%	100.00%
Technology	30,738	58,453	77,937	39.44%	75.00%
Office Supplies	16,262	7,126	9,501	171.17%	75.00%
Printing/Binding	4,896	675	900	544.02%	75.00%
Other Operating	18,079	6,623	8,830	204.74%	75.00%
Total Coalition Operating Expenditures	<u>1,199,941</u>	<u>1,253,573</u>	<u>1,668,478</u>	71.92%	75.13%
Total Expenditures	<u>31,871,440</u>	<u>33,104,507</u>	<u>45,003,145</u>	70.82%	73.56%
Net Revenue Over Expenditures	0				

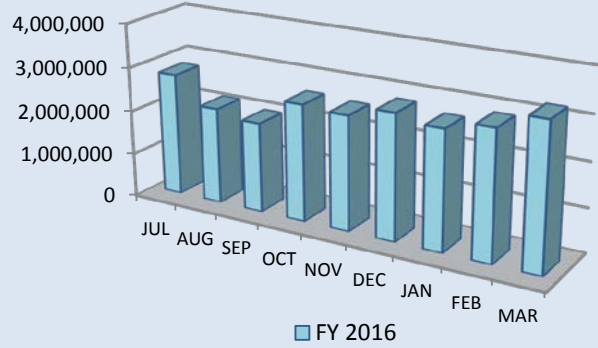
INFORMATION PERFORMANCE REPORT - MARCH 2016

SR SERVICE INFORMATION & SLOT EXPENDITURES

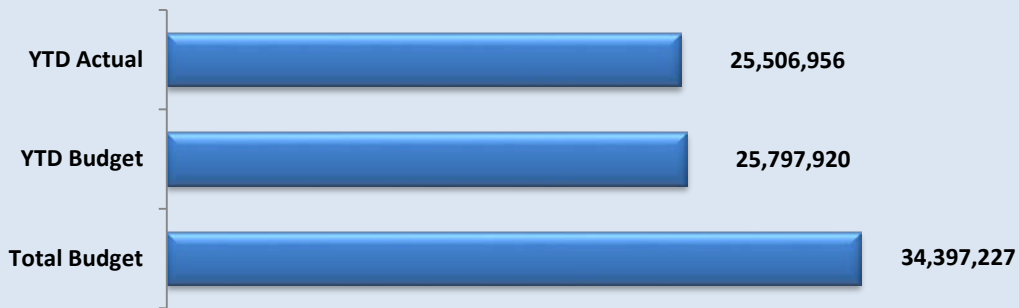
Children Served - School Readiness



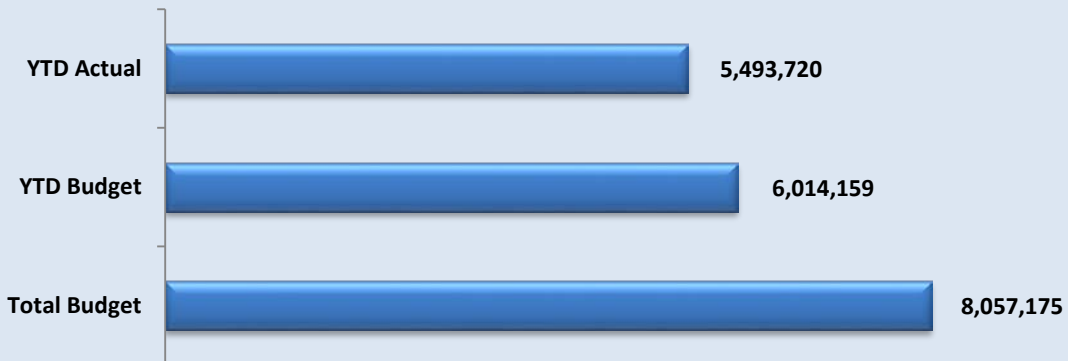
School Readiness Slot Expenditures



School Readiness Year-to-Date Slot Expenditures
74.15% Expended



School Readiness Year-to-Date Operating Expenditures
Operating Cap - 22% Year-to-Date Operating Expenditures - 17.72%



SR OPERATING EXPENDITURES

Early Learning Coalition of Hillsborough County

Voluntary Prekindergarten (VPK)

Statement of Revenues and Expenditures

From 7/1/2015 Through 03/31/16

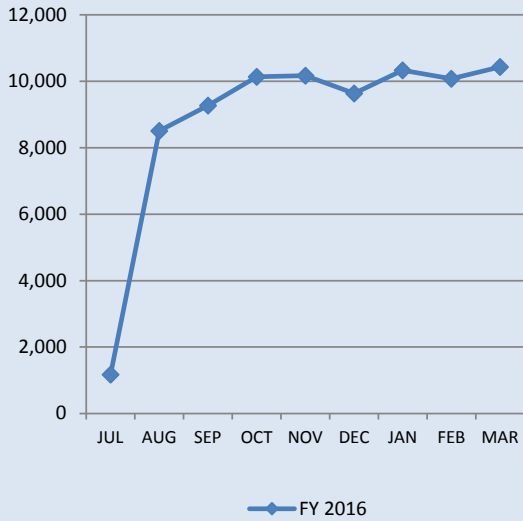
(In Whole Numbers)

	Current Year Actual	YTD Budget - Original	Total Budget - Original	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL Voluntary Pre-K	22,190,239	23,150,199	28,798,839	77.05%	80.39%
Total Revenue	<u>22,190,239</u>	<u>23,150,199</u>	<u>28,798,839</u>	77.05%	80.39%
Program Expenditures					
<i>School Board of Hillsborough County</i>					
Operations	439,334	424,957	566,609	77.54%	75.00%
Direct Services	21,403,757	22,308,240	27,763,833	77.09%	80.35%
<i>Subtotal School Board of Hills County</i>	<i>21,843,091</i>	<i>22,733,197</i>	<i>28,330,442</i>	<i>77.10%</i>	<i>80.24%</i>
Early Childhood Council	17,201	24,750	22,000	78.18%	112.50%
Total Program Expenditures	<u>21,860,291</u>	<u>22,757,947</u>	<u>28,352,442</u>	77.10%	80.27%
Coalition Operating Expenditures					
Personnel	248,627	300,279	400,372	62.10%	75.00%
Occupancy	21,508	26,264	35,018	61.42%	75.00%
Professional Fees	27,824	10,441	13,921	199.87%	75.00%
Travel & Training	3,663	5,100	6,800	53.87%	75.00%
Insurance	4,438	3,848	5,130	86.51%	75.00%
Technology	14,094	21,729	28,972	48.65%	75.00%
Educational Supplies	0	225	300	0.00%	75.00%
Office Supplies	2,305	4,075	5,433	42.43%	75.00%
Outreach	909	3,750	5,000	18.19%	75.00%
Printing/Binding	3,063	10,613	14,150	21.65%	75.00%
Other Operating	3,515	5,930	7,907	44.46%	75.00%
Total Coalition Operating Expenditures	<u>329,948</u>	<u>392,252</u>	<u>523,003</u>	63.09%	75.00%
Total Expenditures	<u>22,190,239</u>	<u>23,150,199</u>	<u>28,875,445</u>	76.85%	80.17%
Net Revenue Over Expenditures	0				

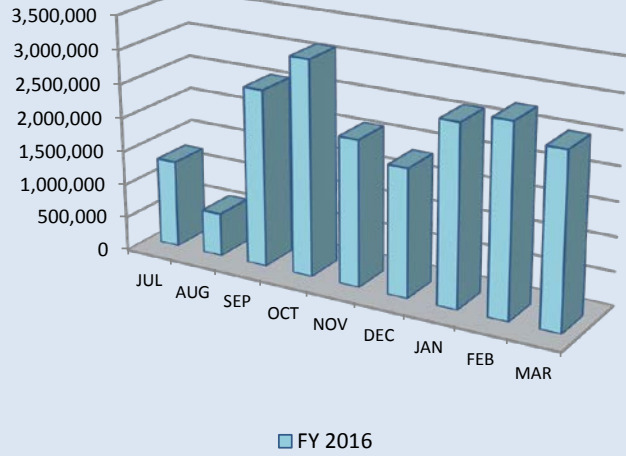
INFORMATION PERFORMANCE REPORT - MARCH 2016

VPK SERVICE INFORMATION & SLOT EXPENDITURES

Children Served - VPK



Voluntary Prekindergarten Slot Expenditures

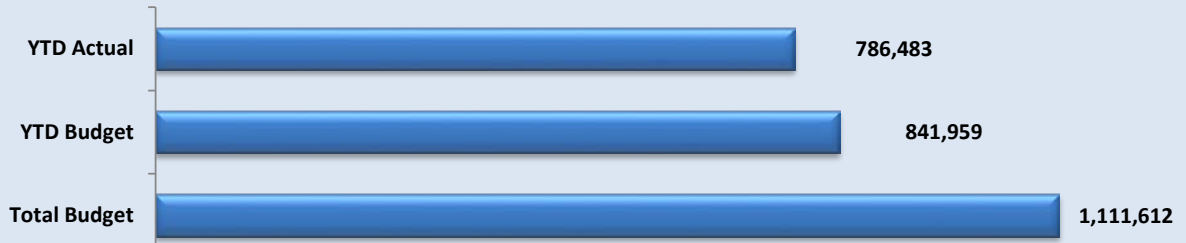


VPK ADMINISTRATIVE EXPENDITURES

VPK Year-to-Date Slot Expenditures
77.09% Expended



VPK Year-to-Date Administrative Expenditures
Cap - 4% YTD 3.52%



Early Learning Coalition of Hillsborough County

CBHC Quality Counts for Kids

Statement of Revenues and Expenditures

From 7/1/2015 Through 03/31/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
CBHC Quality Counts for Kids	1,473,931	1,452,435	1,936,580	76.11%	75.00%
Total Revenue	<u>1,473,931</u>	<u>1,452,435</u>	<u>1,936,580</u>	76.11%	75.00%
Program Expenditures					
Champions for Children	108,443	131,973	175,964	61.63%	75.00%
Early Childhood Council	146,185	162,851	217,134	67.32%	75.00%
Hillsborough Community College	125,519	125,519	125,519	100.00%	100.00%
University of South Florida	222,368	255,280	340,374	65.33%	75.00%
Total Program Expenditures	<u>602,515</u>	<u>675,623</u>	<u>858,991</u>	70.14%	79.84%
Coalition Operating Expenditures					
Personnel	409,253	440,872	587,829	69.62%	75.00%
Occupancy	82,274	82,440	109,920	74.85%	75.00%
Professional Fees	8,760	5,909	7,878	111.20%	75.00%
Travel & Training	15,732	13,710	18,280	86.06%	75.00%
Quality Action Grants	198,167	201,953	269,271	73.59%	75.00%
Insurance	3,891	1,444	1,444	269.50%	100.02%
Technology	49,131	22,854	30,472	161.23%	75.00%
Educational Supplies	42,898	24,845	33,127	129.49%	75.00%
Office Supplies	5,510	3,056	4,075	135.21%	75.00%
Outreach	657	5,659	7,545	8.71%	75.00%
Printing/Binding	4,207	3,844	5,125	82.08%	75.00%
Other Operating	2,952	4,925	6,567	44.96%	75.00%
Total Coalition Operating Expenditures	<u>823,432</u>	<u>811,511</u>	<u>1,081,533</u>	76.14%	75.03%
Total Expenditures	<u>1,425,946</u>	<u>1,487,134</u>	<u>1,940,524</u>	73.48%	76.64%
Net Revenue Over Expenditures	47,985				

Early Learning Coalition of Hillsborough County

General

Statement of Revenues and Expenditures

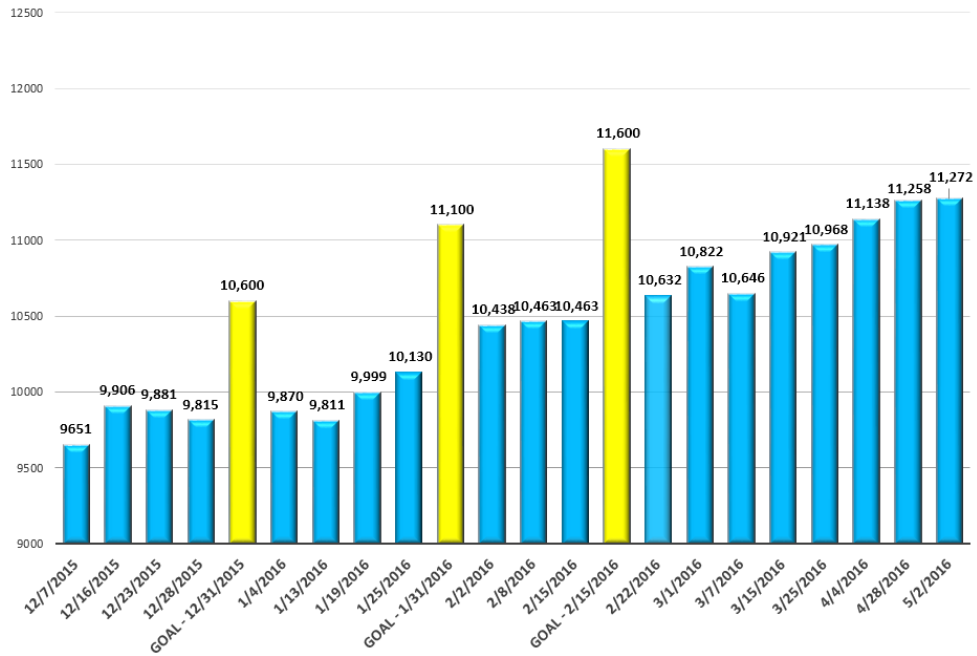
From 7/1/2015 Through 03/31/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Original	Total Budget - Original	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
Hillsborough County BOCC	314,928	358,500	478,000	65.88%	75.00%
Other Community Programs	31,925	28,500	38,000	84.01%	75.00%
Total Revenue	<u>346,853</u>	<u>387,000</u>	<u>516,000</u>	67.22%	75.00%
Program Expenditures					
School Readiness	0	0	102,100	0.00%	0.00%
Community Initiatives	135,625	131,250	175,000	77.50%	75.00%
Total Program Expenditures	<u>135,625</u>	<u>131,250</u>	<u>277,100</u>	48.94%	47.37%
Coalition Operating Expenditures					
Personnel	49,041	22,468	29,957	163.71%	75.00%
Travel & Training	9,931	19,800	24,000	41.38%	82.50%
Technology	51,162	37,500	50,000	102.32%	75.00%
Educational Supplies	0	30,000	40,000	0.00%	0.00%
Office Supplies	6,246	5,994	7,992	78.15%	75.00%
Outreach	28,991	60,000	80,000	36.24%	75.00%
Printing/Binding	1,236	375	500	247.29%	75.00%
Other Operating	9,686	6,263	8,350	115.99%	75.00%
Total Coalition Operating Expenditures	<u>156,293</u>	<u>182,399</u>	<u>240,799</u>	64.91%	75.75%
Total Expenditures	<u>291,918</u>	<u>313,649</u>	<u>517,899</u>	56.37%	60.56%
Net Revenue Over Expenditures	54,935				

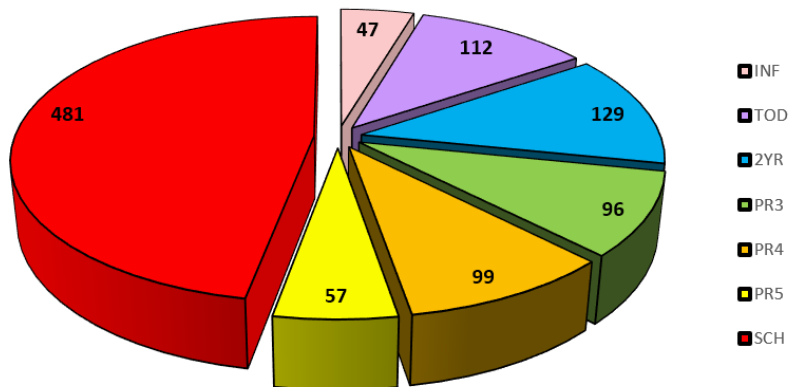
Data as of May 9, 2016

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 School Readiness Waiting List by Care Level
Total = 1021 Children



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

ISSUE: 2016 Legislative Wrap Up

BACKGROUND:

The 2016 60-day legislative session ended with the passing of an \$82.3 billion state budget with a near unanimous vote. Many major strides were made in early education. They include bills regarding childcare, Early Steps for children with developmental delays, and Florida First budgeting priorities. A significant achievement of the session was the passage of revisions to legislation that lifts the 5-year ban on KidCare health insurance for lawfully residing immigrant children. The legislation was seven years in the making. An additionally important initiative was the passage of legislation for the federal reauthorization for the Child Care Development Block Grant (CCDBG). Even more exciting was the increase in Florida First's budgeting priorities that positively affect children and families. In this article, we will outline these legislative updates so you understand what to expect in the upcoming fiscal year for the state of Florida (July 1, 2016 – June 30, 2017).

2016-17 Florida First Budget

On March 17 Governor Rick Scott signed the 2016-2017 Florida First budget into law along with a veto list of \$256.1 million. The budget includes some increases in programs and services for early learning, child welfare, persons with disabilities, and the juvenile justice system.

Here are the Budget Highlights for Early Learning:

The total funding in the Florida First budget is more than \$1 billion – an increase of \$26.1 million over last year's funding. The money that was allocated to early learning initiatives was distributed in the following way:

- \$395.2 million was allocated for the Voluntary Prekindergarten Program
- \$10 million increase to School Readiness (with proviso that allows for contracted slots targeting children in concentrated areas of poverty)
- \$10 million for TEACH scholarships which can be used to increase the number of CDA credentialed early care and education professionals in Florida
- \$15.5 million for the early learning Performance Funding Program for child care instructors who improve the quality of the education they provide (a \$5 million increase).
- Nearly \$650,000 increase for Help Me Grow over current year funding (a total of \$2.45 million)
- \$3 million for Early Learning Florida to increase the accessibility and capacity of professional development opportunities.

Here are the Budget Highlights for Healthy Families:

The money that was distributed to supporting systems for Healthy Families initiatives was done in the following way:

- \$27 million in the statewide Healthy Start Program, an increase of \$400,000 over last year's funding, to improve the health and wellbeing of pregnant women and children in Florida
- \$10.2 million, an increase of \$2.8 million, to implement evidence-based practices for treating parent's mental health and substance abuse disorders that put children at risk.
- \$28.8 million in Federal Trust Funds for Florida KidCare Coverage for Lawfully Residing children

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- \$7.3 million for Children’s Specialty Hospitals
 - \$2 million for Healthy Families expansion
 - \$18.3 million for federally qualified health centers
 - \$10 million for Free and Charitable Clinics
 - \$5 million for Safety Net Program for the Children’s Medical Services Network

2016-17 Legislative Initiatives:

While the legislature allocated a great deal of money, it also passed some significant pieces of legislation that affect the implementation and expansion of early learning in the state of Florida. These pieces of legislation are highlighted below.

EARLY LEARNING AND SCHOOL READINESS

Early Learning – Child Care Development Block Grant

HB 7053, a child care reauthorization bill that brings Florida into compliance with the federal regulations that need to be enacted in 2016 for the School Readiness program, passed the full House. The Governor has signed the bill into law. The bill provides for the drawdown of federal block grant funding for subsidized child care, and directs the Office of Early Learning to develop quality standards for publicly-funded child care, including appropriate group size requirements.

Voluntary Prekindergarten Eligibility

Language that revises the eligibility for the Voluntary Prekindergarten Education Program to include 5 year olds was amended in CS/CS/HB 7029. A one-time participation in the VPK program is still the rule, however parents would now be able to determine whether to enroll children at 4 or 5 years of age. The proposed change does set age limits by providing a cutoff date for eligibility for children turning 6 years of age before Feb 1, 2017. This would limit the qualified population of children that would be younger than 5 years of age that may not be developmentally ready for kindergarten.

Voluntary Prekindergarten Accountability

CS/CS/HB 7029 on School Choice includes language that will suspend kindergarten readiness rates from being assigned for last year and this coming fall. In doing so, the bill also requires that low performing providers that were deemed such before the change in kindergarten readiness assessment remain as low performing providers until the scores for 2017 are calculated.

Reading Instruction

The rate of 3rd grade students performing below grade level in reading has consistently exceeded 40 percent over the past several years. Thus, SB 1068 and CS/CS/HB 7029 through the legislative process were amended to require the use of data from the statewide kindergarten readiness screening to identify students in need of reading interventions and supports. Additionally, it authorized the use of alternative pre- and post-assessments aligned to the performance standards adopted by the Office of Early Learning for the Voluntary Prekindergarten (VPK). This is why the state VPK provider community saw the removal of the requirement to use TS Gold as the pre- and post- assessment tool of choice by the Office Early Learning.

HEALTH AND WELLNESS

Florida KidCare Program

HB 89 allows children of lawfully residing immigrants, who have been living in the United States less

than five years to be insured under the Florida KidCare program. This bill extends the Children's Health Insurance Program (CHIP) and Medicaid eligibility to a "lawfully residing child" who meets other eligibility qualifications of the program.

Early Steps Program

SB 7034 was amended to align with HB 7053, the Child Care Development Block Grant bill. The bill passed the full House and was signed by the Governor on April 14, 2016. The bill renames the "Infants and Toddlers Early Intervention Program" as the "Early Steps Program," sets accountability standards, and revises requirements for the Department of Health (DOH) to maintain a clearinghouse of information for parents and health care providers on developmental evaluation and early intervention programs. The bill also requires the development of an individual family support plan for each child served in the program, and expands eligibility to serve additional children.