



BOARD OF DIRECTORS MEETING AGENDA

Monday, February 12, 2018 at 3:00 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

- I. **CALL TO ORDER** A. Patel

- II. **PLEDGE OF ALLEGIANCE** A. Patel

- III. **PUBLIC COMMENT I**
Individuals wishing to address the Early Learning Coalition of Hillsborough County 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 a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

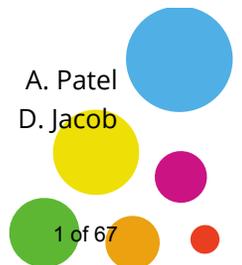
- IV. **CONSENT AGENDA (Pg. 3-28)**
The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.
 - A. Approval of November 13, 2017 Board Meeting Minutes
 - B. Approval of January 18, 2018 Board Meeting Minutes-Special
 - C. Approval of Revised Bylaws

- V. **EXECUTIVE REPORTS**
 - A. Chair Report A. Patel
 - B. Interim CEO Report K. Perkins
 - C. CFO/Treasurer Report (Pg. 29) S. Costner/J. McElroy
 - D. Family Services Updates Family Services Team

- VI. **OLD BUSINESS**

- VII. **ACTION ITEMS**
 - A. Contract Amendment Three to the School Readiness Contract with the School Board of Hillsborough County (Pg. 32) B. Davis
 - B. Contract Amendment One with the School Board Of Hillsborough County (Pg. 33) B. Davis
 - C. Budget Parameters (Pg. 34) S. Costner

- VIII. **COMMITTEE REPORTS**
 - A. Executive/Finance Committee A. Patel
 - B. Communications & Outreach Committee (Pg. 44) D. Jacob



- C. Governance Committee
- D. Legislative Affairs Committee (Pg. 52)
- E. Waitlist Elimination Committee
- F. Service Delivery & Efficiency Committee (Pg. 65)

- S. Robinson
- S. Murman
- L. Buzard
- A. Chowning

IX. DISCUSSION ITEMS

X. INFORMATION ITEMS

- A. Licensing Update
- B. Performance Funding Project Notice of Award (Pg. 66)

A. Chowning

XI. PUBLIC COMMENT II

Individuals wishing to address the Early Learning Coalition of Hillsborough County 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 a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

XII. ADJOURNMENT

Board/Staff Tasks & Assignments Completed from November 13, 2017 Board Meeting

Task	Owner	Date Completed
Amend September 18, 2017 Board minutes.	K.Minney	9/19/17

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Monday, March 26, 2018 at 3:00 pm.

Board of Directors Meeting- Monday, April 23, 2018 at 3:00 pm.

UPCOMING EVENTS

Day of Play- Sunday, February 25. 2018 at Al Lopez Park from 10:00 am to 2:00 pm.

IECP Book Fair- February 26- March 2, 2018

Provider Appreciation Event- Saturday, May 5, 2018

Monday, November 13, 2017 at 3:00 pm.
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Scott Barrish*, Tracye Brown, Luke Buzard, Marie Caracciola, Dr. Daphne Fudge, Mary Hancock, Lynne Hildreth, Dianne Jacob, Dr. Jacquelyn Jenkins, Joe McElroy*, Brian McEwen, Sandra Murman, Aakash Patel, Jody Toner, Dr. Shawn Robinson, and Liz Welch

Board Members Absent:

Angela Chowning, Carlos Del Castillo, Jill Hammond, Dr. Douglas Holt, Jennifer Kuhn, and Kelley Parris

ELCHC Staff:

Steve Costner, Jessica Diaz Montes, Stacey Francois, Tracy Knight, Dr. Steve Knobl, Nancy Metsker, Kelley Minney, Liza Normandia, Karen Perkins, Helen Sovich, Janet Stutzman

Other Attendees:

Robert Buesing, Tripp Crouch, Marina Harkness, Steve Lee, Maria Negron, and Sandy Show

*Indicates attendance by phone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:03 pm.

The Board recited the Pledge of Allegiance.

PUBLIC COMMENT I

Tripp Crouch of Children's Nest Day School, addressed the Board regarding the effectiveness of the Quality Counts program in early learning centers and how the program improves teacher and child outcomes.

Robert Buesing spoke about the importance of the Quality Counts program. Mr. Buesing stated that he had joined the Conn Foundation Board and that the Foundation had concluded that low quality programs were not beneficial to children and that the Conn Foundation Board would only invest in quality programs. Mr. Buesing encouraged Board members to keep quality at the forefront.

The following items were included under Consent Agenda:

- A. Approval of September 18, 2017 Board Meeting Minutes

- B. Quality Initiatives Budget Amendment
- C. Procurement and Disbursement Policies
- D. Contract Amendment with the School Board of Hillsborough County
- E. Voluntary Pre-Kindergarten (VPK) Contract Enforcement

Dr. Shawn Robinson made a motion to approve the Consent Agenda. Dianne Jacob made a second. Tracey Brown and Marie Caracciola abstained. The motion carried unanimously.

Dr. Daphne Fudge stated that she had a correction to the minutes and requested that Sylvia Hubbard be listed as present under "Other attendees."

Dr. Jacquelyn Jenkins stated that she was present at the last meeting, telephonically, and was listed as absent.

Dr. Shawn Robinson adjusted his motion to accept the changes to the minutes. Dr. Fudge made a second. The motion carried unanimously.

Chair Patel introduced Maria Negron from the Children's Board of Hillsborough County, as Kelley Parris' representative.

Chair Patel introduced Jody Toner with CareerSource, who was designated by Edward Peachey to replace him on the ELCHC Board of Directors.

EXECUTIVE REPORTS

Board Chair's Report

Chair Patel announced that he had received and accepted Dr. Steve Knobl's letter of resignation on behalf of the Board of Directors. Chair Patel stated that the Executive/Finance Committee had met two times; once, to discuss the Request for Proposal (RFP) process and a second time to review the Request for Proposal (RFP) results. Chair Patel stated that three search firms had submitted their responses to the RFP for consideration and that the Committee had selected Young Search Partners, LLC. Chair Patel thanked Helen Sovich, ELCHC Human Resources Manager, for her help with the RFP process.

Chair Patel stated that Hillsborough Day at the Capitol was January 17, 2018 and encouraged Board members to attend the event.

Chair Patel thanked staff and providers for their participation in the national *Read for the Record* campaign.

Chair Patel announced that he was the recipient of the Emerging Leader Award for the Greater Tampa Bay Commerce and had received \$1,000.00 to donate to a charity of his choice. Chair Patel stated that he was donating the \$1,000.00 to the Early Learning Coalition of Hillsborough County and that he would personally match the \$1,000.00 donation.

CEO REPORT

Dr. Steve Knobl highlighted the following items in his CEO report:

- Dr. Knobl shared an email from Debbie Anderson, owner and director of Kid's Club Plant City, regarding her appreciation for Professional Development Coordinator, Tracy Knight and the effort that she had given on their behalf to help them receive their level one (1) bonus.
- Coalition and Organizational update- 27 staff are CPR and AED certified and an in-service training about workplace violence prevention has been scheduled for Friday, November 17, 2017 with the Tampa Police Department.
- Dr. Knobl reviewed current School Readiness (SR) enrollment statistics, SR service priorities, waitlist data and information, SR eligibility, and current wait activity.
- Dr. Knobl stated that 150 families had been contacted for SR enrollment and that each family had been contacted at least four (4) times. Marina Harkness with the School District of Hillsborough County, stated that of the 150 families notified, that 88 families had responded; 55 families had been approved, 2 families were over-income, 1 family had no purpose of care, 22 families are pending information, 8 families were waiting to select a provider of choice, and that 250 additional letters had been sent last week.
- Dr. Knobl reviewed the presentation schedule for the upcoming Board meetings.
 - Family Services- February 2018
 - Provider Services- April 2018
 - Organizational (Strategic Plan)- June 2018
- Dr. Knobl thanked Board members for their leadership and the opportunity to serve as CEO.

CFO/TREASURER REPORT

Steve Costner, ELCHC Chief Fiscal Officer, reviewed the School Readiness (SR) budget, Voluntary Pre-Kindergarten (VPK) budget, and the Coalition budget.

QUALITY INITIATIVES UPDATE

The ELCHC Professional Development Team delivered a presentation about Coalition's Quality Initiatives (Quality Counts, Performance Funding Project (PFP), and the Institute for Early Childhood Professionals (IECP)). The following are key points from the presentation:

Quality Counts

- 225 programs actively participate in Quality Counts.
- Voluntary program and available to all legally operating programs in Hillsborough County.
- Four (4) quality standards that the program focuses on are:
 - Ambitious instruction
 - Supportive environment
 - Collaborative teachers
 - Effective leaders
- Class Observation Scoring system used to assess teacher and child interactions.

Performance Funding Project (PFP)

- Launched by the Office of Early Learning (OEL) in 2015.
- In order to participate, programs must have an enrollment of 20% of School Readiness (SR) children.
- Currently, 45 programs have been chosen to participate by the Office of Early Learning, but the number changes on a daily basis based on who signs the contract.
- Quality defined solely by class composite scores and then tiers (1 to 5) are assigned based on the composite scores.
- A total of twelve (12) Coalition staff and seven (7) School District staff provide trainings, coaching, and technical assistance in the classroom to support the teachers to ultimately

improve child outcomes. Four (4) School District staff provide follow up and supports for developmental screening and two (2) School District staff complete evaluations on children.

Institute for Early Childhood Professionals (IECP)

- Provides professional development resources to the providers and community.
- The service delivery model includes trainings and technical assistance.
- 363 members, to date, and consists of teachers, para professionals, assistants, directors, and providers.
- Training rooms are available, by reservation, to the community to use at no cost.
- \$25.00 annual membership fee and includes a variety of benefits.
- LiveScan services are offered at the Institute, by appointment only, for the provider community and other agencies at a cost of \$75.00.

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

There were no Action Items.

COMMITTEE UPDATES

Communications & Outreach Committee

Dianne Jacob reported that the Toddler Takeover event was held on August 14 – 17, 2017 at the Children’s Glazer Museum and that the Coalition had provided sponsorship funding and on-site activities. Ms. Jacob stated that the overall attendance had increased from the 2016 event, but, according to the data collected, 8% of low income families had attended the event. Ms. Jacob added that the Communications Committee believed the event was valuable, but would assess future participation.

Ms. Jacob reported that the national Read for the Record campaign was on October 19, 2017. The Coalition spearheaded the countywide event and worked with all of its 800+ VPK classrooms to simultaneously read this year’s campaign book Quackers by Liz Wong. The Coalition supplied the book to all of the VPK classrooms, had a host of volunteer readers, and touched over 11,584 children.

Ms. Jacob reported on the MyOn Planning Session, the FY 16-17 Annual Report, and upcoming opportunities for Board involvement.

Legislative Affairs Committee

Dr. Knobl reported that the Legislative Affairs Committee met on October 5, 2017 and discussed Hillsborough Day at the Capitol, which will be held on January 17, 2018. Dr. Knobl added that if anyone was interested in attending the event that they may contact Bobbi Davis.

Dr. Knobl reported that staff was in the process of scheduling with Legislators local visits for him in November and December as well as visits in Tallahassee for Board members and staff during Hillsborough Day at the Capitol.

Waitlist Elimination Committee

Luke Buzard reported that Lynne Hildreth had joined the Committee as co-chair.

DISCUSSION ITEMS

There were no Discussion Items.

Dr. Shawn Robinson thanked Dr. Knobl for his leadership during his tenure as CEO for the Early Learning Coalition of Hillsborough County.

ADJOURNMENT

Citing no further business, Luke Buzard made a motion to adjourn the meeting at 4:22 pm. Dr. Daphne Fudge made a second. The motion carried unanimously.



BOARD OF DIRECTORS UNAPPROVED MINUTES

Special Meeting- Conference Call
Thursday, January 18, 2018 at 3:00 pm.
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Scott Barrish*, Tracye Brown*, Marie Caracciola*, Angela Chowning*, Dr. Daphne Fudge*, Lynne Hildreth*, Dianne Jacob*, Dr. Jacquelyn Jenkins*, Jennifer Kuhn*, Joe McElroy*, Kelley Parris*, Aakash Patel*, and Dr. Shawn Robinson*

Board Members Absent:

Luke Buzard, Carlos Del Castillo, Jill Hammond, Mary Hancock, Dr. Douglas Holt, Brian McEwen, Sandra Murman, Jody Toner, and Liz Welch

ELCHC Staff:

Steve Costner, Kelley Minney, Karen Perkins, and Helen Sovich

Other Attendees:

Katherine Young

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:03 pm.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

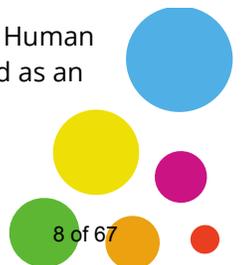
There was no Old Business

ACTION ITEMS

Final Board Approval of Preferred CEO Candidate

Katherine Young with Young Search Partners, LLC reported that the interview process had begun 2 months ago and that a long list of candidates had been narrowed down to the final two candidates. Ms. Young stated that panel interviews with the final two candidates were held on Thursday, January 11, 2018, and that the Executive/Finance Committee and Governance Committee had made a unanimous decision to offer Gordon Gillette the position of Chief Executive Officer (CEO).

There was a discussion regarding the job qualifications for CEO. Ms. Helen Sovich, ELCHC Human Resources Manager, stated that experience with early learning or education was not listed as an essential qualification.



Chair Patel stated that Mr. Gillette had a stellar resume as a community and business leader.

Chief Executive Officer Contract

Mr. Steve Costner, ELCHC Chief Fiscal Officer reviewed the CEO employment agreement, which included the contract start date of January 22, 2018, contract term, employment start date, annual compensation, and benefits. Chair Patel requested that the contract start date be extended to January 26, 2018.

Kelley Parris made a motion to approve Gordon Gillette as the primary candidate for selection of CEO for the Early Learning Coalition of Hillsborough County. Dr. Shawn Robinson made a second. No opposed. Lynne Hildreth abstained. The motion carried.

Kelley Parris made a motion to extend a formal offer to Gordon Gillette. Scott Barrish made a second. Dr. Shawn Robinson amended the motion to include the employment agreement contract. Kelley Parris made a second. The motion carried unanimously. No opposed. No abstentions.

Chair Patel requested Board members to contact Kelley Minney if they would like to set up a time to meet with Mr. Gillette.

ADJOURNMENT

The meeting adjourned at 3:24 pm.

ELCHC BOARD OF DIRECTORS MEETING – February 12, 2018

CONSENT

ITEM IV.C.

ISSUE: **Approval of ELCHC Bylaw Revisions**

RECOMMENDED ACTION: The Executive/Finance Committee recommends that the Board approve the revisions to the ELCHC Bylaws per the requirements of F.S. 1002.83 (4).

NARRATIVE:

On January 22, 2018, the Executive/Finance Committee approved the recommendations of Attorney Steve Lee to update the language in Article II, Section 2 (e) & 2 (f); Designated Director Class/Conditional Member Class of the ELCHC Bylaws.

- Update language according to F.S. 1002.83 (4) in Section 2 (e) 1-11, Designated Director Class.
- Remove Section 2 (f), Conditional Member Class. The positions are already described under Section 2 (e) 1-11 per the requirements of F.S. 1002.83 (4).

The Executive/Finance Committee recommends that the Board approve the revisions to the ELCHC Bylaws per the requirements of F.S. 1002.83 (4).

See attachments

BYLAWS
OF
HILLSBOROUGH COUNTY SCHOOL READINESS COALITION,
INC.
D/B/A
Early Learning Coalition of Hillsborough County, Inc.

DRAFT/PROPOSED 1.22.18

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**BYLAWS
OF
THE HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**

ARTICLE I

Organization

Section 1. Name. The name of this Corporation is Hillsborough County School Readiness (the "Corporation") and shall conduct business as The Early Learning Coalition of Hillsborough County as registered pursuant to the Fictitious Name Act, 865.09 F.S. with the Division of Corporations, Florida Department of State.

Section 2. Objectives. The Corporation has been formed to coordinate and improve the quality and delivery of school readiness, voluntary pre-kindergarten and out-of-school time services for the children and families of Hillsborough County, Florida.

Section 3. Principal Office. The principal office of the Corporation shall be fixed and located by the Board of Directors of the Corporation at any place within the County of Hillsborough, State of Florida. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in the County of Hillsborough.

Section 4. Members. The Corporation shall have no "members" as that term is defined in 617.01401(10) Florida Statutes.

Section 5. Government-in-the-Sunshine Law. The Corporation is committed to ensuring that the deliberation of its Board of Directors are conducted openly and the actions of the Board are taken openly in accordance with the Government-in-the Sunshine Law, Chapter 286 of the Florida Statutes. Accordingly in the event of a conflict between a provision of these Bylaws and a section of the Government-in-the-Sunshine Law, the Government-in-the-Sunshine Law shall control.

ARTICLE II

BOARD OF DIRECTORS

Section 1. Powers. Subject to the limitation of the Articles of Incorporation and other provisions of these Bylaws, and the laws of the State of Florida, all corporate

powers shall be exercised by, or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors (sometimes referred to herein as the "Board").

Section 2. Membership, Number, Class, Voting Rights, Selection and Terms of Office.

- (a) Membership, Number and Classes: The Board of Directors shall number least fifteen (15) but not more than thirty (30), and shall be divided into five (5) classes: Appointed Directors, Designated Directors, ~~Conditional Directors~~, Elected Directors and Optional Directors.

- (c) Selection and Terms of Office: Appointed Directors and Designated Directors shall serve as directors as long as they hold the offices so designated. Conditional Directors, Elected Directors and Optional Directors shall serve in the class designated by the Incorporator for initial terms of three (3) or four (4) years, with the initial terms of each director determined by lot at the first meeting of the Board. After the initial terms, Elected Directors shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no Elected or Optional Director may serve more than two (2) four-year terms.

- (d) Appointed Director Class: The authorized number of Appointed Directors shall be three (3). All vacancies in the class of Appointed Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be filled by the Governor of the State of Florida as follows:
 - 1) Chair appointed by the Governor
 - 2) Two (2) private sector business members appointed by the Governor

- (e) Designated Director Class: Designated Directors shall number ten (10) and shall include the following:
 - 1) Department of Children and Family Services ~~ircuit administrator~~ regional administrator or his or her permanent designee who is authorized to make decisions on behalf of the district.
 - 2) District superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.

- ~~3) Regional workforce board executive director or designee~~ A local workforce development board executive director or his or her permanent designee.
- 4) County health department director or his or her designee.
- 5) A children's services council or juvenile welfare board chair or executive director, if applicable.
- 6) An agency head of a local licensing agency as defined in s. 402.302, where applicable.
- 7) A president of a Florida College System institution or his or her permanent designee.
- 8) **One** Member appointed by the board of county commissioners or the governing board of a municipality
- 9) A Head Start director
- 10) A representative of private ~~child care providers~~ for profit child care providers, including private for-profit family day care homes.
- 9) Representative of faith-based child care providers
- 10) Representative of programs for children with disabilities under the **Federal** Individuals with Disabilities Education Act.
- 11) A central agency administrator, where applicable.

(f) ~~Conditional Member Class: Conditional members shall number three (3) and include the following:~~

- ~~1) Children services council or juvenile welfare board chair or executive director~~
- ~~2) Agency head of local licensing agency as defined in s. 402.302~~
- ~~3) Central agency administrator~~

(g) Elected Director Class: Elected Directors shall number at least four (4) and shall not exceed nineteen (19). All vacancies in this class of Elected Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be filled by a majority of the Board then in office. The Elected Directors shall at all times be representatives of private sector business who do not have, nor whose relatives have, a substantial financial interest in the design or delivery of Voluntary Prekindergarten Education programs, School Readiness programs, or out-of-school-time programs.

(h) Optional Director Class: The authorized number of Optional Directors shall be up to three (3) members of which one (1) may be a

representative of parents whose children are served in the School Readiness or Voluntary Prekindergarten Program.

Section 3. Vacancies.

- (a) A vacancy or vacancies in the Board shall be deemed to exist (i) in case of the death, resignation, or removal of any director or (ii) if the authorized number of directors is increased.
- (b) Any director may resign effective upon giving written notice to the Chair, the Chief Executive Officer, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If a director resigns by giving notice specifying that such resignation shall be effective at a future time, a successor may be elected or designated before such time to take office when the resignation becomes effective.
- (c) No reduction in the number of directors shall have the effect of removing any director prior to the expiration of his or her term of office.

Section 4. Removal of Directors. Any member of the Board of this Corporation may be removed from office, with or without cause, by the person or persons authorized to elect or designate the director in Section 2 (d) - (h) of the Article II.

ARTICLE III

Meetings of the Board of Directors

Section 1. Place of and Public Access to Meetings. All meetings of the Board of Directors shall be held at the principal business office of the Corporation or at such other place within the County of Hillsborough as may be designated from time to time by resolution of the Board of Directors, or in the notice of said meeting. All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board.

Section 2. Annual Meeting. The annual meeting of the Board of Directors shall be the regular meeting of the Board held during the first quarter of the fiscal year. The officers of the Corporation shall be elected at this meeting.

Section 3. Regular Meetings. The Board of Directors shall meet on the date established by the Board of Directors by resolution. The Board shall meet at least four (4) times during each fiscal year.

Section 4 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the Chair of the Board, the Chief Executive Officer, the Secretary, or by any two (2) directors of the Corporation. Special meetings of the Board of Directors shall be held upon two (2) calendar days' prior notice. Notice may be given orally, by first-class mail, by facsimile, electronic mail, or other electronic means, or by personal delivery to each director at such director's address as is shown upon the records of the Corporation for purposes of notice. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been give at the time it is personally delivered to the recipient, or is delivered to a common carrier for transmission to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone, to the recipient or to a person at the office of the recipient who the person giving notice has reason to believe will promptly communicate it to the recipient. A notice or waiver of notice shall specify the purpose of any special meeting of the Board of Directors.

Section 5. Action at a Meeting; Quorum and Required Vote. Presence of a majority of Directors at a meeting of the Board of Directors constitutes a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors. Board members attending by phone or other electronic means may be counted towards the quorum requirement.

Section 6. Rules of Procedure. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order. Nothing in Robert's Rules of Order shall supersede any right or requirement of the Articles of Incorporation or these Bylaws.

Section 7. Fees and Compensation. The Board of Directors shall serve without compensation for their services as directors; however, the Appointed Board Chair or Appointed Vice-Chair may be reimbursed for travel and related expenses to attend State meetings per guidance from the Florida Office of Early Learning.

Section 8. The activities of the Coalition shall be governed by the Code of Ethics for Public Officers and Employees, as defined in Florida Statutes, §§ 112.313, 112.3135, and 112.3143.

ARTICLE IV

Officers

Section 1. Officers. The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All officers of the Corporation must also be directors of the Corporation. The removal or resignation of a director who is an officer of the Corporation shall be deemed a resignation by such person from all offices held.

Section 2. Nomination and Election. The officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. Each officer so elected shall hold office for a one-year term or until he or she shall resign, shall be removed or otherwise disqualified to serve. At any regular or special meeting of the Board of Directors, the Board of Directors may fill a vacancy caused by the death, resignation, removal or disqualification of any officer. Officers may be elected to serve additional terms at the discretion of the Board.

Section 3. Removal and Resignation. Any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting thereof. Any officer may resign at any time by giving written notice to the Chair of the Board, the Chief Executive Officer, or the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board of Directors or prescribed by the Bylaws.

Section 5. Vice Chair. In the absence of the Chair, the Vice Chair will exercise the duties of the Chair and shall perform such other duties as may be from time to time require by the Chair or by the Board of Directors.

Section 6. Chief Executive Officer. The Chief Executive Officer subject to the control of the Board of Directors, shall have general supervision, direction and control of the business and affairs of the Corporation and shall have the general powers and duties of management usually vested in the office of the Chief Executive Officer of a corporation. The Chief

Executive Officer shall have the necessary authority and responsibility to operate the Corporation and all of its activities and departments, subject only to such policies as may be issued by the Board of Directors or any of its Committees to which it has delegated powers for such action. The Chief Executive Officer shall act as a duly authorized representative of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to act.

Section 7. Secretary. The Secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal business office or such other place as the Board of Directors may order, a Minute Book of actions taken at all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given and the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by law to be given, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

Section 8. Treasurer. The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and business transaction of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall submit a statement of accounts on a quarterly basis at meetings of the Board of Directors and shall make reports as the Board of Directors may require. The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of the Corporation, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

ARTICLE V

Committees

Section 1. Committees.

- (a) The Board of Directors may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, establish one or more committees. Members of all committees shall be appointed by the Board of Directors. Committees are of two kinds, those having legal authority to act for the Corporation, known as committees of the Board, and those that do not have that authority, known as advisory committees. Committees may

be either standing or special. Members of all committees shall serve at the pleasure of the Board.

- (b) The Board of Directors shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless these Bylaws, The Board or such committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provisions of Article V applicable to meetings and actions of the Board of Directors. Each committee of the Board shall keep regular minutes of its proceedings and shall report the same to the Board from time to time, as the Board of Directors may require.

Section 2. Committees of the Board. Only directors may be appointed to committees of the Board. Each committee of the Board shall consist of three (3) or more Directors. The Board may designate one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting of the committee. Committees of the Board include the Executive Committee and Finance Committee.

Executive Committee: The Executive Committee is made up of the Board Chair, the Board Vice Chair, the Board Secretary, and the Board Treasurer, in addition to, each Committee Chair from the Governance Committee, Communications & Outreach Committee, Legislative Affairs Committee, Provider Review Hearing Committee, and the Service Delivery & Efficiency Committee. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; change a board approved budget in excess of their existing authority; or, adopt or eliminate major programs.

Finance Committee: The work of the Finance Committee is conducted by the Executive Committee as part of Executive Committee meetings. The role of the Finance Committee (Executive Committee) is to recommend policies that protect the organization's assets, reviews the annual budget, monitors financial reports prepared by staff, oversees the annual audit(s), governs the management of investments, makes recommendations to the full Board for approval, and works to make sure the organization is in good financial health.

Section 3. Standing Committees: Standing committees shall consist of such committees as the Board may authorize from time to time. Each such committee shall stand discharged

when a new committee is appointed for the same task. Standing committee membership may consist of directors only or directors and non-directors. Members of standing committees shall be appointed by the Chair of the Board of Directors. Each such committee shall establish its rules for the conduct of its affairs, shall establish its duties and purposes, and shall perform such other duties as the Board may prescribe from time to time. Each of these committees will include a Committee Chair or co-Chairs. The role of any standing committees is to bring forth recommendations to the full Board Membership for consideration.

Governance Committee:

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process, Chief Executive Officer communication with Board and OEL and Coalition staff policies and procedures. Membership shall consist of board members appointed by the Board Chair.

Service Delivery and Efficiency Committee:

The Service Delivery and Efficiency Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relate to: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Service Delivery and Efficiency Committee shall collect data, information and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant. Membership shall consist of board members and community members, as deemed necessary, appointed by the Board Chair.

Section 4. Advisory Committees. The Board of Directors may appoint one or more advisory committees. Advisory committee membership may consist of directors only, directors and non-directors, or non-directors only. The chair of advisory committees shall be appointed by the Board of Directors of the Corporation.

Section 5. Term of Office. The chair and each member of a standing committee shall serve until the next election of directors and until his or her successor is appointed, or until such committee is terminated, or until he or she is removed, resigns or otherwise ceases to qualify as a member of the committee. The chair and each member of a special committee shall serve for the life of the committee unless they are removed, resign, or cease to qualify as members of such committee.

Section 6. Quorum Meetings. Each committee shall meet as often as necessary to perform its duties, at such times and places as directed by its chairman or by the Board of

Directors and in compliance with the Government-in-the Sunshine Law. A majority of the members of a committee shall constitute a quorum.

The act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee. Each committee of the Board shall keep accurate minutes of its meetings, the chair designating a secretary of the committee for this purpose, and shall make periodic reports and recommendation to the Board of Directors.

Section 7. Vacancies. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 8. Conflict of Interest. The Board, through a committee designated for that purpose, shall require not less frequently than once a year a statements from each director setting forth all business and other affiliations which relate in any way to the business of the Corporation.

ARTICLE VI

Indemnification and Insurance

Section 1. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify it directors, officers, employees, and agents, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceedings whether civil, criminal, administrative or investigative, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was acting in such capacity.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the applicable standard of conduct has been meet and, if so, the Board shall authorize indemnification.

Section 3. Insurance. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against that liability under the provision of this Article.

ARTICLE VII
General Provisions

Section 1. Voting Shares. The Corporation may vote any and all shares or memberships held by it in any other corporation by such officer, agent or proxy as the Board of Directors may appoint, or, in the absence of any such appointment, by the Chair, the Chief Executive Officer, the Secretary or the Treasurer. In such case, such officers or any of them similarly may appoint a proxy to vote said shares.

Section 2. Check, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, and any and all securities owned or held by the Corporation requiring signatures for transfer, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by the Board of Directors.

Section 3. Inspection of Corporate Records. The Corporation shall keep at its principal business office, the originals or copies of its Articles of Incorporation and Bylaws, as amended or otherwise altered to date, certified by its Secretary; written minutes of the meetings of its Board of Directors, and any committees of the Board; its books and records of account; and all other books, records and documents of the Corporation.

Section 4. Endorsement of Documents; Contracts. Any note, mortgage, evidence of indebtedness, contract, conveyance or other instruments in writing, and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chair, the Chief Executive Officer, the Secretary, or the Treasurer, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Any such instrument may be signed by any other officers, agents or employees and in such manner as shall from time to time be determined by the Board or Directors and, unless so authorized by the Board of Directors no officer, agent or employee shall not have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 5. Conflict of Interest and Related Party Transactions. The Corporation, through its Board of Directors, shall promulgate, from time to time a written conflict of interest and related party transaction policies, according to the current law then in effect, to be adhered to by its offices, directors, employees, and agents, and which includes guidelines for the

resolution of existing or apparent conflicts of interest and/or related party transactions.

Section 6. Dissolution. The Corporation may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote. Upon dissolution or termination of the Corporation, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to organizations operated exclusively for charitable, and/or educational purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code and/or an instrumentality of a local government.

Section 7. Fiscal Year. The fiscal or business year of the Corporation shall be July 1 through June 30.

ARTICLE VIII Amendments

Section 1. Amendment. New bylaws may be adopted, or these Bylaws may be amended, modified or repealed by the Board of Directors of the Corporation; provided, however, that any amendment shall be consistent with the terms set forth in the Agreement between the Corporation and the Florida Office of Early Learning. All amendments to the Articles of Incorporation and/or Bylaws will be noticed to the Florida Office of Early Learning as an amendment to the Coalition's Plan.

Section 2. Record of Amendments. Any amendment or alteration in these Bylaws shall be forthwith filed with the original Bylaws of the Corporation.

CERTIFICATION OF SECRETARY

I the undersigned do hereby certify:

1. That I am the duly elected and acting secretary of the Hillsborough County School Readiness Coalition Inc. D/B/A Early Learning Coalition of Hillsborough County Inc, a Florida nonprofit corporation; and

2. That the forgoing revised Bylaws, consisting of twelve (12) pages, exclusive of cover sheet and table of contents, constitute the Bylaws of said corporation as duly adopted the Board of Directors on June 12, 2017.

IN WITNESS WHEREOF, I have executed this Certificate as of this 12th day of June 2017.

Lynne T. Hildreth, Secretary

Record of Amendments:

Amended 09-08-2008

Amended 03-07-2016

Amended 8-8-2016

Amended 11-19-2012

Amended 06-09-2014

Amended: 6-12-17

Amended:

Select Year:

The 2017 Florida Statutes

Title XLVIII

K-20 EDUCATION
CODE

Chapter 1002

STUDENT AND PARENTAL RIGHTS AND EDUCATIONAL
CHOICES

[View Entire
Chapter](#)

1002.83 Early learning coalitions.—

(1) Thirty-one or fewer early learning coalitions are established and shall maintain direct enhancement services at the local level and provide access to such services in all 67 counties. Two or more early learning coalitions may join for purposes of planning and implementing a school readiness program and the Voluntary Prekindergarten Education Program.

(2) Each early learning coalition shall be composed of at least 15 members but not more than 30 members.

(3) The Governor shall appoint the chair and two other members of each early learning coalition, who must each meet the same qualifications as private sector business members appointed by the coalition under subsection (5).

(4) Each early learning coalition must include the following member positions; however, in a multicounty coalition, each ex officio member position may be filled by multiple nonvoting members but no more than one voting member shall be seated per member position. If an early learning coalition has more than one member representing the same entity, only one of such members may serve as a voting member:

(a) A Department of Children and Families regional administrator or his or her permanent designee who is authorized to make decisions on behalf of the department.

(b) A district superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.

(c) A local workforce development board executive director or his or her permanent designee.

(d) A county health department director or his or her designee.

(e) A children's services council or juvenile welfare board chair or executive director, if applicable.

(f) An agency head of a local licensing agency as defined in s. [402.302](#), where applicable.

(g) A president of a Florida College System institution or his or her permanent designee.

(h) One member appointed by a board of county commissioners or the governing board of a municipality.

(i) A Head Start director.

(j) A representative of private for-profit child care providers, including private for-profit family day care homes.

(k) A representative of faith-based child care providers.

(l) A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act.

(m) A central agency administrator, where applicable.

(5) Including the members appointed by the Governor under subsection (3), more than one-third of the members of each early learning coalition must be private sector business members, either for-profit or nonprofit, who do not have, and none of whose relatives as defined in s. [112.3143](#) has, a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program created under part V of this chapter or the school readiness program. To meet this requirement, an early learning coalition must appoint additional members. The office shall establish criteria for appointing private sector business members. These criteria must include

standards for determining whether a member or relative has a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program or the school readiness program.

(6) A majority of the voting membership of an early learning coalition constitutes a quorum required to conduct the business of the coalition. An early learning coalition may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate.

(7) A voting member of an early learning coalition may not appoint a designee to act in his or her place, except as otherwise provided in this subsection. A voting member may send a representative to coalition meetings, but that representative does not have voting privileges. When a regional administrator for the Department of Children and Families appoints a designee to an early learning coalition, the designee is the voting member of the coalition, and any individual attending in the designee's place, including the district administrator, does not have voting privileges.

(8) Each member of an early learning coalition is subject to ss. [112.313](#), [112.3135](#), and [112.3143](#). For purposes of s. [112.3143](#)(3)(a), each voting member is a local public officer who must abstain from voting when a voting conflict exists.

(9) For purposes of tort liability, each member or employee of an early learning coalition shall be governed by s. [768.28](#).

(10) An early learning coalition serving a multicounty region must include representation from each county.

(11) Each early learning coalition shall establish terms for all appointed members of the coalition. The terms must be staggered and must be a uniform length that does not exceed 4 years per term. Coalition chairs shall be appointed for 4 years in conjunction with their membership on the Early Learning Advisory Council pursuant to s. [20.052](#). Appointed members may serve a maximum of two consecutive terms. When a vacancy occurs in an appointed position, the coalition must advertise the vacancy.

(12) State, federal, and local matching funds provided to the early learning coalitions may not be used directly or indirectly to pay for meals, food, or beverages for coalition members, coalition employees, or subcontractor employees. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. [112.061](#) and must comply with applicable federal and state requirements.

(13) Each early learning coalition shall use a coordinated professional development system that supports the achievement and maintenance of core competencies by school readiness program teachers in helping children attain the performance standards adopted by the office.

(14) Each school district shall, upon request of the coalition, make a list of all individuals currently eligible to act as a substitute teacher within the school district, pursuant to rules adopted by the school district pursuant to s. [1012.35](#), available to an early learning coalition serving students within the school district. Child care facilities as defined in s. [402.302](#) may employ individuals listed as substitute instructors for the purpose of offering the school readiness program, the Voluntary Prekindergarten Education Program, and all other legally operating child care programs.

History.—s. 17, ch. 2013-252; s. 177, ch. 2014-17; s. 46, ch. 2016-216.

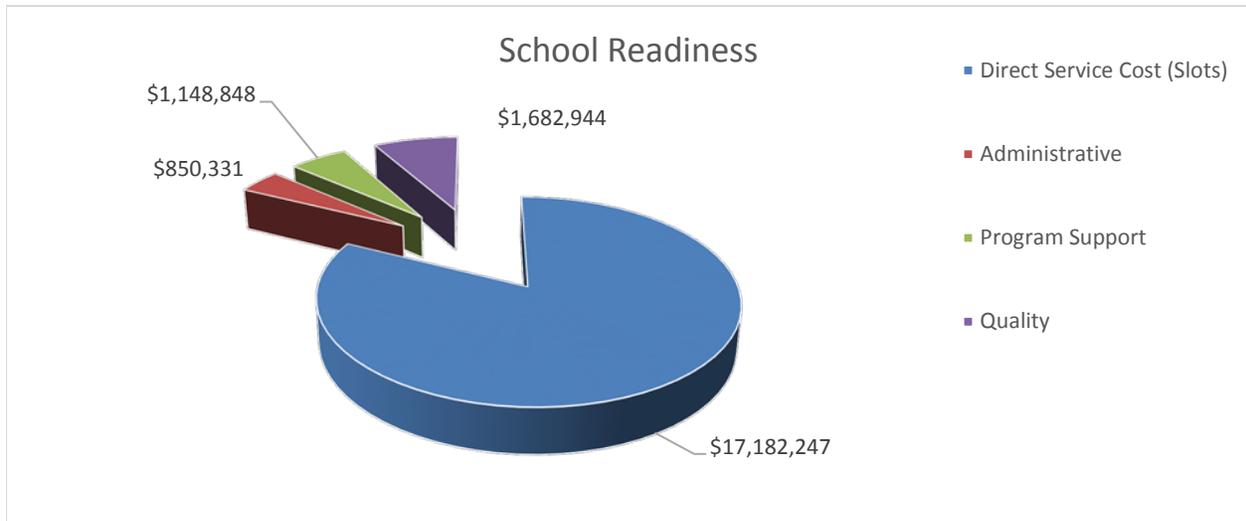


School Readiness Budget Analysis As of 12/31/17

Category	FY 17-18 Award	Actual thru 12/31/17		Restrictions
Direct Services				
Direct Service Cost (Slots)	\$35,864,665	\$17,182,247	82.35%	Minimum 78%
Operating				
Administrative	\$2,240,299	\$850,331	4.08%	Maximum 5%
Program Support	\$5,824,776	\$1,148,848	5.51%	
Quality	\$1,792,239	\$1,682,944	8.07%	Minimum 4%
Total Operating	\$9,857,314	\$3,682,123	17.65%	Maximum 22%
Total Direct Services and Operating	\$45,721,979	\$20,864,370		

Includes subcontracts with:

School District of Hillsborough County	\$39,245,171
Child Care Licensing	\$1,058,904
Early Childhood Council	\$49,500

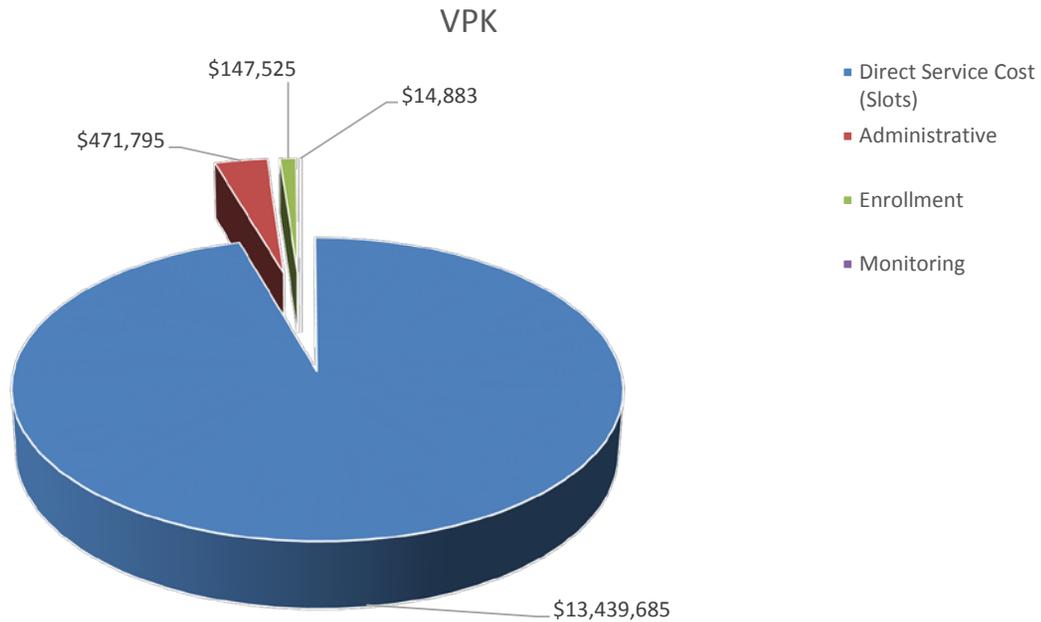


**VPK Budget Analysis
As of 12/31/17**

Category	FY 17-18 Award	Actual thru 12/31/17	Restrictions
Direct Services			
Direct Service Cost (Slots)	\$28,569,388	\$13,439,685	95.59%
Administrative and Enrollment			
Administrative	\$834,226	\$471,795	3.36%
Enrollment	\$308,549	\$147,525	1.05%
Total Administrative and Enr	\$1,142,775	\$619,320	4.41%
Outreach, Awareness and Monitoring (OAMI)			
Outreach and Awareness	\$33,964		
Monitoring	\$35,474	\$14,883	
Total OAMI	\$69,438	\$14,883	
Total VPK Expenditures	\$29,781,601	\$14,059,005	
Includes subcontract with: Early Childhood Council		\$22,000	

Maximum 4% by end of contract year.

Minimum of \$35,474 on monitoring by end of contract year.





Budget Variance Analysis
 Coalition Operating Expenditures
 As of 12/31/17

Category	Current Year	Total Budget -	Actual % of		Over/Under %	Variance Notes*
	Actual	Original	Year	% of Budget		
Personnel	1,622,797	3,642,327	50%	44.55%	-5%	
Occupancy	211,948	389,757	50%	54.38%	4%	
Professional Fees	38,829	59,642	50%	65.10%	15%	Payments were issued to Young Search Partners during November and December 2017 for services rendered in CEO search.
Travel & Training	29,449	57,606	50%	51.12%	1%	
Quality Action Grants	8,200	200,000	50%	4.10%	-46%	The 2nd quarter grant stipends are being processed by staff and is expected to be awarded on or before February 28, 2018.
Insurance	21,595	22,025	50%	98.05%	48%	The yearly renewal insurance policies were paid in October and December 2017.
Technology	93,052	229,613	50%	40.53%	-9%	
Educational Supplies	47,207	53,565	50%	88.13%	38%	Teaching Strategies Gold Online assessments purchased each year during the month of September. Performance Funding Pilot MMCI participant kits were purchased for trainings. MMCI participant kits were purchased in the month of October 2017 for trainings. Books were purchased for Read for the Record event.
Office Supplies	18,019	35,294	50%	51.05%	1%	
Outreach	29,975	89,000	50%	33.68%	-16%	Events such as Provider Forum Meeting, and Day of Play has not occurred as of December 31, 2017.
Printing/Binding	12,883	37,980	50%	33.92%	-16%	
Other Operating	54,174	75,536	50%	71.72%	22%	Budgeted VPK Calendar has not yet been produced.
Total Operating Expenditures	<u>2,188,129</u>	<u>4,892,345</u>		<u>44.73%</u>		The MyOn reader yearly subscription was paid in July. The annual Association of Early Learning Coalitions dues were paid in August. The yearly subscription for Learning Management System was paid in September, and the monthly Adobe subscriptions paid in December 2017.

* All variances over or under by 10% or more are explained.

ELCHC BOARD OF DIRECTORS MEETING – FEBRUARY 12, 2018

ACTION

ITEM VII.A.

ISSUE:	Execute Contract Amendment Three (3) to the School Readiness Contract with the School Board of Hillsborough County
FISCAL IMPACT:	\$511,292
FUNDING SOURCE:	Office of Early Learning, School Readiness
RECOMMENDED ACTION:	Authorize staff to execute a contract amendment with the School Board of Hillsborough County in the amount of \$511,292

NARRATIVE:

This Amendment allocates funding from the Office of Early Learning for two distinct purposes in the School Readiness program. The first component is \$185, 292 for the Performance Funding Project and the second is additional funding of \$326,000 for direct services for children.

Performance Funding Project:

The Office of Early Learning has allocated funding of \$185,292 for the Performance Funding Project for the period November 1, 2017 – June 30, 2018. This additional funding does not reduce any of the current funds designated for child care direct services. The Performance Funding Project (PFP) funds shall be utilized by the School Board of Hillsborough County to provide tiered reimbursement funds to providers participating in the Performance Funding Project.

School Readiness Program:

In order to increase direct services to children in the School Readiness program, staff recommends increasing the contract with the School Board of Hillsborough County to utilize unallocated funds of \$326,000.

Authorize staff to execute a contract amendment with the School Board of Hillsborough County in the amount of \$511,292 for the two components as described.

ELCHC BOARD OF DIRECTORS MEETING –FEBRUARY 12, 2018

ACTION

ITEM VII.B.

ISSUE:	Contract Amendment One (1) with the School Board of Hillsborough County
FISCAL IMPACT:	\$421,546
FUNDING SOURCE:	Children’s Board of Hillsborough County School Readiness Match
RECOMMENDED ACTION:	Authorize staff to execute a contract amendment with the School Board of Hillsborough County in the amount of \$421,546 to decrease funds for direct services.

NARRATIVE:

The Early Learning Coalition had a current Match Contract with the Children’s Board of Hillsborough County in the amount of \$2,480,701 for the period October 1, 2017 – September 30, 2018. Due to a reduction in funding from the Children’s Board the amount available for match is now \$2,059,155. As the School Board of Hillsborough County is under contract with the Coalition for School Readiness payments for providers, it is necessary to decrease their contract for direct slot funding by the same amount (\$421,546). The proposed Amendment will reduce the match available for direct child care slots to \$2,059,155.

Authorize staff to execute a contract amendment with the School Board of Hillsborough County in the amount of \$421,546 to decrease funds for direct services.

ELCHC BOARD OF DIRECTORS MEETING – FEBRUARY 12, 2018

ACTION

ITEM VII.C.

ISSUE:	Budget Parameters
FISCAL IMPACT:	N/A
FUNDING SOURCE:	School Readiness, VPK, BOCC, CBHC
RECOMMENDED ACTION:	Approve staff recommendations on budget parameters for fiscal year 2019

NARRATIVE:

Attached is information regarding the budget parameters for fiscal year 2019.



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual

Estimated Actual for FYE 6/30/18

Category	Current Year		Projected	Estimated Lapse/(Over)
	Actual thru 12/31/17	Total Budget - Original	Actual thru 6/30/18	
Personnel	1,622,797	3,642,327	3,464,050	178,277
Occupancy	211,948	389,757	423,897	(34,140)
Professional Fees	38,829	59,642	77,658	(18,016)
Travel & Training	29,449	57,606	58,898	(1,292)
Quality Action Grants	8,200	200,000	187,000	13,000
Insurance	21,595	22,025	21,595	430
Technology	93,052	229,613	186,104	43,509
Educational Supplies	47,207	53,565	67,207	(13,642)
Office Supplies	18,019	35,294	36,038	(744)
Outreach	29,975	89,000	79,950	9,050
Printing/Binding	12,883	37,980	40,767	(2,787)
Other Operating	54,174	75,536	89,548	(14,012)
Total Operating Expenditures	<u>2,188,129</u>	<u>4,892,345</u>	<u>4,732,712</u>	159,633

Fiscal Year 2019

Proposed salary increase 3% 84,715

Proposed unallocated SR funds \$300,000

Proposed budget workshop date/time 3/26/18 @ 4pm

WAGE ADJUSTMENT SURVEY & FORECAST

FY 2018

*Survey of Wage Increase Projections for the United States & Discussion of
Wage Budgeting for Hillsborough County Florida in FY 2017-2018*

Prepared by the Hillsborough County Civil Service Board
601 E. Kennedy Blvd, Suite 1700
Tampa, Florida 33602
Contact: Meghan Deveau
DeveauM@HillsboroughCounty.org
813-274-6753
www.hccsb.org

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WAGE ADJUSTMENT SURVEY AND FORECAST

OVERVIEW

The Hillsborough County Civil Service Board oversees the classification and compensation functions for nine client agencies within Hillsborough County government. Those nine agencies compete for talent with other Hillsborough County government agencies as well as private sector employers. A primary purpose of this report is to advise our clients of trends in the market that could impact their ability to effectively compete for talent in the upcoming fiscal year. Ultimately, each client agency must determine its own compensation policy (i.e., target market competition level) within the context of its projected financial resources.

DETERMINANTS OF SALARY INCREASES

There are many economic factors that influence salary increase decisions. These include prior year's market-driven movement of wages, increases and decreases in the consumer price index (CPI), Gross Domestic Product, unemployment rates, and internal turnover rates. Base salary increases have remained steady at 3.0% per year mostly due to a rise in inflation, or cost of living adjustment, and a guarded view of the economic landscape where organizations are hesitant to increase their fixed labor costs.

WAGE ADJUSTMENT SURVEY AND FORECAST

FY 2017 HILLSBOROUGH COUNTY AREA PUBLIC SECTOR WAGE ADJUSTMENT BUDGETS

The Hillsborough County organizations listed below budgeted the following wage adjustments for FY 17 for nonunion positions:

AGENCY	MARKET ADJUSTMENT	MERIT ADJUSTMENT	PAY RANGE ADJUSTMENTS
Arts Council	3.0%	-	5.0% increase to min and max
Aviation Authority	-	Up to 5%	2.0% increase to min and max
BOCC (CAD, CAT, IA)	-	Up to 4%	-
Children's Board	3.0%	-	3.0% increase to the max
City of Plant City	7.5%	-	-
City of Tampa	3.0%	-	-
Civil Service Board	4.0%	-	5.0% increase to min and max
Clerk of the Circuit Court	-	3.5, 3.0%	-
Environmental Protection Commission	-	4.5,4.0,3.5%	-
Expressway Authority	3.0%	-	3.0% increase to min and max
Pasco County BOCC	2.0%	2.0%	-
Pinellas County BOCC	-	-	2.0% increase to min and max
Planning Commission		4.5,4.0,3.5,3.0%	5.0% increase to the max
Public Transportation Commission	3.5%	3.0,2.0,1.0%	5.0% increase to the max
Sheriff	-	4.5-3.5%	4.5% increase to max
Soil & Water Cons Dist	3.5%	-	5.0% increase to min and max
Supervisor of Elections	-	0-5.0% plus other non-monetary rewards	-
Tampa Port Authority	1.5%	3.0,2.0,1.0%	5.0% increase to the max
Tampa Sports Authority	4%	-	-

WAGE ADJUSTMENT SURVEY AND FORECAST

CY 2017 U.S. PRIVATE SECTOR WAGE ADJUSTMENT PROJECTIONS

Salary budgets are expected to rise 3% on average in 2017 which was the same as 2016. The following chart shows the total U.S. salary budget increases by employee category

Employee Category	Actual 2016 Mean	Actual 2016 Median	Projected 2017 Mean	Projected 2017 Median
Nonexempt hourly nonunion	3.0%	3.0%	3.1%	3.0%
Nonexempt salaried	2.9%	3.0%	3.0%	3.0%
Exempt salaried	3.0%	3.0%	3.1%	3.0%
Officers/executives	3.0%	3.0%	3.1%	3.0%
ALL	3.0%	3.0%	3.1%	3.0%

(WorldatWork 2016-2017 Salary Budget Survey, preliminary findings. Survey data collected through May 2016)

The Hay Group, Towers Watson Data Services, WorldatWork, Economic Research Institute, and The Conference Board are each sources that conduct an annual survey of a broad range of organizations to collect information about plans for annual wage adjustments. The results of the wage adjustment surveys are detailed below:

SOURCE	ORGANIZATION'S SPECIALTY	PROJECTED 2017 WAGE INCREASE
The Hay Group	HR services	3.0%
Towers Watson Data Services	Professional services	3.0%
WorldatWork	Compensation data	3.0%
Economic Research Institute	Compensation data	3.0%
The Conference Board	Business research	3.0%
Average Salary Increase		3.0%

<https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/salary-budgets-2017.aspx>

WAGE ADJUSTMENT SURVEY AND FORECAST

It is important to note that these increases are the averages across organizations and can vary between employees, usually due to performance evaluations while salary ranges are adjusted based on job market. The Hay Group says, “We typically see top performers in organizations receiving between 1.5x and 2.0x the median salary increase for employees, so top performing individuals could expect to receive salary increases upwards of 6 to 8 percent.” (<http://www.globoforce.com/gfblog/2016/fallacy-increase-mcmullen/>)

Salary ranges are projected to increase 2.1%, on average, in 2017 (*WorldatWork 2016-2017 Salary Budget Survey Report*). Upward adjustments to an organization’s salary ranges are typically made to compete for quality talent. Traditionally, salary range increases are between two-thirds and three-fourths of the projected salary increases. The reason that salary ranges move less than actual wages is to avoid future employees who are hired at the range minimum being paid at the same rate as longer-term employees.

FEDERAL COST OF LIVING ADJUSTMENTS

Social Security benefits will increase slightly by 0.3% which makes this the fourth consecutive year in which cost of living increases fell below 2.0% where 2016 did not see any increases (<http://www.investmentnews.com/article/20161018/FREE/161019929/social-security-cost-of-living-adjustment-to-get-0-3-increase-in-2017>). These increases are based on the consumer price index for urban wage earners and clerical works (CPI-W). There has been very little change in inflation prompting only a slight increase for cost of living.

Federal employees received a 2.1% pay increase for 2017 and now lawmakers are proposing a 3.2% pay raise for federal employees in 2018.

UNEMPLOYMENT

As of December 2016, the unemployment rate in Tampa-St. Petersburg-Clearwater, FL was 4.7%, compared to Florida’s unemployment rate of 4.9%. As of January 2017, the national unemployment rate was 4.8%. The Tampa area hit a low of 63,501 people who are unemployed but it has grown by 5,907 in recent months (<http://www.deptofnumbers.com/unemployment/florida/tampa/>). The number of jobs in Tampa-St. Petersburg-Clearwater, FL categorized as government has decreased by 0.5% from December 2015 to December 2016 (https://www.bls.gov/eag/eag.fl_tampa_msa.htm). The national unemployment rate is projected to remain at 4.8% by the end of 2017.

WAGE ADJUSTMENT SURVEY AND FORECAST

MINIMUM WAGE

The Florida Minimum Wage Act mandates annual adjustment to the Florida minimum wage based on the CPI for the Southern region. The minimum wage in the state of Florida increased to \$8.10 per hour effective January 1, 2017. The Federal minimum wage has remained at \$7.25 per hour since 2009.

COMPENSATION TRENDS FOR 2017 & 2018

A continuing trend is the emphasis on variable pay, essentially rewarding for performance through annual bonuses and other performance-based compensation. Organizations find this approach desirable because it will “offer more flexibility and does not commit cash resources in advance and for the long term. They can be tailored to year-end performance and cash availability, and significantly reduced in the following year if softening performance requires it.” (<https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/salary-budgets-2017.aspx>)

Organizations may also consider giving more bonuses such as referral bonuses, sign-on bonuses and retention bonuses since bonus programs have a positive effect on employee engagement, performance and satisfaction.

Organizations will continue to see generational differences in the approach to compensation and will have to experiment with pay, benefits, perks, time off, and true values to make a welcomed compensation program. However, each organization will see that there is no one-size fits all solution.

If economic growth actually does pick up later this year, higher salary budget expectations and thus higher actual pay increases may follow for FY 2018. Similarly, if the economy stalls and heads into a recession, employers wwill likely limit pay increases for FY 2018.

SUMMARY/CONCLUSION

A 3.0-4.0% salary increase for FY '18 can reasonably be expected to maintain an organization's competitive position. “Despite positive pressures from decreased unemployment and an increase in job openings, salary budgets continue to be restrained

WAGE ADJUSTMENT SURVEY AND FORECAST

by ongoing uncertainty in the global economy and low inflation rates,” said a senior leader at WorldatWork (<https://www.worldatwork.org/waw/adimLink?id=80567>). As a result, the amount of increases will remain flat because of the lack of a demand for larger salary increases with low inflation and low unemployment has not been a huge factor in driving up salary budgets.

With the emergence of technology, organizations will want to explore more flexible work arrangements as another perk, such as telecommuting one day a week.

A corresponding 2-2.5% increase to pay range minimums and maximums would enhance the organization’s ability to attract quality talent while avoiding compression at the low end of the pay ranges.

PayScale’s Real Wage Index found that wages have risen roughly 9.5% since 2006, but when inflation is factored in, “real wages” are actually down 7.4%. With any luck, the labor market will continue to tighten so that employer confidence will increase and drive up wages to a level that is more reflective of a recovered economy (<http://www.payscale.com/career-news/2016/08/3-percent-raise-next-year>).

ISSUE: Communications & Outreach Committee Report

NARRATIVE:

LIGHTNING PROVIDER NIGHT FUND RAISER UPDATE

On February 2, 2017, ELCHC conducted an inaugural fundraising event with the Tampa Bay Lightning. Extensive efforts by Board members and staff resulted in a total donation amount of \$3,250 from various corporate, community partners and individual donors. The donations allowed the ELCHC to send 52 early learning professionals and their guests (*104 people total*) to the Lightning game against Ottawa. After follow up and assistance by members of the Board, ELCHC has received its payout of \$660 from the fundraiser. Those dollars were designated for use in quality initiatives run by the ELCHC.

2018 CELEBRATE LITERACY, FLORIDA!® - NATIONAL READING DAY WITH ABC ACTION NEWS (WFTS)

On Tuesday, January 23rd ELCHC as part of the statewide Celebrate Literacy Florida! events, ELCHC partnered with WFTS/ABC Action News for a literacy event for National Literacy Day. As part of day's celebration, ABC highlighted the donation of over 3,000 books to the Book Garden by developing a media event that featured their donation to the Book Garden and the ELCHC. The ELCHC invited children from Alphabet Learning Center to visit the Book Garden where they participated in a reading circle presented by ABC anchors Lindsey Logue and Jamison Uhler. Each child that attended received a book donated by ABC Action News and they were also able to select an additional book of their choice from the Book Garden. The event appeared on the 5pm evening news broadcast on Tuesday evening.

QUARTERLY PROVIDER MEETING

On Saturday, January 6, 2018, the ELCHC conducted the last of its large-scale provider meetings for the FY17-18. The meeting was well attended (approximately 200 in attendance) and included guest speakers from MyOn Reader and Florida KidCare. The next meeting has not yet been scheduled.

WLLD 94.1 ORLANDO'S HOLIDAY TOY DRIVE TOWER

Annually, local radio station WLLD 94.1 (a Beasley Media station) conducts a holiday fundraiser to benefit a local child serving agency. This year's effort benefactor was the Children's Home Society. Station personality Orlando, takes residence on top of a 3-story 'toy tower' where he lives 24/7 for at least a week. While on the tower, he encourages the community to donate on behalf of the chosen charity. This year, ELCHC gathered a donation of books from the ELCHC Community Book Garden valued at \$5,000 and took them to the tower. CEO Steve Knobl, and the Communications team, were invited to climb the tower and were given prime radio time to discuss the value of literacy and the ELCHC.

METROPOLITAN MINISTRIES FOOD AND TOY DRIVES

ELCHC staff spearheaded two drives during the holiday season. A food drive, which was conducted during the Thanksgiving holiday yielded a donation of over 300 pounds of food. This was followed by a toy drive

for the Christmas holiday. Employees collected two barrels of toys which were donated to children residing at Metropolitan Ministries during the Christmas holiday.

MAYOR'S NONPROFIT SHOWCASE

On December 13, 2017, staff attended the annual Mayor's Holiday Party. The event, which was held at the Tampa Convention center, had a new and different purpose this past holiday season. In response to the impact of Hurricane Irma, the event contained a *nonprofit showcase* which featured Hillsborough's nonprofits as a way for the community to access much needed community resources by those impacted by the hurricane. Approximately 30 community agencies were in attendance along with members of the public and city officials.

UPCOMING OPPORTUNITIES FOR BOARD MEMBER INVOLVEMENT

Day of Play- Sunday, February 25, 2018, 10 am – 2PM at Al Lopez Park

IECP Book Fair- February 26- March 2, 2018, 8:30 am – 7:30 am @ IECP

Provider Appreciation Event - May 5, 2018, Time & Location TBA

Attachments (2)

Communications & Outreach Dashboard

ELCHC CCR&R and Day of Play Ads

COMMUNICATIONS AND OUTREACH SUMMARY



Early Learning Coalition of Hillsborough County

November 1, 2017 - January 31, 2018



HIGHLIGHTS:

WHERE WE'VE BEEN & WHAT WE'VE DONE

Community Partners

- Read on MyOn-Partnership Meeting 11/14/17
- Junior League Community Partners Luncheon 12/5/17
- Pastors and Leaders Resource Breakfast 12/7/17
- University Area Community Development Corporation Partners Coalition Q1 Meeting 1/25/18

Advocacy & Outreach

- Lightening Community Hero, Carlos Del Castillo, visit to Children's Nest Childcare Center 11/7/17
- Guest on WLLD 94.1 for ELCHC Book Garden Donation to Orlando's Toy Drive Tower
- Tampa Mayor's Nonprofit Showcase 12/14/17
- ABC Action News and Scripps Howard Foundation Book Garden Donation 1/23/18

Parent Outreach

- Tampa Housing Authority Resource Fair 12/7/17. Fifty (50) families received information regarding ELCHC programs and services
- FDLRS/Early Childhood Council Free Screening Program for Children. Seventeen (17) Families were in attendance 1/26/18

WEBSITE ANALYTICS

- Most Visited Pages: VPK for Families, School Readiness and Provider pages.
- 16,476 Total Users
- 63,406 Page Views
- 152 Average Time Spent Per Second
- 2 Total Page Visits Per User

BOARD NEWS & UPDATES EBLASTS

- 9 emails sent
- 29 Board Recipients
- 54% Open Rate
- 50% Desktop Opens
- 50% Mobile
- 26.5% Click Rate

SOCIAL MEDIA ANALYTICS

	1371 Total Number of Likes 2,304 Average Organic Reach 22 Average Number of Engaged Users
	946 Followers 94 Retweets 115 Likes
	156 followers 29 Connected Employees 282 Average Engagement
	11 Videos 16 Subscribers 3,777 Overall Views



TAMPA BAY

tampabayparenting.com

Parenting

JANUARY 2018

8 date
8 night
IDEAS

8 parent
hacks:
local
parents
share

**REACH
SUCCESS**
resolutions for the
whole family

**POSITIVE BEHAVIOR
TECHNIQUES
FOR A
HAPPIER 2018**

Arrrrrgh
you ready?

▶ **ULTIMATE GASPARILLA GUIDE**



Education Guide

Helping Families

find child care as great as their child



EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

The Early Learning Coalition of Hillsborough County **FAMILY SERVICES**

A FREE SERVICE FOR ALL HILLSBOROUGH FAMILIES

We help all families, regardless of income, identify and select quality early learning programs, connect to local community resources and learn how to engage in their child's early education.



Child Care Listings

Based on information supplied by you, ELCHC Family Services can provide your family with a customized list of child care options that best meets your needs and the needs of your child.



Financial Assistance

Child care is a big household expense. ELCHC Family Services can provide you with information and help with applying for child care assistance and exploring other financial assistance options.



Resources & Information

We can help connect your family to local resources that may be able to assist with other needs such as housing, food, or utility assistance. Call us -- we're here to help.

 (813) 906-5041

FIND OUT MORE ON OUR WEBSITE AT WWW.ELCHC.ORG

OFFICE OF
Early Learning

LEARN EARLY. LEARN FOR LIFE.

Parenting

FEBRUARY 2018

Valentine Fun

▶ LOCAL CRAFTS
KID-FRIENDLY DAY DATES &
DATE NIGHT STYLE

LOVE AT FIRST BITE
cooking classes to try
in Tampa Bay

EASY CHANGES
**for a healthier
HEART**

PRO TIPS:
WHEN TO DITCH
THE PACIFIER &
HOW TO DO IT

CRAVING AN EVENT?
**Our February
TOP PICKS**
page 58





MUSICAL ARTS PIANO CONSERVATORY
JUDITH CATALDO, DIRECTOR

Piano lessons and classes for every age



Private Lessons, Group Classes

& Summer Music Camps

PIANO IS OUR PASSION!

2101 W. Kennedy Blvd. Tampa, FL 33606
 WWW.MUSICALARTSPIANOCONSERVATORY.COM
 (813)294-1348

EARLY LEARNING
 COALITION OF HILLSBOROUGH COUNTY

FEBRUARY 25

AL LOPEZ PARK

10 AM to 2 PM

DAY of PLAY
 HILLSBOROUGH'S BIGGEST PLAY DATE

PLAY IS LEARNING! LEARNING IS PLAY!
 Bring your family out for a glorious day of play and learn how the simple act of playing can help your child grow and learn. Families with children ages birth to 12 will enjoy a day of live entertainment, prize drawings and plenty of outdoor games. Come and learn about the value of play!

FREE
 EXCEPT FOR FOOD TRUCKS

DRAWINGS **OUTDOOR GAMES**
FOOD TRUCKS
LIVE FAMILY ENTERTAINMENT
OVER 50 EXHIBITORS!

OFFICE OF Early Learning
 LEARN EARLY. LEARN FOR LIFE.



FLORIDA RESIDENT VALUE

Residents get an incredible value through February 28, 2018 with Adults-at-Kids Pricing. Take advantage by pre-purchasing tickets online.

ADULTS-AT-KIDS-PRICING

\$25.95 FOR A LIMITED TIME

See website for details and restrictions.

TLPZ.org/FloridaResident

TAMPA'S LOWRY PARK ZOO

FEBRUARY

Our favorite events and things to do for families in Tampa Bay!

GASPARILLA: A TAMPA TRADITION

Through March 4
Henry Plant Museum, Tampa
Explore the history of Tampa Bay's most beloved community festival. Learn about the early Gasparilla parades through vintage photographs and Ann Lowe-designed Gasparilla gowns to see how they compare to the way we celebrate today. plantmuseum.com

STAR WARS™ AND THE POWER OF COSTUME

Through April 1
Museum of Fine Arts, St. Petersburg
View this popular temporary exhibit when the Smithsonian traveling exhibition visits the St. Pete museum to showcase its iconic costumes from a galaxy far, far away. mfastpete.org

MONSTER JAM

Feb. 3, 7 p.m.
Raymond James Stadium, Tampa
This year's adrenaline-charged, high-flying event will feature some of motorsports' most popular drivers/trucks including Bounty Hunter driven by Jimmy Creten, Grave Digger with Charlie Pauken, Scarlet Bandit by Dawn Creten, and more. Passes are available for a Pit Party 2:30 p.m. to 5:30 p.m. when fans can see the trucks up close, meet drivers, take photos and get autographs. Gates open to all at 5 p.m. Tickets start at \$15. raymondjamesstadium.com

HYDE PARK FRESH MARKET

Feb. 4, 10 a.m. to 3 p.m.
Hyde Park Village, Tampa
Browse vendors at this market held the first Sunday of every month and featuring locally produced and homemade foods, plants, produce, hand crafts and eco-friendly and fair trade products. Listen to live music and stop by one of the village restaurants. Free admission and parking. hydeparkvillage.com

CHILDREN'S BOARD OF HILLSBOROUGH COUNTY FREE TUESDAY

Feb. 6, noon to 7 p.m.
Glazer Children's Museum, Tampa
Enjoy free admission as part of the museum's partnership with the Children's Board of Hillsborough

County and its mission to promote the well-being of children and families. glazermuseum.org

FLORIDA STATE FAIR

Feb. 8-19
Florida State Fairgrounds, Tampa
Enjoy classic fair rides and treats, and check out the Florida State Fair Dance Championship, wine competition, recycled yard art and the Leroy Van Dyke Country Gold Tour. floridastatefair.com.

THE FLORIDA ORCHESTRA PRESENTS THE MUSIC OF STAR TREK & STAR WARS

Feb. 9, 8 p.m.
Straz Center, Tampa
The Florida Orchestra goes boldly where no man has gone before as they perform Star Wars classics from John Williams and music from the Star Trek movies and TV show. Conducted by Michael Francis, the concert stages Trekkies against Star Wars fanatics, culminating in a stellar performance. floridaorchestra.org

CHANGING EMOTIONAL RESPONSE: A MINDFULNESS PROGRAM

Feb. 10, 9-10 a.m.
Glazer Children's Museum, Tampa
Join Evolve Personal Health for activities that allow children to explore their emotions. Participants will be presented with neutral and negative emotions, and then discuss how to deal with them in a positive way. This event is free. glazermuseum.org Ages 5-12

BROWNIES, JUNIORS AND CADETTES AT MOSI AND THE LET IT GLOW! CAMP-IN

Feb. 10, 7 p.m. – Feb 11, 9 a.m.
MOSI, Tampa
Explore the science behind luminescence, make your own jewelry and dance under black lights. This camp includes hands-on STEAM programming, snacks, sleeping at MOSI, breakfast and after-event access to MOSI. Sponsored by Girl Scouts of West Central Florida. gswcf.org

KREWE OF SANT' YAGO KNIGHT PARADE

Feb. 10, 7 p.m.
Ybor City
Find a spot on the sidewalk to collect beads at this popular night parade rolling down Seventh Avenue in historic Ybor City. Enjoy lighted floats, vendors and the rich heritage the Krewe strives to uphold. Event benefits the Krewe of the Knights of Sant' Yago Education Foundation. knightparade.com

BOY SCOUT MERIT BADGE WORKSHOPS

various dates and times
MOSI, Tampa
Take advantage of several Boy Scout Merit Badge workshops including: Environmental Science (Feb. 11, 10 a.m. to 1 p.m.); Electronics (Feb. 17, 10 a.m. to 1 p.m.); Space Exploration (Feb. 17, 3-6 p.m.); Astronomy (Feb. 17, 7-11 p.m.); and Engineering (Feb. 25, 2-5 p.m.). mosi.org



CIRQUE DU SOLEIL: VOLTA

Feb. 14 – March 4, various times
Tampa Greyhound Track, Tampa
See Cirque Du Soleil in their high-flying, colorful, acrobatic glory under the big top. "Volta" is inspired by the adventurous spirit of freedom, with action sports taking center stage. cirquedusoleil.com

PARENTS NIGHT OUT

Feb 15, 5:30-8:30 p.m.
Bryan Glazer Family JCC
Bring the kids to Bryan Glazer Family JCC in Tampa for a night of fun. The event may include crafts, games, gymnasium and outdoor activities. Cost is \$15 per child for members and \$25 per child for non-members for first child and \$5 per child thereafter. bryanglazerfamilyjcc.com 2-12

PATEL CONSERVATORY PRESENTS DISNEY'S "THE ARISTOCATS KIDS"

Feb. 15-18, various times
Straz Center, Tampa
Join a cast of kids from second through fourth grade as they perform the stage adaptation of Disney's animated classic motion picture, "The Aristocats," which follows a family of Parisian felines as they experience twists and turns of adventure. strazcenter.org 51 of 67

DAY OF PLAY

Feb. 25, 10 a.m. – 2 p.m.
Al Lopez Park, Tampa
Learn how the simple act of playing can aid in your child's growth. Families will enjoy live entertainment, prizes, games and more! Food can be purchased at food trucks from the Tampa Bay Food Truck Rally. elchc.org



ISSUE: Legislative Affairs Committee Report

Narrative:

Legislative Committee Summary

Legislative Affairs Committee Board members Sandra Murman and Aakash Patel and staff member Bobbi Davis attended Hillsborough Day at the Capitol on January 17, 2018. Additionally, Aakash Patel and Bobbi Davis personally met with Hillsborough Delegation members and their staff to promote ELCHC's local funding request submitted by Senator Dana Young (attached) and to promote the AELC/ELCHC priorities (attached). Delegation members and/or staff personally met on Hillsborough Day included Sen. Young, Sen. Rouson, Rep. Raburn, Rep. Spano, Rep. Toledo, Rep. Shaw, Rep. Cruz, Rep. Harrison, Rep. Grant, and Rep. Newton.

Attached is the brief summary of the current legislation related to PreK in the House and Senate.

A Legislative Affairs Committee meeting will be scheduled soon to plan for ECLHC's next steps.



The Florida Senate

Local Funding Initiative Request – Fiscal Year 2018-2019

- Project Title: Hillsborough Mind in the Making Family Engagement & Training
- Senate Sponsor: Senator Dana Young
- Date of Request: 12/14/2017

4. Project/Program Description: Research on children’s brain development, school readiness and success has demonstrated the importance of life skills development as children transition into formal educational. This research indicates that children with better life skills are likely to learn more from the same amount of instruction, and to understand and get along better with other children and adults. Among low-income children at risk of school failure, it’s those with more developed life skills who are resilient and meet academic standards despite their circumstances. The Early Learning Coalition of Hillsborough County (ELCHC) has staff trained in Mind in the Making (MITM), which has been developed to help parents support this healthy development. The ELCHC will provide MITM training for 200 low income families. We are partnering with local non-profits to provide 10 distinct 8-session MITM series. Parents will receive materials and age appropriate books for their children to reinforce and support literacy at home.

- State Agency to receive requested funds: Office of Early Learning
State Agency Contacted? Yes

6. Amount of the Non-Recurring Request for fiscal year 2018-19:

Amount Requested for Operations	Amount Requested for Fixed Capital Outlay	Total Amount of Requested State Funds
\$103,400	\$0	\$103,400

7. Type, amount and percent of matching funds available for this project for fiscal year 2018-19:

Type	Amount	Percent
Federal:	Click here to enter text.	Click here to enter text.
State (Excluding the amount of this request):	Click here to enter text.	Click here to enter text.
Local:	Click here to enter text.	Click here to enter text.
Other:	\$24,000 (light meals at 80 sessions)	19%

- Total Project Cost for fiscal year 2018-19 (includes all requested State funds and any other funding sources): \$127,400

9. Was the project previously funded by the State? (Optional)

Fiscal Year(s)	Amount		Vetoed
	Recurring	Non-Recurring	
NA	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.			
Click here to enter text.			



The Florida Senate

Local Funding Initiative Request – Fiscal Year 2018-2019

Click here to enter text.

10. Is future-year funding likely to be requested? If yes, indicate non-recurring amount per year.

\$100,000

11. Program Performance (if needed, include additional documentation):

- a. What is the specific purpose or goal that will be achieved by the funds requested?

The Early Learning Coalition of Hillsborough County will provide 200 low-income families of young children the eight session series of Mind in the Making. Mind in the Making teaches parents to build the life skills function in young children to prepare them for success in kindergarten and life.

- b. What are the activities and services that will be provided to meet the intended purpose of these funds?

The ELCHC will offer 10 separate Mind in the Making training series for families. Each series will offer training to introduce the life skills and practical application for children birth to age eight in both English and Spanish. The ELCHC will provide a light meal for the parents and children (non-State funding) and a modest stipend to families who complete the series to cover a portion of their transportation costs. We expect total attendance to include 200 parents and their 200-400 children (generally 1-2 per family). Parents will receive take-home materials and age appropriate books for their children to reinforce and support literacy in the home. Each 8-week series will be conducted in different low income neighborhoods. * Seven life skills: (1) Focus and self-control; (2) Perspective taking; (3) Communication; (4) Making connections; (5) Critical thinking; (6) Taking on Challenges; and (7) Self-directed engaged learners.

- c. How will the funds be expended?

Spending Category	Description	Amount
Administrative Costs:		
Executive Director/Project Head Salary and Benefits	General internal administrative expense of 10% of program cost (\$94,000) to cover Mind in the Making project delivery	\$9,400
Other Salary and Benefits	Click here to enter text.	Click here to enter text.
Expense/Equipment/Travel/Supplies/Other	Click here to enter text.	Click here to enter text.
Consultants/Contracted Services/Study	Click here to enter text.	Click here to enter text.
Operational Costs:		
Salary and Benefits	2 staff @ \$30/hour x 50 hours/session x 10 series = \$30,000	\$30,000
Expense/Equipment/Travel/Supplies/Other	Family Stipends: 200 @ \$100 = \$20,000; Space rental @ \$100/session x 80 sessions = \$8,000; Educational materials for families to keep, 200 families x \$150/family = \$30,000; General office supplies @ \$10/family x 200 families = \$2,000	\$60,000



The Florida Senate

Local Funding Initiative Request – Fiscal Year 2018-2019

Consultants/Contracted Services/ Study	Childcare for families during sessions: 80 sessions x \$50/session = \$4,000	\$4,000
Fixed Capital Construction/Major Renovation:		
Construction/Renovation/Land/ Planning Engineering	\$0	\$0

- d. What are the direct services to be provided to citizens by the appropriations project?
 200 low-income families with young children will receive the Min in the Making eight-session training and educational support materials to aid in enhancing their skills to ensure young children are prepared to be successful in kindergarten and life.
- e. Who is the target population served by this project? How many individuals are expected to be served.
 At least 200 low-income families with young children residing in Hillsborough County.
- f. What is the expected benefit or outcome of this project? What is the methodology by which this outcome will be mesasured?
 Parents and caregivers of young children will develop and practice strategies to develop the seven life skills of their children that have been shown through research to be effective in preparing children for school readiness and life success. Outcomes are measured by standrad assessments provided with the Mind in the Making curriculum as well as a gains survey utilized by the RELCHC.
- g. What are the suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures provided for in the contract?
 Return of unused funds

12. The owners of the facility to receive, directly or indirectly, any fixed capital outlay funding. Include the relationship between the owners of the facility and the entity.
 NA

13. Requestor Contact information:
- a. Name and Title:
 - b. Organization:
 - c. E-mail Address:
 - d. Phone Number:

14. Recipient Contact Information:
- a. Organization:
 - b. Municipality and County:
 - c. Organization type (check all that apply):
 - For-profit Entity
 - Non Profit 501(c) (3)
 - Non Profit 501(c) (4)
 - Local Entity
 - University or College
 - Other (please specify)
 - d. Contact Name and Title:



The Florida Senate

Local Funding Initiative Request – Fiscal Year 2018-2019

e. E-mail Address:

f. Phone Number:

15. Lobbyist Contact Information:

a. Name:

b. Firm:

c. Email Address:

d. Phone Number:

Please complete the questions below for Water Projects only.

16. Have you applied for alternative state funding?

- Waste Water Revolving Loan
- Drinking Water Revolving Loan
- Small Community Wastewater Treatment Grant
- Other (Please describe)
- N/A

17. What is the population economic status?

- Financially Disadvantaged Community (ch. 62-552, F.A.C)
- Financially Disadvantaged Municipality (ch. 62-552, F.A.C)
- Rural Area of Economic Concern
- Rural Area of Opportunity (s. 288.0656, Florida Statutes)
- N/A

18. What is the status of construction?

NA

19. What percentage of the construction has been completed? What is the estimated completion date?

NA

The information provided will be posted on the Florida Senate website for public viewing if sponsored by a Senator.

2018 LEGISLATIVE AGENDA



"Early childhood programs have the potential for producing positive and lasting effects on children, but this potential will not be achieved unless more attention is paid to ensuring that all programs meet the highest standards of quality." - National Association for the Education of Young Children

INCREASE QUALITY



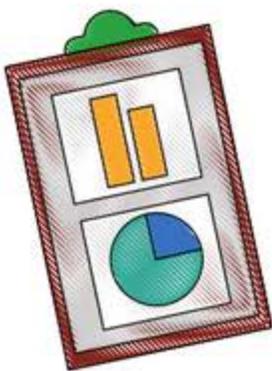
Continue support of the Early Learning Performance Funding Project (ELPFP) and other local quality initiatives with increased funding of \$30 million (\$45.5 MM total). This will positively affect children's social-emotional, physical, language & cognitive growth & improve program quality.

MAINTAIN FLEXIBILITY



The current structure of ELCs should be maintained & local communities should be allowed to determine how further efficiencies can be achieved. Local partners are able to bring new & better quality information into decision-making processes due to their proximity to participants, target groups & employers' understanding of the local labor market.

ADOPT MINIMUM STANDARDS



The Office of Early Learning should establish processes for evaluating & reviewing School Readiness providers on a valid program assessment measure of child-teacher interaction. 'Low performing' providers could complete a corrective action plan & if no improvement is made in 12 months, the contract would be terminated.

EVALUATE GOLD SEAL



Evaluate the accrediting agencies approved under s. 402.81 to determine which accrediting associations' requirements & processes positively impact child outcomes. Those that do not should be eliminated from the Gold Seal quality incentive program. For programs that are accredited by those accrediting bodies that remain approved, they should receive a 20% payment differential.

ELCHC Legislative Overview

Updated: 1/17/18

EARLY LEARNING BILLS

SB 1254, Early Learning

Sen. Passidomo – Effective July 1, 2018

- Changes definition of an “at-risk child” from “*residing*” at a domestic violence shelter to “*verified by*” a domestic violence center. Changes the age requirement for at-risk children.
- Has the Office of Early Learning (OEL) & the Department of Education (DCF) evaluate accrediting agencies to identify those that have requirements that have positive outcomes for children based on evaluations and set 20 percent higher payment differentials for agencies meeting those requirements.
- Establishes new assessment requirements for School Readiness providers that measures the quality of teacher-child interactions using an observational tool.
- Requires OEL to revise the School Readiness Provider Contract, linking contract terms to program assessment requirements, quality improvement strategies and contracted slots.
- Requires Coalition School Readiness Program Plans to include a community needs assessment identifying the needs of children and families and assess provider capacity to inform local priorities. Requires coalitions to prioritize eligibility categories based on the local priorities identified.
- Coalitions would be required to submit locally developed eligibility priorities, procedures for the use of contracted slots, and a description of quality improvement strategies that strengthen teaching practices and improve child outcomes.
- Removes the eligibility requirement for siblings of a child from a working family that is economically disadvantaged.
- Adds language to allow for awarding grants and financial supports to providers and their staff to meet state requirements for program assessment.
- Appropriates \$6 million in nonrecurring funds for CCDBG to OEL for FY 18-19.

[Similar: HB 1091](#)

HB 1091, Early Learning

Rep. Grall – Effective July 1, 2018

- Same changes and effect as SB 1254, except the change to the definition of an “at risk child”. Changes the definition of an “at-risk child” from “A child in the custody of a parent who is a victim of domestic violence residing in a certified domestic violence shelter” to “A child in the custody of a parent who is considered a victim of domestic violence as verified by a certified domestic violence center.”

[Similar: SB 1254](#)

SB 1150, School Readiness Program Funding

Sen. Steube – Effective July 1, 2018

- Requires OEL to develop a formula for SR funding that meets specific requirements.
- Formula must be implemented by July 1, 2020.

HB 1365, Early Learning

Rep. Grall – Effective July 1, 2018

- Requires OEL to adopt, and coalitions to implement, an observational-based assessment for birth to 4 year olds. The new tool selected must:
 - Have interval level and criterion-reference data that measures equivalent levels of growth across domains.
 - Offer the ability to determine learning gains.
 - Be appropriate to use a least three times a year.
 - Include the development of a statewide implementation plan that includes a plan to collect data on children ages birth to 4, adequate training opportunities, and a training mechanism.
 - Provides a 5 percent differential payment for providers that show learning gains with the new tool or other reliable tool.
 - Be included in coalition plans.
- School readiness providers would be required to conduct the new observation-based assessment.

[Similar: SB 1822](#)

SB 1822, Early Childhood Learning

Sen. Hukill – Effective July 1, 2018

- Same changes and effect as HB 1365, except it does not provide a payment differential for providers that show learning gains.

[Similar: HB 1365](#)

SB 1192, Education

Sen. Stargel – Effective July 1, 2018

- Establishes that private and public VPK providers must give parents their child's VPK pre- and post-assessment within 10 days of administration.
- Requires OEL report the VPK pre- and post- assessment results at an aggregate level.
- Allows children that are determined to be at risk of not attaining the VPK performance standards to reenroll into the subsequent school year at a provider that has met the minimum readiness rate.

[Similar: HB 951](#)

HB 951, Education

Rep. Fisher – Effective July 1, 2018

- Same changes and effect as SB 1192

Similar: SB 1192

SB 1334, Early Childhood Education

Sen. Baxley – Effective July 1, 2018

- Creates Early Childhood Transition Teams for schools that are designated as one of the 300 lowest performing elementary schools.
- The team must include individuals with specific roles within the community that are appointed by the school principal in consultation by the coalition.
- The team would be required to develop a transition plan that includes specific elements including professional development, opportunities of engagement for community early learning programs and providers, early registration for prekindergarten students, parent engagement, a plan for data and record sharing between Head Start, VPK and the public school, etc.

Similar: [HB 1135](#)

HB 1135, Early Childhood Education

Rep. Ausley – Effective July 1, 2018

- Requires the State Board of Education to adopt intervention and support strategies that include recruitment of principals and assistant principals with early childhood certification for elementary schools with prekindergarten or kindergarten programs, professional development focused on children prekindergarten through grade 3, age-appropriate use of technology and appropriate instructional materials and learning strategies
- Creates Early Childhood Transition Teams for schools that are designated as one of the 300 lowest performing elementary schools.
- The team must include individuals with specific roles within the community.
- The team would be required to develop a transition plan that includes specific elements including a prekindergarten questionnaire approved by the ELC, opportunities of engagement for community early learning programs, parents and children, early registration for prekindergarten students, professional development, a plan for data and record sharing between Head Start, VPK and the public school, etc.
- Requires local school districts and early learning coalitions to partnership with the early childhood transition team to build partnerships within the community.

Similar: [SB 1334](#)

SB 1546, Voluntary Prekindergarten Education Program

Sen. Simmons – Effective July 1, 2018

- Establishes non-profits as additional provider type for VPK.
- These non-profits would carry out in-home virtual VPK or “*technology-based academic prekindergarten program*” for special populations that would include 45 instructional hours, at minimum.
- Establishes specific criteria virtual VPK programs would need to include.

SB 1738, Early Childhood Education

Sen. Stewart – Effective July 1, 2018

- A provider may not provide School Readiness or VPK for 5 years if they have been cited for 4 or more violations related to the supervision of children within 2 years.

[Identical: HB 1297](#)

HB 1297, Early Childhood Education

Rep. Brown – Effective July 1, 2018

- Same changes and effect as SB 1738.

[Identical: SB 1738](#)

SB 1532, Early Learning Coalitions

Sen. Stargel – Effective July 1, 2018

- Allows ELCs to refuse to contract with a provider for School Readiness if the provider has been cited for a class I violation.

[Identical: HB 1175](#)

HB 1175, Early Learning Coalitions

Rep. Sullivan – Effective July 1, 2018

- Same changes and effect as SB 1532.

[Identical: SB 1532](#)

HB 543, The Books to Babies Pilot Project

Rep. Cortes – Effective July 1, 2018

- Requires OEL to establish a 3 year Books to Babies Pilot Project in Seminole & Orange Counties for specified purposes.
- Requires OEL to select organization to implement pilot project.
- Provides requirements for use of funds.
- Establishes reporting requirements.
- Requires OEL to allocate funds for pilot project.
- Requires matching funds from specified Orange County and Seminole County school districts.

[Similar: SB 1146](#)

SB 1146, The Books to Babies Pilot Project

Sen. Simmons – Effective July 1, 2018

- Same changes and effect as HB 543.

[Similar: HB 543](#)

SB 654, Early Childhood Music Education Incentive Pilot Program

Sen. Perry – Effective July 1, 2018

- Extending the scheduled expiration of the Early Childhood Music Education Incentive Pilot Program.
- APPROPRIATION: Non-recurring GR \$300,000.00.

CHILD WELFARE BILLS

SB 590, Child Welfare

Sen. Garcia – Effective July 1, 2018

- Requiring the Department of Children and Families, in collaboration with sheriffs' offices that conduct child protective investigations and community-based care lead agencies.
- Develops a statewide family-finding program.
- Requires the court to request that parents consent to providing access to additional records.
- Requires the DCF to provide financial assistance to kinship caregivers who meet certain requirements.
- Provide requirements and procedures for referring certain children to the Early Steps Program.

[Similar: HB 1435](#)

HB 1435

Rep. Perez – Effective July 1, 2018

- Same changes and effect as SB 590.

[Similar: SB 590](#)

SB 1520, Licensure of Child Care Programs

Sen. Hutson – Effective July 1, 2018

- Requiring certain organizations offering child care through after-school programs to be licensed as child care facilities.
- Defines "After-school program."

[Similar: 1129](#)

HB 1129, Licensure of Child Care Programs

Rep. Cortes – Effective July 1, 2018

- Same effect as SB 1520.

[Similar: SB 1520](#)

SB 486, Child Care Facilities

Sen. Stewart – Effective July 1, 2018

- Creates the "Child Safety Alarm Act" which requiring vehicles used by child care facilities and large family child care homes to be equipped with a reliable alarm

system that prompts the driver to inspect the vehicle for children before exiting the vehicle.

- Requiring the DCF to adopt by rule minimum safety standards and maintain a list of approved alarm systems.

[Identical: HB 305](#)

HB 305, Child Care Facilities

Rep. Antone – Effective July 1, 2018

- Same changes and effect as SB 590.

[Identical: SB 486](#)

HB 1079, Child Welfare

Rep. Burton – Effective July 1, 2018

- Requires DCF to establish rules & procedures for granting exemptions from criminal history & certain other records checks required for persons being considered for placement of child.
- Revises equity allocation formula for community-based care lead agencies.
- Requires child care personnel screening to include out-of-state criminal history records & sexual predator & sexual offender registry searches.
- Revises offenses that disqualify certain child care personnel from specified employment.

[Compare: SB 1360 & SB 1514](#)

SB 1360, Child Welfare

Sen. Broxson – Effective July 1, 2018

- Authorizing the DCF to grant an exemption from a fingerprinting requirement to certain household members who are being considered for placement of a child.
- Authorizing the DCF to grant an exemption from a fingerprinting requirement to certain household members who have a severe disability and for purposes of licensure as a licensed family foster home, child-placing agency, or residential child-caring agency.

[Compare: HB 1079 & SB 1514](#)

SB 1514, Child Welfare

Sen. Garcia – Effective July 1, 2018

- Requires the DCF to establish a certain exemption process and to adopt rules and procedures for the documentation necessary for exempting household members who have disabilities from being fingerprinted before a child is placed in the home.
- Requires the DCF to take all the necessary steps to recover financial assistance provided to nonrelative caregivers under certain circumstances.
- Authorizes the court to make certain determinations regarding placement of a child with a guardian, etc.

[Compare: HB 1079 & 1360](#)

CS/HB 293, Florida Kidcare Program

Rep. Duran – Effective July 1, 2018

- Establishes Kidcare Operational Efficiency & Health Care Improvement Workgroup as task force administratively housed in DOH to maximize return on investment and enhance operational efficiencies of program.
- Specifies members serve voluntary and are not compensated.

[Similar: SB 108](#)

SB 108, Florida Kidcare Program

Sen. Campbell – Effective July 1, 2018

- Establishes the Kidcare Operational Efficiency and Health Care Improvement Workgroup as a task force administratively housed in the Department of Health to maximize the return on investment and enhance the operational efficiencies of the Florida Kidcare program.
- Specifies members serve voluntary.

[Similar: HB 293](#)

SB 728, Child Restraint Requirements

Sen. Perry – Effective July 1, 2018

- Increases the age of children for whom operators of motor vehicles must provide protection by using a crash-tested, federally approved child restraint device.
- Increases the age of children for whom a separate carrier, an integrated child seat, or a child booster seat may be used.

Staff Resource: Megan Folts

ELCHC BOARD OF DIRECTORS MEETING – February 12, 2018

COMMITTEE REPORT

ITEM VIII.F.

ISSUE: **Service Delivery & Efficiency Committee Report**

NARRATIVE:

On January 30, 2018, the Committee met and was attended by the following:

- Angela Chowning, Committee Chair
- Mary Hancock, Board Member
- Liz Welch, Board Member (via conference call)
- Kelley Parris, Board Member (via conference call)
- Dr. Daphne Fudge, Board Member

Other attendees included:

- Bobbi Davis, ELC staff member
- Sharon Hayes, ELC staff member
- Lorinda Gamson, ELC staff member
- Cindy Rodriguez, Child Care Provider
- Marina Harkness, SDHC staff member
- Karen Perkins, ELC staff member
- Sandy Show, SDHC staff member
- Kathy Kaaa, SDHC staff member

After approving the previous meeting minutes, the Committee reviewed the progressive enforcement procedure that had been put in place by the Committee regarding the Voluntary Pre-Kindergarten (VPK) contracts. Previous suggestions made by Steve Lee, Board Attorney, were implemented. ELC staff suggested adding some progressive measures in a few categories and were taken under advisement. The Committee Chair suggested that the additional measures be reviewed by Steve Lee for legal vetting. The goal is for the new progressive enforcement for VPK providers to go before the Board for a vote in April.

Another topic discussed was the progressive enforcement procedure put in place earlier in the contract year for the School Readiness providers. A review of its effectiveness was discussed. Lastly, on the agenda was the topic of school readiness fraud. Several examples of fraud were discussed, and the committee was educated on the measures that the school district takes when parents commit fraud. The committee decided to table the discussion until the next committee. During the open agenda, Mary Hancock presented a dilemma she encountered regarding the testing of the VPK students. The issue was regarding the method of testing required of the students. The committee suggested bringing her concern to the full Board meeting scheduled for February 12, 2018.

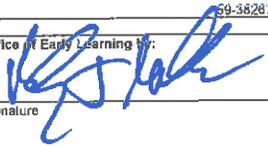
ELCHC BOARD OF DIRECTORS MEETING –February 12, 2018

INFORMATION

ITEM X.B.

ISSUE:	Notice of Award (NOA) for Performance Funding Project
FISCAL IMPACT:	\$217,344
FUNDING SOURCE:	Office of Early Learning
RECOMMENDED ACTION:	Performance Funding Project NOA for the period November 1, 2107 to June 30, 2018

NARRATIVE: The Office of Early Learning has allocated \$217,344 to the Coalition for the Performance Funding Project (PFP) via the attached NOA dated November 27, 2017. Approximately 85% (\$185,292) of PFP funds are for eligible School Readiness providers through tiered reimbursement based upon their level of quality. The remainder of the funds (15% or \$32,063) is designated for Quality Support and Project Management. Providers were selected according to criteria established by the Office of Early Learning. There are 38 providers participating in PFP.

1. DATE ISSUED November 27, 2017		DEPARTMENT OF EDUCATION OFFICE OF EARLY LEARNING PERFORMANCE FUNDING PROJECT NOTICE OF AWARD <small>AUTHORIZATION (Legislation/Regulation)</small> Part VI, Chapter 1002, Florida Statutes	
2. SUPERSEDES AWARD NOTICE dated _____ <small>except that additions or restrictions previously imposed during the current award period remain in effect unless specifically rescinded.</small>			
3. AWARD NO. PP258			
4. AWARD PERIOD From: 7/1/17 Through: 6/30/18			
5a. COALITION NAME AND ADDRESS Early Learning Coalition of Hillsborough 6800 Dale Mabry Highway, Suite 158 Tampa, FL 33614		5c. COUNTY OR COUNTIES SERVED Hillsborough	
5b. PAYEE NAME AND ADDRESS Hillsborough County School Readiness Coalition, Inc. 6800 Dale Mabry Highway, Suite 158 Tampa, FL 33614		6. COALITION EXECUTIVE DIRECTOR OR AUTHORIZED COALITION REPRESENTATIVE Steve Knobl	
5c. DUNS 830358060			
7. ALLOCATIONS a. Performance Funding Project Allocation \$ 217,344		8. TARGETED FUNDS AND RESTRICTIONS a. ELC Quality Supports and Project Management: maximum \$32,063	
TOTAL COALITION AWARD \$ 217,344			
9. ESTIMATED ALLOCATION TO FUNDING SOURCE			
<u>CFDA#</u> 83.575	<u>CFDA Title</u> Child Care Development Fund (CCDF)	<u>Federal Award Name</u> CCDF Discretionary	<u>Award Year</u> FFY 2017
			<u>Federal Award No.</u> G1602FLCCDF
			<u>R&D (Yes or No)</u> No
			<u>Percentage</u> 100.00%
Federal Funding Source: U.S. Department of Health and Human Services			
10. ACCEPTANCE OF TERMS AND CONDITIONS THIS AWARD IS BASED ON LEGISLATIVE ALLOCATION AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: a. The program legislation/regulation cited above; b. 45 CFR Parts 98, 99 and 280 -285 c. 2 CFR Part 200, 45 CFR Part 75 d. State Laws and Rules Acceptance of the award terms and conditions is acknowledged when funds are drawn or otherwise obtained from the Office of Early Learning.			
11. REMARKS: 1 Maximum allocation for OCAs 97PFA and 97PFQ in accordance with Program Guidance 250.01 OCA Working Definitions. See Attachment I for budget details.			
12. PAYEE FEID # 89-3828765		13. COALITION PLAN APPROVAL DATE January 23, 2016	
Office of Early Learning for:			
Signature: 		Rodney J. MacKinnon Printed Name: Title: Executive Director	