



# ELCHC Finance Committee Meeting

Monday, February 7, 2022 at 3:00 pm

Hybrid Meeting

6302 E. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

<https://us06web.zoom.us/j/95163384253?pwd=U0pFdjc5VmE3QnJuc0dEU05Ja1Z5UT09>

Meeting ID: 951 6338 4253

Passcode: 370960



## ELCHC Finance Committee Meeting Agenda Packet

Monday, February 7, 2022

### I. CALL TO ORDER

L. Buzard

- A. Roll call/Quorum Verification
- B. Approval of Minutes for October 4, 2021 Regular Meeting - 3
- C. Approval of Minutes for October 18, 2021 Special Meeting - 6

### II. 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*

### III. ACTION ITEMS

- A. Approve allocation of funds to Brookes Publishing - 8
- B. Approve allocation of funds to Champions for Children - 9

G. Meyer

A. Fraga

### IV. FINANCIAL REPORT

G. Meyer

- A. Financials through December 31, 2021 - 10

### V. CEO REPORT

G. Gillette

- A. American Rescue Plan Act (ARPA) Stabilization Plan - 13

### VI. DISCUSSION ITEMS

- A. Facilities Update

R. Rampersad

### VII. ADJOURNMENT

Monday, October 4, 2021, at 3:00 pm  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## **MEETING ATTENDANCE**

**Facilitator:** Luke Buzard, Chair

### **Committee Members Present:**

Luke Buzard\*, Lee Bowers\*, Carl Harness\*, Candy Olson\*, and Dr. Shawn Robinson

### **Committee Members Absent:**

### **ELCHC Staff:**

Gordon Gillette, Kelley Minney, Kiyana Scott, Gary Meyer\*, Megan Folts, Nancy Metsker\*, Rick Rampersad and Lorinda Gamson\*

### **Other Attendees:**

Tonia Williams\*

\*Indicates attendance by Zoom Meeting platform.

## **CALL TO ORDER**

### **Quorum Verification**

Noting a quorum was present, Committee Chair, Luke Buzard, called the meeting to order at 3:10 pm.

### **Approval of Minutes for August 23, 2021, Regular Meeting**

*Dr. Shawn Robinson made a motion to approve the Finance Committee meeting minutes, as amended to include Lee Bowers as in attendance. Carl Harness made a second. The motion carried unanimously.*

## **PUBLIC COMMENT**

There was no Public Comment.

## **FINANCIAL REPORT**

### **A. FY21 Full Year Financial Statements as of June 30, 2021**

Gary Meyer, Chief Financial Officer, presented the full-year financial statements as of June 30, 2021. Mr. Meyer highlighted the following:

- The quality percentages for School Readiness increased to 8.17% (\$5.8 M) spent in the first quarter.



## **B. FY22 YTD Financials through August 31, 2021**

Mr. Meyer presented the fiscal year 2022 year-to-date financials through August 31, 2021.

## **C. FY22 Notice of Award Update**

Mr. Meyer reported that the Coalition was awarded \$14.2 M for the School Readiness Waitlist allocation.

## **ACTION ITEMS**

### **A. Provider Rate Increase Proposal**

Mr. Meyer presented the provider rate increase proposal to the full Committee. The proposal included the proposed rate increases for the toddler, 3, 4, and 5-year-old childcare classrooms, totaling a cost of \$4.1M annualized if fully adopted by all providers.

Mr. Meyer reported 81 providers have not increased their rates as of October 2021.

Nancy Metsker, Sr. Data Analyst, presented a poverty map that illustrated families in Hillsborough County with children under 18 living in poverty near providers that are charging School Readiness rates. Ms. Metsker reported 58% of providers located in high poverty zip codes do not charge the maximum School Readiness rates.

There was further discussion on the provider rates.

The Committee made the following recommendations:

- Establish standards for consistency to help grow capacity in the provider community.
- Provide an analysis of the impact of the provider rate increases.
- Present a clear presentation to the Board of Directors at the next Board meeting.

***Candy Olson made a motion to approve the recommendation of the Provider Rate Increase proposal to the Board of Directors for full Board approval. Lee Bowers made a second. The motion carried unanimously.***

## **CEO REPORT**

Mr. Gillette reported on the following:

- American Rescue Plan Act (ARPA) Funding
  - The State of Florida will receive approximately \$2.5 B.
  - ARPA funding will be distributed over six quarters starting in January 2022.
  - Proposed ARPA spending process

## **DISCUSSION ITEMS**

### **A. Facilities Update**

Rick Rampersad, Chief Information Officer, provided an update on the facilities expansion progress.

## **ADJOURNMENT**

***Dr. Shawn Robinson made a motion to adjourn the meeting at 4:23 pm. Candy Olson made a second. The motion carried unanimously.***

Read and approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Stephie Holmquist Johnson, Secretary

Special Meeting  
Monday, October 18, 2021, at 2:00 pm  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## **MEETING ATTENDANCE**

**Facilitator:** Luke Buzard, Chair

### **Committee Members Present:**

Luke Buzard\*, Lee Bowers\*, Candy Olson\*, and Dr. Shawn Robinson\*

### **Committee Members Absent:**

Carl Harness

### **ELCHC Staff:**

Gordon Gillette, Kelley Minney, Kiyana Scott, Gary Meyer\*, Abigail Perez, Gwyn Feldhake, Alison Fraga, Helen Sovich\*, Nancy Metsker\*, Rick Rampersad and Lorinda Gamson\*

### **Other Attendees:**

Tonia Williams\*

\*Indicates attendance by Zoom Meeting platform.

## **CALL TO ORDER**

### **Quorum Verification**

Noting a quorum was present, Committee Chair, Luke Buzard, called the meeting to order at 2:06 pm.

## **PUBLIC COMMENT**

There was no Public Comment.

## **ACTION ITEM**

### **A. Provider Rate Increase Proposal**

Mr. Meyer presented the provider rate increase proposal to the full Committee. The proposal included a request to increase the allocation of funds from \$4 M to \$5.8 M.

***Dr. Shawn Robinson made a motion to approve the recommendation of the Provider Rate Increases of \$5.8 M to the Board of Directors for full Board approval. Candy Olson made a second. The motion carried unanimously.***



**ADJOURNMENT**

*Candy Olson made a motion to adjourn the meeting at 2:25 pm. Dr. Shawn Robinson made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Stephie Holmquist Johnson, Secretary

## ELCHC FINANCE COMMITTEE MEETING – February 7, 2022

### ACTION

### ITEM III.A.

<b>ISSUE:</b>	<b>Approve allocation of funds to Brookes Publishing</b>
<b>FISCAL IMPACT:</b>	\$45,000
<b>FUNDING SOURCE:</b>	Florida Department of Education Division of Early Learning, School Readiness
<b>RECOMMENDED ACTION:</b>	Approve the allocation of funds to Brookes Publishing of \$40,000 for FY 2021-2022.

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#### **NARRATIVE:**

The Coalition would like to present the Finance Committee with a proposal to purchase up to \$45,000 of ASQ kits for developmental screening. Brookes Publishing is a DEL-approved vendor and the sole source for these ASQ kits. This agreement would fund 100 ASQ-3 kits and 100 ASQ-SE kits.



## ELCHC FINANCE COMMITTEE MEETING – February 7, 2022

### ACTION

### ITEM III.B.

<b>ISSUE:</b>	<b>Approve allocation of funds to Champions for Children</b>
<b>FISCAL IMPACT:</b>	\$174,433
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Initiatives
<b>RECOMMENDED ACTION:</b>	Recommend the approval of the allocation of funds to Champions for Children in the amount of \$174,433 to the Board of Directors for full Board approval.

#### **NARRATIVE:**

The ELCHC received \$509,321 in November 2021 under NOA Program Outreach & Awareness. ELCHC drafted an RFP to solicit organizations well versed in Family Engagement programs. An emphasis was placed on collecting data of both demographics served and program outcomes. The RFP was posted from January 7, 2022, to January 21, 2022. A Q&A session was held on January 10, 2022, four individuals attended. ELCHC received a total of 3 proposals. A committee of seven ELCHC employees representing three internal departments scored the proposals on January 27, 2022, and the proposal from Champions for Children scored highest with an overall score of 29.87.

#### **SCOPE OF WORK SYNOPSIS:**

Champions for Children will support family engagement and provider supports with the following strategies to advance the education of children by engaging and educating families on how to support their children's learning through play beginning at birth:

1. Launch a cobranded digital marketing campaign promoting learning begins at birth.
2. Partner with businesses and community locations routinely visited by families with young children such as at the WIC offices, laundry mats, etc., to engage in play space corners.
3. Facilitate adult-child interactive educational playgroups.
4. Host community-based family events for families to engage in developmentally appropriate intentional play activities in the fields of science, technology, engineering, art, and math.
5. Provide training for child care teaching staff on family engagement strategies.
6. Host sessions for parents at child care providers on how to promote early learning with their children.
7. Organize events at participating child care providers to promote early learning through family engagement.

## ELCHC FINANCE COMMITTEE MEETING – February 7, 2022

### FINANCIAL REPORT

IV.A.

**ISSUE:** Financials through December 31, 2021

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**NARRATIVE:**

Attached are the financials through December 31, 2021.

1 Attachment



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Budget to Actual December 31, 2021							
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2022 YTD Actual/Forecast	2022 Budget	YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	29,934,237	37,207,096	(7,272,859)	-19.5%	75,365,226	67,315,906	8,049,320	12.0%
School Readiness - CRSSA (Phase VI, etc.)	17,476,892	17,476,892	-	0.0%	26,090,382	-	26,090,382	100.0%
School Readiness Match - DEL	767,176	659,754	107,421	16.3%	1,319,509	1,525,882	(206,373)	-13.5%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Metro Ministries (Children's Board)	11,622	75,000	(63,378)	-84.5%	150,000	150,000	-	0.0%
Hillsborough County BOCC	80,420	138,000	80,420	58.3%	276,000	276,000	-	0.0%
HC Childcare -Licensing & Fees	214,198	208,979	5,219	2.5%	417,957	430,000	(12,043)	-2.8%
United Way	34,556	34,556	-	0.0%	69,112	69,112	-	0.0%
Caspers	50,000	50,000	-	0.0%	50,000	50,000	-	0.0%
School Readiness - Local Funders	1,091,566	1,207,304	(115,739)	-9.6%	1,663,839	1,675,882	(12,043)	0.0%
Total School Readiness Revenue	49,269,871	56,551,047	(7,281,176)	-12.9%	104,438,956	70,517,670	33,921,286	48.1%
Other Local Funders:								
HC Community Development, incl. ALICE>150	-	87,500	(87,500)	-100.0%	175,000	175,000	-	0.0%
Hillsborough Infant/Toddler Initiative	156,369	156,369	(0)	0.0%	156,369	64,000	92,369	144.3%
Conn Foundation	58,000	35,250	22,750	64.5%	58,000	45,500	12,500	27.5%
Spurlino Foundation	11,000	25,000	(14,000)	-56.0%	50,000	50,000	-	0.0%
SR Program Income (training, IECF memberships)	7,882	10,000	(2,118)	-21.2%	20,000	20,000	-	0.0%
HELN (Hillsborough Early Learning Network)	402	3,000	(2,598)	-86.6%	6,000	6,000	-	0.0%
ELFL (Early Learning Florida)	15,740	40,998	(25,258)	-61.6%	82,000	82,000	-	0.0%
Lastinger Project	-	106,000	(106,000)	-100.0%	212,000	212,000	-	0.0%
Misc. Donations	81,664	150,000	(68,336)	-45.6%	300,000	300,000	-	0.0%
Other Local Funders	331,057	614,117	(195,560)	-31.8%	1,059,369	954,500	104,869	11.0%
Total School Readiness Revenue and Local Revenue	49,600,928	57,165,164	(7,476,736)	-13.1%	105,498,325	71,472,170	34,026,155	47.6%
Program Expenses								
School Readiness								
Direct Services	24,428,905	30,994,937	6,566,032	21.2%	63,747,145	56,256,030	7,491,115	13.3%
School Readiness - CRSSA (Phase VI, etc.)	17,476,892	17,476,892	-	0.0%	24,785,863	-	24,785,863	100.0%
School Readiness Match - DEL	716,770	659,754	(57,015)	-8.6%	1,319,509	1,551,647	(232,138)	-15.0%
School Readiness - Local Funders	942,273	1,207,304	265,031	0.0%	1,663,839	1,675,882	(12,043)	-0.7%
General Contributions and Gifts	-	614,117	614,117	0.0%	1,059,369	686,500	372,869	54.3%
Total Direct Services	43,564,840	50,953,005	6,509,017	12.8%	92,575,725	60,170,058	32,405,667	53.9%
Personnel	3,610,494	4,129,905	519,411	12.6%	8,210,993	8,196,537	14,456	0.2%
Staff Development	33,796	59,074	25,278	42.8%	103,518	103,518	-	0.0%
Professional Services	210,542	266,769	56,226	21.1%	640,820	640,820	-	0.0%
Occupancy	231,355	256,305	24,950	9.7%	507,945	507,945	-	0.0%
Postage, Freight and Delivery	1,913	2,410	497	20.6%	4,777	4,777	-	0.0%
Rentals	1,508	7,876	6,368	80.9%	15,748	15,748	-	0.0%
Supplies	28,406	8,494	(19,912)	-234.4%	93,031	63,982	29,049	45.4%
Communications	7,521	17,877	10,357	57.9%	35,501	35,501	-	0.0%
Insurance	8,555	25,849	17,293	66.9%	51,211	51,211	-	0.0%
Tangible Personal Property	72,149	52,945	(19,204)	-36.3%	105,906	105,906	-	0.0%
Quality	451,106	598,988	147,882	24.7%	1,315,643	1,315,643	-	0.0%
Travel	15,303	22,898	7,595	33.2%	47,898	47,898	-	0.0%
Other Operating	33,855	53,141	19,287	36.3%	101,108	101,108	-	0.0%
ELCHC Operating	4,706,502	5,502,531	796,028	14.5%	11,234,100	9,613,612	1,620,488	16.9%
CCL/ECC	527,984	569,103	41,119	7.2%	1,149,500	1,149,500	-	0.0%
Inclusion Cost	98,345	149,154	50,809	34.1%	317,000	317,000	-	0.0%
Scholarships and Other	137,907	110,927	(26,980)	-24.3%	222,000	222,000	0	0.0%
Total School Readiness & Other Expenses	49,035,577	57,284,719	9,202,864	16.1%	105,498,325	71,472,170	34,026,155	47.6%
SR Change in Net Assets	565,351	(119,555)	(684,906)	572.9%	-	-	-	0.0%
GOALS								
< 5.00 %	School Readiness - Admin	3.5%	4.5%	-1.0%	-21.8%	4.2%	4.5%	-0.3%
> 4.00 %	School Readiness - Quality	8.9%	8.2%	0.7%	8.7%	8.8%	8.3%	0.6%
< 22.00 %	School Readiness - Non-Direct	18.1%	18.9%	-0.7%	-3.9%	19.2%	18.6%	0.6%
> 78.00 %	School Readiness - Direct	81.9%	81.1%	0.7%	0.9%	80.8%	81.4%	-0.6%

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GOALS									
< 4.00 %	VPK - Admin	3.9%	3.4%	0.5%	13.5%	3.8%	3.8%	0.0%	-0.1%

## ELCHC FINANCE COMMITTEE MEETING – February 7, 2022

### CEO REPORT

V.A.

**ISSUE:** American Rescue Plan Act (ARPA) Stabilization Plan

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**NARRATIVE:**

Attached is a slide presentation that provides an overview of the ARPA stabilization plan.

1 Attachment

# ARPA Stabilization Plan

- Model for an initial distribution of resources



DIVISION OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.

January 4, 2022

# Priorities

- Stabilize and support Florida's entire network of early learning providers
- Expand access to high quality providers for families where cost is the primary barrier
- Invest in quality
- Invest in the early learning workforce and take steps to transition Florida's early learning workforce into the early learning profession
- Strengthen Providers





# Background

The American Rescue Plan Act (ARPA) has two types of funding for child care providers, with funding for Stabilization and Discretionary investments:

- **ARPA Stabilization**: total \$1.5 billion for Florida. **The purpose of these funds is to stabilize providers.** This plan will allocate approximately half of these funds. Providers must use these funds on the following categories:
  - Personnel costs
  - Rent, utilities, facilities maintenance, and insurance
  - Personal protective equipment, cleaning, and other health and safety practices
  - Equipment and supplies
  - Goods and services
  - Mental health services for child care provider staff and children
- **ARPA Discretionary** (UP NEXT): total \$952 million for Florida, **these funds are flexible in their use, but generally to expand access to child care.** DEL is working on a plan for these funds. Deadline to use these funds is September 2024.
- The next few slides will go over the methodology for calculating the stabilization grants.



# Strategy for ARPA Stabilization Grants

- Make stabilization grants available to all providers.
- Establish a base award amount for child care providers calculated on currently enrolled children.
- Supplemental awards for high quality, non-traditional hours and workforce investments will be percentages calculated off the base award amount.
- Provide two rounds of grants through an application via ELCs with the expectation that the 1<sup>st</sup> round disburses half the stabilization subgrant funds (\$685 mil).
- Gather data after round 1 and refine formula/strategy as needed for round 2.
- Approach reflects DEL priorities, as well as those from other stakeholders.

# Base Grant

- The foundation of the base funding amount is the size of the program. Approximately 85% of the funding will be awarded in the base grant. Amounts are based on the most recent Market Rate Study.
  - **Infants and Toddlers:** \$867 per child.
  - **Children 2 to Kindergarten Entry:** \$702 per child
  - **School-Age:** \$540 per child.
  - **FL School Readiness Enrollment:** additional \$70.20 per SR enrolled child.
- Minimum award for qualifying providers is \$12,000.

# Supplemental Program Bonuses (11,792 providers)

In accordance with U.S. Department of Health and Human Services (HHS) guidance CCDF-ACF-IM-2021-02, the intention of the supplemental program bonuses is to reward child care services that support children's development and sufficiently support working families.

Providers may be eligible for multiple bonuses. All bonuses are in addition to the base rate.

- **Quality Services with Infrastructure deficit** (1,783 providers, \$12.3 mil) = 10% bonus
  - *Includes providers with either Gold Seal or CLASS score of 5.00 or higher*
- **Quality Services: CLASS 5.00 or higher** (1,246 providers, \$9.9 mil) = 15% bonus
- **Quality Services: CLASS score of 4.00 or higher** (2,890 providers, \$7 mil) = 5% bonus
- **Quality Services: Gold Seal** (1,929 providers, \$29.5 mil) = 20% bonus
- **Non-Traditional Hours** (1,638 providers, \$2.2 mil) = 5% bonus
  - *Includes Nights and/or Weekend Care*
- **Workforce Investment Bonus** (approx. 80% of total providers, \$46.5 mil) = 10% bonus
  - *Provider agrees to use at least 25% of total grant amount on staff (bonuses, wage increases, health care costs, retirement, educational advancement, or tuition reimbursement)*



# Timeline

- Stabilization funds must be obligated by September 30, 2022 and liquidated by September 30, 2023.
  - ARPA required CCDF lead agencies to notify HHS if they are unable to obligate at least 50% of the stabilization subgrants total \$1.37 billion, or \$685 million, by December 11, 2021.
  - In accordance with federal requirements, DEL notified the HHS Office of Child Care that DEL has not obligated any of the stabilization subgrant funds as of December 11, 2021.
- Discretionary funds must be obligated by September 30, 2023 and liquidated by September 30, 2024.

# Questions?



**Matthew Mears**  
**Chancellor**

Division of Early Learning/  
Florida Department of Education  
250 Marriott Drive | Tallahassee, FL 32399  
Toll Free 866-357-3239