



ELCHC Finance Committee Meeting

Monday, October 10, 2022 at 1:30 pm

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

Meeting ID: 869 1635 6173

Passcode: 817928

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ELCHC Finance Committee Meeting

Monday, October 10, 2022

I. CALL TO ORDER

L. Bowers

- A. Roll call/Quorum Verification
- B. Approval of Minutes for August 8, 2022 Finance Committee Meeting - 3

II. FINANCIAL REPORT

G. Meyer

- A. FY 22-23 Financials through August 31, 2022 - 6
- B. Audit Updates
 - A. Fiscal Monitoring - 9
 - B. 401 K Plan - 10

K. Smith

Y. Hernandez
Tamayo

III. ACTION ITEMS

- A. University of Florida, Lastinger Center for Early Learning - 11

G. Meyer/S.
Francois
G. Meyer

IV. INTERIM CEO REPORT

- A. ARPA Funding Update
- B. Update on Operations Post Hurricane Ian

V. DISCUSSION ITEMS

VI. 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

VII. ADJOURNMENT



Monday, August 8, 2022, at 3:00 pm
Hybrid Meeting
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Lee Bowers, Chair

Committee Members Present:

Lee Bowers*, Carl Harness*, Allison Nguyen, Luke Buzard*

Committee Members Absent:

Dr. Jacquelyn Jenkins

ELCHC Staff:

Kelley Minney, Kiyana Scott, Erica Turchin, Gordon Gillette, Alison Fraga, Gary Meyer, Yarima Hernandez Tamayo, Kevin Smith*, Rick Rampersad, Megan Folts*, and Abigail Perez*

Other Attendees:

Tonia Williams*,

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Bowers called the meeting to order at 3:00 pm.

Approval of Minutes for June 6, 2022 Regular Meeting

Chair Bowers called a motion to approve the June 6, 2022, Finance Committee regular meeting minutes. Luke Buzard a motion to approve. Allison Nguyen made a second. The motion carried unanimously.

PUBLIC COMMENT I

There was no Public Comment.

FINANCIAL REPORT

Gary Meyer, Chief Financial Officer, reported on the School Readiness and Voluntary Prekindergarten historical enrollment noting:

- The decline of children on the School Readiness Waitlist
- As of the end of July, only 297 children on the School Readiness Waitlist
- Increase in School Readiness and Voluntary Prekindergarten enrollments

Mr. Meyer reported that the Early Learning Coalition of Hillsborough County (ELCHC) would receive \$68M in September for the 2nd phase of distribution of the American Recuse Plan Act (ARPA) grants.



Mr. Meyer reviewed the Budget to Actual (Preliminary, Unaudited, Prior to DEL 13th Invoice) financial statements with the Committee.

Mr. Meyer reported that the Division of Early Learning engages with three firms around the state to perform fiscal monitoring on the Early Learning Coalitions. Mr. Meyer informed the Committee that the ELCHC received four (4) findings; Mr. Meyer reviewed the findings with the Committee.

ACTION ITEMS

A. Approve allocation of funds to Social Solutions

Rick Rampersad, Chief Information Officer, reported that the Coalition is seeking approval from the Committee to allocate funds to Social Solutions, an Apricot database system. Mr. Rampersad noted that there was an increase in licenses. Gary Meyer, Financial Officer added that the Apricot system is used to track provider coaching plans.

Allison Nguyen made a motion. Carl Harness made a second. The motion carried unanimously.

B. Approve allocation of funds to WebAuthor.com LLC

Mr. Rampersad informed the Committee that the approval of allocation of funds to WebAuthor.com LLC would allow the ELCHC to continue to build out workflows and automation processes.

Luke Buzard made a motion. Allison Nguyen made a second. The motion carried unanimously.

C. Approve allocation of funds to the Business Leadership Institute for Early Learning

Mr. Meyer reported that the Business Leadership Institute for Early Learning would be training an additional 75 provider business owners, directors, and administrative leaders.

Allison Nguyen made a motion. Luke Buzard made a second. The motion carried unanimously.

D. Approve allocation of funds to OneconnectionIT LLC

Mr. Meyer reported that in conjunction with the Business Leadership training, the ELCHC would provide Microsoft Surface computers.

There was further discussion on tracking and usage monitoring of the computers used by providers.

Carl Harness made a motion. Allison Nguyen made a second. The motion carried unanimously.

E. Execute School Readiness Funding Match Contract with Children's Board of Hillsborough County

Kelley Minney, Manager, Donor Relations, reported that the contract supports families with direct slots services and would serve homeless children ages 9-12.

Luke Buzard made a motion. Allison Nguyen made a second. The motion carried unanimously.

F. Execute Community Development Block Grant (CDBG) contract with City of Tampa

Mrs. Minney reported that the ELCHC applied for funding in May 2022 for only \$100,000. City of Tampa awarded the ELCHC with additional funds, increasing the funding for the contract to \$164,626.

Carl Harness made a motion. Allison Nguyen made a second. The motion carried unanimously.

G. Execute contract with Hillsborough County Board of County Commissioners (BOCC)

Mrs. Minney reported that the contract with BOCC is a renewal contract to support childcare assistance for families.

Carl Harness made a motion. Allison Nguyen made a second. The motion carried unanimously.

ADJOURNMENT

Citing no further business, Allison Nguyen made a motion to adjourn the meeting at 4:09 pm. Luke Buzard made a second. The motion carried unanimously.

Read and approved by: _____

Dr. Stephie Holmquist Johnson, Secretary

Date



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Budget to Actual August 31, 2022				Actual 2023 YTD Actual/Forecast	Budget 2023 Budget	Difference		
	Actual YTD	Budget YTD	Difference YTD favorable /(unfavorable)	%			YTD favorable /(unfavorable)	%	
Program Revenue									
School Readiness	12,316,574	13,061,326	(744,753)	-5.7%	78,691,766	74,225,380	4,466,386	6.0%	
School Readiness Match - DEL	55,086	235,432	(180,346)	-76.6%	1,412,593	1,319,509	93,084	7.1%	
School Readiness - Local Funders:									
Children's Board HC	-	-	-	0.0%	700,770	700,770	-	0.0%	
HC Community Development, incl. ALICE>150	4,368	-	4,368	100.0%	-	-	-	0.0%	
Hillsborough County BOCC	-	-	-	0.0%	276,000	276,000	-	0.0%	
HC Childcare -Licensing & Fees	-	83,333	(83,333)	-100.0%	500,000	500,000	-	0.0%	
Metro Ministries (Children's Board)	9,485	8,750	735	8.4%	52,500	52,500	-	0.0%	
City of Tampa	79,180	16,667	62,514	375.1%	100,000	100,000	-	0.0%	
United Way	-	20,223	(20,223)	-100.0%	121,339	121,339	-	0.0%	
United Way (Quality Initiative)	11,657	8,333	3,324	39.9%	50,000	50,000	-	0.0%	
Caspers	25,537	-	25,537	100.0%	50,000	50,000	-	0.0%	
School Readiness - Local Funders	130,227	137,307	(7,080)	-5.2%	1,850,609	1,850,609	-	0.0%	
Total School Readiness Revenue	12,501,886	13,434,065	(932,179)	-6.9%	81,954,968	77,395,498	4,559,470	5.9%	
Other Local Funders:									
Conn Foundation	48,180	43,000	5,180	12.0%	58,000	58,000	-	0.0%	
Spurlino Foundation	-	10,000	(10,000)	100.0%	60,000	60,000	-	0.0%	
SR Program Income (training, IECF memberships)	5,535	3,333	2,202	66.1%	20,000	20,000	-	0.0%	
HELN (Hillsborough Early Learning Network)	-	3,337	(3,337)	0.0%	37,000	37,000	-	0.0%	
ELFL (Early Learning Florida)	-	16,667	(16,667)	-100.0%	100,000	100,000	-	0.0%	
Lastinger Project	33,333	33,333	-	0.0%	200,000	212,000	(12,000)	-5.7%	
Misc. Donations	10,414	50,000	(39,586)	-79.2%	300,000	300,000	-	0.0%	
Other Local Funders	97,463	159,670	(62,207)	-39.0%	775,000	787,000	(12,000)	-1.5%	
Total School Readiness Revenue and Local Revenue	12,599,349	13,593,735	(994,386)	-7.3%	82,729,968	78,182,497	4,547,471	5.8%	
Program Expenses									
School Readiness									
Direct Services	10,637,595	10,643,077	5,482	0.1%	64,531,610	60,122,557	4,409,053	7.3%	
School Readiness Match - DEL	55,086	235,432	180,346	76.6%	1,412,593	1,319,509	93,084	7.1%	
School Readiness - Local Funders	195,638	222,956	27,318	0.0%	1,826,121	1,800,609	25,512	1.4%	
General Contributions and Gifts	97,463	75,384	(22,078)	0.0%	452,305	452,305	-	0.0%	
Total Direct Services	10,985,782	11,176,850	191,068	1.7%	68,222,629	63,694,980	4,527,649	7.1%	
ELCHC Operating	1,497,401	2,099,949	602,547	28.7%	12,612,120	12,837,299	(225,178)	-1.8%	
CCL/ECC	59,757	238,731	178,974	75.0%	1,437,383	1,192,383	245,000	20.5%	
Inclusion Cost	-	40,833	40,833	100.0%	245,000	245,000	-	0.0%	
Scholarships and Other	13,065	37,373	24,308	65.0%	212,835	212,835	-	0.0%	
Total School Readiness & Other Expenses	12,556,005	13,593,735	1,037,730	7.6%	82,729,968	78,182,497	4,547,471	5.8%	
SR Change in Net Assets	43,344	-	(43,344)	-	-	-	-	-	
GOALS									
< 5.00 %	School Readiness - Admin	3.1%	4.4%	-1.3%	-29.9%	4.4%	4.2%	0.2%	4.9%
> 4.00 %	School Readiness - Quality	4.7%	9.2%	-4.5%	-48.6%	9.3%	9.1%	0.2%	2.1%
< 22.00%	School Readiness - Non-Direct	12.9%	19.5%	-6.6%	-33.8%	19.5%	19.0%	0.5%	2.8%
> 78.00 %	School Readiness - Direct	87.1%	80.5%	6.6%	8.2%	80.5%	81.0%	-0.5%	-0.7%
VPK Revenue									
Voluntary Pre-Kindergarten	2,456,283	3,944,444	(1,488,161)	-37.7%	40,368,110	41,560,023	(1,191,913)	-2.9%	
Total VPK Revenue	2,456,283	3,944,444	(1,488,161)	-37.7%	40,368,110	41,560,023	(1,191,913)	-2.9%	
Voluntary Pre-Kindergarten									
Direct Services	2,355,089	3,731,868	1,376,779	36.9%	39,143,627	39,897,622	(753,995)	-1.9%	
ELCHC Operating	102,118	212,577	110,459	52.0%	1,224,483	1,662,401	(437,918)	-26.3%	
Total Voluntary Pre-Kindergarten	2,457,207	3,944,444	1,731,324	43.9%	40,368,110	41,560,023	(1,191,913)	-3%	
VPK Change in Net Assets	(924)	-	924	-	-	-	-	0.0%	
GOALS									
< 4.00 %	VPK - Admin	4.1%	5.6%	-1.5%	-26.6%	3.1%	3.3%	-0.2%	-5.3%



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Actual YTD	Budget to Actual August 31, 2022		%	Actual 2023 YTD Actual/Forecast	Budget 2023 Budget	Difference		
		Budget YTD	Difference YTD favorable /(unfavorable)				YTD favorable /(unfavorable)	%	
American Rescue Plan Act (ARPA)									
ARPA	7,540,016	7,825,389	(285,372)	-3.6%	98,557,125	80,753,518	17,803,606	22.0%	
Total ARPA Revenue	7,540,016	7,825,389	(285,372)	-3.6%	98,557,125	80,753,518	17,803,606	22.0%	
ARPA									
Direct Services	7,515,464	7,517,037	1,573	0.0%	96,707,014	80,753,518	15,953,495	19.8%	
ELCHC Operating	24,553	308,352	283,799	92.0%	1,850,111	-	1,850,111	100.0%	
Total ARPA	7,540,016	7,825,389	852,956	10.9%	98,557,125	80,753,518	17,803,606	22.0%	
ARPA Change in Net Assets									
	-	-	-	-	-	-	-	-	
CRSSA - CARES PHASE VI									
CARES	49,384	43,414	5,970	13.8%	260,481	-	260,481	100.0%	
ROAFS -OUTREACH	46,755	53,796	(7,042)	-13.1%	322,778	355,000	(32,222)	-9.1%	
Total CARES Revenue	96,138	97,210	(1,072)	-1.1%	583,259	355,000	228,259	64.3%	
CARES									
Direct Services	-	-	-	-	-	-	-	-	
ELCHC Operating	96,138	97,210	1,072	1.1%	583,259	355,000	228,259	64.3%	
Total CARES	96,138	97,210	10,589	10.9%	583,259	355,000	228,259	64.3%	
CARES Change in Net Assets									
	-	-	-	-	-	-	-	-	
CRSSA / ARPA - Workforce									
Workforce	351,999	288,302	63,697	22.1%	8,842,276	1,863,452	6,978,824	374.5%	
Total Workforce Revenue	351,999	288,302	63,697	22.1%	8,842,276	1,863,452	6,978,824	374.5%	
Workforce									
Direct Services	301,380	288,302	(13,078)	-4.5%	8,842,276	1,863,452	6,978,824	374.5%	
ELCHC Operating	50,619	-	(50,619)	-	-	-	-	-	
Total Workforce	351,999	288,302	(63,697)	-22.1%	8,842,276	1,863,452	6,978,824	374.5%	
Workforce Change in Net Assets									
	-	-	-	-	-	-	-	-	
Preschool Development Grant (PDG) Revenues									
PDG Revenues	25,000	65,771	(40,771)	-62.0%	386,460	-	386,460	100.0%	
Total PDG Revenue	25,000	65,771	(40,771)	-62.0%	386,460	-	386,460	100.0%	
Preschool Development Grant (PDG) Expenses									
Direct Services	-	-	-	-	-	-	-	-	
ELCHC Operating	25,000	65,771	40,771	62.0%	386,460	-	386,460	100.0%	
Total PDG Expenses	25,000	65,771	40,771	62.0%	386,460	-	386,460	-	
PDG Change in Net Assets									
	-	-	-	-	-	-	-	-	
Total Revenue	23,068,786	25,814,851	(2,746,065)	-10.6%	231,467,198	202,714,490	28,752,708	14.2%	
Total Expenses	23,026,365	25,814,851	(2,788,485)	-10.8%	231,467,198	202,714,490	28,752,708	14.2%	
Change in Net Assets	42,420	0	42,420	100.0%	-	-	-	-	

FY23 Revenue Budget (\$203M) vs. Forecast (\$231M)

	BUDGET	FORECAST	
School Readiness	78,182,497	82,729,968	Increase to SR Expansion, Special Needs and Gold Seal Funding
Voluntary Pre-Kindergarten	41,560,023	40,368,110	Decrease to VPK \$15 Incentive
American Rescue Plan Act	80,753,518	98,557,125	Increase for ARPA Phase II
CRSSA Funding	355,000	583,259	
Workforce Funding	1,863,452	8,842,276	Increase for Build a World Class Workforce Initiative
Preschool Development Grant	-	386,460	Funding extended until Dec 22

Annual Fiscal Monitoring - Fiscal Year 2022-2023

- **Monitoring Period:** August 1, 2021 - July 31, 2022
- **Anticipated Remote Start Date:** October 17, 2022
- **Final Report:** December 6, 2022
- **Entity Corrective Action Plan Due to FDOE/DEL:** 30 days after Final Report Released

Why does DEL monitor?

- Federal regulations and state statutes require FDOE/DEL to perform oversight and monitoring duties. FDOE/DEL must:
 - Manage day-to-day operations of grant and subgrant-supported activities.
 - Assure compliance with applicable federal requirements and to ensure performance goals are achieved.
 - Comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Office (CFO) or Auditor General.
- Data Request list: Approximately 80 items and includes: General Ledger and Disbursement Data, Personnel, Cash Management and Revenue Recognition, Purchasing and Contracting, and Monitoring Subrecipient Operations
 - *** **New for FY21-22** Sampling for Additional Temporary Federal Funding/Grants (CRRSA and ARPA)

***NEW: 401K Plan Audit for Calendar 2021 Plan Year

- IRS requires an external audit when the plan exceeds 100 participants; ours had 107 at the beginning of the plan year.
- MSL is almost complete with the audit.
- Due to Hurricane Ian, the IRS deadline has been extended to November 22, 2022.

Areas of examination:

- **From ELC:** payroll files, expenditure reports, plan contracts, policies, internal control narratives and procedures.
- **From Third Party Administrator (OneAmerica):** audit package, draft Form 5500, contribution reports, data request list of 44 participant and distribution selections.

ELCHC FINANCE COMMITTEE MEETING - October 10, 2022

ACTION **ITEM III.A.**

ISSUE: **Authorize staff to enter into a Contract with the University of Florida, Lastinger Center for Early Learning**

FISCAL IMPACT: \$85,000 (Revenue)

FUNDING SOURCE: University of Florida, Lastinger Center for Early Learning

RECOMMENDED ACTION: Authorize staff to enter into a contract with the University of Florida, Lastinger Center for Early learning.

NARRATIVE:

The Coalition’s partnership with the University of Florida, Lastinger Center for Early Learning, provides additional professional development opportunities through stipends for early childhood education teachers participating in Hillsborough Early Learning Network.