

Summary for Executive Committee Meeting

Date/Time: February 15, 2023 – 8:30 AM

Location: CEO’s Office and Via Zoom

Members Present: Phyllis Marty (Zoom), Cheryl Twombly (Zoom)

Members Absent: Laura Gillman (Excused), Candi Morris (Excused)

Staff Present: Jacki Hodges, Kelli Williams, Steve Harris

Guests Present: None

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
Call to Order	Executive Committee Meeting	Called to order by Cheryl Twombly at 8:33 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the agenda.	No motion was made. No quorum.
Approval of Minutes	Members reviewed the minutes from October 19 th minutes.	No motion was made. No quorum.
Financial Report	Balance Sheet – December 2022 <ul style="list-style-type: none"> • All cash accounts have been reconciled through December 2022 and January 2023 have been started. • We are currently holding \$5,172,817.72 in cash (02/03/2023) • Accounts receivable is \$6,167,781.94 • We have \$182,525 in fixed assets with a net book value of \$319.13 • Accounts Payable is \$1,177,112.99 and current • DEL Advance is \$11,319,498.08 and overpayments due to DEL from 18/19 FY are \$853,929.94. • Total Net Assets are \$166,742.03. 	

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	<p>ELC OF ALACHUA COUNTY EXECUTIVE SUMMARY</p> <table border="1"> <thead> <tr> <th colspan="3">TARGETS AND RESTRICTIONS</th> <th colspan="3">PROGRAM TOTALS</th> </tr> </thead> <tbody> <tr> <td>SR Direct Services Min: 78%</td> <td>4,366,282 + 24,182 5,318,079</td> <td>82.6%</td> <td>Budget</td> <td>Expenditure</td> <td>Balance</td> </tr> <tr> <td>SR Admin Max: 5%</td> <td>250,862 + 5,318,079</td> <td>4.7%</td> <td>SR Total</td> <td>11,788,140</td> <td>5,293,897</td> <td>6,494,243</td> </tr> <tr> <td>SR Admin/NonDirect/Quality Max: 22%</td> <td>927,615 + 5,318,079</td> <td>17.4%</td> <td>SR Admin</td> <td>589,407</td> <td>250,862</td> <td>338,545</td> </tr> <tr> <td>SR Quality Min: 4%</td> <td>260,789 + 5,318,079</td> <td>4.9%</td> <td>SR Non-Direct</td> <td>840,474</td> <td>927,615</td> <td>-87,141</td> </tr> <tr> <td>SR Match Max: \$72,545</td> <td></td> <td></td> <td>SR Quality</td> <td>810,623</td> <td>260,789</td> <td>549,834</td> </tr> <tr> <td>Dollar-for-Dollar Match:</td> <td></td> <td></td> <td>SR Direct Services*</td> <td>9,547,636</td> <td>4,366,282</td> <td>5,181,354</td> </tr> <tr> <td>Program Assessment: \$4,659,736</td> <td></td> <td></td> <td>Quality Performance</td> <td>694,664</td> <td>300,752</td> <td>393,912</td> </tr> <tr> <td>VPK Admin Max: 4%</td> <td>62,028 1,710,551</td> <td>3.6%</td> <td>SR Match</td> <td>72,545</td> <td>11,578</td> <td>60,967</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Program Assessment</td> <td>26,764</td> <td></td> <td>26,764</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Special Needs</td> <td>39,100</td> <td></td> <td>39,100</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Gold Seal</td> <td>765,944</td> <td>381,772</td> <td>384,172</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PreSchool Development</td> <td>2,286</td> <td></td> <td>2,286</td> </tr> <tr> <td></td> <td></td> <td></td> <td>VPK Total</td> <td>4,659,736</td> <td>1,772,579</td> <td>2,887,157</td> </tr> <tr> <td></td> <td></td> <td></td> <td>VPK Admin</td> <td>179,221</td> <td>62,028</td> <td>117,193</td> </tr> <tr> <td></td> <td></td> <td></td> <td>VPK DS</td> <td>4,480,515</td> <td>1,710,551</td> <td>2,769,964</td> </tr> <tr> <td></td> <td></td> <td></td> <td>VPK Additional Funds</td> <td>822,154</td> <td>297,684</td> <td>524,470</td> </tr> <tr> <td></td> <td></td> <td></td> <td>VPK PA</td> <td>42,547</td> <td>30,972</td> <td>11,575</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CRRSA</td> <td>997,519</td> <td>997,519</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>ARPA</td> <td>18,735,182</td> <td>10,722,009</td> <td>8,013,173</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ESSER</td> <td>9,903</td> <td>2,922</td> <td>6,981</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3">* Includes SR Match</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">YTD MATCH SUMMARY</th> </tr> <tr> <th></th> <th>Cash in EFSM</th> <th>Cash not in EFSM</th> <th>Total Cash</th> <th>Private Funds</th> </tr> </thead> <tbody> <tr> <td>Cost Type</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Direct Service</td> <td>24,181.64</td> <td>.00</td> <td>24181.64</td> <td></td> </tr> <tr> <td>Admin</td> <td>.00</td> <td>.00</td> <td>0</td> <td></td> </tr> <tr> <td>All Non Direct</td> <td>.00</td> <td>.00</td> <td>0</td> <td></td> </tr> <tr> <td>Quality</td> <td>.00</td> <td>.00</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>DEL requested that we return \$2M. We agreed to return \$1M.</p> <p>Steve Harris reported that our single audit has been finalized and we have only one finding. We had a few teacher stipend checks that were uncashed for more than 120 days and should have had a stop payment issued.</p>	TARGETS AND RESTRICTIONS			PROGRAM TOTALS			SR Direct Services Min: 78%	4,366,282 + 24,182 5,318,079	82.6%	Budget	Expenditure	Balance	SR Admin Max: 5%	250,862 + 5,318,079	4.7%	SR Total	11,788,140	5,293,897	6,494,243	SR Admin/NonDirect/Quality Max: 22%	927,615 + 5,318,079	17.4%	SR Admin	589,407	250,862	338,545	SR Quality Min: 4%	260,789 + 5,318,079	4.9%	SR Non-Direct	840,474	927,615	-87,141	SR Match Max: \$72,545			SR Quality	810,623	260,789	549,834	Dollar-for-Dollar Match:			SR Direct Services*	9,547,636	4,366,282	5,181,354	Program Assessment: \$4,659,736			Quality Performance	694,664	300,752	393,912	VPK Admin Max: 4%	62,028 1,710,551	3.6%	SR Match	72,545	11,578	60,967				Program Assessment	26,764		26,764				Special Needs	39,100		39,100				Gold Seal	765,944	381,772	384,172				PreSchool Development	2,286		2,286				VPK Total	4,659,736	1,772,579	2,887,157				VPK Admin	179,221	62,028	117,193				VPK DS	4,480,515	1,710,551	2,769,964				VPK Additional Funds	822,154	297,684	524,470				VPK PA	42,547	30,972	11,575				CRRSA	997,519	997,519					ARPA	18,735,182	10,722,009	8,013,173				ESSER	9,903	2,922	6,981				* Includes SR Match			YTD MATCH SUMMARY						Cash in EFSM	Cash not in EFSM	Total Cash	Private Funds	Cost Type					Direct Service	24,181.64	.00	24181.64		Admin	.00	.00	0		All Non Direct	.00	.00	0		Quality	.00	.00	0		
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CEO's Report	<p>February 2023</p> <p>On February 6th Chancellor Matt Mears announced his departure from the Division of Early Learning. He had just completed meeting with all the ELC's throughout the state on a one-on-one basis to gather input for what was working and what issues needed attention for improvement moving into the future. In his departure email he announced that Cari Miller would be stepping in as DOE's new Chancellor of Early Learning. Matt Mears last day with DOE will be February 13th.</p> <p>Proposed 2023-24 Governor's Budget Highlights – Early Learning <i>\$1.6 billion in funding for early child education, including more than \$451 million for VPK.</i></p> <p>Voluntary Prekindergarten - \$550 Million</p> <ul style="list-style-type: none"> • Provides a total of more than \$451 million for Florida's VPK program, a high quality, free education initiative, which serves approximately 155,000 four- and five-year-olds. VPK prepares each child for kindergarten by building a strong foundation for school and focusing on early literacy skills. • \$100 Million for \$15/hour wage incentive program for VPK educators 																																																																																																																																																																																											

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
	<ul style="list-style-type: none"> • \$4.9M to continue implementation of VPK Program Assessments <p>School Readiness – \$1.079 Billion</p> <ul style="list-style-type: none"> • The budget maintains funding provided in the current Fiscal Year that allowed additional children to be served in the School Readiness program, and rewarded School Readiness providers who participate in program assessments and implement quality improvement strategies. <p>Other Early Learning Initiatives</p> <ul style="list-style-type: none"> • \$10 million continued funding for the T.E.A.C.H. program to provide early childhood teacher scholarships; • \$4.5 million for the Help Me Grow program to connect children and families with information, resources and developmental services to enhance health, behavior and learning in the development of young children; Increase of \$2.6 Million • \$3 million continued funding for teacher training and statewide professional development to improve childcare instructor quality; and • \$3.9 million for the Home Instruction Program for Preschool Youngsters (HIPPY) to deliver high-quality School Readiness curriculum directly to parents so they may strengthen the cognitive and early literacy skills of at-risk children. <p>Taxpayer Savings</p> <ul style="list-style-type: none"> • \$138.7 million – Permanent sales tax exemption for baby and toddler necessities, covering certain baby and toddler necessities such as clothing, shoes, and diapers for children under 5, and all baby wipes. • \$3.9 million – Permanent sales tax exemption for cribs and strollers for approximately. • \$132.7 million – 1 year sales tax exemption on children’s toys – provides for a tax exemption for children’s toys designated for children between the ages of 2 and 12 years old. • \$17.3 million – 1 year sales tax exemption on children’s books for; extending the 3-month sales tax holiday in the current fiscal year for one year. <p>Action Item: Employee Handbook</p> <p>History: The Employee Handbook is distributed to all new employees during their first day orientation. As changes are made the new copy of</p>	<p>No motion was made. No quorum.</p>

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
	<p>distributed to staff along with an acknowledgement form.</p> <p>Proposed: Update the holiday section of the employee handbook to include the following language:</p> <p><u>The Coalition will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for full time employees will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) based on an 8-hour work day. Employees who work less than 40 hours per week are entitled to receive holiday pay for the number of hours they would have worked on the holiday. If the holiday falls on a day the employee is not scheduled to work, they are not entitled to holiday pay. Full-time and part-time employees are eligible for paid Holidays and must work the day before and the day after the holiday in order to be paid for the holiday, unless they have a scheduled PTO day before and/or after the holiday. An employee who does not have scheduled PTO and calls out due to illness will require a physician's note in order to be paid for the holiday.</u></p> <p><u>If a recognized holiday falls during an eligible employee's paid absence, such as vacation or sick leave, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.</u></p> <p><u>If eligible nonexempt employees are required and/or approved to work on an approved holiday, they will be paid their normal rate for the hours worked plus 8 hours of holiday pay at their normal rate.</u></p> <p><u>In the event the Governor closes state offices, other than dates listed above, the ELC offices may be closed, at the discretion of the CEO. The Board Chair shall be notified prior to any holiday closures not normally scheduled.</u></p>	
Meeting Dates	<p>→ Audit/Finance Committee – Tuesday, March 14th @ 8:45AM</p> <p>→ BOD Meeting – Wednesday, March 22nd @ 8:30AM</p> <p>→ Executive Committee – Wednesday, April 19th @ 8:30AM</p> <p>→ Quality Committee – TBA</p>	
Public Input	None	
Adjournment		The Meeting was adjourned by Cheryl Twombly at 8:44AM.