

Summary for Executive Committee Meeting

Date/Time: October 19, 2022 – 8:30 AM

Location: CEO’s Office and Via Zoom

Members Present: Laura Gillman (Zoom), Candi Morris (Zoom), Cheryl Twombly (Zoom)

Members Absent: Phyllis Marty (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 8:30 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the agenda.	A Motion was made and seconded by (Twombly/Gillman) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the minutes from June 8 th minutes.	A Motion was made and seconded by (Twombly/Gillman) to approve the agenda. Motion was approved.
Financial Report	Balance Sheet – July 2022 <ul style="list-style-type: none"> • All cash accounts have been reconciled through September 2022 • We are currently holding \$9,328,635.74 in cash • Accounts receivable is \$3,361,892.45. • We have \$182,525 in fixed assets with a net book value of \$2,426.16 • Accounts Payable is \$770,761.04 and current • DEL Advance is \$9,231,220.19 and overpayments due to DEL from 18/19 FY are \$853,929.94. • Total Net Assets are \$134,662.51. 	

Agenda Item

Summary/Discussion

Action

ELC OF ALACHUA COUNTY EXECUTIVE SUMMARY					
TARGETS AND RESTRICTIONS		PROGRAM TOTALS			
SR Direct Services Min: 78%	679,455 + 837,594	81.1%	Budget	Expenditure	Balance
SR Admin Max: 5%	47,199 + 837,594	5.6%	SR Total	837,594	11,950,546
SR Admin/NonDirect/Quality Max: 22%	158,139 + 837,594	18.9%	SR Admin	47,199	592,208
SR Quality Min: 4%	45,964 + 837,594	5.5%	SR Non-Direct	158,139	682,335
SR Match Max: \$72,545		0.0%	SR Quality	45,964	764,659
Dollar-for-Dollar Match:		0.0%	SR Direct Services*	10,497,636	9,818,181
Program Assessment: \$26,764		0.0%	Quality Performance	694,664	654,435
VPK Admin Max: 4%	10,871 12,082	90.0%	SR Match	72,545	72,545
			Program Assessment	26,764	26,764
			Special Needs		
CRRSA Admin Max: 5%		0.0%	Gold Seal	727,965	666,014
PDG Admin Max: 5%		100.0%	PreSchool Development	2,286	2,286
ARPA Admin Max: 5%		0.0%	VPK Total	4,659,736	4,636,783
			VPK Admin	179,221	168,350
			VPK DS	4,480,515	4,468,433
			VPK Additional Funds		
			VPK PA	42,547	345
			CRRSA	997,519	997,519
			ARPA	9,245,973	6,148,497
			ESSER	9,903	6,981

* includes SR Match

It is early in the fiscal year so targets and restrictions will change as we progress through the year.

Balance Sheet – August 2022

- All cash accounts have been reconciled through September 2022
- We are currently holding \$9,328,635.74 in cash (10/18/2022)
- Accounts receivable is \$2,252,422.82
- We have \$182,525 in fixed assets with a net book value of \$2,426.16
- Accounts Payable is \$1,096,702.54 and current
- DEL Advance is \$9,231,220.19 and overpayments due to DEL from 18/19 FY are \$853,929.94.
- Total Net Assets are \$135,483.55.

ELC OF ALACHUA COUNTY EXECUTIVE SUMMARY					
TARGETS AND RESTRICTIONS		PROGRAM TOTALS			
SR Direct Services Min: 78%	1,473,026 + 1,768,316	83.3%	Budget	Expenditure	Balance
SR Admin Max: 5%	86,956 + 1,768,316	4.9%	SR Total	1,768,316	11,019,824
SR Admin/NonDirect/Quality Max: 22%	295,290 + 1,768,316	16.7%	SR Admin	86,956	552,451
SR Quality Min: 4%	86,015 + 1,768,316	4.9%	SR Non-Direct	295,290	545,184
SR Match Max: \$72,545		0.0%	SR Quality	86,015	724,608
Dollar-for-Dollar Match:		0.0%	SR Direct Services*	10,497,636	9,024,610
Program Assessment: \$4,659,736		0.0%	Quality Performance	694,664	608,528
VPK Admin Max: 4%	21,322 286,212	7.4%	SR Match	72,545	72,545
			Program Assessment	26,764	26,764
			Special Needs	39,100	39,100
CRRSA Admin Max: 5%		0.0%	Gold Seal	735,944	611,079
PDG Admin Max: 5%		100.0%	PreSchool Development	2,286	2,286
ARPA Admin Max: 5%		0.0%	VPK Total	4,659,736	4,352,202
			VPK Admin	179,221	157,899
			VPK DS	4,480,515	4,194,303
			VPK Additional Funds	822,154	785,133
			VPK PA	42,547	35,604
			CRRSA	997,519	997,519
			ARPA	18,733,182	6,704,013
			ESSER	9,903	6,981

* includes SR Match

It is early in the fiscal year so targets and restrictions will change as we progress through the year.

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
CEO's Report	<p>October 19, 2022</p> <p>Our AELC Training Camp to be held in Daytona Beach, FL October 17th – 21st was cancelled due to hotel damages from hurricane Ian. We have rescheduled this annual training for February 2023. Until then our next in person meeting with DEL will be in Orlando, November 9th – 10th.</p> <p>Hurricane Ian was initially tracked to hit North of Tampa and cross directly in our path; therefore, our offices initiated our COOP and we were closed September 28th – 30th. This decision to close was also in line with our procedure to follow the Alachua County public schools when they announce closings. We did not sustain any damages and reopened, fully operational on Monday, October 3rd. During this time all coalitions were in constant communication with DEL.</p> <p>Statewide Finance & Budget Information from DEL</p> <ul style="list-style-type: none"> • FY 22-23 Fiscal: <ul style="list-style-type: none"> ○ Last Friday new Notice of Awards (NOAs) were uploaded to SharePoint dated Sept 29th – SR Gold Seal, Special Needs, ARPA Stabilization Grant Round II and ARPA Build a World Class Workforce allocations awarded <ul style="list-style-type: none"> ▪ \$67.1M Gold Seal Differentials – initially funded out of ARPA discretionary but will now be funded out of CARES/CRRSA first to spend down those dollars before the liquidation date. ▪ ARPA Stabilization Round II subgrants – methodology did not change from round I (same per child amounts, supplemental bonuses, etc.). <ul style="list-style-type: none"> • For this round, the ELCs will be issuing one payment in full, rather than three. • DEL will then calculate the remaining balance and will send out a final installment. ▪ 5% Admin – can be used for any of these activities (admin, supply building and TA, etc.) <ul style="list-style-type: none"> • For now, use the OCA for Round 1 to budget round 2 until we push out OCAs for Round 2, Use the Stabilization Supply Building Admin OCA for the \$83.7 million until we get the new OCAs published. Then a budget realignment can be completed. 	

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
	<ul style="list-style-type: none"> ▪ \$83.7M Build a World Class Workforce <ul style="list-style-type: none"> • Recruiting and training new teachers • Upskilling Directors • \$72M for coaches • Workforce Initiatives <p>Laura Gillman asked if the workforce initiative grant retained staff in the childcare field. The CEO said that statewide staff retention is around 80%.</p> <p>Action Item: Engagement of Auditor for FY 21-22 through FY 22-23</p> <p>History:</p> <p>Pursuant to Office of Early Learning, Office of Inspector General Guidance, OEL-IG-12-001, A. Special Guidance for Audit Procurement, ELCAC issues a Request for Proposal (RFP) for External Audit Services on August 12, 2022. See attached summary of proposals received for this RFP. Ken Daniels was selected to perform the audit of the 2021-2022 financial statements and generation of the 2021 990 tax return. The engagement and RFP allowed for two additional contract years.</p> <p>Proposed:</p> <p>Staff recommend engaging Ken Daniels, CPA to perform the audit of the 2021-2022 financial statements and generation of the 2021 990 tax return.</p>	<p>A Motion was made and seconded by (Gillman/Twombly) to approve the Engagement of Auditor for FY 21/22-22/23. Motion was approved.</p>
Meeting Dates	<p>→ Audit/Finance Committee – Tuesday, November 8th @ 8:45AM → BOD Meeting – Wednesday, November 16th @ 8:30AM → Executive Committee – Wednesday, December 14th @ 8:30AM → Quality Committee – Thursday, November 10th @ 9:00AM</p>	
Public Input	None	
Adjournment		<p>The Meeting was adjourned by Cheryl Twombly at 8:47AM.</p>