

Summary for Executive Committee Meeting

Date/Time: December 13, 2023 – 8:30 AM

Location: Via Zoom

Members Present: Tammy Prince (Zoom), Candi Morris (Zoom), Cheryl Twombly (Zoom)


Members Absent: Laura Gillman (Excused); Phyllis Marty

Staff Present: Tammy Prince, 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 Tammy Prince at 8:36 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the agenda.	A Motion was made and seconded by (Twombly/Morris) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the minutes from August 9 th minutes.	A Motion was made and seconded by (Morris/Twombly) to approve the 8/9/23 minutes. Motion was approved.
Financial Report	Balance Sheet <ul style="list-style-type: none"> • All cash accounts have been reconciled through Oct 2023 (as of 12/04/2023) • We are currently holding \$7,203,507.32 in cash (12/04/2023) • Accounts receivable is \$3071,941.90. (12/04/2023) • We have \$182,525 in fixed assets with a net book value of \$319.13 • Accounts Payable is \$1,307,326.81 and current • DEL Advance is \$6,434,148.68 and overpayments due to DEL from 18/19 FY are \$853,929.94. • Total Net Assets are \$215,259.12. 	

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	<p>ELC OF ALACHUA COUNTY EXECUTIVE SUMMARY</p> <p>TARGETS AND RESTRICTIONS</p> <table border="0"> <tr> <td>SR Direct Services Min: 78%</td> <td>2,806,662 + 9,110 3,454,411</td> <td>81.5%</td> </tr> <tr> <td>SR Admin Max: 5%</td> <td>115,119 + 3,454,411</td> <td>3.333%</td> </tr> <tr> <td>SR Admin/NonDirect/Quality Max: 22%</td> <td>638,639 + 3,454,411</td> <td>18.5%</td> </tr> <tr> <td>SR Quality Min: 4%</td> <td>245,697 + 3,454,411</td> <td>7.1%</td> </tr> </table> <hr/> <table border="0"> <tr> <td>SR Match Max: \$81,250</td> <td></td> <td>5,290.13</td> </tr> <tr> <td>Dollar-for-Dollar Match:</td> <td></td> <td>5,290.13</td> </tr> <tr> <td>Program Assessment: \$6,981</td> <td></td> <td>0.00</td> </tr> <tr> <td>VPK Admin Max: 4%</td> <td>38,029 1,153,319</td> <td>3.297%</td> </tr> <tr> <td>PDG Admin Max: 5%</td> <td></td> <td>0.0%</td> </tr> <tr> <td>CRRSA Admin Max: 5%</td> <td></td> <td>0.0%</td> </tr> </table> <hr/> <table border="0"> <tr> <td>ARPA Stabilization**</td> <td>3-Yr Admin Exp</td> <td>3-Yr Total Exp</td> <td>3-Yr Admin %</td> </tr> <tr> <td>Admin Max: 5%</td> <td>178,686</td> <td>16,294,492</td> <td>1.1%</td> </tr> </table> <p>ARPA Discretionary Admin Max: 5% 0.0%</p> <p>ARPA Early Learning Discretionary Grant Program Admin Max: 5% 1.0%</p> <p>ARPA Homelessness Admin Max: 5% 0.0%</p> <p>YTD MATCH SUMMARY</p> <table border="0"> <thead> <tr> <th>Cost Type</th> <th>Cash in EFSM</th> <th>Cash not in EFSM</th> <th>Total Cash</th> </tr> </thead> <tbody> <tr> <td>Direct Service</td> <td>9,109.51</td> <td>.00</td> <td>9,109.51</td> </tr> <tr> <td>Admin</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> <tr> <td>All Non Direct</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> <tr> <td>Quality</td> <td>.00</td> <td>.00</td> <td>0.00</td> </tr> </tbody> </table>	SR Direct Services Min: 78%	2,806,662 + 9,110 3,454,411	81.5%	SR Admin Max: 5%	115,119 + 3,454,411	3.333%	SR Admin/NonDirect/Quality Max: 22%	638,639 + 3,454,411	18.5%	SR Quality Min: 4%	245,697 + 3,454,411	7.1%	SR Match Max: \$81,250		5,290.13	Dollar-for-Dollar Match:		5,290.13	Program Assessment: \$6,981		0.00	VPK Admin Max: 4%	38,029 1,153,319	3.297%	PDG Admin Max: 5%		0.0%	CRRSA Admin Max: 5%		0.0%	ARPA Stabilization**	3-Yr Admin Exp	3-Yr Total Exp	3-Yr Admin %	Admin Max: 5%	178,686	16,294,492	1.1%	Cost Type	Cash in EFSM	Cash not in EFSM	Total Cash	Direct Service	9,109.51	.00	9,109.51	Admin	.00	.00	0.00	All Non Direct	.00	.00	0.00	Quality	.00	.00	0.00	
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	<div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">PROGRAM TOTALS</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Expenditure</th> <th style="text-align: right;">Balance</th> <th style="text-align: right;">% of Budget Spent</th> </tr> </thead> <tbody> <tr><td>SR Total</td><td style="text-align: right;">11,220,535</td><td style="text-align: right;">3,445,301</td><td style="text-align: right;">7,775,234</td><td style="text-align: right;">30.7%</td></tr> <tr><td>SR Admin</td><td style="text-align: right;">556,964</td><td style="text-align: right;">115,119</td><td style="text-align: right;">441,844</td><td style="text-align: right;">20.7%</td></tr> <tr><td>SR Non-Direct</td><td style="text-align: right;">1,154,392</td><td style="text-align: right;">277,823</td><td style="text-align: right;">876,569</td><td style="text-align: right;">24.1%</td></tr> <tr><td>SR Quality</td><td style="text-align: right;">757,162</td><td style="text-align: right;">245,697</td><td style="text-align: right;">511,465</td><td style="text-align: right;">32.4%</td></tr> <tr><td>SR Direct Services*</td><td style="text-align: right;">8,752,017</td><td style="text-align: right;">2,806,662</td><td style="text-align: right;">5,945,355</td><td style="text-align: right;">32.1%</td></tr> <tr><td>Quality Performance</td><td style="text-align: right;">787,888</td><td style="text-align: right;">264,891</td><td style="text-align: right;">522,997</td><td style="text-align: right;">33.6%</td></tr> <tr><td>SR Match</td><td style="text-align: right;">81,250</td><td style="text-align: right;">5,290</td><td style="text-align: right;">75,960</td><td style="text-align: right;">6.5%</td></tr> <tr><td>Program Assessment</td><td></td><td></td><td></td><td style="text-align: right;">0</td></tr> <tr><td>Special Needs</td><td style="text-align: right;">86,158</td><td style="text-align: right;">1,308</td><td style="text-align: right;">84,850</td><td style="text-align: right;">1.5%</td></tr> <tr><td>Gold Seal</td><td style="text-align: right;">920,175</td><td style="text-align: right;">349,355</td><td style="text-align: right;">570,820</td><td style="text-align: right;">38.8%</td></tr> <tr><td>PreSchool Development</td><td></td><td></td><td></td><td style="text-align: right;">0</td></tr> <tr><td>VPK Total</td><td style="text-align: right;">3,785,123</td><td style="text-align: right;">1,191,348</td><td style="text-align: right;">2,593,775</td><td style="text-align: right;">31.5%</td></tr> <tr><td>VPK Admin</td><td style="text-align: right;">145,582</td><td style="text-align: right;">38,029</td><td style="text-align: right;">107,553</td><td style="text-align: right;">26.1%</td></tr> <tr><td>VPK DS</td><td style="text-align: right;">3,639,541</td><td style="text-align: right;">1,153,319</td><td style="text-align: right;">2,486,222</td><td style="text-align: right;">31.7%</td></tr> <tr><td>VPK Additional Funds</td><td style="text-align: right;">306,191</td><td style="text-align: right;">21,306</td><td style="text-align: right;">284,885</td><td style="text-align: right;">7.9%</td></tr> <tr><td>VPK PA</td><td style="text-align: right;">40,253</td><td style="text-align: right;">837</td><td style="text-align: right;">39,416</td><td style="text-align: right;">2.1%</td></tr> <tr><td>CCRRSA</td><td></td><td></td><td></td><td style="text-align: right;">0</td></tr> <tr><td>ARPA Stabilization</td><td style="text-align: right;">730,947</td><td style="text-align: right;">702,619</td><td style="text-align: right;">28,328</td><td style="text-align: right;">96.1%</td></tr> <tr><td>ARPA Discretionary</td><td style="text-align: right;">334,540</td><td></td><td style="text-align: right;">334,540</td><td style="text-align: right;">0</td></tr> <tr><td>ARPA Early Learning Discreti</td><td style="text-align: right;">4,553,002</td><td style="text-align: right;">3,524,319</td><td style="text-align: right;">1,028,683</td><td style="text-align: right;">77.4%</td></tr> <tr><td>ARPA Homelessness</td><td style="text-align: right;">287,817</td><td style="text-align: right;">250,000</td><td style="text-align: right;">37,817</td><td style="text-align: right;">86.9%</td></tr> <tr><td>ESSER</td><td style="text-align: right;">6,981</td><td></td><td style="text-align: right;">6,981</td><td style="text-align: right;">0</td></tr> </tbody> </table> <p style="margin-top: 10px;">* includes SR Match ** FY23 Admin Expenditures are current through 8/15/23</p> <div style="margin-top: 20px;">  <p style="text-align: center; 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CEO's Report	<p>Departmental Updates – December 2023</p> <p>Eligibility Updates: Angela Moore SR-WL Applications 214 children Recert December Number 147 children Pulled from WL 166 children- Families have until 12/19/2023 (to submit for processing) The waitlist will be pulled again in the first week of January.</p> <p>CCRR & Outreach Attending Santa Drop !2/16/2023 at SF College</p> <p>Director's Updates: Terrie Robinson</p> <ul style="list-style-type: none"> • The Alachua County Task Force that was formed by the City Commissioners of Alachua is still brainstorming ideas for VPK in Alachua County. Members of the team are educators, Center Directors, and 																																																																																																																				

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	<p>members of the Children’s Trust from surrounding Alachua County.</p> <ul style="list-style-type: none"> • The Program’s Department is preparing for the Director’s Round Table Event in February 2024. We are planning to make a few changes. We have reached out to Alachua County Public Schools, and it appears we will be able to conduct the Round Table Event at Fearnside, in the Multipurpose Room. • The Professional Development Team has put together gifts for Provider Appreciation that takes place sometime in May 2024. I think the Providers will be very excited about the package. They have tailored it for all ages and are meeting the needs of the classrooms from Infant to Pre-K. This year, the ELCAC Chief Administrative Assistant had a great idea to have others at ELCAC, other than the Program’s Department, involved with the delivery of the gift baskets to Providers. • The Professional Development and Quality Initiatives Team continues to offer free training to our Providers. Sessions are free and appropriate for all teachers and administration, and include group discussions, opportunities to share, and collaborate with others, strategic planning, and classroom resources. • DEL Meetings: <ul style="list-style-type: none"> - DEL has partnered with Teach stone to provide FREE professional learning opportunities for Florida early learning professionals. Also offers training to teachers and staff. Below is the training they are offering teachers. 2 - The training is geared to early learning teachers, coaches, and leaders, to enhance understanding of how interactions between children and adults lead to better child outcomes. - In total, more than \$9 million in free training is now available to you and your staff—today! <p>Here are two of the many offerings available:</p> <ul style="list-style-type: none"> o Instructional Support Strategies - Coaches: It’s no secret that Instructional Support is a tough domain. In fact, nationwide, this domain typically scores the lowest. This training preps coaches to better support educators in this domain. o Feedback Strategies for Coaches: Sometimes you know what you need to say but you don’t know how to say it. In Feedback Strategies, instructional coaches learn effective techniques for giving feedback to the educators they serve. o See the attached calendar for classes available in November and December and register at Florida - Teachstone. <ul style="list-style-type: none"> • To increase high quality supportive environments, The Programs Department is partnering with TEACH to fund 100 teachers to receive their CDA over the next 6 months. TEACH Scholarship will pay 80% of the funding and ELCAC is using ARPA dollars to pay for the other 20%, 20 teachers have signed up so far. 	

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
	<p>• No Provider Meeting for December 14, 2023. The next Provider Meeting is on January 11, 2024, from 1-2 pm. The Program’s Department will briefly discuss the new Health and Safety Regulations for all Providers and set up a separate Zoom to review the Health and Safety Flyer and new updates to the Health and Safety Handbook by DEL. I will develop a PowerPoint Presentation and Sherry McMullen-Balchun, Compliance Manager, will facilitate the meeting.</p> <p>Attended Trainings November 2023:</p> <ul style="list-style-type: none"> • Florida Training on the ASQ-3 & ASQ- SE-2: Part 1 <p>Action Item: By-Law Change Notice</p> <p>History: ELCAC by-laws currently require that the Vice Cahir, Secretary and Treasurer be elected by the full membership of the board for a term of two years. No officer may hold the same office for more than two consecutive terms.</p> <p>Proposed: Amend Article VI Officers to allow additional officer terms if no other member wants to serve in this role.</p>	<p>A Motion was made and seconded by (Morris/Twombly) to approve the 30-day notice for a by-law change. Motion was approved.</p>
Meeting Dates	<p>→ Audit/Finance Committee – Tuesday, January 9th @ 8:45AM → BOD Meeting – Wednesday, January 17th @ 8:30AM → Executive Committee – Wednesday, February 14th @ 8:30AM → Quality Committee – TBA</p>	
Public Input	None	
Adjournment		<p>The meeting was adjourned by Tammy Prince at 9:46 AM.</p>