

Summary for Executive Committee Meeting

Date/Time: October 16, 2024 – 8:30 PM

Location: Via Zoom

Members Present: Crystal Marull (Zoom), Candi Morris (Zoom), Stephen Pennypacker (Zoom), Tammy Prince (Zoom), Cheryl Twombly (Zoom)

Members Absent: George Dix (Excused), Phyllis Marty

Staff Present: John Bonham, Xaviera White, Kelli Williams

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 8:31 AM.
Declaration of Conflict of Interest	None	
Approval of Agenda	Members reviewed the agenda.	A Motion was made and seconded by (Prince/Twombly) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the minutes from August 19 th minutes.	A Motion was made and seconded by (Prince/Pennypacker) to approve the 8/19/24 minutes. Motion was approved.

<u>Agenda Item</u>	<u>Summary/Discussion</u>	<u>Action</u>
CEO's Report	<p>CEO Report – October 2024</p> <p><u>ELT</u> My forward-facing goal will continue to be customer service. We have been successful as the Google review rating improved to 3.7. I will continue to meet with community partners, build relationships and make sure the community is aware of the ELC and the services we offer. We are in the process of reviewing and updating MOUs and Policy and Procedures. The goal is to align with the grant agreement and Florida Statute. Staff are working on surveys for ELCAC employees, board members, providers and parents.</p> <p><u>ELCAC Success</u></p> <ul style="list-style-type: none"> ➤ Board Retreat ➤ Increasing Board Participation ➤ Increased ELCAC presence (social media, TV, Radio and in community) ➤ Added picnic area to facility for staff ➤ Increased pay for all staff (Will need to continue to work on livable wages) ➤ Staff Morale is high ➤ Successful events: Amazing Give, VPK Prom, July Backpack give away, Story Book Village ➤ Using Branding Strategy (ELC colors) new tent, tablecloths with logo. ➤ Improving customer experience <p><u>Building:</u> We are looking at two properties and will share information as we move forward with the process.</p> <p><u>Success Story- Provider O2B</u> O2B- 6's Infant Room, received a <u>PERFECT- 7 score</u> on their Infant CLASS Assessment. They scored a 7 on all 4 Dimensions (see below), which made an overall perfect score of 7. This is not easy to do and does not happen often.</p> <p><u>Legislative Update</u> Forward facing the agenda statewide is to continue increasing the eligibility criteria. Will provide update at regular board meeting.</p> <p><u>Employee Morale Survey</u> The results from the staff morale survey will be shared at the next board meeting.</p> <p><u>Memorandum of Understanding</u> We are in the process of getting updated MOU's with all 18 local initiatives/agencies. 2 have already been completed.</p> <p><u>Strategic Plan</u> We are in the process of creating a 2-year strategic plan.</p>	

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	<p><u>Finance Update- John Bonham</u></p> <p>August 2024 Financial Report</p> <p>Balance Sheet</p> <ul style="list-style-type: none"> • Bank Reconciliation process for cash has now become a hot item for audit preparation with deadline in October. • Audit fieldwork submissions all due by 10/21/2024 • We are currently holding \$3,118,809.45 in cash (10/08/2024) • Accounts receivable is \$2,243,980.05 majority of this balance is a March Invoice that has not been posted to AR, this would be an issue at audit so I will have that cleaned up by 10/21/2024 • Accounts Payable are (\$500,300.09) this is an issue that must be resolved by audit submission. For non-accounting folks this balance should not be a credit balance, there appears to be an issue with an ARPA check run that has an abundance of credit balances on aging. • Advance is \$2,430.000 to payback from 2024-25. Initial balance started at \$2,871,000. <table border="1" data-bbox="293 1045 1292 1329"> <thead> <tr> <th>Account Number</th> <th>Current Ledger</th> <th>Memo Available</th> <th>Memo Ledger</th> <th>Total Funds Available</th> </tr> </thead> <tbody> <tr> <td>Number of Accounts: 3</td> <td>\$2,063,915.27</td> <td>\$3,118,809.45</td> <td>\$3,118,809.45</td> <td>\$3,118,809.45</td> </tr> <tr> <td>*6563 Match-6563</td> <td>\$131,268.38</td> <td>\$131,268.38</td> <td>\$131,268.38</td> <td>\$131,268.38</td> </tr> <tr> <td>*1302 Operating-1302</td> <td>\$1,868,820.01</td> <td>\$2,923,714.19</td> <td>\$2,923,714.19</td> <td>\$2,923,714.19</td> </tr> <tr> <td>*0332 Unrestricted-0332</td> <td>\$63,826.88</td> <td>\$63,826.88</td> <td>\$63,826.88</td> <td>\$63,826.88</td> </tr> </tbody> </table>	Account Number	Current Ledger	Memo Available	Memo Ledger	Total Funds Available	Number of Accounts: 3	\$2,063,915.27	\$3,118,809.45	\$3,118,809.45	\$3,118,809.45	*6563 Match-6563	\$131,268.38	\$131,268.38	\$131,268.38	\$131,268.38	*1302 Operating-1302	\$1,868,820.01	\$2,923,714.19	\$2,923,714.19	\$2,923,714.19	*0332 Unrestricted-0332	\$63,826.88	\$63,826.88	\$63,826.88	\$63,826.88	
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TARGETS AND RESTRICTIONS					
SR Direct Services Min: 78%		1,589,702 +	▼	75.1%	
		<u>2,116,382</u>			
SR Admin Max: 5%		119,879 +	▼	5.664%	
		<u>2,116,382</u>			
SR Admin/NonDirect/Quality Max: 22%		526,680 +	▼	24.9%	
		<u>2,116,382</u>			
SR Quality Min: 4%		179,823 +	▼	8.5%	
		<u>2,116,382</u>			
SR Match Max: \$93,438				0.00	
Dollar-for-Dollar Match:				0.00	
##				0.00	
VPK Admin Max: 4%		25,917	▼	8.931%	
		<u>290,207</u>			
SR Plus Admin Max: 5%				0.0%	
PROGRAM TOTALS					
	<u>Budget</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% of Budget Spent</u>	
SR Total	11,447,645	2,116,382	9,331,263	18.5%	
SR Admin	454,084	119,879	334,205	26.4%	
SR Non-Direct	1,104,665	226,977	877,688	20.5%	
SR Quality	880,032	179,823	700,209	20.4%	
SR Direct Services*	9,008,864	1,589,702	7,419,162	17.6%	
Quality Performance	889,934	187,433	702,501	21.1%	
QPI Shortfall			0	0	
SR Match	93,438		93,438	0	
Program Assessment				0	
Special Needs	49,040	2,819	46,222	5.7%	
Gold Seal	960,358	223,669	736,689	23.3%	
SR Plus				0	
VPK Total	4,199,786	316,124	3,883,662	7.5%	
VPK Admin	120,057	25,917	94,140	21.6%	
VPK DS	4,079,729	290,207	3,789,523	7.1%	
VPK Additional Funds				0	
VPK PA	41,795	2,300	39,495	5.5%	
* includes SR Match					

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	<p><u>Eligibility Update- Angela Moore</u></p> <table border="1" data-bbox="293 317 1235 520"> <tr> <td data-bbox="293 317 748 394">Currently on the waitlist</td> <td data-bbox="748 317 1235 394">SRMT (90) ECON (47)- Total (137)</td> </tr> <tr> <td data-bbox="293 394 748 436">Enrolled</td> <td data-bbox="748 394 1235 436">1739</td> </tr> <tr> <td data-bbox="293 436 748 478">BG1 referrals</td> <td data-bbox="748 436 1235 478">Submitted (79) Processed (28)</td> </tr> <tr> <td data-bbox="293 478 748 520">List of Providers generated</td> <td data-bbox="748 478 1235 520">66</td> </tr> </table> <p><u>Programs Update – Terrie Robinson</u></p> <ul style="list-style-type: none"> • New Provider/Director Orientations= 2 • Working on updating Policy and Procedures for Programs Department <ol style="list-style-type: none"> 1. The TPD Team has provided various supports to providers around CLASS Assessment upon their requests. After support was provided, the provider’s CLASS score increased by .56. Another provider who participated in Practice-Based Coaching and received support around CLASS Assessment achieved GOLD Seal Accreditation. 2. Met our goal of 25-30% provider participation for MarcoPolo with a current participation percentage of 25.45% (28 Providers). • VPK Performance Metric: Formerly the VPK Readiness Rate: <ul style="list-style-type: none"> - A new VPK Performance Metric will be given to each VPK program at the end of 2024-2025. - 6M-8.622 VPK Provider Performance Metric & Designation and Rule became effective 9-24-24. • SR & VPK Monitoring <ul style="list-style-type: none"> - Programs to monitor during 2024-2025. <p>Per the State forms, the required number of SR sites for Tier 2 Monitoring is 56. The required amount of VPK Programs to be monitored is 44. The required DEL forms are used.</p> • The SR Child Assessment requirements are current <ul style="list-style-type: none"> - There are 10 SR Providers who will continue to participate in SR Child Assessment during 2024-2025. - DEL has updated the approved vendor for SR Child Assessments, and only Teaching Strategies Gold (TS Gold) will be accepted beginning with the 2025-2026 Program Year. *****This will impact eight (8) Providers. • Health and Safety <ul style="list-style-type: none"> - During August, there were four (4), and as of 9/30/2024 for September ELCAC has issued two (2) CAPS Contracts-- (Numbers from September 2024) <p>114 Providers 5 Out of County</p> • Hurricane Helene caused emergency closures for 101/114 local contracted providers, with 8 of those experiencing outages or damage that extended their closures beyond the public schools. *****There are 6 family 	Currently on the waitlist	SRMT (90) ECON (47)- Total (137)	Enrolled	1739	BG1 referrals	Submitted (79) Processed (28)	List of Providers generated	66	
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	<p>homes still to reach currently 10/1/24 Child Development-- (Numbers from September 2024) # ASQ's processed by ELCAC- 86 # of Intervention Plans sent- 14 # of Referrals to FDLRS- 0 # of observations- 3</p> <ul style="list-style-type: none"> • Monthly Provider Meeting – Thursday, October 17 12: 1-2pm. • Terri Hill @“FDLRS” will be presenting on Inclusion 	
Meeting Dates	<p>→ Audit/Finance Committee – Tuesday, November 12th @ 8:30AM → BOD Meeting – Wednesday, November 20th @ 8:30AM → Executive Committee – Wednesday, December 11th @ 8:30AM → Quality Committee – TBA</p>	
Public Input	None	
Adjournment		The meeting was adjourned by Tammy Prince at 9:06 AM.