

## Summary for Board of Directors Meeting

Date/Time: January 15, 2025 – 8:30 A.M.

Location: Training Room and via Zoom

Members Present: Jennifer Blalock (Zoom), George Dix (Zoom), Heather Doles (Zoom), Eva Jallah (Zoom), Marsha Kiner (Zoom), Dr. Renee Lawson (Zoom), Phyllis Marty (Zoom), Candi Morris (Zoom); Stephen Pennypacker (Zoom), Tammy Prince (Zoom), Jacquette Rolle (Zoom), Dr. Patricia Snyder (Zoom), April Tisher (Zoom), Cheryl Twombly (Zoom), Michael Williams (Zoom)

Members Absent: Crystal Marull, Joyce Yurchisin

Staff Present: Xaviera White, Kelli Williams, John Bonham, Angela Moore, Terrie Robinson

Guests Present: None

<b><u>Agenda Item</u></b>	<b><u>Summary/Discussion</u></b>	<b><u>Action</u></b>
Call to Order	Board of Directors 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 (Morris/Williams) to approve the agenda. Motion was approved.
Approval of Minutes	Members reviewed the amended board minutes of November 20 <sup>th</sup> minutes.	A Motion was made and seconded by (Rolle/Dix) to approve the amended 11/20/24 minutes. Motion was approved.

<u><b>Agenda Item</b></u>	<u><b>Summary/Discussion</b></u>	<u><b>Action</b></u>
CEO's Report	<p><b>CEO's Report – January 2025</b></p> <p><b><u>CEO January Report</u></b>  Structure and position name change. I have aligned my direct reports and updated their titles as follows. My Direct reports are Chief Officers: (Chief Administrative Officer, Chief Family Services Officer, Chief Financial Officer, and Chief Program Officer.) The official Organization Chart is attached for review and questions. There were no pay changes with the position name changes.</p> <p>I am focused on ensuring that all current staff have certifications and training for their current roles. This has been a challenge as the prior training budget was \$8 thousand. We increased the budget last year, and plan to consistently increased in order to provide staff with adequate training.</p> <p><b><u>Marketing/Advertising:</u></b> We used a significant amount of ARPA funds to increase advertising, marketing and branding. We were able to pay a few contracts through the next fiscal year. However, we will be decreasing contract amounts and discontinuing the renewal of contracts to remain fiscally responsible. I am currently not aware of new state funding we could use to increase our marketing, branding, and advertising. If you are aware of local opportunities to raise awareness of our coalition, please let me know.</p> <p><b><u>CTAC Contract:</u></b> The Contract has been executed; we are accepting applications. We will ramp up advertising in the next couple of months. We expect to have a waitlist for the population between 151-200 % FPL. Our Chief Program Officer will provide statistics monthly.</p> <p><b><u>Building:</u></b> We are looking at two properties and will share information as we move forward with the process. There is also consideration of looking at smaller spaces and transitioning some staff to a hybrid/remote schedule.</p> <p><b><u>Hybrid/Telework:</u></b> The team is currently working to present a proposal for hybrid/telework opportunities. This will require statistics for all hybrid/telework positions and tracking mechanism. Information will be shared if there is a proposal approved.</p> <p><b><u>HR:</u></b> Kelli is currently working on a benefit package which would include total dollar amount by position including benefits. Currently ELCAC pays the full amount of insurance for staff, but the family coverage is very high. Based on insurance cost increasing yearly we may not fiscally about to continue to cover the full amount. Incentive pay of 5% was provided to all team members in November.</p> <p><b><u>ELC Hours or Operations:</u></b> We will be polling the staff for feedback. Hours may consist of M-T 7:30a -5:30p and Fri 7:30 to noon. In efforts</p>	

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	<p>to be accessible earlier and later for our families and provide a benefit to the team with an early day on Friday.</p> <p><b><u>Pending Litigation:</u></b> There is pending litigation against the coalition. Information will be shared as the case progresses.</p> <p><b><u>Outreach Committee:</u></b> We have agreed to host an Annual Lunch Fundraiser in September 2025 on a Monday for 1 hour. The two options are (9/22/25 or 9/29). We are asking each board member to commit to attending as well as inviting 2 members/donors to the event. The first event will be small 30-40 donors and we will build on it each year. The committee will work on naming the event. Committee agreed to discuss a golf tournament in Turkey Creek during the month of March or April.</p> <p><b><u>Success Story- CTAC:</u></b> Damia Curtis applied for childcare assistance 3 times since November of 2023. She was paying \$190 weekly for childcare. She was recently approved through our new Childcare Tuition Assistance which will allow her to save \$100 weekly on childcare expenses. Damia shared, "With the money I am saving with help from ELCAC, I am now able to save and work toward a new car for better transportation for my family." She also expressed her gratitude, saying, "My experience with ELCAC has been great, and I truly appreciate the support. I feel blessed to have the help from ELC."</p> <p><b><u>Legislative Update</u></b>  Forward facing the agenda statewide is to continue increasing the eligibility criteria. Advocate for SR eligibility threshold to 65% SMI. Advocate to revise School Readiness allocation methodology to include multiple factors; The one pager is currently in draft mode, once completed I will share it.</p> <p>There are two bills filed in regard to Early Learning.</p> <ul style="list-style-type: none"> <li>▪ HB 47 – Child Care &amp; Early Learning, McFarland  Florida House Bill 47 (HB 47), titled "Child Care and Early Learning Providers," was filed on December 12, 2024, by Representative Fiona McFarland.  The bill proposes revisions to the licensing standards for child care facilities, child care personnel, minimum standards, child care regulation, and large family child care homes.  The proposed changes are scheduled to take effect on July 1, 2025.  As of now, the bill has been filed and is awaiting further action in the legislative process. <ul style="list-style-type: none"> <li>• Considerations for amending to tie violations (related to teacher involvement) to the teachers along with the provider</li> </ul> </li> <li>▪ SB 70 – Instructional Hours for VPK Program, Berman</li> </ul>	

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	<p>Florida Senate Bill 70 (SB 70), titled "Instructional Hours for the Voluntary Prekindergarten Education Program," was filed on December 2, 2024, by Senator Lori Berman.</p> <p>The bill proposes increasing the instructional hours for the Voluntary Prekindergarten (VPK) Education Program as follows:</p> <p><b>School-Year Programs:</b> The required instructional hours would increase from 540 to 1,440 hours.</p> <p><b>Summer Programs:</b> The required instructional hours would increase from 300 to 480 hours.</p> <p>These changes aim to enhance early childhood education by providing more instructional time for pre-kindergarten students. The proposed effective date for SB 70 is July 1, 2025. The bill has been filed and waiting for further action.</p> <p>Stephen Pennypacker asked why was the VPK instruction hours were doubled. The CEO stated that the intent was to allow more hours for the teachers.</p> <p><b>Action Item:</b> Disposal of Property</p> <p><b>History:</b> Florida Statute 274.07 requires the authorization of the Board of Directors and the recording of such authorization for the disposal of property.</p> <p>ELCAC has the property which is obsolete, destroyed, or in poor condition.</p> <p><b>Proposed:</b></p> <p>Staff request that the Board of Directors approve the disposal of the following property:</p> <p>1159, 1199, 1267, 1275, 1387, 1609, 1615, 1619, 1620, 1622, 1669, 2835, 1688, 1288, 2141, 1153, 2246, 1761, 1622, 1669, 1731, 2156, 2107, 1209, 1235, 1591, 1592, 1603, 3197, 1606, 1605, 1235, 1656, 1603, 1601, 1729.</p>	<p>Item was removed from the agenda.</p>

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Fiscal Update	<div>Oct/Nov 2024 Financial Report</div> <ul style="list-style-type: none"><li>Bank Reconciliation complete for audit year. 2025 current year need to finalize.</li><li>Audit fieldwork submissions 95% completed. Finishing all FS information.</li><li>We are currently holding \$519,021.88 in cash (1/02/2025). November billing not received yet was \$1,442,628.11 so cash balance will be \$2,000,000 moving forward once received.</li><li>Accounts receivable is still in Audit clean up stage, so balance is not a value that is worth posting.</li><li>Accounts Payable is being cleaned up for audit as we have found an ARPA check run that was not posted properly in the amount of \$500k that will need to be corrected and possibly a payment submitted back to DEL.</li><li>Advance is \$1,600,000 to payback from 2024-25. Initial balance started at \$2,871,000.</li><li>Will have Unrestricted Reconciled by EOM 01/2025.</li></ul> <div>October 2024</div> <table><tr><td>SR Children Served</td><td>1,762</td><td>VPK Children Served</td><td>1,382</td><td></td></tr></table> <div>November 2024</div> <table><tr><td>SR Children Served</td><td>1,815</td><td>VPK Children Served</td><td>1,387</td><td></td></tr></table> <div>November 2024</div> <table><tr><th>Account Number</th><th>Current Ledger</th><th>Memo Available</th><th>Memo Ledger</th><th>Total Funds Available</th></tr><tr><td>Number of Accounts: 3</td><td>\$519,021.88</td><td>\$472,808.26</td><td>\$472,808.26</td><td>\$472,808.26</td></tr><tr><td>*6563 Match-6563</td><td>\$131,294.85</td><td>\$131,294.85</td><td>\$131,294.85</td><td>\$131,294.85</td></tr><tr><td>*1302 Operating-1302</td><td>\$323,887.27</td><td>\$277,673.65</td><td>\$277,673.65</td><td>\$277,673.65</td></tr><tr><td>*0332 Unrestricted-0332</td><td>\$63,839.76</td><td>\$63,839.76</td><td>\$63,839.76</td><td>\$63,839.76</td></tr><tr><td colspan="5">LOC</td></tr><tr><td colspan="5">Data reported as of Jan 2, 2025 1</td></tr></table> <div>Current Cash 2025</div>	SR Children Served	1,762	VPK Children Served	1,382		SR Children Served	1,815	VPK Children Served	1,387		Account Number	Current Ledger	Memo Available	Memo Ledger	Total Funds Available	Number of Accounts: 3	\$519,021.88	\$472,808.26	\$472,808.26	\$472,808.26	*6563 Match-6563	\$131,294.85	\$131,294.85	\$131,294.85	\$131,294.85	*1302 Operating-1302	\$323,887.27	\$277,673.65	\$277,673.65	\$277,673.65	*0332 Unrestricted-0332	\$63,839.76	\$63,839.76	\$63,839.76	\$63,839.76	LOC					Data reported as of Jan 2, 2025 1					
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	<b>TARGETS AND RESTRICTIONS</b>				
	SR Direct Services Min: 78%	4,133,203 + 3,543	5,304,448	78.0%	
	SR Admin Max: 5%	276,779 +	5,304,448	5.218%	
	SR Admin/NonDirect/Quality Max: 22%	1,167,701 +	5,304,448	22.0%	
	SR Quality Min: 4%	393,395 +	5,304,448	7.4%	
	SR Match Max: \$93,438			2,074.21	
	Dollar-for-Dollar Match:			2,074.21	
	##			0.00	
	VPK Admin Max: 4%	70,996	1,585,458	4.478%	
	SR Plus Admin Max: 5%			0.0%	
	<b>PROGRAM TOTALS</b>				
		<u>Budget</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% of Budget Spent</u>
	SR Total	11,447,645	4,227,496	7,220,149	36.9%
	SR Admin	454,084	221,707	232,377	48.8%
	SR Non-Direct	1,104,665	383,074	721,591	34.7%
	SR Quality	880,032	314,717	565,315	35.8%
	SR Direct Services*	9,008,864	3,307,998	5,700,866	36.7%
	Quality Performance	876,169	292,840	583,329	33.4%
	QPI Shortfall			0	
	SR Match	93,438		93,438	0
	Special Needs	49,040	7,819	41,221	15.9%
	Gold Seal	960,358	402,644	557,714	41.9%
	SR Plus	93,474		93,474	0
	VPK Total	4,199,786	1,273,582	2,926,204	30.3%
	VPK Admin	120,057	51,973	68,083	43.3%
	VPK DS	4,079,729	1,221,609	2,858,120	29.9%
	VPK PA	41,795	4,140	37,655	9.9%
	* includes SR Match				

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Meeting Dates	➔ <b>Audit/Finance Committee</b> – March 11 <sup>th</sup> @ 8:30AM ➔ <b>BOD Meeting</b> – March 19 <sup>th</sup> @ 8:30AM ➔ <b>Executive Committee</b> – February 12 <sup>th</sup> @ 8:30AM ➔ <b>Quality Committee</b> – TBA																																																																																																
Public Input	Bonnie Bowman expressed her gratefulness for the funding provided from CTAC for the ALICE population.  Renee DuBose from MySchool extended a thank you to the CTAC staff and the ELC staff for providing funding for the ALICE population.  Marsha Kiner stated that the CTAC is excited to partner with the ELC to provide funding.																																																																																																
Adjournment		The meeting was adjourned by Tammy Prince at 9:24 AM.																																																																																															