

ELCHC Finance Committee Meeting

Monday, August 7, 2023 at 3:00 pm

6302 E. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

https://us06web.zoom.us/j/83320999339?pwd = S3ZGWE1oVitBbFBLTFBRc3lubGQzdz09

Meeting ID: 833 2099 9339

Passcode: 190434



ELCHC Finance Committee Meeting

Monday, August 7, 2023

I. CALL TO ORDER	L. Bowers
A. Roll call/Quorum Verification	
II. PUBLIC COMMENT Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.	
III. ACTION ITEMS	L. Bowers
A. Approval of Minutes for June 5, 2023, Regular Finance Committee Meeting - 3	
IV. FINANCIAL REPORT	G. Meyer
A. Finance Report - 6	
V. CEO REPORT	Dr. Hicks
A. \$315 Million Dollar ARPA Update	
B. Survey to Providers	
C. CEO Evalution	
D. Update on RFP	
VI. ANNOUNCEMENT	
A. Next, ELCHC Finance Committee Meeting-October 2, 2023 at 3:00 pm - 8	
VII. ADJOURNMENT	L. Bowers



UNAPPROVED MINUTES

Monday, June 5, 2023, at 3:00 pm Hybrid Meeting 6302 E. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

MEETING ATTENDANCE Facilitator: Carl Harness, Vice Chair

Committee Members Present: Carl Harness, Allison Nguyen and Dr. Jacquelyn Jenkins*

Committee Members Absent: Lee Bowers

ELCH Board Members Present: Dr. Larissa Baia, * and Kelley Parris*

ELCHC Staff:

Gary Meyer, Yarima Hernandez Tamayo*, Kevin Smith*, Dr. Fred Hicks, Sabrina Ruiz, Kiyana Scott, and Nancy Will

Other Attendees:

Tonia Williams*, Frazier Carraway and Sammy Veinger

*Indicates attendance via Zoom meeting platform.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Vice Chair Harness called the meeting to order at 3:00 pm.

Carl Harness, Vice Chair lead a moment of silence to honor the passing of provider, Kalene Robinson. Dr. Hicks then shared with the committee the date and time of Ms. Robinson's wake and stated he would be representing the coalition in paying respects to Ms. Robinson's family. Dr. Hicks extended the invitation to all board members and staff.

Vice Chair Harness called for a motion to approve the March 29, 2023, regular Finance Committee meeting minutes. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

Review Fiscal Year 2024 Budget for Recommendation

Gary Meyer, Chief Financial Officer, gave an overview of the FY 24 proposed budget. Mr. Meyer highlighted the following items:

1. Proposed budget based on the three pillars of the coalition: Access, Quality, and Education

2. Large workforce initiatives from last year and hoping that the remaining funds will roll over to FY 2024

Proposed budget will focus on children with special needs, with added behavioral staff support.
 We have lost the opportunity to ask for \$500,000 in School Readiness funds due to the change in licensing and are currently looking to see if we can replace it with other local funds.

7. Addition of more staff due to the additional monitoring required to fulfill VPK compliance that includes screening and assessments.



8. 3 positions are temporary, and these temporary employees continue to be an asset to the coalition in their production and helping to manage the American Rescue Plan Act.
9. VPK Incentive wage supplements were extremely successful and met budget goals that were set. We added an additional \$250,000 for VPK teachers with 500 teachers working towards higher education, starting with their associate degree and then bachelor's.

Vice Chair Harness called for a motion to approve the proposed FY 2024 budget as presented. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

PUBLIC COMMENT

No, public comment.

ACTION ITEMS

Approval of allocation of funds to Brandz, for promotional items, in an amount not to exceed \$45,000 FY 2023-2024

Sammy Veinger with Brandz, was introduced to the committee and available for any questions about the proposed allocation for promotional items.

Vice Chair Harness called for a motion to approve the allocation of funds to Brandz, for promotional items, in an amount not to exceed \$45,000 for the FY 2023-2024 as presented. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

Approval of allocation of funds to Brandz, for printed materials, in an amount not to exceed \$45,000 FY 2023-2024

Sammy Veinger with Brandz, was available for any questions about the proposed allocation for printed materials.

Vice Chair Harness called for a motion to approve the allocation of funds to Brandz, for printed materials, in an amount not to exceed \$45,000 for the FY 2023-2024. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

Approval of allocation of funds to the Early Childhood Council 2023-2024

Gary Meyer, Chief Financial Officer, explained the Early Childhood Council did an incredible job creating 30 inclusion classrooms during FY23 along with the materials to educate these special needs children. Mr. Meyer shared that the funds would also provide training for the provider and teachers, as well as coaching sessions. Mr. Meyer stated that the coalition would like to move forward with adding an additional 30 inclusion classrooms, requesting \$80,000 for this fiscal year.

Vice Chair Harness called for a motion to approve the allocation of funds to the Early Childhood Council not to exceed \$80,000 for the FY 2023-2024. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

FINANCIAL REPORT

Finance Report

Gary Meyer, Chief Financial Officer presented the Budget to Actual FY 2023 through March 31, 2023, reported the following:

- Under School Readiness (SR) administrative restrictions
- Under Voluntary Prekindergarten (VPK) administrative restrictions

2022-2023 Department of Early Learning (DEL) Fiscal Monitoring Report

Mr. Meyer reported 2 findings compared to 4 from the previous year.

CEO REPORT

Dr. Frederick, Hicks CEO ELCHC gave reports on the following:

Legislative Update: Special Appropriations Request

Dr. Hicks shared how potential funds would be used to ensure children do not fall in the "summer slide" of not retaining information learned during the previous academic year. The program, if funded, would also include a parental piece for involvement of parents whose children are enrolled. The request was set for \$2 million and currently, is at \$250,000 and headed towards the finish line.

Children's Summit 2023 Update

Dr. Hicks shared that internally Alison Fraga, Chief of Development and her team are putting together the vision for the Summit and doing a fantastic job. Dr. Hicks also shared the date of the Summit would be September 21, 2023, at The Portico Café from 11:30-1:30.

Provider Site Visits

Dr. Hicks shared some of his experiences when visiting centers and some of the needs he has seen and encouraged Board Members to join him when possible.

ADJOURNMENT

Citing no further business, Dr. Jacquelyn Jenkins made a motion to adjourn the meeting at 3:55 pm. Carl Harness made a second. The motion carried unanimously.

Read and approved by:

Dr. Stephie Holmquist Johnson, Secretary

Date



Budget to Actual (Preliminary - First Close)

	Duci	June 3	80, 2023	50)				
	YTD	YTD	Difference		FY 22-23	FY 22-23	Difference	
		Deviced			_	Original	YTD favorable	
	Actual	Revised Budget	YTD favorable /(unfavorable)	%	Forecast	Budget	YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	79,761,137	80,183,718	(422,581)	-0.5%	79,761,137	74,225,380	5,535,757	7.5%
School Readiness Match - DEL	1,303,749	1,412,593	(108,844)	-7.7%	1,303,749	1,319,509	(15,760)	-1.2%
Cakeel Deadiness Less Funders								
School Readiness - Local Funders: Children's Board HC	700,762	700,770	(8)	0.0%	700,762	700,770	(8)	0.0%
HC Community Development, incl. ALICE>150	8,789	8,789	-	100.0%	8,789	-	8,789	100.0%
Hillsborough County BOCC	276,000	276,000	-	0.0%	276,000	276,000	-	0.0%
HC Childcare -Licensing & Fees	499,483	500,000	(517)	-0.1%	499,483	500,000	(517)	-0.1%
Metro Ministries (Children's Board)	44,032	75,000	(30,968)	-41.3%	44,032	75,000	(30,968)	-41.3%
City of Tampa	221,152	100,000	121,152	121.2%	221,152	100,000	121,152	121.2%
United Way	-	-	-		-	121,339	(121,339)	-100.0%
United Way (Quality Initiative)	38,507	50,000	(11,493)	-23.0%	38,507	50,000	(11,493)	-23.0%
Caspers	25,537	50,000	(24,463)	100.0%	25,537	50,000	(24,463)	-48.9%
School Readiness - Local Funders	1,814,261	1,760,559	53,702	3.1%	1,814,262	1,873,109	(58,847)	-3.1%
Total School Readiness Revenue	82,879,147	83,356,870	(477,723)	-0.6%	82,879,147	77,417,998	5,461,149	7.1%
Other Local Funders:								
Conn Foundation	48,180	58,000	(9,820)	-16.9%	48,180	58,000	(9,820)	-16.9%
Spurlino Foundation	50,000	50,000	-	100.0%	50,000	60,000	(10,000)	-16.7%
SR Program Income	61,442	20,000	41,442	207.2%	61,442	20,000	41,442	207.2%
HELN (Hillsborough Early Learning Network)	9,315	37,000	(27,685)	0.0%	9,315	37,000	(27,685)	-74.8%
ELFL (Early Learning Florida)	31,410	100,000	(68,590)	-68.6%	31,410	100,000	(68,590)	-68.6%
Lastinger Project	200,000	200,000	-	0.0%	200,000	212,000	(12,000)	-5.7%
Misc. Donations	181,979	300,000	(118,021)	-39.3%	181,979	300,000	(118,021)	-39.3%
Other Local Funders	582,327	765,000	(182,673)	-23.9%	582,327	787,000	(204,673)	-26.0%
Total School Readiness Revenue and Local Revenue	83,461,474	84,121,870	(660,396)	-0.8%	83,461,474	78,204,997	5,256,477	6.7%
Program Expenses								
School Readiness								
Direct Services	65,824,775	65,599,660	(225,115)	-0.3%	65,824,775	60,145,057	5,679,718	9.4%
School Readiness Match - DEL	1,303,749	1,412,593	108,844	7.7%	1,303,749	1,319,509	(15,760)	-1.2%
School Readiness - Local Funders	1,792,292	1,848,621	56,329	0.0%	1,792,292	1,800,609	(8,317)	-0.5%
General Contributions and Gifts	582,327	582,327	-	0.0%	582,327	452,305	130,022	28.7%
Total Direct Services	69,503,143	69,443,201	(59,941)	-0.1%	69,503,143	63,717,480	5,785,663	9.1%
Personnel	10,151,268	9,522,740	(628,528)	-6.6%	10,151,268	9,488,743	662,525	7.0%
Staff Development	43,929	86,403	42,474	49.2%	43,929	103,518	(59,590)	-57.6%
Professional Services	850,448	678,692	(171,756)	-25.3%	850,448	528,692	321,756	60.9%
Occupancy	753,453	760,166	6,713	0.9%	753,453	538,905	214,549	39.8%
Postage, Freight and Delivery	59,247 7,788	6,366	(52,881)	-830.7%	59,247 7,788	4,777	54,469 (7,960)	1140.2% -50.5%
Rentals Supplies	111,519	2,226 122,418	(5,562) 10,899	-249.8% 8.9%	111,519	15,748 63,982	47,537	-30.3% 74.3%
Communications	26,834	122,418	(12,586)	-88.3%	26,834	35,501	(8,667)	-24.4%
Insurance	85,878	94,108	8,230	8.7%	85,878	51,211	34,667	67.7%
Tangible Personal Property	98,139	137,302	39,163	28.5%	98,139	105,906	(7,766)	-7.3%
Quality	883,764	1,556,322	672,558	43.2%	883,764	1,346,035	(462,271)	-34.3%
Travel	49,358	63,733	14,375	22.6%	49,358	67,606	(18,248)	-27.0%
Other Operating	187,480	158,226	(29,255)	-18.5%	187,480	486,674	(299,194)	-61.5%
Other Operating Expenses	3,157,837	3,680,210	522,373	14.2%	3,157,837	3,348,556	(190,719)	-5.7%
ELCHC Operating	13,309,105	13,165,450	143,655	1.1%	13,309,105	12,837,299	471,806	3.7%
CCL/ECC	784,348	1,253,633	(469,286)	-37.4%	784,348	1,192,383	(408,035)	-34.2%
Inclusion Cost	183,750	183,750	-	0.0%	183,750	245,000	(61,250)	-25.0%
Scholarships and Other	136,828	75,835	60,993	80.4%	136,828	212,835	(76,007)	-35.7%
Total School Readiness & Other Expenses	83,917,174	84,121,870	(324,578)	-0.4%	83,917,174	78,204,997	5,712,177	7.3%
SR Change in Net Assets	(455,701)	-	455,701		(455,701)	-	(455,701)	
60415								
GOALS < 5.00 % School Readiness - Admin	4.8%	4.2%	0.6%	14.1%	4.8%	4.2%	0.6%	13.3%
< 5.00 % School Readiness - Admin > 4.00 % School Readiness - Quality	4.8% 7.7%	4.2% 8.6%	-0.9%	14.1% -10.5%	4.8% 7.7%	4.2% 9.1%	-1.4%	13.3% -15.2%
< 22.00% School Readiness - Non-Direct	18.8%	19.6%	-0.7%	-3.8%	18.8%	19.0%	-0.2%	-1.0%
> 78.00 % School Readiness - Direct	81.2%	80.4%	0.7%	0.9%	81.2%	81.0%	0.2%	0.2%
VPK Revenue								
			/					
Voluntary Pre-Kindergarten	34,438,091	39,883,202	(5,445,110)	-13.7%	34,438,091	41,560,023	(7,121,932)	-17.1%
Total VPK Revenue	34,438,091	39,883,202	(5,445,110)	-13.7%	34,438,091	41,560,023	(7,121,932)	-17.1%
Voluntary Pre-Kindergarten								
Direct Services	33,273,941	38,014,621	4,740,680	12.5%	33,273,941	39,897,622	(6,623,681)	-16.6%
Personnel	706,785	1,310,485	603,700	46.1%	706,785	1,017,628	(310,843)	-30.5%
Staff Development	3,016	14,347	11,331	79.0%	3,016	16,005	(12,990)	-81.2%
Professional Services	139,487	80,820	(58,666)	-72.6%	139,487	115,858	23,629	20.4%
Occupancy	73,010	76,968	3,957	5.1%	73,010	61,095	11,915	19.5%
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Page 6 of 12



Budget to Actual (Preliminary - First Close) June 30, 2023

	June 30, 2023							
	YTD	YTD	Difference		FY 22-23	FY 22-23	Difference	
	Actual	Revised Budget	YTD favorable /(unfavorable)	%	Forecast	Original Budget	YTD favorable /(unfavorable)	%
Postage, Freight and Delivery	8,591	519	(8,072)	-1555.1%	8,591	523	8,068	70 1543.5%
Rentals	2,001	274	(1,728)	-631.0%	2,001	3,752	(1,751)	-46.7%
Supplies	46,552	64,762	18,210	28.1%	46,552	5,118	41,433	809.5%
Communications	6,017	1,752	(4,264)	-243.4%	6,017	4,082	1,935	47.4%
Insurance	15,042	11,851	(3,191)	-26.9%	15,042	5,944	9,098	153.1%
Tangible Personal Property	157,253	272,950	115,696	42.4%	157,253	13,693	143,560	1048.4%
Quality	1,522	7,965	6,443	80.9%	1,522	5,689	(4,167)	-73.2%
Travel	11,660	6,463	(5,197)	-80.4%	11,660	2,594	9,066	349.5%
Other Operating	29,644	19,426	(10,218)	-52.6%	29,644	10,977	18,667	170.1%
Other Operating Expenses	493,794	558,096	64,302	11.5%	493,794	245,330	248,465	101.3%
ELCHC Operating	1,200,579	1,868,581	668,001	35.7%	1,200,579	1,662,401	(461,822)	-27.8%
Total Voluntary Pre-Kindergarten	34,474,520	39,883,202	6,817,365	17.1%	34,474,520	41,560,023	(7,085,503)	-17%
VPK Change in Net Assets	(36,429)	-	36,429	-	(36,429)	-	(36,429)	0.0%
GOALS								
< 4.00 % VPK - Admin	2.7%	3.2%	-0.4%	-13.2%	2.7%	3.3%	-0.6%	-16.9%
American Rescue Plan Act (ARPA)								
ARPA	108,360,673	93,785,603	14,575,070	15.5%	108,360,673	80,753,518	27,607,155	34.2%
Total ARPA Revenue	108,360,673	93,785,603	14,575,070	15.5%	108,360,673	80,753,518	27,607,155	34.2%
ARPA								
Direct Services	107,935,802	93,785,603	(14,150,199)	-15.1%	107,935,802	79,490,561	28,445,241	35.8%
ELCHC Operating	424,871	-	(424,871)		424,871	1,262,957	(838,086)	100.0%
Total ARPA	108,360,673	93,785,603	(15,442,708)	-16.5%	108,360,673	80,753,518	27,607,155	34.2%
ARPA Change in Net Assets	-	-	-	-	-	-	-	-
CRSSA - ROAFS -OUTREACH								
ROAFS -OUTREACH	584,547	572,311	12,236	2.1%	584,547	355,000	229,547	64.7%
Total CRSSA - ROAFS -OUTREACH Revenue	584,547	572,311	12,236	2.1%	584,547	355,000	229,547	64.7%
Direct Services								
ELCHC Operating	- 584,547	- 572,311	(12,236)	-2.1%	- 584,547	355,000	229,547	64.7%
Total CRSSA - ROAFS -OUTREACH	584,547	572,311 572,311	(12,236)	-2.1%	584,547 584,547	355,000 355,000	229,547	64.7%
CRSSA - ROAFS -OUTREACH	-	-			-			
	-	-	-					
CRSSA / ARPA - Worforce								
CRSSA ADMIN	156,997	-	156,997		156,997	-	156,997	100.0%
Workforce	9,434,957	8,842,276	592,681	6.7%	9,434,957	1,863,452	7,571,505	406.3%
Total Workforce Revenue	9,591,954	8,842,276	749,678	8.5%	9,591,954	1,863,452	7,728,502	414.7%
Worforce								
Direct Services	7,215,633	8,842,276	1 626 642	18.4%	7,215,633	600,495	6,615,138	1101.6%
ELCHC Operating	2,376,322		1,626,643 (2,376,322)	10.470	2,376,322	1,262,957	1,113,364	88%
Total Workforce	9,591,954	8,842,276	(749,678)	-8.5%	9,591,954	1,863,452	7,728,502	414.7%
Workforce Change in Net Assets	-	_	<u>-</u>	_	_	_	_	_
Workforce change in Net Assets								
Preschool Development Grant (PDG) Revenues			/aa					
PDG Revenues Total PDG Revenue	294,295 294,295	386,460 386,460	(92,165) (92,165)	-23.8% -23.8%	294,295 294,295		294,295 294,295	100.0% 100.0%
	234,233	300,400	(92,105)	-23.0%	294,299	-	234,233	100.0%
Preschool Development Grant (PDG) Expenses								
Direct Services	-	-	-	-	-	-	-	-
ELCHC Operating	294,295	386,460	92,165	23.8%	294,295	-	294,295	100.0%
Total PDG Expenses	294,295	386,460	92,165	23.8%	294,295	-	294,295	-
PDG Change in Net Assets	-			-	-	-		
Total Revenue	236,731,034	227,591,722	9,139,312	4.0%	236,731,034	202,736,990	33,994,044 24,486,174	16.8%
Total Expenses	237,223,164	227,591,722	9,631,442	4.2%	237,223,164	202,736,990	34,486,174	17.0%
Change in Net Assets	(492,130)	-	(492,130)	100.0%	(492,130)	-	(492,130)	-



EXECUTIVE COMMITTEE MEETING SCHEDULE

Monday, August 14, 2023 Monday, October 09, 2023 Monday, February 12, 2023 Monday, April 08, 2024 Monday, June 10, 2024

All meetings of the Early Learning Coalition of Hillsborough County Executive Committee are held at *3:00 pm* until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, August 21, 2023

Monday, October 16, 2023

Monday, February 19, 2024

Monday, April 15, 2024

Monday, June 24, 2024 (Annual Board Meeting)

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are held at *3:00 pm* until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa,FL 33619 unless otherwise publicly noticed and/or noted above.





FINANCE COMMITTEE MEETING SCHEDULE

Monday, August 07, 2023

Monday, October 02, 2023

Monday, February 05, 2024

Monday, March 27, 2024

Monday, June 03, 2024 (Committee meeting Combined with Budget Meeting)

All meetings of the Early Learning Coalition of Hillsborough County Finance Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.



GOVERNANCE COMMITTEE MEETING SCHEDULE

Monday, July 31, 2023 Monday, September 25, 2023 Monday, January 29, 2024 Monday, March 25, 2024 Monday, May 20, 2024

All meetings of the Early Learning Coalition of Hillsborough County Governance Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.



SERVICE DELIVERY & EFFICIENCY COMMITTEE MEETING SCHEDULE

Thursday, July 20, 2023 Thursday, September 14, 2023 Thursday, February 1, 2024 Thursday, April 4, 2024 Thursday, June 06, 2024

All meetings of the Early Learning Coalition of Hillsborough County Service Delievery & Efficiency Committee are held at *3:00 pm* until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.



DEVELOPMENT COMMITTEE MEETING SCHEDULE

Wednesday, July 19, 2023

Wednesday, August 16, 2023

Wednesday, September 6, 2023

All meetings of the Early Learning Coalition of Hillsborough County Development Committee are held at 3:00 pm until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.