



# ELCHC Finance Committee Meeting

## Agenda Packet

Monday, February 5, 2024 at 3:00 pm

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

<https://us06web.zoom.us/j/81413046724?pwd=YW5wNzk1MldVQWtoYVpTRE9KbTUvdz09>

Meeting ID: 814 1304 6724

Passcode: 105419



## ELCHC Finance Committee Meeting Packet

Monday, February 5, 2024

### I. CALL TO ORDER

M. Zieziula

A. Roll call/Quorum Verification

### II. PUBLIC COMMENT I

M. Zieziula

*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. All public comment in Public Comment I must pertain to an item on the approved agenda*

### III. ACTION ITEMS

M. Zieziula

A. Approval of Minutes for October 2, 2023 Finance Committee Regular Meeting - 3

### IV. FINANCIAL REPORT

G. Meyer

A. Finance Report - 8

### V. CEO REPORT

Dr. Hicks

A. American Rescue Plan Act (ARPA) Update

B. Hillsborough Day 2024 Recap

### VI. ANNOUNCEMENT

M. Zieziula

A. Next, ELCHC Finance Committee Meeting is scheduled for Monday, March 27, 2024

### VII. ADJOURNMENT

M. Zieziula



Monday, October 2, 2023, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Michelle Zieziula

**Committee Members Present:**

Allison Nguyen\* and Dr. Jacquelyn Jenkins\*

**Committee Members Absent:**

None.

**ELCH Board Members Present:**

None.

**ELCHC Staff:**

Gary Meyer, Yarima Hernandez Tamayo\*, Kevin Smith\*, Dr. Fred Hicks, Rick Rampersad, Kiyana Scott\*, Alison Fraga\*, Kevin Smith\*, Kelley Minney\*, and Nancy Will

**Other Attendees:**

Tonia Williams\*, Frazier Carraway, Bill Sands\*, and Perry Borman\*

*\*Indicates attendance via Zoom meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Chair Zieziula called the meeting to order at 3:02 pm.

**PUBLIC COMMENT**

No, public comment.

**ACTION ITEMS**

A. Approval of minutes from the June 5, 2023, Regular Finance Committee Meeting

*Chair Michelle Zieziula called for a motion to approve the June 5, 2023, regular Finance Committee meeting minutes. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.*



B. Approval of Allocation of funds to contract with Saxon, Gilmore & Carraway, P.A., for governance-related legal services.

***Chair Zieziula called for a motion to approve the allocation of funds to contract with Saxon, Gilmore & Carraway, P.A., for governance-related legal services as presented. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.***

Committee member Allison Nguyen asked about the increase in the dollar amount in the contract with Saxon, Gilmore & Carraway, P.A.

Chief Financial Officer, Gary Meyer spoke to the contract and the estimated increase of costs for services.

C. Approval of allocation of funds to WebAuthor.com LLC.

***Chair Zieziula called for a motion to approve the allocation of funds to WebAuthor.com, LLC. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.***

Dr. Frederick Hicks, CEO of the Early Learning Coalition of Hillsborough County (ELCHC) reported that multiple coalitions throughout the state of Florida contract with WebAuthor and Guest Perry Borman representative of WebAuthor was available for any questions via Zoom. Dr. Hicks gave the floor to Mr. Borman.

Mr. Borman shared with the committee that currently he is working with eighteen early learning coalitions throughout the state of Florida. Mr. Borman explained to the committee that WebAuthor can provide a flex platform, and capabilities to better manage data. Mr. Borman commended the ELCHC for their efforts to evolve for a more streamlined, and robust contact, management system.

D. Approval of allocation of funds to contract with Sharity Global for Board of Directors retreat and strategic plan formation.

***Chair Zieziula called for a motion to approve the allocation of funds to contract with Sharity Global for Board of Directors retreat and strategic plan formation. Allison Nguyen made a motion. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.***

Dr. Hicks shared that the value of the contract was not to exceed \$39,000 as laid out in the memo included in the agenda packet. Dr. Hicks explained that the board retreat was a valuable time for Board members to have the time together to discuss the strategic plan for the remainder of the fiscal year and beyond to ensure that community needs of early

education are met with the diverse backgrounds and connections of board members working together with the systems in place.

Dr. Hicks suggested that he would like to have input from the entire board of directors on who will facilitate the retreat.

Chief Financial Officer, Gary Meyer replied that Ms. Wick from Sharity Global would be available to answer any questions at the upcoming Board meeting.

Dr. Hicks shared that the retreat would not occur until the new provider representatives were elected. Dr. Hicks stated the aim was to have the retreat in late March or April of 2024.

E. Approval of the allocation of funds to Protected Trust, LLC

*Chair Zieziula called for a motion to approve the allocation of funds to Protected Trust, LLC. Dr. Jacquelyn Jenkins made a motion. Allison Nguyen made a second. The motion carried unanimously.*

Dr. Hicks gave the floor to Rick Rampersad, Chief Information Officer. Mr. Rampersad highlighted the main points from the (Request for Proposal) RFP. Mr. Rampersad introduced Bill Sands from Protected Trust LLC.

Mr. Sands gave a high-level summary of services included in the fund allocation including licenses with Microsoft given at non-profit pricing which is about 75% off the normal pricing that for-profit organizations would receive. Mr. Sands shared with the committee that the ELCHC benefits by being able to use the same programs that large corporations use that include ID protection, condition access, multi-factor authentication; end point protection and information protections which provide controls around the privacy of data.

Mr. Sands took questions from the committee including: How many licenses are included? Mr. Sand responded, around 164. Is this an annual ask? Mr. Rampersad responded, yes this is an annual allocation.

## **FINANCIAL REPORT**

### **Finance Report**

Gary Meyer, Chief Financial Officer presented the Budget to Actual FY 2023 through August 30, 2023, and reported the following:

- Our original Notice of Award (NOA) was \$3 million dollars below FY23. However, the coalition received a second NOA, and after calculations the coalition will be able to serve 14,300 children in 2024.

- American Rescue Plan Act (ARPA) discretionary dollars are approximately \$33 million
- Fiscal monitoring deadline for deliverables was today; this work is ongoing.

## **CEO REPORT**

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

### **A. \$305 million-dollar ARPA Update**

Dr. Hicks reported that the ELCHC portion of these funds was an estimated \$33 million dollars, and the NOA was received the previous Friday by the coalition. Dr. Hicks explained the breakdown of spending was outlined in his CEO report within the agenda packet for today's Finance Committee meeting.

### **B. Survey to Providers**

Dr. Hicks shared with the committee the results of the survey to providers outlined in his slides within the agenda packet under CEO report.

### **C. CEO Evaluation Results**

Dr. Hicks read through the results outlined in his slides within the agenda packet under CEO report.

### **D. Legislative Coordination (Tampa Chamber of Commerce & HCPS)**

Dr. Hicks shared with the committee the legislative priorities that will be taken to be shared with legislators during session by Division of Early Learning representatives. Dr. Hicks reported to the committee that state leaders would receive a report with the actual costs of childcare in the state of Florida.

Dr. Hicks also shared with the committee that children with unique abilities would be a priority and would like to see children with unique abilities bumped on the list of priorities in early education monetary distribution. Dr. Hicks shared his slide in the agenda packet with the plans to assist families who have children with unique abilities.

## **Announcements**

CFO, Gary Meyer shared the date for the next day of play and invited the committee to join ELCHC staff for this community event to reach and educate families with all the services that the ELCHC can provide for their young learners.

Chair Zieziula shared that the next Finance Committee is scheduled for February 5, 2024.

ADJOURNMENT

*Citing no further business, Chair Zieziula asked for motion to adjourn. Allison Nguyen made a motion to adjourn the meeting at 3:53 pm. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.*

Read and approved by:

\_\_\_\_\_ Date: \_\_\_\_\_

*Dr. Stephie Holmquist Johnson, Secretary*



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual  
December 31, 2023

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
<b>Program Revenue</b>								
School Readiness	36,197,724	37,945,471	(1,747,747)	-4.6%	74,989,680	80,438,248	(5,448,567)	-6.8%
School Readiness Match - DEL	748,504	840,882	(92,378)	-11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	29,947	276,000	(246,053)	-89.1%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	12,941	10,211	2,730	26.7%	75,000	75,000	-	0.0%
City of Tampa	40,263	75,000	(34,737)	-46.3%	124,756	150,000	(25,244)	-16.8%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	63,292	50,000	13,292	26.6%
School Readiness - Local Funders	833,788	1,096,981	(263,193)	-24.0%	1,241,393	1,251,770	100.8%	0.0%
<b>Total School Readiness Revenue</b>	<b>37,780,016</b>	<b>39,883,334</b>	<b>(2,103,319)</b>	<b>-5.3%</b>	<b>77,357,306</b>	<b>82,941,788</b>	<b>107.2%</b>	<b>0.0%</b>
Other Local Funders:								
Conn Foundation	20,229	5,593	14,636	261.7%	20,229	58,000	(37,771)	-65.1%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	7,287	18,002	(10,715)	-59.5%	19,285	30,000	(10,715)	-35.7%
HELN (Hillsborough Early Learning Network)	5,632	5,632	-	0.0%	5,632	37,000	(31,368)	-84.8%
ELFL (Early Learning Florida)	21,250	21,250	-	0.0%	21,250	100,000	(78,750)	-78.8%
Lastinger Project	100,000	100,000	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	79,077	16,753	62,324	372.0%	95,830	273,000	(177,170)	-64.9%
Other Local Funders	273,475	217,230	56,245	25.9%	402,226	748,000	(345,774)	-46.2%
<b>Total School Readiness Revenue and Local Revenue</b>	<b>38,053,491</b>	<b>40,100,565</b>	<b>(2,047,074)</b>	<b>-5.1%</b>	<b>77,759,533</b>	<b>83,689,788</b>	<b>(5,930,255)</b>	<b>-7.1%</b>
<b>Program Expenses</b>								
School Readiness								
Direct Services	29,606,733	30,892,903	1,286,170	4.2%	60,941,211	65,729,468	(4,788,257)	-7.3%
School Readiness Match - DEL	748,504	840,882	92,378	11.0%	1,126,233	1,251,770	(125,537)	-10.0%
School Readiness - Local Funders	783,759	1,187,185	403,426	34.0%	1,266,637	1,201,770	64,867	5.4%
General Contributions and Gifts	273,475	217,230	(56,245)	-25.9%	402,226	475,000	(72,774)	-15.3%
<b>Total Direct Services</b>	<b>31,412,472</b>	<b>33,138,201</b>	<b>1,725,729</b>	<b>5.2%</b>	<b>63,736,307</b>	<b>68,658,008</b>	<b>(4,921,701)</b>	<b>-7.2%</b>
Personnel	5,063,494	5,133,579	70,085	1.4%	10,505,656	11,255,381	(749,724)	-6.7%
Staff Development	14,731	53,875	39,143	72.7%	48,606	80,749	(32,143)	-39.8%
Professional Services	317,161	425,542	108,381	25.5%	763,273	791,150	(27,877)	-3.5%
Occupancy	286,694	276,695	(9,998)	-3.6%	563,389	553,390	9,998	1.8%
Postage, Freight and Delivery	3,537	26,309	22,772	86.6%	31,047	53,685	(22,638)	-42.2%
Rentals	3,367	3,719	352	9.5%	7,087	7,439	(352)	-4.7%
Supplies	26,194	58,804	32,610	55.5%	141,698	174,308	(32,610)	-18.7%
Communications	16,243	18,596	2,353	12.7%	34,839	37,193	(2,353)	-6.3%
Insurance	6,546	47,189	40,643	86.1%	53,789	94,433	(40,643)	-43.0%
Tangible Personal Property	3,543	77,185	73,642	95.4%	106,928	170,570	(63,642)	-37.3%
Quality	293,451	450,333	156,882	34.8%	681,276	777,700	(96,424)	-12.4%
Travel	22,687	18,708	(3,979)	-21.3%	65,832	59,793	6,039	10.1%
Other Operating	129,995	149,947	19,951	13.3%	228,806	184,990	43,816	23.7%
Other Operating Expenses	1,124,149	1,606,903	482,754	30.0%	2,726,569	2,985,399	(258,830)	-8.7%
ELCHC Operating	6,187,643	6,740,482	552,839	8.2%	13,232,225	14,240,780	(1,008,555)	-7.1%
ECC	26,019	37,500	11,481	30.6%	71,500	71,500	-	0.0%
Inclusion Cost	122,500	122,500	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	32,305	61,882	29,577	47.8%	474,500	474,500	-	0.0%
<b>Total School Readiness &amp; Other Expenses</b>	<b>37,780,939</b>	<b>40,100,565</b>	<b>2,319,626</b>	<b>5.8%</b>	<b>77,759,533</b>	<b>83,689,788</b>	<b>(5,930,255)</b>	<b>-7.1%</b>
<b>SR Change in Net Assets</b>	<b>272,552</b>	<b>-</b>	<b>(272,552)</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

<b>GOALS</b>									
< 5.00 %	School Readiness - Admin	3.0%	4.1%	-1.0%	-25.4%	3.7%	3.9%	-0.1%	-3.5%
> 4.00 %	School Readiness - Quality	7.9%	7.9%	0.0%	0.2%	8.3%	7.9%	0.4%	5.1%
< 22.00%	School Readiness - Non-Direct	18.7%	20.1%	-1.4%	-6.8%	20.0%	19.3%	0.8%	4.0%
> 78.00 %	School Readiness - Direct	81.3%	79.9%	1.4%	1.7%	80.0%	80.7%	-0.8%	-0.9%





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

**Budget to Actual**  
**December 31, 2023**

	YTD Actual	YTD Revised Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
<b>VPK Revenue</b>								
Voluntary Pre-Kindergarten	14,382,772	16,247,698	(1,864,926)	-11.5%	31,642,426	35,882,846	(4,240,420)	-11.8%
<b>Total VPK Revenue</b>	<b>14,382,772</b>	<b>16,247,698</b>	<b>(1,864,926)</b>	<b>-11.5%</b>	<b>31,642,426</b>	<b>35,882,846</b>	<b>(4,240,420)</b>	<b>-11.8%</b>
<b>Voluntary Pre-Kindergarten</b>								
Direct Services	13,851,788	15,465,071	1,613,283	10.4%	30,234,281	34,210,805	(3,976,525)	-11.6%
Personnel	406,773	663,527	256,755	38.7%	1,081,384	1,381,574	(300,190)	-21.7%
Staff Development	2,311	13,063	10,752	82.3%	10,374	28,126	(17,752)	-63.1%
Professional Services	70,761	38,453	(32,307)	-84.0%	176,754	137,162	39,592	28.9%
Occupancy	21,684	21,305	(380)	-1.8%	42,989	42,610	380	0.9%
Postage, Freight and Delivery	276	3,941	3,664	93.0%	4,517	8,316	(3,799)	-45.7%
Rentals	255	281	26	9.1%	536	561	(26)	-4.6%
Supplies	1,330	2,446	1,116	45.6%	4,576	5,692	(1,116)	-19.6%
Communications	1,380	1,404	24	1.7%	2,784	2,807	(24)	-0.8%
Insurance	556	11,797	11,241	95.3%	12,367	23,608	(11,241)	-47.6%
Tangible Personal Property	261	6,315	6,053	95.9%	5,876	11,930	(6,053)	-50.7%
Quality	90	-	(90)	100.0%	1,390	1,300	90	6.9%
Travel	6,078	3,254	(2,824)	-86.8%	9,331	6,507	2,824	43.4%
Other Operating	4,803	16,841	12,038	71.5%	55,268	21,848	33,420	153.0%
Other Operating Expenses	109,786	119,099	9,314	7.8%	326,762	290,467	36,295	12.5%
ELCHC Operating	516,558	782,627	266,069	34.0%	1,408,146	1,672,041	(263,896)	-15.8%
<b>Total Voluntary Pre-Kindergarten</b>	<b>14,368,346</b>	<b>16,247,698</b>	<b>2,417,495</b>	<b>15%</b>	<b>31,642,426</b>	<b>35,882,846</b>	<b>(4,240,420)</b>	<b>-12%</b>
<b>VPK Change in Net Assets</b>	<b>14,426</b>	<b>-</b>	<b>(14,426)</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>GOALS</b>								
< 4.00 % VPK - Admin	2.9%	3.6%	-0.7%	-18.7%	3.6%	3.8%	-0.3%	0.0%
<b>ARPA Revenue</b>								
ARPA Revenue	7,624,584	7,604,351	20,233	0.3%	42,716,155	3,811,953	38,904,202	1020.6%
<b>Total ARPA Revenue</b>	<b>7,624,584</b>	<b>7,604,351</b>	<b>20,233</b>	<b>0.3%</b>	<b>42,716,155</b>	<b>3,811,953</b>	<b>38,904,202</b>	<b>1020.6%</b>
<b>American Rescue Plan Act (ARPA)</b>								
Direct Services	7,052,399	6,629,749	(422,650)	-6.4%	17,527,576	2,533,322	14,994,253	591.9%
ELCHC Operating	572,185	974,602	402,416	41.3%	25,188,580	1,278,631	23,909,948	1870.0%
<b>Total American Rescue Plan Act (ARPA)</b>	<b>7,624,584</b>	<b>7,604,351</b>	<b>(20,233)</b>	<b>0%</b>	<b>42,716,155</b>	<b>3,811,953</b>	<b>38,904,202</b>	<b>1021%</b>
<b>ARPA Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Revenue</b>	<b>60,060,847</b>	<b>63,952,614</b>	<b>(3,891,766)</b>	<b>-6.1%</b>	<b>152,118,114</b>	<b>123,384,587</b>	<b>28,733,527</b>	<b>23.3%</b>
<b>Total Expenses</b>	<b>59,773,870</b>	<b>63,952,614</b>	<b>(4,178,744)</b>	<b>-6.5%</b>	<b>152,118,114</b>	<b>123,384,587</b>	<b>28,733,527</b>	<b>23.3%</b>
<b>Change in Net Assets</b>	<b>286,978</b>	<b>-</b>	<b>286,978</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

# Lower School Readiness enrollments lead to deobligation to DEL

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1

## Deobligation of funds (give back to DEL)

November 2023	\$1.7 million
Forecast 2024	<u>\$6.8 million</u>

*Total* \$8.5 million

*Final Notice of Award (NOA) was larger than the budget, so the total Deobligation number is larger than the budget variance of \$5.4 million.*

2

## Enrollments (# of children)

Revised Budget	14,300 (after 2 <sup>nd</sup> NOA)
Approved Budget	13,500
Forecast	12,613

*Change from Approved Budget* (887)

*% Change from Approved Budget* (7%)

3

## Reasons for lower enrollments

1. Parents are over income. Legislators are addressing the financial eligibility cliff.
2. Parents are finding market rate differentials too high to afford.

4

## What are we doing to increase enrollments?

Clearing the wait list completely every week.