



EARLY LEARNING COALITION OF  
BREVARD COUNTY, INC.  
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## Executive/Finance Committee Meeting

June 10, 2019 3:30 pm

- Approval of May 22, 2019 Minutes
- FY1920 Budgets
- Bank Account Signature Updates
- Melbourne Building Update
- Portal Update
- New Business
  - Seacoast Banking Update

Next Meeting: July 8, 2019 3:30 pm

PROUDLY SUPPORTED BY:



## EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



**MINUTES:** Executive/Finance Committee Meeting

**DATE/TIME:** Wednesday, May 22, 2019 at 1:00 pm

**LOCATIONS:** Early Learning Coalition of Brevard, 2080 W. Eau Gallie Blvd, Melbourne, FL 32935

**MEMBERS PRESENT:** Alan Bergman, Chairperson, Mark Broms, Chairperson, and Jeffrey Harrison, Treasurer, Beth Mills, Secretary (phone)

**STAFF PRESENT:** Gina Sousa, Interim Executive Director, Cathie Odom, Director of Business Operations, Sue Falcioni, Finance Administrator, Tina Snyder, Director of Human Resources,

**GUEST/PUBLIC:**

**START TIME:** May 22, 2019 at 1:09 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of Meeting Minutes	<u>Minutes: March 11, 2019:</u> No changes were made to the meeting minutes.	Mark Broms motioned for the minutes to be approved. Jeff Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
VPK/SR Payment Reconciliation Update	Cathie updated the committee in VPK/SR payment reconciliation and have been a lot of issues. Overall actual attendance and reimbursement side is good. It will be amazing when the eligibility side of it gets fixed. We met the deadline VPK process payment and for SR will not be processed all that the same time as some will be delayed given the circumstances.	No Action/Follow up needed
Budget to Actual Report Quarter 3	Cathie mentioned we have not been paying rent for the Melbourne office since April due to delays in the new building at the end of last year. Training and conferences expenses increased. Propose to put surplus funds into Direct Services.	No Action/Follow up needed
18.19 Budget Revisions:	<p>- <u>Operational Budget 18.19 Rev 1:</u> Cathie presented and discussed with committee, based on the estimates and what we are projecting for May and June we are overspent in Direct Services. Would like to move what we can to direct services.</p> <p>- <u>Agency Budget 18.19 Rev 2:</u> Cathie presented and reviewed the expense report and recommends the Quality Committee to meet and make some decisions. Plan is to keep Quality funds the same – PFP, Stipends, Training, etc. One initiative will be brought to you in June is a program “Business Leadership Institute”, results have been excellent.</p>	Mark Broms motioned to approve Operational Revision 1 and Agency Revision 2. Jeff Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
2019 Sliding Fee Scale Model 7.1.19	Cathie went over the Sliding fee schedule. There are no changes to our daily fee per income level. Only changes are the numbers have been changed for the new Federal Poverty Guideline’s effective July 1, 2019.	Mark Broms motioned to approve Sliding Fee Schedule. Jeff Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
Melbourne	Cathie presented progress is being made – roof, wall, window.	No Action/Follow up needed

<b>Building Update</b>	Projected date is July 1, 2019 it may be one month after that before we can actually move in. We will be meeting with an interior decorator to assist with overall design, have a company come in and drop the wires for the cubicles. In addition, looking into the phone system most likely Suncom has come out as the best option for other Coalitions. The Rockledge and Melbourne offices will be integrated/virtual setup.	
<b>Portal Update</b>	Gina mentioned we had 2 ELC staff in Tallahassee meeting with the specialist.	<b>No Action/Follow up needed</b>
<b>Waitlist Status and School Age Siblings Update</b>	Gina gave an update on the waitlist up to 288 at the end of May, 58 siblings left and they are on hold. We believe that word of mouth facilitated the large increase in the wait list. Attended the World's Greatest Baby Shower Outreach event and many postcards were given out for the event. It was a great turnout. On Monday after the event we had an influx of new applications. Outreach events really help for us to connect with people.	<b>No Action/Follow up needed</b>
<b>Update from AELC Director Meeting and OEL ED Meeting</b>	<p>- <u>Proviso Match changes in July:</u> There is no change how we do match – MOU. They are going to change the entire process and providers will not be able to participate. We can use anybody that has federal eligible funds for match. Every match that we get is 50/50. OEL is working on the language. That is good news for us, but we still have to go out there and get it.</p> <p>- <u>Provider Bonus:</u> ELAC is looking at giving providers bonuses. Detailed has not been provided. Work in progress and be sent once is ready.</p> <p>- <u>All ELC's apply for Grant \$3.2m available-Deadline July 31<sup>st</sup>:</u> OEL has put out a grant for providers \$3.2 million for quality for the staff to do quality. We have been given a template, all ELC's are participating. Some have shared their proposals. Harriet will work on the application. Revamp of the funding formula has been postponed until next year.</p>	<b>No Action/Follow up needed</b>
<b>Update on the staff (2) with excessive PTO Amounts</b>	Tina gives an update on staff with excessive PTO. Sue has asked to speak to the committee. Sue presented to the committee and explained the reasoning of her accrued time and also spoke on behalf of Sally Mobley. Sue asked the committee if they would take into the account of paying out and have her time and Sally's to be paid out.	<b>Mark Broms motioned to approve the excessive PTO for Sally Mobley and Sue Falcioni. Jeff Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.</b>
<b>Adjournment</b>	The meeting was adjourned at 3:41 pm	<b>Jeffrey Harrison motioned for the adjournment of the Executive/Finance Committee meeting. Mark Broms seconded the motion. The motion passed unanimously by all Board members.</b>
<b>Next Meeting</b>	Monday, June 10, 2019 from 3:30 – 5:30pm at Melbourne Office: 2080 W. Eau Gallie Blvd Melbourne, FL 32935	

May 22, 2019 Executive/Finance Committee Minutes Approved:

*Respectfully Submitted,*

*Approved*

Sandra Diaz      6/17/19

Signature

Date

Business Coordinator

Gina Stone      6/17/19

Signature

Date

Executive Director

Early Learning Coalition of Brevard County  
Agency Budget 19.20

6/10/2019

	FY18.19 Budget Rev 1	FY19.20 Budget	Change %
<b>Revenue:</b>			
Office Of Early Learning			
School Readiness Grant Award	20,013,858	20,707,271	3.46%
Performance Funding Project (PFP) Grant Award	498,448	335,044	-32.78%
VPK Grant Award	11,530,805	11,360,216	-1.48%
VPK Outreach & Awareness Grant Award	23,348	23,348	0.00%
United Way (all sources)	262,000	268,000	2.29%
Child Care Executive Partnerships Partners	91,386	-	-100.00%
In-kind Revenue	59,284	74,400	25.50%
Contributions/Match (includes CDBG funding)	71,621	55,500	-22.51%
Match Raising Events	2,500	2,500	0.00%
<b>Total Revenue:</b>	<b>32,553,250</b>	<b>32,826,279</b>	<b>0.84%</b>
<b>Expenses:</b>			
SR Direct Services (Child Care Slots - all funders/match OEL - 81.97%)	16,845,815	17,194,113	2.07%
VPK Direct Services	11,091,395	10,928,528	-1.47%
ELC Operations	3,097,695	2,942,040	-5.02%
ELC Quality Initiatives	742,444	926,555	24.80%
ELC Quality Initiatives - PFP, Stipends, Training	775,901	835,044	7.62%
<b>Total Expenses:</b>	<b>32,553,250</b>	<b>32,826,279</b>	<b>0.84%</b>
<b>Net Income/(Deficit)</b>	<b>(0)</b>	<b>-</b>	

Early Learning Coalition of Brevard County  
Budget - Operations FY19.20

*Compare original*

	FY 19.20 Coalition Operations VPK	FY 19.20 Coalition Operations SR	FY 19.20 Coalition Operations Budget	FY 18.19 Coalition Operations Budget v1	\$ Change (if applicable)	% Change (if applicable)	Notes
<b>Revenue:</b>							
Office Of Early Learning							
Admin/Non-Direct	431,688	2,361,432	2,793,120	2,958,726	(165,606)	-5.60%	Change in OCAs charged - more to quality OCAs
Quality		926,555	926,555	742,444	184,110	24.80%	
Inclusion		51,234	51,234	49,742	1,492	3.00%	
In-Kind	18,932	55,468	74,400	65,940	8,460	12.83%	
VPK Outreach & Awareness Grant Award	10,854		10,854	10,854	(0)	0.00%	
VPK Monitoring Award	12,432		12,432	12,432	(0)	0.00%	
<b>Total Income:</b>	<b>473,907</b>	<b>3,394,688</b>	<b>3,868,595</b>	<b>3,840,139</b>	<b>28,456</b>	<b>0.74%</b>	
<b>Expenses:</b>							
Salaries	264,616	1,946,303	2,210,919	2,312,807	(101,888)	-4.41%	
Payroll Taxes	23,257	168,369	191,626	184,901	6,726	3.64%	
Workers Comp Ins.	1,613	11,674	13,286	13,110	177	1.35%	
Fringe Benefits	60,395	437,219	497,614	454,399	43,215	9.51%	Increase in employer cost of healthcare/stipends
<b>Total Salaries, Payroll Taxes &amp; Benefits:</b>	<b>349,881</b>	<b>2,563,564</b>	<b>2,913,445</b>	<b>2,965,216</b>	<b>(51,770)</b>	<b>-1.75%</b>	
<b>Other Expenses</b>							
Audit	2,791	20,209	23,000	20,000	3,000	15.00%	Budget increase to 22K in 1819, error in original calc, tax return not included
Bank Charges & Finance Fees	61	439	500	500	-	0.00%	
Computer/Networking	13,489	97,651	111,140	98,940	12,200	12.33%	Increase in employees = increase in fees
IT Equipment	2,427	17,573	20,000	35,000	(15,000)	-42.86%	One time increase in 1819 due to new Melb local
Dues and Subscriptions	2,573	18,627	21,200	16,200	5,000	30.86%	Additional dues for AELC
Employment Costs	910	6,590	7,500	4,000	3,500	87.50%	Higher fees for benefit accounts, more turnover
Equipment Lease	2,003	14,497	16,500	16,500	-	0.00%	
Furniture & Fixtures	607	4,393	5,000	30,000	(25,000)	-83.33%	One time increase in 1819 due to new Melb local
Insurance	2,549	18,451	21,000	20,000	1,000	5.00%	Built in 5% increase, quotes not in - may be less
Legal Services	607	4,393	5,000	5,000	-	0.00%	
Maintenance/Repairs	5,680	41,120	46,800	20,000	26,800	134.00%	Increase due to outsourcing cleaning
Office Expense	2,245	16,255	18,500	17,000	1,500	8.82%	
Postage	607	4,393	5,000	10,000	(5,000)	-50.00%	Portal efficiency
Printing & Copying	1,092	7,908	9,000	8,500	500	5.88%	
Public Education Program	10,854	43,426	54,280	47,863	6,417	13.41%	Additional contract for outreach
Rent	41,730	302,099	343,829	354,761	(10,932)	-3.08%	Termination of Storage rent eff Jan 2020
Training/Technical Assistance Supplies	-	50,000	50,000	36,219	13,781	38.05%	Additional trainings provided
Telephone	1,517	10,983	12,500	12,500	-	0.00%	
Training <i>Professional Development</i>	3,641	26,359	30,000	10,000	20,000	200.00%	Increased to 30k on 1819 Rev 1 - additional training required for portal and due to high turnover
Travel	3,641	26,359	30,000	30,000	-	0.00%	
Utilities	2,427	17,573	20,000	16,000	4,000	25.00%	Increase in sq ft for Melb location = higher util costs
Unallocated <i>Contract Servs</i>	3,641	26,359	30,000	0	30,000	0.00%	Outsourcing of IT assistance for new building and to ensure compliance with grant requirements
<b>Other Expenses Total:</b>	<b>105,093</b>	<b>775,656</b>	<b>880,749</b>	<b>808,984</b>	<b>71,766</b>		
<b>In-kind Expenses</b>							
Computer/Networking	3,932	28,468	32,400	23,940	8,460	35.34%	
Public Education Program	15,000	27,000	42,000	42,000	-	0.00%	
<b>In-kind Expenses Total:</b>	<b>18,932</b>	<b>55,468</b>	<b>74,400</b>	<b>65,940</b>	<b>8,460</b>	<b>12.83%</b>	
<b>Total Expenses:</b>	<b>473,907</b>	<b>3,394,688</b>	<b>3,868,595</b>	<b>3,840,139</b>	<b>28,456</b>	<b>0.74%</b>	
<i>Difference</i>	0	0	0	0			