ELCFH Annual Board Meeting; Wednesday, August 26th, 2020 at 10 a.m.  
Meeting accessible via ZOOM

Meeting Link:  https://us02web.zoom.us/j/89741214273?pwd=U0ZHViYjVdKanRm1JloS1NySUlMRnJFU09  
Meeting ID: 897 4121 4273  
Password: 521431  
Phone: +1 646 876 9923

*ZOOM Meeting access assistance: text or call Lisa Toscano at (863) 558-6010 at any time during the meeting.*

The mission of the Early Learning Coalition of Florida’s Heartland, Inc. is to support families and children in accessing high quality early care and education services via School Readiness and Voluntary Pre-kindergarten programs. The ELCFH also serves as a point of access to resources and referrals for health care and family support services.

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<th>ITEM</th>
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| 1.   | Call to Order  
Introductions: Additions or changes to the agenda | Charlotte Heston,  
ELCFH Board Chair |
| 2. Action | Consent Agenda Review/ Approval:  
a. Approve minutes from the 6.24.20 ELCFH Board Meeting  
b. Review ELCFH Committee reports  
c. Approve Board Membership: Susan Norris (Seat #12 Faith-based Provider Representative)  
d. Approve FY 20-21 ELCFH Committee Roster  
e. Accept United Way of Central Florida partner agreement for Hardee and Highlands Counties  
f. Annual Review and Approval of ELCFH Anti-Fraud Plan  
(certified to OEL Inspector General- no changes from the previous year) | Charlotte Heston |
| 3. Information | Finance, Utilization and Waitlist Report: Reports are provided in the Board packet and highlights will be presented via PowerPoint:  
- The FY 19-20 year end summary will be presented at the October 28, 2020 Board meeting,  
- An overview of FY 18-19 provider payment reconciliation and COVID-19/ CARES related funding/ expenditures will be provided.  
- An overview of enrollment activity and the current status of the ELCFH waitlist will also be provided. | Anne Bouhebent,  
Executive Director  
Anna Brookbank,  
Assoc. Director-Contracts & Compliance  
Olga Olvera,  
Assoc. Director-Elig & Client Services |
<p>| 4. Action | Website Development and Maintenance: the attached proposal for ELCFH website development would focused on a family friendly, resource focused tool. Cost includes monthly maintenance/ updates. | Anne Bouhebent |</p>
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<td>5. Action</td>
<td>p. 33-38&lt;br&gt;p. 39- 40</td>
<td>Anne Bouhebent</td>
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<td>ELCFH Policy updates:</td>
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<td>a. ELCFH Appeals Policy (EM-3- formerly Grievance Policy)</td>
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<td>b. ELCFH Employee Handbook Update: Background Screenings</td>
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<tr>
<td>PowerPoint</td>
<td>a. FY 19-20 ELCFH service data</td>
<td>Lisa Toscano, Assoc. Director-</td>
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<td>b. Child Success Stories!</td>
<td>ECE Programs</td>
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<td>c. ELCFH Literacy Initiative</td>
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<td>d. VPK Programming for FY 20-21</td>
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<td>e. Child Screening and Assessment</td>
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<td>f. Provider Trainings</td>
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<td>7. Information</td>
<td>Information Updates:</td>
<td>Anne Bouhebent</td>
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<tr>
<td>PowerPoint</td>
<td>a. Office of Early Learning Accountability Review (March 2020)</td>
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<td>b. ELCFH Org Chart for FY 20-21</td>
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<td>c. VPK Calendars for families</td>
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<td>d. ELCFH Reopening Plan</td>
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<td>8.</td>
<td>Open Forum</td>
<td>Charlotte Heston</td>
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<td>9.</td>
<td>Adjourn</td>
<td>Charlotte Heston</td>
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To obtain a copy of the Board meeting packet, contact Anne Bouhebent at abouhebent@elcfh.org or (941) 255-1650 ext. 127.
ELCFH 8.26.20
Board Meeting
Consent Agenda
ELCFH Board Meeting Minutes
Wednesday, June 24, 2020 at 10:00 AM

Location: Meeting held via ZOOM/ conference call due to public health crisis

Members present: Charlotte Heston (Board Chair), Donna Doubleday (Board Treasurer), Cathy Graham (Board Secretary), Ron Mills (Vice Chair), Darryl Keys, Elise Bouchard, Diane Ramseyer, Nancy Ebrahimie, Patricia Backer, Dr. Thomas Rath, John Stover, Mary Kay Burns, Joan Raulerson, Mary Stewart

Members not present: Kristen Rivas (excused), Gary Kline (excused), Nancy Zachary (excused), Debby Carey (excused), Christina McCray (excused)

ELCFH Staff: Anne Bouhebent, Anna Brookbank, Olga Olvera, Pam Hillestad, Lisa Toscano, Kelly Wertenbach, Janet Lane, Samantha Yates

Guests: N/A

Number of Voting Members Required for Quorum: 11 Number of Voting Members Present: 14

1. Introductions and Changes to the Agenda: The meeting was called to order by Charlotte Heston at 10:05 a.m. Introductions were made.

2. Consent Agenda- the following items were presented:
   a. Minutes from the 1.29.20 and 3.25.20 ELCFH Board Meetings
   b. Review of ELCFH Committee reports
   c. Board Membership appointments for Gina Neuhofer (#13- IDEA) and Dr. Bobbie Smith-Powell (#14 Children’s Services Council)
   d. FY 20-21 ELCFH Board Roster
   e. FY 19-20 Budget Modifications for School Readiness, VPK, and Preschool Development Grant (PDG)
   f. ELCFH Employee Handbook policy updates
   g. ADM-5 Governance Policy update
John Stover made a motion to approve the consent agenda as presented. Donna Doubleday seconded. The motion carried.

3. Related Party contract for FY 20-21: A related parties contract specific to ELCFH Information and Technology support services provided by Zypha Corporation and owned by ELCFH Board Member Darryl Keys was presented.

Diane Ramseyer motioned to approve the contract as presented between the ELCFH and Zypha Corporation. Mary Stewart seconded. A roll call vote was taken. A total of 13 of 19 Board members voted to accept the contract with Zypha for ELCFH Information and Technology support; there were none opposed. Darryl Keys recused himself from the vote. The motion passed meeting the requirement of a 2/3 approval vote of the total ELCFH Board membership.

4. FY 20-21 ELCFH Board Officers and Committee Chair Appointments: The slate of Board Officers and Committee Chairs was presented to the Board for approval.

Ron Mills motioned to approve the Board Officers and Committee Chair as presented. Mary Stewart seconded. The motion carried.

5. FY 20-21 ELCFH Board and Committee meeting annual Calendar: Given the current public health crisis, the Board discussed when to hold the Annual Board meeting which is typically in-person with all Board members, staff, and providers. This meeting is held in August pursuant to the ELCFH Bylaws. It was decided by the Board to avoid any revisions to the bylaws and hold the Annual Meeting as scheduled and virtually. A combined Board/ staff/ provider meeting would be held later in the year when an in-person meeting would be safe.

Nancy Ebrahimi made a motion to approve the annual meeting calendar as presented. Dr. Thomas Rath seconded. The motion carried.

6. Office of Early Learning Grant Addendums: Two FY 19-20 grant addendums were presented to the Board for review and action.

   a. Grant Addendum #1 addressed the timeline and activities necessary to complete reconciliation for FY 18-19. The ELCFH added language that best documented ELCFH commitments to completing the reconciliation process. These additions were submitted to OEL for review as directed prior to presentation to the Board.

   Nancy Ebrahimi made a motion to approve Grant Addendum #1 as presented. Darryl Keys seconded. The motion carried.
b. **Grant Addendum 2:** The briefing on this unmodified addendum addressed needed special testing instructions (forthcoming as guidance from OEL); auditors will be able to accept alternative ELC documentation outside of Portal regarding the monthly reconciliation of financial records.

**Donna Doubleday made a motion to approve Grant Addendum 2 as presented. Darryl Keys seconded. The motion carried.**

7. **Child Screening Policy update (Ages and Stages Questionnaire):** The Board approved a process on January 31, 2019 to satisfy an SR Plan Element need. The process needs to be revamped and the presented policy provided alignment with Florida Rule 6M-4.720 (screening of children enrolled in the School Readiness Program). The final approved policy will replace the process which is currently part of the SR Plan.

**Mary Kay Burns made a motion to approve the Child Screening policy as presented. Nancy Ebrahimimi seconded. The motion carried.**

8. **School Readiness Registration Fees:** The ELCFH presented a management position statement addressing the legislatively required School Readiness Registration fee processing which was effective July 1, 2019. The required Portal process was recently launched by OEL on May 4, 2020. The FY 19-20 fees will be paid before September 2020 and will not count towards the two payments within the five year timeline rule. Management felt that recent updates to the newly launched process was appropriate and felt Board action regarding the position statement was not needed. The item was presented solely as information.

9. **FY 20-21 School Readiness (SR, Voluntary Prekindergarten (VPK), and VPK Outreach, Awareness and Monitoring (OAMI) budgets:** The following budgets were presented to the Board for approval.

   a. **School Readiness:** Further modifications are expected pending revised notices of award.

   **John Stover made a motion to approve the SR budget for FY 20-21 as presented. Donna Doubleday seconded. The motion carried.**

   b. **Voluntary Prekindergarten (VPK):** The VPK draft budget for FY 20-21 was presented to the Board for approval.

   **Nancy Ebrahimimi made a motion to approve the VPK draft budget for FY 20-21 as presented. Mary Kay Burns seconded. The motion carried.**
c. **VPK Outreach, Awareness and Monitoring (OAMI):** The draft budget for VPK-OAMI for FY 20-21 was presented to the Board for approval.

_**Nancy Ebrahimi made a motion to approve the draft VPKOA budget as presented. Darryl Keys seconded. The motion carried.**_

10. **Chair Report:** The Executive Committee met on May 27th and approved the following: meeting minutes from December 11th Joint Executive Committee/Finance Committee meeting, the annual approval of the Continuity of Operations (COOP) Memorandum for Delegation of Authority and Emergency Funds to Executive Director, a modification to the FY 19-20 School Readiness budget, and an update to an ELCFH Employee Handbook policy addressing staff unpaid leave in emergency situations.

Other items discussed were the School Readiness Registration Fee payments to providers, the Office of Early Learning issued FY 19-20 Grant Agreement Addendums and the fiscal impact of COVID-19 for FY 19-20.

11. **Finance, Utilization and Waitlist Report:** School Readiness at 91.7% of FY 19-20 was reported as 95.4% expended. A new notice of award with additional federal dollars to support COVID-19 related initiatives is anticipated. There were 1,889 children invoiced in May for the School Readiness program. Direct services for SR were reported at 81.1% and non-direct services were expended at 18.9%; of that, 3.9% of an allowable 5% were admin related expenses.

At the direction of OEL, providers have been reimbursed for enrolled SR and VPK children whether the facility was open or closed.

Voluntary Prekindergarten (VPK) at 91.7% of FY 19-20 was 92.4% expended. VPK Admin was expended at 2.2% of an allowable 4%. There were 1,499 children invoiced in the month of May.

12. **ELCFH Information Updates:**
   a. **ELCFH Board Chair position:** The current chair position term will conclude in April 2021 and Private Sector Business Board members were encouraged to consider applying for the position. The Board Chair position is a gubernatorial appointee and requires application through the Governor's Appointments Office.

   b. **Impact of COVID-19 on child care services:** An update on the fiscal impact of COVID-19 was provided. The ELCFH recently released an OEL initiated mini-grant process for contracted providers and their staff to assist with the costs of infrastructure and to promote teacher professional development.
c. **Giving Challenge results!** The ELCFH raised $7,321 for the Book Bag Buddies project. The Highlands County Champion Foundation donated $1,000 to further this project in Highlands County.

d. **Strategic Planning- FY 20-21:** The ELCFH is currently working with SCORE in Charlotte County and the ELCFH Administrative Committee to facilitate strategic planning for FY 20-21.

e. **Copperfish Books book drive results!** Copperfish Books, Punta Gorda facilitated a well-received book drive for children served through the ELCFH. The total results were $3,750. Board Member Cathy Graham was thanked for coordinating this event!

f. **This Book is Cool- Suncoast Campaign for Grade-Level Reading:** An update on Suncoast Campaign for Grade-Level Reading summer reading program was provided.

13. **Special ELCFH Moment- thank you for having a heart for children!** The ELCFH acknowledged three Board members whose terms are concluding. Due to the current health crisis the ELCFH is inviting these Board members to the in-person meeting later in the fiscal year to celebrate their years of service. Members acknowledged were:
   - **Ron Mills**- Charlotte County, Private Sector Business Member; Board Secretary, Board Vice-Chair, Quality Committee member;
   - **Gary Kline**- Charlotte County, Private Sector Business Member; Administrative Committee member;
   - **Christina McCray**- DeSoto County, Representative of program under federal Individuals with Disabilities Education Act; Administrative Committee member.

14. **Open Forum:** Board member annual forms are now due.

15. **Adjournment:** The meeting adjourned at 11:21 a.m.

Approved: ____________________________________________________________________

Cathy Graham, ELCFH Board Secretary

Minutes prepared by: ____________________________________________________________________

Anne Bouhebent, ELCFH Executive Director

Date ____________________________________________________________________

Date
ELCFH Finance Committee Meeting Minutes
Wednesday, June 24, 2020 at 9:00 AM via ZOOM and conference call

Board Committee Members: Donna Doubleday (Finance Committee Chair), Charlotte Heston, Mary Kay Burns, Cathy Graham, Darryl Keys, Mary Stewart,

Members not present: Joan Raulerson (excused)

Staff: Anne Bouhebent, Anna Brookbank, Pam Hillestad, Olga Olvera, Janet Lane, Kelly Wertenbach, Lisa Toscano, Samantha Yates

Guests: N/A

I. Welcome and Introductions: The meeting was called to order at 9:00 a.m.

II. Review of Current Financials/Utilization/Trends: The May 2020 Expenditure and Data Reports for School Readiness and VPK were reviewed.

School Readiness: At 91.7% of FY 19-20, the program was reported as 95.4% expended. Non-direct services were expended at 18.9% (of an allowable 22%); admin was at 3.9% (with 5% allowed and included in the 22%). Direct services were reported at 81.1% including match. There were 1,889 children invoiced for the month of May.

Voluntary Prekindergarten (VPK): At 91.7% of FY 19-20, the program was reported as 92.4% expended. VPK Admin was expended at 2.2% of an allowable 4%. There were 1,499 children invoiced in the month of May.

An SR notice of award is expected by June 30th and will result in further modifications. Most of the school-year VPK programs were scheduled to end in May; there are four provider sites (two private providers and two school district sites) that will be offering Summer VPK in Charlotte and Highlands County. Waitlist activity has been on hold and it is hoped that pulls can be planned in the new fiscal year. There were 3,377 unduplicated children enrolled during the period of July 1, 2019 through May 31, 2020. Contract monitors for School Readiness and VPK were suspended due to the pandemic.

Other reports reviewed were:
- FY 19-20 School Readiness Grant Expenditures by Program (through 5.31.20)
• FY 19-20 VPK Grant Expenditures by Program (through 5.31.20)
• Preschool Development Grant (PDG) (through 5.31.2020)
• Balance Sheet as of 6.18.20: it was noted that the VPK refundable advance and a portion of the SR advance have been paid back to OEL.
• Statement of Cash Flows as of 6.18.20
• Direct Services Match Report for May 2020

III. New Business

• Bank Reconciliation review: The bank reconciliations for May for First Citizens and Charlotte State Bank have been prepared for review by the Board Treasurer.

• Credit Card expenditures: The monthly credit card expenditures were previously approved by the Board Chair. All credit card expenditures have a May closing date, which will go forward in the next fiscal year for review by the Board Treasurer.

• Expenditures over $5,000: A check in the amount of $5,823 was reported. This payment was specific to the worker’s comp audit.

• FY 19-20 SR Budget Modification: The presented modification included the CARES allocation for COVID-19 response initiatives such as provider mini-grants. The committee recommended Board approval of the modification as presented.

• FY 19-20 VPK Budget Modification: The VPK budget modification reflected OEL deobligated funds. The committee recommended Board approval of the modification as presented.

• FY 19-20 PDG Budget Modification: The PDG budget modification reflected movement in funds to cover provider curriculum purchases as aligned with child assessment. The committee recommended Board approval of the modification as presented.

• FY 18-19 Reconciliation/Portal Update: The Client Services Department is currently working with five provider sites to finalize details regarding reconciling overpayment. FY 18-19 reconciliation is slated to be completed by July 30th, 2020.

• FY 20-21 Draft SR Budget: The SR draft budget for FY 20-21 based on the current year to date expenditures was presented and discussed. The committee recommended Board approval of the FY 20-21 SR Budget Draft as presented.

• FY 20-21 Draft VPK Budget: The VPK draft budget for FY 20-21 was presented to the committee. The committee recommended Board approval of the FY 20-21 VPK Budget Draft as presented.
• FY 20-21 Draft VPK-OAMI Budget: The draft VPK-OAMI budget for FY 20-21 was presented to the committee. The committee recommended Board approval of the FY 20-21 VPK-OAMI Budget Draft as presented.

• FY 20-21 Thrive Budget: The United Way of Charlotte County Kids Thrive budget for FY 20-21 was presented to the committee. It was stated that this grant is focused on early literacy initiatives in Charlotte County.

• FY 20-21 GCCF Budget: The draft budget for Gulf Coast Community Foundation was presented to the committee. This funding is specifically focused on home visitation in Charlotte County.

• FY 19-20 End of year updates: End of year projects were discussed and included a review of the contracting process for providers and related contract extension as a result of COVID-19. Other new and quickly launched initiatives in response to the pandemic and family/provider needs included provider mini-grants, the school district based Rising K program, and changes to the implementation of Summer VPK. The ELCFH will also be engaged in payment to providers of SR registration fees for FY 19-20. An overview of state level appropriations were reviewed and included enrollment of waitlisted families ($60 million) and provider rate increases ($50 million).

IV. Open Forum:

• The ELCFH asked the committee if there were any needed updates to the formatting of the reports provided in the Finance Committee packet. Committee members expressed satisfaction with the information as presented.

Adjournment: The meeting adjourned at 9:40 a.m.
ELCFH Quality Committee Meeting Minutes
Thursday, August 13, 2020 at 9:00 a.m. via Zoom

Board Members present: Nancy Zachary (Committee Chair) Nancy Ebrahimii
Community Members: Shannon Clark, Susan Weber, Maria Magowan, Bonnie Benjami
Members not present: John Stover, Kendra Stamp
Staff: Anne Bouhebent, Anna Brookbank, Lisa Toscano, Janet Lane, Samantha Yates, Beth Mueller, Liliana Mejia, Denise Hoefer

Welcome and Introductions- the meeting was called to order at 9:00 a.m. and introductions made.

1. Meeting minutes from the 5.7.20 Quality Committee meeting: The minutes were reviewed and an update provided on the local partnership funding for essential workers that is currently available in Hardee and Highlands Counties. Similar funding is not available in Charlotte or DeSoto, however CARES funds to assist families in need with expenses including child care is forthcoming. Updates will be provided via the ELCFH blast.

2. Healthy Families DeSoto-Hardee and Healthy Families-Charlotte Program updates: Health Families reported a new one step eligibility process which has recently been developed statewide. It is anticipated that these changes will help families access program services more easily. A video clip and flow chart of services was shared with committee members who provided feedback and were optimistic that these changes will help both programs with capacity numbers. Quarterly outcomes for 4.1.20 - 3.20.20 and 7.1.19 - 6.30.20 were provided for both programs.

3. School Readiness/ VPK Provider contract compliance: The following sites were reviewed and noted for a level of sanction:
   - Wauchula Childcare (Hardee)- SR corrective action started FY 19-20 due to DCF citations.
   - Highlands Hope (Highlands)- SR corrective action due to DCF citations.
   - New Life-N-You (Hardee)- School Readiness Corrective Action due to DCF citations.
   - Steam Preschool Academy of Sebring (Highlands)- Corrective Action/Probation due to DCF citations. Probation was due to not being able to have the required fire inspection at this time.
Note: The ELCFH is continuing to monitor the DCF reporting which is currently is virtual. There are 18 VPK POPs provider sites eligible to offer services for VPK; 15 have completed and submitted an improvement plan due to not meeting the 60% readiness rate. There will not be a readiness rate next spring.

4. Discussion items/Recommendations for ELCFH Board:
   a. ELCFH Board Membership- Faith-based Provider Representative: The interest statement of Board membership applicant Susan Norris, Director of Trinity Tots Preschool in Highlands County was presented to the committee. Susan was selected by ballot of vote of the currently ELCFH contracted faith-based providers. The committee recommended to Board approval of Susan Norris as the ELCFH Faith-based Provider Representative.

   b. Literacy and Language Development: An initiative has been developed as a training and technical assistance support for interested provider sites. There are currently five programs in Charlotte interested in participating and additional sites identified in the other three counties. Children will be pre and post screened using the Get Ready to Read Pre-literacy Screener as a marker for growth. This initiative will launch on September 9th with a Zoom call. Additionally, the ELCFH has purchased VPK calendars for families who have applied for VPK services.

   c. Quality Performance System: The CLASS observations are still on hold due to the current health crisis. A number of provider sites did not receive a CLASS Assessment for entering the FY 20-21 contract year. The contracting minimum for this year has went up to a 3.5 from a 2.5 and quality indicator went from a 3.5 to a 4. There are currently five provider sites that are in need of a second observation to be eligible to continue when the FY20-21 contract goes into effect. Pending OEL contracting with Teachstone and possible changes to rule, there may be some revision to the required observation for the remainder this fiscal year.

   d. Child Assessment Requirements: Provider sites have an option to choose from three tools Galileo, Core or Teaching Strategies Gold if interested in completing child assessments and receive a differential payment. The provider must meet the Quality Threshold, which is 4.0 this year. They would have to show reliability of at least 75% of all teaching staff by August 1st, and must maintain the 75% to be eligible for the differential payments. If a program loses a staff member which causes the 75% to drop, the site has 45 days to have a new teacher in place and to establish the reliability, to remain eligible for the differential payment.

   e. Provider Training Opportunities: The ELCFH is offering virtual trainings to providers. The training calendars have been sent out and there is one training calendar per month that is accessible by anyone in any of the four county service area. Training opportunities for the next quarter are dependent on the contract requirements between OEL and Teachstone.
f. Provider Supports during COVID-19: A review of the OEL initiated provider supports offered through the ELCFH were reviewed. These were inclusive of mini-grants, professional development funding for teachers, bonuses attached to services for essential workers, and child payment based enrollment (in lieu of attendance). Opportunities were made available to contracted as well as non-contracted provider sites.

g. Following CDC recommendations/ local requirement: The ELCFH continues to share information to provider sites via the provider blast on the current CDC recommendations. Provider sites are encouraged to follow local requirements as well the recommended procedures. Each of the counties in the ELCFH service area have different guideline and providers are encouraged to connect with their local licensing and the Department of Health offices for guidance.

h. Procedures pertaining to suspected and/or confirmed COVID-19 cases: Providers should follow the CDC guidelines if a staff member were to test positive for COVID-19.

i. ELCFH on-site visits/ monitoring: TA visits as well as contact monitoring will remain virtual at this time. The ELCFH continues to revisit the method of on-site visits and monitoring with provider sites based on the reported positive cases of COVID-19. The desk review process is anticipated to take place in the middle of September with providers.

j. Child screening and assessment for FY 20-21: The ASQ Ages and Staging Questionnaires have been sent to parents via an email link for easier completion through online access. A virtual coaching opportunity has been developed for providers in Highlands County to help build capacity and to continue to work towards early identification of child needs. The ELCFH CDSS team is continues to be available to address questions regarding child needs.

k. Changing VPK schedules for start dates: Due to the pandemic, many school districts have changed start dates to later dates in August. Providers may change their scheduled and approved start dates within their profile in Portal and submit to the ELCFH before the original start date. OEL is currently exploring a flexible VPK option which must align with the local school district K-12 reopening plan. Information will be shared with the ELCFH blast as it is available.

5. Open Forum: The following items were mentioned:
   - The ELCFH will be sending out a final notice to providers of available face masks.
   - The ELCFH ECE Department presented a fun video clip of playdough based activities.
   - RMCA announced as recent rebranding and is now known solely by the acronym “RCMA”.

Adjourn: The meeting adjourned at 10:22 a.m. The next meeting is scheduled for Thursday, Oct 15, 2020.
**Consent Agenda Item 2.c: Approval of New Board Member (Representative of faith-based child care providers)**

Provider ballot results and candidate statement of interest presented to Quality Committee and Board approval recommended (8.13.20); full application was submitted to Administrative Committee for review (via email, 8.12.20).

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<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
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<th>Representative of faith-based child care providers</th>
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<td>N/A</td>
<td>Susan Norris</td>
<td>25 Lakeview Street</td>
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**Statement of interest:**

"I am interested in applying for membership on the Coalition so that I may give back to the community and continue to learn. I have been a preschool teacher and director for the past 31 years and have learned a lot in the daily operation of running a small preschool; things we have done well and areas in which we needed to improve on. Hopefully, I can share some of these lessons learned and work with the Coalition Board in continuing to make the Early Childhood Centers in our counties the best they can be."

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**Term:**

1st Term

**Length of Term:**

Appointed to the Board on 8.26.20

Presented and approved by ELCF Board on 8.30.24

**Date Term Will End:**

8.26.20 - 8.30.24
### FY 20-21 ELCFH Committees

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<td>Charlotte Heston</td>
<td>Board Chair</td>
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<td>Donna Doubleday</td>
<td>Vice Chair</td>
<td>6.30.22</td>
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<td>Nancy Ebrahimi</td>
<td>Treasurer</td>
<td>6.30.22</td>
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<td>Cathy Graham</td>
<td>Secretary</td>
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<tr>
<td>Mary Kay Burns</td>
<td>DeSoto 6.30.21</td>
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<td>Pat Backer</td>
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<td>Kristen Rivas</td>
<td>Hardee</td>
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<td>Debby Carey</td>
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<td>Diane Ramseyer</td>
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<td>Nancy Ebrahimi</td>
<td>Highlands 6.30.21</td>
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<td>Charlotte Heston</td>
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<td>Mary Kay Burns</td>
<td>DeSoto</td>
</tr>
<tr>
<td>Joan Raulerson</td>
<td>DeSoto</td>
</tr>
<tr>
<td>Cathy Graham</td>
<td>Charlotte</td>
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<tr>
<td>Mary Stewart</td>
<td>Charlotte</td>
</tr>
<tr>
<td>Darryl Keys</td>
<td>Charlotte</td>
</tr>
<tr>
<td>Donna Doubleday</td>
<td>Hardee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Committee</th>
<th>Committee Chair Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Zachary</td>
<td>Highlands 6.30.21</td>
</tr>
<tr>
<td>Nancy Ebrahimi</td>
<td>Highlands</td>
</tr>
<tr>
<td>John Stover</td>
<td>Highlands</td>
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<tr>
<td>Kendra Stamp</td>
<td>Community (Charlotte)</td>
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<td>Susan Weber</td>
<td>Community (Charlotte)</td>
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<td>Shannon Clark</td>
<td>Community (Charlotte)</td>
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<tr>
<td>Kendra Stamp</td>
<td>Community (Charlotte)</td>
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<tr>
<td>Bonnie Benjamin</td>
<td>Community (Charlotte)</td>
</tr>
<tr>
<td>Maria Magowan</td>
<td>Community (DeSoto)</td>
</tr>
</tbody>
</table>
July 24, 2020

Ms. Anne Bouhebent  
Early Learning Coalition (Hardee)  
2886 Tamiami Trail, Suite 1  
Port Charlotte, Florida 33952  

Dear Anne:

First and foremost, we wish to express our appreciation for the services your agency provides to our communities. There have been and continue to be unprecedented challenges for us all. We appreciate your patience in this receipt of the United Way of Central Florida Board of Directors approved funding intention for services provided by your program. This letter provides notification of UWCF's intention to fund the total July 2020 - June 2021 allocation for your funded program(s) indicated. Please be advised, this amount is conditional upon our level of fundraising and pledge collections and thus the payments could be revised or reduced. There is a potential second allocation that is also conditional upon collections after the fourth quarter. If that happens, remaining payments for the fiscal year will also be revised.

The intended amount funded, along with the Community Investment Team's rationale, is described below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Readiness</td>
<td>$22,010.00</td>
<td>Funding decreased due to limited dollar pool. Results measurably improved an aligned community condition. Program chose an appropriate outcome and used approved indicators. Provides verification that UWCF’s allocation is used as intended.</td>
</tr>
<tr>
<td>Early Learning Coalition Hardee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Due to the delay in the receipt of the 2020 Allocations, your Agency received the same amount in July 2020 as in June 2020. The remaining payments starting August 2020 will be adjusted by the July 2020 payment for the remaining fiscal year.

As the approved intended allocation is lower than your 2020 request, please submit a revised proposed budget (in Andar) no later than August 31, 2020.

The community investment process is one strategy used by the United Way of Central Florida to address community need. Please know that the United Way staff is available to help you understand and address Community Investment Team rationales. Thank you for your dedicated partnership.

Sincerely,

[Signatures]

Greta Dupuy  
Chairman, Board of Directors  

Christina Criner Jackson  
President and CEO
July 24, 2020

Ms. Anne Bouhebent  
Early Learning Coalition (Highlands Co)  
6432 US Highway 27 South  
Sebring, Florida 33876

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</thead>
<tbody>
<tr>
<td>School Readiness (Highlands), Early Learning</td>
<td>$29,726.00</td>
<td>Funding decreased due to limited dollar pool. Results measurably improved</td>
</tr>
<tr>
<td>Coalition</td>
<td></td>
<td>an aligned community condition. Established meaningful social and fiscal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ROI. Thank you for being a 211 resource for referrals during COVID-19.</td>
</tr>
<tr>
<td>Learning Accomplishment Profile (LAP)</td>
<td>$8,828.00</td>
<td>Funding decreased due to limited dollar pool. Results measurably improved</td>
</tr>
<tr>
<td>Early Learning Coalition (Highlands)</td>
<td></td>
<td>an aligned community condition. Established meaningful social and fiscal</td>
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Sincerely,

Greta Dupuy
Chairman, Board of Directors

Christina Criser Jackson
President and CEO
UNITED WAY OF CENTRAL FLORIDA
PARTNER PARTICIPATION AGREEMENT
July 1, 2020 – June 30, 2021

Consent Agenda 2.e

United Way of Central Florida and __________________________ Agreement.
(Name of Partner)

Because United Way of Central Florida, hereafter United Way, and its partner organizations work together for community betterment; because the operations of the partner organizations have such an important impact on the living climate of Polk, Highlands and Hardee counties (the “Tri-County Area”); because the community looks to United Way and its partner organizations to act in the best interest of the contributing public, the consumers of our services and the communities at large; it is, therefore, required and essential that a sound working relationship be established and maintained between United Way and the organizations in all aspects of fund raising, planning, budgeting, and public relations. Accordingly, the following agreement is accepted and reaffirmed by United Way and the above-named partner.

1. MISSION OF UNITED WAY

United Way of Central Florida improves lives and strengthens our community.

2. PURPOSE OF POLICY STATEMENT

The purpose of this statement is to clearly define policies of United Way of Central Florida so that each partner board member, staff member, United Way board member, United Way staff, and other United Way committees will understand the policies which guide United Way in its relationship to funded organizations. Each organization, when annually receiving funding from United Way, agrees to these policies.

3. BASIS ON WHICH FUNDS ARE INVESTED

Because in any year there is a specific amount of money available as a result of the United Way campaign and appropriate income-producing activities of partner organizations, it is a requisite part of community order and reason that available funds be accepted by partner organizations and that partner budgets be revised to conform to available funds.

Each United Way partner shall annually submit by the due date of each funding cycle: a request for United Way funding for designated services, a detailed program budget and the organization’s total anticipated expenditures and revenues for the coming year. In addition, partners must document results using indicators approved by experts on Impact Steering Teams. Should the partner submit this information after the deadline, the partner may be excluded from the allocation process. If the funding request is missing required documentation, the partner may be excluded from the allocation process or the partner will be required to submit the missing materials and may be fined up to 10% of the proposed allocation. Each funding request will be evaluated by a Community Investment Team, which will recommend an allocation to the Community Investment Committee. The Community Investment Committee will review the team allocation for each program and make an investment recommendation to the Community Impact Cabinet and the Board of Directors. The Board of Directors will make the final investment decision.
If the allocation differs from the amount requested by the partner, the partner will resubmit a revised budget showing income and expenditures in balance. All programs that receive an investment allocation must submit a semi-annual outcome measurement report for review by the Community Investment Committee in order to continue the distribution of funds.

A partner has the right to appeal to the United Way Community Investment Committee regarding (1) the initial investment decision, (2) exclusion from the funding process and/or (3) the fine assessed for missing requirements. The chair of the Community Investment Committee will form a five (5) member sub-committee for the purpose of hearing the appeal. The sub-committee will include the chair and/or co-chair of the Community Investment Committee, the chair and/or co-chair of the appropriate Community Investment Team and at least one member of the Community Investment Committee at large. The chairs and co-chairs may each assign a designee if unable to participate in the sub-committee. The COO of Community Impact for the United Way of Central Florida will attend, but will not vote on decisions regarding the appeal. Appeals must be made in writing, within five business days of funding notices. The Community Investment Committee will determine whether an appeal is warranted based on the written request. Each appeal is made on a case-by-case-basis. Dissatisfaction with an allocation is not sufficient reason for an appeal. Appeals will be heard only when the partner is able to provide new information, which was not available when the original funding decision was made or when investment decisions appear to have been made with justification other than legitimate business reasons. The partner will be notified of the date of the appeal and will be given the opportunity to defend the written submission. The Community Investment Sub-Committee will make a recommendation to the Board of Directors. The Board of Directors will make the final decision on all appeals. The partner will be notified of the Board of Directors meeting and will be given an opportunity to appear before the Board of Directors at the meeting where the appeal will be considered.

All United Way allocated funds are restricted to and must be used for the services specifically mentioned in the partner application. Once a partner has received their allocation for the year, they may not materially change the scope or content of the funded program without prior written approval from the United Way Board of Directors. If a United Way funded program is canceled or discontinued, the United Way must be notified within five days of the decision to terminate the program. Funds which are distributed by the United Way, but over which it has no allocation control (i.e., Contributor’s Choice donations, combined state and/or federal campaigns), may be used according to the discretion of each partner’s Board of Directors.

The partner acknowledges that investments by the United Way are based on pledges and projections and that funding is dependent upon actual collections. In the event of a shortfall, that is not otherwise covered by reserves, the United Way agrees to reduce all allocations on a pro rated basis.

4. **FUNDRAISING BY PARTNER ORGANIZATIONS**

Partner organizations will make every effort to be as self-supporting as possible, consistent with United Way partnership.

5. **CONDUCT OF WORKPLACE CAMPAIGNS**

The United Way of Central Florida conducts workplace campaigns as the primary method of fundraising for its community fund.
PARTNER ORGANIZATIONS AGREE TO:

A. Recognize the United Way’s expertise in the conduct of these campaigns and refrain from direct workplace solicitation in the Tri-County service area.

B. Participate in United Way training, including, but not limited to, speaker’s training, 2-1-1 data entry training as needed, training to assist with the application for funding process, and utilization of Andar software.

C. Speak at United Way workplace presentations and solicit donations for the United Way Community Fund.

1. Partners shall not solicit donor designations for their particular organization.

THE UNITED WAY AGREES TO

A. Continue to develop the relationships in the community, which will insure the continued health and expansion of the campaign.

B. Recognize that participation in United Way presentations and events provides important public relations for partner organizations and insure that, where possible, all partner organizations have equal access to such presentations.

C. Offer training for partners, including, but not limited to, speaker’s training, 2-1-1 data entry training, training to assist with the application for funding, and utilization of Andar software.

6. BALANCES AND DEFICITS

A. Any unspent balance of the United Way allocation in the budget of a funded program at the end of the fiscal year shall be retained by the partner, shall be reported to the Community Investment Committee and shall be considered in budgeting for the succeeding year. If the partner is not funded for the succeeding year, unspent funds will be promptly returned to the United Way.

B. If a partner anticipates a deficit in a funded program, an immediate conference with the United Way Community Investment Committee must be requested. Any deficits incurred by a participating partner during a fiscal year will not be paid by United Way unless a supplementary allocation has been specifically authorized by the United Way Board of Directors.

7. ANNUAL PARTNER AUDITS

A. Any partner that is required to prepare (or does prepare) annual audited financial statements for any other purpose must annually submit a copy of the audited financial statements to the United Way of Central Florida.

B. Any partner with budgeted revenues of $500,000 or more must annually submit audited financial statements to the United Way of Central Florida.

C. Any partner receiving an allocation of $75,000 or more from the United Way of Central Florida in any year must submit audited financial statements for that year to the United Way of Central Florida.
D. Any partner receiving an allocation of less than $75,000 from the United Way of Central Florida in any year must submit a reviewed financial statement every 3rd year. UWCF reserves the right to request an audit or financial review upon request.

E. All organizations receiving allocations from the United Way of Central Florida must annually submit a copy of IRS Form 990.

F. A copy of the "Management Letter," if one is issued by the Certified Public Accountant, should be submitted with the audited financial statements. If the partner chooses, it can include its comments to the "Management Letter."

G. Partner financial statements must be submitted within 120 days after the end of the accounting period. Requests for extensions must be submitted to the Community Investment Committee and extensions may be granted if extenuating circumstances are found. Requests for extensions must be submitted in writing at least 30 days prior to the due date.

H. In addition to the foregoing, the United Way of Central Florida shall have the right to request any other financial information that it reasonably believes necessary for its Community Investment Process. The United Way of Central Florida reserves the right to terminate funding for any partner failing to comply with the requirements of this policy.

8. PARTNER PARTICIPATION

A. United Way partner organizations agree to participate actively in the United Way Campaign, but only through the approved United Way campaign organization, by providing leadership, joint marketing and volunteer workers from their boards, committees, staff, and membership. All organizations with funded services shall conduct a United Way community campaign.

B. If a United Way partner anticipates withdrawing from the United Way funding process, it must notify the United Way Board of Directors in writing six months prior to the start of a new campaign but in any event not later than March 1 of that campaign year.

C. Partner organizations must include the United Way logo on all funded program-related and general organization communications including, but not limited to, newsletters, websites, letterhead, brochures, annual reports and fund-raising and promotional materials, without regard to the size of the United Way allocation. The United Way encourages partners to include a description of services provided with UWCF funding along with a link to the United Way website on the partner's website. Logo must be printed in either black or UWCF branded colors only (Pantone 287, Pantone 179 and Pantone 143). A statement of partnership with United Way of Central Florida is required to be included in all press-related materials such as: press releases, feature articles, news stories and any other form of publicity. Facilities housing programs funded by the United Way must post United Way signage (in UWCF branded colors) in high-traffic areas.

D. The partner must notify the Communications and Marketing department of United Way of Central Florida when there is potential for negative publicity that could affect the reputation of UWCF and its ability to vet programs. UWCF recommends that the partner contact the Communications and Marketing department for support with handling the press.

E. The partner is asked to enter information regarding all available services into the 2-
1-1 data base. The 2-1-1 information and referral service is funded by UWCF to connect the public with the services they need. This requires up-to-date information available only if partners maintain current services and contacts. The partner is asked to provide UWCF with a contact who will be responsible for this task.

9. **UNITED WAY AGREES**

A. To conduct annually a fundraising campaign to fund services aligned with target issues and indicators. Such campaign is to be conducted among all individuals and businesses in the Tri-County Area at the lowest possible cost.

B. To set the campaign goal with due regard for anticipated future **community** needs but with equal consideration for the ability of the giving public to respond.

C. To recognize the autonomy of partner organizations, except as necessarily limited by the principles of federated giving.

D. To exercise only those controls and establish only such policies as are essential to the effective and successful operation of the United Way.

E. To maintain a responsible Board of Directors consistent with the provisions of its by-laws and providing for broad community representation.

F. To act as a responsible steward of funds publicly contributed to United Way by fully informing contributors of the allocation and use of such funds; to submit all records to an annual audit.

G. To conduct its own operation subject to sound budget controls and fiscal procedures.

H. To submit each program budget request to a Community Investment Team (CIT) to ensure public participation in the investment of funds.

I. To permit flexibility and growth or exclusion as the needs of the community change by periodically admitting new programs from organizations who conform to the admission standards and satisfy unmet community needs and excluding those who no longer participate according to the agreement or who no longer meet those needs.

J. To regularly evaluate all aspects of community need(s) and to that end establish priorities for continuation of partnership or termination of partnership. Should any participating partner be terminated as a result of changes in community needs, a warning shall be given at least one year before funds are withdrawn. Funding is determined on an annual basis. Programs can lose funding with cause at the recommendation of the CIT and with approval of the Board of Directors at the end of any fiscal year.

K. To market services and results produced by United Way of Central Florida partners. To make signage and other promotional materials available to partners as requested. To provide a link directly from the United Way website to all available partner websites.
10. ANTI-TERRORISM COMPLIANCE MEASURES

In compliance with the USA PATRIOT ACT and other counterterrorism laws, the United Way of Central Florida requires that each partner certify the following:

"I hereby certify on behalf of __________________________ (Name of Grantee) that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders."

11. INTERPRETATION OF POLICIES

It is expressly understood and agreed that each participating partner will annually review the foregoing participation agreement with its respective board and will certify in writing its willingness to comply. It is also understood that any violation of the above agreement may result in the loss of part or all of a partner’s United Way investment allocation.

I hereby certify that the above participation agreement and addendums were read, considered, and approved by a quorum of the board of directors of the signatory partner. Approval of this agreement does not guarantee funding.

PARTNER ORGANIZATION _______________________________________

ADDRESS ______________________________________________________

PARTNER BOARD CHAIR NAME ________________________________

PARTNER BOARD CHAIR __________________________ DATE _____________

(Signature)

PARTNER EXECUTIVE DIRECTOR/CEO NAME _________________________

PARTNER EXECUTIVE DIRECTOR/CEO ______________________________ DATE _____________

(Signature)

UNITED WAY BOARD CHAIR _______________________________________

UNITED WAY BOARD CHAIR __________________________ DATE _____________

(Signature)

UNITED WAY PRESIDENT/CEO _______________________________ Christina Criser Jackson

UNITED WAY PRESIDENT/CEO ______________________________ DATE _____________

(Signature)
ADDENDUM

DIVERSITY AND INCLUSION STATEMENT

Our vision for diversity and inclusion is to ensure that all United Way of Central Florida policies, procedures, and practices are respectful of all individuals. We are committed to being a health and human service leader that meets the needs of our diverse community. We believe that the best way to meet community needs is for us to utilize the diversity of ideas and synergy of solutions that are inherent in a diverse board, staff, and volunteer organization.

Diversity and inclusion are at the heart of what it means to LIVE UNITED and are fundamental to achieving our mission and impact goals in education, income and health.

Non-Discrimination Policy:

Every person in our community is of value and can contribute to a healthy, safe, strong and caring community. In addition, United Way of Central Florida believes that people, no matter what their background, deserve to have access to the resources that will help them grow to their greatest potential.

Therefore, United Way does not fund any agency that discriminates in the provision of services through any program on the basis of race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation in accordance with applicable federal and state laws.

This policy does not prohibit any agency from operating specific programs based on age, gender, health or disability designed to meet the special needs of target populations with those characteristics. Further, this policy does not prohibit any agency from selecting its leadership on any legal basis.
UNITED WAY OF CENTRAL FLORIDA COLLABORATIVE PARTNERSHIPS
2020/21 ADDENDUM

Because all funded agencies serve low-income families or individuals and because UWCF encourages comprehensive services that transcend the boundaries of individual impact areas, UWCF partners are asked to voluntarily host at least one financial education class annually. Classes may include 1 or more sessions.

Where facilities allow and where partners have routine interaction with adult clients, agency hosts are asked to provide:

1. An appropriate classroom setting.
2. A separate space for children of attendees if needed (agencies are not expected to provide childcare).
3. Invitations to at least 15 adults (clients, staff, others) who may benefit from the service and are willing to participate.
4. Encouragement to participate, which may include but is not limited to written invitations or flyers, written reminders posted on doorways and public areas, phone calls to clients who miss a session.
   a. Financial Education Programs will provide agencies with a sample packet of materials and suggestions

The hosting program is NOT responsible for tracking results regarding outcomes (i.e. changes in credit scores, deposits into emergency savings accounts, job credentials, etc.)

Agencies are considered accommodating when items 1-4 have been delivered. It is understood that attendance in classes may vary.

Funding is not connected with this request.

UWCF INCOME partners providing the financial education, credit or debt management classes will:

1. Contact certain agencies to request their voluntary participation; other interested agencies should contact United Way of Central Florida
2. Provide all classroom materials and incentive materials
3. Arrange for childcare or age appropriate financial education classes when needed and where possible
4. Match attendees with Money Coaches as is appropriate
5. Track data including required impact indicators such as bank statements or credit scores

I have read this 2020/2021 Addendum.

☐ Our agency would like to volunteer. ☐ Our agency prefers not to participate.

_______ Initials
Partner Agency Board Chair

_______ Initials
Partner Agency Executive Director

(Name of Agency)

Agency Contact for Financial Education Classes (name and e-mail)

Preferred Month for classes
Subject: Anti-Fraud Plan
Policy/Procedure # FM-17
Page: 1 of 3
Adoption Date: 01.28.2015; rev. 6.29.16, 6.28.17, 6.27.18, 6.26.19
Approved by: ELCFH Board
Title: Charlotte Heston, Chair
Distribution: ELCFH Management Team
Authority References: Executive Director, Associate Director-
Eligibility & Client Services

Reference: ss. 1002.84, F.S.; 1002.91, F.S.; 6M-9.400, FAC.

Purpose
The Anti-Fraud Plan addresses the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for the School Readiness program and Voluntary Prekindergarten program services per 6M-9.400. The Plan addresses parents or legal guardians of children enrolled in the School Readiness or VPK programs. The due process procedures for providers are provided for in the contract between the ELCFH and the provider, pursuant to Rule 6M-4.610, F.A.C.

The Anti-Fraud Plan will be submitted to the Office of Early Learning (OEL) Office of Inspector General (OIG) by the requested date annually.

Description of Organizational Structure with Plan Responsibilities
The Associate Director-Eligibility & Client Services is the primary contact and is responsible for implementing the ELCFH’s anti-fraud activities. This position serves as the ELCFH administrator for the Office of Early Learning Fraud Referral System.

Contact Information:
Associate Director-Eligibility & Client Services
2886 Tamiami Trail, Suite 1
Port Charlotte, FL 33952
Fraud Hotline: 941.255.1650 ext. 126
The current ELCFH Organizational Chart is attached.

Plan Procedures
Annual Self-Assessment
ELCFH Management team will annually review positions descriptions and internal processes to confirm appropriate internal controls to reduce risk.

ELCFH Staff Education/Awareness/Training:
Annual Review of ELCFH Employee Handbook and policies including but not limited to, Fraudulent Activity, Code of Conduct and Ethics, Whistleblower Policy, and Conflict of Interest:
- State, local and federal rules and regulations pertinent to their scope of work.
- Internal controls to reduce the risk of fraud.
- Reporting procedures for potential or suspected fraud.
SR and VPK Parent, Provider and Public Education and Awareness:
• Fraud awareness posters displayed in ELCFH public areas.
• Fraud awareness statement in parent rights and responsibilities.
• Periodic fraud awareness reminders to providers.
• Fraud awareness statement on website with contact information.

ELCFH Detection and Investigation of Acts of Fraud, Abuse or Overpayment
• Monthly review, and follow up of data quality reports generated from Office of Early Learning.
• Documented verification of child care referrals from other organizations.
• Periodic file reviews by peers and managers.
• Follow up on potential or suspected fraud reported to the ELCFH.

Process for Mandatory Reporting Fraud and Abuse through the OEL Fraud Referral System
In the event that the investigation concludes that the recipient has committed fraud in the receipt of School Readiness or Voluntary Prekindergarten services, then the associated overpaid benefits amount would be calculated and due process provisions for termination or suspension will be implemented.

The Associate Director-Eligibility & Client Services will report the recipients terminated from services as a result of fraud to the Office of Inspector General using Office of Early Learning Fraud Referral System, per Rule 6M.9.400 (3) subsection (b).

Due Process Provisions for Termination or Suspension Benefits
The ELCFH will provide written advance notice at least fourteen (14) calendar days before suspension or termination of benefits. This notice will clearly advise of allegations, basis of the allegations, and intended effective date. The written advance notice will be translated in the recipient's native language if the ELCFH's other communications with the recipient have been translated.

The written advance notice citing a determination of fraud shall include the following:
1. The procedure to appeal the decision.
2. A statement (in bold print) that the failure to file a timely appeal within 30 calendar days waives the right to an appeal.
3. Notice of the potential for repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the written advance notice.
4. The procedure for the recipient to obtain a copy of his or her file.
5. The amount of overpayment to be recovered, if applicable.
6. The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable. The length of time shall be proportionate to the alleged offense committed, consistent with suspensions or terminations issued to other recipients who allegedly committed comparable offenses, and may also consider prior offenses, as appropriate.

The recipient has the right to appeal suspension or termination of benefits based on information that leads the ELCFH to conclude that School Readiness or Voluntary Prekindergarten program benefits have been obtained or used fraudulently. A suspension or termination shall not be applied against recipients with a valid at-risk referral.

Pre-appeal Resolution Procedure
If recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting the ELCFH and providing the necessary documentation to resolve the issue. The Associate Director-Eligibility & Client Services and/or Associate Director-Contracts & Compliance will be involved in this
level of review. The Executive Director of the ELCFH would not be involved in the pre-appeal resolution of the issue.

 Appeal Resolution Procedure:
 If the recipient believes that the issue was not resolved by the ELCFH, the recipient may file a formal written appeal for review by the Executive Director of the ELCFH, using the following procedure:

1. Submit a written appeal to the Executive Director or other executive staff person as designated by the ELCFH Board. The appeal must fully describe the nature of the error the recipient believes has been made and will contain any documentation which supports the recipient’s claim.
2. The appeal must be postmarked or emailed before the date of the intended action. The recipient who fails to file a timely appeal waives the right of appeal.
3. If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the Executive Director or the original date of the intended action, whichever is later.
4. The Executive Director/Board designee must respond to the recipient in writing within thirty (30) days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.
5. The recipient who wishes to appeal the decision of the Executive Director may request further review by an Appeals Committee. The request for further review by an appeals committee must be submitted to the ELCFH in writing within ten (10) calendar days of the date of the Executive Director or Board designee’s written response to the recipient’s formal written appeal.

The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the Appeals Committee. When the meeting of the committee is scheduled, the recipient will be notified of the date, informed that it is a public meeting, and that any information presented may be used by other state agencies.

1. The Appeals Committee will be selected by the ELCFH Board Chair and a Chair of the appeals committee will be named.
2. The Appeals Committee shall be convened within forty-five (45) calendar days of receipt of the recipient’s request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the committee to consider.
4. ELCFH staff, excluding the Executive Director or Board designee, will be available to provide any information requested by the committee.
5. The committee will consider all statements, review all documents and may request any additional evidence or information from the parties if it is deemed necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.
6. The committee will select or appoint a member of the ELCFH, excluding the Executive Director or Board designee to memorialize the events of the committee proceeding and the final determination including the basis for the decision.
7. The appellant shall be notified in writing of the Appeals Committee’s determination within ten (10) days of the date of the meeting.
8. The determination of the Appeals Committee will be final.

The Associate Director-Eligibility & Client Services will terminate the client from services as a result of fraud.

Process for Mandatory Reporting Fraud and Abuse through the OEL Fraud Referral System
The Associate Director-Eligibility & Client Services is the ELCFH Administrator for the Office of Early Learning’s Fraud Referral System.
ELCFH 8.26.20
Board Meeting
Finance Report
### School Readiness FY 20-21

#### July 2020 School Readiness YTD Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Spent at 8.3% of FY</td>
<td>9.6%</td>
<td>5.0%</td>
<td>4.3%</td>
<td>7.1%</td>
<td>7.6%</td>
</tr>
<tr>
<td>Salaries and Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Services</td>
<td>11.0%</td>
<td>12.3%</td>
<td>11.9%</td>
<td>10.1%</td>
<td>10.9%</td>
</tr>
<tr>
<td>Including Match</td>
<td>11.1%</td>
<td>12.2%</td>
<td>11.8%</td>
<td>10.1%</td>
<td>11.0%</td>
</tr>
<tr>
<td>Total Expenditures w/match</td>
<td>10.8%</td>
<td>9.7%</td>
<td>10.1%</td>
<td>9.6%</td>
<td>10.3%</td>
</tr>
</tbody>
</table>

#### NOA Restrictions and YTD of total Exp

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Services Minimum</td>
<td>78.0%</td>
<td></td>
<td></td>
<td></td>
<td>84.6%</td>
</tr>
<tr>
<td>Non-Direct Services Max. (includes Admin)</td>
<td>22.0%</td>
<td></td>
<td></td>
<td></td>
<td>15.4%</td>
</tr>
</tbody>
</table>

#### Total SR Admin Spent all counties (max 5%):

- 3.2%

### July 2020 SR Child Count

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>894</td>
<td>165</td>
<td>256</td>
<td>635</td>
<td>1950</td>
</tr>
</tbody>
</table>

### June 2020 SR Child Count

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>956</td>
<td>167</td>
<td>263</td>
<td>643</td>
<td>2028</td>
</tr>
</tbody>
</table>

### CARES 19-20 Expenditures April thru July 2020

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Total Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARES Essential Worker's Direct Services</td>
<td>$290,369</td>
</tr>
<tr>
<td>CARES Essential Worker's Provider Bonuses</td>
<td>$230,000</td>
</tr>
<tr>
<td>CARES Emergency Relief Act - Contracted</td>
<td>$385,750</td>
</tr>
<tr>
<td>CARES Emergency Relief Act - Non-Contracted</td>
<td>$15,525</td>
</tr>
<tr>
<td>CARES High Quality Reopening Support Grants - Contracted</td>
<td>$153,150</td>
</tr>
<tr>
<td>CARES High Quality Reopening Support Grants - Non-Contracted</td>
<td>$1,208</td>
</tr>
<tr>
<td>CARES Administrative Costs (capped at 5%)</td>
<td>$44,134</td>
</tr>
</tbody>
</table>

#### 3.9% of total expenses

- $1,120,136

### VPK FY 20-21

#### July 2020 VPK YTD Expenditures

<table>
<thead>
<tr>
<th>% Spent at 8.3% of FY</th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Services</td>
<td>0.2%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>1.6%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>0.4%</td>
<td>0.1%</td>
<td>0.1%</td>
<td>1.7%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Administration (max 4%)</td>
<td>79.0%</td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
<td>9.5%</td>
<td>28.1%</td>
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</table>

#### Total VPK Administration spent all counties (max 4%):

- 28.1%

### July 2020 VPK Child Count

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>25</td>
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</tbody>
</table>

### June 2020 VPK Child Count

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>13</td>
<td>4</td>
<td>10</td>
<td>20</td>
<td>47</td>
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</tbody>
</table>
# Early Learning Coalition of Florida's Heartland, Inc.

## FY 20-21 July Data

<table>
<thead>
<tr>
<th></th>
<th>Charlotte</th>
<th>DeSoto</th>
<th>Hardee</th>
<th>Highlands</th>
<th>Coalition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SR Children Served</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>894</td>
<td>165</td>
<td>256</td>
<td>635</td>
<td>1,950</td>
</tr>
<tr>
<td>Prior</td>
<td>956</td>
<td>167</td>
<td>23</td>
<td>643</td>
<td>1,789</td>
</tr>
<tr>
<td><strong>Birth to Five Wait List</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>156</td>
<td>26</td>
<td>43</td>
<td>187</td>
<td>412</td>
</tr>
<tr>
<td>Prior</td>
<td>137</td>
<td>28</td>
<td>39</td>
<td>167</td>
<td>371</td>
</tr>
<tr>
<td><strong>School Age</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wait List Total as of 7.17.2020</td>
<td>186</td>
<td>34</td>
<td>72</td>
<td>235</td>
<td>527</td>
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<tr>
<td>SR Providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>48</td>
<td>6</td>
<td>10</td>
<td>18</td>
<td>82</td>
</tr>
<tr>
<td>Prior</td>
<td>50</td>
<td>6</td>
<td>10</td>
<td>20</td>
<td>86</td>
</tr>
<tr>
<td><strong>VPK Children</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>5</td>
<td>125</td>
<td>20</td>
<td>25</td>
<td>236</td>
</tr>
<tr>
<td>Prior</td>
<td>48</td>
<td>0</td>
<td>10</td>
<td>41</td>
<td>74</td>
</tr>
<tr>
<td><strong>VPK Providers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>19</td>
<td>7</td>
<td>6</td>
<td>22</td>
<td>51</td>
</tr>
<tr>
<td>Prior</td>
<td>38</td>
<td>0</td>
<td>5</td>
<td>23</td>
<td>74</td>
</tr>
<tr>
<td><strong>SR Monitors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prior</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>VPK Monitors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prior</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Wait List Pull Data

<table>
<thead>
<tr>
<th>ELC County</th>
<th># children invited</th>
<th># non responders</th>
<th># not eligible</th>
<th># eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July</td>
<td>August</td>
<td>September</td>
<td>July</td>
</tr>
<tr>
<td>Charlotte</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DeSoto</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highlands</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## School Readiness OCA

<table>
<thead>
<tr>
<th>School Readiness OCA</th>
<th>Description</th>
<th>Number of Children Served Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGI</td>
<td>At risk and foster care children</td>
<td>514</td>
</tr>
<tr>
<td>BG3</td>
<td>TANF eligible (Temporary Assistance to Needy Families)</td>
<td>13</td>
</tr>
<tr>
<td>BG3R</td>
<td>Relative TANF families (long term)</td>
<td>62</td>
</tr>
<tr>
<td>BG3W/BG5</td>
<td>Transitional (families who are moving out of scholarship services)</td>
<td>5</td>
</tr>
<tr>
<td>BG8</td>
<td>Working Poor (largest served category)</td>
<td>1,357</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Total unduplicated invoiced children for the current month</td>
<td>1,950</td>
</tr>
<tr>
<td><strong>YTD enrolled unduplicated child count (July 1, 2020 - July 31, 2021)</strong></td>
<td>Tableau Explorer</td>
<td><strong>2,051</strong></td>
</tr>
</tbody>
</table>
FY 20-21 Direct Services Match Report - $74,436

CCBOCC - Charlotte County Board of County Commissioners
$12,505 from 10/01/19 through 09/31/20 CCBOCC grant
Remaining Balance - $8,392

CCBOCC - Charlotte County Board of County Commissioners
$80,000 awarded for 10/01/20 through 09/31/21

CPG - City of Punta Gorda
$12,000 awarded for 10/01/20 through 09/31/21

DCUW - United Way of Suncoast County-Desoto - Awarded $10,000
Remaining Balance - $9,101

HAUW - United Way of Central Florida-Hardee - Awarded $22,010
Remaining Balance - $20,181

HAGIVE - Hardee United Way Private Contributions - Year to Date $163
Remaining Balance - $0

HIUW - United Way of Central Florida-Highlands - Awarded $29,726
Remaining Balance - $27,253

HIGIVE - Highlands United Way Private Contributions - Year to Date $31
Remaining Balance - $0

FY 20-21 Program Match - Quality Activities - $64,435

GP36 - Giving Partner 36-Hour Challenge Fund - Awarded $7,321
Remaining Balance - $7,321

HIUWLAP - United Way of Central Florida - Highlands - Awarded $8,828
Remaining Balance - $8,828

GCCF - Gulf Coast Community Foundation 05/2020- Awarded $24,469
Remaining Balance - $24,470

THRIVE - Kids Thrive - 04/01/2020-03/31/2021 Awarded $31,138
Remaining Balance - $29,257

ALLWD - Winn Dixie Community Bag Program- Awarded $51
Remaining Balance - $51

HICSF - Champion for Children Foundation of Highlands County - Awarded $1,000
Remaining Balance - $1,000
ELCFH 8.26.20
Board Meeting

Action Items
Early Learning Coalition of Florida's Heartland is currently seeking a new website to modernize the brand, flow and overall user experience for their target market. The new design will feature a more strategic and effective approach to engage and encourage the user to learn more about the organization. The new and improved pages will include all relevant information needed to support full awareness of the organization and its mission. Updating the information will also allow The Firm to implement best practices in SEO to make more visible through web searches. While The Firm can implement some of the crucial components from the existing website, our new website design will utilize the latest features to catapult organic exposure for the Early Learning Coalition of Florida's Heartland.

IMMEDIATE CLIENT GOALS:

- Improve website's sophistication and overall design
- Increase website speed
- Become the authority and main source for information and resources
- Drive potential donors, volunteers to the website
- Focus on the growth of the organization
- Develop a branded and memorable experience on the site
- Provide optimal user-experience

NEW WEBSITE DESIGN:

- Custom site using easier client management platform
- Desktop site, optimized for mobile and tablet devices
- All-new unique design improving user experience and flow while continuing to modernize and respect the brand
  - Aligning with current brand standards
- Fluid main navigation and sidebar navigation to optimize the user interface
- Board member/customer/client portals for confidential information
- Content optimization and creative writing
  - Focus on improving all content to be current, relevant and optimized for search
- Some photography is client provided

COMPLETE GO LIVE PROCESS:

- Move the beta site to optimize for new host server
- Purchase and implement SSL security certificate (requires annual renewal)
- SEO set-up
  - Develop SEO keyword research
  - Implement titles, keywords and descriptions based on keyword research
  - Implement robots.txt and xml sitemap (encourages search bots to crawl and index the site)
  - Register the site with Google Webmaster tools and Bing Webmaster Central
  - Register Google Maps and Bing Maps
  - Implement Google Analytics
WORKING WITH THE BEST:

The Firm Advertising Agency is proficient in website development and will manage all aspects of the website design from start to finish. Our team works proactively facilitate everything on your behalf. Our process was created to ensure every project is delivered on-time and on-budget. At The Firm each client is given a dedicated Account Manager to communicate with on a daily basis if needed.

Once the proposal is approved, our team will schedule an onboarding meeting with you to begin the process. We will put together a project timeline based upon our follow up meeting. Our typical website timeline is between 90-120 days.

PRICING:

The costs to create the website are outlined below in the order that the above items were presented. We are open to all comments and questions. Please let us know.

Website Design $2,450.00
- 15% (non-profit discount)
  $2,082.50

* All additional hard costs such as stock photography, video or additional production costs will require approval before proceeding. An estimate will be provided.

ACCEPTANCE:

To accept this proposal, please sign and send back to The Firm Advertising Agency. A 50% deposit will be required to commence work. Thank you for this opportunity!

X

Date: __________________________

It's just the way it is:

The Firm Advertising Agency will build a website for Early Learning Coalition of Florida's Heartland, Inc. according to the description laid out in this proposal. Any additional features, pages, or other changes to project requirements may affect the timeline and costs laid out in the tables above, and will require a separate change order document. Invoices will be generated on the dates indicated, and are due within 15 days or receipt by Early Learning Coalition of Florida's Heartland, Inc. Payment may be made by check or credit card. Credit card payments are subject to an additional 2% convenience fee. Payments made past an invoice's due date are subject to a $100 late fee. All works produced as a result of the above described web design project will become the sole intellectual property of Early Learning Coalition of Florida's Heartland, Inc. The Firm Advertising Agency reserves the right to use visual representations of the final product as part of our project portfolio. Deposits are non-refundable. Thank you!
MONTHLY WEBSITE MAINTENANCE PLANS

BRONZE
$200 per month

Services Include:
Monthly Plugin Maintenance
Monthly Scan for Broken Links
Photography and Content Updates

SILVER
$299 per month

Services Include:
Monthly Plugin Maintenance
Monthly Scan for Broken Links
Photography and Content Updates
New page Additions
Event and News Page Management

GOLD
$415 per month

Services Include:
Monthly Plugin Maintenance
Monthly Scan for Broken Links
Photography and Content Updates
New page Additions
Event and News Page Management
Google Optimization and Analytics
Monthly Report

PLATINUM
$650 per month

Monthly Plugin Maintenance
Monthly Scan for Broken Links
Photography and Content Updates
New page Additions
Event and News Page Management
Google Optimization and Analytics
Google Ad Words Management
Monthly Report

Contact Information:
The Firm Advertising Agency
Elizabeth Lombardo
O: 941-347-8198
C: 239-595-2739
E: Elizabeth@TheFirmFL.com
POLICY: A contracted child care provider, current parent client, or ELCFH Board Members contracted or enrolled in School Readiness/VPK services will have the right to have appeal to an adverse action by the ELCFH and afforded response, their grievance resolved.

APPEAL PROCEDURE FOR CLIENTS AND PROVIDERS:
Informal-mediation:

a. The parent client or provider must notify the ELCFH of the grievance issue warranting appeal in writing with supporting documentation if applicable within 30 days of its occurrence.

b. The applicable manager will review the grievance issue to determine if a typical non-compliance issue on the part of the parent client or provider is solely due to non-compliance with required Florida Rule/ELCFH Policy pertaining to the applicable service or if a mitigating circumstance leading to the non-compliance should be considered. Examples of typical non-compliance issues are: 1. non-submission of required paperwork by specified due date with no communication to the applicable specialist; 2. non-response to letters of invitation for enrollment appointment; 3. failure to notify applicable specialist of changes in 10 calendar days as noted in the Parent Rights and Responsibilities; 4. not eligible for ELCFH services.

c. Within five business days of receipt, the issue will be reviewed by the appropriate Associate Director. The director will advise the parent or provider in writing of the decision. Clients seeking further resolution regarding the appeal will be advised to contact the Florida Office of Early Learning.

d. As warranted, due process procedures will be followed for child care provider based disputes as outlined in the State of Florida Statewide School Readiness Provider Contract Form OEL –SR 20 and the State of Florida Statewide Voluntary Prekindergarten Provider Contract Form OEL SR VPK 20. All decisions of the Executive Committee or ELCFH Board of Directors and/or Review Hearing Committee are final.
Formal mediation:

A. Issues that appear to have special or irresolvable circumstances will be forwarded to the ELCFH Executive Director or designee for review within five days after review by the direct supervisor and Associate Director. Such circumstances are defined as issues which are out of the parent or provider’s scope of immediate influence and are supported by applicable documentation and/or issues involving ELCFH staff. Depending on the nature of the grievance, the Executive Director or designee may elect to engage others from the ELCFH management team and/or staff for review, discussion, and resolution. The Executive Director will review all pertinent documentation and may communicate directly or meet with the parent or provider.

B. If the Executive Director or designee is not able to resolve the grievance within five business days after receipt, the issue will be forwarded to the ELCFH Executive Committee for review. If additional time is needed for the Executive Director or designee to conduct research regarding the grievance, the parent or provider will receive written notification which will include an anticipated date of decision.

As warranted, due process procedures will be followed for child care provider-based disputes as outlined in the School Readiness Provider Contract Form OEL-SR 20 and the Voluntary Prekindergarten Provider Contract Form OEL-SR 20. All decisions of the Executive Committee or ELCFH Board of Directors and/or Review Hearing Committee are final.

C. Grievance issues that do not fall under the purview of the Statewide Provider Contract (SR or VPK) will be addressed as follows:

1. A meeting will be posted within 10 days of issuance from the Executive Director for the Executive Committee to review and resolve the grievance. If additional time is required to call the meeting, the parent or provider will receive written notification which will include an anticipated date for the meeting.

2. During the meeting, the Executive Committee may choose to hear accounts from any and all involved in the grievance including ELCFH staff and management and ELCFH legal counsel. A final decision by the Executive Committee will be issued in no more than 30 days of the final meeting date.

3. Decisions made by the Executive Committee/Review Committee will be reported to the full Board at the next regularly scheduled Board meeting. At the Executive Committee’s discretion the issue can be forwarded to the ELCFH Board for further discussion and final resolution.

4. Written follow-up from the ELCFH Executive Director or designee will be issued to the parent or provider within ten days after the final decision is determined or as provided in the statewide provider contract.
APPEAL PROCEDURE FOR ELCFH BOARD MEMBERS:

ELCFH Board Member Grievances will be addressed as follows:

a. The Board member will submit to the Executive Director the grievance issue warranting appeal in writing.

b. The Executive Director will advise the ELCFH Executive Committee of the written grievance appeal.

c. The issue outlined by the grieving appealing Board member will be presented for review and resolution at the next scheduled Executive Committee meeting or as otherwise determined by the Board Chair.

d. A written response will be provided to the grieving appealing Board member within 10 days of the scheduled meeting. The response will be issued by the Executive Director under the direction of the ELCFH Board Chair and/or Executive Committee.

e. All decisions made by the ELCFH Executive Committee or Board regarding Board member grievances appeals are final.
(Clean version of proposed policy)

<table>
<thead>
<tr>
<th>Subject: Appeal Process for contracted providers or clients enrolled in School Readiness/VPK program and ELCFH Board Members</th>
<th>Procedure # EM-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page: 1 of 3</td>
<td></td>
</tr>
<tr>
<td>Original Adoption Date: 7.19.06  Most Recent Revision Date: 8.26.20</td>
<td></td>
</tr>
<tr>
<td>Approved by: ELCFH Board</td>
<td></td>
</tr>
<tr>
<td>Title: Charlotte Heston, Board Chair</td>
<td></td>
</tr>
<tr>
<td>Distribution: All ELCFH Management Policy/Procedure Manuals</td>
<td></td>
</tr>
<tr>
<td>Authority References: ELCFH Executive Director, ELCFH Management Team</td>
<td></td>
</tr>
</tbody>
</table>

**POLICY:** A contracted child care provider, current client, or ELCFH Board Member will have the right to appeal an adverse action by the ELCFH and afforded response.

**APPEAL PROCEDURE FOR CLIENTS AND PROVIDERS:**

a. The client or provider must notify the ELCFH of the issue warranting appeal in writing with supporting documentation if applicable within 30 days of its occurrence.

b. The applicable manager will review the grievance issue to determine if the non-compliance issue on the part of the client or provider is solely due to non-compliance with required Florida Rule/ELCFH Policy pertaining to the applicable service or if a mitigating circumstance leading to the non-compliance should be considered.

c. Within five business days of receipt, the issue will be reviewed by the appropriate Associate Director. The director will advise the parent or provider in writing of the decision. Clients seeking further resolution regarding the appeal will be advised to contact the Florida Office of Early Learning.

d. As warranted, due process procedures will be followed for child care provider based disputes as outlined in the State of Florida Statewide School Readiness Provider Contract Form OEL –SR 20 and the State of Florida Statewide Voluntary Prekindergarten Provider Contract Form OEL VPK 20. All decisions of the Executive Committee or ELCFH Board of Directors and/ or Review Hearing Committee are final.
APPEAL PROCEDURE FOR ELCFH BOARD MEMBERS:

a. The Board member will submit to the Executive Director the issue warranting appeal in writing.

b. The Executive Director will advise the ELCFH Executive Committee of the written appeal.

c. The issue outlined by the appealing Board member will be presented for review and resolution at the next scheduled Executive Committee meeting or as otherwise determined by the Board Chair.

d. A written response will be provided to the appealing Board member within 10 days of the scheduled meeting. The response will be issued by the Executive Director under the direction of the ELCFH Board Chair and/or Executive Committee.

e. All decisions made by the ELCFH Executive Committee or Board regarding Board member appeals are final.

ATTACHMENT: Appeal Form
Appeal Form

Review the ELCFH Appeal Policy before completing this form. Appeals must be received within 30 days of the occurrence and will be reviewed within 5 business days. Client or provider will be notified of the decision in writing.

Client name / Child Care Provider Name: ____________________________________________

Current Address: _________________________________________________________________

Email: __________________________________ Current Phone: _________________________

County: [ ] Charlotte    [ ] DeSoto    [ ] Hardee    [ ] Highlands

Please state your appeal and attach supporting documentation. (Type or print legibly)

_____________________________________________________________________________

Client / Child Care Provider Signature or designee _________________________________ Date ____________________

APPEAL PROCESS DECISION

☐ Reinstatement. Effective Date: ___________________________ ☐ Reinstatement pending review of submitted documentation.

☐ Termination Remains. Applications to the waiting list accepted via the Family Portal: https://familyservices.floridaearlylearning.com/

☐ Other: ________________________________________________________________
Action Item 5.b

ELCFH Background/Criminal Record Check & Drug Screen *(Proposed updates/ edits are in response to the March 2020 OEL Accountability Review)*

ELCFH employees, including full time and part time staff, sub-recipients, contractors, and volunteers who have access to confidential information and/or contact with children, and who meet the definition of a “Qualified Entity” according to section 943.0542, F.S. will have a Level 2 background screening/criminal record check completed according to 435.04 F.S. as well as a drug screening prior to the first day of work/assigned contract work. The ELCFH will pay for the Level 2 background screening as well as the drug screening. "Qualified entities" will be requested to sign a consent form for Level II background screening before screenings are performed. Refusal will result in rescinding the offer of employment and termination.

ELCFH contractors and sub-recipients, subcontractors, and volunteers who are not defined as “Qualified Entities” but are assigned duties or responsibilities which may have them in contact with children and/or confidential information will also be required to have a Level II background screen as described above.

Any ELCFH Board member, volunteer, contractor, subcontractor or sub-recipient who is not considered a “Qualified Entity” and does not perform duties in which they have access to children in child care or their families, or confidential information is not required to have a Level 2 background screen. Likewise, any ELCFH Board member, volunteer, contractor, subcontractor or sub-recipient who is not considered a “Qualified Entity” and who interacts with children for less than 10 hours per month is not required to have a Level 2 background screening as long as there are those who are background screened within sight of those with who do not have background screening.

Level 2 Background/ Criminal History Screening consists of a search of the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) databases for any state and national criminal arrest information. Alleged screening offenses are subject to review by the Executive Director and/or designee. A determination will be made as to whether the offense is one that would exclude an employee, sub-recipient, contractor, subcontractor, or volunteer from continuing employment.

Any ELCFH employee, sub-recipient, contractor, subcontractor, or volunteer who is arrested or receives notice of possible criminal prosecution, including any violation mandating a court appearance, must notify the ELCFH Executive Director and direct supervisor within 48 hours of being arrested for any criminal offense - report this within 10 calendar days to his or her ELCFH immediate supervisor. The ELCFH will review the alleged offense within 48 hours of notification, determine whether the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on this agreement. If the
48 hour period falls on a Saturday, Sunday or paid holiday, the determination will occur the next business day.
ELCFH employees, sub-recipient, contractors, subcontractors, or volunteers with backgrounds deemed contrary to the best interest of the ELCFH will not be eligible for employment /continued employment with the ELCFH (reference Section II, Employment: Termination from Employment, also Section III, Workplace Policies and Regulations: Drug-Free Workplace). The employee, sub-recipient, contractor, subcontractor, or volunteer will not be allowed to return to work unless they are cleared of all charges. Employees who are absent from work due to incarceration and /or court appearances will have their time away from work charged against any available PLT or as unpaid leave.

The ELCFH requires (as applicable) any subrecipients, contractors or subcontractors to:

- **Notify the ELCFH Executive Director within 48 hours of an employee being arrested or removed from working on the contract for any criminal offense;**

- **Review the alleged offense within 48 hours, determine whether the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on the contract. If the 48-hour period falls on a Saturday, Sunday or paid holiday, the determination will occur on the next business day;**

- **Not permit the employee to return to work on the contract until cleared of all charges that would exclude the employee under a level 2 background screening.**

**Level 2 Background /Criminal Record Checks and drug screenings** may be performed on all ELCFH employees, sub-recipient, contractor, subcontractor, or volunteer under the following circumstances:

1. As a condition of **initial employment**
2. **Re-Hires**: Anyone who is re-hired with a 90 day or more lapse of employment/ work with the ELCFH will be rescreened.
3. **Five year up-date**: All ELCFH employees, sub-recipient, contractor, subcontractor, or volunteers will have a rescreen of their Level 2 background /Criminal Record Check every five years before the anniversary date of their prior screening. A drug screen will be performed if it is deemed necessary.
4. **Random checks**: Routine, periodic background /criminal record check and/or drug screening may be required at the discretion of the ELCFH.
5. **On-the-job accident/injury**: An employee involved in an accident or injury may be required to submit to a drug screening (including alcohol).
6. **Erratic or unusual behavior**: In the event an ELCFH employee, sub-recipient, contractor, subcontractor, or volunteer is observed displaying erratic or unusual behavior, a drug screening including alcohol may be required.