



2300 SW 17th Road, Ocala, FL 34471
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www.elc-marion.org

Our Vision Statement

Children and Families in our community will have access to quality early learning programs that nurture their learning potential and prepare them for their educational success.

EXECUTIVE COMMITTEE MEETING AGENDA

June 8, 2017 - 8:30 a.m.

To participate in this meeting via conference call, dial-in number is (888) 670-3525 & conference code is 7148104574 #

8:30 a.m.	Call to Order	R. Colen
8:31 a.m.	Roll Call	B. Montalvo
8:33 a.m.	Chair Report	
8:36 a.m.	Consent Agenda	Section 1

ACTION ITEMS

Administration

8:40 a.m.	Board of Directors Officers for FY 2017 - 2018	Section 2 – R. Fricks
8:44 a.m.	Personnel Policies for FY 2017 - 2018	Section 3 – R. Fricks
8:48 a.m.	IT Policy for FY 2017 - 2018	Section 4 – R. Fricks/M. Easter
8:52 a.m.	Anti-Fraud Plan for FY 2017 - 2018	Section 5 – R. Fricks/L. Sims
8:56 a.m.	Sliding Fee Scale for FY 2017-2018	Section 6 – R. Fricks
9:00 a.m.	Travel Authorization for FY 2017 – 2018	Section 7 – R. Fricks
9:04 a.m.	Board Chair to Obligate with OEL for FY 2017 – 2018	Section 8 – R. Fricks
9:08 a.m.	2017-2018 Budget	Section 9 – R. Fricks/D. Johnson
9:12 a.m.	Finance Policy	Section 10 – R. Fricks/D Johnson
9:16 a.m.	Board of Directors Appointment	Section 11 – R. Fricks

DISCUSSION ITEMS

9:20 a.m.	ELCMC Committee Updates	R. Fricks
9:23 a.m.	Office Space Rental	R. Fricks/M. Easter
9:26 a.m.	Compliance Report	L. Sims
9:29 a.m.	Fiscal Monitoring Report	D. Johnson/L. Seiffer
9:32 a.m.	CEO Evaluation	R. Fricks

INFORMATION ITEMS

- Parent Comments for April 2017 and May 2017 - Handout
- Notice of Meetings for FY 2017 – 2018
- Workforce Development Professional flier
- Proclamation Letter
- Community Events

CHIEF EXECUTIVE OFFICER’S REPORT

Public Comment

Adjournment

MEETING SCHEDULE for FY 2016 – 2017

Program/VPK Committee 8:30 a.m., Thursday	Success By 6 (SB6) Leadership Council 9:00 a.m., Friday	Executive Committee 8:30 a.m., Tuesday	Board 8:30 a.m., Thursday
6-21-17		6-8-16	6-22-17

- **ALL meetings** will be held at Early Learning Coalition of Marion County, 2300 SW 17th Road, Ocala, FL 34471

Section

1

Consent Agenda

- April 13, 2017 Executive Committee Meeting Minutes
- March & April 2017 Financials
- Current Events through May 2017 - HANDOUT

**Early Learning Coalition of Marion County: Executive Committee
Meeting Minutes**

Date/Time: April 13, 2017 at 8:30 AM

Location: Early Learning Coalition of Marion County

Members Present: Kathleen Woodring; Robert Colen; Lisa Seiffer, Lola Gonzalez

Members Absent: Melissa Hancock, Paola Lopez

Staff Present: Roseann Fricks, Chief Executive Officer; DeAnna Johnson, Chief Finance Officer; Anita Winter, Chief Operations Officer; Elizabeth Deola, Chief Program Officer; LaTrisha Sims, Compliance Director

Agenda Item	Summary/Discussion	Action
Call to Order	Executive Committee meeting was called to order. Anita Winter called roll and a quorum was present.	Robert Colen called the meeting to order at 8:31 AM
Chair Report	Robert Colen appointed Kathleen Woodring and Lynne Hough to a second three-year term on the Success By 6 Leadership Council, with a begin date of July 1, 2017. Their current term ends on June 30, 2017 and each are eligible and interested in remaining on the Leadership Council on behalf of the ELCMC.	
Consideration of the Consent Agenda	The minutes from March 9, 2017, the February 2017 financial reports, and current events were included in the packet with the consent agenda. Roseann spoke about the current event report and presented a plan to change the current report. The members were asked to please review and offer suggestions or comments as to the proposed revision.	ACTION ITEM: Kathleen Woodring moved and Lola Gonzalez seconded the motion. The motion carried unanimously.
Board Member Appointment	Roseann asked for approval to accept Ryan Lilly, Vice President of Business Creation, Ocala CEP, as the new member to replace Lori Boring. Mr. Lilly's term would be from April 27, 2017, through April 30, 2021, if approved by the Board of Directors.	ACTION ITEM: Lola Gonzalez moved and Lisa Seiffer seconded the motion. The motion carried unanimously.
SB6 Agreement between ELCMC and UWMC	The final agreement for the Success by 6 program was presented for approval. The agreement has already been approved by the United Way Board of Directors.	ACTION ITEM: Lola Gonzalez moved and Kathleen Woodring seconded the motion. The motion carried unanimously.
Organization Chart	Roseann presented the revised organization chart for approval. This chart reflects the removal of the Early Head Start positions that were created in anticipation of receiving the EHS expansion grant.	ACTION ITEM: Lisa Seiffer moved and Kathleen Woodring seconded the motion. The motion carried unanimously.
2016-2017 Budget Amendment 3E	Roseann and DeAnna presented a budget amendment. The revision is based upon the disapproval from OEL to put a temporary provider payment increase in place. Due to this decision, a plan is being put into place to address Health and Safety needs at each of the contracted providers to ensure that they can meet the requirements by DCF, as well as insuring providers have quality materials for the children in their care.	ACTION ITEM: Lola Gonzalez moved and Lisa Seiffer seconded the motion. The motion carried unanimously.

Agenda Item	Summary/Discussion	Action
Program/VPK Committee Update	The following highlights were discussed: <ul style="list-style-type: none"> • Pinwheels for Prevention event is scheduled for April 22nd at the Citizens Circle • Provider Appreciation is scheduled for May 6, 2017. There will be two training sessions. Lakeshore is sponsoring the breakfast for the morning session and Mojo's is supplying he meals for the afternoon session. 	DISCUSSION
Compliance Report	Highlights were discussed with committee members.	DISCUSSION
DOE Letter	A letter from the Board Chair from ELC of Southwest Florida to Pam Stewart, Commissioner, Florida Department of Education, requesting another way to determine Kindergarten Readiness rather than use the STAR Early Literacy assessment tool.	Committee members reviewed and discussed and directed Roseann to prepare a similar letter for Board Chair, Robert Colen, to sign on behalf of the ELC.
Chief Finance Officer Report	DeAnna shared the preliminary draft report from the 2016-17 fiscal monitoring. The monitors determined that there were three findings. The findings were discussed together with next steps on behalf of the Coalition. DeAnna will keep the members informed.	INFORMATION
Chief Executive Officer's Report	Roseann shared the following highlights: <ul style="list-style-type: none"> • Roseann is a member of the Habitat for Humanity Board of Directors. • Roseann is a member of the search committee for an ED for the AELC. • At the April Board meeting we will have Chuck Trout from the Grand Oaks Publix in attendance to receive special recognition for his efforts with the recent SB6 Diaper Drive. 	
Adjournment	Robert Colen adjourned the meeting.	The meeting adjourned at 9:37 a.m.

Reported by: DeAnna Johnson, Chief Finance Officer

Approved by: _____
Signature Date

NOTE – For additional information on any of the above items, please contact C.E.O., Roseann Fricks at fricks@elc-marion.org.

Financials for June 2017

- Budget vs Actual – March 2017
- Budget vs Actual – April 2017

New Version for Financial Reports

- Budget vs Actual Analysis
- Analysis of School Readiness Budget
- Analysis of School Readiness Direct Services
- School Readiness – Children Served per Month
- Voluntary Pre-Kindergarten – Children Served per Month

Early Learning Coalition of Marion County, Inc.
Budget vs. Actual
As of March 31, 2017

GL Acct.	Revenues	Current Month to Date			Year to Date		Approved Budget (2B)	Balance of Budget
		Mar-17	% of budget	Monthly Budget (1/12)	Actual	% of budget		
Contracts, Grants, and Other Financial Assistance		\$ 1,355,034		\$ 1,299,790	\$ 10,823,948	69.40%	\$ 15,597,476.69	\$ 4,773,528.63
4001	FOEL: School Readiness	\$ 838,348	104.74%	\$ 800,392	\$ 6,171,733	64.26%	\$ 9,604,707.00	\$ 3,432,974.38
4001	FOEL: Voluntary Pre-kindergarten	\$ 477,581	107.42%	\$ 444,579	\$ 4,315,647	80.89%	\$ 5,334,948.00	\$ 1,019,300.64
4001	FOEL: Outreach & Awareness	\$ 4,971	386.99%	\$ 1,285	\$ 15,440	100.16%	\$ 15,415.00	\$ (25.00)
4001	FOEL: Performance Funding Project	\$ 15,977	79.23%	\$ 20,167	\$ 75,952	31.39%	\$ 242,000.00	\$ 166,047.76
4010	Match: Marion County	\$ 8,333	80.00%	\$ 10,417	\$ 100,000	80.00%	\$ 125,000.00	\$ 25,000.01
4020	Match: Kids Central	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
4020	Match: United Way	\$ 8,333	100.00%	\$ 8,333	\$ 75,000	75.00%	\$ 100,000.00	\$ 25,000.03
4020	Match: Uncommitted	\$ 253	4.06%	\$ 6,250	\$ 3,000	4.00%	\$ 75,000.00	\$ 72,000.00
4020	Grants: Marion County Parent Fee	\$ -	0.00%	\$ 1,109	\$ 13,306.69	100.00%	\$ 13,306.69	\$ -
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	\$ -	0.00%	\$ 3,233	\$ 29,100	75.00%	\$ 38,800.00	\$ 9,700.00
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	\$ -	0.00%	\$ 692	\$ 8,300	100.00%	\$ 8,300.00	\$ -
4020	Grants: School Board of Marion County (YPP)	\$ 1,137	272.82%	\$ 417	\$ 6,344	126.88%	\$ 5,000.00	\$ (1,344.19)
4020	Grants: Early Learning Florida Lastinger Center	\$ -	0.00%	\$ 2,750	\$ 9,625	29.17%	\$ 33,000.00	\$ 23,375.00
4050	Gifts, Donations, and Pledges	\$ 100	60.00%	\$ 167	\$ 500	25.00%	\$ 2,000.00	\$ 1,500.00
Investment Earnings		\$ -		\$ -	\$ -		\$ -	\$ -
Other Miscellaneous Revenue		\$ 1,992	117.70%	\$ 1,693	\$ 12,775	62.89%	\$ 20,314.16	\$ 7,539.05
Total Revenues		\$ 1,357,027	104.27%	\$ 1,301,483	\$ 10,836,723	69.39%	\$ 15,617,790.85	\$ 4,781,067.68
Expenditures								
Employer Provided Salaries and Benefits		\$ 120,235	108.71%	\$ 110,606	\$ 938,015	70.67%	\$ 1,327,276.28	\$ 389,260.86
Staff Development		\$ 553	57.70%	\$ 958	\$ 6,959	60.51%	\$ 11,500.00	\$ 4,541.00
Professional Services		\$ 10,922	121.38%	\$ 8,998	\$ 86,371	79.99%	\$ 107,981.00	\$ 21,610.20
Direct Services - Child Care		\$ 1,187,398	106.59%	\$ 1,113,981	\$ 9,452,804	70.71%	\$ 13,367,771.74	\$ 3,914,967.48
Occupancy		\$ 5,917	160.32%	\$ 3,691	\$ 34,361	77.58%	\$ 44,289.00	\$ 9,928.00
Postage, Freight, and Delivery		\$ 198	59.11%	\$ 335	\$ 1,860	46.21%	\$ 4,025.00	\$ 2,164.91
Equipment Leases		\$ 502	84.45%	\$ 595	\$ 5,031	70.52%	\$ 7,134.00	\$ 2,102.96
Supplies		\$ 1,210	68.48%	\$ 1,767	\$ 13,662	64.44%	\$ 21,200.00	\$ 7,538.35
Communications		\$ 593	70.02%	\$ 847	\$ 7,351	72.34%	\$ 10,162.00	\$ 2,810.92
Insurance		\$ 329	16.59%	\$ 1,981	\$ 22,055	92.77%	\$ 23,773.50	\$ 1,718.47
Tangible Personal Property		\$ -	0.00%	\$ 3,795	\$ 21,088	46.31%	\$ 45,536.00	\$ 24,448.46
Quality Initiatives		\$ 5,635		\$ 16,596	\$ 99,567	#DIV/0!	\$ 199,147.70	\$ 506,558.04
7401	Quality and Classroom Material	\$ 1,598	15.34%	\$ 10,414	\$ 25,027	20.03%	\$ 124,970.00	\$ 99,943.02
7405	Training Material	\$ 212	6.88%	\$ 3,075	\$ 27,736	75.17%	\$ 36,900.00	\$ 9,163.61
7410	Consumer Education & Outreach Material	\$ 2,785	132.57%	\$ 2,101	\$ 40,199	159.44%	\$ 25,212.70	\$ (14,985.97)
7415	Grants to Providers	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
7420	Scholarship & Other Education Opportunities	\$ 1,040	107.91%	\$ 964	\$ 6,605	57.11%	\$ 11,565.00	\$ 4,960.00
7425	Wage Incentives	\$ -	0.00%	\$ 42	\$ -	0.00%	\$ 500.00	\$ 500.00
Other OEL Initiatives		\$ 14,269		\$ 22,917	\$ 71,516	#DIV/0!	\$ 275,005.00	\$ 203,488.69
Travel		\$ 1,038	67.45%	\$ 1,540	\$ 11,299	61.16%	\$ 18,474.00	\$ 7,174.57
Other Expenses		\$ 2,989		\$ 8,336	\$ 39,627	39.62%	\$ 100,028.00	\$ 60,400.67
7601	Bank fees	\$ -	#DIV/0!	\$ -	\$ 5	#DIV/0!	\$ -	\$ (5.20)
7602	Merchant Service Fees (Includes PayPal)	\$ 37	492.27%	\$ 8	\$ 107	118.91%	\$ 90.00	\$ (17.02)
7603	Interest expense	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
7605	Software-Licenses-Support	\$ 1,511	28.44%	\$ 5,312	\$ 25,864	40.57%	\$ 63,747.00	\$ 37,883.34
7610	Web services	\$ 5	0.53%	\$ 1,022	\$ 275	2.24%	\$ 12,260.00	\$ 11,985.14
7615	Other employee related expense	\$ -	0.00%	\$ 5	\$ 3,868	6140.08%	\$ 63.00	\$ (3,805.25)
7616	Background Screening	\$ 423	905.36%	\$ 47	\$ 773	137.95%	\$ 560.00	\$ (212.50)
7617	Drug Screening	\$ (317)	-384.24%	\$ 83	\$ (115)	-11.62%	\$ 990.00	\$ 1,105.00
7620	Membership Dues	\$ 450	68.64%	\$ 656	\$ 7,510	95.46%	\$ 7,867.00	\$ 357.50
7621	Subscriptions and Publications	\$ 12	2.77%	\$ 430	\$ 63	1.22%	\$ 5,156.00	\$ 5,093.31
7625	Taxes, licenses and fees	\$ -	0.00%	\$ 25	\$ 220	74.58%	\$ 295.00	\$ 75.00
9999	In-Kind expenditure	\$ 869	115.86%	\$ 750	\$ 1,059	11.76%	\$ 9,000.00	\$ 7,941.35
Other Program Expenses (Success by 6)		\$ 834.93		\$ 2,775.09	\$ 25,337.14	76.08%	\$ 33,301.11	\$ 7,963.97
8500	Childcare (Circle of Parent/Parents as Teachers)	\$ 570	194.87%	\$ 293	\$ 4,065	115.81%	\$ 3,510.00	\$ (555.00)
8510	Infant Safe Sleep	\$ -	0.00%	\$ 400	\$ 2,513	52.35%	\$ 4,800.00	\$ 2,287.28
8520	Car Seats	\$ -	0.00%	\$ 293	\$ 2,517	71.56%	\$ 3,516.55	\$ 1,000.00
8530	Special Projects	\$ -	0.00%	\$ 812	\$ 5,062	51.94%	\$ 9,744.56	\$ 4,683.05
8540	Parent Education Training Material	\$ -	0.00%	\$ 303	\$ 1,881	51.67%	\$ 3,640.00	\$ 1,759.35
8550	Food Services (Unallowable)	\$ 265	52.20%	\$ 508	\$ 6,032	99.05%	\$ 6,090.00	\$ 57.76
8551	Parent Incentive (Unallowable)	\$ -	0.00%	\$ 167	\$ 3,268	163.42%	\$ 2,000.00	\$ (1,268.47)
Depreciation		\$ 1,578	89.40%	\$ 1,766	\$ 12,105	57.13%	\$ 21,186.52	\$ 9,082.02
Total Expenditures		\$ 1,339,932	104.80%	\$ 1,278,565	\$ 10,849,008.66	#DIV/0!	\$ 15,617,790.85	\$ 5,175,759.57
Net Income		\$ 17,094		\$ 22,917	\$ (12,285)		\$ -	\$ (394,691.89)

Early Learning Coalition of Marion County, Inc.
Budget vs. Actual
As of April 30, 2017

GL Acct.	Revenues	Current Month to Date			Year to Date		Approved Budget (3B)	Balance of Budget
		Apr-17	% of budget	Monthly Budget (1/12)	Actual	% of budget		
Contracts, Grants, and Other Financial Assistance		1,257,919		\$ 1,299,790	\$ 12,081,093	77.45%	\$ 15,598,501.69	\$ 3,517,408.23
4001	FOEL: School Readiness	788,063	98.46%	\$ 800,392	\$ 6,959,795	72.46%	\$ 9,604,707.00	\$ 2,644,911.59
4001	FOEL: Voluntary Pre-kindergarten	430,931	96.93%	\$ 444,579	\$ 4,746,578	88.97%	\$ 5,334,948.00	\$ 588,369.59
4001	FOEL: Outreach & Awareness	-	0.00%	\$ 1,285	\$ 15,440	100.00%	\$ 15,440.00	\$ -
4001	FOEL: Performance Funding Project	-	0.00%	\$ 20,167	\$ 75,952	31.39%	\$ 242,000.00	\$ 166,047.76
4010	Match: Marion County	8,333	80.00%	\$ 10,417	\$ 108,333	86.67%	\$ 125,000.00	\$ 16,666.68
4020	Match: Kids Central	-	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
4020	Match: United Way	8,333	100.00%	\$ 8,333	\$ 83,333	83.33%	\$ 100,000.00	\$ 16,666.70
4020	Match: Uncommitted	-	0.00%	\$ 6,250	\$ 3,000	4.00%	\$ 75,000.00	\$ 72,000.00
4020	Grants: Marion County Parent Fee	-	0.00%	\$ 1,109	\$ 13,306.69	100.00%	\$ 13,306.69	\$ -
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	9,700	300.00%	\$ 3,233	\$ 38,800	100.00%	\$ 38,800.00	\$ -
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	-	0.00%	\$ 692	\$ 8,300	100.00%	\$ 8,300.00	\$ -
4020	Grants: School Board of Marion County (YPP)	1,033	247.98%	\$ 417	\$ 6,604	110.07%	\$ 6,000.00	\$ (604.09)
4020	Grants: Early Learning Florida Lastinger Center	11,425	415.45%	\$ 2,750	\$ 21,050	63.79%	\$ 33,000.00	\$ 11,950.00
4050	Gifts, Donations, and Pledges	100	60.00%	\$ 167	\$ 600	30.00%	\$ 2,000.00	\$ 1,400.00
Investment Earnings		-		\$ -	\$ -		\$ -	\$ -
Other Miscellaneous Revenue		20	1.18%	\$ 1,693	\$ 12,795	60.13%	\$ 21,277.69	\$ 8,482.58
Total Revenues		1,257,939	96.65%	\$ 1,301,483	\$ 12,093,889	77.43%	\$ 15,619,779.38	\$ 3,525,890.81
					\$ 1,218,994			
Expenditures								
Employer Provided Salaries and Benefits		105,001	94.93%	\$ 110,606	\$ 1,043,017	78.56%	\$ 1,327,676.28	\$ 284,659.69
Staff Development		2,500	260.87%	\$ 958	\$ 9,459	82.25%	\$ 11,500.00	\$ 2,041.00
Professional Services		7,140	79.35%	\$ 8,998	\$ 93,511	83.88%	\$ 111,481.00	\$ 17,969.88
Direct Services - Child Care		1,056,597	94.85%	\$ 1,113,981	\$ 10,509,401	82.20%	\$ 12,784,975.27	\$ 2,275,574.03
Occupancy		3,461	93.76%	\$ 3,691	\$ 37,822	83.32%	\$ 45,394.00	\$ 7,572.42
Postage, Freight, and Delivery		374	111.45%	\$ 335	\$ 2,234	55.50%	\$ 4,025.00	\$ 1,791.08
Equipment Leases		703	118.25%	\$ 595	\$ 5,734	80.38%	\$ 7,134.00	\$ 1,399.96
Supplies		1,441	81.58%	\$ 1,767	\$ 15,103	49.04%	\$ 30,800.00	\$ 15,697.12
Communications		598	70.67%	\$ 847	\$ 7,950	78.23%	\$ 10,162.00	\$ 2,212.43
Insurance		524	26.44%	\$ 1,981	\$ 22,579	94.97%	\$ 23,773.50	\$ 1,194.62
Tangible Personal Property		5,646	148.79%	\$ 3,795	\$ 26,734	30.60%	\$ 87,366.00	\$ 60,632.46
Quality Initiatives		50,210		\$ 16,596	\$ 149,777	#DIV/0!	\$ 720,097.70	\$ 953,539.82
7401	Quality and Classroom Material	47,265	453.85%	\$ 10,414	\$ 72,292	11.46%	\$ 630,620.00	\$ 558,328.42
7405	Training Material	-	0.00%	\$ 3,075	\$ 27,736	75.17%	\$ 36,900.00	\$ 9,163.61
7410	Consumer Education & Outreach Material	937	44.57%	\$ 2,101	\$ 41,135	101.54%	\$ 40,512.70	\$ (622.47)
7415	Grants to Providers	-	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
7420	Scholarship & Other Education Opportunities	2,009	208.46%	\$ 964	\$ 8,614	74.48%	\$ 11,565.00	\$ 2,951.00
7425	Wage Incentives	-	0.00%	\$ 42	\$ -	0.00%	\$ 500.00	\$ 500.00
Other OEL Initiatives		11,879		\$ 22,917	\$ 83,395	30.33%	\$ 275,005.00	\$ 191,609.63
Travel		1,640	106.56%	\$ 1,540	\$ 12,940	70.04%	\$ 18,474.00	\$ 5,534.13
Other Expenses		1,013		\$ 8,336	\$ 40,640	37.83%	\$ 107,428.00	\$ 66,787.75
7601	Bank fees	-	#DIV/0!	\$ -	\$ 5	#DIV/0!	\$ -	\$ (5.20)
7602	Merchant Service Fees (Includes PayPal)	1	13.60%	\$ 8	\$ 108	77.17%	\$ 140.00	\$ 31.96
7603	Interest expense	-	#DIV/0!	\$ -	\$ -	#DIV/0!	\$ -	\$ -
7605	Software-Licenses-Support	751	14.14%	\$ 5,312	\$ 26,615	39.96%	\$ 66,597.00	\$ 39,982.09
7610	Web services	7	0.70%	\$ 1,022	\$ 282	2.30%	\$ 12,260.00	\$ 11,977.94
7615	Other employee related expense	-	0.00%	\$ 5	\$ 3,868	84.77%	\$ 4,563.00	\$ 694.75
7616	Background Screening	-	0.00%	\$ 47	\$ 773	91.69%	\$ 842.50	\$ 70.00
7617	Drug Screening	-	0.00%	\$ 83	\$ (115)	-16.25%	\$ 707.50	\$ 822.50
7620	Membership Dues	228	34.70%	\$ 656	\$ 7,737	98.35%	\$ 7,867.00	\$ 130.00
7621	Subscriptions and Publications	26	6.04%	\$ 430	\$ 89	1.72%	\$ 5,156.00	\$ 5,067.36
7625	Taxes, licenses and fees	-	0.00%	\$ 25	\$ 220	74.58%	\$ 295.00	\$ 75.00
9999	In-Kind expenditure	-	0.00%	\$ 750	\$ 1,059	11.76%	\$ 9,000.00	\$ 7,941.35
Other Program Expenses (Success by 6)		1,086		\$ 2,775.09	\$ 26,422.82	79.35%	\$ 33,301.11	\$ 6,878.29
8500	Childcare (Circle of Parent/Parents as Teachers)	510	174.36%	\$ 293	\$ 4,575	130.34%	\$ 3,510.00	\$ (1,065.00)
8510	Infant Safe Sleep	-	0.00%	\$ 400	\$ 2,513	52.35%	\$ 4,800.00	\$ 2,287.28
8520	Car Seats	-	0.00%	\$ 293	\$ 2,517	71.56%	\$ 3,516.55	\$ 1,000.00
8530	Special Projects	-	0.00%	\$ 812	\$ 5,062	51.94%	\$ 9,744.56	\$ 4,683.05
8540	Parent Education Training Material	120	39.45%	\$ 303	\$ 2,000	54.95%	\$ 3,640.00	\$ 1,639.67
8550	Food Services (Unallowable)	456	89.85%	\$ 508	\$ 6,488	106.54%	\$ 6,090.00	\$ (398.24)
8551	Parent Incentive (Unallowable)	-	0.00%	\$ 167	\$ 3,268	163.42%	\$ 2,000.00	\$ (1,268.47)
Depreciation		1,578	89.40%	\$ 1,766	\$ 13,683	64.58%	\$ 21,186.52	\$ 7,503.70
Total Expenditures		1,251,392	97.87%	\$ 1,278,565	\$ 12,100,400.63	77.47%	\$ 15,619,779.38	\$ 3,902,598.01
Net Income		6,547		\$ 22,917	\$ (6,512)		\$ -	\$ (376,707.20)



For the Fiscal Year Ending June 30, 2017

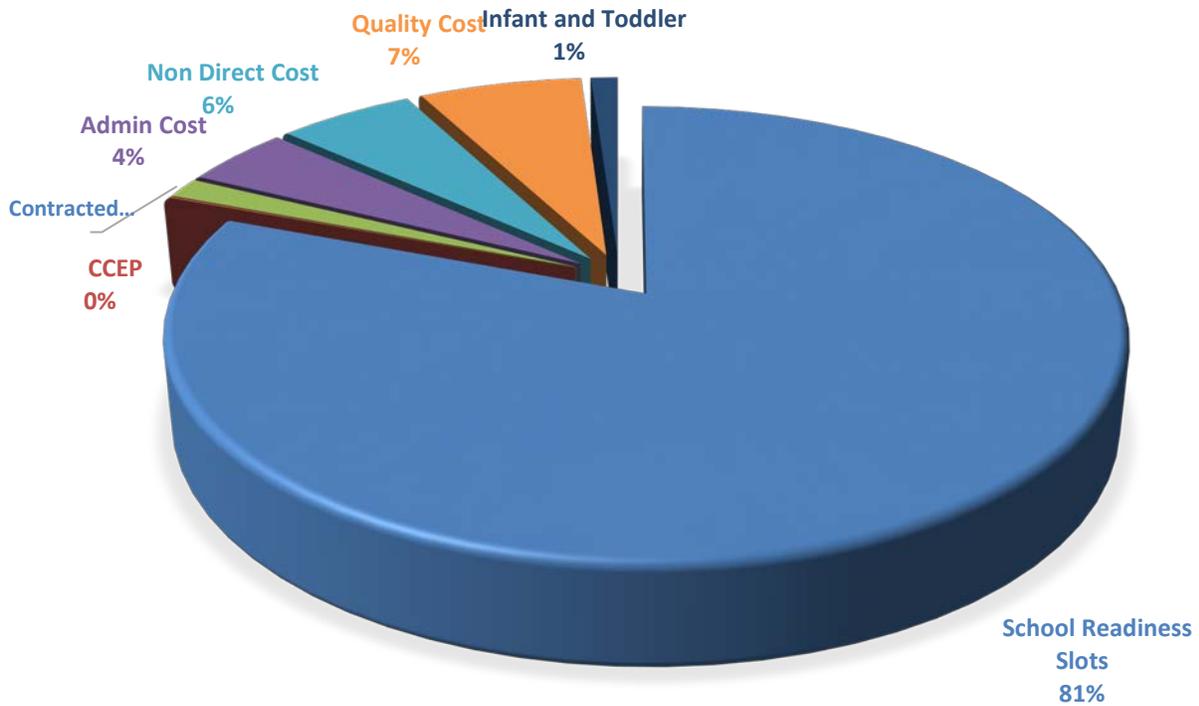
Line #	Budget Line Item Account Name	Coalition Programs		Year to Date Analysis				Variance Analysis Notes	Agency Plan of Action
		2016-17 Budget (3B)	Actual Expenses as of 4/30/17	% of Year	% of Budget	Over/Under	Variance %		
001	SR Direct Child Services	\$ 7,336,910.58	5,729,307.14	83.33%	78.09%	Under	-5.24%		
002	VPK Direct Child Services	\$ 5,129,758.00	4,566,224.28	83.33%	89.01%	Over	5.68%		
003	Other Direct Child Services	\$ 318,306.69	\$ 213,869.82	83.33%	67.19%	Under	-16.14%	Enrollment YTD avg served < # of children budgeted	Adjustment to match needs in final budget ammendment
004	Salaries and Benefits	\$ 1,327,676.28	1,043,016.59	83.33%	78.56%	Under	-4.77%		
005	Staff Development	\$ 11,500.00	9,459.00	83.33%	82.25%	Under	-1.08%		
006	Professional Services	\$ 111,481.00	93,511.12	83.33%	83.88%	Over	0.55%		
007	Occupancy	\$ 45,394.00	37,821.58	83.33%	83.32%	Under	-0.01%		
008	Postage, Freight, and Delivery	\$ 4,025.00	2,233.92	83.33%	55.50%	Under	-27.83%	Coalition has been utilizing electronic communication more	
009	Equipment Leases	\$ 7,134.00	5,734.04	83.33%	80.38%	Under	-2.96%		
010	Supplies	\$ 30,800.00	15,102.88	83.33%	49.04%	Under	-34.30%		
011	Communications	\$ 10,162.00	7,949.57	83.33%	78.23%	Under	-5.10%		
012	Insurance	\$ 23,773.50	22,578.88	83.33%	94.97%	Over	11.64%	All insurance w/ exception of WC expensed in July	
013	Tangible Personal Property	\$ 87,366.00	26,733.54	83.33%	30.60%	Under	-52.73%	Budgeted for 4th qtr	
014	Quality Initiatives	\$ 720,097.70	149,777.14	83.33%	20.80%	Under	-62.53%		Health & Safety
015	OEL Special Projects	\$ 275,005.00	83,395.37	83.33%	30.33%	Under	-53.01%	Based upon provider completion of benchmarks	ELF program complete @ 4/30/17, requires reduction to actual with final budget ammendment
016	Travel	\$ 18,474.00	12,939.87	83.33%	70.04%	Under	-13.29%	Cancellation of out-of-state conferences	Looking for alternative trainings
017	Other Expenses	\$ 107,428.00	40,640.25	83.33%	37.83%	Under	-45.50%	Budgeted for 4th qtr	
018	Success by 6	\$ 33,301.11	26,422.82	83.33%	79.35%	Under	-3.99%		
019	Depreciation	\$ 21,186.52	13,682.82	83.33%	64.58%	Under	-18.75%	Depreciation change due to OEL guidance on HVAC ept	
	TOTAL	\$ 15,619,779.38	\$ 12,100,400.63	83.33%	77.47%	Under	-5.86%		



ANALYSIS OF SCHOOL READINESS BUDGET
For the Fiscal Year Ending June 30, 2017

CATEGORY OF SPENDING	2016-17 Notice of Award	Actual as of 04/30/17	Current Earmark	Earmarks/Restrictions
AWARD AMOUNT	\$ 9,604,707	\$ 6,959,795		
DIRECT SERVICES:				
School Readiness Slots	7,486,033	5,619,524	80.74%	Minimum 78%
CCEP	7,229	7,126	0.10%	Maximum \$7,229
Contracted Slots	163,693	102,885	1.48%	Maximum \$163,693
TOTAL DIRECT SERVICE	\$ 7,656,955	\$ 5,729,536	82.32%	
NON DIRECT SERVICES:				
Admin Cost	479,874	303,855	4.37%	Maximum 5%
Non Direct Cost	962,396	387,229	5.56%	
Quality Cost	383,899	463,279	6.66%	Minimum 4%
Infant and Toddler	121,583	75,896	1.09%	Minimum \$121,583
TOTAL NON DIRECT SERVICES	\$ 1,947,752	\$ 1,230,259	17.68%	Maximum 22%

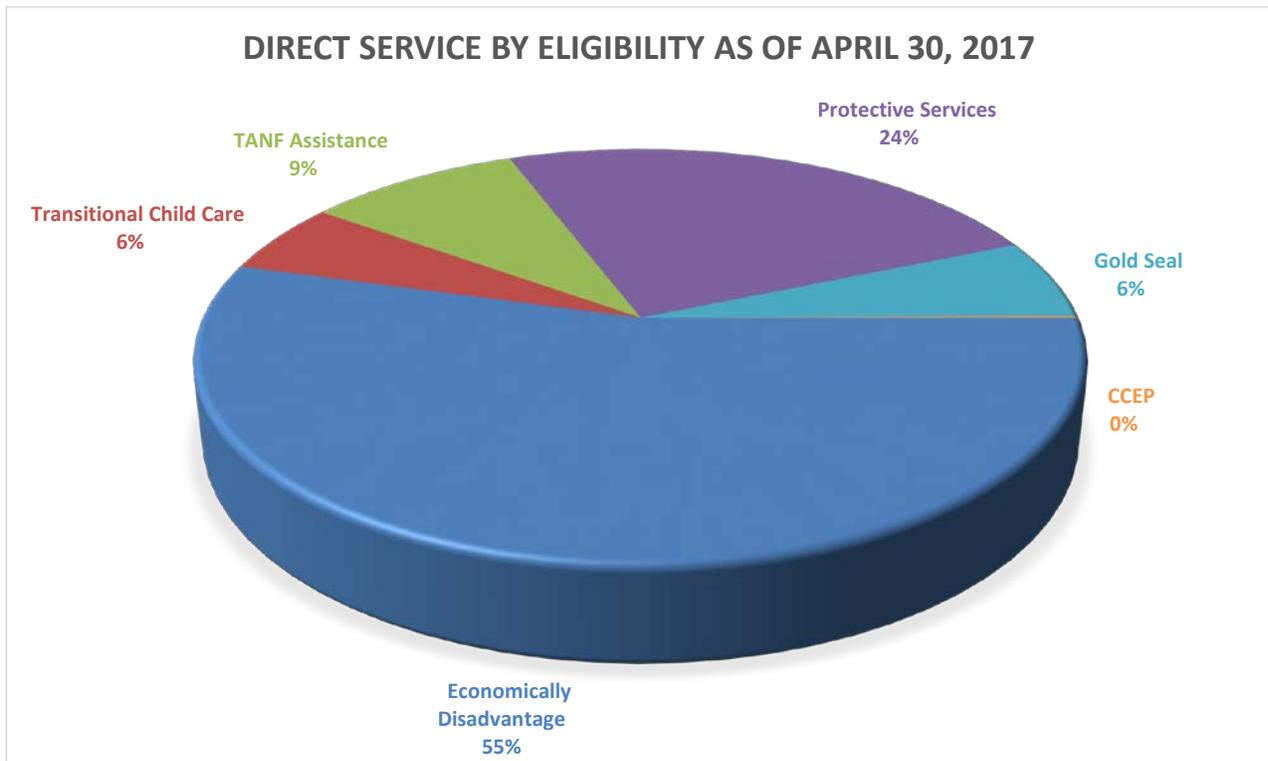
SCHOOL READINESS EARMARKS AS OF APRIL 30, 2017



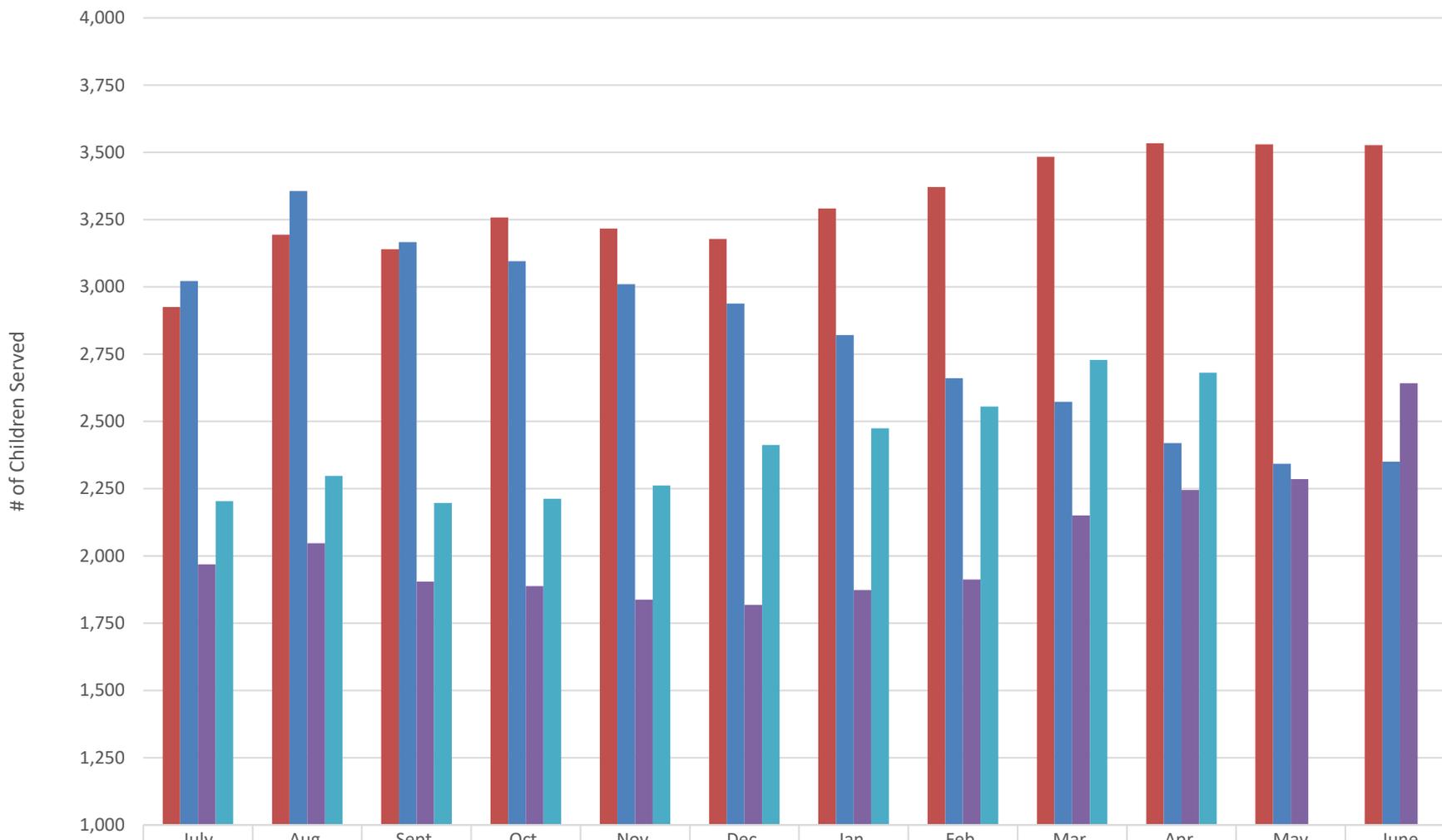


**ANALYSIS OF SCHOOL READINESS DIRECT SERVICES
For the Fiscal Year Ending June 30, 2017**

CATEGORY	Actual as of 04/30/17
DIRECT SERVICES:	
Economically Disadvantage	3,057,515
Transitional Child Care	316,198
TANF Assistance	523,400
Protective Services	1,369,537
Gold Seal	352,875
CCEP	6,898
TOTAL DIRECT SERVICES	\$ 5,626,422

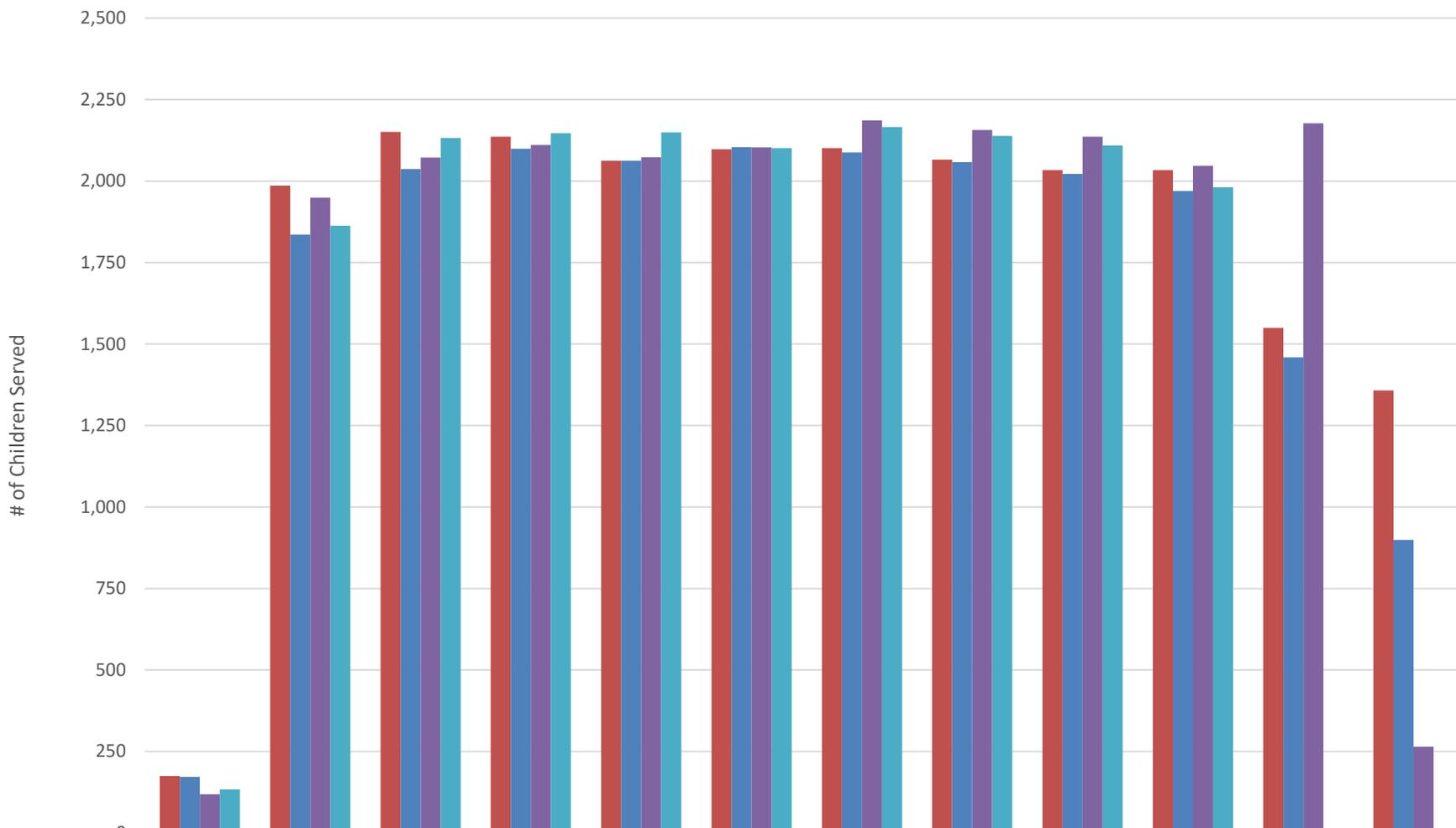


School Readiness Children Served per Month



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
13-14 Actual	2,925	3,194	3,140	3,258	3,217	3,178	3,292	3,371	3,484	3,534	3,530	3,527
14-15 Actual	3,022	3,357	3,167	3,096	3,010	2,938	2,821	2,661	2,573	2,419	2,343	2,351
15-16 Actual	1,969	2,047	1,905	1,888	1,838	1,818	1,873	1,913	2,151	2,245	2,286	2,642
16-17 Actual	2,204	2,297	2,197	2,213	2,262	2,413	2,475	2,555	2,729	2,681		

Voluntary Prekindergarten Children Served per Month



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
■ 13-14 Actual	175	1986	2151	2136	2062	2098	2101	2066	2034	2034	1550	1358
■ 14-15 Actual	172	1,836	2,037	2,099	2,062	2,104	2,088	2,058	2,022	1,970	1,459	899
■ 15-16 Actual	119	1,949	2,072	2,111	2,073	2,103	2,186	2,157	2,136	2,047	2,177	265
■ 16-17 Actual	134	1,863	2,132	2,147	2,149	2,101	2,166	2,139	2,109	1,981		

CURRENT EVENTS
Executive Director Report 2016 - 2017

	July	August	September	October	November	December	January	February	March	April	May	June	Yr. Total
Customer (Parent/Caregiver) Service													
Meetings													
School Readiness	509	734	470	324	378	434	327	274	284	341	393		4,468
VPK	135	229	54	49	52	21	44	48	114	77	86		909
Children Served													
School Readiness	2,601	2,747	2,716	2,608	2,694	2,819	2,895	2,955	2,965	2,931	3072		31,003
VPK	134	1,893	2,204	2,228	2,222	2,119	2,196	2,157	2,143	2,119	3038		22,453
Incoming Calls	1,832	2,608	1,466	1,219	1,132	1,034	1,185	1,398		1,969	2,662		16,505
Outgoing Calls	2,583	3,264	2,460	2,174	1,976	1,783	2,103	2,151		2,107	2,502		23,103
Voicemails	7,735	12,466	7,177	6,717	5,508	5,258	5,779	4,470		4,748	6,334		66,192
CCR&R Interviews	493	548	401	353	376	352	423	380	417	413	435		4,591
Compliance													
Monitoring Visits	2	0	12	43	57	0	31	7	8	10	0		170
Files Monitored													
SRS - Parent/Child	8	20	20	7	15	10	20	22	22	20	24		188
SRS - CCP	11	35	0	0	0	0	1	6	0	0	0		53
VPK - Parent/Child	24	24	20	0	20	5	0	0	0	0	0		93
VPK - CCP	4	0	6	8	9	5	6	2	4	5	4		53
Fraud Prevention Referrals (total of 1st, 2nd, 3rd offense)	7	1	7	6	2	0	3	4	1	0	2		33
Finance													
Provider Technical Assistance	45	57	55	45	52	60	71	46	90	59	61		641
Provider File Maintenance													
VPK - Calendar Changes	15	8	3	7	2	3	1	1	1	0	0		41
VPK - Classroom Creations	40	4	3	4	0	1	0	1	0	1	14		68
VPK - Teacher Updates	20	10	0	9	13	0	11	8	3	5	0		79
VPK - Program Verification Reports	3	0	0	0	0	0	0	1	0	0	3		7
Provider Paybacks or Adjustments													
School Readiness				16	15	12	7	3	31	6	15		16
VPK				22	8	6	25	13	14	12	6		22
PFP				7	0	0	0	0	0	0	0		7
Insurance and DCF licenses	10	17	0			35	21	8	26	22	14		153
Reminder Letters				37	29	6	24	38	24	27	35		37
Update Provider File				14	11	0	10	12	19	18	22		14
OEL Workgroup	2	2	2	1	1	0	0	0	0	0	0		8
Quality Initiative Services													
Number of SR Child Care Providers	162	149	147	151	151	148	148	152	152	153	155		1,668
Number of VPK Child Care Providers	24	94	95	98	97	95	95	95	95	95	96		979
CCP Technical Assistance	165	240	357	326	238	199	326	245	247	307	486		3,136
Trainings Provided/Attendees	4 / 67	5 / 137	2 / 25	9 / 169	5 / 134	1 / 7	7 / 120	11 / 122	20 / 226	3 / 85	3 / 124		59 / 1094
Child Assessments	0	0	0	0	0	0	70	6	5	10	9		100
Community Awareness													
Number of Staff Attended Events ^	9	10	13	16	27	33	42	25	29	7	10		221
Children's Books, Parent Resources, Etc. distributed to the Community (Events/Agencies/Businesses)	888	405	173	1,346	406	320	338	1,496	1,779	1,875	1,205		10,231
ELCMC Website Statistics													
Number of Visits	11,436	11,804	8,273	4,313	3,785	3,431	5,567	5,006	6,811	6,654	6,559		73,639
Average Visits Per Day	369	381	274	139	126	110	179	178	212	221	211		2,400
Parent Education													
Read Aloud Partners	12	9	5	6	185	204	211	219	224	232	326		1,633
Bucket of Books	0	0	0	0	114	127	137	141	145	152	185		1,001
Pack N Plays distributed	0	15	0	0	11	13	7	14	16	11	14		101
Trainings Conducted	0	0	8	9	9	2	3	1	8	4	4		48
Staff Development													
Presentations	2	5	1	5	2	6	1	1	0	0	0		23
Trainings Attended	14	20	18	28	14	9	22	30	29	6	8		198

Section

2



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Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Officers for FY 2017 – 2018

PROPOSED ACTION

Approve the following Slate of Officers for FY 2017 – 2018 for the Coalition Board of Directors:

- Robert Colen– Chair
- Lisa Seiffer – Past Vice Chair
- Kathleen Woodring – Vice Chair
- Paola Lopez – Treasurer
- Doug Day – Secretary

BACKGROUND INFORMATION

These Board members have expressed interest in serving as a Coalition officer and understand the commitment required to the Coalition through the current succession plan.

To be presented at the Full Board meeting: June 22, 2017

Supporting Documentation Available:

- Coalition By-Laws

Section

3



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Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Personnel Policies Revision

PROPOSED ACTION

Approve revisions to the Personnel Policies.

BACKGROUND INFORMATION

On June 23, 2016, the Board of Directors unanimously approved the Personnel Policies.

Personnel Policies have been revised as indicated in the attached to be effective on July 1, 2017; if approved by the Board of Directors on June 22, 2017.

Due to the restructure of the Org Chart, titles with strikethrough have been revised throughout the Personnel Policies.

Several policies have been added as suggested by *The Krizner Group* for implementation, to comply with today's ever-changing employment laws.

The staff is recommending the following changes to the Personnel Policies for FY 2017 – 2018:

- | | |
|---------|---|
| Page 6 | ANNOUNCEMENT OF NEW/VACANT POSITIONS – 3 rd paragraph – Added “If no qualified/interested applicants for a position(s) apply from within the Coalition or from a community partner within three (3) days, the Administrative Services / HR Director will make the decision as to how to advertise the position(s) to the public.” 4 th Paragraph – strikethrough “determine” – added “assist the hiring supervisor with the”. |
| Page 8 | COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY – Policy Overview – 1 st sentence – added “mobile computing devices” – strikethrough “laptop computers, pagers, mobile phones”.
Confidentiality and Acceptable Systems Usage – 2 nd Paragraph, 4 th sentence – added “All systems messages are Coalition records.” |
| Page 9 | Software, Personal Disks, and Networking – 5 th Paragraph, 1 st sentence – added “employment category”. |
| Page 10 | CONFIDENTIALITY OF INFORMATION – 2 nd Paragraph, 1 st sentence – strikethrough “the course of”. |

- Page 11 CONTAGIOUS ILLNESS – 2nd Paragraph, 1st Sentence – strikethrough “department”.
3rd Paragraph, 2nd sentence – added “an active”.
- Page 15 DRESS CODE – 2nd Paragraph – strikethrough “organization” – added “Coalition’s”.
- Page 17 EMPLOYEE BENEFITS – Retirement Fund – 1st sentence – added “all wages earned.”
– Strikethrough “regular wages, excluding overtime, bonuses and pay out of unutilized
PLT.”
- Page 18 EMPLOYEE BENEFITS – Voluntary Coverages – added “(i.e., Colonial, AFLAC, etc.)”.
- Page 18 EMPLOYEE BENEFITS - Personal Leave Time (PLT) – Added accrual based upon
anniversary date chart and more specific language for better understanding on the policy.
- Page 22 EMPLOYEE BENEFITS – Personal Leave Donation – 1st Paragraph – strikethrough “In
the event that” – added “If” – strikethrough “as defined under Sick Leave”. 2nd
Paragraph – Added “A “PLT Donation Request” form is available to all staff in the event
they need PLT time donated to them. The form can be found on the x: drive in the
forms folder. The employee in need of PLT donation will fill out the “PLT Donation
Request Form” and email it to the Administrative Services / HR Director for
communication with the Chief Executive Officer and approval. Once approved, the
Administrative Services / HR Director will communicate with all staff via email,
requesting voluntary time donation for “a staff in need”. At the discretion of the
employee, the name can and will remain anonymous, in compliance with HIPPA.”
Strikethrough “NOTE: Personal leave will only be paid if an approved Leave Request is
submitted and approved by the immediate supervisor with the employee’s time sheet via
EWS.”
Maternity Leave – Strikethrough “Employees on maternity leave are not eligible for paid
holidays.”
Workers Compensation Insurance – 2nd Paragraph, 2nd sentence – Strikethrough “injury”
– added “Form”.
- Page 29 INVOLUNTARY SEPARATION – 2nd sentence – Added “as appropriate to their
department”.
- Page 29 Open Office Environment – Added policy
- Page 31 PAY TRANSPARENCY – Added policy
- Page 32 SAFETY – Distracted Driver - EMPLOYMENT REFERENCE PROHIBITION – 1st
Sentence – Strikethrough “The Coalition supplies certain employees with cell phones or
other personal data devices, such as iPhones or Androids for business purposes.” 2nd
Sentence – Strikethrough “data”, Added “mobile computing”. 3rd Paragraph -
Strikethrough “data”, Added “mobile computing”.

To be presented at Board Meeting: June 22, 2017

Supporting Documentation Included:

- Draft Personnel Policies



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EARLY LEARNING COALITION OF MARION COUNTY, INC.

PERSONNEL POLICIES

Effective: July 1, 2017

Adopted by Board of Directors:

Robert Colen
Chairman

June 3, 2016 revised and approved by Board on June 23, 2016
Date

June 3, 2016



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PERSONNEL POLICIES

EARLY LEARNING COALITION OF MARION COUNTY, INC.

GENERAL STATEMENTS

Early Learning Coalition of Marion County, Inc. hereinafter sometimes referred to as the Coalition is an equal opportunity employer. Early Learning Coalition of Marion County, Inc. certifies compliance with applicable Federal Labor laws, including non-discrimination by reason of race, color, sex, creed, religion, national origin, handicap, political opinions or affiliation, age (except as provided by law), marital status, relating to recruitment, retention, examination, appointment, training, promotion, demotion, compensation, discipline, separation or any other employment practice, pursuant to Title VII of the Civil Rights Act of 1964 as amended by The Civil Rights Act of 1991 and Lily Ledbetter Fair Pay Act of 2009.

The Board of Directors of the Early Learning Coalition of Marion County is responsible for setting the policies of this Organization. The Board employs the Chief Executive Officer, to whom it delegates responsibility for the day-to-day administration of the Organization, including decisions concerning the hiring, firing and disciplining of employees. Employees of Early Learning Coalition of Marion County have the right to appeal decisions made by the Chief Executive Officer as provided in this manual.

No policy or provision in this manual is intended to create a contract binding the employee or employer to an agreement of employment for a specific period of time. Employment may be terminated by either the employee or employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Chief Executive Officer, for positions approved by the Board of Directors may authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

Media contact regarding business of Early Learning Coalition of Marion County by an employee, other than the Chief Executive Officer, is prohibited, unless authorized by the Chief Executive Officer or Board Chair.

Early Learning Coalition of Marion County reserves the right to add, change, modify or eliminate policies and procedures contained in this manual, as it deems necessary.



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ABUSE REPORTING

POLICY

All staff members at the Coalition are obligated under Florida law (F.S. 415 and Chapters 39 and 984) to report any information regarding physical abuse, sexual abuse, emotional abuse, neglect, exploitation abuse of a child, disabled adult, or aged person to the State Abuse Registry immediately. The Abuse Registry toll free telephone number is: 1-800-96-ABUSE.

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY / NON-DISCRIMINATION STATEMENTS

POLICY

The Coalition is committed to providing equal employment opportunity to all persons without regard to race, color, sex, creed, religion, national origin, disability, pregnancy, military status, political opinions or affiliation, age (except as provided by law), marital status, citizenship status, or veteran status, except where required or permitted by law. The Coalition is committed to equal opportunity for all applicants and employees in personnel matters including recruitment and hiring, benefits, training, promotion, transfer and layoff or termination. We strive for a staff that reflects diversity. The Coalition complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of harassment.

It is our policy to comply with the salary basis requirements of all existing wage laws. Therefore, we prohibit all Coalition leadership from making any improper deductions from employees. If an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the ~~direct supervisor~~ **Administrative Services / HR Director**. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

We will attempt to achieve and maintain a diverse work force. These steps may include but are not limited to, the following:

1. Ensuring that the Coalition policy regarding equal employment opportunity is communicated to all employees.
2. Ensuring that hiring, promotion and salary administration practices are fair and consistent with the policy of the Coalition.
3. Employing only United States citizens and legal resident aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.
4. Making reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship in the Coalition carrying out its responsibilities.



Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the Coalition.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Chief Executive Officer. Any reported violations of this policy will be investigated as confidentially as possible. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

ANNOUNCEMENT OF NEW/VACANT POSITIONS

POLICY

The Coalition will announce all new/vacant full-time positions for three (3) days within the Coalition and partners as determined appropriate by the Chief Executive Officer prior to any outside recruitment.

All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested and qualified.

If no qualified/interested applicants for a position(s) apply from within the Coalition or from a community partner within three (3) days, the Administrative Services / HR Director will make the decision as to how to advertise the position(s) to the public.

The ~~Chief Executive Officer~~ Administrative Services / HR Director will ~~determine~~ assist the hiring supervisor with the appropriate procedures for moving forward with filling the vacancy(ies), as best meets the needs of the Coalition.

RESUME RETENTION

POLICY

All resumes received for solicited or unsolicited job openings will be kept on file by the Coalition in an active file for a period of one (1) year from the date they are received by the Coalition. Pursuant to Chapter 119, Florida Statutes, resumes are subject to public review; therefore, job candidates shall be notified that their applications/resumes are public record.

Additional information on Records Management may be found in the Coalition's Fiscal Policies and Procedures manual.

BACKGROUND SCREENING DURING EMPLOYMENT

POLICY

The Coalition must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgment provisions verifying agreement Personnel Policies (7/1/17)



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to this handbook, that the Coalition may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a legal manner. The Coalition reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

The Coalition shall register with the Florida Department of Law Enforcement (FDLE). All employees that work with the Coalition will be screened in a manner consistent with s.943.0542, F.S. The Coalition shall obtain the following documentation for new employees prior to their first day of employment. For monitoring and audit purposes, the Coalition shall maintain on file verification of all ELCMC personnel and any sub-recipient or contractor's personnel, if applicable, and unless excluded as described below, assigned to work for the Coalition-

- Documentation the individual complies with the background screening standards set forth in s.435.04, F.S.
- The highest level of education claimed, if the position requires.
- All applicable professional licenses claimed, if the position requires
- Applicable employment history, if the position requires.
- To be in compliance, employee background screenings must be from no earlier than five (5) years before the individual's effective date.
- The Coalition shall update the background screening every five (5) years before the anniversary date of the prior background screening check and thereafter if the individual continues working for the Coalition.
- The Coalition shall repeat the background screening if there is a ninety (90) day lapse in employment from work. The Coalition will rescreen the individual before reassigning the individual for employment.
- The Coalition shall arrange for and pay all the costs for background screenings.
- The Coalition shall require each employee it assigns to notify the Coalition within ten (10) days of being arrested for any criminal offense.
- The Coalition shall review the alleged offense, determine if the offense is one that would exclude the employee under a Level 2 screening and, if so, remove the employee from work.
- The Coalition shall not allow the employee to return to work until the employee has been cleared of all charges.
- The Coalition board members and volunteers who interact with children on an intermittent basis for less than ten (10) hours per month are not required to be background screened as long as the person who meets the background screening requirements of the agreement has the board member or volunteer in his or her line of sight during any interaction with children.
- Require each employee it assigns to contract with the Coalition to notify the Coalition within 10 days of being arrested for a criminal offense.
- Review the alleged offense to determine if 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.
- Not permit the employee to return to work on the contract until cleared of all charges.

Any sub-recipient, contractor or subcontractor who does not meet the definition of "Qualified Entity" but who will perform duties under contract with the Coalition and who is permitted access to a child care location while children are present, or who will have access to confidential information about the children in care or their family, shall comply with all of the above.



Any contractor or subcontractor who does not meet the definition of “Qualified Entity” and will perform duties under the contract with the Coalition will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential information about either a child in care or his family is not required to submit its employees to a background screening.

COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

POLICY

I. Policy Overview

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e-mail, voice mail, desk and **mobile computing devices** ~~laptop computers, pagers, mobile phones,~~ faxes or facsimiles, internet, and intranet) sent or received by employees using any Coalition provided Communication or Computer Systems (“Systems”). The Coalition reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

II. Confidentiality and Acceptable Systems Usage

The Coalition’s Systems are intended for Coalition business only. All information transmitted or stored in Coalition Systems (e.g., customer lists, documents relating to policies and procedures) is the sole and exclusive property of the Coalition. Such information may not be disclosed to any person outside of the Coalition nor may any such information be removed from our premises without the express permission of the Chief Executive Officer. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

The Coalition may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the Coalition is met. Employees should not expect any privacy when using Coalition computers or email. **All systems messages are Coalition records.** The contents of the Coalition systems may be disclosed to the Coalition without your permission. Therefore, employees should not assume that messages and communications are confidential.

III. Personal Use of the Coalition’s Communication and Computer Systems

A. General Usage

Because personal communications can be accessed without prior notice, employees should not use Coalition Systems to transmit any messages, or to access any information, which they would not want a third party to see. Although incidental and occasional personal use of the Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all



times strictly prohibited from accessing or downloading information from the Internet for personal use.

B. Telephone Usage

The Telephone Systems (including voice mail) at the Coalition are the property of the Coalition and are provided for business purposes. The Coalition may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Coalition's telephone systems to be private.

C. Personal Mail

All mail which is delivered to the Coalition is presumed to be related to Coalition business. Mail sent to an employee at the Coalition will be opened by the office and routed to the employee's department. If employees do not wish to have your correspondence handled in this manner, it should be delivered to your home.

IV. Software, Personal Disks, and Networking

Computer software, whether purchased, developed, or modified by the Coalition, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior Coalition authorization. Any such computer software is the property of the Coalition and may not be copied or appropriated by employees for *personal* use during employment with the Coalition or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The Coalition does not condone the use of "bootleg" or "pirate" software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirate" software on the Coalition's computer system should notify a supervisor immediately.

The use of personal media devices or software in the Coalition's computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing the Coalition's Systems from remote locations via modem and from connecting Coalition Systems to outside systems via modem without prior authorization.

The IT Security Group will function as the responsible staff member for information technology and management of the Coalition computer network, as well as hardware and software issues. The IT Security Group will act as the point of contact with the Coalition's independent contractor and supplier of technology products.

Depending on an employee's position, **employment category**, workload, travel requirements or other determining factors, remote access to email and computer network files will be determined by the Chief Executive Officer. Affected staff members will be trained on those procedures as appropriate.

The Coalition utilizes a vendor for server colocation and information technology (IT) services.



CONFIDENTIALITY OF INFORMATION

POLICY

To protect the rights of the employees, clients and volunteers/interns by complying with Florida Statutes, with respect to confidentiality of records.

All information compiled during ~~the course of~~ Coalition business including, but not limited to, data entered into databases or during monitoring, shall be confidential and shall not be disclosed except to the following persons, officials and agencies in the performance of their official duties:

- Employees/agents of the Department of Children & Families
- Law enforcement agencies
- Office of the State Attorney
- Authorized personnel of the court
- Parents/Caregivers
- Others as determined appropriate by the Chief Executive Officer in compliance with Florida Statutes or other regulations

No information is to be disclosed without the prior knowledge and approval of the Chief Executive Officer.

In addition, files from the Coalition may not be removed from the office without the prior knowledge and consent of the Chief Executive Officer.

Violation of this policy will result in disciplinary action and/or termination of employment.

CONFLICTS OF INTEREST

POLICY

Employees, board members, volunteers/interns and agents must conduct business within the guidelines that prohibit actual, potential, or the appearance of a conflict of interest.

An actual, potential or the appearance of conflict of interest occurs when an employee, board members, volunteers/interns and agents is in a position to influence a decision that may result in personal gain for that employee or a relative as a result of the Coalition's business dealings. A relative is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

It is imperative that the employee, board members, volunteers/interns and agents disclose to the Chief Executive Officer, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. A Form 4A must be completed and filed with OEL if there is a potential conflict of interest. The following are not all inclusive:



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Outside Business Interest: Employees may have outside business interests and outside employment so long as these do not interfere with job performance. Employees may not benefit from outside employment or business interests that directly result from affiliation with the Coalition.

Outside Employment: No employee of the Coalition shall, during non-working hours, be engaged in any employment that is inconsistent or in legal, moral or technical conflict with Coalition duties.

Gifts and Gratuities: Employees are prohibited from accepting gifts, gratuities, free trips, personal property, or other items of value not to exceed \$25.00 from an outside person. Board members, volunteers/interns and agents cannot accept gifts, gratuities, free trips, and/or personal property as a result of Coalition's business dealings. Items with mere sentimental or honorary value are not prohibited. Employees may not request any gift or gratuity of any kind from a customer or supplier. Refer to our Gift Reporting Policy set forth in detail herein.

Financial Interest: Employees, board members, volunteers/interns and agents are prohibited from having any direct or indirect financial interest in the assets, leases, or business transactions of the Coalition.

CONTAGIOUS ILLNESS

POLICY

The Coalition owes an obligation to the entire workforce to prohibit employees who have a serious infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from licensed physician that the condition is no longer contagious. The Coalition shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate confidential file.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the Human Resources department for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation, the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to Human Resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or an active communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.



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CYBER COMMUNICATION & SOCIAL MEDIA USE BY EMPLOYEES

POLICY

We recognize that employees will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout our Policies and Procedures and your job description, apply to your activities online. This includes any form of electronic communication, including but not limited to online publishing and discussion, including blogs, wikis, file sharing, user-generated video and audio, virtual worlds, LinkedIn and social networks whether or not associated or affiliated with our Coalition. The Coalition trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interest will result in disciplinary action, up to and including termination. By signing the acknowledgement to this Handbook, employees agree to allow the Coalition to utilize their image on its Coalition website, social media, printed material, and other public relations and advertising efforts both during and after employees' tenure with the Coalition.

Please abide by the following expectations:

1. Respect all confidential and proprietary information that you possess as a result of your relationship with the Coalition. Secure written permission to publish or report on conversations that are meant to be private or internal to the Coalition. Examples of confidential information include, but are not limited to, client information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed Coalition strategies. Do not post internal reports, policies, procedures, or other internal business-related communications.
2. When posting about your work at the Coalition, use your real name, identify that you work for the Coalition and the position that you hold. Be aware of your association with the Coalition in online social networks. If you identify yourself as an employee of the Coalition, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
3. Anytime you publish content on an external website regarding anything to do with work you do or any subjects associated with the Coalition use the following disclaimer: "The postings on this site are my own and don't necessarily represent the Coalition's position, strategies or opinions."
4. Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
5. Employees are prohibited from posting any type of photograph of any Coalition employee, client, parent, family member, or volunteer on any and all social networking sites without the express written approval of the Coalition.
6. Do not create a link from blog, website or other social posting to a Coalition website.
7. The Coalition respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to the Coalition administration.



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8. When the Coalition wishes to communicate publicly as an Organization – whether to the community or to the general public – it has well established means to do so. Only those designated by the Coalition have the authorization to speak on behalf of the Coalition.
9. Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your supervisor and consistent with the Coalition equipment policy.
10. Do not use your Coalition email address to register on social networks, blogs or other online tools utilized for personal use.
11. Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites will result in an employee's immediate termination.

DATING and FRATERNIZATION

POLICY

Non-supervisory employees are permitted to date, develop friendships, and form other consensual personal relationships with one another as long as such relationships do not impact their ability to perform at an exceptional level while at work. However, any such relationship that adversely affects the Coalition's spirit of teamwork, productivity, or overall cohesion will be addressed through corrective or disciplinary action. Moreover, any unprofessional workplace behavior that occurs because of personal relationships will not be tolerated and will be addressed accordingly. In contrast, supervisors will not be permitted to engage in dating, sexual, or other intimate personal relationships with employees. Actual perceived favoritism, misuse of authority, and unprofessional behavior may result from such relationships. Any such relationships should be promptly reported to the Administrative Services / HR Director for appropriate management. Nothing in this policy is intended to infringe upon employees' rights to engage in protected concerted activity.

DISCIPLINE AND TERMINATION

POLICY

To insure all employees are treated fairly, equitably and without prejudice in evaluating work performance. It is the Chief Executive Officer's responsibility to insure Personnel Procedures and rules are observed by all employees. When an employee is unable or unwilling to comply with established standards of performance or conduct, the Chief Executive Officer will take prompt, consistent and impartial corrective action. The Chief Executive Officer retains the right to suspend any disciplinary action which may be taken with such issues:

Absenteeism and Tardiness - It is difficult to properly serve customers when an employee does not report to work as scheduled. It also creates an unnecessary burden on fellow employees. Therefore, we cannot tolerate three (3) or more unwarranted absenteeism or tardiness within **ninety (90)** days.

Conflict of Interest - It is the Coalition policy to not tolerate employees dealing in any other business which competes with the Coalition. If an employee thinks that there is a possibility that he/she may have a conflict in this regard, it is his/her responsibility to notify a supervisor.



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Damage to Property - Deliberate or careless damage to the Coalition's property will not be tolerated.

Fighting, Threats, and Weapons - The Coalition will not allow fighting or threatening words or conduct. Possession of weapons of any kind on Coalition premises is prohibited.

Fraud, Dishonesty and False Statements - Falsification of any application, medical history record, invoice, paperwork, time record, or any other document is strictly prohibited. If an employee observes any such violations, he/she should report them to a supervisor or the Chief Executive Officer immediately.

Harassment - This Coalition strictly prohibits all forms of harassment. Please review the No Harassment Policy in this Handbook.

Insubordination - We expect every employee to follow the instructions of supervisors and other management. Failure to do so constitutes insubordination.

Misuse of Property - The Coalition policy prohibits the misuse of the equipment, or other property of customers, vendors, other employees or the Coalition.

Performance - Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level.

Sleeping and Inattention - Every employee is to be fully alert while on the job to ensure the safety of all employees and to properly serve our customers. Sleeping or inattention on the job is not acceptable.

Substance Abuse - Substance abuse is not tolerated at the Coalition. Our Drug and Alcohol Policy, set forth in detail herein (Drug Free Workplace) explains the policy regarding alcohol and drug use as well as the use of other intoxicants and mind-altering substances.

Theft - Theft in any form is not tolerated. To protect employees, customers and the Coalition, the Coalition reserves the right to inspect all desks, purses, briefcases, packages, vehicles and any other personal property which is brought onto Coalition property. If an employee wishes to remove any Coalition property - including scrap - from the premises, written permission, as appropriate must be obtained, in advance from a supervisor.

Unlawful Activity - No employee may engage in any unlawful activity either on or off the job as this can adversely affect the Coalition's reputation.

Violation of any of these policies will lead to discipline, up to and including immediate termination. This list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. Any questions about these basics, or what the Coalition expects of our employees, should be discussed with the employee's supervisor.



DRESS CODE

POLICY

It is the intent of the Coalition to exhibit both a professional environment and a professionally attired staff.

Personal neatness, proper dress and behavior by all personnel inspire trust and confidence in the ~~organization~~ **Coalition's** ability to perform quality services.

Behavior and dress code procedures shall apply to all staff members and volunteers/interns. Dress, grooming, and personal hygiene must be appropriate to the work situation to comply with any safety regulations policies, or concerns that may arise. Standards contribute to the morale of all employees and affect the business image the Coalition presents to the community.

DRUG FREE WORKPLACE

POLICY

The Coalition is obligated to maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988: 45 CFR Part 76 subpart F, ss. 76.630(c) and (d)(2), and 76.645(a)(1) and (b).

The Coalition will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of employment with the Coalition, employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is hired; b) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; c) when an employee suffers an on-the-job injury or is involved in an accident while at work; d) when an employee returns to work after a leave of absence of two weeks or more; or e) on a periodic or random basis. The presence of 0.084% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of this policy.

The Coalition will provide to each employee a statement that the Coalition prohibits unlawful manufacturing, distributing, dispensing, possessing, or using a controlled substance or other mind-altering substances on Coalition property.

All applicants for employment will be required to sign the Consent to Pre-Employment Drug Testing form and submit to and pass a drug test in order to be considered for employment.

All employees are required to sign the Consent for Random Drug Testing form. Random testing may be done at any time the Coalition deems fit. In the event of an on-the-job accident, the injured employee will be required to submit to a drug test. If he/she refuses to submit to the test or the test is confirmed positive, he/she may be terminated. Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations or as deemed necessary by the Coalition.



All information, interviews, reports, statements, memoranda and drug test results, written or otherwise received by the Coalition as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Coalition will not release such information without a written consent form signed voluntarily by the person tested.

We will establish an ongoing drug-free awareness program. These steps may include but are not limited to, the following:

1. Informing employees, the dangers of drug abuse in the workplace.
2. Ensuring the policy of maintaining a drug-free workplace.
3. Create awareness on any available drug counseling, rehabilitation and employee assistance programs.
4. Enforcing penalties imposed upon employees for drug abuse violations occurring in the workplace.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees taking prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

As a condition of employment, the employee will-

-Abide by the terms of the statement provided for a Drug-Free Workplace.

-Notify the Coalition in writing, of his or her conviction for violating a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

OEL will be notified in writing within ten (10) calendar days of receiving notice from an employee of the employee's conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such conviction. The Coalition will also provide notice, including position title, to:

Division of Grants Managements and Oversight
Office of Management and Acquisition
U.S. Department of Health and Human Services
Room 517-D
200 Independence Avenue
SW Washington, DC 20201

(Notice shall include the identification number (s) of each affected grant).

Within thirty (30) calendar days of receiving notice of an employee violating a criminal drug statute occurring in the workplace that has been convicted the following actions will take place:

- The appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.

- Each employee will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program that a federal, state or local, health, law enforcement or other appropriate agency approved for such purposes.

Violation of any aspect of the Coalition's Drug Free Workplace policy will result in discipline up to and including immediate termination.



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EMPLOYEE BENEFITS

POLICY

Eligible employees (full-time permanent, including grant funded positions) of the Coalition are provided a wide range of benefits. A full-time, permanent employee is one who is hired to work a minimum of thirty-five (35) hours a week. A workweek begins on Monday and ends on Sunday.

Medical Insurance

Full time employees have the option to be covered under the Coalition's group medical insurance partially paid for by the Coalition (as funding permits) following their ninety (90) calendar days of full time employment; coverage will become effective the 91st day from the date of hire. Medical coverage for dependents may be purchased by the employee through payroll deduction.

COBRA

COBRA gives employees who are no longer employed with the Coalition and are no longer eligible to receive health benefits, the right to purchase group health coverage provided by the plan, under certain circumstances, for themselves or their families with medical care.

Life Insurance

Full time employees will be covered under the Coalition's group life insurance paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full time employment.

Dental Insurance

Full time employees will be covered under the Coalition's group dental insurance paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full time employment. Dental coverage for dependents may be purchased by the employee through payroll deduction.

Short Term Disability Insurance

Full time employees will be covered under the Coalition's group short term disability insurance policy paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full time employment.

Long Term Disability Insurance

Full time employees will be covered under the Coalition's group long term disability insurance policy paid for by the Coalition (as funding permits) beginning the first of the month following ninety (90) calendar days of full time employment.

Retirement Fund

Upon successful (defined as receiving at least "satisfactory" on the probationary evaluation completed after being employed with the Coalition for a period of ninety (90) days) completion of six (6) months of full time employment, employees are eligible to receive up to a 7% (determined by the Board of Directors on an annual basis, based on available funding) Coalition contribution to a 403(b) Plan based on ~~regular~~ **all wages earned**. ~~regular wages, excluding overtime, bonuses and pay out of unutilized PLT.~~ Employees become vested at the rate of 20% per year of employment beginning at the anniversary of their first year of employment with the Coalition, Personnel Policies (7/1/17)



for a total of 100% upon completion of five (5) years of full time employment. Eligible employees may contribute a percentage of their salary towards their 403(b) Plan. Information must be provided to Chief Finance Officer in writing detailing amount to be contributed and start date.

Voluntary Coverages

Supplementary insurance coverages may be purchased by the full-time employee from supplemental insurance coverage companies (i.e., Colonial, AFLAC, etc.) through payroll deduction upon completion of 90-day probation period.

Personal Leave Time (PLT)

~~PLT shall be awarded to full time employees, at the beginning of each fiscal year, as follows:~~ Full time employees, who have successfully completed their ninety (90) day probation period, are awarded at the beginning of each fiscal year as follows:

Length of Service

PLT Eligibility

0 – 6 months	0 hours
7 months to completion of 12 months	40 hours
13 months to completion of 48 months	120 hours
49 months to completion of 84 months	160 hours
85 months and forward	200 hours

PLT awarded at the beginning of the fiscal year will be based on the length of service of the employee at the anniversary date to occur during said fiscal year. If your seven month and one-year anniversary date fall within the same fiscal year you will be eligible for only forty (40) hours during said fiscal year. See the start date examples provided below:

Start Date	10/1/2015	Eligible 0 Hours	
7 Months	04/1/2016	Eligible 40 Hours	Prorated 4/1/2016 - 6/30/2016
1 Yr. Anniversary during New FY	07/1/2016	Eligible 120 Hours	Prorated 7/1/2016 - 6/30/2017
2 Yr. Anniversary during New FY	07/1/2017	Eligible 120 Hours	Prorated 7/1/2017 - 6/30/2018
3 Yr. Anniversary during New FY	07/1/2018	Eligible 120 Hours	Prorated 7/1/2018 - 6/30/2019
4 Yr. Anniversary during New FY	07/1/2019	Eligible 120 Hours	Prorated 7/1/2019 - 6/30/2020
5 Yr. Anniversary during New FY	07/1/2020	Eligible 160 Hours	Prorated 7/1/2020 - 6/30/2021
Start Date	03/1/2016	Eligible 0 Hours	
7 Months	09/1/2016	Eligible 40 Hours	Prorated 9/1/2016 - 6/30/2017
1 Yr. Anniversary during New FY	07/1/2016	Eligible 0 Hours	
2 Yr. Anniversary during New FY	07/1/2017	Eligible 120 Hours	Prorated 7/1/2017 - 6/30/2018
3 Yr. Anniversary during New FY	07/1/2018	Eligible 120 Hours	Prorated 7/1/2018 - 6/30/2019
4 Yr. Anniversary during New FY	07/1/2019	Eligible 120 Hours	Prorated 7/1/2019 - 6/30/2020
5 Yr. Anniversary during New FY	07/1/2020	Eligible 160 Hours	Prorated 7/1/2020 - 6/30/2021



Accrual based upon anniversary date is as follows:

Length of Service	Accrual per Pay Period	Annual PLT Hours
7 months to completion of 12 months	1.5 hours	40 hours
13 months to completion of 48 months	4.6 hours	120 hours
49 months to completion of 84 months	6.2 hours	160 hours
85 months and forward	7.7 hours	200 hours

~~PLT will be prorated based on termination date during said fiscal year for any employee who terminates employment with the Coalition.~~ Upon termination of employment and when adequate notice has been given as per the Coalition policy, unused PLT that has been accrued through the last full pay period and/or hours carried over will be paid out; not to exceed two hundred forty (240) hours.

NOTE: PLT time will only be paid if the Leave Request is approved via EWS by a supervisor.

~~PLT days must be used or forfeited each fiscal year. Unused PLT days shall not be carried forward into the next fiscal year.~~ Only forty (40) hours of PLT are allowable to be carried forward into the next fiscal year.

At the end of the fiscal year, PLT in excess of forty (40) hours will be lost and removed from the employee and accounting records.

PLT shall be used for all absences (sick, vacation, ~~annual leave~~, personal) except Holidays; unless in unexcused absence prior to or after a Holiday, as detailed below.

Each employee receiving at least 120 hours of PLT annually shall be expected to take at least five (5) continuous business days and not to exceed ten (10) continuous business days without prior approval by the Chief Executive Officer during each fiscal year. Only fifty percent of the awarded PLT may be used before December 31st of each fiscal year unless otherwise approved by the Chief Executive Officer.

PLT shall be charged in not less than quarter hour increments and not more than regularly scheduled work day (you cannot take ten (10) hours of PLT if your regular schedule is to work eight (8) hours a day). Salaried employees are required to take time in full day increments.

Scheduled PLT of less than one (1) week shall be requested at least five (5) business days prior to such leave ~~on the appropriate form~~ via EWS. Scheduled leave in excess of one (1) week shall require notice of at least one (1) month. All PLT must be approved by the employee’s immediate supervisor, after verifying employee has sufficient PLT time available. ~~with final approval by the Chief Executive Officer.~~

Unscheduled PLT taken due to an ~~unexpected~~ emergency shall require notification be given to his/her ~~Director~~ supervisor within one (1) hour. Every effort should be made by the employee to reach their immediate supervisor. In the event employees, cannot reach their immediate supervisor a voice mail message or email may be substituted. The employee must leave a contact number for the supervisor to reach them. Unexpected emergencies include, but are not limited to the following:

- Personal injury (non-job related) or illness of the employee



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- Non-routine medical, dental, optical or chiropractic examination or treatment
- Exposure to contagious disease which would endanger others as determined by a physician
- Illness or injury of a member of the employee's immediate family which requires the personal care and attention of the employee

If the employee remains away from the office on unscheduled PLT in excess of three (3) working days, it will be necessary for the employee to furnish a certificate of illness by the attending physician upon return to work stating that they were unable to work and that they are being released for full duty. A physician statement from a family member's doctor is also appropriate.

It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the supervisor's responsibility to send the employee home if the employee is unable to perform their job responsibilities effectively. If the employee has no PLT, the employee will not be paid for that period. An employee is expected to contact his/her supervisor at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time.

A medical release statement is to be submitted to the employee's supervisor for review before the employee returns to work in the following situations:

In all cases of work-related injury when the employee has been unable to work after the time of the injury;

When returning from medical or maternity leave of absence.

The Coalition recognizes that there are instances where, due to certain illnesses or injuries, an employee will be unable to return to work for an extended period of time. In such instances, it is the responsibility of the employee to notify ~~the Executive Director~~ his/her department supervisor. This notification shall include a statement written by the employee's medical doctor specifying the length of the absence, the anticipated return date and any restrictions which the employee may be under when returning.

As a joint protection to the employee and the Coalition, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee can perform his/her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

If the cause of the employee's illness or injury was job-related, the employee's supervisor will make a reasonable effort to assign the returning employee assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Any employee who has worked for the Coalition for a minimum of three (3) months is entitled to take three (3) days or the equivalent of unpaid leave, if available PLT has been exhausted, if they or a member of their immediate household have been the victim of domestic violence and need to engage in any of the following activities: (1) to seek an injunction for protection against domestic violence or repeat of sexual violence, (2) to obtain medical care or mental health care or counseling for the employee or the household member to



address issues resulting from domestic violence, (3) to obtain services from a victim services organizations, (4) to make the employee’s home secure from the perpetrator of domestic violence or to relocate to a new location to escape the perpetrator, or (5) to seek legal assistance to address issues that arose from the domestic violence or to attend or prepare for a court related proceeding relating to an act of domestic violence. Employees must provide appropriate advance notice to their supervisor of the need for leave unless they are prevented from doing so because of imminent danger. All employees must first exhaust any available PLT before being eligible to use domestic violence leave.

Holidays

The following are the paid holidays approved by the Coalition:

New Year’s Day	Martin Luther King’s Birthday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day

Full-time permanent employees are eligible for holiday pay.

In the event of the religious or cultural observance of a holiday other than those listed above, an employee may request that day in lieu of an approved holiday, or use PLT instead. Request for this time off must be approved at least five days in advance of the holiday.

If a Coalition observed holiday falls on a Saturday, it will be observed the preceding Friday, if the holiday falls on a Sunday, it will be observed on the following Monday ~~according~~ **per** local observances.

Those staff needed to work on a holiday will be given a “flex” day off within the same pay period for exempt employees and within the same work week for non-exempt employees, **if possible. In instances where “flexing” is not possible, over time will be allowed.** Eligible employees will be paid for holidays falling during a vacation period or on their regularly scheduled day off. **All holidays are eight (8) hour days.**

Employees must work their full shift the day prior to and the day following the Holiday to be eligible to receive Holiday pay unless PLT has been approved, or in an emergency situation.

Employees who do not work the day prior and the day following a Holiday because of an unscheduled absence will not be paid for the Holiday unless proof of emergency is presented upon their return (i.e., doctors note, automotive repair receipt, flight cancellation, etc.). If an employee has PLT time, the PLT time may be charged for the unscheduled absence and the Holiday.

Part time, temporary and substitute employees shall not be paid for observed holidays.



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Personal Leave Donation (PLT Donation)

~~In the event that~~ **If** an employee or their immediate family member as ~~defined under Sick Leave~~ has a catastrophic injury, illness or death AND does not have sufficient accrued PLT, at the discretion of the Chief Executive Officer, Coalition employees may donate a portion of their accrued personal leave time to that employee.

A "PLT Donation Request" form is available to all staff in the event they need PLT time donated to them. The form can be found on the x: drive in the forms folder. The employee in need of PLT donation will fill out the "PLT Donation Request Form" and email it to the Administrative Services / HR Director for communication with the Chief Executive Officer and approval. Once approved, the Administrative Services / HR Director will communicate with all staff via email, requesting voluntary time donation for "a staff in need". At the discretion of the employee, the name can and will remain anonymous, in compliance with HIPPA.

The purpose of the personal leave donation bank is to alleviate the hardship caused if catastrophic injury, illness, or death forces the employee to exhaust all personal leave time earned by that employee and thereby lose compensation.

1. This personal leave donation bank is available to those employees who have completely exhausted all personal leave time and who are not receiving temporary disability benefits under workers' compensation or under short term disability insurance.
2. When an event occurs as stated above, the ~~Chief Executive Officer will communicate with~~ **Administrative Services / HR Director will email staff of a Memo for** their willingness to donate a portion of their accrued personal leave. ~~to that employee.~~ It is completely voluntary for ~~an employee~~ **staff** to donate a portion of their accrued personal leave.
3. Once personal leave has been donated, it cannot be restored to the donating employee.
4. Any employee who wishes to transfer a portion of his/her accrued personal leave must indicate so via **email and EWS. writing.**

~~NOTE: Personal leave will only be paid if an approved Leave Request is submitted and approved by the immediate supervisor with the employee's time sheet via EWS.~~

Leave of Absence

Please note the Coalition does not meet FMLA (Family and Medical Leave Act) requirements.

1. Jury Duty/Subpoenaed Leave

Employees who have successfully completed their probationary period may request up to two weeks of paid jury duty leave over any one-year period upon presentation of documentation of sequester for jury duty. Jury compensation must be reimbursed to the Coalition.

An employee served with a subpoena requiring him/her to serve as a witness arising from a job related incident will be permitted time off to attend hearings/trial. Court fees received by the employee for such service must be reimbursed to the Coalition.



With verification from court personnel victims of a crime may submit a written request for “court attendance” for approval by the Chief Executive Officer. Time off will be charged to accrued PLT, or the employee may opt for time off without pay.

2. Maternity Leave

Employees are eligible for maternity leave after twelve (12) consecutive months of full time employment. The employee is entitled to leave of up to twelve (12) weeks without compensation. At the employee’s option, any portion of PLT may be utilized but may not exceed the twelve-week period. Medical documentation is required upon return to work.

Extensions of leave will not be routinely granted. When medical emergencies or hardships exist, the decision to extend maternity leave will be deferred to the Chief Executive Officer. Written justification for the extension will be required. As the Coalition employs less than fifty (50) employees, it is not subject to the parameters of the Family Medical Leave Act.

~~Employees on maternity leave are not eligible for paid holidays.~~

3. Bereavement Leave

One (1) to three (3) days, at the discretion of the Chief Executive Officer, may be allowed for a death in the family of a full-time employee. A family member is defined as: a spouse and parents thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters and spouses thereof; and any individual who is related by blood or affinity or whose close association with the employee is the equivalent of a family relationship. Criteria for the amount of time off allowed include but is not limited to, the employee’s relationship to the deceased, need for out of town travel and responsibility for handling funeral arrangements. Accrued PLT may be used in the event more time off is needed.

4. Military Duty Leave

Upon presentation of military orders, an unpaid leave of absence will be granted according to Federal requirements.

5. Voting Leave

During a primary or general election, an employee who is registered to vote whose hours of work do not allow sufficient time for voting shall be allowed the necessary time off with pay for this purpose. When the polls are open two (2) hours before or two (2) hours after the regularly scheduled work period, it will be considered sufficient time for voting.

6. Workers Compensation Insurance

The Coalition provides a comprehensive workers compensation insurance program at no cost to employees. The program covers injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Employees who sustain work related injuries or illnesses, no matter how minor, must inform the Administrative Services / HR Director or the Chief Executive Officer immediately. If the Chief Executive Personnel Policies (7/1/17)



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Officer is not available, the employee will notify their immediate supervisor who will in turn inform the Chief Executive Officer. An ~~injury~~ Incident Report **Form** must be completed immediately and called in to the workers' compensation insurance company for instruction regarding treatment. In the event an injury or illness is life threatening, seek medical help first then notify the insurance company. The Coalition is a drug-free workplace, therefore, in the event of an injury; the employee shall be required to submit to a drug test. A positive drug test will result in immediate termination and in accordance with the state and Federal laws; the employee will not be eligible for workers' compensation benefits.

Neither the Coalition nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Coalition. Failure of an employee to document job related injuries may result in disciplinary action including termination.

EMPLOYMENT REFERENCE PROHIBITION

POLICY

The Coalition prohibits employees from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the Administrative Services / HR Director for appropriate management. The Administrative Services / HR Director shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the Coalition from liability.

ETHICS

POLICY

The purpose of this Ethics Policy is to support a culture of openness, trust, and integrity in all the Coalition management and business practices. A well-understood ethics policy requires the participation and support of every Coalition employee and volunteer.

At the Coalition, we are dedicated to working with our employees, volunteers/interns, partners, vendors and clients to provide leadership and foster partnerships to optimize a quality early learning environment for our children through child care, Voluntary Pre-Kindergarten and parent education. We are committed to conducting all of the Coalition's affairs and activities with the highest standards of ethical conduct.

We are committed to the responsible use of the Coalition assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior.



The Coalition’s Code of Ethics is built on the Coalition values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

Our Values

Integrity

We pursue our mission with honor, fairness and respect for the individual. We uphold the values of the Coalition with openness and trust in every action and decision. We are committed to act in good faith, to comply with the rule of law and the Coalition policies and regulations.

Courtesy

The responsibility of everyone is to be courteous, polite and friendly to our customers and colleagues.

Inclusiveness

We are dedicated to a single purpose, fueled by a diversity of thought and action. We serve responsibly as members of all the communities in which we live and work.

Dedication

Committed to our clients, our cause and our values. We uphold the excellence that makes the Coalition a premier organization.

Excellence

We believe that striving to be the best in our work, our relationships, our ideas and our services is the greatest demonstration of our pledge to serving the community.

Sensitivity

We value our commitment to our clients, colleagues and volunteers by being respectful and sensitive.

Vision

In an effort to support our mission, we are willing to take prudent measures. We strive to be proactive, innovative and creative.

Loyalty

We remain loyal to the coalition, colleagues and clients by supporting and working together in all we do.

Code of Ethics

The summary code of ethics includes the following provisions:

- The Coalition employees and volunteers/interns must:
 - Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
 - Comply with applicable government laws, rules and regulations.
 - Maintain the confidentiality of information entrusted to them by the Coalition or its clients except when authorized or otherwise legally obligated to disclose.



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- Deal fairly with the Coalition clients, vendors, volunteers/interns, and employees.
- Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
- Proactively promote ethical behavior as a responsible partner among peers in the work environment.
- Protect and ensure the proper use of organization assets.
- Prohibit improper or fraudulent influence over any External Auditor.
- Not take any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any Federal offense in accordance with Section 1107 of the Sarbanes-Oxley Act of 2002.
- Not tamper with a record or otherwise impeding an official proceeding in accordance with Section 1102 of the Sarbanes-Oxley Act of 2002.

Our People

The Coalition is committed to provide a work environment that values diversity among its volunteers/interns and employees. All Personnel Policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our employees, volunteers/interns and clients. We will begin with employee orientation and regularly communicate all of these expectations to employees and volunteers.

The Coalition employees, volunteers/interns, contractors, and suppliers are expected to report any practices or actions believed to be inappropriate to their supervisor or another Coalition director.

Our Clients

We are dedicated to 100 percent client satisfaction. We are devoted to developing “client enthusiasm” and are passionate about exceeding client expectations. We dedicate ourselves to anticipating the changing needs of clients and creating timely, innovative and superior programs and services.

Conflict of Interest

The underlying principle of “conflict of interest” is that employees and volunteers/interns should avoid any activity, investment, or interest that might reflect unfavorably on the reputation of the Coalition.

As representatives of the Coalition, employees and volunteers/interns are obligated to place the interest of the Coalition, in any transaction involving the Coalition, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.



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Employees and volunteers/interns are expected to protect and maintain confidentiality regarding the Coalition's property including cash, equipment, records, and employee and client information except where public record laws require.

Reporting Ethics Violations

If an employee has questions or concerns about compliance with the subjects described in this policy, or are unsure about what is the "right thing" to do, the Coalition **strongly encourages** the employee to first talk with his/her immediate supervisor. If he/she feel uncomfortable talking to his/her immediate supervisor for any reason, write a letter to the Chief Executive Officer to report his/her concerns. Reporting of ethics violations will be treated as confidential information until resolved or until action is taken and can be communicated anonymously.

GIFT REPORTING

POLICY

Coalition employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with the Coalition. Additionally, unless specifically permitted by this policy, Coalition employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the Coalition. The only exceptions to this policy are as follows:

- Holiday business gifts of value totaling less than twenty-five dollars (\$25) in any single year that is for the shared departmental use or consumption
- Occasional meals in connection with actual business
- Awards of gifts provided by the Coalition in open recognition of an employee's contributions

All unpermitted gifts must be immediately declined, returned or disregarded. Employees must report to their supervisors and the Administrative Services / HR Director before the end of each month regarding all gifts received during the month.

Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

GRIEVANCE

POLICY

It is the policy of the Coalition that every employee and volunteer/intern regardless of position be treated with respect and in a fair and just manner at all times.

In the event that an employee or volunteer/intern believes he/she was not treated with respect and in a fair and just manner, he/she is encouraged to discuss a complaint or problem as soon as it develops, during regular office hours with their immediate supervisor who will attempt, without discrimination, to provide prompt and equitable solutions.



HARASSMENT

POLICY

The Coalition is committed to providing a work environment that is free of discrimination and unlawful harassment of any kind. Actions, words, jokes or comments based on an individual's sex, race, gender, pregnancy, military status, color, creed, age (except as provided by law), religion, national origin, disability, political opinion or affiliation, marital status, relating to recruitment, retention, examination, appointment, training, promotion, compensation, discipline, separation, employment practice, or any other legally protected characteristic will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that interferes with work performance or creates an intimidating, hostile or offensive work environment.

It is illegal and against Coalition policy for any employee to harass another employee or create a hostile working environment by committing or encouraging physical assaults on another employee. Also prohibited are intentional physical conduct that is sexual in nature, (touching, pinching, patting or brushing against another person's body), unwelcome sexual flirtations, advances or propositions, including gestures, jokes or comments made in the presence of an employee who has indicated that such conduct is unwelcome, verbal abuse of a sexual or other nature, and posting pictures, posters, or other materials that are sexual in nature or pornographic.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

If an employee feels that he/she is being harassed in any way by a coworker, a customer or a vendor, the employee should notify a supervisor immediately. The matter will be thoroughly investigated and where appropriate disciplinary action will be taken.

Any person who feels that he/she is being harassed or discriminated against must immediately report the offensive conduct to his/her direct supervisor. If the employee's direct supervisor is in any way involved in the alleged inappropriate behavior or is unavailable, the employee should report the conduct directly to the Chief Executive Officer. However, if the employee's direct supervisor and Chief Executive Officer are in any way involved in the alleged inappropriate behavior or is unavailable, the employee should report the conduct directly to the Board of Directors of the Coalition.

An employee will not be penalized in any way for reporting such improper conduct.

AMERICANS WITH DISABILITIES ACT

POLICY

It is the policy of the Coalition to afford equal opportunity to all employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations under the



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Americans with Disabilities Act. Such requests must be made to either the employee's direct supervisor or to the Administrative Services / HR Director of the Coalition. While the Coalition may not be able to make all requested accommodations, it will work with employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the Coalition.

INCIDENT REPORTING

POLICY

The Incident Report form will be used for documentation of ALL work related accidents and/or injuries including violence related incidents.

INVOLUNTARY SEPARATION

POLICY

The Coalition limits the ability to take tangible employment action, including the authority to hire and involuntarily separate employees, to the Chief Executive Officer position. The Chief Finance Officer, **Chief Programs Officer, and Chief Operations Officer** has the ability to take tangible employment action only in the absence of the Chief Executive Officer **as appropriate to their department**. No other individual within the Coalition is empowered to take such express actions.

NEPOTISM

POLICY

The Coalition prohibits working relationships between members of the same family in which one such employee has supervisory or managerial authority including hiring, promotion, salary, performance evaluation and other staffing decisions. For the purpose of this policy, family member is defined as a spouse, domestic partner, romantic partner, children, parents, siblings, nieces, nephews, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or step relationships. If such a relationship is discovered, the Coalition will take all necessary measures, including separation of employment, to rectify the violation of this policy.

OPEN OFFICE ENVIRONMENT

POLICY

Common courtesy and respect will go a long way in ensuring a productive environment in our workspace. To assist toward the goal of helping each of you be as productive as possible, we are providing the following guidelines:

Minimize hallway conversations



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While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close proximity. Be mindful of the potential for disruption and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

Limit noises

Keep the sounds coming from your workspace to a minimum. This means using earbuds when listening to music, picking up the phone after one or two rings, tuning the ring volume on your phone to a low setting, and avoiding screensaver sound effects. When away from your workspace, set your office phone to take voice messages and if you leave your cellphone behind when you leave your workspace, set it to vibrate. Be aware of your personal voice volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you, even when you are not thinking about it.

No confidential meetings

Avoid discussing personal and/or confidential matters at your workspace. Whether you are on the telephone or having a discussion with a coworker, your conversation may easily be overheard by others. Move to a conference room or step outside to discuss personal or confidential matters.

Be considerate of sensitivities to aromas

The sense of smell is one of the most powerful senses we possess. What smells good to one person, may not be enjoyed by another. Be careful of the smells you bring to the office. Be judicious in the use of cologne/perfume. Do not bring strong scented oils or room deodorizers to the workplace. Avoid eating strong-smelling food in your workplace as well.

Decorate with taste

You need to use good judgement when decorating your workspace. Avoid things that are controversial. This includes things that are political, spiritual, sensual, or cultural. Your choice décor should be in good taste without offending others.

Respect other's privacy

Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other's conversations. Resist the temptation to chime in on other's conversations or join them uninvited. Give others the same respect that you want.



PAY TRANSPARENCY

POLICY

The Coalition complies with the Pay Transparency requirements for Federal Contractors. As such, the Coalition will not discharge, discipline, or otherwise discriminating against, employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants.

For the Coalition, compensation includes: base pay, overtime pay, and provided benefits.

An employee who feels that they have been the victim of discriminating compensation practices is encouraged to bring their concerns to the Human Resources Department so that the concerns may be reviewed and resolved. Likewise, any employee that feels that they have been disciplined for seeking information about compensation or discussing their compensation or the compensation of other employees or applicants, should bring their concerns to the Human Resources Department.

Employees who work in the Human Resources Department, Finance Department, or serve in any other role where compensation information is obtained while performing their assigned job functions are protected by this regulation and are prohibited from disclosing any compensation information.

PAYROLL DEDUCTIONS

POLICY

The Coalition will make legally required and employee-selected deductions from each paycheck received.

PERFORMANCE EVALUATIONS

POLICY

The Chief Executive Officer shall establish and administer a system for the evaluation of the work performance of all employees of the Coalition.

The written employee performance evaluation program shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible, and to inform the employee of strengths and weaknesses on the job and to serve as a basis for discussion as to how the employee can improve performance.

Performance evaluations become a permanent part of the employee's personnel file and a copy is provided to the employee. This information will be held in strict confidence.

All new and re-hired employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of absence.



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If an employee has been in a position less than four (4) calendar months before the end of the fiscal year, the employee shall not receive an annual evaluation during the month of July as the employee will have just completed their probationary period and will have received an evaluation and potential salary increase for performance based on their initial **ninety (90)** calendar days' employment with the Coalition.

CHIEF EXECUTIVE OFFICER EVALUATION PROCESS

POLICY

The Chief Executive Officer shall be evaluated by a team of the Board of Directors of the Coalition. This team shall include members chosen by the Chair.

EVALUATION PROCESS FOR GRANT FUNDED POSITIONS

POLICY

In the event an employee is hired for a grant funded position lasting only one (1) year, they will receive a ninety (90) day probationary evaluation, however the twelve (12) month evaluation will not be performed, since the employee's position will end on their one-year anniversary. In addition, no probationary or other salary increases will be budgeted for this class of employee unless the grant is awarded for multiple years and includes funding for merit increases.

PERSONNEL INFORMATION AND PRIVACY

POLICY

The Coalition shall comply with applicable Federal and State laws regarding personnel information privacy.

Any exceptions to this policy must be approved by the Chief Executive Officer.

While complying with its governmental reporting and record keeping requirements, the Coalition strives to ensure that it handles all personal and job-related information about employees in a secure, confidential and appropriate fashion.

RELIGIOUS EXPRESSION

POLICY

The Coalition works diligently to respect the recognized religious beliefs of its entire team. As such, it welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on the Coalition's ability to properly fulfill its mission. An employee merely needs to codify the request for a religious accommodation and present it to the employees' supervisor or to ~~the Human Resources department~~ **the Human Resources department** for consideration and corresponding action. Examples of accommodations include using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or office attire requirements, or for other aspects of employment.



RESIGNATION

POLICY

Written notice of resignation must be submitted to the employee's immediate supervisor and the Chief Executive Officer.

Acceptable notice is two weeks, except for the Chief Executive Officer or others in supervisory positions. The length of acceptable notice for these positions is one (1) month. If the employee is receiving medical benefits at the time of resignation, Coalition provided insurance coverage is normally terminated the last day of the month following the date of resignation from the Coalition.

SAFETY

POLICY

It is the policy of the Coalition to provide a safe and healthy work environment for employees, volunteers/interns, clients and visitors and preserving the Coalition's assets and property.

All employees, volunteers/interns and representatives of the Coalition shall comply with this policy in order to protect the safety of the children we serve and his or her parents/caregivers, and reserving the Coalition's assets and property.

Responsibility for the safety and well-being of children rests with the parent (or guardian or caregiver assigned by the parent) and not with the Coalition personnel.

Coalition staff cannot supervise children while the parent (or guardian or caregiver assigned by the parent) is requesting/receiving services.

Children under the age of fourteen years may not be left unattended by an adult in any part of the Coalition office. If children under the age of fourteen are found without an adult, staff will attempt to locate the parent (or guardian or caregiver assigned by the parent).

DISTRACTED DRIVER - Personal Cell Phone or Similar Device Used for Business

~~The Coalition supplies certain employees with cell phones or other personal data devices, such as iPhones or Androids for business purposes.~~ Research indicates that phone calling, texting, or emailing using a cell phone or a personal data device while driving is dangerous, and may even approach the equivalent danger of driving while drunk. We recognize that other distractions occur while driving, however, curbing the use of cell phones, and personal data **mobile computing** devices during driving, is one way to minimize the risk of accidents.

Therefore, the Coalition prohibits employees from using Coalition-provided cell phones or personal data devices to text or email while driving either a rented or personal vehicle. Personal cell phones or personal data devices are restricted to usage only when operated in a hands free mode when driving a Coalition rented vehicle or when using a personal vehicle for Coalition business.



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This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, the Coalition, our clients, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Coalition, or any other Coalition related activities not named here while driving.

All employees are required to stop their vehicle in a safe location to use a cell phone or personal ~~data~~ **mobile computing** device.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

TATTOO

POLICY

Employees may not have any lewd or offensive indelible marks, tribals or figures (tattoos) visible on any exposed part of the body while wearing office attire. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body. Extremist tattoos or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, sexual orientation, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law. Indecent tattoos or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to insight lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of "indecent." Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.

VIOLENCE IN THE WORKPLACE

POLICY

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, vendors, and/or customers.

All persons at the Coalition should report instances of workplace violence. In emergency situations where the threat is imminent, employees should call 911 and request immediate assistance from the authorities.

In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is contributing to the risk of the workplace violence, the incident should be reported to the Administrative Services / HR Director immediately.



It is the policy of the Coalition to strive to minimize the likelihood of violence in the workplace through early intervention. Acts or threats of violence (explicit or implied) will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and referral to appropriate law enforcement authorities. For other than the Coalition employees, comparable appropriate action will be taken.

DEFINITIONS

Violence: An action which causes, is intended to cause, or is perceived as intent to cause physical harm to persons or damage to property.

Threat: Any gesture, act, or oral or written expression which is perceived as intent to cause physical harm to persons or damage to property.

WHISTLE-BLOWER

POLICY

The Coalition is committed to the highest standards of moral and ethical behavior by all employees and in all business dealings. Employees are expected to conduct Coalition business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to his/her immediate supervisor/Chief Executive Officer. If the employee is not comfortable reporting the suspected dishonest act or fraudulent activity to his/her immediate supervisor/Chief Executive Officer, they should follow the procedure outlined below.

All employees are covered by this policy.

PURPOSE

In accordance with section 112.3187(2), Florida Statutes (F.S.), the Whistleblower's Act is to prevent agencies or independent contractors from taking retaliatory action against an employee who reports to an appropriate agency violations of law on the part of a public employee or independent contractor that create a substantial and specific danger to the public's health, safety, or welfare. It is further the intent to prevent agencies or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.

PROCEDURE

If an employee believes that he/she has been subject to retaliation for protected whistleblowing, he/she can file a complaint with:

Office of Chief Inspector General, the Florida Commission on Human Relations at 1-800-342-8170, or the Whistleblower's Hotline at 1-800-543-5353 for whistleblower protection where the employee can disclose information as described below:



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- A violation of law, rule, regulation,
- Gross mismanagement,
- Gross waste of funds,
- An abuse of authority, or
- A substantial and specific danger to public health or safety

Reports of suspected wrongdoing including retaliation for disclosing minor offenses may also be submitted through the use of the Inspector General's automated web-based complaint for available at <http://www.flgov.com/ighome> or by mailing a complaint directly to: Whistle-blower's Hotline, P.O. Box 151, Tallahassee, FL 32302.



DRUG FREE WORKPLACE

POLICY

The Coalition will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of employment with the Coalition, employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is hired; b) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; c) when an employee suffers an on-the-job injury or is involved in an accident while at work; d) when an employee returns to work after a leave of absence of two weeks or more; or e) on a periodic or random basis. The presence of 0.084% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of this policy.

Coalition employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on Coalition property.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs which could affect their ability to perform his/her job in a safe and efficient manner must notify his/her immediate supervisor of this fact when he/she reports to work.

Violation of any aspect of the Coalition's Drug Free Workplace policy will result in discipline up to and including immediate termination.

All applicants for employment will be required to sign the Consent to Pre-Employment Drug Testing form and submit to and pass a drug test in order to be considered for employment.

All employees are required to sign the Consent for Random Testing form. Random testing may be done at any time the Coalition deems fit. In the event of an on-the-job accident, the injured employee will be required to submit to a drug test. If he/she refuses to submit to the test or the test is confirmed positive, he/she may be terminated. Additional testing may also be conducted as required by applicable state or federal laws, rules or regulations, or as deemed necessary by the Coalition.

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise received by the Coalition as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Coalition will not release such information without a written consent form signed voluntarily by the person tested.

I have read the above policy and wholly agree to abide by its contents.

Employee Signature

Date



By executing the acknowledgment form attached to these Personnel Policies, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, the Coalition may first withhold the value of such amount from any final compensation due to the employee including paychecks, or any other such earned benefit. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that the Coalition has legal entitlement to such property and will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

Employee Signature

Date

Personnel Policies/Procedures Acknowledgement

Effective 7/1/2017 –

I, _____ hereby certify that I have read and understand the Early Learning Coalition of Marion County, Inc. Personnel Policies & Procedures effective July 1, 2017 and promise to comply with all Personnel Policies & Personnel Procedures in the Handbook and on the x: drive.

Employee Signature *Date*

Witness *Date*

Section

4



In partnership with

United Way



Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: IT Policy

PROPOSED ACTION

Approve Information Technology Policy

BACKGROUND INFORMATION

The Office of Early Learning is requiring updates to the Coalition's Information Technology Policy due to changes in law, rule, and regulations.

The Coalition has updated information in the policy which is minimal to include job titles and grammar corrections for consideration by the Executive Committee.

Board Approved 4/28/2016

To be presented at Board Meeting: June 22, 2017

Supporting Documentation Available:

- IT Policy, to be in effect July 1, 2017

Section

5



In partnership with

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Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Approve 2017 – 2018 Anti-Fraud Plan, effective July 1, 2017

PROPOSED ACTION

Approve Coalition Anti-Fraud Plan for Fiscal Year 2017 – 2018 with an effective date of July 1, 2017. Coalition Anti-Fraud Plan will then be forwarded to OEL for their approval.

BACKGROUND INFORMATION

Rule 6M.9-400, Florida Administrative Code, Early Learning Coalition Anti-Fraud Plans, requires that coalitions submit a 2017 – 2018 Anti-Fraud Plan to the Office of Early Learning by June 30, 2017. Coalition Anti-Fraud Plan must be sent to the Office of Early Learning's Office of Inspector General no later than June 30th of each year. The Office of Early Learning will process the plan no later than September 1st of each year and shall notify the coalition in writing of approval or disapproval and the reasons for disapproval.

The attached has been completed using the Rule 6M-9.400, F.S. 1002.91, and previous Anti-Fraud Plans have been approved by OEL.

To be presented at Board Meeting: June 22, 2017

Supporting Documentation Included:

- Coalition Anti-Fraud Plan for Fiscal Year 2017 – 2018 effective July 1, 2017

Supporting Documentation Available:

- Memorandum dated February 17, 2017 from Sara Beth Hall, Inspector General



~~2016~~2017-~~2017~~2018

Anti-Fraud Plan

Effective: July 1, ~~2016~~2017

[Florida Statutes 1002.91 (8), the anti- fraud plan rule will set forth criteria for coalition anti- fraud plans, including due process procedures for removing recipients from the program.]

ELCMC Board Approved: ~~June 23, 2016. ELCMC Board Approved for Resubmission: August 25, 2016.~~

ELCMC-Early Learning Coalition of Marion County (Coalition) Anti-Fraud Plan

Pursuant to Section 1002.91(8) and Rule 6M-9.400(2), each early learning coalition shall adopt an anti-fraud plan addressing the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for School Readiness (SR) program and Voluntary Prekindergarten (VPK) Education Program services. The anti-fraud plan must be approved by the coalition board prior to submission to the Office of Early Learning.

The plan must be sent to the Office of Early Learning's Office of Inspector General no later than June 30 of each year. The submission may be submitted electronic or through the mail.

Definitions:

"Fraud" is an intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in an unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.

"Recipient" is the parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.

"Provider Fraud" In accordance with s.1002.91 (4), F.S., Coalition may suspend or terminate a provider from participation in the school readiness program when it has reasonable cause to believe that the provider has committed fraud.

If suspended, the provider shall remain suspended until the completion of any investigation by the office, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.

In the event a provider commits fraud, ~~ELCMC~~ the Coalition shall refrain from contracting with, or using the services of, the provider for a period of five (5) years.

A written description or chart identifying who in the organization will be responsible for investigating possible overpayments, fraud and abuse:

- ELCMCThe Coalition's Reimbursement /Compliance Department comprised of one Chief Finance Officer, one (1) Compliance Director and ~~two (2)~~ four (4) Client Services Counselors is responsible for investigating possible overpayments, fraud and abuse.

The Coalition's procedure for detecting and investigating possible acts of fraud, abuse and overpayments:

As a best practice, the Early Learning Coalition will utilize the following methods in detecting and investigating possible acts of fraud, abuse and overpayments:

- ELCMCThe Coalition's Compliance Department and Family Services Department reviews OEL's data quality reports and performs a thorough review on custodians identified in the data match report. The findings are gathered and reported to OEL as requested within the specified deadline.
- ELCMCThe Coalition's Family Services Department will carefully review documents when conducting SR eligibility interviews to check for authenticity and altered documents. Verification of employment will be required for any client who produces a verification of employment form. Other indicators will also include inconsistencies from previously reported information on employment such as rate of pay, marital status and dependents indicated on paystubs; inconsistencies on family composition from previously reported information, request for ACCESS benefits to prove household size if applicable, and the investigation of anonymous calls received by the organization regarding clients receiving services.
- ELCMCThe Coalition's Reimbursement/Compliance /Quality Initiatives Department will review randomly sampled attendance sheets and compare them to sign-in/sign out sheets, investigate sign in/sign out sheets and parents signatures that appear to be different than forms that are completed during the eligibility interview, times recorded on the sign-in and out sheets that are always the same, unannounced visits of attendance monitored if applicable; parental complaints/allegations against a provider, and anonymous calls received regarding potential provider fraud.

- ~~ELCMC's The Coalition's~~ Compliance Director spends sufficient time with providers during orientation to discuss fraud as it is described in the Statewide Provider Agreement for VPK and School Readiness, and as required throughout the year. ~~Information is included in monthly newsletters throughout the year and posted at various market days and also~~ on the coalition's website.
- Additionally, the ~~Executive Director Chief Executive Officer~~ of the coalition conducts the annual mandatory Contract Signing Meeting ~~and also and~~ discusses fraud with the providers and allows an opportunity for questions. ~~Implications are also discussed as well as possible outcomes of committing fraud.~~

Documented verification of child care referrals from other organizations:

- ~~ELCMC's The Coalition's~~ Resource and Referral ~~Department staff~~ receives and approves childcare referrals from approved outside agencies/partners. ~~Daily reviews are conducted by the ELCMC's Coalition's Family Services Director SR/VPK Director or Eligibility Manager SR/VPK Lead~~ to ensure that childcare has not exceeded the authorization dates. ~~In the event a childcare referral has exceeded the authorization end dates, services are terminated, and the parent and provider are notified via mail. If fraud has been determined the child care referring agency/partner will be notified by the Compliance Director and the suspected fraud reporting procedures will be enacted. A suspension or termination shall not be applied against recipients with a valid at-risk referral.~~

Fraud Prevention Procedures

~~If the applicant failed to report a minor change such as change of address, phone number, or employment that does not result in improper payments a suspected fraud report form will not be submitted. As a best practice the Early Learning Coalition has established a Fraud Prevention form to be completed at the time of the eligibility interview. The following penalties will apply:~~

~~**First Offense Penalty:** If the parent/guardian fails to comply with the terms and conditions of the School Readiness Program by not notifying the Early Learning Coalition of Marion County Inc. within the required 10 calendar day period, eligibility in the program will be re-determined at a **six (6) month** interval for a period of one year. Failure to re-determine the eligibility every six (6) months shall result in termination of~~

~~School Readiness Services. This penalty applies to changes in financial status such as receiving an increase in pay, change of employment without a 60-day lapse, or reporting unearned income that would not result in an overpayment. This penalty also applies to failure to report changes in living arrangements such as increase of family size, and/or marital status that would not result in an overpayment.~~

~~**Second Offense Penalty:** If the parent/guardian fails to comply with the terms and conditions of the School Readiness Program by not notifying the Early Learning Coalition of Marion County Inc. within the required 10 calendar day period for the **second** time, eligibility in the program will be re-determined at **three (3) month** intervals for a period of one year. Failure to re-determine the eligibility every three (3) months shall result in termination of School Readiness Services. This penalty applies to changes in financial status such as receiving an increase in pay, change of employment without a 60-day lapse, or reporting unearned income that would not result in an overpayment. This penalty also applies to failure to report changes in living arrangements such as increase of family size, and/or marital status that would not result in an overpayment.~~

~~**Third Offense Penalty:** If the parent/guardian fails to comply with the terms and conditions of the School Readiness Program by not notifying the Early Learning Coalition of Marion County Inc. within the required 10 calendar day period for the **third** time eligibility from the School Readiness Program will be terminated for a **three (3) month period** and the parent/guardian will be responsible for full child care costs to the provider. After the three (3) month termination period, the parent/guardian will be eligible to re-apply for services. The parent/guardian will be placed on a waiting list at the time of application if School Readiness Program funds are not available. Upon re-entering the program, the parent/guardian's eligibility will be re-determined at three (3) month intervals for the duration of the time that he or she may receive School Readiness Program services. Failure to re-determine eligibility every three (3) months after returning to the program will result in the termination of my School Readiness Program services.~~

Description of fraud hotlines, and how information is shared with parent, providers, employees and the public:

Any potential suspected fraud by parents or providers may be reported to the Compliance Director at (352)369-2315 extension 214. ~~This information~~ Information concerning reporting suspected fraud will be shared with parents, providers, employees, and the public by displaying posters in the meeting rooms, mandatory contract signing meetings, an overview of suspected fraud with new providers contracting with **ELCMC**

~~the Coalition during provider orientation, and memos will be distributed semi-annually in provider newsletters as a reminder to providers during provider market day and provider newsletters. and information will be posted on the Coalition website.~~

Description of the plan's procedures for parents, guardians or providers who have committed fraud:

For a parent, guardian or provider who has been suspected of committing fraud or misrepresentation to the ~~Early Learning~~ Coalition for falsification of forms or documents, providing false verification, misuse of benefits wrongfully paid the following steps will apply:

1. ~~ELCoalition~~ staff will provide a written ~~advance-advance~~ notice of the intended action to suspend or terminate benefits to the recipient to be affected. The written notice will clearly advise of the allegations, the basis of the allegations, the intended action and the date the action is to be imposed. The parent/guardian will receive the written ~~advance-advance~~ notice at least 14 calendar days prior to termination.
2. ~~ELCoalition~~ staff member will complete the suspected fraud report form which is located on the X: Drive in the coalition's procedures folder. All fields are to be completed and a brief written summary will be provided to the Compliance Director or designee.
 - a. ~~1.~~ Check yes or no if applicant has been notified
 - b. ~~2.~~ Date applicant notified
 - c. ~~3.~~ Program Type
 - d. ~~4.~~ Applicant/Provider's Name
 - e. ~~5.~~ If applicable SSN and Date of Birth
 - f. ~~6.~~ Applicant/Provider Street and Mailing Address if different
 - g. ~~7.~~ Discovery date, Date Reporting, Fraud Start Date, Fraud End Date and Fraud ~~_____~~ amount if applicable.
 - h. ~~8.~~ Summary describing Suspected Fraud
3. The completed Suspected Fraud Referral form and supporting documentation must be submitted to the Compliance Director or designee of the Early Learning Coalition within (10) business days of the suspected case for review to determine if there is reasonable cause of suspected fraud.

4. The Compliance Director or designee will review the Suspected Fraud Form and all supporting documentation to determine if there is reasonable belief that the applicant or provider knowingly:
 - a. Made a false or misleading statement to the ~~Early Learning~~ Coalition
 - b. Forged or provided false documentation to ~~ELC the Coalition in order to~~ obtain benefits or funds for services
 - c. Committed any act intended to mislead/misrepresent ~~ELC Coalition~~ staff while being interviewed for services
 - d. Caused ~~the Coalition~~ELC to disburse payments or benefits
 - e. Assisted or aided any person committing one of the forgoing acts, or committed a prohibited act described under Section 414.39, F.~~lorida~~ S.~~tatutes~~, then he or she may be guilty of fraud pursuant to Section 414.39 F.-S.
5. The Compliance Director or designee will establish the amount of overpayment and/or unauthorized ~~time period~~period for which payments were made.
6. If there is reasonable belief that the applicant or provider has committed suspected fraud the ~~ELC's~~ Compliance Director or designee will proceed with collecting all supporting documents, attendance, sign in-out sheets, conducting interviews, making telephone calls, review of parent files and making onsite visits if applicable.
7. The ~~ELC's~~ Compliance Director or designee will contact the parent/guardian or provider via phone to advise of allegations made, the basis of the allegations, the intended action and the date the action is to be imposed.
8. A letter will be mailed via Certified Mail Letter Return Receipt and Regular US ~~Mail mail will be mailed out~~ to the parent/ guardian or provider as a follow up to the phone conversation. The certified letter will be translated into the recipient's native language of the coalition's other communications with recipient have been translated. The certified letter shall include the following:
 - a. The allegations, the basis of the allegations, the intended action and the date the action is to be imposed.
 - a.b. The Certified Letter Return Receipt and Regular US mail letter will also include, if applicable, 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.
 - c. The amount of overpayment to be recovered and the time allotted for the overpayment to be recovered before a suspected fraud referral would be submitted to the Office of Early Learning's Fraud Referral System.

b.d. The procedure for the recipient to follow to attempt to appeal the decision.

e.e. A statement, in **bold print**, that the failure to file a timely appeal waives the right to an appeal.

d.f. The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable. This 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.

e.g. The parent/guardian understands that they may request copies of eligibility paperwork from their file at any time. Proper identification will be required to ensure confidentiality.

Process for reporting fraud and abuse through the OEL Fraud Referral System and primary coalition position responsible for implementing the early learning coalition's anti-fraud activities:

- o The Compliance Director ~~is responsible for administratingserves as the Coalition administrator for~~ the Office of Early Learning Fraud Referral System, implementing the early learning coalition's anti-fraud activities and electronic monthly reporting of recipients and providers terminated for fraud by submitting fraud referrals via the OEL Fraud Referral System, this includes the mandatory reporting of possible abuse or fraud, including the possible overpayment associated with the abuse or fraud, to the Office of Early Learning's Office of Inspector General.

Contact Information:

LaTrisha Sims, Compliance Director
Early Learning Coalition of Marion County Inc.,
-2300 SW 17th Rd

Ocala, FL 34471

(352) 369-2315 ext. 214 or fraud@elc-marion.org ~~lsims@elc-marion.org~~

Process for training personnel how to detect and prevent fraud, abuse, and overpayment:

- The coalition will provide annual training to all staff on how to detect and prevent fraud, abuse and overpayment. Additional training will be provided as determined appropriate by the Compliance Director and/or the Executive Chief Executive Officer-Director.
- On an annual basisbasis, the coalition will conduct a self-assessment of internal controls, policies and procedures and make any necessary changes, as appropriate.

Penalties for Suspected Fraud

Any person who commits an act of fraud is subject to the penalties provided in Section 414.39 (5)(a), F.S. The parent/guardian is also eligible for suspension or termination of benefits.

First Offense Determination: Eligibility is ~~terminated~~ suspended for the longer ~~shorter~~ of six months or full restitution of overpaid benefits.

Second Offense Determination: Eligibility is ~~terminated~~ suspended for the longer of one year or full restitution of overpaid benefits.

Third and subsequent Determination: Eligibility is ~~terminated~~ suspended for the longer of five years or restitution of overpaid benefits.

Due Process Procedures:

If the recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting the Coalition's Compliance Director and providing the necessary documentation to resolve the issue. The Chief Executive Officer Executive Director of the CoalitionELCMC shall not be involved in the pre-appeal resolution of the issue.

If the recipient believes that the issue was not resolved by the Coalition, the recipient may file a-a formal written appeal for review by the Chief Executive Officer Executive Director of the Coalition, using the following procedure:

- Submit a written appeal to the Chief Executive Officer ~~Executive Director~~ or ~~other~~ another Executive Staff person as designated by the Coalition Board.
- The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any documentation which supports the recipient's claim.
- The appeal shall 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.
- 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 Chief Executive Officer ~~Executive Director~~ or the original date of the intended action, whichever is later.
- The Chief Executive Officer ~~Executive Director~~ of the coalition or other Executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) days of receiving the appeal with a decision as to the potential whether the suspension or termination will be upheld or modified.
- The recipient who wishes to appeal the decision of the Chief Executive Officer ~~Executive Director~~ of the coalition or other Executive staff person designated by the coalition board may request further review by an appeals committee in accordance with 6M-9.400 (4)(e) subsection (e) of this rule.
- The request for further review by an appeals committee must be submitted to the coalition in writing with ten (10) calendar days of the date of the Chief Executive Officer ~~Executive Director~~ or other Executive staff person designated by the coalition's board'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 appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies/partners.
- The appeals committee shall be selected by the Chair/Acting Chair of the Board of the coalition and a chair of the appeals committee shall be named.
- The appeals committee shall be convened within forty-five (45) calendar days of receipt of the recipient's request for an appeal.
- The recipient shall be provided up to thirty (30) minutes to present their position and any information ~~any information~~ they wish the appeals committee to consider.

- The meeting shall take place at the Early Learning Coalition of Marion County Inc. located at 2300 SW 17th Rd., Ocala, FL 34471.
- The coalition staff, excluding the ~~Chief Executive Officer Executive Director~~ or other ~~executive~~Executive staff person designated by the coalition board, shall be available to provide any information requested by the committee.
- The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is 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.
- The appeals committee shall select or appoint a member of the coalition, excluding the ~~Chief Executive Officer Executive Director~~ or other ~~executive~~Executive staff person designated by the coalition board, to memorialize the events of appeals committee proceeding and the final determination including the basis for the decision.
- The appellant shall be notified in writing of the appeals committee's determination within ten (10) calendar days of the date of the meeting. This letter will be delivered to the appellant certified mail return receipt.
- The determination of the appeals committee shall be final.
- The due process procedures for providers will be provided for in the contract between ~~ELCMC the Coalition~~ and the provider, pursuant to Rule 6M-4.610, F.A.C.

Any overpayments received by the ~~ELCMC Coalition~~ will be submitted to the Compliance Director or designee. All monies paid will be in the form of a money order, or cashier's check. No Cash or Credit Cards will be accepted. All payments will be forwarded to the ~~Chief Finance Officer Finance Director~~ or designee to begin the process for collections for overpayments. The Compliance Director will notify the Office of Early Learning's Inspector General of any updates after a Suspected Fraud Referral has been submitted to the OEL Fraud Referral System.

Any repayment plans must be approved by the Chief Executive Officer or designee.
~~Executive Director.~~

Any restitution payments of a criminal prosecution that have been ordered by the court will follow the ruling from the court regarding the restitution plan.

Section

6



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Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Approval of the 2017 – 2018 Sliding Fee Schedule

PROPOSED ACTION

Approve the Sliding Fee Schedule Option C and modification of parent fees based on the updated Federal Poverty Level Guidelines and guidance received from the Office of Early Learning for fiscal year 2017 – 2018.

BACKGROUND INFORMATION

Annually the Federal Poverty Level Guidelines are reviewed and updated as necessary. Based on the increase of the federal poverty level income, the sliding fee schedule is adjusted as appropriate.

Additionally, the proposed sliding fee schedule has slight modifications to the parent fees for the 2017 – 2018 fiscal year based on moving to Option C. The proposed change is due to OEL including the State Median Income (SMI) table with the Federal Poverty Level (FPL) table instead of having two separate tables. This combination caused the co-pay amounts to exceed the maximum provider payment on several of the higher income brackets, therefore the Coalition would not be able to serve school age children if the parent income falls in those brackets. Moving to Option C will allow the Coalition to continue to serve all children that remain eligible. The 10% parent fees are based on the Program Guidance 400.01, Federal Poverty Guidelines.

To be presented at the Full Board meeting: June 22, 2017

Supporting Documentation Included:

- Proposed Sliding Fee Schedule for 2017 - 2018
- Current Board Approved Sliding Fee Schedule for 2016 – 2017

Supporting Documentation Available:

- OEL Program Guidance 400.01 Federal Poverty Guidelines

Sliding Fee Scale for Marion Coalition
 Effective date July 1, 2017

Florida's Office of Early Learning Fee Schedule
 DRAFT SIMPLIFIED SLIDING FEE SCHEDULE

DAILY FEE

----- Annual Gross Income - Number of persons in Family -----

Full-Time	Part-Time	FPL as indicated unless exceeds	Annual Gross Income - Number of persons in Family															SIBLING DISC. 25%			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	FULL TIME	PART TIME		
1.18	0.59	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.88	0.44
6%	based on 5105	up to 50%	6,030	8,120	10,210	12,300	14,390	16,480	18,570	20,660	22,750	24,840	26,930	29,020	31,110	33,200	35,290				
2.36	1.18	FPL	6,031	8,121	10,211	12,301	14,391	16,481	18,571	20,661	22,751	24,841	26,931	29,021	31,111	33,201	35,291	1.77	0.89		
6%			12,060	16,240	20,420	24,600	28,780	32,960	37,140	41,320	45,500	49,680	53,860	58,040	62,220	66,400	70,580				
5.50	2.75	85% SMI	12,061	16,241	20,421	24,601	28,781	32,961	37,141	41,321	45,501	49,681	53,861	58,041	62,221	66,401	70,581	4.12	2.06		
7%		130% FPL	15,678	21,112	26,546	31,980	37,414	42,848	48,282	53,716	59,150	64,584	70,018	75,452	80,886	86,320	91,754				
7.15	3.58	85% SMI	15,679	21,113	26,547	31,981	37,415	42,849	48,283	53,717	59,151	64,585	70,019	75,453	80,887	86,321	91,755	5.36	2.68		
7%		150% FPL	18,090	24,360	30,630	36,900	43,170	49,440	55,710	61,980	68,250	74,520	80,790	87,060	93,330	99,600	105,870				
9.42	4.71	85% SMI	18,091	24,361	30,631	36,901	43,171	49,441	55,711	61,981	68,251	74,521	80,791	87,061	93,331	99,601	105,871	7.06	3.53		
8%		170% FPL	20,502	27,608	34,714	41,820	48,926	56,032	63,138	70,244	77,350	84,456	91,562	98,668	105,774	112,880	119,986				
10.68	5.34	85% SMI	20,503	27,609	34,715	41,821	48,927	56,033	63,139	70,245	77,351	84,457	91,563	98,669	105,775	112,881	119,987	8.01	4.01		
8%		185% FPL	22,311	30,044	37,777	45,510	53,243	60,976	68,709	76,442	84,175	91,908	99,641	107,374	115,107	122,840	130,573				
13.08	6.54	85% SMI	22,312	30,045	37,778	45,511	53,244	60,977	68,710	76,443	84,176	91,909	99,642	107,375	115,108	122,841	130,574	9.81	4.91		
9%		200% FPL	24,120	32,480	40,840	49,200	57,560	65,920	74,280	82,640	91,000	99,360	107,720	116,080	124,440	132,800	141,160				
15.71	7.86	85% SMI	24,121	32,481	40,841	49,201	57,561	65,921	74,281	82,641	91,001	99,361	107,721	116,081	124,441	132,801	141,161	11.78	5.89		
10%			29,898	39,098	48,297	57,497	66,696	75,895	77,620												

Parents receiving hourly care pay up to the part time fee.
 Second and all additional children pay a reduced fee.

2017 Poverty Level (FPL) effective January 26, 2017

Option C

Please answer the following questions:

- (1) If there is a sibling discount what is the percentage? Yes
- (2) If any family pays more than 10% of their gross income for child care, please complete and attach the justification form that explains how the fees will not limit parent access to services.
- (3) Describe at what points during the year school age schedules are adjusted. For example, beginning of summer, end of summer, spring break, etc. Begin & End of Summer Only

Florida's Office of Early Learning SLIDING FEE SCHEDULE

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----															SIBLING DISC. 25%		
Full-Time	Part-Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	FULL TIME	PART TIME	
2.23 6%	1.12	50%FPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.67	0.84
			5,940	8,010	10,080	12,150	14,220	16,290	18,365	20,445	22,525	24,605	26,685	28,765	30,845	32,925	35,005		
2.33 6%	1.17	50-75%FPL	5,941	8,011	10,081	12,151	14,221	16,291	18,366	20,446	22,526	24,606	26,686	28,766	30,846	32,926	35,006	1.75	0.88
			8,910	12,015	15,120	18,225	21,330	24,435	27,548	30,668	33,788	36,908	40,028	43,148	46,268	49,388	52,508		
3.49 6%	1.75	75-100%FPL	8,911	12,016	15,121	18,226	21,331	24,436	27,549	30,669	33,789	36,909	40,029	43,149	46,269	49,389	52,509	2.62	1.31
			11,879	16,019	20,159	24,299	28,439	32,579	36,729	40,889	45,049	49,209	53,369	57,529	61,689	65,849	70,009		
4.65 6%	2.33	FPL	11,880	16,020	20,160	24,300	28,440	32,580	36,730	40,890	45,050	49,210	53,370	57,530	61,690	65,850	70,010	3.49	1.75
			13,860	18,691	23,521	28,351	33,181	38,011	42,853	47,706	52,560	57,413	62,267	67,120	71,974	76,827	81,681		
6.33 7%	3.17		13,861	18,692	23,522	28,352	33,182	38,012	42,854	47,707	52,561	57,414	62,268	67,121	71,975	76,828	81,682	4.75	2.38
			15,841	21,361	26,881	32,402	37,922	43,442	48,976	54,523	60,070	65,617	71,164	76,711	82,257	87,804	93,351		
7.24 7%	3.62	150%FPL	15,842	21,362	26,882	32,403	37,923	43,443	48,977	54,524	60,071	65,618	71,165	76,712	82,258	87,805	93,352	5.43	2.72
			17,820	24,030	30,240	36,450	42,660	48,870	55,095	61,335	67,575	73,815	80,055	86,295	92,535	98,775	105,015		
8.14 7%	4.07		17,821	24,031	30,241	36,451	42,661	48,871	55,096	61,336	67,576	73,816	80,056	86,296	92,536	98,776	105,016	6.10	3.05
			18,513	24,964	31,415	37,867	44,318	50,769	57,236	63,719	70,201	76,684	83,166	89,649	96,132	102,614	109,097		
9.20 8%	4.60		18,514	24,965	31,416	37,868	44,319	50,770	57,237	63,720	70,202	76,685	83,167	89,650	96,133	102,615	109,098	6.90	3.45
			19,205	25,898	32,591	39,283	45,976	52,669	59,378	66,103	72,828	79,553	86,278	93,003	99,728	106,453	113,178		
9.71 8%	4.86		19,206	25,899	32,592	39,284	45,977	52,670	59,379	66,104	72,829	79,554	86,279	93,004	99,729	106,454	113,179	7.28	3.64
			19,898	26,832	33,766	40,700	47,634	54,568	61,519	68,487	75,454	82,422	89,389	96,357	103,325	110,292	117,260		
12.14 9%	6.07		19,899	26,833	33,767	40,701	47,635	54,569	61,520	68,488	75,455	82,423	89,390	96,358	103,326	110,293	117,261	9.10	4.55
			20,590	27,766	34,941	42,117	49,292	56,468	63,660	70,871	78,081	85,291	92,501	99,711	106,921	114,131	121,341		
12.65 9%	6.33		20,591	27,767	34,942	42,118	49,293	56,469	63,661	70,872	78,082	85,292	92,502	99,712	106,922	114,132	121,342	9.49	4.75
			21,283	28,700	36,117	43,533	50,950	58,367	65,802	73,254	80,707	88,160	95,612	103,065	110,518	117,970	125,423		
12.89 10%	6.45	185%FPL	21,284	28,701	36,118	43,534	50,951	58,368	65,803	73,255	80,708	88,161	95,613	103,066	110,519	117,971	125,424	9.67	4.84
			21,978	29,637	37,296	44,955	52,614	60,273	67,951	75,647	83,343	91,039	98,735	106,431	114,127	121,823	129,519		
14.35 10%	7.18		21,979	29,638	37,297	44,956	52,615	60,274	67,952	75,648	83,344	91,040	98,736	106,432	114,128	121,824	129,520	10.76	5.38
			22,869	30,839	38,808	46,778	54,747	62,717	70,705	78,713	86,721	94,729	102,737	110,745	118,753	126,761	134,769		
14.93 10%	7.47	200%FPL	22,870	30,840	38,809	46,779	54,748	62,718	70,706	78,714	86,722	94,730	102,738	110,746	118,754	126,762	134,770	11.20	5.60
			23,760	32,040	40,320	48,600	56,880	65,160	73,460	81,780	90,100	98,420	106,740	115,060	123,380	131,700	140,020		

Parents receiving hourly care pay up to the part time fee.
 Note: 10% Parent Fee was calculated using 260 days.

2016 Poverty Level (FPL) effective January 25, 2016

Refer to 6M-4.400, F.A.C.

- Please answer the following questions:
- (1) If there is a sibling discount what is the percentage?
 - (2) If any family pays more than 10% of their gross income for child care, please complete the attached justification form that explains how the fees will not limit parent access to services.
 - (3) Describe at what points during the year school age schedules are adjusted. For example, beginning of summer, end of summer, spring break, etc.

Section

7



In partnership with

United Way



Action Sheet

Executive Committee

June 8, 2017

SUBJECT: Travel Authorization for Chief Executive Officer and Officers

PROPOSED ACTION

Approve all necessary and appropriate travel expenses within the State of Florida for Chief Executive Officer and Executive Committee to conduct business on behalf of ELCMC, as well as represent ELCMC at those events, meetings, and conferences held throughout the fiscal year. Authorization includes travel to attend Florida's Office of Early Learning Technical (FOEL) Assistance trainings or in compliance with state statutes, various Committee Meetings, Association Meetings, and ELAC (Early Learning Advisory Council) Meetings through June 30, 2018.

BACKGROUND INFORMATION

Effective January 1, 2005, the AWI/Office of Early Learning adopted all policies and rules of the Florida Partnership for School Readiness. In April, 2004, Florida Partnership for School Readiness provided ELCMC staff with a copy of Reference Guide for State Expenditures issued by the Department of Financial Services through the Division of Accounting and Auditing. Pursuant to this document, Page 71, Section entitled TRAVEL FORMS states, "Section 112.061 (11), F.S., requires DFS to provide uniform Travel Authorization and Voucher Reimbursement Forms." Office of Early Learning Coalition Analyst has advised ELCMC staff and Board members need to comply with this Reference Guide regarding the requirements applicable to various categories of expenditures. To comply with this requirement, ELCMC Board of Directors needs to approve travel as stated above.

ELCMC Chief Executive Officer is authorized to approve travel requests for staff of ELCMC.

To be presented at Board Meeting: June 22, 2017

Supporting Documentation Available:

- Reference Guide for State Expenditures issued by the Department of Financial Services through the Division of Accounting and Auditing.
- Section 112.061 (11) Florida Statutes

Section

8



In partnership with



Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Approval for Board Chair to obligate the ELCMC with OEL for FY 2017 – 2018

PROPOSED ACTION

Request approval for the Board Chair to obligate the ELCMC with OEL (Office of Early Learning) for FY 2017 – 2018.

Each year the Coalition is required to enter into a Grant Agreement with the Florida Office of Early Learning in order to continue to provide the statutory services for the Voluntary Pre-Kindergarten and School Readiness Programs in Marion County, Florida.

It is anticipated that the Grant Agreement will be received by the Coalition from the Florida Office of Early Learning during June 2017.

To be presented at Board Meeting: June 22, 2017

Section

9



In partnership with



Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: 2017-2018 ELCMC Proposed Line Item Budget

PROPOSED ACTION

Review and make a recommendation to the Executive Committee on the 2017-2018 ELCMC Proposed Line Item Budget.

BACKGROUND INFORMATION

Governor Scott has not yet approved the State budget as of May 20, 2017 therefore, Coalition management is coming forward with two sets of proposals. The first set of proposals is based flat funding from the Office of Early Learning, one with a 3% average pay increase for staff and the second with a 4% average increase. The second set of proposals include the same pay increase scenarios but are based upon the State proposed budget awaiting Governor Scott’s approval. It also includes revenue for Outreach and Awareness Monitoring Initiative and Performance Funding Pilot program and the Early Learning Florida projects funded through the Office of Early Learning.

Match revenue is based upon the 6% match need and funding sources are identified under the Local Match heading.

The attached budget proposals comply with the current School Readiness allocation requirements as detailed in our Grant Agreement with OEL which are:

OEL Current Requirements	Proposed Coalition budget
Direct Service - minimum of 78%	Minimum of 80% based upon flat funding Minimum of 82% based upon State Proposed budget
Administration - maximum of 5%	Maximum of 5%
Non-Direct Services (including Admin and Quality) - maximum of 22%	Maximum of 20%
Quality - minimum of 4%	Minimum of 7%

On May 24, 2017, the Finance Committee approved a recommendation of a 3% salary increase for the 2017-18 proposed budget.

Supporting Documentation Included:

2017-2018 ELCMC proposed line item budget

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon Flat OEL Funding
3% Salary Proposal

GL Acct.	Revenues	Approved Budget (3B) 2016-17	Proposed Budget 2017-18	Variance \$ +/-	Variance % +/-
Contracts, Grants, and Other Financial Assistance		15,598,501.69	15,546,514.00	(51,987.69)	-0.3%
4001	FOEL: School Readiness	9,604,707.00	9,604,707.00	-	0.0%
4001	FOEL: Voluntary Pre-kindergarten	5,334,948.00	5,334,948.00	-	0.0%
4001	FOEL: Outreach & Awareness	15,440.00	14,359.00	(1,081.00)	-7.5%
4001	FOEL: Performance Funding Pilot	242,000.00	242,000.00	-	0.0%
4010	Match: Marion County	125,000.00	125,000.00	-	0.0%
4020	Match: Kids Central	-	31,000.00	31,000.00	100.0%
4020	Match: United Way	100,000.00	100,000.00	-	0.0%
4020	Match: Uncommitted	75,000.00	-	(75,000.00)	#DIV/0!
4020	Grants: Marion County Parent Fee	13,306.69	-	(13,306.69)	#DIV/0!
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	38,800.00	44,500.00	5,700.00	12.8%
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	8,300.00	5,000.00	(3,300.00)	-66.0%
4020	Grants: School Board of Marion County (YPP)	6,000.00	10,000.00	4,000.00	40.0%
4020	Grants: Early Learning Florida Lastinger Center	33,000.00	33,000.00	-	0.0%
4050	Gifts, Donations, and Pledges	2,000.00	2,000.00	-	0.0%
Investment Earnings		-	-	-	#DIV/0!
4101	Interest income	-	-	-	#DIV/0!
Other Miscellaneous Revenue		21,277.69	23,800.00	2,522.31	10.6%
4201	Miscellaneous income	-	-	-	#DIV/0!
4210	Revenue: Provider Trainings	3,963.53	7,700.00	3,736.47	48.5%
4300	Revenue: Special Events	8,064.16	7,100.00	(964.16)	-13.6%
4900	Revenue: Development	250.00	-	(250.00)	#DIV/0!
4999	Revenue: In-Kind	9,000.00	9,000.00	-	0.0%
		15,619,779.38	15,570,314.00	(49,465.38)	
Expenditures					
Employer Provided Salaries and Benefits		1,327,676.28	1,448,837.94	121,161.66	8.4%
5000	Salary: Directors (990 reportable)	166,813.33	174,706.35	7,893.02	4.5%
5001	Salary: Exempt	416,715.07	377,874.79	(38,840.28)	-10.3%
5002	Salary: Hourly	462,799.00	574,321.31	111,522.31	19.4%
5005	Payroll Tax: Social Security	64,741.00	69,867.95	5,126.95	7.3%
5006	Payroll Tax: Medicare	15,141.00	16,340.09	1,199.09	7.3%
5007	Payroll Tax: SUTA	3,523.02	3,116.40	(406.62)	-13.0%
5010	Insurance: Health	132,050.00	153,900.00	21,850.00	14.2%
5011	Insurance: Dental	8,122.00	9,357.12	1,235.12	13.2%
5020	Retirement: ER Contribution	47,598.00	56,345.12	8,747.12	15.5%
5030	Insurance: Life	2,584.00	2,754.00	170.00	6.2%
5031	Insurance: Short-term Disability	4,264.00	4,394.92	130.92	3.0%
5032	Insurance: Long-term Disability	3,325.86	5,859.89	2,534.03	43.2%
Staff Development		11,500.00	15,000.00	3,500.00	23.3%
5100	Staff Development	11,500.00	15,000.00	3,500.00	23.3%
5105	Tuition Reimbursement	-	-	-	#DIV/0!
Professional Services		111,481.00	114,471.00	2,990.00	2.6%
6000	Professional Services: Consultant	3,100.00	-	(3,100.00)	#DIV/0!
6001	Professional Services: Accounting	-	-	-	#DIV/0!
6002	Professional Services: Auditing	15,250.00	15,500.00	250.00	1.6%
6005	Professional Services: IT Management	31,131.00	29,556.00	(1,575.00)	-5.3%
6010	Professional Services: Legal	9,500.00	6,800.00	(2,700.00)	-39.7%
6020	Professional Services: Temp Employment	-	-	-	#DIV/0!
6025	Professional Services: Printing Svcs	5,500.00	5,500.00	-	0.0%
6030	Professional Services: Bldg Rprs & Mtn	15,000.00	9,940.00	(5,060.00)	-50.9%
6035	Professional Services: Other (Quality)	32,000.00	47,175.00	15,175.00	32.2%
Direct Services - Child Care		12,784,975.27	13,324,190.57	539,215.30	4.0%
6500	Direct Services	12,784,975.27	13,324,190.57	539,215.30	4.0%
Occupancy		45,394.00	45,572.00	178.00	0.4%
7000	Facility Rental (offsite events-Trainings)	-	-	-	#DIV/0!
7001	Utilities	20,651.00	21,282.00	631.00	3.0%
7005	Janitorial Services	16,725.00	16,350.00	(375.00)	-2.3%
7007	Lawn Service	3,990.00	3,900.00	(90.00)	-2.3%
7008	Security System	3,588.00	3,600.00	12.00	0.3%
7009	Pest Control	440.00	440.00	-	0.0%
Postage, Freight, and Delivery		4,025.00	3,825.00	(200.00)	-5.2%
7050	Postage and Shipping	4,025.00	3,825.00	(200.00)	-5.2%

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon Flat OEL funding
4% Salary Proposal

GL Acct.	Revenues	Approved Budget (3B) 2016-17	Proposed Budget 2017-18	Variance \$ +/-	Variance % +/-
Contracts, Grants, and Other Financial Assistance		15,598,501.69	15,546,514.00	(51,987.69)	-0.3%
4001	FOEL: School Readiness	9,604,707.00	9,604,707.00	-	0.0%
4001	FOEL: Voluntary Pre-kindergarten	5,334,948.00	5,334,948.00	-	0.0%
4001	FOEL: Outreach & Awareness	15,440.00	14,359.00	(1,081.00)	-7.5%
4001	FOEL: Performance Funding Pilot	242,000.00	242,000.00	-	0.0%
4010	Match: Marion County	125,000.00	125,000.00	-	0.0%
4020	Match: Kids Central	-	31,000.00	31,000.00	100.0%
4020	Match: United Way	100,000.00	100,000.00	-	0.0%
4020	Match: Uncommitted	75,000.00	-	(75,000.00)	#DIV/0!
4020	Grants: Marion County Parent Fee	13,306.69	-	(13,306.69)	#DIV/0!
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	38,800.00	44,500.00	5,700.00	12.8%
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	8,300.00	5,000.00	(3,300.00)	-66.0%
4020	Grants: School Board of Marion County (YPP)	6,000.00	10,000.00	4,000.00	40.0%
4020	Grants: Early Learning Florida Lastinger Center	33,000.00	33,000.00	-	0.0%
4050	Gifts, Donations, and Pledges	2,000.00	2,000.00	-	0.0%
Investment Earnings		-	-	-	#DIV/0!
4101	Interest income	-	-	-	#DIV/0!
Other Miscellaneous Revenue		21,277.69	23,800.00	2,522.31	10.6%
4201	Miscellaneous income	-	-	-	#DIV/0!
4210	Revenue: Provider Trainings	3,963.53	7,700.00	3,736.47	48.5%
4300	Revenue: Special Events	8,064.16	7,100.00	(964.16)	-13.6%
4900	Revenue: Development	250.00	-	(250.00)	#DIV/0!
4999	Revenue: In-Kind	9,000.00	9,000.00	-	0.0%
		15,619,779.38	15,570,314.00	(49,465.38)	
Expenditures					
Employer Provided Salaries and Benefits		1,327,676.28	1,461,262.31	133,586.03	9.1%
5000	Salary: Directors (990 reportable)	166,813.33	176,402.53	9,589.20	5.4%
5001	Salary: Exempt	416,715.07	381,543.48	(35,171.59)	-9.2%
5002	Salary: Hourly	462,799.00	579,897.24	117,098.24	20.2%
5005	Payroll Tax: Social Security	64,741.00	70,546.28	5,805.28	8.2%
5006	Payroll Tax: Medicare	15,141.00	16,498.73	1,357.73	8.2%
5007	Payroll Tax: SUTA	3,523.02	3,116.40	(406.62)	-13.0%
5010	Insurance: Health	132,050.00	153,900.00	21,850.00	14.2%
5011	Insurance: Dental	8,122.00	9,357.12	1,235.12	13.2%
5020	Retirement: ER Contribution	47,598.00	56,892.16	9,294.16	16.3%
5030	Insurance: Life	2,584.00	2,754.00	170.00	6.2%
5031	Insurance: Short-term Disability	4,264.00	4,437.59	173.59	3.9%
5032	Insurance: Long-term Disability	3,325.86	5,916.78	2,590.92	43.8%
Staff Development		11,500.00	15,000.00	3,500.00	23.3%
5100	Staff Development	11,500.00	15,000.00	3,500.00	23.3%
5105	Tuition Reimbursement	-	-	-	#DIV/0!
Professional Services		111,481.00	114,471.00	2,990.00	2.6%
6000	Professional Services: Consultant	3,100.00	-	(3,100.00)	#DIV/0!
6001	Professional Services: Accounting	-	-	-	#DIV/0!
6002	Professional Services: Auditing	15,250.00	15,500.00	250.00	1.6%
6005	Professional Services: IT Management	31,131.00	29,556.00	(1,575.00)	-5.3%
6010	Professional Services: Legal	9,500.00	6,800.00	(2,700.00)	-39.7%
6020	Professional Services: Temp Employment	-	-	-	#DIV/0!
6025	Professional Services: Printing Svcs	5,500.00	5,500.00	-	0.0%
6030	Professional Services: Bldg Rprs & Mtn	15,000.00	9,940.00	(5,060.00)	-50.9%
6035	Professional Services: Other (Quality)	32,000.00	47,175.00	15,175.00	32.2%
Direct Services - Child Care		12,784,975.27	13,311,720.66	526,745.39	4.0%
6500	Direct Services	12,784,975.27	13,311,720.66	526,745.39	4.0%
Occupancy		45,394.00	45,572.00	178.00	0.4%
7000	Facility Rental (offsite events-Trainings)	-	-	-	#DIV/0!
7001	Utilities	20,651.00	21,282.00	631.00	3.0%
7005	Janitorial Services	16,725.00	16,350.00	(375.00)	-2.3%
7007	Lawn Service	3,990.00	3,900.00	(90.00)	-2.3%
7008	Security System	3,588.00	3,600.00	12.00	0.3%
7009	Pest Control	440.00	440.00	-	0.0%
Postage, Freight, and Delivery		4,025.00	3,825.00	(200.00)	-5.2%
7050	Postage and Shipping	4,025.00	3,825.00	(200.00)	-5.2%

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon State Proposed Budget
3% Salary Proposal

		Approved Budget (3B)	Proposed Budget	Variance	Variance
GL Acct.	Revenues	2016-17	2017-18	\$ +/-	% +/-
Contracts, Grants, and Other Financial Assistance		15,598,501.69	15,943,316.00	344,814.31	2.2%
4001	FOEL: School Readiness	9,604,707.00	9,753,245.00	148,538.00	1.5%
4001	FOEL: Voluntary Pre-kindergarten	5,334,948.00	5,583,212.00	248,264.00	4.4%
4001	FOEL: Outreach & Awareness	15,440.00	14,359.00	(1,081.00)	-7.5%
4001	FOEL: Performance Funding Pilot	242,000.00	242,000.00	-	0.0%
4010	Match: Marion County	125,000.00	125,000.00	-	0.0%
4020	Match: Kids Central	-	31,000.00	31,000.00	100.0%
4020	Match: United Way	100,000.00	100,000.00	-	0.0%
4020	Match: Uncommitted	75,000.00	-	(75,000.00)	#DIV/0!
4020	Grants: Marion County Parent Fee	13,306.69	-	(13,306.69)	#DIV/0!
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	38,800.00	44,500.00	5,700.00	12.8%
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	8,300.00	5,000.00	(3,300.00)	-66.0%
4020	Grants: School Board of Marion County (YPP)	6,000.00	10,000.00	4,000.00	40.0%
4020	Grants: Early Learning Florida Lastinger Center	33,000.00	33,000.00	-	0.0%
4050	Gifts, Donations, and Pledges	2,000.00	2,000.00	-	0.0%
Investment Earnings		-	-	-	#DIV/0!
4101	Interest income	-	-	-	#DIV/0!
Other Miscellaneous Revenue		21,277.69	23,800.00	2,522.31	10.6%
4201	Miscellaneous income	-	-	-	#DIV/0!
4210	Revenue: Provider Trainings	3,963.53	7,700.00	3,736.47	48.5%
4300	Revenue: Special Events	8,064.16	7,100.00	(964.16)	-13.6%
4900	Revenue: Development	250.00	-	(250.00)	#DIV/0!
4999	Revenue: In-Kind	9,000.00	9,000.00	-	0.0%
		15,619,779.38	15,967,116.00	347,336.62	
Expenditures					
Employer Provided Salaries and Benefits		1,327,676.28	1,448,837.94	121,161.66	8.4%
5000	Salary: Directors (990 reportable)	166,813.33	174,706.35	7,893.02	4.5%
5001	Salary: Exempt	416,715.07	377,874.79	(38,840.28)	-10.3%
5002	Salary: Hourly	462,799.00	574,321.31	111,522.31	19.4%
5005	Payroll Tax: Social Security	64,741.00	69,867.95	5,126.95	7.3%
5006	Payroll Tax: Medicare	15,141.00	16,340.09	1,199.09	7.3%
5007	Payroll Tax: SUTA	3,523.02	3,116.40	(406.62)	-13.0%
5010	Insurance: Health	132,050.00	153,900.00	21,850.00	14.2%
5011	Insurance: Dental	8,122.00	9,357.12	1,235.12	13.2%
5020	Retirement: ER Contribution	47,598.00	56,345.12	8,747.12	15.5%
5030	Insurance: Life	2,584.00	2,754.00	170.00	6.2%
5031	Insurance: Short-term Disability	4,264.00	4,394.92	130.92	3.0%
5032	Insurance: Long-term Disability	3,325.86	5,859.89	2,534.03	43.2%
Staff Development		11,500.00	15,000.00	3,500.00	23.3%
5100	Staff Development	11,500.00	15,000.00	3,500.00	23.3%
5105	Tuition Reimbursement	-	-	-	#DIV/0!
Professional Services		111,481.00	114,471.00	2,990.00	2.6%
6000	Professional Services: Consultant	3,100.00	-	(3,100.00)	#DIV/0!
6001	Professional Services: Accounting	-	-	-	#DIV/0!
6002	Professional Services: Auditing	15,250.00	15,500.00	250.00	1.6%
6005	Professional Services: IT Management	31,131.00	29,556.00	(1,575.00)	-5.3%
6010	Professional Services: Legal	9,500.00	6,800.00	(2,700.00)	-39.7%
6020	Professional Services: Temp Employment	-	-	-	#DIV/0!
6025	Professional Services: Printing Svcs	5,500.00	5,500.00	-	0.0%
6030	Professional Services: Bldg Rprs & Mtn	15,000.00	9,940.00	(5,060.00)	-50.9%
6035	Professional Services: Other (Quality)	32,000.00	47,175.00	15,175.00	32.2%
Direct Services - Child Care		12,784,975.27	13,720,992.57	936,017.30	6.8%
6500	Direct Services	12,784,975.27	13,720,992.57	936,017.30	6.8%
Occupancy		45,394.00	45,572.00	178.00	0.4%
7000	Facility Rental (offsite events-Trainings)	-	-	-	#DIV/0!
7001	Utilities	20,651.00	21,282.00	631.00	3.0%
7005	Janitorial Services	16,725.00	16,350.00	(375.00)	-2.3%
7007	Lawn Service	3,990.00	3,900.00	(90.00)	-2.3%
7008	Security System	3,588.00	3,600.00	12.00	0.3%
7009	Pest Control	440.00	440.00	-	0.0%
Postage, Freight, and Delivery		4,025.00	3,825.00	(200.00)	-5.2%
7050	Postage and Shipping	4,025.00	3,825.00	(200.00)	-5.2%

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon State Proposed Budget
3% Salary Proposal

GL Acct.	Revenues	Approved Budget (3B)	Proposed Budget	Variance	Variance
		2016-17	2017-18	\$ +/-	% +/-
Equipment Leases		7,134.00	7,227.00	93.00	1.3%
7100	Equipment Lease & Mtnc	7,134.00	7,227.00	93.00	1.3%
Supplies		30,800.00	18,295.00	(12,505.00)	-68.4%
7006	Janitorial Supplies	2,300.00	3,000.00	700.00	23.3%
7150	Office Supplies & Expense	23,300.00	10,000.00	(13,300.00)	-133.0%
7151	Copier Printing	5,200.00	5,295.00	95.00	1.8%
Communications		10,162.00	10,296.00	134.00	1.3%
7200	Communication: Land Line	6,842.00	7,404.00	562.00	7.6%
7201	Communication: Cellular	1,750.00	1,488.00	(262.00)	-17.6%
7202	Communication: Internet	1,570.00	1,404.00	(166.00)	-11.8%
Insurance		23,773.50	25,172.52	1,399.02	5.6%
7251	Insurance: D&O	8,021.00	8,422.05	401.05	4.8%
7255	Insurance: Automobile (Rental)	464.00	487.20	23.20	4.8%
7260	Insurance: General Liability	421.00	442.05	21.05	4.8%
7265	Insurance: Workers Compensation	4,267.29	4,691.00	423.71	9.0%
7270	Insurance: Property	6,975.97	7,324.77	348.80	4.8%
7275	Insurance: Other	3,624.24	3,805.45	181.21	4.8%
Tangible Personal Property		87,366.00	7,200.00	(80,166.00)	-1113.4%
7301	Equipment: = or > \$1k	5,075.00	-	(5,075.00)	#DIV/0!
7302	Equipment: < \$1k	51,455.00	4,800.00	(46,655.00)	-92.0%
7303	Furniture: = or > \$1k	4,580.00	-	(4,580.00)	#DIV/0!
7304	Furniture: < \$1k	26,256.00	2,400.00	(23,856.00)	-994.0%
Quality Initiatives		720,097.70	238,000.00	(482,097.70)	-202.6%
7401	Quality and Classroom Material	630,620.00	156,500.00	(474,120.00)	-303.0%
7405	Training Material	36,900.00	9,900.00	(27,000.00)	-272.7%
7410	Consumer Education & Outreach Material	40,512.70	37,600.00	(2,912.70)	-7.7%
7415	Grants to Providers	-	-	-	#DIV/0!
7420	Scholarship & Other Education Opportunities	11,565.00	13,500.00	1,935.00	14.3%
7425	Wage Incentives	500.00	20,500.00	20,000.00	97.6%
Other OEL Initiatives		275,005.00	186,355.00	(88,650.00)	-47.6%
7435	PFP Project (non-staff support)	242,005.00	172,495.00	(69,510.00)	-40.3%
7436	Early Learning Florida Project (non-staff support)	33,000.00	13,860.00	(19,140.00)	-138.1%
Travel		18,474.00	24,215.75	5,741.75	23.7%
7501	Travel: In-State	9,600.00	18,532.25	8,932.25	48.2%
7505	Travel: Out of State	5,174.00	1,660.00	(3,514.00)	-211.7%
7510	Travel: In Service Area	3,700.00	4,023.50	323.50	8.0%
Other Expenses		107,428.00	49,099.90	(58,328.10)	-118.8%
7601	Bank fees	-	-	-	#DIV/0!
7602	Merchant Service Fees (Includes PayPal)	140.00	384.80	244.80	63.6%
7603	Interest expense	-	-	-	#DIV/0!
7605	Software-Licenses-Support	66,597.00	16,346.70	(50,250.30)	-307.4%
7610	Web services	12,260.00	2,700.00	(9,560.00)	-354.1%
7615	Other employee related expense	4,563.00	2,614.00	(1,949.00)	-74.6%
7616	EE Background Screening	842.50	360.00	(482.50)	-134.0%
7617	EE Drug Screening	707.50	165.00	(542.50)	-328.8%
7620	Membership Dues	7,867.00	8,341.00	474.00	5.7%
7621	Subscriptions and Publications	5,156.00	8,893.40	3,737.40	42.0%
7625	Taxes, licenses and fees	295.00	295.00	-	0.0%
9999	In-Kind expenditure	9,000.00	9,000.00	-	0.0%
Other Program Expenses (Success by 6)		33,301.11	32,380.00	2,970.00	9.2%
8500	Childcare for Parent workshops	3,510.00	6,480.00	2,970.00	45.8%
8510	Infant Safe Sleep	4,800.00	4,000.00	(800.00)	-20.0%
8520	Car Seats	3,516.55	1,000.00	(2,516.55)	-251.7%
8530	Special Projects	9,744.56	9,000.00	(744.56)	-8.3%
8540	Parent Education Training Material	3,640.00	1,300.00	(2,340.00)	-180.0%
8550	Food Services (Unallowable for match)	6,090.00	7,600.00	1,510.00	19.9%
8551	Parent Incentive (Unallowable for match)	2,000.00	3,000.00	1,000.00	33.3%
Depreciation		21,186.52	20,176.32	(1,010.20)	-5.0%
9001	Depreciation	21,186.52	20,176.32	(1,010.20)	-5.0%
		15,619,779.38	15,967,116.00	351,227.73	
		-	(0.00)		

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon State Proposed Budget
4% Salary Proposal

GL Acct.	Revenues	Approved Budget (3B) 2016-17	Proposed Budget 2017-18	Variance \$ +/-	Variance % +/-
Contracts, Grants, and Other Financial Assistance		15,598,501.69	15,943,316.00	344,814.31	2.2%
4001	FOEL: School Readiness	9,604,707.00	9,753,245.00	148,538.00	1.5%
4001	FOEL: Voluntary Pre-kindergarten	5,334,948.00	5,583,212.00	248,264.00	4.4%
4001	FOEL: Outreach & Awareness	15,440.00	14,359.00	(1,081.00)	-7.5%
4001	FOEL: Performance Funding Pilot	242,000.00	242,000.00	-	0.0%
4010	Match: Marion County	125,000.00	125,000.00	-	0.0%
4020	Match: Kids Central	-	31,000.00	31,000.00	100.0%
4020	Match: United Way	100,000.00	100,000.00	-	0.0%
4020	Match: Uncommitted	75,000.00	-	(75,000.00)	#DIV/0!
4020	Grants: Marion County Parent Fee	13,306.69	-	(13,306.69)	#DIV/0!
4020	Grants: United Way Success by 6 (Cash In-Kind Match)	38,800.00	44,500.00	5,700.00	12.8%
4020	Grants: Kiwanis (SB6) (Cash In-Kind Match)	8,300.00	5,000.00	(3,300.00)	-66.0%
4020	Grants: School Board of Marion County (YPP)	6,000.00	10,000.00	4,000.00	40.0%
4020	Grants: Early Learning Florida Lastinger Center	33,000.00	33,000.00	-	0.0%
4050	Gifts, Donations, and Pledges	2,000.00	2,000.00	-	0.0%
Investment Earnings		-	-	-	#DIV/0!
4101	Interest income	-	-	-	#DIV/0!
Other Miscellaneous Revenue		21,277.69	23,800.00	2,522.31	10.6%
4201	Miscellaneous income	-	-	-	#DIV/0!
4210	Revenue: Provider Trainings	3,963.53	7,700.00	3,736.47	48.5%
4300	Revenue: Special Events	8,064.16	7,100.00	(964.16)	-13.6%
4900	Revenue: Development	250.00	-	(250.00)	#DIV/0!
4999	Revenue: In-Kind	9,000.00	9,000.00	-	0.0%
		15,619,779.38	15,967,116.00	347,336.62	
Expenditures					
Employer Provided Salaries and Benefits		1,327,676.28	1,461,262.31	133,586.03	9.1%
5000	Salary: Directors (990 reportable)	166,813.33	176,402.53	9,589.20	5.4%
5001	Salary: Exempt	416,715.07	381,543.48	(35,171.59)	-9.2%
5002	Salary: Hourly	462,799.00	579,897.24	117,098.24	20.2%
5005	Payroll Tax: Social Security	64,741.00	70,546.28	5,805.28	8.2%
5006	Payroll Tax: Medicare	15,141.00	16,498.73	1,357.73	8.2%
5007	Payroll Tax: SUTA	3,523.02	3,116.40	(406.62)	-13.0%
5010	Insurance: Health	132,050.00	153,900.00	21,850.00	14.2%
5011	Insurance: Dental	8,122.00	9,357.12	1,235.12	13.2%
5020	Retirement: ER Contribution	47,598.00	56,892.16	9,294.16	16.3%
5030	Insurance: Life	2,584.00	2,754.00	170.00	6.2%
5031	Insurance: Short-term Disability	4,264.00	4,437.59	173.59	3.9%
5032	Insurance: Long-term Disability	3,325.86	5,916.78	2,590.92	43.8%
Staff Development		11,500.00	15,000.00	3,500.00	23.3%
5100	Staff Development	11,500.00	15,000.00	3,500.00	23.3%
5105	Tuition Reimbursement	-	-	-	#DIV/0!
Professional Services		111,481.00	114,471.00	2,990.00	2.6%
6000	Professional Services: Consultant	3,100.00	-	(3,100.00)	#DIV/0!
6001	Professional Services: Accounting	-	-	-	#DIV/0!
6002	Professional Services: Auditing	15,250.00	15,500.00	250.00	1.6%
6005	Professional Services: IT Management	31,131.00	29,556.00	(1,575.00)	-5.3%
6010	Professional Services: Legal	9,500.00	6,800.00	(2,700.00)	-39.7%
6020	Professional Services: Temp Employment	-	-	-	#DIV/0!
6025	Professional Services: Printing Svcs	5,500.00	5,500.00	-	0.0%
6030	Professional Services: Bldg Rprs & Mtn	15,000.00	9,940.00	(5,060.00)	-50.9%
6035	Professional Services: Other (Quality)	32,000.00	47,175.00	15,175.00	32.2%
Direct Services - Child Care		12,784,975.27	13,708,522.66	923,547.39	6.7%
6500	Direct Services	12,784,975.27	13,708,522.66	923,547.39	6.7%
Occupancy		45,394.00	45,572.00	178.00	0.4%
7000	Facility Rental (offsite events-Trainings)	-	-	-	#DIV/0!
7001	Utilities	20,651.00	21,282.00	631.00	3.0%
7005	Janitorial Services	16,725.00	16,350.00	(375.00)	-2.3%
7007	Lawn Service	3,990.00	3,900.00	(90.00)	-2.3%
7008	Security System	3,588.00	3,600.00	12.00	0.3%
7009	Pest Control	440.00	440.00	-	0.0%
Postage, Freight, and Delivery		4,025.00	3,825.00	(200.00)	-5.2%
7050	Postage and Shipping	4,025.00	3,825.00	(200.00)	-5.2%

Early Learning Coalition of Marion County, Inc.
2017 - 2018 Proposed Budget
Based upon State Proposed Budget
4% Salary Proposal

GL Acct.	Revenues	Approved Budget (3B)	Proposed Budget	Variance	Variance
		2016-17	2017-18	\$ +/-	% +/-
Equipment Leases		7,134.00	7,227.00	93.00	1.3%
7100	Equipment Lease & MtnC	7,134.00	7,227.00	93.00	1.3%
Supplies		30,800.00	18,295.00	(12,505.00)	-68.4%
7006	Janitorial Supplies	2,300.00	3,000.00	700.00	23.3%
7150	Office Supplies & Expense	23,300.00	10,000.00	(13,300.00)	-133.0%
7151	Copier Printing	5,200.00	5,295.00	95.00	1.8%
Communications		10,162.00	10,296.00	134.00	1.3%
7200	Communication: Land Line	6,842.00	7,404.00	562.00	7.6%
7201	Communication: Cellular	1,750.00	1,488.00	(262.00)	-17.6%
7202	Communication: Internet	1,570.00	1,404.00	(166.00)	-11.8%
Insurance		23,773.50	25,218.06	1,444.56	5.7%
7251	Insurance: D&O	8,021.00	8,422.05	401.05	4.8%
7255	Insurance: Automobile (Rental)	464.00	487.20	23.20	4.8%
7260	Insurance: General Liability	421.00	442.05	21.05	4.8%
7265	Insurance: Workers Compensation	4,267.29	4,736.54	469.25	9.9%
7270	Insurance: Property	6,975.97	7,324.77	348.80	4.8%
7275	Insurance: Other	3,624.24	3,805.45	181.21	4.8%
Tangible Personal Property		87,366.00	7,200.00	(80,166.00)	-1113.4%
7301	Equipment: = or > \$1k	5,075.00	-	(5,075.00)	#DIV/0!
7302	Equipment: < \$1k	51,455.00	4,800.00	(46,655.00)	-92.0%
7303	Furniture: = or > \$1k	4,580.00	-	(4,580.00)	#DIV/0!
7304	Furniture: < \$1k	26,256.00	2,400.00	(23,856.00)	-994.0%
Quality Initiatives		720,097.70	238,000.00	(482,097.70)	-202.6%
7401	Quality and Classroom Material	630,620.00	156,500.00	(474,120.00)	-303.0%
7405	Training Material	36,900.00	9,900.00	(27,000.00)	-272.7%
7410	Consumer Education & Outreach Material	40,512.70	37,600.00	(2,912.70)	-7.7%
7415	Grants to Providers	-	-	-	#DIV/0!
7420	Scholarship & Other Education Opportunities	11,565.00	13,500.00	1,935.00	14.3%
7425	Wage Incentives	500.00	20,500.00	20,000.00	97.6%
Other OEL Initiatives		275,005.00	186,355.00	(88,650.00)	-47.6%
7435	PFP Project	242,005.00	172,495.00	(69,510.00)	-40.3%
7436	Early Learning Florida Project	33,000.00	13,860.00	(19,140.00)	-138.1%
Travel		18,474.00	24,215.75	5,741.75	23.7%
7501	Travel: In-State	9,600.00	18,532.25	8,932.25	48.2%
7505	Travel: Out of State	5,174.00	1,660.00	(3,514.00)	-211.7%
7510	Travel: In Service Area	3,700.00	4,023.50	323.50	8.0%
Other Expenses		107,428.00	49,099.90	(58,328.10)	-118.8%
7601	Bank fees	-	-	-	#DIV/0!
7602	Merchant Service Fees (Includes PayPal)	140.00	384.80	244.80	63.6%
7603	Interest expense	-	-	-	#DIV/0!
7605	Software-Licenses-Support	66,597.00	16,346.70	(50,250.30)	-307.4%
7610	Web services	12,260.00	2,700.00	(9,560.00)	-354.1%
7615	Other employee related expense	4,563.00	2,614.00	(1,949.00)	-74.6%
7616	EE Background Screening	842.50	360.00	(482.50)	-134.0%
7617	EE Drug Screening	707.50	165.00	(542.50)	-328.8%
7620	Membership Dues	7,867.00	8,341.00	474.00	5.7%
7621	Subscriptions and Publications	5,156.00	8,893.40	3,737.40	42.0%
7625	Taxes, licenses and fees	295.00	295.00	-	0.0%
9999	In-Kind expenditure	9,000.00	9,000.00	-	0.0%
Other Program Expenses (Success by 6)		33,301.11	32,380.00	2,970.00	9.2%
8500	Childcare for Parent workshops	3,510.00	6,480.00	2,970.00	45.8%
8510	Infant Safe Sleep	4,800.00	4,000.00	(800.00)	-20.0%
8520	Car Seats	3,516.55	1,000.00	(2,516.55)	-251.7%
8530	Special Projects	9,744.56	9,000.00	(744.56)	-8.3%
8540	Parent Education Training Material	3,640.00	1,300.00	(2,340.00)	-180.0%
8550	Food Services (Unallowable for match)	6,090.00	7,600.00	1,510.00	19.9%
8551	Parent Incentive (Unallowable for match)	2,000.00	3,000.00	1,000.00	33.3%
Depreciation		21,186.52	20,176.32	(1,010.20)	-5.0%
9001	Depreciation	21,186.52	20,176.32	(1,010.20)	-5.0%
		15,619,779.38	15,967,116.00	351,227.73	
		-	(0.00)		

Section

10



In partnership with

United Way



Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Fiscal Policy Revisions for Purchasing, Accounts Payable Management, and Disbursement (Check Writing)

PROPOSED ACTION

Approve revisions to the Purchasing, Accounts Payable Management, and Disbursement (Check Writing) policies.

BACKGROUND INFORMATION

On June 26, 2014, the Board of Directors approved the Fiscal Policies and Procedures.

On February 25, 2016, the Board of Directors unanimously approved the Tangible Personal Property policy and procedure which replaced the Property and Equipment Policy in the manual.

In December 2016 policies and procedures for Purchasing, Cash Disbursements, and Accounts Payable Management were presented to the Board for consideration. The Board gave a conditional approval pending review and approval by the Office of Early Learning.

On March 16, 2017, the Coalition received the gap updates from OEL. OEL's noted gaps were not contained within the policies but within the procedural portion of each policy and procedure sent for review. As per the grant agreement the Coalition is required to have policies and procedures to ensure internal controls are in place and that federal and state laws, rules, and regulations are adhered to. The attached policies for Purchasing, Accounts Payable Management, and Disbursement (Check Writing) policies comply with the requirements stated above.

On May 24, 2017, the Finance Committee approved the policies.

To be presented at the Full Board meeting: June 22, 2017

Supporting Documentation Included:

Fiscal Policies Revisions for Purchasing, Accounts Payable Management, and Disbursement (Check Writing)

Finance Policy proposed changes

Purchasing, Procurement, and Contracting

Policy: (Current)

To delineate procedures for acquisition and contracting of services or commodities for ELCMC which comply with Federal and State requirements. To mitigate risk to the Coalition of potential questioned costs during monitoring and inadvertent staff errors related to procurement and contracts-related processes. To convey to ELCMC staff the intent of federal regulations related to cost and/or price analysis processes.

Policy Overview (NEW)

The Early Learning Coalition of Marion County, Inc. requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements, and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these purchasing and procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable State and Federal statutes, and grant requirements.

Accounts Payable Management Policy (NEW)

Policy Overview

The Coalition strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and bank account reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the invoice for the related goods or services.
- The invoice should be supported by an approved purchase order where required by Coalition policy, and should be reviewed and approved by the appropriate individual, if necessary, prior to being processed for payment.
- Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

- Disbursements are properly authorized.
- Invoices are processed in a timely manner.
- Vendor credit terms and operating cash are managed for maximum benefits.

Cash Disbursements (Check Writing) Policies (NEW)

Policy Overview

The Coalition finance department is responsible for accurate and timely payment of all invoices for the Coalition. This includes payments to our contracted child care providers, payments on purchase orders, vendor invoices, travel reimbursement.

The Coalition will ensure appropriate and adequate invoice processing occurs.

Please see the Accounts Payable Management Policy for items related to the processing of invoices.

Section

11



In partnership with



Action Sheet

EXECUTIVE COMMITTEE

June 8, 2017

SUBJECT: Board of Directors Nominations

PROPOSED ACTION

Approve recommendation to serve the ELCMC Board of Directors for:

- Gwen Wilson, Private for-profit family child care home – Term 7/1/17 to 6/30/21
- Paola Lopez, Private for-profit child care provider – Term 7/1/17 to 6/30/21
- Melissa Hancock, Private Sector Representative – Term 7/1/17 to 6/30/21
- Lisa Seiffer, Private Sector Representative – Term 7/1/17 to 6/30/21
- Jeanne Henningsen, Private Sector Representative – Term 7/1/17 to 6/30/21

BACKGROUND INFORMATION

In order for Marion County to be in compliance with Florida Statutes and the Early Learning Coalition Membership Policy issued by the Office of Early Learning, the Board Member appointments noted above must be presented.

In compliance with the By-Laws the above members are eligible and interested in joining the ELCMC Board of Directors, or current members interested in serving a second four-year term.

To be presented at the Full Board meeting: June 22, 2017

Supporting Documentation Included:

- Board Membership List for FY 2017 – 2018

Supporting Documentation Available:

- ELCMC By-Laws
- Jeanne Henningsen – Nomination Form



In partnership with



2017 – 2018 BOARD OF DIRECTORS MEMBERSHIP

	MEMBER NAME	POSITION	ORGANIZATION	MAILING ADDRESS	PHONE	CELL PHONE(S)	FAX	E-MAIL	TERM
1.	Roberta Brant	Governor's Appt.	Self-employed	4440 SE 106th Street Belleview, FL 34420	352-322-5651	(P) 789-3229		rbrant3308@hotmail.com	2 YRS 4/30/19
2.	Kathy Robbins	Florida College System Institution/ Designee	College of Central Florida	3001 SW College Road Ocala, FL 34474-4415	352-854-2322 Ext. 1660		352-873-5872	robbinsk@cf.edu	N/A
3.	Michelle Stone	County Commissioner	Marion County Board of County Commissioners	612 SE 25th Avenue Ocala, FL 34471	352-438-2323		352-438-3234	Michelle.stone@marioncountyfl.org	N/A
4.	Brenda Ford, CPA	Governor's Appt.	Crippen & Co.	1900 SE 18 th Avenue Ocala, FL 34471	352-732-4260	352-208-4920		bford@crippenepa.com	1 st Term 4/30/20
5.	Richard Forrester	Child Care Regulations/ DCF Designee	Department of Children and Families	901 Industrial Drive, Suite 110 Wildwood, FL 34785	407-317-7064	407-721-0013	407-317-7187	Richard.Forrester@myflfamilies.com	N/A
6.	Kathleen Woodring <i>Vice Chair</i>	Regional Career Source Board	CLM Career Source	Enterprise Center 3003 SW College Rd. Suite 205 Ocala, FL 34474	352-873-7939 Ext. 1202		352-873-7910	kwoodring@careersourceclm.com	N/A
7.	Beth Abel	District Superintendent of Schools Designee	Marion County School District	Howard Academy Community Center 306 NW 7th Avenue Ocala, FL 34475	352-671-4171		352-620-7604	Beth.Abel@marion.k12.fl.us	N/A
8.	Autumn Tomas	Head Start Director	Episcopal Children's Services	8443 Baymeadows Road, Suite 1 Jacksonville, FL 32256	904-726-1500 Ext. 262		904-726-1520	atomas@ecs4kids.org	N/A
9.	Doug Day, CPA <i>Secretary</i>	Private Sector	Day & Day, PA	2301 SW College Road, #13 Ocala, FL 34474	352-237-6161	352-895-8524	352-237-3916	doug@ddaycpa.com	1 st Term 6/30/19
10.	Robert Colen, <i>Chair</i>	Private Sector Governor's Appt.	On Top of the World	8449 SW 99th Road Ocala, FL 34481	352-387-7472	352-572-0673		Robert_colen@otowfl.com	4 YRS 4/30/21

	MEMBER NAME	POSITION	ORGANIZATION	MAILING ADDRESS	PHONE	CELL PHONE(S)	FAX	E-MAIL	TERM
11.	Melissa Hancock, Esq.	Private Sector	Melissa K. Hancock, P.A.	P.O. Box 71138 Ocala, FL 34477-1138	352-861-5297	352-816-3325	352-854-9267	melissa@ocalafamilylegal.com	2 nd Term 6/30/21
12.	Lisa Seiffer Past Vice-Chair	Private Sector	Signature Brands, LLC	1930 SW 38 th Avenue Ocala, FL 34474	352-867-2476	352-895-2538	352-402-9451	lseiffer@signaturebrands.com	2 nd Term 6/30/21
13.	Ryan Lilly	Private Sector	Ocala CEP	310 SE 3 rd Street Ocala, FL 34471	352-629-8051	352-789-4695		Ryan@ocalacep.com	1 st Term 4/30/21
14.	Cara Meeks	Private Sector	Wellcare Health Plans, Inc.	2724 NE 14 th Street Ocala, FL 34470	352-840-1109	352-362-6754		Cara.meeks@wellcare.com	1 st Term 6/30/18
15.	Judy Johnson	Private Sector	Words/Myth Enterprises	2418 SE 12 th Street Ocala, FL 34471	352-351-9200			Judy1129@gmail.com	1 st Term 6/30/18
16.	Earlene Carte	Faith-Based Child Care Provider	First Assembly of God Christian School	1827 NE 14 th Street Ocala, FL 34470	352-351-1913	352-812-6308	352-351-5170	ecarte@facs.ocalafirst.org	1 st Term 6/30/20
17.	Gwen Wilson	Private for-profit Family Day Care Home	Family Child Care Provider	2704 E Hwy. 329, Box 102 Sparr, FL 32192	352-351-5370	352-207-3830	352-840-0359	gwenl050@hotmail.com	2 nd Term 6/30/21
18.	Paola Lopez <i>Treasurer</i>	Private for-profit Child Care Provider	Kinderoo Children's Academy, Inc.	5180 SW 60 th Avenue Ocala, FL 34474	352-854-3800	352-804-4811	352-854-3801	kinderoo01@aol.com	2 nd Term 6/30/21
19.	Howard Moon	Representative of program Under Disabilities Education Act	Self-employed	4215 SE 59 th Street Ocala, FL 34480	352-427-5935		N/A	hmoon@howmoon.com	2 nd Term 6/30/18
20	Lynne Hough	Healthy Start Administrator	Marion County Public Health Dept.	P.O. Box 2408 Ocala, FL 34478	352-629-0137	352-789-1564	352-694-1613	Lynne_Hough@doh.state.fl.us	N/A
21	Jeanne Henningsen, M.S., CPC	Private Sector	Jeanne Henningsen Worldwide	722 SE 17 th Street Ocala, FL 34471	407-252-1190			jeanne@jeannehenningsen.com	1 st Term 6/30/21

Information Items

COMMENTS FROM THE CUSTOMER SATISFACTION SURVEYS FOR APRIL 2017

The April 2017 winner for the prize was **Harley**. There were 91 surveys completed. There were 59 parents that marked that they received a Parent and Child Activities Newsletter.

12. What do you like about the program in which you participate?

- My worker was nice, helpful and fast.
- Friendly services! Getting children, a head start for school.
- It is easy to apply, and helps parents that work with minimal wage find sitters and daycare for their children.
- I can get help with childcare.
- The program is great. The help I receive I couldn't be more thankful for. Thank you!
- The help with the childcare.
- That you get help receiving childcare while you're out working trying to make a living.
- "La ayuda que recibí". (The help that I received).
- "Todo" (Everything)
- They're willing to help so you can get on your feet.
- Helps my family grow and become independent.
- Easy and comfortable to apply and recertify.
- Everything, very comfortable with the facilities that my children are attending.
- Being informed, and helpful.

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- Less stress financially and emotionally.
- Help me with my children.
- The program offer hours that flexible with my work schedule.
- I love the fact that I get to choose the daycare and able to keep working with the help.
- I think I wouldn't know what to do without it
- Assists with my 7 year after school care which is wonderful!
- Very helpful
- Phyllis and she was amazing!
- It's very helpful being a single parent
- A huge help
- The help we receive and the good customer service
- It's more help than you can imagine having the assistance you provide to put my daughter in daycare! Thank you!
- I know my child is take care of with no burden to me financially.
- Receiving help with childcare until I can provide for myself
- The willingness to help resources and having helpful friendly people to assist me
- Everyone is very helpful and nice
- They speak my language and the free assistance for my kids at school (Spanish comment translated)

- They help you with child care. Service was great
- Help with getting my foster child ready for school
- Helps me be able to afford daycare/work to support my son. She as great, a lot of help!
- Nothing, everyone is awesome
- Everything 😊
- It helps to take some of the load off me as a single parent without help or government assistance
- The attention and care (Spanish comment translated)
- Very helpful

13. What Changes would you recommend?

- Keep up the good job.
- This program has been very helpful to me – my worker Liz is the best, she answers any questions and goes beyond and above only one I have ever dealt with she is awesome!
- Less paperwork to be filled out (or electronically)
- I had no complaint or needed another service.
- More daycare resources.
- Providing fulltime care.
- Several “none”.
- Several “n/a”.



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- No other service needed at this time
- I approved and agreed with everything
- Better understanding of processing process
- None, it gets better over time

OFFICE OF
Early Learning
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Florida
VPK

United Way
SUCCESS BY 6™

COMMENTS FROM THE CUSTOMER SATISFACTION SURVEYS FOR MAY 2017

The May 2017 winner for the prize was Cassidy. There were 88 surveys completed. There were 65 parents that marked that they received a Parent and Child Activities Newsletter.

12. What do you like about the program in which you participate?

- That it helps low income have affordable childcare so they can work and provide for their family.
- Fast enrollment.
- Very helpful for single mothers as myself!
- Never had any problems.
- The help with childcare
- That help me financially to afford day care
- This is my first time. I would have to answer after being involved a little longer.
- It was a quick and easy process.
- Very helpful.
- School readiness.
- I think the program is great and will help a lot of families and kids to succeed.
- The kindness and knowledge of the lady that handled my case.

- It's very helpful, allows me to work and go to school!! Thank you!!!
- Very helpful.
- "Lo que mas me gusta del programa es la atencion con que te atiende". The thing that I like the most about the program is their attention.
- One on one interview.
- "Que hablen mi idioma". I will like them to speak my language.
- Daycare rate.
- Mr. Cody helped me out without being mean or hostile. I'm glad you all have him as a employee here!
- Excellent
- Informative, helpful
- It helps us to have time to get things we need done
- Financial help
- Very helpful/invaluable. Just wanted to add I find Ms. Woods to be efficient, personable, pleasant and helpful.
- I could not afford child care otherwise
- The program is very helpful and by me being a student in high school needing daycare
- Daycare assistance
- My case worker (Cody) was extremely helpful, professional and considerate of my time and needs

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- It's very helpful with my daily work
- I felt comfortable
- I just started but I have high hopes
- Great to work with (Liz)
- Friendly staff
- Amazing resource
- Helping kid
- Several N/A

13. What Changes would you recommend?

- Offer training to staff at daycares, child development: **The QI Department does offer child care provider trainings and staff development.**
- Several none
- Faster services: **attempted to contact the parent for additional information and clarification on what was meant by faster services. Left a message on voice mail.**
- Open later: **The Coalition does offer extended hours.**
- Several N/A
- My experience was satisfactory, further explanation on required document.
- I think the program is doing a great job.

- Lobby is too hot.: Since the install of the automatic door, the lobby has been a lot warmer than it used to be. We do have a fan that we turn on every day but it doesn't do a lot of good because it is small and only on one side of the lobby. It is my understanding after speaking with Anita, COO, that different fans are being ordered to be installed to assist in a remedy for the warmth in the lobby.
- "Que no traigan perros". Please do not bring dogs.: There was one day that a client brought their dog, I believe a Pit, in the office with them. They were asked to leave with the dog and they made a statement that we do not have a sign that says " No Animals Allowed".

Notice of Meetings

Fiscal Year 2017 – 2018

The Early Learning Coalition of Marion County
Will meet as shown below:

Program/VPK Committee 8:30 a.m., Thursday	Success By 6 (SB6) Leadership Council 9:00 a.m., Friday	Executive Committee 8:30 a.m., Thursday	Board 8:30 a.m., Thursday	Finance Committee 8:30 a.m., Thursday
7-27-17	7-21-17	7-13-17		7-27-17
		8-10-17	8-24-17	
9-28-17	9-15-17	9-14-17		9-28-17
		10-12-17	10-26-17	
11-30-17	11-17-17	11-9-17		11-30-17
		12-14-17	12-28-17	
1-25-18	1-19-18	1-11-18		1-25-18
		2-8-18	2-22-18	
3-22-18	3-16-18	3-8-18		3-29-18
		4-12-18	4-26-18	
5-24-18	5-18-18	5-10-18		5-31-18
		6-14-18	6-28-18	

- **ALL meetings** will be held at Early Learning Coalition of Marion County, 2300 SW 17th Road, Ocala, FL 34471

PURPOSE: Coalition Business

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in these meetings should contact Beatriz Montalvo at (352) 369-2315 or 1-800-955-8770 (Voice) Florida Relay Service at least 48 hours proper to the meeting.

Notice has been made of these meetings to cover the Government in the Sunshine Law through publication and distributions of same.

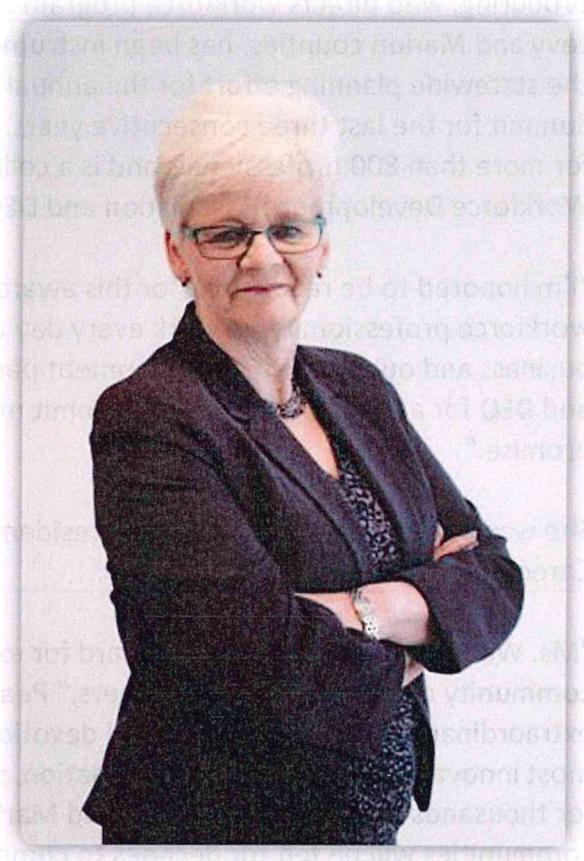
Good Beginnings = Great Endings

FOR IMMEDIATE RELEASE

Woodring named Florida's top Workforce Development Professional

FT. LAUDERDALE, Fla. (May 10, 2017) – CareerSource Citrus Levy Marion's Executive Vice President Kathleen Woodring has been named the Florida Economic Development Council's Toni Jennings Workforce Development Professional of the Year.

Woodring, who has been with CareerSource CLM since 1997, was honored Monday night during the FEDC's annual conference in Ft. Lauderdale. The award was presented by Lois Scott, retired bureau chief for the Florida Department of Economic Opportunity and last year's recipient.



The FEDC is the statewide organization that educates, advocates for and connects Florida's economic stakeholders. In addition to Woodring, the FEDC recognized Florida Gov. Rick Scott as the 2017 Business Ambassador and the Eunice Sullivan Economic Development Professional of the Year was awarded to Crystal Sircy, executive vice president of the Orlando Economic Partnership.

The workforce developer professional of the year award has been given annually since 2007 to recognize the achievements of an outstanding Florida workforce developer who has made a significant impact on workforce development. It is named in honor of its first recipient, former Florida Lt. Gov. Toni Jennings, in recognition of her exceptional leadership in building a strong workforce system to respond to critical workforce needs and advance local, regional and state economic development.

This marks the first time in the award's 10-year history that two members of the same organization have been named the state's top workforce development professional. Rusty Skinner, CEO of CareerSouce CLM, received the award in 2013.

Woodring, who directs workforce program implementation and programming for Citrus, Levy and Marion counties, has been instrumental in area YouthBuild projects and led the statewide planning effort for the annual Workforce Professional Development Summit for the last three consecutive years. The summit provides system-wide training for more than 800 professionals and is a collaboration of CareerSource Florida, Florida Workforce Development Association and DEO.

"I'm honored to be recognized for this award by the FEDC," Woodring said. "As workforce professionals we work every day to keep our promises with our job seekers, business and our economic development partners. Fulfilling the vision of the FWDA, CSF and DEO for a strong and fulfilling Summit make it possible for our network to keep this promise."

She was nominated by Ed Peachey, president and chief executive officer of CareerSource Tampa Bay.

"Ms. Woodring has set a new standard for excellence in managing relationships with community organizations and partners," Peachey said. "Thanks to her leadership, extraordinary attention to detail and devotion to educating our professionals to be the most innovative and effective in the nation, she has helped create a path to prosperity for thousands of at-risk Citrus, Levy and Marion county residents. Her impact on these communities will be felt for decades to come."

Kathy Judkins, CareerSource CLM's board chair, said, "I can't think of a more deserving person to receive this prestigious award."

"We appreciate Kathleen's unfailing commitment to the workforce mission," said Judkins, who was on hand during the awards ceremony. "Her unprecedented leadership and accomplishments as chair of the annual summit is a worthy acknowledgement."

Woodring has been involved in workforce development for nearly three decades, serving as an equal opportunity officer for an employment and training consortium in Pennsylvania and as placement and support services coordinator for the former Withlacoochee Workforce Development Authority in Ocala. She joined CareerSource Citrus Levy Marion, then Workforce Connection, in 1997, in 2005 became chief operating officer and last year was named executive vice president, managing program implementation and programming for the three-county region. Prior to her career in workforce development, Woodring was a manager for the US Bureau of the Census and Disney World.

Woodring, who chairs the Florida Workforce Development Association's Chief Operating Officer subgroup, also serves on numerous civic and community boards, including the Marion County Transportation Disadvantaged board, Early Learning Coalition of Marion County, United Way of Marion County Financial Stability Vision Council and the Marion County Homeless Coalition.

A native of Minnesota, she graduated from Bemidji State University and earned her Master's in Management with honors from Webster University in 2006.

Woodring and her husband Mac have lived in Ocala since 1995 and have one son and three dogs.

###

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and in Spanish. All voice telephone numbers may be reached using TTY/TDD equipment via the Florida Relay Service at 711. For accommodations, call 800-434-5627, ext. 7878 or email accommodations@careersourceclm.com. A proud partner of the American Jobs Center network and member of CareerSource Florida.



RICK SCOTT
GOVERNOR

PROVIDER APPRECIATION DAY

WHEREAS, Florida's Office of Early Learning, early education and child care stakeholders, and partners across Florida and the United States are recognizing early education and child care providers on this day; and

WHEREAS, Florida is home to more than 14,240 child care programs that support working families, including small and large private businesses, family child care homes, faith-based programs, and public school settings; and

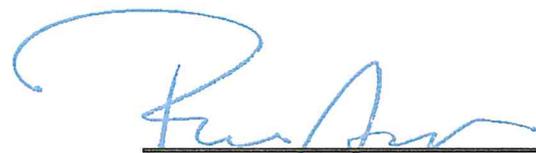
WHEREAS, nearly 70 percent of parents place young children in child care; and

WHEREAS, the state and nation's future depends on the quality of the early education experiences provided to young children today;

NOW, THEREFORE, I, Rick Scott, Governor of the State of Florida, do hereby extend greetings and best wishes to all observing May 12, 2017, as *Provider Appreciation Day* in Florida and encourage all citizens to recognize early education and child care providers for their important work.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capital, this 24th day of April, in the year two thousand seventeen.



Governor

ELC Outreach Events Calendar

June 2, 2017

Mojo's Feed the Need Event – Reilly Arts Center – 6:30 PM – 8:30 PM

June 3, 2017

Parents As Teachers: Carnival of Learning – Boys & Girls Club – 11 AM to 1 PM

June 16, 2017

Paddock Mall KidX Event: Dino Dig – 5 PM to 6:30 PM

June 17, 2017

Orange Lake Community Event – 10 AM to 1:00 PM

Save the Dates

For more information on these events please contact Beatriz Montalvo at bmontalvo@elc-marion.org.



Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority