

Early Learning Coalition
of Florida's Heartland, Inc.

ELCFH Board Member Orientation



DIVISION OF
Early Learning

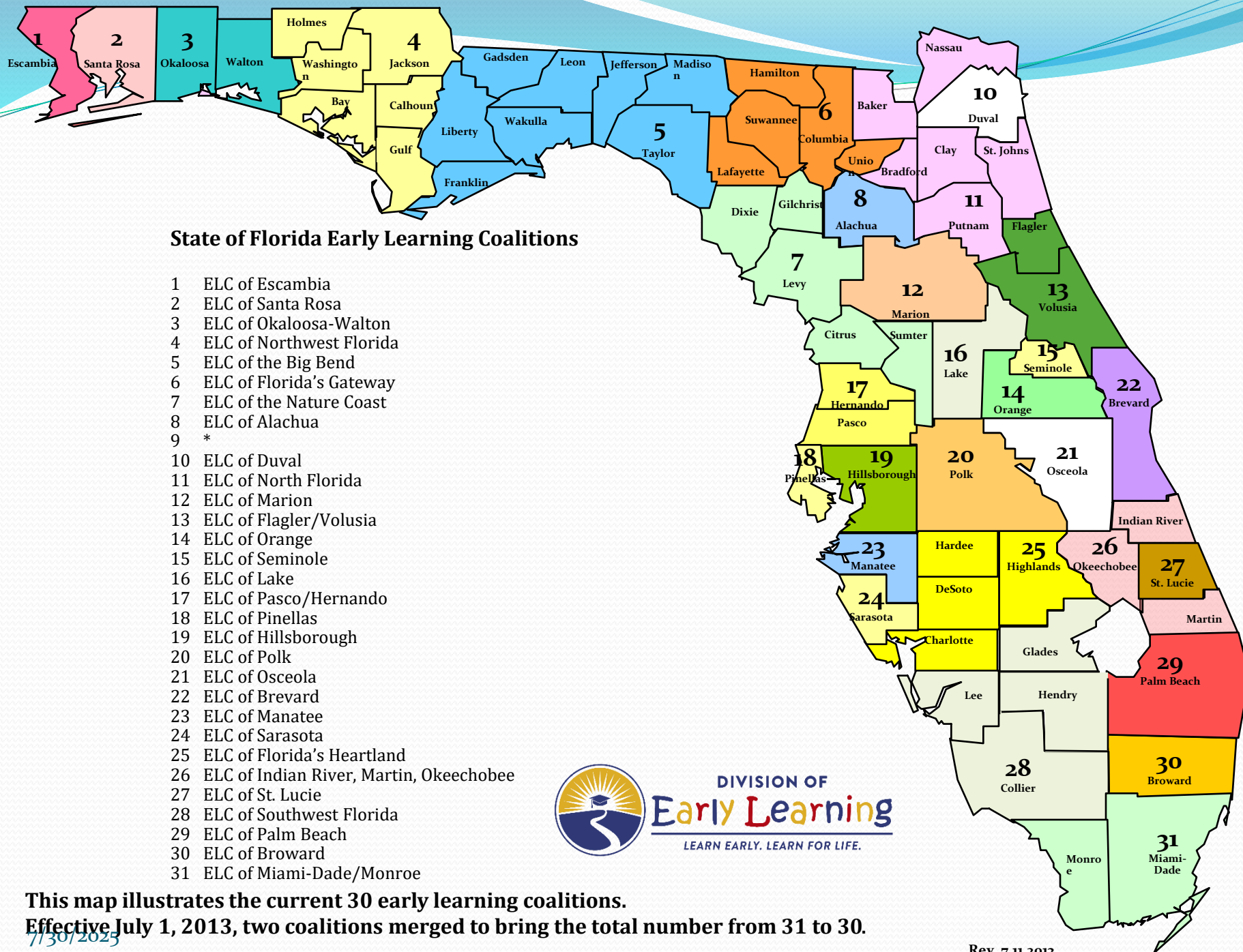
LEARN EARLY. LEARN FOR LIFE.

ELCFH Mission and Vision

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

The **vision** of the ELCFH is that each child will have a strong early foundation to promote a lifetime of success.





This map illustrates the current 30 early learning coalitions.

Effective July 1, 2013, two coalitions merged to bring the total number from 31 to 30.

7/30/2023

Rev. 7.11.2013

Florida's Early Learning Coalitions

- 30 ELCs; 501(c)(3) corporations
- Lead Agency- DOE Division of Early Learning (DEL).
- Administration of Florida's School Readiness (SR) and Voluntary Prekindergarten (VPK) programs
- Lead Agency- DOE Division of Early Learning (DEL).
- School Readiness Plan- approved and monitored by DEL
- Federal/state rules for contractual services, procurement, state travel laws, related parties contracts
- Track expenditures for SR and VPK programs by other cost accumulators (OCAs)
- ELC governing board should have at least 15 but not more than 30 members, specific membership requirements are outlined in statute (1002.83, F.S.)

Lead Agency:

Division of Early Learning- DOE

- Administers funds to the ELCs and other statewide providers
- Responsible for establishing **guidance and rule** to address
 - Developmentally appropriate curricula
 - Developing and adopting performance standards and outcome measures for the SR program
 - Developing a SR funding formula based on equity for each county
- Fulfills program duties outlined in federal and/or state regulations related to early learning programs including **programmatic/financial monitoring** of ELCs



Monitoring Criteria

- Operations and Program Management
- Coalition Governance
- Data Security
- Child Eligibility (SR/VPK)
- Data Quality
- Provider Eligibility (VPK)
- Educational Service Delivery
- Attendance and Payment Validation (SR/VPK)
- Child Care Resource and Referral



State level agency partnerships

Department of Children & Families (DCF)

- **referral of state's at-risk children SR program**
- **Child care provider licensing program**
- **mandated background screenings, child care training and credentials for child care provider personnel**

Department of Financial Services (DFS: formal investigations for all alleged fraud cases

Department of Health (DOH)

- **Child immunization requirements and records for children in Florida**

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ELCFH Board Membership



ELCFH Board Membership- things to know!

- Equitable representation for the four counties served.
- Membership is required to be at least 15, but no more than 30, members.
- 15 mandated and conditional seats (Section 1002.83 FS) including school districts, the Department of Children and Families (DCF), Board of County Commissioners, Workforce Development Board, Head Start and Childcare Provider representatives. Seats are scheduled to regularly rotate between the four counties.
- Three members who qualify as *private-sector business* in the local communities are appointed to the Board by the Governor. One of these members serves as Chair.
- Term of service is four years. A member may serve two consecutive terms in the same board seat.

Board and Committee meetings

- Board members are asked to be present for **all regularly scheduled meetings** (notify the Executive Director of excused absences).
- Meetings are **held in a central location** and are available for attendance via conference call/ ZOOM.
- The first meeting at the start of the fiscal year serves as the **ELCFH Annual Meeting** for the previous fiscal year.

Board members are asked to **participate on one committee** or serve as a Board representative. (*Note: committee meetings are also available via conference call/ ZOOM*).

- **Standing ELCFH Committees** are:
 - Executive Committee
 - Finance Committee
 - Administrative Committee
 - Quality Committee
- **Meeting agendas/ packets** are available on the ELCFH website three to five days prior to a scheduled meeting (www.elcfh.org).

ELCFH Governance Policies

- ADM-1 Contract Execution
- ADM-3 Provider Representatives
- ADM-4 Rotation of Counties for Board Seat Recruitment
- ADM-5 Governance and Operations
- ADM-6 ELCFH Policy Revision
- ADM-7 Board Member Absences
- ADM-8 Related Parties Transactions
- ADM-9 Appeals Policy for Parents, Providers and Board Members

All ELCFH governance policies are posted on the ELCFH website/ Board Resource page

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ELCFH Operations and Services



ELCFH Operations

- Two offices serving four counties (Charlotte and Highlands).
- The main ELCFH office is the Port Charlotte office. The Executive Director, Finance Department, and Human Resources are located in this office.
- “All in-house” ELC- which means that we generally do not subcontract for services.
- ELCFH Departments (24 staff)
 - Administration
 - Operations
 - Finance
 - Family Services
 - Child Development & Education Services
 - Provider Services

The upper administrative team consists of the following positions:

- Anne Brewer, Executive Director
- Pam Hillestad, Director- Finance & IT
- Beth Mueller, Director-Child Development & Education Services
- Olga Olvera, Director- Family Services
- Kelly Wertenbach, Director, Provider Services



School Readiness Services

The ELCFH offers financial assistance to eligible families for child care services. Parents have a choice of ELCFH contracted child care programs.

Families are eligible for child care assistance if they meet one of the following:



- Parents working at least 20 hours per week or going to school , or a combination of both work and school for at least 20 hours per week
- Parents are referred by appropriate community agency
- Parents have proven disabilities

Meet Derek...

- Works 32 hours per week
- Earns **\$14.50/hr**

\$ 464.00 weekly

\$ 2,011.00 monthly

\$ **24,128.00** annually



ALICE Household Survival Budget Calculator, Charlotte County, Florida, 2023

Categories	Monthly Costs
Housing	\$1,441
Child Care	\$1,875
Food	\$999
Transportation	\$757
Health Care	\$718
Technology	\$86
Miscellaneous	\$588
Taxes	\$603
Monthly Total	\$7,067
ANNUAL TOTAL	\$84,804
Hourly Wage	\$42.40

Comparison: child care with and without SR funding....

WITH- parent co-pay for both children would be:

- \$3.71 daily
- \$18.56 weekly
- \$80.43 monthly
- \$965.12 annually
- 4% of gross annual income

WITHOUT- family is considered “private pay”

- \$86.54 daily
- \$432.69 weekly
- \$1875.00 monthly
- \$22,500.00 annually
- 93% of gross annual income

Child Care Resource and Referral (CCR&R) Services

- Free customized search for legally operating child care
- Checklist of questions to ask and what to look for when visiting a child care site
- Educational materials and support for questions on child development



Voluntary Prekindergarten (VPK) Programs

The VPK Program is FREE for all children who are four or five years old and reside in Florida. The ELCFH maintains a list (profile) of approved VPK providers for each county in the service area. Parents apply for VPK services through the family portal.

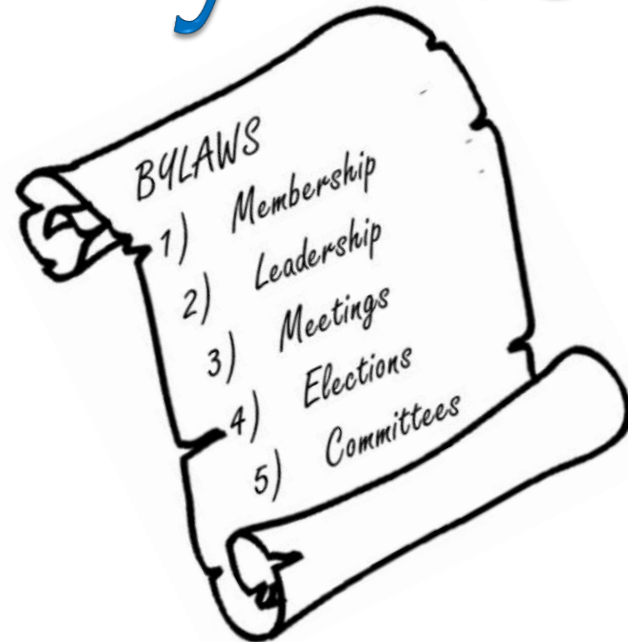
- NO FEES for VPK Program
- Prekindergarten education with an early literacy focus
- A choice of private and public providers
- 540 hours of instruction during the school year or 300 hours during the summer



Early Learning Coalition
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ELCFH Bylaws

***ELCFH Bylaws are posted on the
website/ Board Resource page***



ELCFH Bylaws, page 1

II.1 PURPOSE OF THE COALITION

The **purposes** for which this Coalition is organized are to implement the provisions of the School Readiness Act, Part VI, Chapter 1002, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes ("F.S.") in the Coalition service area which includes Charlotte, DeSoto, Hardee and Highlands Counties. The Legislature recognizes that early learning programs increase children's chances of achieving future educational success and becoming productive members of society.

II.2 MISSION AND VISION OF THE COALITION

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

The **vision** of the ELCFH is that each child will have a strong early foundation to promote a lifetime of success.

ELCFH Bylaws, page 4

III.7 POWERS AND DUTIES

The members of the Coalition Board will possess the following powers and duties:

- III.7.1 To approve **Bylaws** for the Coalition.
- III.7.2 To **approve amendments** to the Articles of Incorporation or to the Bylaws. **(note- also the ELCFH Plan with DEL)**
- III.7.3 To elect by majority vote all **officers** of the Coalition Board.
- III.7.4 To establish procedures related to Coalition **Board membership**.
- III.7.5 To **remove any member** of the Coalition Board by a majority vote whenever such action is deemed to be in the best interest of the Coalition. The Secretary will give written notice of such action to the member before the next Coalition Board meeting.
- III.7.6 To **act on official recommendations** received from Florida's Division of Early Learning. The Coalition Board will also ensure implementation of State rules, policies, and guidelines as outlined in the School Readiness Act, section 411.01, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes ("F.S.").

ELCFH Bylaws, page 4

Article IV: OFFICERS OF THE ORGANIZATION

IV.1 ELECTION OF OFFICERS

Any member of the Coalition Board in good standing will be eligible for nomination and election to any elective office of the Coalition Board.

IV.1.1 Coalition Board officers will be elected for a 2-year term by majority vote during the Annual Meeting of the Coalition Board which will be held at the last meeting prior to the beginning of the fiscal year.

IV.1.2 If an office is vacated prior to the completion of a term, member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

IV.2 POWERS AND DUTIES OF OFFICERS (position descriptions further detailed in Section 4- ADM-5: Governance and Operations policy)

ELCFH Bylaws, page 5

Article V. MEETINGS

V.1 REGULAR MEETINGS:

Regular meetings of the Coalition Board will occur at least **quarterly** or on a more frequent schedule agreed upon by the members. The time and place will be determined by the members.

- V.1.1 The **Annual Meeting** is defined as the Coalition Board's regular meeting held during the first meeting at the beginning of the fiscal year.

V.2 MEETING NOTIFICATIONS

- V.2.1 **Notice of Coalition Board meetings**, including the agenda, will be made by mail, fax, or by electronic means to each Coalition Board member no less than five (5) calendar days prior to the meeting date.

V.3 GOVERNING RULES

The Coalition Board will adopt rules of procedure for the conduct of its business.

- V.3.1 **Robert's Rules of Order, Newly Revised** (latest edition), will govern all official proceedings of the Coalition, subject to such special provisions as the Coalition Board may adopt.

V.4 VOTING REGULATIONS

A majority of the Coalition Board membership constitutes a quorum to conduct business.

- V.4.1 **Fifty-one percent (51%) of the members will constitute a quorum** for the transaction of business at any meeting of the Coalition Board. If less than a majority of voting members is present at said meeting, a majority of the members present may adjourn the meeting without further notice.

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Robert's Rules of Order



Robert's Rules of Order


- What Is Parliamentary Procedure?
 - A set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
- ELCFH Bylaws:
 - V.3.1 (Governing Rules) “RRO will govern all official proceedings of the Coalition....”

Four Basic Types of Motions

- **Main Motions:** Purpose is to *introduce items to the membership for their consideration*. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- **Subsidiary Motions:** Purpose is to amend (*change or affect*) *how a main motion is handled*, and is voted on (*ex: “ Call the Question”*).
- **Privileged Motions:** Purpose is to *bring up items that are urgent* about special or important matters unrelated to pending business (*ex: recess, adjourn*).
- **Incidental Motions:** Purpose is to provide a *means of questioning procedure* concerning other motions and must be considered before the other motion (*ex: “Point of Order” - used if member feels rules are not being followed*).

Must debate on a motion stop immediately as soon as any member calls the question?

- If debate has dragged on longer than a Board member feels is really warranted, that member can “call the question,”
- THEN the Chair has to immediately ask the Board to vote to determine whether or not debate should continue.
- The motion to *call the question* is itself not debatable.
- If two-thirds of the Board agree that the discussion should stop, then it must cease.
- Then a vote be taken on the question itself.



Is it true that, once a quorum has been established, it continues to exist no matter how many members leave during the course of the meeting?

No- once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present.

Meaning- if the chair notices the absence of a quorum, he or she should declare this fact, at least before taking any vote or stating the question on any new motion.

Any member noticing the apparent absence of a quorum can and should make a *Point of Order* to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. [RONR (11th ed.), pp. 348-49; see also pp. 12-13 of RONRIB.]

Resources:

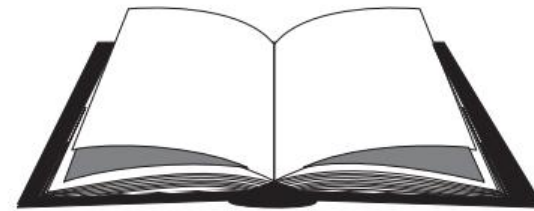
- *Robert's Rules of Order Newly Revised*
- *Robert's Rules of Order Newly Revised (In Brief)*
- *Robert's Rules in Plain English (Doris Zimmerman)*
- *The Complete Idiot's Guide to Robert's Rules (2nd Edition)*
- <https://robertsrules.com/faq.html> (FAQ on Robert's Rules of Order official website)

Florida's Open Meeting and Public Record Laws

Early Learning Coalition
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GOVERNMENT-IN- THE-SUNSHINE MANUAL



2025 Edition

*A Reference For Compliance
with Florida's Public Records
and Open Meetings Laws*



Florida Office of the Attorney General

Volume 47

The Laws

Sunshine and Public Record Law:

<https://www.youtube.com/watch?v=O84vJL3h2t4>

Florida Statutes, Chapter 286, the “Open Meetings Law,” is often referred to as the “Sunshine Law” and protects the public from “closed door” decision making and provides a right of access to governmental meetings.

Florida Statutes, Chapter 119, the “Public Records Law,” creates a right of access to records made or received in connection with official business of a public body.

All Early Learning Coalitions are required to comply with Sunshine and Public Record Law.

Sunshine Law

Statute Chapter 286 applies to all meetings of “any board or commission of any state agency or authority.” *This includes any discussions (formal or casual) between two or more Board members about a matter on which the Board might foreseeably take action.*

Sunshine Law requires:

1. All meetings of the board must be open.
2. Reasonable notice of meetings must be given.
3. Minutes of meetings must be kept.

Public Records Law

Florida Statutes Chapter 119 defines Public Records as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material.

- Regardless of physical form or means of transmission.
- Made or received pursuant to law in connection with transaction of official business by the agency.
- Not applicable to confidential/ exempted records.

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How We're Funded



Funding Requirements

School Readiness

78% minimum for direct services
(child care service payments)

22% maximum for operational/
administrative costs

5% maximum allowed for
administrative costs

17% maximum allowed for non-
direct costs (eligibility, field work
etc)

Combination of Federal, State and
Local funds

Voluntary Prekindergarten

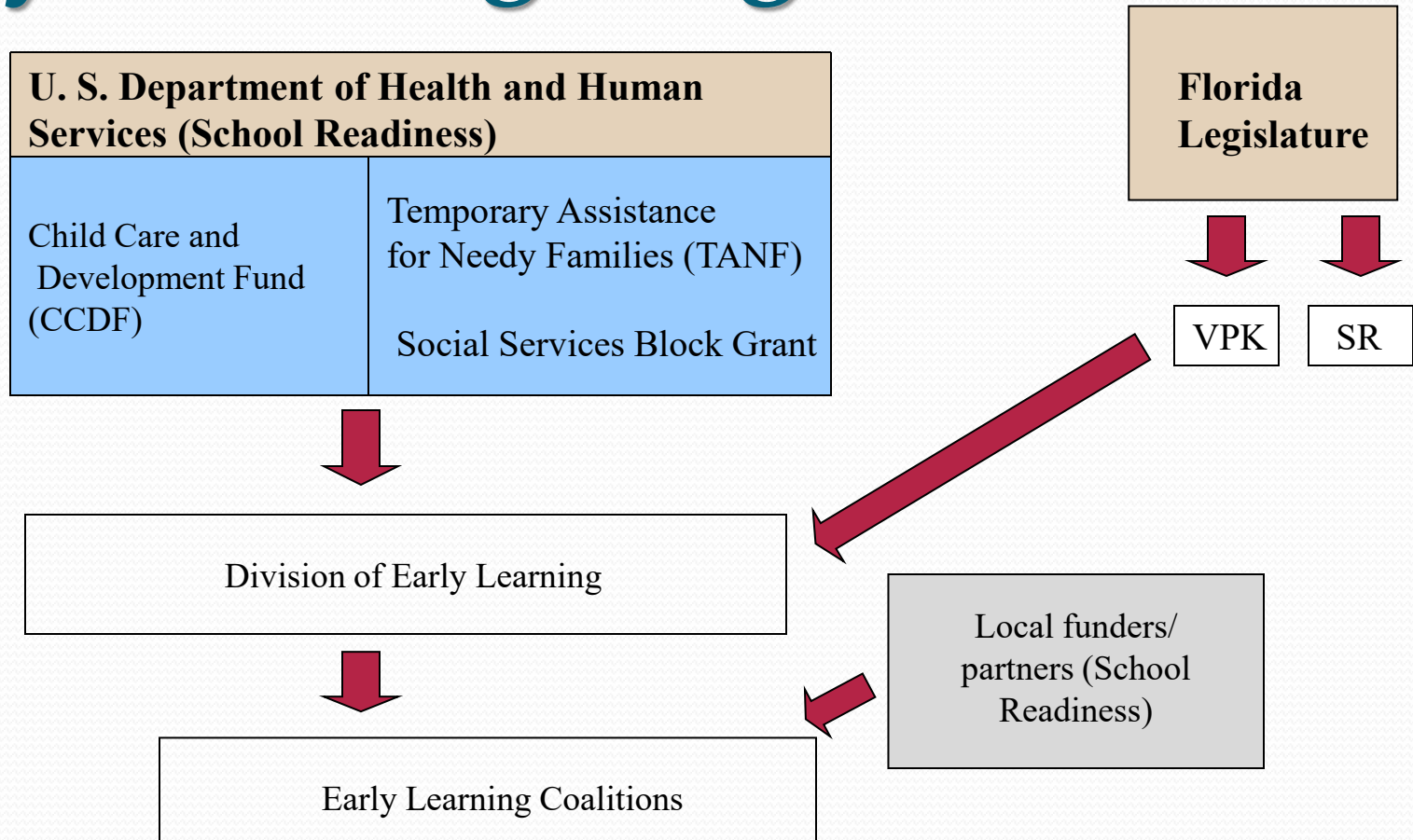
Administrative cap is 4.0%

VPK Providers rates are based on the
base student allocations (BSA) and
school district cost differential

Calculations for each county are
based on projected full time
equivalencies (FTEs)

State funds only

Funding Flow for Early Learning Programs



Primary funding- Notices of Award

- Notices of Award are generated to each ELC by DEL
- ELCFH Finance Committee/ Board develops and approves budget; submitted to DEL for approval
- NOA from DEL covers:
 - School Readiness- state and federal allocations
 - Voluntary Prekindergarten (VPK)- state allocation
 - State Match fund allocations (SR only)

FY 25-26 DEL NOA- SR & VPK

Line Item	Allocation
School Readiness Initial Allocation	\$ 12,097,460
VPK Initial Allocation	\$ 4,809,494
Quality Performance Differentials Initial Allocation	\$ 524,529
Gold Seal Differential Initial Allocation	\$ 458,440
Special Need Differential Initial Allocation	\$ 7,098
VPK Program Assessments Initial Allocation	\$ 40,728
SR Match Initial Allocation	\$ 124,989
SR Restitution	\$ -

Earmarks

- SR- 22% total for admin, quality , non-direct
- SR- Minimum 4% quality
- SR- Not to exceed 5% Admin
- VPK- Not to exceed 5% Admin (95% for direct services)

Total award-
\$18,062,738



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ELCFH Board Meeting Packet

Agenda Format

<p>2. Action</p> <p><u>p. 4-7</u></p> <p><u>p. 8-17</u></p> <p>p. 18</p> <p>p. 19-22</p> <p>p. 23</p> <p>p. 24</p> <p>p. 25</p> <p>p. 26</p> <p><u>p. 27</u></p>	<p>Consent Agenda- Donna Doubleday</p> <ul style="list-style-type: none"> a. <u>Approve</u> minutes from the 3.26.25 Board Meeting b. Review Committee Meeting minutes c. <u>Approve</u> FY 25-26 Board and Committee Meeting calendar d. Annual Approval of ELCFH Anti-fraud Plan (<i>certifying no changes in content from previous FY; due to DEL-OIG on 6.30.25</i>) e. Annual Approval of Contract with Children's Forum for FY 25-26 Provider Class Assessments (SR/ VPK) f. Approve ELCFH Employee Handbook policy updates (<i>Administrative Committee, June 6, 2025</i>) g. Approve Surplus Inventory (<i>Finance Committee, April 30, 2025</i>) h. FY 24-25 SR Budget Modification i. FY 24-25 VPK Budget Modification
<p>4. Action</p> <p><u>Attachment B</u></p>	<p>ELCFH Cost Allocation Plan updates: <u>The</u> CAP underwent an internal review and needed updates to language, references and more current/ relevant examples were applied. This plan is <u>a required</u> annual submission to DEL. <i>Presented by Anne Brewer and Pam Hillestad</i></p>
<p>8. Information</p> <p>p. 34-37</p>	<p>Finance and Utilization Reports- <i>Presented by Anne Brewer, Pam Hillestad, Olga Olvera</i></p>
<p>9. Information</p> <p>p. 38-46</p>	<p>ELCFH Agency Report- Recent informational items will be presented. <i>Anne Brewer</i></p> <ul style="list-style-type: none"> a. 2025 Legislative Update b. Herald Tribune Article, May 12, 2025

Finance and Utilization Reports

School Readiness FY 24-25

May 2025 School Readiness YTD Expenditures

<u>% Spent at 91.7% of FY</u>	<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
Salaries and Operating	83.8%	79.9%	74.6%	79.0%	80.8%
Direct Services	89.6%	85.9%	86.0%	86.7%	87.8%
Including Match	89.6%	85.9%	86.2%	86.7%	87.8%
Total Expenditures w/match	88.5%	84.9%	84.2%	85.2%	86.5%

<u>Including Match from DEL Workbook</u>	<u>NOA Restrictions</u>	<u>YTD of total Exp</u>
Direct Services Minimum	78.0%	81.8%
Non-Direct Services Maximum (includes Admin)	22.0%	18.2%
	100.0%	100.0%

Total SR Administration Spent all counties (max 5%):

4.0%

May 2025 SR Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
597	179	154	492	1452

April 2025 SR Child Count

<u>Charlotte</u>	<u>DeSoto</u>	<u>Hardee</u>	<u>Highlands</u>	<u>Coalition Totals</u>
609	180	155	486	1480

Important Info!

- Link to mtng packet provided app 5 days prior to mtng
- www.elcfh.org: Board Member Resource page-referenced materials are all here!

Board Member Resources

Orientation
Powerpoint

ELCFH
Bylaws

Robert's
Rules of Order
"Cheatsheet"

Florida
Sunshine and
Public Record
Law Links

Governance Policies

ADM-1: [Contract Execution](#)
ADM-3: [Provider Representation](#)
ADM-4: [Board Seat Rotation](#)
ADM-5: [Governance and Operation](#)
ADM-6: [Policy Revisions](#)
ADM-8: [Related Parties Contract Policy](#)
ADM-9: [Appeals Policy for Parents, Providers and Board Members](#)

Member Forms

[Orientation Verification](#)
[Conflict of Interest](#)
[Code of Ethics](#)
[Photo Consent](#)

Other Information

[Board Member Position Description](#)
[ELCFH Organizational Chart](#)
[Focus Area Plan](#)



Early Learning Coalition of Florida's Heartland, Inc.

Welcome to the ELCFH Board of Directors!!

What's next?

- **New Board Member Orientation Verification** form will emailed- please review, sign and email back!
- First meeting is **Wednesday, August 27th at 10AM** (FY 24-25 Annual Meeting); Turner Center Annex, Arcadia