

**ELC OF NORTHWEST FLORIDA, INC.
NOVEMBER 1, 2006
BOARD MEETING MINUTES**

ATTACHMENT 1

Early Learning Coalition of NW Florida, Inc.
Profit & Loss
 July through September 2006

	<u>Jul - Sep 06</u>
Ordinary Income/Expense	
Income	
Grants	
School Readiness	3,274,420.59
VPK	969,391.57
VPK Out	11,549.00
Total Grants	<u>4,255,361.16</u>
PERKS Income	<u>13,176.12</u>
Total Income	<u>4,268,537.28</u>
Expense	
Dues and Subscriptions	401.25
Help wanted ads	250.01
Infant/Toddler (ELC Level)	10,969.78
Miscellaneous	68.43
Occupancy	
Electric	1,011.91
Insurance	1,775.93
Internet Access	566.33
Other Occupancy	60.00
Rent	23,823.81
Telephone	2,179.97
Water and Sewer	542.86
Total Occupancy	<u>29,960.81</u>
Office Supplies	17,516.02
Outreach CCR&R	9,315.89
Outreach VPK	11,549.00
Payroll Exp	
Admin Costs Shared	64,767.29
Admin SR	13,423.19
Admin VPK	810.47
Eligibility	78,094.56
Insurance	1,063.86
Non Direct Services	9,871.30
PERKS Salary	21,649.51
Total Payroll Exp	<u>189,680.18</u>
Postage and Delivery	1,039.70
Printing and Reproduction	5,683.82
Professional Fees	17,161.88 *
Program Supplies	
Parent education supplies	15,327.24
Provider education supplies	4,300.00
Total Program Supplies	<u>19,627.24</u>
Quality (ELC level)	68,731.32
Quality (PERKS)	0.00
Travel & Ent	
Airfare	1,132.40
Car Rental	1,223.35
Conference Fee	90.00
Lodging	929.70
Mileage	10,272.08
Per diem	1,266.00
Tolls/Parking	115.80
Total Travel & Ent	<u>15,029.33</u>
VPPRSD VPK Slot Payment Differe	19,679.74
X-Admin Allocate County SR	-0.01
X-Admin Allocate County VPK	0.01

Early Learning Coalition of NW Florida, Inc.
Profit & Loss
July through September 2006

	<u>Jul - Sep 06</u>
X-Contracted Services	
97BBD Non Direct Service	134,565.00
97BDE Eligibility	110,850.00
97COO Two Parent One Work (8OP)	23,111.52
97GNW Workforce/TANF (3/3R)	112,866.61
97GOO Transitional CC (5/5T/3W)	257,118.25
97GSD Quality Gold Seal	119,022.55
97INT Infant/Toddler Quality	17,000.00
97POO Working Poor (8)	1,223,420.48
97PPD CCPP Non Direct Services	2,050.00
97PPO CC Purchasing Pool (CCPP)	30,373.40
97QI4 CCR&R	14,360.00
97QIN Inclusion	15,000.00
97QOO Quality Other	76,375.00
97ROO Protective Services (1)	794,570.52
97TNW Transitional CC (5N)	1,658.00
VPADM VPK Admin	20,675.00
VPENR Enrollment	10,250.00
VPPRS Program Services (slots)	876,915.95
Total X-Contracted Services	<u>3,840,182.28</u>
Total Expense	<u>4,256,846.68</u>
Net Ordinary Income	11,690.60
Other Income/Expense	
Other Income	
Interest Income	258.62
Total Other Income	<u>258.62</u>
Net Other Income	<u>258.62</u>
Net Income	<u><u>11,949.22</u></u>

Net Income is from VPK
differential received from AWI
but not paid to schools until
Oct 06.

* Professional fees - \$14,800 for WHJ audits FY05 (not budgeted)
Did not realize not paid until Jan 06 CRI notice.

Early Learning Coalition of NW Florida, Inc.
Balance Sheet
As of September 30, 2006

	<u>Sep 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	1,287,687.37
Total Checking/Savings	1,287,687.37
Accounts Receivable	
Accounts Receivable	1,091,965.08
Total Accounts Receivable	1,091,965.08
Other Current Assets	
Petty Cash	250.00
Prepaid Expenses	16,582.02
Total Other Current Assets	16,832.02
Total Current Assets	2,396,484.47
TOTAL ASSETS	<u>2,396,484.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,174,066.32
Total Accounts Payable	1,174,066.32
Other Current Liabilities	
Accrued Expenses	8,730.43
Grant refundable	26,779.46
OEL Advance	1,198,978.63
Payroll Liabilities	639.22
Total Other Current Liabilities	1,235,127.74
Total Current Liabilities	2,409,194.06
Total Liabilities	2,409,194.06
Equity	
Retained Earnings	-24,658.81
Net Income	11,949.22
Total Equity	-12,709.59
TOTAL LIABILITIES & EQUITY	<u>2,396,484.47</u>

**ELC OF NORTHWEST FLORIDA, INC.
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ATTACHMENT 2

VI. INFORMATION ITEMS - Executive Director Report and Overview (TAB 1)

a) Fall VPK – 2006-07

The anticipated number of students that will participate in VPK for the seven county area is 2,041 based on an estimated population of 3,477 four year olds.

PROVIDERS: Currently, 99 VPK providers have been approved for the Fall VPK program year.

CHILDREN: A total of 1,836 parents have received Certificates of Eligibility (COEs) to date. Of those 1,836 COEs, 1,492 have been submitted from the Providers to EEC. The following numbers represent the current number of fall - VPK Certificates of Eligibility completed by County:

Bay –	1,154
Calhoun –	53
Gulf –	93
Franklin –	77
Jackson –	198
Washington –	102
Holmes –	159

b) Utilization Report

Please see Attachment 1 of the Executive Director Report.

c) Workplan Data (August-September 2006)

More data will be sent to you prior to the meeting;

- Data from Seminar 1 – Harms Evaluation Tools (ITERS, ECERS, FDCRS)
 - 142 participants completed at least 1 session of the Seminar
 - 39 participants completed all 5 sessions
 - 85 participants completed a pre/post test
 - 68 (80%) participants showed increase in pre and post seminar
 - 93 participants completed (TWP)
- General Technical Assistance (TA)
 - EEC responded to 12 provider TA requests
 - Types of requests included infant/toddler, classroom arrangement, lesson planning, other classroom type TA
- DCF Licensing Issues
 - Ratio Non-compliance
 - Washington County Pre-School was found out of ratio on September 5, 2006 in the infant room. There was a 1 to 5 ratio instead of a 1 to 4 ratio. Technical assistance was provided by DCF

monitor, at the time of inspection, and correction was made at that time.

- The Coalition is issuing the provider a Notice of Non-compliance for breach of contract. If this provider receives two more notices for non-compliance for ratio, background screenings, or direct supervision, the Coalition will stop placement of new children for 30 days.
- Battelle (Level A) Child Assessment Data
 - 344 Battelles were completed on Coalition children
 - EEC is in the process of compiling national percentile rankings for parents of children who received the Battelle assessment. Those will be distributed within 60 days.
- Health Screening Data (for September and October)

<u>County</u>	<u>Children Screened</u>	<u>Vision Referred</u>	<u>Hearing Referred</u>
Calhoun	18	4	2
Franklin	13	2	1
Gulf	7	1	1
Holmes	23	7	9
Jackson	71	23	22
Washington	28	6	7
<u>Bay (no information currently available)</u>			
Totals	160	43	42

d) Community Partnership Data

The following partnerships are in place or in process in order to enhance and supplement Coalition services:

Gulf Coast Community College – Chipola college	Bay, Gulf, Calhoun, and Franklin Marianna, Washington, and Holmes
Homes County Library	
Calhoun County Library	
Tri County Coordinated Council	Homes, Washington
Tri County Head Start	Holmes, Washington
Jackson County Head Start	Jackson County
EEC Head Start	Bay, Franklin
Bay District Schools	
Holmes County Schools	
Jackson County Schools	
Calhoun County Schools	
Franklin County Schools	
Washington County Schools	

Others are in process and will be reported as signed.

Executive Director Report and Overview

Attachment 1
Utilization Report

Utilization Report FY06
For Week Ended:

10/6/2006

TCC TCA Transitional Child Care
Temporary Cash Assistance (Workforce determined)

Billing Group		Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
BG1	Protective Services	618	34	8	25	96	192	104	1,077
BG3	Workforce non working	74	5	-	-	6	6	11	102
BG3R	TANF At Risk Relative	2	11	-	-	17	17	22	69
BG3W	Workforce working	22	-	-	-	-	-	2	24
BG5	TCC/TCA 1st yr work	141	2	-	6	10	12	4	176
BG5N	TCC/TCA 1st yr non	-	-	-	-	-	-	-	-
BG5T	TCC/TCA 2nd year	119	3	-	-	4	16	6	148
BG8	Working Poor	914	134	51	46	176	343	186	1,850
BG8HS/LC	Coalition defined	-	1	-	-	-	-	-	1
BG8OP	Two parent one income	20	-	6	1	3	-	5	35
Teen	Teen Parents	-	-	-	-	-	-	-	-
CF	Disabled over income	-	-	-	-	-	-	-	-
Total		1,910	190	65	78	312	586	340	3,481
CCPP		206	-	-	-	-	-	-	206
VPK		684	28	63	71	111	152	110	1,419
									5,106
Care Level:									
INF		126	14	9	7	23	39	29	247
TOD		252	24	9	9	44	81	46	465
2YR		282	19	15	15	40	86	52	509
PR3		258	23	12	10	42	94	50	489
PR4		233	20	11	11	41	71	45	432
PR5		4	2	-	1	1	13	-	21
SCH		755	88	9	25	120	202	117	1,316
SPCR		-	-	-	-	1	-	1	2
Total		1,910	190	65	78	312	586	340	3,481
Site type									
School Based		17	1	10	-	2	-	-	30
Non School Based		1,893	189	56	78	310	586	340	3,451
		1,910	190	65	78	312	586	340	3,481
VPK Site Type									
School Based		503	16	53	60	49	21	5	707
Non School Based		381	12	10	11	62	131	105	712
		884	28	63	71	111	152	110	1,419
Wait List - SR Eligible									
INF		38	-	-	-	3	27	3	71
TOD		38	-	-	-	4	19	5	66
2YR		40	-	-	-	1	16	3	60
PR3		26	-	-	-	2	14	2	44
PR4		25	-	-	-	2	13	2	42
PR5		19	-	-	-	-	6	1	26
SCH		37	-	-	-	2	25	1	65
Total		223	-	-	-	14	120	17	374
Waiting List - HS Eligible (not SR elig.)									
INF		-	-	-	-	-	-	-	-
TOD		-	-	-	-	-	-	-	-
2YR		-	-	-	-	-	-	-	-
PR3		-	-	-	-	-	-	-	-
PR4		-	-	-	-	-	-	-	-
PR5		-	-	-	-	-	-	-	-
SCH		-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-
Waiting List - Over Income									
INF		26	-	-	-	-	-	1	27
TOD		12	-	-	-	2	-	-	14
2YR		28	-	-	-	-	-	-	28
PR3		20	-	-	-	-	-	1	21
PR4		17	-	-	-	2	-	1	20
PR5		13	-	-	-	-	-	-	13
SCH		39	-	-	-	1	-	-	40
Total		165	-	-	-	5	-	3	163
Clients Seen									
BG1	Protective Services	19	1	-	-	7	4	*	31
BG3, 3R, 3W	Workforce Participants	15	1	-	-	3	-	*	19
BG5, 5N, 5T	TCC/TCA	8	-	-	1	1	8	*	18
BG8	Working Poor	27	8	4	2	21	12	*	74
BG8LC, 8OP	Two parent one income	4	-	-	-	-	-	*	4
CF	Coalition defined	-	-	-	-	-	-	*	-
CCPP	Child Care Purchasing Pool	4	-	-	-	-	-	*	4
VPK	Voluntary Pre K	4	2	-	1	-	2	*	9
Providers		-	9	-	1	13	9	*	32
Other		-	3	-	-	16	18	*	37
Total		81	24	4	5	61	53	-	228
Children Placed									
BG1	Protective Services	5	-	-	-	-	2	-	7
BG3, 3R, 3W	Workforce Participants	3	-	-	-	1	-	-	4
BG5, 5N, 5T	TCC/TCA	2	-	-	1	-	-	-	3
BG8	Working Poor	3	-	-	-	8	-	-	9
BG8LC, 8OP	Two parent one income	-	-	-	-	-	-	-	-
CF	Coalition defined	-	-	-	-	-	-	-	-
CCPP	Child Care Purchasing Pool	5	-	-	-	-	-	-	5
COE ISSUED	Voluntary Pre K	4	2	-	-	-	2	-	8
Total		22	2	-	1	7	4	-	38

*Wash/Holmes are jointly reported.

Other Wait Lists are not reported when there are no numbers to report.