

ELC OF NORTHWEST FLORIDA, INC.
AUGUST 8, 2007
BOARD MEETING MINUTES

ATTACHMENT 1

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08/05/07
Accrual Basis

Early Learning Coalition of NW Florida, Inc.
Balance Sheet
As of June 30, 2007

	<u>Jun 30, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
People's Checking	418,410.41
Total Checking/Savings	<u>418,410.41</u>
Accounts Receivable	
Accounts Receivable	1,340,740.52
Total Accounts Receivable	<u>1,340,740.52</u>
Other Current Assets	
Petty Cash	250.00
Prepaid Expenses	1,400.00
Total Other Current Assets	<u>1,650.00</u>
Total Current Assets	<u>1,780,809.93</u>
Fixed Assets	
Accumulated Depreciation	-2,244.00
Furniture, Fixtures & Equipment	21,670.48
Total Fixed Assets	<u>19,426.48</u>
TOTAL ASSETS	<u><u>1,780,236.41</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,560,662.89
Total Accounts Payable	<u>1,560,662.89</u>
Other Current Liabilities	
Grant refundable	36,415.80
Payroll Liabilities	435.32
Total Other Current Liabilities	<u>36,851.12</u>
Total Current Liabilities	<u>1,597,503.81</u>
Total Liabilities	<u>1,597,503.81</u>
Equity	
Opening Bal Equity	168,074.00
Retained Earnings	-7,644.40
Net Income	24,303.00
Total Equity	<u>182,732.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,780,236.41</u></u>

These financial statements are not final for June 2007. We have not done the final invoice to the state.

Preliminary & Draft

12:43 PM
 08/05/07
 Accrual Basis

Early Learning Coalition of NW Florida, Inc.
Profit & Loss by Class
 July 2006 through June 2007

	Jul '06 - Jun 07
Ordinary Income/Expense	
Income	
Grants	16,617,681.21
PERKS Income	85,440.67
Total Income	<u>16,673,101.88</u>
Expense	
Bank Service Charges	30.00
Dues and Subscriptions	472.60
Help wanted ads	250.01
Infant/Toddler (ELC Level)	37,803.78
Miscellaneous	182.43
NDS (ELC Level)	6,610.08
NDS (ELC Shared)	13,238.02
Occupancy	112,191.05
Office Supplies	29,707.67
Outreach CCR&R	16,409.27
Outreach VPK	11,549.00
Payroll Exp	766,423.11
Postage and Delivery	4,028.38
Printing and Reproduction	22,561.94
Professional Fees	54,305.92
Program Supplies	28,614.41
Quality (ELC level)	324,003.75
Quality (PERKS)	0.00
Travel & Ent	42,251.56
VPPRSD VPK Sinf Payment Differe	31,387.35
X-Admin Allocate County SR	0.02
X-Admin Allocate County VPK	336.24
X-Contracted Services	15,122,331.91
Y- Equipment Purchase	58,869.01
Total Expense	<u>16,682,317.41</u>
Net Ordinary Income	-9,215.53
Other Income/Expense	
Other Income	
Community Funds	21,283.00
Interest Income	1,655.76
Local Match	2,833.36
Other Income	8,568.97
Teddy Bear Fund	6,866.05
Total Other Income	<u>40,987.14</u>
Other Expense	
Other Expenses	7,468.61
Total Other Expense	<u>7,468.61</u>
Net Other Income	<u>33,518.53</u>
Net Income	<u><u>24,303.00</u></u>

These financial statements are not final for June 2007. We have not done the final invoice to the state. The negative is timing - YTD adjustments that have not been invoiced to the state or deducted from contractors.

Preliminary & Draft

ELC OF NORTHWEST FLORIDA, INC.
AUGUST 8, 2007
BOARD MEETING MINUTES

ATTACHMENT 2

PROPOSED

Early Learning Coalition of Northwest Florida Subcontractor Invoicing/Billing Process 2007 – 2008

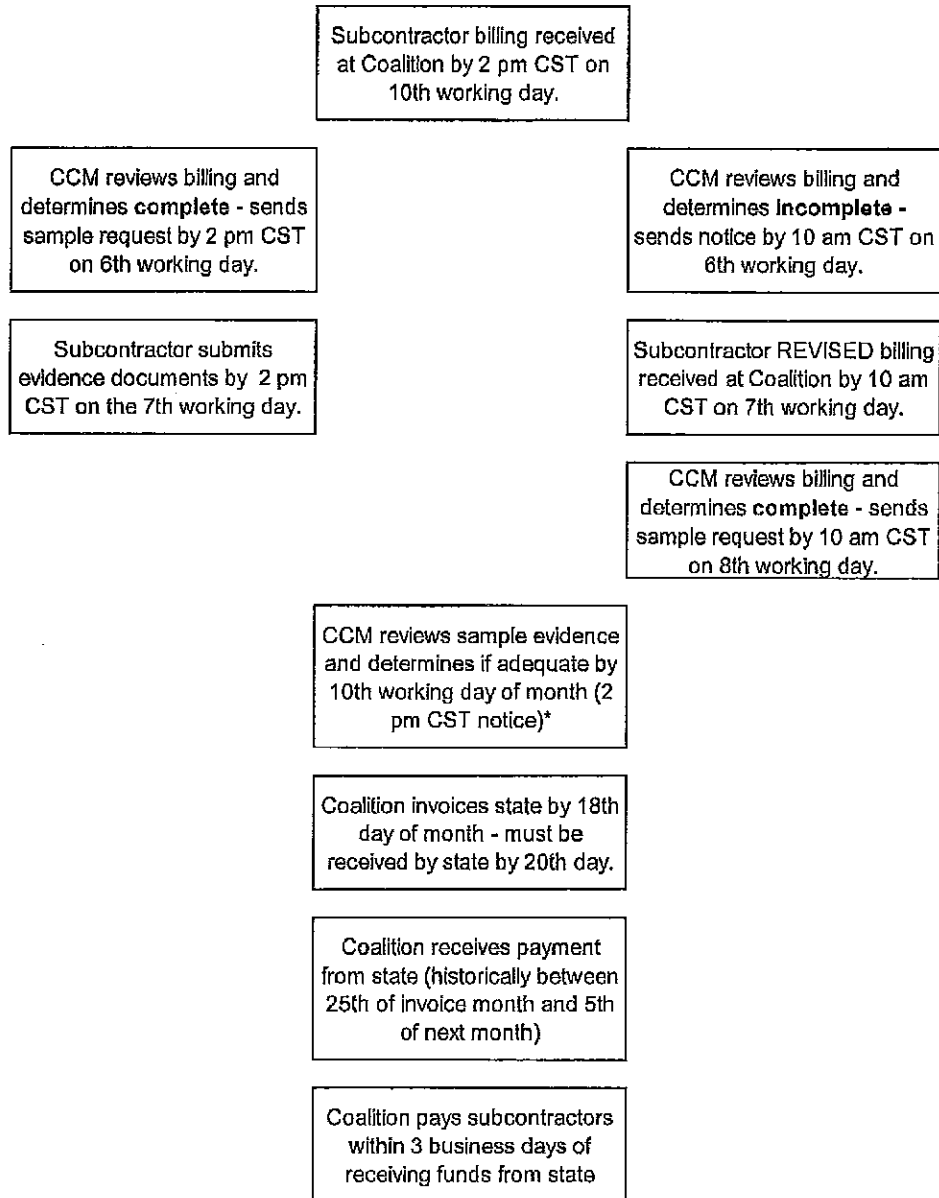
Purpose: To provide fiscal accountability and ensure the timely invoicing, reporting, and payment for designated Coalition approved services.

Process: Subcontractors will adhere to the following monthly process effective August 2007 billing, which would be processed by the Coalition in September 2007. The designated reports, invoice, payline lists, and required documentation must be submitted in order for the invoice to be considered complete. Any incomplete billing will be returned to subcontractors for completion and payment may be delayed until the following month.

1. Subcontractor shall complete and submit Coalition specified reports, listings, and invoice as recorded in payline deliverables, by 2:00 p.m. CST on the 10th day of the month for the prior month services.
2. The Coalition Contract Manager will review the billing documentation for completeness.
 - a. If the invoice and related documentation is determined by the Coalition Contract Manager to be incomplete, the Coalition will notify the subcontractor point of contact(s) in writing (as listed in the core contract) by 10:00 a.m. CST on the 6th day of the month. The Coalition Contract Manager will also notify the Executive Director of the Coalition and the subcontractor.
 - b. If the invoice and related documentation is determined to be complete, the Coalition Contract Manager will begin the desktop review process.
3. Upon notification of incomplete billing, the subcontractor may collect their billing and related documentation to revise it or submit a revised billing. The subcontractor will need to submit a transmittal page that indicates the date, changes attached, and if the attached information is additional documentation that is to replace/revise the original documentation or it is a total revised billing. The subcontractor has until the 7th day of the month at 10:00 a.m. CST to submit a revised/corrected billing, in order to be processed in the current invoice to the state. *Any corrected/revised billing received after that deadline may not be included in the invoice to the state; therefore not be processed or paid until the next invoicing cycle.*
4. Once a completed invoice is determined received, the Coalition Contract Manager (CCM) will begin the desktop review process as follows:
 - a. The CCM will randomly selecting 25% of the invoiced items from the subcontractor's electronic reports.

- b. The sample request will be given to the subcontractor's point of contact (as listed in the core contract) in writing by 2:00 p.m. CST on the 6th day of the month or by 10:00 a.m. CST on the 8th day of the month for a revised/corrected invoice.
 - c. The subcontractor will submit the requested hard copies of evidence, as described on the payline deliverables, by 2:00 p.m. CST on the 7th day of the month or by 10:00 a.m. CST on the 9th day of the month for a revised/corrected invoice.
 - d. The CCM will review the hard copies of the evidence to establish that the evidence is accurate, timely, complete, and adequate. The CCM may contact third parties to verify their involvement in evidenced services.
 - e. If more than 5% of the sample is found to be lacking, the Coalition will request an additional 25% of the invoiced population for review. The additional sample must be provided to the Coalition within 24 hours of written request. Failure of the subcontractor to reply will be considered a stricken invoice pay line. (see g below)
 - f. If the sample(s) is(are) found compliant, the CCM will report such results in writing to the Coalition Executive Director, Finance, and the subcontractor point of contact by the 10th working day of the month.
 - g. If additional errors are found after the Coalition has requested 50% of the invoiced population, the Coalition will strike that pay line from the invoice, notify in writing the Coalition and subcontractors: Executive Directors, Chairs, Treasurers, and Finance. The CCM will process the balance of the invoice as listed in f.
 - h. Upon notification as listed in g, the CCM will forward a copy of the invoice and sample documentation to the Coalition Quality Assurance Officer for on site monitoring and corrective action.
5. Subcontractors will receive payment for services within 3 working days of Coalition receiving funding from the state.
 6. The entire invoicing/billing process and the subcontractor year to date statistical and monetary status will be reported at the Coalition Board meetings.
 7. The Executive Directors of the Coalition and subcontractor, the Coalition Contract Manager, and any other required Coalition or subcontractor staff will be present at the Quarterly Modification Meetings. These meetings will be held between the 11th working day of the month following the end of a quarter (October, January, May, July) and the end of said month. This timeframe is to allow contract modifications, if necessary, to come to the next Coalition Board meeting, (i.e. November, February, June). End of the fiscal year timeframes may be adjusted to meet state deadlines.
 8. The Coalition will complete quarterly monitoring of subcontractor services. These quarters may be opposite the Quarterly Modification Meetings to allow for staffing to be adequate.
 9. Results of all monitorings will be reported to the Board, within a 60 day timeframe to allow for subcontractors to reply and Coalition to designate corrective action, as applicable.

Early Learning Coalition of Northwest Florida
Subcontractor Invoicing/Billing Process
2007 – 2008



* If multiple samples requested due to evidence inadequacy, item will be stricken from invoice. Additional sample requests must be submitted by subcontractor with 24 hours of request.

ELC OF NORTHWEST FLORIDA, INC.
AUGUST 8, 2007
BOARD MEETING MINUTES

ATTACHMENT 3



**Executive Director Report
August 8, 2007**

a. Request for Proposal (RFP Summary Report)

Due to the difference between the original RFP and the current service delivery framework, the Executive Committee agreed with the Coalition's legal council that a Request for Proposal (RFP) would be completed and distributed no later than December 2007.

An RFP committee representing all seven counties will be appointed by the Chair at the September 2007 Board Meeting.

The Chair will appoint an RFP committee at the September Board meeting. This committee will be responsible for reviewing the RFP, receiving, the sealed proposals, and other responsibilities as designated. This committee will also receive specified training addressing the RFP bid process and the Sunshine requirements.

b. Asset Plan

Required documentation needed for the Asset Plan has been received by the Coalition. EEC and the Coalition are in process of determining ownership and estimated value of equipment costs shared by EEC and the Coalition.

The Office of Early Learning's 2006-07 Fiscal Monitoring and the Coalition's 2006-07 Annual Audit both addressed the need to ensure the completion of the Asset Distribution Plan, within this fiscal year.

It is expected that results of the Asset Distribution Plan will be brought before the Finance Committee in October for presentation to full Board at the November Board meeting.

c. Informal Provider Liability Insurance Requirement

In the past, Informal and registered providers have been granted a waiver for general liability insurance. However, due to Coalition council reviewing all contracts, the recommendation of council is that the Coalition adopt the policy that all providers receiving payment to complete the requirements of Florida Statute 411 be required to obtain and maintain general liability insurance. This requirement is deemed necessary to protect the child, the provider, and the Coalition in the event of an accident or incident involving the child and provider while the child is in the care of the provider.

However, this process will now require a change to the Coalition's Policy which will need to be brought before the Policy committee and brought back to the Board for full vote at the September Board meeting. The current School Readiness agreement with Informal providers has been extended until decision can be made at the September Board meeting concerning the requirement for informal providers to obtain general liability insurance.

All other categories of care have implemented this insurance requirement. The Coalition has set funding aside to initially support providers in moving from informal to registered status.

d. *At Risk School-age Rate*

Prior to the separation of the Coalition from EEC, the EEC Board approved a rate of \$15 a day for At Risk School Age children and \$10.00 a day for the Income Eligible School Age children the at-risk parents were not able to pay the additional \$20.00 a week. However, the Coalition has determined that this may be construed as "rate differential" and rate differentials are not allowed by OEL. The Coalition is meeting with Department of Children and Families (DCF) and Big Bend Community Coordinated Care (BBCCC) to determine a process for the assignment of parent co-payments.

Effective September 1, 2007, school age parent co-payments will adhere to the same process of other at-risk category fee structures.

e. *OEL Performance Review (Attachment 1)*

The Office of Early Learning (OEL) completed its 3-year review of the Coalition. A six member team interviewed staff, child care providers, subcontractors and parents throughout the week to gain information about the types of services the Coalition provides and the manner in which these are provided. Overall, the Coalition did well. Coalition staff has addressed major findings and submitted corrective action plans to Office of Early Learning (OEL). These plans have been approved by OEL with minor changes and are listed below for your convenience (Attachment 1).

1. *Governance*

- OEL disagreed with the Board's policy of using teleconferencing to establish quorum.
- Three board members missed three or more consecutive meetings during the course of
- The Coalition published a rotating meeting schedule and did not adhere to the posted schedule due to unforeseen situations.

2. *Grant Award and Contract Management*
- Several Service Contract files were missing quotes and cost analysis in accordance with Coalition policy and procedures.
 - Some contracts missing elements of standard contract language.
 - Some contracts in compliance with state, federal, and AWI requirements but demonstrate irregularities such as no expiration date, exceeded budget period, or received approval subsequent to execution. (These contracts occurred immediately after separation and included a \$5000 contract with the Forum to establish and maintain mandated Coalition website and the contract with Amstaff that ensured Coalition would have method for staff to receive salary payment.
 - Contract review process did not include review by Coalition's attorney prior to execution, regardless of the amount of the contract.
 - Reviewers discovered disagreement with the finance directors of EEC and the Coalition over certain deliverables.

3. *Child Care Resource and Referral*
- The Coalition web site does not indicate that CCR&R information is available through EEC or provides a hyperlink connection to the EEC website that is specifically labeled CCR&R.

4. *Eligibility Determination*
- The Office of Early Learning reviewed 86 files and of those 8, only 6 were fully determined to have miscalculations. The total fiscal impact of the 6 files was approximately \$33.

5. *Educational Service Delivery Plan*
- No findings in this area.

f. *Fiscal Monitoring Report (additional information available under Attachment 2)*
Prior Year Finding and Current Year Finding – Asset Plan

- The prior year finding ELC 04 2005-06-001 and current year finding 04 ELC-2006-07-002 relate to the Separation of Assets of Early Education and Care, Inc. and the Coalition pursuant to the September 2005 corporate separation. During last year's review, the Coalition's Asset Plan was in process of being approved by AWI so the Coalition received a finding from last year in the area of properties

Current Year Finding – Numbering of Chart of Accounts

- The current year finding 04 ELC-2006-07-001 is related to the numbering of the Chart of Accounts for the Coalition's disbursement records. The Coalition's Finance Director explained the Coalition's approved Cost Allocation Plan and the Coalition's invoicing process to the reviewers. The AWI approved Cost

Allocation Plan was provided to the reviewers beforehand, as required by the directives given by AWI, in order for the auditors to become familiar with the Cost Allocation Plan used by the Coalition and approved by

Current Year Finding – Required Language Left Out of Contracts

- The current year finding concerned required language being absent from the Coalition's contracts as listed below:
 1. Rights to inventions made under a contract or agreement
 2. Identification of federal awarding agency and CFDA number
 3. Applicable Catalog of state Financial Assistance title and number for state funds

b. Subcontractor Communication Audit

When the Coalition entered into agreement with Steve Bornhoft to complete the School Readiness and VPK Provider Communication Audit, it was also determined that a follow-up communication audit would be completed with the Coalition's subcontractors.

The Subcontractor Communication Audit has been initiated through Bornhoft and Associates and is expected to be completed within approximately 60 days. A report will be provided to the Board, as it becomes available.

h. Early Learning Information System (ELIS) Site Visit

Out of 31 Coalitions, our Coalition and two others have been selected to participate in a full week review by a team from Office of Early Learning. The ELIS team will be conducting interviews, job shadowing exercises, and review of documents to assist OEL with the development of an Early Learning Information System that will be designed to enhance the data collection and reporting capabilities of the information technology system for the state of Florida. This system is long over due and will replace the EFS system that served as the informational process system for subsidized child care.

i. Utilization (two months of Utilization reports are available as Attachment 2).

**Board Overview and Executive Director Report
August 8, 2007**

Attachment 1

OEL Performance Review Results

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EARLY LEARNING COALITION OF Northwest Florida
CORRECTIVE ACTION REPORT
July 23, 2007

A. GOVERNANCE AND OPERATIONS

Findings:

1. Although in compliance with the OEL-approved coalition plan, the board's policy of using teleconferencing to establish/recognize a quorum for decision making is not supported by Florida's Attorney General and not supported by OEL Legal Counsel.
2. Three board members have missed three or more consecutive meetings.
3. The coalition did not follow its published schedule for rotating board meetings between Bay County and the six rural counties.

Recommendations:

1. Ensure board members understand and adhere to quorum requirements, including the requirement for physical attendance in order to form a quorum.
2. Strengthen bylaws, making provisions for corrective action to limit excused absences from board meetings by members.
3. Update calendars and public announcements to reflect the true location and time of board meetings.

Corrective Action Responses by Coalition:

1. The Coalition Board recognizes the opinion of the Florida Attorney General's counsel on not allowing board members attendance by teleconferencing to establish quorum.

However, as the Coalition is a seven county Coalition, responsible for ensuring equal representation, teleconferencing has allowed the Coalition to actually enhance public participation from the multiple counties by allowing access to the meetings by telephone.

Allowing quorum through teleconferencing has also enabled the Coalition to successfully execute business issues that require a board vote, to be completed in a timely and succinct manner.

As the Coalition understands the Florida Attorney General opinion regarding teleconferencing as a means to securing Board quorum, the Coalition continues to adhere to the OEL approved Coalition plan to allow a quorum to be established through teleconferencing.

This process has also been reviewed by the Board and approved in the Coalition's by-laws which are designated as a section of the OEL approved Work Plan.
2. The Coalition recognizes the critical need to maintain viable Board members while adhering to the Coalition's approved by-law requirement of tracking excused and unexcused absences. The Coalition's approved by-laws state that "absences from three consecutive meetings OR four meetings within a twelve month period by a member without meaningful excuse are equivalent to resignation from the Board." The Coalition adhered to its approved by-laws by tracking excused and unexcused absences to ensure attendance compliance for membership.

The OEL recommendation to change the Coalition's by-laws to reflect limiting excused absences before considering a board member terminated will be brought before the policy committee and full board for a vote in July 07.

3. The Coalition initially posted a Board meeting calendar on its website and failed to update the calendar on the website as changes had to be made to the Board meeting schedule or location.

Effective July 07, meetings will be posted monthly on the Coalition's web site to ensure accurate notification of meeting dates, times, and locations. The administration of the web site is being reviewed and redeveloped for implementation for the 07-08 fiscal years to determine a more systematic process for updating information on the website.

OEL Response to Corrective Action:

1. **ACCEPTED.** However, OEL continues to request that coalitions protect themselves from legal challenge by avoiding the use of teleconferencing to establish or recognize a quorum.
2. **ACCEPTED.** Please provide board meeting minutes upon review and/or approval by the board during the July 07 meeting.
3. **ACCEPTED.**

Additional recommendations and comments:

NONE

B. GRANT AWARD AND CONTRACT MANAGEMENT

Findings:

1. OEL review team found that several service contract files were missing specific procurement documentation, quotes, and cost analysis information in accordance with coalition policy and procedures
2. The coalition's service contracts are missing some elements of standard contract language. Some of the agreements examined by the review team did not include certifications for lobbying, debarment/suspension, drug-free workplace, and discrimination.
3. Some of the coalition's service contracts, although in general compliance with federal law, state law, and the AWI grant requirements, demonstrate irregularities in the review and approval process. Some of the contracts had no expiration dates, exceeded the budget period, or received approval by the board subsequent to execution.
4. The OEL review team found the contract review process did not include a review by the coalition's contracted attorney.
5. The reviewer discovered during discussions with the finance directors of the coalition and EEC that disagreement over certain deliverables exists between the coalition and the contractor.

Recommendations:

1. Strengthen the procurement process by providing additional development training for the contract coordinator. Specific training in procurement processes and contracts is available through the Agency for Workforce Innovation.
2. Same as Recommendation #1.
3. Same as Recommendation #1.
4. Establish an administrative work flow for business that includes legal view of Coalition's contracts prior to Board approval.
5. Revise and strengthen contract scope, performance expectations, quality and effective measures, and a comprehensive conflict resolution process for performance based contracts.

Corrective Action Responses by Coalition:

1. (1, 2, 3) The Coalition recognized the need for its contract coordinator to have further contractual and procurement training. The coalition scheduled enhanced training through Florida Department of Management Services prior to the OEL audit. The Coalition's contract coordinator attended Contracts Management training during the week of May 29 through May 31, 2007. The contract coordinator is also scheduled to attend Contract Administration training on June 4, 2007. Both sessions were scheduled prior to the audit.

The Coalition will continue to access systematic staff development through AWI and OEL sources and ensure that the contract coordinator attends documented training no less than quarterly.

2. (Finding #4) When the Coalition separated from Early Education and Care, Inc. it entered into service agreements to be able to implement and continue Coalition business, without a reduction or interruption of service. At the time, the Coalition did not have legal representation. Therefore, when contracts were under the \$25,000 threshold amount, the Coalition did not process the contract through legal.

Effective July 07, the Coalition's Contract Management process will include legal review, regardless of the dollar amount. This process will ensure compliance with the OEL audit recommendation and best practices. The process must be submitted to the Coalition policy Committee and voted on at July 2007 Board meeting.

3. (Finding #5) The Coalition walks in the unique place of having merged with a central agency to become an Early Learning Coalition and then to have de-merged from the same entity moving the authority and funding from a local organization that had been completing subsidized child care for twenty-five years to a newly organized entity. While both parties separated with the best of intentions, the two entities emerged as two distinct and separate entities that now had very different roles. This role, authority, and fiscal shift created resistance to change and acceptance of Coalition's refined purpose.

Two additional board decisions increased the complexity of the relationship between the now- de-merged organizations. These additional Coalition activities included the Coalition's board decision to implement a full performance based contract. Neither organization had been involved in this type of contract before. At the same time, the Coalition Board also voted to implement a very different programmatic design in an effort to align program strategies with the Coalition's new purpose of "growing healthy children, parents, and the relationship between them." These new initiatives included substantial changes to the process of CCR&R and Eligibility, as well as changes to the Coalition's Educational Development Plan. Bundled together with shifting authority, funding streams, and programmatic processes, the Coalition and its major subcontractor, EEC, struggled to maintain working relationships.

This strained relationship was increased due to the failure of both organizations to develop and implement a system of follow-up which would have provided clarity when performance did not meet the intent of the scope of service. Contractor dissatisfaction was intensely expressed to the auditors in their interview with EEC. The Coalition agreed that relationship between the two entities had steadily decreased. In an effort to rebuild working relationships, the following processes are being reviewed for the 07-08 contract year.

- a. Contractor Communication Audit

The Coalition requested that the same group that completed the Internal and Provider Communication Audit complete an intense communication audit with subcontractors, effective June 07. It is expected that results from the audit will provide direction for increasing cooperative work arrangements.

- b. Scope of Service Changes

The Scope of Service is in process of being rewritten to include a two-fold payment process. This process includes a blending of cost reimbursement with performance measures and straight performance based contracting. This process will allow disbursement of funding for those areas that the subcontractor has little or no control over while at the same time tasking those areas that can be manipulated by the contractor to be paid for per unit cost.

The Scope of Service is also being rewritten to provide clarity through monthly timelines, definitions, and reportable items. It is expected that the addition of these elements and reduction of narrative explanation will reduce the amount of confusion and more clearly define expectations of tasks to be completed.

c. Program and Fiscal Review

The revised Scope of Service will also include Coalition required monthly reports for each of the service areas which include a listing of the evidence that must be maintained on site to validate evidence of contract compliance.

The Contract Coordinator will be responsible for ensuring the monthly monitoring of 10% of the required reportable items or an additional 20% of the reportable evidence if issues are discovered. If more than 20% of the files evidence concern, the month's documentation will be reviewed for comparison to actual billing and appropriate action taken.

d. Quarterly Program and Fiscal Reviews

The Coalition will also complete quarterly program and fiscal review with the contractor to ensure completion and payment of services rendered within designated quarter. If there are unresolved issues, the finance and program committee will review the issues quarterly and determine next steps.

OEL Response to Corrective Action:

1. **ACCEPTED.** (1, 2, 3) Please provide documentation or certificates showing that the contract coordinator has attended these trainings.
2. **ACCEPTED.** (Finding #4) Please provide the board meeting minutes reflecting the new policies and process documents after review and/or approval by the board during the July 07 meeting.
3. **ACCEPTED.** (Finding #5) Please provide a copy of the Contractor Communication Audit and a copy of the Scope of Services document, once completed.

Additional recommendations and comments:

NONE

C. CHILD CARE RESOURCE AND REFERRAL

Findings:

1. The coalition website does not indicate that Child Care Resource & Referral information is available through the EEC, or provide site visitors a hyperlink connection to the EEC website specifically labeled CCR&R.

Recommendations:

1. Provide and label a hyperlink for CCR&R information from the Coalition's website to the service provider's CCR&R web page.

Corrective Action by Coalition:

1. The Coalition is in process of creating a CCR&R web page on its website, as well as providing a link to Early Education and Care's website. Both the coalition and EEC's website will contain all of the required information for CCR&R services as recommended by the OEL Audit. The updated website is expected to be completed by May 30, 2007.

OEL Response to Corrective Action:

1. **ACCEPTED.** The CCR&R information on the Coalition website is comprehensive and the corrective action is accepted. However, there is still no link for the public to access the contractor website. Please

send an email containing the Uniform Resource Locator (URL, or link) for the updated website to the OEL once this finding has been corrected.

Additional recommendations and comments:

NONE

D. ELIGIBILITY DETERMINATION

Findings:

1. You will receive a separate letter from the Performance and Accountability Unit reviewing your response to the findings for eligibility and re-determination errors identified by the OEL Report 07-06. The OEL Performance and Accountability Unit will assist your staff or contractor in this effort.

E. EDUCATIONAL SERVICE DELIVERY

Findings:

No findings.

Recommendations:

No recommendations

Corrective Action by Coalition:

N/A

OEL Response to Corrective Action:

N/A

Additional recommendations and comments:

N/A

**Board Overview and Executive Director Report
August 8, 2007**

Attachment 2

Utilization Report

Utilization Report FY08
For Week Ended:

7/27/2007 TCC TCA Transitional Child Care Temporary Cash Assistance (Workforce determined)

Blind Group	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
BG1 Protective Services	642	35	11	33	81	220	127	1,149
BG3 Workforce non working	72	5	-	5	3	5	6	96
BG3R TANF At Risk Relative	2	7	-	1	18	19	16	63
BG3W Workforce working	18	-	-	-	2	3	4	27
BG5 TCC/TCA 1st yr work	108	2	-	9	9	10	6	142
BG5N TCC/TCA non	2	-	-	-	-	-	-	2
BG5T TCC/TCA 2nd year	78	3	-	-	7	16	6	109
BG3 Working Poor	736	83	32	30	115	180	106	1,283
BG3HSALC Coalition defined	-	-	-	-	-	-	-	-
BG3OP Two parent one income	37	-	2	1	-	-	4	44
Teen Teen Parents	-	-	-	-	-	-	-	-
CF Disabled over income	-	-	-	-	-	-	1	1
Total	1,890	135	45	79	235	453	277	2,914
CCPP	290	-	-	-	-	-	-	290
VPK	203	-	74	80	9	30	7	403
Total								3,813
Care Level								
INF	79	3	2	8	10	25	10	135
TOD	189	16	9	5	24	43	38	322
2YR	262	19	11	20	33	80	43	448
PR3	246	18	11	10	28	86	41	420
PR4	216	21	8	14	38	84	38	397
PR5	162	10	3	6	27	48	38	286
SCH	534	48	3	18	74	147	80	904
SPCR	-	-	-	-	1	-	-	2
Total	1,890	135	45	79	235	453	277	2,914
Site type								
School Based	-	-	10	29	-	-	-	39
Non School Based	1,890	135	35	50	235	453	277	2,875
Total	1,890	135	45	79	235	453	277	2,914
VPK Site Type								
School Based	108	-	64	61	-	-	-	223
Non School Based	95	-	10	19	9	36	7	188
Total	203	-	74	80	9	36	7	409
Wait List - SR Eligible								
INF	70	-	1	-	10	43	4	128
TOD	122	-	1	-	4	48	12	187
2YR	102	-	3	-	13	38	10	167
PR3	87	-	2	-	5	32	4	130
PR4	74	-	-	-	6	25	6	110
PR5	67	-	-	-	5	10	2	84
SCH	140	-	-	-	16	27	15	198
Total	662	-	7	-	58	224	53	1,004
Waiting List - HS Eligible (not SR elig.)								
INF	-	-	-	-	-	-	-	-
TOD	-	-	-	-	-	-	-	-
2YR	-	-	-	-	-	-	-	-
PR3	-	-	-	-	-	-	-	-
PR4	-	-	-	-	-	-	-	-
PR5	-	-	-	-	-	-	-	-
SCH	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-
Waiting List - Over income								
INF	47	-	-	-	-	-	1	48
TOD	23	-	-	-	2	-	-	26
2YR	80	-	-	-	-	-	1	81
PR3	33	-	-	-	-	-	1	34
PR4	29	-	-	-	2	-	2	33
PR5	24	-	-	-	-	-	1	25
SCH	57	-	-	-	1	-	-	58
Total	283	-	-	-	5	-	6	274
Clients Seen								
BG1 Protective Services	26	1	-	1	11	12	-	51
BG3, 3R, 3W Workforce Participants	11	-	-	-	4	4	-	19
BG5, 5N, 5T TCC/TCA	9	-	1	1	1	4	-	16
BG3 Working Poor	36	1	-	2	19	7	-	65
BG3L, 3OP Two parent one income	-	-	2	-	-	-	-	2
CF Coalition defined	-	-	-	-	-	-	-	-
CCPP Child Care Purchasing Pool	6	-	-	-	-	-	-	6
VPK Voluntary Pre K	80	14	14	3	14	12	-	107
Providers	-	-	-	-	-	2	-	2
Other	-	4	-	-	16	18	-	38
Total	137	20	17	7	65	59	-	305
Children Placed								
BG1 Protective Services	21	2	-	3	6	11	-	43
BG3, 3R, 3W Workforce Participants	8	-	-	-	-	-	-	8
BG5, 5N, 5T TCC/TCA	4	-	-	-	-	-	-	4
BG3 Working Poor	-	-	-	-	-	-	-	-
BG3L, 3OP Two parent one income	-	-	-	-	-	-	-	-
CF Coalition defined	-	-	-	-	-	-	-	-
CCPP Child Care Purchasing Pool	3	-	-	-	-	-	-	3
COE ISSUED Voluntary Pre K	-	-	-	-	-	-	-	-
Total	38	2	-	3	6	11	-	58

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Utilization Report FY08
For Week Ended:

0/20/2007

TCC
TCA

Transitional Child Care
Temporary Cash Assistance (Workforce determined)

Billing Group		Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	TOTAL
BG1	Protective Services	635	29	11	31	81	228	123	1,138
BG3	Workforce non working	68	7	-	3	6	7	9	98
BG3R	TANF At Risk Relative	2	7	-	-	18	22	14	61
BG3W	Workforce working	21	-	-	-	2	6	4	33
BG5	TCC/TCA 1st yr work	102	-	-	11	11	6	9	139
BG5N	TCC/TCA 1st yr non	2	-	-	-	-	-	-	2
BG5T	TCC/TCA 2nd year	81	3	-	-	10	20	2	118
BG8	Working Poor	723	95	35	34	115	192	115	1,300
BG8SLC	Coalition defined	-	-	-	-	-	-	-	-
BG8OP	Two parent one income	33	-	4	1	-	-	4	42
Teen	Teen Parents	-	-	-	-	-	-	-	-
CF	Disabled over income	-	-	-	-	-	-	-	-
Total		1,665	141	50	80	241	481	280	2,938
CCPP		284	-	-	-	-	-	-	284
VPK		162	-	87	80	9	-	7	325
									3,547
Care Level									
INF		101	2	4	0	12	26	18	187
TOD		182	18	11	7	27	41	38	322
2YR		259	19	9	11	32	59	41	440
PR3		242	10	15	19	33	67	43	438
PR4		210	21	4	12	42	72	32	393
PR5		137	11	3	5	19	50	32	257
SCH		534	53	4	17	75	166	80	919
SPCR		-	-	-	-	1	-	1	2
Total		1,885	141	50	80	241	481	280	2,938
Site Type									
School Based		-	-	10	29	-	-	-	39
Non School Based		1,885	141	40	51	241	481	280	2,899
Total		1,885	141	50	80	241	481	280	2,938
VPK Site Type									
School Based		98	-	87	81	-	28	-	233
Non School Based		68	-	10	29	9	7	7	122
Total		162	-	87	80	9	28	7	325
Wait List - SR Eligible									
INF		69	-	-	-	6	43	10	130
TOD		111	3	-	2	4	48	8	176
2YR		92	-	1	3	9	39	13	157
PR3		91	-	4	4	5	32	4	140
PR4		88	-	-	-	6	25	9	138
PR5		58	-	-	-	3	10	1	70
SCH		120	-	-	-	14	27	13	174
Total		607	3	5	9	49	224	58	953
Waiting List - HS Eligible (not SR elig.)									
INF		-	-	-	-	-	-	-	-
TOD		-	-	-	-	-	-	-	-
2YR		-	-	-	-	-	-	-	-
PR3		-	-	-	-	-	-	-	-
PR4		-	-	-	-	-	-	-	-
PR5		-	-	-	-	-	-	-	-
SCH		-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-
Waiting List - Over Income									
INF		44	-	-	-	-	-	1	45
TOD		20	-	-	-	2	-	-	22
2YR		48	-	-	-	-	-	1	49
PR3		32	-	-	-	-	-	1	33
PR4		27	-	-	-	2	-	2	31
PR5		23	-	-	-	-	-	1	24
SCH		55	-	-	-	1	-	-	57
Total		250	-	-	-	5	-	6	261
Clients Seen									
BG1	Protective Services	23	3	-	1	11	6	-	44
BG3, 3R, 3W	Workforce Participants	15	-	1	-	5	4	-	25
BG5, 5N, 5T	TCC/TCA	17	-	-	3	1	4	-	25
BG8	Working Poor	39	1	2	1	12	7	-	62
BG8LC, 8OP	Two parent one income	1	-	-	-	-	-	-	1
CF	Coalition defined	-	-	-	-	-	-	-	-
CCPP	Child Care Purchasing Pool	8	-	-	-	-	-	-	8
VPK	Voluntary Pre K	28	2	1	0	3	2	-	42
Providers		-	-	-	-	-	2	-	2
Other		-	-	-	-	18	15	-	33
Total		131	6	4	11	50	60	-	252
Children Placed									
BG1	Protective Services	19	-	-	3	3	3	-	28
BG3, 3R, 3W	Workforce Participants	9	-	-	-	4	1	-	14
BG5, 5N, 5T	TCC/TCA	3	-	-	1	-	2	-	6
BG8	Working Poor	7	-	-	-	-	-	-	7
BG8LC, 8OP	Two parent one income	-	-	-	-	-	-	-	-
CF	Coalition defined	-	-	-	-	-	-	-	-
CCPP	Child Care Purchasing Pool	2	-	-	-	-	-	-	2
COE ISSUED	Voluntary Pre K	-	-	-	-	-	-	-	-
Total		40	-	-	4	7	6	-	57

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