



**FINANCE COMMITTEE MEETING**

**AGENDA**

December 1, 2010; 8:00 AM - 9:30 AM

- I. Welcome and Introductions ..... Finance Chair
  
- II. Approval of Minutes..... Finance Chair
  - A. Approval of Minutes for the month of October 2010
  
- III. Financial Statements for October 2010..... Finance Chair
  
- IV. Resolutions.....Finance Chair
  - MOTION TO APPROVE RESOLUTION 120110-01 AUTHORIZING THE PRESIDENT AND CEO TO PARTICIPATE IN THE STATE OF FLORIDA’S STATE TERM CONTRACTS FOR SERVICES AND COMMODITIES WHEN IT IS COST EFFECTIVE. THIS ACTION HAS NO FISCAL IMPACT ON THE APPROVED BUDGET FOR FISCAL YEAR 2010-2011, SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.
  
- V. Informational Items.....Finance Chair
  - A. Slot Utilization Management
  - B. Discussion on Provider Rate Adjustment
  
- Adjourn.....Finance Chair



# Minutes

Finance Committee Meeting  
 Date: October 27, 2010; Time: 8:00AM  
 Early Learning Coalition Board Room

**Board Attendees:** Yesenia Perkins (via conference call); Gerald Schwartz, (via conference call); Daniel Armstrong, Ph.D. (via conference call)

**Staff Attendees:** Evelio Torres (President/CEO); Angelo Parrino; Mercy Castiglione; Leeana Pena; Blythe Robinson; Melody Thelwell; Jose Hernandez; Sandra Gonzalez; Fred Hicks; Milton Silvera; Ana Rodriguez

<b>I. Welcome and Introductions</b>	<b>Finance Chair</b>
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- Yesenia Perkins, Treasurer, called the meeting to order and welcomed everyone.

<b>II. Approval of Minutes</b>	<b>Finance Chair</b>
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- Treasurer, called for the approval of the meeting minutes for September 2010.
  - Motion to approve the minutes was made, seconded and passed unanimously.

<b>III. Financial Statements</b>	<b>Finance Chair</b>
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- Statement of Financial Position as of September 30, 2010 reviewed. The total liabilities and net assets are \$57,512,000.00.
- Statement of Activities: You have the Unrestricted and Temporarily Restricted, year to date as of September 30, 2010. The ending net assets is \$480,000.00
- Supplemental Information: The OTUNR was reviewed.
- OTUNR ending balance is \$35,326.00
- Cash flow statement: Cash balance \$18,227,000.00.
- Supplemental Financial Information was also reviewed.
- Statement of Revenues and Expenditures were also reviewed.



<b>IV. Resolutions</b>	<b>Finance Chair</b>
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Resolution 102710-01 authorizing the President and CEO to release request for proposal for the Provider Portal Hosting and Enhancement services. The total amount of the request for proposal will not exceed \$40,000.00, subject to approval for legal sufficiency and form.

The Coalition contracted with a provider to initiate a provider portal through our web. This was to enable providers to complete and sign the School Readiness agreement to be able to electronically submit it to the Coalition. This has worked so well that the Coalition is now looking into expanding the program to include other programs and other uses. In order to continue with this project we need to go out on an RFP. The Coalition is looking at this again at an amount not to exceed \$40,000.00. We are looking to enhance and provide to Voluntary Pre-K certification which is again accepting the documents electronically to speed up the process. Also for document storage, upload and review capabilities. This process also allows us to keep solid documentation of the actual document that is submitted to the Coalition without any questions of whether it was send or received. It also helps to avoid Providers having to come to the Coalition and taking their time out of their daily activities, it just makes the process easier.

<b>IV. Informational Items</b>	<b>Finance Chair</b>
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Snap shots- For Miami-Dade County, our total amount of actual children served as of September 2010 is 25,459. The wait list in Miami-Dade as of October 18, 2010 is 23,139 children. The number of children enrolled in VPK as of October 25, 2010 is 19,987. The school age percentage is 28.37%.

Monroe County- The total amount of actual children served as of September 2010 is 699. There is a total net decrease of 13 children. There is no waitlist for Monroe as of October 14, 2010. The total amount of children enrolled in VPK as of October 22, 2010 is 399. The school age total has an increase of 4.98%.

Discussion on Banks Relations: We would like to have this discussion in the content of also discussing the foundation and that relationship. We had a conference call with AWI a couple of weeks ago and the call was in reference about our desire or the Board's desire in establishing a foundation. In the discussion, AWI was really cautioning us about the relationship between ELC and a foundation that is established as the Board desires to do so. One of the foundation members is also the president of a bank that the Coalition has been negotiating with for the possibility of utilizing their bank for either a portion of our banking business or all of our banking business. The fact that AWI was again cautioning us about this total separation between ELC and the Foundation, we just wanted to have a discussion to see where the Finance Committee concerns would be with having this relationship or what their position would be on this issue. There cannot be any type of relationship.



AWI's concern is also that if the foundation is established, it has to be in arms length from the Coalition. Certain aspects of our funding limitations does not make sense to most people from the outside. The Coalition is not even allowed to fund raise or hire a grant writer who can write grants on behalf of the ELC. If a Foundation wants to fundraise on behalf of the ELC, that is fine as long as it's not related. Concerns are that the Foundation cannot be established just to support the Coalition.

\*Attached find the OMB Circular A-122 as discussed by the Director of Financial Planning.

**IV. Meeting Adjourn**

**Finance Chair**

The prevailing concerns regarding the creation of the Foundation are the related entity issues, the conflict of interest and possible violation of the procurements guidelines under Chapter 287, FS and the direct conflict with OMB Circular A-122, which currently restricts the coalition from engaging in fundraising activities except to meet local matching requirements.

According to OMB Circular A-122, Attachment B, Item 17 (see below), certain costs associated with fundraising are unallowable.

17. Fund raising and investment management costs.
  - a. Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable.
  - b. Costs of investment counsel and staff and similar expenses incurred solely to enhance income from investments are unallowable.
  - c. Fund raising and investment activities shall be allocated an appropriate share of indirect costs under the conditions described in subparagraph B.3 of Attachment A.

Coalitions are not prohibited from engaging in fundraising for purposes other than raising match. However, costs (including a portion of salaries and benefits) incurred by the coalition for non-match fundraising activities cannot be charged to the school readiness or VPK programs for reimbursement. Instead, these administrative costs must be paid from unrestricted sources of revenues available to the coalition. Coalitions will need to review their cost allocation plan procedures to ensure these activities are allocated the appropriate indirect/shared costs.

However, costs associated with securing match are allowable program expenditures.

ACF Region IV confirms per the CCDF regulations, 45 CFR 98.52(a)(1), 45 CFR 98.53(b), and 45 CFR 98.11, the ***time and resources utilized by the State and local Coalitions in securing, compiling and reporting the State's Share for the CCDF Matching grant are allowable program expenditures.***

Further, Section 74.27(b)(1), CFR states that bid and proposal costs are the immediate costs of preparing bids, proposals, and applications for Federal and non-Federal awards, contracts, and other agreements, including the development of scientific, cost, and other data needed to support the bids, proposals, and applications.

Grant writing fees for grants that would not qualify as match and that do not directly support the programs objectives are not allowable. This would include dinners, golf tournaments, bake sales, car washes, and similar activities. These costs cannot be charged to School Readiness or VPK programs.

To further clarify activities undertaken to raise the fund balance and unrestricted funds are fundraising activities and expenditures association with those are not allowable from School Readiness or VPK funds.

In addition, grant writing fees may or may not be allowable. You will need to determine whether the grants received are considered contributions or exchange transactions. If they are contributions, they would be unallowable fundraising costs. If they are exchange transactions, they would be allowable administrative costs.

The AICPA's Audit and Accounting Guide for Not-for Profit Organizations provides guidance on making these determinations. The guide indicates that an exchange transaction is a reciprocal transfer in which each party receives and sacrifices something of approximately equal value.

**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Financial Position**

*(In thousands \$000)*

	<b>Unaudited As of 10/31/2010</b>
	<u>                    </u>
<b>Assets</b>	
Cash & Cash Equivalents	\$ 20,940
Grants Receivable	15,122
Advance Due From CDS & Wesley House	13,264
VPK Prepayment CDS & Wesley House	5,967
Property and Equipment, Net	145
Other Assets	<u>6</u>
 Total Assets	 <u><b>\$ 55,444</b></u>
<b>Liabilities</b>	
Accounts Payable	19,146
Advances Due to AWI & Other	21,259
Deferred Revenues	23
Accrued Expenses & Other Liabilities	<u>14,452</u>
Total Liabilities	<u>54,879</u>
<b>Net Assets</b>	
Unrestricted	551
Temporarily Restricted	<u>14</u>
Total Net Assets	<u>565</u>
	.
Total Liabilities and Net Assets	<u><b>\$ 55,444</b></u>

**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Activities**  
*(In thousands \$000)*

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>YTD 10/31/2010</u>
<b>Support and revenues</b>			
Grants	\$ 163	\$ 54,393	\$ 54,556
Contributions and Other	0		0
Net Assets Released from Restrictions	<u>55,190</u>	<u>(55,190)</u>	<u>0</u>
Total Support and Revenues	55,354	(797)	54,557
<b>Expenses</b>			
Early Education Services	50,796		50,796
Administration	<u>4,482</u>		<u>4,482</u>
Total Expenses	<u>55,278</u>	<u>0</u>	<u>55,278</u>
<b>Change in Net Assets</b>	76	(797)	(721)
<b>Beginning Net Assets</b>	475	811	1,286
<b>Ending Net Assets</b>	\$ <u><u>551</u></u>	\$ <u><u>14</u></u>	\$ <u><u>565</u></u>

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**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Supplemental Information**  
**Use of Unrestricted Funds (Whole Dollars)**

	<u>October '10</u>	YTD <u>October '10</u>
<b>Revenues:</b>		
Vending Machine Commission/Rebates	29	91
Interest Earned		
Donation & Other		
<b>Total Revenues</b>	<b>\$ <u>29</u></b>	<b>\$ <u>91</u></b>
<b>Expenditures:</b>		
Community Outreach and Marketing		
Business/Board Meetings	1,764	3,170
Operational/HR/Office Exp Not Covered By Grants		1,013
Miscellaneous		
<b>Total Expenditures</b>	<b>\$ <u>1,764</u></b>	<b>\$ <u>4,183</u></b>
<b>Net Change in OTUNR</b>	<b>\$ <u>(1,735)</u></b>	<b>\$ <u>(4,091)</u></b>
<b>Beginning Balance</b>	<b>\$ 35,326</b>	<b>\$ 37,682</b>
<b>Ending Balance</b>	<b>\$ <u>33,591</u></b>	<b>\$ <u>33,591</u></b>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Statement of Functional Expenses**  
*(In thousands \$000)*

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 10/31/2010</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	435	894	1,329
Contracted Services-Subrecipients	49,850	3,206	53,056
Dues & Subscriptions	0	11	11
Occupancy Costs	35	136	171
Telephone & Communications	12	27	38
Equipment Repair & Maintenance	0	0	0
Postage & Freight	22	7	29
Printing	6	15	21
Professional Fees	63	124	188
Travel & Transportation Expenses	11	10	22
Program Supplies	338	0	338
Meetings & Conferences	3	7	10
Insurance-General & Liability	7	24	32
Office	6	14	21
Other Administrative Costs	6	7	13
<b>Total Expenses</b>	<b>\$ 50,796</b>	<b>4,482</b>	<b>55,278</b>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Statement of Cash Flows**  
*(In thousands \$000)*

	<u>Preliminary YTD 10/31/2010</u>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	(721)
<b>Adjustments to reconcile change in net cash provided by Operating activities:</b>	
Depreciation Expense	
(Increase) Decrease in Assets:	
Grants Receivables	75
Other Assets	5
VPK Prepayment	(5,967)
Cash Advance Receivable from CDS & Wesley House	(13,264)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(5,925)
Other Accrued Expenses & Other Payables	13,391
Advances Due to AWI	21,247
Advances Due to Other Grantors	0
Deferred Revenues	(0)
<b>Total Adjustments</b>	<u>9,561</u>
<b>Net Cash Flows From Operating Activities</b>	<u>8,840</u>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	<u>          </u>
Change in Cash	8,840
Cash - Beginning of Period	12,100
<b>Cash Balance End of Period</b>	<u><u>\$ 20,940</u></u>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Supplemental Financial Information Month End 10/31/2010**  
*(In thousands \$000)*

**A. Cash Balance Detail:**

**Unrestricted Cash**

ABT	125
GEN-Dade	125
GEN-Monroe	0
OTUNR & TAPP	195
<b>Total Available</b>	<b><u>446</u></b>

Funds with Negative Cash Balance

The Children's Trust	(26)
FL Dept of Children & Family	(16)
FL DOE-VPK Reg Facilitator	(34)
<b>Total Float Required</b>	<b><u>(76)</u></b>

**Excess Unrestricted Cash/(Comingling Amount)** **\$ 369**

**Temporarily Restricted Cash**

AWI School Readiness	10,720
AWI Voluntary Pre-K	8,933
Parent Fees	801
<b>Total AWI related grants</b>	<b><u>20,454</u></b>

Fred Klaus & Harold Murphy Fund	24
University of North Florida	2
Other	91
<b>Total Other grants</b>	<b><u>117</u></b>

**Total Temporarily Restricted Cash** **\$ 20,571**

**Cash Balance** **\$ 20,940**

Early Learning Coalition of Miami-Dade and Monroe Counties  
Statement of Revenues and Expenditures  
as of October 31, 2010

In 000's

		Current Month Actual	Current Year Actual	Annual Budget	% Budget Remaining	Target % Budget Remaining	Variance
<b>TOTAL</b>							
<b>Revenue</b>							
	State of Florida	01 15,199	52,745	179,170	71%		
	The Children's Trust	02 142	1,137	3,265	65%		
	Other	15 10	150	257	41%		
	Refugee	16 77	361	1,895	81%		
	MDCPS Teen Parent	17 83	163	1,250	87%		
	<b>Total Revenue</b>	<b>15,512</b>	<b>54,557</b>	<b>185,837</b>	<b>71%</b>	<b>67%</b>	<b>-4%</b>
<b>Expenditures</b>							
	Salary and Fringe	03 312	1,322	4,771	72%		
	State of Florida Child Care	04 14,540	51,212	168,976	70%		
	Contractual Services	05 510	2,042	7,228	72%		
	Occupancy and Infrastructure	06 43	286	828	65%		
	Travel and Conference	08 12	31	138	78%		
	Program and Activity	09 3	338	3,716	91%		
	IT	10 4	9	113	92%		
	Other Expenses	11 5	38	67	42%		
	Accrued Expenses Other	13 -	-801				
	<b>Total Expenditures</b>	<b>15,427</b>	<b>54,477</b>	<b>185,837</b>	<b>71%</b>	<b>67%</b>	<b>-4%</b>
	<b>Net Revenues Over Expenditures</b>	<b>85</b>	<b>79</b>				

		Current Month Actual	Current Year Actual	Annual Budget	% Budget Remaining	Target % Budget Remaining	Variance
<b>School Readiness</b>							
<b>Revenue</b>							
	State of Florida	01 8,723	37,864	121,135	69%		
	<b>Total Revenue</b>	<b>8,723</b>	<b>37,864</b>	<b>121,135</b>	<b>69%</b>	<b>67%</b>	<b>-2%</b>
<b>Expenditures</b>							
	Salary and Fringe	03 202	799	2,790	71%		
	State of Florida Child Care	04 8,102	35,492	109,520	68%		
	Contractual Services	05 389	1,410	5,442	74%		
	Occupancy and Infrastructure	06 13	106	456	77%		
	Travel and Conference	08 7	20	97	80%		
	Program and Activity Expenses	09 3	5	2,682	100%		
	IT	10 3	6	97	94%		
	Other Expenses	11 3	26	51	49%		
	Accrued Expenses Other	13 -					
	<b>Total Expenditures</b>	<b>8,723</b>	<b>37,864</b>	<b>121,135</b>	<b>69%</b>	<b>67%</b>	<b>-2%</b>
	<b>Net Revenue over Expenditure</b>						

		Current Month Actual	Current Year Actual	Annual Budget	% Budget Remaining	Target % Budget Remaining	Variance
<b>Voluntary Pre-K</b>							
<b>Revenue</b>							
	State of Florida	01 6,477	14,881	58,036	74%		
	<b>Total Revenue</b>	<b>6,477</b>	<b>14,881</b>	<b>58,036</b>	<b>74%</b>	<b>67%</b>	<b>-7%</b>
<b>Expenditures</b>							
	Salary and Fringe	03 81	364	1,179	69%		
	State of Florida Child Care	04 6,351	14,369	56,532	75%		
	Contractual Services	05 25	48	49	2%		
	Occupancy and Infrastructure	06 16	82	166	51%		
	Travel and Conference	08 3	6	19	71%		
	Program and Activity Expenses	09 -		75	100%		
	IT	10 1	3	5	43%		
	Other Expenses	11 1	9	11	18%		
	Accrued Expenses Other	13 -					
	<b>Total Expenditures</b>	<b>6,477</b>	<b>14,881</b>	<b>58,036</b>	<b>74%</b>	<b>67%</b>	<b>-7%</b>
	<b>Net Revenue over Expenditure</b>						

		Current Month Actual	Current Year Actual	Annual Budget	% Budget Remaining	Target % Budget Remaining	Variance
<b>Other</b>							
<b>Revenue</b>							
	The Children's Trust	02 142	1,137	3,265	65%		
	Other	15 10	150	257	41%		
	Refugee	16 77	361	1,895	81%		
	MDCPS Teen Parent	17 83	163	1,250	87%		
	<b>Total Revenue</b>	<b>312</b>	<b>1,812</b>	<b>6,667</b>	<b>73%</b>	<b>67%</b>	<b>-6%</b>
<b>Expenditures</b>							
	Salary and Fringe	03 28	159	802	80%		
	State of Florida Child Care	04 87	1,351	2,924	54%		
	Contractual Services	05 97	584	1,737	66%		
	Occupancy and Infrastructure	06 14	97	206	53%		
	Travel and Conference	08 2	6	22	75%		
	Program and Activity Expenses	09 -	333	960	65%		
	IT	10 -		11	99%		
	Other Expenses	11 -	4	5	24%		
	Accrued Expenses Other	13 -	-801				
	<b>Total Expenditures</b>	<b>228</b>	<b>1,733</b>	<b>6,667</b>	<b>74%</b>	<b>67%</b>	<b>-7%</b>
	<b>Net Revenues over Expenditures</b>	<b>85</b>	<b>79</b>				

**Budget Variance  
Summary of Expenditures  
as of October 31, 2010**

*In 000's*

<b>School Readiness</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% Budget Remaining</b>	<b>Target %</b>	<b>Variance</b>	<b>COMMENTS</b>
TOTAL SLOTS	91,685	29,378	68%	67%	-1%	
TOTAL ADMIN and NON DIRECT	13,071	3,945	70%	67%	-3%	
TOTAL QUALITY	16,379	4,542	72%	67%	-6%	
<b>TOTAL *</b>	<b>121,135</b>	<b>37,864</b>	<b>69%</b>	<b>67%</b>	<b>-2%</b>	

<b>Voluntary Pre-K</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% Budget Remaining</b>	<b>Target %</b>	<b>Variance</b>
TOTAL Slots VPK	55,537	14,307	74%	67%	-7%
Total VPK Admin	2,499	574	77%	67%	-10%
<b>TOTAL</b>	<b>58,036</b>	<b>14,881</b>	<b>74%</b>	<b>67%</b>	<b>-7%</b>

<b>OTHER</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% Budget Remaining</b>	<b>Target %</b>	<b>Variance</b>
Total Other Revenue	6,667	1,812	73%	67%	-6%
Total Other Expenditures	6,667	1,733	74%	67%	-7%

<b>TOTAL EXPENDITURES</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% Budget Remaining</b>	<b>Target %</b>	<b>Variance</b>
	185,838	54,477	71%	67%	-4%

*In 000's*

\* Base allocation \$108,311.  
 RR+IS+QI allocation 1,441.  
 CCEP allocation 2,000.  
 ARRA allocation \$9,383.  
 \$121,135

Early Learning Coalition of Miami-Dade and Monroe Counties  
 Grant Award Analysis  
 as of October 31, 2010  
 In 000's

In 000's

<b>School Readiness</b>	<b>OCA Code</b>	<b>Revised Budget</b>	<b>July 2010</b>	<b>August 2010</b>	<b>September 2010</b>	<b>October 2010</b>	<b>Total</b>	<b>% Budget Remaining</b>
<b>Expenditures</b>								
<b>Slots</b>								
Safety Net Transportation	89JTR	65		17	9	8	34	47%
American Recovery and Reinvestment	97ARA	7,656	3,204	2,855	1,554	18	7,631	0%
Transitional Child Care	97G00	8,650	839	783	748	723	3,094	64%
Workforce Development	97GNW	15,775	1,453	1,377	1,329	1,320	5,479	65%
Income Eligible/Migrants	97P00	46,681	2,126	1,952	1,885	3,914	9,877	79%
Child Care Exec Partnership	97PPO	1,935	163	160	146	139	608	69%
At Risk	97R00	10,923	771	681	620	582	2,655	76%
<b>TOTAL SLOTS</b>		<b>91,685</b>	<b>8,557</b>	<b>7,824</b>	<b>6,292</b>	<b>6,705</b>	<b>29,378</b>	<b>68%</b>
<b>Administration</b>								
Administration	97BBA	5,394	120	298	552	370	1,340	75%
Administration-CCEP	97PPA	65	8	7	13	19	46	29%
NonDirect Services-Central Agency	97BBD	1,929	15	174	366	158	713	63%
Eligibility-Central Agency	97BDE	5,683	42	400	949	455	1,846	68%
<b>TOTAL ADMINISTRATION</b>		<b>13,071</b>	<b>184</b>	<b>878</b>	<b>1,880</b>	<b>1,002</b>	<b>3,945</b>	<b>70%</b>
<b>Quality</b>								
Gold Seal	97GSD	8,082	763	701	608	560	2,632	67%
Quality Infant/Toddler	97INT	1,154						100%
School Readiness Quality	97Q00	5,945	356	449	380	370	1,555	74%
Resource & Referral	97Q14	1,006	-1	67	154	69	290	71%
Quality Inclusion Services	97QIN	192	11	19	19	16	65	66%
<b>TOTAL QUALITY</b>		<b>16,379</b>	<b>1,129</b>	<b>1,236</b>	<b>1,161</b>	<b>1,016</b>	<b>4,542</b>	<b>72%</b>
		<b>121,135</b>	<b>9,870</b>	<b>9,938</b>	<b>9,333</b>	<b>8,723</b>	<b>37,864</b>	<b>69%</b>

<b>Voluntary Pre-K</b>	<b>OCA Code</b>	<b>Budget</b>	<b>July 2010</b>	<b>August 2010</b>	<b>September 2010</b>	<b>October 2010</b>	<b>Total</b>	<b>% Budget Remaining</b>
<b>Expenditures</b>								
Slots - VPK Direct Services	VPPRS	55,537	524	1,734	5,704	6,346	14,307	74%
VPK Administration	VPADM	2,499	97	149	197	131	574	77%
<b>TOTAL EXPENDITURES</b>		<b>58,036</b>	<b>620</b>	<b>1,882</b>	<b>5,901</b>	<b>6,477</b>	<b>14,881</b>	<b>74%</b>



**Early Learning Coalition Finance Committee Meeting**

**December 1, 2010**

**Resolution: 120110-01**

**Action Requested:** Authorize the President and CEO to participate in the State of Florida's State Term contracts for services and commodities when it is cost effective.

**Fiscal Impact:** This action has no fiscal impact on the approved budget for fiscal year 2010-2011.

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**RESOLUTION NO. 120110-01**

**AUTHORIZATION FOR THE PRESIDENT AND CEO TO PARTICIPATE IN THE STATE OF FLORIDA'S STATE TERM CONTRACTS FOR SERVICES AND COMMODITIES WHEN IT IS COST EFFECTIVE. THE ACTION HAS NO FISCAL IMPACT ON THE APPROVED BUDGET FOR FISCAL YEAR 2010-2011 AND SUBJECT TO APPROVAL FOR LEGAL SUFFICIENCY AND FORM.**

WHEREAS, the Finance Committee has been apprised of the goals of the program through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein; and

WHEREAS, the President and CEO and staff recommend approving this action,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, MIAMI-DADE COUNTY, FLORIDA that this Finance Committee authorizes the President and CEO to participate in the State of Florida's State Term contracts for services and commodities when it is cost effective. The action has no fiscal impact on the approved budget for fiscal year 2010-2011 and it is subject to approval for legal sufficiency and form.

The foregoing resolution and attachment was offered by \_\_\_\_\_, who moved its approval. The motion was seconded by \_\_\_\_\_, and upon being put to a vote, the vote was as follows: \_\_\_\_\_.

The vote was recorded as in the attached roll call sheet.

The Chairperson thereupon declared the resolution duly passed and adopted this 6<sup>th</sup>, day of December, 2010.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE  
MIAMI-DADE COUNTY, FLORIDA

BY \_\_\_\_\_  
BOARD SECRETARY

**Background**

In July 2010, the Agency for Workforce Innovation allowed the early learning coalitions as authorized users of State Term Contracts. The State of Florida has negotiated several State Term Contracts for services and commodities, including but not limited to wireless communications, office supplies and materials, copiers and paper.

Using the state's leveraging power and government pricing advantages in the State Term Contracts, the Coalition will recoup significant savings. For example, in the wireless communications State Term Contract, the Coalition, if approved, would seek to utilize the state contract with Verizon Wireless. With our current usage, the Coalition will obtain immediate savings of \$1,500.00 dollars per month. In addition, over the lifetime of the contract, the Coalition will experience free equipment exchanges and no early termination fees.

As a result, the Coalition is seeking authorization for the President and CEO to participate in the State of Florida's State Term contracts for services and commodities including but not limited to wireless communications, office supplies and materials, copiers and paper.

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Miami-Dade

October 2010

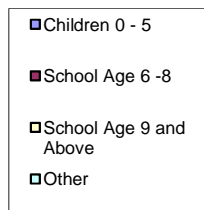
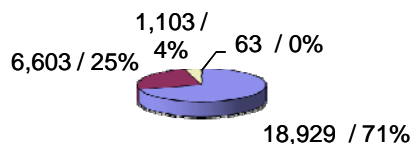
(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - <b>Unique</b> YTD	29,824
Total actual paid - October 2010	<b>25,089</b>
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 6,494
	\$ 377
Total cost (in thousands) (incl match)	\$ 7,425
<b>Change month over month</b>	
Total Net Increase(decrease) children	(370)
Net increase/(decrease) dollars	\$ (434)
<b>Monthly Activity</b>	<b>Amount</b>
Beginning Census	25,459
NET Increase/(Decrease)	(370)
<b>Total</b>	<b>25,089</b>
<b>Current Data</b>	
Projected Paid for November (96% of enrolled)	24,526
<b>Ready Pool and Waitlist</b>	
Ready Pool as of November 15, 2010	-
Waitlist as of November 15, 2010	23,604
Waitlist as of October 18, 2010	23,139
Waitlist as of September 20, 2010	22,607
<b>VPK Enrolled As of November 15, 2010</b>	
Regular	20,432
Summer	12
<b>VPK Total Actual Paid - October 2010</b>	
Regular	20,193
Summer	23
<b>VPK Total Actual Paid - Unique YTD</b>	
Regular	20,654
Summer	539

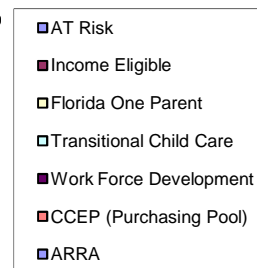
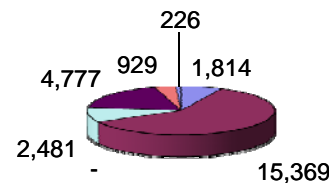
Eligibility Breakdown	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
<b>Type</b>								
AT Risk	1,814	7.09%	(99)	-5.18%	\$584.13	8.29%	(\$43.86)	-6.98%
Income Eligible	15,369	60.04%	399	2.67%	\$4,125.56	58.53%	\$1,336.52	47.92%
Florida One Parent	-	0.00%	-	-	\$-	0.00%	\$-	-
Transitional Child Care	2,481	9.69%	(56)	-2.21%	\$727.02	10.32%	(\$29.21)	-3.86%
Work Force Development	4,777	18.66%	42	0.89%	\$1,454.07	20.63%	(\$14.12)	-0.96%
CCEP (Purchasing Pool)	929	3.63%	(25)	-2.62%	\$137.43	1.95%	(\$7.20)	-4.98%
ARRA	226	0.88%	(8,445)	-97.39%	\$ 19.99	0.28%	(\$1,676.05)	-98.82%
<b>Total</b>	<b>25,596</b>	<b>100%</b>	<b>(8,184)</b>	<b>-24.23%</b>	<b>\$7,048.20</b>	<b>100%</b>	<b>(\$433.92)</b>	<b>-5.80%</b>
<b>Minus 507 Duplicates</b>	<b>25,089</b>							
GOLD SEAL					\$553.88	7.86%	(\$47.67)	-7.92%
SFW (could be duplicated in categories above)	-		-		\$-		\$0.00	-
SFW GOLD SEAL					\$-		\$0.00	-
<b>Age Break Down</b>	<b>All Eligible Clients-Paid</b>				<b>Dollars Paid by Age Category</b>			
<b>Type</b>	<b>Receiving Service</b>	<b>% of Total</b>	<b>Diff Prior Month</b>	<b>% Change Prior Month</b>	<b>Amount-\$</b>	<b>% of Total</b>	<b>Diff Prior Month</b>	<b>% Change Prior Month</b>
Infant	3,780	14.17%	(130)	-3.32%	\$1,380.82	19.57%	(\$98.23)	-6.64%
Toddler	3,526	13.22%	(55)	-1.54%	\$1,182.53	16.76%	(\$89.64)	-7.05%
Three Year Old	4,056	15.21%	(129)	-3.08%	\$1,284.55	18.20%	(\$98.57)	-7.13%
Pre-School	7,567	28.37%	(193)	-2.49%	\$1,717.33	24.33%	(\$93.72)	-5.18%
<i>Sub-Total</i>	<i>18,929</i>	<i>70.97%</i>	<i>(507)</i>	<i>-2.61%</i>	<i>\$5,565.24</i>	<i>78.86%</i>	<i>(\$380.16)</i>	<i>-6.39%</i>
School Age: 6 - 8 yrs**	6,603	24.73%	53	0.81%	\$1,274.30	18.06%	(\$36.98)	-2.82%
School Age: 9 yrs and above	1,103	4.13%	(5)	-0.45%	\$198.47	2.81%	\$1.26	0.64%
<b>School Age Total Includes 25 duplicates</b>	<b>7,706</b>	<b>28.86%</b>	<b>48</b>	<b>0.63%</b>	<b>\$1,472.77</b>	<b>20.87%</b>	<b>(\$35.73)</b>	<b>-2.37%</b>
School Age (Unduplicated)	7,681	28.80%	47	0.62%	\$1,472.77	20.87%	(\$35.73)	-2.37%
Other	63	0.24%	-2	-3.08%	\$19.07	0.27%	(\$1.94)	-9.22%
<i>Sub-Total</i>	<i>7,744</i>	<i>29.03%</i>	<i>45</i>	<i>0.58%</i>	<i>\$1,491.84</i>	<i>21.14%</i>	<i>(\$37.66)</i>	<i>-2.46%</i>
<b>Total</b>	<b>26,673</b>	<b>100%</b>	<b>(462)</b>	<b>-1.70%</b>	<b>\$7,057.08</b>	<b>100%</b>	<b>(\$417.83)</b>	<b>-5.59%</b>
<b>Minus 1561 Duplicates</b>	<b>25,112</b>							

\* with match deducted \*\* 20 children added to this category may have age calculations issues

Children By Age Group



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

### Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Monroe

October 2010

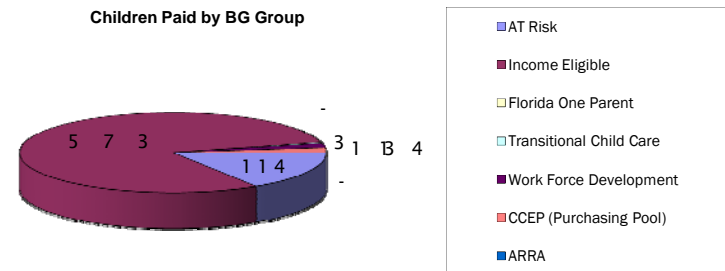
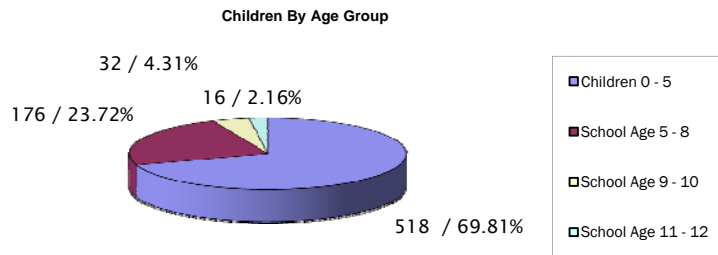
(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - October 2010	713
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 202
Total cost (in thousands) (incl match)	\$ 220
<b>Change month over month</b>	
Total Net Increase(decrease) children	14
Net increase/(decrease) dollars	\$ (0)
<b>Monthly Activity</b>	
Beginning Census	699
Net Increase/(Decrease)	14
<b>Total</b>	<b>713</b>

Eligibility Breakdown Type	Children Paid by BG Group				Dollars Paid by BG Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month	% Change Prior Month
AT Risk	114	15.90%	7	6.54%	\$39.66	19.02%	\$1.91	5.06%
Income Eligible	573	79.92%	2	0.35%	\$161.20	77.31%	(\$4.01)	-2.43%
Florida One Parent	-	0.00%	0	-	\$ -	0.00%	\$ -	-
Transitional Child Care	3	0.42%	0	0.00%	\$0.82	0.39%	(\$0.03)	-3.24%
Work Force Development	13	1.81%	3	30.00%	\$4.94	2.37%	\$1.33	36.64%
CCEP (Purchasing Pool)	14	1.95%	2	16.67%	\$1.89	0.91%	\$0.32	20.65%
ARRA	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-
<b>Total</b>	<b>717</b>	<b>100%</b>	<b>14</b>	<b>1.99%</b>	<b>\$208.51</b>	<b>100%</b>	<b>(\$0.47)</b>	<b>-0.23%</b>
Minus 4 Duplicates	713							
GOLD SEAL	-	-	-	-	\$6.47	3.10%	\$0.26	4.21%

Current Data	Amount
Enrolled as of November 12, 2010	733
Projected Paid for November (96% of enrolled)	704
<b>Waitlist</b>	
Waitlist as of November 12, 2010	0
Waitlist as of October 14, 2010	0
Waitlist as of September 14, 2010	0
VPK Enrolled As of November 12, 2010	400
VPK Total Actual Paid - October 2010	409

Age Break Down Type	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	145	19.54%	12	9.02%	\$53.95	25.87%	\$3.54	7.03%
Toddler	125	16.85%	(4)	-3.10%	\$46.57	22.34%	\$0.38	0.83%
Three Year Old	121	16.31%	(9)	-6.92%	\$37.93	18.19%	(\$1.65)	-4.17%
Pre-School	127	17.12%	2	1.60%	\$29.88	14.33%	\$0.90	3.10%
<b>Sub-Total</b>	<b>518</b>	<b>69.81%</b>	<b>7</b>	<b>0.19%</b>	<b>\$168.34</b>	<b>80.73%</b>	<b>\$3.18</b>	<b>1.92%</b>
School Age: 5 - 8	176	23.72%	(6)	-3.30%	\$31.55	15.13%	(\$1.97)	-5.87%
School Age: 9 - 10	32	4.31%	-1	-3.03%	\$5.50	2.64%	(\$0.74)	-11.79%
School Age: 11 - 12	16	2.16%	(1)	-5.88%	\$3.12	1.50%	(\$0.95)	-23.24%
School Age: Other Age	0	0.00%	0	-	\$0.00	0.00%	\$0.00	-
<b>School Age Total</b>	<b>224</b>	<b>30.19%</b>	<b>(8)</b>	<b>-3.45%</b>	<b>\$40.17</b>	<b>19.27%</b>	<b>(\$3.65)</b>	<b>-8.33%</b>
Other	-	0.00%	-	0.00%	\$ -	0.00%	\$ -	0.00%
<b>Sub-Total</b>	<b>224</b>	<b>30.19%</b>	<b>(8)</b>	<b>-3.45%</b>	<b>\$40.17</b>	<b>19.27%</b>	<b>(\$3.65)</b>	<b>-8.33%</b>
<b>Total</b>	<b>742</b>	<b>100%</b>	<b>(7)</b>	<b>-0.93%</b>	<b>\$208.51</b>	<b>100%</b>	<b>(\$0.47)</b>	<b>-0.23%</b>
Minus 29 Duplicates	713							



Summary of Rate Alignment Impact effective Jan 01 2010

**Assumptions:**

- Assumes all eligible providers who did not previously qualify for ELC Maximum rates will qualify now.
- Actual qualification for ELC Maximum Rate is dependent on the reported market rates submitted by Providers on the Provider Agreements.
- Continued average monthly enrollment of 26,000 with 98% enrollment vs. paid ratio

Care Level (25,459 unduplicated Child Count)	Avg Month Slot Payment with Current rates	Avg Month Gold Seal Payment with Current rates	Total Slot and GS with Current rates	Estimated Avg Month Slot Payment with Rate Alignment	Estimated Avg Month Gold Seal Payment with Rate Alignment	Total Estimated Slot and GS with Rate Alignment	One month change in slots	Maximum fiscal impact for Slot increase 6 months	One month change in Gold Seal	Maximum fiscal impact for Gold Seal increase 6 months
2YR	\$ 1,146,801.78	\$ 107,481.26	\$ 1,254,283.04	\$ 1,157,501.96	\$ 108,316.04	\$ 1,265,818.00	\$ 10,700.17	\$ 64,201.03	\$ 834.78	\$ 5,008.68
INF	\$ 502,928.48	\$ 44,747.28	\$ 547,675.76	\$ 508,842.49	\$ 45,141.60	\$ 553,984.09	\$ 5,914.00	\$ 35,484.02	\$ 394.32	\$ 2,365.92
PR3	\$ 1,230,989.81	\$ 127,835.18	\$ 1,358,824.99	\$ 1,239,639.61	\$ 128,391.56	\$ 1,368,031.17	\$ 8,649.80	\$ 51,898.83	\$ 556.38	\$ 3,338.28
PR4	\$ 1,013,578.53	\$ 110,420.96	\$ 1,123,999.49	\$ 1,019,126.64	\$ 110,785.36	\$ 1,129,911.99	\$ 5,548.11	\$ 33,288.67	\$ 364.40	\$ 2,186.38
PR5	\$ 605,139.86	\$ 51,263.14	\$ 656,403.00	\$ 614,577.32	\$ 52,023.21	\$ 666,600.53	\$ 9,437.46	\$ 56,624.76	\$ 760.07	\$ 4,560.43
SCH	\$ 1,382,869.11	\$ 97,648.90	\$ 1,480,518.01	\$ 1,402,002.82	\$ 99,415.28	\$ 1,501,418.10	\$ 19,133.71	\$ 114,802.26	\$ 1,766.38	\$ 10,598.28
SPCR	\$ 19,411.07	\$ 1,268.59	\$ 20,679.66	\$ 19,411.07	\$ 1,268.59	\$ 20,679.66	\$ -	\$ -	\$ -	\$ -
SPTN	\$ 340.80	\$ -	\$ 340.80	\$ 340.80	\$ -	\$ 340.80	\$ -	\$ -	\$ -	\$ -
TOD	\$ 836,249.34	\$ 76,095.30	\$ 912,344.64	\$ 842,440.98	\$ 76,402.56	\$ 918,843.54	\$ 6,191.64	\$ 37,149.84	\$ 307.26	\$ 1,843.56
<b>Grand Total</b>	<b>\$ 6,738,308.79</b>	<b>\$ 616,760.61</b>	<b>\$ 7,355,069.40</b>	<b>\$ 6,803,883.69</b>	<b>\$ 621,744.20</b>	<b>\$ 7,425,627.89</b>	<b>\$ 65,574.90</b>	<b>\$ 393,449.40</b>	<b>\$ 4,983.59</b>	<b>\$ 29,901.53</b>