



FLAEYC Work Status Report

December 2018

Note: Office closed for holiday breaks:

Nov. 22 – 23, 2018 (Thanksgiving) and Dec. 24, 2018 – Jan. 1, 2019 (Christmas / New Years)

Shared Services Coordinator out of office sick for one week in December (Dec. 10 – 14, 2018)

- **The Shared Services Coordinator provides on-going services including:**
 - Back end support including filing, copying, mail processing which includes tracking distribution of mail received, and other administrative/operational services.
 - Answering calls and returning messages on the FLAEYC dedicated phone line (754-999-0544) with Spanish-speaking personnel available as needed.
 - Assisting accounting department/contractor with weekly reporting.
 - CEU management services (review application requests for setting up learning events, invoicing, collecting and maintaining participant completion records, learning gains verification, and issuance of CEU certificates)
 - 5 learning events set-up in December 2018
 - 29 CEU certificates issued in December 2018

- **Children's Forum I.T. Team provides support and service to FLAEYC**
 - Children's Forum team regularly updates FLAEYC's social media outlets (Facebook and Twitter) with general early care and education content
 - Continual "clean-up" to FLAEYC website - corrections to outdated information with plans to create a new site after the conference.
 - FLAEYC website re-design planning phases currently underway
 - Target date of completion: end of January 2019

The following Children's Forum staff members are actively involved in the coordination of services for FLAEYC:

- Phyllis Kalifeh, President and Chief Executive Officer
- Denise Bishop, Vice President, Chief of Outreach, Innovation, and Training
- Bill Kirchhoff, Vice President, Chief Technology Officer
- Jinan As-Siddiq, Shared Services Coordinator
- Jenna Jacobsen-Brown, Communications Director
- Lisa Roberts, T.E.A.C.H. Scholarship Outreach Coordinator
- Angel Kreucher, Graphic Designer
- Paul Robinson, Web Developer/Video Production Specialist