



Finance Committee Meeting  
May 31, 2017; 10:00 AM  
ELC Board Room

**Committee Attendees:** Adrian Alfonso; Gilda Ferradaz (via conference call); Theresa Axford (via conference call); Philip Gassman (via conference call)

**Absent Committee:** Robert Eadie, Alex Soto

**Staff Attendees:** Angelo Parrino; Lisa Sanabria; Jackye Russell; Belkis Torres; Alex Sanchez; mercy Castiglione; Sandra Gonzalez

**I. Welcome and Introductions** **Adrian Alfonso**

- A. Alfonso called the meeting to order and welcomed everyone. Quorum was established.

**II. Approval of Minutes** **Adrian Alfonso**

- Motion to approve minutes by T. Axford.
- Motion seconded by G. Ferradaz.
- Motion was unanimously passed.

**III. Financial Statements** **Adrian Alfonso**

- M. Castiglione stated that the financials are in line with were we should be this time of year. M. Castiglione stated that they are projecting to end the fiscal year at budget. The budget variance is showing a surplus but this bridge will be gapped by next month.

**IV. Resolutions** **Adrian Alfonso**

- Resolution 05312017-01 authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background of this resolution for fiscal year 2017-2018 in the approximate amount of \$2,973,489.00. Fiscal Impact: A total approximate amount of \$2,973,489.00 for fiscal year 2017-2018, which is subject to availability of funding. Funding Source: The School Board of Miami Dade County, FL, Department of Children and Families, Bainum Family Foundation, the Nemours Foundation, University of Florida Board of Trustees.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.



- Resolution 05312017-02 authorize the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instruction for the Parents of Preschool Youngsters in Collier County (HIPPPY). Fiscal Impact: The grant is approximately \$80,000.00 for fiscal year 2017-2018, subject to availability of funding. Funding Source: University of South Florida Board of Trustees.
  - Motion to approve resolution by P. Gassman.
  - Motion seconded by T. Axford.
  - Motion was unanimously passed.
  
- Resolution 05312017-03 authorize the President and CEO to negotiate, execute and receive funds from the University of South Florida Board of Trustees for Home Instruction for the Parents of Preschool Youngsters in Monroe County (HIPPPY). Fiscal Impact: The grant is approximately \$70,000.00 for fiscal year 2017-2018, subject to availability of funding. Funding Source: University of South Florida Board of Trustees.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.
  
- Resolution 05312017-04 approval of the Evaluation Committee’s recommendation of the selected vendors for ITN #ELCMDM2017-06 (Food Catering Services). Also, authorize the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: An approximate amount of \$50,104.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The U.S Department of Health and Human Services, Administration for Children and Families, The Nemours Foundation, The Children’s Trust and the Health Foundation.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.
  
- Resolution 05312017-05 Authorize the President and CEO to release a Request for Proposal for Early Head Start children’s vision and hearing testing and medical/dental trainings for Early Head Start parents, childcare providers, and staff. Fiscal Impact: An approximate amount of \$75,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.



- Resolution 05312017-06 Authorize the President and CEO to request a Non-Federal Share Waiver from the U.S. Department of Health and Human Services for the Early Head Start Grant in the approximate amount of \$3,426,274.00. Fiscal Impact: An approximate amount of \$3,426,274.00 for fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by G. Ferradaz.
  - Motion was unanimously passed.
  
- Resolution 05312017-07 Authorize the President and CEO to request a Budget Revision for the Early Head Start Grant. Fiscal Impact: No Impact. Request is move line items. This request is contingent upon approval of the Carry Over Balance from 2015-2016 program year. Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.
  - Motion to approve resolution by G. Ferradaz.
  - Motion seconded by T. Axford.
  - Motion was unanimously passed.
  
- Resolution 05312017-08 Authorize the President and CEO to negotiate, execute and receive funds for the Initial Budget for fiscal year 2017-2018. Fiscal Impact: A total approximate amount of \$193,867,182.00 for fiscal year 2017-2018, which is subject to availability of funding. Funding Source: All Funding Sources
  - Motion to approve resolution by T. Axford.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.
  
- Resolution 05312017-09 Authorize the President and CEO to apply for one percent (1%) Cost of Living Adjustment (COLA) funds from the U.S. Department of Health and Human Services for the Early Head Start Grant. Fiscal Impact: An approximate amount of \$94,622.74 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: U.S Department of Health and Human Services, Administration for Children and Families.
  - Motion to approve resolution by T. Axford.
  - Motion seconded by P. Gassman.
  - Motion was unanimously passed.
  
- Resolution 05312017-10 Approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-07 (Parenting Education) to the selected vendor. Also, authorize the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: An approximate amount of \$200,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: U.S Department of Health and Human Services, Administration for Children and Families (Miami-Dade), The Children's Trust (Miami-Dade), Florida Office of Early Learning (Miami-Dade and Monroe).



- Motion to approve resolution by T. Axford.
- Motion seconded by P. Gassman.
- Motion was unanimously passed.

**V. Informational Items**

**Adrian Alfonso**

- S. Gonzalez stated that the wait list for Miami Dade and Monroe counties remain at 0.
- A. Alfonso stated that the EHS credit card expenditures is included in the packet for the committee to review.

**VI. Adjourn**

**Adrian Alfonso**