

MINUTES

Early Learning Coalition of Miami-Dade/Monroe
Board of Directors Meeting
April 21, 2005 (8:00 a.m.)
2800 Ponce de Leon Blvd. (Regions Bank Building)

- BOARD ATTENDANCE:** Gerald K. Schwartz (Chair), Dabney Park, Silvia LaVilla, Patricia Johnson, Daniel Armstrong, Yvonne Johnson, Gale Killion, Jessie Perkins, Edith Humes-Newbold, Margie Zeskind, Chuck Hood, Leslie Ann Roberts, Ava Byrne, David Lawrence, Sara Herald, Jackye Russel
- STAFF ATTENDANCE:** Paula Bender, Karen Egozi, Phyllis Ditlow, Patrick Dolan, Mary Williams, Ivonne Anton, Ana Alfonso, Mina Prado, Guimel Martinez, Qin He, David Ramil
- GENERAL ATTENDANCE:** Ian Abrams, Sergio Bendixen, Roni Bader-Tables, Eduardo Rivera, Doug Blomberg, Carladenise Edwards, Elliot Stern, Ana Sejeck, Ana de Aguiar, Wendy Cheyney, Maggie Loret de Mola, Gina Romero, Miriam Jimeno, Edgar Fernandez, Lourdes Rivera, Linda Carmona-Sanchez, Ardene Bachoo, Maria Binelo, Gloria Simms, Lisa Blair, Rose Mary Moreno, Ramiro Moreno, Ginette Rigavor, Rick Signori, Susan Vodicka, Barbara White, Marie Woodson, Donald Manning, Betty Key, Bevone Ritchie, Walter Harvey, Carol Brogan, Octavio A. Verdeja

AGENDA ITEMS	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
WELCOME & INTRODUCTION	<ul style="list-style-type: none"> Gerald K. Schwartz welcomed the members of the Coalition Board of Directors and introductions are made. 	<ul style="list-style-type: none"> A quorum had yet to be established at the time the meeting began. Several action items would have to be postponed until additional board members joined the meeting in progress. QUORUM WAS ESTABLISHED.
APPROVAL OF MINUTES	<ul style="list-style-type: none"> Gerald K. Schwartz called for the approval of minutes from the last Coalition Board meeting, held on February 3, 2005. 	<ul style="list-style-type: none"> MOTION TO APPROVE THE MINUTES BY EDITH HUMES-NEUBOLD. SECOND: SARA HERALD MINUTES FROM 2/3/05 UNANIMOUSLY APPROVED
PROPOSED BOARD MEMBERS (MONROE COUNTY REPRESENTATIVES)	<ul style="list-style-type: none"> As per terms established during the merger of the Miami-Dade and Monroe County School Readiness Coalitions, Monroe County would have at least two (2) representatives from the Private Sector serve on the Coalition Board. The two nominations for the Board were Gale Killion and Jessie Perkins. (SEE HANDOUT) 	<ul style="list-style-type: none"> MOTION 042105-03 TO APPROVE THE SELECTION OF GALE KILLION AND JESSIE PERKINS TO THE COALITION BOARD BY DAVID LAWRENCE. SECOND: SARA HERALD SELECTION OF MONROE COUNTY REPRESENTATIVES UNANIMOUSLY APPROVED.
FINANCIAL REPORTS &	<ul style="list-style-type: none"> Patrick Dolan, Coalition CFO, introduced several items for discussion from the Finance Team. 	

<p>ACTION ITEMS</p>	<ul style="list-style-type: none"> • Harvey Muskat, Coalition Accountant (of the firm Pinchasik, Strongin, Muskat, Stein & Co.), presented the 2003/2004 Fiscal Year Audited Financials. During the Audit, Muskat found no material weaknesses and only one reportable condition, which the Coalition has dealt with sufficiently. • P. Dolan presented the February, '05 financial statements. These financial statements represent, as a result of the merger, the inclusion of Monroe County. The statements reflect the addition of a State Grant that will be used to fund the Voluntary Pre-Kindergarten program (GRANT SV-145). • P. Dolan introduced item #042105-01 which reflected an addition to our budget that would be used towards the implementation of the VPK program. (SEE HANDOUT) • P. Dolan introduced item #042105-02 which reflected that Grant that would account for the merged financials of Miami-Dade and Monroe County. (SEE HANDOUT) • Octavio A. Verdeja (of the accounting firm Verdeja & Gravier) explained item #042105-05, which is a policy regarding cash disbursements. (SEE HANDOUT) 	<ul style="list-style-type: none"> • S. Herald inquired as to what the Coalition was doing to close out the month's financial statement more quickly and accurate to avoid misreporting outdated statistical information. Paula Bender responded that the financial statements were originally supposed to have been presented on April 7 and that the Finance Committee had actually met twice recently to receive the most updated information. Herald's concern was that Board meetings were scheduled at points that financial information had already become outdated. P. Dolan stated that this problem would be corrected for future meetings. • MOTION TO APPROVE ITEM #042105-01 MADE BY PATRICIA JOHNSON • SECOND: SARA HERALD • MOTION #042105-01 UNANIMOUSLY PASSED • MOTION TO APPROVE ITEM #042105-02 MADE BY DAVID LAWRENCE • SECOND: EDITH HUMES-NEWBOLD • MOTION #042105-02 UNANIMOUSLY PASSED • MOTION TO APPROVE ITEM #042105-05 MADE BY SARA HERALD • SECOND: DAVID LAWRENCE • MOTION #042105-05 UNANIMOUSLY PASSED
<p>OFFICE SPACE</p>	<ul style="list-style-type: none"> • P. Dolan introduced item #042104-05 for Board approval for the Coalition relocation to 2555 Ponce De Leon Blvd. (SEE HANDOUT) After an extensive search by the 	

	<p>coalition staff, that location was decided to be the most convenient based on cost, location, proximity, safety and size. Paula Bender explained the reasons for beginning the moving process were related to the construction taking place in the United Way bldg. G. Schwartz asked for a motion to give the Finance Committee and Executive Committee, as a combined committee, the authority to execute and negotiate any changes to the space requirements as presented to the board (if deemed appropriate by this combined committee).</p> <ul style="list-style-type: none"> Regarding the Coalition’s decision to move, comments were made by Linda Carmona-Sanchez and David Lawrence questioning the final selection and the considerations that were weighed in making the decision. 	<ul style="list-style-type: none"> MOTION TO APPROVE ITEM #042104-05 MADE BY PATRICIA JOHNSON SECOND: EDITH HUMES-NEWBOLD MOTION #042104-05 UNANIMOUSLY PASSED
SCHEDULE OF MEETINGS	<ul style="list-style-type: none"> G. Schwartz announced the annual meeting of the Coalition Board of Directors set for June 2, 2005. 	
QUALITY RATING IMPROVEMENT SYSTEM	<ul style="list-style-type: none"> Kerry Allen provided an update on the QRIS design process. (SEE HANDOUT) Mention was made of the various stakeholders and focus groups meetings (in English, Spanish & Creole) that had been held to gauge the opinion of both parents and providers on the needs that should be addressed by the QRIS. A presentation from Sergio Bendixen (Bendixen & Associates) detailed the findings based on the focus group meetings. Ian Abrams (GolinHarris marketing) explained the marketing strategy that would effectively convey the role of the Coalition and promote its programs to Miami-Dade & Monroe counties. 	<ul style="list-style-type: none"> Q & A with Kerry Allen and the Coalition Board.
“EXTRAVAGANZA” EVENT	<ul style="list-style-type: none"> P. Bender referenced the “Extravaganza” event that took place at the Miami Children’s Museum on March 18, 2005 and the collaborative effort that was made to make the event a huge success. 	
EFS INFORMATION SYSTEM	<ul style="list-style-type: none"> Guimel Martinez gave a brief explanation on the implementation of the EFS system. The details included a history of the program, what would be taking place in the upcoming months, and how those changes would affect Miami-Dade/Monroe County providers, particularly in regards to the input of Voluntary Pre-Kindergarten data. 	<ul style="list-style-type: none"> The EFS System, as explained by Guimel, should be live by mid-May.

	<ul style="list-style-type: none"> • Rick Signori of Child Development Services answered questions from providers and board members regarding the EFS System 	
VOLUNTARY PRE-KINDERGARTEN PROGRAM	<ul style="list-style-type: none"> • P. Ditlow provided an update of the VPK program and how the local community has been responding its promotion and implementation. Basic facts regarding the registration process, completing of pre-applications, input of registration data and various media references were discussed. The role of Coalition staff was also detailed, particularly the hundreds of phone calls that have been received regarding participation in the VPK program. 	
CHILDREN SERVED REPORTS	<ul style="list-style-type: none"> • Karen Egozi discussed the statistical information regarding the number of children served in Miami-Dade/Monroe counties. Special thanks were given to both the CDS Staff and the Quality Assurance team in the Coalition, particularly program director Ivonne Anton. • Donald Manning, Assistant Director of Child Development Services, provided information on how the “wait list” for serving children has been handled by CDS staff. Wait list numbers have shown a significant drop, particularly since the last meeting of the Coalition Board (from 17,000 to 0). 	
	MEETING ADJOURNED AT 10:37 A.M.	D.R.

HANDOUTS: *Meeting Agenda, Member Nominations Letter, 2/3/05 Minutes (DRAFT), Feb. '05 Financial Overview, QRIS Presentation, VPK Update, Office Space Information, Children Served Graph, Accreditation Reports, Waitlist Report, Feb. '05 Spending Plan Summaries, VPK Grant Resolutions (042105-01 & 042105-02), Monroe County Representative Resolution (042105-03), Coalition Move Resolution (042105-04)*

Signed and approved by:

Silvia La Villa
Board Secretary

Date