I. Welcome & Introductions
   A. Roll Call

II. Approval of Minutes
   A. Motion to approve the June 2019 Board of Directors Meeting minutes.

III. Chairman’s Report

IV. Introduction to Centro Mater
   Dr. Abilio Rodriguez

V. Finance Committee Meeting Report
   A. Resolution 08052019-01 – Authorize the President and CEO to apply for the Preschool Development Grant Birth-Five to support the best practice implementation of child assessment.
   B. Resolution 08052019-02 - Authorize the President and CEO to negotiate and execute an amendment to Contract PSA 19-19 with Pradere Manufacturing Corp.
   C. Resolution 08052019-03 - Authorize the President and CEO to release a Request for Proposal for Assessments and General Repairs/Improvements for Early Learning Coalition of Miami Dade/Monroe, Inc. locations.
   D. Early Head Start Credit Card Report

VI. Cyber Security Committee
   Fred Hicks

VII. ELC Anti-Fraud Plan
   Victor Caballero

VIII. Monroe Advisory Committee Report
   Heather Carruthers

IX. Partner Update
   A. Miami Dade County Head Start & Early Head Start Program
      Dr. Maite Riestra-Quintero

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
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**Legend**
P= Present
TP= Telephone
A= Absent
E= Excused
Rep= Representative on behalf of

**revised 6.26.17**
I. Welcome and Introductions

A. Alfonso called the meeting to order and welcomed everyone.

L. Sanabria called roll and a quorum was established with seventeen (17) voting members.

A. Alfonso stated that the Early Learning Coalition was celebrating the first VPK class to graduate from high school. The following students were introduced:

- Rocco Tongson – VPK Grad
- Joseph Malcolm – VPK Grad
- Andy Veras – VPK Grad
- Kaye Brown – VPK Grad
- Leo Bonaventure - VPK Grad
- Gabriel Sawyer-Brown – VPK Grad and his brother Deshawn Joseph – VPK & High School Grad
- Bianca Clarke – VPK & High School Grad
- Alexandra Leon – VPK & High School Grad
- Yoseph Hernandez – VPK & High School Grad
A. Alfonso stated that this would be Alan Eckstein last board meeting. He is moving to Broward County and had to resign from our board. A. Alfonso thanked Alan for all the work and dedication to the children here in Miami Dade County as well as in Monroe County.

A. Alfonso congratulated Centro Mater and Easter Seals for being selected The Children's Trust Champions for Children Programs of the Year.

A. Alfonso reminded the board members that there is no board meeting in July and the next board meeting will be August 5 and will be held at Centro Mater East.

A. Alfonso stated that Gilda Ferradaz, vice-chair, and Bob Eadie, treasurer, were up for reappointment.

- Motion to approve by L. Chant.
- Motion seconded by A. Eckstein.
- Motion unanimously passed.

A. Alfonso nominated Aaron Slavens to serve on the Nominating Committee.

- Motion to approve by L. Chant.
- Motion seconded by A. Eckstein.
- Motion unanimously passed.

II. Approval of Minutes

A. Alfonso called for the approval of the meeting minutes from March 2019.

- B. Eadie moved to approve the minutes.
- A. Eckstein seconded the motion.
- Motion was passed unanimously.

III. Executive Committee Report

A. Alfonso stated that on May 6, the Executive Committee met and approved five resolutions.

- Resolution 05062019-01 - Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution. Fiscal Impact: An approximate amount of $723,195.00 for fiscal year 2019-2020 which is subject to the availability of funding.

- Resolution 05062019-02 - Authorize the President and CEO to apply to, execute and receive funds from the grantor listed in the background section of this resolution. Fiscal Impact: An approximate amount of $10,211,307.00 for fiscal year 2019-2020 which is subject to the availability of funding.

- Resolution 05062019-03 - Authorize the President and CEO to request permission from the Office of Head Start to provide Early Head Start- Child Care Partnership services in three additional zip codes within Miami-Dade County. Fiscal Impact: This will not have additional fiscal impact on the budget.

- Resolution 05062019-04 - authorize the President and CEO to make a qualified nonelective contribution, from ELCMDM funds, to the ELCMDM’s 401k plan to remedy the failed 2018 401k
Actual Deferral Percentage and Actual Contribution Percentage non-discrimination testing. Fiscal Impact: An approximate amount of $186,000.00.

- Resolution 05062019-05 - prove the Evaluation Committee’s recommendation to award contract for RFP#ELCMDM2019-04 (Early Head Start Playgrounds), and authorize the President and CEO to negotiate and execute contracts with the selected vendor(s). Fiscal Impact: The contract is for an approximate amount of $632,540.00 until October 31, 2019, which is subject to the availability of funding.
  - B. Eadie moved to approve resolutions in a block vote.
  - T. Axford seconded the motion.
  - Motion unanimously passed.

IV. Finance Committee Report                Bob Eadie

- B. Eadie stated that Finance Committee meet on May 2, reviewed, and approved six resolution.
  - Resolution 05292019-01 – Authorizes the CEO to release a Request for Proposal (RFP) for Developmental Screening and Individualized Follow-up. Fiscal Impact: An approximate amount of $770,000.00 per fiscal year, which is subject to the availability of funding.
  - Resolution 05292019-02 - Authorizes the CEO to apply, execute and receive funds from The Children’s Trust for a local match required by the Early Head Start program. Fiscal Impact: An approximate amount of $650,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.
  - Resolution 05292019-03 - Authorizes the CEO to release a Request for Proposal (RFP) for MIP Accounting Software Services Fiscal Impact: An approximate amount of $97,328.00 per fiscal year, which is subject to the availability of funding.
  - Resolution 05292019-04 - Authorizes the CEO to release a Request for Proposal (RFP) for phone service support and maintenance. Fiscal Impact: An approximate amount of $135,000.00 prorated for fiscal year 2019-2020, which is subject to the availability of funding.
  - Resolution 05292019-05 – Authorizes the CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2019-2020. Fiscal Impact: An approximate amount of $203,704,223.00 for fiscal year 2019-2020, which is subject to the availability of funding.
  - Resolution 05292019-06 - Authorizes the CEO to negotiate and execute a contract with The Children’s Forum, vendor approved by the Florida Office of Early Learning, to facilitate and provide Assessment Services using the Classroom Assessment Scoring System (CLASS) for Miami-Dade and Monroe Counties. Fiscal Impact: An approximate amount of $105,000.00 for fiscal year 2018-2019, which is subject to the availability of funding.
  - A. Eckstein moved to approve the resolutions in a block vote.
  - T. Axford seconded the motion.
  - Motion unanimously passed.
E. Torres stated that the VPK have been reconciled but the School Readiness reconciliation has not begun.

The EHS credit card report was included in the packet for board members to review.

V. Provider Services Committee Report

R. Beasley stated that Provider Services Committee met on May 6 and 30 and reviewed the following cases:

- Crystal Learning Center had a gap in their Certificate of Insurance. The providers Liability Insurance Policy expired 06/09/2018 and renewed on 11/16/2018. The Contract Manager confirmed with the insurance agent that the Provider did not have coverage with them during the gap period. The provider was contacted by the ELC and stated she did not have insurance coverage with another insurance carrier during the gap period. The current insurance company is unable to cover the gap period. Prior to this occurrence provider, had another gap in coverage, policy that expired 05/19/2017 and renewed on 06/09/2017. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a one year Corrective Action Plan. The CAP requires that there will be no gaps in the insurance policy and if the provider receives any class 1 or 2 violation they void the right to appeal and will have eligibility revoked for 5 years.

- Children’s Academy #3 had received three class 2 violations in a 12-month period within the same standard Outdoor Play Area/Fencing. Children’s Academy #4 had received five class 2 violations in a 12-month period within the same standard. The facility's outdoor play area contained litter, nails, glass or other hazards that posed a threat to the health, safety or well-being of the children. After reviewing all documents and hearing, the providers' testimony the committee voted to terminate the contracts for Children’s Academy # 3 and #4 and revoke eligibility for 5 years.

- Kid’s Club Academy failed to notify the ELC of Change of Ownership within 30 days as required per the SR contract. On Thursday, March 21, 2019, the provider met with ELC for a change of ownership, which is when the provider notified the ELC that a change in Sunbiz had occurred January 2019. Owner Ariana Lopez (President and Secretary) removed herself from Sunbiz and added Yoleicy Alvarez (President and Secretary) and Yorely Alvarez (Vice President), the corporation was sold to the new owners. After reviewing all documents and hearing, the providers’ testimony the committee decided to terminate the contract with Ariana Lopez.

- Love Thy Kid’s Academy was placed on the Florida Care Food Program USDA disqualified Providers list on April 15, 2019. After reviewing all documents and hearing, the providers’ testimony the committee voted to terminate the 2018-2019 contract but not revoke their eligibility for 5 years. Once the provider is removed from the disqualified list, they may reapply.

- Miami Springs Baptist Kindergarten Workers compensation expired on 02/05/2019. As of today, Provider has not renewed the policy. After reviewing all documents and hearing, the providers’ testimony the committee voted to terminate the 2018-2019 contract. The provider can reapply once they have their worker’s comp. insurance.

- Candy House Day School received a class 1 violation during a CAP period. The class 1 violation was for leaving an unscreened individual alone with children in care. After reviewing all documents and
hearing, the providers’ testimony the committee voted to terminate the provider’s contracts and revoke eligibility for 5 years.

VI. Nominating Committee Report

- A. Eckstein stated that the Nominating committee met on May 22, and approved the second terms for the following members: Judy Schaechter, Gladys Montes, Alex Soto and Alan Eckstein
  - R. Beasley moved to ratify the nominations.
  - T. Axford seconded the motion.
  - Motion unanimously passed.

VII. CEO Report

VIII. Public Comments

IX. Adjourn
Resolution: 08052019-01

AUTHORIZE THE PRESIDENT AND CEO TO APPLY FOR THE PRESCHOOL DEVELOPMENT GRANT BIRTH-FIVE TO SUPPORT THE BEST PRACTICE IMPLEMENTATION OF CHILD ASSESSMENT.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to apply for the Preschool Development Grant Birth-Five to support the best practice implementation of child assessment.
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 listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 5th day of August, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

In 2018, the Florida Legislature passed legislation that affects School Readiness providers and the children they serve in a number of ways. The legislation allows for School Readiness providers to conduct on-going child assessments to receive a differential payment. The Office of Early Learning (OEL) has issued a School Readiness Child Assessment Guide (OEL Program Guidance 420.02. Attachment C) to assist coalitions in the development of a best practice plan to implement child assessment.

A Child Assessment Tool, as defined in OEL Program Guidance 420.02, is an Office of Early Learning approved instrument(s) used for assessing the current skills of children ages birth to kindergarten entry relative to where they should be compared to typical child development, as well as to modify teaching and learning activities to improve children's attainment of skills.

Furthermore, as part of the Preschool Development Grant Birth-Five, the Office of Early Learning has allocated $3.2 million for local grants to Early Learning Coalitions to support child assessment implementation. This funding will be allocated based on each coalition's proportionate share of School Readiness enrollments, providers, practitioners and estimated classrooms. Of that $3.2 million, $505,719.00 has been set aside for the Early Learning Coalition of Miami-Dade/Monroe, Inc. The Early Learning Coalition of Miami-Dade/Monroe, Inc. must submit its plan for implementation of child assessment best practice for approval to the Office of Early Learning in order to receive the allocation detailed in this resolution request.
Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract PSA 19-19 with Pradere Manufacturing Corp.

Fiscal Impact: The contract amount increases by $50,000.00, for a total contract amount not to exceed $150,000.00 for the fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: Department of Health and Human Services, Administration for Children and Families

Strategic Goal:  
☐ Neediest Children  ☑ Internal Capacity
☐ Youngest Children  ☐ Providers
☐ Educate All  ☐ Funding

Resolution: 08052019-02

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT PSA 19-19 WITH PRADERE MANUFACTURING CORP.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board") has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to negotiate and execute an amendment to Contract PSA 19-19 with Pradere Manufacturing Corp.
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 listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 5\textsuperscript{th} day of August, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
**Background:**

On July 1, 2019, the Early Learning Coalition of Miami-Dade/Monroe County, Inc. entered into a contract with Pradere Manufacturing Corp. for the provision of office furniture. The initial contract amount was $100,000.00. The proposed amendment will increase the contract by $50,000.00, for the improvements to the office layout of the Early Head Start location, for a total contract amount of $150,000.00, subject to the availability of funding. The Invitation To Negotiate (ITN) ITN#ELCMDM2017-01 for Office Furniture resulted in the award of $100,000.00 to each vendor, Pradere Manufacturing Corp. and Apricot Office Interiors, Inc. After the latter became nonresponsive, Pradere Manufacturing Corp. received the full contract amount of $200,000.00.
Early Learning Coalition Board of Directors Meeting

August 5, 2019

Resolution: 08052019-03

Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Assessments and General Repairs/Improvements for Early Learning Coalition of Miami-Dade/Monroe, Inc. locations.

Fiscal Impact: An approximate amount of $100,000.00 for fiscal year 2019-2020, which is subject to the availability of funding.

Funding Source: APOOL*

Strategic Goal: ☐ Neediest Children ☐ Youngest Children ☐ Educate All ☐ Providers ☐ Internal Capacity ☐ Funding

Resolution: 08052019-03

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR ASSESSMENTS AND GENERAL REPAIRS/IMPROVEMENTS FOR EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC. LOCATIONS.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to release a Request for Proposal (RFP) for Assessments and General Repairs/Improvements for Early Learning Coalition of Miami-Dade/Monroe, Inc. locations.

* APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Department of Education Office of Early Learning Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Save the Children Federation, Inc., Ocean Reef Community Foundation, The School Board of Miami-Dade County, Florida, Teenage Parent Program, Monroe County School District, Teen Parent Program, The Children’s Trust.
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 listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 5th day of August, 2019.

EARLY LEARNING COALITION
OF MIAMI-DADE/MONROE, INC,

By: __________________________
Board Secretary
Background:

The Contractor shall be responsible for performing the general contracting services described below at approximately 12 Early Learning Coalition Locations in Miami-Dade and Monroe Counties.

All work must be conducted by a Florida licensed general contractor, certified electrician, and other qualified and licensed trades in good standing, in compliance with any other requirements and certifications, and who adhere to Davis-Bacon and ADA regulations.

Except where expressly stated otherwise, the date of completion shall be the date on which work is completed, a certificate of occupancy has been issued, all permits have been closed, and when the subject property has been cleared of all construction debris generated during construction.

The Contractor is solely responsible to apply, pay for and obtain all permits required for the project including but not limited to: Building and Trade permits from (applicable state agency) for hauling equipment and any and all other City, State and Federal permits required for the execution of this contract.

1- Early Learning Coalition Locations:

There are approximately 12 Early Learning Coalition locations in Miami-Dade and Monroe Counties that are scheduled to receive the following services including but not limited to:

A. Painting interior and exterior;
B. Carpentry includes, but is not limited to, installation/replacement/removal of walls, baseboards, doors, cabinets, ceiling replacement;
C. Electrical installation of updated receptacles, electrical boards, etc;
D. Flooring removing, installation/repairs;
E. Air Conditioning components
   i. Air handler/condensing unit.
F. New roofing and/or repairs including but not limited to:
   ii. Soffit and fascia.
G. Windows service/repairs/improvements
## NO EHS CHARGES MONTH OF MAY

### MAY 2019 BTA AMEX

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>AMEX Description</th>
<th>Amount</th>
<th>ELC Description</th>
<th>Dist Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
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</table>

#### Quarterly Breakdown - Airfare, Hotel, Car Rental

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Code</th>
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<tr>
<td>Total Airfare May</td>
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<td>-</td>
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<tr>
<td>Total Hotel May</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Total car rental &amp; tolls May</td>
<td>$</td>
<td>-</td>
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Total EHS monthly charges $ -
<table>
<thead>
<tr>
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<th>Amount</th>
<th>ELC Description</th>
<th>Dist Code PAYROLL CODE</th>
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<tr>
<td>06/07/19</td>
<td>AMERICAN AIRLINES 800-433-7300 TX</td>
<td>$834.60</td>
<td>Airfare for Sarahi Resendozgamez to attend PITC (Program for Infant Toddler Care) in Berkeley CA June 23-29</td>
<td>520EH0</td>
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<td>06/07/19</td>
<td>AMERICAN AIRLINES 800-433-7300 TX</td>
<td>$834.60</td>
<td>Airfare for Cecilia Narizinis to attend PITC (Program for Infant Toddler Care) in Berkeley CA June 23-29</td>
<td>520EH0</td>
</tr>
<tr>
<td>06/07/19</td>
<td>AMERICAN AIRLINES 800-433-7300 TX</td>
<td>$834.60</td>
<td>Airfare for Chante Fordham to attend PITC (Program for Infant Toddler Care) in Berkeley CA June 23-29</td>
<td>520EH0</td>
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<tr>
<td>06/08/19</td>
<td>DELTA AIR LINES ATLANTA US</td>
<td>$428.60</td>
<td>Airfare for Sandrina Seraphin to attend Region IV Leadership Conference in Atlanta, GA June 17-20</td>
<td>520EH0</td>
</tr>
<tr>
<td>06/08/19</td>
<td>DELTA AIR LINES ATLANTA US</td>
<td>$428.60</td>
<td>Airfare for Lucretia Jones to attend Region IV Leadership Conference in Atlanta, GA June 17-20</td>
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<tr>
<td>06/08/19</td>
<td>DELTA AIR LINES ATLANTA US</td>
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<td>Airfare for Belkis Torres to attend Region IV Leadership Conference in Atlanta, GA June 17-20</td>
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<tr>
<td>06/08/19</td>
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<tr>
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<td>06/12/19</td>
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## JUNE 2019 BTA AMEX

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<tr>
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<tr>
<td>06/17/19</td>
<td>SHERATON ATLANTA SHE ATLANTA GA</td>
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<td>Lodging at Sheraton for Vanessa Bongiorno to attend Region IV Leadership Conference in Atlanta, GA June 17-20</td>
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$ 8,107.85

### Quarterly Breakdown - Airfare, Hotel, Car Rental

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<td>Total Airfare June</td>
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<tr>
<td>Total Hotel June</td>
<td>$ 2,971.89</td>
</tr>
<tr>
<td>Total car rental &amp; tolls June</td>
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</table>

**Total EHS monthly charges**  
$ 8,107.85
EARLY LEARNING COALITION DIGITAL SAFETY: WHY WE NEED YOUR CYBERSECURITY GOVERNANCE.

Frederick L. Hicks, MSM
Early Learning Coalition CIO
Executive Doctoral Candidate in Information Security at St. Thomas University
- Child Identification Data
- Parent Identification
- Director and Teacher Identification Data
- Some Credit Card Data
- Banking Information
- All of the HR Personnel Data
WHO IS ATTACKING US?

## RECENT COSTS TO ORGANIZATIONS AS RESULT OF CYBER ATTACKS

<table>
<thead>
<tr>
<th>Who was Attacked</th>
<th>Cost to Recover</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rivera Beach, Florida</td>
<td>$600,000</td>
</tr>
<tr>
<td>Lake City, Florida</td>
<td>$460,000</td>
</tr>
<tr>
<td>Hispanic Unity, Florida</td>
<td>$45,000 still pending resolution</td>
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<tr>
<td>City of Baltimore, Maryland</td>
<td>$18,200,000</td>
</tr>
<tr>
<td>City of Atlanta, Georgia</td>
<td>$2,700,000 estimated $17,000,000</td>
</tr>
<tr>
<td>Oklahoma School District, Oklahoma</td>
<td>$100,000</td>
</tr>
<tr>
<td>Key Biscayne, Florida</td>
<td>Pending $100,000 Ransom to Restore</td>
</tr>
<tr>
<td>Newark, New Jersey</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

No longer can we say ‘if’ we are attacked; instead, we must know what to do before, when, and after an attack occurs.

-Fred Hicks, CIO of the Early Learning Coalition of Miami-Dade and Monroe
WHAT IS CYBERSECURITY GOVERNANCE?

The process of establishing and maintaining a Cyber Security framework
• Governance provides assurance that information security strategies are aligned with and support business objectives
• This Governance is consistent with applicable laws and regulations through adherence to policies and internal controls
• Governance provides the assignment of responsibility, all in an effort to manage risk.
NIST Cyber Security Framework

1. Identify
   - AM: Asset Management
   - BE: Business Environment
   - GV: Governance
   - RA: Risk Assessment
   - RM: Risk Management Strategy

2. Protect
   - AC: Access Control
   - AT: Awareness Training
   - DS: Data Security
   - IP: Information Protection
   - PT: Protective Technology

3. Detect
   - AE: Anomalies and Events
   - CM: Security Continuous Monitoring
   - DP: Detection Processes

4. Respond
   - RP: Response Planning
   - CO: Communications
   - AN: Analysis
   - Mt: Mitigation
   - IM: Improvements

5. Recover
   - RP: Recovery Planning
   - IM: Improvements
   - CO: Communications
YOUR GOVERNANCE ROLE (AS A COMMITTEE)

1. Oversee the mitigation of cyber risks for the ELC
2. Oversee the organization’s cyber controls
3. Oversight of the prioritization of cybersecurity resources
4. Oversight of the safeguarding of sensitive information relied on for planning and decision making
5. Set the top down cyber-secure culture for the ELC
In just one minute on the internet, $2.9 million is lost to cybercrime, according to the annual *Evil Internet Minute* report from RiskIQ.

After analyzing proprietary research and data derived from the volume of malicious activity on the internet, the report found that cyber-criminals cost the global economy $2.9 million every minute last year, for a total of $1.5 trillion.

Major companies are paying $25 per internet minute because of security breaches, while hacks on cryptocurrency exchanges cost $1,930. Criminals are leveraging multiple tactics, from malvertising to phishing and supply chain attacks. The loss from phishing attacks alone is $17,700 per minute. Global ransomware events in 2019 are projected to total $22,184 by the minute.
Anti-Fraud Plan Policy

Plan Statement

The Anti-Fraud plan serves to support the organizational process by detecting and investigating possible acts of fraud, abuse of services and related overpayments. The Anti-Fraud Plan will ensure that the Early Learning Coalition of Miami-Dade/Monroe (Coalition) takes the necessary and appropriate actions to identify and address cases of possible fraud and/or misrepresentation by clients, employees and provider owner/principals. The Anti-Fraud Plan also establishes the procedures for the systematic detection of fraud and for reporting allegations of potential fraud, and misconduct or misrepresentation of information provided by clients, providers or employees related to application and receipt of benefits.

The Anti-Fraud Plan addresses beneficiaries of payments from the School Readiness and VPK programs and includes: parents or legal guardians of children enrolled in the School Readiness or VPK programs, providers reimbursed for services with School Readiness and VPK funds and employees of the Coalition. The Coalition will comply with all applicable laws, rules and regulations governing the School Readiness and VPK programs. Note: Provider fraud is a violation of the provider contract and addressed in the state wide contract rules.

Outcome

To establish a system that will address the need to identify, detect and recover improperly issued benefits and prosecute individuals who fraudulently obtain or attempt to obtain benefits to which they are not legally entitled.

To ensure compliance according to reimbursement requirements established in Florida's State Laws and Statutes: 1002.91 F.S., 6M-9.400 F.A.C., 414.39 F.S., 414.41 F.S., and 414.411 F.S.

This Anti-Fraud Plan shall be approved by the Coalition's Board and submitted for annual approval to the Florida Office of Early Learning (OEL) and the Office of Inspector General (OIG).

Plan Definitions

Client/Recipient- The parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.

Fraud- An intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or
another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.


Florida Statute 414.39 - Fraud

1) Any person who knowingly:

(a) Fails, by false statement, misrepresentation, impersonation, or other fraudulent means, to disclose a material fact used in making a determination as to such person's qualification to receive public assistance under any state or federally funded assistance program;

(b) Fails to disclose a change in circumstances in order to obtain or continue to receive any such public assistance to which he or she is not entitled or in an amount larger than that to which he or she is entitled; or

(c) Aids and abets another person in the commission of any such act,

is guilty of a crime and shall be punished as provided in subsection (5).

(2) Any person who knowingly:

(a) Uses, transfers, acquires, traffics, alters, forges, or possesses,

(b) Attempts to use, transfer, acquire, traffic, alter, forge, or possess,

(c) Aids and abets another person in the use, transfer, acquisition, traffic, alteration, forgery, or possession of,

3) Any person having duties in the administration of a state or federally funded public assistance program or in the distribution of public assistance, or authorizations or identifications to obtain public assistance, under a state or federally funded public assistance program and who:

(a) Fraudulently misappropriates, attempts to misappropriate, or aids and abets in the misappropriation of, a food stamp, an authorization for food stamps, a food stamp identification card, a certificate of eligibility for prescribed medicine, a Medicaid identification card, or public assistance from any other state or federally funded program with which he or she has been entrusted or of which he or she has gained possession by virtue of his or her position, or who knowingly fails to disclose any such fraudulent activity; or

(b) Knowingly misappropriates, attempts to misappropriate, or aids or abets in the misappropriation of, funds given in exchange for food stamps or for any form of food stamp benefits authorization, is guilty of a crime and shall be punished as provided in subsection (5).
(4) Any person who:

(a) Knowingly files, attempts to file, or aids and abets in the filing of, a claim for services to a recipient of public assistance under any state or federally funded public assistance program for services that were not rendered; knowingly files a false claim or a claim for non-authorized items or services under such a program; or knowingly bills the recipient of public assistance under such a program, or his or her family, for an amount in excess of that provided for by law or regulation;

(b) Knowingly fails to credit the state or its agent for payments received from social security, insurance, or other sources; or

(c) In any way knowingly receives, attempts to receive, or aids and abets in the receipt of, unauthorized payment or other unauthorized public assistance or authorization or identification to obtain public assistance as provided herein, is guilty of a crime and shall be punished as provided in subsection (5).

**Florida Statute 414.41 - Recovery of payments made due to mistake or fraud**

(1) Whenever it becomes apparent that any person or provider has received any public assistance under this chapter to which she or he is not entitled, through either simple mistake or fraud on the part of the department or on the part of the recipient or participant, the department shall take all necessary steps to recover the overpayment. Recovery may include Federal Income Tax Refund Offset Program collections activities in conjunction with Food and Consumer Service and the Internal Revenue Service to intercept income tax refunds due to clients who owe food stamp or WAGES debt to the state. The department will follow the guidelines in accordance with federal rules and regulations and consistent with the Food Stamp Program. The department may make appropriate settlements and shall establish a policy and cost-effective rules to be used in the computation and recovery of such overpayments.

(a) The department will consider an individual who has willfully provided false information or omitted information to become or remain eligible for temporary cash assistance to have committed an intentional program violation.

**Florida Statute 414.411 - Public Assistance Fraud**

(1) The Department of Financial Services shall investigate all public assistance provided to residents of the state or provided to others by the state. In the course of such investigation the department shall examine all records, including electronic benefits transfer records and make inquiry of all persons who may have knowledge as to any irregularity incidental to the disbursement of public moneys, food assistance, or other items or benefits authorizations to recipients. All public assistance recipients, as a condition precedent to qualification for public assistance under chapter 409, chapter 411, or this chapter, must first give in writing, to the Agency for Health Care Administration, the Department of Health, the Department of Economic Opportunity, and the Department of Children and Families, as appropriate, and to the Department of Financial Services, consent to make inquiry of past or present employers and records, financial or otherwise.
(2) When conducting an investigation pursuant to this section, the Department of Financial Services may:

(a) Employ persons who have qualifications that are useful in the performance of this duty.

(b) Administer oaths and affirmations.

(c) Issue and serve subpoenas for the attendance of witnesses or the production of business records, books, papers, correspondences, memoranda, and other records. Representatives designated by the department may serve the subpoenas. If a person refuses to obey a subpoena, the court that has jurisdiction in the geographical area where the inquiry is carried out or where the person who has refused the subpoena is found, resides, or transacts business may issue an order requiring compliance with the subpoena. Failure to obey the court order may be punished, civilly or criminally, by the court as contempt. The person refusing the subpoena is liable for costs, including reasonable attorney fees, incurred by the department to obtain an order granting, in whole or in part, a petition to enforce the subpoena.

(3) The results of such investigation shall be reported by the Department of Financial Services to the appropriate legislative committees, the Agency for Health Care Administration, the Department of Health, the Department of Economic Opportunity, and the Department of Children and Families, and to such others as the department may determine.

(4) The Department of Health and the Department of Children and Families shall report to the Department of Financial Services the final disposition of all cases wherein action has been taken pursuant to s. 414.39 based upon information furnished by the Department of Financial Services.

Florida Statute 1002.91 Investigations of Fraud or Overpayment Penalties

1) As used in this subsection, the term “fraud” means an intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.

(2) To recover state, federal, and local matching funds, the office shall investigate early learning coalitions, recipients, and providers of the school readiness program and the Voluntary Prekindergarten Education Program to determine possible fraud or overpayment. If by its own inquiries, or as a result of a complaint, the office has reason to believe that a person, coalition, or provider has engaged in, or is engaging in, a fraudulent act, it shall investigate and determine whether any overpayment has occurred due to the fraudulent act. During the investigation, the office may examine all records, including electronic benefits transfer records, and make inquiry of all persons who may have knowledge as to any irregularity incidental to the disbursement of public moneys or other items or benefits authorizations to recipients.
(3) Based on the results of the investigation, the office may, in its discretion, refer the investigation to the Department of Financial Services for criminal investigation or refer the matter to the applicable coalition. Any suspected criminal violation identified by the office must be referred to the Department of Financial Services for criminal investigation.

(4) An early learning coalition may suspend or terminate a provider from participation in the School Readiness Program or the Voluntary Prekindergarten Education Program when it has reasonable cause to believe that the provider has committed fraud. The office shall adopt by rule appropriate due process procedures that the early learning coalition shall apply in suspending or terminating any provider, including the suspension or termination of payment. If suspended, the provider shall remain suspended until the completion of any investigation by the office, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.

(5) If a School Readiness Program provider or a Voluntary Prekindergarten Education Program provider, or an owner, officer, or director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, the early learning coalition shall refrain from contracting with, or using the services of, that provider for a period of 5 years. In addition, the coalition shall refrain from contracting with, or using the services of, any provider that shares an officer or director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39 for a period of 5 years.

**Examples of Potential Fraud or Misrepresentation**

The following is a list of examples of potential fraud or misrepresentation and is not intended to be all-inclusive.

- Providing false or misleading information or withholding information in order to participate or receive benefits under the following programs that include, but not be limited to, School Readiness Program, Voluntary Pre-Kindergarten Program, Teenage Parent Program, Quality Counts Program, Child Care Executive Partnership.

- Conceiving information to obtain program service/benefits and/or payments

- Failing to disclose a change in circumstances or material information that could directly affect eligibility;

- Intentionally altered or changed documents to obtain benefits

- Falsifying records or documents; and

- Aiding and abetting any person in committing any of the above acts.
Coalition Error:

Coalition error occurs when an incorrect benefit is received by or paid on behalf of an individual due to an error made on the part of the agency.

Inadvertent Recipient\Provider Error:
Inadvertent error (also known as client or provider error) is an overpayment caused by a misunderstanding or an unintended error on the part of the individual.

Organizational Structure (please see attached department organizational chart)

It is the responsibility of every employee, supervisor, manager and executive to immediately report any possible fraud or misrepresentation of information provided to the Loss Prevention team.

The following positions are responsible for the daily activities related to prevention, detection, investigation and reporting of possible overpayment resulting from potential fraud or abuse.

Appeals Committee  
Chief Financial Officer  (Mercy Castiglione)  
Director of Payments  (Jose Hernandez)  
Director of Loss Prevention & Compliance  (Ana Rodriguez)  
Early Learning Manager\ Eligibility Unit ( Isabel Afanador, Ileana Vallejo )  
CCR&R Lead  (Alain Zamora)  
Director of Quality Assurance  (Michelle Meilan)

Any potential overpayment, fraud or abuse that is uncovered, suspected by management, an employee or an affiliated third party shall be immediately reported to the Loss Prevention department, either via email at lossprevention@elcmdm.org; call the Director of Loss Prevention Ana Rodriguez (305) 646-7220 ext. 2277 and/or the designated Coalition Administrator Victor Caballero (305) 646-7220 ext. 2390. The Loss Prevention department shall be responsible for coordinating further investigations of the alleged fraud and for contacting and coordinating with the Florida Office of Early Learning's Office of Inspector General at (850) 717-8605 and the Department of Financial Services Public Assistance Fraud Unit.

The Director of Loss Prevention is responsible for implementing the Coalition’s Anti-Fraud Plan and Plan activities. In accordance with rule 6M-9.400 (3) (a) (b) the Coalition’s plan shall include:

(a) A description or chart outlining the organizational structure of the personnel who are responsible for the investigation and reporting of possible overpayment, abuse, or fraud. This shall include the name and contact information of the primary coalition position responsible for implementing the Coalition’s anti-fraud activities.

(b) A description of the Coalition’s procedures for detecting and investigating possible acts of fraud, abuse, or overpayment. This shall include reviews of data quality reports generated from the Office of Early Learning and documented verification of child care referrals from other organizations, a process for electronic monthly reporting to the Office of Early Learning the recipients and providers terminated
for fraud, and a description of any fraud hotlines in place and how this information is shared with parents, providers, employees and the public.

The Director Loss Prevention is the liaison between the Early Learning Coalition of Miami-Dade\Monroe and the Florida Office of Early Learning’s Office of Inspector General.

The Chief Financial Officer will review the internal process to confirm that the appropriate separation of duties is in place and will also review internal controls to reduce risk.

Management will also examine any/all appeals made by the Client/Provider and "IF" the appeal is not overturned, the appeal will go to the appeals committee. The appeals committee will review the appeal(s) and make a final determination.

Other Departmental Responsibilities:

Eligibility Specialist - Establishes that a possible discrepancy has occurred and records the following facts:

(Clients)

Date of Discovery
Date income or change started or stopped
Explanation given for failure to provide information accurately or on a timely manner.
Any Notice of Change letter sent out to the client
Ensures all information is documented in EFS
Forwards possible discrepancies to the Loss Prevention department in the form of an email requesting further investigation

Director of Loss Prevention and Loss Prevention Supervisor:

(Providers)

Receives request for investigation
Interviews Providers and gives the opportunity to provide any documentation that would negate possible allegations.
Determines if there was an overpayment as a result of a Provider audit.
Forwards a report of any overpayments to the Finance department for any adjustments needed.

(Clients)

Interviews Clients and gives the opportunity to provide any documentation that would negate possible allegations.
Determines if client is/was eligible, if all household information was accurately reported.
Determines the time frame in which the possible fraud occurred.
Determines amount of overpayment.
Forwards potential fraud to the Florida Office of Early Learning and to the Department of Financial Services/Fraud.

**Confidentiality**

All information provided by management, employees, or affiliated third parties relating to any new or pending possible fraud claim will be treated as confidential and only shared with the Appeals Committee, OEL, DFS, FDLE, and/or the Coalition’s attorney and other parties directly working on the investigation. No unauthorized employee may contact an individual, client, recipient or provider that is involved, in any way, with an ongoing fraud investigation.

The results of the investigation will not be disclosed or discussed with anyone other than those persons who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected (but subsequently found innocent) of wrong conduct, to protect confidential sources of information and to protect the Coalition from potential liability.

**Plan Procedure**

**Process for Training Personnel**

The Coalition will implement anti-fraud trainings to address the detection, reporting, and prevention of overpayments, abuse and fraud relating to all our programs. The Loss Prevention department will conduct fraud trainings to the Coalition staff and providers related on how to recognize fraud indicators and the importance of reporting them. The Coalition will work in partnership with the Florida Department of Financial Services to conduct these trainings (DFS/DPAF).

Additionally, staff will receive an overview of what to be aware of in determining any fraudulent activity. An overview of the Anti-Fraud component will be provided to staff during the hiring orientation process.

**Due Process Procedures:**

**Due Process for suspending or terminating a recipient or provider who is suspected of or determined to have committed fraud related to the School Readiness or the Voluntary Prekindergarten Education Programs:**

When an individual timely requests an appeal in response to the Notice of Overpayment Case Action, the Coalition will initiate the established appeal process procedures.

All clients and providers whose services are negatively impacted, including increased fees, or service termination are informed of their right to file a formal grievance with the Coalition. The Coalition has written grievance procedures in place for the handling of requests for appeal.

Cases of reported suspected fraud will continue through the DFS/DPAF process, including possible referral to the State Attorney’s Office.
Any reasonable belief that an individual, client, recipient or provider knowingly or intentionally committed any acts of potential fraud or misrepresentation of information that is uncovered or suspected by management, an employee, or an affiliated third party to the Coalition, the following actions may be taken:

A referral by email will be submitted to lossprevention@elcmdm.org. The email inbox will be periodically monitored throughout the work day by the Loss Prevention Team. A tracking system will be implemented to reflect progress on any and all cases. This tracking system will consistently be updated with detailed notations on the progress, status, and completion of all cases referred to the department.

1) Preliminary Investigations: Upon becoming aware of any suspected fraud or misrepresentation, the Loss Prevention Team shall, in cooperation with other employees of the Coalition, conduct a preliminary investigation in order to determine the likelihood that a fraudulent act has been committed against the Coalition. Such preliminary investigations may include, but need not be limited to, contacting OEL, DFS, FDLE, the Coalition’s attorney, conducting in person interviews, making telephone calls, reviewing files, and making onsite visits.

Upon receiving the referral via e-mail, a designated fraud specialist will review the case; complete a fraud referral form (if warranted) and attach any supporting documentation needed. The fraud specialist will gather all appropriate and substantial information to conclude whether or not the case warrants a more in-depth investigation. The fraud specialist will request client’s file for review, and meet with Eligibility/Provider Specialist to determine if:

a. Potential fraud has indeed occurred
b. Reference Section 2. Additional Investigation for possible fraud procedure
c. Reference Section 3. Improper payments

2) Additional Investigations: The completed file along with the supporting detailed notes of the case will be provided to the Director of Loss Prevention to determine whether a further investigation is needed. Based upon the findings gathered during the preliminary investigation, the Director of Loss Prevention shall decide if a fraud referral is warranted. If so, the fraud specialist will move forward by submitting a fraud referral to the OEL fraud database. OEL will be responsible for coordinating further investigations into the alleged fraud which includes, but is not limited to, contacting and coordinating with the Florida Office of Early Learning’s Office of Inspector General, the Department of Financial Services, Public Assistance Fraud Unit (DFS), and/or Florida Department of Law Enforcement (FDLE).

3) Improper payment(s) determination may result in a payment adjustment. The payment adjustment will be calculated and processed by the payments department. The final adjusted amount will be provided to the Loss Prevention team for tracking purposes and closure of the pertaining case.
4) **Determination:** If the preliminary case is denied internally for further investigation, no referral will be processed and no additional review will be conducted. The case will be notated in the tracking system as finalized and closed.

The Department of Financial Services, Public Assistance Fraud Unit (DFS/DPAF), and/or Florida Department of Law have the responsibility to handle investigations of suspected fraud. The Florida Office of Early Learning has a contract with DFS/DPAF to investigate fraud in the public assistance program. (DFS/DPAF) also has the responsibility for investigating and referring cases of suspected fraud for prosecution to the State Attorney’s Office.

The client/provider will be reported through the OEL Fraud Referral System. This anti-fraud policy is intended to complement, not replace, the OEL fraud referral process. The Coalition will be able to remove ineligible recipients from the program without waiting for the often lengthy criminal investigation and prosecution to conclude.

If DFS/DPAF screens out a case referred to them, this does not mean that fraud did not occur. DFS/DPAF screens out many cases of improper payment due to workload issues or not being able to meet the “beyond a reasonable doubt” standard for criminal cases. This policy is intended to allow Coalitions to act on those screened-out cases as well, in cooperation with OEL’s OIG and DFS.

The client/provider will be notified in writing of the action to be taken, and have the right to appeal suspension or termination of benefits from the SR or VPK program based on information that leads the Coalition to conclude that SR or VPK program benefits have been obtained or used fraudulently.

**Written notice before suspension/termination:**

1. At least fourteen (14) calendar days prior to termination.

2. Shall include the allegations, the basis for the allegations, the intended action and the date the action is to be imposed.

3. Shall be translated into the recipient’s native language if the coalition’s other communications with the recipient have been translated.

**Recipient’s Rights to Appeal: (Florida Statute 6M-9.400)**

If the recipient believes that the conclusion of fraud was made in error, the recipient must first contact the Coalition and provide the necessary documentation(s) to resolve the issue. The loss prevention team will review all documents and request any additional evidence or information necessary and relevant to each individual case.

(a) A clear policy of the right of the recipient to appeal suspension or termination of benefits based on information that leads the Coalition to conclude that School Readiness or Voluntary Prekindergarten Education program benefits have been obtained or used fraudulently.
(b) The Coalition shall provide advance written notice of the intended action to suspend or terminate benefits to the recipient to be affected and it must clearly advise of the allegations, the basis of the allegations, the intended action and the date the action is to be imposed. (Right for suspension or termination are in F.S. 1002.91 (4). The Coalition shall send the advance written notice at least fourteen (14) calendar days before the intended action. The advance written notice should be translated into the recipient’s native language if the coalition’s other communications with the recipient have been translated. The advance written notice shall include the following:

1. The procedure for the recipient to follow to attempt to appeal the decision.
2. A statement, in bold print, that the failure to file a timely appeal waives the right to an appeal.
3. Notice of the potential repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the advance written notice.
4. The procedure for the recipient to obtain a copy of his or her file.
5. The amount of overpayment to be recovered, if applicable.
6. The length of time for which the recipient’s benefits are suspended or the date of the termination of benefits, if applicable. This length of time shall be proportionate to the alleged offense committed, consistent with suspensions or terminations issued to other recipients who allegedly committed comparable offenses, and prior offenses may also be considered as appropriate.

(c) A suspension or termination shall not be applied against recipients with a valid at-risk referral.

5. The recipient who wishes to appeal the decision of the executive director of the coalition or other executive staff person designated by the coalition board may request further review by an appeals committee in accordance with paragraph (e) of this rule. The request for further review by an appeals committee must be submitted to the Coalition in writing within ten (10) calendar days of the date of the executive director or other executive staff person designated by the coalition board’s written response to the recipient’s formal written appeal.

(f) The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee. When the meeting of the appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies.

1. The appeals committee shall be selected by the Chairman of the Board of the coalition and a chair of the appeals committee shall be named.
2. The appeals committee shall be convened within forty-five (45) calendar days of receipt of the recipient’s request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the appeals committee to consider.
4. The Coalition staff, excluding the executive director or other executive staff person designated by the coalition board, shall be available to provide any information requested by the committee.

5. The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.

6. The appeals committee shall select or appoint a member of the coalition, excluding the executive director or other executive staff person designated by the coalition board, to memorialize the events of the appeals committee proceeding and the final determination including the basis for the decision.

7. The appellant shall be notified in writing of the appeals committee’s determination within ten (10) days of the date of the meeting.

8. The determination of the appeals committee shall be final.

(5) The due process procedures for providers will be provided for in the contract between the Coalition and the provider, pursuant to Rule 6M-4.610, F.A.C.

**Pre-Appeal Process (Florida Statute 6M-9.400)**

If the recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting the Coalition and providing the necessary documentation to resolve the issue. **The executive director of the coalition shall not be involved in the pre-appeal resolution of the issue.**

If the recipient believes that the issue was not resolved by the coalition, the recipient may file a formal written appeal for review by the executive director of the coalition, using the following procedure:

1. Submit a written appeal to the executive director or other executive staff person as designated by the coalition board. The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any documentation which supports the recipient’s claim.

2. The appeal shall be postmarked or emailed before the date of the intended action. The recipient who fails to file a timely appeal waives the right of appeal.

3. If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the executive director or the original date of the intended action, whichever is later.

4. The executive director of the coalition or other executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.
5. **The recipient who wishes to appeal the decision of the executive director** of the coalition or other executive staff person designated by the coalition board may request further review by an appeals committee in accordance with paragraph (e) of this rule. The request for further review by an appeals committee must be submitted to the Coalition in writing within ten (10) calendar days of the date of the executive director or other executive staff person designated by the coalition board’s written response to the recipient’s formal written appeal.

The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee. When the meeting of the appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies.

**Disenrollment of Children**

According to the Florida Office of Early Learning (FOEL) guidelines, disenrollment of a child from the school readiness program may be based on the following events: a reduction in available school readiness program funding, participant’s failure to meet eligibility or program participation requirements, fraud, or a change in local service priorities.

Disenrollment means the removal of a child temporarily or permanently from participation in the School Readiness Program.

The Coalition shall provide an advance written notice of any action taken in suspending or terminating services to the recipient and it will clearly advise of the allegations, the intended action and the date the action is to be imposed. The Coalition will send the written advance notice fourteen (14) calendar days before the intended action. The notice shall be translated into the recipient’s native language if the Coalition’s other communications with the recipient have been translated.

**Student/Parental Rights: Chapter 1002.87 (7), F.S.**

If a coalition disenrolls children from the school readiness program, the coalition must disenroll the children in reverse order of the eligibility priorities listed in subsection (1) beginning with children from families with the highest family incomes. A notice of disenrollment must be sent to the parent and school readiness program provider at least 2 weeks (14 calendar days) before disenrollment to provide adequate time for the parent to arrange alternative care for the child. However, an at-risk child may not be disenrolled from the program without the written approval of the Child Welfare Program Office of the Department of Children and Families or the community-based lead agency.

**Records of children in the school readiness program. (1002.97)**

(1) The individual records of children enrolled in the school readiness program provided under this part, held by an early learning coalition or the office, are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. For purposes of this section, records include assessment data, health data, records of teacher observations, and personal identifying information.
(2) A parent has the right to inspect and review the individual school readiness program record of his or her child and to obtain a copy of the record.

Suspected or Intentional Fraud Violation:

A person who knowingly commits an act of fraud as defined in this section is subject to the penalties provided in s. 414.39.

Parent Fraud exists if:

Overpayment was caused by an intentional action on the part of the household or individual in an attempt to receive additional benefits for which they are not entitled, or
There was an intent to defraud that may not result in an overpayment.

Fraud overpayment can occur as a result of the individual or household:

1. Misrepresenting information,
2. Concealing information,
3. Withholding information pertinent to determining eligibility including untimely reporting,
4. Failing to report a change in order to continue to receive benefits for which they are not entitled, or
5. Intentionally altered or changed documents to obtain benefits to which the assistance group was not entitled.

Verification that the family member understood their responsibility for reporting the information in question may be used to substantiate intent. This verification could include:

1. The signed application,
2. The acknowledgement of rights and responsibilities,
3. The Recipient’s Terms and Conditions
4. Previously submitted change reports, or
5. Recorded and/or verified instances of other changes reported by the family or individual which could or did affect the benefits received.

Corrective and Disciplinary Action for Recipients:

Any person who commits an act of Fraud is subject to the penalties provided in Section 414.39

Following a determination of fraud, one or more of the following actions, or other actions at the sole discretion of the Coalition, may be taken:
Suspension is a temporary situation that means that the recipient would not have to go to the back of the waiting list when the suspension is finished.
Termination means that the recipient would have to go to the back of the waiting list when the termination expires.
Suspension or termination is effective on the date given on the initial notice or the date of the Appeals Committee or Board designee’s decision, whichever is later.

If the Appeals Committee overturns the decision of the Executive Director or board designee (see Due Process Procedures) and determines that no fraud occurred, the suspension or termination is lifted. If the recipient is still eligible for services, they should be offered services again. 6M-9.400 (5)

**Client/Recipient Rights**

Opportunities for the client/recipient to waive the right to hearing.
Hearing before a board committee, if client/recipient requests it.

The responsible individual will be notified in writing of the action to be taken and the right to appeal. Any requests for hearing will be pursuant to the Coalition’s policies. *(Refer to ELC’s Due Process Procedures as stated above)*

First determination of fraud-eligibility is suspended for the longer of six months or restitution of overpaid benefits.
Second determination of fraud-eligibility is terminated for the longer of one year or restitution of overpaid benefits.
Third and subsequent determinations-eligibility is terminated for the longer of five years or restitution of overpaid benefits.

**Provider Fraud overpayment can occur if:**

*Any person who commits an act of Fraud is subject to the penalties provided in Florida Statute Section 414.39 and Section 1002.91 (5).*

If overpayment is caused by an intentional act on the part of the provider in an attempt to receive additional payments or reimbursement to which they were not entitled to or,
There was an intent to defraud that may result in an overpayment.
Concealing information to obtain School Readiness payments.
Falsifying or altering attendance records and/or aiding and abetting any person in committing any of the above acts.
Operates or attempt to operate a child care facility without having procured a license as required by this act.
Operate or attempt to operate a family day care home without a license or without registering with the department, whichever is applicable.
Operates or attempt to operate a child care facility or family day care home under a license that is suspended, revoked, or terminated
Misrepresent, by act or omission, a child care facility or family day care home to be duly licensed pursuant to this act without being so licensed.

A non-compliance notice shall include the recipients/ provider’s rights and procedure for the recipient and or provider to follow an attempt to appeal any final decision. *(Refer to ELC’s Due Process Procedures as stated above)*

**Suspension for Suspected Fraud:**

In accordance with s. 1002.91 (4), F.S., Coalition may suspend or terminate Provider from participating in the School Readiness Program when it has reasonable cause to believe that Provider has committed fraud. If suspended, Provider shall remain suspended until the completion of any investigation by the Office of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceedings.

**Termination of Fraud:**

In accordance with s. 1002.91 (5), F.S., if Provider, or an owner, officer, or board of director thereof, is convicted of, found guilty, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the Coalition shall refrain from contracting with, or using the services of Provider for a period of five (5) years. In addition, Coalition shall refrain from contracting with, or using the services of any provider that shares an officer or board director with a Provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.

In accordance with s. 1002.82 (2)(m), F. S., Provider may not offer any School Readiness services while a request for a review regarding termination of Provider’s School Readiness Contract is being examined.

Provider is to adhere the policies of the State of Florida Statewide School Readiness Provider Contract Form OEL-SR 20.
I. Welcome & Introductions

- Committee Chair, Alan Eckstein welcomed the committee members and attendees to his last meeting.
- Chair Eckstein asked everyone to introduce themselves.

II. Approval of Agenda

Alan Eckstein, Esq. Chair
Chair Eckstein called for the approval of the agenda.
Motion to approve the agenda made by Heather Carruthers; seconded by Theresa Axford, Motion approved.

III. Approval of Meeting Minutes

Chair Eckstein called for the approval of the minutes from the January 29, 2019 Monroe County Advisory Committee Meeting.
Motion to approve the minutes made by Heather Carruthers; seconded by Theresa Axford, Motion approved.

IV. Presentation and Acknowledgments

Evelio recognized Chair Alan Eckstein for his service here in the Monroe County Community and as Chair of the Committee. He presented him with a Certificate of Appreciation from the Committee as well as a beautiful basket of goodies.

Evelio opened the floor for Committee Members, Staff and the Providers to express their appreciation to Alan.

Alan expressed his appreciation to all.

Motion made by Alan to appoint Committee Member, Heather Carruthers as the new Chair. Motion to approve the nomination made by Evelio and seconded by Theresa Axford, Motion approved.

V. ELC Update

VPK Initiative discussion. Will have Fiorella Altare Christie, Anabel Espinosa and Pam Hollingsworth, Professional Development will work together with Laurie to come up with a training and assessment plan to go along with the VPK initiative. The initiative has 2 goals: 1) to increase the participation of four year olds and 2) for every VPK program in Monroe County to receive a passing VPK Provider Kindergarten Readiness Rate.

Evelio recognized Mr. John Padget and the MCSD Superintendent, Mr. Mark Porter for their attendance and support.

Evelio turned it over to Laurie Dunn.

VI. Monroe County Updates – Laurie Dunn, Monroe County Supervisor

Laurie let everyone know that she sent out the VPK Initiative to all VPK programs in the Keys. She has received positive feedback. She stated there would be an OEL Math training in Marathon, Saturday 20nd. The VPK Initiative meetings are scheduled in the Upper Keys, July 22nd, in the Middle Keys, July 23rd and the lower Keys, July 24th at 6pm. All Directors and lead teachers will receive an invite. ELC staff will go over the whole initiative and discuss how and when to launch the plan. They will start with the curriculum being the first one component. They will see if it is working for you or if you will need other resources. Laurie then turned it over to Fiorella to talk about the CLASS assessment piece.

Fiorella explained that tool used is the Classroom Assessment Scoring System. It measures the teacher’s interaction with the children and helps to better understand the
quality in the classroom. The plan is to conduct a classroom assessment in every VPK classroom that is part of this initiative. There will be a pre to have a baseline score and a post to show growth. There are two reliable assessors (trained to fidelity) in Monroe County and VPK Classrooms that were recently assessed probably may not have to be assessed again.

- John Padget, spoke about VPK classrooms willing to be assessed. He proposed that all willing participants have their classrooms assessed by the end of September. He said once he had a list of schools and teachers scores presented to him, that the VPK Teachers who score 3.0 or more would receive a $100.00.

- Fiorella stated that the assessments last roughly 2 hours and are completed in 4 cycles where observations take place for 15-20 minutes at a time. You can go up to six cycles, but we usually do four. The Assessor comes into the classroom and introduces herself to the Director, lets her know what she is going to be doing in the classroom and then tries not to have any interaction with anyone during the assessment. She will sit in a corner of the room and observe. It usually takes about two hours and when they are done, the let the Director know and they leave. They have up to 72 hours to work on the scores and they write a report on what they saw. An assessor will be sent out based upon the language used in the classroom (English or Spanish).

- Laurie clarified that anyone in the VPK initiative would be assessed using the CLASS even if they had previously been assessed. John Padget stated that yes they would in order to qualify for the grant.

- John stated that one of his frustrations is the fact that once a site is assessed that we do not know the scores for a lengthy amount of time. He would like the assessments completed by the end of September and receive the results timely.

- Sue Ellen talked about the professionalism of the assessors and said the immediate feedback given is very helpful.

- Marla encourages the teachers her teachers to look at the assessment as more of a coaching tool that helps provide more resources and support in the classrooms.

- Fiorella said they provide strengths and needs report that is helpful to teachers.

- Heather asked about how children are assessed that speak other languages other than Spanish and English. Fiorella said unfortunately the tool is only available in English, Spanish, and she not aware if there is another tool that comes in other languages.

- Discussion followed regarding the scoring of CLASS and the number of VPK we have in Monroe County. Laurie stated we have 24 VPK programs in the Keys and some have more than 1 teacher. She said we will have an accurate number of teachers by the time school starts in mid August.

- Anabel talked about the CLASS assessment and how it has a great predictive quality. The tool that is being recommended is Teaching Strategies Gold. It is supported at the state level because is has the capacity to measure a child’s acquisition of a skill in a content area. Even a child with learning disabilities can be assessed and show what they can do. It measures 36 objectives and looks at all domains. Teacher is able to measure progress through anecdotal reports, pictures and videos. The tool is also able to provide comprehensive reports to help the teacher. It is used to gain knowledge about what the
students in a classroom are able to do. The recommendation is to use it at 3 checkpoints (Fall, Winter and Spring) in order to track development throughout the year.

- Marla stated the school district has been using Teaching Strategies Gold for the past 3 years with good results.

- Professional Development

  - Pam said PDI is here to support the needs of teachers in this VPK project. There will be trainings for CLASS, Creative Curriculum and Teaching Strategies Gold. From there they want to link the classroom experience to actual classroom practice.

  - They propose using Communities of Practice, coaching and Making the Most of Classroom Interaction to help teachers apply what they have learned.

  - Looking at online training that provides resources.

  - Sue Ellen explained that many teachers have an issue with trying to go to trainings because of the distance. They often have to give up a Saturday for a training and have to find childcare. She said it was easier for her teachers to go to a 2-hour training right after work. Another issue in Monroe County is the turnover of teachers because of the cost of living. Many teachers prefer to go to the school district because they make more money.

  - Terri Axford talked about the virtual trainings the school district offers and thinks we need to maximize the training opportunities. She agreed we all need to develop more rapport to exchange training schedules and information.

  - Marla reminded everyone that if the school district is holding a training they are often only allowed to invite a limited number of teachers but they would be happy to collaborate with the ELC.

  - Heather suggested we offer trainings that last for maybe just an hour or two to encourage more participation.

  - Pam said she would work with Laurie to find the best way to plan the trainings in Monroe in the future.

  - More discussion followed to discuss the remaining components to the VPK initiative (Quality Improvement and Enrolment Drive). There is currently a media campaign going on locally to spread the word about VPK in the local newspapers, on a marquee and through radio spots. ELC staff have also given out VPK flyers to many top
employers in the Keys to share with their employees. Laurie will reach to all the Chambers and all the Rotaries as well.

Laurie gave more updates for Monroe County

- **VPK**
  - As of June 24 there were 301 approved VPK certificates for this coming Fall. There are 18 children enrolled in Summer VPK.
  - Staff have completed all VPK monitorings.

- **School Readiness**
  - There continues to be no wait list of pending applicants for Monroe County and we continue to send invitations to families to enroll their children. The School Readiness count as June 20 was 253.
  - Currently have 17 centers with a SR contract and only 4 Family Day Care Homes of which 2 are licensed and 2 are registered. We have no available infant slots in the Key West. One more center will be opening and contracting with us as soon as they receive their DCF license but they already have a waiting list for infants. Many centers are also having a hard time hiring qualified staff because of the high cost of living in Monroe County and the challenges with completing training and competency testing.

- **Grants/Conferences/Meetings**
  - The conference in April was highly successful and well attended. Vendors were on hand with multiple give always and door prizes. The workshops were professional and educational.

- **Outreach Activities**
  Preparing for the Kids Show at HOB on August 17. Last year over 600 children attended and we expect the same this year. We will have an activity; give out books and resources and informational fliers.

  Through a generous donation from Save the Children staff were able to give out $100 Publix gift cards to BG-1 families last week.
Supports and Trainings

- A training called “Language and Vocabulary Development for Preschoolers” is scheduled in Marathon for June 8. This will be the first of several trainings planned over the course of the Summer. Collaborating with PDI to identify the training needs of preschool teachers throughout the Keys.

- On July 20 we will have a Math 3 training at Marathon Lutheran from 9-12. You will receive an email today with instructions to enroll.

- The next competency exam will be on August 10 at Marathon Lutheran. The capacity is 25. Please be sure to register via the DCF website within 10 days of the scheduled test date.

Projects/Misc

- Currently working on a Monroe County Pre-K/VPK initiative for the year 2019-2020.
- Ongoing collaboration with the Monroe County school district to identify the critical needs in Monroe County and ways we can work together to support children and families.
- Key Largo office has relocated to a new unit in the Pink Plaza. We are now in unit #112.
- Marathon office is relocating to the front part of the AHEC building so we are more visible to the public.

Child Care Provider Update – Sue Ellen Bennett, Provider Representative

- Sue Ellen explained that many teachers have an issue with trying to go to trainings because of the distance. They often have to give up a Saturday for a training and have to find childcare. She said it was easier for her teachers to go to a 2-hour training right after work. Another issue in Monroe County is the turnover of teachers because of the cost of living. Many teachers prefer to go to the school district because they make more money.
- Sue Ellen will talk with providers to see what they feel is the best solution to the training issues across the County.
- Most of the centers are full for the Summer. Several centers are looking for teachers.
• She brought up some ideas to get a card for teachers that looks professional stating they teach in Monroe County and can get discounts at various places in the State. Evelio talked about checking with HR about places in Florida that offer discounts and see what we could do to support this effort.

• Angelo gave an update on the ELC reconciliation process explaining about the super merge tool and the way OEL is working to correct errors.

**District Head Start/VPK Update – Marla Russell, Early Childhood Coordinator/Supervisor**

- The year ended with the enrollment up from last year and they attribute that to the media campaign.
- 27 more students using vouchers in Monroe County for a total of 171
- 79 are blended with head start
- All head start blended with VPK
- Currently conducting enrollment
- Head Start is Full
- There are openings in VPK at all schools except Poinciana (there is a wait list)
- Looking for a social worker to work with Head Start and VPK students.

**DCF Licensing Update – Mitzi Cater, Family Services Counselor**

- Mitzi suggested all providers take a look at the DCF website for any new rule changes.
- She stated that she is retiring July 22nd and thanked everyone for supporting her through the years. She does not yet know who her replacement will be.

**VII. Public Comments**

- **Evelio Torres – President and CEO, Early Learning Coalition**
  - Thanked everyone for attending the meeting.

**VIII. Adjourn**

Alan Eckstein, Esq., Chair

- Chair Eckstein adjourned the meeting at 2:45 pm