



Policy Council Meeting
April 20, 2021 (Español)
April 21, 2021 (English)
5:30 p.m.
Meeting Minutes

I. Call to Order

Kislene Timothee presided over the meeting. The meeting was called to order at 5:40 p.m.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
April Williams	Miami Gardens Learning Center
Camelia Page (Treasurer)	The Carter Academy I
Chanelle Keys (Asst. Secretary)	It's a Small World VII
Ciney Mendoza	Rainbow Intergenerational (Spanish Meeting)
Crystal Davis	Sheyes #3
Domonique Reardon (Secretary)	It's a Small World II
Edeline Fleurant (Vice Chair)	Step Above
Kislene Timothee (Chair)	Little Ones Academy
Lizette Fontilus	Little Red School House
Priscilla Vazquez (Parliamentarian)	New Aladdin
Sandra Rodriguez Funes	Kids Small World (Spanish Meeting)
Tranae Davenport	America's Little Leaders
Dr. Mara Zapata	ELCMDM Board
EHS Staff	Position
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Otilia Gonzalez-Varese	Disability Manager
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager



III. Action Item:

A. **March 17, 2021 Meeting Minutes**

Kislene Timothee asked for a motion to approve the March 17, 2021 meeting minutes.

- April Williams moved to approve
- Priscilla Vasquez seconded the motion
- There being no further discussion, the item was put to a vote.
- Motion passed 12 in favor and 0 opposed

• **Board Representative**

Kislene Timothee asked for a motion to approve the election of the Board Representative, Mara Zapata.

- April Williams moved to approve
- Chanelle Keys seconded the motion
- There being no further discussion, the item was put to a vote.
- Motion passed 13 in favor and 0 opposed

C. **Resolution 04212021-01: Grant Reapplication**

Ms. Torres reviewed the remaining parts of the grant application. The grant will be submitted to serve 750 children for a federal share funding in the amount of \$10,812,913.00 and a non-federal share in the amount of \$2,703,338. Members received information on the changes to the grant application. The program goals and objectives were reviewed in detail along with the Training and Technical Assistance plan and the 2021-2022 budget.

Kislene Timothee asked for a motion to approve Resolution 04212021-01: Grant Reapplication.

- Domonique Reardon moved to approve
- April Williams seconded the motion
- There being no further discussion, the item was put to a vote.
- Motion passed 13 in favor and 0 opposed

D. **Resolution 04212021-02: Provider Rate Increase**

Ms. Bongiorno reviewed the resolution in detail explaining the cost of the provider rate increase.

Kislene Timothee asked for a motion to approve Resolution 04212021-02: Provider Rate Increase.

- April Williams moved to approve
- Crystal Davis seconded the motion
- There being no further discussion, the item was put to a vote.
- Motion passed 13 in favor and 0 opposed

IV. Reports

A. **February 2021 Expenditure Report**

- Total monthly expenses for the month of February 2021 were \$782,887.32.
- Thirty-two percent (32%) of total monthly expenses were used for salaries and fringe
- 60% went to contractual services \$455,504.77 went to providers and \$14,498.77 to other contractual services;
- 7% covered other expenses, which include rent and utilities.



- Note that supplies have a credit balance for the month in the amount of \$ 1,591.16. This is because of a donation from Publix of \$2,500 which was classified as education and outreach as it is being used to incentivize parent participation in the program's healthy eating initiative.
- The program has used 52% of the budget to date and has \$ 5,141,581.37 remaining.

B. February 2021 Credit Card Report

There were no credit card charges in the month of February 2021.

C. March 2021 Meal Report

Number of meals served in **March**:

- Breakfasts - 11,137 (99.1%)
- Lunches - 11,227 (99.9%)
- Snacks - 11,176 (99.4%)

At five schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:

- Lincoln Marti 450
- Lincoln Marti 905
- Precious Moments
- Rainbow Intergenerational
- Sheyes Of Miami #3

D. March 2021 Enrollment Report

During the month of March, there was a total of 720 children enrolled in the program. The four vacancies stemmed from families who transitioned out of the program or moved to a location out of the range of our services. None of the vacant slots were left vacant for more than 30 days.

E. March 2021 Attendance Report

During the month of March, the average daily attendance was 93%.

The breakdown for the attendance is as follows:

- **Offsite**- 11% of children received offsite/ virtual services
- **Present**- 87% of the children received in-person services. Of these children:
 - 57.5% were present more than 85% of the time.
 - 30.5% were present 50 to 84% of the time
 - 11.8% present less than 50% of the time.
 - The main reason for absences were children receiving virtual services completely or the hybrid version. Children being sick was another reason for absences. A final reason for absences was vacation; several families took vacation during spring break.

F. Self-Assessment Updates

Ms. Torres provided the members with an update on the most recent Self-Assessment.

G. Board Meeting Report

Dr. Mara Zapata gave the Board meeting updates.

The meeting was held on April 5, 2021 via Zoom. The following were discussed:

- The Board is recruiting candidates for Governor appointed seats.



- Weekly provider meetings are being moved to monthly meetings due to drop in attendance.
- Next Board meeting will be an Executive Board Meeting on May 3, 2021.
- Board members, Gerald Schwartz and Bob Eddy, were recognized for their years of service on the Board. Bob Eddy will remain on the Board as an ex-officio member because of the position as head of the Monroe County Health Department.
- Health Department seat on the Board rotates to Miami-Dade County. Dr. Denise Barrera has been appointed by the Florida Health Department in Miami-Dade to serve as a new member.
- Nominating Committee approved and the Board ratified two new Board members:
 - Richie Tandoc representing the private sector
 - Mara Zapata representing the community at large and was appointed to the EHS Policy Council.
- It was announced that the ELC's latest audit had no findings.
- The ELC partnered with the Miami Children's Museum to celebrate Children's Week. More than 500 families and children participated in a drive thru event at the museum where they received donated boxes of food.
- The Early Learning Coalition's reconciliation of overpaid providers is on track. There is a small number of providers, less than 15, who are disputing their amount.
- The following resolutions were approved:
 - 04052021-01 Submit Early Head Start Grant Reapplication
 - 04052021-02 Amend the School Readiness Plan to implement the 2021-2022 Florida Office of Early Learning Sliding Fee Schedule
 - 04052021-03 Release a Request for Proposal for External Auditing Services
 - 04052021-04 Amend the Early Learning Coalition Budget for Fiscal Year 2020-2021 for a net increase of \$110,000 in School Readiness fund for a new budget of \$246,854,653.00.
 - 04052021-05 Submit the Early Head Start application for COVID funding in the amount of \$225,727.00 for a two-year period.
- The Policy Council Report was provided by Ms. Kisline Timothee, Policy Council Chair, via a recorded video.
- Early Head Start attendance and meal reports were shared.
- The Early Head Start grant application changes, program goals, and Training and Technical Assistance Plan were shared.
- An update on the Early Head Start self-assessment was provided.
- Members were reminded of the Monroe conference taking place April 23rd and 24th.
- The Professional Development Institute had their first cohort of graduates from the Child Development Associate courses.
- The Early Learning Coalition continues its work on equity by participating in trainings with the YES Institute, completing the 21-day Racial Equity and Social Justice Challenge, continuing to work with an equity mentor, and developing an internal data and assessment team. There are plans to roll out next year an anti-bias classroom certificate.
- In collaboration with The Children's Trust, the Early Learning Coalition has submitted the Kellogg Racial Equity 20-30 Partnership Challenge Grant.
- The Board was informed of the 2 alleged child abuse incidents that occurred at 2 Early Head Start Centers.



- Provider Services Committee held a meeting that allowed providers to interact with the provider representatives on the Board.
- An overview of the School Readiness eligibility criteria requirement was presented.
- A couple of Florida Bills were presented which Ms. Torres will discuss during the updates.
- Monroe Updates were as follows:
 - School Readiness paid for 335 children in Monroe County during the month of February. Children from the wait list are being brought in on a daily basis.
 - VPK enrollment is currently a 365, 4 families signed up for summer, and 170 are signed up for next fall.
 - 37 at risk families are enrolled in School Readiness.
 - First Responder Enrollment ended March 31.
- The Miami-Dade numbers are as follows:
 - School Readiness paid for 19,331 children in Miami-Dade County during the month of February. Every two weeks children from the wait list are being brought in.
 - VPK enrollment is at 17,272
 - 1,260 at risk families are enrolled in School Readiness
- Copies of the Board Package can be found on the ELC Website.
<https://www.elcmdm.org/about-us/board-of-directors/minutes-meeting-packages>

V. Updates:

- On April 9th, 2021 the program submitted an application for additional COVID Relief funding in the amount of \$225,727.00. The funds will be awarded for a two year period beginning April 1, 2021 through March 31, 2023.
- Paradise Found Network Video was developed by The Children's Trust for submission with the Kellogg Racial Equity Grant. [Paradise Found Network](#)
- Florida Bill updates:
 - The Child Safety Alarm Bill is currently with the Senate. This bill will require certain vehicles that transport children to be equipped with a reliable alarm system that prompts the driver to inspect the vehicle for children before exiting the vehicle.
 - The Early Learning and Early Grade Success Bill is being supported by the House but not the Senate. One of the concerns has been that it eliminates the Office of Early Learning and create a Division of Early Learning under that State's Department of Education. If passed, the Coalitions would fall under the State's Board of Education. Since the focus for the Department of Education has focused on K-12, there will be a bit of work educating them on early learning. This is a large bill that includes a lot of changes. The bill has been wide-spread support. It is being by the Association of Early Learning Coalitions, Providers Association, and by partners across the State. The Early Learning Coalition is hoping that the bill passes.
 - The House Bill on Student Literacy has a companion bill in the Senate. This bill focuses on improving student literacy skills by implementing coordinated screenings and progress monitoring for VPK through 8th grade. This bill does not seem to have very much opposition.
- It was shared that the program received a non-compliance from the Office of Head Start related to one of the incidents that occurred in February. The incident referenced is regarding a child left on the playground by a teacher. Specifically, the program will need to



address the social emotional support it offers the teachers and measures for maintaining the appropriate ratio. The Program has 120 days to correct the non-compliance.

VI. Complete In-kind Form

Parents completed the in-kind form to receive volunteer credit for their school.

https://docs.google.com/forms/d/e/1FAIpQLSd25doWr9EIK4NaFkVfvP6gvSof-icLQbRVlzUXH86t_yjKCw/viewform

VII. Adjournment

Kislene Timothee asked for a motion to adjourn

- April Williams moved to adjourn
- Domonique Reardon seconded the motion to adjourn
- Meeting adjourned at 7:04 p.m.