



Policy Council Meeting
August 17, 2021 (Spanish)
August 18, 2021 (English)
5:30 p.m.
Meeting Minutes

I. Call to Order

Crystal Davis presided over a portion of the meeting. The meeting was called to order at 5:47 p.m.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
Alegina Lora	Children of The Sun Academy
April Williams	Miami Gardens Learning Center
Crystal Davis	Sheyes #3
Domonique Reardon (Secretary)	It's a Small World II
Edeline Fleurant (Vice Chair)	Step Above
Esbeidy Linares	Kinderland 4 Kids
Frederica Dawson	Pink and Blue Academy
Lizette Fontilus	Little Red School House
Michelle Toledo	Lincoln Marti - 905
Sandra Rodriguez Funes	Kids Small World (attended the Spanish)
EHS Staff	Position
Belkis Torres	VP for EHS
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager (attended the Spanish)

III. Action Item

A. June 16, 2021 Meeting Minutes

B. Torres asked for a motion to approve the June 16, 2021 meeting minutes.

- Frederica Dawson moved to approve
- Crystal Davis seconded the motion
- No discussion
- Motion passed 10 in favor and 0 opposed

B. Resolution 08182021 - Change in

A summary of the different options offered by Early Head Start was shared with the members.

Members were informed of the reason for the change and how it will provide parents with different setting options when deciding the best care for their children. The resolution was reviewed with the members.

- Alegina Lora moved to approve
- Frederica Dawson seconded the motion
- No discussion
- Motion passed 10 in favor and 0 opposed



IV. Reports

A. **May 2021 Expenditure Report**

Total monthly expenses for the month of May 2021 were \$ 772,613.76. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; A total of \$ 486,950.60 or 63% went to contractual services, \$ 479,298.54 went to providers, and \$7,652.06 to other contractual services, 1% was used for supplies; and 6% covered other expenses, which includes rent and utilities. The program had used 78% of the budget to date and had \$ 2,634,448.63 remaining.

B. **June 2021 Expenditure Report**

Total monthly expenses for the month of June 2021 were \$ 921,943.03. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; A total of \$ 553,079.69 or 60% went to contractual services, \$ 531,759.43 went to providers, and \$21,320.20 to other contractual services, 2% was used for supplies; and 6% covered other expenses, which includes rent and utilities. The program had used 85% of the budget to date and had \$ 1,712,403.60 remaining.

The final expenditure report for the month of June will be presented in September together with July as the numbers will change due to the end of year closing of the School Readiness fiscal year.

C. **May 2021 Credit Card Report**

There was one credit card charge in the month of May 2021 for Parenting Journey a virtual workshop for field staff in the amount of \$ 693.00

D. **June 2021 Credit Card Report**

There was also one credit card charge in the month of June 2021 for Region IV Head Start Association June Conference registration fees in the amount of \$ 400.00

E. **June 2021 Meal Report**

Number of meals served in June:

- Breakfasts - 10,800 (98.5%)
- Lunches - 10,954 (99.9%)
- Snacks - 10,893 (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
- Lord's Learning Center
- Precious Moments
- Sheyes of Miami Learning Center
- Step Above

F. **July 2021 Meal Report**

Number of meals served in July:

- Breakfasts - 9,346 (97.9%)
- Lunches - 9,538 (99.9%)
- Snacks - 9,464 (99.1%)

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
- Sheyes of Miami Learning Center
- Step Above



H. Jun 2021 Enrollment Report

During the month of June, there was a total of 719 children enrolled in the program. The program experienced vacancies due to children who transitioned early.

I. July 2021 Enrollment Report

During the month of June, there was a total of 716 children enrolled in the program. The program experienced vacancies due to children who transitioned early.

J. June 2021 Attendance Report

- During the month of June, the average daily attendance was 92%.
- The breakdown for the attendance is as follows:
 - Offsite Only- 10% of children received offsite services
 - Hybrid- 38 percent of the children received a combination of in-person/ virtual services
 - Present Only- 51% of the children received services completely in-person
 - 78% were present more than 85% of the time.
 - 20% were present 50 to 84% of the time
 - 1% present less than 50% of the time.
 - The main reason for absences were children receiving virtual services completely or the hybrid version. A few other reasons for absences are due to children and or their families being sick and vacation.

K. July 2021 Attendance Report

- During the month of July, the average daily attendance was 91%.
- The breakdown for the attendance is as follows:
 - Offsite Only- 13% of children received offsite services
 - Hybrid- 37 percent of the children received a combination of in-person/ virtual services
 - Present Only- 50% of the children received services completely in-person
 - 74% were present more than 85% of the time.
 - 23% were present 50 to 84% of the time
 - 3% present less than 50% of the time.
 - The main reason for absences were children receiving virtual services completely or the hybrid version. A few other reasons for absences are due to children and or their families being sick, vacation and doctors' appointments.

V. Board Meeting Updates

The Board Meeting was held on August 2, 2021. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:

- Mr. Bruno, Mr. Evelio Torres (President and CEO), and Early Learning Coalition staff met with a representative from the Florida Chamber Foundation regarding the foundation's Prosperity Project. The goal of this project is to cut childhood poverty in Florida by half by 2030. As part of the project, they are looking at the impact of early education and the gaps in access to quality early learning programs. Further discussions will be held to determine how the Early Learning Coalition Board can play a part in this initiative.
- There was a discussion on the pending expiration of the federal eviction moratorium and the serious effect this will have on the families. The Early Learning Coalition staff have been providing information on housing and rental assistance programs available in Miami-Dade and Monroe to help families access resources and services.
- The Early Learning Coalition staff continue to hold monthly provider meetings via zoom to provide updates from the different Early Learning Coalition departments. Childcare Partners are also encouraged to attend the monthly Provider Services Committee meetings, where they have the



- opportunity to participate in an Early Education Partners Roundtable with their provider representatives.
- Three resolutions were ratified from the Executive Committee Meeting on June 23. The resolutions were:
 - Resolution 06032021-01 authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services.
 - Resolution 06032021-02 Authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount.
 - Resolution 06032021-03 Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.
 - Florida Representative Vance Aloupis attended the meeting and discussed several bills related to early learning that were recently passed. These included the bills related to early literacy, teacher supports, and additional resources for parents.
 - Mr. Evelio Torres discussed a recent meeting held with representatives of Family Child Care Home Providers. The discussion focused on some challenges that the family child care homes are having with recruiting and maintaining quality staff in their programs.
 - The Audit Committee reported:
 - The Early Learning Coalition staff provided an overview of the programmatic monitoring that is conducted by the Division of Early Learning. The overall monitoring was positive.
 - Staff shared Information on the School Readiness program internal controls.
 - The loss prevention unit conducted a review of the Monroe Boys' and Girls' Club in response to financial fraud allegations. The review did not find any misappropriation of School Readiness funds.
 - The Board approved the following resolutions presented by the Finance Committee:
 - Resolution 07292021-01 authorize the President and CEO to execute an amendment with The Children's Trust and to receive additional funds once the amendment is approved.
 - Resolution 07292021-02 authorize the President and CEO to submit a School Readiness Plan amendment to the Division of Early Learning for approval of changes to the Coalition's bylaws.
 - Ms. Timothee provided an update of what was discussed at the Policy Council via a recorded video.
 - The Program, Policy and Strategy Committee reported on:
 - Early Head Start's attendance, self-assessment update, and the status of the Corrective Action Plan.
 - The support the Inclusion, Screening and Assessment department is giving to partners as they transition to the new system for developmental screenings.
 - The 71 training sessions offered in June by The Professional Development Institute.
 - The Child Development Associate Preschool Courses scheduled to start Fall 2021 in English and Spanish.
 - The Children's First Equity and Inclusion Series being recognized as a best practice training program in the Children's Movements' Built to Thrive 21 summit scheduled for September.
 - The ELC Talks featuring the Impact of COVID-19 on Early Childhood Education and Child Development. This is scheduled for August 19, 2021.
 - The Provider Services Committee shared two cases presented to the committee:
 - Little Yvena's Garden Learning World Center did not administer VPK Assessment Period 1 for the 2019-2020 and 2020-2021 School Year.
 - K. C. Kiddie Care II failed to administer both the VPK Assessment Period 1 and Assessment Period 3 for the 2020-2021 School Year.
 - VPK contracts for both partners were terminated and eligibility to participate in the VPK program was revoked for five years. These two cases also elevated to the Division of Early Learning.



- There was a lengthy discussion acknowledging the positive impact the Early Learning Coalition's Apprenticeship and Internship Programs will have on the quality of early childhood employees. Both programs are expected to launch in Fall 2021

VI. Updates

- **Self-Assessment Update**

B. Torres provided an update on the Self-Assessment. She reviewed all of the tasks completed and those that were upcoming.

Corrective Action Plan

B. Torres shared that all items on the Corrective Action Plan had been completed. The plan was submitted to the Regional Office. The Regional Office requested a list of documents for the program to submit. The program was gathering the items and would submit by the end of the day.

Nutrition:

*****Save the date for Lil' Foodies Cook-Along Virtual Cooking Class** for entire family coming on **August 20th at 4 pm**. Get your little foodies to help you mash and stir, mix and whip up some easy healthy meals that are budget friendly too! What's a cook-along class? We'll be doing a cooking demo in a live Zoom session, inviting parents and entire families, teachers and staff to participate. **We are giving away five \$50.00 Publix gift cards at the end of each Li'l Foodies live cook-along class.**

Register for the class at the link here:

<https://zoom.us/meeting/register/tJAodeChrZvEtWufT8ptwKP9x-shtZON2vT>

Flyer with more information: https://drive.google.com/file/d/1bOsKBi9Et95chpomLKR0-9S_9BRZvwd/view?usp=sharing

VII. Adjournment

B. Torres asked for a motion to adjourn

- Frederica Dawson moved to adjourn
- Edeline Fleurant seconded the motion to adjourn
- Meeting adjourned at 6:42 p.m.