



**Policy Council Meeting**  
**February 17, 2020**  
**5:30 p.m.**  
**Meeting Minutes**

I. **Call to Order**

Kisline Timothee presided over the meeting. The meeting was called to order at 5:47 p.m.

II. **Roll Call**

The following participated in the meeting:

<b>2020-2021 Members</b>	<b>Representing Centers</b>
Alegina Lora	Children Of The Sun Academy
April Williams	Miami Gardens Learning Center
Camelia Page (Treasurer)	The Carter Academy I
Ciney Mendoza	Rainbow Intergenerational (attended Spanish meeting on 2/16)
Crystal Davis	Sheyes #3
Domonique Reardon (Secretary)	It's a Small World II
Edeline Fleurant (Vice Chair)	Step Above
Hervelyne Jean	LORD's Learning Center, Inc.
Kisline Timothee (Chair)	Little Ones Academy
Lizette Fontilus	Little Red School House
Noel Pharisien	Precious Moments Learning Ctr.
Priscilla Vazquez (Parliamentarian)	New Aladdin
Shirly Mejia	Lincoln Marti 450 (attended Spanish meeting on 2/16)
Shonquita Williams	Shores School
<b>EHS Staff</b>	<b>Position</b>
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
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. January 20, 2021 Meeting Minutes**

Ms. Timothee asked for a motion to approve the January 20, 2021 meeting minutes.

- Camelia Page moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 10 in favor and 0 opposed

#### **B. Recruitment and Selection Plan**

Ms. Seraphin shared that the Recruitment and Selection plan is a framework intended to increase community awareness about the program, encourage families to apply for services, and ensure the neediest families are selected. The goal of recruitment is to ensure 100 percent of the program's enrollment is met at all times. The plan identifies the target population, and outlines the strategies that will be used to meet/maintain enrollment. The plan includes a selection plan which is the program's point system, a timeline of events for all upcoming activities, recruitment and outreach strategies and finally, a canvassing resource list that states all locations our program plans to engage.

Ms. Timothee asked for a motion to approve the Recruitment and Selection Plan.

- Dominique Reardon moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 13 in favor and 0 opposed

#### **C. Self-Assessment Summary and Enhancement Plan**

Ms. Torres shared that the program conducted the Self-Assessment Overview and Focus Group meeting on December 8, 2021. Ms. April Williams from the Policy Council was acknowledged for her participation in the Self-Assessment. In the Self-Assessment Ms. Williams was joined by Board members, childcare partners, community partners, and staff. The meeting started with a general overview of the process and its importance. Then, participants were divided into their focus groups to analyze the data. Prior to concluding the meeting, the participants reunited in a large group and the Early Head Start directors and managers for each group gave a summary of what had been discussed in their groups. Ms. Torres reviewed the 8 goals in the Enhancement and Initiative Plan.

Ms. Timothee asked for a motion to approve the Self-Assessment Summary and Enhancement Plan.

- Priscilla Vazquez moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 13 in favor and 0 opposed

#### **D. Parent Activity Guideline**

Ms. Torres reviewed the purpose, amount, and process for utilizing the Parent Activity Funds.

Ms. Timothee asked for a motion to approve the Parent Activity Guideline.

- Alegina Lora moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 13 in favor and 0 opposed

#### **E. Resolution 02172021-01 Acceptance and Use of COVID Funding**

Ms. Torres shared that the program was informed by the Regional Office that the request to carry over the remaining COVID Funds in the amount of \$322,881 had been approved. The program is planning to



use the funds as was outlined in the COVID Carryover Resolution that was presented to the Policy Council in August 19, 2020. Funds will be used for Personal Protective Equipment for staff and children, purchasing disinfecting equipment, training teachers on cyber security, and implementing a virtual coaching platform to continue supporting teachers.

Ms. Timothee asked for a motion to approve Resolution 02172021-01 Acceptance and Use of COVID Funding.

- Priscilla Vazquez moved to approve
- April Williams seconded the motion
- No discussion
- Motion passed 13 in favor and 0 opposed

#### IV. **Reports**

##### **A. December 2020 Expenditure Report**

- Ms. Page, Treasurer, reported the total monthly expenses for the month of December 2020 were \$752,809.42. Thirty-four percent (34%) of total monthly expenses were used for salaries and fringe; 64% went to contractual services, \$471,632.63 went to providers and \$13,881.44 to other contractual services; 1% went to supplies; and 1% went to other, which includes rent and utilities. The significant decrease this month was due to a credit in the allocation. The program has used 37% of the budget to date and has \$6,676,663.80 remaining.

##### **B. December 2020 Credit Card Report**

- There were no credit card charges in December.

##### **C. January 2021 Meal Report**

Number of meals served in **January**:

- Breakfasts - 8,939 (100%)\*
- Lunches - 8,960 (100%)\*
- Snacks - 8,928 (100%)\*
- At three schools none of the meal services reached 100%.
  - At Rainbow Intergenerational, one child was present between 9:30 am and 10:30 am during a brief transition period.
  - At Spring View Academy, one child was picked up shortly after drop off between 9:30 am and 10 am due to feeling unwell
  - At Step Above, two children were picked up shortly after drop off between 9 am and 10 am to come back with doctor's statement for symptoms of sickness .

##### **D. January 2021 Enrollment Report**

- During the month of January, out of the 724 allocated slots, 718 of those slots were filled. There was a total of six vacancies all of which were vacant for less than 30 days. The vacancies stem from children who transitioned early out of the program and a few families who moved. The remaining 26 slots have not been allocated to any centers. The program has made a request to serve home based children.

##### **E. January 2021 Attendance Report**

- During the month of January, the average monthly percentage of children present was 95%. The breakdown for the attendance:
  - Offsite- 15% of children received offsite/ virtual services
  - Present- 85% of the children received in-person services.
    - 61 % were present more than 85% of the time.
    - 28% were present 50 to 84% of the time



- 11% present less than 50% of the time.
- The main reason for absences were children being sick, attending appointments, or a family member being sick.

#### V. **Updates/Information:**

Ms. Timothee began the Updates and Information with a summary of the Early Learning Coalition of Miami-Dade/Monroe's Board meeting.

The meeting was held on February 1, 2021 via Zoom.

- Resolution 02012021-06 was approved which made the following changes to the Board's composition
  - Matthew Bruno was appointed as Vice Chair
  - Loreen Chant as Treasurer
  - Iris Strachan as Secretary
  - Aaron Stevens as Chair of the Litigation Committee
  - Chuck Mohr as Chair of the Governance and Bylaws Committee
- Also approved was Resolution 02012021-07 which accepted Raeann Bacchus as Board Member representing the Florida Department of Children and Family Services as the Regional Administrator.
- Two members, Gilda Ferradaz and Maurice Kemp, are stepping down from the Board. They were recognized for their years of service on the Board.
- Loreen Chant was congratulated for being named as President and CEO of the Health Foundation of South Florida.
- It was reported that the ELC continue to do weekly meetings with providers.
- The 2020-2021 Financial Monitoring report had no findings.
- Finance committee provided the following updates to the Board:
  - Resolution 02012021-01 was approved and ratified by the Board authorizing the President and CEO to release an Invitation to Negotiate (ITN) for Information Technology (IT) Equipment.
  - Resolution 02012021-02 was approved and ratified by the Board authorizing the President and CEO to apply to the Single Source procurement from The Children's Trust, once the proposal is approved, authorize the President and CEO to negotiate the contract, execute and receive the funds.
  - Resolution 02012021-03 was approved and ratified by the Board authorizing the President and CEO to release a Request for Proposal (RFP) for a Learning Management System (LMS)\*, that will include Maintenance, Technical Support and Development of the Website for the Professional Development Institute.
  - Resolution 02012021-04 was approved and ratified by the Board authorizing the President and CEO to submit a School Readiness Plan Amendment to the Office of Early Learning for approval of new provider payment rates related to the provider rate increase approved by the Board of Directors. This will bring the maximum rates more in line with the 75<sup>th</sup> percentile of the State's market rates.
  - Resolution 02012021-05 was approved and ratified by the Board authorizing the President and CEO to release a Request for Proposal (RFP) for Human Resource Service Management System and Payroll Services.
- Program's Committee reported the following:
  - The committee presented the Early Head Start Self-Assessment Summary and Enhancement and Initiatives Plan which was approved by the Board.
  - Monroe County's Early Childhood Conference, "It Takes a Virtual Village" was announced.
  - The Early Learning Coalition is partnering with The Children's Trust to respond to a funding opportunity from the Kellogg Foundation to close the racial equity gap in their communities.
- Ms. Torres and Ms. Seraphin gave the Board an overview of the Early Head Start program and the enrollment process and criteria.

#### **Other Updates**



- The Early Learning Coalition of Miami-Dade Monroe has created a team for the 21-day Racial Equity and Social Justice Challenge being hosted by the YWCA of South Florida. This is based on the notion that it takes 21 days to change a habit. During the 21 days, participants will receive articles, short videos, podcasts, and other information to encourage action and change in the community. If parents want to join, they can do so by clicking on the link below. The challenge is being conducted in English and Spanish.

To register for the challenge, click on the link: <https://www.ywcasouthflorida.org/21daychallenge/>  
If you want to be a part of the Early Learning Coalition of Miami-Dade/Monroe (ELC) group, please select ELC box.

- ***Li'l Foodies Cook Along*** virtual cooking demo for entire family will resume in March (scheduled for Friday, March 12th @ 4 pm) and will be held every month. We will be giving away five \$50 Publix gift cards at every session. Families are strongly encouraged to attend.
- ***School Gardens*** provide by Alba Research and Consulting (ARC) are currently placed at 3 centers:
  - Step Above (shared pictures and video of children in the garden)
  - Sheyes
  - Shores

Garden specialists come on a monthly basis to provide educational garden activities for children and tend to gardens.

The following centers will be receiving EarthBoxes (self-watering pots for planting) from UF/IFAS for planting gardens by the end of February:

- Rainbow Intergenerational
- Little Red School House
- Kinderkids Academy III
- Precious Moments
- Little Ones Academy

Parents are required to participate in garden activities per UF/IFAS curriculum. The time parents volunteer at gardens count as in-kind hours.

## VI. **Adjournment**

Ms. Timothee asked for a motion to adjourn

- April Williams moved to adjourn
- Priscilla Vazquez seconded the motion to adjourn
- Meeting adjourned at 6:47 p.m.