



**Early Head Start (EHS) Policy Council Meeting  
January 18, 2023 (English and Spanish); 5:30 p.m.**

**Zoom Link:** <https://bit.ly/3yt9JVk>

**Meeting ID: 936 8702 7177**

**Passcode: 473146**

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|--|---|
| <b>I. Call Meeting to Order</b>  | <b>Maria Cristina Nunez</b>   |
| <b>II. Roll Call</b>   | <b>Jessica Dittmar</b>  |
| <b>III. Action Item</b>  |   |
| a. <b>November 16, 2022 Minutes</b>  | <b>Naomie Morency</b>   |
| b. <b>Resolutions</b>  | <b>Maria Cristina Nunez</b>   |
| i. <b>01182023-01 Request for Non-Federal Share Waiver</b>   |   |
| Authorize the President and CEO to request a Non-Federal Share Waiver in the amount of \$1,785,287.00 from the U.S. Department of Health and Human Services for the Early Head Start Grant, for Program Year 8/1/2021-7/31/2022. |   |
| <b>IV. Ethics and Sunshine Law Training</b>  | <b>Jose Arrojo</b><br><b>Miami-Dade Commission on Ethics and Public Trust</b> |
| <b>V. Reminders</b>  | <b>Maria Cristina Nunez</b>   |
| a. Next Meeting February 15, 2023 at 5:30pm  |   |
| <b>VI. Public Comments</b>   | <b>Maria Cristina Nunez</b>   |
| <b>VII. Adjournment</b>  | <b>Maria Cristina Nunez</b>   |

Attachments: [How to Make a Motion](#)

**Policy Council Meeting  
November 16, 2022 (English and Spanish)  
5:30 p.m.  
Minutes**

**I. Call to Order**

Maria Cristina Nunez presided over the meeting. The meeting was called to order at 5:34 p.m.

**II. Roll Call**

The following participated in the meeting:

<b>Members</b>	<b>Representing Centers</b>
Melissa Lawrence	7 Heaven Learning Center
Monica Symonette (Treasurer)	B & G Preschool
Dominique Reardon (Vice Chair)	It's a Small World II
Maria Aponte (Alternate)	It's a Small World Academy II
Naomie Morency (Secretary)	Jitta Bug
Geraldine Orrico (Alternate)	Kids Small World Learning Center
Deja Moorehead (Alternate)	Kinderkids Academy III
Diamond White	Lincoln Marti - 102
Susan Leal (Alternate)	Lincoln Marti - 450
Wanda Mondeja	Lincoln Marti - 905
Christina Casmir (Alternate)	Miami Gardens Learning Center
Maria Cristina Nunez (Chair) (Godo)	My Little Angels
Betty Pierre (Parliamentarian)	Shores School
Arletis Gonzalez Perez	Springview Academy
Randy Grice	Community Representative
Polo Coronado	Community Representative
<b>EHS Staff</b>	<b>Position</b>
Angelo Parrino	Chief Operating Officer
Belkis Torres	Vice President for EHS
Bob De La Fonte	Legal Counsel
Casie Haines	Deputy Director of Finance
Cecilia Nariznis	Mental Health Manager
Evelio Torres	President and CEO
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Lisney Badilla	Director of Contracts and Procurement
Michelle Meilan	Quality Assurance and Communications Director
Otilia Gonzalez-Varese	Disability Manager
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Roseleen Hurtado Rodriguez	Health Manager
Salvatore Martorano	EHS Compliance Manager
Sandra Gonzalez	Senior Vice President of School Readiness and VPK
Sandrina Seraphin	Director of Family and Community Engagement
Thalia Daumy	Contract Manager
Vanessa Aguilera-Viera	Deputy Director of Contracts
Yissel Morales	Contract Manager

### III. Chief Executive Officer (CEO) and President's Updates

Mr. Torres thanked Ms. Nunez for leading the Policy Council. Mr. Torres welcomed the new Community Representatives to the Policy Council and introduced Mr. Bob de la Fuente as the legal counsel for the Policy Council. Mr. De la Fuente will not be a voting member. He will assist the Parliamentarian at ensuring the meetings run according to Robert's Rules of Order. Mr. Torres recognized the Early Head Start staff's hard work with meeting enrollment. Due to the pandemic, the program struggled last year to attain full enrollment. However, this year the program started off well and is close to meeting the 100% enrollment.

### IV. Action Item

#### A. Voting of Community Representatives

Two new Community Representatives were introduced to the Council. Each new community representative shared a little about themselves to the members. The Policy Council Members approved and welcomed new members, Mr. Randy Grice and Mr. Polo Coronado.

Ms. Nunez asked for a motion to approve Mr. Grice to the Policy Council.

- Motion made by Dominique Reardon
- Motion seconded by Naomie Morency
- No discussion
- Motion passed in 16 favor and 0 opposed

Ms. Nunez asked for a motion to approve Mr. Coronado to the Policy Council.

- Motion made by Naomie Morency
- Motion seconded by Betty Pierre
- No discussion
- Motion passed in 16 favor and 0 opposed

#### B. September 21, 2022 Meeting Minutes

Ms. Nunez asked for a motion to approve the September 21, 2022 meeting minutes.

- Motion made by Deja Moorehead
- Motion seconded by Naomie Morency
- No discussion
- Motion passed in 16 favor and 0 opposed.

#### C. Resolutions

##### i. 11162022-01 Carryover of Funds

Ms. Haines shared that this resolution is to authorize the President and CEO to request to the U.S. Department of Health and Human Services a carryover of Early Head Start 2021-2022 funds in the amount of \$581,255.50 to be used in the 2022-2023 fiscal year. When Head Start and Early Head Start programs are unable to spend all of the funds by the end of the fiscal year, which is July 31 for the program, the program will not have access to the funds unless a request is submitted to the Office of Head Start to carry over the funds for the following year. The funds will be used for activities that were initiated, will continue, or need to be completed. These include purchasing of classroom furniture and materials that were impacted by the supply chain crisis. Additionally, there were some contractual services that were planned for but not completed such as the purchasing of a professional development learning management system which was a recommendation from last year's self-assessment, completing the director's series which is a training that is offered to children care administration, conducting playground inspections at the childcare centers, hiring temporary staff to support the program in increasing the waitlist, and extending new teacher hire bonus through July 2023.

Ms. Nunez asked for a motion to approve Resolution 11162022-01: Carryover of Funds.

- Motion made by Naomie Morency
- Motion seconded by Maria Aponte
- No discussion
- Motion passed 13 in favor and 0 opposed.

ii. **11162022-02: Parent Activity Fund**

Ms. Torres reviewed the Parent Activity Fund Procedure. Programs are required to set aside funds for parent educational activities. The funds can range from \$3.00 to \$10.00 per child. The Early Learning Coalition has budgeted \$10.00 per child to cover the cost of the parent education activities. In the past, the program has had each center select the activity they prefer. However, since COVID, the trainings have been offered virtually. The first year the program offered the virtual trainings, parents requested to attend trainings offered by other sites. Last year, the Policy Council approved to do a list of trainings and to allow any parent in the program to attend any of the virtual trainings. This worked well. Funding was also maximized because the program did not have to pay a vendor twice or more for offering the same training at different locations. The training was offered once and parents from different centers could attend any of the trainings.

Ms. Nunez asked for a motion to approve Resolution 11162022-02: Parent Activity Fund

- Motion made by Dominique Reardon
- Motion seconded by Naomie Morency
- No discussion
- Motion passed 16 in favor and 0 opposed

**D. Bylaws Approval**

Ms. Torres reviewed the Bylaws with the members. Among the items reviewed were the purpose of the Policy Council, the composition, who can be a member, number of terms, what constitutes quorum, how a vote passes or fails, removal of members, meeting months, travel allowances, annual trainings, internal disputes, and Policy Council conduct.

Ms. Nunez asked for a motion to approve the Policy Council Bylaws.

- Motion made by Maria Aponte
- Motion seconded by Monica Symonette
- No discussion
- Motion passed 16 in favor and 0 opposed.

**V. Committee Selection**

Members were asked to join at least one of the committees listed below. A link was shared for members to select their preferred committee(s).

- Personnel Committee
- Finance Committee
- Enrollment and Attendance Committee
- Nutrition Committee
- Program and School Readiness Goals Committee

Link: <https://forms.gle/my7wYAQyLt2ftzqW8>

**VI. Reports**

**A. Expenditure Report and Credit Card Reports (August and September 2022)**

The total monthly expenses for the month of August 2022 were \$801,167.00. Of which, \$551,073 went to childcare partners for direct services. The program used seven percent (7%) of the budget and had \$10,267,617 remaining through August.

The total monthly expenses for the month of September 2022 were \$923,827. Of which, \$566,840 went to childcare partners for direct services.

Ms. Haines introduced a new expenditure report format. The program believes this new format will be simpler to understand and more informative. It is a work in progress and members were encouraged to provide input at any time to make it more meaningful to the council.

Based on the new report format, Ms. Haines shared details of September expenses. Fourteen percent (14%) were used for salary and fringe, eighteen percent (18%) were used for childcare services, eleven percent (11%) were used for contractual services, and three percent (3%) were used in other.

The usage goal through September is 16.7%. The program has used just under sixteen percent (16%) of the total budget to date and has \$9,343,790 remaining. The program is forecasting \$10,659,036.89 in expenses for the year.

#### **August 2022 Credit Card Report**

There were no credit card expenses for the month of August for 2022.

#### **September 2022 Credit Card Report**

There were \$3,218.09 in credit card expenses for the month of September for 2022. This amount was for travel a lodge for 3 staff to attend and out of town conference.

#### **B. Meal Reports (September and October 2022)**

Number of meals served in September were as follows:

- Breakfasts - 10,841 (99.57%)
- Lunches - 10,880 (99.93%)
- Snacks - 10,798 (99.17%)

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

- Rainbow Intergenerational
- Springview Academy
- Step Above Academy
- The Carter Academy II

#### **C. Meal Reports (September and October 2022)**

Number of meals served in October were as follows:

- Breakfasts - 11,699 (99.49%)
- Lunches - 11,738 (99.82%)
- Snacks - 11,692 (98.43%)

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

- Children of the New Sun
- Little Ones Academy
- My Little Angels Day Care Center
- Rainbow Intergenerational
- Step Above Academy
- Tiny Tikes

#### **D. September 2022 Enrollment Report**

During the month of September, there was a total of 750 allocated slots and 711 enrolled. The program had 39 vacancies. The vacancies were predominately from new partners who were contracted at the beginning of the school year.

**E. October 2022 Enrollment Report**

During the month of October, there was a total of 750 allocated slots and 739 enrolled. The program had 11 vacancies. The vacancies were predominately from new partners who were contracted at the beginning of the school year.

**F. September 2022 Attendance Report**

During the month of September, the program offered only in-person services to children. The average monthly attendance was 83.52% which decreased from August's 85.38%. The top two (2) reasons for absences were children being sick, and inclement weather conditions

**G. October 202 Attendance Report**

During the month of August, the program offered only in-person services to children. The average monthly attendance was 84.62% which increased from last month's 83.52%. The top two (2) reasons for absences were children being sick, and children needing updated immunization records.

**H. Parent Employment Assistance Update**

The program currently has 300 families that are employed.

- Of the parents enrolled in our program, 89 have current goals for gaining employment.
- Of the 89 families, seven (7) families are currently working but seeking better employment opportunities.

**VII. General Program Updates**

No updates provided

**VIII. Reminders**

The next Policy Council meeting is Wednesday, January 18, 2023 at 5:30 p.m. Instead of the usual meeting, members will participate in a very important training on the Sunshine Law and Ethics. The regular Policy Council Meeting will resume on February 15, 2023 at 5:30 p.m.

**IX. Public Comments**

No public comments

**X. Adjournment**

Ms. Nunez adjourned the meeting at 6:38 p.m.



**Early Learning Coalition Policy Council Meeting**

**January 18, 2023**

**Resolution: 01182023-01**

**Action Requested: authorize the President and CEO to request a Non-Federal Share Waiver in the amount of \$1,785,287.00 from the U.S. Department of Health and Human Services for the Early Head Start Grant, for Program Year 8/1/2021-7/31/2022.**

**Fiscal Impact: \$1,785,287 for fiscal year 2021-2022**

**Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.**

**Strategic Goal:**

- Target High Needs
- Enhance Services for Infants & Toddlers
- Increase Enrollment
- Support Early Care & Education Partners
- Increase Awareness
- Enhanced Resources for Children with
- Parent Engagement special needs

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**Resolution: 01182023-01**

**AUTHORIZE THE PRESIDENT AND CEO TO REQUEST A NON-FEDERAL SHARE WAIVER IN THE AMOUNT OF \$1,785,287.00 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE EARLY HEAD START GRANT, FOR PROGRAM YEAR 8/1/2021-7/31/2022.**

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;  
 NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall authorize the President and CEO to request a Non-Federal Share Waiver in the amount of \$1,785,287.00 from the U.S. Department of Health and Human Services for the Early Head Start Grant, for Program Year 8/1/2021-7/31/2022.

The foregoing resolution and attachment was offered by XXX, who moved its approval. The motion was seconded by XXX, and upon being put to a vote, the vote was as follows: XX members in favor and XX opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 18<sup>th</sup> day of January, 2023.

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

By: \_\_\_\_\_  
Naomie Morency, Policy Council Secretary

### **Background**

Obtaining the Non-Federal Share is a requirement of the Head Start Act, Section 640(b). To receive a waiver or a reduction in the required non-Federal share, the program must provide the Administration for Children and Families Regional Office written documentation of need. There are a number of criteria for requesting for a waiver. The main contributing factor for not meeting the non-federal share in the 2021-2022 program year was the adverse effects of COVID-19. The restrictions which prevented the parents from being allowed in the center minimized opportunities for parents to volunteer in the centers. The challenges of losing 23% of partners not only impacted enrollment but the opportunities of obtaining additional non-federal share. With less partners the program missed out on possibility of acquiring additional non-federal share. Similarly, not having partners to meet full enrollment also created a void in the potential non-federal share that a parent could offer through volunteer time or donation.



## Making a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion:  
**"I (state your name) make a motion to approve (or disapprove):"**
  - a. November 16, 2022 Meeting Minutes
  - b. Resolution 01182023-01: Request for Non-Federal Share Waiver
3. Second the motion:  
**"I (state your name) second the motion to approve (or disapprove):"**
  - a. November 16, 2022 Meeting Minutes
  - b. Resolution 01182023-01: Request for Non-Federal Share Waiver
4. The Chair states:  
**"It has been moved by (name) and seconded by (name) that we approve (or disapprove):"**
  - a. November 16, 2022 Meeting Minutes
  - b. Resolution 01182023-01: Request for Non-Federal Share Waiver

**Is there any discussion?"**
5. Once the discussion is complete, the Chair states:  
**"if there is no further discussion. We'll put the motion to a vote. Is there anyone opposed."**
6. The Chair states, **"the motion passes (or fails) with \_\_\_ votes in favor and \_\_\_ votes against."**