



Policy Council Meeting

May 6, 2020

5:30 p.m.

Agenda

[Click here to join via WebEx using your computer, tablet, or smartphone](#)

Call: +1-415-655-0003 US TOLL

Meeting number (access code): 733 912 552

1. Call Meeting to Order
2. Roll Call
3. Reports
 - a. [March 2020 Expenditure Report](#)
 - b. [March 2020 Credit Card Report](#)
 - c. [April 2020 Meal Report](#)
 - d. [April 2020 Enrollment Report](#)
 - e. [April 2020 Attendance Report](#)
 - f. [Winter 2019-2020 Teaching Strategies Gold Checkpoint Data](#)
4. Action Item:
 - a. [April 15, 2020 Minutes](#)
 - b. [Resolution 05062020-01 - COLA, QIP, COVID-19 Supplementals](#)
5. Updates/Information
6. Reminders
 - a. Next Meeting June 17, 2020
7. Adjournment

Attachments:

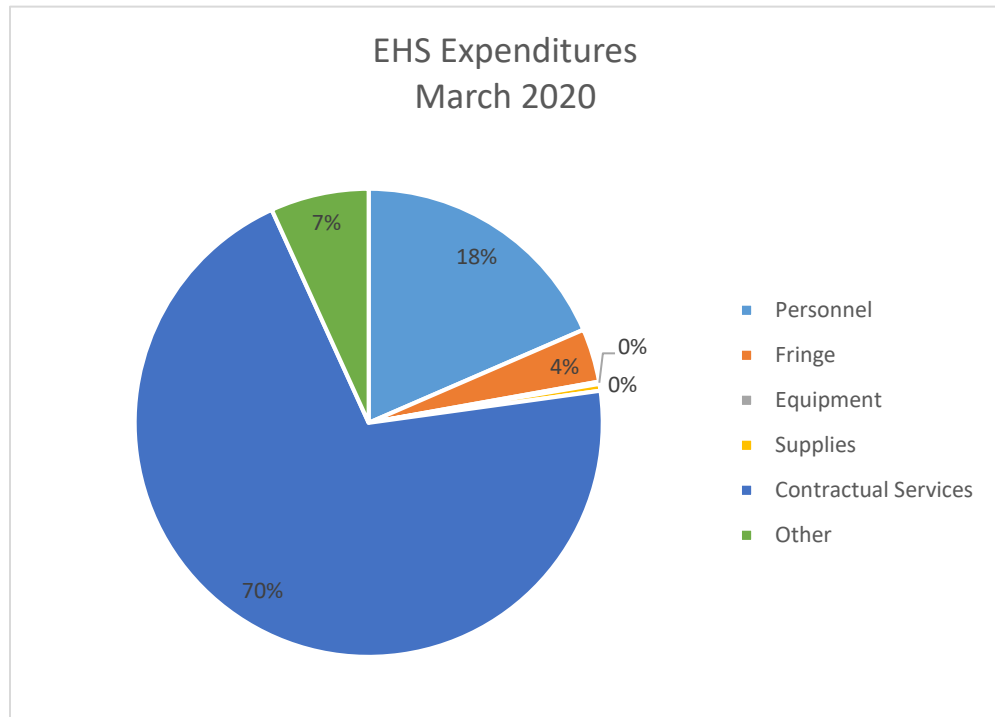
[How to Make a Motion](#)



March 2020 Expenditure Report

Expenditure Report for March 2020 with YTD Budget Status

	Total Budget 2019-2020	Mar-20	YTD 2019-2020	Total Budget Remaining	Percent Total Budget Remaining
Expenses					
Personnel	2,541,898.00	153,348.64	1,507,649.10	1,034,248.90	40.69%
Fringe	643,607.00	30,644.49	496,052.09	147,554.91	22.93%
Equipment	0.00	1,297.06	6,450.17	(6,450.17)	0.00%
Supplies	118,967.00	3,874.77	24,347.84	94,619.16	79.53%
Contractual Services	6,411,117.00	583,859.96	4,589,137.12	1,821,979.88	28.42%
Other	495,718.00	56,356.23	447,968.90	47,749.10	9.63%
Total Expenses	10,211,307.00	829,381.15	7,071,605.22	3,139,701.78	44.40%





March 2020 Credit Card Report

MARCH 2020 BTA AMEX				
Trans. Date	AMEX Description	Traveler	ELC Description	Amount
03/06/20	DoubleTree by Hilton at the Entrance of Universal	Sandrina Seraphin	Lodging for Sandrina Seraphin to attend the FHSA Conference, Orlando, FL March 3-6	\$459.00
03/06/20	DoubleTree by Hilton at the Entrance of Universal	Otilia Gonzalez-Varese	Lodging for Otilia Gonzalez-Varese to attend the FHSA Conference, Orlando, FL March 3-6	\$459.00
			Total EHS Credit Card Expenses	\$918.00



April 2020 Meal Report

Provider	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
America's Little Leaders	0	0.0%	0	0.0%	0	0.0%
Cambridge Academy	16	100.0%	16	100.0%	16	100.0%
Children Of The Sun Academy	0	0.0%	0	0.0%	0	0.0%
It's A Small World II	0	0.0%	0	0.0%	0	0.0%
It's A Small World VII	0	0.0%	0	0.0%	0	0.0%
Kids Small World Learning Center	192	100.0%	192	100.0%	192	100.0%
Kinderkids Academy III	0	0.0%	0	0.0%	0	0.0%
Kinderland 4 Kids	50	100.0%	50	100.0%	50	100.0%
Liberty Academy	38	100.0%	38	100.0%	38	100.0%
Lincoln Marti 102	107	100.0%	107	100.0%	107	100.0%
Lincoln Marti - 450	270	98.5%	270	98.5%	270	98.5%
Lincoln Marti - 905	94	100.0%	94	100.0%	94	100.0%
Little Ones Academy	0	0.0%	0	0.0%	0	0.0%
Little Red School House	16	100.0%	16	100.0%	16	100.0%
LORD's Learning Center, Inc.	202	100.0%	201	99.5%	202	100.0%
Miami Gardens Learning Center	0	0.0%	0	0.0%	0	0.0%
My Little Angels Day Care Center	0	0.0%	0	0.0%	0	0.0%
Naranja Prep Academy Annex	8	100.0%	8	100.0%	8	100.0%
New Aladdin Learning Center	8	100.0%	8	100.0%	8	100.0%
Our Little Hands Of Love	0	0.0%	0	0.0%	0	0.0%
Pink And Blue Academy	0	0.0%	0	0.0%	0	0.0%
Precious Moments Learning Ctr.	0	0.0%	0	0.0%	0	0.0%
Rainbow Intergenerational	0	0.0%	0	0.0%	0	0.0%
Sheyes Of Miami #3	149	98.7%	149	98.7%	149	98.7%
Sheyes Of Miami Learning Center	25	96.2%	25	96.2%	25	96.2%
Shores School	0	0.0%	0	0.0%	0	0.0%
Springview Academy	13	100.0%	13	100.0%	13	100.0%
Step Above	0	0.0%	0	0.0%	0	0.0%
The Carter Academy I	36	100.0%	36	100.0%	36	100.0%
The Carter Academy II	24	100.0%	24	100.0%	24	100.0%
Wynwood Learning Center II	320	100.0%	320	100.0%	320	100.0%
Early Learning Coalition	1,568	99.1%	1,567	99.0%	1,568	99.1%

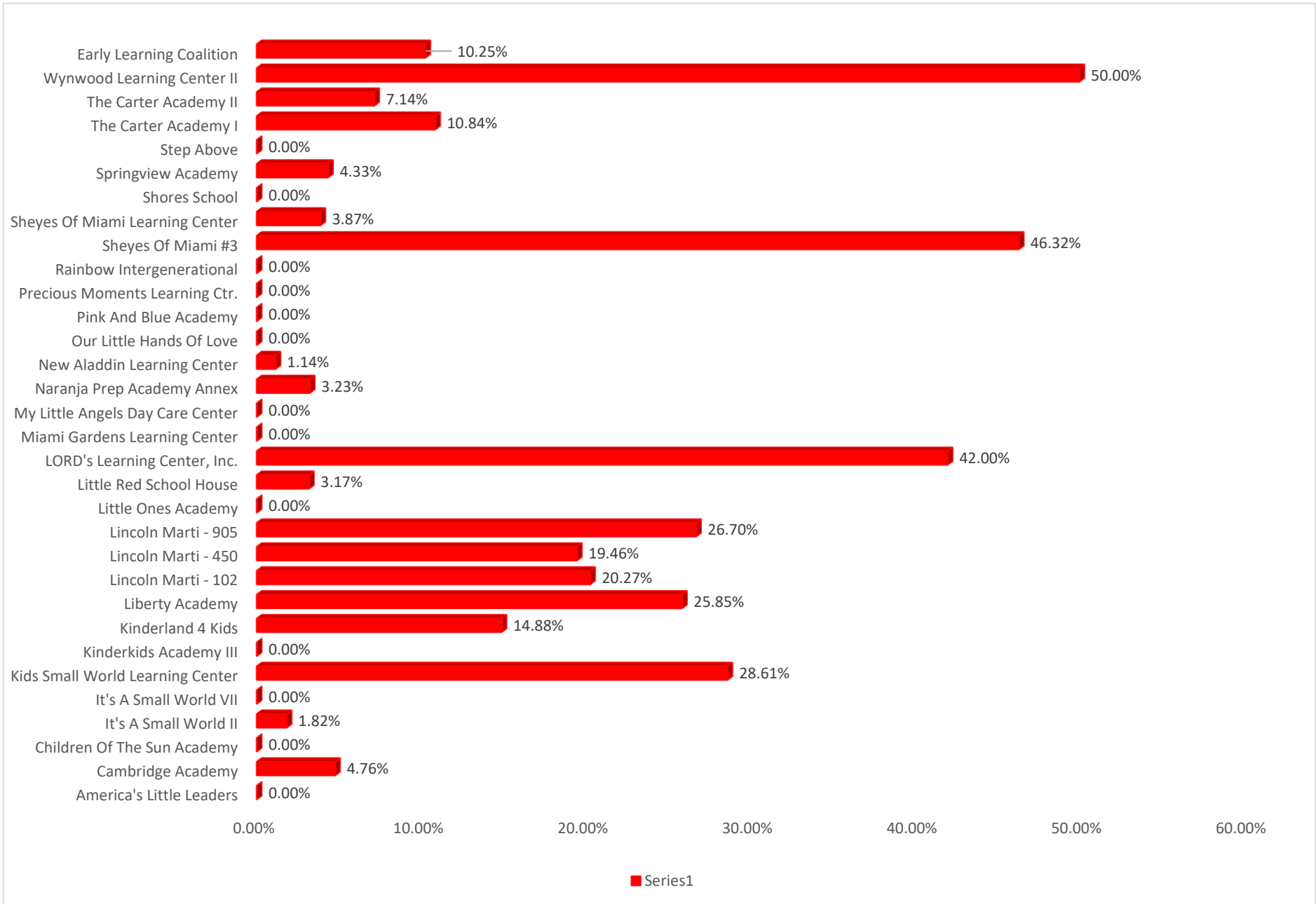


April 2020 Enrollment Report

Site	Total	Actual Enrollment	Vacancies
America's Little Leaders	12	12	0
Cambridge Academy	16	16	0
Children Of The Sun Academy	24	24	0
It's A Small World II	24	24	0
It's a Small World Learning Center 7	32	31	1
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	32	0
Kinderland 4 Kids	16	16	0
Liberty Academy	8	7	1
Lincoln Marti 102	24	24	0
Lincoln Marti - 450	64	64	0
Lincoln Marti - 905	16	16	0
Little Ones Academy	40	40	0
Little Red School House	24	24	0
LORD's Learning Center, Inc.	23	23	0
Miami Gardens Learning Center	24	24	0
My Little Angels Day Care Center	32	32	0
Naranja Prep Academy Annex	12	12	0
New Aladdin Learning Center	32	32	0
Our Little Hands Of Love	16	15	1
Pink And Blue Academy	12	12	0
Precious Moments Learning Ctr.	40	40	0
Rainbow Intergenerational	19	15	4
Sheyes Of Miami #3	16	16	0
Sheyes Of Miami Learning Center	32	32	0
Shores School	40	40	0
Springview Academy	24	14	10
Step Above	16	16	0
The Carter Academy I	16	16	0
The Carter Academy II	16	16	0
Wynwood Learning Center II	16	16	0
Early Learning Coalition Totals:	750	733	17



April 2020 Attendance Report





April 15, 2020

5:30 p.m.

Minutes

1. Call to Order

Ms. Francia Alexandre presided over the meeting. The meeting was called to order at 5:37 p.m.

2. Roll Call

The following were in attendance.

Member's Name	Center
Alegina Lora	Children of the Sun
April Williams	Miami Gardens Learning Center
Celia Bruce	Lincoln Marti - 905
Chanelle Keys	It's a Small World VII
Christina Bazil	Sheyes #3
Cristela Chavarria	KinderKids Academy III
Francia Alexandre	Step Above
Giselle Deorta	Naranja Prep
Fabiola Marcellus	Shores School
Kimberly Wardlaw	The Carter Academy I
Kisline Timothee	Little Ones Academy
Lizette Fontilus	Little Red School House
Nattalene McDonald	Cambridge Academy
Sandra Rodriguez Funes	Kids Small World
Shaniqua Gray	Sheyes of Miami Learning Center

EHS Staff	Position
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
Cecilia Nariznis	Mental Health Manager
Otilia Gonzalez-Varese	Disability Manager
Priscilla Ferrer	Health Manager
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Accountant

3. Reports

A. February 2020 Expenditure Report

Total monthly expenses for the month of February 2020 were \$792,211.10. Thirty percent (30%) of total monthly expenses were used for salaries and fringe, 61% were used for direct services and 7% went to



other, which includes rent and utilities. The program has used 61% of the budget to date. We currently have \$3,969,082.93 remaining in the budget.

B. February 2020 Credit Card Report

Credit card expenses for the month of February totaled \$739.10. Expenses were for lodging and airfare for staff to attend the TPITOS Training and NHSA 2020 Conference, which was cancelled due to the Coronavirus outbreak. The NHSA airfare refund was provided in the form of a credit.

C. March 2020 Meal Report

Number of meals served in March:

- Breakfasts -7,525 (98%)¹
- Lunches – 7,666 (99%)
- Snacks – 7,642 (99%)

There is a drop in meals served along with attendance due to state of emergency COVID-19 centers closures.

D. March 2020 Enrollment Report

During the month of March, there were a total of 733 children enrolled in the program. We Identified new providers in the new zip codes and have commenced with enrollment. Currently we have three new sites:

- It's a Small world 2- Located in Liberty City. This is a new provider and this center is fully enrolled.
- New Aladdin- Located in the new zip code (33012) In Hialeah. The center is fully enrolled
- Springview Academy- (Hialeah) The center is not fully enrolled. Due to COVID 19 the center has temporarily shut down and we are unable to continue with enrollment. Family Advocate will however, continue reaching out to families to complete the enrollment process and commence with enrollment once the center is operational.

E. March 2020 Attendance Report

During the month of March, the attendance was 55.21%. This is due to the center closures and families keeping their children home due to the corona virus outbreaks.

4. Action Items:

a. March 18, 2020 Minutes

- Nattalene McDonald moved to approve
- Motion second by Kislene Timothee
- Motion passed (12) in favor and (0) opposed
- No discussion

b. Grant Application:

- April Williams moved to approve
- Motion second by Aleyda Serrano
- Motion passed (15) in favor and (0) opposed
- No discussion

5. Board Meeting Updates

On April 6, there was an Executive Committee Meeting in the place of the Board Meeting. Due to COVID-19 social distancing, the meeting was held via a conference call. The following was shared:

¹ Percentages based on children present at school



- The April 6 meeting was to be the last meeting as a Board member for Mayor Carruthers of Monroe County.
- ELC staff began working remotely on March 18, 2020.
- ELC staff held 6 provider webinars on 3/27/20 and 3/30/20 to give them updates on the closures and COVID-19 action plan.
- A procurement orientation was held on April 2 for board members so that new board members are familiar with the Florida Statutes and Administrative rules.
- Since the change to the new database (called EFS) on June 2018, there have been a lot of challenges with the reliability of the information. The ELC has been doing reconciliation meetings with each provider. However, there have been setbacks because every time a new update for EFS is released, the data changes. This meant the ELC would have to redo the reconciliation. In order to meet the Office of Early Learning's deadline of June 30 to complete the reconciliation, the ELC will be doing the following:
 - Reconciliation will continue using phase 2 of the update.
 - 29 staff will be repurposed/assigned to the reconciliation project.
 - ELC know which providers have been overpaid and underpaid.
 - All 1,194 childcare partners must be reconciled individually to know the exact amount overpaid or underpaid.
 - The ELC has a snapshot to show the progress. According to the snapshot, the majority of the partners were overpaid but the providers who were underpaid will be prioritized.
 - Underpaid childcare partners are being prioritized so that the ELC can pay them the money that is owed to them quickly.
 - The childcare partners that were overpaid will be placed on an agreed upon payment plan.
 - For large childcare partners with multiple centers, each site will be assessed individually but the under or over payment will be addressed as one total amount for the partner.
- The following resolutions were approved:
 - Resolution 04062020-01 – accept the Evaluation Committees recommendation to award a contract to various vendors for the Quality Material Fair for Miami-Dade and Monroe Counties childcare partners
 - Resolution 04062020-02 - accept the Evaluation Committees recommendation to award a contract to various vendors for the Curriculum Material Fair for Miami-Dade and Monroe Counties childcare partners
 - Resolution 04062020-03 - accept the Evaluation Committees recommendation to award a contract to ZipData.net for Enterprise Network Support and Hosting Services
 - Resolution 04062020-04 - accept the Evaluation Committees recommendation to award a contract to Bluejean Software, Inc. for Provider Portal Hosting and Dashboard Services.
 - Resolution 04062020-05 - accept the Evaluation Committees recommendation to award a contract to Pradere Manufacturing Corp. for Office Furniture.
 - Resolution 04062020-06 – Approval of the EHS budget in the amount \$10,211,307.00.
 - Resolution 04062020-07 – Approval of the submit the EHS grant reapplication.
 - Resolution 04062020-08 – Approval of the submit an amendment for the School Readiness Plan to increase the rates by 10% of qualified childcare partners. The pay would be retroactive to February.

6. Updates/Information

- Diapers are available in sizes 0 to 4 for EHS families
- Federal Review
 - We received the federal review results and we did well.



- The reviewer captured our operation and initiatives very accurately. The areas of improvement for a program can be:
 - Opportunity for Continuous Improvement
 - Area of Concern
 - Area of Noncompliance
 - Deficiency
- Our program did not get any of the citing's above which indicates that our program is doing great job.
- The Office of Head Start released three (3) new funding opportunities due May 15.
 - Cost of Living Adjustment in the amount of \$199,579.00
 - Quality Improvement \$274,500.00
 - COVID -19 Supplemental the amount to be determined.
 - On April 8, a meeting was held with the child care partners to discuss whether to apply for the Quality Improvement and COVID-19 and if so, recommendations of what should be requested. The following are some of the suggestions shared:
 - Hand sanitizer dispensers and replacement bags (QIP)
 - Having sanitizing company sanitize the EHS classrooms and the playground equipment. (QIP)
 - Thermometers (C-19)
 - Portable sinks for the entrance and the playground (C-19)
 - Safety supplies (C-19)
 - Parent health training (C-19)

7. Adjournment

- Motion to adjourn made by Kislene Timothee.
- Motion seconded by Aleyda Serrano
- Meeting adjourned at 6:26 pm



Winter 2019-2020 Teaching Strategies Gold Checkpoint Data

ELC of Miami-Dade/Monroe - The Neighborhood Place for Early Head Start			
Winter 2019/2020			
	Below	Meeting	Exceeding
Social-Emotional	16.27%	76.52%	7.21%
Physical	22.86%	69.33%	7.81%
Language	33.83%	62.27%	3.9%
Cognitive	15.99%	77.14%	6.88%
Literacy	28.39%	63.64%	7.98%
Mathematics	25.96%	66.91%	7.13%



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. April 15, 2019 Minutes
 - b. Resolution 05062020-01 - COLA, QIP, COVID-19 Supplementals
3. Second the motion:
“I (state your name) second the motion to approve (or disapprove):
 - a. April 15, 2019 Minutes
 - b. Resolution 05062020-01 - COLA, QIP, COVID-19 Supplementals
4. The Chair states:
“It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. April 15, 2019 Minutes
 - b. Resolution 05062020-01 - COLA, QIP, COVID-19 Supplementals

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.**