



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

I. Call to Order

Maria Soto 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
Yanibel Cayetano	Children of the New Sun Academy
Yessenia Mayorga	It's A Small World VII
Jennifer Lescano	Kinderkids Academy III
Yadira Tercero	Lincoln Marti - 450
Trawle Miller	Lincoln Marti - 450
Dalia Nenci	Lincoln Marti - 905
Natalya Saintil	Little Ones Academy Corp
Victoria Yanez	Little Red School House
Kanetra Jones	My Little Angels
Lashanda Williams	Naranja Prep Academy Annex
Maria Soto	Springview Academy
Pamela Pinkston	Step Above Academy
Dr. Mara Zapata	Board Member
ELC Staff	Position
Belkis Torres	VP for EHS
Cecilia Nariznis	Mental Health Manager
Cindy Macaya	Contract Manager
Elicenia Del Rio	Fiscal Analyst
Evelio Torres	President and CEO for Early Learning Coalition of Miami-Dade/Monroe
Jessica Dittmar	Administrative Coordinator
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager

III. President and CEO Report

Mr. Evelio Torres provided the parents with the following updates:

- The Early Learning Coalition will be implementing a policy to increase partner rate. The new rate increase will level the rate across the county and benefit many childcare partners, particularly those in low income communities who could only be reimbursed based on the rates they charge parents. This policy will increase quality of services and the system overall. Partners will have the opportunity to increase staff wages and retain quality staff.

- School Readiness program which is linked to the Early Head Start program will be providing a rate increase for all age groups up to school age children.
- The Early Head Start program is working at recruiting additional partners and families for the Early Head Start program. Recruitment is being done through outreach, social media, community events. Mr. Torres encouraged parents to spread the word among the community so other families can benefit from the program as well.

IV. Action Item:

A. **February 16, 2022 Meeting Minutes**

Maria Soto asked for a motion to approve the February 16, 2022 meeting minutes.

- Motion made by Lashanda Williams
- Motion seconded by Dr. Mara Zapata
- No discussion
- Motion passed 11 in favor and 0 opposed

B. **Resolution 03162022-01-Staff Bonus Policy and Procedure**

Ms. Torres shared the program's intent to implement a Policy and Procedure for Teacher Bonus. Ms. Torres reviewed the three forms of bonuses (Hiring Incentive, Longevity, and Performance) detailed in the Policy and Procedure.

Maria Soto asked for a motion to approve the Resolution 03162022-01.

- Motion made by Mara Zapata
- Motion seconded by Victoria Yanez
- No discussion
- Motion passed 11 in favor and 0 opposed

C. **Resolution 03162022-02 - 2021-2022 Retro Rate Increase**

Ms. Bongiorno reviewed the program's request to increase the supplemental fee from \$5.00 to \$7.00 for services provided to children with disabilities and to provide an infant supplemental fee to child care partners. This supplemental would increase the flat rate that partners currently receive. The request is to apply the rate changes retroactively effective August 1, 2021.

Maria Soto asked for a motion to approve the Resolution 03162022-02.

- Motion made by Mara Zapata
- Motion seconded by Victoria Yanez
- No discussion
- Motion passed 11 in favor and 0 opposed

D. **Elections of New Parliamentarian**

Dr. Mara Zapata volunteered to be Parliamentarian.

Maria Soto asked for a motion to approve Dr. Mara Zapata as our new Parliamentarian

- No discussion
- Motion passed 11 in favor and 0 opposed

E. **Elections of New Secretary**

Ms. Jennifer Lescano volunteered to be Secretary.

Maria Soto asked for a motion to approve Jennifer Lescano as our new Secretary

- No discussion
- Motion passed 11 in favor and 0 opposed

IV. Reports

A. **Expenditure Report and Credit Card Reports**

i. **January 2022 Expenditure Report**

The total monthly expenses for the month of January 2022 were \$776,894.50. Twenty-six percent (26%) of the total monthly expenses were used for salaries and fringe; A total of \$520,926.18 or sixty-eight percent (68%) went to contractual service. An amount of \$488,555.45 went to partners for direct services. Seven percent (7%) covered other expenses, which includes rent and utilities. The program has used thirty-seven percent (37%) of the budget to date and has \$6,807,838.98 remaining.

ii. January 2022 Credit Card Report

The amount of \$2,300.00 covered the registration fees for five (5) EHS staff members to attend the National Training Institute 2022 on addressing challenging behaviors.

B. February 2022 Meal Report

Number of meals served in February:

- Breakfasts - 9,056 (98.76%)
- Lunches - 9,157 (99.86%)
- Snacks - 9,129 (99.55%)
- At several schools, none of the meal services reached 100% due to children either being dropped off late or picked up early, or both:
 - LORD's Learning Center
 - Miami Gardens
 - Rainbow Intergenerational

C. February 2022 Enrollment Report

During the month of February, there was a total of 572 allocated slots and 564 enrolled. The program had 8 vacancies. Many of the vacancies were due to children transitioning in January.

Currently, we have enrollment opportunities at 4 locations:

- Shores (north)
- Miami Gardens Learning Center (north)
- Tiny Tykes (south)
- Little ones Academy (north)

D. February 2022 Attendance Report

During the month of February, the program offered ONLY in-person services to children. The average monthly attendance was 86.86% which increased from last month's 81%. The program met the 85% threshold. The top 3 reasons for absences in the month of February were from children being sick, and families still on vacation the first week.

E. Annual Report

Ms. Torres explained the program must make available to the public an annual report for the previous. She briefly reviewed the different sections of the 2020-2021 annual report.

F. Program Goals Update

Ms. Torres reviewed the progress of each program goal and its objectives. Members were informed of the accomplishments and some of the challenges.

G. School Readiness Goal Updates (see attached)

Ms. Jones provided an update on the School Readiness Goals for the program. The update included a brief explanation of how the goals were developed, the average percentage of children meeting and exceeding expectations, and a plan of action to continue to support school readiness.

V. Board Meeting Updates

On March 7, 2022 there was an Executive Committee meeting rather than a full Board meeting. During the brief meeting, several resolutions were approved and will be ratified at the full Board meeting on April 4, 2022:

- Authorize the President and CEO to negotiate and execute a contract with Bluejean Software to create a Partner HUB and Dashboard for the Early Learning Coalition of Miami-Dade/Monroe.
- Authorize the President and CEO to negotiate and execute a contract with The Children's Forum to facilitate and provide Assessment Services using the *Classroom Assessment Scoring System* (CLASS) for Miami-Dade and Monroe Counties
- Authorize the President and CEO to negotiate and execute the contracts with various companies that provide services to the Early Learning Coalition. The companies approved provide services in quality materials, curriculum materials, early literacy tutoring, professional development, legal services, office furniture, cleaning services, technology, and financial audit services.
- Authorize the President and CEO to apply, negotiate, execute, and receive funds from the Florida Department of Education Division of Early Learning, University of Florida, Teenage Parent Program Monroe, The Children's Trust, and Department of Health and Human Services which funds the Early Head Start Program.
- Approval of the Early Learning Coalition's Third Amendment to the annual budget for fiscal year 2021-2022 which adds \$248, 545 in addition to the School Readiness Program Assessment.

At the meeting, Ms. Fiorella Christie provided an update on the American Rescue Plan Act Grant. To date 50 childcare partners have been approved and 43 more have submitted applications for a total of 93 partner applications. The minimum award has been \$12,000. There is no maximum.

VI. Updates/ Information

• Breastfeeding Peer Counseling Training by WIC

Parents formerly or currently breastfeeding are invited to participate in the training to volunteer at their centers in helping other breastfeeding parents who are in need of assistance. What do peer counselors do? They make a difference to new moms: help them learn to breastfeed successfully. The program is looking for at least one (1) parent per center that is willing to be of service to others. The training is 8 weeks long, a combination of in-person and virtual, and about 1.5 hrs. each week. In the past, many successfully-trained peer counselors were able to find employment at WIC.

Participants can register here: <https://forms.gle/NPhxPHLHDASdoPat8>

• CPR Training:

American Safety & Health Institute (ASHI) will be providing training on *Pediatric First Aid, CPR (Cardiopulmonary resuscitation), and AED (Automated external defibrillators) Course* with 2-year E-Card certification to include Epi-Pen Auto-Injector Training and E-Book to teachers and parents.

Refreshments will be provided.

Exact dates and venue will be available once enough participants register.

Parents may register here: <https://forms.gle/AjWzMrMMUWFwevUX9>

VII. Reminders

- a. The next meeting will be April 20, 2022.

VIII. Adjournment

Dr. Mara Zapata asked for a motion to adjourn

- Motion made by Pamala Pinkston
- Motion seconded by Trawle Miller
- Meeting adjourned at 6:57p.m.