



**Policy Council Meeting**  
**April 20, 2022 (English and Spanish)**  
**5:30 p.m.**  
**Minutes**

**I. Call to Order**

Daphne Pierre-Louis presided over the meeting. The meeting was called to order at 5:40 p.m.

**II. Roll Call**

The following participated in the meeting:

<b>Members</b>	<b>Representing Centers</b>
Yanibel Cayetano	Children of The New Sun Academy
Dominique Reardon	It's A Small World II
Yessenia Mayorga	It's A Small World VII
Gerladine Orrico	Kids Small World Learning Center
Yadira Tercero	Lincoln Marti - 450
Natalya Saintil	Little Ones Academy Corp
Fabiola Delva	Lord's Learning Center, Inc.
Nancy Nunez	My Little Angels
Lashanda Williams	Naranja Prep Academy Annex
Maria Rodriguez	New Aladdin Learning Center
Daphne Pierre- Louis	Pink and Blue Children's Academy
Alejandra Soto	Springview Academy
Gloria Suarez	Tiny Tikes
<b>EHS Staff</b>	<b>Position</b>
Angelo Parrino	Chief Operating Officer
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
Frederick Hicks	Sr. Vice President of Technology and Cyber Security
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Lisney Badilla	Director of Contracts
Lissandra Curbelo	Deputy Director of Contracts
Lucretia Jones	Director of Child Development and Education Support Services
Michelle Meilan	Quality Assurance and Communications Director
Natalia Gamundi	Contract Manager
Otilia Gonzalez-Varese	Disability Manager
Pamela Hollingsworth	Sr. VP for Strategic Initiatives and Program Development
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager
Vanessa Aguilera-Viera	Deputy Director of Contracts

### III. CEO and President's Update

President and CEO, Mr. Torres, presented the new Early Learning Coalition of Miami-Dade/Monroe Strategic Plan. This plan sets the course for the next five (5) years. Mr. Torres explained the plan takes into consideration the challenges that partners and families experience and seeks ways to provide targeted support. Mr. Torres reviewed the opportunities and outcome measures for each Priority Initiative on the plan. As he reviewed the plan, Mr. Torres pointed out how Early Head Start is integrated or impacted by the plan.

### IV. Action Item:

#### A. **March 16, 2022 Meeting Minutes**

Daphne Pierre-Louis asked for a motion to approve the March 16, 2022 meeting minutes.

- Motion made by Dominique Reardon
- Motion seconded by Yessenia Mayorga
- No discussion
- Motion passed 13 in favor and 0 opposed

#### B. **Resolution 04202022-01: Grant Reapplication**

Ms. Torres explained the application process for Early Head Start and reviewed the list of documents that are submitted along with the application; it was pointed out that many of the documents had been presented and/or approved by the Policy Council during previous meetings. Since the application being submitted is a continuation application, Ms. Torres explained the program would only include changes being made to the original application that was submitted in 2019. Ms. Torres referred the parents to the packet and shared the changes proposed in the application.

- Motion made by Dominique Reardon
- Motion seconded by Gloria Suarez
- No discussion
- Motion passed 13 in favor and 0 opposed

#### C. **Resolution 04202022-02: Training and Technical Assistance**

Ms. Torres explained that the program receives separate funding to offer training and technical assistance. Ms. Torres reviewed the goals and the trainings associated with goal that are proposed on the Training and Technical Assistance Plan.

- Motion made by Dominique Reardon
- Motion seconded by Gloria Suarez
- No discussion
- Motion passed 13 in favor and 0 opposed

#### D. **Resolution 04202022-03: Grant Budget**

Ms. Bongiorno explained that a budget is submitted with each grant application detailing how the program intends to use the funds for implementing the program. After reviewing the proposed 2022-2023 budget, Ms. Bongiorno shared a grid that compares each category of the 2022-2023 proposed budget to the current 2021-2022 budget. Ms. Bongiorno explained why each category was decreased or increased from one year to the next.

- Motion made by Dominique Reardon
- Motion seconded by Gloria Suarez
- No discussion
- Motion passed 13 in favor and 0 opposed

## V. Reports

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

#### i. **February 2022 Expenditure Report**

The total monthly expenses for the month of February 2022 were \$578,956.73. Thirty-six percent (36%) of total monthly expenses were used for salaries and fringe; A total of \$326,707.92 or fifty-seven percent (57%) went to contractual services. An amount of \$316,465.86 went to childcare partners for direct services. Seven percent (7%) covered other expenses, which includes rent and utilities. The program has used fifty-eight (58%) of the budget to date and has \$6,228,882.56 remaining.

#### ii. **February 2022 Credit Card Report**

There were no credit card charges in the month of February 2022.

### B. **March 2022 Meal Report**

Number of meals served in March:

- Breakfasts - 10,718 (99.08%)
- Lunches - 10,808 (99.92%)
- Snacks - 10,762 (99.49%)

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
- Rainbow Intergenerational
- Step Above

### C. **March 2022 Enrollment Report**

During the month of March, there was a total of 596 allocated slots and 555 enrolled. The program had 41 vacancies. Many of the vacancies were due to the program taking on Tiny Tykes (a new partner) which had 21 of the 41 vacancies. The remaining 20 were from children who either moved, transitioned or transferred out of the program.

Currently, we have enrollment opportunities at 4 locations:

- Kids Small World- (Central)
- My Little Angels (South)
- Tiny Tykes (south)
- Little ones Academy (north)

### D. **March 2022 Attendance Report**

During the month of March, the program offered ONLY in-person services to children. The average monthly attendance was 84.88% which slightly decreased from last month's 86.86%. The top reasons for absences in the month of March were from children being sick, and families on vacation from Spring Break.

## VI. Board Meeting Updates

On April 4, 2022, the Early Learning Coalition of Miami-Dade/Monroe Board had their meeting at the Miami Lighthouse for the Blind and Visually Impaired. Prior to the meeting, members were able to tour the facility and learn about the great services offered by the organization. The following items were addressed at the meeting:

- The member representing Department of Children and Families, Ms. Raeann Bacchus, appointed her successor, Ms. Gilda Ferradaz, to the Board. Ms. Bacchus is stepping down from her position on the Board due to her new position at the Department of Children and Families. Ms. Ferradaz was previously a member of the Board. The Board unanimously approved Ms. Ferradaz's appointment.

- Board member, Sandi Bisceglia, was recognized for representing the Early Learning Coalition of Miami-Dade/Monroe at several events in Monroe County and for promoting the services offered at the Early Learning Coalition of Miami-Dade/Monroe.
- Abrahams Large Family Child Care Home was selected for the Chairman's Partner Spotlight. The owner, Lorraine Abrahams, highlighted the great work they do with children and families.
- Several resolutions were ratified from March's Executive Committee Meeting. These included:
  - Approving the Evaluation Committee's recommendation to award a contract to the Blujean Software, Inc. for Partner Hub and Dashboard Services.
  - Authorizing negotiation and contract execution with The Children's Forum to facilitate and provide Assessment Services using the Classroom Assessment Scoring System (CLASS).
  - Authorizing negotiation and contract execution with several vendors for Non-Programmatic Services and Professional Services Agreements.
  - Authorizing to apply, negotiate, execute, and receive funds from various funders. The funders included two funders for Early Head Start program, U.S. Department of Health and Human Services and The Children's Trust.
  - Approving the Early Learning Coalition's Third Amendment to the Annual Budget for fiscal year 2021-2022. This amendment will add \$248,545 to the School Readiness Program.
- The Finance Committee presented several resolutions for approval. These included:
  - Approving Citrus Health Network to provide developmental screening follow-up and individualized support services to children.
  - Approving Bulcore, Inc. for general contracting services.
  - Approving Sofla Voice and Data, Inc. for phone services, maintenance, and support.
  - Approving Webauthor.com, LLC for office automation platform.
  - Approving Bulcore, Inc. and Bliss Products and Services, Inc. for Early Head Start Playgrounds.
  - Approving Early Head Start's rate Increase for Infants and Special Needs.
  - Approving Early Head Start's 2022-2023 Budget.
  - Approving negotiation and contract execution with Teachstone to facilitate and provide Assessment Services using the Classroom Assessment Scoring System® (CLASS).
- The Advocacy Committee presented the Early Learning Coalition's 2022 Advocacy Priorities which included:
  - Supporting the early childhood workforce by modifying Florida Statute's language on the School Readiness payment policy.
  - Amend School Readiness eligibility criteria for working families to align with Florida's changing economy.
  - Ensure the proposed School Readiness funding allocation formula does not negatively impact Miami-Dade or Monroe counties.
- Mr. Jose Arrojo conducted an Ethics training for the Board.
- The Program Policy and Strategy Committee presented the following resolutions:
  - Approval to submit a School Readiness Plan amendment to implement the 2022-2023 Sliding Fee Scale.
  - Approval to submit the Early Head Start non-competing continuation grant application.
  - Approval to submit the Early Head Start Training and Technical Assistance Plan.

## **VI. Updates/ Information**

Ms. Torres shared that the program had received a notification from the Office of Head Start advising that they the program was eligible to apply for Cost of Living Adjustment (COLA) funds and Quality Improvement funds. The Cost of Living Adjustment will be in the amount of \$241,236.00 and the Quality Improvement funds will be in the amount of \$59,635.00. The program must submit the application for these funds by June 1, 2022. The application will be presented to the Policy Council in the May meeting. Ms. Torres urged the parents to please attend the May meeting because quorum is necessary in order to obtain approval from the Policy Council.

**VII. Reminders**

**A. Next Meeting May 18, 2022**

**B. Complete In-kind Form: <https://forms.gle/wGY2EaiA6FRHEjng9>**

**VIII. Adjournment**

Yessenia Mayorga asked for a motion to adjourn the meeting.

- Motion made by Daphne Pierre-Louis
- Motion seconded by Gloria Suarez
- Meeting adjourned at 6:43 p.m.

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