



**Policy Council Meeting
June 15, 2022 (English and Spanish)
5:30 p.m.
Minutes**

I. Call to Order

Dr. Zapata 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
Gerladine Orrico	Kids Small World Learning Center
Jessica Hernandez	Kinderland 4 Kids
Yadira Tercero	Lincoln Marti - 450
Victoria Yanez	Little Red School House
Lashanda Williams	Naranja Prep Academy Annex
Maria Rodriguez Perla Oquendo	New Aladdin Learning Center
Arletis Gonzalez	Springview Academy
Pamela Pinkston	Step Above Academy
Marco Perez	Pink and Blue
Sandra Elisabeth Quiroz	Tiny Tikes
Dr. Mara Zapata	Board Member
EHS Staff	Position
Angelo Parrino	Chief Operating Officer
Belkis Torres	Vice President for EHS
Cecilia Nariznis	Mental Health Manager
Elicenia Del Rio	Fiscal Analyst
Evelio Torres	President and CEO
Dr. Frederick Hicks	Sr. Vice President of Technology and Cyber Security
Jacqueline Dominguez	Human Resources Director
Jessica Dittmar	Administrative Coordinator
Lisney Badilla	Director of Contracts and Procurement
Lucretia Jones	Director of Child Development and Education Support Services
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	Vice President for EHS

III. Action Item:

A. May 18, 2022 Meeting Minutes

Dr. Zapata asked for a motion to approve the May 18, 2022 meeting minutes.

- Motion made by Victoria Yanez
- Motion seconded by Perla Oquendo
- No discussion
- Motion passed in 10 favor and 0 opposed

B. April 20, 2022 Updated Meeting Minutes

Ms. Torres explained the meeting minutes are submitted with the grant application to confirm the Policy Council's approval of the grant application. While reviewing the grant application, the Head Start Region IV Office in Atlanta requested documentation confirming that the Policy Council had been informed of the plans to install playgrounds and services to pregnant women. The Regional Office requested that it be reflected in the minutes. The minutes were modified to include detailed information of all that was shared regarding the grant application and budget.

Dr. Zapata asked for a motion to approve the updated April 20, 2022 meeting minutes.

- Motion made by Victoria Yanez
- Motion seconded by Perla Oquendo
- No discussion
- Motion passed 10 in favor and 0 opposed

C. Resolution 06152022-01: Increase Family Childcare Home Funded Enrollment

Ms. Torres explained that the grant application was submitted requesting the reallocation of 10 slots from a child care center setting to a family child care home. Therefore 10 slots would be assigned to family child care home and 740 to a child care center setting. The intent of offering different settings of care is to ensure that parents have the choice when selecting a setting for their child. However, the program has identified the possibility of offering 6 additional slots to family child care homes. By increasing the family child care home slots from 10 to 16, the program will be able to offer the family child care setting to 6 more families. With the approval of this resolution, the program will serve 16 slots in family child care home and 734 slots in a center setting.

Dr. Zapata asked for a motion to approve Resolution 06152022-01: Increase Family Childcare Home Funded Enrollment.

- Motion made by Perla Oquendo
- Motion seconded by Maria Rodriguez
- No discussion
- Motion passed 11 in favor and 0 opposed

IV. Reports

A. April 2022 Expenditure Report

The total monthly expenses for the month of April 2022 were \$761,060.03. Twenty-eight percent (28%) of total monthly expenses were used for salaries and fringe; A total of \$479,343.96 or sixty-three percent (63%) went to contractual services. An amount of \$462,474.62 went to childcare partners for direct services. Five percent (5%) covered other expenses, which includes rent and utilities. The program has used fifty-eight (58%) of the budget as of the end of April and had \$4,672,400.43 remaining.

B. March 2022 Credit Card Report

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

C. May 2022 Meal Report

Number of meals served in May:

- Breakfasts - 10,250 (99.36%)
- Lunches - 10,303 (99.87%)
- Snacks - 10,243 (99.29%)

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
- Rainbow Intergenerational

- Step Above

D. May 2022 Enrollment Report

During the month of May, there was a total of 604 allocated slots and 598 enrolled. The program had 6 vacancies. The vacancies were due to children who either moved, transitioned or transferred out of the program. None of the vacancies exceeded 30 days.

Currently, we have enrollment opportunities at:

- Miami Gardens Learning Center
- There will also be upcoming vacancies as the program moves forward with allocating the remaining slots and transitions.

E. May 2022 Attendance Report

During the month of May, the program offered in-person only services to children. The average monthly attendance was 83.43% which decreased from last month's 86.78%. The top reasons for absences in the month of May were from children being sick, family members being sick, or children going on vacation for the summer.

V. Board Meeting Updates

The Early Learning Coalition of Miami-Dade/Monroe Board met on June 6, 2022.

- Dolphin Montessori Children’s House was selected as the Chairman’s Partner Spotlight. The owner, Adela Barrios, shared information about her early learning center.
- The Board approved several resolutions. The resolutions included:
 - Authorizing the President and CEO to approve the initial budget and approve the allocation and expenditure of funds in the amount of \$212,525,156.00 for fiscal year 2022-2023.
 - Authorizing the President and CEO to release a Request for Proposal (RFP) to select qualified proposers to facilitate and provide assessment services using the Classroom Assessment Scoring System® (CLASS) for Miami-Dade and Monroe Counties.
 - Authorizing the President and CEO to submit a supplemental application and receive the Early Head Start funds for the Cost-of-Living Adjustment and Quality Improvement for 2022-2023 program year.
 - Authorizing the President and CEO to release a Request for Proposal (RFP) to select qualified proposers to conduct assessments using the Teaching Pyramid Infant–Toddler Observation Scale (TPITOS™).
- The Finance Committee also presented several resolutions that were approved. The resolutions included:
 - Approval of the Early Learning Coalition’s Fourth Amendment to the Annual Budget for fiscal year 2021-2022 which decreases School Readiness budget by \$1,799,325.
 - Approval of the Evaluation Committee’s award recommendation for a Public Awareness and Outreach Campaign Services and authorize the President and CEO to negotiate and execute a contract with the selected vendor, M Network, Inc.
 - Approval to implement the provider rate increase approved by the Florida Department of Education, Division of Early Learning (DEL) for Monroe County effective May 1, 2022.
- Program’s Committee reported:
 - The changes in Early Head Start eligibility criteria. The Office of Head Start sent a communication informing the programs that families participating in the Supplemental Nutrition Assistance Program, also known as SNAP, were categorically eligible for Early Head Start program.
 - An update on the Early Head Start enrollment was shared. Ms. Torres and Mr. Caballero did a presentation on the program’s efforts and progress to increase enrollment.
 - An update on the Strategic Plan was provided. Members were informed that the priority initiatives are now tied to the agency’s scorecard.
- Provider Services reported:
 - The agency’s internship is in full swing with 78 applications in queue.

- An update was provided on the distribution of American Rescue Plan Act Grant funds to childcare partners.
- The Early Education Partners Roundtable included discussions on family child care homes and programs.
- Early Head Start Policy Council Report included:
 - The members' approval to:
 - submit the supplemental application for the Cost of Living Adjustment and Quality Improvement funds;
 - release a Request for Proposal for a qualified proposer to conduct a classroom assessment using the Teaching Pyramid Infant-Toddler Observation Scale (TPITOS); and
 - implement the Early Head Start Parent Activity Funds with pre-approved activities.
 - Information was shared on the monthly expenditure, meal, enrollment and attendance reports; the two upcoming Cardiopulmonary Resuscitation (CPR) trainings; and all children who turn 3 years of age on or before August 1, 2022 would be required to transition out of the program.

VI. Updates/ Information

- Ms. Torres shared that on June 1, 2022 the Office of Head had a webinar on the expectations for next year. Some of the highlights that affect our Early Head Start program were:
 - Supplement Nutrition Assistance Program (SNAP) will be accepted as public assistance for eligibility in the Early Head Start program.
 - Program are required to wear masks and staff are required to get vaccinated. States that have filed an injunction, which Florida has, are exempt from this requirement.
 - The Office of Head Start will start tracking and monitoring attendance starting September 1, 2022. The initial focus will be on programs that are significantly under enrolled. These are program serving less than half of their funded enrollment. The Office of Head Start will be providing these programs with technical assistance as quickly as possible. Ultimately, the plan is to engage with all programs that are under enrolled but may have higher rates of enrollment over the course of next year.
- Ms. Torres shared that the program has been implementing a plan to attain full enrollment. There are two (2) contributing factors that have caused the program to be under enrolled. The first is a depleting waitlist. With COVID restrictions, the program's recruitment was limited. Particularly, in the three new zip codes that were acquired just before the COVID shutdown. The slow growing waitlist was further impacted when vacancies started to increase due to parents dropping from the program for fear of their children getting infected with COVID. Additionally, many of the partners struggled with having sufficient staff to cover the Early Head Start classrooms. Consequently, those programs did not renew their contract or reduced the number of children they were serving. To attain full enrollment the program is taking a 2-prong approach, recruiting children and partners. Ms. Torres reviewed the efforts being made by the program for both recruitment efforts. Ms. Torres shared that the program had enrollment opportunities for 604 children as of June 1, 2022. However, the program had 3 vacancies in addition to the unfilled 146 slots that have not been assign to partners. With recent recruitment efforts, the program has increased the waitlist to 473 children. Of those children, the program has selected 163 children to replace the children who are aging out of the program effective July 31. However, it is best to note that some areas may have a high concentration of children on the waitlist but there may not be enough partners to serve those children; while other areas where there is more interest from partners may not have a healthy wait list. In terms of the child care partners, the program contacted 10 potential partners to see if they were still interested in being an Early Head Start program. One family child care home partner was selected and is in the contracting stage, six partners have shown an interest and were interviewed this past week, two partners showed interest but never scheduled the interview, and one partner declined to partner. The program continues to send email blasts to recruit more partners.

- Ms. Larionova reminded parents of this Saturday's Cardiopulmonary Resuscitation (CPR) training for staff and parents in the Central area. The training will be offered in English. Another training is scheduled for July 16th. Information will be forth coming.
- Ms. Larionova informed the parents that she will be leaving her position in the Early Head Start program as of June 30, 2022. Ms. Torres, Mr. Torres, and Dr. Zapata shared their regret at the loss of Ms. Larionova and thanked her for all of that she had done for the program.

VII. Reminders

Next meeting will be August 17, 2022.

VIII. Adjournment

Dr. Zapata asked for a motion to adjourn.

- Motion made by Perla Oquendo
- Motion seconded by Victoria Yanez
- Meeting adjourned at 6:20 p.m.