



**Policy Council Meeting**  
**November 17, 2021 (English and Spanish)**  
**5:30 p.m.**  
**Meeting Minutes**

**I. Call to Order**

Belkis Torres presided over the meeting in the absence of the officers. The meeting was called to order at 6:03 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
Yessenia Mayorga	It's a Small World VII
Victoria Yanez	Little Red School House
Maria Rodriguez	New Aladdin Learning Center
Daphne Pierre- Louis	Pink and Blue Children's Academy
<b>EHS Staff</b>	<b>Position</b>
Belkis Torres	VP for EHS
Cecilia Nariznis	Mental Health Manager
Lucretia Jones	Director of Child Development and Education Support Services
Otilia Gonzalez-Varese	Disability Manager
Salvatore Martorano	EHS Compliance Manager
Sandrina Seraphin	Director of Family and Community Engagement
Tatiana Larionova	Nutrition Manager
Vanessa Bongiorno	EHS Finance Manager

**III. Action Item:**

Due to lack of quorum the action items were tabled for the December Meeting.

**IV. Reports**

**A. August 2021 Expenditure Report**

Total monthly expenses for the month of August 2021 were \$678,925.22. Twenty Six percent (26%) of total monthly expenses were used for salaries and fringe; A total of \$427,651.90 or 63% went to contractual services, all funds went to providers for direct services. 1% was used for supplies; and 10% covered other expenses, which includes rent and utilities. The program has used 6% of the budget to date and has \$10,133,987.78 remaining.

**B. September 2021 Expenditure Report**

Total monthly expenses for the month of September 2021 were \$703,768.28. Forty-three percent (43%) of total monthly expenses were used for salaries and fringe; A total of \$343,168.11 or 47% went to contractual services, \$332,053.34 went to providers, and \$11,114.77 to other contractual services. Contractual services are significantly lower than normal and this is creating a bit of a surplus but that is due to under-enrollment. 4% was used for supplies; and 4% covered other expenses, which includes rent and utilities. The program has used 15% of the budget to date and has \$9,430,219.50 remaining.

**C. August and September 2021 Credit Card Report**

There were no credit card charges for the months of August and September 2021.

#### **D. October 2021 Meal Report**

Number of meals served in **October**:

- Breakfasts - 8,575 (99.12%)
- Lunches - 8,639 (99.86%)
- Snacks - 8,595 (99.35%)

At two 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

#### **E. September 2021 Enrollment Report**

- During the month of September, there was a total of 572 allocated slots and 551 enrolled. Of the 21 vacancies, 9 of them came from rainbow. The partner was in the process of hiring 2 new teachers for their new classroom.
- The remaining 12 slots were from current vacancies. During the month of September, the program worked hard to fill the open vacancies.

#### **F. October 2021 Enrollment Report**

During the month of October, there was a total of 572 allocated slots and 566 enrolled. The program had 6 vacancies. All six vacancies were vacant for less than 30 days.

#### **G. September 2021 Attendance Report**

- During the month of September, the program offered ONLY in-person services to children. The average monthly attendance was 75.97%. The program did not meet the 85% threshold.
- Most of the reason's children were out were due to COVID exposures and centers closing, children/families being sick, doctor's appointments, and a few families being out of vacation.

#### **H. October 2021 Attendance Report**

- During the month of October, the program offered ONLY in-person services to children. The average monthly attendance was 82.73%. The program did not meet the 85% threshold. However, it improved drastically from the previous months.
- Most of the reason's children were absent were due to children being sick or having doctor's appointments

#### **V. Board Meeting Updates**

The Board Meeting was held on November 1, 2021. The Board Chair, Matthew Bruno, presided over the meeting. The following items were discussed:

- Mr. Bruno and board members acknowledged Ms. Jackye Russell on her recent retirement from the Coalition.
- Mr. Rick Beasley was recognized for receiving the Toni Jennings Workforce Development Professional of the Year Award.
- Ms. Iris Marquez of Little Innovators Early Learning Academy was recognized for the November Chairman's Partner Spotlight. Ms. Marquez shared information about her early learning center and STEM (Science, Technology, Engineering and Math) initiatives.
- The finance committee reported approval of the following resolutions:
  - To disburse Early Head Start Performance Bonus Pay which would grant a One-time Performance-Based Incentive payment to Early Head Start Partners.
  - To implement Early Head Start Policy and Procedure for Partner Performance Bonus.
  - To amend the Early Learning Coalition Budget for fiscal year 2021-2022 by increasing the overall budget by \$7,992,529.

- To amend the contract with Citrus Health Network for Developmental Services which would align to the State's screening updates.
- Finance committee updates included:
  - Financials are in good standing for the end of the first quarter of the fiscal year.
  - The Coalition received a recommendation to upgrade the incident response plan regarding paying a ransomware to 'eligible' recipients not prohibited by the US Treasury Department's Office of Foreign Assets Control (OFAC).
- Mr. Jerry Plush, CEO of Amerant Bank, presented on the bank's initiatives to empower people and promote economic mobility.
- The Program, Policy and Strategy Committee reported approval of the following resolution:
  - To submit School Readiness Plan amendment with updates to the Finance, Contracts, and Human Resource Policies.
- The committee provided updates on:
  - Early Head Start's average daily attendance and meals for September.
  - The Division of Early Learning's communication regarding screening of children in the School Readiness Program in which communication with partners and families is increased and expands service delivery to more children in the program.
  - The Professional Development Institute kicked-off the Early Education Internship Program at Kids for Kids Academy on November 8<sup>th</sup>.
  - The Apprenticeship program is in the final stages of the application process.
  - ELC Talks on the topic of childhood trauma took place on October 22<sup>nd</sup>.
- Ms. Jasmin Johnson, 21-22 Early Head Start Policy Council Vice Chair and a representative of Miami Gardens Learning Center, provided the Policy Council Report via a pre-recorded video.
- The Provider Services Committee reported on:
  - Creating opportunities to engage TANF recipients in the Workforce and early childhood education field. The benefits cliff is a concern for many recipients and the Workforce continues to address the challenge.
  - Childcare partners participated in an Early Education Partners Roundtable with their provider representatives. Retention of early education professionals and enrollment are still an ongoing challenge. Many beneficial resources were shared by provider representatives.
- The Monroe Advisory Committee reported:
  - Refresher trainings have been provided to address the decline in at-risk referrals to School Readiness
  - There are plans to eventually expand Early Education Internship program to Monroe County.
  - Slots have been allocated for Monroe County participants in The Apprenticeship program.
  - The Professional Development Institute (PDI) begins Child Development Associate (CDA<sup>®</sup>) Courses on November 6<sup>th</sup>.
- Mano-y-Ola reported the results of the community assessment they did for Monroe.
- The meeting was followed with the Strategic Planning meeting led by Carol Wick.

## **VI. Updates:**

### **A. Corrective Action Plan Update**

The program received a correspondence from the Office of Head Start stating that all the requirements of the corrective action plan were successfully met. The program is no longer non-compliant.

### **B. Fiscal**

- On October 29<sup>th</sup>, 2021 the Policy and Procedure to implement Partner Performance Bonuses as well as the 2020-2021 Partner Performance Bonuses were approved by the Finance committee.
- All funds were liquidated timely by the grant closing date. As projected the program did end the year with a balanced budget.

- Federal Financial Reports, SF425, SF428 and SF429 were all submitted for 2020-2021 Fiscal Year.

**C. Transitions**

January 31st is the first transition period for children who turned 3 years old on or before December 31st. The children will transition/ leave the program on January 31st. Family Advocates should be in communication with families regarding their options for transitions. Families can reach out to their Family Advocate with questions.

**D. Education**

During your recent Parent-Teacher Conference, teachers shared fun tips, resources, and activities to help parents talk, read, sing and play with their children at home. Parents should have received a box of materials (Talk, Read, and Sing kit) including books, and a variety of sensory toys to use with their child. Each week, the Neighborhood Place Digest will feature additional tips to support parents with the initiative.

**E. Reminders**

- Parents were reminded that every Friday the program sends a newsletter with valuable information about trainings, meetings, and resources. Parents should take the time to review.
- The program has a diaper distribution happening. Parents who need diapers can contact their family advocates.

**VII. Adjournment**

Ms. Torres asked for a motion to adjourn

- Ms. Yessenia Mayorga moved to adjourn
- Ms. Victoria Yanez seconded the motion to adjourn
- Meeting adjourned at 6:40 p.m.