



**Policy Council Meeting
November 18, 2020
5:30 p.m.
Meeting Minutes**

I. Call to Order

Kisline Timothee presided over the meeting. The meeting was called to order at 5:47 p.m.

II. Roll Call

The following participated in the meeting:

2020-2021 Members	Representing Centers
Chanelle Keys (Asst. Secretary)	It's a Small World VII
Ciney Mendoza	Rainbow Intergenerational (participated in Spanish call on 11/17/20)
Crystal Davis	Sheyes #3
Dominique Reardon (Secretary)	It's a Small World II
Edeline Fleurant (Vice Chair)	Step Above
Frederica Dawson	Pink and Blue Academy
Kisline Timothee (Chair)	Little Ones Academy
Lizette Fontilus	Little Red School House
Michelle Toledo	Lincoln Marti - 905
Noel Pharisien	Precious Moments Learning Center
Priscilla Vazquez (Parliamentarian)	New Aladdin
Sandra Rodriguez Funes	Kids Small World (participated in Spanish call on 11/17/20)
Shirly Mejia	Lincoln Marti 450 (participated in Spanish call on 11/17/20)
Shonquita Williams	Shores School
Tranae Davenport	America's Little Leaders
Yaselly Prado	Kiddy Academy (participated in Spanish call on 11/17/20)
EHS Staff	Position
Belkis Torres	VP for EHS
Cathrine Pollard	Administrative Coordinator
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 Accountant

III. Action Item:

A. October 17, 2020 Meeting Minutes

Ms. Timothee asked for a motion to approve the October 17, 2020 meeting minutes.

- Motion made by Dominique Reardon
- Motion seconded by Priscilla Vasquez
- No discussion
- Motion passed 12 in favor, 0 opposed, 4 abstained (Spanish participants)



IV. Reports

A. **September 2020 Expenditure Report**

Total monthly expenses for the month of September 2020 were \$840,118.73. Thirty percent (30%) of total monthly expenses were used for salaries and fringe; 63% or \$524,039.68 were used for direct services, of that amount \$509,355.00 went directly to providers; 2% were expended in equipment and supplies; and 5% went to other, which includes rent and utilities. The program has used 15% of the budget to date and has \$9,138,867.95 remaining.

B. **September 2020 Credit Card Report**

There were no credit card expenses for the month of September.

C. **October 2020 Meal Report**

Number of meals served in **October**:

- Breakfasts - 8,908 (100%)*
- Lunches - 8,932 (100%)*
- Snacks - 8,892 (100%)*

*In October, there were slightly more meals served compared to September as attendance improved.

D. **October 2020 Enrollment Report**

During the month of October, there were 704 children enrolled in the program. The program is currently trying to identify internal sites to offer additional slots in order to move forward with meeting enrollment.

E. **October 2020 Attendance Report**

During the month of October, 61% of children received in-person services and 30% received virtual services. This averaged out to about 91% of families engaged in either in-person or virtual services. The 9% of absences stem from children being sick, having appointments, and a few having transportation concerns.

V. Board Meeting Updates

The next item on the agenda is the Board Meeting updates.

On November 2, 2020, an Executive Committee meeting was held instead of a full board. The following were approved by the Early Learning Coalition of Miami-Dade/Monroe Executive Committee:

- Resolution 11022020-01 – Authorized the President and CEO to award, negotiate, and execute a contract in the approximate amount of \$125,000 for legal services with the evaluations committee selected vendor, Lehtinen Schultz PLLC.
- Resolution 11022020-02 - approved the amendment of the Early Learning Coalition's annual budget. The change in the 2020-2021 budget has an increase of \$20,260,717.00 from what was originally forecasted on May 4, 2020. The original forecasted amount in May was \$215,490,076. The new amount as of October 19, 2020 is \$235,750,793.
- Resolution 11022020-03 - Authorized the President and CEO to apply, negotiate, execute a contract and receive funds from Miami-Dade County to distribute CARES Act funding for Early Learning Centers in unincorporated areas. However, with this resolution, the Board expressed concerns with the potential liability to the Early Learning Coalition related to the amount being approved for each provider to receive. The Board was comfortable with the Early Learning Coalition distributing the funds to childcare providers but was not comfortable with determining the amount of funds each center would be awarded. The Board approved this resolution with a recommendation to discuss the stipulation with the County.

The Early Learning Coalition of Miami-Dade/Monroe discussed updates on one of the Strategic Plan's Priority Initiative on Visibility of the Organization. The Coalition has been attending various Chambers in Miami-Dade and Monroe to share information about the work done by the Coalition.



The Coalition presented information to the Board on aligning the organization's staff sick and vacation time with that of the State of Florida. The recommendation was approved and will be presented to the full Board in December for ratification.

The Coalition reported that it was awarded \$2,764,932 by the State to distribute Phase 3 of the CARES Act grants to child care provider. In week 1, the Coalition approved 51 applications in the amount of \$442,814.00.

VI. Updates:

- A demonstration was shared on how to sign the in-kind form electronically. The following was shared on how to sign electronically: /s/ Cathrine Pollard
- The program submitted the COVID-19 Funds carry over request to the regional office. The amount requested was \$322,881.00
- December 8 from 9:00-1:00, the program will have its annual self-assessment. Parents are encouraged to participate. This is an opportunity for parents to provide recommendations on ways to improve the services offered by the program. There will be 4 focus groups that will review data and make recommendations for their respective area. The groups are: Education/Family Services, Mental Health/Disability, Nutrition/Health, and Finance.
- Letters went out to EHS providers for overpayment. Providers are reconciling the amount on the letter with their books. They have until this Friday to finish reconciling and agree to a payment plan.
- The program has 90 days after the close of a fiscal year to close out all of the financial books. The fiscal year ended on July 31, 2020. Therefore, the program closed the financial books on October 30. As part of the process for closing the financial books, the program must submit federal reports (SF425, SF428 and SF429) to the federal government. These financial reports provide the federal government with information on how funds were expended during the project year and is one method by which the federal government monitors that a program has complied with the terms of the grant and has used funds for their intended purpose.

VII. Adjournment

Ms. Timothee asked for a motion to adjourn the meeting.

- Motion made by Tranae Davenport
- Motion seconded by Dominique Reardon
- Meeting adjourned at 6:23 p.m.