



**Policy Council Meeting
September 16, 2020
5:30 p.m.**

Agenda

[Click here to join via Zoom](#)

Call: +1-929-205-6099 US TOLL
Meeting ID: 985 6734 3670
Passcode: 706295

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. Reports**
 - a. Expenditure and Credit Card Reports
 - i. [June 2020 Expenditure Report](#)
 - ii. [June 2020 Credit Card Report](#)
 - b. Meal Reports
 - i. [August2020 Meal Report](#)
 - c. Enrollment Reports
 - i. [August 2020 Enrollment Report](#)
 - d. Attendance Reports
 - i. [August 2020 Attendance Report](#)
- 4. Action Item**
 - a. [August 19, 2020 Minutes](#)
- 5. Elections of Officers**
 - a. [Overview of Officer Roles and Responsibilities](#)
 - b. Nominations and Election
 - c. Selection of Meeting Date and Time
- 6. Updates/Information**
- 7. Reminders**
 - a. Next Meeting October 21, 2020
- 8. Adjournment**

Attachments:

[How to Make a Motion](#)



\$336,224.12 of the \$659,106 that was awarded to the program. Currently, the remaining amount for the COVID 19 funds is \$322,881.88. With federal grants, any unspent funds must be returned to the federal government unless a program submits a request to carry over the funds to the next fiscal year. Since there continues to be a need to purchase additional equipment and supplies for the centers, the program is seeking approval from Policy Council to submit a request to the Office of Head Start to carry the remaining funds over to the 2020-2021 fiscal year.

Francia Alexandre asked for a motion to approve Resolution 08192020-01.

- Motion made by Kisline Timothee
- Motion seconded by Alegina Lora
- No discussion
- Motion passed 14 in favor (3 from the Spanish meeting and 11 from the English meeting) and 0 opposed

IV. Reports

A. May Expenditure Report

Total monthly expenses for the month of May 2020 were \$910,504.28. 23% of total monthly expenses were used for salaries and fringe, 62% were used for direct services, 4% to equipment and supplies and 11% went to other, which includes rent and utilities. The program has used 88% of the budget to date. We currently have \$1,243,134.10 remaining in the budget.

B. May Credit Card Report

There were no credit card charges for the month of May.

C. June-July 2020 Meal Report

Number of meals served in **June** were:

- Breakfasts - 5,739 (100%)*
- Lunches - 5,742 (100%)*
- Snacks - 5,681 (99%)*

In June there were more meals served compared to May as more centers opened up and attendance improved.

Number of meals served in **July** were:

- Breakfasts - 5,715 (100%)*
- Lunches - 5,724 (100%)*
- Snacks - 5,688 (99%)*

In July the number of meals served was similar to June and in line with attendance.

*Percentages based on attendance

D. June-July 2020 Enrollment Report

For the month of June and July, all 750 slots were filled and the program did not experience any vacancies that were left unfilled prior to the month ending.

E. June-July 2020 Attendance Report

During the month of June, there was a total of 36.90% of children presently attending the center.

In July the total slightly decreased to 36.25%. The low numbers stem from families opting to receiving virtual services during the pandemic.

F. Spring 2019-2020 Teaching Strategies Gold Checkpoint Data

The chart represents the ongoing assessment data entered and analyzed by teachers between April 2020 - July 2020. This checkpoint period included the observations of both teachers and parents. Each week, teachers enter and monitor children's progress by documenting their observations or the observations shared by parents during virtual meetings or calls. The following areas were included in the assessment: Social Emotional, Language and Literacy, Cognition, Perceptual Motor, and Physical,



and Approaches to Learning. For each area, the data is calculated to show the percentage of children who are below, meeting, or exceeding the widely held expectations of a typical child. This data is used by the teachers for individual lesson planning and by the program to support teachers through professional development.

V. **Board Meeting Updates**

The Early Learning Coalition of Miami-Dade/Monroe's Board Meeting was held on August 3, 2020. The following was discussed:

Board member, Dr. Judy Schaecter will be resigning from the Board. She has received a Health and Policy Fellow at the National Academy of Medicine.

The ELC staff held provider meetings via Zoom on 07/29/2020 to give them updates on the mini grants, contracts, payments, etc. It was reported that within the last three weeks staff have worked extra hard to review applications and approve just under \$7 million in grants to providers.

As previously mentioned the annual Children First Conference will be held on Sept. 12 via Zoom in collaboration with Miami Dade College.

The following resolutions were ratified for approval from the Executive Committee Meeting or approved at the August 3rd meeting.

- Resolution 06292020-01: Execute an Addendum to the 2018-2019 Grant Agreement with the Florida Department of Education and Office of Early Learning.
- Resolution 06292020-02: Release a Request for Proposal for Curriculum Materials.
- Resolution 08032020-05: Approve the Evaluations Committee's recommendation for Curriculum Materials vendors.
- Resolution 06292020-03 and Resolution 08032020-04: Amend the Early Learning Coalition's Annual Budget
- Resolution 08032020-01: Modify provision of services for Early Head Start Program to include home-based option
- Resolution 08032020-02: Release a Request for Proposal for Professional Development Resources for Positive Adult/Child Interactions.
- Resolution 08032020-03: Release a Request for Proposal for Comprehensive Cleaning Services

The following were voted as Board members:

- Jane W. McQueen, representing the Miami-Dade County Commissioners
- Dr. Joycelyn Lawrence, Jessie Trice
- Loreen Chant, YWCA (voted for 2nd Term)
- Matthews Bruno, Mercantil Commercebank (voted for 2nd Term)

Provider Services Committee terminated the contract and revoked eligibility for five years for the following:

- Small World Montessori I, II, and Preschool due to owners being placed on the USDA disqualified list.

Audit Committee Report was presented. In Financial Statements and Federal Award and State Financial Assistance there were no material weakness which is the most severe finding. However, both areas had Significant Deficiencies which is less severe than material weakness. These areas also received a noncompliance which is the least severe of the findings. Findings were attributed to the data migration of EFS Mod and the ELC's inability to extract many management reports and to extract them accurately.

Update Provider Reconciliation Snapshot was shared. As of 7/24/20, these were the findings:

- Of the 169 underpaid providers 77 have been reconciled
- Of the 738 overpaid providers 275 have been reconciled
- Of the 64 providers who owe less the 1,500.00 Two have been reconciled



The meeting was followed by the Strategic Planning Meeting.

VI. **Updates:**

Nutrition

*****Save the date: *Lil' Foodies Cook-Along Virtual Cooking Class*** for the entire family is coming on September 4th at 12 pm. It is a YouTube live-streaming class designed to help families learn new healthy recipes while engaging their children. Get your little foodies to help you mash and stir, mix and whip up some easy healthy meals that are budget friendly too! What's a cook-along class? We'll be doing a cooking demo in a live YouTube session, inviting parents and entire families, teachers and staff to participate.

What you'll need: Recipes will be sent out prior to the cooking session, in order for "cook-along" participants to have the ingredients ready to follow the steps along with the virtual instructor - Tatiana Larionova, the EHS nutritionist, and her little helper, Dasha.

Recipes and shopping lists along with suggestions for cooking activities for children will be sent in advance so you are ready to follow along.

Information Sharing

To keep families informed of Early Head Start (EHS) programmatic updates, we are looking to share Policy Council meeting minutes with all EHS families in the Neighborhood Place Digest newsletter, which is emailed every Friday. Are all members in support of this suggestion? Are there any members opposed to this suggestion?

*Members were in support of this recommendation

Playgrounds

Carter 1 playground permit has been approved and work on the new playground will begin soon.

Diapers

Diapers are available for Early Head Start families in need. Email neighborhoodplaceehs@elcmdm.org to request a diaper donation. We will be in contact with those who already submitted a request to schedule a pick-up time.

Parent Orientation

Parent Orientation will be held on August 26th (English) and 27th (Spanish) at 4:30 p.m. via Zoom. More information is forthcoming.

Supplemental Request Update

On October 16, 2019, the Policy Council approved a resolution for the program to submit a One-Time Supplemental Request to the Office of Head Start. The One-Time Supplemental Request was to help the program offset a forecasted deficit.

On August 14, 2020, the Early Learning Coalition of Miami-Dade/Monroe had a meeting with Office of Head Start Region IV staff located in Atlanta. After some discussion, it was agreed that the One-time Supplemental Request would be submitted to the Office of Head Start in the amount of \$479,039.00. The Early Learning Coalition of Miami-Dade/Monroe agreed to this amount since many internal efforts had reduced considerably the Early Head Start (EHS) deficit. Additionally, four (4) playground projects that are pending completion can be securely expensed to the 2020-2021 fiscal year. On August 17, 2020 the EHS Grants Management Specialist from Region IV verbally advised our EHS staff that our request had been approved by the Office of Head Start in Washington and was with the Asst. Secretary from the U.S. Department of Health and Human Services. This supplemental request requires a 20% non-federal share. The program is submitting a non-federal share waiver as instructed by the Regional Office.



VII. Adjournment

Francia Alexandre asked for a motion to adjourn

- Motion made by Nattalene McDonald
- Motion seconded by Alegina Lora
- Meeting adjourned at 6:16 p.m.



Policy Council Roles and Responsibilities

Chairperson: The Chairperson shall preside at all Policy Council meetings. S/he shall by virtue of their office, serve as ex-officio member of all standing committees. S/he shall assist in the recommendation or selection of all subcommittee chairpersons, temporary or permanent, except for the Executive Committee. S/he shall appoint members of the Policy Council to serve on other committees and boards as needed.

Vice-Chairperson: The Vice-Chairperson shall preside at the Policy Council meeting in the absence of or the inability of the Chairperson to exercise the duties of his/her office. The Vice Chair shall succeed to the position of the Chair if a vacancy occurs, becoming the Chair of the Policy Council with all rights, privileges and powers except to change or modify rules made by the Chair. S/he shall perform other duties as are incidental of his/her office or as instructed by the Chair.

Secretary: The Secretary shall be responsible for taking the roll call at all of the meetings. The Secretary shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Assistant Secretary: The Assistant Secretary shall assist the Secretary as needed with taking the role call at the meetings. The Asst. Secretary shall perform such duties as are incidental of his/her office or as instructed by the Secretary.

Treasurer: The Treasurer shall give the program's fiscal and financial reports at the Policy Council monthly meetings. S/he shall serve as the Chair for the Planning and Budget Committee and shall perform such duties as are incidental of his/her office or as instructed by the Chair.

Parliamentarian: The Parliamentarian shall assist the Chair and other officers in ensuring the proper parliamentary procedures are followed based on Robert's Rules of Order for conducting meeting business (e.g. motions, voting, obeying the rules of debates). The Parliamentarian will preside at the Policy Council Meeting in the absence of the Chair and Vice Chair. S/he shall perform such duties as are incidental of his/her office or as instructed by the Chair.



Making a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion:
"I (state your name) make a motion to approve (or disapprove):
 - a. August 19, 2020 Minutes
3. Second the motion:
"I (state your name) second the motion to approve (or disapprove):
 - a. August 19, 2020 Minutes
4. The Chair states:
"It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. August 19, 2020 Minutes

Is there any discussion?"
5. Once the discussion is complete, the Chair states:
"if there is no further discussion. We'll put the motion to a vote. Is there anyone opposed.
6. The Chair states, **"the motion passes (or fails) with ___ votes in favor and ___ votes against.**