



Policy Council Meeting
September 21, 2022
5:30 p.m.
Agenda

Zoom Link: <https://bit.ly/3yt9JVk>

Meeting ID: 936 8702 7177

Passcode: 473146

- 1. Call Meeting to Order**
- 2. Roll Call**
- 3. CEO and President's Updates**
- 4. Action Item (2021-2022 members only)**
 - a. [August 17, 2022 Minutes](#)
- 5. Elections (2022-2023 Representatives)**
 - a. [Overview of Officer Roles and Responsibilities](#)
 - b. Nominations and Elections
- 6. Action Item (2022-2023 members only)**
 - a. [Resolution 09212022-01: Bonus for Childcare Teachers](#)
 - b. [Resolution 09212022-02: Funding Flexibility](#)
 - c. [Resolution 09212022-03: Self-Assessment](#)
- 7. Reports**
 - a. Expenditure and Credit Card Reports
 - i. [July 2022 Expenditure Report](#)
 - ii. [Update of June 2022 Credit Card Report](#)
 - iii. [July 2022 Credit Card Report](#)
 - b. Meal Reports
 - i. [August 2022 Meal Report](#)
 - c. Enrollment Reports
 - i. [August 2022 Enrollment Report](#)
 - d. Attendance Reports
 - i. [August 2022 Attendance Report](#)
 - e. Board Report
- 8. Updates/Information**
 - a. [Program Information Report](#)
 - b. [Health and Safety Screener](#)
- 9. Reminders**
 - a. Next Meeting October 8, 2022 at 9:00am ([Governance Overview](#))

10. Adjournment

Attachments: [How to Make a Motion](#)

Policy Council Meeting
August 17, 2022 (English and Spanish)
5:30 p.m.
Minutes

I. Call to Order

Dr. Mara Zapata presided over the meeting. The meeting was called to order at 5:41 p.m.

II. Roll Call

The following participated in the meeting:

Members	Representing Centers
Dayani Moreno	Children of The New Sun Academy
Jennifer Lescano	
Deja Moorehead	Kinderkids Academy III
Victoria Yanez	Little Red School House
Daphne Pierre- Louis	Pink and Blue Children's Academy
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
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
Vanessa Aguilera-Viera	Deputy Director of Contracts
Yissel Morales	Contract Manager

III. President and CEO Report

Mr. Torres, President and CEO, informed the members of the importance of complying with Early Head Start Program requirements and acknowledged the steady progress being made by program staff to meet the funded enrollment of 750 children. Despite having the children ready for enrollment, the childcare partners are faced with a human resource challenge. Retention of staff has presented a problem because teachers are leaving the field for other higher pay jobs in the community. Hiring staff has also been difficult for childcare industry because teachers need specific qualifications to work in an early childhood field. The demand for higher pay is challenged by partners to keep the cost reasonable for parents. While other industries can pass the cost on to consumers, this is not a feasible option for the early childhood programs.

Mr. Torres also shared that Voluntary Pre-Kindergarten Readiness Rates are available and encouraged parents to view the Readiness Rates.

Mr. Torres informed the members that the Early Learning Coalition had received 61 million dollars from the American Rescue Plan Act to specifically support programs experiencing hardships and to continue providing quality care. Currently, 98% of the partners applied for the funds. Although some partners have begun receiving their funds, the Early Learning Coalition still is finalizing the last of the applications.

IV. Action Item:

Due to lack of Quorum, the Action Items will be addressed through electronic voting.

A. June 15, 2022 Meeting Minutes

B. Resolution 08172022-01: Bonus for Childcare Teachers

C. Resolution 08172022-02: Funding Flexibility

IV. Reports

A. Expenditure Report and Credit Card Reports

i. May 2022 Expenditure Report

The total monthly expenses for the month of May 2022 were \$843,909.24. Twenty-five percent (25%) of total monthly expenses were used for salaries and fringe; A total of \$556,302.55 or sixty-five percent (65%) went to contractual services. An amount of \$535,754.30 went to childcare partners for direct services. Eight percent (8%) covered other expenses, which includes rent and utilities. The program has used sixty-five percent (65%) of the budget as of the end of May and had \$3,828,167.07 remaining.

ii. May 2022 Credit Card Report

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

iii. June 2022 Expenditure Report

The total monthly expenses for the month of June 2022 were \$893,715.07. Twenty-four percent (24%) of total monthly expenses were used for salaries and fringe; A total of \$502,173.12 or fifty-six percent (56%) went to contractual services. An amount of \$458,007.35 went to childcare partners for direct services. Four percent (4%) covered other expenses, which includes rent and utilities. The program has used seventy-three percent (73%) of the budget as of the end of June and had \$2,934,439.60 remaining.

iv. June 2022 Credit Card Report

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

B. June 2022 Meal Report

Number of meals served in June:

- Breakfasts - 10,051 (99.34%)
- Lunches - 10,097 (99.79%)
- Snacks - 10,041 (99.24%)

At several schools, none of the meals served reached 100% due to children either being dropped off late or picked up early, or both:

- Kinderkids Academy III
- Lord's Learning Center
- Rainbow Intergenerational
- Step Above
- Carter II
- Tiny Tykes

C. July 2022 Meal Report

Number of meals served in July:

- Breakfasts - 9,358 (99.28%)
- Lunches - 9,419 (99.93%)
- Snacks - 9,359 (99.29%)

At two schools, none of the meals served reached 100% due to children either being dropped off late or picked up early, or both:

- My Little Angels
- Rainbow Intergenerational

D. June 2022 Enrollment Report

During the month of June, there was a total of 612 enrollment opportunities and 612 enrolled. The program had 0 vacancies for the enrollment opportunities.

E. July 2022 Enrollment Report

During the month of July, there was a total of 654 enrollment opportunities and 633 enrolled. The program had 21 vacancies. The vacancies were from new partners who were contracted at the end of July. Neither center was a part of the Early Head Start Program for longer than 30 days.

F. June 2022 Attendance Report

During the month of June, the program offered only in-person services to children. The average monthly attendance was 76.21% which decreased from last month's 83.43%. The top reasons for absences in the month of June were from children being sick, family members being sick or children going on vacation for the summer.

G. July 2022 Attendance Report

During the month of July, the program offered only in-person services to children. The average monthly attendance was 78.89% which increased from June's 76.21%. The top reasons for absences in the month of July 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 Board meeting took place on August 1, 2022.

- During the meeting the members unanimously voted for the chair's recommendation to reappoint two board members, Jeni Roig and Aaron Slaven, for a second term.
- Jordan Family Childcare Home was recognized for the Chairman's Partner Spotlight. The owner sent a recorded video thanking the Early Learning Coalition for the recognition and spoke about her program and the children she is honored to teach.
- Several resolutions were voted on and approved. The resolutions included:
 - Amending the annual budget for fiscal year 2022-2023. This amendment would increase the budget by \$147,066,379 for a new total budget of \$359,591,535.
 - Authorizing the President and CEO to negotiate and execute a contract with The Children's Forum and Teachstone to facilitate and provide assessment services using the Classroom Assessment Scoring System® (CLASS®) for Miami-Dade and Monroe Counties.
 - Approving an amendment to the current Early Head Start "Bonus for Childcare Teachers" policy and procedure.
 - Authorizing the President and CEO to adopt and implement if needed, the fiscal flexibilities granted by the Office of Head Start as per the Information Memorandum ACF-IM-HS-21-01, Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities.

- Authorizing the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.
- Authorizing the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.
- Provider Services Committee reported placing Building Tools Learning Center, Inc. on a contract corrective action plan for receiving 2 class 1 violations during the past 12 months from Florida Department of Children and Families Childcare Licensing Division. Class 1 violations are the most serious types of non-compliance that could result, or do result, in death or serious harm to the health, safety and wellbeing of a child.
- Monroe Advisory Committee shared a demographics chart with a breakdown of Kindergarten through 12th grade children's race, ethnicity, free lunch, and enrollment increase, which may have implications of the number of preschoolers going to the Keys. The Monroe Advisory Committee also shared that an online ceremony was held to acknowledge early childhood educators who completed all of their Child Development Associates courses.
- Three main items were discussed from the agency's community report.
 - Members received an update on the Child Care Stabilization Grant Program funded through the American Rescue Plan Act. The priorities for this grant are to:
 - Stabilize and support Florida's entire network of early learning partners;
 - Expand access to high-quality partners for families where cost is the primary barrier
 - Invest in quality;
 - Invest in the early learning workforce and take steps to transition Florida's early learning workforce into the early learning profession; and
 - Strengthen Partners.
 - The second item discussed was the Early Head Start enrollment progress; and
 - The final item discussed was the work being done by the Professional Development Institute to promote quality of services in early education programs by supporting teachers in their professional growth and keeping them abreast of the latest early childhood research and practices.

VI. Updates/ Information

- The program received the Notice of Award for the 2022-2023 school year. The Notice of Award is the document issued by the Office of Head Start after they review a program's grant application. The Notice of Award is the Office of Head Start's commitment to fund a program for a year. The program's funding for 2022-2023 is \$10,881,410.00 for the operation of the program and \$232,374.00 that is specifically to be used for Training and Technical Assistance. The program was approved to provide services for 734 children in a center-based program and 16 children in a family childcare home setting. The program was also approved to serve 5 pregnant women during the school year.
- Several new partners have entered into contract with the program. They include:
 - B & G Preschool, Inc.
 - K.K.L.B Learning Center, Inc.
 - Sunshine Childcare and Preschool Center
 - Thy Kingdom Kids Learning Academy Corp. 1
 Two centers are pending finalization of their contract:
 - 7 Heaven for Kids
 - Jitta Bug
 Once these last two contracts are signed and executed, the program will have assigned all slots.
- Enrollment Updates were provided to members (see Attachment 1).

VII. Reminders

The next meeting will be September 21, 2022.

VIII. Adjournment

Dr. Zapata asked for a motion to adjourn

- Motion made by Daphne Pierre- Louis to adjourn.
- Meeting adjourned at 6:19 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

Early Learning Coalition Policy Council Meeting

September 21, 2022

Resolution: 09212022-01

Action Requested: Approve a revision to the fiscal impact of the “Bonus for Childcare Teachers” policy and procedure retroactive to the date originally approved and authorize the President and CEO to implement the policy and procedure as revised.

Fiscal Impact: Based on availability of funds and local factors, including cost of living and the local job market.

Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.

Strategic Goal:

<input type="checkbox"/> Target High Needs	<input type="checkbox"/> Enhance Services for Infants & Toddlers
<input type="checkbox"/> Increase Enrollment	<input checked="" type="checkbox"/> Support Early Care & Education Partners
<input type="checkbox"/> Increase Awareness	<input type="checkbox"/> Enhanced Resources for Children with special needs
<input type="checkbox"/> Parent Engagement	

Resolution: 09212022-01

APPROVE A REVISION TO THE FISCAL IMPACT OF THE “BONUS FOR CHILDCARE TEACHERS” POLICY AND PROCEDURE RETROACTIVE TO THE DATE ORIGINALLY APPROVED AND AUTHORIZE THE PRESIDENT AND CEO TO IMPLEMENT THE POLICY AND PROCEDURE AS REVISED.

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;

NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall approve a revision to the fiscal impact of the “Bonus for Childcare Teachers” policy and procedure retroactive to the date originally approved and authorize the President and CEO to implement the policy and procedure as revised.



The foregoing resolution and attachment was offered by XXX, who moved its approval. The motion was seconded by XXX, and upon being put to a vote, the vote was as follows: XX members in favor and XX opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 21th day of September, 2022.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC,

By: _____
XXXX, Policy Council Secretary

Background

On June 21, 2022 the Office of Head Start released Information Memorandum ACF-IM-HS-22-04 in response to the nationwide teacher/staff shortage. The Office of Head Start strongly encouraged programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Programs are encouraged to apply strategies for staff positions in their program that are impacted by the workforce shortage. The Early Head Start program of the Early Learning Coalition of Miami-Dade/Monroe is requesting that the Board approve a revision to the annual fiscal impact of the “Bonus for Childcare Teachers” policy and procedure retroactive to the previously approved Resolution 12022021-03 dated December 2, 2021.

Regulation:

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-04>

Bonus – Childcare Teachers

Regulation Reference:

[45 CFR 75.430\(f\)](#)

[45 CFR 75.431](#)

Policy:

When funds are available and permitted by the grant, the Early Head Start Program may provide bonuses to childcare staff for hiring incentive, longevity and/or performance.

Procedure:

The process for determining and paying bonuses:

- **The total annual amount of bonuses will be based on availability of funds and local factors, including cost of living and the local job market.**
- Depending on the available funds, the program will determine purpose of the bonuses.
- Bonuses will only be provided to positions allocated a minimum of 75% of the time to the Early Head Start program.
- All bonuses will only be paid to teachers who are hired to work under the Early Head Start Program funded by the Early Learning Coalition of Miami-Dade/Monroe and have been permanently assigned to a classroom in the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe.
- Bonuses will not be issued to childcare owner or owner/directors.
- Performance Bonuses approval shall be obtained from Board and Policy Council prior to disbursement.

Hiring bonuses:

- Hiring bonuses may be issued under conditions when there is a community shortage of qualified staff.
- The timeframe for year of employment will begin on the first day of staff employment for the position funded by the Early Head Start program operated by the Early Learning Coalition of Miami-Dade/Monroe.
- Any prior substitution or volunteer work will not count as part of the year of employment.
- Any prior work with an Early Head Start program funded by an entity other than the Early Learning Coalition of Miami-Dade/Monroe will not count as part of the year of employment.
- Timeframe for issuing the bonuses will be determined prior to offering the bonuses to ensure that funds continue to be available one year after the staff is hired.
- Employees who terminate the position at the center will not be eligible for the bonus.
- Employees will only be eligible for the bonus if they continue employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe in the childcare partner or agency that hired them. Transferring to another childcare partner or other Early Head Start program funded by an entity other than the Early Learning Coalition of Miami-Dade/Monroe will make the staff ineligible for the bonus.
- Half of the bonus will be issued after completing six (6) months continuous, full-time employment from the first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe. The remaining amount of the bonus will be issued after completing a year of continuous, full-time employment from first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe.
- Continuous leave time longer than 2 weeks will be deducted from the hiring bonus timeframe.
- Employees absences exceeding 12 days in a year will be deducted from the hiring bonus timeframe.
- Observed holidays or closures by the center or program will count as part of the hiring bonus timeframe.



- Teachers and/or staff who worked under the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe within the previous 1 year will not be eligible for the hiring bonus.
- Owner will need to request the bonus one (1) month prior to the bonus being due.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.

Longevity bonuses:

- The amount of the bonus will be based on the available funds.
- When funds are available, the program will determine the number of years of continuous service for the longevity bonus and the amount of the bonus for the years or range of years of continuous service.
- Longevity cannot be defined as less than two (2) years of continuous service.
- The effective date for meeting longevity will be determined by the Early Head Start program.
- Longevity bonus will only be issued for continuous service from the first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe and ends with the determined effective date for meeting longevity.
- Employees must be employed with the same agency and working only with Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe on the effective date for meeting longevity to be eligible for the longevity bonus.
- Any separation from employment with the Early Head Start program funded Early Learning Coalition of Miami-Dade/Monroe resulting in less than the determined years of continuous employment by the effective date will make the employee ineligible for the longevity bonus.
- Longevity bonuses will be paid after the effective date for meeting longevity.
- Owners working as teachers with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe will not be eligible for the bonus.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.

Performance bonuses:

- The amount of the bonus will be based on the available funds.
- Timeframe for performance data collection and payment of bonus will be determined by the Early Head Start Program.
- Early Head Start leadership and/or childcare partner will identify the areas of performance that will be considered for a performance bonus.
- All performance bonus criteria will be aligned to items specified on the employee's job description and/or task on the childcare partnership contract related to their position and shall exceed the expected job performance resulting in efficient and quality performance.
- Employees are to be made aware of their job duties and contract items related to their position.
- Agency and/or childcare partner will need to submit supporting documentation for the performance bonus.
- Teachers must be employed with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe for the entire performance timeframe to be eligible for the full bonus. Employees hired after the beginning of the performance timeframe will have their bonus pro-rated. Any employee working three months or less during the performance timeframe or separating prior to the end of the bonus timeframe will not be eligible for a bonus.
- Owners working as teachers with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe will not be eligible for the bonus.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.



Early Learning Coalition Policy Council Meeting

September 21, 2022

Resolution: 09212022-02

Action Requested: Approve and authorize the President and CEO to adopt and take advantage of the fiscal flexibilities granted by the Office of Head Start on Information Memorandum ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities.

Fiscal Impact: No financial impact.

Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.

- Strategic Goal:**
- Target High Needs
 - Increase Enrollment
 - Increase Awareness
 - Parent Engagement
 - Enhance Services for Infants & Toddlers
 - Support Early Care & Education Partners
 - Enhanced Resources for Children with special needs

Resolution: 09212022-02

APPROVE AND AUTHORIZE THE PRESIDENT AND CEO TO ADOPT AND TAKE ADVANTAGE OF THE FISCAL FLEXIBILITIES GRANTED BY THE OFFICE OF HEAD START ON INFORMATION MEMORANDUM ACF-IM-HS-21-01 UPDATED CORONAVIRUS DISEASE 2019 (COVID-19) FISCAL AND ADMINISTRATIVE FLEXIBILITIES.

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;

NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall approve and authorize the President and CEO to adopt and take advantage of the fiscal flexibilities granted by the Office of Head Start on Information Memorandum ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities.



The foregoing resolution and attachment was offered by XXX, who moved its approval. The motion was seconded by XXX, and upon being put to a vote, the vote was as follows: XX members in favor and XX opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 21th day of September, 2022.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC,

By: _____
XXXX, Policy Council Secretary

Background

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities. It described how OHS would implement each provision in the Administration for Children and Families’ (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. Information Memorandum ACF-IM-HS-21-01 supersedes ACF-IM-HS-20-03.

Due to the under-enrollment and staff shortage the program faced throughout the 2021-2022 program year, budget transfers between direct cost categories have been made in response to the changing program needs in relation to COVID-19 in an aggregate amount not exceeding \$1 million.

Regulations:

Information Memorandum [ACF-IM-HS-21-01](#)
[M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance](#)
https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf

Prior approval waiver requirements. [45 CFR §75.407](#); [2 CFR§200.407](#)

Recipients may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS recipients may utilize the following waivers of prior approval requirements. These waivers are in effect until OMB memorandum M-21-20 expires and/or is rescinded.

Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)): Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval.

Budget modifications (45 CFR §75.308(e)): To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million.

Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)): OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing to obtain goods and services needed for COVID-19 response and recovery.



Early Learning Coalition Policy Council Meeting

September 21, 2022

Resolution: 09212022-03

Action Requested: Authorize the President and CEO to proceed with the implementation of the Early Head Start 2022-2023 Self-Assessment Plan.

Fiscal Impact: No financial impact.

Funding Source: U.S. Department of Health and Human Services, Administration for Children and Families.

- Strategic Goal:**
- Target High Needs
 - Increase Enrollment
 - Increase Awareness
 - Parent Engagement
 - Enhance Services for Infants & Toddlers
 - Support Early Care & Education Partners
 - Enhanced Resources for Children with special needs

Resolution: 09212022-03

AUTHORIZE THE PRESIDENT AND CEO TO PROCEED WITH THE IMPLEMENTATION OF THE EARLY HEAD START 2022-2023 SELF-ASSESSMENT PLAN.

WHEREAS, the Early Head Start Policy Council has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Early Head Start Policy Council is in agreement with the goals described therein;

WHEREAS, the Early Head Start Policy Council recommends approving this action;

NOW, THEREFORE, be it resolved that the Early Head Start Policy Council shall authorize the President and CEO to proceed with the implementation of the Early Head Start 2022-2023 Self-Assessment Plan.



The foregoing resolution and attachment was offered by XXX, who moved its approval. The motion was seconded by XXX, and upon being put to a vote, the vote was as follows: XX members in favor and XX opposed.

The chairperson thereupon declared this resolution duly passed and adopted this 21th day of September, 2022.

EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC,

By: _____
XXXX, Policy Council Secretary

Background

Self-Assessment is a vital component of the planning cycle. The self-assessment creates a time for the program to critically examine the data collected throughout the previous program year. The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process. The results of the self-assessment are used for program planning which include the development of goals and objectives, determination of training and technical assistance priorities, and the allocation of program funds. The self-assessment plan, results, and improvement plan are submitted as part of the Early Head Start application and reapplication process.

Regulations:

642(c)(1)(E)(iv)(V)(aa) The governing body shall be responsible for reviewing and approving all major policies, including the annual self-assessment and financial audit.

642(c)(2)(D)(iii) The Policy Council shall approve and submit to the Governing Board decisions about (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.



2022-2023

Early Head Start Self-Assessment Plan



Board Approval:
Policy Council Approval:

PURPOSE

Self-Assessment is a vital component of the planning cycle for the Early Head Start Program. The self-assessment creates a time for the program to critically examine data collected. The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process. The results of the self-assessment are used for program planning which include the development and achievement of goals and objectives, determination of training and technical assistance priorities, and the allocation and use of program funds.

Although inter-related, ongoing monitoring and self-assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year, examines whether the program is meeting regulatory requirements, and looks to answer the question, "Are we doing things right?" Self-Assessment takes place annually, examines the effectiveness of program operations, and attempts to answer the question, "Are we doing the right things?"

The self-assessment process described here will allow the program to analyze the effectiveness of key management systems in meeting program goals and implementation of program services. Through the implementation of this process, we will focus on big issues, and answer three pertinent questions:

1. How can we better serve children and families in our community?
2. Where are we at risk?
3. How can we improve or streamline operations?

PERFORMANCE STANDARD

At least once each program year, a program must conduct a self-assessment that uses program data to evaluate the program's progress towards meeting its goals, compliance with program performance standards throughout the program year, and effectiveness of the professional development and family engagement systems in promoting school readiness. [Head Start Performance Standards 1302.103(b)(2)(i)].

PARTICIPANTS

A successful self-assessment is comprised of participants with diverse knowledge and experiences. This diversity contributes to rich discussions, unplanned discoveries, and innovative recommendations. Participants will include Board members, Policy Council members, representatives from community organizations, Early Head Start childcare partners, parents, and staff.

PROCESS AND TIMELINE

PLAN APPROVAL (TIMEFRAME: SEPTEMBER 6, 2022 – SEPTEMBER 21, 2022)

The self-assessment process begins with the approval of the plan from the Early Learning Coalition of Miami-Dade Monroe’s Program, Policy, & Strategy Committee and Board, as well as the Early Head Start Policy Council.

DATA COLLECTION (TIMEFRAME: SEPTEMBER 26, 2022 – OCTOBER 14, 2022)

Data is integral part of the self-assessment since it informs participants of the program’s operation. The Early Head Start Program will use existing information from various internal and external monitoring reports and/or inspections. Information from the program’s database will also be used to determine areas of strength, as well as areas needing improvement. Each service area director or manager will identify the documents that will be reviewed as part of the self-assessment. Service area directors and managers may incorporate additional site visits or record reviews to gather pertinent data that will provide accurate information on the program’s implementation.

FOCUS GROUP FORMATION (TIMEFRAME: SEPTEMBER 26, 2022 – OCTOBER 14, 2022)

The Early Head Start Program will create focus groups that will concentrate on one or two areas of service. Participants will choose their preferred focus group in which to participate. The focus groups will be:

Group 1: Education and Family Engagement/ERSEA

Group 3: Health and Nutrition

Group 2: Disabilities and Mental Health

Group 4: Fiscal

DATA SHARING (TIMEFRAME: NOVEMBER 15, 2022)

During the focus group meetings, service area directors and managers will share with members any data for their respective area. All data provided will be shared cumulatively to ensure confidentiality of children and families.

FOCUS GROUP DATA ANALYSIS (TIMEFRAME: NOVEMBER 15, 2022)

Focus group members will collectively review, discuss, and analyze the data for their service area(s). Data analysis will focus on identifying major area(s) of strength and opportunities for improvement. The focus group will also discuss the progress and challenges in achieving the program goals. For each finding, every focus group will use the Early Head Start Management Systems (Appendix A) to identify the systems being impacted and make recommendations for improvement.

DRAFT OF REPORT AND PLAN (TIMEFRAME: NOVEMBER 15, 2022 – DECEMBER 17, 2022)

The Early Head Start (EHS) leadership team will use the results from each focus group to identify any systemic and/or develop initiatives to enhance services. A summary report and program improvement plan will be developed.

Summary Report: The summary report will recapitulate the results from the data analysis.

Program Improvement Plan: A program improvement plan will detail the steps to be taken to strengthen the program. The program improvement plan will identify the individuals responsible for each step and the timeframe for completing each step.

REVIEW OF THE SUMMARY REPORT AND IMPROVEMENT PLAN (TIMEFRAME: JANUARY 10, 2023 – JANUARY 14, 2023)

The Vice President for the Early Head Start Program will review the Summary Report and Program Improvement plan with the Chief Operating Officer. Two reports will be developed as a result of the data analysis:

FINAL REPORT AND IMPROVEMENT PLAN (TIMEFRAME: JANUARY 17, 2023 – JANUARY 20, 2023)

Recommendations from Chief Operating Officer will be incorporated into the draft Summary Report and Program Improvement Plan for a final report.

REPORT PRESENTATION (TIMEFRAME: JANUARY 30, 2023 – FEBRUARY 15, 2023)

The Summary Report and the Program Improvement Plan will be presented to Early Learning Coalition of Miami-Dade/Monroe Programs, Policy, & Strategy Committee; Policy Council; and the Early Learning Coalition of Miami-Dade/Monroe Board.

FOCUS GROUP UPDATES (TIMEFRAME: FEBRUARY 20, 2023 – JULY 31, 2023)

Each director and manager will email their focus group member the summary and corrective action plan resulting from the data analysis and focus group recommendations. Two follow-up meetings will be held in April and July to provide a status on the progress of the Program Improvement Plan.

BOARD AND POLICY COUNCIL UPDATES (TIMEFRAME: AUGUST 28, 2023 – SEPTEMBER 29, 2023)

Updates on the Program Improvement Plan will be presented to the Early Learning Coalition of Miami-Dade/Monroe Programs, Policy, & Strategy Committee; Policy Council; and the Early Learning Coalition of Miami-Dade/Monroe Board in the August and September meetings.

APPENDIX A: EARLY HEAD START MANAGEMENT SYSTEMS¹

Program Planning and Service System Design guide all programs in their five-year grant and include service plans that directly impact children and families.

Data and Evaluation drive data-based decision-making, inform each stage of the program planning cycle, and use qualitative and quantitative measures to ensure effective program management.

Fiscal Management accounts for federal assets and compliance with regulations, includes internal controls, and helps program leaders collaborate as they develop budgets to address goals and priorities.

Community and Self-Assessment initiate the program planning process, provide the right services to the right population (external focus), and support continuous quality improvement (internal focus).

Facilities and Learning Environments support children and families in indoor and outdoor settings and cultivate spaces that are safe and inspire learning.

Transportation ensures the safe and efficient movement of children and meets needs in a consistent manner that are in compliance with state and federal regulations.

Technology and Information Systems maintain the infrastructure needed to address the increased reliance on data collection and analysis. These systems select, manage, and provide training on appropriate hardware and software needed to monitor progress.

Training and Professional Development emphasize the importance of training and technical assistance (T/TA) in every program and offer a range of instructional resources, including online resources.

Communication builds relationships with internal and external stakeholders and helps programs “tell their stories” as they pursue program and school readiness goals.

Recordkeeping and Reporting build and maintain a program’s institutional memory; design and distribute strategic reports; manage recordkeeping activities; and inform staff, leadership and external partners.

Ongoing Monitoring and Continuous Improvement help programs adapt to better address goals and objectives and share data with staff, policy council, and governing bodies to engage everyone in the program planning process.

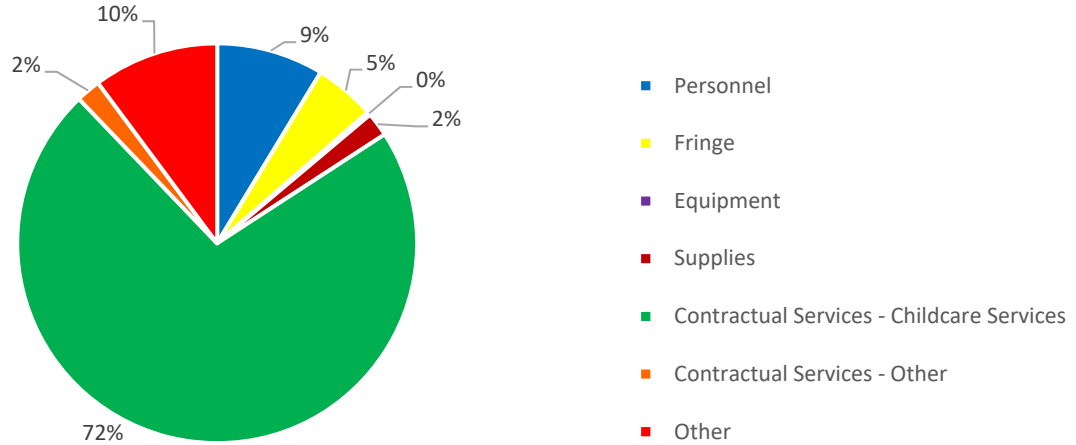
Human Resources ensures that staff and volunteers have the credentials and competencies needed to fulfill responsibilities.

¹ <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems>

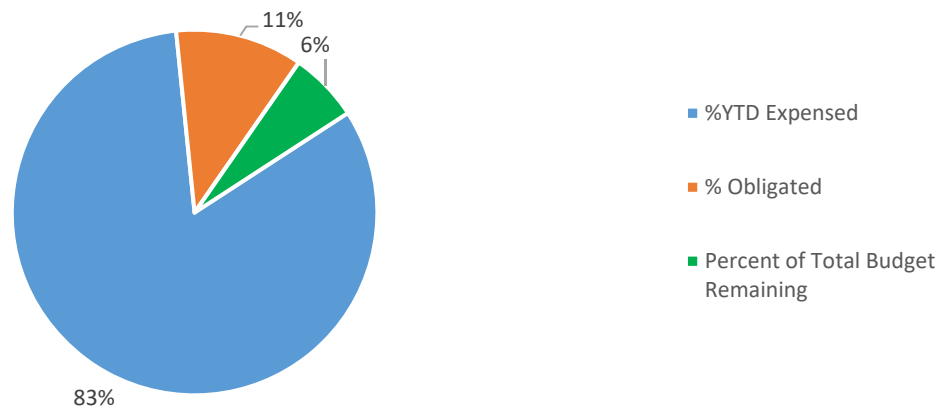
July 2022 Expenditure Report

Expenses	Total Budget 2021-2022	July 2022	% of Monthly Expenses	YTD 2021-2022	Total Budget Remaining
Personnel	\$2,641,172.00	\$85,248.12	9%	\$2,028,425.73	\$612,746.27
Fringe	\$949,668.00	\$48,672.30	5%	\$643,172.54	\$306,495.46
Equipment	\$25,000.00	\$2,454.90	0%	\$118,003.56	-\$93,003.56
Supplies	\$96,492.00	\$19,235.82	2%	\$143,476.66	-\$46,984.66
Contractual Services - Childcare Services	\$5,833,713.48	\$708,419.51	72%	\$5,189,167.06	\$644,546.42
Contractual Services - Other	\$515,905.52	\$19,510.88	2%	\$191,751.42	\$324,154.10
Other	\$750,962.00	\$99,959.26	10%	\$612,190.83	\$138,771.17
Total Expenses	\$10,812,913.00	\$983,500.79	100%	\$8,926,187.80	\$1,886,725.20

Expenditure Report for July 2022 with YTD Budget Status



Budget at a Glance as of July 2022





Update of June 2022 Credit Card Report

Dist Code	Trans. Date	AMEX Description	Traveler	ELC Description	Amount
520EH0	6/30/2022	car rental	Tatiana Larionova	Today's Dietitian Symposium 2022	\$99.99
520EH0	6/30/2022	airfare	Vanessa Bongiorno	Leadership Summit (Region IV Head Start Association)	\$104.20
520EH0	6/30/2022	Online registration	Tatiana Larionova	National Head Start Assoc Conference (Leadership Education and Development Summit)	\$824.00
Total					\$1,028.19

July 2022 Credit Card Report

Dist Code	Trans. Date	AMEX Description	Traveler	ELC Description	Amount
520EHT	7/31/2022	Travel & Lodging	Lucretia Jones Jessica Dittmar Chante Fordham	Lodging and transportation for One Goal Conference	\$3,664.87
Total:					\$3,664.87



August 2022 Meal Report

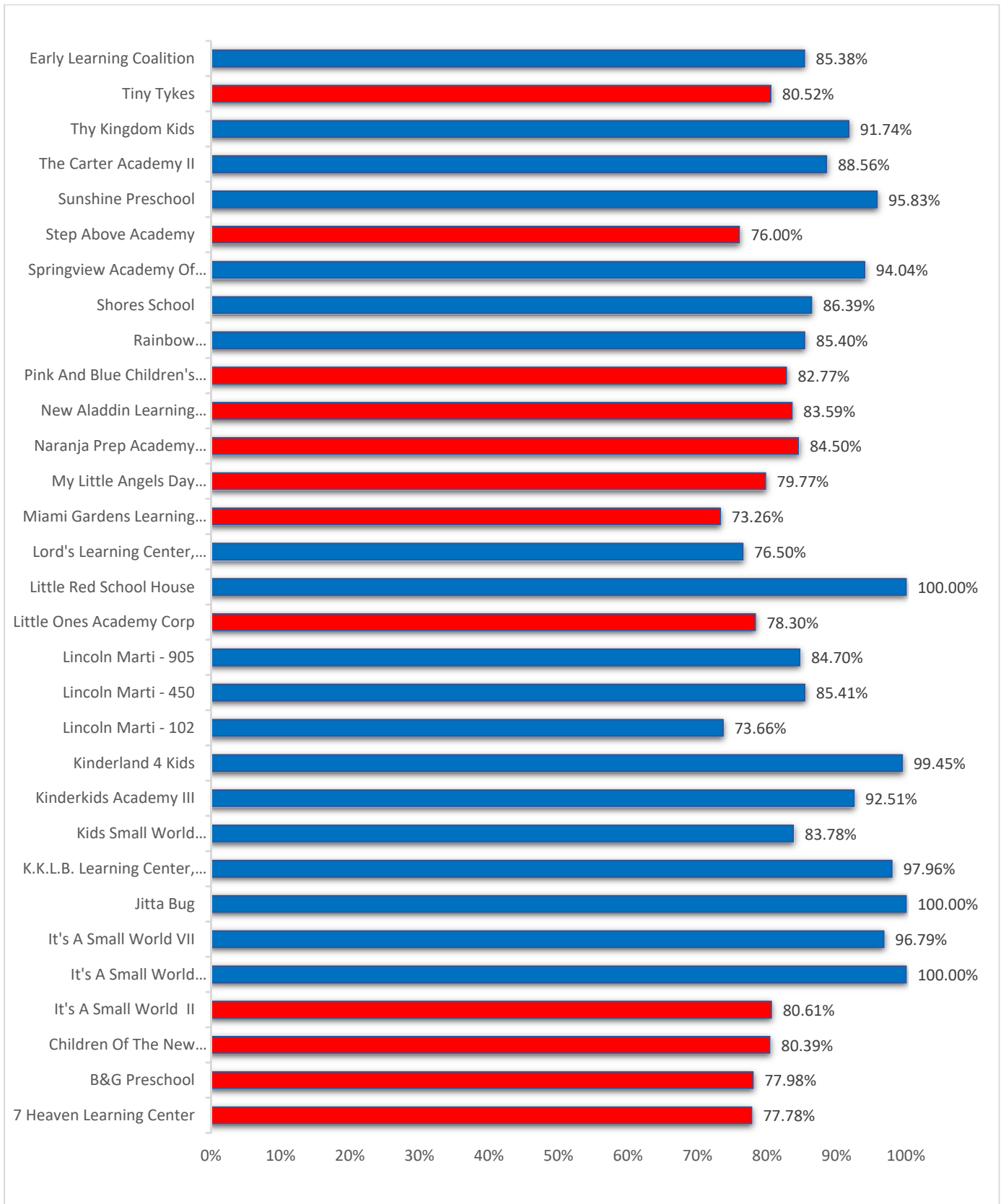
Center	Breakfast		Lunch		Snack	
	# of Meals	% of Meals	# of Meals	% of Meals	# of Meals	% of Meals
7 Heaven Learning Center	7	100.00%	7	100.00%	7	100.00%
B&G Preschool	361	100.00%	361	100.00%	361	100.00%
Children of The New Sun Academy	372	99.73%	373	100.00%	371	99.46%
It's A Small World II	424	100.00%	424	100.00%	424	100.00%
It's A Small World Academy II	184	100.00%	184	100.00%	184	100.00%
It's A Small World VII	664	100.00%	664	100.00%	664	100.00%
Jitta Bug Learning Center	24	100.00%	24	100.00%	24	100.00%
K.K.L.B. Learning Center, Inc.	144	100.00%	144	100.00%	144	100.00%
Kids Small World Learning Center	599	100.00%	599	100.00%	599	100.00%
Kinderkids Academy III	679	100.00%	679	100.00%	679	100.00%
Kinderland 4 Kids	362	100.00%	362	100.00%	362	100.00%
Lincoln Marti 102	385	100.00%	385	100.00%	385	100.00%
Lincoln Marti - 450	1,217	100.00%	1,217	100.00%	1,217	100.00%
Lincoln Marti - 905	310	100.00%	309	99.68%	307	99.03%
Little Ones Academy	425	100.00%	425	100.00%	425	100.00%
Little Red School House	353	100.00%	353	100.00%	353	100.00%
LORD's Learning Center, Inc.	264	98.88%	267	100.00%	262	98.13%
Miami Gardens Learning Center	385	100.00%	384	99.74%	374	97.14%
My Little Angels Day Care Center	540	98.54%	545	99.45%	545	99.45%
Naranja Prep Academy Annex	229	100.00%	229	100.00%	229	100.00%
New Aladdin Learning Center	544	99.82%	545	100.00%	543	99.63%
Pink and Blue Academy	221	100.00%	221	100.00%	221	100.00%
Rainbow Intergenerational	597	97.23%	606	98.70%	591	96.25%
Shores School	896	100.00%	896	100.00%	896	100.00%
Springview Academy	976	99.80%	971	99.28%	930	95.09%
Step Above Academy	226	84.96%	266	100.00%	248	93.23%
Sunshine Preschool	20	86.96%	23	100.00%	21	91.30%
The Carter Academy II	325	100.00%	323	99.38%	322	99.08%
Thy Kingdom Kids	100	100.00%	100	100.00%	100	100.00%
Tiny Tikes	429	99.77%	426	99.07%	412	95.81%
Total:	12,262	99.38%	12,312	99.79%	12,200	98.88%



August 2022 Enrollment Report

Center	Funded Enrollment	Actual Enrollment	Vacancies
7 Heaven Learning Center	40	6	34
B&G Preschool	32	24	8
Children of the New Sun Academy	22	22	0
It's A Small World II	24	24	0
It's A Small World Academy II	8	8	0
It's A Small World VII	32	32	0
Jitta Bug Learning Center	6	3	3
K.K.L.B. Learning Center, Inc.	10	8	2
Kids Small World Learning Center	32	32	0
Kinderkids Academy III	32	30	2
Kinderland 4 Kids	16	16	0
Lincoln Marti - 102	24	24	0
Lincoln Marti - 450	64	64	0
Lincoln Marti - 905	16	16	0
Little Ones Academy Corp	24	24	0
Little Red School House	16	16	0
Lord's Learning Center, Inc.	16	16	0
Miami Gardens Learning Center	24	23	1
My Little Angels Day Care Center	32	32	0
Naranja Prep Academy Annex	12	11	0
New Aladdin Learning Center	32	32	0
Pink and Blue Children's Academy	12	12	0
Rainbow Intergenerational	32	32	0
Shores School	48	48	0
Springview Academy of Hialeah	48	48	0
Step Above Academy	16	16	0
Sunshine Preschool	24	8	16
The Carter Academy II	16	16	0
Thy Kingdom Kids	16	8	8
Tiny Tikes	24	24	0
Total:	750	675	74

August 2022 Attendance Report





Program Information Report (PIR) Summary

Below is a snapshot of the 2021-2022 school year:

Children	
Enrollment	
Children Served	881 (cumulative)
Children in the 2 nd year of the program	288
Children in 3 rd year of the program	143
Foster care	2
Homeless	13
Highest child ethnicity and race	
black non-Hispanic: 385	white Hispanic: 407
Highest child primary language	
English: 428	Spanish: 383
Health Services	
Had Health Insurance	877
Had Medical Home	761
Had a Dental Home	342
Up-to-date on Well-baby Exams	289
Up-to-date Immunizations	746
Children with Special Needs	
Number of Children with an Identified Special Needs	99

Families		
Family Services		
Family Served	788 (cumulative)	
2-parent families	202	
Single-parent families	586	
Highest Education Levels of Parent(s)/Guardian(s)		
Advance/Baccalaureate: 49	AA/vocational/some college: 169	
High School/GED: 433	Less than high school: 137	
Top Five Services Families Received		
Emergency /Crisis Intervention: 173	Supporting Transition: 154	Education on Nutrition: 141
Involvement in discussing their child's screening and assessment results and their child's progress: 123	Asset Building: 120	

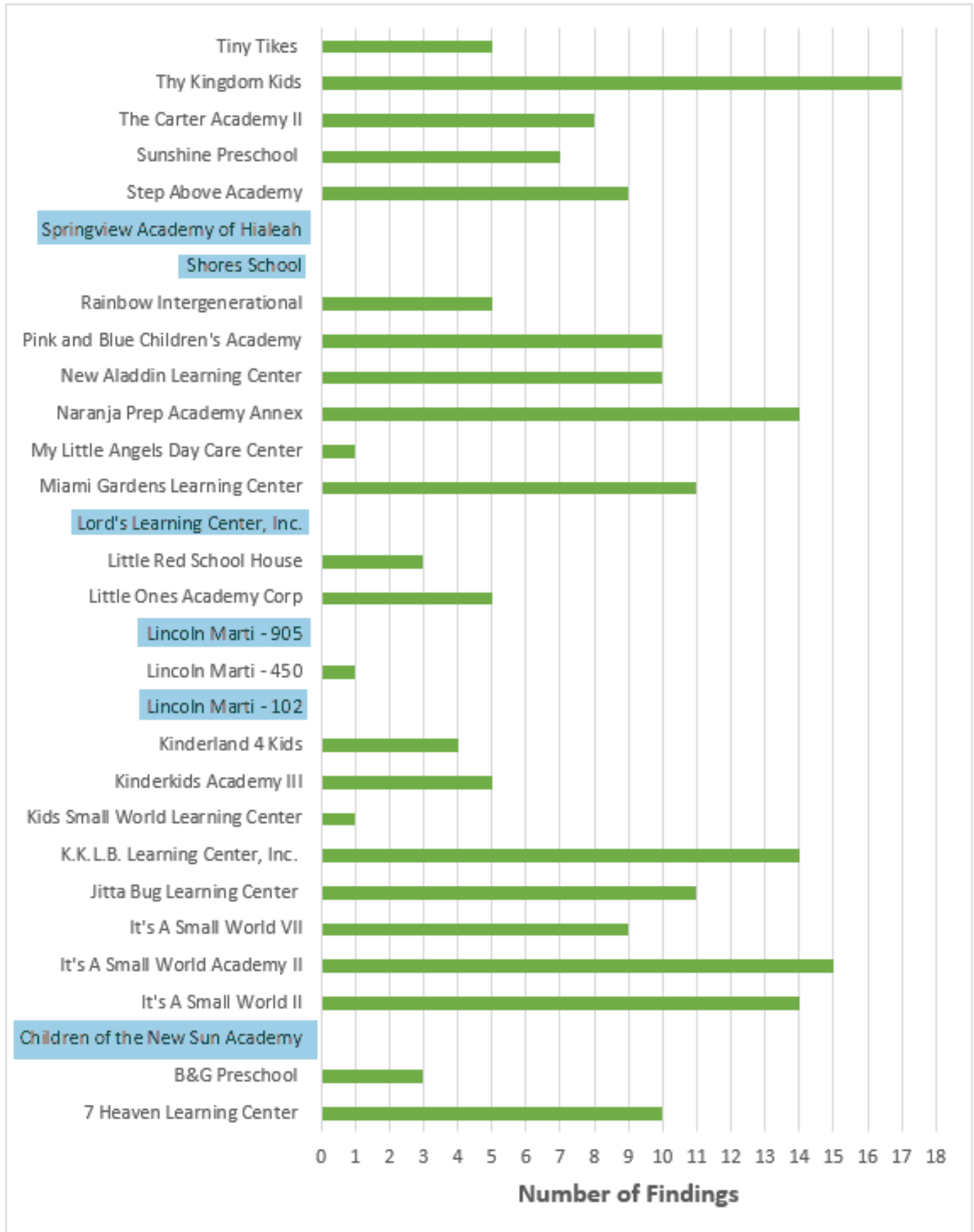
Staff	
Program Staffing	
Total Number of Staff	257 (cumulative)
Current or Former Head Start or Early Head Start Parents	14
Number of Classroom Staff	157
Teachers	
Baccalaureate: 12	Associate: 7
Child Development Associate: 91	No Minimum Qualification: 45 (enrolled in school: 44)
Intensive Coaching	
Number of Teachers Receiving Intensive Coaching	52



Health and Safety Screener Results by Indicator

Indicator	Number of Centers with Finding
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly	14
Garbage is stored in a safe and sanitary manner to prevent contamination.	11
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	11
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	11
Medication is properly stored and labeled and is not accessible to children.	10
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	9
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	9
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	8

Health and Safety Screener Results by Center



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 17, 2022 Meeting Minutes
 - b. Resolution 09212022-01: Bonus for Childcare Teachers
 - c. Resolution 09212022-02: Funding Flexibility
 - d. Resolution 09212022-03: Self-Assessment
3. Second the motion:
“I (state your name) second the motion to approve (or disapprove):
 - a. August 17, 2022 Meeting Minutes
 - b. Resolution 09212022-01: Bonus for Childcare Teachers
 - c. Resolution 09212022-02: Funding Flexibility
 - d. Resolution 09212022-03: Self-Assessment
4. The Chair states:
“It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. August 17, 2022 Meeting Minutes
 - b. Resolution 09212022-01: Bonus for Childcare Teachers
 - c. Resolution 09212022-02: Funding Flexibility
 - d. Resolution 09212022-03: Self-Assessment

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.**



Community
Families
Composition
Meetings
Elections
Motion
Terms
Leadership
Members
Responsibility
Approvals
Governance
Early Head Start
Children
Committees
Structure
Administrative
Bylaws
Representatives
Policy Council
Programmatic
Administration
Governing Body
fiscal

Program Governance Training/*Entrenamiento en Gobernanza/ Fòmasyon sou Gouvènans Pwogram nan.*

Early Head Start Program has scheduled a
governance training.

*El Programa Early Head Start ha programado un
entrenamiento sobre gobernanza.*

*Pwogram Early Head Start ap Ofri fòmasyon sou
gouvènans Pwogram nan*

Date/Fecha/ Dat

Saturday, October 8, 2022
Sábado, 8 de octubre 2022
Samdi, 8 Oktòb 2022

Time/Hora/Lè

9:00 a.m. – 12:00 p.m.

Location/Sitio/ Kote

Zoom Meeting Link/ *Enlace de Zoom*
Lyen Entènèt pou reyinyon Zoom:

[Policy Council Governance Training Overview](#)

Registration/Registración/ Enskripsyon

Please register in the link below/ *Regístrese en el
siguiente enlace/ Enskri nan lyen ki anba a:*

<https://forms.gle/ms22PakSy5mch2YB6>