I. Welcome & Introductions

A. Roll Call

II. Approval of Minutes

A. Motion to approve the June 6, 2022 Board of Directors meeting minutes.

III. Chairman’s Report

A. Vote to reappoint two board members, Jeni Roig and Aaron Slavens for a second term.

IV. Guest Speaker: Live Like Bella Childhood Cancer Foundation

Raymond Rodriguez-Torres

V. Chairman’s Partner Spotlight

- Jordan Family Day Care Home

Ms. Jordan

VI. Finance Committee Report

Loreen Chant

A. Finance Resolutions

- 08012022-01 Amended Budget: FY 2022-2023

Approval of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2022-2023

- 08012022-02 CLASS Assessments: Teachstone and The Children’s Forum

Authorize 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.

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
• **08012022-03 EHS Revised Bonus for Childcare Teachers**
  Approve an amendment to the current “Bonus for Childcare Teachers” policy and procedure.

• **08012022-04 EHS Covid Flexibilities**
  Authorize 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.

• **08012022-05 RFP Temporary Employment/Direct Hire Agency**
  Authorize the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.

• **08012022-06 RFP Comprehensive Office Cleaning Services**
  Authorize the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.

**VII. Committee Reports**

  A. Provider Services Committee Report  
     Rick Beasley
  B. Monroe Advisory Committee Report  
     Sandi Bisceglia

**VIII. Community Report**

  Evelio Torres

  A. American Rescue Plan Act Update
  B. Early Headstart Enrollment
  C. Professional Development Institute

**IX. Public Comments**

  Matthew Bruno

**X. Adjourn**

  Matthew Bruno
ELC Board of Directors Meeting
June 6, 2022 at 8:00 A.M.
2555 Ponce De Leon
Miami Florida 33134
Meeting ID: 929 0463 8557
Passcode: 406964113

MINUTES

Board Attendees: Matthew Bruno; Rick Beasley; Dr. Daniel Armstrong; Loreen Chant; Jenni Roig; Gladys Montes; Richie Tandoc; Denisse Barrera; Aaron Slavens; Marisol Diaz; Sandi Bisceglia; Dr. Eileen Fluney; Dr. Mara Zapata; James Haj; Chuck Mohr; Alexander Soto; Iris Strachan; David Lawrence Jr.

Board Absentees: Gilda Ferradaz; Chereen Coile; Lisa Taylor; Jocelyn Lawrence

Staff Attendees: Evelio Torres; Angelo Parrino; Mercy Castiglione; Pam Hollingsworth; Sandra Gonzalez; Michelle Meilan; Jacqueline Dominguez; Fred Hicks; Ahmed Mitwalli; Miguel Alfonso; Paloma Lopez-Barcena; Anabel Espinosa; Ana Sejeck; Belkis Torres; Ileana Vallejo; Diana Lane; Ana Rodriguez; Aileen Suazo; Lisney Badillo; Casie Haines; Larisa Salerno; Laurie Dunn; Vanessa; Aguilara-Viera; Lissandra Curbelo; Matthew Zaldivar; Lucy Schrack; Natalia Gamundi; Isabel Afanador; Thalia Daumy; Vernise Casimir; Dialina Quintanal; Jose Hernandez; Kristine Gregory; Jessica Parra; Laurie Bravo; Pamela Malval; Lidice Tabarez; Marisleydis Bruguez; Iliana Alvarez; Belinda Jeanty-Gauthier

General Attendees: Bob de la Fuente; Priscila Hazrun; Lorena Suarez;

I. Welcome & Introductions

Matthew Bruno

A. M. Bruno called the meeting to order and welcomed everyone.
B. Quorum was established with 17 voting members

II. Approval of Minutes

Matthew Bruno

A. Motion to approve the April 4, 2022 Board of Directors meeting minutes.

• M. Bruno called for the approval of the minutes from April 4, 2022.
  o L. Chant moved to approve the minutes.
  o M. Diaz seconded the motion.
  o Motion passed unanimously.

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.
III. Chairman’s Report  

Matthew Bruno

IV. Chairman’s Partner Spotlight

- E Torres introduced Dolphin Montessori Children’s House, Adela Barrios who shared information about her early learning center. E. Torres thanked her for her innovative leadership and service to children and families.

V. Executive Committee Report  

Matthew Bruno

Resolutions from Executive Committee Meeting to vote on

- **05022022-01** Initial Budget FY22-23  
  Action Requested: Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2022-2023.

- **05022022-02** CLASS Assessments RFP  
  Authorize 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.

- **05022022-03** Cost of Living Adjustment  
  Authorize 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.

- **05022022-04** Teaching Pyramid Infant-Toddler Observation Scale  
  Authorize 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™).

- M. Bruno asked for a motion to approve the resolutions in a block vote.  
  - Motion to approve by L. Chant  
  - Motion seconded by Dr. Armstrong  
  - Motion passed unanimously.
VI. Finance Committee Report

A. Finance Resolutions

- **06062022-01** Amended Budget FY 2021-2022
  Action Requested: Approval of the Early Learning Coalition’s Fourth Amendment to the Annual Budget for fiscal year 2021-2022.

- **06062022-02** Request for Proposal (RFP) Public Awareness and Outreach Campaign (Award)
  Action Requested: Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2022-07 (Public Awareness and Outreach Campaign Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.

- **06062022-03** Provider Rate Increase (Monroe)
  Action Requested: Implement the Provider Rate Increase approved by the Florida Department of Education, Division of Early Learning (DEL) for Monroe County.

  M. Bruno asked for a motion to approve the resolutions in a block vote.
  - Motion to approve by Dr. Armstrong
  - Motion seconded by L. Chant
  - Motion passed unanimously.

B. IT Surplus

  M. Bruno asked for a motion to approve the IT Surplus.
  - Motion to approve by L. Chant
  - Motion seconded by J. Haj
  - Motion passed unanimously.

VII. Community Report

The following items were discussed via the Community Report:

- American Rescue Plan Act Grants
- Monroe County Workforce Challenge
- Classroom Assessment Scoring System State Data
VIII. Committee Reports

Updates were provided for the following committees:

A. Provider Services Committee Report

- Rick Beasley provided information on the Career Source Summer Internship Program information for Charter School children. The website is [http://www.careersourcesfl.com/](http://www.careersourcesfl.com/)
- It was reported that Pamela Hollingsworth provided updates and information on the Early Childhood Internship Program at the Provider Services Committee meeting. The program is in full swing. There were 78 applications in the que at the time of the meeting.
- Early Childhood Apprenticeship Program is taking off also. The application should be received this week.
- ARPA updates were provided by Fiorella Christie at the meeting as well.

B. EHS Policy Council Report

Belkis Torres presented the following Early Head Start information:

- Attendance- April exceeded the 85% threshold for the average daily attendance compared to previous month.
- Meals- April there was an increase in breakfast with a decrease in lunch and snack compared to previous month.
- Office of Head Start Communication- recipients for Supplemental Nutrition Program (SNAP) will now be categorically eligible for Head Start and Early Head Start.
- Enrollment challenges were discussed. The current enrollment is 604 and we are contracted for 750. There is a waiver in place, but it will expire. Recruitment and retention of staff is still a challenge.

C. Monroe Advisory Committee Report

Sandi Bisceglia presented the following information pertaining to Monroe:

- Board members visited the St. James Center (Board Members Chuck Mohr, Lisa Taylor, Sandi Bisceglia) along with ELC headquarters staff in hosting the new Office of Early Learning Chancellor Matthew Mears when he visited the Keys in early May.
• He was escorted to three Keys Centers by Staff, one in each part of the Keys. At the St. James Center in the Upper Keys, Sue Ellen Bennett was presented with a plaque for her lifelong service to in early childhood education. Photos were taken with the Board, staff, students, and Chancellor Mears.

• Judy Hull, our Keys Chamber liaison for the Keys was asked by Sandi Bisceglia to attend this gathering as well, which she did, and presented the Chancellor with some Keys gifts from the Keys Chambers.

• The Chancellor then went on to Key West, where he spoke the next day at the State Board of Education meeting regarding some rule changes. Evelio Torres and Sandi Bisceglia also addressed the Board during public comment to support ELC work and that of the Chancellor. One of his priorities is raising the income level for families to qualify for services.

IX. Public Comments Matthew Bruno

X. Adjourn Matthew Bruno
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<th>Sept. 7</th>
<th>Oct. 4</th>
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Raymond Rodriguez-Torres, 

Raymond Rodriguez-Torres is currently President & Co-CEO of ALC Home Health. Raymond was born in Toledo, Ohio and raised in Miami, Florida. When he was 9 years old, he read the words that would guide his life forever: “God’s Gift to you is who you are; your gift to Him is who you become.” Raymond has enjoyed a successful career as an executive for a variety of large global healthcare organizations. Raymond has managed sales of over $300 million and directly led a team of over 150 people. Raymond has held positions in sales, sales leadership, managed care, operations, reimbursement, distribution, and government affairs for: Sanofi-Aventis, Hoffman-La Roche, Genentech, and Ther-rx corporation/Lumara Health. Raymond began his undergraduate work at the University of Florida and holds a Master’s Degree in Non-Profit Management from Oral Roberts University, where he graduated with honors. Raymond was awarded the prestigious “Outstanding Master’s of Management Student Award” out of 700 students by Oklahoma’s highly regarded ORU School of Business. Raymond is a member of the American College of Healthcare Executives and The American Society of Health System Pharmacists. He is listed in Who’s Who in Executives and Business and Who’s Who Among Top Executives. Raymond received his Professional Proficient Coaching Certification from the University of Miami and is a member of the International Coaching Federation. Additionally, Raymond is the author of “12 Principles to Walk in Victory” audio workbook available on iTunes™ and the book entitled “Why Not Me?” published by Westbow Press in July, 2010. Why Not Me? Peaked at #4 on Amazon’s Top 100 Hot New Releases. The Spanish version of the book “¿Por Que No Yo?” Peaked at #1 on Amazon’s Top 100 Hot New Releases. In 2007, Raymond’s then four-year-old daughter Bella suddenly became paralyzed and diagnosed with stage 4 Alveolar Rhabdomyosarcoma. In his book and in his inspirational talks, Raymond recounts the miraculous story of courage and strength as Bella overcame paralysis and cancer when it was never thought possible. Raymond is a highly acclaimed speaker who was recently complimented by the former CEO of a FORTUNE 100 company as “The most inspirational speaker he’s ever heard.” Raymond enjoys serving his community and believes “That to he that much is given, much is expected.” Raymond holds the title of Sir Knight in the Knights of Columbus and has served as the Lecturer of his council. Raymond was recently awarded the prestigious “12 Good Men” Award by Ronald McDonald House Charities among many others. He additionally serves on the board of St. John Neumann Catholic School and Our Lady of Lourdes Academy. He is a licensed United States Coast Guard Captain. In his leisure time, he enjoys spending quality time with his family and fishing.

*Raymond’s favorite way to #LiveLikeBella: Pray for others*
Live life bella.

Make a Difference!

End Childhood Cancer.
Play Live Like Bella Video

https://youtu.be/2vCLxatg7Z0
• We fund innovative Pediatric Cancer Research
• We assist families that have children undergoing treatment
• We provide memorial support for families that have lost a child to cancer
The Live Like Bella Initiative

GROUNDBREAKING NEWS

State of Florida creates the Live Like Bella® Initiative to accelerate Pediatric Cancer research

#LIVELIKEBELLA
Live Like Bella Provides Support

$26 Million in Research Funding
50 STATES
36 COUNTRIES

#LIVELIKEBELLA
Choose to turn Tragedy into Triumph
Make A Difference!
Action Requested: Approval of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2022-2023.

Fiscal Impact: Net increase of $147,066,379 to the Current Approved Budget, this would be the first budget amendment for fiscal year 2022-2023 for a new total budget of $359,591,535.

Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education, Division of Early Learning.

Strategic Goal:
☐ Neediest Children
☐ Youngest Children
☒ Funding
☐ Educate All
☐ ELC Operations

RESOLUTION: 08012022-01


WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to approve of the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2022-2023.
The foregoing resolution and attachment was offered by ___________, who moved its approval. The motion was seconded by ___________, and upon being put to a vote, the vote was as follows: _________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: ___________________________
Board Secretary
Background:
Please see below the 1st budget amendment to the approved annual budget for fiscal year 2022-2023. This amendment adds $147,066,379 in additional funding for our 2022-2023 fiscal budget.

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<td></td>
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<td></td>
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<td></td>
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<tr>
<td>SR - QPI</td>
<td>3,858,333</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>SR - Match</td>
<td>2,453,009</td>
<td></td>
<td></td>
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<tr>
<td>139,913,186</td>
<td></td>
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</tr>
</tbody>
</table>

ACRONYM DEFINITIONS:

QPI QUALITY PERFORMANCE INCENTIVE DIFFERENTIALS
CARES CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CRRSA CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
ARPA AMERICAN RESCUE PLAN ACT
PDG PRESCHOOL DEVELOPMENT GRANT SERVICES
ESSER II ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II ACT
Action Requested: Authorize 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.

Fiscal Impact: An approximate amount of $1,487,500.00 for fiscal year 2022-2023, which is subject to the availability of funding.

Funding Source(s): Florida Department of Education, Division of Early Learning.

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RESOLUTION: 08012022-02

AUTHORIZE 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.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize 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.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: _______________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: __________________________
Board Secretary
Background:

Rule 6M-4.740, 6M-4.741, and 6M-8.621, an act relating to early learning, which requires the implementation of observation-based program assessment prior to contracting with the Early Learning Coalition of Miami-Dade/Monroe, Inc. for School Readiness and/or Voluntary Prekindergarten services. The Division of Early Learning (DEL) under the Florida Department of Education has identified the Classroom Assessment Scoring System® (CLASS®) as the designated program assessment measure and has delegated completion of these assessments to coalitions across the state. The ELC is requesting services from The Children’s Forum and Teachstone, vendors procured and approved by DEL, which has the relevant CLASS® knowledge and experience to conduct an approximate amount of 3,500 assessments. The vendor will provide staff that is bilingual and reliable in all of the three tools (e.g. CLASS Infant, CLASS Toddler, and CLASS Preschool) and able to maintain reliability while providing the above-referenced services.

The Early Learning Coalition may, at its sole discretion, move funds between or among contract(s) that the Coalition has with both vendors for CLASS® Assessments.

<table>
<thead>
<tr>
<th>Service/Product</th>
<th>FY 21-22 Amount</th>
<th>Proposed FY 22-23 Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS Assessments</td>
<td>$538,030.00</td>
<td>$1,487,500.00*</td>
</tr>
<tr>
<td>Variance</td>
<td></td>
<td>An increase in the number of assessments that need to be conducted.</td>
</tr>
</tbody>
</table>

*Based only on the amount to be contracted with Teachstone and The Children’s Forum.
RESOLUTION: 08012022-03

APPROVE AN AMENDMENT TO THE CURRENT “BONUS FOR CHILDCARE TEACHERS” POLICY AND PROCEDURE.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to approve an amendment to the current “Bonus for Childcare Teachers” policy and procedure.
The foregoing resolution and attachment was offered by ___________, who moved its approval. The motion was seconded by ___________, and upon being put to a vote, the vote was as follows: ____________________

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: ___________________________
Board 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.

Regulations:

Information Memorandum 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 incentives, longevity, and/or performance.

Procedure:

The process for determining and paying bonuses:

The below item that originally reads:

- The total annual amount of bonuses disbursed will not exceed 5% of the total annual budget, excluding Training and Technical Assistance budget.

Will be hereby amended to read as follows:

- The total annual amount of bonuses will be based on the availability of funds and local factors, including the cost of living and the local job market.
Action Requested: Authorize 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.

Fiscal Impact: No fiscal impact.

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

Strategic Goal: ☒ Neediest Children ☒ Providers
☒ Youngest Children ☒ Funding
☐ Educate All ☒ ELC Operations

RESOLUTION: 08012022-04


WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize 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.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: _____________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: __________________________
Board 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 (attached)

M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance

Prior approval waiver requirements. 45 CFR §75.407; 2 CFR §200.407

Grantees 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 grantees 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.
Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.

Fiscal Impact: An approximate amount of $100,000.00 per fiscal year, which is subject to the availability of funding.

Funding Source(s): All funding sources.

Strategic Goal:  ☐ Neediest Children  ☐ Providers
☐ Youngest Children  ☐ Funding
☐ Educate All  ☒ ELC Operations

RESOLUTION: 08012022-05

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) TO CONTRACT WITH A TEMPORARY EMPLOYMENT/DIRECT HIRE AGENCY.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to release a Request for Proposal (RFP) to contract with a temporary employment/direct hire agency.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: ____________________.

The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: ___________________________
Board Secretary
Background:

The Early Learning Coalition of Miami-Dade/Monroe on occasion may have the need to hire temporary employees on a short-term basis to staff a special project, a busy season, or positions that may be taking a longer than usual time to fill and can’t remain vacant for a prolonged period time. Additionally, the Early Learning Coalition of Miami-Dade/Monroe may use the awarded agency to source, interview, and select permanent staff. Contracting with a temporary/direct hire agency can expedite the need for immediate human resources.
Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.

Fiscal Impact: An approximate amount of $200,000.00 per fiscal year, which is subject to the availability of funding.

Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education, Division of Early Learning, The Children’s Trust, Monroe County Public Schools.

Strategic Goal:  ☐ Neediest Children  ☒ Providers
☐ Youngest Children  ☐ Funding
☐ Educate All  ☒ ELC Operations

RESOLUTION: 08012022-06

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR COMPREHENSIVE OFFICE CLEANING SERVICES.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to release a Request for Proposal (RFP) for Comprehensive Office Cleaning Services.
The foregoing resolution and attachment was offered by __________, who moved its approval. The motion was seconded by __________, and upon being put to a vote, the vote was as follows: __________________. The vote was recorded as listed in the attached roll sheet.

The chairperson thereupon declared this resolution duly passed and adopted this 1st day of August 2022.

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

By: __________________________
Board Secretary
Background:

On September 21, 2020, The Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELC) released a Request for Proposal for Cleaning/Janitorial Services. On December 7, 2020, Miami Janitorial Supplies and National Interior Solutions were awarded the contract for a term of three years.

The ELC has grown in the scope of services provided to the community. The Early Learning Coalition has service centers in the North, Central and South Miami-Dade area. The service centers provide services to the public including School Readiness eligibility services, technical assistance for parents and providers, as well as other related services.

In order to ensure continuity of services, the ELC is requesting a release of a Request for Proposal for Comprehensive Office Cleaning Services for multiple locations across Miami-Dade and Monroe Counties on an as needed basis.

<table>
<thead>
<tr>
<th>Centers</th>
<th>Address</th>
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<tbody>
<tr>
<td>Headquarter</td>
<td>2555 Ponce de Leon Blvd, Suite 210, Coral Gables FL 33134</td>
</tr>
<tr>
<td>Central Service Center</td>
<td>3250 SW 3rd Ave First Floor, Miami FL 33129</td>
</tr>
<tr>
<td>Central 2nd Floor QC/Assessment</td>
<td>3250 SW 3rd Ave, Suite 200, Miami FL 33129</td>
</tr>
<tr>
<td>South Service Center Location</td>
<td>18951 SW 106th Ave Suite B206 to 210 (208 main entrance) Cutler Bay FL 33157</td>
</tr>
<tr>
<td>South Location</td>
<td>18901 SW 106 Ave Unit #231 Miami FL 33157</td>
</tr>
<tr>
<td>South Location II</td>
<td>18901 SW 106 Ave Unit #A-210 Miami FL 33157</td>
</tr>
<tr>
<td>South Location III</td>
<td>18901 SW 106 Ave Unit #A-246 Miami FL 33157</td>
</tr>
<tr>
<td>South Rede-Permanent Location</td>
<td>18901 SW 106 Ave Unit #B-203, 204, 205 Miami FL 33157</td>
</tr>
<tr>
<td>North Office</td>
<td>15100 NW 67th Ave, Suite 207, Miami Lakes, FL 33014</td>
</tr>
<tr>
<td>Key Largo</td>
<td>103400 Overseas Highways, Suite 112, Key Largo FL 33037</td>
</tr>
<tr>
<td>Marathon</td>
<td>5800 Overseas Hwy, Marathon, FL 33050</td>
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<tr>
<td>Key West</td>
<td>1111 12th street, suite 206, Key West FL 33040</td>
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<tr>
<td>Satellite Locations</td>
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<tr>
<td>Citrus Hialeah</td>
<td>551 West 51th place 2nd floor, Hialeah FL 33012</td>
</tr>
<tr>
<td>MDCPS- Neighborhood Resource Center</td>
<td>7900 NW 27th Ave Suite # F9, Miami FL 33147</td>
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<tr>
<td>Sant La, Haitian Neighborhood Center, Inc.</td>
<td>5000 Biscayne Blvd Suite #110 Miami FL 33137</td>
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<tr>
<td>Sant La, South Hub</td>
<td>900 NE 23 Avenue, Homestead FL 33033</td>
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<table>
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<th>Service/Product</th>
<th>Current FY 21-22 Amount</th>
<th>Proposed FY 22-23 Amount</th>
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<tr>
<td>Comprehensive Office Cleaning Services</td>
<td>$200,000.00</td>
<td>$200,000.00</td>
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<tr>
<td>Variance</td>
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<td>There is no variance.</td>
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</tbody>
</table>
June 23, 2022

Building Tools Learning Center
C11MD2123
Trinese Henderson, Director
4121 NW 191st Street
Miami Gardens, FL 33055
buildingtools4121@gmail.com

RE: Notice of Corrective Action Plan
Statewide School Readiness Contract “SR” (FY 2021-2022)
Statewide Voluntary Pre-Kindergarten Contract “VPK” (FY 2021-2022)
School Readiness Program Match “SRPM” (FY 2021-2022)

Dear Partner,

In accordance with the Early Learning Coalition’s (“Coalition”) Due Process policies and procedures, a final hearing regarding your 2021-2022 Statewide School Readiness (“SR”), Voluntary Prekindergarten (“VPK”), and School Readiness Program Match (“SRPM”) termination was held on June 23rd, 2022, at the Coalition’s Provider Services Committee (the “Committee”) meeting.

This letter is to notify you that the Committee has carefully reviewed your case, and based on the non-compliance items listed below, as well as, the evidence presented by you, the Committee has made the following decision regarding your eligibility to contract with the Coalition:

Item of non-compliance:

1/26/2022: Supervision CCF Handbook, Section 2.4

- Non-compliance description: 04-02 One or more children were not adequately supervised in that [Child M.S.S. sustained 2nd degree burns to his face, torso, and leg that are consistent with the incident], which posed an imminent threat to a child, and could or did result in death or serious harm to the health, safety or well-being of a child. CCF Handbook, Section 2.4.1, A, B, D, G, H, and I; 2.4.2; 2.4.3; 2.4.5, D General Requirements.

1/26/2022: Access/Child Safety CCF Handbook, Section 8

- Non-compliance description: 47-02 The owner, operator, employee or substitute, while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes or Chapter 827, Florida Statutes. CCF Handbook, Section 8.2, An Enforcement.

1/26/2022: Bottle, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9

- Non-compliance description: 28-10 Bottle warming devices were accessible to children. CCF Handbook, Section 3.9.7, A Food and Nutrition.

1/26/2022: Accident/Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4

- Non-compliance description: 39-07 The facility failed to report a serious injury or death to the licensing authority. CCF Handbook, Section 6.4, F Health Requirements.
1/26/2022: Medication CCF Handbook, Section 6.5

- Non-compliance description: 40-01 A prescription or non-prescription medication, specifically [First Aid & Burn Cream], was dispensed without written authorization from the custodial parent or legal guardian. CCF Handbook, Section 6.5, A and K Health Requirements.

The Committee has made the final determination to place Building Tools Learning Center’s 2021-2022 and 2022-2023 SR, VPK, and SRPM Contracts on a Corrective Action Plan effective June 23, 2022 – December 23rd, 2022 due to the above-mentioned items of non-compliance.

Sincerely,

[Signature]

Rick Beasley
Chair of the Early Learning Coalition Review Hearing Committee
CC: Provider Notification Email
District Demographics

I0 Traditional Public Schools
6 Charter Schools

2020-2021
9450 students

2021-2022
9800 students

2021-2022

ACTIVE ELL's 12%
FRL 40%
ESE 13%

WHITE 44.6%
HISPANIC 39.8%
BLACK NON-HISPANIC 11.57%
OTHER 4.03%