



Minutes

Board of Directors Meeting
June 1, 2020; 8:00 a.m.
Zoom Meeting; Meeting ID: 994 2719 6514

Board Attendees: Adrian Alfonso; Rick Beasley; Matthew Bruno; Loreen Chant; Bob Eadie; Jenni Roig; Gilda Ferradaz; James Haj; Abilio Rodriguez; Judy Schaechter; Gerald Schwartz; Alex Soto; Iris Strachan; Aaron Slavens; Marisol Diaz; Sandi Bisceglia; Chuck Mohr; Francia Alexandre; Deena Hoagland;

Board Absentees: Maurice Kemp; Gladys Montes; Lisa Taylor;

Staff Attendees: Evelio Torres; Anabel Espinosa; Jackye Russell; Belkis Torres; Lisney Badillo; Ileana Vallejo; Angelo Parrino; Sandra Gonzalez; Laurie Dunn; Lisa Sanabria; Fiorella Christie; Michelle Meilan; Alex Sanchez; Lissandra Curbelo; Adelina Gross; Pam Hollingsworth; Ana Sejeck; Mercy Castiglione; Vanessa Aguilera; Fred Hicks; Diana Lane; Lucy Schrek; Ana Rodriguez

General Attendees: Bob de la Fuente (Board Counsel); Dave Lawrence

I. Welcome and Introductions

Adrian Alfonso

- A. Alfonso called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with nineteen (19) voting members.
- A. Alfonso thanked Board Member Sandi Bisceglia for her help in getting an article printed about the services the Coalition offers in Monroe County. The article appeared in the Key West Citizen and the Free Press.
- A. Alfonso stated that ELC staff held provider meetings via Zoom on 05/27/2020 to give them updates the mini grants, contracts, payments, etc.
- A. Alfonso stated that ELC continues to distribute masks, gloves and disinfectant to providers. All providers, including those that are closed, will receive their allocation of supplies before they open.
- A. Alfonso stated that the Strategic Planning Retreat is scheduled for August 3rd. Loreen Chant has accepted to Chair this committee again this year and asked for some board members to volunteer.
- A. Alfonso stated that on May 16, the ELC held a second Virtual 2020 Early Childhood Conference - Teaching is a Work of Heart for those providers that were not able to participate in the April 25th conference. It was a successful event with more than 200 providers attending virtually.



- A. Alfonso stated that the annual Children’s Conference would be held on Sept. 12 via Zoom Meeting. The ELC continues to collaborate with Miami Dade College and the keynote speaker is Dr. Calvin Moore, Jr.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from March 2020.
 - B. Eadie moved to approve the minutes.
 - A. Soto seconded the motion.
 - Motion passed unanimously.

III. Executive Committee Report

Adrian Alfonso

- A. Alfonso stated that the Executive Committee met In April and May to reviewed and approve the following items:
 - Audit Committee - The OEL Fiscal Monitoring by Watson Rice was reviewed and there were no findings.
 - Governance & Bylaws Committee - The following changes to our bylaws were reviewed and approved:
 - Section 1.1 – Address was changed from 5th floor to 2nd floor,
 - Section 5.3 – Optional Members was changed to Community at Large Member and the Coalition may appoint one. Early Head Policy Council Member shall be given priority,
 - Section 7.1 - In the event of a Declaration of Emergency by the Governor or the Mayor of either Miami-Dade or Monroe Counties, or any municipalities in Miami-Dade or Monroe Counties, any and all meetings of the Executive Committee shall be deemed a meeting of the Board of Directors,
 - Section 8.1 - Based on Coalition needs, the Executive Committee may act in place of the Coalition between Coalition meetings. Meetings of the Executive Committee as the result of a State of Emergency declared by the Governor, Miami-Dade County or Monroe County, or any municipalities located within Miami-Dade or Monroe Counties, shall be deemed meetings of the Board of Directors for purposes of satisfying the required number of annual Board of Directors meetings. Executive Committee action must be ratified by the Coalition at the next available Coalition meeting. If the action is not ratified, it shall be deemed void.
 - Motion to approve changes to the bylaws by G. Schwartz.
 - Motion seconded by B. Eadie.
 - Motion unanimously passed.
 - Nominating Committee – Approval of the nomination of Francina Alexandre. Ms. Alexandre represents the Community at Large member/Early Head Start.



- Motion to approve nomination by S. Bisceglia.
- Motion seconded by J. Haj.
- Motion unanimously passed.

- The Early Head Start Annual Report was reviewed and approved.
 - Motion to approve EHS annual report by A. Rodriguez.
 - Motion seconded by J. Schaechter.
 - Motion unanimously passed.

- Resolution 04062020-01 - Approval of the Evaluation Committee's recommendation to award contracts for RFP#ELCMDM2020-01 (Quality Materials for Miami-Dade and Monroe Counties), and authorize the President and CEO to negotiate and execute contracts with the selected vendors.
- Resolution 04062020-02 - Approval of the Evaluation Committee's recommendation to award contracts for RFP#ELCMDM2020-02 (Curriculum Materials for Miami-Dade and Monroe Counties), and authorize the President and CEO to negotiate and execute contracts with the selected vendors.
- Resolution 04062020-03 - Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2020-03 (Enterprise Network Support and Hosting Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 04062020-04 - Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2020-04 (Provider Portal Hosting and Dashboard Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 04062020-05 - Approval of the Evaluation Committee's recommendation to award a contract for ITN#ELCMDM2020-01 (Office Furniture), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 04062020-06 - Approval of the Early Head Start budget and authorize the President and CEO to submit the Early Head Start budget as part of the 2020-2021 grant application.
- Resolution 04062020-07 - Authorize the President and CEO to submit the grant reapplication to the U.S. Department of Health and Human Services for the Early Head Start Grant, in the amount of \$10,211,307.00 for the 04HP000226 program Grant.
- Resolution 04062020-08 - To authorize the President and CEO to submit a School Readiness Plan Amendment to the Office of Early Learning for approval to increase the rates paid to qualified providers.
- Resolution 05042020-01 - Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution, adding all funding sources and shared services as allowed under funder's guidelines.
- Resolution 05042020-02 - Authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.
- Resolution 05042020-03 - Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2020-2021.
- Resolution 05042020-04 - Authorize the President and CEO to submit supplemental applications and receive the Early Head Start funds for the Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), as well as COVID-19 Impact Supplement under the Coronavirus Aid Relief and Economic Security (C.A.R.E.S.) Act.



- Motion to approve resolutions as a block vote by B. Eadie.
- Motion seconded by A. Soto.
- Motion unanimously passed.

IV. Finance Committee Report

Bob Eadie

- B. Eadie stated that the Finance Committee met on May 28th and reviewed, and approved two resolutions:
 - Resolution 06012020-01 Authorize the President and CEO to submit a School Readiness Plan Amendment to the Office of Early Learning for approval of new provider payment rates related to the provider rate increase approved by the Board of Directors.
 - Resolution 06012020-02 Approve and authorize the President and CEO to submit the Anti-Fraud Plan to the Office of Early Learning.
 - Motion to approve resolution in a block vote by B. Eadie.
 - Motion seconded by G. Ferradaz
 - Motion unanimously passed.
- B. Eadie stated that it was business as usual. Budget Variance is reflecting a surplus in school readiness and they have contacted OEL to request childcare provider bonuses. The ELC has already spent over half a million in PPE's and will purchase additional items in the upcoming months. B. Eadie stated that VPK is reflecting a slight surplus but this is in line with previous years and the Early Head Start Program is also showing a slight deficit. There are several steps that have been taken to address this and it is now tracking in the right direction.
- B. Eadie stated that there were no charges on the EHS credit card report. The snapshots show that there is no waitlist in Miami-Dade or Monroe County
- B. Eadie stated that the reconciliation snapshot and stated that 72% of providers have been reviewed and completed.

V. Provider Services Committee Report

Rick Beasley

- R. Beasley stated that the Provider Services Committee met on March 26, April 30, and May 6 and reviewed the following cases:
 - Grace Christian Preparatory: liability insurance expired resulting in a gap of 8 months of no insurance. The provider claimed that they did have secondary insurance coverage. The committee decided to table the motion in order to allow the provider the opportunity to submit those documents. The case was subsequently dismissed.
 - Greater Love Primary Learning Center: the provider was on a Corrective Action Plan when their liability insurance expired resulting in a gap of over 30 days. After reviewing all documents and



hearing the provider's testimony, the committee voted to place the provider on a six month Corrective Action Plan.

- Learning Playhouse Academy – the provider submitted additional information to ELC staff and the case was dismissed
- Garden of Light Academy: liability insurance expired resulting in a gap of 3 months. After reviewing all documents and hearing the provider's testimony, the committee voted to place the provider on a six month Corrective Action Plan.
- Pequenos Exploradores Kidcare: received a class 1 violation, the provider allowed an unscreened individual to be in the room unsupervised with four children. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a one year Corrective Action Plan
- Nora Cardona Large Family Childcare Home: liability insurance expired and due to the fact the childcare center was closed she did not renew. After reviewing all documents and hearing the provider's testimony, the committee, voted to place the provider on a three month Corrective Action Plan that will commence when the center reopens.
- Choices Children's Academy received three Class 1 violations within a 12-month period. The violations consisted of, the maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a three month Corrective Action Plan that will commence when the center reopens.
- On May 18, we held a Provider Services meeting so providers could discuss the issues they are currently facing. Topics discussed were provider enrollment, loss of learning gains and best practices for reopening.

VI. CEO Report

Evelio Torres

<https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/CEO%20Report%2006012020%20final.pdf>

VII. Public Comments

Adrian Alfonso

VIII. Adjourn

Adrian Alfonso