



Minutes

Board of Directors Meeting
December 2, 2019; 10:00 a.m.
David Lawrence Jr. Community Meeting Room

Board Attendees: Adrian Alfonso; Rick Beasley; Maurice Kemp; Matthew Bruno; Heather Carruthers (via conference call); Loreen Chant; Bob Eadie; Jenni Roig; James Haj; Gladys Montes; Abilio Rodriguez; Judy Schaechter; Gerald Shwartz; Alex Soto (via conference call); Iris Strachan; Aaron Slavens; Marisol Diaz

Board Absentees: Gilda Ferradaz

Staff Attendees: Evelio Torres; Miguel Alfonso; Anabel Espinosa;; Jackye Russell; Belkis Torres; Lisney Badillo; Ileana Vallejo; Angelo Parrino; Sandra Gonzalez; Laurie Dunn; Lisa Sanabria; Fiorella Christie; Michelle Meilan; Alex Sanchez; Erika Erched; Lissandra Curbelo; Jacqueline Olio

General Attendees: Bob de la Fuente (Board Counsel); Susan Millan (Citrus Health); Natalia Cap (MDFLP); Jackie Romillo (Citrus Health); Erin Grall (Florida House); Rachel Spector (TCT)

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 seventeen (17) voting members.
- A. Alfonso stated that there were three applicants from Monroe County; the Nominating Committee will be interviewing them on Dec. 13 and there will be an update at the next Board meeting.
- A. Alfonso stated that the ELC participated in the Miami Book Fair, which was held Nov. 22 thru the 24. It was a successful event and the children enjoyed the free books and crowns.
- A. Alfonso stated that he participated on the EHS Federal Review Focus call on Nov. 22 and the feedback was positive.
- A. Alfonso stated that the next Board meeting would be held February 2020.
- A. Alfonso stated that the Children's First Conference would be held December 7.



- A. Alfonso stated that he would like to welcome Representative Erin Grall who is present to share insight on the upcoming 2020 legislative session. Rep. Grall is the author of HB 1091. She answered questions about early learning legislation and the funding formula.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from October 2019.
 - B. Eadie moved to approve the minutes.
 - J. Schaechter seconded the motion.
 - Motion was passed unanimously.

III. Executive Committee Report

Adrian Alfonso

- A. Alfonso stated that the Executive Committee meet on November 14, reviewed, and approved one resolution.
 - Resolution 11042019-01 – Modify the fiscal impact and funding source for construction services agreement 18-04 awarded for Early Head Start playgrounds to the selected vendor. Fiscal Impact: The contract is for an approximate amount of \$632,540.00 until January 31, 2020, which is subject to the availability of funding.
 - B. Eadie moved to approve the resolution.
 - L. Chant seconded the motion.
 - Motion unanimously passed.
- A. Alfonso stated that they were conducting an EFS Mod Review- Octavio Verdeja’s firm will be completing a special project; this project will entail reviewing the financials and the reconciliation process.
- A. Alfonso stated that EHS Policies and Procedures was reviewed and approved by the executive committee and must now be ratified by the Board.
 - B. Eadie moved to approve the EHS Policies and Procedures.
 - A. Rodriguez seconded the motion.
 - Motion unanimously passed.
- A. Alfonso stated that a Litigation Committee “in the shade” meeting was held after the Executive committee meeting. The Executive committee members and Litigation committee members were present along with E. Torres and B. de la Fuente. Details of the meeting cannot be discussed at this moment.

IV. Finance Committee Report

Bob Eadie

- B. Eadie stated that the Finance Committee met on November 25 and reviewed, and approved eight resolutions:



- Resolution 12022019-01 Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-05 (Developmental Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 12022019-02 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-06 (Phone Service Support and Maintenance), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 12022019-03 – Approve the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2019-07 (General Contracting Services), and authorize the President and CEO to negotiate and execute a contract with selected vendor.
- Resolution 12022019-04 – Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials for Miami-Dade and Monroe Counties.
- Resolution 12022019-05 – Authorize the President and CEO to release a Request for Proposal (RFP) for Curriculum Materials for Miami-Dade and Monroe Counties.
- Resolution 12022019-06 – Authorize the President and CEO to release a Request for Proposal (RFP) for Provider Portal Housing and Dashboard Services for Miami-Dade and Monroe Counties.
- Resolution 12022019-07 – Authorize the President and CEO to release a Request for Proposal (RFP) for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.
- Resolution 12022019-08 – Authorize the President and CEO to release an Invitation to Negotiate (ITN) for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendors.
 - Motion to approve resolution in a block vote by B. Eadie.
 - Motion seconded by R. Beasley.
 - Motion unanimously passed.
- B. Eadie stated that a ninth resolution was added after the committee met:
 - Resolution 12022019-09 Authorize the President and CEO to negotiate and execute the lease listed in the background section of this resolution.
 - Motion to approve resolution by B. Eadie.
 - Motion seconded by A. Rodriguez.
 - Motion unanimously passed.
- E. Torres stated that there was a new release EFS Mod that seemed to have fixed the provider rates. This was released last week and progress has been seen. F. Hicks stated that the data fixes, so far, it looks correct and phase 2 will happen after the ELC submits their files to OEL. E. Torres stated that the biggest issue is how upset the providers are. Providers are frustrated and the ELC is sending weekly emails, and prioritizing the ones that were underpaid.
- The EHS credit card report is in your packet for you to review.



V. Provider Services Committee Report

Rick Beasley

- R. Beasley stated that the Provider Services Committee met on October 31 and November 21 and reviewed the following cases:
 - A Small World Learning Center Academy – the provider canceled their general liability policy. Per the insurance company, the general liability policy was canceled on 08/28/2019 due to non-payment and as of 10/09/2019; the policy had not been renewed. After the provider requested a hearing, supporting documentation of a liability insurance was submitted with an effective date of 10/17/2019 resulting in a gap. Our Executive Leadership Team (“ELT”) previously placed the Provider on a Corrective Action Plan (“CAP”) on 06/12/2019 for failure to renew VPK Director’s Credentials. The CAP period began 6/17/2019 and will end 12/17/2019. After reviewing all documents and hearing, the providers’ testimony the committee voted to place the provider on a one year Corrective Action Plan. The provider will return monies received during the time insurance was lapsed. In addition, if the provider receives any class 1 or 2 violation or lapses in insurance during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.
 - Sheyes of Miami committed the following EHS non-compliances:
 - An Early Head Start Technical Assistance Specialist (TA) conducted a visit and noticed that there were 15 children in classroom D with two teachers. The ages of the students were mixed from 5 months to 3 years old. There was an infant in a car seat in the classroom as well. As per the Early Head Start (EHS) Contract, the required ratio for EHS is one teacher to four children.
 - A TA conducted a visit and observed 8 children were sleeping alone with no staff in the classroom
 - During naptime, teacher in classroom C was alone with six children and asleep.
 - Two classrooms had only one teacher during lunchtime.
 - Child left the building unattended.After reviewing all documents and hearing, the providers’ testimony the committee voted to terminate the EHS contract and place the provider on a one year Corrective Action Plan for SR and VPK contracts. The provider will hire a floater so they remain in ratio at all times. In addition, if the provider receives any class 1 or 2 violation during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.
 - Cherry Blossom Learning Center - had a gap in their workers compensation and general liability insurance. The Worker’s Compensation policy expired 07/28/2019 and renewed on 08/12/2019. The general liability insurance was cancelled for nonpayment on 06/13/2019 and renewed 10/04/2019. After reviewing all documents and hearing the providers’ testimony, the committee, voted to terminate the contract and revoked eligibility for 5 years.
 - Children of Destiny Learning Academy – the provider was in non-compliance during a corrective action plan. General liability insurance was canceled for non-payment on 06/07/2019. Provider currently has coverage as of 10/16/2019. ELT placed the provider on a CAP for 3 class 2 violations (Fire Drills & Emergency Preparedness) The CAP period was from 03/25/2019 to 09/25/2019. During the CAP provider received a Class 2 violation on (Documentation of Level 2 Clearinghouse screening clearance was missing for staff). After reviewing all documents and hearing the providers’ testimony,



the committee, voted to place the provider on a six month Corrective Action Plan. The provider will return monies received during the time insurance was lapsed. In addition, if the provider receives any class 1 or 2 violation or lapses in insurance during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.

- Olive Tree Academy canceled their liability and worker's comp insurance. Per the insurance company, the general liability policy was canceled on 06/27/2019 and the Workers' compensation was canceled on 07/21/2019. As of 10/28/2019, the policies have not been renewed. After the provider requested a hearing, workers' compensation application was submitted as supporting documentation with an effective date of 10/22/2019. The provider no longer had a DCF license or a lease. The committee decided that this was an administrative decision not the committee's.
- Magic Moments Child Care & Preschool the provider's general liability policy expired 8/13/2019. On 9/19/2019, Provider submitted a renewed policy effective 9/16/2019 and stated they switched insurance companies. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a six month Corrective Action Plan. The provider will return monies received during the time insurance was lapsed. In addition, if the provider receives any class 1 or 2 violation or lapses in insurance during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.
- Celia Gonzalez Family Day Care Home - Per the insurance company, the general liability policy was canceled on 06/28/2019 due to non-payment. After the provider requested a hearing, supporting documentation of a liability insurance was submitted with an effective date of 10/19/2019 - 10/19/2020, resulting in a 4-month gap. After reviewing all documents and hearing the providers' testimony, the committee, voted to terminate the current contract with no revocation. In order to reapply the provider must attend The Business and Leadership Institute for Early Learning.
- Gentle Hugz Preschool and Childcare on 10/09/2019, the insurance carrier confirmed that provider had a lapse in coverage between 7/23/2019 - 08/21/2019 due to non-payment. On 10/08/2019, Provider provided an updated General Liability policy with a new effective date of 08/22/2019-08/22/2020. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a six month Corrective Action Plan. The provider will return monies received during the time insurance was lapsed. In addition, if the provider receives any class 1 or 2 violation or lapses in insurance during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.
- The Children's Place Child Care the providers liability policy was due to expire 3/13/2019, when staff reached out to the insurance company they confirmed the Provider canceled the policy on 5/3/2018. Provider renewed insurance on 4/12/2019. The committee requested extra documentation before voting. The provider was given a week to turn in the evidence. They will be seen at the next meeting.
- The Teaching Heart Foundation the provider has a gap in liability coverage from 8/10/2019 to 10/6/2019. On 10/3/2019, Provider was asked to submit a copy of the certificate of insurance with the ELC revised suite number and copied the insurance company. On 10/10/2019, the insurance company confirmed the policy was cancelled effective 8/9/2019. On 10/11/2019, The Provider submitted a certificate of insurance with an effective date of 10/7/2019 and ending 10/7/2020 under a different insurance company. After reviewing all documents and hearing the providers' testimony, the committee, voted to place the provider on a six month Corrective Action Plan. The provider will return monies received during the time insurance was lapsed. In addition, if the provider receives any class 1 or 2 violation or lapses in insurance during the CAP period, they void the right to appeal and will have eligibility revoked for 5 years.



VI. Programs & Strategy Committee Report

Judy Schaechter

- J. Schaechter stated that the Programs & Strategy Committee met that morning and discussed the following items:
 - ASQ Delinquency Policy
 - Automated email 1-Day Past Due
 - Immediate request for Corrective Action Plan (CAP) and complete screening
 - Withhold Payment at 10-Day Past Due
 - School Readiness payment withheld until CAP and screening are complete and submitted
 - Motion to approve the ASQ Delinquency Policy by B. Eadie.
 - Motion seconded by A. Rodriguez.
 - Motion unanimously passed.
 - Early Head Start
 - The Federal Food Program and attendance reports were reviewed and no big discrepancies were found.
 - Self-Assessment Plan was reviewed and approved by the committee Parent Activity Funds Procedure
 - Motion to approve the Self-Assessment Plan by B. Eadie.
 - Motion seconded by J. Haj.
 - Motion unanimously passed.
 - Parent Activity Funds was reviewed and approved by the committee
 - Motion to approve the Parent Activity Funds by G. Schwartz.
 - Motion seconded by B. Eadie.
 - Motion unanimously passed.

VII. CEO Report

Evelio Torres

https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/CEO%20Report122019_final.pdf

VIII. Public Comments

Adrian Alfonso

IX. Adjourn

Adrian Alfonso

