



**BOARD OF DIRECTORS MEETING**  
**December 7, 2020; 8:00 a.m.**  
**Zoom Meeting ID: 951 1413 0037**

**Board Attendees:** Adrian Alfonso; Rick Beasley; Bob Eadie; Jenni Roig; Gilda Ferradaz; James Haj; Gerald Schwartz; Alex Soto; Iris Strachan; Aaron Slavens; Sandi Bisceglia; Chuck Mohr; Gladys Montes; Joycelyn Lawrence; Lisa Taylor; Eileen Fluney

**Board Absentees:** Maurice Kemp; Matthew Bruno; Loreen Chant; Jane McQueen; Marisol Diaz

**Staff Attendees:** Evelio Torres; Angelo Parrino; Jackye Russell; Lisney Badillo; Pam Hollingsworth; Ana Sejeck; Fiorella Christie; Fred Hicks; Mercy Castiglione; Diana Lane; Victor Caballero; Lissandra Curbelo; Michelle Meilan; Ana Rodriguez; Belkis Torres; Ileana Vallejo; Adelina Gross; Cassie Alaniz; Laurie Dunn; Anabel Espinosa; Erika Erched; Sandra Gonzalez

**General Attendees:** Bob de la Fuente (Board Counsel); Dave Lawrence; Abilio Rodriguez; Jose Arrojo; Dina Westberg

**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 sixteen (16) voting members.
- A. Alfonso stated that the ELC staff continued to hold weekly provider meetings via Zoom to provide updates from the different ELC departments. On average, 132 providers attend the sessions that are held in English and in Spanish.
- A. Alfonso stated that the Audit Committee met on October 29th and were presented with the ELC BOD Orientation.
- A. Alfonso thanked Sandi Bisceglia for organizing the Monroe County Business Community Engagement meeting, which was held on October 23. ELC Staff, various Board members and CEO's from various Chambers attended. The topics discussed were: Value Added to Employers, Economy and Community by Early Learning Coalition and Cultivating the Synergy Between Early Learning Coalition and Employers. It was a productive meeting and everyone looks forward to working with the chambers.



- A. Alfonso stated that the 2021 Board of Directors Meeting schedule was included in the packet for review.
- A. Alfonso thanked Deena Hoagland for her participation on our board. Deena will be moving out of state and had to resign from the board.

## **II. Approval of Minutes**

**Adrian Alfonso**

- A. Alfonso called for the approval of the meeting minutes from October 2020.
  - G. Schwartz moved to approve the minutes.
  - R. Beasley seconded the motion.
  - Motion passed unanimously.

## **III. Executive Committee Report**

**Adrian Alfonso**

- a. A. Alfonso stated that the Executive Committee met on September 22. The committee was asked to approve a shade meeting between ELC staff, the Litigation Committee and attorneys representing the cases.

## **IV. Finance Committee Report**

**Adrian Alfonso**

- A. Alfonso stated that the Executive Committee met on October 19 and conducted an evaluation for legal services procurement. The committee interviewed and approved Lehtinen Schultz PLLC to continue as our legal advisors.
- A. Alfonso stated that the Executive Committee met again on November 2 and discussed the following items:
  - Visibility: Business Community Engagement
    - Staff has begun outreach to the top 50 – 100 employers (based on number of employees) in industries that have the potential of employing SR eligible families.
    - The Human Resource contacts from the companies have been identified and the plan is to work with them to educate their employees on the benefits of the SR program and the application process.
    - The request to get membership discounts for childcare providers will be addressed through adding the three provider representatives that sit on the board to the ELC's Greater Miami Chamber membership. Additional options are being explored for chamber membership for Monroe County providers.
- Revision of CEO Report – The CEO report will now have a page showing the key points, detailed information will be given based on questions asked by the board members. The backup documentation will still be included but not reviewed.



- Revised Leave Policy – The leave policy is being revised to more closely align with the state’s leave policy, like many of the ELC policies already do. The Executive Committee voted to approve the proposed leave policy.
  - Motion to approve leave policy by G. Schwartz.
  - Motion seconded by C. Mohr.
  - Motion unanimously passed.
  
- Resolution 11022020-01- Approval of the recommendation by the Executive Committee acting as Evaluators for Legal Services for RFQ#ELCMDM2020-01, and authorize the President and CEO to award, negotiate and execute a contract with the selected vendor (Cone of Silence still remains effective).
- Resolution 11022020-02 to approve the Early Learning Coalition’s Amendment to the Annual Budget for fiscal year 2020-2021.
- Resolution 11022020-03 Authorize the President and CEO to apply, negotiate, execute a contract and receive funds from Miami-Dade County to receive CARES Act funding for Early Learning Centers in unincorporated areas.
  - Motion to approve resolution in a block vote by G. Montes.
  - Motion seconded by J. Haj.
  - Motion unanimously passed.

**V. Finance Committee Report**

**Adrian Alfonso**

- A. Alfonso stated that the Finance Committee met on October 29 the resolutions for this meeting were already approved and ratified by the board through the Executive Committee Report.
  
- A. Alfonso stated that the Finance Committee also met on December 3 and approved the following resolutions:
  - Resolution 12072020-01- Approval of the Evaluation Committee’s recommendation to award contracts for RFP#ELCMDM2020-06 (Comprehensive Cleaning Services), and authorize the President and CEO to negotiate and execute contracts with the selected vendors.
  - Resolution 12072020-02 Approval of the Evaluation Committee’s recommendation to award a contract for RFP#ELCMDM2020-07 (Professional Development Resources), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - Resolution 12072020-03 to approve the Early Learning Coalition’s Additional Amendment to the Annual Budget for fiscal year 2020-2021.
  - Resolution 12072020-04 Authorize the President and CEO to release a Request for Proposal for a Literacy Tutoring Program with Evaluation services.



- C. Mohr moved to approve the resolutions as a block vote.
- I. Strachan seconded the motion.
- Motion passed unanimously.
  
- A. Alfonso stated that financials are reflecting a deficit in School Readiness and this is due to the ELC paying on enrollment instead of attendance. The ELC will begin to pay solely on attendance beginning January 2021.
  
- A. Alfonso stated that the Snapshots were presented there is no waitlist in Miami-Dade or Monroe County. Children are brought in every two weeks in Miami-Dade and daily in Monroe.
  
- A. Alfonso stated that the EHS credit card report for October has no charges.

**VI. ELC Expenditures, State Rules, Audit Requirements and Compliance** **Mercy Castiglione**

- M. Castiglione reviewed the documents needed to complete an audit.

**VII. Provider Services Committee Report** **Jenni Roig**

- J. Roig stated that the Provider Services Committee met on October 29 and discussed the following item:
  - Our Little Hands of Love - Provider received the final reconciliation letter from EHS indicating she owed \$32,615.95 and was due to receive an underpayment, which totaled 32,465.53 for School Readiness. Provider stated that when school readiness paid what they owe her, she would start a payment plan with EHS. This was not accepted and it was determined that the EHS overpayment would serve as payment for the SR underpayment. The provider did not agree with this and request a review by the committee.
  
  - After reviewing the case and hearing the provider testimony the committee affirmed the Coalition's ability to offset the amount owed.

**VIII. Programs, Policy & Strategy Committee Report** **Gladys Montes**

- G. Montes stated that the Programs, Policy & Strategy Committee met on November 30 and discussed the following items:
  - The Recruitment Plan was discussed and approved by a vote of the committee:
    - This Recruitment and Selection Plan is a framework intended to increase community awareness about the program, encourage families to apply for services, and select and enroll the neediest and most at-risk families in the



community. The plan ensures that outreach is conducted to actively recruit and engage families identified in the targeted population. The purpose (goal) of recruitment is to ensure 100% enrollment on day one of services and throughout the program year. Careful planning and well thought out recruitment efforts will assure the neediest families in the community are knowledgeable about the program, apply for services, and are selected using a point system that aligns with the family's current living situation.

- G. Montes moved to approve the recruitment plan.
  - G. Ferradaz seconded the motion.
  - Motion passed unanimously.
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- PDG Renewal Grant - \$600,000 grant to implement mental health and social emotion.
  - Monroe County Learning Conference – “It takes a Village” 2 day event
  - G. Montes stated that Rachael Spector for the Children’s Trust presented on the Florida’s Reading Corp. which inspired the Resolution 12072020-01 that the board voted on today.

**IX. Governance & Bylaws Committee Report**

**Gerald Schwartz**

- G. Schwartz stated that the Governance & Bylaws Committee met on November 17 and discussed and approved the changes to our bylaws:
  - Section 9.4 was added - Monroe County Advisory Committee. The purpose of the Monroe County Advisory Committee is to make recommendations on matters related to the education and care of young children ages birth to twelve and their families who reside in Monroe County.
    - G. Schwartz moved to approve the revised bylaws.
    - S. Bisceglia seconded the motion.
    - Motion passed unanimously.

**X. Ethics Training**

**Jose Arrojo**

<https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/ELC%20Courtesy%20Training%202020.pdf>

**XI. CEO Report**

**Evelio Torres**

<https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/CEO%20Report%20122020%20final.pdf>

**XII. Public Comments**

**Adrian Alfonso**

**XIII. Adjourn**

**Adrian Alfonso**

