



BOARD OF DIRECTORS MEETING
August 2, 2021; 8:00 a.m.
2555 Ponce de Leon Blvd., Suite 210
Coral Gables, FL 33134
Zoom Meeting ID: 988 3718 0216; Passcode: 08022021

- | | | |
|-------|--|----------------|
| I. | Welcome & Introductions | Matthew Bruno |
| | A. Roll Call | |
| II. | Approval of Minutes | Matthew Bruno |
| | A. Motion to approve the June 2021 Board of Directors Meeting minutes. | |
| III. | Chairman's Report | Matthew Bruno |
| IV. | Executive Committee Report | Matthew Bruno |
| | A. Resolution 06032021-01 authorize the President and CEO to negotiate and execute an amendment to Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services. | |
| | B. Resolution 06032021-02 Authorize the President and CEO to negotiate and execute an extension to Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. to extend the date of the contract and prorate the total contract amount. | |
| | C. Resolution 06032021-03 Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies. | |
| V. | Representative Vance Aloupis | |
| VI. | Presidents of the Family Child Care Home Association in Miami-Dade/Monroe Meeting | Evelio Torres |
| VII. | Audit Committee Meeting Report | Ileana Alvarez |
| VIII. | Finance Committee Meeting Report | Loreen Chant |
| | A. Resolution 07292021-01 Authorize the President and CEO to execute an amendment as outlined in the background with The Children's Trust, and receive additional funds once the amendment is approved. | |
| | B. Resolution 07292021-02 Authorize the President and CEO to submit a School Readiness Plan amendment to the Division of Early Learning for approval of changes to the Coalition's bylaws. | |
| | C. Slot Utilization | |
| | i. Miami Dade County | |
| | ii. Monroe County | |

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. Title V
- D. EHS Credit Card Report
 - i. May/June
- E. Cybersecurity Update

IX. Policy Council Report Kisline Timothee

X. Programs, Policy & Strategy Committee Report Gladys Montes

- A. Meals
- B. Attendance
- C. Self-Assessment Update
- D. Corrective Action Plan Update
- E. The Children’s Trust Child Scholarship Program Update
- F. Ages & Stages Questionnaire Updates
- G. Professional Development Institute
 - i. Early Childhood Apprenticeship Program
 - ii. Early Childhood Internship Program
- H. The Equity Institute Lead With Equity

XI. Provider Services Committee Meeting Report Rick Beasley

- A. Nuevo Amanecer Daycare Preschool
- B. Safe Haven Child Development Center
- C. K.C. Kiddie Care II
- D. Early Education Partners Roundtable
 - i. Early Childhood Apprenticeship Program Update
 - ii. Early Childhood Internship Program
 - iii. Family Child Care Home Discussion
 - iv. General Discussion

XII. Monroe Advisory Committee Sandi Bisceglia

XIII. CEO Report Evelio Torres

XIV. Public Comments Matthew Bruno

XV. Adjourn Matthew Bruno

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.



BOARD OF DIRECTORS MEETING

June 7, 2021; 8:00 a.m.

Zoom Meeting ID: 961 7189 8216

Passcode: 06072021

Board Attendees: Matthew Bruno; Rick Beasley; James Haj; Iris Strachan; Aaron Slavens; Sandi Bisceglia; Chuck Mohr; Gladys Montes; Joycelyn Lawrence; Eileen Fluney; Marisol Diaz; Alex Soto; Loreen Chant, Raeann Bacchus; Daniel Armstrong; Chereen Coile; Denisse Barrera; Jenni Roig; Mara Zapata; Richie Tandoc

Board Absentees: Bob Eadie; Lisa Taylor; Jane McQueen; Stephanie Scuderi;

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

General Attendees: Bob de la Fuente (Board Counsel); Dave Lawrence; Sara Brazier; Monique Brazier; Juanita Walker

I. Welcome and Introductions

Matthew Bruno

- M. Bruno called the meeting to order and welcomed everyone.
- L. Sanabria called roll and a quorum was established with twenty (20) voting members.
- M. Bruno stated that the ELC is still recruiting candidates to fill a governor appointed seat.
- M. Bruno thanked Governor DeSantis for his appointment on the board.
- M. Bruno thanked the outgoing chair Adrian Alfonso for his tireless service and leadership of the board.
- M. Bruno stated that he sent a letter thanking Shan Goff and the Office of Early Learning on behalf of the childcare providers. With OEL's support and with strong advocacy by the ELC staff, approval for the increase in provider reimbursement rates and cash bonuses was received.
- M. Bruno stated that The ELC staff continues to hold monthly provider meetings via Zoom to provide updates from the different ELC departments. Providers are also invited to attend the monthly Provider Services Committee meeting where they have the opportunity to participate in an Early Education Partners Roundtable with their provider representatives. A. Alfonso stated



that the ELC is providing several opportunities for providers to participate, provide input, and interact with their provider representatives.

- M. Bruno stated that Part I of the Board Orientation was held on May 3 and June 3 for new board members. This included an overview of ELC programs, funding sources, board rules and committees, the Sunshine Law and introduction to key staff. Part II entails a visit to an ELC service center. Part III includes visits to childcare programs.
- M. Bruno stated that Dr. Denisse Barrera was introduced at the April board meeting; she is serving as the Miami-Dade Department of Health designee. M. Bruno assigned Dr. Barrera to the following committees:
 - Strategic Planning Committee
 - Governance Committee
- M. Bruno stated that Chereen Coile from True North Classical Academy was appointed by the Governor to serve as a private sector member. M. Bruno appointed Chereen Colile to the following committees:
 - Program Committee
 - Provider Services Committee
- M. Bruno reminded the board of who serves as Committee Chairs:
 - Independent Audit Committee – Ileana Alvarez
 - Finance – Loreen Chant
 - Governance & Bylaws – Chuck Mohr
 - Nominating – Marisol Diaz
 - Programs & Policy – Gladys Montes
 - Provider Services – Rick Beasley
 - Legislative – Alex Soto
 - Strategic Planning – Loreen Chant
 - Litigation – Aaron Slavens
 - Executive Committee – Matthew Bruno
- M. Bruno stated that since there is relatively new Executive Committee, former Finance Committee chair Dr. Daniel Armstrong had agreed to serve as Vice Chair of the Board and to serve on the Finance Committee. Dr. Armstrong came highly recommended by former Board Chair Octavio Verdeja. As a former Finance Committee chair, he understands the nuances of the \$268 million budget and the time commitment required as Vice Chair.
 - L. Chant moved to approve the nomination.
 - J. Roig seconded the motion.
 - Motion passed unanimously.



II. Approval of Minutes

Matthew Bruno

- A. Alfonso called for the approval of the meeting minutes from April 2021.
 - L. Chant moved to approve the minutes.
 - J. Roig seconded the motion.
 - Motion passed unanimously.

III. Executive Committee Report

Matthew Bruno

- M. Bruno stated that The Executive Committee met on May 3 and approved the following resolutions:
 - Resolution 0503/2021-01 Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution.
 - Resolution 05032021-02 Authorize the President and CEO to apply, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.
 - Resolution 05032021-03 Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2021-01 (Human Resource Service Management System and Payroll Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-04 Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2021-03 (Literacy Tutoring Program with Evaluation Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-05 Authorize the President and CEO to approve the increase of our internal fiscal policy of our check signature threshold from \$10,000.00 to \$35,000.00.
 - Resolution 050322021-06 Authorize the President and CEO to amend the Early Head Start 2020-2021 provider contract to reflect a rate increase of 2% as previously approved by Early Learning Coalition Board.
 - Resolution 05032021-07 Approval of the Evaluation Committee's recommendation to award a contract for 3(38) Fiduciary Services for the ELC employee 401k Retirement Plan, and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
 - Resolution 05032021-08 Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2021-04 (External Auditing Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.



- Motion to approve resolutions by block vote by R. Beasley
 - Seconded by S. Bisceglia
 - Motion unanimously passes.
- M. Bruno stated that at the Executive Committee meeting board counsel Bob de la Fuente requested and was granted approval for an in-the-shade meeting.

IV. Liberty Academy Daycare and Preschool

Sarah Brazier

- S. Brazier gave a brief presentation on the history of her school and accomplishments.

V. Litigation Committee Report

Aaron Slavens

- A. Slavens stated that the Litigation Committee met on May 20 and discussed the following case:
 - Miriam Chavez, as Personal Representative of the Estate of A.M.C. for the use and benefit of Miriam Chavez, individually, and Brian Matute, individually, Plaintiff, v. The Sundari Foundation Inc. d/b/a Lotus House a/k/a Lotus House Women’s Shelter, Early Learning Coalition of Miami-Dade/Monroe, Inc., The Tree of Life Deliverance Ministry, Inc., Vision for Life, Inc., and Karen J. Aviles, Case No. 18-11138 CA, Circuit Court of the 11th Judicial Circuit, Miami-Dade County, Florida.
- A. Slavens stated that the discussion was held “in the shade”. The Board will receive further information once the case is resolved.

VI. Finance Committee Report

Loreen Chant

- L. Chant stated that the Finance Committee met on May 27 and approved resolutions:
 - A. Resolution 06072021-01 Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2021-2022.
 - B. Resolution 06072021-02 to approve the Early Learning Coalition’s Additional Amendment to the Annual Budget for fiscal year 2020-2021.
 - Motion to approve resolution by block vote S. Bisceglia.
 - Motion seconded by G. Montes.
 - Motion unanimously passed.
- L. Chant stated that the following resolution was added after the finance committee met:
 - Resolution 06072021-04 Authorize the President and CEO to accept and use additional COVID funding awarded by the Office of Head Start for Early Head Start in the amount of \$897,375.00 for their intended purpose as specified in ACF-PI-HS-21-01.



- Motion to approve resolution by M. Zapata.
 - Motion seconded by R. Beasley.
 - Motion unanimously passed.
- L. Chant stated that the financials are in good standing. With the approval of the provider rate increases and bonuses, the ELC is foreseeing ending the year a balanced budget.
 - L. Chant stated that the VPK continues to reflect a surplus and EHS budget is in excellent condition.
 - L. Chant stated that the reconciliation snapshot is now reflecting less than three providers in the disputed category.
 - L. Chant stated that the Snapshots were presented and there is no waitlist in Miami-Dade or Monroe County. Children are brought in every two weeks in Miami-Dade and daily in Monroe.
 - L. Chant stated that the EHS credit card has no charges for March and April.
 - F. Hicks gave an update on the cybersecurity update.

VII. Policy Council Committee Report

Kisline Timothee

- A video by K. Timothee was played.

VIII. Programs, Policy & Strategy Committee Report

Gladys Montes

- G. Montes stated that the Programs, Policy & Strategy Committee met on June 1 and discussed the following items:
 - Early Head Start Updates:
 - The average daily attendance has remained 92% or higher during the past five months. In April the average daily attendance was 93%.
 - All meals served during the past five months have ranged between 99.1% to 99.8%. In April, lunch was the highest served at 99.8%, followed by snack at 99.3%, and breakfast at 99.1%
 - Resolution 06072021-03 Authorize the President and CEO to submit and implement a Corrective Action Plan in response to the program's (Early Head Start's) non-compliant monitoring issued by the Office of Head Start.
 - Motion to approve resolution by R. Beasley.
 - Motion seconded by J. Roig.
 - Motion unanimously passed.



- ASQ Updates:
 - Developmental Screenings will be completed and managed in the Single Statewide Information System (SSIS) also known as EFS MOD
 - The Ages and Stages Questionnaire, Social Emotional, 2nd Edition (ASQ:SE2) was added to the battery of required screenings
 - Families are given the option to complete screenings
 - Providers are responsible for screening if family defers or exceeds allotted five days
- CRRSA Act Phase V Grants:
 - Office of Early Learning approved \$120,436,500 in CRRSA support for Florida's early care and education providers.
 - Miami-Dade/Monroe Notice of award is \$19,302,000 for an estimated 1600 early care and education providers.
 - Coalition has received over 600 applications in just two weeks. During the first week we approved 135 applications for a total of \$1,798,500
- PDI Updates:
 - Professional Development Institute:
 - PDG-R 2020-21 Updates
 - May Sessions: 66
 - YTD Sessions: 574
 - YTD Number of Attendees: 8698
 - Miami-Dade: 8523
 - Monroe: 175
- Equity Institute:
 - ELC Staff Anti-Bias Training Sessions: 180
 - Workgroups: Language Equity, Data and Assessment
 - Equity Coaching Sessions with OEL Mentor
 - Racial Equity 2030
- ELC Talks
 - Conversation with members of the Asian American, Native Hawaiian and Pacific Islander Community: May 20th
 - PRIDE: June 17th
 - Confederate Statues: July 15th

IX. Provider Services Committee Report

Rick Beasley

- R. Beasley stated that the Provider Services Committee met on April 29 and May 27 and reviewed the following items:
 - Little Yvena's Garden Learning World Center Provider did not administer VPK Assessment Period 1 for the 2019-2020 and 2020-2021 School Year. As a result, provider was in non-compliance with their VPK contract. After reviewing all documents and hearing the providers' testimony, the committee voted to terminate the VPK contract and revoke eligibility for five years.



- Apprenticeship & Internship Programs were discussed. These programs will assist those entering the early education field by receiving mentoring.
- R. Beasley stated that the providers participated in an Early Education Partners Roundtable with their provider representatives.

X. Monroe Advisory Committee

Sandi Bisceglia

- S. Bisceglia stated that the Monroe Advisory Committee met on April 13 and discussed the following items.
 - ELC Updates were provided by ELC staff and included information on the enrollments for School Readiness and VPK in Monroe County.
 - Bob Eadie gave a Monroe County COVID 19 Update: 10-45 positive cases daily but with fewer hospitalizations.
 - Monroe County Needs Assessment: Negotiations with NOLO were completed. A report will be made to the board once the assessment is finalized.
 - Partner Updates: Providers continue to struggle with teacher retention. VPK enrollment remains low. County ratio restrictions were lifted.
- S. Bisceglia stated that the committee chair and ELC staff met to discuss the format of the Advisory Committee meetings. It was agreed to streamline these meetings to better focus on the major issues affecting Monroe County providers, children and families.

XI. CEO Report

Evelio Torres

<https://www.elcmdm.org/Content/Uploads/elcmdm.org/files/Meeting%20Packages/CEO%20Report%2006-2021%20rev9.pdf>

XII. Public Comments

Adrian Alfonso

XIII. Adjourn

Adrian Alfonso

ACCOUNTABILITY MONITORING FOR THE EARLY LEARNING COALITION OF MIAMI-DADE/MONROE



July 29, 2021

Authority

- ❖ Federal and Florida laws, rules and regulations mandate that Office of Early Learning (currently Division of Early Learning) administer early learning programs in Florida, as well as monitor and evaluate each coalition's performance in administering the early learning programs and implementing the coalition's School Readiness plan (Title 45, Code of Federal Regulations (CFR); ss. 98.1(b)(6), 1002.82(2)(p) and 1002.75, Florida Statutes (F.S.)). The monitoring and performance evaluations must include, at a minimum, onsite monitoring of a coalition's finances, management, operations and programs. Office of Early Learning may also identify business practice observations for a coalition's consideration to improve the outcomes of the early learning programs. Observations can include items noted that increase the entity's risk of potential non-compliance and, if left unresolved, could generate findings in future program years.

Scope and Methodology



Office of Early Learning developed performance criteria to provide a framework for measuring a coalition's effectiveness in implementing early learning programs. The performance criteria include indicators about compliance with federal and state laws, rules and regulations to assist the coalition in maintaining high quality in Coalition Governance, Operations and Program Management, Child Care Resource & Referral, Educational Services Delivery, School Readiness, Voluntary Prekindergarten child, Voluntary Prekindergarten provider, School Readiness payment validation, Voluntary Prekindergarten payment validation and Data Accuracy.

Due to the COVID-19 pandemic, Office of Early Learning delayed and modified some reviews in the 2019-2020 review cycle and therefore did not review Coalition Governance, Operations and Program Management and Educational Services Delivery. Office of Early Learning based all reviews on a risk assessment conducted prior to the beginning of each monitoring cycle to establish projected monitoring sample sizes.

Coalition Background Information

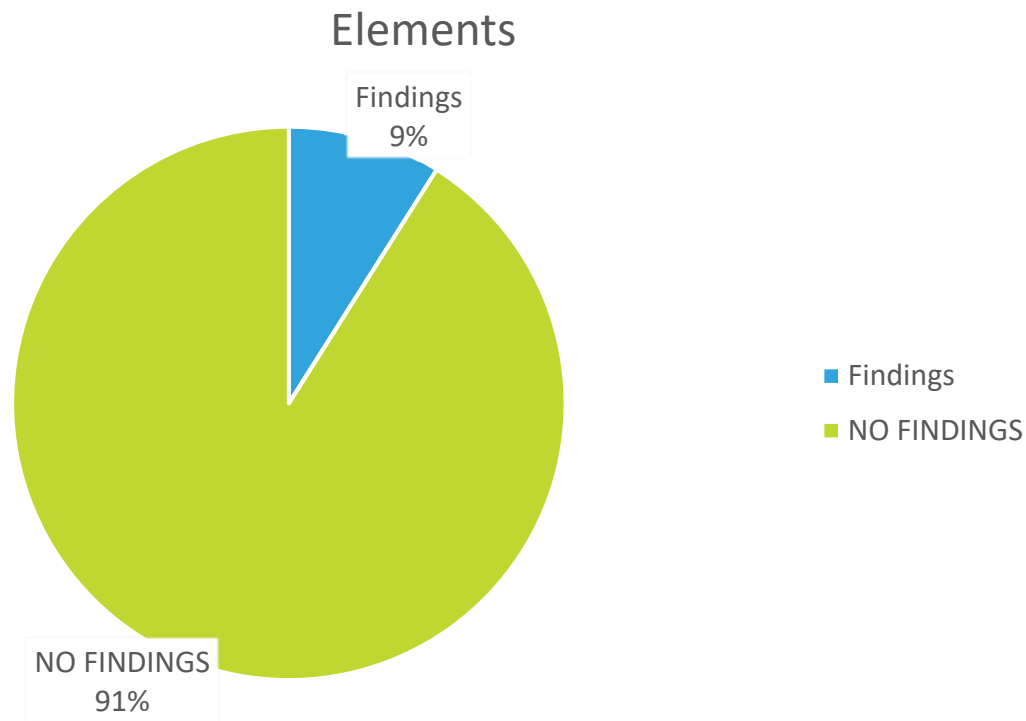
Provider type and children served – The following is a list of the number of providers and the number of children served. The number of children served includes eligible children birth through school age.

Number of SR Providers	Number of VPK Providers	Number of School Readiness Children	Number of Voluntary Prekindergarten Children
1,276	867	20,919	20,991

Organization and staffing – The coalition has a staff of 295 full-time employees who implement the programmatic aspects of the coalition’s board of directors’ mission.

Accountability Report Outcome

- ❖ Total Elements Reviewed: 78
- ❖ Elements with No Findings: 71
- ❖ Elements with Findings: 7



INTERNAL CONTROLS ELIGIBILITY



Supervisory Reviews

Supervisory reviews are conducted on 100% of all eligibility cases daily by Supervisor/Lead to identify any potential errors are caught by eligibility experts prior to approval of initial and redetermination cases.

An electronic checklist acknowledges reviewer has verified relevant information from assigned specialist cases:

- Purpose for Care is established
- Children meet citizenship and age requirements
- Parents fees
- Care level
- Income calculations
- Family size
- Schedule
- Demographics

Manager Review of Denied Cases

A second level review is conducted on denials in addition to a supervisory review. This prevents any incorrect case closures from taking place and involves management team to monitor reasons for these closures.

- Daily review of denied cases ensure guidelines are adhered to and cases are not terminated without exploring all options for the family

Discrepancy Reports from ELC Compliance Department

Compliance Reports are sent on a weekly basis to eligibility supervisors and managers for further assessment. These identified discrepancy cases are reviewed and corrected by Eligibility (Weekly).

- Report categories include schedule, care level, invalid match code, incorrect parent fees
- Staff is provided with one-on-one technical assistance by supervisor/leads
- Case examples are used in staff professional development trainings for assessment

ELC Quality Assurance Monitoring

Quality Assurance Team Monitoring is conducted to ensure compliance is met based on sample size selection (Quarterly) on specific eligibility program requirements.

A sample size review of cases for the following is part of the review:

- Supervisory Reviews are completed timely
- Purpose of care is met
- Cases submitted by parents are reviewed within 10 days of submission
- Accuracy of income assessment is met



Fraud Examination Report

To: Evelio C. Torres, President & CEO
From: Ana Rodriguez, Director of Loss Prevention
Re: Boys and Girls Club of the Keys, Inc.
Date: July 23, 2021

1. Background

Florida Keys News (FLKeysNews.com) article dated July 20, 2021 regarding Boys and Girls Club former Executive Director in Florida Keys arrested on fraud charges.

Former Executive Director resigned from the learning facility in January 2019, but was recently arrested. Court hearing is on July 30, 2021.

July 20, 2021: A request by Mr. Torres to review the Contract, Finance\Payment and Compliance records for the provider Boys and Girls Club of the Keys, Inc.

1. Allegations

Former Executive Director faces 10 fraud charges that include one count of obtaining property valued at \$50,000.00 or more along with two forgery charges.

Former Executive Director accused of forging a board member's signatures including Mr. Bill Archer, former chairman of the nonprofit's board of directors.

Former Executive Director wrote numerous checks to himself written in large amounts. Also included \$41,117 in cash deposits which were made into the bank account shared by the Former Executive Director and Spouse.

2. Scope

The objectives of the Loss Prevention department are as follows:

- Determine the existence of possible misappropriation of School Readiness funds.
- Review process and information exchanged between the ELC Contracts department, Finance department and Compliance department.

3. Approach

Through cooperation with the Contracts Department, Finance\Payments Department and the Compliance Department, the Loss Prevention Department obtained and reviewed payment records and documents related to the provider.



4. Findings

Based on the information collected during the course of the fraud examination, the Loss Prevention department found the following:

(Finance\Payments)

Early Learning Coalition's Authorization Agreement for Electronic Payment form and Tax Payers Identification Number form dated March 14, 2013 shows Boys and Girls Clubs of the Key, Inc as Vendor. Bank is First State Bank of Florida Keys with the same current account number ending in #6088.

Finance Provided the Actual Totals for each year (Chart 1) which also includes the deductions made for fiscal year 18-19 reconciliation (Chart 2).

(Chart 1)

2021	School Readiness 20-21	69,674.48
2020	School Readiness 19-20	64,282.05
2019	School Readiness 18-19	78,199.24
2018	School Readiness 17-18	69,559.19
2017	School Readiness 16-17	64,423.73
2016	School Readiness 15-16	77,720.81
2015	School Readiness 14-15	91,699.16

(Chart 2)

FY		
2021	18-19 Recon	(9,266.01)
2021	School Readiness 20-21	59,470.49
2021	Covid Relief Funds	19,470.00
	2021 Total	69,674.48
2020	School Readiness 19-20	63,282.05
2020	Covid Relief Funds	1,000.00
	2020 Total	64,282.05
2019	School Readiness 18-19	78,199.24
2018	School Readiness 17-18	69,559.19



(Compliance)

Attendance files for the following fiscal year/ months were randomly selected for review:

Fiscal Year 16-17: December 2016, March 2017 April 2017

Fiscal Year 17-18: June 2017, November 2017, February 2018

December 2016:

- 37 Children were listed on the attendance and 37 children were paid.
- Attendance appears to have been paid in accordance with OEL Policy and procedures.

March 2017:

- 36 children were listed on the attendance and 36 children were paid.
- Attendance appears to have been paid in accordance with OEL Policy and procedures.

April 2017:

- 33 children were listed on the attendance and 30 children paid. 3 children did not attend during the month and were not paid.
- Attendance appears to have been paid in accordance with OEL Policy and procedures.

June 2017:

- 52 children were listed on the attendance and 29 children were paid. 3 children did not attend during the month and were not paid.
- Provider appears to have been given a rate increase for the month of March, but it did not reflect on EFS MOD until June 2017.
- Attendance appears to have been paid in accordance with OEL Policy and procedures.

November 2017:

- 32 children were listed on the attendance and 29 children were paid. 3 children did not attend during the month and were not paid.
- Attendance appears to have been paid in accordance with OEL Policy and procedures.

February 2018:

- 27 Children were listed on the attendance and 25 children were paid. 2 School Age children were not paid and could be due to the school age child's schedule in EFS Legacy (ID: 3267 & 3490).
- Attendance appears to have been paid in accordance with OEL Policy and procedures.



5. Summary

Finance\Payments department provided a copy of the 'Authorized Agreement for Electronic Payments' which shows the same bank (First State Bank of Florida Keys) and same account number (6088) since March 2013.

The Authorized Agreement for Electronic Payment form confirms that payments were made to the Corporation.

Contract for the Provider was recently renewed on July 2021 and no bank or account changes have been made till this date.

June 21, 2021, Contracts department received an email from Boys and Girls Club of the Keys from Ms. Judy Leggett, Executive Director & CEO of the Boys and Girls Club of the Keys stating that Mr. Dombrowski resigned January 2019.

Finance\Payments provided the actual totals for each year paid to the provider.

The electronic attendance submitted through the Bluejean portal was reviewed and compared to the monthly payments that were made. It does appear that the Provider was paid in accordance to the Florida Office of Early Learning's policy. It was also verified that the Provider submitted each of the attendances after the last day of the month, also in accordance with Florida Office of Early Learning's policy.

Based on the phone conversations, written statement from the provider, and documentations provided by each department, Loss Prevention has determined that there has been no misappropriation of School Readiness funds.



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-01

Action Requested: This action would authorize the President and CEO to negotiate and execute an amendment to the Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal services.

Fiscal Impact: The contract amount increases by \$14,000.00, for a total contract amount not to exceed \$76,500.00 for the fiscal year 2020-2021, 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 Children and Families, Florida Department of Education, Office of Early Learning, Monroe County School District Teen Parent Program, and The Children's Trust.

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> N/A - ELC Operations

RESOLUTION: 06232021-01

THIS ACTION WOULD AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE CONTRACT PSA 20-32 WITH LEHTINEN SCHULTZ, PLLC FOR LEGAL SERVICES.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to negotiate and execute an amendment to the Contract PSA 20-32 with Lehtinen Schultz, PLLC for Legal 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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-02

Action Requested: This action would authorize the President and CEO to negotiate and execute an extension to the Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. The action would extend the date of the contract and prorate the total contract amount.

Fiscal Impact: The prorated contract amount will result in an approximate increase of \$63,000.00 not to exceed \$361,500.00. This increase is subject to availability of funding and applies to fiscal years 2018-2019, 2019-2020, 2020-2021 and 2021-2022.

Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Florida Department of Education, Office of Early Learning, Monroe County School District Teen Parent Program, and The Children's Trust.

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> N/A - ELC Operations

RESOLUTION: 06232021-02

THIS ACTION WOULD AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN EXTENSION TO THE CONTRACT C18-17 WITH UKG INC. F/K/A ULTIMATE SOFTWARE GROUP, INC. THE ACTION WOULD EXTEND THE DATE OF THE CONTRACT AND PRORATE THE TOTAL CONTRACT AMOUNT.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to negotiate and execute an extension to the Contract C18-17 with UKG INC. f/k/a Ultimate Software Group, Inc. The action would extend the date of the contract and prorate the total contract amount.

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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary

Background:

On December 4, 2017, Resolution #12042017-04, granted approval of the Evaluation Committee's recommendation to award contract for RFP#ELCMDM2017-10 for Payroll and Human Resources to Ultimate Software Group, Inc. The original contract amount is for a total of \$120,000.00 per fiscal year.

Then on March 2, 2020, Resolution #03022020-03, granted approval to extend the Ultimate Software Group, Inc. Contract C18-17 to align the actual start date of services to our fiscal year and to follow the recommendation of Human Resources Department for continuity of services, and add a prorated amount of \$178,500.00 to cover for services up to June 30, 2021.

Ultimate Software Group, Inc. is now operating as UKG INC. Due to delays in negotiations by the vendor with the recently awarded contract, this resolution is requesting an extension of UKG INC. Contract C18-17 until December 30, 2021 as negotiations continue and to add a prorated amount of \$63,000.00.



Early Learning Coalition Executive Committee Meeting

June 23, 2021

Resolution: 06232021-03

Action Requested: Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.

Fiscal Impact: None.

Funding Source(s): None.

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input type="checkbox"/> N/A - ELC Operations

RESOLUTION: 06232021-03

AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT A SCHOOL READINESS PLAN AMENDMENT FOR APPROVAL TO THE FLORIDA OFFICE OF EARLY LEARNING, FOR UPDATES TO THE WAITLIST AND PROGRAM ASSESSMENT POLICIES.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. has been apprised of the program goals through the attached narrative, hereby incorporated by reference;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Office of Early Learning, for updates to the Waitlist and Program Assessment Policies.

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 23rd day of June, 2021.

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

By: _____
Executive Committee Secretary

Background:

As rules and requirements for the School Readiness program change, the coalition is required to update the School Readiness Plan to remain in compliance. Updates to the School Readiness Plan are made through the plan amendment process. The requested amendment is to update the School Readiness Waitlist policy and to update the Program Assessment Policy to add a section on waivers for providers who do not meet the minimum assessment threshold to receive a School Readiness contract.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot – Miami-Dade

June 2021

Registration Fees are not included.

as of 7/19/2021

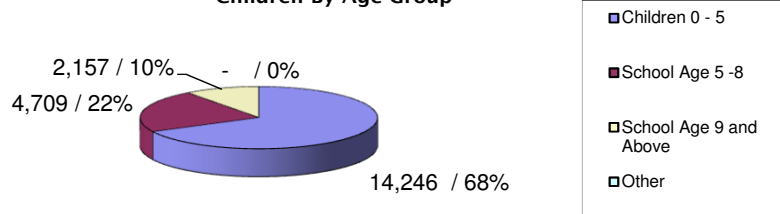
(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid – YTD	29,909
Total actual paid – June 2021	19,381
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 9,178
Total cost (in thousands) (incl match)	\$ 10,233
Change month over month	
Total Net Increase(decrease) children	975
Net increase/(decrease) dollars	\$ 2,009
Monthly Activity	
Beginning Census	18,406
NET Increase/(Decrease)	975
Total	19,381
Current Data	
Enrolled As of Jul 16, 2021	18,269
Projected Paid for July (96% of enrolled)	17,538
SR applications in the Queue	
Ages 0-5	223
Ages 6-9	31
Ages 10-13	15
VPK Enrolled As of Jul 20, 2021	
Regular	621
Summer	209
SISP	
VPK Total Actual Paid – June 2021	
SISP	9
Regular	15,735
Summer	214
VPK Total Actual Paid – YTD	
SISP	30
Regular	18,266
Summer	325

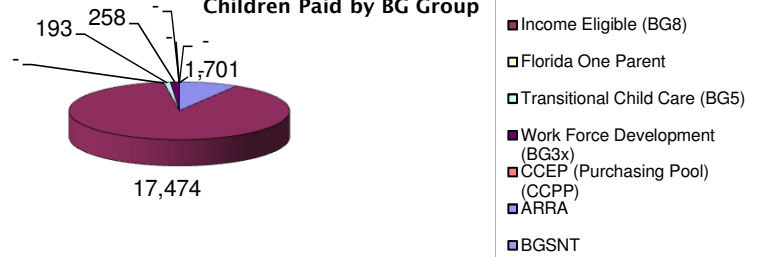
Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group				
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month	
AT Risk (BG1)	1,701	8.67%	334	24.43%	\$784.27	7.66%	\$156.66	24.96%	
Income Eligible (BG8)	17,474	89.03%	759	4.54%	\$9,252.90	90.42%	\$1,817.11	24.44%	
Florida One Parent	-	0.00%	-	-	\$-	0.00%	\$-	-	
Transitional Child Care (BG5)	193	0.98%	19	10.92%	\$98.77	0.97%	\$18.23	22.64%	
Work Force Development (BG3x)	258	1.31%	49	23.44%	\$97.54	0.95%	\$17.18	21.38%	
CCEP (Purchasing Pool) (CCPP)	-	0.00%	(1)	-100.00%	\$0.00	0.00%	\$0.03	-100.00%	
ARRA	-	0.00%	-	-	\$-	0.00%	\$0.00	-	
BGSNT	-	0.00%	-	-	\$-	0.00%	\$0.00	-	
BGCSD&BGCSO	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
Total	19,626	100%	1,160	6.28%	\$10,233.47	100%	\$2,009.22	24.43%	
Minus 245 Overlap									
GOLD SEAL					\$1,055.85	10.32%	\$227.06	27.40%	
Age Break Down		All Eligible Clients–Paid				Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount–\$	% of Total	Diff Prior Month	% Change Prior Month	
Infant	2,936	15.15%	698	31.19%	\$1,837.82	17.96%	\$502.53	37.63%	
Toddler	3,147	16.24%	665	26.79%	\$1,866.12	18.24%	\$463.25	33.02%	
Three Year Old	2,962	15.28%	125	4.41%	\$1,539.02	15.04%	\$112.03	7.85%	
Pre-School	5,201	26.84%	328	6.73%	\$2,540.70	24.83%	\$408.25	19.14%	
	<i>Sub-Total</i>	<i>14,246</i>	<i>73.50%</i>	<i>1,816</i>	<i>14.61%</i>	<i>\$7,783.66</i>	<i>76.06%</i>	<i>\$1,486.07</i>	<i>23.60%</i>
School Age: 6 yrs	1,727	13.73%	73	4.41%	\$660.22	6.45%	\$153.68	30.34%	
School Age: 7 yrs	1,415	11.25%	20	1.43%	\$514.62	5.03%	\$112.29	27.91%	
School Age: 8 yrs	1,146	9.11%	70	6.51%	\$396.65	3.88%	\$102.12	34.67%	
Unduplicated School Age: 5 – 8 yrs**	4,709	37.50%	21	0.45%	\$1,743.37	17.04%	\$364.56	26.44%	
School Age: 9 yrs and above	2,157	17.18%	57	2.71%	\$706.44	6.90%	\$158.58	28.95%	
School Age (Duplicated)	21	0.17%	13	162.50%	\$0.00	0.00%	\$0.00	-	
School Age (Unduplicated)	6,845	35.32%	65	0.96%	\$2,449.81	23.94%	\$523.15	27.15%	
Other	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-	
	<i>Sub-Total</i>	<i>6,845</i>	<i>35.32%</i>	<i>65</i>	<i>0.96%</i>	<i>\$2,449.81</i>	<i>23.94%</i>	<i>\$523.15</i>	<i>27.15%</i>
Total	19,381	109%	975	5.30%	\$10,233.47	100%	\$2,009.22	24.43%	

**There are 439 5-year-old within this count.

Children By Age Group



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot – Monroe

June 2021

(all dollar amounts in thousands '000)

Registration Fees are not included.

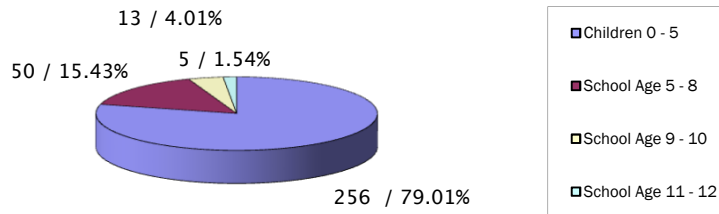
as of 7/19/2021

Children Served	Amount
Total actual paid – June 2021	287
Net Slot Payment and Gold Seal	\$ 153
Match (BG8 and CCEP)	\$ -
Total cost (in thousands) (incl match)	\$ 161
Change month over month	
Total Net Increase(decrease) children	(1)
Net increase/(decrease) dollars	\$ 20
Monthly Activity	
Beginning Census	288
Net Increase/(Decrease)	(1)
Total	287

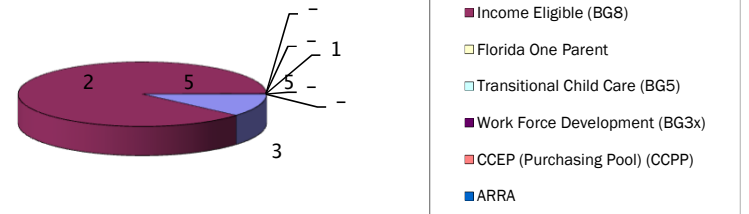
Current Data	
Enrolled As of Jul 19, 2021	295
Projected Paid for July (96% of enrolled)	283
SR applications in the Queue	
Ages 0-5	0
Ages 6-9	0
Ages 10-13	0
VPK Enrolled as of Jul 20, 2021	10
VPK Total Actual Paid – June 2021	193

Eligibility Breakdown Type	Children Paid by Billing Group				Dollars Paid by Billing Group				
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month	% Change Prior Month	
AT Risk (BG1)	33	11.42%	3	10.00%	\$14.45	8.96%	\$1.18	8.91%	
Income Eligible (BG8)	255	88.24%	(3)	-1.16%	\$146.24	90.72%	\$17.89	13.94%	
Florida One Parent	-	0.00%	0	-	\$ -	0.00%	\$ -	-	
Transitional Child Care (BG5)	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-	
Work Force Development (BG3x)	1	0.35%	1	#DIV/0!	\$0.51	0.32%	\$0.51	-	
CCEP (Purchasing Pool) (CCPP)	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-	
ARRA	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
Total	289	100%	1	0.35%	\$161.19	100%	\$19.58	13.83%	
Minus 2 Overlap	287								
GOLD SEAL	-	-	-	-	\$7.89	4.90%	\$0.99	14.29%	
BGCSD+BGCSD									
Age Break Down		All Eligible Clients–Paid				Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month	
Infant	49	15.12%	14	40.00%	\$23.46	14.55%	\$1.69	7.75%	
Toddler	73	22.53%	20	37.74%	\$38.23	23.72%	\$6.49	20.46%	
Three Year Old	50	15.43%	(5)	-9.09%	\$25.34	15.72%	(\$2.77)	-9.84%	
Pre-School	84	25.93%	2	2.44%	\$45.70	28.35%	\$5.70	14.24%	
<i>Sub-Total</i>	<i>256</i>	<i>79.01%</i>	<i>31</i>	<i>13.78%</i>	<i>\$132.72</i>	<i>82.34%</i>	<i>\$11.11</i>	<i>9.14%</i>	
School Age: 6	21	6.48%	-3	-12.50%	\$8.95	5.55%	\$2.49	38.49%	
School Age: 7	14	4.32%	(3)	-17.65%	\$6.38	3.96%	\$1.29	25.29%	
School Age: 8	12	3.70%	3	33.33%	\$5.67	3.52%	\$2.97	109.88%	
School Age: 5 – 8**	50	15.43%	(6)	-10.71%	\$22.54	13.99%	\$6.35	39.21%	
School Age: 9 – 10	13	4.01%	-1	-7.14%	\$4.12	2.55%	\$1.23	42.67%	
School Age: 11 – 12	5	1.54%	1	25.00%	\$1.81	1.12%	\$0.89	96.40%	
School Age: Other Age	0	0.00%	0	-	\$0.00	0.00%	\$0.00	-	
School Age Total	68	20.99%	(6)	-8.11%	\$28.47	17.66%	\$8.47	42.34%	
Other	-	0.00%	-	-	\$ -	0.00%	\$ -	-	
<i>Sub-Total</i>	<i>68</i>	<i>20.99%</i>	<i>(6)</i>	<i>-8.11%</i>	<i>\$28.47</i>	<i>17.66%</i>	<i>\$8.47</i>	<i>42.34%</i>	
Total	324	100%	25	8.36%	\$161.19	100%	\$19.58	13.83%	
Minus 37 Overlap	287								

Children By Age Group



Children Paid by BG Group



Early Learning Coalition of Miami-Dade/Monroe

DCF Title V Slot Utilization Snapshot – Miami-Dade

June 2021

as of 7/19/2021

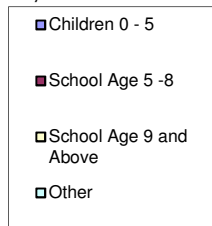
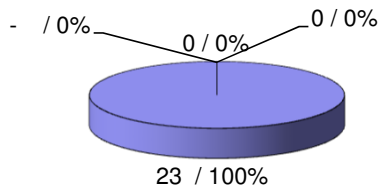
(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid – YTD	94
Total actual paid – June 2021	21
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 11
	\$ -
Total cost (in thousands) (incl match)	\$ 12
Change month over month	
Total Net Increase(decrease) children	3
Net increase/(decrease) dollars	\$ 3
Monthly Activity	Amount
Beginning Census	18
NET Increase/(Decrease)	3
Total	21
Current Data	
Enrolled As of Jul 6, 2021	22
Projected Paid for Jul (96% of enrolled)	21

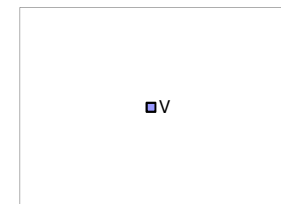
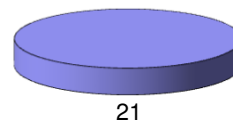
Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group				
	Receiving Service	% of Total			Amount*	% of Total			
Type									
V	21	100.00%	3	16.67%	\$12.17	100.00%	\$2.60	27.23%	
Total	21	100%	3	16.67%	\$12.17	100%	\$2.60	27.23%	
Minus 0 Overlap	21								
GOLD SEAL					\$1.20	9.82%	\$0.28	30.71%	
Age Break Down	All Eligible Clients–Paid				Dollars Paid by Age Category				
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month	
Infant	10	43.48%	3	42.86%	\$5.24	43.05%	\$1.28	32.36%	
Toddler	9	39.13%	3	50.00%	\$5.03	41.35%	\$1.30	34.73%	
Three Year Old	2	8.70%	(1)	-33.33%	\$1.23	10.11%	(\$0.00)	-0.29%	
Pre-School	2	8.70%	-	0.00%	\$0.67	5.49%	\$0.03	4.76%	
	<i>Sub-Total</i>	<i>23</i>	<i>100.00%</i>	<i>5</i>	<i>27.78%</i>	<i>\$12.17</i>	<i>100.00%</i>	<i>\$2.60</i>	<i>27.23%</i>
School Age: 6 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
School Age: 7 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
School Age: 8 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
Unduplicated School Age: 5 – 8 yrs**	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
School Age: 9 yrs and above	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
School Age Total Includes 0 Overlap	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
School Age (Unduplicated)	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-	
Other	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-	
	<i>Sub-Total</i>	<i>-</i>	<i>0.00%</i>	<i>-</i>	<i>\$0.00</i>	<i>0.00%</i>	<i>\$0.00</i>	<i>-</i>	
Total	23	100%	5	27.78%	\$12.17	100%	\$2.60	27.23%	
Minus 2 Overlap	21								

**There are 0 5-year-old within this count.

Children By Age Group



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

MAY 2021 BTA AMEX					
Trans. Date	AMEX Description	Traveler	ELC Description	Amount	Dist Code
5/17/2021	Parenting Journey	Sandrina Seraphin	Virtual Parenting Journey workshop for field staff	\$693.00	520EHT
Total EHS Credit Card Expenses				\$693.00	
JUNE 2021 BTA AMEX					
Trans. Date	AMEX Description	Traveler	ELC Description	Amount	Dist Code
6/16/2021	Region IV HA	Belkis	Region IV Head Start Association June Conference	\$400.00	520EHT

Internal Penetration Test **RED** Results

Goal	Test & Result	Resolution
To Hack the Physical Servers to Gain Access to Sensitive Data or to Take Over the Existing Server	Test the network communication port. Hewlett Packard's remote lights out solution.	Utility Turned Off
	Legacy Servers Running	Server Upgrades are Underway (Aug. 2021 Completion)
	2 Plain Text Protocols Running	Protocols Turned Off