



Minutes

Board of Directors Meeting
May 2nd, 2016; 8:00 a.m.
ELC Board Room

Board Attendees: Adrian Alfonso (chair); James Haj; Tina Carroll-Scott; Robert Eadie (treasurer); David Lawrence Jr; Alan Eckstein (excused absences); Dr. Mara Zapata; Abilio Rodriguez; Shaleen Fagundo, Alexander Soto; Gerald Schwartz; Theresa Axford; Gilda Ferradaz; Marisol Diaz; Heather Carruthers; Russell Benford; Philip Gassman

Board Absentees: Rick Beasley; Dr. Judy Schaechter; Gladys Montes

Staff Attendees: Evelio Torres (President/CEO); Angelo Parrino; Lisa Sanabria; Jackye Russell; Mercy Castiglione; Fiorella Altare; Dr. Anabel Espinosa; Fred Hicks; Kerry Allen; Jose Hernandez; Juan Castillo; Paloma Lopez-Barcena; Lisney Badillo; Michelle Meilan; Ileana Vallejo; Sandra Gonzalez; Pamela Hollingsworth; Nichelle Calhoun; Johanna Miranda; Marie Jose Mishel-Sanchez; Belkis Torres; Odalys Calleja; Yusneli Martinez; Lucy Schrack; Ana Rodriguez; Trish Turner; Milton Silvera, Miguel Alfonso; Salvatore Martorano; Lidia Clarke; Belinda Jeanty; Yrma Aldana

General Attendees: Santiago Echemendia, Shutts & Bowen (via conference call); Jackie Romillo, Citrus; Gail Gregg, FIU; Juanita Walker, Sheyes of Miami; Rachel Spector, TCT; Emmounte Dante, Room 2 Bloom; Claudia Gonzalez, PAAST; Malory Roger, A New World Academy; CatherineRad, YMCA of SF; Lynn Zaldia, Pinecrest Elementary; Luis Mario Torrens, YMCA-MLK; Alex Trujillo, VDT; Jennifer Carricahum, MDCPS; Susan M., Citrus Health; Octavio Verdeja, VDT; Maria Costa, Fienberg-Fisher

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 fifteen (15) voting members.
- E. Torres stated that Marisol Diaz was representing Magaly Abrahante, M. Diaz will take M. Abrahante's place after approval from Miami Dade County Public Schools and then approval from the ELC board at our next meeting.
- A. Alfonso stated that if anyone has a conflict of interest on any item coming before the Board, to declare the conflict and see Lisa Sanabria for a form.
- A. Alfonso stated that a copy of the Board attendance roster is included in every packet to help eliminate any confusion regarding members' attendance. A. Alfonso asked Board members to take a moment to review the attendance as there



have been some concerns with attendance. A. Alfonso also reminded everyone of the following bylaws:

Section 7.7 Meeting Attendance. Members must attend eight (8) meetings in a fiscal year. A Member may attend one (1) of the required meetings by electronic means in a fiscal year. When a member has been absent from three (3) meetings of the Board of Directors within any given fiscal year, it shall be considered a resignation from the Coalition by that Member, unless the Chair excuses an absence for good cause, such as death or serious illness on the part of the Member or the Member's family, or other circumstances beyond the control of the Member. All other excusal requests may be granted by the Executive Committee in extraordinary and rare circumstances. Such requests must be submitted in writing to the Board Liaison, with a copy to the President/CEO, setting forth the reasons justifying the Member's absence, prior to the meeting the Member cannot attend. Granting or denying the request shall be at the Executive Committee's discretion. The Executive Committee may excuse a maximum of two (2) absences. The Chair shall send a letter to all Members absent from two meetings within a given fiscal year notifying them that their status as Members is in jeopardy, encouraging their attendance, and reminding them of the meeting attendance policy. When a Member sends a representative to a meeting of the Board of Directors of the Coalition, the presence of such representative shall not be counted for purposes of attendance, unless that representative is appointed as a designee as described in Section 5.10.

- A. Alfonso thanked Mayor Carruthers for working with the Monroe County Sherriff's office to allow providers in the Upper Keys to be fingerprinted without having to travel to Miami-Dade. Fingerprints had become a big challenge for providers, especially when they hired new staff. The facilities now offering fingerprinting services for providers are the Plantation Key Substation, the Marathon Substation, and the Key West Jail. H. Carruthers stated that the facilities were not fully operational yet but she is in contact with the sheriff's department.
- A. Alfonso welcomed James R. Haj and stated that some board members had the opportunity to meet Mr. Haj on Friday at a Meet & Greet hosted by the ELC. A. Alfonso asked the board for a vote to approve James R. Haj to serve on the board representing The Children's Trust.
 - Motion to approve nomination M. Zapata
 - T. Axford seconded the motion.
 - Motion was passed unanimously.
- A. Alfonso wished D. Lawrence a Happy Birthday.
- A. Alfonso announced that there would be two presentations:
 - Fred Hicks presented on the upcoming transition from our locally created Provider Portal to the OEL Portal. A. Alfonso stated that this transition is critical because if there are any flaws in the process it could create major disruptions for providers and families.
 - Lisney Badillo will provide an overview of the contracts area and will illustrate the magnitude of responsibility in terms of grants and contracts management.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from March, 2016.
 - M. Zapata moved to approve the minutes.
 - H. Carruthers seconded the motion.
 - Motion was passed unanimously.



III. Executive Committee Report

Adrian Alfonso

- A. Alfonso stated that the Executive Committee recently approved Resolution 04152016-01 which authorizes the President and CEO to execute the Early Head Start Match contract with The Children's Trust to receive \$650,000. This match allows our community to draw down almost \$10 million in federal Early Head Start funds. A. Alfonso asked for a motion to ratify the Executive Committee's vote.
 - Motion to ratify resolution by H. Carruthers.
 - Motion seconded by D. Lawrence.
 - Motion was unanimously passed.
- A. Alfonso also stated that the Executive Committee also met to discuss and approve the Early Head Start Year 2 Grant Application prior to the application being presented to the Early Head Start Policy Council. The committee unanimously approved the resolution. It has been added to the Finance Committee update.

IV. Finance Committee Report

Bob Eadie

- Resolution 04272016-01 authorize the President and CEO to negotiate and execute the leases listed within the background section of this resolution. Adding all funding sources and shared services as allowed under funder's guidelines. Fiscal Impact: A total amount of approximately \$19,765.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding sources: Office of Early Learning School Readiness, Office of Early Learning Voluntary Prekindergarten, Teenage Parent Program of Monroe County, Teenage Parent Program of Miami-Dade Country, U.S. Department of Health and Human Services Early Head Start, Home Instruction for Parents of Pre-School, Bainum Family Foundation.
 - Motion to approve resolution by H. Carruthers.
 - Motion seconded by P. T. Axford.
 - Motion was unanimously passed.
- Resolution 04272016-02 this resolution presents RFP#ELCMDM2015-05 (Public Awareness and Outreach Campaign) scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: A total amount not to exceed \$425,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: Office of Early Learning School Readiness/Office of Early Learning Voluntary Pre-Kindergarten.
- Amendment was made to the resolution: the top 4 (four) bidders will be offered the opportunity to give a presentation to staff and to board members. After presentations the company will be selected.
 - Motion to approve resolution by G. Schwartz.
 - Motion seconded by P. T. Axford.
 - Motion was unanimously passed.
- Resolution 04272016-03 authorize the President and CEO to negotiate, execute and receive funds from The Children's Trust for Quality Rating Improvement System ("QRIS"). Fiscal Impact: A total amount of approximately \$4,200,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: The Children's Trust
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by P. T. Axford.
 - Motion was unanimously passed.
- Resolution 04272016-04 authorize the President and CEO to negotiate, and execute The Florida Child Care Executive Partnership (CCEP) Match contract and receive funds from The Children's Trust. Fiscal Impact: A total amount of



approximately \$480,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: The Children's Trust.

- Motion to approve resolution by B. Eadie.
- Motion seconded by P. M. Zapata.
- Motion was unanimously passed.

- Resolution 04272016-05 authorize the President and CEO to negotiate, execute and receive funds from Monroe County School District for the Teenage Parent Program (TAP). Fiscal Impact: A total amount of approximately \$55,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: Monroe County School District.

- Motion to approve resolution by B. Eadie.
- Motion seconded by P. M. Zapata.
- Motion was unanimously passed.

- Resolution 04272016-06 authorize the President and CEO to submit the attached application approved by the Executive Committee, to negotiate and execute the contract, and receive funds from The Department of Health and Human Services Administration for Children and Families for The Early Head Start Program. Fiscal Impact: A total amount of approximately \$9,527,341.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: The Department of Health and Human Services Administration for Children and Families.

- E. Torres stated that this resolution has been approved by the Early Head Start Policy Council.

- Motion to approve resolution by B. Eadie.
- Motion seconded by P. M. Zapata.
- Motion was unanimously passed.

- Resolution 04272016-07 this resolution amends resolution No. 03292016-04 approved by this board in the previous meeting to authorize the President and CEO to release a Request for Proposal for Assessments, General Repairs/Improvements, and Playgrounds for our Early Head Start child care centers and the Early Learning Coalition locations. Fiscal Impact: The contract is not-to-exceed a total amount of \$1,260,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form. Funding Source: The Department of Health and Human Services Administration for Children and Families Office of Head Start, Office of Early Learning School Readiness, Voluntary Prekindergarten, and facilities pool.

- Motion to approve resolution by B. Eadie.
- Motion seconded by H. Carruthers.
- Motion was unanimously passed.

- B. Eadie reviewed financials and stated that it was business as usual. E. Torres stated that the ELC is projecting a deficit in the School Readiness program, the ELC is requesting 1.3 million from OEL. Due to this the enrollment is closed and now have over 3000 children on the waitlist. The ELC may be able to re-open enrollments in June.

- E. Torres stated that attrition is very low due to the call center agents following up with families via phone calls, text and emails, this may lead to a growing waitlist. Monroe County remains at 0, and no wait list anticipated.

V. CEO Report

Evelio Torres

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR05022016.pdf

VI. Public Comments

Adrian Alfonso

VII. Adjourn

Adrian Alfonso