



Minutes

Board of Directors Meeting
June 6th 2016; 8:00 a.m.
ELC Board Room

Board Attendees: Adrian Alfonso (chair); Tina Carroll-Scott; Robert Eadie (treasurer); David Lawrence Jr; Alan Eckstein (excused absence); Dr. Mara Zapata; Shaleen Fagundo, Alexander Soto; Gerald Schwartz; Theresa Axford; Gilda Ferradaz; Marisol Diaz; Heather Carruthers; Russell Benford; Philip Gassman (via conference call); Rick Beasley; Dr. Judy Schaechter; Gladys Montes

Board Absentees: James Haj; Abilio Rodriguez

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; Lucy Schrack; Ana Rodriguez; Miguel Alfonso; Salvatore Martorano; Lidia Clarke; Belinda Jeanty; Yrma Aldana; Isabel Afanador

General Attendees: Santiago Echemendia, Shutts & Bowen; 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.
- A. Alfonso thanked Magaly Abrahante for her dedication and commitment to the ELC and stated that do to her work schedule she had resigned from the board. Included in you packet was a letter from Superintendent Alberto Carvalho designating Ms. Marisol Diaz. A. Alfonso asked for a motion to accept Marisol Diaz as the ex-officio superintendent's representative from Miami Dade County Schools.
 - Motion to approve nomination M. Zapata
 - T. Axford seconded the motion.
 - Motion was passed unanimously.
- A. Alfonso stated that this year's Board retreat will be held on Tuesday September 6th. The board meeting will only be an hour 8:00 – 9:00 am and the retreat will be from 9:15 – 12:00. A. Alfonso stated that L. Sanabria will send calendar updates as well as further information. A. Alfonso asked M. Zapata to chair the Strategic Planning Committee and asked for volunteers. The volunteers where P. Gassman, T. Axford, G. Ferradaz and S. Fagundo
 - Motion to approve M. Zapata as chair of the Strategic Planning Committee B. Eadie
 - D. Lawrence seconded the motion.
 - Motion was passed unanimously.



- A. Alfonso stated the in the board packet was an article about the proposed tax to help fund social services, including early childhood education, in Monroe County. A. Alfonso thanked Mayor Carruthers for her continued efforts in being a champion for increasing funding to support services for Monroe County’s most vulnerable citizens.
- A. Alfonso stated that the ELC held the Mission Impossible Conference on May 14th in Monroe County. The event was a hands on learning experience and workshop geared towards implementing S.T.E.M (Science, Engineering and Math) in the classroom. A. Alfonso thanked Ocean Reef Community Foundation who awarded a \$6,500 grant to support the ELC Monroe Early Childhood Conference. Funds were utilized for speaker fees, curriculum resource materials and scholarships for Upper Keys early childhood educators. Specifically, the first 40 Upper Keys registrants received a \$10 scholarship toward the conference registration fee. Additionally, all participants at the conference received a generous voucher to select a curriculum materials package of their choice from the participating vendors at the conference. A. Alfonso also thanked the Florida Keys Association of Early Childhood Educators who donated to the Monroe Early Childhood Conference The local association provided a generous donation to the ELC totaling \$500 to support the Monroe Early Childhood Conference. The funds provided a \$10 scholarship toward the conference registration fee to the first 50 members from the Middle and Lower Keys, who registered for the conference.
- On June 6th, I as well as other board members attended the “Talking is Teaching: Talk, Read, Sing” campaign in Miami hosted by the United Way Center for Excellence. This campaign is working with local partners to distribute 8,000 tote bags full of high-quality materials such as books and clothing with prompts that encourage parents to talk, read, and sing with their children. Families will receive these materials from pediatricians at Jackson Health Systems, nurse practitioners at Holtz Children's Hospital, Early Head Start teachers, and a home visiting program run by the Healthy Start Coalition of Miami-Dade. The Miami-Dade County Library System will display “Talking is Teaching: Talk, Read, Sing” posters as well as integrate campaign messages and handouts into their regular programming for families. The local Help Me Grow program will incorporate these messages into its services as well. Research shows that developing a child’s home language provides the foundation for reading, writing, and school success. Bilingual and multilingual children benefit academically from knowing more than one language in many ways. They develop more flexible approaches to thinking through problems. The ability to read and think in two different languages promotes higher levels of abstract thought. Research has also shows that people who use more than one language appear better at blocking out irrelevant information. Children who learn to read in their home language have a strong foundation to build upon when they learn a second language.
- A. Alfonso announced that there would be two presentations:
 - Otilia Gonzalez will be presenting a case study/success story surrounding an EHS child at one of our Partnership sites.
 - Robyn Perlman will be presenting on the Business and Leadership Institute

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from April, 2016.
 - D. Lawrence moved to approve the minutes.
 - B. Eadie seconded the motion.
 - Motion was passed unanimously.

III. Finance Committee Report

Bob Eadie

- Resolution 06062016-01 authorize the President and CEO to release a Request for Proposal for Environmental Assessment services for Miami-Dade and Monroe Counties. Fiscal Impact: The Contract amount shall not exceed \$797,358.00 which is subject to availability of funding. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning/Miami-



Dade County Public Schools/ Administration for Children and Families U.S. Department of Health and Human Services, and The Children's Trust.

- Motion to approve resolution by B. Eadie.
 - Motion seconded by P. R. Beasley.
 - Motion was unanimously passed.

- Resolution 06062016-02 authorize the President and CEO to release a Request for Proposal for phone service support and maintenance. Fiscal Impact: A total amount not to exceed \$300,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Note: Same amount as current expenditure. Funding Source: A-Pool
 - Motion to approve resolution by P. Gassman.
 - Motion seconded by P. J. Schaechter.
 - Motion was unanimously passed.

- Resolution 06062016-03 this resolution presents RFP#ELCMDM2015-04 (Customer Service Training) recommendation to cancel the RFP based on the consideration described in the background section of this Resolution.
- Background: RFP#ELCMDM2015-04 was released as the result of discussions at the 2015 Board of Directors Strategic Planning Retreat. The request for customer service training for staff stemmed from the transition to in-house services that included challenges with staffing and the telephone system. Proposals were received and scored by an Evaluation Committee. Since the last board retreat, the ELC's Professional Development Institute has matured, additional staff have been hired and trained, and a new telephone system was purchased. The number of customer complaints are minimal, considering the number of parents and providers served. The wait time at the heavily staffed call center is usually zero. Considering the low number of customer complaints and the establishment of the Professional Development Institute, the expense no longer seems justifiable. The Professional Development Institute is able to provide customer service training directly or to outsource to individual contractors. Staff recommend that RFP#ELCMDM2015-04 be cancelled.
 - Motion to approve resolution by J. Schaechter.
 - Motion seconded by P. T. Axford.
 - Motion was unanimously passed.

- Resolution 06062016-04 authorize the President and CEO to negotiate and execute an amendment to Contract PSA15-38 with Nonprofit Technologies Incorporated. Fiscal Impact: The contract amount increases by \$13,325.00 for a total contract amount not to exceed \$52,537.00 for the fiscal year 2015-2016, which is subject to the availability of funding. Funding Source: Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by J. Schaechter.
 - Motion seconded by P. M. Zapata.
 - Motion was unanimously passed.

- Resolution 06062016-05 authorize the President and CEO to release a Request for Proposal for Office Furniture. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract with the selected vendor. Fiscal Impact: The contract is not-to-exceed \$100,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form and which is subject to the availability of funds Funding Source: All funding sources.
 - Motion to approve resolution by H. Carruthers.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

- Resolution 06062016-06 authorize the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool



Youngsters in Monroe County (HIPPY). Fiscal Impact: The contract is not to exceed \$70,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning.

- Motion to approve resolution by M. Zapata.
- Motion seconded by P.T. Axford.
- Motion was unanimously passed.

- Resolution 06062016-07 authorize the President and CEO to negotiate, execute and receive funds from University of South Florida Board of Trustees and Office of Early Learning, for Home Instructions for the Parents of Preschool Youngsters in Monroe County (HIPPY). Fiscal Impact: The contract is not to exceed \$70,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Funding Source: University of South Florida Board of Trustees Sub Award, Office of Early Learning

- Motion to approve resolution by J. Schaechter.
- Motion seconded by M. Zapata.
- Motion was unanimously passed.

- Resolution 06062016-08 authorize the President and CEO to negotiate, execute the renewal of contracts and receive funds from the grantors listed herein for the fiscal year 2016-2017 in the amount of \$7,002,318.00 Fiscal Impact: A total amount of approximately \$7,002,318.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: All Funding Sources

- Motion to approve resolution by M. Zapata.
- Motion seconded by H. Carruthers
- J. Schaechter recused herself.
- Motion was unanimously passed.

- Resolution 06062016-09 authorize the President and CEO to apply, execute, 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 \$167,309.00 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.

- Motion to approve resolution by M. Zapata.
- Motion seconded by H. Carruthers.
- Motion was unanimously passed.

- Resolution 06062016-10 authorize the President and CEO to negotiate, execute and receive funds for the Initial Budget for Fiscal Year 2016-2017 in the amount of \$189,180,930.83. Fiscal Impact: \$189,180,930.83 Funding Source: All Funding Sources

- Motion to approve resolution by T. Axford.
- Motion seconded by H. Carruthers.
- Motion was unanimously passed.

- B. Eadie reviewed financials and stated that we are reflecting a deficit but it will be much lower than last years.
- A. Parrino stated that the Miami Dade County wait list continues to increase and Monroe County's remains at 0.

IV. Provider Services Report

Rick Beasley

- R. Beasley reported on the following childcare providers:
 - St Justin's Martyr Pre-school had the following class 1 DCF licensing violation- posed a threat to the health, safety or welfare of the children. Based on schools record, the fact that they self-reported and had no prior



incidents, and terminated the teacher involved in the incident, the committee motioned that no further action should be taken.

- The Children's Place Child Care Center had outstanding deliverables greater than 30 days and did not meet the requirements of the Early Learning Performance Funding Pilot Project Contract. The committee motioned to terminate them from the funding project.
- YWCA Windows to Early Learning Child Care and the Gerry Sweet Child Care received VPK Monitoring and it was found that the center did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The committee motioned to terminate both centers from their VPK contract. The ELC will seek guidance from OEL to determine if the termination must be for a term of 5 years.
- Clara Mohammed School received a VPK Monitoring on March 7, 2016 and it was found that the center did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The committee motioned to terminate the VPK contract.
- Our Lady of Charity School received a VPK Monitoring on March 21, 2016 and it was found that the center did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The school representative stated that the assessments were done and she had them with her. The committee motioned to continue to the next meeting in order to allow the ELC staff time to review the packets.
- Just for Kids failed to supply supporting documents to a corrective action plan they were previously placed on. Since they failed to comply on a timely basis the committee motioned to terminate the School Readiness contract. The committee will also send a letter to the Broward ELC with their concerns over the severity of the violations
 - Provider has one instructor with a month gap in the background screening.
 - Window screen missing resulting in a lizard in the classroom.
 - One playground fountain's drinking water was observed to be green, another to be brown.
 - Water fountains connected to outside water hose.
 - Locks/latches on playground gates not appropriate
 - Playground locked and key could not be found.
 - Sippy cup stored in a cabinet with the changing table.
 - Food containers were not stored above the floor and protected from contamination.
 - Two children had expired immunization records.
 - Password or number identifier missing from the Child Care Enrollment Information Card.
 - Parent Complaint: Twelve infants to one instructor. Infant observed in a swing, not strapped, with a bottle propped up.
- Motion to approve sending letter to the Broward Coalition by G. Schwartz.
- Motion seconded by B. Eadie.
- Motion was unanimously passed.
- FCAA New Mt. Zion Early Childhood Center and Dr. Dazell Simpson Early Childhood Center received VPK Monitoring's and it was found that the centers did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The school representatives stated that the assessments were done and they would be able to supply them by noon the following day. The committee motioned to continue to the next meeting in order to allow the ELC staff time to review the packets.
- Little Lights of the World received a VPK Monitoring on February 24, 2016 and it was found that the center did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The school representative stated that the assessments were done and they would be able to supply them by noon the following day. The committee motioned to continue to the next meeting in order to allow the ELC staff time to review the packets.
- Holy Family Day Care Center received a VPK Monitoring on April 12th 2016 and it was found that the center did not administer Assessment Period 1 (Pre- Assessment) of the Florida VPK Assessment. The school representative was not present so ELC staff was to contact them and determine if assessments were actually administered, they were to bring in packets immediately. The committee motioned to continue to the next meeting in order to allow the ELC staff time to review the packet.
- G. Schwartz stated that a 5 year termination from VPK seemed excessive. E. Torres stated that it came from legislature but he will seek guidance from OEL.



V. Programs & Policy Committee Report

Judy Schaechter

- J. Schaechter asked for a motion to approve the new sliding fee scale.
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by H. Carruthers.
 - Motion was unanimously passed.

- Resolution 062016-11 Authorize the President and CEO to release a Request for Proposal for Developmental Screening Follow up and Inclusion. Fiscal Impact: The contract is a not-to-exceed \$950,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning / The Children’s Trust / Miami Dade County Public School.
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by H. Carruthers.
 - Motion was unanimously passed.

- Resolution 06062016-12 Authorize the President and CEO to release a Request for Proposal for a Social Emotional Services Program. Fiscal Impact: The contract is a not-to-exceed \$200,000.00 for fiscal year 2016-2017, subject to approval for legal sufficiency and form. Note: The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 to reflect the term of the contract. Funding Source: Office of Early Learning, Administration for Children and Families U.S. Department of Health and Human Services.
 - Motion to approve resolution by M. Zapata.
 - Motion seconded by T. Axford.
 - Motion was unanimously passed.

VI. CEO Report

Evelio Torres

http://www.elcmdm.org/about_us/Board/minutes/Board/CEO%20report/CEOR06062016.pdf

VII. Public Comments

Adrian Alfonso

VIII. Adjourn

Adrian Alfonso