



Minutes

Board of Directors Meeting
September 8th, 2015; 8:00 a.m.
ELC Board Room

Board Attendees: Adrian Alfonso (chair); Charles Auslander; Russell Benford; Tina Carroll-Scott; Heather Carruthers; Robert Eadie (treasurer); Gilda Ferradaz (vice-chair, via conference call)); Philip Gassman(via conference call); Helene Good; David Lawrence Jr.; Dr. Judy Schaechter; Alan Eckstein; Dr. Mara Zapata; Gladys Montes; Magaly Abrahante; Rick Beasley; Abilio Rodriguez; Gerald Schwartz

Board Absentees: Shaleen Fagundo, Alexander Soto

Staff Attendees: Evelio Torres (President/CEO); Angelo Parrino; Lisa Sanabria; Jackye Russell; Fred Hicks; Wilfredo Ayala; Mercy Castiglione; Lidia Clarke;

General Attendees: Santiago Echemendia, Shutts & Bowen LLP;

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 (17) voting members.
- 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 congratulated Philip "Flip" Gassman from Marquis Bank. The bank reported record earnings for the second quarter of 2015.
- A. Alfonso stated that following the board meeting, Board members, ELC staff and community partners will participate in a 'Poverty Simulation'. The Poverty Simulation is designed to educate participants about the realities of poverty through an inter-active, hands on experience. It was originally developed and copyrighted by the Missouri Association for Community Action. Through the poverty simulation everyone will learn what it is like to walk a mile in the shoes of someone living in poverty:
 - What does it feel like to be a single parent?
 - What is life like for a child living in poverty?
 - How does it feel to not have money to feed your children and to pay your bills?
 - How would you react if you were in this situation?
 - How can you help?

Participants are divided into families, given a budget and go about "living" in a community; paying bills, navigating services, illness and life's challenges in a real world simulation. During the simulation, participants play the role of an individual experiencing poverty, many of whom interact with other participants as members of a family. They navigate the poverty experience together, using whatever resources they have to pay their rent and utilities, eat, work, go to school, and seek community resources. Participants experience a month of poverty, which is separated into four 15–20 minute weeks.



- Alfonso took the opportunity to invite all the board members to the Literacy is a Family Affair Reception which was to be held on Friday September 18th, 2015 at the Early Learning Coalition from 6:00pm thru 8pm.
- A. Alfonso recognized Dave Lawrence as a key figure in creating Early Learning Coalitions in Florida as part of the School Readiness Act of 1999. D. Lawrence served as founding chair when there were just a handful of board members and the coalition had no staff or office space. As founding chair he led the Early Learning Coalition, then known as the School Readiness Coalition, from its infancy until it matured as an organization. D. Lawrence signed the articles of incorporation for the School Readiness Coalition of Miami-Dade/Monroe on April 11, 2000. To commemorate the 15th anniversary of the establishment of the Early Learning Coalition, the room where the Board of Directors meetings are held every month and where so many community meetings will be named David Lawrence Jr. Community Meeting Room.

II. Approval of Minutes

Adrian Alfonso

- A. Alfonso called for the approval of the meeting minutes from August, 2015.
 - B. Eadie moved to approve the minutes.
 - R. Beasley seconded the motion.
 - Motion was passed unanimously.

III. Finance Committee Report

Bob Eadie

- Resolution 08262015-01 Authorize the President and CEO to negotiate and execute the lease for the permanent location of the Neighborhood Place Early Head Start, a division of the Early Learning Coalition of Miami-Dade/Monroe, Inc., in accordance with the background section of this resolution. Fiscal Impact: Not to exceed market rate.
 - Motion to approve resolution by A. Eckstein
 - Motion seconded by H. Carruthers
 - Motion was unanimously passed.
- Resolution 08262015-02 Authorize the President and CEO to negotiate and execute an amendment to Contract PSA15-109 with Bluejean Software, Inc. Fiscal Impact: The contract amount increases by \$41,700.00, for a total contract amount not to exceed \$241,700.00 for the fiscal year 2015-2016, which is subject to the availability of funding
 - Motion to approve resolution by J. Schaechter
 - Motion seconded by A. Eckstein
 - Motion was unanimously passed.
- Resolution 08262015-03 Authorize the President and CEO to release a Request for Proposal, select a vendor, negotiate and execute the contract for professional development for our Early Head Start infant/toddler teachers. Fiscal Impact: The contract is a not-to-exceed amount of \$302,140.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
 - Motion to approve resolution by A. Eckstein
 - Motion seconded by J. Schaechter.
 - Motion was unanimously passed.
- Resolution 08262015-04 Authorize the President and CEO to release another Request for Proposal (RFP) for Sub recipient Financial Monitoring Services. Fiscal Impact: The contract is a not-to-exceed amount of \$170,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
 - Motion to approve resolution by A. Eckstein
 - Motion seconded by R. Benford
 - Motion was unanimously passed.
- Resolution 08262015-05 to approve the Coalition's First Amendment to the Annual Budget for the fiscal year 2015-2016. Fiscal Impact: Increasing the Approved Initial Annual Budget by \$1,143,865.00
 - Motion to approve resolution by A. Eckstein



- Motion seconded by L. Pineiro.
- Motion was unanimously passed

- Resolution 08262015-06 Authorize the President and CEO to receive funds, and negotiate and execute The Bainum Family Foundation grant agreement. Fiscal Impact: The grant is in the amount of \$25,000.00 for fiscal year 2015-2016, subject to approval for legal sufficiency and form.
 - Motion to approve resolution by A. Eckstein
 - Motion seconded by R. Benford
 - Motion was unanimously passed

- Resolution 08262015-07 Authorize the President and CEO to negotiate and execute a temporary location lease for the Neighborhood Place Early Head Start, a division of the Early Learning Coalition of Miami-Dade/Monroe, Inc., in accordance with the background section of this resolution. Fiscal Impact: Not to exceed market rate.
 - Motion to approve resolution by R. Beasley
 - Motion seconded by J. Schaechter
 - Motion was unanimously passed

- Resolution 07292015-10 and 07292015-11 were presented once again to the board as informational items. Board approval was not necessary.

- B. Eadie reviewed snapshots waitlist in Monroe County remains at “0”. The Family Portal is now in use in Monroe County. The ELC is working to recruit more families, are adding additional investments such as the HIPPIY program and onsite professional development

- E. Torres stated that the Dade County staff is working hard to diminish the wait list they have sent 3400 letters. These families are using the family portal, an upload utility, to scan their documents from home, at a provider’s office or at the ELC service centers. ELC staff is available to assist families and this will eliminate the problem of lost or missing items. These letters are due 08/31/15 and will be processed in September. 900 children remain on the wait list.

IV. Nominating Committee Report

David Lawrence

- D. Lawrence stated that the Nominating Committee met to recommend Theresa Axford for a second term with the Early Learning Coalition.
 - Motion to approve by A. Eckstein
 - Motion seconded by G. Schwartz
 - Motion was unanimously passed

V. Legislative Committee Report

Evelio Torres

- E. Torres present the Early Learning Coalitions Legislative Priorities for 2015-16
 - Motion to approve by G. Schwartz
 - Motion seconded by A. Eckstein
 - Motion was unanimously passed

VI. Provider Services Committee Report

Rick Beasley

- Little Language Academy received a notice of termination due to non-compliance with the Florida Office of Early Learning (OEL) VPK education program pre- and post-assessment requirements. Provider claimed the assessments were



completed properly. Committee decided to table the item and requested provider to bring in the evidence the following day. Case will be heard at the next review hearing committee meeting.

- All My Sweet Kids Day Care Center received a notice of termination due to the provider receiving 2 class 1 violations and 10 class 2 violations. The class 1 violation were due to lack of supervision:
 - Two infants were in cribs in a classroom and the door was closed and no teacher present.
 - Child found in classroom adjacent to infant room sleeping in a bouncy chair with no teacher present.
 - Child cut another child's hair with scissors when no teacher was present.
 - Two year old was left sleeping in a high chair in a closed separate room by himselfThe Hearing Committee's is recommended to terminate the contract for a period of 5 years.

- Cherry Blossom Learning Center received a notice of corrective action due to the provider receiving 3 class 2 violations. Ms. Uribe-Orrrett signed the corrective action plan and has implemented a new procedure so this does not occur again. Violations were as follows:
 - Documentation of level 2 screening missing
 - Background screening and personnel file requirements missing from employee file
 - Verification of employment history for the past 2 years not on file for the employeeThe Hearing Committee is accepting the corrective action plan.

- Duhart's Day Care Center a notice of termination due to the provider receiving 2 class 1 violations and 7 class 2 violations. Violations were as follows:
 - Class 1 –
 - area of the facility was observed to be a serious health hazard to children
 - a method of discipline that was severe, humiliating or frightening was used
 - Class 2 –
 - Ratio 1 staff member/11 children
 - Fencing around play area was not the required 4 feet
 - Cribs did not meet current federal guidelines
 - Play equipment unsafe
 - No resilient surface beneath fall zone
 - Level 2 documentation missing for staffThe Hearing Committee's is recommending to terminate contract for a period of 5 years.

- Room 2 Bloom received a notice of corrective action due to the provider receiving a class 1 violation. Provider signed the corrective action plan and has implemented a new procedure so this does not occur again. Violation was as follows:
 - A child was not adequately supervised and left facility premises without knowledge or awareness of staffThe Hearing Committee is accepting the corrective action plan.

VII. Public Comments

Adrian Alfonso

VIII. Adjourn

Adrian Alfonso