I. Welcome & Introductions
   Matthew Bruno
   A. Roll Call

II. Approval of Minutes
   Matthew Bruno
   A. Motion to approve the August 2, 2021 Board of Directors Meeting minutes.

III. Chairman’s Report
     Matthew Bruno

IV. Florida Chamber of Commerce
    Mark Wilson

V. Federal Funding Benefit Cliff
   Dr. Brittany Birken

VI. Finance Committee Meeting Report
    Loreen Chant

VII. EHS Policy Council Report
     Kisline Timothee

VIII. Program, Policy & Strategy Committee Report
      Gladys Montes
      A. Resolutions (reviewed and approved by the Program, Policy and Strategy Committee)
         i. Resolution 09072021-01 – Self-Assessment
            Authorize the President and CEO to proceed with the implementation of the Early Head Start
            2021-2022 Self-Assessment Plan.
         ii. Resolution 09072021-02 – Early Head Start
             Authorize the President and CEO to submit a request allowing Early Head Start to provide
             comprehensive services through a Family Childcare Home option.

IX. Provider Services Committee Meeting Report
    Rick Beasley

X. Governance and Bylaws Committee Report
   Chuck Mohr

XI. Monroe Advisory Committee Report
    Sandi Bisceglia

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.
XII. Community Presentation

Evelio Torres

XIII. Public Comments

Matthew Bruno

XIV. Adjourn

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

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

Board Absentees: James Haj; Alex Soto; Bob Eadie; Lisa Taylor; Stephanie Scuderi, Raeann Bacchus

Staff Attendees: Evelio Torres; Angelo Parrino; Jackye Russell; Lisney Badillo; Lissandra Curbelo; Pam Hollingsworth; Ana Sejeck; Fiorella Christie; Fred Hicks; Mercy Castiglione; Diana Lane; Victor Caballero; Ana Rodriguez; Belkis Torres; Sandra Gonzalez; Alex Sanchez; Michelle Meilan; Laurie Dunn; Aileen Suazo; Maria Schrack; Miguel Alonso; Ahmed Mitwalli; Alex Uribe

General Attendees: Bob de la Fuente (Board Counsel); Dave Lawrence Jr; Vance Aloupis;

I. Welcome and Introductions

Matthew Bruno

1. M. Bruno called the meeting to order and welcomed everyone.

2. J. Russell called roll and a quorum was established with eighteen (18) voting members.

II. Approval of Minutes

Matthew Bruno

- M. Bruno called for the approval of the meeting minutes from June 2021.
  - R. Beasley moved to approve the minutes.
  - D. Armstrong seconded the motion.
  - Motion passed unanimously.

III. Chairman’s Report

Matthew Bruno

- M. Bruno announced that Florida State Representative Vance Aloupis would be joining the meeting and providing an overview of recently passed legislation from the last legislative session.
M. Bruno announced that anyone with a conflict of interest on an item coming before the board would need to declare the conflict and to complete a conflict of interest form.

M. Bruno reminded board members that a copy of the board attendance roster was included in the meeting packet to help eliminate any confusion regarding members’ attendance.

M. Bruno stated that he, Evelio, and ELC staff participated in a call with a representative from the Florida Chamber Foundation regarding foundation’s Prosperity Project. They have set a goal of cutting childhood poverty in Florida by half by 2030. As part of the project, they are looking at the impact of early education and the gaps in access to quality early learning programs. We will be discussing how the ELC board can play a part in this initiative in both Miami-Dade and Monroe Counties.

M. Bruno discussed the pending expiration of the federal eviction moratorium and the serious effect this will have on the families we serve. ELC staff have been providing information on housing and rental assistance programs available in both counties to help families access resources and services they may need.

M. Bruno discussed that ELC staff continue to hold monthly provider meetings via zoom to provide updates from the different ELC departments. Providers are also encouraged to attend the monthly Provider Services Committee meetings, where they have the opportunity to participate in an Early Education Partners Roundtable with their provider representatives.

IV. Executive Committee Report

M. Bruno stated that the Executive Committee met on June 23 and approved the following resolutions:

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.

M. Bruno asked for a motion to take a block vote to ratify these resolutions if no one had any questions or discussion.

- Motion to approve resolutions in a block vote by S. Bisceglia
- Motion seconded by R. Beasley
- Motion passed unanimously.
• M. Bruno stated the board will have a presentation by Representative Vance Aloupis. E. Torres introduced Representative Aloupis.

V. **Representative Vance Aloupis**

V. Aloupis discussed several bills related to early learning that were passed in the most recent legislative session. The bills related to early literacy, teacher supports, and additional resources for parents.

VI. **Presidents of the Family Child Care Home Association**

E. Torres discussed recent meeting held with representatives of Family Child Care Home Providers. The discussion focused on some of the challenges that the family child care home owners are having with recruiting and maintaining quality staff in their programs. One of the issues addressed was their inability to raise the amounts they charge for their services. Many have had the same rates for years and don’t feel that they can raise them, because the parents cannot afford to pay more and may leave their programs if the rates are raised. Explained how school readiness reimbursement rates are set and that the ELC cannot pay them more than what they have as their published rates.

VII. **Audit Committee Meeting Report**

M. Bruno stated that the Audit Committee met on July 29 and ELC staff presented:

- An overview of the programmatic monitoring that is completed by the Division of Early Learning was provided, that included the scope and methodology. The overall monitoring was positive, with the majority of the elements reviewed resulting in no findings.
- Staff also shared Information on the School Readiness program internal controls, that included a very broad overview of all the efforts that are made to ensure that eligibility determination process remains in compliance with state and federal guidelines.
- In response to news reports of potential financial fraud at the Monroe Boys and Girls’ club, and because the club receives School Readiness funding; the loss prevention unit conducted a review to identify if any of the funds from the coalition were involved. The review did not find any misappropriation of School Readiness funds.

VIII. **Finance Committee Meeting Report**

L. Chant stated that the Finance Committee met on July 25 and approved the following resolutions:
A. Resolution 07292021-01 authorize the President and CEO to execute an amendment with The Children’s Trust, as outlined in the background and to 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.

- L. Chant asked for a motion to approve the resolution in a block vote.
  - Motion to approve by C. Mohr
  - Motion seconded by M. Bruno
  - Motion passed unanimously

- L. Chant discussed that the financials look to be in good shape. All program budgets are expected to close out the year balanced. School Readiness enrollment and payment snapshots reflect that there are no waitlists in either Miami-Dade or Monroe County and eligible children are being enrolled in the program in a timely manner.

- L. Chant stated that the Early Head Start credit card reports for May and June were reviewed and travel expenses for Early Head Start staff to attend out-of-town training was noted.

- L. Chant asked F. Hicks to say a few words on cybersecurity updates.

IX. Policy Council Committee Report  
Kisline Timothee

- A video by K. Timothee was played.

X. Programs, Policy & Strategy Committee Report  
Jackye Russell

- J. Russell read the report from the July 26 Programs, Policy & Strategy Committee meeting:
- Early Head Start Updates:
  - The average daily attendance has continued to remain at 92%.
  - Updates on the Early Head Start Self-Assessment Improvement Plan reflect that the program has completed 3 of the 8 goals. Completion of the remaining five (5) goals is well underway and expect to be completed by October 2021.
  - The Early Head Start Corrective Action Plan shows that 20 of the 25 required action steps have been completed. The remaining five (5) have started and are in progress until the end of the corrective action period, which is August 15, 2021.
- Development Screenings Updates
  - As of March 31, 2021, the Inclusion, Screening and Assessment team have been supporting partner’s transition to the new system for the management of the Developmental Screenings.
  - There have been some challenges with the transition that impact compliance and increase audit exposure but the team is communicating concerns to the Division of Early Learning, designing work arounds and requesting support as needed.
Despite challenges the Miami-Dade and Monroe teams have shown growth and excellence in Quality Assurance reviews in the 2020-2021 fiscal year. Dr. Espinosa will report on the outcome of the reviews during the CEO report.

- Professional Development Institute and Equity Institute Updates
  - 71 training sessions were offered in June with a total of 832 attendees participating.
  - The Children’s First Equity and Inclusion Series is being recognized as a best practice training program in the Children’s Movements’ Built to Thrive 21 summit scheduled for September.
  - ELC Talks: Features the Impact of COVID-19 on Early Childhood Education and Child Development August 19, 2021. The Equity Institute will be presenting a session with Vice-Chair of the School Board of Miami-Dade, Dr. Steve Gallon III and Marla Russel, Early Childhood Coordinator/Supervisor Monroe County School District.

- Professional/Workforce Development
  - Early Childhood Apprenticeship and Internship programs are expected to launch in Fall 2021.
  - Child Development Associate Preschool Courses in English and Spanish to start Fall 2021.

 XI. Provider Services Committee Meeting Report

Rick Beasley indicated that the Provider Services Committee met on April 29, May 27, and July 29. The following items were reviewed and discussed:

- Little Yvena’s Garden Learning World Center was reviewed. The 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 provider’s testimony, the committee voted to uphold staff’s recommendation and terminate the VPK contract and revoke eligibility to participate in the VPK program for five years. **It should be noted that the committee does not have any leverage in these cases which involve providers who do not administer the VPK assessments. Staff have elevated such cases to the Division of Early Learning (DEL) and have been told that the only recourse for these providers is to have their contracts terminated and to revoke eligibility for a period of five (5) years.**
- K. C. Kiddie Care II was reviewed on July 29. This provider failed to administer both the VPK Assessment Period 1 and Assessment Period 3 for the 2020-2021 School Year.
- After reviewing all documents and hearing the provider’s testimony, the committee voted to uphold staff’s recommendation and terminate the VPK contract and revoke eligibility to participate in the VPK program for five years. This case was also elevated to DEL and staff were informed that the termination and revocation are the only options available for this provider.
- Apprenticeship & Internship Programs are moving right along. We are pleased to announce that both programs are on track to launch in the fall. Both programs will greatly increase the pool of quality employees who have been trained to work with children in early learning programs. These programs come at a critical junction, because the other topic of much discussion during the committee meeting was that of the inability of child care providers to attract and retain qualified staff. Many of the providers who participated in the meeting echoed the challenges they are facing as they lose teachers and potential applicants to large companies that can afford to pay a higher hourly rate. There was brainstorming around how different agencies can partner to address this and I’m sure Evelio will be sharing more with the board as the discussions continue.

XII. Community Presentation  Evelio Torres

XIII. Public Comments  Matthew Bruno

XIV. Adjourn  Matthew Bruno
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As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

- John F. Kennedy

Adrian Alfonso

In gratitude for your tireless work and dedication to the children of Miami-Dade and Monroe counties

Early Learning Coalition of Miami-Dade/Monroe

June 2021
August 24, 2021

Evelio C. Torres, President & CEO
Matthew Bruno, Chair
Early Learning Coalition of Miami Dade/Monroe
2555 Ponce de Leon Blvd., Suite 210
Coral Gables, Florida 33134

Dear Evelio and Matthew:

While the memory of our time together is still fresh, I wanted to take a moment to thank you for the welcome and support that you gave to me during our meeting at Centro Mater on Wednesday, August 18, 2021. I am humbled and honored by your kindness. Thank you for giving me such a warm welcome.

Our conversation around the table at Centro Mater introduced me to so many areas that we can work together to address. Our conversation ranged across reimbursement rate issues, the benefits cliff, the use of apprenticeship training, the importance of partnerships, the Thrive by 5 program and the work of the work of the Children’s Trust, the need to focus on the entire family, the important role of the Family Child Care Home providers, the use of the Head Start and Early Head Start approach, the critical role of partnerships with the business community, CareerSource, Miami Dade College, Miami Dade School District, Miami Dade County, United Way, The Children’s Movement, the Children’s Trust and so many others.

None of this work could go forward without the work of the providers. Centro Mater is, in my view, a national treasure, as are other early learning centers that are doing wonderful work across the State. I was excited to also learn about the work of the Roig Academy, and the United Way’s Center for Excellence in Early Education. I look forward to visiting these and many other centers in the coming days. You gave me a lot to think about. You also helped me to appreciate the importance and urgency of the steps that are needed to support the work of the early learning community.

All this work is all supported by Evelio Torres and the Early Learning Coalition of Miami-Dade and Monroe counties. His wise and effective leadership is known and respected around the state. Attached are the two data charts that I shared with the group. I welcome any data points or studies that you think could help me to highlight the importance and impact of early learning services.

MATTHEW H. MEARS
CHANCELLOR, DIVISION OF EARLY LEARNING
250 MARRIOTT DRIVE • TALLAHASSEE, FL 32399 • 850-717-8550 • Toll Free 866-357-3239 • www.FloridaEarlyLearning.com
As I join you in this work that you have labored in for so many years, know that I am inspired and energized by your example and service. When challenges come, I will remember the unity, optimism and kindness that I felt when I was with you around the table at Centro Mater.

This was my first meeting as the Chancellor of Early Learning. It was perfect. Thank you for giving me a beautiful beginning.

In closing, I want to thank Madeleine Thakur and The Children’s Movement of Florida. Without Madeleine’s initiative and planning none of this would have happened. Also, special thanks to Centro Mater and to Dr. Madelyn Llanes for her warm hospitality and generosity. The sandwiches, fruit and Cuban coffee were welcoming and refreshing. Our setting provided a powerful example of how impactful high quality early learning services are to an entire community.

At the close of our meeting, Madeleine talked about optimism. As I look ahead, I am optimistic because I believe that there is no limit to the good we can accomplish when we put children first. Thank you for your service.

Gratefully,

Matt Mears
Chancellor
Returns to a Dollar Invested

"Early childhood education is an efficient and effective investment for economic and workforce development. The earlier the investment, the greater the return on investment." — James J. Heckman
Professor and Nobel Laureate in Economics, University of Chicago

Source: Heckman and LaFontaine (2007).
www.heckmanequation.org
Worthy Work, Still Unlivable Wages
How We Pay The Least to the Teachers We Need the Most

Sensitive Periods
in Children's Brain Development

2014 Salaries
of Children's Teachers

$75,000
$50,000
$25,000

Child's Age [Years]

Sources
Action Requested: Authorize the President and CEO to proceed with the implementation of the Early Head Start 2021-2022 Self-Assessment Plan.

Fiscal Impact: No Fiscal Impact.

Funding Source: U.S. Department of Health and Human Services Administration for Children and Families

Strategic Goal: ☒ Neediest Children ☒ Providers
☐ Youngest Children ☐ Funding
☐ Educate All ☒ N/A – ELC Operations

RESOLUTION: 09072021-01

AUTHORIZE THE PRESIDENT AND CEO TO PROCEED WITH THE IMPLEMENTATION OF THE EARLY HEAD START 2021-2022 SELF-ASSESSMENT PLAN.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Program, Policy and Strategy Committee is in agreement with the goals described therein;

WHEREAS, the Program, Policy and Strategy Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to proceed with the implementation of the Early Head Start 2021-2022 Self-Assessment Plan.
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 7th day of September, 2021.

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

By: ___________________________
Board Secretary
Background:

Self-Assessment is a vital component of the planning cycle. The self-assessment creates a time for the program to critically examine the data collected throughout the previous program year. The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process. The results of the self-assessment are used for program planning which include the development of goals and objectives, determination of training and technical assistance priorities, and the allocation of program funds. The self-assessment plan, results, and improvement plan are submitted as part of the Early Head Start application and reapplication process.

Regulations:

642(c)(1)(E)(iv)(V)(aa) The governing body shall be responsible for reviewing and approving all major policies, including the annual self-assessment and financial audit.

642(c)(2)(D)(iii) The Policy Council shall approve and submit to the Governing Board decisions about (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2021-2022

Early Head Start
Self-Assessment Plan
PURPOSE

Self-Assessment is a vital component of the planning cycle for the Early Head Start Program. The self-assessment creates a time for the program to critically examine data collected. The program uses this time to uncover patterns or trends in the data that may not be immediately evident during the regular ongoing monitoring process. The results of the self-assessment are used for program planning which include the development and achievement of goals and objectives, determination of training and technical assistance priorities, and the allocation and use of program funds.

Although inter-related, ongoing monitoring and self-assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year, examines whether the program is meeting regulatory requirements, and looks to answer the question, “Are we doing things right?” Self-Assessment takes place annually, examines the effectiveness of program operations, and attempts to answer the question, “Are we doing the right things?”

The self-assessment process described here will allow the program to analyze the effectiveness of key management systems in meeting program goals and implementation of program services. Through the implementation of this process, we will focus on big issues, and answer three pertinent questions:

1. How can we better serve children and families in our community?
2. Where are we at risk?
3. How can we improve or streamline operations?

PERFORMANCE STANDARD

At least once each program year, a program must conduct a self-assessment that uses program data to evaluate the program’s progress towards meeting its goals, compliance with program performance standards throughout the program year, and effectiveness of the professional development and family engagement systems in promoting school readiness. [Head Start Performance Standards 1302.103(b)(2)(i)].

PARTICIPANTS

The inclusion of multiple perspectives ensures that all service areas and viewpoints are represented and considered during the analysis of data and the development of a program improvement plan. For this reason, various stakeholders (community representatives and parents) will be invited to participate along with key management staff from the Early Head Start Program.

The Neighborhood Place for Early Head Start will use existing information from various internal and external monitoring reports and/or inspections. Information from the program’s database will also be used to determine areas of strength, as well as areas needing improvement. Each service area director or manager will identify the documents that will be reviewed as part of the self-assessment. Service area directors and managers may incorporate additional site visits or record reviews to gather pertinent data that will provide accurate information on the program’s implementation.


Board and Policy Council members will be invited to participate in the focus groups. Directors and managers will invite community representatives who are versed in their respective areas to participate in the focus groups. Childcare partners and parents of currently enrolled children will also be invited to be a part of the focus groups.

DATA SHARING (TIMEFRAME: SEPTEMBER 20, 2021 – SEPTEMBER 24, 2021)

Service area directors and managers will share the data and program goals with their respective focus group members prior to the focus group meeting. This will afford the focus group members an opportunity to become familiar with the data and goals to create a list of questions and/or observations. All data provided will be shared cumulatively to ensure confidentiality of children and families.

DATA ANALYSIS (TIMEFRAME: NOVEMBER 9, 2021)

Data analysis will be completed in two tiers. The first tier will focus on the programmatic and fiscal areas. These areas will consist of: ESREA (Eligibility, Selection, Recruitment, Enrollment, and Attendance), education, family and community engagement, health, nutrition, mental health, finance, and disability. Directors and managers from each area will organize a team comprised of staff and community stakeholders to review the data. Data analysis will focus on identifying major area(s) of strength and opportunities for improvement. The focus group will also discuss the progress and challenges in achieving the program goals. Each team will identify the systems being impacted in each finding and make recommendations for improvement.

IMPACT OF ANALYSIS (TIMEFRAME: NOVEMBER 10, 2021 – DECEMBER 17, 2021)

The second tier will focus on the program and systems. The Early Head Start (EHS) leadership team will analyze the information from each team. Since the program’s systems work together to inform and influence the service delivery, the EHS leadership team will review the systems impacted in each finding. Appendix A provides a list of 12 Early Head Start systems and a brief description of each system. A final summary report and program improvement plan will be developed.
Two reports will be developed as a result of the data analysis:

**Summary Report**: The summary report will recapitulate the results from the data analysis.

**Program Improvement Plan**: A program improvement plan will detail the steps to be taken to strengthen the program. The program improvement plan will identify the individuals responsible for each step and the timeframe for completing each step.

The draft report will be shared with the Chief Operating Officer.

**FINAL REPORT AND IMPROVEMENT PLAN (TIMEFRAME: JANUARY 17, 2022 - JANUARY 24, 2022)**

Recommendations from Chief Operating Officer will be incorporated into the draft Summary Report and Program Improvement Plan for a final report.

**REPORT PRESENTATION (TIMEFRAME: JANUARY 31, 2022- FEBRUARY 17, 2022)**

The Summary Report and the Program Improvement Plan will be presented to Early Learning Coalition of Miami-Dade/Monroe Programs and Policy Committee, Policy Council, and the Early Learning Coalition of Miami-Dade/Monroe Board.

**FOCUS GROUP UPDATES (TIMEFRAME: FEBRUARY 22, 2022 – JULY 31, 2022)**

Each director and manager will email their focus group member the summary and corrective action plan resulting from the data analysis and focus group recommendations. Two follow-up meetings will be held in April and July to provide a status on the progress of the Program Improvement Plan.

**BOARD AND POLICY COUNCIL UPDATES (TIMEFRAME: APRIL 3, 2022 – AUGUST 17, 2022)**

Updates on the Program Improvement Plan will be presented to the Early Learning Coalition of Miami-Dade/Monroe Programs and Policy Committee, Policy Council and the Early Learning Coalition of Miami-Dade/Monroe Board in the April and August meetings.
EARLY HEAD START MANAGEMENT SYSTEMS

Program Planning and Service System Design guide all programs in their five-year grant and include service plans that directly impact children and families.

Data and Evaluation drive data-based decision-making, inform each stage of the program planning cycle, and use qualitative and quantitative measures to ensure effective program management.

Fiscal Management accounts for federal assets and compliance with regulations, includes internal controls, and helps program leaders collaborate as they develop budgets to address goals and priorities.

Community and Self-Assessment initiate the program planning process, provide the right services to the right population (external focus), and support continuous quality improvement (internal focus).

Facilities and Learning Environments support children and families in indoor and outdoor settings and cultivate spaces that are safe and inspire learning.

Transportation ensures the safe and efficient movement of children and meets needs in a consistent manner that are in compliance with state and federal regulations.

Technology and Information Systems maintain the infrastructure needed to address the increased reliance on data collection and analysis. These systems select, manage, and provide training on appropriate hardware and software needed to monitor progress.

Training and Professional Development emphasize the importance of training and technical assistance (T/TA) in every program and offer a range of instructional resources, including online resources.

Communication builds relationships with internal and external stakeholders and helps programs “tell their stories” as they pursue program and school readiness goals.

Recordkeeping and Reporting build and maintain a program’s institutional memory; design and distribute strategic reports; manage recordkeeping activities; and inform staff, leadership and external partners.

Ongoing Monitoring and Continuous Improvement help programs adapt to better address goals and objectives and share data with staff, policy council, and governing bodies to engage everyone in the program planning process.

Human Resources ensures that staff and volunteers have the credentials and competencies needed to fulfill responsibilities.

1 https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems
Action Requested: Authorize the President and CEO to submit a request allowing Early Head Start to provide comprehensive services through a Family Childcare Home option.

Fiscal Impact: No Fiscal Impact.

Funding Source: U.S. Department of Health and Human Services Administration for Children and Families

Strategic Goal: ☒ Neediest Children ☒ Providers
 ☐ Youngest Children ☐ Internal Capacity
 ☐ Educate All ☐ Funding

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RESOLUTION: 09072021-02

AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT A REQUEST ALLOWING EARLY HEAD START TO PROVIDE COMPREHENSIVE SERVICES THROUGH A FAMILY CHILDCARE HOME OPTION.

WHEREAS, the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Board”) has been apprised of the program goals through the attached narrative, hereby incorporated by reference and the Program, Policy and Strategy Committee is in agreement with the goals described therein;

WHEREAS, the Program, Policy and Strategy Committee recommends approving this action and has presented said action to the Board for adoption and approval;

WHEREAS, the Board approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Board to authorize the President and CEO to submit a request allowing Early Head Start to provide comprehensive services through a Family Childcare Home option.
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 7th day of September, 2021.

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

By: ___________________________
Board Secretary
Background:

Early Head Start programs may provide services through various options. Besides a center-based option, programs can offer services in a family childcare home option. A family childcare home option provides a smaller homey atmosphere that can be beneficial in the early years and a good transition from at-home to group care. Additionally, the continuity of care that exists in family childcare homes can foster strong adult-child relationships. The Early Head Start program currently offers services through a center-based option. The program would like to expand the options parents have in selecting an educational setting for their children. A maximum of 36 Early Head Start slots will be allotted for the family childcare home option. The program is requesting the Board’s approval to submit a request allowing Early Head Start to provide comprehensive services through a family childcare home option.

Regulations:

1302.23(a)(b) The family childcare home program option delivers the full range of services. Education and child development services are primarily delivered by a family childcare provider in their home or other family-like setting.
AMENDED AND RESTATED BYLAWS
OF
EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.
(A FLORIDA NOT-FOR-PROFIT CORPORATION)

Amended May 2020
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AMENDED AND RESTATED BYLAWS
OF
EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.
(A FLORIDA NOT-FOR-PROFIT CORPORATION)

ARTICLE I.
OFFICES

Section 1.1 Registered Office. The registered office of Early Learning Coalition of Miami-Dade/Monroe, Inc., a Florida not-for-profit corporation (the "Coalition" or "Corporation"), shall be 2555 Ponce de Leon Boulevard, 2nd Floor, Coral Gables, Florida 33134.

Section 1.2 Other Offices. The Coalition may also have offices at such other places, either within or without the State of Florida, as the Board of Directors of the Corporation (the "Board of Directors") may from time to time determine or as the business of the Corporation may require.

ARTICLE II.
VISION

To ensure a comprehensive and integrated system providing for all families and their children beginning before birth to five years the affordable opportunity to enter school ready to learn and succeed in life.

ARTICLE III.
MISSION

To promote high-quality school readiness and voluntary pre-kindergarten programs 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.

ARTICLE IV.
PURPOSE

To implement the provisions set forth in the School Readiness Program Florida Statute Chapter 1002, Part VI, as amended from time to time, and the Voluntary Pre-kindergarten Education Program, Florida Statute Chapter 1002, Part V, as amended from time to time. Except as provided by law, the Coalition may not impose requirements on a child care or early childhood education provider that does not deliver services under the school readiness programs or receive state, federal, required maintenance of effort, or matching funds under Florida Statute Chapter 1002, Part VI.
ARTICLE V.
BOARD OF DIRECTORS

The Coalition shall be composed of not less than 15 and not more than 30 directors (each, a "Member" and collectively, the "Members"). As a multi-county coalition, the Coalition must include representation from each county. There shall always be a minimum of five (5) Members from Monroe County. No person who is from the private sector may serve as a Member if either such person or such person's relatives (as defined in § 112.3143 of the Florida Statutes) has a substantial financial interest in the design or delivery of the Voluntary Pre-Kindergarten Education Program created under part V of Chapter 1002 of the Florida Statutes or the Coalition's school readiness programs, except as provided by Section 5.3.4 herein.

Section 5.1 Required Members. The required Members mandated under part VI of Chapter 1002 of the Florida Statutes are as follows and shall be voting members:

(a) A Chair appointed by the Governor, who must meet the same qualifications as private sector business members under Section 5.4.
(b) Two private-sector business Members appointed by the Governor; provided, that such Members meet the qualifications applicable to private-sector business Members pursuant to Section 5.4 hereof.
(c) A Department of Children and Families Services ("DCF") regional administrator or permanent designee authorized to make decisions on behalf of DCF.
(d) A district superintendent of schools or permanent designee authorized to make decisions on behalf of the district. This position shall be a rotating position between Miami-Dade and Monroe County.
(e) An executive director of the Regional Workforce Development Board or permanent designee.
(f) A director of a local county Health Department or designee. This position shall be a rotating position between Miami-Dade and Monroe County.
(g) A children’s services council or juvenile welfare board chair or executive director, if applicable.
(h) A DCF child care regulation representative or an agency head of a local licensing agency as defined in s. 402.302, F.S., where applicable.
(i) The president of a Florida College System institution or permanent designee. This position shall be a rotating position between Miami-Dade and Monroe County.
(j) An appointee selected by a local county Board of County Commissioners or the governing board of a municipality. This position shall be a rotating position between Miami-Dade and Monroe County.

(k) A central agency administrator, where applicable.

(h) A Head Start or Early Head Start director. This position shall be a rotating position between Miami-Dade and Monroe County.

(l) A representative of private for-profit child care providers, including private for-profit family day care homes. This Member must regularly provide reports to the Board regarding the needs of its constituency.

(m) A representative of faith-based child care providers. This Member must regularly provide reports to the Board regarding the needs of its constituency.

(n) A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act. This Member must regularly provide reports to the Board regarding the needs of its constituency.

The Required Members serve continuously while they are in their positions. A Member who no longer represents the organization or group described shall notify the Chair in writing and that seat shall remain vacant until the organization or group he or she represents identifies a new representative to serve as a Member. The Coalition also shall appoint additional Members from a list of nominees submitted to the Coalition by a Chamber of Commerce or economic development council within the geographic region served by the Coalition. Including the Members appointed by the Governor, more than one-third of the Members must be private-sector business Members, two of the private-sector business Members must be from Monroe County (collectively, the "Appointed Members"). The Appointed Members, except those appointed by the Governor, shall serve staggered terms as provided in Section 5.7. Vacancies shall be filled as provided in Section 5.12. Each Member shall hold office for the term to which he or she is appointed and until a successor has been appointed and qualified, or until resignation, removal from office or death.

Section 5.2 [INTENTIONALLY OMITTED]

Section 5.3 Community at Large Members. The Coalition may appoint up to one Community at Large Member from each county served by the Coalition (the "Community at Large Members"), subject to the standards and criteria as established by Florida's Office of Early Learning. Community at Large members shall be designated voting members.

5.3.1 Each Community at Large member must reside in, or must represent a legal entity located in, Miami-Dade or Monroe County.
5.3.2 Except as provided in 5.3.4 below, a Community at Large member and the member's relatives must not have a substantial financial interest as defined in Section 5.6 below in the design or delivery of the VPK Program or the Coalition's School Readiness Program.

5.3.3 The appointment of a Community at Large member must not duplicate the representation of an organization or of a required, conditional or private sector membership position listed in Sections 5.1, 5.2 or 5.4.

5.3.4 The Coalition may appoint as a Community at Large member, a representative of a nonprofit child care provider. Notwithstanding 5.3.2 above, a Community at Large member appointed under this paragraph may have a substantial financial interest in the design or delivery of the VPK Program or the coalition's School Readiness Program.

5.3.5 The Coalition is encouraged to appoint as one of its Community at Large members a parent of a child enrolled in the VPK Program or the coalition's School Readiness Program. The parent must meet the requirements of 5.3.1, 5.3.2 and 5.3.3 above. Early Head Start Policy Council Members shall be given priority over other applicants for this position.

Section 5.4 Private-Sector Business Members. The Coalition shall appoint private-sector business members who meet criteria as established by the Florida Statutes, [Florida’s Department of Education, Division of Early Learning (Division of Early Learning) Florida’s Office of Early Learning](http://www.education.state.fl.us/), these Bylaws and the Coalition. Including the chair and two Coalition members appointed by the Governor, and based on the number of seated board members, private sector business members must comprise more than one-third of the Coalition's seated board membership. Vacant member positions are not included in the total board membership calculation. In order to meet this requirement, the Coalition may appoint additional members who meet the criteria for appointment as a private sector business member. Each private-sector business Member must reside in Florida and be an employee, manager or owner of a business entity which operates in the Coalition’s area of responsibility. A physician operating in the Coalition’s area of responsibility may qualify as a private-sector business Member. A private-sector business Member must meet the following requirements:

5.4.1 An owner having at least a 10 percent ownership interest in the business entity;

5.4.2 The chief executive or operating officer of the business entity;

5.4.3 A business executive or employee of the business entity who is at the management level or higher with optimum policymaking or hiring authority for the business entity; or

5.4.4 An individual who previously met one of the criteria in 5.4.1, 5.4.2, and 5.4.3, but who is retired from the business entity.
5.4.5 The following individuals MAY NOT be appointed as private-sector business members:

(i) An employee of the early learning coalition or of the fiscal agent, service provider, central agency, contractor or subcontractor of the coalition.

(ii) An employee, manager or owner of a school readiness provider, private pre-kindergarten provider, public school or school district.

(iii) An employee, manager or owner of a child care facility, family day care home, large family child care home, nonpublic school, or faith-based child care provider.

(iv) An employee or manager of a state university, community college or other public educational institution.

(v) An employee of the Federal Government or state government of a state, county or municipal government or of a public agency.

(vi) A not-for-profit corporation or non-profit cooperative association unless such corporation/association is among the largest twenty-five percent of employers, ranked by number of employees, in Miami-Dade or Monroe County.

(vii) An individual who has a substantial financial interest in the design or delivery of the VPK Program or an early learning coalition's School Readiness Program.

As used in these Bylaws, the term "business entity" means any form of corporation, partnership, association, cooperative, joint venture, business trust, or sole proprietorship that conducts business in this state. The term does not include a corporation not for profit organized under Chapter 617, Florida Statutes, or a nonprofit cooperative association organized under Chapter 621, Florida Statutes, unless the corporation or association is among the largest 25 percent of employers, ranked by number of employees, in Miami-Dade County or in Monroe County. The term does not include a private school corporation organized under Chapter 623, Florida Statutes.

The Coalition shall observe criteria and standards for the appointment of members as may be established and amended from time to time by the Division of Early Learning Florida's Office of Early Learning. Pursuant to, part VI of Chapter 1002 of the Florida Statutes, the Coalition shall submit its membership to the Division of Early Learning Office of Early Learning for final approval through the plan-approval process.
Section 5.5 **Ex-Officio Members.** The Coalition may have "ex-officio" members or multiple non-voting members with only one voting member seated per ex-officio member position.

"Ex-Officio" means a board member whose position on the board is by virtue of the office or position he or she holds. Only designated rotating members as set forth in Section 5.1 may be Ex-Officio members. The member rotating in to the position shall serve as the voting member for that position.

Section 5.6 **Substantial Financial Interest.** No Member or Member's relative or business entity shall have a substantial financial interest in the design or delivery of the Voluntary Pre-kindergarten Program or a coalition's school readiness program. As used in this paragraph, the term "relative" has the meaning ascribed in Florida Statutes § 112.3143, namely father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. A Coalition Member, relative or business entity has a substantial financial interest in the Voluntary Pre-kindergarten Program or an early learning coalition's school readiness program, if

5.6.1 The Member, relative, or business entity, has direct or indirect ownership of more than 5 percent of the total assets or capital stock, cumulatively, of one or more of the proscribed sources listed in 5.6.2 below; or

During the prior two years, more than 5 percent of the Member's, Member's relatives or Member's business entity's gross income was derived, cumulatively, from one or more of the proscribed sources listed in 5.6.2 below.

5.6.2 **Proscribed sources:** The following proscribed sources shall be used to determine whether the Member, Member's relative, or Member's business entity has a substantial financial interest in the Voluntary Pre-kindergarten Program or an early learning coalition's school readiness program under 5.6.1 above:

(i) Florida's Office of Early Learning, the Department of Education, the Department of Children and Families, or the contractor or subcontractor of any of these agencies.

(ii) An early learning coalition, former school readiness coalition, or a coalition's or former coalition's fiscal agent, service provider, contractor or subcontractor.

(iii) A school district or public school's preschool program for children from birth until eligibility for admission to kindergarten in a public school under section 1003.21(1)(a)2., F.S., if the Coalition board member's or Coalition board member's relative's income was derived from employment in an elected or appointed position in the school district or public school which is responsible for:
1. Financial decisions affecting the preschool program, including development of the program’s budget or disbursement of funds for the program;

2. Recommendation or adoption of rules, regulations, or policies relating to the operation of any aspect of the preschool program;

3. VPK or School Readiness program instruction, curriculum development, or service delivery; or

4. Management of the preschool program’s operations or personnel, or for personnel carrying out the responsibilities described in 5.6.2(iii)1-4 above

(iv) A child care facility licensed under Florida Statutes § 402.305, a family child care home licensed or registered under Florida Statutes § 402.313, a large family child care home licensed under Florida Statutes § 402.3131, a nonpublic school exempt from licensure under Florida Statutes § 402.3025(2), or a faith-based child care provider exempt from licensure under Florida Statutes, § 402.316.

(v) A public or private pre-kindergarten provider delivering the Voluntary Pre-kindergarten program.

(vi) A public or private school readiness provider delivering an early learning coalition’s school readiness program.

(vii) A national child care accrediting organization providing accreditation to Florida-based child care providers, public schools or private schools;

(viii) A Department of Education Children and Families approved Gold Seal child care accrediting organization;

(ix) An accrediting association that is a member of any of the organizations listed in (vii) or (viii) above;

(x) A vendor of educational materials or supplies, including, but not limited to, books, curricula, or equipment; and

(xi) An organization of which the membership is composed of 10 percent or more of individuals or business entities listed in (i)-(viii).

The Coalition shall observe criteria, standards and policies for determining whether a Member, relative or business entity has a substantial financial interest in the design or delivery of the Voluntary Pre-kindergarten Program or a coalition's
school readiness program, as may be established and amended from time to time by Florida’s Office of Early Learning.

Section 5.7 Terms of Office. Terms of office for all Members shall be staggered. Initially, the Members shall serve two-, three- or four-year terms as determined by the Chair. Subsequently, all terms will be four years; thus, there will always be three classes of approximately equal size, with the term of each class ending in consecutive years. **Except for ex-officio Members, no person may serve as a Member for more than eight years consecutively.** But any such person can be nominated to serve additional terms after a one-year break in service.

Section 5.8 Membership Rotation for Miami-Dade and Monroe. After a designated rotating member as set forth in Section 5.1 from one county has served a maximum of two consecutive terms, the Coalition shall offer the rotation of the membership position to the other county served by the Coalition. If the other county accepts the rotating position, the currently serving board member shall become an ex officio member, provided that they will not exceed the two term, eight-year limit. If the other county served by the Coalition declines the position, the position shall remain with the original county for one additional term. At the conclusion of the additional term, the offer of rotation shall be made once again to the other county served by the Coalition.

Section 5.9 Powers. All corporate powers shall be exercised by or under the authority of the Board of Directors of the Coalition as follows:

5.9.1 The business and affairs of the Coalition shall be managed under the oversight and direction of the Board of Directors;

5.9.2 The governance of the Early Head Start Program (“EHS”) shall be managed under the oversight and direction of the Board of Directors of the Coalition; and

5.9.3 The Board of Directors may delegate any of the powers, authority and duties described in this Section 5.9, or discharge any such powers, authority and duties through these Bylaws, through resolutions or other official action.

Section 5.10 Voting Rights. Except for those Ex-Officio Members under Section 5.5, each Member shall have one vote for the conduct of Coalition business. Members must be physically present or attend by any method of telecommunications in order to vote and participate in meetings of the Board of Directors. Members may participate in a meeting by means of telephone conference, video conference or similar communications equipment as set forth in Section 7.6 of these Bylaws. A voting Member may send a representative to any meeting of the Coalition, but such representative cannot vote, nor shall the presence of such representative be considered for purposes of establishing a quorum. When a **district regional** administrator for the Department of Children and Family Services appoints a designee to the ELC, the designee is the voting member of the ELC, and any
individual attending in the designee’s place, including the district regional administrator, does not have voting privileges.

5.10.1 [INTENTIONALLY OMITTED]

5.10.2 Each voting member, for the purposes of section 112.3143(3)(a), F.S., is considered a local public officer and must disclose, in accordance with the provisions of section 112.3143(3)(a), F.S., the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists. Furthermore, no voting member shall participate in the selection, award and administration of a contract if a real or apparent conflict of interest would be involved (45 C.F.R. s. 74.42).

Section 5.11 Resignations from the Coalition. To resign, a Member shall give a written statement of resignation to the Chair, except for the Chair who shall give a written statement of resignation to the Vice Chair, the President of the Coalition and the Governor of the State of Florida. All resignations shall take effect at the time specified in the written statement.

Section 5.12 Vacancies. The Board of Directors may appoint Members to fill existing vacancies on the board or to fill a vacancy that arises due to resignation, removal, death or expiration of a Member's first or second term. The Nominating Committee shall advertise the vacancies to be filled for appointed positions. It may be advertised utilizing print or electronic media available to the general public in the Coalition’s service delivery area until the vacancy is filled. The advertisement may be made to the chambers of commerce, council of chambers and economic development boards within the geographic region served by the Coalition, and the Nominating Committee shall compile a ballot listing all such applications and nominees as may be identified by the chambers of commerce, council of chambers or economic development boards. The Nominating Committee shall request that recommendations be provided from peer groups of private child care providers, faith based child care providers, and representatives from programs for children with disabilities within 45 calendar days of its meeting to fill vacancies for a private child care provider, a faith based child care provider, and/or a representative from programs for children with disabilities. The Nominating Committee shall use its best efforts to select persons to nominate from such lists of recommended provider(s), but the Nominating Committee is not bound by such lists and may accept or reject said nominations. The Nominating Committee will recommend appropriate nominees to the Board who shall then vote to approve to fill vacancies. Should a vacancy occur prior to the completion of a term, the Member elected to fill such vacancy shall serve until the end of the term that is being filled.

Section 5.13 Conflict of Interest. No Member may participate or vote upon any measure which would inure to such Member's special private gain or loss (including a Member's relatives, as defined in Florida Statutes § 112.3143) or that of the principal whom such Member represents. All Members shall make known through verbal or written
communication to the Coalition Members and the Chair all possible or apparent conflicts and refrain from voting and/or participating in actions to be taken on an item on which such Member has a conflict of interest.

Section 5.14 Membership in Coalition Plan. The Coalition must submit its board membership to Florida’s Office of Early Learning (“Agency”) the Division of Early Learning through the plan approval process, pursuant to Section 411.01(5)(d)4., F.S. If changes are made to the membership roster, the Coalition must submit an amended membership roster to the Agency through the plan amendment process within sixty (60) days of board approval.

ARTICLE VI.
OFFICERS

Each voting Member shall be eligible for appointment to any of the Coalition's appointed offices. Non-voting Members shall be eligible for appointment to the Coalition's appointed offices, except as specifically prohibited in these Bylaws, by Florida’s Office of Early Learning the Division of Early Learning or by Florida law.

The Chair shall determine the eligibility of candidates for office and shall consider candidates for filling any vacancies. Any person so considered shall have given prior, written consent to consideration and appointment as an Officer to the President/CEO of the Coalition. The first slate of officers shall be appointed after all Members of the Coalition are seated. The Chair’s selection of officers must be ratified by a majority vote of the Board.

Each appointed Officer shall take office immediately following installation at an annual meeting. Each appointed Officer shall hold office for the term to which appointed until the expiration of that Member’s term or until a successor has been appointed and qualified or until an earlier resignation, removal from office or death.

If an office is vacated prior to the completion of the term, an officer may be appointed by the Chair and ratified by a majority of the Members to fill the vacancy until the term ends.

Section 6.1 Officers. The Chair of the Coalition shall be appointed by the Governor. The Chair shall appoint a Vice Chair, Secretary and Treasurer (each, an "Officer" and, collectively, the "Officers"). Other offices may be created and Officers appointed by the Chair as deemed necessary by the Coalition. All of the Chair’s appointments must be ratified by a majority vote of the Board.

The President/CEO is an employee of the Coalition and not a Member. The President/CEO shall be appointed by a majority vote of the Board.

Section 6.2 Appointment and Terms of Office. Except for the Chair, who is appointed for a four-year term, each Officer shall be appointed for a three-year term. No Officer may hold the same office for more than two consecutive terms. Whenever possible, terms of office shall coincide with the Coalition’s Fiscal Year (as hereinafter defined). Except as set forth in the third paragraph of this Article VI, the term of
office for a given Member as an officer shall not exceed the term of that Member's membership as provided herein.

Section 6.3 Chair. The Chair presides at all meetings. Prior to the meeting, the Chair will ensure that an agenda is prepared for distribution to the Members by the Secretary as described in Section 6.6 below. He/she will be an ex-officio Member of all committees and shall perform duties pertaining to the "office" or required of him/her from time to time by the Coalition. The Chair shall be a voting Member. If there are any vacancies in an Officer's position prior to the expiration of that Officer's term, the Chair of the Board of Directors may make an interim appointment to fill that position until the next meeting of the Board of Directors.

Section 6.4 Vice Chair. The Vice Chair presides in the absence of the Chair or whenever the Chair temporarily vacates the Chair. The Vice Chair shall be a voting Member.

Section 6.5 President/CEO. The President shall be employed by and held accountable to the Coalition. The President shall be Chief Executive Officer (CEO) of the Coalition and has the responsibility for administration of the affairs of the Coalition and for the employment and direction of all employees of the Coalition. The President/CEO shall attend the meetings of the Coalition and the Executive Committee. The President/CEO shall perform such other duties as shall be required by the Coalition and the Executive Committee consistent with the Coalition's Articles of Incorporation and these Bylaws. The President/CEO is not a Member.

Through the Executive Committee, the Coalition shall evaluate the President/CEO's performance on an annual basis on forms adopted by the Department of Education, which must be submitted to the commissioner by August 30 of each year. The results shall be delivered to the President/CEO by the Chair.

Section 6.6 Secretary. The Secretary shall ensure that the minutes of every Coalition meeting are recorded, ensure that the agenda and minutes are distributed at least three (3) days prior to the meeting, shall determine the official quorum for each meeting by reviewing the list of Members, and shall sign all resolutions made and adopted by the voting Members. The Secretary shall be a voting Member.

Section 6.7 Treasurer. The Treasurer shall review moneys received and expended for the use of the Coalition and shall make a report at all regularly scheduled Coalition meetings. The Treasurer shall meet periodically with the fiscal staff of the Coalition to ensure compliance with generally accepted accounting principles. The Treasurer is responsible for ensuring an independent audit occurs annually. The Treasurer shall chair the Finance Committee. The Treasurer shall be a voting Member.

ARTICLE VII.
MEETINGS

Section 7.1 Meetings Per Fiscal Year. The Board of Directors will meet at least six (6) times per fiscal year. The Coalition's fiscal year shall be July 1 through June 30 (the
“Fiscal Year”). In the event of a Declaration of Emergency by the Governor or the Mayor of either Miami-Dade or Monroe Counties, or any municipalities in Miami-Dade or Monroe Counties, any and all meetings of the Executive Committee shall be deemed a meeting of the Board of Directors.

Section 7.2 Notices of Meetings. All meetings of the Board of Directors and all standing, special or other committee meetings shall be publicly noticed and conducted in accordance with Florida Statutes § 286.011 (the "Sunshine Act").

Section 7.3 Special Meetings. The Chair may call special meetings of the Board of Directors for any purpose(s) with adequate notice in accordance with the Sunshine Act.

Section 7.4 Quorum for Meetings of the Board of Directors. A majority of the voting Members physically present or present through any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for the transaction of business at any meeting of the Board of Directors of the Coalition.

Section 7.5 Quorum for Meetings of the Standing Committees, Subcommittees and Special Committees.

(i) Quorum for Standing Committee and Subcommittee Meetings. A majority of the voting Members physically present or present through any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for the transaction of business at any meeting of a Standing Committee or Subcommittee of the Coalition.

(ii) Quorum for Meetings of Special Advisory or Fact-Finding Committees. A majority of appointed persons physically present or present by any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for a meeting of a special advisory or fact-finding committee, provided that such advisory or fact-finding committee has no final Coalition authority and otherwise meets the requirements for advisory or fact-finding committees set forth in Section 9.1.

Section 7.6 Attendance by Communications Technology. The Coalition may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate, Section 1002.83(6), Florida Statutes.

Physical attendance at meetings of the Board of Directors is an expectation of membership. Notwithstanding the foregoing, if circumstances arise that prevent a Member from physically a meeting, such Member shall promptly notify the Board Liaison Chair prior to the start of said meeting so that the Coalition can arrange for attendance by telecommunications methods. 

Commented [JR22]: Recommend removal of chair notification.
The conduct of any meeting by telecommunications method(s) must allow the absent Member to participate in discussions, to be heard by the other Members and the public and to hear discussions taking place during the meeting.

Section 7.7 **Meeting Attendance.** Members must attend six (6) meetings 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.

Section 7.8 **Annual Meeting.** There shall be an annual meeting in June of during each calendar year, and elections of Members and Officers will be conducted at this meeting. The Annual Meeting may be held within three months of June of the calendar year at the Chair’s discretion.

ARTICLE VIII.
STANDING COMMITTEES

Section 8.1 **Executive Committee.** The Executive Committee shall be a standing committee of the Board of Directors, comprised of the Chair, Vice Chair, President, Secretary, Treasurer and any other officers (including officers at-large) that are created, appointed and elected as provided herein. The Coalition may delegate to the Executive Committee such power and authority as the Coalition may deem appropriate in connection with day to day operations and administration of the Coalition. Based on Coalition needs, the Executive Committee may act in place of the Coalition between Coalition meetings. Meetings of the Executive Committee as the result of a State of Emergency declared by the Governor, Miami-Dade County or Monroe County, or any municipalities located within Miami-Dade or Monroe Counties, shall be deemed meetings of the Board of Directors for purposes of satisfying the required number of annual Board of Directors meetings. Executive Committee action must be ratified by the Coalition at the next available Coalition meeting. If the action is not ratified, it shall be deemed void.
Section 8.2  **Nominating Committee.** The Nominating Committee shall be a standing committee, consisting of at least five Members appointed by the Chair, subject to approval of the Board of Directors. The Nominating Committee Chair shall be appointed by the Chair of the Coalition, subject to the approval of the Board of Directors.

The Nominating Committee is responsible for (i) nominating Officers and Members for election one month prior to each annual meeting, and (ii) nominating replacement Officers and Members for election from time to time upon the vacancy of any Office or Membership position.

The Nominating Committee Chair shall submit a written slate of nominees no later than five days before the next regularly scheduled meeting of the Members for distribution to the Members in preparation for said meeting.

Section 8.3  **Finance Committee.** The Finance Committee shall be a standing committee and is responsible for providing oversight of the Coalition’s financial operations and for reviewing compliance with Coalition policies, procedures and applicable laws and regulations. The Finance Committee shall be responsible for ensuring that the Coalition has established accounting, purchasing, and other financial procedures which provide adequate internal controls, delineate a separation of duties, and carry out oversight responsibilities; financial planning and strategic overview of finances. The Finance Committee shall review and evaluate management’s implementation of the Coalition’s policies and financial plans, policy development and resources. The Committee shall ensure that the Coalition's financial practices enable it to achieve operational effectiveness and efficiency, accurate and reliable financial reporting, and compliance with applicable laws and regulations. The Finance Committee shall also include a subcommittee called the Cybersecurity Governance Sub-Committee, which shall review policies and procedures related to maintaining the Coalition’s cyber security.

The Chair or Vice-Chair of the Committee shall present a report to the full board on the activities of the Committee and their recommendations regarding acceptance of reports, approval of agenda items or ratification of purchases made in accordance with the Purchasing Guidelines.

8.3.1 The Finance Committee reviews and makes recommendations concerning the annual budget and financial plans of the Coalition and any revisions to the budget and financial plans. The Committee reviews fiscal summaries at least quarterly to evaluate expenditures against revenues. Through the Cybersecurity Governance Sub-Committee, the Finance Committee reviews Coalition cyber security plans.

8.3.2 The Finance Committee also:

(i) Ensures that budget-to-actual variance analyses are performed after year end numbers are finalized;
(ii) Reviews fiscal policy and the recommendations of the organization’s auditors; and

(iii) Annually evaluates the executive management of the organization’s fiscal affairs.

8.3.3 The Committee shall recommend the adoption of changes to financial policies considered necessary based on reviews and evaluations; recommend the approval of the budget, acceptance of monthly or quarterly financial reports, monitoring enrollment data, benchmarking and other financial reporting.

8.3.4 At each meeting of the Board of Directors, the Chairman of the Finance Committee or his/her designee will make a report to the Board on the actions of the Committee and make recommendations as considered necessary.

8.3.5 Membership. The Finance Committee shall be composed of at least three (3) Members of the Board of Directors appointed by the Chair, but the Chair may appoint more members, all subject to approval by the Board of Directors. Members will be appointed to staggered three-year terms and may serve for no more than two consecutive terms. The Chair of the Finance Committee shall be the Treasurer of the Coalition. The Chair of the Board shall appoint the Finance Committee Vice-Chair, subject to approval by the Board of Directors. The Cybersecurity Subcommittee may include non-voting members who are not Members, appointed by the Chair, and who shall provide expertise to the Cybersecurity Subcommittee.

8.3.6 Duties. The Finance Committee is responsible for the following functions:

(i) Approve annual budget and quarterly budget amendments

(ii) Analyze budget variances

(iii) Review monthly or quarterly financial reports and review of the analysis of the financial operations

(iv) Review benchmarking results, trend analysis, slot utilization reports, enrollment patterns, etc.

(v) Review and approve agenda items that have financial implications, i.e., contracts, purchases, etc.

(vi) Review and approve the issuance of Request for Proposals (RFP) Invitation to Negotiate (ITN), Bids, or quotes solicited to acquire goods and/or services in accordance with the Coalition’s Procurement Guidelines

(vii) Establish guidelines, rules, policies and/or procedures regarding:
(1) Accounting
(2) Procurement
(3) Travel
(4) Property Use and Dispensation
(5) Salary and Compensation

(viii) Monitor compliance with Property Guidelines:
(1) Results of Property Inventory
(2) Write-offs
(3) Surplus of Property

(ix) Approve major contracts and the submission of major grant applications, and forward recommendations for the award of major contracts and major grant applications to the Board of Directors.

(x) Establish and monitor accountability measures for the Coalition.

(xi) Assess financial risks and measures to address the risks, i.e., insurance coverage, business interruption plan, etc.

(xii) Review cybersecurity risks and measures to protect the Coalition from risk.

8.3.7 Meetings. The Finance Committee shall meet prior to the meetings of the Board of Directors to review agenda items that require approval, acceptance and/or ratification by the Board of Directors. The Finance Committee may meet more frequently as the need arises.

Section 8.4 Program Policy and Strategy Committee. The Program Policy and Strategy Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to approval of the Board of Directors. The Program Policy and Strategy Committee Chair shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

The Program Policy and Strategy Committee shall be responsible for evaluating Coalition programs, formulating strategy and making policy recommendations to improve the quality of early care and education in Miami-Dade and Monroe Counties.

Section 8.5 Providers' Service Committee. The Providers' Service Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to the approval of the Board of Directors. The Providers' Service
Committee Chair(s) shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

The Provider Services Committee is responsible for addressing the issues and concerns of both School Readiness and Voluntary Pre-kindergarten (VPK) early care and education providers in Miami-Dade and Monroe Counties.

8.5.1 The Providers' Service Committee shall be responsible for evaluating and disseminating information concerning the Coalition's services, programs and policies impacting providers of early care and education in Miami-Dade and Monroe Counties. The Provider Services Committee shall review, analyze, formulate and recommend relevant policies, procedures and training requirements for participation in the Coalition's programs. The Providers' Service Committee shall review, analyze and disseminate information concerning the child care resource and referral database, food programs, child health and development, professional associations, the availability of technical assistance, training opportunities, grants and other resources. The Providers' Service Committee shall collect data, information and comments from providers in support of its mission. The Provider Services Committee shall also be responsible for instituting a process for resolving provider disputes and grievances.

8.5.2 Duties. The following outlines the duties, action steps and timelines that the Provider Services Committee has established to evaluate the effectiveness of services and programs. The Committee will:

(i) Address and provide resolution, whenever possible, to concerns, requests or ideas brought forth by early child care and education providers (ECCEP).

(ii) Report matters to the Board of Directors requiring Board action and provide feedback to providers regarding Board responses at subsequent Provider Services Committee meetings and via Provider News Alerts as needed.

(iii) Review unresolved early child care education providers' grievances submitted pursuant to the Coalition's grievance policies.

8.5.3 Meetings. The Provider Services Committee shall meet at least quarterly throughout Miami-Dade and Monroe Counties, as the Committee shall decide, and engage in dialogue with early child education providers regarding their ideas, needs, and concerns.

8.5.4 Reporting Structure. The Chair of the Provider Services Committee or his/her designee shall report to the Coalition's Board of Directors certain actions and/or issues pertaining to early care and education providers as deemed appropriate.
Section 8.6 Governance and Bylaws Committee. The Governance and Bylaws Committee shall be a standing committee of at least three Members, appointed by the Chair, subject to approval by the Board of Directors. The Governance and Bylaws Committee shall meet at least once a year to review these Coalition's Bylaws, Program Guidance (or "Program Instructions") Memoranda issued by Florida’s Office of Early Learning ("OEL"), federal and state statutes, rules and regulations, and the Coalition's policies and procedures concerning governance and make recommendations to the Board of Directors for policies that provide specific guidance and direction to the Coalition and its leadership concerning salient aspects of governance. The Governance and Bylaws Committee shall also make recommendations concerning revisions to these Bylaws. The Chair of the Governance and Bylaws Committee shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

Section 8.7 Number of Committee Members; Vacancies. Unless otherwise provided herein, each standing committee of the Coalition shall have three or more Members who shall be appointed by the Chair, subject to the approval of the Board. The Chair of the Coalition shall appoint persons to fill vacancies on standing committees, subject to approval by the Board of Directors. Unless otherwise provided herein, the Chair shall serve as an ex-officio Member of each standing committee. Only voting Members register official votes on standing committees. If there are any vacancies in any Committee member’s position prior to the expiration of that Committee member’s term, the Chair of the Board of Directors may make an interim appointment to fill that position until the next meeting of the Board of Directors.

Section 8.8 Committee Meeting Attendance. An absence by a Committee Member from three (3) meetings of the Committee within any given fiscal year shall be considered a resignation from the Committee by that Member. The Chair shall send a letter to all Committee Members absent from two (2) meetings within a given fiscal year notifying them that their status as Committee Members is in jeopardy, and encouraging their attendance.

ARTICLE IX.
OTHER SPECIAL COMMITTEES

Section 9.1 Other Standing Committees, Subcommittees and Special Committees. The Coalition may establish other standing committees and subcommittees, in addition to special committees as it deems appropriate to fulfill the Coalition’s mission or needs. The Coalition may also establish special committees that are advisory or fact-finding committees. The Coalition may appoint Members and Non-Members to its advisory or fact-finding committees. Fact-finding and advisory committees shall not be standing committees, cannot exercise Coalition authority and shall be limited to purposes of advising the Board of Directors.

Section 9.2 Procurement Evaluation Committees. Procurement Evaluation Committees are special, advisory and fact-finding committees that shall consist of persons appointed by the President/CEO in a manner consistent with the Coalition's
procurement policies. The President/CEO shall create each Procurement Evaluation Committee pursuant to the Coalition’s procurement policies, and each such committee shall be limited in scope and duration. Each Procurement Evaluation Committee may consist of persons who are non-voting Members and persons who are not Members. Procurement Evaluation Committees cannot exercise final Coalition authority and do not have authority to make final, binding procurement decisions. Each Procurement Evaluation Committee shall be limited to purposes of finding facts and advising the Coalition staff, the Finance Committee and/or the Board of Directors.

9.2.1 One or more Procurement Evaluation Committees may be appointed as determined by the needs of the Coalition. Procurement Evaluation Committees may advise, draft, create, rank and/or evaluate bids, bidders, requests for bids, requests for proposals and/or proposals and these Committees may also exercise such other duties delegated by the Coalition’s Procurement Policies, the Finance Committee, the Board of Directors and/or the President/CEO. Procurement Evaluation Committees are to also make recommendations to the Board of Directors concerning bids, bidders, requests for bids, requests for proposals and/or proposals pursuant to the Coalition’s Procurement Policies. If non-voting Members are appointed, the Coalition must institute measures to ensure that such appointment is consistent with the Coalition’s procurement and conflict of interest policies.

9.2.2 The Procurement Evaluation Committee shall be responsible for screening, processing, evaluating and/or ranking proposals received by the Coalition as part of its procurement process, but shall not have final decision-making authority. The Procurement Evaluation Committee must make recommendations for contract awards to the Board of Directors, the Finance Committee and/or staff, as directed by the Board of Directors and/or the Coalition’s Procurement Policy.

Section 9.3 Audit Committee. The Audit Committee shall be a special, independent Committee responsible for ensuring that the operations of the Coalition are in compliance with applicable policies, procedures, laws and regulations. The Audit Committee shall be responsible for ensuring that the Coalition has adequate internal controls.

9.3.1 The Audit Committee shall recommend the selection of auditors to the Board of Directors and shall be responsible for recommending the compensation of the auditors.

9.3.2 The Committee shall oversee the auditing function of the Coalition.

9.3.3 The Chair of the Audit Committee or his/her designee will make a report to the Board of Directors as needed on the activities of the Committee and make recommendations as considered necessary.
9.3.4 Membership. The Audit Committee shall be composed of no more than five (5) persons appointed by the Chair of the Board of Directors. None of the persons appointed to the Audit Committee shall be part of management. No more than one member of the Finance committee shall be a member of the Audit Committee. Members will be appointed to staggered three-year terms and may serve for no more than two consecutive terms. The Chair of the Board of Directors shall appoint the Committee Chair and Vice-Chair, subject to approval by the Board of Directors.

The Chair or Vice-Chair of the Committee will present a report to the full board on the activities of the Committee and their recommendations regarding acceptance of audit and compliance reports, approval of selection of audit firms, and any other issues that the Committee members may deem necessary.

9.3.5 Duties. The Audit Committee shall oversee the audit functions at the Coalition. The Audit Committee’s duties shall include:

(i) Selection of internal and external auditors
(ii) Approval of an internal audit plan
(iii) Report to the Board on the status of the internal control environment at the Coalition
(iv) Review and approve audit reports, compliance reviews and any other independent review of the financial and operational aspects of the Coalition
(v) Oversee corrective actions and responses to audit findings
(vi) Monitor implementation of audit recommendations
(vii) Monitor adequacy of internal controls through implementation of audit recommendations
(viii) Review and approve loss prevention reports
(ix) Monitor compliance with Code of Ethics and policies and procedures
(x) Assess financial risks and measures to address the risks, i.e., insurance coverage, business interruption plan, etc.

9.3.6 Meetings. The Audit Committee shall have as many meetings as it deems necessary to fulfill its responsibilities but in no event should the number of meetings be less than once a quarter.
ARTICLE X.
LIABILITY

The Coalition shall indemnify any Member or Officer to the full extent permitted by the law.

ARTICLE XI.
REVISION/REPEAL OF BYLAWS

These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds vote of the Members at any regular or special meeting. Any proposal to amend, repeal or alter these Bylaws shall be delivered in writing to Members of the Coalition no fewer than ten days before the meeting in which the proposal is to be considered. These Bylaws are a part of the Coalition's school readiness plan and any amendment, repeal or alteration of these Bylaws constitute an amendment, repeal or alteration of the Coalition's school readiness plan.

ARTICLE XII.
RULES OF ORDER

Robert's Rules of Order, as amended, shall be the parliamentary authority for all matters or procedures not specifically covered in the Bylaws.

ARTICLE XIII.
CODE OF ETHICS

The activities of the Coalition shall be governed by the Code of Ethics for Public Officers and Employees, as defined in Florida Statutes, §§ 112.313, 112.3135, and 112.3143.

DATED: May 2020

BY: 
NAME: 
TITLE: 

DATED: May 2020