



ELC Finance Committee Meeting
October 29, 2021, 10:00 am
Zoom Meeting ID: 984 6237 6499
Passcode: ELC1029

Committee Attendees: Loreen Chant; Daniel Armstrong; Matthew Bruno

Committee Absentees: Chuck Mohr; Alex Soto

Staff Attendees: Evelio Torres; Angelo Parrino; Mercy Castiglione; Alex Sanchez; Ileana Vallejo; Victor Caballero; Anabel Espinosa; Pam Hollingsworth; Michelle Meilan; Lissandra Curbelo; Fred Hicks; Ana Rodriguez; Casie Haines; Matthew Zaldivar; Belkis Torres; Lisney Badillo; Vanessa Bongiorno

I. Welcome & Introductions

Loreen Chant

- A. L. Chant called the meeting to order and welcomed everyone.
- B. C. Pollard called roll and quorum was established with was established with three (3) voting members.

II. Approval of Minutes

Loreen Chant

- Motion to approve September 30, 2021 minutes
 - Motion to approve by D. Armstrong
 - Motion seconded by M. Bruno
 - Motion unanimously passed.

III. Financial Statements

Loreen Chant

- M. Castiglione shared that the financials are in good standing and in line with normal activity for a first quarter. It was stated that the VPK and School Readiness program is showing a projected surplus due to enrollment numbers, which is a continuous challenge throughout the state. Discussion included information on the audit process relative to the Coalition and new and existing requirements.

IV. Resolutions

Loreen Chant

The following resolutions were presented to the Committee for approval:

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.





- A. Resolution 10292021-01 – Performance Bonus Pay – Belkis Torres
Authorize the President and CEO to approve a one-time Performance-Bonus payment to Early Head Start partners.
- B. Torres shared that available program funds will be used to provide a performance bonus to Early Head Start partners utilizing a tiered system. It was stated that a new program policy will allow for additional performance bonuses in the future, only when funds are available.
 - Motion to approve Resolution 10292021-01 by M. Bruno.
 - Motion seconded by D. Armstrong.
 - Motion unanimously passed.
- B. Resolution 10292021-02 – Performance Bonus for Partners – Belkis Torres
Authorize the President and CEO to implement the Performance Bonus for Partners policy and procedure.
- Motion to approve Resolution 10292021-02 by M. Bruno.
 - Motion seconded by D. Armstrong.
 - Motion unanimously passed.
- C. Resolution 10292021-03 – Amended Budget FY2021-2022 – Alex Sanchez
Authorize the President and CEO to approve the Early Learning Coalition’s First Amendment to the Annual Budget for fiscal year 2021-2022.
- A. Sanchez shared that the Coalition received a new Notice of Award (NOA) on October 22, 2021 adding additional funds to the current budget.
 - Motion to approve Resolution 10292021-03 by M. Bruno.
 - Motion seconded by D. Armstrong.
 - Motion unanimously passed.
- D. Resolution 10292021-04 – Citrus Amendment – Pamela Hollingsworth
Authorize the President and CEO to negotiate and execute an amendment to Contract C21-01 with Citrus Health Network, Inc. for Developmental Services.
- L. Badillo share that additional funds were added to the current contract with Citrus Health Network, Inc. to increase communication and services to children with developmental concerns.
 - Motion to approve Resolution 10292021-04 by M. Bruno.
 - Motion seconded by D. Armstrong.
 - Motion unanimously passed.



- I. Vallejo shared September 2020 and 2021 School Readiness program snapshots for Miami-Dade County and Monroe. It was shared that enrollment declined in 2021 due to the pandemic and first responders participation ending. Children are still being brought in every 2 weeks in Miami-Dade and daily in Monroe. The Title V refugee program numbers were shared and services have successfully transitioned to Youth-Co-Op.
- F. Hicks gave an update on cybersecurity. He shared that the Coalition facilitated the table top exercise in October. It was stated that we received a recommendation to upgrade our incident response plan with the ELC's comfort level regarding paying a ransomware to 'eligible' recipients not prohibited by the US Treasury Department's Office of Foreign Assets Control (OFAC). F. Hicks included that Board input is needed to contribute to the response plan and ensure ELC's preparation in the event of a cyber threat.
- There were no charges on the Early Head Start credit card report for the month of September.

VI. Public Comments

Loreen Chant

- It was shared that additional provider bonuses will be distributed with new funds. Discussion continued concerning the audit process for funds received and the need to further align with the Department of Education.

VII. Meeting Adjourn

Loreen Chant