



**ELC Finance Committee Meeting
December 2, 2021; 10:00 am
Zoom Meeting ID: 986 6674 5770
Passcode: ELC1202**

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|---|------------------------|
| I. Welcome & Introductions | Loreen Chant |
| II. Approval of Minutes | Loreen Chant |
| <ul style="list-style-type: none">• Motion to approve minutes for October 29, 2021 | |
| III. Financial Statements | Loreen Chant |
| <ul style="list-style-type: none">A. School Readiness/VPKB. Early Head Start | |
| IV. Resolutions | Loreen Chant |
| <ul style="list-style-type: none">• 12022021-01 – Release of RFPs – Anabel Espinosa, Dr. Fred Hicks
Authorize the President and CEO to release the Request for Proposals for the services listed within the background section of this resolution.• 12022021-02 – Bluejean Amendment – Dr. Fred Hicks
Authorize the President and CEO to negotiate and execute an amendment to Contract C21-03 with Bluejean Software, Inc. for Provider Portal Hosting and Dashboard Services.• 12022021-03 – EHS Bonus for Childcare Teachers – Belkis Torres
Approve the “Bonus for Childcare Teachers” policy and procedure and authorize the President and CEO to implement the policy and procedure.• 12022021-04 – EHS Holiday Payment – Belkis Torres
Authorize the President and CEO to allow the Early Head Start program to reimburse childcare partners with a non-recurring payment for holidays during the 2021-2022 program year. | |
| V. Information Items | Loreen Chant |
| <ul style="list-style-type: none">A. Slot Utilization <ul style="list-style-type: none">• Miami Dade County• Monroe County | Sandra Gonzalez |

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.





- B. EHS Credit Card Report
 - No charges for the month of October

 - C. Cybersecurity Update
- VI. Public Comments** **Dr. Fred Hicks**
- VII. Meeting Adjourn** **Loreen Chant**
- Loreen Chant**
- Loreen Chant**



Minutes

**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

L. Chant called the meeting to order and welcomed everyone. Quorum was established with three (3) voting members.

II. Approval of Minutes

Loreen Chant

- A. Motion to approve minutes for September 30, 2021
 - 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:

- 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.

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.





- 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.

V. Information Items

Loreen Chant

- 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

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 10/31/2021
Assets	
Cash & Cash Equivalents	25,293
Grants Receivable	28,726
VPK Prepayment	9,190
Property and Equipment, Net	452
Other Assets	170
	<hr/>
Total Assets	\$ 63,832
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Liabilities	
Accounts Payable	12,402
Advances Due to OEL & Other	32,997
VPK Prepayment	4,598
Accrued Expenses & Other Liabilities	11,757
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Total Liabilities	61,753
	<hr/>
Net Assets	
Unrestricted	1,622
Temporarily Restricted	456
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Total Net Assets	2,079
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Total Liabilities and Net Assets	\$ 63,832
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Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>10/31/2021</u>
Support and revenues			
Grants	\$ 0	\$ 56,752	\$ 56,752
Contributions and Other	0	830	830
Net Assets Released from Restrictions	<u>57,583</u>	<u>(57,583)</u>	<u>0</u>
 Total Support and Revenues	 57,583	 (0)	 57,582
Expenses			
Early Education Services	55,191		55,191
Administration	<u>2,391</u>		<u>2,391</u>
 Total Expenses	 <u>57,583</u>	 <u>0</u>	 <u>57,583</u>
 Change in Net Assets	 0	 (0)	 (0)
 Beginning Net Assets	 1,622	 456	 2,079
 Ending Net Assets	 <u>\$ 1,622</u>	 <u>\$ 456</u>	 <u>\$ 2,079</u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Functional Expenses
(In thousands \$000)

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 10/31/2021</u>
Expenses:			
Payroll & Employee Benefits	4,473	1,407	5,880
Direct Child Care Services	48,240	0	48,240
Contracted Services-Subrecipients	246	3	250
Dues & Subscriptions	4	59	63
Occupancy Costs	408	64	472
Telephone & Communications	63	104	167
Equipment Repair & Maintenance	0	0	0
Postage & Freight	1	9	9
Printing	20	1	21
Professional Fees	101	385	485
Travel & Transportation Expenses	10	12	22
Program Supplies	485	18	503
Meetings & Conferences	4	2	6
Insurance-General & Liability	155	11	167
Office	10	307	317
Other Administrative Costs	971	9	980
Total Expenses	\$ 55,191	2,391	57,583

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Cash Flows
(In thousands \$000)

	Preliminary YTD 10/31/2021
Cash Flows From Operating Activities	
Change In Net Assets	(0)
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(4,040)
Other Assets	(71)
VPK Prepayment	(9,190)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(16,358)
Other Accrued Expenses & Other Payables	4,138
Advances Due to DEL	36,185
Advances Due to Other Grantors	651
Deferred Revenues	0
Total Adjustments	11,314
Net Cash Flows From Operating Activities	11,314
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	11,314
Cash - Beginning of Period	13,979
Cash Balance End of Period	\$ 25,293

BUDGET VARIANCE

**October
2021**

In 000'S

School Readiness

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	194,623	8,679	37,475	80.74%	66.67%
EXPENDITURES					
Salary and Fringe	18,596	1,078	4,368	76.51%	
Child Care Services	114,018	7,321	32,317	71.66%	
Contractual Services	3,960	151	505	87.26%	
Occupancy	1,585	175	628	60.38%	
Travel/Conf/Dev	338	8	23	93.31%	
Program Activity	55,474	8	242	99.56%	
IT	326	2	73	77.56%	
Other	326	-64	-680	308.32%	
TOTAL EXP	194,623	8,679	37,475	80.74%	66.67%

VPK

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	55,773	5,024	11,742	78.95%	66.67%
EXPENDITURES					
Salary and Fringe	1,437	55	357	75.15%	
Child Care Services	53,619	4,904	11,218	79.08%	
Contractual Services	71	46	67	6.45%	
Occupancy	124	8	51	58.87%	
Travel/Conf/Dev	13	2	2	86.49%	
Program Activity	372	13	13	96.41%	
IT	64	7	7	88.56%	
Other	73	11	27	62.54%	
TOTAL EXP	55,773	5,024	11,742	78.95%	66.67%

EARLY HEAD START

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	11,936	576	4,499	62.31%	66.67%
EXPENDITURES					
Salary and Fringe	3,385	212	912	73.04%	
Child Care Services	6,170	297	1,965	68.15%	
Contractual Services	409	19	136	66.80%	
Occupancy	167	29	132	20.87%	
Travel/Conf/Dev	90	8	47	47.49%	
Program Activity	384	3	232	39.55%	
IT	6	215	-3797.57%		
Other	1,326	7	859	35.23%	
TOTAL EXP	11,936	576	4,499	62.31%	66.67%

TCT and OTHER

Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	11,080	755	2,913	73.71%	
Other	63	86	-36.97%		
Teen Parent	45	100.00%			
	11,188	755	2,999	73.19%	66.67%
EXPENDITURES					
Salary and Fringe	511	43	191	62.67%	
Child Care Services	10,521	698	2,741	73.95%	
Contractual Services	5	7	28	-465.90%	
Occupancy	95	5	24	75.08%	
Travel/Conf/Dev	1	1	1		
Program Activity	50	1	7	85.24%	
IT	5	3	42.68%		
Other	1	1	5	-371.62%	
TOTAL EXP	11,188	755	2,999	73.19%	66.67%
NET					

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	250,396	13,703	49,217	80.34%	
Office of Head Start	11,936	576	4,499	62.31%	
The Children's Trust	11,080	755	2,913	73.71%	
Other	63	86	-36.97%		
Teen Parent	45	100.00%			
TOTAL REVENUE	273,520	15,035	56,715	79.26%	66.67%
EXPENDITURES					
Salary and Fringe	23,929	1,389	5,829	75.64%	
Child Care Services	184,328	13,219	48,240	73.83%	
Contractual Services	4,445	223	735	83.46%	
Occupancy	1,971	217	835	57.64%	
Travel/Conf/Dev	440	16	72	83.59%	
Program Activity	56,281	12	495	99.12%	
IT	401	3	299	25.48%	
Other	1,726	-45	211	87.80%	
TOTAL EXP	273,520	15,035	56,716	79.26%	66.67%
NET		-1			



Early Learning Coalition Finance Committee Meeting

December 02, 2021

Resolution: 12022021-01

Action Requested: Authorize the President and CEO to release the Request for Proposals for the services listed within the background section of this resolution.

Fiscal Impact: A combined approximate amount of \$2,284,000.00 per fiscal year, which is subject to availability of funding.

Funding Source(s): Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, The Children's Trust.

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input checked="" type="checkbox"/> Educate All	<input checked="" type="checkbox"/> ELC Operations

RESOLUTION: 12022021-01

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE THE REQUEST FOR PROPOSALS FOR THE SERVICES LISTED WITHIN THE BACKGROUND SECTION OF THIS RESOLUTION.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

Background:

REQUEST FOR PROPOSALS (RFP)			
PROGRAM SERVICES			
Program/Services	Description	Proposed Amount	Previous Contract Amount
Developmental Services	The contracted agency will design and implement a program guided by the School Readiness Developmental Screening Program using a tiered service delivery model which includes universal and individualized supports.	\$804,000.00	\$770,000.00
NON-PROGRAMMATIC SERVICES			
Program/Services	Description	Proposed Amount	Previous Contract Amount
Provider Portal Hosting and Dashboard Services	The Partner Hub (formerly provider portal) is a collection of modules designed to ensure ad-hoc needs and interactions with parents and partners. We are asking for a one time increase for the first contract year by \$165,000.00 taken from the new CRRSA admin dollars to support the additional programming, modules and use by other programs, such as The Children's Trust and Early Head Start. On the second year, the contract amount will go back to the regular amount of \$235,000.00	\$400,000.00	\$235,000.00
Office Automation Platform	The Office Automation Platform enables the ELC to build the procurement module, monitoring tools, request forms, and a host of other back office functions. Automation of back office functions, procurement processes, and other supporting functions increase the ELC's ability to perform efficiently towards demands for services and support	\$110,000.00	\$85,000.00
Early Head Start Playgrounds	The Early Head Start Program must ensure that outdoor equipment is safe, age appropriate, and meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	\$600,000.00	\$632,540.00
PROFESSIONAL SERVICE AGREEMENTS			
Program/Services	Description	Proposed Amount	Previous Contract Amount
Phone Service, Maintenance & Support	The enterprise phone system is the equipment behind our CCR&R services and a communication mechanism for our administrative offices, providing a conduit between partners, stakeholders, and parents.	\$270,000.00	\$268,000.00
General Contracting Services	The contractor shall be responsible for assessment and general repairs/improvements for approximately 12 Early Learning Coalitions locations in Miami-Dade and Monroe Counties.	\$100,000.00	\$50,000.00
An approximate amount of \$2,284,000.00 per fiscal year, which is subject to availability of funding.		Total:	\$2,284,000.00
			\$2,040,540.00



Early Learning Coalition Finance Committee Meeting

December 02, 2021

Resolution: 12022021-02

Action Requested: Authorize the President and CEO to negotiate and execute an amendment to Contract C21-03 with Bluejean Software, Inc. for Provider Portal Hosting and Dashboard Services.

Fiscal Impact: The contract amount increases by \$34,000.00, for a total contract amount not to exceed \$269,000.00 per fiscal year, which is subject to the availability of funding.

Funding Source(s): Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, The Children's Trust.

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input checked="" type="checkbox"/> ELC Operations

RESOLUTION: 12022021-02

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT C21-03 WITH BLUEJEAN SOFTWARE, INC. FOR PROVIDER PORTAL HOSTING AND DASHBOARD SERVICES.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

Background:

The Division of Early Learning (DEL) has received direction from the Florida legislature to distribute multiple phases of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funding during this contract year. CRRSAA, Public Law 116-260, was signed into law on Dec. 27, 2020. Several ad-hoc funding opportunities, such as the multiple phases of the CRRSA funding applications resulting in additional coding/programming by the current vendor. In addition, an extension of the Early Head Start (EHS) application buildout and partner hub.



Early Learning Coalition Finance Committee Meeting

December 02, 2021

Resolution: 12022021-03

Action Requested: Approve the “Bonus for Childcare Teachers” policy and procedure and authorize the President and CEO to implement the policy and procedure.

Fiscal Impact: An approximate annual amount not to exceed 5% of the total annual budget, excluding Training and Technical Assistance Budget.

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

Strategic Goal:

<input type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input type="checkbox"/> Youngest Children	<input type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input type="checkbox"/> ELC Operations

RESOLUTION: 12022021-03

APPROVE THE “BONUS FOR CHILDCARE TEACHERS” POLICY AND PROCEDURE AND AUTHORIZE THE PRESIDENT AND CEO TO IMPLEMENT THE POLICY AND PROCEDURE.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

Background:

Under the 45CFR §75.431 and ACF-IM-HS-21-05 a non-Federal entity may provide as part of fringe benefits hiring bonuses, hazard pay, return-to-work incentives, child care stipends, retention bonuses, or temporary raises for pay, particularly for staff positions that are difficult to fill. The program recognizes the important work that childcare teachers provide for the infants and toddlers who are enrolled in the Early Head Start program. Therefore, the program developed a policy and procedure that would provide fringe benefit for teachers working in the program.

BONUS – CHILDCARE TEACHERS

Regulation Reference:

[45 CFR 75.430\(f\)](#)

[45 CFR 75.431](#)

Policy:

When funds are available and permitted by the grant, the Early Head Start Program may provide bonuses to childcare staff for hiring incentive, longevity and/or performance.

Procedure:

The process for determining and paying bonuses:

- The total annual amount of bonuses disbursed will not exceed 5% of the total annual budget, excluding Training and Technical Assistance budget.
- Depending on the available funds, the program will determine purpose of the bonuses.
- Bonuses will only be provided to positions allocated a minimum of 75% of the time to the Early Head Start program.
- All bonuses will only be paid to teachers who are hired to work under the Early Head Start Program funded by the Early Learning Coalition of Miami-Dade/Monroe and have been permanently assigned to a classroom in the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe.
- Bonuses will not be issued to childcare owner or owner/directors.
- Performance Bonuses approval shall be obtained from Board and Policy Council prior to disbursement.

Hiring bonuses:

- Hiring bonuses may be issued under conditions when there is a community shortage of qualified staff.
- The timeframe for year of employment will begin on the first day of staff employment for the position funded by the Early Head Start program operated by the Early Learning Coalition of Miami-Dade/Monroe.
- Any prior substitution or volunteer work will not count as part of the year of employment.
- Any prior work with an Early Head Start program funded by an entity other than the Early Learning Coalition of Miami-Dade/Monroe will not count as part of the year of employment.
- Timeframe for issuing the bonuses will be determined prior to offering the bonuses to ensure that funds continue to be available one year after the staff is hired.
- Employees who terminate the position at the center will not be eligible for the bonus.
- Employees will only be eligible for the bonus if they continue employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe in the childcare partner or agency that hired them. Transferring to another childcare partner or other Early Head Start program funded by an entity other than the Early Learning Coalition of Miami-Dade/Monroe will make the staff ineligible for the bonus.
- Half of the bonus will be issued after completing six (6) months continuous, full-time employment from the first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe. The remaining amount of the bonus will be issued after completing a year of continuous, full-time employment from first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe.
- Continuous leave time longer than 2 weeks will be deducted from the hiring bonus timeframe.
- Employees absences exceeding 12 days in a year will be deducted from the hiring bonus timeframe.

- Observed holidays or closures by the center or program will count as part of the hiring bonus timeframe.
- Teachers and/or staff who worked under the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe within the previous 1 year will not be eligible for the hiring bonus.
- Owner will need to request the bonus one (1) month prior to the bonus being due.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.

Longevity bonuses:

- The amount of the bonus will be based on the available funds.
- When funds are available, the program will determine the number of years of continuous service for the longevity bonus and the amount of the bonus for the years or range of years of continuous service.
- Longevity cannot be defined as less than two (2) years of continuous service.
- The effective date for meeting longevity will be determined by the Early Head Start program.
- Longevity bonus will only be issued for continuous service from the first day of employment with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe and ends with the determined effective date for meeting longevity.
- Employees must be employed with the same agency and working only with Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe on the effective date for meeting longevity to be eligible for the longevity bonus.
- Any separation from employment with the Early Head Start program funded Early Learning Coalition of Miami-Dade/Monroe resulting in less than the determined years of continuous employment by the effective date will make the employee ineligible for the longevity bonus.
- Longevity bonuses will be paid after the effective date for meeting longevity.
- Owners working as teachers with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe will not be eligible for the bonus.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.

Performance bonuses:

- The amount of the bonus will be based on the available funds.
- Timeframe for performance data collection and payment of bonus will be determined by the Early Head Start Program.
- Early Head Start leadership and/or childcare partner will identify the areas of performance that will be considered for a performance bonus.
- All performance bonus criteria will be aligned to items specified on the employee's job description and/or task on the childcare partnership contract related to their position and shall exceed the expected job performance resulting in efficient and quality performance.
- Employees are to be made aware of their job duties and contract items related to their position.
- Agency and/or childcare partner will need to submit supporting documentation for the performance bonus.
- Teachers must be employed with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe for the entire performance timeframe to be eligible for the full bonus. Employees hired after the beginning of the performance timeframe will have their bonus pro-rated. Any employee working three months or less during the performance timeframe or separating prior to the end of the bonus timeframe will not be eligible for a bonus.
- Owners working as teachers with the Early Head Start program funded by the Early Learning Coalition of Miami-Dade/Monroe will not be eligible for the bonus.
- The Early Learning Coalition of Miami-Dade/Monroe will pay the employee directly.



Early Learning Coalition Finance Committee Meeting

December 02, 2021

Resolution: 12022021-04

Action Requested: Authorize the President and CEO to allow the Early Head Start program to reimburse childcare partners with a non-recurring payment for holidays during the 2021-2022 program year.

Fiscal Impact: An approximate amount not to exceed \$265,647.50.

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

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Funding
- ELC Operations

RESOLUTION: 12022021-04

AUTHORIZE THE PRESIDENT AND CEO TO ALLOW THE EARLY HEAD START PROGRAM TO REIMBURSE CHILDCARE PARTNERS WITH A NON-RECURRING PAYMENT FOR HOLIDAYS DURING THE 2021-2022 PROGRAM YEAR.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

Background:

The Early Head Start program recognizes the challenges partners are facing with the current shortage of qualified teachers. The program recognizes the selflessness of each partner and their Early Head Start teachers in continuing to provide services to the families of infants and toddlers, who remain the most vulnerable demographic at this time. In an effort to mitigate the loss of current teaching staff, promote retention, incentivize on-going service, and acknowledge their commitment, the Early Head Start program will reimburse a non-recurring payment for eleven (11) holidays during the 2021-2022 fiscal year. These days will be based on the calendars each partner provided upon the execution of their 2021-2022 Early Head Start contract with the Early Learning Coalition. A portion of the funds disbursed to the partners are to be used to pay teachers their current pay rate at the time of each holiday. Any holidays prior to the approval of this resolution after August 1, 2021 will be paid retroactive upon adequate proof that staff was paid.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot - Miami-Dade

10/1/2020 comparison to 10/1/2021

Oct-2020*	Oct-2021
<u># of SR Children Served (Enrolled)</u> 20,949	<u># of SR Children Served (Enrolled)</u> 18,572
<u>Ages for SR Children Enrolled</u>	<u>Ages for SR Children Enrolled</u>
<i>Infant</i> 2,593	<i>Infant</i> 2,299
<i>Toddler</i> 2,798	<i>Toddler</i> 2,656
<i>Three Year Old</i> 3,452	<i>Three Year Old</i> 2,905
<i>Pre-School</i> 4,083	<i>Pre-School</i> 3,399
<i>School Age</i> 8,023	<i>School Age</i> 7,313
Total 20,949	Total 18,572
<u>Enrollment Activity</u>	<u>Enrollment Activity</u>
<i>Beginning Census</i> 21,670	<i>Beginning Census</i> 18,643
<i>Net Increase/Decrease</i> (721)	<i>Net Increase/Decrease</i> (71)
Total 20,949	Total 18,572
<u>SR Payments</u> \$9,335,000	<u>SR Payments</u> \$7,321,000
<u># of SR Applications in the Queue</u>	<u># of SR Applications in the Queue</u>
<i>Ages 0-5</i> 270	<i>Ages 0-5</i> 143
<i>School Ages 6-13</i> 55	<i>School Ages 6-13</i> 41
Total 325	Total 184
*Includes enrollments of first responders due to the pandemic.	
Acronym School Readiness (SR)	

Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot - Monroe

10/1/2020 comparison to 10/1/2021

Oct-2020*	Oct-2021
<u># of SR Children Served (Enrolled)</u> 404	<u># of SR Children Served (Enrolled)</u> 289
<u>Ages for SR Children Enrolled</u>	<u>Ages for SR Children Enrolled</u>
<i>Infant</i> 63	<i>Infant</i> 36
<i>Toddler</i> 72	<i>Toddler</i> 49
<i>Three Year Old</i> 68	<i>Three Year Old</i> 56
<i>Pre-School</i> 74	<i>Pre-School</i> 52
<i>School Age</i> 127	<i>School Age</i> 96
Total 404	Total 289
<u>Enrollment Activity</u>	<u>Enrollment Activity</u>
<i>Beginning Census</i> 399	<i>Beginning Census</i> 292
<i>Net Increase/Decrease</i> 5	<i>Net Increase/Decrease</i> (3)
Total 404	Total 289
<u>SR Payments</u> \$177,000	<u>SR Payments</u> \$119,000
<u># of SR Applications in the Queue</u>	<u># of SR Applications in the Queue</u>
<i>Ages 0-5</i> 0	<i>Ages 0-5</i> 0
<i>School Ages 6-13</i> 0	<i>School Ages 6-13</i> 0
Total 0	Total 0
*Includes enrollments of first responders due to the pandemic.	
Acronym School Readiness (SR)	