



Minutes

**Executive Committee Meeting
May 4, 2020; 9:00 a.m.
Via Conference Call**

Committee Attendees: Adrian Alfonso; Gilda Ferradaz; Bob Eadie; Maurice Kemp

Absentee Members:

Non-Committee Board: Deena Hoagland; Chuck Mohr; Sandi Bisceglia

ELC Staff: Evelio Torres; Angelo Parrino; Mercy Castiglione; Lissandra Curbelo; Miguel Alfonso; Anabel Espinosa; Fiorella Christie; Belkis Torres; Sandra Gonzalez; Jackye Russell; Pamela Hollingsworth;

General Attendees:

I. Welcome & Introductions **Adrian Alfonso**

II. Chairman's Report **Adrian Alfonso**

- A. Alfonso announced that May 8 will be declared Provider Appreciation day. Unfortunately, due to the closures, the Miami-Dade County Mayor's office will be unable to send a proclamation but Mayor Carruthers will issue a proclamation declaring May 8 as Provider Appreciation Day in Monroe County.
- A. Alfonso announced that The Provider Services Committee met on 04/30/2020. Two providers were placed on probation and another case was postponed and will be heard on May 6. Mr. Beasley will give us a full update of those meetings at our upcoming board meeting.
- A. Alfonso announced on Friday May 1, ELC staff distributed masks, gloves and disinfectant to the more than 200 providers who remain open. Hines Property Management agreed to close the entire 2555 parking garage and to assist staff with the distribution of the supplies. Providers were very grateful. All providers, including those that are closed, will receive their allocation of supplies before they open.



- A. Alfonso stated that the Strategic Planning Retreat is scheduled for August 3rd. Loreen Chant will continue to Chair this committee and he would like some board members to volunteer. Committee meetings will commence at the end of this month.
- A. Alfonso stated that on May 16, the ELC will hold a second Virtual 2020 Early Childhood Conference - Teaching is a Work of Heart for those providers that were not able to participate in

the April 25th conference. This was the Early Learning Coalition's first attempt at a virtual conference and other than some technical difficulties, it was a success.

- A. Alfonso stated that ELC staff held six provider webinars on 3/27/20 and 03/30/20 to give them updates on the closures and COVID19 action plan.
- A. Alfonso stated that a procurement orientation was held on April 2 it was held for board members to ensure that new board members are familiar with Florida Statutes and administrative rules. The orientation was led by Bob de la Fuente. All board members were encouraged to participate.

III. Approval of Minutes

Adrian Alfonso

- Motion to approve minutes B. Eadie
- Motion seconded by G. Ferradaz
- Motion unanimously passed.

IV. Audit Committee Report

Adrian Alfonso

- A. Alfonso stated that the Audit Committee met on 4/30/2020 and reviewed the OEL Fiscal Monitoring by Watson Rice. There were no findings.

V. Governance & Bylaws Committee Report

Bob de la Fuente

- B. de la Fuente stated that the Governance & Bylaws Committee met on April 6 and reviewed and approved the following changes to the bylaws.
 - Section 1.1 – Address was changed from 5th floor to 2nd floor
 - Section 5.3 – Optional Members was changed to Community at Large Member and the Coalition may appoint one. Early Head Policy Council Member shall be given priority.
 - Section 7.1 - 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 8.1 - 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.

- Motion to approve changes in the bylaws B. Eadie.
- Motion seconded by G. Ferradaz
- Motion unanimously passed.

VI. Nominating Committee Report

Evelio Torres

- E. Torres stated that the Nominating Committee met on April 27 interviewed and approved the nomination of Francia Alexandre. Ms. Alexandre will represent the Community at Large member/Early Head Start.
 - Motion to approve the nomination B. Eadie.
 - Motion seconded by G. Ferradaz
 - Motion unanimously passed.

VII. Finance Committee Report

Bob Eadie

- B.Eadie stated that the Finance Committee met on Aril 20 reviewed and approved the following resolutions.
 - Resolution 05042020-01 Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution, adding all funding sources and shared services as allowed under funder’s guidelines.
 - Resolution 05042020-02 Authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.
 - Resolution 05042020-03 Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2020-2021.
 - Resolution 05042020-04 Authorize the President and CEO to submit supplemental applications and receive the Early Head Start funds for the Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), as well as COVID-19 Impact Supplement under the Coronavirus Aid Relief and Economic Security (C.A.R.E.S.) Act.
 - Motion to approve the resolutions in a block vote G. Ferradaz.
 - Motion seconded by A. Alfonso
 - Motion unanimously passed.
- B. Eadie stated that the EHS Credit Card report was in their packets for review.



- M. Castiglione reviewed the Provider reconciliation snapshot.

VIII. Public Comments

Adrian Alfonso

IX. Adjourn

Adrian Alfonso