



**Executive Committee Meeting
Monday May 6, 2024; 10 AM
Meeting ID: 878 0977 2017
Passcode: 455168**

- I. Welcome & Introductions **Matthew Bruno**
- II. Approval of Minutes **Matthew Bruno**
- A. Motion to approve March 5, 2024 Minutes.
- III. Resolutions **Alex Sanchez**
- **05062024-01** EHS Quality Improvement Funds 2024-2025
Approve and authorize the President and CEO to apply for one-time Quality Improvement funds and receive the funds when the Notice of Award is issued.
 - **05062024-02** EHS Coaching FY 2024-2025
Authorize the President and CEO to release a Request for Proposal (RFP) to select a qualified vendor to provide in-depth coaching to selected Early Head Start classroom teachers.
 - **05062024-03** EHS Grant Budget COLA 2024-2025
Approval of the Early Head Start budget and the Non-Federal Share waiver request and authorize the President and CEO to submit the Early Head Start budget as part of the 2024-2025 grant application.
 - **05062024-04** Amendment C23-05
Authorize the President and CEO to negotiate and execute a one-time amendment to Contract C23-05 with CDW Government LLC for IT Hardware, Software, & Services.
- IV. Public Comment **Matthew Bruno**
- V. Adjourn **Matthew Bruno**

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.

General Information:

- Next Board of Directors Meeting is Monday June 3, 2024 at 9 A.M.

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.



**Executive Committee Meeting
Tuesday March 5, 2024; 11 AM
Meeting ID: 876 2253 7901
Passcode: 886835**

Committee Attendees: Matthew Bruno; Dr. Daniel Armstrong; Iris Strachan; Loreen Chant

Staff Attendees: Pamela Hollingsworth; Alex Sanchez; Victor Caballero; Fiorella A Christie; Sandra Gonzalez; Evelio Torres; Mercy Castiglione; Lisney Badillo; Belkis Torres; Lissandra Curbelo; Ahmed Mitwalli; Matthew Zaldivar; Michelle Meilan; Vanessa Aguilera-Viera; Ileana Vallejo; Cindy Cabrera; Victor Caballero; Jacqueline Dominguez; Laurie Dunn

General Attendees: Bob de la Fuente

- I. Welcome & Introductions **Matthew Bruno**
- A. M. Bruno called the meeting to order and welcomed everyone.
 - B. K. Gregory called roll and quorum was established with four (4) voting members
- II. Approval of Minutes **Matthew Bruno**
- A. Motion to approve December 4, 2023 Minutes.
 - Motion to approve by D. Armstrong
 - Motion seconded by L. Chant
 - Motion unanimously passed.
- III. Resolutions **Alex Sanchez**
- **03052024-01** 3rd Budget Amendment 2023-2024
Approval of the Early Learning Coalition's 3rd Amendment to the Annual Budget for fiscal year 2023-2024.
 - **03052024-02** Non-Federal Share Waiver 22-23
Authorize the President and CEO to request a Non-Federal Share Waiver in the amount of \$1,640,947 from the U.S. Department of Health and Human Services for the Early Head Start Grant, for Program Year August 1, 2022 - July 31, 2023.

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.

Matthew Bruno Motioned for Resolutions to be voted on via a block vote:

- Motion to approve by L. Chant
- Motion seconded by Dr. Armstrong
- Motion unanimously passed.

IV.	Fund Development Efforts in Monroe County	Evelio Torres
V.	Miami Dade County Scholarship Contract Update	Angelo Parrino
VI.	Public Comment	Matthew Bruno
VII.	Adjourn	Matthew Bruno

General Information:

- Next Board of Directors Meeting is Monday April 1, 2024 at 9 AM
- Next Executive Committee Meeting is Monday May 6, 2024 at 9 AM

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.



Early Learning Coalition Executive Committee Meeting

May 6, 2024

Resolution: 05062024-01

Action Requested: Approve and authorize the President and CEO to apply for one-time Quality Improvement funds and receive the funds when the Notice of Award is issued.

Fiscal Impact: An approximate amount of \$371,528, which is subject to the availability of funding.

Funding Source(s): 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 checked="" type="checkbox"/> Funding
<input type="checkbox"/> Educate All	<input type="checkbox"/> ELC Operations

RESOLUTION: 05062024-01

APPROVE AND AUTHORIZE THE PRESIDENT AND CEO TO APPLY FOR ONE-TIME QUALITY IMPROVEMENT FUNDS AND RECEIVE THE FUNDS WHEN THE NOTICE OF AWARD IS ISSUED.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. 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 and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to approve and authorize the President and CEO to apply for one-time Quality Improvement funds and receive the funds when the Notice of Award is issued.

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 6th day of May, 2024.

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

By: _____
Executive Committee Secretary

Background:

The Office of Head Start Region IV advised programs that they could apply for one-time Quality Improvement funds. Programs were not given a finite funding in the communication. It is at the program's discretion to apply and request for the amount necessary to implement the quality improvement projects. The program is requesting to use the funds to contract with a vendor who will be able to provide additional in-depth coaching to teachers. Funds will also be used to provide funding for an additional staff per site who can serve as a third person in a classroom that needs extra teacher support while the funds are available. Centers with an enrollment of 8-32 Early Head Start children can have 1 additional staff and centers with 39-64 Early Head Start children will have 2 additional staff.

*** Executive Committee action must be ratified by the Board of Directors at the next available Board of Directors meeting. If the action is not ratified, it shall be deemed void.**

Budget Information - Non Construction Programs

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1 Quality Improvement	93.6			\$ 297,222	\$ 74,306	\$ 371,528
2						
3						
4						
5 Totals		\$ -	\$ -	\$ 297,222	\$ 74,306	\$ 371,528

SF-424A

Prescribed by OMB Circular A-102

Section B - Budget Categories					
6 Object Class Categories	Grant Program, Function or Activity				Total (5)
	-1	-2	-3	-4	
	Quality Improvement				
a. Personnel	\$ -				\$ -
b. Fringe Benefits	\$ -				\$ -
c. Travel					\$ -
d. Equipment					\$ -
e. Supplies					\$ -
f. Contractual	\$ 297,222				\$ 297,222
g. Construction					\$ -
h. Other					\$ -
i. Total Direct Charges (sum of 6a-6h)	\$ 297,222				\$ 297,222
j. Indirect Charges					\$ -
k. Totals (sum of 6i-6j)	\$ 297,222				\$ 297,222
7 Program Income					\$ 0

Section II: Budget and Budget Justification Narrative

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8 Early Head Start: Program Operations	\$ 74,306			\$ 74,306	
9 Early Head Start: TTA	\$ -			\$ -	
10				\$ -	
11				\$ -	
12 Total (sum of lines 8 - 11)	\$ 74,306	\$ -	\$ -	\$ 74,306	

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13 Federal	\$ 297,222	\$74,306	\$74,306	\$74,305	\$74,307
14 Non-Federal	\$ 74,306	\$18,576	\$18,576	\$18,574	\$18,577
15 Total (sum of lines 13 and 14)	\$371,528	\$92,882	\$92,882	\$92,879	\$92,884

Section E - Budget Estimates of Federal Funds Needed for Balance				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16				
17				
18				
19				
20 Total (sum of lines 16-19)	\$ 0	\$ 0	\$ 0	\$ 0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

SF-424A

Prescribed by OMB Circular A-



Early Learning Coalition Executive Committee Meeting

May 6, 2024

Resolution: 05062024-02

Action Requested: Authorize the President and CEO to release a Request for Proposal (RFP) to select a qualified vendor to provide in-depth coaching to selected Early Head Start classroom teachers. This resolution also requests authorization and approval for the President and CEO to negotiate and execute a contract(s) with the selected vendor(s) recommended by the Evaluation Committee and reviewed by the Board Counsel.

Fiscal Impact: An approximate amount of \$175,000 per fiscal year, which is subject to the availability of funding.

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

Strategic Goal:

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

RESOLUTION: 05062024-02

AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) TO SELECT A QUALIFIED VENDOR TO PROVIDE IN-DEPTH COACHING TO SELECTED EARLY HEAD START CLASSROOM TEACHERS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A CONTRACT(S) WITH THE SELECTED VENDOR(S) RECOMMENDED BY THE EVALUATION COMMITTEE AND REVIEWED BY THE BOARD COUNSEL.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. 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 and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to release a Request for Proposal (RFP) to select a qualified vendor to provide in-depth coaching to selected Early Head Start classroom teachers and to authorize and approve for the President and CEO to negotiate and execute a contract(s) with the selected vendor(s) recommended by the Evaluation Committee and reviewed by the Board Counsel.

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 6th day of May, 2024.

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

By: _____
Executive Committee Secretary

Background:

The Early Head Start performance standards require programs to implement research-based, coordinated coaching strategies for education staff. The program is requesting to solicit and contract with a qualified vendor with the goal of increasing the number of teachers who receive intensive coaching on a quarterly basis. At a minimum, the selected vendor will ensure intensive coaching increases the teacher's knowledge for supporting children in their development, implementing techniques for active supervision, creating an environment that is appropriate and safe for infants and toddlers, fostering nurturing and responsive practices, and promoting critical thinking and problem-solving.

*** Executive Committee action must be ratified by the Board of Directors at the next available Board of Directors meeting. If the action is not ratified, it shall be deemed void.**



Early Learning Coalition Executive Committee Meeting

May 6, 2024

Resolution: 05062024-03

Action Requested: Approval of the Early Head Start budget and the Non-Federal Share waiver request and authorize the President and CEO to submit the Early Head Start budget as part of the 2024-2025 grant application.

Fiscal Impact: An approximate amount of \$12,316,853 in Federal Share and 1,009,847 in Non-Federal Share, which is subject to the availability of funding.

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

Strategic Goal:

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

RESOLUTION: 05062024-03

APPROVAL OF THE EARLY HEAD START BUDGET AND THE NON-FEDERAL SHARE WAIVER REQUEST AND AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT THE EARLY HEAD START BUDGET AS PART OF THE 2024-2025 GRANT APPLICATION.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. 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 and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to approve of the Early Head Start budget and the Non-Federal Share waiver request and authorize the President and CEO to submit the Early Head Start budget as part of the 2024-2025 grant application.

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 6th day of May, 2024.

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

By: _____
Executive Committee Secretary

Background:

The Early Head Start program will provide comprehensive services to 750 infants, toddlers, and pregnant women through center-based and family childcare home options in targeted zip codes of Miami-Dade County from August 1 through July 31. On an annual basis, the program receives federal funding for Program Operations and Training and Technical Assistance. The anticipated total funding for 2024-2025 is \$12,316,853. This funding amount is comprised of:

- \$11,807,014 for Program Operations,
- \$277,465 Cost of Living Adjustment (COLA), and
- \$232,374 for Training and Technical Assistance.

Additionally, the program is required to match the federal funding with a Non-Federal Share. The Non-Federal Share for the 2024-2025 program year is in the amount of \$3,079,213. The program is requesting a waiver in the amount of \$2,069,366. If the waiver is granted, the program will only be responsible for \$1,009,847 in Non-Federal Share.

The program must submit a grant application on May 1, 2024, for the next program year which includes the budget for the delivery of service. The 2024-2025 budget is as follows:

*** Executive Committee action must be ratified by the Board of Directors at the next available Board of Directors meeting. If the action is not ratified, it shall be deemed void.**

Sub-section A: Budget

Applicant Name: Early Learning Coalition of Miami-Dade/Monroe

Award Number: 04HP000226

Budget Information - Non Construction Programs

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1 Early Head Start: Program Operations	93.6			\$ 11,807,014	\$ 1,009,847	\$ 12,816,861
2 Early Head Start: TTA	93.6			\$ 232,374		\$ 232,374
3 Cost of Living Adjustment (COLA)	93.6			\$ 277,465		\$ 277,465
4						\$ -
5 Totals		\$ -	\$ -	\$ 12,316,853	\$ 1,009,847	\$ 13,326,700

SF-424A

Prescribed by OMB Circular A-102

Section B - Budget Categories					
6 Object Class Categories	Grant Program, Function or Activity				Total (5)
	-1 Early Head Start: Program Operations	-2 Early Head Start: TTA	-3 Cost of Living Adjustment (COLA)	-4	
a. Personnel	\$ 2,987,158	\$ -	\$ 70,198		\$ 3,057,356
b. Fringe Benefits	\$ 1,043,180	\$ -	\$ 24,515		\$ 1,067,695
c. Travel		\$ 31,308			\$ 31,308
d. Equipment	\$ 32,000	\$ -	\$ 752		\$ 32,752
e. Supplies	\$ 161,592	\$ 875	\$ 3,797		\$ 166,264
f. Contractual	\$ 7,025,625	\$ 11,375	\$ 165,102		\$ 7,202,102
g. Construction		\$ -			\$ -
h. Other	\$ 557,459	\$ 188,816	\$ 13,100		\$ 759,375
i. Total Direct Charges (sum of 6a-6h)	\$ 11,807,014	\$ 232,374	\$ 277,465	\$ -	\$ 12,316,853
j. Indirect Charges	\$ -	\$ -	\$ -		\$ -
k. Totals (sum of 6i-6j)	\$ 11,807,014	\$ 232,374	\$ 277,465	\$ -	\$ 12,316,853
7 Program Income					\$0

Section II: Budget and Budget Justification Narrative

Section C - Non-Federal Resources				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8 Early Head Start: Program Operations	\$ 1,009,847			\$ 1,009,847
9 Early Head Start: TTA	\$ -			\$ -
10				\$ -
11				\$ -
12 Total (sum of lines 8 - 11)	\$ 1,009,847	\$ -	\$ -	\$ 1,009,847

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13 Federal	\$ 12,316,853	\$3,079,213	\$3,079,213	\$3,079,212	\$3,079,214
14 Non-Federal	\$ 1,009,847	\$252,462	\$252,462	\$252,460	\$252,463
15 Total (sum of lines 13 and 14)	\$13,326,700	\$3,331,675	\$3,331,675	\$3,331,672	\$3,331,677

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16				
17				
18				
19				
20 Total (sum of lines 16-19)	\$0	\$0	\$0	\$0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

SF-424A

Prescribed by OMB Circular A-



Early Learning Coalition Executive Committee Meeting

May 6, 2024

Resolution: 05062024-04

Action Requested: Authorize the President and CEO to negotiate and execute a one-time amendment to Contract C23-05 with CDW Government LLC for IT Hardware, Software, & Services.

Fiscal Impact: An increase of \$100,000 for a new total contract amount of \$600,000 for FY 23-24, which is subject to the availability of funding.

Funding Source(s): U.S. Department of Health and Human Services, Administration for Children and Families, Florida Department of Education Division of Early Learning, Monroe County Public Schools, The Children’s Trust.

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" 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: 05062024-04

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE A ONE-TIME AMENDMENT TO CONTRACT C23-05 WITH CDW GOVERNMENT LLC FOR IT HARDWARE, SOFTWARE, & SERVICES.

WHEREAS, the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc. 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 and has presented said action to the Executive Committee for adoption and approval;

WHEREAS, the Executive Committee approves the adoption of this action;

NOW, THEREFORE, be it resolved by the Executive Committee to authorize the President and CEO to negotiate and execute a one-time amendment to Contract C23-05 with CDW Government LLC for IT Hardware, Software, & Services.

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 6th day of May 2024.

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

By: _____
Executive Committee Secretary

Background:

Whereas the efficiency and reliability of the network infrastructure are paramount for the seamless operation of the organization. A comprehensive assessment conducted by the IT department has identified outdated hardware, insufficient bandwidth capacity, and inconsistent network configurations as primary factors contributing to the network's instability and performance issues.

Scope of Work:

Upgrade network switches across all offices and centers to ensure stability and reliability. Install screens for secure display of enrollment data. Replace outdated laptops with newer models.

*** Executive Committee action must be ratified by the Board of Directors at the next available Board of Directors meeting. If the action is not ratified, it shall be deemed void.**