



**Executive Committee Meeting  
Monday, August 7, 2023; 9 AM  
Meeting ID: 825 0158 2059  
Passcode: 165257**

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|------|--|----------------------|
| I.   | Welcome & Introductions  | <b>Matthew Bruno</b> |
| II.  | Approval of Minutes  | <b>Matthew Bruno</b> |
|      | A. Motion to approve July 10, 2023 Minutes.  |                      |
| III. | Resolutions  | <b>Alex Sanchez</b>  |
|      | <ul style="list-style-type: none"><li>• <b>08072023-01</b> C23-01 Citrus Amendment<br/>Authorize the President and CEO to negotiate and execute an amendment to Contract C23-01 with Citrus Health Network, Inc. for Developmental Screening Follow-Up and Individualized Support Services.</li><li>• <b>08072023-02</b> Amended Budget FY 2023-2024<br/>Approval of the Early Learning Coalition's First Amendment to the Annual Budget for fiscal year 2023-2024.</li><li>• <b>08072023-03</b> External Fiscal Monitoring RFP<br/>Authorize the President and CEO to release a Request for Proposal (RFP) for External Fiscal Monitoring Services.</li></ul> |                      |
| IV.  | Public Comment   | <b>Matthew Bruno</b> |
| V.   | Adjourn  | <b>Matthew Bruno</b> |

**General Information:**

- Next Board of Directors Meeting is Monday September 11, 2023 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.



**Executive Committee Meeting**  
**Monday, July 10, 2023; 10 AM**  
**Meeting ID: 895 0645 3147**  
**Passcode: 853540**

## MINUTES

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

**Board Attendees:** Dr. Riestra; Holly Raschein

**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; Ana Sejeck

**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 May 8, 2023 Minutes.

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

III. Resolutions **Alex Sanchez**

- **07102023-01** CLASS Assessments- The Children's Forum

Authorize the President and CEO to negotiate and execute a contract with The Children's Forum to facilitate and provide Assessment Services using the Classroom Assessment Scoring System® (CLASS®) for Miami-Dade and Monroe Counties.

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- **07102023-02** RFP Quality Materials and Training

Authorize the President and CEO to release a Request for Proposal (RFP) for Quality Materials and Training and Development Services for Miami-Dade and Monroe Counties. This resolution also requests authorization and approval for the President and CEO to negotiate and execute contracts with the selected vendors recommended by the Evaluation Committee and reviewed by the Board Counsel.

- **07102023-03** RFP Early Literacy Tutoring Program

Authorize the President and CEO to release a Request for Proposal for a Literacy Tutoring Program with Evaluation services.

- **07102023-04** Dual Language Learning

Authorize the President and CEO to negotiate and execute a contract with University of South Florida to develop a multi-session course for early educators relating to dual language learning.

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

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

IV. Public Comment

**Matthew Bruno**

V. Adjourn

**Matthew Bruno**

General Information:

- Next Executive Committee meeting is Monday August 7, 2023 at 9 AM
- Next Board of Directors Meeting is Monday September 11, 2023 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**

**August 7, 2023**

**Resolution: 08072023-01**

**Action Requested:** Authorize the President and CEO to negotiate and execute an amendment to Contract C23-01 with Citrus Health Network, Inc. for Developmental Screening Follow-Up and Individualized Support Services.

**Fiscal Impact:** The contract amount increases by \$25,000, for a total contract amount of approximately \$829,000, which is subject to availability of funding.

**Funding Source:** Florida Department of Education Division of Early Learning.

**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 type="checkbox"/> ELC Operations

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**RESOLUTION: 08072023-01**

**AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE AN AMENDMENT TO CONTRACT C23-01 WITH CITRUS HEALTH NETWORK, INC. FOR DEVELOPMENTAL SCREENING FOLLOW-UP AND INDIVIDUALIZED SUPPORT SERVICES.**

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

WHEREAS, the Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Executive Committee shall present this action to the Executive Committee which is empowered to act in the Board's place in the absence of a Board meeting.

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 7<sup>th</sup> day of August, 2023.

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

By: \_\_\_\_\_  
Executive Committee Secretary

**Background:**

The Autism Training and Materials Sub-Grant is funded through the Florida Department of Education (FLDOE), Division of Early Learning's grant award, No. 90TP0068-03-00, from the state's application to the federal Department of Health and Human Services Administration of Children and Families (ACF) Preschool Development Grant - Birth through Five Renewal (PDG-R). Reports from the Children's Registry and Information System database suggest there is a backlog of children waiting to move from Part C to Part B by the Individuals with Disabilities Education Act (IDEA) recommended timeline (should be completed at least 90 days prior to their third birthday). The lack of service providers is one area that could be impacted by increasing the capacity of diagnosticians. The purpose of this sub-grant funding is to increase access to diagnostic services for children (ages birth to five) suspected of Autism and related disorders.

The Early Learning Coalition of Miami-Dade and Monroe is meeting the demand for diagnostic services for children (ages birth to five) by partnering with Citrus Health Network through an existing contract, C23-01 Developmental Screening Follow-Up and Individualized Support Services.



**Early Learning Coalition Executive Committee Meeting**

**August 07, 2023**

**Resolution: 08072023-02**

**Action Requested: Approval of the Early Learning Coalition's First Amendment to the Annual Budget for fiscal year 2023-2024.**

**Fiscal Impact: Net Increase of \$38,810,165 to the Current Approved Budget, for a new total budget of \$258,363,449.**

**Funding Source(s): Florida Department of Education, Division of Early Learning.**

**Strategic Goal:**

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

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**RESOLUTION: 08072023-02**

**APPROVAL OF THE EARLY LEARNING COALITION'S FIRST AMENDMENT TO THE ANNUAL BUDGET FOR FISCAL YEAR 2023-2024.**

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

WHEREAS, the Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Executive Committee shall present this action to the Executive Committee which is empowered to act in the Board's place in the absence of a Board meeting.

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 7<sup>th</sup> day of August, 2023.

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

By: \_\_\_\_\_  
Executive Committee Secretary



**Background:**

Please see below the 1st budget amendment to the approved annual budget for fiscal year 2023-2024. This amendment adds \$38,810,165 in our funding for our 2023-2024 fiscal budget.

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN'S TRUST		Other	
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast
REVENUE: 2023-24	134,451,468	REVENUE:	60,874,428	REVENUE:	12,039,388	REVENUE:	12,080,000	REVENUE:	108,000
REVENUE: 2023-24	169,215,394	REVENUE:	64,895,667	REVENUE:	12,039,388	REVENUE:	12,080,000	REVENUE:	133,000
Difference:	34,763,926	Difference:	4,021,239	Difference:	0	Difference:	0	Difference:	25,000
								Difference YOY	38,810,165



**Early Learning Coalition Executive Committee Meeting**

**August 7, 2023**

**Resolution: 0807023-03**

**Action Requested:** Authorize the President and CEO to release a Request for Proposal (RFP) for External Fiscal Monitoring Services.

**Fiscal Impact:** An approximate amount of \$150,000 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, Florida Department of Education Division of Early Learning, Monroe County Public Schools, The Children's Trust, University of Florida Lastinger Center.

**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

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**RESOLUTION: 0807023-03**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE A REQUEST FOR PROPOSAL (RFP) FOR EXTERNAL FISCAL MONITORING SERVICES.**

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

WHEREAS, the Executive Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Executive Committee shall present this action to the Executive Committee which is empowered to act in the Board's place in the absence of a Board meeting.

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 7<sup>th</sup> day of August, 2023.

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

By: \_\_\_\_\_  
Executive Committee Secretary

**Background:**

We are requesting to release a Request for Proposal (RFP) to select an accounting firm to provide ongoing monitoring services of our Early Learning Partners. The monitoring aims to ensure that all transactions are properly documented, comply with relevant regulations, and support the financial records of the Partner organizations as indicated by the program guidance. The firm shall conduct fiscal monitoring for funds distributed to vendors within a specific time period under program guidance.