



**Executive Committee Meeting  
April 6, 2020; 9:00 a.m.  
Via Conference Call**

**Committee Attendees:** Adrian Alfonso; Gilda Ferradaz; Bob Eadie;

**Absentee Members:** Maurice Kemp

**Non-Committee Board:** Iris Strachan; Gerald Schwartz; Abilio Rodriguez; Lisa Taylor;

**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 today's meeting would have been Mayor Carruthers last meeting and thanked for all the work and dedication to the children in Monroe County as well as in Miami-Dade County. A. Alfonso stated that a plaque for Mayor Carruthers will be presented to her at the next Monroe Advisory Meeting.
- A. Alfonso announced that the Provider Services Committee met on 2/18/20, 02/27/20 and 03/26/20. Mr. Beasley will give a full update of those meetings at the upcoming board meeting on June 1.
- A. Alfonso announced that there was a Board Orientation held on March 2 for the new board members.
- A. Alfonso stated that there was a conference call held between the executive committee, ELC staff and OEL held on March 2, 2020.
- A. Alfonso stated that ELC staff began working remotely on 03/18/20.
- 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. Reconciliation Process Update**

**Mercy Castiglione**

- M. Castiglione stated that after discussion with OEL the deadline to complete the reconciliation process would be June 30. M. Castiglione stated that the decision was to reconcile using phase 2 of EFS Mod and complete offline. M. Castiglione stated that the ELC decided to repurpose 29 employees to this project, mostly field staff that are currently working from home due to COVID19. M. Castiglione stated they now had a snapshot available to show the progress. V. Caballero stated that the total population was mainly overpaid providers but that the underpaid are being prioritized. V. Caballero stated that the large providers such as Lincoln Marti, YMCA, etc. receive one check but some of the centers may be underpaid while others are overpaid; all centers must be reconciled individually. E. Torres stated that there was a lot of back and forth with OEL to finally come to an agreement. G. Ferradaz asked if the ELC had already identified what providers were over and under. E. Torres stated that yes that had been identified but with every phase OEL came out with the numbers would change, now it is accurate because of the agreement. A. Alfonso stated that it would place a financial strain on providers if the ELC were to place them on a payment plan right now. E. Torres agreed and stated that they will have a conference call with OEL to discuss that matter.

### **V. Finance Report**

**Bob Eadie**

- Resolution 04062020-01 Approval of the Evaluation Committee's recommendation to award contracts for RFP#ELCMDM2020-01 (Quality Materials for Miami-Dade and Monroe Counties), and authorize the President and CEO to negotiate and execute contracts with the selected vendors.
- Resolution 04062020-02 Approval of the Evaluation Committee's recommendation to award contracts for RFP#ELCMDM2020-02 (Curriculum Materials for Miami-Dade and Monroe Counties), and authorize the President and CEO to negotiate and execute contracts with the selected vendors.
- Resolution 04062020-03 Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2020-03 (Enterprise Network Support and Hosting Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 04062020-04 Approval of the Evaluation Committee's recommendation to award a contract for RFP#ELCMDM2020-04 (Provider Portal Hosting and Dashboard Services), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.



- Resolution 04062020-05 Approval of the Evaluation Committee's recommendation to award a contract for ITN#ELCMDM2020-01 (Office Furniture), and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
- Resolution 04062020-06 Approval of the Early Head Start budget and authorize the President and CEO to submit the Early Head Start budget as part of the 2020-2021 grant application.
  - B. Eadie moved to approve the resolution through a block vote.
  - G. Ferradaz seconded the motion.
  - Motion unanimously passed.
- A. Parrino stated that OEL continues to work on new releases for EFS Mod but due to COVID19, there has been delays. A. Parrino stated that OEL had to go into system and recode to pay all providers full attendance, parent fees, etc.; so have halted updates to EFS Mod. S. Bisceglia asked about the efforts being made to provider childcare services to first responders. E. Torres responded that they had begun to offer the services and that it will covered through the CARES Act.
- S. Gonzalez stated that Miami-Dade county was bring in all children from wait list every 2 weeks. S. Gonzalez stated that there was a dilemma because no provisions for new families have been made and many have been effected by lay-offs or few hours so unable to receive services. S. Gonzalez stated that parents that currently receive services are not being terminated. S. Gonzalez stated that Monroe County is bring in children as soon as they apply.
- A. Alfonso stated that the EHS Credit Card report was in their packets for review.

## VI. Resolutions

**Adrian Alfonso**

- Resolution 04062020-07 Authorize the President and CEO to submit the grant reapplication to the U.S. Department of Health and Human Services for the Early Head Start Grant, in the amount of \$10,211,307.00 for the 04HP000226 program Grant.
  - G. Ferradaz moved to approve the resolution.
  - B. Eadie seconded the motion.
  - Motion unanimously passed.
- Resolution 04062020-08 to authorize the President and CEO to submit a School Readiness Plan Amendment to the Office of Early Learning for approval to increase the rates paid to qualified providers.
- M. Castiglione stated that Miami-Dade county provider rates are depressed and asked OEL for a 10% increase. M. Castiglione stated that they would be able to pay retroactive to February. M. Castiglione stated that it would be 9-11million for the next fiscal year but it was sustainable in the budget and would be evaluate moving forward. E. Torres stated that he spoke to OEL, looked at the budget 3 years in advance and OEL is confident that it can be done.



- G. Ferradaz moved to approve the resolution.
- B. Eadie seconded the motion.
- Motion unanimously passed.

## VII. Early Head Start Update

Belkis Torres

- B. Torres discussed the following:
  - Program Goals: Increase the selection pool of eligible children in the community, Increase teacher motivation and self-confidence by becoming peer trainers and coaches, which can contribute to teacher retention, Develop a comprehensive wellness program to promote healthy lifestyle choices for parents, children, and staff. B. Torres stated that all three goal for the 5-year project had been met with the exception of the open house that was canceled due to COVID 19.
  - School Readiness Goals: (Social and Emotional Domain): Children will develop and engage in positive relationships and interactions with others. (Language and Communication): Children will demonstrate receptive and expressive skills. (Approaches towards Learning): Children will demonstrate interest in self-identity, belonging, curiosity, and eagerness in exploring the world around them. (Cognition): Children will use all of their senses to investigate their environment to discover what objects and people do, how things work, and how they can make things happen. (Perceptual, Motor, and Physical Development): Children will develop control of large and small muscles for movement, navigation, manipulation, exploration and balance.
  - Early Head Start Application: The three new zip codes were added as service areas. The changes of child care partners. The menu cycle were changed from a 4- week to a 5-week cycle menu to align with other Head Start grantees and the Florida Child Care Food Program. Mental health services are now being done in-house. In order to minimize the intervention wait time of children who have developmental delay concerns, the program is encouraging parents to obtain a referral from their pediatrician. The Board composition will now include the Policy Council Chair.
  - Self-Assessment Results: The program will: Revise policies and procedures to minimize the timeframe for receiving documentation needed begin the referral process for evaluation of children showing delays. Provide strategies to teachers on how to support children who are exhibiting social emotional concerns and have developmental delays. Create policies and procedures and train childcare partners on the importance of food allergies and how to prevent exposure to food allergens. Identify reasons for past due well-baby checks, create resources, and establish support for helping families overcome the challenges that are preventing them from staying up-to-date on the well-baby checks. Re-evaluate the Staffing form being submitted by childcare partners when a new staff is hired and include specific instructions on how to complete form. The Staffing form is how the program is informed of the staff changes and training for new staff begins as soon as the program is advised of the change. Provide training on how teachers are to finalize the checkpoints for the ongoing child assessment, Teaching Strategies Gold (TSG). A global message will also be added to TSG to remind teachers of the checkpoint due date. Increase the dually enrolled children by developing a flyer that explains to parents the



benefits of being dually enrolled and invite School Readiness staff to the parent orientation to provide guidance on the application process. Create a resource guide for vendors on how to acquire the non-federal share and assist childcare partners in developing a plan of action for acquiring the non-federal share. Balance the program's budget by reviewing the agency's cost allocation plan, re-structure the layering method, and participating in monthly spending plan meetings.

- Selection Criteria: The following updates were done to next year's selection criteria: Under Disability Category, included 50 points for children who are identified as having concerns through a screener by a qualified professional. Under School Readiness Category, changed 50 points for "Applicants" to 100 points for "Waitlisted Applicants" Under Other Factors Category, separated "Documented Domestic Violence" and "Documented Substance Abuse" so that points can be awarded separate. Added 50 points "Undocumented Domestic Violence Referred by a Partnering Agency" and "Referral by a partnering agency".
- Training and Technical Assistance Goals: Strengthen the parental role in supporting their child in their development. Provide opportunities for leadership, educational and support staff to grow in their ability to provide quality care and service. Create opportunities that promote well-being at work and home.

#### **VIII. Research and Evaluation**

**Dr. Anabel Espinosa**

- A. Espinosa discussed the following items:
  - Families Need Supports: 1.5 billion children are impacted by school closures. 7 million infants, toddlers and children with disabilities have suddenly lost health care and intervention services. 8 million children living in the care of grandparents at an increased risk for complications related to the virus. 5 million children living with at least one unauthorized parent. Mixed family households are more likely to be impacted by COVID-19 related job loss and are less likely to seek social supports.
  - Support for Providers: Facilitating daily departmental zoom meetings for health, wellness and accountability. Listening and answering questions on the phone or via video conferencing platforms. Assisting with the completion of the BPIECE Self Assessment tool on the phone or via video conferencing platforms. Consultation with Providers/Parents regarding program specific practice. Consultation with Providers/Parents regarding child specific needs. Supporting Providers with submission of screenings from before March 23, 2020.
  - Service delivery and COVID 19: Developmental Screening Program. Individualized Follow-Up Support Services. VPK-Specialized Instructional Services (VPK-SIS). Best Practices Inclusive Early Childhood Education (BPIECE) Support Services. Professional Development and Distance Education. Daily Mindfulness and Guided Meditation. Virtual Book Readings: Activities that Support Development.
  - Technology Used During COVID19: Cisco WebEx, Zoom, WhatsApp and FaceTime
  - VPK-SIS Outreach: 25 of 64 have been identified through using Telehealth to deliver services in response to COVID19.
  - Virtual Technical Assistance and Warm-Line Support Calls: 134 programs and parents received support and assistance (March 16-20).



**IX. Informational Item**

**Evelio Torres**

- E. Torres stated that he would like to waive the PTO hours cap for staff that have exceeded 240-hour. E. Torres stated that there was a plan in place to have the staff members take time-off.
  - B. Eadie moved to approve action to waive PTO hours cap.
  - G. Ferradaz seconded the motion.
  - Motion unanimously passed.

**X. Public Comments**

**Adrian Alfonso**

**XI. Adjourn**

**Adrian Alfonso**

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