



# Minutes

**Executive Committee Meeting  
December 6, 2021; 8:00 a.m.  
Zoom Meeting ID: 952 9773 4031  
Passcode: 12062021**

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

**Board Attendees:** Eileen Fluney

**Staff Attendees:** **Evelio Torres;** Angelo Parrino; Michelle Meilan; Lisney Badillo; Belkis Torres; Sandra Gonzalez; Victor Caballero; Pam Hollingsworth; Ana Sejeck; Casie Haines; Anabel Espinosa; Alex Sanchez; Lissandra Curbelo; Fred Hicks; Matthew Zaldivar; Mercy Castiglione; Vanessa Aguilera-Viera

**General Attendees:** Bob de la Fuente

**I. Welcome and Introductions** **Matthew Bruno**

- A. M. Bruno called the meeting to order and welcomed everyone.
- B. C. Pollard called roll and quorum was established with four (4) voting members.

**II. Approval of Minutes** **Matthew Bruno**

- Motion to approve June 23, 2021 minutes.
  - Motion to approve by L. Chant
  - Motion seconded by D. Armstrong
  - Motion unanimously passed.

**III. Announcements** **Matthew Bruno**

M. Bruno shared the following:

- Bob Eadie, ex-officio member representing Monroe County, has resigned from the board. He will be recognized for his service at the February 7 board meeting.
- Board member Iris Strachan's first term on the board has ended, but she is eligible to serve a second term and continue in her position as Secretary. A motion was requested to approve a second term.
  - Motion to approve by L. Chant
  - Motion seconded by D. Armstrong
  - Motion unanimously passed.

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.



- The following Committees met during November and early December, Program, Provider Services, Legislative, Audit, Finance and the EHS Policy Council. A full report will be given by the committee chairs at the February board meeting.
- The ELC staff continue to hold monthly provider meetings via Zoom to provide updates and answer questions from providers. These meetings are an opportunity for providers to provide input and interact with their provider representatives.

#### IV. Resolutions

**Loreen Chant  
Anabel Espinosa  
Dr. Fred Hicks  
Belkis Torres**

L. Chant introduced the following resolutions:

A. 12062021-01 – 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.

A. Espinosa, F. Hicks and L. Badillo shared that the following services will be released as an RFP with a new proposed amount:

- Increased developmental services to align with rule changes.
  - Provider portal housing and dashboard services to support additional programming and modules. CRRSA dollars will be used to support the one-time increase.
  - Office automation platform which hosts procurement module, monitoring tools, request forms, and other back office functions.
  - Early Head Start (EHS) playgrounds to ensure that outdoor equipment is safe, age appropriate, and meets standards.
  - Phone service, maintenance and support for our CCR&R services and administrative office communications.
  - General contracting services to support warehouse and office relocations.
- Motion to approve Resolution 12062021-01 – Release of RFPs – Anabel Espinosa, Dr. Fred Hicks by M. Bruno
  - Motion seconded by I. Strachan
  - Motion unanimously passed.

B. 12062021-02 – 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.



F. Hicks shared that the increased contract amount will support the distribution of multiple phases of CRRSA funding during this contract year.

- Motion to approve Resolution 12062021-02 – Bluejean Amendment – Dr. Fred Hicks by M. Bruno
- Motion seconded by D. Armstrong
- Motion unanimously passed.

C. 12062021-03 – 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.

B. Torres shared that the program would like to implement a policy and procedure to pay EHS teachers a bonus when funds are available. It was stated that a set criterion will be established. I. Strachan and D. Armstrong recommended that the criterion include parameters to prevent equity issues, misuse of reward system and to deter replacing the center’s current incentives.

- Motion to approve Resolution 12062021-03 – EHS Bonus for Childcare Teachers – Belkis Torres by M. Bruno
- Motion seconded by I. Strachan
- Motion unanimously passed.

D. 12062021-04 – 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.

B. Torres shared that the program traditionally does not pay for holiday’s, which are non-service days due to previous budget constraints. It was stated that the current policy allows for payment and the program would like to use a surplus to pay holidays only for the 2021-2022 program year.

- Motion to approve Resolution 12062021-04 – EHS Holiday Payment – Belkis Torres by D. Armstrong
- Motion seconded by M. Bruno
- Motion unanimously passed.

A. Parrino introduced the following resolution from the Program, Policy and Strategy Committee:

E. 12062021-05 – SR Plan Amendment Developmental Screening – Dr. Anabel Espinosa



Authorize the President and CEO to submit a School Readiness Plan amendment for approval to the Florida Department of Education's Division of Early Learning, for updates to the Developmental Screening Policy.

A. Espinosa shared the revised developmental screening policy and procedure to align with rule change.

- Motion to approve Resolution 12062021-05 – SR Plan Amendment Developmental Screening – Dr. Anabel Espinosa by M. Bruno
- Motion seconded by D. Armstrong
- Motion unanimously passed.

**V. 2022 Board Meeting Dates**

**Matthew Bruno**

- M. Bruno shared that the proposed 2022 board and committee meeting dates were included in the meeting packet. A motion to approve the dates was requested.
  - Motion to approve by L. Chant
  - Motion seconded by D. Armstrong
  - Motion unanimously passed.

**VI. ELC Strategic Plan**

**Evelio Torres**

- M. Bruno thanked the committee members for attending and participating in the Annual Meeting and Strategic Planning Committee. He also stated the following:
  - The strategic planning process for the Coalition is ongoing. The Executive Committee has been tasked with further developing board member engagement.

As we saw at the last board meeting from Evelio's presentation, staff already have a full plate of statutory, administrative rule and grant agreement requirements. I ask that all new initiatives be discussed at the committee level and brought to the full board for discussion. Initiatives should always be mission focused, have measurable outcomes and align with the strategic priorities currently under development. We should also be careful about mission creep which can easily happen when we ask staff to take on more than they can reasonably accomplish with any level of quality. As a reminder, the Coalition is required to ensure all resources and funding pass four tests: 1) reasonable, 2) allowable, 3) allocable and 3) necessary.
- E. Torres opened the floor for committee members to discuss board member engagement and the following was shared:



- L. Chant recommended that the Coalition should allow board members input on which committees they would like to serve on. It was also stated that members should be connected to providers in high needs zip codes to serve as “Zip Code Champions”.
- M. Bruno included that board meetings should be consistently held at a providers location to allow board members an opportunity to see the work being done in the community by the Coalition.
- E. Fluney suggested that the Coalition provide a wish list online for members to share with the community. Discussions included helping partners fulfill their centers material needs.

**VII. Community Presentation Feedback**

**Evelio Torres**

- E. Torres requested feedback from committee members regarding the community presentation. Members shared that the format of the community presentation is sufficient for the board meeting.

**VIII. Public Comments**

**Matthew Bruno**

**IX. Adjourn**

**Matthew Bruno**