



**Executive Committee Meeting**  
**Monday, September 9, 2024; 10:00 a.m.**  
**Meeting ID: 874 7284 1165**  
**Passcode: 970290**

## **AGENDA**

- |  |                         |
|--|-------------------------|
| I. Welcome & Introductions                                     | <b>Matthew Bruno</b>    |
| II. Approval of Minutes  | <b>Matthew Bruno</b>    |
| A. Motion to approve May 6, 2024, Executive Committee Minutes. |                         |
| III. Resolutions   | <b>Alex Sanchez</b>     |
| • <b>09092024-01 2nd Budget Amendment FY24-25</b>              | <b>Alex Sanchez</b>     |
| • <b>09092024-02 ITN IT Equipment</b>                          | <b>Ahmed Mitwalli</b>   |
| IV. Conflict Waiver Ratification                               | <b>Bob de la Fuente</b> |
| V. Public Comment  | <b>Matthew Bruno</b>    |
| VI. Adjourn  | <b>Matthew Bruno</b>    |

### General Information:

- Next Board of Directors Meeting October 7, 2024.



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

**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

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 March 5, 2024 Minutes.

- Motion to approve by L. Chant
- Motion seconded by I. Statchan
- Motion unanimously passed

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

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.

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.

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. Public Comment

**Matthew Bruno**

V. Adjourn

**Matthew Bruno**

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.



**Early Learning Coalition Executive Committee Meeting**

**September 9, 2024**

**Resolution: 09092024-01**

**Action Requested: Approval of the Early Learning Coalition's 2<sup>nd</sup> Amendment to the Annual Budget for fiscal year 2024-2025.**

**Fiscal Impact: Net increase of \$2,611,147 to the Current Approved Budget for a new total budget of \$235,641,681.**

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

**Strategic Goal:**

<input checked="" type="checkbox"/> High Need Areas	<input checked="" type="checkbox"/> Infants and Toddlers
<input checked="" type="checkbox"/> Increase Enrollment	<input checked="" type="checkbox"/> Providers
<input type="checkbox"/> Increase Awareness	<input type="checkbox"/> Family Engagement
<input checked="" type="checkbox"/> Children with Special Needs	

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**RESOLUTION: 09092024-01**

**APPROVAL OF THE EARLY LEARNING COALITION'S SECOND AMENDMENT TO THE ANNUAL BUDGET FOR FISCAL YEAR 2024-2025.**

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 Learning Coalition's 2<sup>nd</sup> Amendment to the Annual Budget for fiscal year 2024-2025.

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 9<sup>th</sup> day of September 2024.

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

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

**Background:**

Please see below the 2<sup>nd</sup> budget amendment to the approved annual budget for fiscal year 2024-2025. This amendment adds \$2,611,147 in funding for our 2024-2025 fiscal budget.

SCHOOL READINESS		VOLUNTARY PREKINDERGARTEN		EARLY HEAD START		THE CHILDREN'S TRUST		Other		TOTAL
Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Category	Forecast	Forecast
REVENUE: 2024-25	142,606,239	REVENUE:	60,207,442	REVENUE:	12,316,853	REVENUE:	14,830,000	REVENUE:	3,070,000	233,030,534
REVENUE: 2024-25	145,217,386	REVENUE:	60,207,442	REVENUE:	12,316,853	REVENUE:	14,830,000	REVENUE:	3,070,000	235,641,681
Difference:	2,611,147	Difference:	0	Difference:	0	Difference:	0	Difference:	0	
								Difference YOY		2,611,147

SR - Double coding	185,432
SR - Gold Seal Differential	2,065,406
SR - Restitution	212,090
SR- Match	148,219
<b>Total:</b>	<b>\$ 2,611,147</b>

**ACRONYM DEFINITIONS:**

QPI	QUALITY PERFORMANCE INCENTIVE DIFFERENTIALS
CARES	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CRRSA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
ARPA	AMERICAN RESCUE PLAN ACT
PDG	PRESCHOOL DEVELOPMENT GRANT SERVICES
ESSER II	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF II ACT
COLA	COST OF LIVING ADJUSTMENT
NOA	NOTICES OF AWARD
GAA	GENERAL APPROPRIATIONS ACT

**\* 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**

**September 9, 2024**

**Resolution: 09092024-02**

**Action Requested:** Authorize the President and CEO to release an Invitation To Negotiate (ITN) for Information Technology (IT) Equipment.

**Fiscal Impact:** An approximate amount of \$350,000 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, Miami Dade County.

**Strategic Goal:**

<input checked="" type="checkbox"/> High Need Areas	<input checked="" type="checkbox"/> Infants and Toddlers
<input checked="" type="checkbox"/> Increase Enrollment	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Increase Awareness	<input checked="" type="checkbox"/> Family Engagement
<input checked="" type="checkbox"/> Children with Special Needs	

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**RESOLUTION: 09092024-02**

**AUTHORIZE THE PRESIDENT AND CEO TO RELEASE AN INVITATION TO NEGOTIATE (ITN) FOR INFORMATION TECHNOLOGY (IT) EQUIPMENT.**

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 an Invitation To Negotiate (ITN) for Information Technology (IT) Equipment.

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 9<sup>th</sup> day of September 2024.

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

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



**Background:**

On February 22, 2021, The Early Learning Coalition of Miami-Dade/Monroe, Inc. (ELC) released an 'Invitation To Negotiate' (ITN) for Information Technology (IT) Equipment. On May 3, 2021, CDW Government, LLC was awarded the contract for a term of three years. In order to ensure continuity of services, the ELC is requesting to release an 'Invitation To Negotiate' for IT Equipment to secure a State of Florida approved third party vendor to provide IT equipment, cybersecurity resources, and information system services for the Early Learning Coalition locations in Miami Dade and Monroe Counties.

**Allocation:**

An approximate amount of \$150,000 is reserved for licenses and software that are essential to operations. An approximate amount of \$200,000 will be utilized towards hardware. This includes emergency funds for hardware replacement.

**Florida Division of Early Learning Guidance:**

"Vendors on active state term contracts

- Have essentially been pre-screened by the State's Department of Management Services (DMS).
- However, this does not replace or act as a substitute for procurement rules in place for federal/state grant programs (like School Readiness and Voluntary Prekindergarten). It simply gives your staff a chance to (a) shorten the list of initial vendors you contact and (b) use the pre-set terms/conditions applied by the state contract as Early Learning Coalition contract terms.
- The Early Learning Coalition must also still comply with other procurement documentation requirements, such as cost estimates and obtaining/documenting the right number/type of price quotes."

**Department of Management Services Guidance:**

"The only way Early Learning Coalition of Miami Dade/Monroe, Inc. can reference the State Term Contract when purchasing from awarded vendors is by adhering to all the terms of that contract..."

**\* 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.**

# Holland & Knight

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## **WAIVER/RECUSAL LETTER--H&K BOARD MEMBER ON ADVERSE NON-CLIENT ENTITY**

### **Early Learning Coalition of Miami-Dade/Monroe**

2555 Ponce de Leon Blvd., Suite 219  
Coral Gables, FL 33134  
Attention: Evelio Torres, President/Chief Executive Officer  
[etorres@elcmdm.org](mailto:etorres@elcmdm.org)

Re: Waiver and Recusal

Dear Evelio,

This is to confirm our correspondence in which you agreed, on behalf of **Early Learning Coalition of Miami-Dade/Monroe** to waive any objection to the potential or actual conflict of interest with respect to: (1) Holland & Knight LLP's ("H&K") representation of **PGIM Real Estate** in connection with the lease renewal for 2555 Ponce de Leon Blvd. adverse to **Early Learning Coalition of Miami-Dade/Monroe**, and (2) the fact that as an H&K lawyer, I am serving on the board of directors of **Early Learning Coalition of Miami-Dade/Monroe**.

The applicable ethics rules permit me to continue to serve on the board of directors of Early Learning Coalition of Miami-Dade/Monroe as long as I am able to do so in a manner that is consistent with the fiduciary duties owed by me as a director of Early Learning Coalition of Miami-Dade/Monroe. In the event there is an actual conflict of interest, the applicable ethics rules would require PGIM Real Estate and Early Learning Coalition of Miami-Dade/Monroe provide H&K with informed written consent, and I and Early Learning Coalition of Miami-Dade/Monroe agree that I will recuse myself from any consideration of the lease renewal matter.

I hereby confirm to you that, after fully disclosing to you the circumstances, I am able to serve as a director of Early Learning Coalition of Miami-Dade/Monroe in a manner that is consistent with my fiduciary duties owed to Early Learning Coalition of Miami-Dade/Monroe. I further confirm to you that H&K has also sought consent from PGIM Real Estate and is sending PGIM Real Estate a similar letter. Additionally, this confirms that I will recuse myself from any consideration of the lease renewal matter by the Early Learning Coalition of Miami-Dade/Monroe's board of directors.

Atlanta | Austin | Birmingham | Boston | Century City | Charlotte | Chattanooga | Chicago | Dallas | Denver | Fort Lauderdale  
Houston | Jacksonville | Los Angeles | Miami | Nashville | Newport Beach | New York | Orlando | Philadelphia  
Portland | Richmond | San Francisco | Stamford | Tallahassee | Tampa | Tysons | Washington, D.C. | West Palm Beach

**Early Learning Coalition of Miami-Dade/Monroe**

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Under these circumstances, if you agree that I may continue to serve Early Learning Coalition of Miami-Dade/Monroe's board of directors, and that you are waiving objection to any potential or actual conflict of interest associated with me serving on Early Learning Coalition of Miami-Dade/Monroe's board of directors, please indicate your informed consent and waiver by signing in the block provided at the end of this letter.

Thank you for your consideration of this matter. Please return an executed copy of this letter to me at [aaron.slavens@hklaw.com](mailto:aaron.slavens@hklaw.com) as soon as possible, keeping a copy for your records.

Sincerely yours,

HOLLAND & KNIGHT LLP



Aaron T. Slavens

**CONFLICT WAIVER**

**Early Learning Coalition of Miami-Dade/Monroe** hereby provides informed consent, and waives any objection, to any potential or actual conflict of interest as described in the aforesaid circumstances. This waiver is subject to and contingent upon ratification by the Executive Committee or the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc.

**Early Learning Coalition of Miami-Dade/Monroe**

By: Evelio Torres Digitally signed by Evelio Torres  
Date: 2024.08.15 16:44:54 -04'00'

Its: President & CEO

Date: August 15, 2024