Mission: To promote school readiness and pre-kindergarten 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.
c. Resolution 05042020-03 - Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2020-2021.

d. Resolution 05042020-04 - Authorize the President and CEO to submit supplemental applications and receive the Early Head Start funds for the Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), as well as COVID-19 Impact Supplement under the Coronavirus Aid Relief and Economic Security (C.A.R.E.S.) Act.

B. Informational Items

   i. Update on EFS Modernization
   ii. Reconciliation Project
   iii. EHS Credit Card Report
   iv. Slot Utilization
       • Miami Dade County
       • Monroe County
       • Title V

VIII. Public Comments

IX. Adjourn
Mayor’s Proclamation

A PROCLAMATION DECLARING MAY 8, 2020 AS CHILD CARE PROVIDER APPRECIATION DAY IN MONROE COUNTY, FLORIDA

WHEREAS, Friday, May 8 is Provider Appreciation Day, the national day of recognition for child care providers; and

WHEREAS, the Monroe County Board of County Commissioners recognizes the tireless effort and devotion of child care providers who care for the children of working parents; and

WHEREAS, all young children and their families across Monroe County deserve access to high-quality early education; and

WHEREAS, many child care providers have remained open during the current crisis in order to care for children of first responders and health care workers;

NOW THEREFORE, I, Mayor Heather Carruthers, do hereby proclaim Friday, May 8, 2020 as CHILD CARE PROVIDER APPRECIATION DAY

in Monroe County.

Heather Carruthers, Mayor
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; Sandi Bisceglia

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

   o 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.

   o 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.

   o A. Alfonso announced that there was a Board Orientation held on March 2 for the new board members.

   o A. Alfonso stated that there was a conference call held between the executive committee, ELC staff and OEL held on March 2, 2020.

   o A. Alfonso stated that ELC staff began working remotely on 03/18/20.

   o 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 Statues 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.
  o B. Eadie moved to approve the resolution through a block vote.
  o G. Ferradaz seconded the motion.
  o 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 willed 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

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.
  o G. Ferradaz moved to approve the resolution.
  o B. Eadie seconded the motion.
  o 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.
  o 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 by 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**

- 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

- 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.
  - 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
Independent Accountants’ Report on
Financial Compliance Advisory Services

Early Learning Coalition of Miami – Dade and Monroe Counties, Inc.
(ELC 31)

2019-20 Financial Monitoring Report
Period Reviewed: December 1, 2018 – October 31, 2019
Independent Accountants’ Report on
Financial Compliance Advisory Services
Early Learning Coalition of Miami - Dade and Monroe Counties, Inc.
(ELC 31)
2019-20 Financial Monitoring Report
Period Reviewed: December 1, 2018 – October 31, 2019

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January 17, 2020

State of Florida
Office of Early Learning
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Office of Early Learning’s 2019-20 Onsite Financial Monitoring Tool for the Early Learning Coalition of Miami-Dade and Monroe Counties, Inc. (ELC 31 or the entity). These services were contracted by the Office of Early Learning (OEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes.

- 45 Code of Federal Regulations (CFR) § 75.342(a), USDHHS, *Monitoring and reporting program performance*;
- 2 CFR § 200.328(a), *Monitoring and reporting program performance*;
- 2 CFR § 200.331(d), *Requirements for pass-through entities*; and
- Chapter 1002.82(2)(r), Florida Statutes (F.S.), *OEL; powers and duties*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. OEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On January 13, 2020 through January 17, 2020, we visited the Early Learning Coalition of Miami – Dade and Monroe Counties, Inc. (ELC 31) and performed financial compliance consulting services as summarized in OEL’s 2019-20 Onsite Financial Monitoring Tool for the period December 1, 2018 through October 31, 2019. Detailed descriptions of the procedures performed and our related findings begin on page 6 of this report.

We have also used this report to identify items that require follow-up by OEL staff. These items are not findings or observations, but represent items, which OEL should review to perform the necessary follow-up activities it deems appropriate. A list of any such items is included in *The Schedule of Observations - Items for OEL follow-up* section of this report.

These consulting procedures were not designed to express an opinion on the business, operational, and internal control risks associated with the ELC’s compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Uniform Grant Guidance, Code of Federal Regulations, or other state and federal requirements. Accordingly, we do not express such an opinion. Additionally, because of inherent limitations of internal control systems, the procedures performed should not be relied upon to prevent or detect errors or fraud associated with grant related revenues or expenditures. Had we performed additional procedures; other matters might have come to our attention that would have been reported to OEL.
This report is intended solely for the information and use of OEL and OEL’s management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
I. Executive Summary

1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in OEL’s 2019-20 Onsite Financial Monitoring Tool, which is available on OEL’s SharePoint Coalition Zone. Please contact your SharePoint manager for access to the tools via your local SharePoint website.

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives, used during this engagement and the related monitoring results are summarized here.

<table>
<thead>
<tr>
<th>Objectives (1)</th>
<th>Prior Period Findings(2)</th>
<th>Current Period Findings</th>
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</thead>
<tbody>
<tr>
<td>1.0 – Preventive/corrective action plan (PCAP)</td>
<td>-</td>
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<tr>
<td>Implementation</td>
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<td>2.0 – Financial management systems</td>
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<td>3.0 – Internal control environment</td>
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<td>-</td>
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<td>4.0 – Cash management</td>
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<tr>
<td>5.0 – OEL’s statewide information system</td>
<td>N/A</td>
<td>N/A</td>
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<td>6.0 – Prepaid program items</td>
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<tr>
<td>7.0 – Cost allocation and disbursement testing</td>
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<td>8.0 – Travel</td>
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<td>9.0 – Purchasing</td>
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<td>10.0 – Contracting</td>
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<td>11.0 – Subrecipient monitoring</td>
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<tr>
<td>TOTAL</td>
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(1) Objective 5.0 – For 2019-20, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective shown for disclosure purposes only.

(2) Please refer to the entity’s 2017-18 fiscal monitoring report for detailed disclosures of any noted prior period findings.
Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings, which should have been corrected, remain unresolved.

<table>
<thead>
<tr>
<th>Finding</th>
<th>Resolved</th>
<th>Partially Resolved</th>
<th>Unresolved</th>
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<tr>
<td>No Prior Period Findings</td>
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These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Since Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program, the minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. If the entity has current period findings it must submit a preventive/corrective action plan (PCAP) response to OEL within 30 days of receiving this report. Please contact OEL staff with any questions about the PCAP process.
Executive Summary

2.0 Observations
Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in The Schedule of Observations and is summarized here.

Observations from 2019-20 onsite visit
The monitoring team noted no observations in the current period.

Items for OEL follow-up
- Help resolve FY2018-19 Enhanced Filed Modernization (EFS Mod) issues
- Provide ELCs technical assistance on federal/state grant program time-reporting rules

This monitoring report is intended solely for the information and use of OEL and OEL’s management, and is not intended to be and should not be used by anyone other than these specified parties.
II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in OEL’s SharePoint Coalition Zone. Please contact your SharePoint manager for access to the tools via your local SharePoint website.

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the entity’s personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

1.0 – Preventive/corrective action plan (PCAP) implementation

The current period monitoring procedures were performed to determine if the entity implemented the required preventive and corrective actions as described in the accepted PCAP from the most recently closed grant program year.

No findings noted in the current period.

2.0 – Financial management systems

The current period monitoring procedures were performed to gain an understanding of the entity’s financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of entity personnel.

No findings noted in the current period.

3.0 – Internal control environment

The current period monitoring procedures were performed to gain an understanding of the entity’s internal control environment through testing of key internal controls and observation of entity operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

No findings noted in the current period.
Early Learning Coalition of Miami – Dade and Monroe Counties, Inc.  
(ELC 31)

2019-20 Financial Monitoring Report  
Period Reviewed: December 1, 2018 – October 31, 2019

Schedule of Findings

4.0 – Cash management

The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

No findings noted in the current period.

5.0 – OEL’s statewide information system reporting and reconciliation – N/A for 2019-20

6.0 – Prepaid program items

The current period monitoring procedures were performed to identify any prepaid program activity for this entity. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

Based on results obtained from inquiries made to and an inspection of data items provided by entity personnel, the monitors noted no current year prepaid program item activity.

7.0 – Cost allocation and disbursement testing

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the entity’s financial records. Sampled items were tested to ensure the activity: is allowable, has appropriate approval (including pre-approval from OEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by OEL.

No findings noted in the current period.
8.0 – Travel

The current period monitoring procedures were performed to determine if the entity’s sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and entity-established policies.

No findings noted in the current period.

9.0 – Purchasing

The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the entity’s procurement policies.

No findings noted in the current period.

10.0 – Contracting

The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the entity’s contracting processes comply with federal and state requirements, as well as the entity’s own contracting policies.

No findings noted in the current period.

11.0 – Subrecipient monitoring

The current period monitoring procedures were performed to identify any subrecipient activity for this entity. If such activity was found, monitoring procedures were applied to determine if the entity’s disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the entity’s own policies and procedures.

No findings noted in the current period.
III. Schedule of Observations

1.0 Observations from 2019-20 onsite visit
The monitoring team noted no observations in the current period.

2.0 Items for OEL follow-up
Item #1 – Help resolve FY2018-19 Enhanced Field Modernization (EFS Mod) issues

Single Statewide Information System (SSIS)

The Office of Early Learning (OEL) has experienced difficulties in the implementation and functionality of its client and data management system, specifically data migration and the Voluntary Prekindergarten (VPK) and School Readiness attendance modules. The absence of EFS Mod system functionality for all twelve months of FY2018-19 prevented the Early Learning Coalitions (ELCs) and Redlands Christian Migrant Association (RCMA) from complying with monthly reconciliation requirements as instructed in OEL’s grant agreements.

The impact on the Early Learning Coalitions (ELCs) and Redlands Christian Migrant Association (RCMA) is limited to the overpayment and/or underpayments of child care providers (providers) and EFS Mod-related issues did not impact the scope of OEL’s on-site financial monitoring processes or the related fiscal operations for the ELCs or RCMA. OEL communicated these issues to the ELCs, RCMA and to firms providing professional accounting and auditing services for the 2018-19 fiscal year audits. OEL also implemented procedures to reconcile provider payments, with an emphasis on provider underpayments during the 2018-19 fiscal year, and the development of procedures and tools to assist ELCs and RCMA with repayment plans for provider overpayments. In addition, OEL is seeking approval from the School Readiness program granting agency, the U.S. Department of Health and Human Services, for a waiver of provider overpayments under a proposed small dollar threshold. OEL will continue to provide support and assistance to the ELCs and RCMA for the 2018-19 fiscal year audit cycle and work to minimize any disruptions to the 2019-20 program services or operations.

Item #2 - Provide technical assistance on federal/state grant program time-reporting rules

During FY2019-20 onsite testing we noted ELC policies and internal controls that may require further analysis. Issues related to time-reporting and accrued leave processes have been identified at multiple ELCs. We noted no instances of impaired ELC operations related to these
issues at this ELC. However, we recommend OEL coordinate with the ELC to review federal/state grant program accrued leave processes and time reporting rules. Potential policy revisions and/or staff training assistance may also be provided as needed on related time reporting topics.
AMENDED AND RESTATED BYLAWS
OF
EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.
(A FLORIDA NOT-FOR-PROFIT CORPORATION)

Amended October 2019
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AMENDED AND RESTATED BYLAWS
OF
EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.
(A FLORIDA NOT-FOR-PROFIT CORPORATION)

ARTICLE I.
OFFICES

Section 1.1 Registered Office. The registered office of Early Learning Coalition of Miami-Dade/Monroe, Inc., a Florida not-for-profit corporation (the "Coalition" or "Corporation"), shall be 2555 Ponce de Leon Boulevard, 2nd Floor, Coral Gables, Florida 33134.

Section 1.2 Other Offices. The Coalition may also have offices at such other places, either within or without the State of Florida, as the Board of Directors of the Corporation (the "Board of Directors") may from time to time determine or as the business of the Corporation may require.

ARTICLE II.
VISION

To ensure a comprehensive and integrated system providing for all families and their children beginning before birth to five years the affordable opportunity to enter school ready to learn and succeed in life.

ARTICLE III.
MISSION

To promote high-quality school readiness and voluntary pre-kindergarten programs 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.

ARTICLE IV.
PURPOSE

To implement the provisions set forth in the School Readiness Program Florida Statute Chapter 1002, Part VI, as amended from time to time, and the Voluntary Pre-kindergarten Education Program, Florida Statute Chapter 1002, Part V, as amended from time to time. Except as provided by law, the Coalition may not impose requirements on a child care or early childhood education provider that does not deliver services under the school readiness programs or receive state, federal, required maintenance of effort, or matching funds under Florida Statute Chapter 1002, Part VI.
ARTICLE V.
BOARD OF DIRECTORS

The Coalition shall be composed of not less than 15 and not more than 30 directors (each, a "Member" and collectively, the "Members"). As a multi-county coalition, the Coalition must include representation from each county. There shall always be a minimum of five (5) Members from Monroe County. No person who is from the private sector may serve as a Member if either such person or such person's relatives (as defined in § 112.3143 of the Florida Statutes) has a substantial financial interest in the design or delivery of the Voluntary Pre-Kindergarten Education Program created under part V of Chapter 1002 of the Florida Statutes or the Coalition's school readiness programs, except as provided by Section 5.3.4 herein.

Section 5.1 Required Members. The required Members mandated under part VI of Chapter 1002 of the Florida Statutes are as follows and shall be voting members:

(a) A Chair appointed by the Governor, who must meet the same qualifications as private sector business members under Section 5.4.

(b) Two private-sector business Members appointed by the Governor; provided, that such Members meet the qualifications applicable to private-sector business Members pursuant to Section 5.4 hereof.

(c) A Department of Children and Families Services ("DCF") regional administrator or permanent designee authorized to make decisions on behalf of DCF.

(d) A district superintendent of schools or permanent designee authorized to make decisions on behalf of the district. This position shall be a rotating position between Miami-Dade and Monroe County.

(e) An executive director of the Regional Workforce Development Board or permanent designee.

(f) A director of a local county Health Department or designee. This position shall be a rotating position between Miami-Dade and Monroe County.

(g) A children's services council or juvenile welfare board chair or executive director, if applicable.

(h) An agency head of a local licensing agency as defined in s. 402.302, F.S., where applicable.

(i) The president of a Florida College System institution or permanent designee. This position shall be a rotating position between Miami-Dade and Monroe County.
(j) An appointee selected by a local county Board of County Commissioners or the governing board of a municipality. This position shall be a rotating position between Miami-Dade and Monroe County.

(k) A central agency administrator, where applicable.

(l) A Head Start director. This position shall be a rotating position between Miami-Dade and Monroe County.

(m) A representative of private for-profit child care providers, including private for-profit family day care homes. This Member must regularly provide reports to the Board regarding the needs of its constituency.

(n) A representative of faith-based child care providers. This Member must regularly provide reports to the Board regarding the needs of its constituency.

(o) A representative of programs for children with disabilities under the federal Individuals with Disabilities Education Act. This Member must regularly provide reports to the Board regarding the needs of its constituency.

The Required Members serve continuously while they are in their positions. A Member who no longer represents the organization or group described shall notify the Chair in writing and that seat shall remain vacant until the organization or group he or she represents identifies a new representative to serve as a Member. The Coalition also shall appoint additional Members from a list of nominees submitted to the Coalition by a Chamber of Commerce or economic development council within the geographic region served by the Coalition. Including the Members appointed by the Governor, more than one-third of the Members must be private-sector business Members, two of the private-sector business Members must be from Monroe County (collectively, the "Appointed Members"). The Appointed Members, except those appointed by the Governor, shall serve staggered terms as provided in Section 5.7. Vacancies shall be filled as provided in Section 5.12. Each Member shall hold office for the term to which he or she is appointed and until a successor has been appointed and qualified, or until resignation, removal from office or death.

Section 5.2 [INTENTIONALLY OMITTED]

Section 5.3 **Optional Community at Large Members.** The Coalition may appoint up to two Community at Large Member optional Members from each county served by the Coalition (the "Community at Large Optional Members"), subject to the standards and criteria as established by Florida's Office of Early Learning. Optional Community at Large members shall be designated voting members.

5.3.1 Each optional Community at Large member must reside in, or must represent a legal entity located in, Miami-Dade or Monroe County.
5.3.2 Except as provided in 5.3.4 below, an optional Community at Large member and the member's relatives must not have a substantial financial interest as defined in Section 5.6 below in the design or delivery of the VPK Program or the Coalition's School Readiness Program.

5.3.3 The appointment of an optional Community at Large member must not duplicate the representation of an organization or of a required, conditional or private sector membership position listed in Sections 5.1, 5.2 or 5.4.

5.3.4 The Coalition may appoint as an optional Community at Large member, a representative of a nonprofit child care provider. Notwithstanding 5.3.2 above, an optional Community at Large member appointed under this paragraph may have a substantial financial interest in the design or delivery of the VPK Program or the coalition's School Readiness Program.

5.3.5 The Coalition is encouraged to appoint as one of its Community at Large optional members a parent of a child enrolled in the VPK Program or the coalition's School Readiness Program. The parent must meet the requirements of 5.3.1, 5.3.2 and 5.3.3 above. Early Head Start Policy Council Members shall be given priority over other applicants for this position.

Section 5.4 Private-Sector Business Members. The Coalition shall appoint private-sector business Members who meet criteria as established by the Florida Statutes, Florida's Office of Early Learning, these Bylaws and the Coalition. Including the chair and two Coalition members appointed by the Governor, and based on the number of seated board members, private sector business members must comprise more than one-third of the Coalition's seated board membership. Vacant member positions are not included in the total board membership calculation. In order to meet this requirement, the Coalition must appoint additional members who meet the criteria for appointment as a private sector business member. Each private-sector business Member must reside in Florida and be an employee, manager or owner of a business entity which operates in the Coalition's area of responsibility. A physician operating in the Coalition’s area of responsibility may qualify as a private-sector business Member. A private-sector business Member must meet the following requirements:

5.4.1 An owner having at least a 10 percent ownership interest in the business entity;

5.4.2 The chief executive or operating officer of the business entity;

5.4.3 A business executive or employee of the business entity who is at the management level or higher with optimum policymaking or hiring authority for the business entity; or

5.4.4 An individual who previously met one of the criteria in 5.4.1, 5.4.2, and 5.4.3, but who is retired from the business entity.
5.4.5 The following individuals MAY NOT be appointed as private-sector business members:

(i) An employee of the early learning coalition or of the fiscal agent, service provider, central agency, contractor or subcontractor of the coalition.

(ii) An employee, manager or owner of a school readiness provider, private pre-kindergarten provider, public school or school district.

(iii) An employee, manager or owner of a child care facility, family day care home, large family child care home, nonpublic school, or faith-based child care provider.

(iv) An employee or manager of a state university, community college or other public educational institution.

(v) An employee of the Federal Government or state government of a state, county or municipal government or of a public agency.

(vi) A not-for-profit corporation or non-profit cooperative association unless such corporation/association is among the largest twenty-five percent of employers, ranked by number of employees, in Miami-Dade or Monroe County.

(vii) An individual who has a substantial financial interest in the design or delivery of the VPK Program or an early learning coalition's School Readiness Program.

As used in these Bylaws, the term "business entity" means any form of corporation, partnership, association, cooperative, joint venture, business trust, or sole proprietorship that conducts business in this state. The term does not include a corporation not for profit organized under Chapter 617, Florida Statutes, or a nonprofit cooperative association organized under Chapter 621, Florida Statutes, unless the corporation or association is among the largest 25 percent of employers, ranked by number of employees, in Miami-Dade County or in Monroe County. The term does not include a private school corporation organized under Chapter 623, Florida Statutes.

The Coalition shall observe criteria and standards for the appointment of members as may be established and amended from time to time by Florida’s Office of Early Learning. Pursuant to, part VI of Chapter 1002 of the Florida Statutes, the Coalition shall submit its membership to the Office of Early Learning for final approval through the plan-approval process.

Section 5.5 Ex-Officio Members. The Coalition may have "ex-officio" members or multiple nonvoting members with only one voting member seated per ex-officio member position.
Ex-Officio means a board member whose position on the board is by virtue of the office or position he or she holds. Only designated rotating members as set forth in Section 5.1 may be Ex-Officio members. The member rotating in to the position shall serve as the voting member for that position.

Section 5.6 **Substantial Financial Interest.** No Member or Member's relative or business entity shall have a substantial financial interest in the design or delivery of the Voluntary Pre-kindergarten Program or a coalition's school readiness program. As used in this paragraph, the term "relative" has the meaning ascribed in Florida Statutes § 112.3143, namely father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. A Coalition Member, relative or business entity has a substantial financial interest in the Voluntary Pre-kindergarten Program or an early learning coalition's school readiness program, if

5.6.1 The Member, relative, or business entity, has direct or indirect ownership of more than 5 percent of the total assets or capital stock, cumulatively, of one or more of the proscribed sources listed in 5.6.2 below; or

During the prior two years, more than 5 percent of the Member's, Member's relatives or Member's business entity's gross income was derived, cumulatively, from one or more of the proscribed sources listed in 5.6.2 below.

5.6.2 **Proscribed sources:** The following proscribed sources shall be used to determine whether the Member, Member's relative, or Member's business entity has a substantial financial interest in the Voluntary Pre-kindergarten Program or an early learning coalition's school readiness program under 5.6.1 above:

(i) Florida’s Office of Early Learning, the Department of Education, the Department of Children and Families, or the contractor or subcontractor of any of these agencies.

(ii) An early learning coalition, former school readiness coalition, or a coalition's or former coalition's fiscal agent, service provider, contractor or subcontractor.

(iii) A school district or public school’s preschool program for children from birth until eligibility for admission to kindergarten in a public school under section 1003.21(1)(a)2., F.S., if the Coalition board member’s or Coalition board member’s relative’s income was derived from employment in an elected or appointed position in the school district or public school which is responsible for:

1. Financial decisions affecting the preschool program, including development of the program’s budget or disbursement of funds for the program;
2. Recommendation or adoption of rules, regulations, or policies relating to the operation of any aspect of the preschool program;

3. VPK or School Readiness program instruction, curriculum development, or service delivery; or

4. Management of the preschool program’s operations or personnel, or for personnel carrying out the responsibilities described in 5.6.2(iii)1-4 above

(iv) A child care facility licensed under Florida Statutes § 402.305, a family child care home licensed or registered under Florida Statutes § 402.313, a large family child care home licensed under Florida Statutes § 402.3131, a nonpublic school exempt from licensure under Florida Statutes § 402.3025(2), or a faith-based child care provider exempt from licensure under Florida Statutes, § 402.316.

(v) A public or private pre-kindergarten provider delivering the Voluntary Pre-kindergarten program.

(vi) A public or private school readiness provider delivering an early learning coalition's school readiness program.

(vii) A national child care accrediting organization providing accreditation to Florida-based child care providers, public schools or private schools;

(viii) A Department of Children and Families approved Gold Seal child care accrediting organization;

(ix) An accrediting association that is a member of any of the organizations listed in (vii) or (viii) above;

(x) A vendor of educational materials or supplies, including, but not limited to, books, curricula, or equipment; and

(xi) An organization of which the membership is composed of 10 percent or more of individuals or business entities listed in (i)-(viii).

The Coalition shall observe criteria, standards and policies for determining whether a Member, relative or business entity has a substantial financial interest in the design or delivery of the Voluntary Pre-kindergarten Program or a coalition's school readiness program, as may be established and amended from time to time by Florida’s Office of Early Learning.

Section 5.7 Terms of Office. Terms of office for all Members shall be staggered. Initially, the Members shall serve two-, three- or four-year terms as determined by the Chair.
Subsequently, all terms will be four years; thus, there will always be three classes of approximately equal size, with the term of each class ending in consecutive years. No person may serve as a Member for more than eight years consecutively. But any such person can be nominated to serve additional terms after a one-year break in service.

Section 5.8 Membership Rotation for Miami-Dade and Monroe. After a designated rotating member as set forth in Section 5.1 from one county has served a maximum of two consecutive terms, the Coalition shall offer the rotation of the membership position to the other county served by the Coalition. If the other county accepts the rotating position, the currently serving board member shall become an ex officio member, provided that they will not exceed the two term, eight-year limit. If the other county served by the Coalition declines the position, the position shall remain with the original county for one additional term. At the conclusion of the additional term, the offer of rotation shall be made once again to the other county served by the Coalition.

Section 5.9 Powers. All corporate powers shall be exercised by or under the authority of the Board of Directors of the Coalition as follows:

5.9.1 The business and affairs of the Coalition shall be managed under the oversight and direction of the Board of Directors;

5.9.2 The governance of the Early Head Start Program (“EHS”) shall be managed under the oversight and direction of the Board of Directors of the Coalition; and

5.9.3 The Board of Directors may delegate any of the powers, authority and duties described in this Section 5.9, or discharge any such powers, authority and duties through these Bylaws, through resolutions or other official action.

Section 5.10 Voting Rights. Except for those Ex-Officio Members under Section 5.5, each Member shall have one vote for the conduct of Coalition business. Members must be physically present or attend by any method of telecommunications in order to vote and participate in meetings of the Board of Directors. Members may participate in a meeting by means of telephone conference, video conference or similar communications equipment as set forth in Section 7.6 of these Bylaws. A voting Member may send a representative to any meeting of the Coalition, but such representative cannot vote, nor shall the presence of such representative be considered for purposes of establishing a quorum. When a district administrator for the Department of Children and Family Services appoints a designee to the ELC, the designee is the voting member of the ELC, and any individual attending in the designee’s place, including the district administrator, does not have voting privileges.

5.10.1 [INTENTIONALLY OMITTED]
5.10.2 Each voting member, for the purposes of section 112.3143(3)(a), F.S., is considered a local public officer and must disclose, in accordance with the provisions of section 112.3143(3)(a), F.S., the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists. Furthermore, no voting member shall participate in the selection, award and administration of a contract if a real or apparent conflict of interest would be involved (45 C.F.R. s. 74.42).

Section 5.11 Resignations from the Coalition. To resign, a Member shall give a written statement of resignation to the Chair, except for the Chair who shall give a written statement of resignation to the Vice Chair, the President of the Coalition and the Governor of the State of Florida. All resignations shall take effect at the time specified in the written statement.

Section 5.12 Vacancies. The Board of Directors may appoint Members to fill existing vacancies on the board or to fill a vacancy that arises due to resignation, removal, death or expiration of a Member's first or second term. The Nominating Committee shall advertise the vacancies to be filled for appointed positions. It may be advertised utilizing print or electronic media available to the general public in the Coalition's service delivery area until the vacancy is filled. The advertisement may be made to the chambers of commerce, council of chambers and economic development boards (except those Member positions filled by appointment of the Governor) within the geographic region served by the Coalition, and the Nominating Committee shall compile a ballot listing all such applications and nominees as may be identified by the chambers of commerce, council of chambers or economic development boards. The Nominating Committee shall request that recommendations be provided from peer groups of private child care providers, faith based child care providers, and representatives from programs for children with disabilities within 45 calendar days of its meeting to fill vacancies for a private child care provider, a faith based child care provider, and/or a representative from programs for children with disabilities. The Nominating Committee shall use its best efforts to select persons to nominate from such lists of recommended provider(s), but the Nominating Committee is not bound by such lists and may accept or reject said nominations. The Nominating Committee will recommend appropriate nominees to the Board who shall then vote to approve to fill vacancies. Should a vacancy occur prior to the completion of a term, the Member elected to fill such vacancy shall serve until the end of the term that is being filled.

Section 5.13 Conflict of Interest. No Member may participate or vote upon any measure which would inure to such Member's special private gain or loss (including a Member's relatives, as defined in Florida Statutes § 112.3143) or that of the principal whom such Member represents. All Members shall make known through verbal or written communication to the Coalition Members and the Chair all possible or apparent conflicts and refrain from voting and/or participating in actions to be taken on an item on which such Member has a conflict of interest.
Section 5.14 Membership in Coalition Plan. The Coalition must submit its board membership to Florida’s Office of Early Learning (“Agency”) through the plan approval process, pursuant to Section 411.01(5)(d)4., F.S. If changes are made to the membership roster, the Coalition must submit an amended membership roster to the Agency through the plan amendment process within sixty (60) days of board approval.

ARTICLE VI.
OFFICERS

Each voting Member shall be eligible for appointment to any of the Coalition's appointed offices. Non-voting Members shall be eligible for appointment to the Coalition's appointed offices, except as specifically prohibited in these Bylaws, by Florida’s Office of Early Learning or by Florida law.

The Chair shall determine the eligibility of candidates for office and shall consider candidates for filling any vacancies. Any person so considered shall have given prior, written consent to consideration and appointment as an Officer to the President/CEO of the Coalition. The first slate of officers shall be appointed after all Members of the Coalition are seated. The Chair’s selection of officers must be ratified by a majority vote of the Board.

Each appointed Officer shall take office immediately following installation at an annual meeting. Each appointed Officer shall hold office for the term to which appointed and until a successor has been appointed and qualified or until an earlier resignation, removal from office or death.

If an office is vacated prior to the completion of the term, an officer may be appointed by the Chair and ratified by a majority of the Members to fill the vacancy until the term ends.

Section 6.1 Officers. The Chair of the Coalition shall be appointed by the Governor. The Chair shall appoint a Vice Chair, Secretary and Treasurer (each, an "Officer" and, collectively, the "Officers"). Other offices may be created and Officers appointed by the Chair as deemed necessary by the Coalition. All of the Chair’s appointments must be ratified by a majority vote of the Board.

The President/CEO is an employee of the Coalition and not a Member. The President/CEO shall be appointed by a majority vote of the Board.

Section 6.2 Appointment and Terms of Office. Except for the Chair, who is appointed for a four-year term, each Officer shall be appointed for a three-year term. No Officer may hold the same office for more than two consecutive terms. Whenever possible, terms of office shall coincide with the Coalition's Fiscal Year (as hereinafter defined). Except as set forth in the third paragraph of this Article VI, the term of office for a given Member as an officer shall not exceed the term of that Member's membership as provided herein.

Section 6.3 Chair. The Chair presides at all meetings. Prior to the meeting, the Chair will ensure that an agenda is prepared for distribution to the Members by the Secretary
as described in Section 6.6 below. He/she will be an ex-officio Member of all committees and shall perform duties pertaining to the "office" or required of him/her from time to time by the Coalition. The Chair shall be a voting Member. If there are any vacancies in an Officer's position prior to the expiration of that Officer's term, the Chair of the Board of Directors may make an interim appointment to fill that position until the next meeting of the Board of Directors.

Section 6.4 Vice Chair. The Vice Chair presides in the absence of the Chair or whenever the Chair temporarily vacates the Chair. The Vice Chair shall be a voting Member.

Section 6.5 President/CEO. The President shall be employed by and held accountable to the Coalition. The President shall be Chief Executive Officer (CEO) of the Coalition and has the responsibility for administration of the affairs of the Coalition and for the employment and direction of all employees of the Coalition. The President/CEO shall attend the meetings of the Coalition and the Executive Committee. The President/CEO shall perform such other duties as shall be required by the Coalition and the Executive Committee consistent with the Coalition's Articles of Incorporation and these Bylaws. The President/CEO is not a Member.

The Executive Committee shall evaluate the President/CEO's performance on an annual basis. The results shall be delivered to the President/CEO by the Chair.

Section 6.6 Secretary. The Secretary shall ensure that the minutes of every Coalition meeting are recorded, ensure that the agenda and minutes are distributed at least three (3) days prior to the meeting, shall determine the official quorum for each meeting by reviewing the list of Members, and shall sign all resolutions made and adopted by the voting Members. The Secretary shall be a voting Member.

Section 6.7 Treasurer. The Treasurer shall review moneys received and expended for the use of the Coalition and shall make a report at all regularly scheduled Coalition meetings. The Treasurer shall meet periodically with the fiscal staff of the Coalition to ensure compliance with generally accepted accounting principles. The Treasurer is responsible for ensuring an independent audit occurs annually. The Treasurer shall chair the Finance Committee. The Treasurer shall be a voting Member.

**ARTICLE VII. MEETINGS**

Section 7.1 Meetings Per Fiscal Year. The Board of Directors will meet at least six (6) times per fiscal year. The Coalition's fiscal year shall be July 1 through June 30 (the "Fiscal Year"). In the event of a Declaration of Emergency by the Governor or the Mayor of either Miami-Dade or Monroe Counties, or any municipalities in Miami-Dade or Monroe Counties, any and all meetings of the Executive Committee shall be deemed a meeting of the Board of Directors.
Section 7.2 Notices of Meetings. All meetings of the Board of Directors and all standing, special or other committee meetings shall be publicly noticed and conducted in accordance with Florida Statutes § 286.011 (the "Sunshine Act").

Section 7.3 Special Meetings. The Chair may call special meetings of the Board of Directors for any purpose(s) with adequate notice in accordance with the Sunshine Act.

Section 7.4 Quorum for Meetings of the Board of Directors. A majority of the voting Members physically present or present through any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for the transaction of business at any meeting of the Board of Directors of the Coalition.

Section 7.5 Quorum for Meetings of the Standing Committees, Subcommittees and Special Committees.

(i) Quorum for Standing Committee and Subcommittee Meetings. A majority of the voting Members physically present or present through any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for the transaction of business at any meeting of a Standing Committee or Subcommittee of the Coalition.

(ii) Quorum for Meetings of Special Advisory or Fact-Finding Committees. A majority of appointed persons physically present or present by any method of telecommunications as set forth in Section 7.6 below shall constitute a quorum for a meeting of a special advisory or fact-finding committee, provided that such advisory or fact-finding committee has no final Coalition authority and otherwise meets the requirements for advisory or fact-finding committees set forth in Section 9.1.

Section 7.6 Attendance by Communications Technology. The Coalition may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate, Section 1002.83(6), Florida Statutes.

Physical attendance at meetings of the Board of Directors is an expectation of membership. Notwithstanding the foregoing, if circumstances arise that prevent a Member from physically a meeting, such Member shall promptly notify the Board Chair prior to the start of said meeting so that the Coalition can arrange for attendance by telecommunications methods.

The conduct of any meeting by telecommunications method(s) must allow the absent Member to participate in discussions, to be heard by the other Members and the public and to hear discussions taking place during the meeting.
Section 7.7  **Meeting Attendance.** Members must attend six (6) meetings in a fiscal year. When a Member has been absent from three (3) meetings of the Board of Directors within any given fiscal year, it shall be considered a resignation from the Coalition by that Member, unless the Chair excuses an absence for good cause, such as death or serious illness on the part of the Member or the Member’s family, or other circumstances beyond the control of the Member. All other excusal requests may be granted by the Executive Committee in extraordinary and rare circumstances. Such requests must be submitted in writing to the Board Liaison, with a copy to the President/CEO, setting forth the reasons justifying the Member’s absence, prior to the meeting the Member cannot attend. Granting or denying the request shall be at the Executive Committee’s discretion. The Executive Committee may excuse a maximum of two (2) absences. The Chair shall send a letter to all Members absent from two meetings within a given fiscal year notifying them that their status as Members is in jeopardy, encouraging their attendance, and reminding them of the meeting attendance policy. When a Member sends a representative to a meeting of the Board of Directors of the Coalition, the presence of such representative shall not be counted for purposes of attendance, unless that representative is appointed as a designee as described in Section 5.10.

Section 7.8  **Annual Meeting.** There shall be an annual meeting in June of each calendar year, and elections of Members and Officers will be conducted at this meeting. The Annual Meeting may be held within three months of June of the calendar year at the Chair’s discretion.

**ARTICLE VIII. STANDING COMMITTEES**

Section 8.1  **Executive Committee.** The Executive Committee shall be a standing committee of the Board of Directors, comprised of the Chair, Vice Chair, President, Secretary, Treasurer and any other officers (including officers at-large) that are created, appointed and elected as provided herein. The Coalition may delegate to the Executive Committee such power and authority as the Coalition may deem appropriate in connection with day to day operations and administration of the Coalition. Based on Coalition needs, the Executive Committee may act in place of the Coalition between Coalition meetings. Meetings of the Executive Committee as the result of a State of Emergency declared by the Governor, Miami-Dade County or Monroe County, or any municipalities located within Miami-Dade or Monroe Counties, shall be deemed meetings of the Board of Directors for purposes of satisfying the required number of annual Board of Directors meetings. Executive Committee action must be ratified by the Coalition at the next available Coalition meeting. If the action is not ratified, it shall be deemed void.

Section 8.2  **Nominating Committee.** The Nominating Committee shall be a standing committee, consisting of at least five Members appointed by the Chair, subject to approval of the Board of Directors. The Nominating Committee Chair shall be appointed by the Chair of the Coalition, subject to the approval of the Board of Directors.
The Nominating Committee is responsible for (i) nominating Officers and Members for election one month prior to each annual meeting, and (ii) nominating replacement Officers and Members for election from time to time upon the vacancy of any Office or Membership position.

The Nominating Committee Chair shall submit a written slate of nominees no later than five days before the next regularly scheduled meeting of the Members for distribution to the Members in preparation for said meeting.

Section 8.3 Finance Committee. The Finance Committee shall be a standing committee and is responsible for providing oversight of the Coalition’s financial operations and for reviewing compliance with Coalition policies, procedures and applicable laws and regulations. The Finance Committee shall be responsible for ensuring that the Coalition has established accounting, purchasing, and other financial procedures which provide adequate internal controls, delineate a separation of duties, and carry out oversight responsibilities, financial planning and strategic overview of finances. The Finance Committee shall review and evaluate management’s implementation of the Coalition’s policies and financial plans, policy development and resources. The Committee shall ensure that the Coalition’s financial practices enable it to achieve operational effectiveness and efficiency, accurate and reliable financial reporting, and compliance with applicable laws and regulations. The Finance Committee shall also include a subcommittee called the Cybersecurity Governance Sub-Committee, which shall review policies and procedures related to maintaining the Coalition’s cyber security.

The Chair or Vice-Chair of the Committee shall present a report to the full board on the activities of the Committee and their recommendations regarding acceptance of reports, approval of agenda items or ratification of purchases made in accordance with the Purchasing Guidelines.

8.3.1 The Finance Committee reviews and makes recommendations concerning the annual budget and financial plans of the Coalition and any revisions to the budget and financial plans. The Committee reviews fiscal summaries at least quarterly to evaluate expenditures against revenues. Through the Cybersecurity Governance Sub-Committee, the Finance Committee reviews Coalition cyber security plans.

8.3.2 The Finance Committee also:

(i) Ensures that budget-to-actual variance analyses are performed after year end numbers are finalized;

(ii) Reviews fiscal policy and the recommendations of the organization’s auditors; and

(iii) Annually evaluates the executive management of the organization’s fiscal affairs.
8.3.3 The Committee shall recommend the adoption of changes to financial policies considered necessary based on reviews and evaluations; recommend the approval of the budget, acceptance of monthly or quarterly financial reports, monitoring enrollment data, benchmarking and other financial reporting.

8.3.4 At each meeting of the Board of Directors, the Chairman of the Finance Committee or his/her designee will make a report to the Board on the actions of the Committee and make recommendations as considered necessary.

8.3.5 Membership. The Finance Committee shall be composed of at least three (3) Members of the Board of Directors appointed by the Chair, but the Chair may appoint more members, all subject to approval by the Board of Directors. Members will be appointed to staggered three-year terms and may serve for no more than two consecutive terms. The Chair of the Finance Committee shall be the Treasurer of the Coalition. The Chair of the Board shall appoint the Finance Committee Vice-Chair, subject to approval by the Board of Directors. The Cybersecurity Subcommittee may include non-voting members who are not Members, appointed by the Chair, and who shall provide expertise to the Cybersecurity Subcommittee.

8.3.6 Duties. The Finance Committee is responsible for the following functions:

(i) Approve annual budget and quarterly budget amendments
(ii) Analyze budget variances
(iii) Review monthly or quarterly financial reports and review of the analysis of the financial operations
(iv) Review benchmarking results, trend analysis, slot utilization reports, enrollment patterns, etc.
(v) Review and approve agenda items that have financial implications, i.e., contracts, purchases, etc.
(vi) Review and approve the issuance of Request for Proposals (RFP) Invitation to Negotiate (ITN), Bids, or quotes solicited to acquire goods and/or services in accordance with the Coalition’s Procurement Guidelines
(vii) Establish guidelines, rules, policies and/or procedures regarding:

(1) Accounting
(2) Procurement
(3) Travel
(4) Property Use and Dispensation

(5) Salary and Compensation

(viii) Monitor compliance with Property Guidelines:

(1) Results of Property Inventory

(2) Write-offs

(3) Surplus of Property

(ix) Approve major contracts and the submission of major grant applications, and forward recommendations for the award of major contracts and major grant applications to the Board of Directors.

(x) Establish and monitor accountability measures for the Coalition.

(xi) Assess financial risks and measures to address the risks, i.e., insurance coverage, business interruption plan, etc.

(xii) Review cybersecurity risks and measures to protect the Coalition from risk.

8.3.7 Meetings. The Finance Committee shall meet prior to the meetings of the Board of Directors to review agenda items that require approval, acceptance and/or ratification by the Board of Directors. The Finance Committee may meet more frequently as the need arises.

Section 8.4 Program Policy and Strategy Committee. The Program Policy and Strategy Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to approval of the Board of Directors. The Program Policy and Strategy Committee Chair shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

The Program Policy and Strategy Committee shall be responsible for evaluating Coalition programs, formulating strategy and making policy recommendations to improve the quality of early care and education in Miami-Dade and Monroe Counties.

Section 8.5 Providers' Service Committee. The Providers' Service Committee shall be a standing committee, consisting of at least three (3) Members, appointed by the Chair, subject to the approval of the Board of Directors. The Providers' Service Committee Chair(s) shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.
The Provider Services Committee is responsible for addressing the issues and concerns of both School Readiness and Voluntary Pre-kindergarten (VPK) early care and education providers in Miami-Dade and Monroe Counties.

8.5.1 The Providers' Service Committee shall be responsible for evaluating and disseminating information concerning the Coalition's services, programs and policies impacting providers of early care and education in Miami-Dade and Monroe Counties. The Provider Services Committee shall review, analyze, formulate and recommend relevant policies, procedures and training requirements for participation in the Coalition's programs. The Providers' Service Committee shall review, analyze and disseminate information concerning the child care resource and referral database, food programs, child health and development, professional associations, the availability of technical assistance, training opportunities, grants and other resources. The Providers' Service Committee shall collect data, information and comments from providers in support of its mission. The Provider Services Committee shall also be responsible for instituting a process for resolving provider disputes and grievances.

8.5.2 Duties. The following outlines the duties, action steps and timelines that the Provider Services Committee has established to evaluate the effectiveness of services and programs. The Committee will:

(i) Address and provide resolution, whenever possible, to concerns, requests or ideas brought forth by early child care and education providers (ECCEP).

(ii) Report matters to the Board of Directors requiring Board action and provide feedback to providers regarding Board responses at subsequent Provider Services Committee meetings and via Provider News Alerts as needed.

(iii) Review unresolved early child care education providers' grievances submitted pursuant to the Coalition's grievance policies.

8.5.3 Meetings. The Provider Services Committee shall meet at least quarterly throughout Miami-Dade and Monroe Counties, as the Committee shall decide, and engage in dialogue with early child education providers regarding their ideas, needs, and concerns.

8.5.4 Reporting Structure. The Chair of the Provider Services Committee or his/her designee shall report to the Coalition's Board of Directors certain actions and/or issues pertaining to early care and education providers as deemed appropriate.

Section 8.6 Governance and Bylaws Committee. The Governance and Bylaws Committee shall be a standing committee of at least three Members, appointed by the Chair, subject to approval by the Board of Directors. The Governance and Bylaws
Committee shall meet at least once a year to review these Coalition’s Bylaws, Program Guidance (or “Program Instructions”) Memoranda issued by Florida’s Office of Early Learning (“OEL”), federal and state statutes, rules and regulations, and the Coalition’s policies and procedures concerning governance and make recommendations to the Board of Directors for policies that provide specific guidance and direction to the Coalition and its leadership concerning salient aspects of governance. The Governance and Bylaws Committee shall also make recommendations concerning revisions to these Bylaws. The Chair of the Governance and Bylaws Committee shall be appointed by the Chair of the Coalition, subject to approval by the Board of Directors.

Section 8.7 **Number of Committee Members; Vacancies.** Unless otherwise provided herein, each standing committee of the Coalition shall have three or more Members who shall be appointed by the Chair, subject to the approval of the Board. The Chair of the Coalition shall appoint persons to fill vacancies on standing committees, subject to approval by the Board of Directors. Unless otherwise provided herein, the Chair shall serve as an ex-officio Member of each standing committee. Only voting Members register official votes on standing committees. If there are any vacancies in any Committee member’s position prior to the expiration of that Committee member’s term, the Chair of the Board of Directors may make an interim appointment to fill that position until the next meeting of the Board of Directors.

Section 8.8 **Committee Meeting Attendance.** An absence by a Committee Member from three (3) meetings of the Committee within any given fiscal year shall be considered a resignation from the Committee by that Member. The Chair shall send a letter to all Committee Members absent from two (2) meetings within a given fiscal year notifying them that their status as Committee Members is in jeopardy, and encouraging their attendance.

**ARTICLE IX. OTHER SPECIAL COMMITTEES**

Section 9.1 **Other Standing Committees, Subcommittees and Special Committees.** The Coalition may establish other standing committees and subcommittees, in addition to special committees as it deems appropriate to fulfill the Coalition’s mission or needs. The Coalition may also establish special committees that are advisory or fact-finding committees. The Coalition may appoint Members and Non-Members to its advisory or fact-finding committees. Fact-finding and advisory committees shall not be standing committees, cannot exercise Coalition authority and shall be limited to purposes of advising the Board of Directors.

Section 9.2 **Procurement Evaluation Committees.** Procurement Evaluation Committees are special, advisory and fact-finding committees that shall consist of persons appointed by the President/CEO in a manner consistent with the Coalition's procurement policies. The President/CEO shall create each Procurement Evaluation Committee pursuant to the Coalition’s procurement policies, and each such committee shall be limited in scope and duration. Each Procurement
Evaluation Committee may consist of persons who are non-voting Members and persons who are not Members. Procurement Evaluation Committees cannot exercise final Coalition authority and do not have authority to make final, binding procurement decisions. Each Procurement Evaluation Committee shall be limited to purposes of finding facts and advising the Coalition staff, the Finance Committee and/or the Board of Directors.

9.2.1 One or more Procurement Evaluation Committees may be appointed as determined by the needs of the Coalition. Procurement Evaluation Committees may advise, draft, create, rank and/or evaluate bids, bidders, requests for bids, requests for proposals and/or proposals and these Committees may also exercise such other duties delegated by the Coalition’s Procurement Policies, the Finance Committee, the Board of Directors and/or the President/CEO. Procurement Evaluation Committees are to also make recommendations to the Board of Directors concerning bids, bidders, requests for bids, requests for proposals and/or proposals pursuant to the Coalition’s Procurement Policies. If non-voting Members are appointed, the Coalition must institute measures to ensure that such appointment is consistent with the Coalition’s procurement and conflict of interest policies.

9.2.2 The Procurement Evaluation Committee shall be responsible for screening, processing, evaluating and/or ranking proposals received by the Coalition as part of its procurement process, but shall not have final decision-making authority. The Procurement Evaluation Committee must make recommendations for contract awards to the Board of Directors, the Finance Committee and/or staff, as directed by the Board of Directors and/or the Coalition’s Procurement Policy.

Section 9.3 Audit Committee. The Audit Committee shall be a special, independent Committee responsible for ensuring that the operations of the Coalition are in compliance with applicable policies, procedures, laws and regulations. The Audit Committee shall be responsible for ensuring that the Coalition has adequate internal controls.

9.3.1 The Audit Committee shall recommend the selection of auditors to the Board of Directors and shall be responsible for recommending the compensation of the auditors.

9.3.2 The Committee shall oversee the auditing function of the Coalition.

9.3.3 The Chair of the Audit Committee or his/her designee will make a report to the Board of Directors as needed on the activities of the Committee and make recommendations as considered necessary.

9.3.4 Membership. The Audit Committee shall be composed of no more than five (5) persons appointed by the Chair of the Board of Directors. None of the persons appointed to the Audit Committee shall be part of management. No
more than one member of the Finance committee shall be a member of the Audit Committee. Members will be appointed to staggered three-year terms and may serve for no more than two consecutive terms. The Chair of the Board of Directors shall appoint the Committee Chair and Vice-Chair, subject to approval by the Board of Directors.

The Chair or Vice-Chair of the Committee will present a report to the full board on the activities of the Committee and their recommendations regarding acceptance of audit and compliance reports, approval of selection of audit firms, and any other issues that the Committee members may deem necessary.

9.3.5 Duties. The Audit Committee shall oversee the audit functions at the Coalition. The Audit Committee's duties shall include:

(i) Selection of internal and external auditors
(ii) Approval of an internal audit plan
(iii) Report to the Board on the status of the internal control environment at the Coalition
(iv) Review and approve audit reports, compliance reviews and any other independent review of the financial and operational aspects of the Coalition
(v) Oversee corrective actions and responses to audit findings
(vi) Monitor implementation of audit recommendations
(vii) Monitor adequacy of internal controls through implementation of audit recommendations
(viii) Review and approve loss prevention reports
(ix) Monitor compliance with Code of Ethics and policies and procedures
(x) Assess financial risks and measures to address the risks, i.e., insurance coverage, business interruption plan, etc.

9.3.6 Meetings. The Audit Committee shall have as many meetings as it deems necessary to fulfill its responsibilities but in no event should the number of meetings be less than once a quarter.
ARTICLE X.
LIABILITY

The Coalition shall indemnify any Member or Officer to the full extent permitted by the law.

ARTICLE XI.
REVISION/REPEAL OF BYLAWS

These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds vote of the Members at any regular or special meeting. Any proposal to amend, repeal or alter these Bylaws shall be delivered in writing to Members of the Coalition no fewer than ten days before the meeting in which the proposal is to be considered. These Bylaws are a part of the Coalition's school readiness plan and any amendment, repeal or alteration of these Bylaws constitute an amendment, repeal or alteration of the Coalition's school readiness plan.

ARTICLE XII.
RULES OF ORDER

Robert's Rules of Order, as amended, shall be the parliamentary authority for all matters or procedures not specifically covered in the Bylaws.

ARTICLE XIII.
CODE OF ETHICS

The activities of the Coalition shall be governed by the Code of Ethics for Public Officers and Employees, as defined in Florida Statutes, §§ 112.313, 112.3135, and 112.3143.

DATED: October 2019

BY: ____________________________

NAME: __________________________

TITLE: __________________________
Early Learning Coalition of Miami-Dade/Monroe
Board of Directors Membership Questionnaire
The information from this page has been requested and will be used exclusively by the Early Learning Coalition of Miami-Dade/Monroe.
The questionnaire MUST BE COMPLETED IN FULL. Answer “none” or “not applicable” where appropriate.

Name: Ms. Francia Alexandre Ferdi
MR./MRS./MS./DR. FIRST LAST MIDDLE/MAIDEN

Section 1- General Information

List all your places of residence for the last ten (10) years.

<table>
<thead>
<tr>
<th>Address</th>
<th>City &amp; State</th>
<th>Dates: From / To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>2002-2020</td>
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</tbody>
</table>

List all your former and current residences outside of Florida that you have maintained at any time during adulthood

<table>
<thead>
<tr>
<th>Address</th>
<th>City &amp; State</th>
<th>Dates: From / To</th>
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<tbody>
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</table>
Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of $150 or less was paid.) Yes ___ No X

If “Yes” give details:

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Nature</th>
<th>Disposition</th>
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</table>

Section 2- Education and Background

High School: William H. Turner Technical Arts High School
(Name) (Location) Year Graduated: 2011

List all postsecondary education institutions attended:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Degree Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami Dade College</td>
<td>May 2011- May 2014</td>
<td>A.A.</td>
</tr>
<tr>
<td>Florida International University</td>
<td>August 2014- April 2020</td>
<td>B.A. and M.S.</td>
</tr>
</tbody>
</table>

Are you or have you ever been a member of the armed forces of the United States? Yes ___ No X

If “Yes” List:

Dates of service: ________________________________

Branch or Component: ________________________________

Date & type of discharge: ________________________________
Concerning your current employer and for all of your employment during the last ten years, list your employer’s name, business address, type of business, occupation or job title, and period(s) of employment.

<table>
<thead>
<tr>
<th>Employer’s Name &amp; Location</th>
<th>Type of Business</th>
<th>Occupation Title</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC Institute for Civic Engagement and Democracy</td>
<td>College Department</td>
<td>Student Ambassador</td>
<td>May 2013- August 2014</td>
</tr>
<tr>
<td>FIU Center for Academic Success</td>
<td>University Department</td>
<td>Office Assistant</td>
<td>July 2015-May 2016</td>
</tr>
<tr>
<td>FIU Pre-Collegiate/ Educational Talent Search</td>
<td>Educational Program</td>
<td>Graduate Assistant</td>
<td>August 2016- December 2016</td>
</tr>
<tr>
<td>FIU Center for Testing and Career Certification</td>
<td>University Department</td>
<td>Proctor/Testing Specialist</td>
<td>January 2017- Present</td>
</tr>
</tbody>
</table>

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes ___ No X.

If “Yes”, identify the position(s), the name(s) of the employing agency, and the period(s) of employment:

<table>
<thead>
<tr>
<th>Position</th>
<th>Employing Agency</th>
<th>Period of Employment</th>
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Do you currently hold an office or position (appointive, civil service, or other) with the federal or any foreign government? Yes _____ No X. If “Yes”, please list:

<table>
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<tr>
<th>Position</th>
<th>Employing Agency</th>
<th>Period of Employment</th>
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</tbody>
</table>

Have you ever been elected or appointed to any public office in this state? Yes _____ No X.

If “Yes”, state the office title, dates in office, level of government (city, county, district, state, federal), and whether you were elected or appointed (if appointed, by whom):

<table>
<thead>
<tr>
<th>Office Title</th>
<th>Dates in Office</th>
<th>Level of Government</th>
<th>Election or Appointment</th>
</tr>
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If your service was on an appointed board(s), committee(s), or council(s):

(1) How frequently were meetings scheduled: The third Wednesday of every month
(2) If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s).

<table>
<thead>
<tr>
<th>Meetings Attended</th>
<th>Meetings Missed</th>
<th>Reason for Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>3</td>
<td>Work and school conflict</td>
</tr>
</tbody>
</table>

Has probable cause ever been found that you were in violation of the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, F.S.?  Yes _____ No X

If “Yes” give details:

<table>
<thead>
<tr>
<th>Date</th>
<th>Nature of Violation</th>
<th>Disposition</th>
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Have you ever been suspended from any office by the Governor of the State of Florida?  Yes__ No X

If “Yes”, list:

Title of Office: ___________________________  Reason for suspension: ___________________________

Date of suspension: ________________________  Result: Reinstated___ Removed___ Resigned___

Have you ever been refused a fidelity, surety, performance, or other bond?  Yes ____ No X

If “Yes”, explain:

<table>
<thead>
<tr>
<th>License/Certificate</th>
<th>Title/Number</th>
<th>Date Issued</th>
<th>Issuing Authority</th>
<th>Disciplinary Action/Date</th>
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</thead>
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Section 3 - Possible Conflicts of Interest

Have you, or businesses of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you are seeking appointment?  Yes ____ No X
If “Yes”, explain:

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Your Relationship to Business</th>
<th>Business Relationship to Agency</th>
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Have members of your immediate family (spouse, child, parents(s), siblings(s)), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you are seeking appointment?

Yes ___ No X

If “Yes”, explain:

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Relationship to You</th>
<th>Relationship to Business</th>
<th>Business Relationship to Agency</th>
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Have you ever been a registered lobbyist or have you lobbied at any level of government at any time during the past five (5) years?  
Yes__ No X

(1) Did you receive any compensation other than reimbursement for expenses?  
Yes__ No__

(2) Name of agency or entity you lobbied and the principal(s) you represented:
Agency Lobbied                   Principal Represented
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

If you agree, please type or write your initials for each of the following statements:

(1) If appointed, I agree to follow, as applicable to the position, Florida’s public records and open meeting laws.  
F.A.____

(2) If appointed, I agree to follow, as applicable to the position, the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, F.S.  __F.A.____

Section 4- References and Experience

State your experiences and interests or elements of your personal history that qualify you for this appointment:
As a single mom and second term Policy Council member, I have been able to offer a different perspective to the council. I had the opportunity to attend the Florida Head Start Association Conference and it was an enriching experience seeing the resources and support available to educators and parents. I have personally taken time to give back to the community by being a mentor and teacher's aid. These experiences would be key in providing the Board with insight, feedback, perspective and allow me to represent the Policy Council.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Please list specifically any degree(s), professional certification(s), or designations(s) related to the subject matter of this appointment:
M.S. Clinical Mental Health Counseling

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Please list any awards or recognitions you have received relating to the subject matter of this appointment:

Please identify all association memberships and offices (including any business, professional, occupational, civic, or fraternal organizations) you have held or hold relating in the last 10 years:

<table>
<thead>
<tr>
<th>Name of the Association</th>
<th>Role</th>
<th>Dates of Membership</th>
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<tbody>
<tr>
<td>Policy Council</td>
<td>Chair</td>
<td>Oct 2018-Present</td>
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Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you will be appointed? Yes ____ No ❌. If “Yes”, explain:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

List three persons who have known you well within the past five (5) years. Include a current telephone number. Exclude your relatives and members of the Florida Senate.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dania Myrthil</td>
<td>FIU</td>
<td></td>
</tr>
<tr>
<td>Dwight Nimblett</td>
<td>FIU</td>
<td></td>
</tr>
<tr>
<td>Roberta Coaches</td>
<td>Retired</td>
<td></td>
</tr>
</tbody>
</table>

In the following space, please explain why you want to serve as a board member and share anything else that you think may be helpful:

Becoming a mother sparked a need to become better for my child and myself.

Being a part of the Policy council, an active parent at my child’s daycare center and seeking opportunities for personal and professional growth is a journey that I am passionate about.

I believe that a different perspective, innovative ideas, and a willingness to learn are necessary elements that I can bring to the Board. I want to make a difference in my community and will continue to take every opportunity presented to me.
Section 5- Certification and Signature

F.A. I understand that any appointment tendered to me will be contingent upon the results of a background investigation, and I am aware that withholding information or making false statements on this application may be the basis for non-appointment to the Board of Directors. I agree to these conditions, and I declare that I have read the foregoing application and any attachments and the facts stated within them are true, correct, and complete to the best of my knowledge and belief.

F.A. By checking this box and typing my name below I am electronically signing my application and understand that an electronic signature has the same force and effect as a written signature.

/s/ Francia F. Alexandre
First Name Middle Initial Last Name Suffix

If you have any questions, please call (305)-646-7220 ext. 2246 or email lsanabria@elcmdm.org
EDUCATION
Florida International University (FIU)  
Master of Science in Counselor Education, Clinical Mental Health Counseling  
CACREP Accredited  
Expected Graduation April 2020

Florida International University  
Bachelor of Arts and Sciences in Psychology

EXPERIENCE
Florida International University  
WestCare, The Village South
Clinical Mental Health Counseling Intern- 1000 hours
• Performs supervised individual and group counseling, crisis intervention, and consultation/outreach.
• Provides substance abuse evaluation and treatment, intakes and appropriate referrals.
• Performs other related tasks that are a part of the agency’s operation such as professional development training, clinical and clerical work.

Center for Testing and Career Certification, FIU-BBC
Testing Specialist/Proctor
• Maintains a professional environment in order to create an atmosphere conducive to optimal test performance for all examinees including maintaining test security.
• Responds to phone inquiries regarding exams such as College Level Examination Program (CLEP), Postsecondary Education Readiness Test (PERT), and individual programs as well as scheduled testing appointments.
• Monitors up to 50 students taking exams in a testing lab setting.
• Generates all assigned reports and correspondences.

Pre-Collegiate/Educational Talent Search, FIU-BBC
Graduate Assistant
• Provided information to interested parents and students about the programs: Educational Talent Search (ETS), Robotics (EV3), and Summer Programs.
• Developed community involvement plan and an academic course for middle and high school participants.
• Supervised 11 temporary staff members.
• Created and planned training week activities for staff and volunteers of all summer programs.
• Researched and collect data regarding academic achievement of program participants.
• Provided counseling to students in the areas of career, academic, and personal development.

Career Services, FIU-BBC
Peer Coach
• Managed scheduling process for all testing appointments.
• Monitored up to 50 students taking exams in a testing lab setting.
• Created and typed all reports regarding testing results.

Center for Academic Success, FIU-BBC
Office Assistant
• Provided a clean and safe environment where students received necessary academic support.
• Worked collaboratively in a team to manage case load and schedule student appointments.

Miami Dade College  
Institute for Civic Engagement and Democracy (iCED), North Campus
Student Ambassador
• Conducted over 40 Service Learning class presentations for various Service Learning faculties.
• Maintained bi-weekly contact with approximately 300 students and their assigned service-learning faculty.
• Assisted with organizing the Community Involvement Volunteer Expo with approximately 24 agencies attending.

CERTIFICATIONS/TRAININGS
From Surviving to Thriving: Building Resiliency for More Successful Outcomes - St. Petersburg College
Mental Health First Aid for Youth - Westcare
Safe Talk 2019 - Westcare
Adolescent Community Reinforcement Approach - Westcare

LEADERSHIP/AWARDS
- Early Head Start Policy Chair November 2018 - Present
- Step Above Parent Academy President September 2018 - Present
- Multicultural Programs and Services Excellence Award February 2015
- Florida Caribbean Students Association Leadership Conference Committee January 2014 - April 2014
- Presidential Volunteer Service Award (Gold) May 2014
- Psychology Club President August 2013 - May 2014
- Presidential Volunteer Service Award (Silver) May 2013

VOLUNTEER EXPERIENCE
Big Brother Big Sister September 2012 - June 2013
Mentor
- School based; assist mentee with assigned classwork/homework, and projects.
- Support students’ progress by maintaining contact with teachers, parents and Relationship Management Specialist.
- Assist mentee with planning strategies to achieve mutually agreed upon personal and academic goals.

Take Stock in Children March 2012 - July 2015
Mentor
- Assist mentees with assigned classwork/homework, and projects at least once a week for an hour.
- Assist mentee with planning strategies to achieve mutually agreed upon personal and academic goals.
- Assist mentee with evaluating appropriateness of college and career options in relation to personal values.
- Success of my mentees (2) included- Accepted into the dual enrollment program at Miami Dade College and acceptance into the Women of Excellence Leadership Symposium from the Office of Commissioner Barbara Jordan.

Hubert O’ Sibley K-8 September 2012 - December 2012
Service Learning/Teacher’s Aid
- Provided one-on-one and small group academic support to first graders, in reading and math.
- Assisted the teacher in classroom management and organization while reinforcing positive behavior.
- Lead and directed morning motivation and mentoring sessions designed to develop proper behavior.

PROFESSIONAL SKILLS
- Bilingual (fluent in English and Haitian-Creole)
- Interpersonal skills
- Ability to establish and maintain relationships with peers, coworkers, and customers
- Microsoft Office: Excel, PowerPoint, Word
- Excellent oral and written communication
- Event planning and coordinating

MEMBERSHIPS & AFFILIATIONS
Golden Key Honour Society September 2015 - Present
Psi Chi International Honor Society January 2015 - Present
Action Requested: Authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution, adding all funding sources and shared services as allowed under funder’s guidelines.

Fiscal Impact: An approximate amount of $2,775,010.00 for fiscal year 2020-2021 which is subject to the availability of funding.


Strategic Goal: ☑ Neediest Children
☑ Youngest Children
☑ Educate All

☐ Providers
☐ Internal Capacity
☐ Funding

RESOLUTION: 05042020-01

AUTHORIZE THE PRESIDENT AND CEO TO NEGOTIATE AND EXECUTE THE CONTRACTS LISTED WITHIN THE BACKGROUND SECTION OF THIS RESOLUTION, ADDING ALL FUNDING SOURCES AND SHARED SERVICES AS ALLOWED UNDER FUNDER’S GUIDELINES.

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 that the Executive Committee shall authorize the President and CEO to negotiate and execute the contracts listed within the background section of this resolution, adding all funding sources and shared services as allowed under funder’s guidelines.
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 4th day of May, 2020.

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

By: __________________________
Executive Committee Secretary
### Background:

<table>
<thead>
<tr>
<th>CONTRACTS FY 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM SERVICES</strong></td>
</tr>
<tr>
<td><strong>Contractor/Grantor</strong></td>
</tr>
<tr>
<td>Citrus Health Network, Inc.</td>
</tr>
</tbody>
</table>

| **NON-PROGRAMATIC SERVICES** |
| **Contractor/Grantor**       | **Program/Services** | **Funding Source** | **Amount** |
| Verdejo, De Armas & Trujillo, LLP | External Audit Services | APOOL*             | $75,000.00     |
| CDW Government, LLC          | Information Technology Equipment | APOOL*             | $1,300,000.00  |

| **PROFESSIONAL SERVICE AGREEMENTS** |
| **Contractor/Grantor**       | **Program/Services**          | **Funding Source** | **Amount** |
| Miami-Dade Family Learning Partnership, Inc. | Infant/Toddler Parent Support Services | SR                 | $65,000.00     |
| Sofia Voice and Data Inc.    | Phone Service, Maintenance & Support | APOOL*             | $267,510.00    |
| Lehman Schultz, PLLC         | Legal Services                | APOOL*             | $62,000.00     |
| Teachstone Training, LLC     | Professional Development & Resources for Positive Adult/Child Interactions | SR                 | $600,000.00    |
| Miami Janitorial Supplies, Inc. | Cleaning/Janitorial         | APOOL*             | $90,000.00     |
| WellaAuthor, LLC             | Procurement Software          | APOOL*             | $85,000.00     |

Total: $2,755,010.00

* APOOL (Specific Funding Sources): Department of Health and Human Services, Administration for Children and Families, Florida Department of Children and Families, Florida Department of Education Office of Early Learning, Miami-Dade and Monroe (School Readiness Services, Voluntary Prekindergarten Services), Ocean Reef Community Foundation, Monroe County School District, Town Parent Program, The Children's Trust
Action Requested: Authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.

Fiscal Impact: An approximate amount of $215,490,076.00 for fiscal year 2020-2021, which is subject to the availability of funding.

Funding Source: Florida Department of Education Office of Early Learning, Department of Health and Human Services, Administration for Children and Families, Monroe County School Board Teenage Parent Program (TAP), The Children’s Trust, Florida Department of Children and Families, Ocean Reef, University of Florida Lastinger Center

Strategic Goal: ☑ Neediest Children ☑ Youngest Children ☑ Educate All ☑ Providers ☑ Internal Capacity ☑ Funding

RESOLUTION: 05042020-02

AUTHORIZE THE PRESIDENT AND CEO TO APPLY TO, NEGOTIATE, EXECUTE AND RECEIVE FUNDS FROM THE GRANTORS LISTED IN THE BACKGROUND SECTION OF THIS RESOLUTION.

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 that the Executive Committee shall authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed in the background section of this resolution.
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 4th day of May, 2020.

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

By: __________________________
Executive Committee Secretary
**Background:**

Authorize the President and CEO to apply to, negotiate, execute and receive funds from the grantors listed below. This resolution is for a total amount of approximately $215,490,076.00, which is subject to the availability of funding.

The following table describes the grants for fiscal year 2020-2021:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Program</th>
<th>Term</th>
<th>Proposed FY 2020-2021 Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Department of Education Office of Early Learning</td>
<td>School Readiness</td>
<td></td>
<td>$136,719,527.00 (yearly)</td>
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<tr>
<td>Florida Department of Education Office of Early Learning</td>
<td>Program Assessment</td>
<td></td>
<td>$855,283.00 (yearly)</td>
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<tr>
<td>Florida Department of Education Office of Early Learning</td>
<td>Voluntary Prekindergarten</td>
<td></td>
<td>$55,987,176.00 (yearly)</td>
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<tr>
<td>Florida Department of Education Office of Early Learning</td>
<td>Voluntary Prekindergarten Outreach &amp; Awareness and Monitoring Initiative</td>
<td></td>
<td>$105,293.00 (yearly)</td>
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<tr>
<td>Florida Department of Education Office of Early Learning</td>
<td>Preschool Development Grant Services</td>
<td></td>
<td>$584,681.00 (yearly)</td>
</tr>
<tr>
<td>The Children's Trust-The Office of Early Learning Match Program (Florida Child Care Executive Partnership) Match #1913-1650</td>
<td>Match</td>
<td>FY 2020-2021</td>
<td>$1,230,000.00 (yearly)</td>
</tr>
<tr>
<td>The Children's Trust-Early Learning Performance Funding Project #1911-1650</td>
<td>Childcare Quality Improvements</td>
<td></td>
<td>$8,000,000.00 (yearly)</td>
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<tr>
<td>Ocean Reef-Monroe</td>
<td>Monroe County Providers</td>
<td></td>
<td>$8,000.00 (yearly)</td>
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<tr>
<td>University of Florida Lastinger</td>
<td>Professional Development Project</td>
<td></td>
<td>$90,000.00 (yearly)</td>
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<tr>
<td>Teenage Parent Program (TAP) Monroe</td>
<td>Educational Services</td>
<td></td>
<td>$45,000.00 (yearly)</td>
</tr>
<tr>
<td>Florida Department of Children and Families Refugees</td>
<td>Refugee Child Care Program</td>
<td></td>
<td>$529,730.00 (yearly)</td>
</tr>
<tr>
<td>Department of Health and Human Services</td>
<td>Early Head Start</td>
<td></td>
<td>$10,685,386.00 (yearly)</td>
</tr>
<tr>
<td>The Children's Trust</td>
<td>Early Head Start-Match</td>
<td></td>
<td>$650,000.00 (yearly)</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>$215,490,076.00</strong></td>
</tr>
</tbody>
</table>
Action Requested: Authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2020-2021.

Fiscal Impact: An approximate amount of $215,490,076 for fiscal year 2020-2021, which is subject to the availability of funding.


Strategic Goal: □ Neediest Children □ Providers □ Youngest Children □ Internal Capacity □ Educate All □ Funding

RESOLUTION: 05042020-03


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 that the Executive Committee shall authorize the President and CEO to approve the Initial Budget and approve the allocation and expenditure of funds for fiscal year 2020-2021.
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 4th day of May, 2020.

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

By: __________________________
Executive Committee Secretary
Background:

The Early Learning Coalition’s fiscal year begins July 1, 2020. The Final Notice of Award will not be issued by the Office of Early Learning (“OEL”) until the end of June and current year grant closeouts will not be finalized until July 2020. Once the Final Notice of Award is received, we will be presenting the First Amendment to the Budget for the fiscal year 2020-2021.
Early Learning Coalition Executive Committee Meeting

May 4, 2020

Resolution: 05042020-04

Action Requested: Authorize the President and CEO to submit supplemental applications and receive the Early Head Start funds for the Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), as well as COVID-19 Impact Supplement under the Coronavirus Aid Relief and Economic Security (C.A.R.E.S.) Act.

Fiscal Impact: The total award is approximately $199,579.00 for COLA, $274,500.00 for Quality Improvement, and COVID-19 is to be determined based on the maximum amount allocated by the United States Department of Health and Human Services.

Funding Source: Department of Health and Human Services, Administration for Children and Families.

Strategic Goal: ☑ Neediest Children ☑ Youngest Children ☐ Educate All ☐ Providers ☐ Internal Capacity ☑ Funding

RESOLUTION: 05042020-04

AUTHORIZE THE PRESIDENT AND CEO TO SUBMIT SUPPLEMENTAL APPLICATIONS AND RECEIVE THE EARLY HEAD START FUNDS FOR THE COST-OF-LIVING ADJUSTMENT (COLA) AND QUALITY IMPROVEMENT (QI), AS WELL AS COVID-19 IMPACT SUPPLEMENT UNDER THE CORONAVIRUS AID RELIEF AND ECONOMIC SECURITY (C.A.R.E.S.) ACT.

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 that the Executive Committee shall authorize the President and CEO to submit supplemental applications and receive the Early Head Start funds for the Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), as well as COVID-19 Impact Supplement under the Coronavirus Aid Relief and Economic Security (C.A.R.E.S.) Act.
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 4th day of May, 2020.

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

By: ___________________________
Executive Committee Secretary
On December 20, 2019, President Trump signed Public Law 116-94 which included a $550 million increase for Head Start and Early Head Start Programs over the 2019 fiscal year funding level. On March 11, 2020, the United States Department of Health released a communication (ACF-PI-HS-20-2) earmarking the funds for Cost-of-Living Adjustment (COLA) and Quality Improvement (QI), both of which would be a permanent increase in the program’s budget. On March 13, 2020, the Early Learning Coalition of Miami-Dade/Monroe, Inc. received a funding letter advising the program that they could apply for a total of $474,079.00 ($199,579.00 for COLA and $274,500.00 for QI).

Additionally, in response to the world-wide pandemic and as a part of the C.A.R.E.S. Act, the Office of Head Start first informed Head Start and Early Head Start programs in an April 6, 2020 webinar that additional funds were available for programs to use as a one-time supplement. The COVID-19 Impact Supplement funds are to be used to support preventive, preparedness, and responsive activities during the coronavirus pandemic. The Office of Head Start will be providing guidance regarding the amount allotted to each program.
### Total Complete by Week

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Total Providers</th>
<th>Complete as of 4/3/20</th>
<th>Complete as of 4/10/20</th>
<th>Complete as of 4/17/20</th>
<th>Complete as of 4/24/20</th>
<th>Remaining as of 4/24/20</th>
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</thead>
<tbody>
<tr>
<td>Underpaid providers</td>
<td>196</td>
<td>138</td>
<td>147</td>
<td>191</td>
<td>196</td>
<td>0</td>
</tr>
<tr>
<td>Overpaid providers</td>
<td>718</td>
<td>25</td>
<td>65</td>
<td>172</td>
<td>215</td>
<td>503</td>
</tr>
<tr>
<td>Providers who owe the ELC &lt; $1500</td>
<td>66</td>
<td>45</td>
<td>61</td>
<td>65</td>
<td>66</td>
<td>0</td>
</tr>
<tr>
<td>Large Providers/Corporations with multiple locations</td>
<td>214</td>
<td>20</td>
<td>69</td>
<td>70</td>
<td>70</td>
<td>144</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1194</td>
<td>228</td>
<td>342</td>
<td>498</td>
<td>547</td>
<td>647</td>
</tr>
</tbody>
</table>

### Percent Complete by Week

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>% Complete as of 4/6/20</th>
<th>% Complete as of 4/10/20</th>
<th>% Complete as of 4/17/20</th>
<th>% Complete as of 4/24/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underpaid providers</td>
<td>70%</td>
<td>75%</td>
<td>97%</td>
<td>100%</td>
</tr>
<tr>
<td>Overpaid providers</td>
<td>2%</td>
<td>9%</td>
<td>24%</td>
<td>30%</td>
</tr>
<tr>
<td>Providers who owe the ELC &lt; $1500</td>
<td>2%</td>
<td>9%</td>
<td>24%</td>
<td>30%</td>
</tr>
<tr>
<td>Large Providers/Corporations with multiple locations</td>
<td>9%</td>
<td>32%</td>
<td>32%</td>
<td>39%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>19%</td>
<td>29%</td>
<td>42%</td>
<td>49%</td>
</tr>
<tr>
<td>Trans. Date</td>
<td>AMEX Description</td>
<td>Traveler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/06/20</td>
<td>DoubleTree by Hilton at the Entrance of Universal</td>
<td>Sandrina Seraphin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/06/20</td>
<td>DoubleTree by Hilton at the Entrance of Universal</td>
<td>Otilia Gonzalez-Varese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELC Description</td>
<td>Amount</td>
<td>Dist Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging for Sandrina Seraphin to attend the FHSA Conference, Orlando, FL March 3-6</td>
<td>$459.00</td>
<td>520EHT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging for Otilia Gonzalez-Varese to attend the FHSA Conference, Orlando, FL March 3-6</td>
<td>$459.00</td>
<td>520EHT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total EHS Credit Card Expenses</td>
<td>$918.00</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### Eligibility Breakdown

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Children Paid by Billing Group</th>
<th>Amount*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk (BG1)</td>
<td>2,067</td>
<td>10.51%</td>
<td></td>
<td>$920.20</td>
<td>12.32%</td>
</tr>
<tr>
<td>Income Eligible (BG8)</td>
<td>16,637</td>
<td>84.55%</td>
<td></td>
<td>$6,166.87</td>
<td>82.59%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Child Care (BG5)</td>
<td>482</td>
<td>2.45%</td>
<td></td>
<td>$190.93</td>
<td>2.56%</td>
</tr>
<tr>
<td>Work Force Development (BG3x)</td>
<td>488</td>
<td>2.48%</td>
<td></td>
<td>$188.93</td>
<td>2.53%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool) (CCPP)</td>
<td>2</td>
<td>0.01%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>BGNT</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>BCCSD&amp;BGCSO</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20,676</td>
<td>100%</td>
<td></td>
<td>$7,466.92</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Age Break Down

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Children Paid by Age Category</th>
<th>Amount*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>2,373</td>
<td>12.18%</td>
<td></td>
<td>$1,144.49</td>
<td>15.33%</td>
</tr>
<tr>
<td>Toddler</td>
<td>2,513</td>
<td>12.90%</td>
<td></td>
<td>$1,151.13</td>
<td>15.42%</td>
</tr>
<tr>
<td>Three Year Old</td>
<td>3,264</td>
<td>16.75%</td>
<td></td>
<td>$1,264.30</td>
<td>18.63%</td>
</tr>
<tr>
<td>Pre-School</td>
<td>5,014</td>
<td>25.73%</td>
<td></td>
<td>$1,857.91</td>
<td>24.88%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>13,164</td>
<td>67.55%</td>
<td></td>
<td>$5,544.54</td>
<td>74.25%</td>
</tr>
<tr>
<td>School Age: 6 yrs</td>
<td>1,871</td>
<td>15.32%</td>
<td></td>
<td>$496.06</td>
<td>6.64%</td>
</tr>
<tr>
<td>School Age: 7 yrs</td>
<td>1,533</td>
<td>12.55%</td>
<td></td>
<td>$397.47</td>
<td>5.32%</td>
</tr>
<tr>
<td>School Age: 8 yrs</td>
<td>1,254</td>
<td>10.27%</td>
<td></td>
<td>$325.84</td>
<td>4.36%</td>
</tr>
<tr>
<td>Unduplicated School Age: 5 - 8 yrs**</td>
<td>5,710</td>
<td>46.75%</td>
<td></td>
<td>$1,536.87</td>
<td>20.58%</td>
</tr>
<tr>
<td>School Age: 9 yrs and above</td>
<td>1,562</td>
<td>12.79%</td>
<td></td>
<td>$385.51</td>
<td>5.16%</td>
</tr>
<tr>
<td>School Age (Duplicated)</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>School Age (Unduplicated)</td>
<td>7,272</td>
<td>37.32%</td>
<td></td>
<td>$1,922.38</td>
<td>25.75%</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>0.00%</td>
<td></td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>7,272</td>
<td>37.32%</td>
<td></td>
<td>$1,922.38</td>
<td>25.75%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>19,487</td>
<td>105%</td>
<td></td>
<td>$7,466.92</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Note:** Legends with too small percentage are not shown on the pie chart.

### Children Served

<table>
<thead>
<tr>
<th>Children Served</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total actual paid - YTD</td>
<td>24,653</td>
</tr>
<tr>
<td>Total actual paid - March 2020</td>
<td>19,487</td>
</tr>
<tr>
<td>Net Slot Payment and Gold Seal</td>
<td>$ 6,624</td>
</tr>
<tr>
<td>Total cost (in thousands) (incl match)</td>
<td>$ 7,467</td>
</tr>
</tbody>
</table>

### Change month over month

<table>
<thead>
<tr>
<th>Type</th>
<th>Children Served</th>
<th>% of Total</th>
<th>Amount*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk (BG1)</td>
<td>2,067</td>
<td>10.51%</td>
<td>$920.20</td>
<td>12.32%</td>
</tr>
<tr>
<td>Income Eligible (BG8)</td>
<td>16,637</td>
<td>84.55%</td>
<td>$6,166.87</td>
<td>82.59%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Child Care (BG5)</td>
<td>482</td>
<td>2.45%</td>
<td>$190.93</td>
<td>2.56%</td>
</tr>
<tr>
<td>Work Force Development (BG3x)</td>
<td>488</td>
<td>2.48%</td>
<td>$188.93</td>
<td>2.53%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool) (CCPP)</td>
<td>2</td>
<td>0.01%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>BGNT</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>BCCSD&amp;BGCSO</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20,676</td>
<td>100%</td>
<td>$7,466.92</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Note:** There are 1,052 5-year-old within this count.
### Eligibility Breakdown

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving</th>
<th>% of Total</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Risk (BG1)</td>
<td>69</td>
<td>17.97%</td>
<td>$27.24</td>
<td>18.33%</td>
</tr>
<tr>
<td>Income Eligible (BG8)</td>
<td>312</td>
<td>81.25%</td>
<td>$120.24</td>
<td>80.92%</td>
</tr>
<tr>
<td>Florida One Parent</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Child Care (BG5)</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Work Force Development (BG3x)</td>
<td>3</td>
<td>0.78%</td>
<td>$1.12</td>
<td>0.75%</td>
</tr>
<tr>
<td>CCEP (Purchasing Pool) (CCPP)</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>ARRA</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>384</td>
<td>100%</td>
<td>$148.60</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Minus 6 Overlap</strong></td>
<td>378</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GOLD SEAL</strong></td>
<td></td>
<td></td>
<td>$8.47</td>
<td>5.70%</td>
</tr>
<tr>
<td><strong>BGCCD+BGCSO</strong></td>
<td></td>
<td></td>
<td>-</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Change month over month

- **Total actual paid - March 2020**: 378
- **Net Slot Payment and Gold Seal**: $140
- **Match (BG8 and CCEP)**: $0
- **Total cost (in thousands) (incl match)**: $149

### Monthly Activity

- **Beginning Census**: 370
- **Net Increase/(Decrease)**: 8
- **Total**: 378

### Age Break Down

#### All Eligible Clients-Paid

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving</th>
<th>% of Total</th>
<th>Amount</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>51</td>
<td>12.98%</td>
<td>$26.99</td>
<td>18.16%</td>
</tr>
<tr>
<td>Toddler</td>
<td>65</td>
<td>16.54%</td>
<td>$34.46</td>
<td>23.19%</td>
</tr>
<tr>
<td>Three Year Old</td>
<td>58</td>
<td>14.76%</td>
<td>$26.64</td>
<td>17.93%</td>
</tr>
<tr>
<td>Pre-School</td>
<td>85</td>
<td>21.63%</td>
<td>$29.19</td>
<td>19.64%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>259</td>
<td>65.90%</td>
<td>$117.28</td>
<td>78.93%</td>
</tr>
<tr>
<td>School Age: 6</td>
<td>36</td>
<td>9.16%</td>
<td>$9.40</td>
<td>6.32%</td>
</tr>
<tr>
<td>School Age: 7</td>
<td>25</td>
<td>6.36%</td>
<td>$6.23</td>
<td>4.20%</td>
</tr>
<tr>
<td>School Age: 8</td>
<td>21</td>
<td>5.34%</td>
<td>$3.55</td>
<td>2.39%</td>
</tr>
<tr>
<td>School Age: 5 - 8**</td>
<td>95</td>
<td>24.17%</td>
<td>$22.09</td>
<td>14.87%</td>
</tr>
<tr>
<td>School Age: 9 - 10</td>
<td>32</td>
<td>8.14%</td>
<td>$7.19</td>
<td>4.84%</td>
</tr>
<tr>
<td>School Age: 11 - 12</td>
<td>7</td>
<td>1.78%</td>
<td>$2.03</td>
<td>1.37%</td>
</tr>
<tr>
<td>School Age: Other Age</td>
<td>0</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>School Age Total</strong></td>
<td>134</td>
<td>34.10%</td>
<td>$31.32</td>
<td>21.07%</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>-</td>
<td>0.00%</td>
<td>$-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>134</td>
<td>34.10%</td>
<td>$31.32</td>
<td>21.07%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>393</td>
<td>100%</td>
<td>$148.60</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Minus 15 Overlap</strong></td>
<td>378</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**There are 13 5-year-old within this count.**
### Early Learning Coalition of Miami-Dade/Monroe

**DCF Title V Slot Utilization Snapshot - Miami-Dade**

**March 2020**

<table>
<thead>
<tr>
<th>Children Served</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total actual paid - YTD</td>
<td>275</td>
</tr>
<tr>
<td>Total actual paid - March 2020</td>
<td>132</td>
</tr>
<tr>
<td>Net Slot Payment and Gold Seal</td>
<td>$57</td>
</tr>
<tr>
<td>Match (BG8 and CCEP)</td>
<td>$0</td>
</tr>
<tr>
<td>Total cost (in thousands) (incl match)</td>
<td>$63</td>
</tr>
</tbody>
</table>

**Change month over month**

| Total Net Increase/(decrease) children | (11) |

<table>
<thead>
<tr>
<th>Monthly Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Census</td>
<td>143</td>
</tr>
<tr>
<td>NET Increase/(Decrease)</td>
<td>(11)</td>
</tr>
<tr>
<td>Total</td>
<td>132</td>
</tr>
</tbody>
</table>

**Current Data**

| Enrolled As of Apr 24, 2020 | 105 |
| Projected Paid for April (96% of enrolled) | 101 |

#### Eligibility Breakdown

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Amount*</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>132</td>
<td>100.00%</td>
<td>$62.88</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

#### Children Paid by Billing Group

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Amount ($)</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minus 0 Overlap</td>
<td>132</td>
<td>100%</td>
<td>$62.88</td>
<td>100%</td>
</tr>
<tr>
<td>GOLD SEAL</td>
<td>-</td>
<td>-</td>
<td>$6.15</td>
<td>9.77%</td>
</tr>
</tbody>
</table>

#### Children Paid by Age Category

<table>
<thead>
<tr>
<th>Type</th>
<th>Receiving Service</th>
<th>% of Total</th>
<th>Amount ($)</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant</td>
<td>72</td>
<td>49.66%</td>
<td>$35.45</td>
<td>56.38%</td>
</tr>
<tr>
<td>Toddler</td>
<td>29</td>
<td>20.00%</td>
<td>$12.29</td>
<td>19.55%</td>
</tr>
<tr>
<td>Three Year Old</td>
<td>15</td>
<td>10.34%</td>
<td>$6.66</td>
<td>10.58%</td>
</tr>
<tr>
<td>Pre-School</td>
<td>9</td>
<td>6.21%</td>
<td>$3.86</td>
<td>6.14%</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>125</td>
<td>86.21%</td>
<td>$58.26</td>
<td>92.66%</td>
</tr>
<tr>
<td>School Age: 6 yrs</td>
<td>5</td>
<td>3.45%</td>
<td>$0.84</td>
<td>1.34%</td>
</tr>
<tr>
<td>School Age: 7 yrs</td>
<td>2</td>
<td>1.38%</td>
<td>$0.49</td>
<td>0.79%</td>
</tr>
<tr>
<td>School Age: 8 yrs</td>
<td>4</td>
<td>2.76%</td>
<td>$1.04</td>
<td>1.66%</td>
</tr>
<tr>
<td>Unduplicated School Age: 5 - 8 yrs**</td>
<td>13</td>
<td>8.97%</td>
<td>$2.79</td>
<td>4.44%</td>
</tr>
<tr>
<td>School Age: 9 yrs and above</td>
<td>7</td>
<td>4.83%</td>
<td>$1.83</td>
<td>2.91%</td>
</tr>
<tr>
<td>School Age Total Includes 0 Overlap</td>
<td>20</td>
<td>13.79%</td>
<td>$4.62</td>
<td>7.34%</td>
</tr>
<tr>
<td>School Age (Unduplicated)</td>
<td>20</td>
<td>13.79%</td>
<td>$4.62</td>
<td>7.34%</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>20</td>
<td>13.79%</td>
<td>$4.62</td>
<td>7.34%</td>
</tr>
<tr>
<td>Total</td>
<td>145</td>
<td>100%</td>
<td>$62.88</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### Minus 13 Overlap

| Total Children Paid | 132 |

**Note:** Legends with too small percentage are not shown on the pie chart.